

I. GENERAL INSTRUCTIONS ON SURVEY COMPLETION

In this manual:

1. All normal texts (no bold, no italic) are instructions.
2. All text in *italics* is script that the enumerator will follow in the course of data collection.

In the questionnaire:

1. At the start of the survey, make sure the respondent is clear on the time commitment so we do not start surveys that won't be completed. Certainly, they are allowed to take short breaks to go to the restroom and eat, but we do want to try and have the survey be completed in one sitting.
2. The survey is comprised of mostly closed-ended questions. A closed-ended question is a question format that limits respondents to a list of answer to choose from. Unless otherwise noted, provide the respondent with answer choices so that the respondent can choose from the answer choices provided. Please note that most questions are multiple-choice questions, and respondents should choose from the options provided by choosing the right response(s).
3. There are a few open-ended questions where respondents will be asked to share an answer expressed in their own words. If you complete any open-ended questions in your notebook to save time, you will need to document the response ID code. Open-ended responses will then need to be typed up by your supervisor, noting the response ID code so that we can link the responses to the tablet data.
4. The survey is designed in such way that every question must be answered.
 - For closed-ended questions: Either one of the provided closed-ended responses should be selected OR select one of the following codes that clarify why one of the provided responses was not selected:
 - “don't know” to signify that the respondent is unsure of the answer. If the respondent says, “I don't know,” ask the question again starting with “*If you had to say, how you would answer this question.*” If they still say, “I don't know,” then select the “don't know” option and move on. Sometimes a respondent just needs a nudge or a little encouragement, and s/he will provide a meaningful answer.
 - On the tablet, we will provide an option for “don't know.”
 - When using paper and pencil, the code 999 should be the short hand used to indicate “don't know.”
 - “not applicable” to signify that the respondent should NOT have been asked this question. For instance, if there is a question about a respondent's child, but the respondent has no children, then the respondent is NOT able to answer the question because s/he has no children and “888” should be marked.
 - On the tablet, we will provide an option for “not applicable.”
 - When using paper and pencil, the code 888 should be the short hand used to indicate “refused to answer.”
 - “refused to answer” to signify that the respondent did NOT want to answer the question. There is a difference between not answering a question because one does not know and one does not want to answer the question. When a

respondent refuses/declines to answer a question, this item should be selected. Again, nudge the respondent first before selecting this item by asking “*is there anything you’re willing to share*”? If the respondent still refuses to answer, then move on.

- On the tablet, we will provide an option for “refused to answer.”
 - When using paper and pencil, the code 777 should be the short hand used to indicate “refused to answer.”
- For open-ended questions: Either you type in the respondent’s answer, or write in “999” to indicate “don’t know” or “888” to indicate “not applicable” or “777” to indicate “refused to answer.” As with closed-ended questions, please nudge the respondent for an answer before marking the question as a “999” or “888” or “777.”
5. Always read the entire question and each of the answer choices before having the respondent provide their selection.
 6. The tablet survey will always provide you with the relevant answer items. For the printed survey, some times the response possibilities are too long, and instruct you to use the codebook. In those cases, please refer to the appropriate section in the codebook.
 7. In the printed survey, some questions can be skipped depending on answers to a previous question, so look for these instructions (in a column called “skip pattern”). This will be programmed in questions the tablet survey, so you should ask EVERY question that the tablet instructs you to read.
 8. Reconfirm answers for questions if you are unsure before inputting in an answer. We want to ensure that the survey accurately depicts the voice of the respondent, and encourage you to take care to input answers that accurately reflect what the respondent shares. So please ask the respondent about his/her response if you are unsure before marking their selection.
 9. In some cases, individuals may not be able to recall years very well – such as the year of their birth or of the birth of other individuals in the household. However, even in these cases individuals often remember particular events that can then be associated with a given year. A listing of such events is provided at the end of this manual (Historical Chronology Section). Please use this to help respondents determine years and ages appropriately.

When using paper-and-pencil:

1. Be precise with your circling and writing so there will be no confusion when inputting your data. In most cases the answers are recorded by placing a circle around a code corresponding to the answer given.
2. In a few other questions you are asked to write in a response. In almost all cases this will be either a number—such as a date—or it will be a code, signifying some response from a larger list of possible responses.
3. Any time you do not have space to add notes, put an asterisk in the box, and at the bottom of the page, repeat the asterisk, note the question number, and write your longer description there.
4. If you make a mistake or the respondent changes his or her mind, place an X on top of the old circle and make a double circle around the correct response. For example,



Mistake



Correct response

When using the tablet:

1. Please note that the data collection will be done, for the most part, through tablets.
2. There are 14 versions of the survey, so please pay close attention to which version of the tablet assigns the survey to you. Do not assume you know the question that is on the tablet and try to ask it to the respondent without reading what the actual version is. Since the tablet randomly selects the version, make sure to carry materials for all 14 versions of the survey during data collection.
3. Always re-confirm the basic information for respondents, such as: name, surname, ethnicity, age, address, and gender.
4. Changing wrong responses:
 - You can change a response if you realized you made a mistake or the respondent changes his/her answer. But you need to make all these corrections BEFORE completing the survey or uploading it.
 - To undo the selection of any wrong response in the tablet, tap the response box one more time (see section IV on Tablet/ Qualtrics for more information).
 - You can change the wrong response by clicking on the new answer with your finger. If you need to go back to a previous page to correct the response, you can use the back button ↶ (see section IV on Tablet/ Qualtrics for more information).
 - The back button ↶ is at the bottom of the tablet screen. It will start appearing after you move from the first page to the second page of the survey. Then it will remain on the screen throughout the entire survey.
 - If the back button is disabled on some pages for technical reasons, and you are unable to go back, and a question response needs correction, please note down the question number(s) and corrections on the 'correction sheet' provided to you and share with your supervisors who will be able to input the correction later.
5. In addition to administering the survey, the tablets are programmed to automatically record enumerators' activities and research progress, such as:
 - The Geographical Information System (GIS) that indicates where each interview took place. Please make sure you follow instructions from your supervisor on where your survey should take place, as we will be cross-checking the location of each survey.
 - The amount of time taken for a survey to be administered with one respondent. Please make sure you are completing the survey thoroughly and carefully as we will alert supervisors if surveys seem to be taking less time than they should.
6. Tablets will also be used to record information about the distribution of the honorarium.
7. Please refer to 'Section IV. Tablet Qualtrics Manual' for detailed instructions on using the tablet.