

GERMAN INSTITUTE FOR ECONOMIC RESEARCH
(DIW BERLIN)

CENTRE FOR SOCIAL AND ECONOMIC RESEARCH
CASE-KYRGYZSTAN

Interviewer Manual

Research project
“Economic Transformation, Behaviour and
Living Standards of Households in Central Asia:
the Case of Kyrgyzstan”



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1. Introductory remarks

1.1 Purpose of the survey

This survey is part of a research project on economic transformation, household behaviour and socio-economic well-being in Kyrgyzstan which is conducted by a research team of the German Institute for Economic Research (DIW Berlin) in cooperation with the Center for Social and Economic Research (CASE-Kyrgyzstan). The project is funded by Volkswagen Foundation. Further cooperation partners are the Humboldt University of Berlin (HU) and the American University of Central Asia (AUCA).

The overall aim of this project is to extend the available knowledge about socio-economic processes in Kyrgyzstan and to improve research capacity within the Central Asian region. To achieve these goals, the project will collect household and individual-level data from a sample of Kyrgyz households which is representative at the national level. This survey covers a variety of topics, such as demographics, migration, health and education, labour market experience, agricultural markets, subjective well-being, social networks, political participation, conflict and others. The survey is conducted as a panel, i.e. individuals from the original sample households will be interviewed every year. This data allows us to carry out dynamic analyses of important issues, such as income mobility, duration of unemployment, and household poverty.

1.2 Introduction of the interviewers and confidentiality

Before you start interviewing a household, you should identify yourself, exchange greetings, and explain the purpose of the survey and what it is about. You should also first answer all the questions about the survey people might ask you before starting with the interview.

You could introduce yourself to the household/ respondent in the way proposed below:

- a) Greetings, Name
- b) “I work for the German Institute for Economic Research which is cooperating with the Center for Social and Economic Research Kyrgyzstan. We are conducting a household survey called “Life in Kyrgyzstan”, in which we try to understand how households live in Kyrgyzstan. The survey includes a variety of topics such as demographics, migration, agricultural markets, health and education, labour market experience, subjective well-being, and social networks. I would kindly ask you to participate in this survey and answer a number of questions. These are important questions and we think that you will find them interesting. Our questionnaire consists of two parts: First, a number of questions concerning your household will be asked to the household member who is most informed on these topics. This part of the interview will take approximately 30-40 minutes. The second part is a set of questions which will be asked to each adult member of your household separately. Each of these interviews will take approximately 45 to 60 minutes. Is this okay for you?”

Confidentiality: Make clear to the respondent that all answers and personal information he or she gives will be treated with strict confidentiality, and will be used for research purposes

only. The respondent and his/her household members will not be identified in any report or other publication, and we will not pass on their personal details to anybody else.

During the interview, let people take their time. Do not suggest answers for them (except for questions where it is explicitly required). Work steadily and make sure answers are clear to you before you record them down. Do not accept at once any statement you believe to be mistaken, but tactfully ask further questions to obtain the correct answers.

Someone may refuse to be interviewed. Often, this is because of a misunderstanding. Remain courteous, stress the importance of the survey and that there are no negative consequences whatsoever to be feared when participating. Further, point out that the information will be kept confidential in the way outlined above.

1.3 Questionnaire structure and administration

For each household you are going to interview, you will have three different types of forms:

1. Household Control Card
2. Household Questionnaire
3. Individual Questionnaire

The Household Control Card contains household and interviewer identification, as well as information on household replacement, survey completion and visits paid to the household. Part of it needs to be filled out before, part of it after your visits. You need to fill out one Household Control Card per household that was visited, regardless of the household's participation. Further information on the Household Control Card will be given in section 2 of this manual.

The Household Questionnaire contains a number of questions on household composition, health and education of children, assets, income and other questions which concern the household as a whole. These questions should be asked to the adult member of the household who is best informed about these topics. This may be the household head, but also another household member, for example his/ her spouse.

Usually, you need to fill out one Household Questionnaire form per household. One form provides space to record information on 15 household members. If a household has more than 15 members, please use a second Household Questionnaire form. Make sure to note on both forms' cover page that 2 forms were used for this one household. On the second form, please change all ID codes, so that no ID code exists twice for the same household. On the second form, No. 1 becomes No. 16, No. 2 becomes No. 17, and so on. So, on the second Household Questionnaire form, household members No. 16 to No. 30 can be indicated. Further information on the Household Questionnaire will be given in section 3 of this manual.

The Individual Questionnaire contains questions on a variety of topics which shall be asked to every household member who is 18 years old or above (unless they are currently not living in the household, for example, because they are working abroad). Please refer to section 1.5 of this manual (Interview organisation) for details on how to plan the interviews. Further information on the Individual Questionnaire will be given in section 4 of this manual.

Before you go to a selected household, make sure that you are well prepared for the interview. You need to have the following items for an interview with one household with you:

- 2 pens
- 1 Control Card
- 2 Household Questionnaire forms
- 10 Individual Questionnaire forms
- Measurement devices (scales to measure weight, and measuring tape)
- Reward for the respondent

1.4 Interview organisation

When a household agrees to be interviewed, you should start by planning the order and timing of the interviews together with the household members present.

The Household Questionnaire interview needs to be conducted before the individual interviews, because the Household roster (i.e., the first part of the Household Questionnaire) determines which persons will be interviewed individually.

If possible, all children living in the household should be present in the beginning of the household interview, as you will measure their height, weight and upper arm circumference for the health section. If (some of) the children are not present, make sure to complete this section during your next visit (ask the household when they are going to be at home).

For the individual questionnaires, the order in which household members are interviewed is not predetermined. You only need to make sure to record date, start and finish time of the interview. If some household members are not present or do not have the time for an interview during your first visit, set a different date and time when you will come back to interview them. It is very important to have every adult household member answer the Individual Questionnaire in order to collect representative data.

2. Household Control Card

The Household Control Card contains household and interviewer identification, as well as information on household replacement, survey completion and visits paid to the household. Part of it will already be filled out before the interview itself, in order to help you find the selected household. You need to fill out one Control Card per household visited. If the visited household does not participate in the survey, please indicate the reason on the Control Card. For example, a household might refuse to participate or you might be unable to locate the household. No other information will be required from non-participating households. Yet, it is very important that we see the reason for non-participation on the Control Card. If a household does not participate, you would then visit another household and fill out the respective Control Card and questionnaires for this one.

The section “Survey Completion” should be filled in after the last visit to the household (because only then you will know if the survey was fully completed). In the section “Summary of Visits”, you should fill in the row for each visit before (starting time) and immediately after the visit (finish time and other information), to make sure that you do not forget it. It is very important for the survey to record start and finish time of the interviews.

The Control Card also includes a section for your comments. If you encounter any problem during the survey, for example if a respondent does not understand a specific question, or if the respondent's answer does not fit at all into the answer categories provided, you should take a detailed note on this in the comments section.

3. Household Questionnaire

As already mentioned, the Household Questionnaire needs to be filled in by the best informed household member. This person has to be an adult, i.e. 18 years or older, and should have the best knowledge about the household.

How to determine the “best informed household member”?

When the present household members agree to be surveyed, ask them who of them is best informed about the following topics concerning the household:

- Names and birth dates of household members
- Health and education of children living in the household
- Household's dwelling and assets (including land and livestock)
- Agricultural Markets
- Household's expenditure and consumption
- All sources of household income
- Migration (of household members and other relatives/friends)
- Shocks that the household experienced during last 12 months

There can be two persons answering, if the household members decide that different members can best provide answers to different modules. Indicate the names of the two respondents and the modules they are answering in the Control and Cover Section “Household Identification”. However, for each module only one respondent is allowed.

The Household Questionnaire starts with a cover page which is similar to the Control Card.

Before the interview, you should fill in the section “Control Information on Household”. It serves to make sure that households are not confounded at data entry and is therefore very important.

In the beginning of the interview, you should record the name of the respondent (section “Control Information on Household”) and the starting time of the interview.

After the interview, please enter finish time, whether other persons (except you and the respondent) were present during the interview, and your own subjective assessment of the interview (section “Survey Results”). For example, if you believe that the respondent was not in a condition to give reliable answers (e.g., if he/she was completely drunk or seemed extremely confused), you may enter “unreliable”. In this case, please indicate the reason for it in the column “Comments”. (You may also record other comments here.)

Each part of the questionnaire (household and individual) is organised in so-called “modules” and “sections”. The household questionnaire contains 6 modules:

- 1 Household roster
- 2 Housing and assets

- 3 Agricultural markets
- 4 Consumption
- 5 Income sources
- 6 Migration
- 7 Shocks

Each of them contains one to three sections; they will be explained in detail in the following.

1. Household roster

The household roster serves to identify all members of the household and to obtain basic information on them. It consists of three sections:

- A Household composition
- B Child education
- C Child health

In the first section, you will ask for information on all household members, whereas in the second and third section, you will only ask for information on children (0-17 years) living in the household.

A. Household composition

First, ask the respondent who is the household head, and record his name in the first row of question H101. Then, you ask for the names of all other household members, which you enter in the subsequent rows of question H101. It is very important that the household members recorded here are in accordance with the definition of “household” used in this survey (see box below).

“Household”, “household members” and “household head”

A **household** may be either a person or a group of people, either related or unrelated, who live together as a single unit in the sense that they have common housekeeping arrangements (that is, share or are supported by a common budget). Family ties do not necessarily mean that people belong to the same household. For example, two brothers may live in the same house with their families, but if each of the two families has their own budget, they constitute two different households.

Household members are all persons belonging to a certain household, i.e. who share a common budget. A person who does not live with the household during the survey may nonetheless be a household member, provided that he/she would share the household budget when coming back. (For example, a person working or studying abroad for some time who would share the household budget when coming back.)

The **household head** is the member of the household under whose authority the activities of the household including expenditures are carried out and who is accepted as such by all the members of the household. He/she will be the person named when you ask the question “Who is the head of this household?”

After entering the names of all household members, ask questions H102-H110 for the first person named by the household. Then continue with the second person (ID code 02) and ask question H102-H110 for him/her. Continue like this until you obtained answers for H102-H110 for all household members.

H101	Record first, second and surname of each person. If two persons have exactly the same name, ask for a nickname or something else to distinguish them.
H102	Don't rely fully on a person's name to determine his/her sex. If needed, ask for it directly.
H104	Relationship to the head: The person is the head's ... (and not the other way round). <i>For example, if the household head is the grandfather of a person called Anna, this means Anna is the head's grandchild. Thus, record 8 for Anna's relationship to the household head.</i>
H105	In cases, when a person has a mixed ethnicity, please record the ethnicity defined in the birth certificate or in the passport.
H107	If the person knows more than 3 other languages, ask for those 3 he/she knows best.
H108	<p>"Married": People who have registered their marriage legally.</p> <p>"Divorced": People who have not married again after legal divorce.</p> <p>"Living together": People living together as if they were married, but without having registered their marriage legally.</p> <p>"Separated": People who have been living together without being married, but no longer live together. (This does not include cases where they don't live together because one spouse is working somewhere else, but only those where the couple separated.)</p> <p>"Widowed": People whose spouse has died and who hasn't remarried after that.</p> <p>"Single" means somebody who has never been married.</p>
H109	This relates to the week prior to the interview: If a person was living in the household dwelling during the last week, indicate yes; otherwise indicate no.
H110	If in H109, a person was reported to be currently not staying at home (i.e., elsewhere in Kyrgyzstan or abroad), ask for the reason of his/ her absence.

B. Child education

In this section, you will ask questions about the education of those household members who are between 0 and 17 years old. First, check the household composition to know which persons are concerned.

Proceed according to the order of household members in the household composition section. For children aged between 0 and 5 years, ask only question H111. For children between 6 and 17 years, start with H112 and continue according to the instructions on the questionnaire form.

Start with one child, and ask all the questions of this section about him/her; then proceed with the next child, and so on. When you have asked the education questions for all children, go to the next section (Health).

H111	“Usually” means who takes care of the children most of the time during the day.
H112	“Educational institution” refers to schools and universities of all types.
H117	<ul style="list-style-type: none"> - Report either weeks or months. Example: If the child missed 1 ½ months, you may either record 1.5 months or 6 weeks. - If the child didn’t miss any school, record 0 weeks. - If he/she missed less than 1 week, also record 0 weeks.
H118	Only one answer allowed; the main (i.e., most important) reason.
H120	Only one answer allowed; the main (i.e., most important) reason.
H123	“Helping” includes activities such as housework (cooking, laundry etc.), farming, selling goods...
H124	Record only work for which the child receives money or an in-kind salary.
H126	<p>For children who are currently attending school: Record the type of current school. For children who are not at school, record the type of school they attended before they dropped out. For those who never went to school, record this answer (No. 6).</p> <p>If the school was private and religious, please record “religious” (3)</p>

C. Child health

In this section, you will ask the respondent about the health status of children in the household, including vaccinations, medical consultation and hospital stay. H127 concerns all children aged 0-17 years; H128 – H135 only concern children aged 0 – 12 years; H136 and H137 also concern children aged 13 – 17 years.

H128 – H130 require that you measure weight, height and upper arm circumference of the household’s children aged between 0 and 12 years. Before you start taking the measurements, you should ensure that the mother, or the survey respondent, understands what is happening to the child. The measurements should be taken by two people; one of them can be the mother. You should only measure one child at a time in order to avoid any confusion. Before measuring height, you also need to calculate the age in order to decide whether the child is measured standing (which is the case when it is 24 months old or more) or lying (if child is less than 24 months old).

H128	<p>Ask the mother to undress the child completely. The only exception would be a small pair of underpants. Children should not wear diapers.</p> <p>To weigh little children who cannot stand on the scale by themselves, ask the mother to stand first on the scale with the child on her arms and take the weight. Afterwards pass the child to a person nearby and record the second reading with just the mother. The difference is the weight of the child.</p>
H129	<p>Make sure the measurement tape is placed on a hard flat surface against a wall or the like. Ask the mother to remove the child’s shoes and upbraid any hair that would interfere with the measurements. Ask her to walk the child to the tape and to kneel in front of the child. Make sure the child’s legs are straight, heels and calves are against the wall and the child looks straight ahead (at the mother).</p> <p>Children up to 23 months can be lied down on the measurement tape.</p>
H130	Ask the mother to remove clothing that may cover the child’s left arm.

	Straighten the child's arm and wrap the tape around the arm at the midpoint. Make sure the tape is flat around the skin and has the proper tension. Record the measurement.
H131	If they have a card, let them show it to you. You can mark the answers for H132-H135 based on the information you obtain from this card. Ask explicitly for those vaccinations in H132-H135 which are not reported on the card.
H136	Also include situations where somebody consulted a doctor for the child's health (a child normally doesn't consult the doctor independently). If the child didn't go to the doctor during the last 12 months, record 0.
H137	If the child didn't spend a night at the hospital during the last 12 months, record 0.

2. Housing and assets

This module serves to obtain information on the household's dwelling and on the assets they possess, including livestock and land. It consists of three sections:

- A Housing
- B Household assets and livestock
- C Land

A. Housing

In this section, you will ask detailed questions about the household's place of dwelling. If an answer seems contradictory to what you observe being in the dwelling, ask politely for clarification.

H201	Option "Separate house, or a part of it" means that either the household has a separate house for themselves, or they share the house with other household(s).
H202	Tick the box for the way how the household received their dwelling, and then write in the box behind it the year when they obtained it. If there was a change in possession status for one and the same dwelling, please record only the current status and when it became like this. <i>Example: If a family rented a flat from 1995 to 2000, and then bought it in 2000, record only that they bought it, and the year in which they did (2000).</i>
H203	"Living rooms" does not include reception/ hallway, kitchen, bathroom, storage room.
H204	If several sources are used, please record only that source which most water is taken from.
H205	If several sources of heating are used, please record the two most important ones.
H206	If several cooking places are used, please record the two which are used most often.
H207	This question refers to the construction material, which is not necessarily the same material that is "visible". <i>For example, a house may be built of wood, but there might be a carpet on the floor covering the wood. In this case, record the answer "wood".</i> If different rooms have different floor materials, please record the one material which makes up the largest part of the floor.
H208	This question refers to the construction material of the walls. <i>For example, if a house is built of cement blocks, but the cement wall is covered with tapestry, please record the answer "cement blocks".</i>
H209	If the roof is made of different materials, please record the most important component.
H212	If the distance is given in meters by the respondent, please calculate the corresponding number in km. (E.g., 300m → record 0,3km).

	<p>“Main road” = road which connects the household’s town/village with other towns/villages</p> <p>“Agricultural market” = market where household can buy/sell agricultural products</p> <p>“Administration point” = can be the local administration, city hall, regional administration, or Aiyl Okmotu, which the household can address for solving administrative problems.</p>
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B. Household assets

In this section, you will ask the respondent whether his/her household possesses a number of items (e.g. fixed and movable assets, furniture, livestock and poultry) and, if yes, how many of them. You should ask questions H213, H214 and H215 directly after each other for the same item, and only then continue with the next item. Example:

- Does your household possess a car?
- (If answer is yes): How many? (If answer is 1): How much is it worth if you were to sell it today?
- If household does not own any car, don’t ask about the quantity and value, but directly continue with the next item.

H213	Specify to the respondent that you only want to know about assets that are functioning, or that would only require minor reparations in order to function. For example, a tractor with a broken engine, which would be costly to repair, should not be counted. Assets with an unknown defect (i.e. which are not working, but the household members don’t know why, and how much it would cost to repair them) should not be counted either.
H214	For items 30 and 31 (landline and internet connection), you don’t need to ask about the quantity.
H215	The current value of the assets is only asked for property, transport, and livestock assets.

C. Land

In this section, you will ask the respondent about plots owned by the household. Make sure he/she understands that the question only concerns plots that are owned by the household, and not those which are rented, hired, etc.

H217	<p>“Land owned” does not include land which is leased or taken on rent, but does include land which is leased out or land given out on rent by the household.</p> <p>Specify to the household that they should also include their garden if it is used for agricultural purposes.</p>
H218	This question is important because it gives the household respondent some orientation in answering the following questions. The name of plots does not refer to any “official” name, but to the name someone uses when they talk about a particular plot, such as “the main tobacco plot” or “grandmother’s plot”. The names will not be used in any way except in this module to give the respondent some guidance which plot he/ she talks about.

	If the household possesses more than 3 plots, please ask them about the 3 largest ones only.
H221	If the dwelling is next to the house (e.g., household garden), record 0. If the answer is given in meters, please calculate the corresponding value in km (e.g., 200m = 0.2 km).

3. Agricultural markets

This module aims at obtaining information on household members who are involved in agricultural activities. It includes questions related to export and quality requirements of agricultural goods. Thus it only needs to be answered if any member of the household is involved in the agricultural domain. If a household has more than one member working in the agricultural domain, then ask that person with the highest income (salary) in the agricultural sector. In the case that this person has more than one job in the agricultural domain then the questions should be related to the main job.

The module consists of 3 sections:

- A Trade activity
- B Employees
- C Quality requirements

Questions H301 and H 302 should clarify activity of household members in the agricultural sector.

Section A is addressed at the household member/s who is/are working in the agricultural domain as an own account worker/s, employer/s, member/s of a producers' cooperative, contributing family worker, or other.

Section B is addressed at household member/s who get there income as employee/s in the agricultural domain.

Section C is addressed at all persons working in the agricultural domain.

A. Trade activity

H304	Only tick "No" if respondent sells nothing of his/her output but uses the total output for home consumption.
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C. Quality requirements

If the HH-member who is involved in an agricultural activity is an own account worker, employer, or member of a producers' cooperative, you should always ask "Does this HH-member...?". If the person is an employee, ask "Does his/her employer...?".

4. Expenditure and consumption

This module serves to obtain information on the household's expenditures on food and non-food items. It consists of two sections:

- A Food consumption
- B Non-food consumption

Please note that the total amount of expenditures does not have to equal the total amount of income (in the next module). It is well possible that expenditures are higher than income.

A. Food consumption

All questions in this section refer to the food expenditures and consumption the household had during the last 12 months. Households may either report their expenditure and consumption per week, month, quarter, or year. Let them choose which time period they wish to refer to. We do not want to know the specific expenditure in any particular time period but the expenditure for different food items the household usually has. Make sure the respondent understands this.

Start asking H401 for item 1, and continue with H402 for item 1. Then continue likewise with item 2, and so on.

H401	Indicate how much money was spent on a particular food item in a typical week, month, quarter, or for the total last year.
H402	This refers only to the quantity consumed from home production. Indicate the consumption amounts, measure units and time period.

B. Non-food consumption

H404	Costs can be expressed in US dollar or Kyrgyz soms.
H405	The respondent may provide you the amount spent on non-food items either as a monthly or as a yearly figure, whichever he/she finds easier to express. Indicate here whether the amount mentioned before is expenses per month or per year.

5. Income sources

This module is designed to obtain information on the different sources of income of the household, and how much income the household receives from every one of these sources. The income can be obtained from wages, pensions, social benefits, or other sources. You should get an answer about the income the respondent receives from the given income sources in a monthly average for the last 12 months.

6. Migration

This module serves to obtain information on household members who are currently abroad. The main interest to us is their work abroad and the money they send to the household from abroad. We are also interested in money sent by non-household members.

The module consists of 3 sections:

- A Current labour migration
- B Remittances
- C Reverse remittances

A. Current labour migration

This section asks about household members who are currently abroad for more than one month. If the purpose of their absence is a vacation, business trip, visiting family/friends, or health care, do not record them here, and do not ask the questions of this section about them.

H601	If no adult household member is currently abroad, specify “0” and proceed with the next section (6.B Remittances). Please make sure that you ask sections 6.B.2 and 6.C even if there are no migrants reported.
H602	<p>Check the ID of the persons who are reported to be abroad in the household composition section and fill them in. If the persons are not in the household roster, find out whether they can be considered to be household members. If they are household members, add them to the list in the household composition section by filling in all questions of that section and then proceed to this section on migration. If they are not household members, don’t report them here and don’t report them in the household composition.</p> <p>If more than 2 household members are currently abroad, ask for those who are the oldest.</p> <p>If two household members are recorded in H601, proceed by asking H602- H615 for the first person named. Then, ask these questions for the second person named.</p>
H604	This question refers to the point of time when the migrant left the household for the last time (i.e., for his/her current stay abroad).
H607	If it is difficult to determine the sector the person is working in, please refer to the sectoral disaggregation in the Annex of this manual.
H608	If it is difficult to determine the person’s position, refer to the Annex of this manual.
H615	For each household member, tick 1 of the 3 columns for each month. If the person was in different places during one month, record the place where he/she spent most time during this month.

B. Remittances

This section asks about money sent to the household from abroad, either from household members or from non-household members. “Remittances” refer to transfers made by migrants either in cash or in kind. It is irrelevant for the definition of remittances whether or not migrants are household members. It is only important that these migrants are living abroad, i.e. in another country.

Several questions appear twice, first for household members (HHM-Migrant) and then for non-household members (Non-HHM-Migrant).

When in the question, it is written [HHM-Migrants], read “household members”; when there is written [Non-HHM-Migrants], read “non-household members”.

H616	If the household received money from household members who are abroad, please record their ID codes (as in H101 of the household roster). Record also those household members who are currently at home, if they were abroad and sent money to the household at any time during the last 12 months.
H618	This question refers to the total number of times money was received. Example: If the first household member sends money every month (i.e., 12 times during the last 12 months) and the second household member sends something for a particular event (1 time during the last 12 months), count 13.
H623	Please check if the total amount corresponds to the sum of the amounts reported in H617. If not, please ask politely for clarification.
H629	This question refers to the total number of times money was received. Example: If the household’s cousin sends money every month (i.e., 12 times during the last 12 months) and a friend sends something for a particular event (1 time during the last 12 months), count 13.
H634	Please check if the total amount corresponds to the sum of the amounts reported in H628. If not, please ask politely for clarification.

C. Reverse remittances

In this section you should ask the amount of money or goods which the household sends to help a person who is abroad, regardless of whether he/she is belonging to the household.

7. Shocks

This module intends to capture all shocks, i.e. unexpected events with negative consequences, which may have happened to the household in the last 12 months. Make sure that the respondent only reports those shocks that occurred during the last 12 months, i.e. between October 2009 and September 2010 (if you conduct the interview in October 2010). The shock may have affected only some of the household’s members, and not necessarily the respondent personally. Report the shock if any household member was affected.

4. Individual Questionnaire

The Individual Questionnaire serves to obtain detailed information on a variety of topics from each adult household member (18 years and older). Make sure you interview each adult in person, as another person will never be able to answer all questions the same way as the respondent him/herself. If a household member is not present during your visits, and if it is impossible to make an appointment for an interview with him/her (for example if he/she is currently abroad), you cannot fill in the Individual Questionnaire for this person.

At the beginning of the interview, you should record the name of the respondent and enter his/her ID code (from H101 in the household questionnaire) and the starting time of the interview.

After the interview, please enter finish time, whether other persons (except you and the respondent) were present during the interview, and your own subjective assessment of the interview and eventually comments.

1. Subjective well-being

This module asks about the respondent's satisfaction with different aspects of his/her life and his/her attitude towards risk. When asking questions I101 and I103, please show the respondent the Visual Aid No. 1 (showing the scale from 0 to 10). For I102, show the Visual Aid No. 2 so that he/she can understand more easily the possible answer range.

If a certain aspect is not pertinent for this person (e.g., "Job" for an unemployed person), please mark "Not applicable".

2. Education and health

This module aims at obtaining information on household members' education (past and current) and health status. It consists of 2 sections:

- A Education
- B Health

A. Education

I203	"Educational institution" refers to schools and universities of all types.
I204	If the respondent is still a student, indicate the level of the educational institution in which he/she is enrolled.
I207	If people obtained a diploma abroad, ask them to which diploma of the Kyrgyz system this corresponds.
I208	This question (on specialisation) is only asked to people with a degree higher than secondary general.

B. Health

This module aims at obtaining information on household members' health status. We ask the respondent for any kind of illnesses, doctor consultations or hospital stays, as well as if he/she practices any sport. We also would like to know if the respondent smokes and how much alcoholic beverages he/she drinks.

3. Labour market

This module serves to obtain information on a person's employment status and details on his current and past occupations. It consists of 5 sections:

- A Current employment status
- B Overview of work during the last 7 days
- C Current unemployment or inactivity
- D Overview of work during the last 12 months
- E Labour market CV since 1989

A. Current employment status

This section aims at determining if the respondent is “employed” according to the definition of the International Labour Organisation (ILO).

If the respondent answers “yes” to at least one of the four questions I301-I304, he/she is considered to be employed. In this case, you will continue with section B, which covers his/her work during the last 7 days.

If the person answers “no” to all four questions I301-I304, he/she is considered either “inactive” or “unemployed”. You will then continue with section C, which covers current unemployment and inactivity.

B. Overview of work during the last 7 days

This section is only asked to persons who have been employed during the last 7 days. If the respondent had several different occupations, please name the three in which he/she spent most time. First, ask the respondent about his/her occupation(s) during the last 7 days (I305). Then, ask him/her how many hours he/she spent doing each of these occupations, respectively.

Determine which is the occupation that the person spent most time doing. Questions I307-I321 will refer to this occupation. Tell the respondent that you would like to ask him/her about this occupation, and use the same word for it that he/she used when talking to you about it.

When you completed I307-I321 for the main occupation, check if the respondent had more than this one occupation, and if yes, in which one he/she spent second most time doing. Tell him/her (as above) that you are going to ask some questions about this secondary occupation. Questions I322-I336 are about the occupation the respondent spent second most time doing. If the respondent has only one occupation, you don’t ask these questions, but you go to section D.

I305	<p>“Occupations” refer to all activities which fall under the 4 questions of section 3.A. Make sure that the respondent understands that occupations do not only include jobs as employed workers but that they also include such activities as work in family businesses and farming.</p> <p>If the respondent reports to have more than 3 occupations, please ask for the 3 he/she spent most time doing.</p> <p>If the respondent reported that he/she was absent from a job during the last 7 days but will come back to it (last question of section 3.A), ask him/her to include these</p>
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	occupations. In this case, the reference period for the following questions will not be the last 7 days, but the last week he/she worked in this job.
I306	This question refers to the total amount of hours during the last 7 days (not hours per day).
I308	If it is difficult to determine the sector the respondent is working in, please refer to the disaggregation in the Annex of this manual.
I309	Only record either months or years. If the person has worked in this job for more than 1 year, only indicate years. If he has worked in it less than 1 year, only indicate months.
I310	For definitions of the wage status categories, refer to the disaggregation in the Annex of this manual.
I314	Indicate only one currency (som or dollar); and only one time unit.
I318	Under social benefits, we understand employer contribution to pension fund, contribution to medical insurance, or other such benefits.
I320	Indicate only one currency (som or dollar); and only one time unit.

C. Current unemployment or inactivity

This section is only asked to persons who currently don't work, i.e. who answered "no" to all four questions of section 3.A. These may be unemployed persons, but also so-called "inactive" persons, such as students, housewives, and the retired.

I340	If it is difficult to determine the sector the respondent is working in, please refer to the disaggregation in the Annex of this manual.
I341	If it is difficult to determine the respondent's position, please refer to the disaggregation in the Annex of this manual.

D. Overview of work during the last 12 months

This section is asked to all respondents who have ever had a job, regardless of whether or not they have been employed during the last 12 months. It is important to note for every month the activity of the respondent. Start with October 2009 and go on up to September 2010.

E. Labour market CV since 1989

This section is asked to all respondents, regardless of their current employment status. It aims at obtaining information on what the respondent has been doing since 1989.

First, ask the person what he/she was doing in 1989 and tick the according case. Continue asking for each year until 2010.

Some household members may not have been born in 1989. If this is the case you should note answer 17 "other" and note in the comment that the person was not born in 1989.

It may be difficult for respondents to remember what they did in every year since 1989. You can mention the corresponding calendar year, to help the respondent's memory. You can use some of these dates:

1989- Soviet time
 1990- Akayev became president
 1991- Breakdown of the Soviet Union and independence
 1993- Introduction of the Som
 1998- Financial crisis in Russia
 2005- Tulip revolution and Bakiyev came to power

4. Movements

This module aims at collecting information on the movements of the respondent within Kyrgyzstan and abroad.

In questions I402 and I403, try to be as specific as possible. For example: Batken oblast did not exist as a separate “oblast” unit before and used to be part of Osh oblast. When respondent is born in a community, which is currently located in Batken oblast, if at that time, this community was part of Osh oblast, it is important that you select Batken oblast as a place of birth.

5. Family

This module serves to obtain information on the respondent’s family and about his/her parents’ place of living, education and work. The research idea behind this module is to figure out how much the educational level of the parents affects the education of their children.

I503	If respondent married more than once, refer to the first marriage.
I510	If parents are still working: refer to their current job. If they are not working anymore (or if they passed away), refer to their last job.
I511	If parents are still working: refer to their current job. If they are not working anymore (or if they passed away), refer to their last job. If they had several positions in one job, please refer to the highest one.

6. Worries

This module serves to obtain information on how worried people are about certain aspects of life. First show and explain the Visual Aid No. 3 (with the scale 0-10) to the respondent. Then, read out each issue to him/her and let him/her respond one by one.

I601	If an issue is not relevant for a respondent (e.g. “your children’s future” for somebody who doesn’t have children), tick “not applicable”.
I602	If people worried about anything not mentioned, write in the respondent’s answer.

7. Security and violence

This module aims at obtaining information on the respondent's perception of security and different types of violence experienced by persons he/she knows. This module also asks about displacement and disorder that took place in June 2010. Since these questions are quite sensitive, tell the respondent that all answers will of course be kept anonymous and confidential. The answers will be used only for research purposes.

I701	First, show and explain the Visual Aid No. 4 (with the scale 1-5) to the respondent. Emphasize that the scale is different than in the last module. Then, read out each statement to the respondent and let him/her answer one by one.
I702	Read out each incident to the respondent and ask him if he/she personally knows anybody to whom this happened. "Anybody" refers to both, household members and non-household members. If yes, tick the corresponding box and ask if he/she knows the perpetrator. Record the perpetrator (or "99" if he/she doesn't know). Go on like this with all incidents.

8. Social networks and political participation

This module serves to collect information on each respondent's membership in formal and informal groups, the trust he/she has in different persons and institutions, and his/her attitudes concerning political participation. It consists of 3 sections:

- A Membership in different groups
- B Informal networks
- C Trust

A. Membership in different groups

After learning about a respondent's membership or engagement in different types of groups, most of this section is only asked for the one group which is most important to the respondent.

I801	Please ask for each of the group types listed if the respondent is a member of such a group and, if yes, how much time he/she spends with or for the group each month. If a respondent reports not to be a member of any kind of group, please proceed to the next section "Informal networks" in this case.
I803	Please record the name of the group, and the corresponding code for the type of group (coding see question I801). Let the respondent decide for him/herself what "most important" means to him/her. It does not necessarily have to be the group with which he/she spends most time. It may also be the group for which he/she cares most or the group which he/she spends most money for.
I805	If the respondent joined and left the group several times, please record the last time he/she joined.
I806	A "leader" of a group is a person who takes decisions on important issues for the group and/or who gives guidance to other group members.

I807	Explain to the respondent that the question is about the average sum per month during the last 12 months, not the total amount of money during the last 12 months. Ask respondents to include the monetary value of any goods they gave to the group.
I808	Explain to the respondent that the question is about the average hours per month during the last 12 months, not the total number of hours during the last 12 months.
I809	Let the respondent answer spontaneously and then code his/her answer in the given categories.
I810	Read out each answer option to the respondent one by one and tick the corresponding case if he/she answers yes. This question aims at finding out if <i>membership</i> in the group makes it easier for people to obtain certain things. For example, if the respondent is a member of a sports group in which he/she meets a person who can help him/her to get a new passport more quickly than usual, membership in the group (here: sports union) helps the household to get access to administrative services (here: passport renewal).

B. Informal networks

I812	Read out answer options to the respondent. Only count persons who would lend the entire sum, not persons who would only lend part of the money.
I813	Only record 1 answer (the people he/she would ask first).
I814	Only record 1 answer (the people he/she would ask first).
I817	“Non-financial help”: for example, help to build or to repair something or help to prepare celebrations.

C. Trust

I820	First, show and explain the visual aid No. 5 to the respondent. Then, read out each statement to the respondent and let him/her answer one by one.
I821	First, show and explain the visual aid No. 6 to the respondent. Then, read out each statement to the respondent and let him/her answer one by one.

5 Community Questionnaire

5.1 Purpose and potential respondents

The Community Questionnaire serves to obtain socio-economic characteristics of the communities in which our sampled households live. The community is here defined at the level of *ayil kenesh* (village council) or town. In large cities, i.e. Bishkek and Osh, the community is equivalent to the district in the city.

In each community, you should determine a respondent who is well informed about the community. He/she should be someone who is familiar with the socio-economic and statistical data of this community. This may be the head of the local administration or his/her deputy, or an economist/statistician who deals with economic programs or fills in statistical forms.

5.2 Questionnaire structure

The Community Questionnaire consists of three parts: the cover, a module on community characteristics, and a module on food prices.

The Cover Page includes the identification code of the community, the interviewer code, and information about the respondent. The first half of this page should be filled in before the meeting, and the second half at the beginning of the interview.

Information about the community contains questions on demographics, education, infrastructure, migration, economic activity, and shocks.

The price list is not part of the interview. It contains a list of common food products. To complete this section, please visit the following three points of sale - a local supermarket, a local shop, and a local market, and report the prices on these products in the respective places. If some of these items are not available, please note this in the form.

6 ANNEX

ISCO Definitions for Employment Positions – Major groups and sub-major groups

1 Managers

- 11 Chief executives, senior officials and legislators
- 12 Administrative and commercial managers
- 13 Production and specialized services managers
- 14 Hospitality, retail and other services managers

2 Professionals

- 21 Science and engineering professionals
- 22 Health professionals
- 23 Teaching professionals
- 24 Business and administration professionals
- 25 Information and communications technology professionals
- 26 Legal, social and cultural professionals

3 Technicians and associate professionals

- 31 Science and engineering associate professionals
- 32 Health associate professionals
- 33 Business and administration associate professionals
- 34 Legal, social, cultural and related associate professionals
- 35 Information and communications technicians

4 Clerical support workers

- 41 General and keyboard clerks
- 42 Customer services clerks
- 43 Numerical and material recording clerks
- 44 Other clerical support workers

5 Service and sales workers

- 51 Personal service workers
- 52 Sales workers
- 53 Personal care workers
- 54 Protective services workers

6 Skilled agricultural, forestry and fishery workers

- 61 Market-oriented skilled agricultural workers
- 62 Market-oriented skilled forestry, fishing and hunting workers
- 63 Subsistence farmers, fishers, hunters and gatherers

7 Craft and related trades workers

- 71 Building and related trades workers, excluding electricians
- 72 Metal, machinery and related trades workers
- 73 Handicraft and printing workers
- 74 Electrical and electronic trades workers
- 75 Food processing, wood working, garment and other craft and related trades workers

8 Plant and machine operators, and assemblers

- 81 Stationary plant and machine operators
- 82 Assemblers
- 83 Drivers and mobile plant operators

9 Elementary occupations

- 91 Cleaners and helpers
- 92 Agricultural, forestry and fishery labourers
- 93 Labourers in mining, construction, manufacturing and transport
- 94 Food preparation assistants
- 95 Street and related sales and service workers
- 96 Refuse workers and other elementary workers

10 Armed forces occupations

- 01 Commissioned armed forces officers
- 02 Non-commissioned armed forces officers
- 03 Armed forces occupations, other ranks

ICSE – Definitions of work status

Employer

An employer is a person who has his own business (including farms) or agency and employs one or more persons working for him on a regular basis. Those who only temporarily employ somebody for help (e.g., a carrier) are NOT categorized as an employer.

Own account worker

An own-account worker is a person who owns a business (including farms) but works on his own or with the help of his family and does not have any paid regular employee. (Examples: street vendors working on their own, people offering informal services such as shoe shine, small farmers who have no regular paid workers on their farm.)

Employee

Employees are all those workers who hold a regular, paid employment job, which means that they hold an explicit or implicit contract giving them remuneration.

Member of a producers' cooperative

Members of producers' cooperatives are workers who hold a self-employment job in a cooperative producing goods and services, in which each member takes part on an equal footing with other members in determining the organization of production, sales and/or other work of the establishment, the investments and the distribution of the proceeds of the establishment amongst their members. *(It should be noted that 'employees' of producers' cooperatives are not to be classified to this group.)*

Contributing family worker

Contributing family workers are those who work in a market-oriented establishment operated by a related person living in the same household, who cannot be regarded as partners, because their degree of commitment to the operation of the establishment, in terms of working time or other factors to be determined by national circumstances, is not at a level comparable to that of the head of the establishment. Remuneration either depends on the profits of the enterprise, or the worker is not paid at all. *(Those workers who have an implicit or explicit contract concerning remuneration are considered employees.)*