NIGERIA LABOUR FORCE SURVEY (NLFS)

INSTRUCTION MANUAL

2022/2023

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NIGERIA LABOUR FORCE SURVEY – INSTRUCTION MANUAL

This manual provides key information for all field personnel involved in collecting the Nigeria Labour Force Survey. It provides important background information on the survey, describes the structure and roles of all team members, and explains vital details on the questionnaire. It should be read carefully by everyone involved in data collection.

CHAPTER ONE – INTRODUCTION

The Nigeria Labour Force Survey (NLFS) is a standard survey for collecting work-related statistics. It is one of the primary national household surveys conducted by Nigeria's National Bureau of Statistics (NBS). Recently, NBS has begun collaborating with the World Bank on the NLFS.

The NLFS aims to produce national statistics on Nigeria's labour force such as the employment-to-population ratio, unemployment rate, and labour force participation rate. The NLFS will also provide crucial details about the jobs that Nigerians are doing, including their specific occupations, the goods and services that they produce, the time spent working in these jobs, and their benefits and working conditions.

These statistics will be produced at least quarterly for the whole of Nigeria. It will also be possible to produce state-level statistics (including the Federal Capital Territory (FCT), Abuja) on an annual basis.

The NLFS will therefore be used to formulate, develop, and evaluate social and economic policies to boost outcomes in Nigeria's labour market, improving the lives of Nigeria's workers.

1.1. BACKGROUND

In order to generate reliable and timely data for producing key labor market statistics, NBS had previously been conducting the LFS on quarterly basis. However, data collection proved far less regular than intended (due to various factors, including inadequacy in funding). Information was and is therefore urgently required on the massive labour market changes Nigeria has experienced,

especially given the COVID-19 crisis, ongoing commodity price shocks, and other transitions in the Nigerian economy.

To address this irregularity, NBS – in collaboration with the World Bank – came up with a new resolution concerning Nigeria's labour market statistics. The joint NBS-World Bank team has designed a new questionnaire according to International Labour Organization (ILO) standards. This questionnaire has been adapted for the Nigeria context but will also conform to international best practices to allow for vital cross-country comparisons. The joint NBS-World Bank team has also improved the sampling and implementation methods for the LFS, including a continuous data-collection schedule that will run throughout the year. This will enhance effective data collection in order to estimate statistics around employment, unemployment, and labor force participation, as well as specific elements of people's jobs such as the occupations and activities in which they engage.

1.2. SURVEY OBJECTIVES

- ✓ To produce a snapshot of *and* measure current trends in key labor market statistics in Nigeria; this includes employment, unemployment, labor force participation, and key job characteristics.
- ✓ To analyze government initiatives for reducing unemployment and find other possible solutions.
- ✓ To measure Nigeria's labour supply for monitoring and planning purposes.
- ✓ To measure progress towards targets such as full productive employment, the Sustainable Development Goals (SDGs), sustainable economic growth, and decent work for all.

1.3. WHAT'S NEW?

- ✓ The LFS questionnaire has been improved to meet the requirements for computing key labour market indicators by adapting the ILO model questionnaire.
- ✓ The previous LFS questionnaire did not capture "employed persons not at work". The instrument has been reviewed to include persons who are employed but not at work in the reference period (the previous seven (7) days).

✓ Questions on long-term unemployment, job quality, informal work, decent work, and job-seeker discouragement have been added to enable the computation of additional labour market indicators.

1.4. KEY TERMS

This sub-section provides details of some key terms that will be useful for implementing the NLFS.

1.4.1. WHO IS EMPLOYED?

In line with ILO standards, the NLFS questionnaire will make it possible to ascertain Nigerians' **employment status**. This means key statistics including the employment-to-population ratio, unemployment rate, and labour force participation rate can be estimated.

The key elements of employment status are shown in Figure 1 and explained in more detail below.

Figure 1. Employment status definitions
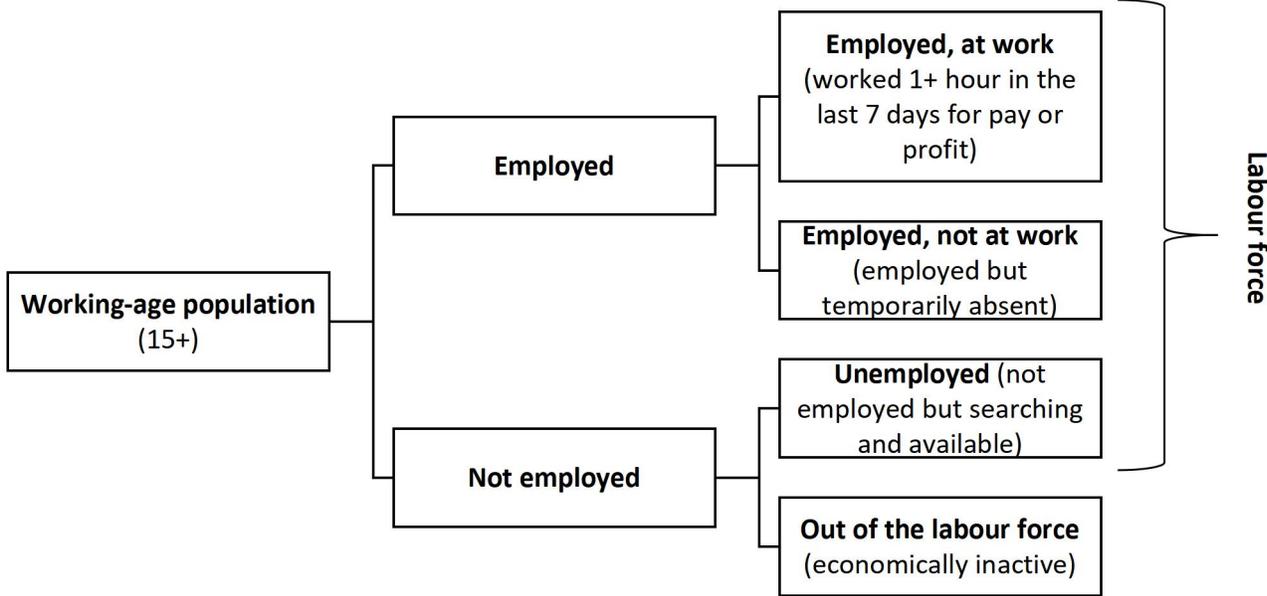
All Nigerians aged 15 years or more are classed as of **working age**.

The working-age population can then be divided into those who are **employed** and those who are **not employed**.

The **employed** are those working-aged people who working for pay or profit.

- ✓ They may be **employed, at work** meaning that they worked for at least one hour for pay or profit in the previous seven (7) days.
- ✓ Alternatively, they may be **employed, not at work** meaning that they typically work for pay or profit, but did not work in the previous seven (7) days due to their working time arrangements (such as "flexiwork") or a temporary absence (such as sick leave, vacation, or parental leave).

Pay or profit can refer to:

- ✓ Remuneration **in cash or in kind** (including wages or salaries for time worked or profits from sale or barter of goods)
- ✓ Remuneration that is **already paid or expected to be paid** (renumeration that is payable)
- ✓ Renumeration that is paid **directly** to the person performing the work or **indirectly** to/through a household member

Among those who are not employed, individuals may be either **unemployed** or **out of the labour force**.

- ✓ The **unemployed** are those working-aged people who are not employed, but who are **searching** for job that provides pay or profit and who are **available** to start such a job. (Those people who have been unemployed for 12 months or more are sometimes referred to as **long-term unemployed**.)
- ✓ Those **out of the labor force** or the **economically inactive** are those working-aged people who are neither employed nor searching for employment.

The **labour force** is the combination of those who are **employed** (both at work or not at work) and those who are **unemployed**.

Workers may also be **underemployed** if they are employed but work **too few hours** (and who typically would be willing and available to work more hours). However, underemployed people are not the same as unemployed people.

1.4.2. WHAT ABOUT SUBSISTENCE AGRICULTURE?

Subsistence agriculture workers are those farmers that grow food crops or rear livestock solely to meet the needs of themselves and their household. Their produce is (mostly) not sold at market to generate income or profit. This is sometimes referred to as **own-use production work**.

Subsistence agriculture workers should be distinguished from **commercial agriculture** workers, who instead sell a significant portion of what they produce to generate income or profit.

Subsistence agriculture workers (own-use production workers) are technically not classed as employed, so they will be asked some questions about search behaviour and availability to start a job or business for pay or profit.

1.4.3. MULTIPLE JOBS

Sometimes people will be employed in more than one job at the same time.

For the NLFS, the **main job** refers to the job in which the person worked the most hours in the previous seven (7) days.

The **secondary job** refers to the job in which they worked the second highest number of hours in the previous seven (7) days. Fewer hours are devoted to the secondary job than the main job.

1.4.4. JOB TYPES

There are two broad types of jobs in the economy: (1) the **wage-employed** (also known as **employees** or **wage earners**) and (2) the **self-employed**.

The **wage-employed** do not have decision-making power over the establishment where they work (and its capital). Their payment is received with some regularity, and it is not *directly* dependent on the revenue of the establishment where they work.

The **self-employed** have decision-making power over their establishment, including its capital. Their payment depends directly upon the profits derived from the goods and services produced.

Sometimes, household members will help other household members who are either wage- or self-employed, without directly being paid or receiving profits themselves.

This matters for questions about the nature individuals' employment (especially in MJJ_4 and SJJ_3).

1.4.5. OCCUPATIONS AND ACTIVITIES

Knowing the specific details of people's jobs is very important for assessing the labour market. Two key elements of this are people's **occupation** and their **activity**.

Occupations:

- ✓ The **occupation** is what the person does. It is generally the response to the question "what do you do?" (for example, "statistician").
- ✓ A person's occupation can be described by specifying their **main tasks and duties**. This means the major procedures, conduct, work, or services performed or associated with a job (for example, "analyzing data, writing reports, constructing graphs, giving presentations").
- ✓ Occupations are classified according to the **International Standard Classification of Occupations (ISCO)**. This can help with classifying occupations according to the tasks and duties involved.

Activities:

- ✓ The **activity** is what the establishment where the person works does (for example, "data collection").
- ✓ An establishment's activity is described by specifying the **goods and services** produced or delivered by the establishment (for example, "microdata, research output for policy and academics").
- ✓ Activities are classified according to the **International Standard of Industrial Classification (ISIC)**. This can help with classifying activities according to the goods and services produced or delivered.

Sometimes "activity" is used interchangeably with "sector" or "industry".

1.4.6. KEY TERMS FOR IMPLEMTING THE NLFS

- ✓ **CAPI (Computer-Assisted Personal Interviewing)**: this an interviewing technique in which the interviewer uses an electronic device to interview respondent. The NLFS will be implemented through CAPI. The CAPI program will contain pre-loaded information, will support by ensuring answers are valid, and will skip to the correct next question. Details on using CAPI can be found in Chapter Four.
- ✓ **Labour force survey**: labour force surveys are one of the primary national household surveys conducted in number of countries, which aim to produce official national statistics data on employment and unemployment for monitoring and planning purposes.
- ✓ **Proxy response**: this is a response made on behalf of a target respondent by another member of the household as at the time of the interview.

1.5. PRETEST SURVEY

1.5.1. INTRODUCTION

As a prerequisite for finalizing the survey instrument, it is important to pretest it. For the NLFS, this exercise was undertaken in July 2022. Among other contributions, the pretest provided insights into the flow as well as the sequence of the questions.

The objectives of the pretest survey included:

1. To test the flow of the questions
2. To test the appropriateness of the questions
3. To test the logic and skip pattern of the questions
4. To test the administration of the questionnaires
5. To correct questions that might lead to biased answers

The pretest was implemented using a paper questionnaire to test the survey instrument before its creation in the CAPI program (used in the pilot survey and main survey).

1.5.2. COVERAGE

The pretest was carried out in FCT, Abuja in one (1) urban and one (1) rural enumeration area (EA) for two (2) days.

1.5.3. SAMPLE DESIGN

A total of 12 households were studied for the pretest. Two (2) EAs were canvassed in FCT and six (6) households were systematically selected in each EA. Fieldwork lasted for two (2) days.

1.5.4. TRAINING

Personnel from NBS headquarters were trained on how to administer the questionnaire at NBS head office for two (2) days.

1.5.5. PERSONNEL FOR FIELDWORK

All field personnel deployed to implement the pretest were NBS headquarter and FCT state staff that have experience and familiarity with the local terrain. Two (2) teams were deployed. A team comprised two (2) interviewers, one (1) note taker and one (1) guide. The teams were expected to cover one (1) EA within the two (2) days of fieldwork.

1.5.6. FIELDWORK MONITORING, COORDINATING, AND QUALITY CHECKS

In order to improve the quality of the data, modalities for monitoring the fieldwork were put in place. This is to oversee the process of data collection and make sure that the field officers carry out their assignment and check errors from the field.

A World Bank representative, NBS state officer, and two (2) NBS coordinators monitored the fieldwork. The interviewers, staff officer, and World Bank representative wrote comprehensive reports of their experience during the field exercise.

There was a debriefing by all participants to share their ideas and experiences gained during the fieldwork, which was used to finalize the instrument for the main survey work.

1.6. PILOT SURVEY

1.6.1. INTRODUCTION

The NLFS pilot was conducted to evaluate feasibility, duration, and cost and to improve on the study design prior to the main survey. The experience learnt was used to finalize the survey instruments and improve the data collection process arrangement as well as logistics for the main survey.

The objectives of the pilot survey included:

1. To test the adequacy of the survey instrument
2. To test the strategy for administering the questionnaires
3. To test the data processing arrangements, such as system development, data processing capability, data analysis, and tabulation
4. To test the logistics arrangements

1.6.2. COVERAGE

The pilot survey was carried out in six (6) selected states, one (1) state from each of the six (6) geo-political zones of the country. The basis for selection is that the states must cut across the north and south regions. The selected states were Kano (North West), Bauchi (North East), Plateau (North Central), Oyo (South West), Akwa-Ibom (South South), Abia (South East). Two (2) EAs were studied in each state.

1.6.3. SAMPLE DESIGN

A total of 120 households were studied for the pilot exercise across the six (6) states. In each pilot state, two (2) EAs were canvassed and 10 households were systematically selected in each EA making a total of 20 households per state. Fieldwork lasted for five (5) days.

1.6.4. SURVEY INSTRUMENT/EQUIPMENT

The survey instrument and equipment for NLFS pilot survey comprised the questionnaire (programmed in Survey Solutions), selected household lists, EA maps, manual of instruction, and CAPI device. CAPI was used in place of the paper

questionnaire to capture data in the field. This helped test the CAPI programming as well as the content of the questionnaire.

1.6.5. TRAINING

One level of training was adopted. The training was carried out at a central location in Abuja, where all field personnel were trained for five (5) days.

1.6.6. FIELDWORK ARRANGEMENTS

There were two (2) teams in each of the six (6) selected states and each team comprised two (2) field personnel – one (1) team lead and one (1) teammate – giving a total of 12 teams and 24 field staff. Each team also had one (1) NBS headquarter monitor.

Each team was expected to cover one (1) EA in five (5) days.

1.6.7. FIELDWORK MONITORING, COORDINATION, AND QUALITY CHECKS

Up to 12 NBS headquarter officers (trainers) and NBS coordinators monitored fieldwork for the pilot survey throughout the period of data collection.

Part of the monitoring activities included identification of EA boundaries, ensuring checking coverage of selected households, ensuring adherence to survey guidelines on number of call backs and other instructions.

Trainers as well as other officers who took part in the monitoring wrote a comprehensive report of their experiences during the exercise. After the fieldwork, monitors and other stakeholders held debriefing meetings in NBS headquarters where all the experiences gained during the fieldwork were shared and used in planning for the main survey.

1.6.8. DATA TRANSMISSION

Information for the pilot exercise was captured using CAPI. This allowed for real-time, online data transmission and data monitoring.

1.7. HOUSEHOLD LISTING

1.7.1. INTRODUCTION

The listing exercise is a key activity in household surveys – including the 2022/23 NLFS – in which all structures and households within selected geographical areas are listed. This is to update the sample frame of households for the survey. The listing provides a complete list of occupied residential households in the selected EAs. The same EAs used for the NLFS are also to be used for the 2022/23 Nigerian Living Standards Survey (NLSS), so the listing operation for these two (2) surveys is being conducted jointly.

The main objective of the listing exercise is to ensure *complete* coverage of all the households within the boundaries of each sampled EA. This makes it possible to:

1. Have a complete and up-to-date frame for the households
2. Develop standard infrastructure needed for efficient sampling and estimation procedures
3. Provide summary statistics necessary for the calculation of weights and raising factors

1.7.2. COVERAGE

✓ The household listing exercise will be conducted in all the 36 states and FCT, Abuja
✓ The EAs will cut across both urban and rural areas

1.7.3. SAMPLE DESIGN

The sample frame comprises a newly digitized list of EAs in the country:

✓ All the 36 states and FCT will be canvassed
✓ 96 EAs will be covered in each state
✓ 24 EAs will be covered quarterly in each state
✓ A total of 3,552 EAs will be covered nationwide

All households in the sampled EAs will be listed.

1.7.4. SURVEY INSTRUMENT/EQUIPMENT

- ✓ CAPI
- ✓ Digitized maps
- ✓ Sample list
- ✓ Location map form
- ✓ Sketch map form
- ✓ Chalk/marker

1.7.5. TRAINING

One level of training will be adopted.

The training will be at a central location in Keffi, Nasarawa where all field staff will be trained.

Training will be conducted twice:

- ✓ The 1st training will be for the 1st and 2nd quarter listing exercise
- ✓ The 2nd training will be for the 3rd and 4th quarter listing exercise

Participants include:

- ✓ Enumerators
- ✓ Monitors
- ✓ Coordinators

Each training will last for five (5) days.

1.7.6. FIELDWORK ARRANGEMENTS

Three (3) teams will work in each state. Each team will comprise two (2) persons; one (1) team lead and one (1) teammate. The three (3) teams are expected to complete 24 EAs in 20 days. A team will cover eight (8) EAs each in the 20 days, including travel time.

1.8. MAIN SURVEY

1.8.1. INTRODUCTION

The NLFS is one of the primary national household surveys conducted by NBS. It is designed to produce official statistics on economic activity, employment status (employment and unemployment), and underemployment, which will be used to formulate, develop, and evaluate socioeconomic policies on labour market statistics.

The objectives of this survey are:

- ✓ To determine the level and rate of unemployment as well as socio-economic characteristics of the labour force
- ✓ To describe current employment conditions
- ✓ To compare the labour market statistics at the state, national, regional, and global level
- ✓ To ascertain who is without a job, wants a job, has actively sought work, and is able to start work
- ✓ To give information on the development of the labour market

1.8.2. COVERAGE

The main survey will be conducted in all 36 states and FCT, Abuja and the EAs will cut across both urban and rural areas.

1.8.3. SAMPLE DESIGN

- ✓ All the 36 states and FCT will be canvassed
- ✓ 10 households will be systematically selected per EA
- ✓ 24 EAs will be covered in each state per quarter
- ✓ 240 households in each state per quarter
- ✓ 96 EAs will be covered in a state annually
- ✓ 960 households will be covered in a state annually
- ✓ A total of 3,552 EAs will be covered nationwide
- ✓ A total of 35,520 households will be covered nationwide

1.8.4. SURVEY INSTRUMENT/EQUIPMENT

The survey instrument and equipment for NLFS main survey is the questionnaire (programmed in Survey Solutions), selected household lists, digitized EA map, manual of instruction, and CAPI. CAPI will be used for data collection.

1.8.5. TRAINING

Two levels of training will be adopted:

- ✓ 1st level training (Training of Trainers) will be in FCT, Abuja for five (5) days
- ✓ 2nd level training (Training of Enumerators) will be at a central location in Ibadan, Oyo state where all field personnel will be trained for eight (8) days

1.8.6. FIELDWORK ARRANGEMENT

There will be two (2) teams in each state and each team comprises two (2) field personnel which gives a total of 74 teams and 148 field staff. A team will consist of one (1) team lead and one (1) teammate.

A team will be expected to cover one (1) EA for five (5) days, running Wednesday to Sunday. Monday will be for resting and Tuesday for traveling to the next EA.

- ✓ 10 households will be interviewed each week in each EA
- ✓ Eight (8) EAs will be covered in a month per state by two (2) teams
- ✓ 80 households will be covered per month in each state by the two teams

Fieldwork will be done on a continuous basis and will last for the period of 12 months.

1.8.7. FIELDWORK MONITORING, COORDINATION, AND QUALITY CHECKS

Monitoring of fieldwork will be done by the following teams:

- ✓ Scrutiny Officers
- ✓ NBS State Officers
- ✓ Monitors
- ✓ NBS Zonal controllers
- ✓ NBS Coordinators

- ✓ Stakeholder

1.8.8. DATA TRANSMISSION

The data will be transmitted electronically, that is online, real-time using CAPI.

1.8.9. DATA PROCESSING AND ANALYSIS

The data processing system will be divided into the following:

- ✓ Data cleaning/validation
- ✓ Data editing
- ✓ Tabulation
- ✓ Table generation / Analysis

CHAPTER TWO – ROLES AND RESPONSIBILITIES

This chapter outlines the roles and responsibilities for the team involved in collecting the data. It first describes the team structure, giving the responsibilities for different team members, then provides special instructions for enumerators/interviewers.

2.1. RESPONSIBILITIES OF PERSONNEL

Data collection hinges on the work of a large team, but especially on **enumerators** (also known as **interviewers**) and **supervisors**.

A team comprising **one team lead** and **one teammate** is supposed to visit **10 households** within a particular EA to conduct the necessary interviews. The data collection will run from **Wednesday to Sunday** each week. This covers the weekend making it possible to cover those respondents who are working Monday to Friday, and who are therefore difficult to reach for an interview. Crucially, this reduces the chance of proxy response.

After the data have been collected using the CAPI devices and uploaded to the server, a series of other team members (including NBS monitoring officers and independent monitors from the World Bank) will be **checking and monitoring the data** to ensure they are of high quality.

2.1.1. ENUMERATORS (INTERVIEWERS)

Enumerators, also known as interviewers, play a central role in the collection of data and the ultimate outcome of the NLFS exercise will depend on how they conduct the interviews. The success of the NLFS therefore depends on each interviews' ability to collect accurate information from the respondents. It is, therefore, important to be consistent in the way questions are put to the respondent.

Therefore, the role of the enumerator includes the following:

1. Locating all households assigned by the team supervisor.
2. Identifying all eligible respondents in each household.
3. Interviewing respondents accurately in accordance with the procedure described in the manual.
4. Ensuring the CAPI program is fully and accurately filled out for each household and each working-age individual in the household.
5. Avoiding proxy response, including by making appointments to personally interview each of the eligible respondents when s/he is available at home.
6. Ensuring that the information given is correct by keeping the respondent focused on the questions.
7. Preparing the debriefing notes for supervisor on the problems encountered.

2.1.2. SUPERVISORS/SCRUTINY

The major responsibilities of the supervisors are as follows:

1. Contacting local authority officials in the areas assigned to a team to gain their cooperation.
2. Locating the clusters or EAs for the team and assigning work to enumerators.
3. Checking the quality of the work of each enumerator through skim and spot checks.
4. Maintaining the morale of the enumerators so that they can work in a cheerful atmosphere.
5. Observing some of the enumerators' interviews to ensure questions are properly and politely asked and interpreted correctly.
6. Helping enumerators resolve problems encountered in the field, including in terms of locating households and with difficult respondents.

7. Meeting with each enumerator on a daily basis to discuss performance and future assignments.
8. Verifying the completeness of all questions before leaving the locality.
9. Writing a comprehensive report of the data collection in their team.

2.1.3. STATE OFFICERS

The state officers coordinate the totality of the survey in their state. This includes:

1. Contacting the district head and relevant authorities of the EAs that will be covered.
2. Ensuring relevant intervention whenever that is necessary to get the cooperation of the respondent.
3. Helping the field staff to solve whatever problems they encounter in the field.
4. Ensuring compliance to the retrieval timeline.
5. Submitting both technical and administrative operation reports for the state.

2.1.4. ZONAL CONTROLLERS

The zonal controller supervises the activities of the survey in the zone through the following:

1. Coordinating the totality of the survey in the states under his zone.
2. Ensuring the quality of data that will be collected in his zone.
3. Submitting an overall technical and administrative report in his zone

2.1.5. NBS MONITORING OFFICERS

The NBS monitoring officers' responsibilities include:

1. Ensure proper compliance to lay down procedures in order to see to the collection of quality data.
2. Follow the teams to the field and guide them appropriately to ensure a smooth and proper take-off of the exercise
3. Ensure that the field staff are in the right EA and observe the interview techniques of individual field personnel
4. Conducting both skim- and spot-check exercises and effecting corrections.
5. Keep track of progress of work with the state officer and the supervisors on daily basis after the monitoring exercise

2.1.6. INDEPENDENT MONITORS

Independent monitors comprise coordinators from the World Bank, Federal Ministry of Labour and Employment, ILO, universities and research institution, labour unions, and private monitoring firms; all have varied experiences relating to the survey work. Some have previously worked with NBS on surveys/projects as monitors and evaluators. The independent monitors will:

1. Form another layer of supervision and monitoring of the fieldwork.
2. Further ensure and enhance collection of high-quality data, including through additional skim and spot checks.
3. Increase the integrity of the data collected.
4. Submit reports for various levels of the fieldwork.

2.1.7. COORDINATORS

The coordinators will provide further support for the fieldwork. Their responsibilities include:

1. Participating as a technical person during training exercises.
2. Participating in supervision and monitoring exercises.
3. Addressing and solving problems in collaboration with the project directors.
4. Submitting field reports.

2.2. SPECIAL INSTRUCTIONS FOR ENUMERATORS/INTERVIEWERS

The success of the survey hinges on the enumerators. The respondent's first impression of the enumerator determines his/her willingness to cooperate in the survey. This sub-section provides the basic rules that enumerators must follow.

2.2.1. GENERAL GUIDELINES

1. It is vital to understand the exact purpose of the survey and each question.
2. Proper clothing and attire are strictly required as a sign of respect to the respondent and to represent NBS properly.
3. The interviewer is to establish rapport on meeting with the respondent by politely introducing themselves, stating their name, organization, and objectives of the survey.

4. In each sampled household, interviewers should begin by contacting the head of the household or a knowledgeable adult member, requesting his/her consent, and making the roster of all household members. These steps will be prompted by the CAPI program.
5. Avoid long discussion on issues which are not related to the survey to sidestep time consuming.
6. Ask each question slowly, clearly, and exactly as it is written in the questionnaire to ensure that the respondent understands what he/she is being ask.
7. Help your respondent to feel comfortable but make sure answers are not suggested to your question.
8. Be sure the follow the skip patterns and warnings in the CAPI program so that *all* questions are answered.
9. Record answers immediately as the respondent responds: never rely on writing answers in a book for transfer to the CAPI later.
10. Be tactful, in a situation where the respondent shows no interest, acts bored, detached, bring back the respondent's interest in the interview.
11. Thank the respondent for his/her cooperation and leave the way open for future interviews.

2.2.2. AVOIDING PROXY RESPONSE

Information will be collected on economic activities from every household member aged 15 years or more. All possible action should be taken to **avoid proxy responses**. Some of the negative effects of proxy response are as follows:

✓ The motivations of proxy respondents may differ from those of the target respondent, leading to differences in effort in responding and potential errors in responses provided by the proxy respondent.
✓ Proxy respondents may base their answers on their own behaviours and attitudes, thus guessing their responses rather than trying to remember accurately.
✓ Respondents' perspectives may differ depending on whether they are providing a response for themselves versus a proxy response, which can influence response quality and error.
✓ With proxy responses, the respondent is not answering based on self-knowledge of an event, but instead on their perception of an event that happened to someone else; this may be less accurate or detailed.

To avoid proxy responses, enumerators should make **multiple visits** to the same household to try and find all eligible respondents (those aged 15+) and speak to them directly. These visits should be spaced out sufficiently to increase the likelihood of finding a respondent, although sometimes they may be on the same day. For example, if the household is first visited in the morning, it might be possible to find the respondent that afternoon or evening. In general, if the enumerator arrives at the household and the respondent is not there, **they should make an appointment** for when the respondent will be available. The CAPI device will allow the enumerator to record these appointments.

Proxy responses will only be tolerated on the last day in each EA, when all means to try and find the respondent and interview them directly have been exhausted.

2.2.3. NO TELEPHONE INTERVIEWS

Telephone interviews are not to be used in the NLFS. All interviews must be conducted face-to-face.

2.2.4. NO REPLACEMENTS

If no one is at home when you go to interview a household, ask the neighbours whether the house is inhabited. If it is occupied, ask when the household member(s) will return. Arrange with your supervisor to go back to the household when it will be occupied.

Each household in the sample must be visited at least five (5) times and it is necessary to check with the supervisor before enumerators can mark the household as "NOT AT HOME". There may be cases when you learn that the household will be away for an extended period and will not return within the fieldwork period. This should be explained to the supervisor.

Replacement of sampled households is generally not allowed. Only in highly extraordinary circumstances will this happen, and it **must** be discussed with and approved by the supervisors. Supervisors will mostly **not be able to tolerate replacing sampled households**.

CHAPTER THREE – COMPLETING THE LABOUR FORCE SURVEY QUESTIONNAIRE

The NLFS questionnaire will be used to collect information on working-age Nigerians, including their employment status, job characteristics, and search behaviour. This enables key statistics such as the employment-to-population ratio, unemployment rate, and labour force participation rate to be calculated. Basic information on household demography and education will also be collected so that the statistics can be cut according to individual characteristics, including gender, age, and educational attainment.

This chapter describes how to fill out the NLFS questionnaire.

3.1. IDENTIFICATION AND SEEKING CONSENT

The CAPI program may be started right before the substance of the interview commences, by filling in some key details to **identify** the household – these will mostly be taken from the pre-existing sample or previously-conducted listing exercise. This includes, the zone, state, LGA, and EA where the interview is taking place.

After these details have been filled in, it is crucial to obtain **informed consent** from the respondent(s) before the interview takes place.

In order to initiate the interview, an adult household member must be available. If not, it will be necessary to schedule a future appointment.

Replacement of sampled households is generally not allowed. Only in highly extraordinary circumstances will this happen, and it **must** be discussed with and approved by the supervisors. Supervisors will mostly not be able to tolerate replacing sampled households.

ID1. ZONE

The name of the geo-political zone where the household is located should be selected from the list. There are six geo-political zones in Nigeria which are North Central, North East, North West, South East, South South, and South West.

ID2. STATE

The name and code of the state where the household is located should be selected. Nigeria is made up of 36 states and FCT, Abuja.

ID3. LGA

This is the Local Government Area (LGA) where the household is located. Select the LGA from the list. There are 774 LGAs in Nigeria.

ID4. EA NAME

Select the EA name from the list provided. This list will be pre-filled for the relevant state and LGA.

ID5. SECTOR (URBAN AND RURAL):

The sector (urban/rural) where the household is located should be recorded.

ID6. CLUSTER NUMBER

This is a unique code assigned to each sampled EA. Type this into the space provided.

ID7. HOUSEHOLD SERIAL NUMBER

This is the master sample number (MSN) of each selected household. Type this number into the space provided.

ID8. NAME OF HEAD OF HOUSEHOLD

Write the name of the head of the household carefully, according to the sample provided.

ID9. PHONE NUMBER OF HEAD OR ANY OTHER ACTIVE PHONE NUMBER OF HOUSEHOLD MEMBER

This ensures that the contact details for the household are available and correct. Record this in the space provided.

ID10. NUMBER OF PERSONS IN HOUSEHOLD

The total number of the persons living in the household should be recorded appropriately.

ID11. HOUSEHOLD ADDRESS

This is the address or location of the household in the area. The full address of the dwelling unit should be properly described.

ID12: GPS COORDINATES

This is simply the coordinates used to track the precise location of the selected household. The latitude and longitude are to be taken and recorded, using the CAPI device.

The **INTERVIEWER NAME** and **INTERVIEWER PHONE NUMBER** should also then be recorded.

You should then seek **consent** to start the interview, by saying the following to the respondent. This will be prompted by the CAPI program:

"My name is …………………………………. We are from National Bureau of Statistics. We are here to conduct a survey on labour force which are to be used for statistical purpose. Every information we collect from you are to be kept confidential and your responses will not be shared with anyone except the Bureau. May we start now?"

You must record the respondent's answer following the question **MAY I BEGIN THE INTERVIEW NOW?**

You will then record the **DATE AND START TIME** before the substance of the interview begins.

3.2. SECTION B: DEMOGRAPHIC CHARACTERISTICS

This section is to collect information about all members who usually live in the household (starting with the head of the household). This is administered to an adult in the household. The preferred respondent is the head of the household

(see definition below). If the head is not present, you should ask to speak with an adult who knows all the household members.

A household is defined as "A person or a group of persons, related or unrelated, who live in the same dwelling, share most of their food, and recognize one person as a head".

To tackle cases where people spend parts of their time in different households, a person is considered to be a member of the household when s/he has spent at least six (6) of the past 12 months with the household. The only exceptions are newborn babies, newlyweds, and people who *definitely intend* to stay in the household for at least another six (6) months, who are considered as household members even if they have been around for less than six (6) months.

In some cases, you may find more than one household living in the same dwelling, with each of the households having separate eating arrangements and a different household head. In that case, each of the households should be treated separately, and only the sampled household(s) should be interviewed.

Households may include family and relatives, but also domestic helpers and unrelated people, providing they live in the same dwelling, share eating arrangements, and recognize one person as a head. Households may also include those who spend the weekend elsewhere and stay with the household the rest of the week.

You will be assigned specific households to interview. Households that you will visit will have been identified previously by listing teams.

You should note the distinction between a family and a household:

✓ "Family" reflects blood descent and marriage; while
✓ "Household" is used in this survey to identify an economic/social unit.

You must be conscious of and use the criteria provided on household membership to determine which individuals make up a particular household.

RECORD THE HOUSEHOLD MEMBERS' NAMES

The enumerator must first list the names of everyone in the household, regardless of their age and sex, when prompted to do so by the CAPI program. This will happen at the very start of Section B: Demographic Characteristics. The enumerator will then fill in the details for each household member, based on the information provided by the respondent (be they the household head or some other knowledgeable adult in the household). Each name must be unique to distinguish the household members from each other.

DC3. Sex

Record the sex of household member. Do NOT try to guess the sex of the household member from the name provided to you. This can lead to mistakes. Even in cases where you think that the name would most likely be a male's or a female's name, let the respondent CONFIRM the sex.

DC4. Relationship to the household head

Record the relationship of each MEMBER to the HOUSEHOLD HEAD. If the respondent is not the head of the household, make sure that you record the relationship of each member to the HOUSEHOLD HEAD, NOT the relationship to the respondent. The options are:

- ✓ HOUSEHOLD HEAD – the member acknowledged as such by other members. NOTE the household head may not necessarily be the oldest member nor the main breadwinner.
- ✓ SPOUSE – formally married or partner by mutual consent
- ✓ OWN CHILD – biological child of head
- ✓ STEP CHILD – biological child of spouse from a previous union/marriage
- ✓ ADOPTED CHILD – a non-biological child adopted by the household
- ✓ GRAND CHILD – a child of the son or daughter of head of household
- ✓ BROTHER/SISTER – person with at least one parent shared with the head of household
- ✓ NIECE/NEPHEW – is a child of the brother or sister of head of household
- ✓ BROTHER/SISTER-IN-LAW – the brother or sister of the spouse to the head of household or the spouse of the brother or sister of the head of household
- ✓ SON-IN-LAW/DAUGHTER-IN-LAW – the spouse of the son or daughter of the head of household
- ✓ PARENTS – father or mother of the head of household

- ✓ PARENT-IN-LAW – parent of the spouse of head of household
- ✓ DOMESTIC HELP (RESIDENT) – person that works for the household (e.g. servant, guard, cook, babysitter, and so on) who eats and lives with the household
- ✓ OTHER RELATIVES – any other relative to the head of household (specify this by typing into the box provided)
- ✓ OTHER NON-RELATIVES – any household member not related to the head of household (specify this by typing into the box provided)

DC5. Age (in completed years)

Record age(s) in completed years for all household members. Age in COMPLETED YEARS is the age at the time of the LAST birthday. EXAMPLE: If MEMBER will turn 30 two days AFTER the interview, the age at the LAST birthday is 29 years.

If the respondent does not know the age of a household member, first ask to see if a government approved birth certificate is available. If the certificate is shown to you, use it to verify the year and month of birth of the household member.

If a birth certificate is not available, ask about any historical event (national or local) which occurred around the time of birth or childhood. Ask how old the respondent was when that event occurred or how many years elapsed before his/her birth. Then use the information obtained to calculate the age. For example, if MEMBER was 15 when Nigeria obtained independence, then year of birth is 1960-15=1945.

DC5b: Months since last birthday

For children below five (5) years old, also record months since the last birthday.

DC6. Marital status

Select the PRESENT marital status of each MEMBER.

- ✓ MARRIED (MONOGAMOUS) – includes all types of marriages (e.g. civil traditional and common law) to only one partner
- ✓ MARRIED (POLYGAMOUS) – includes all types of marriages to more than one partner

- ✓ INFORMAL/LOOSE UNION – a union but less formal than marriage between a person and their partner
- ✓ DIVORCED – if a marriage has been legally dissolved
- ✓ SEPARATED – if the man and woman no longer live together or the marriage has not been legally dissolved
- ✓ WIDOWED – when the spouse has died
- ✓ NEVER MARRIED – single and has never been married nor lived in an informal union

3.3. SECTION C: EDUCATION

Education is the process of training and developing the knowledge, skills, mind, and character in a systematic way in an educational institution such as a primary school, secondary school, or university. This section is for household members who are three (3) years and older.

The information may be provided by the same respondent who completed Section B on demographic characteristics (preferably the household head, if not, another knowledgeable adult) or directly by the person to whom each question is referring.

ED2: **Is (NAME) answering for himself/herself?**

This question is to ascertain if the person answering is for himself/herself or is by proxy.

ED3: Who is responding for (NAME)?

Here, the person who is responding for the individual in question should be recorded. It will be possible to select in the CAPI program from a list of adult household members, generated during Section B.

ED4: Have you (NAME) ever attended school?

This is to know those household members who have ever attended school whether completed or not.

ED5: What was the main reason you (NAME) never attended school?

This question seeks to know the main reason why a particular household member was not able to attend school

ED6: What is the highest educational level you (NAME) completed?

The highest educational level is the highest level of schooling a person attained and completed. For example, a student in Junior Secondary School 3 (JSS 3) has a highest educational level completed of JSS 2.

ED7: What is your (NAME's) highest qualification obtained?

The highest educational qualification obtained is that which a person attained after completing an educational level and by sitting the relevant examinations. A student who dropped out from school will not achieve the qualification for that level. For example, if someone dropped out in JSS 3, the person is considered probably to have achieved the Primary 6 qualification. If a person went to school but never completed any level, the person is considered not to have achieved any qualification.

- ✓ None.
- ✓ FSLC (First School Leaving Certificate) – attained after spending six (6) years in primary school.
- ✓ MSLC (Modern School Leaving Certificate) – attained after spending six (6) years in the primary school and three (3) years of Modern School.
- ✓ JSS (Junior Secondary School) – a certificate obtained after completion of the first three (3) years in secondary school.
- ✓ SSS "O Level" (Senior Secondary School) – a certificate obtained after completion of six (6) years in secondary school
- ✓ A Level (Advanced Level) – a certificate obtained after two (2) years completed in higher secondary school (HSC).
- ✓ Voc/Comm (Vocational/Commercial) Certificate – a certificate obtained after going through artisan/art craft training e.g. Mechanic, Tailoring etc.
- ✓ Voc/Comm Diploma – a diploma obtained after going through artisan/art craft training e.g. Mechanic, Tailoring etc.
- ✓ NC/ND Nursing (School of Nursing) – a certificate obtained after spending three (3) years in the school of nursing.

- ✓ BA/BSc/HND (Bachelor of Arts/Bachelor of Science/Higher National Diploma) – obtained after three (3), four (4), five (5), or six (6) years of university or polytechnic education.
- ✓ Tech/Prof (Technical or Professional Diploma) – refers to a Diploma Certificate obtained from any Polytechnic or University.
- ✓ Masters – refers to any master's degree. It is the second degree obtained in the university after Bachelors (first degree). Examples include Master of Science (MSc), Master of Business Administration (MBA), Master of Arts (MA).
- ✓ Doctorate – refers to PhD (Doctor of Philosophy). This is the third level degree obtainable in the university after Masters
- ✓ Other (specify) – other qualifications may be specified here.

ED9: Did you (NAME) attend school at any time during the (SCHOOL YEAR)?

Record whether the respondent was attending school during the school year specified. The relevant school year (2021/22 or 2022/23) will be provided by the CAPI device.

ED10: In what level were you (NAME) enrolled during the (SCHOOL YEAR)?

Provide the level in which the respondent was enrolled, using the same categories as in ED6.

ED11: Are you (NAME) currently attending school (either in person or virtual)?

This question provides information on **current** attendance. The question allows for in person or virtual attendance in case schools are shut down once again due to the COVID-19 pandemic.

3.4. SECTION D1: EMPLOYED AT WORK (ATW)

This section (Section D1: Employed at work (ATW)) is the start of the questions aimed at establishing the labour force status of the respondent. It is addressed to all household members of working age, and it includes questions to identify persons who were employed and at work in the last seven (7) days.

In this section, and all subsequent sections, **proxy response is to be avoided**. Proxy response will only be allowed on the last day in each EA after all efforts have been taken to try and interview the respondent directly. The enumerator

should visit the household as many times as needed to try and reduce proxy response.

In the CAPI program, the section begins by allowing the enumerator to record the number of visits required to track a particular individual for a direct interview, the date and time of follow-up appointments to try and track the respondent, and – in the very few cases where this is required – the reason for the proxy response. **Proxy responses will be monitored very carefully** by supervisors and headquarters staff to ensure that their prevalence is minimized.

The section first seeks to identify people working for pay for someone else, in a dependent relationship. This includes persons who worked in the reference week in any type of paid job, for example as employees or apprentices, including casual, informal, and part-time employees, for as little as one hour. Such paid jobs may be remunerated in wages, salaries, commission, tips, or other pay, for work done or hours worked. The pay may be in cash or in kind (e.g. with food and lodging, with products or vouchers). It includes persons who worked in expectation of payment regardless of whether the payment was actually received or not.

The section then asks about people running business or farming activities or helping with business or farming activities. These potentially represent alternative forms of employment, if they provide pay or profit to the respondent or to the household in which they work.

ATW_1: In the last seven days, did you (NAME) work for someone else for pay, for one or more hours?

This question is to identify persons who worked for someone else in exchange for remuneration such as salary, wage, tips, or commission. If response is "Yes" (Option 01) the CAPI program will skip to MJJ_1.

Note: *Exclude persons who worked as self-employed, for example in a business or market-oriented activity with the intention of earning a profit, whether as an employer or an own-account worker, or helping in a household business.*

ATW_2: In the last seven days, did you (NAME) run or do any kind of business, farming or other activity to generate income?

This is to identify persons who worked in their own businesses, farms, or other similar activities including small own-account market-oriented activities. If "Yes" (Option 01), the CAPI program will skip to AGF_1b.

Note: *The question refers to persons who worked in the last seven days in any kind of business, farming, or other activity to generate income in the form of profits, in cash or in kind, for as little as one hour. This includes persons who worked as employers, own account workers producing goods or providing services intended mainly for the market, or as members running a household farm. (Later questions will distinguish subsistence farms from non-subsistence farms.)*

Exclude persons who worked in the last seven days in any kind of paid job, as employees or apprentices. These persons should have been captured in the previous question (ATW_1).

ATW_3: In the last seven days, did you (NAME) help in a household business or farm?

This is to recover persons who worked without receiving pay in a household business or helped a household member with their paid job. If "Yes" (Option 01) the CAPI program will skip to AGF_1b.

Note: *This question includes persons who worked in any kind of business operated by a household member, for as little as one hour. The business may be any kind of self-employment activity, including a farm. Examples include a wife who assists her husband in the household business or a son or daughter helping in a household business without receiving any direct pay on a regular basis.*

3.5. SECTION D2: TEMPORARY ABSENCES (ABS)

It is addressed to household members of working age, who did not report having worked for pay or profit in the last week (in the last seven (7) days) (in Section D1: Employed at work (ATW)). This helps to identify persons who were temporarily absent from a paid job or business in the last week (last seven (7) days).

ABS_1a: Do you (NAME) have a paid job or income generating activity, but did not work in the last seven days?

This is to identify persons on temporary absence from a paid job or business last week. If "Yes" the CAPI program will skip to ABS_2.

Note: *Asked only of persons of working age who were not identified as employed in Section D1. Temporary absence from a job or business refers to an interruption from an existing job or business. That is, the person should have been previously working in a specific paid job or business and be expecting to return to that same job or business after the absence. Persons absent from their normal place of work for work-related reasons such as job-related travel or training should be considered employed, at work, in the last week. That is, they should be captured as employed in Section D1. Persons who are about to start a new job or business, but have not yet started to work by the interview date are not considered to be absent from work (this will be captured by follow-up questions).*

ABS_1b: Do you (NAME) have an unpaid job in any kind of business run by your household that you will return to?

To identify persons on temporary absence from an unpaid job or business in the last week. If "No" the CAPI program will skip to AGF_1a.

Note: *Asked only of persons of working age who were not identified as employed in Section D1 and who were not absent from a paid job or business as per ABS_1a. Temporary absence from a job or business refers to an interruption from an existing job or business. That is, the person should have been previously working in a specific unpaid job or business and be expecting to return to that same job or business after the absence. Persons who are about to start a new job or business, but have not yet started to work by the interview date, are not considered to be absent from work (this will be captured by follow-up questions).*

ABS_2: Why did you (NAME) not work last week?

This question identifies the reason for absence from employment:

✓ Option 01: includes all persons who had already found a job or arranged to start a business, but had not yet started working in the last week.
✓ Option 02: includes all persons with seasonal jobs who indicated not having worked in the last week because of the low or off-season. This excludes short

periods (e.g. one or two weeks) of low activity that may take place during the active season which should be coded as Option 03.
- ✓ Option 03: includes situations where the respondent was not working for the entire last week due to their working time arrangement or the nature of their work. This includes for example, persons who work on "tours" with schedules such as two weeks on and two weeks off, persons on time off as compensation for time previously worked, and other flexible working time arrangements.

(Options 04 and 05 are self-explanatory.)

- ✓ Option 06: refers to the statutory period of maternity or paternity leave established by Nigerian law around the time of childbirth. It excludes maternal or parental leave that may be requested at different times for childcare purposes. Maternal or parental leave should be recorded under Option 08 (other personal leave).
- ✓ Option 07: includes all kinds of education or training, not required by the employer. Note that persons attending education or training required by the employer are to be considered as "Employed, at work" and captured in the previous module (Section D1) as such.

(Option 08 allows for other types of personal leave.)

- ✓ Option 09: includes involuntary breaks due to work interruptions for economic reasons such as a lack of available business, a lack of materials, difficulties with premises etc. This also includes any absence where a person is temporarily laid off by their employer. The person must have an expectation of a return to work with the employer.

(Option 10 is self-explanatory.)

- ✓ Option 11: includes only people who were personally involved in a labour dispute. Absences due to being unable to attend work due to other people engaging in a labour dispute should be coded as Option 09 (e.g. strike of public transport affecting other industries or workers).

(Options 12 and 13 are self-explanatory. Other responses may be specified in the text field for Option 13.)

ABS_3: Including the time that you (NAME) have been absent, will you return to that same job or business…?

This question is to identify persons on temporary absence from a paid job or business. If the response is "Within 3 months" the CAPI program will skip to AGF_1b.

Note: This *refers to the expected total duration of the absence. This includes both the elapsed duration to date and the expected future period of absence. If the total duration is unknown the elapsed duration can be asked in case the elapsed duration is already more than three (3) months. However, the respondent should be pushed to say whether they think it will be more or less than three (3) months in total.*

ABS_4: Do you (NAME) continue to receive an income from your job or business during this absence?

This question is to identify persons on temporary absence from a paid job or business but who continue to receive an income from job or business during the period they are absent.

Note: *Income includes all income in cash or in kind which is related to the job they are absent from and which they continue to receive during the absence. Respondents who receive income which is not directly related to the job should be coded as "No".*

3.6. SECTION D3: AGRICULTURAL WORK AND MARKET ORIENTATION (AGF)

This module has three main objectives: (1) to recover persons working in agriculture or fishing who may have not reported this work in the previous section; (2) for all those reporting work in agriculture or fishing, to determine whether the production is intended mainly for sale/barter (and thus to be treated as employment), or mainly for final consumption by the respondent's household (and thus to be treated as subsistence agriculture or own-use production work); and (c) for those not employed who report subsistence agriculture or own-use production work in agriculture or fishing, to capture the main industry, occupation, and time spent in this activity.

The activity scope for this module is restricted to primary activities in crop farming, animal production, fishing and aquaculture, and related support activities. This scope aims to support consistent implementation of the boundary between employment and own-use production work/subsistence agriculture by targeting self-employment activities where the output may be intended both for sale and for final use by the producer.

AGF_1a: In the last seven days, did you (NAME) do any work in…?

To identify persons who potentially did market-oriented work in agriculture but did not self-identify as employed in the previous modules

- ✓ 01 Crop farming →AGF_2a
- ✓ 02 Rearing farm animals→AGF_2a
- ✓ 03 Fishing or fish farming →AGF_2a
- ✓ 04 NONE OF THE ABOVE →Section F

Option 01 refers to crop production: examples include growing any kind of produce such as cereals, rice vegetables, fruits, nuts, etc., and related activities such as preparing the land, harvesting.

Option 02 refers to animal production: examples include raising or breeding cattle, sheep, poultry, goats, pigs, bee keeping, etc. It also includes activities to produce by-products such as eggs and dairy products.

Option 03 refers to fishery and aquaculture activities: examples include marine or freshwater fishing, farming fish, crustaceans (crayfish, crabs, shrimps), mollusks (oyster, snail, octopus, periwinkle), etc.

Multiple responses are valid except in the case of Option 04 "NONE OF THE ABOVE".

AGF_1b: Was this work that you (NAME) mentioned in…?

To identify whether the respondent's work was in farming or rearing animals, fishing, or another type of activity. Select as applicable from the codes below:

- ✓ 01 Crop farming
- ✓ 02 Rearing farm animals

- ✓ 03 Fishing or fish farming
- ✓ 04 Another type of job or business →MJJ_1

The question is essential to measure employment as per the latest international standards, where a part of the population is engaged in small-scale agriculture and/or fishing.

Note: *Ensure the respondent is replying in relation to the work already reported for previous questions. Multiple responses are valid, if respondents had work in multiple different sectors (e.g. a teacher who also works in farming). If the respondent answers Option 04, the CAPI program will skip to MJJ_1 to ask about employment in the main job (even if any of Options 01, 02, and 03 are recorded).*

AGF_2a. Thinking about the work in farming, rearing animals and/or fishing you (NAME) do, are the products intended only for sale, both for sale and for household use, or only for household use?

The purpose of Questions AGF_2a, AGF_2b, and AGF_2c, is to distinguish subsistence farmers (those just producing for their own/their household's use) from non-subsistence farmers or commercial farmers.

AGF_2a filters out those who are clearly subsistence farmers (Option 03 "Only for household use") and those who are clearly not subsistence farmers (Option 01 "Only for sale"). Option 02 skips to the AGF_2b to further probe whether most of the produce is sold or kept for household use.

Note: *Options 01 to 03 should be read aloud by the interviewer. For this question all of the products the person was working on should be considered together. For example, if the person worked to look after both chickens and pigs then they should report whether the chicken and pigs together were only for sale, both sale/household use, or for household use. This applies to questions AGF_2a, AGF_2b, and AGF_2c.*

AGF_2b: Thinking about those products, what share is intended to be sold?

This question helps to better ascertain the proportion of farmers' produce that is to be sold and hence distinguish subsistence farmers from non-subsistence farmers. Those selling a quarter or less (Options 01 and 02) are classed as subsistence farmers. Those selling three-quarters or more (Options 04 and 05) are

classed as non-subsistence or commercial farmers. For borderline cases (Option 03) another probing question (AGF_2c) will be asked.

AGF_2c: In general, in the past, have these products mainly been sold or kept for household use?

This is the final probing question to distinguish subsistence farmers from non-subsistence farmers based on whether they mainly sell their produce or mainly keep it for household use.

AGF_2d: Were you (NAME) hired by someone else to do this work?

To identify people who may have reported that the goods were mainly intended for own final use but may actually be paid to do the work (e.g. paid in kind with part of the production)

Note: *This refers to the work done in the last week (last seven (7) days), even if they were only hired to work during that week. This refers to any situation where the work was done in return for the promise of payment, whether actually received or not. Work done for payment in kind in the form of products or services (e.g. payment in food), whether provided in the past or the future, is included.*

AGF_3: What are the main products from farming, rearing animals, and/or fishing that you (NAME) were working on?

Describe the main types of goods or products from agriculture and/or fishing being produced by persons engaged in this work.

AGF_3b: The corresponding codes of goods or product described in AGF_3 should be entered by the data editor using the enumerator's detailed description.

Note: *If the respondent reports multiple products ask them to indicate which ones were the main ones (this could be based on quantity, value, amount of time spent but mainly the respondent should be asked to identify this without further guidance if possible).*

AGF_4: In the last seven days, on how many days did you (NAME) do this work?

This is to allow the calculation of hours actually worked in the last seven (7) days by collecting first the number of days worked and then the average number of hours per day.

Note: *Respondents should report any day during the last seven (7) days when they carried out the activity even for a short period of time.*

Any activity in this case refers to time spent directly on and in relation to agricultural or fishing activities by the respondent to produce goods intended mainly for own final consumption by the household. Exclude time spent in activities intended to produce goods mainly for sale or barter.

Enter "0" in the case of respondents engaged in farming or fishing for own-final use who were on temporary absence from this work in the reference week.

AGF_5: How many hours per day did you (NAME) spend doing this last week?

To allow the calculation of hours actually worked in the last week by collecting first the number of days worked and then the average number of hours per day

Note: *The number to be entered is the average number of hours per day that the respondent actually worked on farming, rearing animals, and/or fishing. For example, if the respondent reported working on three (3) days and on those days, they worked one (1) hour, three (3) hours, and five (5) hours then the average hours per day worked is three (3) hours and that should be recorded here.*

Hours actually worked refers to time spent directly on and in relation to farming and or fishing work activities by the respondent to produce goods intended mainly for own final consumption by the household. Exclude time spent in activities intended mainly for sale or barter.

Enter "0" in the case of respondents engaged in farming or fishing for own-final use who were on temporary absence from this work in the reference week.

Record hours in 0.5-hour intervals. If the respondent gives a response in some other way (e.g. 10 hours 20 minutes), round up or down to the nearest 0.5 hours (i.e. 10.5 hours).

AGF_6: How many hours per week do you (NAME) usually spend working in farming, rearing animals, and/or fishing?

This refers to the hours *usually* worked per week, not the hours worked last week; however, the hours actually worked last week (as self-declared by the respondent in AGF_4 and AGF_5) can be used as a guide.

Note: *Record 0.5 hour if less than 30 minutes i.e. round to the nearest 0.5 hours if necessary.*

3.7. SECTION E: CHARACTERISTICS OF MAIN AND SECONDARY JOB, WORKING TIME, AND INCOME

The objective of this section is to identify the characteristics of main job.

This section is administered to all respondents who have been identified as employed in the reference period (the last seven (7) days) or employed but temporarily not at work in the reference period. It starts by capturing if the respondent has only one job or business or multiple jobs or businesses. For those with multiple jobs or business, it first guides respondents to focus on the one in which they usually work the most hours (i.e. main job or business).

MJJ_1: In the last seven days/Typically did you (NAME) have more than one job or income generating activity?

This question is to identify multiple-job holders. A self-employed person who works for more than one client is not considered to have more than one job or business. A separate job should involve working in a different economic activity or in a different status in employment. For example, a person who runs a business and also works as a government employee, or a self-employed person who runs a convenience shop and drives a taxi at other times is said to have two different jobs.

If "One Job/Business", the CAPI program will skip to MJJ_2a, otherwise it will present information on the difference between the main job and secondary job.

MJJ_2a, MJJ_2b, and MJJ_2c: OCCUPATION

These questions aim to capture the occupation of the respondent in their main job. Occupation refers to what the respondent does – their main tasks and duties (see Section 1.4.5 of the manual for more detail).

The enumerator should begin by asking MJJ_2a **"In your (NAME'S) job, what kind of work do you do?"**.

The first information to record is the "Occupational title" (MJJ_2a). The second information is the "Main tasks and duties" (MJJ_2b). This information is needed to assign a code based on the International Standard Classification Organization (ISCO) (MJJ_2c). It is vital to capture sufficiently detailed information about the occupation title and main tasks or duties to enable you to get the right ISCO code. For example, if the respondent says he/she is a teacher, the interviewer should inquire further as to what type of teacher – primary school, vocational school, higher education, and so on. Detailed descriptions regarding the main tasks/duties should be provided for proper coding.

The ISCO code in MJJ_2c will be 'pre-coded' by the enumerators. When the data are eventually cleaned (outside of Survey Solutions) these codes will be cross-checked by headquarters staff.

MJJ_3a, MJJ_3b, and MJJ_3c: ACTIVITY

These questions aim to capture the activity of the respondent in their main job. Activity refers to what the establishment or business does, where the respondent works – this means the main goods and services that the establishment or business produces or provides (see Section 1.4.5 of the manual for more detail).

The enumerator should begin by asking MJJ_3a **"What is the main activity of the establishment or business where (you/NAME) work(s)?"**.

The first information to record is the "Main activity" (MJJ_3a). The second information is the "Goods or services" produced or provided (MJJ_3b). This information is needed to assign a code based on the International Standard of Industrial Classification (ISIC) (MJJ_3c). Once again, it is vital to capture sufficiently detailed information about the main activity and goods and services in order to select the right ISIC code.

The ISIC code in MJJ_3c will be 'pre-coded' by the enumerators. When the data are eventually cleaned (outside of Survey Solutions) these codes will be cross-checked by headquarters staff.

MJJ_4: Do you (NAME) work…?

This question is to ascertain the respondent's main job type. The follow-up questions on the main job that appear in the CAPI device will depend on the job type that is recorded.

- ✓ 01 "As an employee" (the CAPI program will skip to MJJ_8a). An employee (or wage earner) is a person who does not have decision-making power over the establishment where they work (and its capital). Their payment is received with some regularity, and it is not directly dependent on the revenue of the establishment where they work. They may have a written or oral contract. The term "employee" aims to capture casual, temporary, as well as permanent employees in formal or informal employment situations.
- ✓ 02 "In your own business/farming activity" (the CAPI program will skip to MJJ_6). The respondent works on his/her own account or with partners. He/she holds a "self-employment" type of job and may or may not have engaged employees to work for him/her. They have decision-making power over their establishment, including its capital. Their payment depends directly upon the profits derived from the goods and services produced.
- ✓ 03 "Helping in a household business". The respondent participated in any activity to support the operation of a business activity of a household member. (In other words, they support a household member doing Option 02.)
- ✓ 04 "As an apprentice, intern" (the CAPI program will skip to MJJ_8a). The respondent holds a job that helps them acquire workplace experience or skills.
- ✓ 05 "Helping a household member who works for someone else" (the CAPI program will skip MJJ_8a). The respondent helped with any of the tasks or duties of an employee job held by a household member. For example, a son who helps his mother with grading exams as part of her job as a teacher. (In other words, they support a household member doing Option 01.)

MJJ_5: Who usually makes the decisions about the running of the household business?

This question is to assess participation in decision making within the household business. Only ask respondents that declared themselves contributing to a household business (the CAPI program will skip based on MJJ_4). This refers to usual decision making about the running of the business such as the types of goods and services offered, hiring of employees, and so on.

MJJ_6: Does your (NAME'S) business hire any paid employees on a regular basis?

(Questions MJJ_6-MJJ_7b are for the self-employed.)

This question is to confirm whether a self-employed respondent has employees. The reference period for this question is the last four (4) weeks; it is asking whether the business employed anyone during the last four (4) weeks. Employees who were temporarily absent from the business during the last four (4) weeks are still counted. The question includes employees hired on a permanent, fixed term, casual, temporary, or part-time basis, as well as paid apprentices, interns, or trainees. It excludes contributing household workers, business co-operators and volunteers, apprentices, interns, or helpers who are not paid.

MJJ_7a: Can you (NAME) set the price of the products or services that you offer yourself?

This question is to establish if the respondent has the authority to set the prices charged for their goods or services. If the respondent has multiple products or services a "Yes" should be recorded as long as they can set the price for any of those goods or services. If they can set the price only with the agreement of a partner or cooperator in the business this should still be recorded as "Yes"". If "Yes", the CAPI program will skip to MJJ_9a.

If the respondent indicates that they cannot set the price, select "No".

MJJ_7b: Why can you (NAME) not set the price? Is it because ….?

This question is to identify the reason the respondent is unable to set the price charged for his/her goods or services.

✓ 01 "Another enterprise or agent sets the price" – this covers cases where the respondent cannot set the price because another business or commercial

entity sets the price. It includes cases where the respondent may get directly paid for the goods or services, but they have no authority to alter the price.

- ✓ 02 "Prices are set by the customer(s) (a take it or leave it offer)" – this covers cases where the respondent cannot set the price because a customer or client sets the price. This includes final customers as well as clients who may act as intermediaries.
- ✓ 03 "Government defines the price by law/regulation" – this refers to situations where prices are regulated by a government agency. Regulation of this type is often for specific sectors/activities (for example schoolbooks, staple food items, fuel, taxis etc.).
- ✓ 04 "Prices are negotiated with the customer" – this covers all situations where the price is agreed between the respondent and the customer/client. Negotiation does not need to take place with every transaction; it may be that a price is negotiated and agreed for a period of time or set of tasks.
- ✓ 05 "It's the going rate on the market" – this refers to situations where prices for products are not regulated but are maintained at a given price to as a way to limit competition among providers.

The respondent can also report and specify other reasons.

All options will skip over the wage-employment questions to MJJ_9a.

MJJ_8a: In this job are you (NAME) working in….?

(Questions MJJ_8a-MJJ_8n are for the wage-employed, apprentices, or those helping wage-employed household members.)

This question is to classify employed persons according to the institution that employs them. The question is intended only for respondents with a dependent employment relationship in their main job (employee, apprentice/intern, helping a household member who works for someone else).

- ✓ 01 "Federal Government" – this involves any form of federal government institution that has the power to delegate to other elected member of the states.
- ✓ 02 "State Government" – this involves the state governments that share power with the federal or national government.
- ✓ 03 "Local Government" – this involves local government affairs.

- ✓ 04 "State-owned enterprise" – this involves enterprise undertakings owned or controlled by any level of government.
- ✓ 05 "A private sector (including paid apprentices)" – this involves activities at personal/private businesses, whether formal or informal.
- ✓ 06 "Farm(s)" – this involves working as an employee in a farm.
- ✓ 07 "A household(s) as a domestic worker" – this includes private households as employers of domestic workers only.
- ✓ 08 "NGO" (Non-governmental organization) – this means all non-profit institutions, including charities, that provide their services or product to households or the community at large. It excludes NGOs controlled by the government.
- ✓ 09 "Cooperatives" – this includes work in cooperatives.
- ✓ 10 "International organization/Diplomatic mission" – this includes public institutions, but those owned by foreign or international institutions such as foreign embassies.
- ✓ 11 "Religious organization" – this includes organizations associated with any religion.
- ✓ 12 "Other (specify)" – the respondent can specify other types of employers.

MJJ_8b: Which of the following types of pay do you (NAME) receive for this work?

This question is to confirm if respondents (employees) receive a wage or salary or not. Multiple answers can be recorded if the respondent received multiple different types of payment.

- ✓ Wage or salary – this is remuneration paid or payable to employees for **time** spent on work performed on behalf of an employer.
- ✓ Payment by piece of work completed – this is remuneration paid to an employee based on **final product provided** or **service completed**.
- ✓ Commission – this is a fee paid to an employee that is **directly linked** to providing a good or service. For example, a salesperson may earn some proportion of the profit from a company's sale. Some employees earn commission in addition to their basic salary while other employees work mainly on commission.
- ✓ Tip – a gift or extra amount of money tendered for a service performed in appreciation of work done.

- ✓ Fees for services provided – this is a fixed price charged for a specific service. It can also be additional charges on a good or services.
- ✓ Payment with meals or accommodation – this is an in-kind payment made in place of a money payment, either with food or accommodation.
- ✓ Payment in products – this is an in-kind payment made in place of a money payment, with the output of the good or service being produced.

MJJ_8c: Do you (NAME) have a written contract or oral agreement for the work you do?

This relates to the nature of the agreement that the respondent has with their employer covering the work they do and their working conditions.

MJJ_8d: Does your (NAME's) contract or agreement specify the number of hours you are supposed to work?

This is to identify employed persons with contractual hours. It will only be asked to those who were identified as having a written contract or oral agreement with their employer. If "Yes", the CAPI program will skip to MJJ_8f.

MJJ_8e: Are you (NAME) at least guaranteed that you will get some work or hours in your job?

This relates to the nature of the agreement that the respondent has with their employer, covering the work they do and their working conditions. The question is only asked of respondents with a written or oral agreement but not agreed contractual hours of work.

- ✓ Option 01 covers respondents with a guaranteed minimum amount of work or hours over the duration of the agreement.
- ✓ Option 02 covers situations where there is no guaranteed minimum amount of work or hours between the respondent and their employer.

Both options skip to MJJ_8g.

MJJ_8f: What are your (NAME's) agreed or contractual working hours per week in this job?

This is to produce estimates of working time based on contractual hours in the main job. Only ask this question of those who reported having a set number of working hours specified in their contract in MJJ_8d.

MJJ_8g: Is your (NAME's) contract or agreement….?

This question is to identify the type of contact or agreement held between the respondent and their employer.

- ✓ 01 "For a specified period of time" – this includes all cases where the respondent's agreement has a specified end date whether in writing or not, even if the respondent expects to continue working in the job after that date.
- ✓ 02 "Until the date a task is completed" – this covers cases where the respondent indicated that the contract is for the completion of a task or delivery of a service or product, even if it also includes a time limit.
- ✓ 03 "Permanent or until retirement" – this covers cases where the contract only includes an end-date based on the expected age of retirement.
- ✓ 04 "Ongoing with no specified end date" – this includes all cases where there is an expectation of continued employment, whether formal or informal, with no explicit end date specified.

MJJ_8h: How long in total is your (NAME's) current contract/agreement?

This is to identify the specified duration of the contract or agreement. The duration referred to should be the total duration of the current contract or agreement.

The interviewer should select the appropriate response from Options 01-07 as provided by the respondent. If Option 08 is selected, the CAPI program will skip to MJJ_8j.

MJJ_8i: Which of the following applies to your (NAME's) current agreement?

Only ask this question of respondents who indicated that they had an agreement of limited duration or for the completion of tasks. Mark all of the options that apply as reported the respondent.

MJJ_8j: Which of the previous 12 months did you (NAME) work in this job?

The interviewer should ask the respondent to give information from the present survey month to the month that was 12 months before the survey. This will be automated in the CAPI.

Mark all options that apply as reported by the respondent.

MJJ_8k: Is your (NAME's) employer responsible for deducting any taxes on your income or is that your responsibility?

The question what to know who is responsible for taxes deduction.

MJJ_8l: Does your (NAME's) employer pay contributions to a pension fund or a health insurance fund for you?

Mark all options that apply as reported by the respondent.

✓ Pension fund – this is a pooled monetary contribution to a pension plan set up by employers, unions, or other organizations to provide for their employee or members retirement benefits.
✓ Health insurance – this is a type of insurance that covers the whole or a part of the risk of a person incurring medical expenses.

MJJ_8m: Do you (NAME) get paid annual leave?

This refers to the respondent's ability to take paid annual leave through their job. If the entitlement exists but the person is unable to take the leave in practice, the interviewer should select "No". Only for respondents who are both entitled and able in practice to take the leave should the answer be "Yes".

MJJ_8n: Would you (NAME) get paid sick leave in case of illness or injury?

This refers to the respondent's ability to take paid sick leave through their job. If the entitlement exists but the person is unable to take the leave in practice, the interviewer should select "No". Only for respondents who are both entitled and able in practice to take the leave should the answer be "Yes".

The following set of questions (MJJ_9a-MJJ_12) is for all respondents in employment. This includes both self- and wage-employed workers.

MJJ_9a: In what kind of place do you (NAME) typically work?

This refers to the type of location where the person typically carries out the work.

- ✓ 01 "At (your/NAME's) own home" – this includes cases where the respondent works in a space within the household premises. This includes rooms within the residential premises, outbuildings such as sheds and garages intended for residential purposes, as well as yards and gardens immediately adjacent to the residence.
- ✓ 02 "At the client's or employer's home" – this includes respondents who typically work at the client's or employer's home, such as, domestic workers (including when residing at the employer's premises), plumbers who work at their client's houses, etc.
- ✓ 03 "At a farm, agricultural land, or fishing site" – this refers to farmland, orchards, gardens or any other type of land plots used for the purposes of crop, livestock, forestry, fishery, or aquaculture production, regardless of size.
- ✓ 04 "At a business, office, factory, fixed premise or site" – this refers to cases where the respondent typically works at a fixed premise or site. This can be a shop, workshop, office building, factory, mine, construction site, permanent marketplace, warehouse, or any other kind of fixed premise or site. Workers who move around for their work but have a fixed-base location to which they report daily are included in this category
- ✓ 05 "On the street or another public space without a fixed structure" – this includes cases where the respondent typically works on the street or another public space that enables interaction with potential clients (e.g. plaza, parking area, public park, etc.) without a permanent structure. It includes, for example, street vendors, push-cart operators, and operators of street stalls that are removed at the end of each day.
- ✓ 06 "In/on a vehicle (without daily work base)" – this will include all cases where the work typically involves use of a motorized or non-motorized vehicle, including water-, air-, or land-based vehicles.
- ✓ 07 "Door-to-door" – this refers to persons who work on an itinerant basis seeking potential clients at their residential premises (i.e. without prior agreement).
- ✓ 08 – respondents can also select and specify other places.

MJJ_9b: How many persons including you (NAME) work at your place of work?

This question is to identify the size of the establishment. The question refers to the establishment where the person works. For large organizations, respondents should be prompted to provide the size of the Division or Department in which they work. (For example, if the respondent works for Zenith Bank, we want to know the size of the agency, not the total number of workers in the bank; if s/he works in a public clinic, we want to know the size of the clinic, not the total number of workers in the Ministry of Health.) The question refers to the current situation but also includes any workers who may be temporarily absent in the reference week. When size is variable, consider the typical or average number of workers in the last four (4) weeks or 30 days. Include all workers regardless of their status in employment (employees, paid apprentices, contributing household workers, business co-operators, etc.), whether full-time, part-time, with a temporary contract or agreement, etc.

MJJ_9c: Is the business you (NAME) work for registered in the Corporate Affairs Commission (CAC, or National Business Register)?

Select as reported by the respondent.

MJJ_10: Which year did you (NAME) begin working in this business or place?

This question refers to the year in which the respondent started working for the current employer or in the current business. For dependent workers (i.e. employees, apprentices) this refers to the year when the person started working for their employer, even if since then, the person has been promoted or changed job description, responsibilities or tasks, within the economic unit. For self-employed people with a registered business, it will refer to work in the specific registered business. For informal businesses it refers to the year the person started working in the activity. Record the year given by respondent.

MJJ_11: And which month?

Select the month the reported by the respondent.

MJJ_12: How many hours do you (NAME) usually work per week in your main job?

Record the hours given by the respondents

If MJJ_1==2: the interviewer should then ask some questions about (your/NAME's) second job or business activity.

Questions SJJ_1a to SJJ_4 are asked of all respondents who previously stated that they had more than one job or business. They capture essential characteristics of the second job/business of the respondent

Questions **SJJ_1a-SJJ_1c** ask about occupation. They mirror MJJ_2a-MJJ_2c. See the information above on how to fill these in.

Questions **SJJ_2a-SJJ_2c** ask about activity. They mirror MJJ_3a-MJJ_3c. See information above on how to fill these in.

Question **SJJ_3** asks about job type. This mirrors MJJ_4. See information above on how to fill this in.

SJJ_4: How many hours do you (NAME) usually work per week in your second job?

Record the hours given by the respondents

SJJ_5a: Total hours usually worked per week in main job and secondary job (MJJ_12 + SJJ_4)

The CAPI program will sum up total hours usually worked per week in the main job and secondary job as previously recorded. This total number of hours should be checked with the respondent. If it is wrong, MJJ_12 and/or SJJ_4 need to be adjusted accordingly.

SJJ_5b: On how many days do you (NAME) usually work each week including the main job and secondary job?

Record the days given by the respondents. (Range from 1 to 7)

SJJ_5c: How many weeks do you (NAME) usually work each month including the main job and secondary job?

Record the weeks given by the respondents. (Range from 1 to 4)

SJJ_5d: How many months do you (NAME) usually work each year including the main job and secondary job?

Record the weeks given by the respondents. (Range from 1 to 12)

SJJ_6: During the last four weeks, that is from [DATE] up to [last DAY/yesterday], did you (NAME) look for additional or other paid work?

This question seeks to identify persons who actively searched for other work even if the person is currently in employment. It refers to search for an additional job to the current one(s) or search for a new job to replace the current one. The search can be within the current economic unit or in a different economic unit.

SJJ_7: Would you (NAME) want to work more hours per week than usually worked, provided the extra hours are paid?

This is a question required to identify people in time-related underemployment. This means people who want to work more hours and are available to do so (and had worked below an established hours' threshold in all of their jobs). It refers to the desire to work more hours than usually worked provided that they are remunerated. This may be in the current job(s) or in a different job.

SJJ_8: Could you (NAME) start working more hours within the next two weeks?

This question refers to availability to work more paid hours within the next two weeks. That is, it captures people who want to work more hours and are available to do so.

SJJ_9: How many additional hours per week could you (NAME) work?

Record the hours given by the respondent.

SJJ_10: What is the easiest way for you (NAME) to tell us your wages or salary or earnings before taxes or any other deductions? Would it be....

It is crucial to note that Questions SJJ_10-SJJ_12 cover both the main activity and secondary activity.

Select the appropriate response as reported by the respondent.

SJJ_11a: Do you (NAME) usually receive any commissions?

Select the appropriate response as reported by the respondent.

SJJ_11b: Do you (NAME) usually receive any tips?

Select the appropriate response as reported by the respondent.

SJJ_12: What is your (NAME's) hourly/ daily/ weekly/ fortnightly/ monthly/ annually (choose one) wage or salary or earnings before deductions?

Select the appropriate response as reported by the respondent.

SJJ_13: Do you (NAME) want to change your current employment situation?

Select the appropriate response as reported by the respondent.

SJJ_14: What is the main reason why you (NAME) want to change your employment situation?

Select the appropriate response as reported by the respondent.

3.8. SECTION F: UNEMPLOYMENT AND OUT OF LABOUR FORCE

This section is to identify and characterize those Nigerians who are unemployed or out of labour force. The key definitions around unemployment and labour force participation are provided in Section 1.4.1 of this manual.

UM_1: In the last four weeks, did you (NAME) do anything to:

(a) Look for any kind of paid work?

(b) Try to start any kind of business?

Question UM_1a is to verify if the respondent is searching for any type of paid work in the last four weeks while UM_1b is to check if the respondent is attempting to begin any form of business also in the last four weeks.

UM_2: In the last four weeks what kind of working/business arrangement were you (NAME) looking for?

This is to know in the last four (4) weeks the type of working/business arrangement respondent seeks. This will help to identify those who are actively searching for different types of employment (full time, part time, or some other working arrangement).

UM_3: In the last four weeks what have you (NAME) done to search for paid work (job) or to start a business?

This is to ascertain the types of active search method that were used to find a paid job or to start a business in the last four (4) weeks. Record all applicable search activities used in case the respondent reports multiple job-search methods (considering the reference period).

UM_4: Was this because you (NAME) had already arranged to take up paid work (job) or to start a business at some later date?

This question seeks to verify whether having a job that starts in the future or having concrete plans to start a business in a future may explain why the respondent is not working.

UM_5: How soon are you (NAME) expecting to start working in this job or business?

This question seeks to ascertain when the new paid job or new business activity will start.

UM_6: Would you (NAME) have liked to work in a paid job or business last week?

This question seeks to identify respondents' willingness or desire to work.

UM_7: What was the main reason you (NAME) did not want to work last week (Monday to Sunday)?

This question seeks to ascertain why the respondent did not want to work last week.

UM_8: For how long have you (NAME) been without work and trying to find paid work (job) or start a business?

This question asks the length of time that the respondent has been without paid work (job) but searching for some or without a business activity but trying to start one. Mark as applicable.

UM_9: What was the main reason why you (NAME) did not try to find paid work (job) or start a business in the last four weeks?

This question asks why the respondent did not try to find paid work (job) or start a business in the last four weeks. This gives some indication of their availability to work. Record the correct option as applicable.

UM_10a: If a suitable paid work (job) had been offered, would you (NAME) have been able to start work last week (Monday to Sunday)?

This question identifies respondents who are available to begin work last week (Monday to Sunday) if a suitable paid job had been offered. This question is focused on the respondent's time availability to start work in a short period (the week before the interview).

UM_10b: Or, could you (NAME) start working within the next two weeks?

This question seeks to ascertain whether the respondent is available to start work in the next two weeks after the interview date.

UM_11: What was the main reason why you (NAME) were not available to start working?

This question seeks to find out the reason for the respondent not being available to begin paid work (a job) or a business activity. The focus is on people who are not employed and not available to work.

UM_12: If paid work (job) or business opportunity became available, how soon can you (NAME) start work or a business?

This question seeks to know how quickly the respondent could start paid work or a business activity if such a chance were provided. Select as applicable.

UM_13: Have you (NAME) ever worked for pay or profit or helped unpaid in a household business?

This question, which relates to respondents' labour market histories, asks if the respondent had ever done work for pay or profit or helped unpaid in a business that is owned by household. Mark the appropriate option.

UM_14: How long ago was it since you (NAME) last worked?

This is to verify the length of time since the respondent did his/her last work.

UM_15: What was the main reason you (NAME) stopped working in your last job/business?

This question is to find out why the respondent put an end to his/her last job or business. Select as applicable.

UM_16: How do you (NAME) support yourself?

The question aims to know how respondent support his/herself, given their lack of paid work. Record the appropriate responses.

At the end of the interview the enumerator should also record the main language in which the interview was conducted.

CHAPTER FOUR – SURVEY SOLUTIONS AND CAPI

This chapter provides general information on Survey Solutions and the CAPI devices to ensure that they can be used correctly in the listing operation.

CAPI is an interviewing tool or technique in which the interviewer uses a tablet or computer-based device – instead of paper and pen – to answer questions during interview. Survey Solutions is a CAPI software developed by The World Bank to assist governments, statistical offices, and non-governmental organizations in conducting complex surveys with dynamic structures using tablet devices. Survey Solutions has two parts: The Designer and the Interviewer. In the Designer, the administrator creates a questionnaire, designs skips, and specifies quality controls. The Interviewer application is where the survey interviews are conducted in the field and completed interviews are sent to the survey server. Multiple communications will take place between the interviewers and their supervisors in the Interviewer application. More on this in the Synchronization Section.

Survey Solutions enables better communication between the enumerators and supervisors, ensuring more reliable statistics due to checks performed during the interview and prompt statistics due to a reduced time lag between data collection and data analysis.

4.1. GETTING STARTED IN SURVEY SOLUTIONS INTERVIEWER

Survey Solutions Interviewer has been installed on the tablets for this survey; otherwise, you will need to download and install the application on your device. To get started, simply find the Survey Solutions Interviewer icon on your home screen or in the apps page of the Android device. Tap (equivalent of click on a computer) this icon to start Survey Solutions Interviewer. Once you open the Interviewer application, you will see a login screen.

4.2. LOGIN/LOGOUT

On the login page (shown in the figure on the right below), use your unique login and password to log in to see all your interviews. The login and password prevent others, particularly people outside of the survey, from accessing the sensitive data recorded on the device. At the end of the day, or whenever you are not using the tablet for an extended period, you should click on the menu button in the

upper left-hand corner of the screen and select Sign out. This will make it impossible for an unauthorized person to access the data recorded on the tablet.
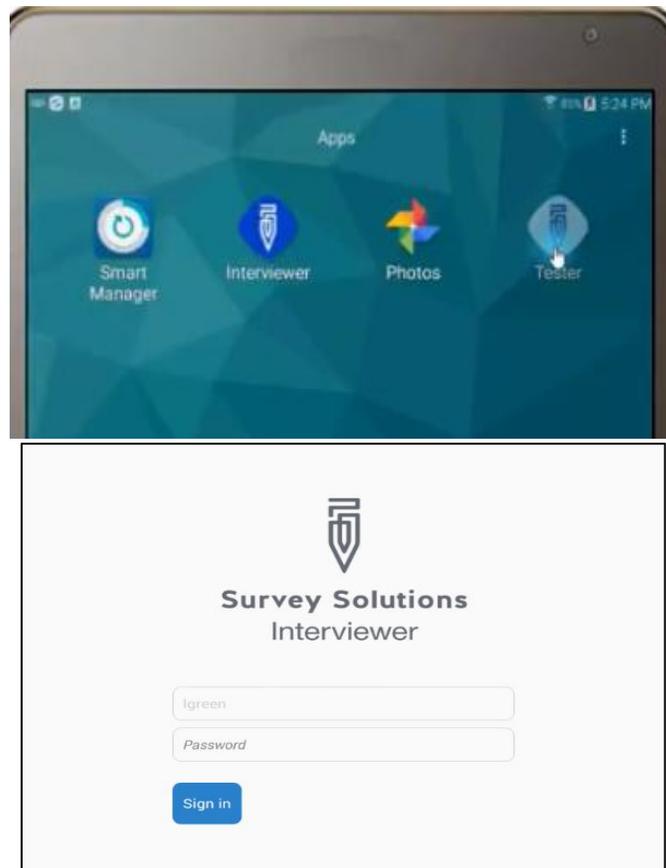
On resumption, you should enter your unique Login and Password to continue collecting, editing, or submitting data for the assignments on your account.

4.3. SYNCHRONIZATION: RECEIVING NEW INTERVIEWS AND SENDING COMPLETED ONES

The Interviewer application is used for sending and receiving new interviews in Survey Solutions. This process is through Synchronization. Tapping the Synchronization button (shown in the figure below) at the upper right of your screen initiates communication between your tablet (device) and the survey server (called Supervisor). Synchronizing ("Syncing") will send completed interviews to the survey server and will download new assignments and all rejected interviews. It also removes all assignments that have been assigned to another interviewer off your tablet. Upon completion of synchronization, the

number of completed interviews will be uploaded. Number of interviews deleted, number of rejected interviews returned, and the number of new assignments downloaded are clearly displayed in a status box.

Menu Button

Synchronization

Note: *Please note that the whole synchronization process requires a form of wireless network access. If you are unable to synchronize or synchronization is unsuccessful, please follow the instructions given in the error message or contact your field supervisor for further assistance.*

4.4. DASHBOARD: MANAGING WORKLOAD

The Interviewer dashboard offers a functional overview of the interviewer's assignments and their status. At the top of the dashboard, you will find four possible statuses: Create New, Started, Rejected and Completed. That is, on the dashboard, the interviewer can see the number of interviews assigned to him/her, the number that have been started, completed or even those rejected by the supervisor after submitting the interview. The number to be reviewed by the interviewer are also displayed (see the figure below).
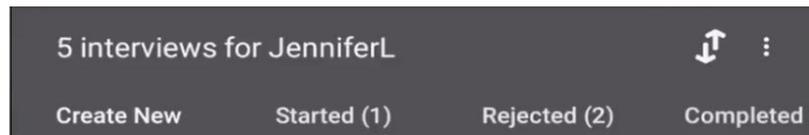
Each status on the dashboard is called a tab. To navigate between the different tabs, the interviewer can either tap on the tabs on top of the bar or swipe left or right, depending on desired movements. To help differentiate between the tabs, each tab is color coded as in the table below.

Dashboard tabs:	Create new	Started	Rejected	Completed
Color coding:	Grey	Blue	Red/Amber	Green

Create new interviews (grey tab) lists all assignments that you need to start. Each assignment has a unique number and title of the questionnaire assigned by Supervisor/Headquarters. Simply tap on "START NEW INTERVIEW", a blue rectangular bubble, to open a new interview for that assignment.

Started interviews (blue tab) contains interviews that have been started, but not marked as completed. To resume an assignment or interview, navigate to the "Started" tab on the dashboard and find the assignment you would like to resume. Tap on this assignment to expand it and tap the blue "OPEN" bubble to open it. All your previous works will appear in the assignment.

Note: *Survey Solutions automatically saves all work throughout the interview.*

Completed interviews (green tab) contains interviews that you have marked as completed. Each completed interview is listed under the Completed tab until the interviewer synchronizes to upload it. To open a completed assignment, navigate to the "Completed" tab on the dashboard and find the assignment you wish to open. Tap once to expand the assignment card and tap the green "REOPEN" bubble to open it. All your previous works will appear in the assignment.

Rejected interviews (red/amber tab) contains assignments that have been uploaded and which supervisors have found issues with after review and returned to enumerator for corrections or clarifications. To open a rejected assignment, navigate to the "Rejected" tab on the dashboard, find the assignment you would like to open and tap the red/amber "VIEW ISSUES" bubble to open it.

4.5. INSIDE AN INTERVIEW

4.5.1. ERROR AND WARNING MESSAGES
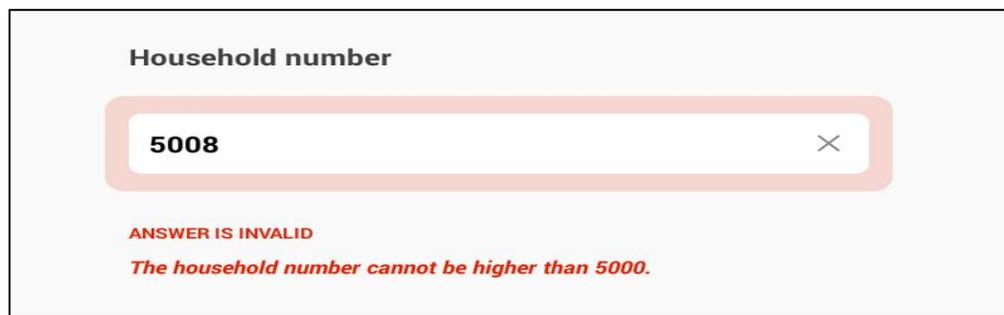
After an answer is recorded, the Interviewer application automatically assesses whether the answer is consistent with other answers in the questionnaire or plausible based on what is known about the survey population. If an answer is inconsistent or implausible, that answer is considered invalid. If an answer is invalid, the tablet will vibrate (if the feature is enabled) and the question will be

outlined in red. An error message will appear to describe the problem (as shown above). **You should try to correct all errors as soon as they arise.**

Please note that an invalid answer does not necessarily mean that the answer is incorrect. If an invalid answer is indeed a wrong answer, check your work and correct the issue. Sometimes, you will need to probe the respondent further to correct the invalid answer. If the invalid answer is the correct answer, then please leave an explanatory comment for your supervisor and headquarter staff. (Please see the Comments section on how to leave comments for your supervisor).

4.5.2. CHECKING WHETHER ALL QUESTIONS HAVE BEEN ANSWERED

You should always answer all the questions. There are several options on how to check if you have answered all the questions in the questionnaire.

A section will turn **green** when all questions have been answered and none has invalid answers. **Blue** means that there are unanswered questions. **Red** indicates that one or more questions in the answer have an invalid answer. **Ensure that a section is green before you move onto the next section.**

Navigate to the Complete Screen using the navigation pane. Once on that screen, the number of unanswered and invalid questions are displayed. You can identify the unanswered questions by looking for blue sections in the navigation pane.

4.5.3. CHECKING THAT ALL ANSWERS ARE VALID

In addition, to showing you the number of questions that are unanswered, the complete screen will also show you the number of questions that have errors. You can navigate to errors flagged by pressing on it in the list. **You should correct as many answers as you can before marking the interview as complete.**

4.5.4. LEAVING COMMENTS FOR THE DATA EDITOR

Comments can be left on any question. They may be useful to explain answers that you have confirmed with the respondent but that may appear strange or wrong to anyone that will be checking the data from your interview. To leave a comment, press for a few seconds on the question you would like to leave a comment for. After a few seconds, a comment field will appear, into which you can type any arbitrary long comment.

Alternatively, your data editor can also leave comments on questions for you. These comments will likely be questions about the answers you have recorded. The comments will appear next to commented questions. To find the comments, simply navigate to the question with comments.

Your data editor can also leave a comment for the whole questionnaire. Any comment left on the whole questionnaire will appear on the card for that household in the Dashboard.
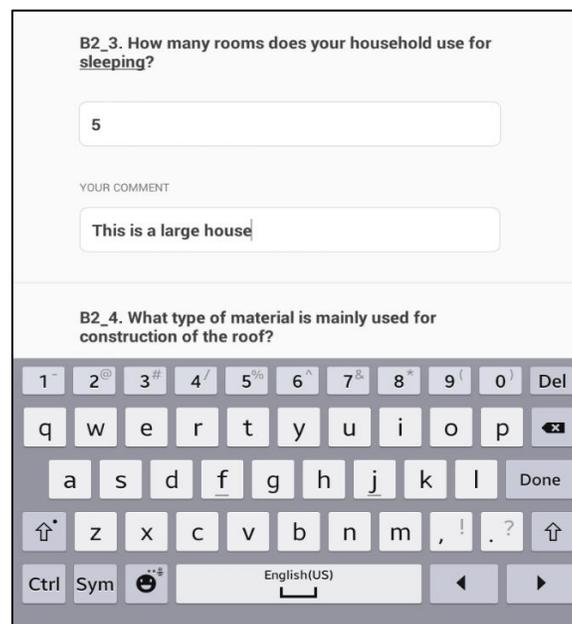
4.6. QUESTION TYPES

The questionnaire will have several different types of questions: numeric, text, single-select, multiple select, list, and date. As an interviewer, you must know how to answer each of them. To help you with that text, each question type is briefly explained below with visual aids.

4.6.1. NUMERIC QUESTIONS

Questions that take a numeric response have a field for an open numeric answer. When that field is tapped, the numeric keyboard will appear so that numeric answer can be entered. Use the decimal button to enter a decimal number as an answer. For example, 2.5.
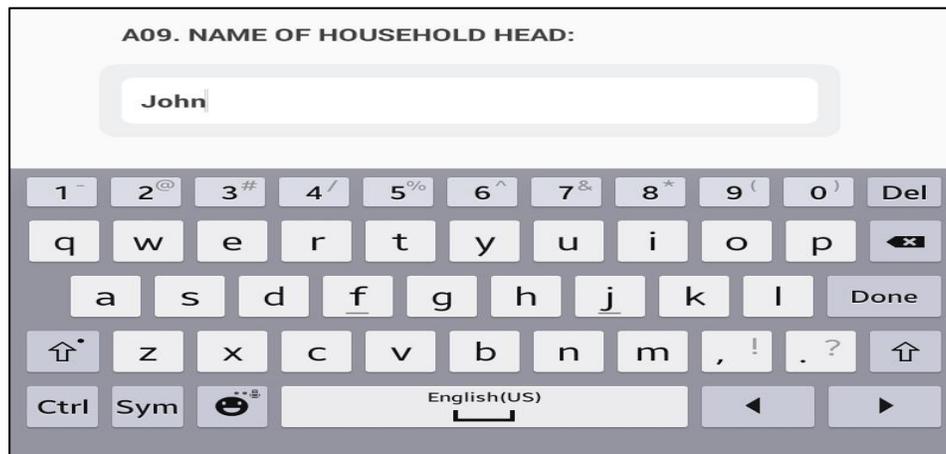
4.6.2. TEXT QUESTIONS

Text questions have a field for an open text response. When that field is tapped, the text keyboard appears so that the interviewer can enter a text answer.

4.6.3. SINGLE SELECT
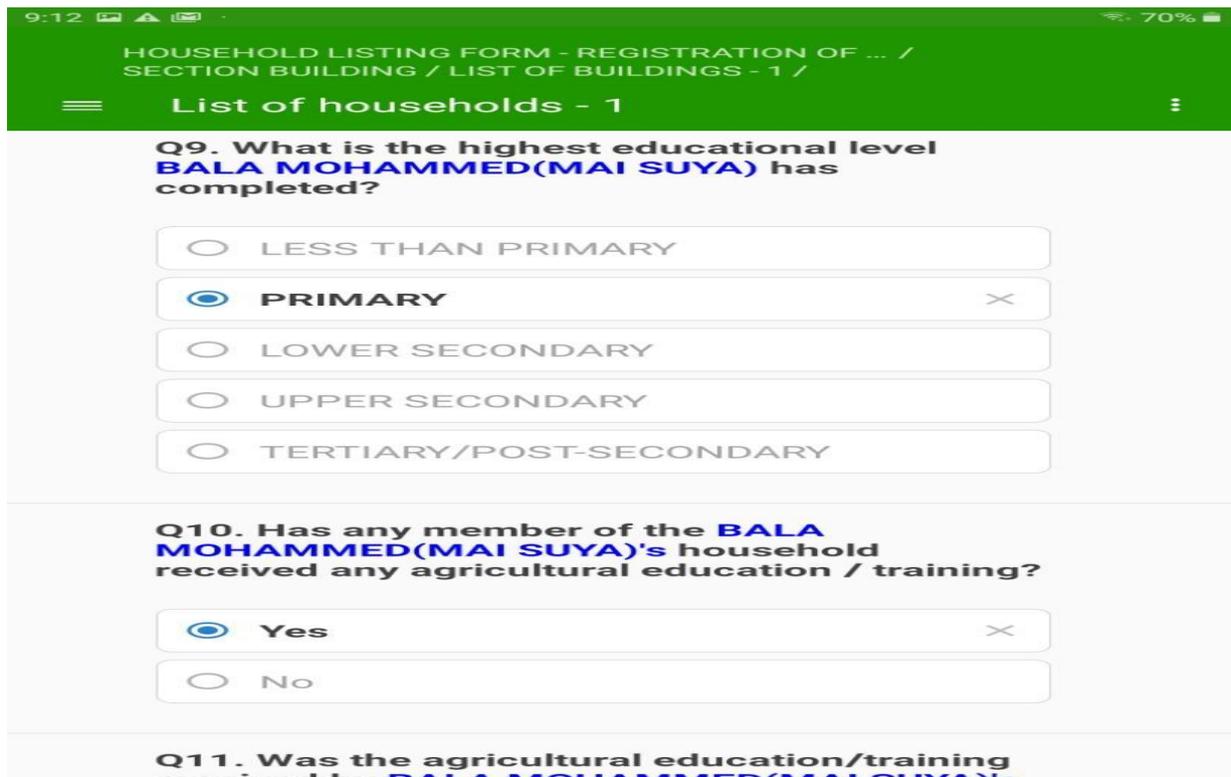
Single-select categorical questions have answer options with round buttons. This type of question allows you to select only one option as an answer. To answer this type of question, you should select the button next to the answer that you want to choose.

4.6.4. MULTIPLE SELECT

Multi-select questions have answer options with check boxes. This question allows you to select many options as an answer. To answer this type of question, you should select the check box next to the answer that you want to choose. Follow the interviewer instructions to know how many options you can select. If there are no instructions, then select all the options corresponding to what the respondent answers.

4.6.5. MULITPLE SELECT, YES/NO QUESTIONS

Multi-select categorical questions in yes/no mode have two radio buttons for each item – the left one that denotes "Yes" and the right one that denotes "No". To answer this type of question, the interviewer taps the radio button associated with Yes or No for every item to answer the question.

4.6.7. LIST

Tap on the empty text box and use the keyboard to input an answer. Additional elements can be added to the list until the maximum allowable number of items is reached. To delete elements from the list, tap on the X mark. **Be careful**: Tapping on the X will delete data that have been entered earlier if the elements of a list question are linked to a roster (e.g., names of household members, each of which has individual row in the household demographics roster).

4.6.8. DATE AND CURRENT TIME

Tap once on the "Tap to record current time" button. Then, the current time on the tablet will automatically be recorded and displayed above the button. If you would like to record the time again, tap on the button again.

4.6.9. GPS

First, tap on the "record GPS" button. Then, the tablet automatically records the GPS coordinates. The GPS location is displayed immediately below the question text, showing the longitude, latitude, accuracy, and altitude.
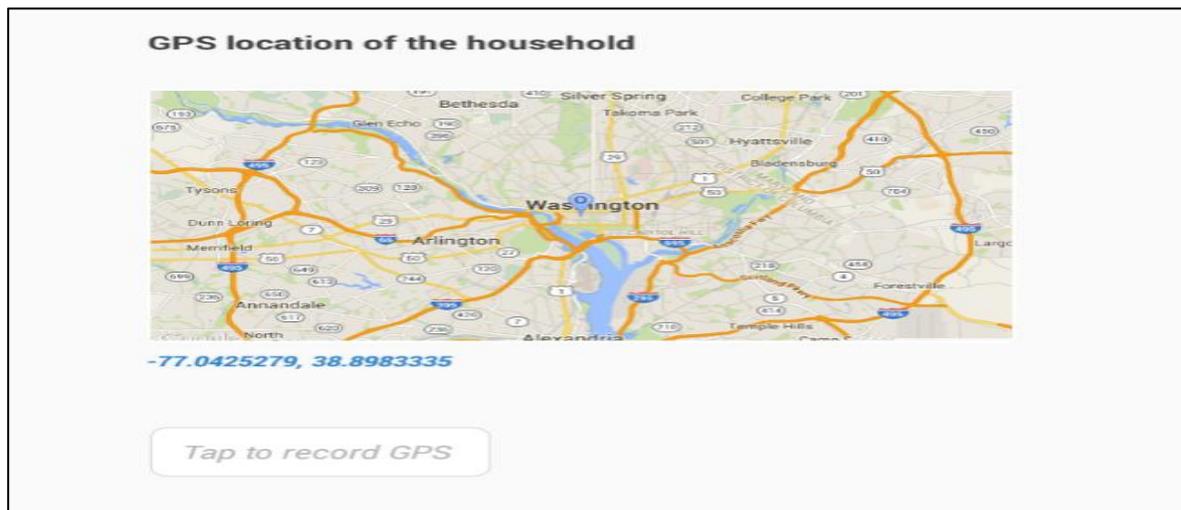
If GPS reading is not accurate enough, you may tap on the "record GPS" textbox again. Doing so will replace the old GPS reading with the new GPS reading. You can continue in this fashion until you obtain an adequately precise GPS reading.