SPECIAL SURVEY FOR EVALUATING SOCIO-ECONOMIC IMPACT OF COVID-19 ON WELLBEING OF PEOPLE

COVID-19

MANUAL OF INSTRUCTIONS

SEPTEMBER 2020

**Pakistan Bureau of Statistics
Statistics Division
Government of Pakistan
Islamabad**

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INTRODUCTION

World is currently under the challenge to cope with the Pandemic COVID-19 and implemented country wide lock downs for ensuring social distancing to curtail/minimize the spread of pandemic COVID-19. This Situation has badly affected the lives of the people and economies of many countries of the world. Pakistan is also currently trying to cope up with this global challenge; however it seems that economy of country will be severely disturbed and its growth rate during current financial year may experience dip due to closure of business and economic activities. According to HIICS 2015-16, 25 percent of Pakistan population is living under poverty line and this negative shock od pandemic can push a huge no of household below the poverty line. It is worth mentioning here that, major Part of Pakistan's Labour force is employed in the informal sector, therefore it is implied that due to this fact population of Pakistan will be gravely affected by the closure of business/economic activates and unemployment and poverty is likely to increase manifold if this situation continues for unlimited time.

Special Survey for Evaluating Impact of COVID-19 on Wellbeing of People (2020) is being conducted to study the impact of this crises on the lives of the people, a short independent survey which will give representative results to inform government on the magnitude/level of effects of this crises on employment, food security and general wellbeing of the population for evidence based decision making.

i.   Objectives of the Manual

This manual is prepared to serve as a basic reference guide for the interviewers of the COVID questionnaire. To facilitate a standardized method of interview and to homogenize the concepts, this manual provides:

(i)   Definitions of various concepts and terms used in the questionnaire;
(ii)   An explanatory note on each question to be asked; and
(iii)   General instructions for filling in the questionnaire.

Instead of giving the concepts and definitions separately, these are made a part of the explanation of the question where these apply. It is based on the experience that enumerators, generally, see the explanation of the question instead of reading the other parts.

ii.   COVID-19 Survey

COVID Survey 2020, is designed, by the Pakistan Bureau of Statistics (PBS) and data is collected on various socio-economic aspects, typical to Pakistani households with reference to covid-19. These aspects include Employment, Remittance, Food Insecurity Experience, Assistance obtained from Government/ Non-government organizations, Coping Strategies.

The COVID survey is characterized by integrated, pre-coded questionnaires, training and supervision of field staff and a computer-based data management system designed to improve data quality and reduce the time lag between the data collection and publishing the ultimate results. Field work i.e., data collection and verification, is carried out by survey teams in various PBS regional offices throughout the country.

iii. COVID Survey Questionnaire Framework

The questionnaire is very short but comprehensive by nature, <u>consisting of 10 pages</u>. The survey is easily administered and average interview time will be around 30 minutes. Most of the questions have multiple choices that require only a single coded answer. The interview is based on a single visit to the household. Certain parts of the questionnaire collect information on individual household members, others relate to the household as a whole. A single household member can answer most of the questions.

An important feature of the questionnaire is that, it can produce number of indicators at a relatively disaggregated level so that comparisons can be made between different population groups for different regions.

There are <u>ten sections in total</u>, which are list of Household Members, Impact of COVID-19 on Employment and income, Income from second occupation, Domestic and Foreign remittance, Rent and other work, Food In security, Assistance from social protection program, Housing Characteristics/WASH, Coping Strategies to outcome COVID--19,Selected Durable items owned by the households, Reduced use of health services during COVID-19.

On the cover page write the 10 digit processing code of the sample area whose last two digits are the household number and repeat the same where ever required. Write the name, telephone no and address of the head of the household.

iv.   Interviewer's Role

The interviewer has central role in the data collection because he/she interviews the respondent (s) and collects information. Therefore, the quality of data depends on the quality of each interviewer's work.

In general, the responsibilities of an interviewer include the following:

- Locating the structures and households in the sample, and completing the Household Questionnaire.
- Identifying all eligible members in those households.
- Interviewing all eligible members in the households using the Household roster which contains the information of all Individuals.
- Checking completed questionnaires to be sure that all questions were asked and the responses neatly and legibly recorded.
- Returning to households to interview member that could not be interviewed during the initial visit.

These tasks will be described in detail throughout this manual.

v.   Conducting an Interview

Successful interviewing is an art and should not be treated as a mechanical process. Each interview is a new source of information, so make it interesting and pleasant. The art of interviewing develops with practice but there are certain basic principles that are followed by every successful interviewer. In this section you will find a number of general guidelines on how to build rapport with a respondent and conduct a successful interview.

A.   Building Rapport with the Respondent

The supervisor will assign an interviewer to make the first contact with each of the households selected for the COVID. Any capable <u>adult member of the household</u> is a suitable respondent for the household interview.

As an interviewer, first responsibility is to establish a good rapport with a respondent. At the beginning of an interview, enumerator and the respondent are strangers to each other. The enumerator first impression to the respondents will influence willingness and cooperation . Be sure that your manner is friendly as you introduce yourself. Before you start to work in an area, your supervisor will have informed the local key persons like Teacher, Councillor or Imam Masjid, who may in return inform selected households in the area that you will be coming to interview them. You will also be given a letter and identification badge that states that you are working in PBS.

1.   Make a good first impression.

When you arrive at the household, do your best to make a respondent feel at ease. With a few well-chosen words, you can put the respondent in the right frame of mind for the interview. Open the interview with a smile and greeting such as "good afternoon' and then proceed with your introduction.

2.   Obtain respondent(s) consent to be interviewed.

You must obtain a respondent's informed consent for participation in the survey before you begin an interview.

3.   Always have a positive approach.

Never adopt an apologetic manner, and do not use words such as "Are you too busy?" such questions invite refusal before you start. Rather, tell the respondent, "I would like to ask you a few questions" or "I would like to talk with you for a few moments.

4.   Confidentiality of responses when necessary.

If the respondent is hesitant for interview or asks question, what the data will be used for, explain that the information collected will remain confidential and no individual names will be disclosed. All information will be used in consolidated form for planning and policy making. For their satisfaction, you should never mention other interviews or show completed questionnaires to the supervisor or field editor in front of a respondent or any other person.

5.   Answer any questions from the respondent frankly.

Before agreeing to be interviewed, the respondent may ask you some questions about the survey or how he/she was selected to be interviewed. Be direct and pleasant when you answer.

The respondent may also be concerned about the length of the interview. If he/she asks, tell him/her that the interview usually takes about 20-30 minutes. Indicate your willingness to return at another time if it is inconvenient for the respondent to answer questions then.

The respondent may ask questions or want to talk further about the topics you bring up during the interview. It is important not to interrupt the flow of the interview so tell him/her that you will be happy to answer the questions or to talk further after the interview.

6. Interview the respondent alone.

The presence of a third person during an interview can prevent you from getting frank, honest answers from a respondent. It is, therefore, very important that the individual interview may be conducted <u>privately</u> and that all questions be answered by the respondent.

If other people are present, explain to the respondent that some of the questions require privacy and interview should be conducted in the best place in this respect. Sometimes asking for privacy will make others more curious, so they may want to listen; you will have to be creative. Establishing privacy from the beginning will allow the respondent, to be more attentive to your questions.

If it is impossible to get privacy, you may have to carry out the interview with the other people present. However, in such circumstances, it is important that you remember that, you must skip certain questions which you are instructed in the questionnaire to ask <u>only</u> if you have total privacy.

In all cases where other individuals are present, try to separate yourself and the respondent from the others as much as possible.

B. Tips for Conducting the Interview

1. Be neutral throughout the interview.

Most people are polite and will tend to give answers that they think you want to hear. It is therefore very important that you remain absolutely neutral as you ask the questions. Never, either by the expression on your face or by the tone of your voice, allow the respondent to think that he/she has given the "right" or "wrong" answer to the question. Never appear to approve or disapprove of any of the respondent's replies.

The questions are all carefully worded to be neutral. They do not suggest that one answer is more like or preferable to another answer. If you fail to read the complete question, you may destroy that neutrality. If the respondent gives an ambiguous answer, try to probe in a neutral way, asking questions such as the following.

"Can you explain a little more?"

"I did not quite hear you; could you please tell me again?"

"There is no hurry. Take a moment to think about it."

2. Never suggest answers to the respondent.

If a respondent's answer is not relevant to a question, do not prompt her by saying something like "I suppose you mean that . . . Is that right? In many cases, he/she may agree with your interpretation, even when that is not what he/she meant. Rather, you should probe in such a manner that the respondent comes up with the relevant answer. You should never read out the list of coded answers to the respondent, even if he/she has problem in answering.

3. Do not change the wording to the respondent.

The wording of the questions and their sequence in the questionnaire must be maintained. If the respondent has not understood the question, you should repeat the question slowly and clearly. If they still do not understand, you may reword the question, being careful not to alter the meaning of the original question. Explain precisely to get an appropriate response.

4. Handle hesitant respondents tactfully.

There will be situation where the respondent () simply say, "I don't know," gave an irrelevant answer, act very bored, detached, or contradict something he/she has already said. In these cases, you must try to involve them in the conversation. For example, if you sense that they are shy or scared, try to ease them before asking the next question. Spend a few

moments talking about things unrelated to the interview (for example, their town or village, the weather, their daily activities, etc).

If the woman or man is giving irrelevant or elaborated answers, do not stop them abruptly or rudely, rather listen to them what they want to say. Then try to steer them gently back to the original question. A good atmosphere must be maintained throughout the interview. The best atmosphere for an interview is one in which the respondent observes the interviewer as a friendly, sympathetic, and responsive person who does not intimidate him/her and to whom they can say anything without feeling shy or embarrassed. As indicated earlier, a major problem in gaining the respondent's confidence may be ones privacy. This problem can be prevented if you are able to obtain a private area to conduct the interview.

If the respondent is reluctant or unwilling to answer a question, explain once again that the same question is being asked of women or men all over Pakistan and that answer will all be merged together. If the respondent is still reluctant, simply write REFUSED next to the question and proceed as if nothing had happened. Remember, the respondent cannot be forced to give an answer.

5.   Do not form opinion about your respondent.

You must not form opinion about the ability and knowledge of the respondent. For example, do not assume that women and men from rural areas are less educated or illiterate.

6.   Do not hurry the interview.

Ask the questions slowly to ensure the respondents understand what they are being asked. After you have asked a question, pause and give them time to think. If the respondent feels hurried or is not allowed to formulate his/her own opinion, may respond with "I don't know" or give an inaccurate answer. If you feel the respondent is answering without thinking just to speed up the interview, say to the respondent, "There is no hurry". If your respondent is in a hurry to go somewhere or to perform some work, it is better you take an appointment from him/her for your next visit. However, your first preference should be to complete interview once you visit a respondent for the first time or have started the interview.

C.   Language of the Interview

One of the first things you will do when you approach a household for interview, is to, establish the language or languages that are spoken there. The field teams are arranged in such a way that they will be working in an area in which their language is spoken, so there should be rare chances in which respondents do not speak or understand your language. In such cases you might be able to find another language that both of you speak and conduct the interview in that language.

However, in some cases, it will not be possible for you to find a language which both you and the respondent speak. In this case, try to find out any member of your team or the team supervisor who speaks the same language which respondent speaks. If so, inform your supervisor so that he/she could arrange for that person to conduct the interview.

If possible, try to avoid using interpreters since this not only jeopardizes the quality of the interview but will also take more time to complete the interview. However, if the respondent does not speak a language which any of your team members speak, you will definitely rely on a third person to translate for you. In this situation, since the interview involves some sensitive topics, it is best if you can find another woman to act as an interpreter if you are interviewing female respondent You should not use the respondent's husband as an interpreter under any circumstances and children are also unsuitable interpreters.

vi.   Framework Procedures

Fieldwork for the COVID will complete successfully and timely if each member of the interviewing team understands and follows correct field procedures.

The following sections describe the proper procedures for receiving work assignments and keeping safe records of selected household's information

A.   Preparing Activities

1.   Making Call-backs

Because each household has been carefully selected and you are not allowed to do substitution, you must make every effort to conduct interviews with the eligible members identified for specific sections. Sometimes a household member will not be available at the time you first visit. You need to make at least 3 visits on three different times of the day or days when trying to get an individual to maximize the possibility of successfully completing the individual interview.

At the beginning of each day, you should examine the your diaries to see if you have made any appointments and if yes, make sure call-back to a respondent at a different time of day than the earlier visits. For example, if the initial visits were made in the early afternoon, you should try to arrange your schedule to make a call back in the morning or late afternoon. Scheduling call-backs at different times is significant in reducing the rate of non-response.

2.   Supplies and documents needed for fieldwork

Before starting fieldwork each morning, verify that you have everything you need for the day's work. Some necessary supplies include:

a. App is installed and ensure Login
b. Bring your solar Charger
c. Interviewer manual
d. Your personnel identification
e. Umbrella
f. Pencils, erasers, sharpeners, blue pen and calculator, if required.

3.   Identifying eligible respondents for questionnaire

Identify household and collect information from eligible member of household. An eligible respondent is someone who is qualified to be included in our survey. You will use the Household Questionnaire to identify who is eligible to be interviewed in remaining Questionnaire. It is very important that you do not miss an eligible respondent(s) when you fill in the Household Schedule.

4.   Problems in obtaining interviews

You may experience the following types of problems interviewing an eligible woman/man for some specific section(s):

- Eligible respondent not available. If the eligible respondent is not at home when you visit, enter code of partially refused and resume later. You should contact the household at least three times, trying to make each visit at a different time of day. Under no circumstances, it is acceptable to conduct all three visits on the same day and then stop attempting to contact respondent.

- <u>Respondent refuses to be interviewed.</u> The respondent's availability and willingness to be interviewed will depend at large on the initial impression you have made in first meeting. Introduce yourself and explain the purpose of the visit. You may emphasize the confidentiality of the information he/she provides, and/or the short duration of the interview. If the respondent is unwilling to be interviewed, it may be that the present time is inconvenient. Ask whether another time would be more convenient and make an appointment. If they still refuse to be interviewed, mark (REFUSED) as the result for the visit.

- <u>Interview not completed.</u> A respondent may be called away during the interview or they may not want to answer all the questions at the time you visit them. If an interview is incomplete for any reason, you should arrange an appointment to see the respondent again as soon as possible to obtain the missing information. If he refused in the middle of interview mark it partially refused.

The outcome and date of the final attempt to contact an eligible respondent should be noted in survey information section. It is important that you keep the visit record on the survey information section accurately,since this form provides information about the status of interview.

B.   Remarks

It is the responsibility of the interviewer to add remarks, if he observes something unusual or if he/she wants to convey some useful information regarding household to the Head quarter.

Vii.   General Procedures for Completing the Questionnaire

To collect the information needed by the COVID, you must understand how to ask each question, what information the question is attempting to collect, and how to handle problems that might arise during the interview. You must also know how to correctly record the answers the respondent gives and how to follow special instructions in the questionnaire. This part of the training manual is designed to familiarize you with the COVID questionnaire.

A.   Asking Questions

It is very important that you ask each question exactly as it is written in the questionnaire. When you are asking a question, speak slowly and clearly so that the respondent will have no difficulty in hearing or understanding the question. At time you may need to repeat the question. Be sure that respondent has understands it. Do not change the wording of the question but repeat it exactly as it is written.

If, after you have repeated a question, the respondent still does not understand it, you may have to restate the question. Be very careful when you change the wording, so that meaning of the original question has not altered.

In some cases, you may have to ask additional questions to obtain a complete answer from a respondent (we call this 'probing'). If you do this, you must be careful that your probes are "neutral" and that they do not suggest an answer to the respondent. Probing requires both tact and skill, and it will be one of the most challenging aspects of your work as an interviewer.

B.   Recording Responses

In the COVID Survey interviews will be carried out through tablet based android application to complete all questionnaires.

1.   Questions with preceded responses

For some questions, we can predict the types of answers a respondent will give. The responses to these questions are listed in the questionnaire. To record a respondent's answer, you just write the number (code) that corresponds to the reply.

In some cases, preceded responses will include an 'OTHER' category. The 'other' code should be written when the respondent's answer is different from any of the preceded responses listed for the question. Before using the other code, you should make sure the answer does not fit in any of the other categories. When you write the code other for a particular question you must <u>always</u> write the respondent's answer in the space provided.

E.   Completing the COVID Questionnaire

To complete the COVID Questionnaire, you will need to find a suitable respondent. **Any adult member of the household who is capable of providing information needed to fill in the Household Questionnaire can serve as the respondent.** If an adult is not available, do **not** interview a young child; instead, go on to the next household, and call back at the first household later.

Generally you will ask a single individual in the household for the information you will need to complete the household questionnaire. However, as appropriate, you may need to consult other members of the household for specific information

SURVEY INFORMATION

Enumerator will write his/her name/code, which have been allotted to them and date of enumeration. Next Record the status of Interview.

1.   Status of Interview

Record the relevant code

Completed =1,(will be recorded at the end of interview)   Partially Refused =2(at any stage while interviewing),   Refusal=3 (If respondent refused),   Non- Contacted=4 (If house is locked and enumerator is not able to contact household member in three attempts)

For code 3 and 4 record the remarks if any

2.   Telephone/Contact No

Record the telephone number of the respondent

Record the **Remarks** if enumerator observe or found anything to communicate about household. Remarks can also be added at the end of interview.

3.   Behaviour of the Respondent

Record the relevant code

Co-operative=1   Normal =2   Reluctant/ Hesitant=3   Non serious/ Talkative=4

Next record your observation about the behaviour of the respondent. Enumerator will record code of language, in which he/she is interviewing.

4.   Language of Interview

Record the relevant code

Urdu=1   Punjabi=2   Sindhi =3   Pushtu =4   Balochi =5   Kashmiri=6   Balti=7
Hindko=8 Siraki=9   Other(specify...) =10

SECTION A: HOUSEHOLD INFORMATION(Roster)

All members of the household will be entered here

ID CODE: This is the serial number of the household (HH) member while listing the person on the roster. This reference will be kept the same in all parts of the questionnaire and will be used for identification.

1- Name of household members who "_usually live and eat here_". Do not list guests, visitors etc. (List members according to the sequence of codes of Q-2.).

The following concepts may be kept in mind before listing the HH members.

Household: A Household may be either a **single person household** or **a multi-person household**

Single person household is one who makes provision for his own food and other essentials of living without combining with any other person and has no usual place of residence elsewhere.

Multi-person household is a group of two or more persons who make some common provision for food or other essentials of living and have no usual place of residence elsewhere. The persons constituting the group may pool their incomes and have a common budget to a greater or lesser extent; they may be related or unrelated or a combination of both. The general criterion to be used in identifying the members of a multi-person household relates to whether they **live and eat together and have no usual place of residence elsewhere.**

If a dwelling unit is occupied by a group of related / unrelated persons who do not eat together as defined above, but have common living arrangement then it will be treated as a multi-household dwelling unit and each group of individuals who have common eating arrangements will be enumerated as an independent household like all other households in the sample area e.g., two friends sharing an apartment, with no other usual place of residence, but not eating together, under the common cooking arrangements, constitute two households.

Household members: Household members shall be all such persons or group of persons in a household who normally live and eat together and consider the living quarter/space occupied by them as their usual place of residence. Such persons may be related or unrelated to each other. All such persons who normally live and eat in the household and are present at the time of enumeration and those who are temporarily absent for reasons such as, visiting, travelling in connection with business, attending schools/ colleges/ universities/ polytechnics/ other educational institutions, admitted in hospitals, outside tours etc., shall be treated as household members. Visitors, purely temporary boarders and lodgers, transients, servants and guests, etc. who consider their usual place of residence to be elsewhere but are found staying with the sample household are not household members.

Persons to be include as household members

1.   All those persons who normally live with the sample household and are present at the time of enumeration.

2.   Persons who normally live with the sample household but are temporarily away at the time of enumeration for reasons such as (i) visiting friends and relatives for social ceremonies, (ii) travelling in connection with business, (iii) admitted in hospital or sanatorium for short term treatment, (iv) in jail or "hawalat" for summary trial, (v) attending a conference or short term course not exceeding nine months in a foreign country or (vi) attending school, college in another city/town and living there in a boarding house or hostel.

3.   All boarders, servants, friends, relatives and non-relatives who are living with the sample household at the time of enumeration and may or may not take their meals with the

same household and do not belong to any other usual residence elsewhere will be included in the survey. They may constitute one HH or many, according to the specified criteria. Questionnaire of only one HH will be filled in. This is the problem of listing before the selection of the sample HH. Enumerate the HH, which is on the PSU listing, enter the new HH on the PSU listing and inform the Headquarter for adjustments.

4.   Fishermen, seamen and other related or unrelated persons whose usual place of residence are the sample household but are away on the high seas for catching fish.

5.   Others to be included as household members are:

- Infants less than 3 months old;
- Infants 3-12 months if mother of infant is a household member.
- Daughter-in-law or any other person who has recently become a member of the household.
- Children of the sample household attending school/college in another city/town and living in hostels in that city/town, will be listed as members of this household.
- If the dwelling has been occupied by the household only recently, then the occupants will be considered members of the household irrespective of the duration of stay.

        Persons to be excluded as household members are:

1.   Persons found present in the sample household at the time of enumeration and are temporarily staying there as friends, relatives, guests, visitor, etc, but have their usual place of residence elsewhere.

2.   A lodger found present in the sample household at the time of enumeration and lives there but takes his meals outside, he/she will be enumerated as a separate household in the survey.

3.   A household servant found present in the sample household at the time of enumeration who takes his meals from the household but has his usual place of residence elsewhere. He will be covered in the household, which is his usual place of residence.

4   Children of the sample household attending school/college in another city/town and living with friends or relatives in that city/town or living as a separate household by renting a room or a house will not be listed as members of this household.

5.   Persons who are working in another city/town or village and are usually residing there, visiting their family occasionally.

6.   A group of related or unrelated persons who take their meals from a sample household but do not live there.

SPECIAL CASES:

1. Persons may be living in different rooms with their children but all are eating under the same common cooking arrangements and have common head of household. These all will be treated as Households members of one Household.
2. Person has two dwelling units, adjacent to each other or near to each other or in front of each other. Some of the children are staying in one unit and others in the other. They have one head of Household and common cooking arrangements. This is a rare case and will be treated, as one household and the information will be collected for all members. If both dwelling units are recorded as separate households in PSU listing, correction may be made there and conveyed to Headquarter. If both units are selected as sample households one of the units may be replaced with the next one.

3. While collecting the information from the sample household it is found that there exists more households but at the listing it is noted as a single household. Fill in schedule from only one household whose name is on the PSU listing and inform Headquarters for correction.

Head of household: If a person lives alone, that person will be considered as the head of the household. If a group of persons live and eat together as defined above, the head of the household shall be that person who is considered as the head by the household members. When husband, wife, married and unmarried children form one household, the husband is generally reported as the "head". When parents, brothers and sisters comprise a household, either a parent or the eldest brother or sister is generally taken as the head by the household members. When a household consists of several unrelated persons either the respondent may be relied upon or you may arbitrarily select the eldest one as the "head". It is the safest and most convenient way to ask the household about their head. In special dwelling units the resident person in-charge (e.g. manager) may be reported as the "head".

Visitor, Transient, Guest: Visitor/transient/guest is a person who is not a usual member of the household but has, for the time being joined the household and is sharing the living quarters and/or takes meals, but for a short period, and is expected to go back to his/her usual place of residence. Such persons may be relative or non relative. Such persons will not be treated as HH members.

Boarder: A boarder is a person who lives in the sample household and usually shares meals with the household on payment in cash/kind and does not pool all or part of his income on a regular basis in the common household budget. He/She will be considered as belonging to the same household if he/she has no usual place of residence elsewhere. Keep in mind, such cases will be rare.

Lodger: A lodger is a person who lives in the household on payment but does not take meals with the household. A lodger will be considered as a separate household.

Usual Place of Residence: The usual place of residence shall mean the place where the household members usually reside. The usual place of residence shall normally imply a specific living quarter/space held by the person to which he/she is free to return.

Vacant living quarters (sometimes furnished), which a person offers, for rent or for sale during his/her absence should not be considered as his/her usual place of residence while he/she is away. Similarly, if the owner has rented out the house or living quarter and the tenant has not moved in, then this house will not be his/her usual residence unless he/she has no other place of residence elsewhere.

No usual place of residence: Persons with no usual place of residence elsewhere shall include recent migrants, persons temporarily staying in the household but trying to find permanent living quarters and any other persons who have no other residences of their own.
Such persons if staying with the HH should not be considered HH members.

Inform the male household respondent that you are going to make a complete list of all persons who normally live and eat their meals together here. To make the list, (in the light of the above concepts) enter the names of all HH members. Write the names and ages of all persons on roster. On the roster, always write down the head of the household first, write down the name of the head's spouse children married or unmarried (along with their children (that are HH members) and all other members of the household. If the head has multiple wives, begin with the first wife, followed by her children in descending order of age, then the second wife and her children in order of age, and so on.

2. Relation to Head: Household members are given codes according to their relation to the head of the household, as below.

Head = 1   Spouse = 2   Son/Daughter = 3   Grandchild =4   Father/Mother=5

Brother/Sister = 6   Nephew/Niece = 7   Son/Daughter-in-law = 8
Brother/Sister-in-law = 9   Father/Mother-in-law =10   Grand Father/Mother =11   Real Uncle/Aunt=12 Servants/ their relatives = 13 others (Specify) =14

Always ask who the head of HH from the HH members is. Fill in the relationship with the household head for each person listed in Q.1 as per codes. As mentioned above, if there are more than 13 names to be written on the roster, ask your supervisor to provide an additional sheet or questionnaire. In the second sheet or questionnaire, remember to number the individual ID codes in continuity e.g., 14 onwards.

3. Sex: Male = 1 and female=2.

4. Age: Date of birth, age in complete Years should be given.

If the respondent is uncertain about his/her date of birth or does not know it, first of all see whether they have an official document (ID card; birth certificate; vaccination card for young children). Check with the respondent whether the information on the document is correct. If not so, then record the age from ID card / provided documents. Enter the age after probing. If age is greater than 100, write 99 in age column.

5. Marital Status: Definitions of the status and their codes are given below. Status of HH members may be determined and coded accordingly.

Unmarried/Never Married=1, currently Married=2, Widow/Widower=3, Divorced=4, Separated=05, Nikkah has been solemnised but the "rukhsati" has not taken place code=6

Persons (male or female) ten years of age and older who have never been married will be coded=1. If a person is less than 10 years of age (even if he/she is married as in many rural families) enter code 1. Further, it may be noted that if a male (female) member is reportedly married to a girl (boy) of less than 10 years of age, both husband and wife will be recorded as "never married".

Currently Married (code = 2): Males or females, ten years of age and older who have been married and have started living as husband and wife are coded as currently married.

Widow/widower (code = 3): Married person (male or female) whose spouse (husband or wife) is dead and who has not married again will be included in this category.

Divorced (code = 4): Persons (males or females) who were married and decided to separate from each other and were divorced as per conditions of law and religion and did not marry again will be included here.
Separated (Code-5) persons married but not living together due to some disputes/issues etc.

If the "Nikkah" has been solemnised but the "rukhsati" has not taken place, the person will be coded as " code = 6".

6. Is ... a member of the household?   Yes = 1   No =2
Finally determine about the household membership of the person and code accordingly. Copy this code in the column before ID column as well.

7. Maximum Education Attained (FORMAL EDUCATION).

Level of education for all the persons five years of age and over should be given .Level of education means the highest grade attained by the members of the household who have attended a school, college, university, and technical institutions, etc.

Only one appropriate code in two digits out of the codes (01 to 15) shall be entered in this column to indicate the level of education. Put dashes for all persons less than five years of age.

<u>01- No Formal Education</u>

It includes those persons who can read and write in any language with understanding without having attended any formal educational institution as well as illiterate.

<u>02-Nursery but below K.G.</u>

It includes all persons who have attended nursery classes.

<u>03-K.G. but below Primary</u>

It includes all persons who have passed K.G. and studied up to 5th grade without passing primary. It also covers those who may have left the school after passing 1st/2nd/3rd/4th grade.

<u>04-Primary but below Middle</u>

It includes all persons who have passed the primary examination but have not passed the 8th class.

<u>05-Middle but below Matric</u>

It includes all persons who have passed middle examination but have not passed 10th class.

<u>06-Matric but below Intermediate</u>

It includes all persons who have passed matriculation examination/junior cambridge/teacher training programme and have studied upto intermediate standard from any college without passing the intermediate examination.

<u>07-Intermediate but below Degree</u>

It includes all persons who have passed intermediate examination in Arts, Science and Commerce/Senior Cambridge/C.T. and have studied up to degree standard without passing degree examination.

<u>08-Graduation in Engineering</u>

In includes all persons who have passed the Bachelor, M.Sc., M.Phil or Ph.D Degree in any subject of engineering.

09- Graduation in Medicine

It includes all persons who have passed the Bachelor, M.Sc., M.Phil or Ph.D Degree in any field of medicine for example M.B.B.S, B.Ds, etc.

10- Graduation in Computer

It includes all persons who have passed the Bachelor, M. Sc., M. Phil or Ph.D Degree Course in any field of Computer.

11- Graduation in Agriculture

It includes all persons who have passed the Bachelor, M. Sc, M. Phil or Ph.D Degree in any field of agriculture.

12- Graduation in other Subjects

It includes all persons who have attained a Graduation Degree in fields other than 08,09,10 or 11

13-M.A./M.Sc

It includes all persons who have attained M.A. or M.Sc. Degree in all fields other than those mentioned in 08, 09, 10 or 11.

14-M.Phil

It includes all persons who have attained M. Phil Degree in all subjects other than those covered under code 08, 09,10 or 11.

15-Ph.D

It includes all persons who have attained Ph. D Degree in all subjects other than those covered under code 08, 09,10 or 11.

SECTION B: IMPACT OF COVID-19 ON EMPLOYMENT AND INCOME
POPULATION 10 Years & Above

MAIN OCCUPATION

ID Code (Copy from HH Roster). The information will be collected from all HH members, 10 years of age and older.

Question 1 to 10. Employment and Income

Questions 1 to 10 are required to be asked for all members of the household who are 10 years and above. A person may have had more than one occupation or job during the last month. The main occupation will be defined as the one he/she has worked for the most hours during the last month.

Pre Covid 19 Q1a to Q2 9period (Jan 2020 to Mar 2020)

1a. Did….. do any work for pay, profit or family gain or have a job or enterprise such as a shop, business,farm or service establishment(fixed or mobile) during Jan, Mar 2020 at least for one hour on any day?   Yes = 1   No = 2→ Q-3

The Idea of this questionnaire captured three different type of employment situations i.e.

- All persons who worked at least one hour for pay or profit or family gain during the mentioned period of time (employed at work) preceding the date of interview should be given code '1'
  OR
- All those persons who may be working as contributing family workers, code '1' should be recorded if they helped as an contributing family worker in a family business or family farm during mentioned period of time
  OR
- All those persons who didn't worked mentioned period of time and have paid job or business/agriculture business (employed without work). Code '1' should be recorded, if respondent had a paid job or business or agriculture farm during last week

All individuals full filling the above situation will be captures as code 1 in q1a and if all of the above mentioned situation are missing then code 2 may be assigned.

1b. Employment Status

Status of an economically active individual with respect to his employment, i.e. whether he/she is an employer, own –account worker, employee, Contributing Family Worker or a member of the producers co-operative, is defined below:-

    a)   <u>Employee:-</u> A person who works for a public or private employer and receives remuneration in wages, salary, commission, tips, piece rates or pay in kind. Employees are divided into the following four categories.

        i)   <u>Regular paid employee:</u> - A paid employee who has worked at least one month at a stretch during last 12 months is considered as a regular employee.

        ii)   <u>Casual paid employee:-</u> A paid employee who has worked for period less than one month at a stretch during last 12 months is considered as casual employee.

iii) <u>Paid worker by piece rate or service performed</u>:- All employed persons who receive their payment in cash or in kind according to the work/services performed on piece rate basis should be covered in this category.

iv) <u>Paid non-family apprentices</u>:- Non-family apprentices who receive pay in cash or in kind should be considered in paid employment.

b) <u>Self employed</u>:- A person who during the reference period performed some work for profit and family gain, in cash or in kind. A job where the remuneration is directly dependent upon the profits, or the potential profits, derived from the goods and services produced.

i) <u>Employer:-</u> A person working during the reference period, on own-account or with one or a few partners at a "self-employment job", with one or more employees engaged on a continuous basis.

ii) <u>Own account worker (Agriculture):-</u> An "own account worker (agriculture)" is a person who operates his/her own farming enterprise or engages independently in a profession of livestock, and hires no employees. However, he/she may get the assistance of contributing family workers.

iii) <u>Own account worker (Non-agriculture):-</u> An "own account worker (non-agriculture)" is a person who operates his/her own economic non - agriculture enterprise or engages independently in a profession or trade, and hires no employees. However, he/she may get the assistance of contributing family workers.

iv) <u>Owner cultivator:-</u> Owner cultivator means a person who cultivates his/her own land.

v) <u>Share cropper:-</u> Share cropper means a person who cultivates land owned by others on the basis of sharing the produce.

vi) <u>Contract cultivators:-</u> Contract cultivator means a person who cultivates land owned by others on a rent basis.

vii) <u>Contributing family worker(Agriculture)</u> :- A person who works without pay in cash or in kind on an agriculture enterprise such as farming operated by a member of his/her household or other related persons is termed as contributing family worker(agriculture).

viii) <u>Contributing family worker (Non-Agriculture)</u> :- A person who works without pay in cash or in kind in a non-agriculture economic enterprise such as trade operated by a member of his/her household or other related persons is termed as contributing family worker(non-agriculture).

In most cases, categorizing the worker into the correct status in employment does not raise ambiguity. However, there are cases where the distinction is not readily obvious and certain guidelines are necessary for clarifying the distinction between a self-employment status and an employee status, particularly, in the case of "own-account worker", "casual paid employee" and "paid worker by piece rate or service performed". In case of doubt the following procedure may be applied.

i)   If the worker is receiving remuneration for goods sold, which the person obtains at his or her own expense, the worker should be classified as an own-account worker.

ii)   If typically, the remuneration is received from one person only the worker should be classified as an employee, and if from more than one person, as an own-account worker. In making this assessment, a longer reference period than a week may be necessary, for example one month.

iii)   In case of tips, a waiter obtains a regular salary (no matter how small) from the restaurant owner and tips from different customers (no matter how big). This will be counted as receiving pay from one person only, since the contract makes the receiving of the tips possible.

iv)   Domestic workers are persons exclusively engaged by households to render domestic services for payment in cash or in kind. The enterprise employing them is the household in which they are rendering domestic services.

v)   Out workers are persons who agree to work for a particular enterprise or to supply a certain quantity of goods or services to a particular enterprise, by prior arrangement or contract with that enterprise, but whose place of work is not within any establishments which make up that enterprise. Out workers may be self-employed or employees depending on the two criteria described earlier i.e. remuneration received for goods sold and remuneration received from more than one person during the reference period.

1c. What was ….main occupation, e.g. what was the nature of work that … did?
Occupation Code (2 digit)

The answer to this question should indicate clearly and specifically the kind of work or job or type of business or profession in which a person was engaged during reference period. Vag
ue entries should not be given. Often the title of the person's job is an adequate entry. However, the person's job is sometimes not adequate by itself. Also, occasionally, the respondent will not know the job title but will be able to describe what job he/she does. The enumerator is reminded that the entry must include enough additional information for precise classification at 2-digits level to be made.

Usually a few words telling what this person actually does or the tools he uses will suffice. Ambiguous/vague entries like service, labourer, driver, conductor etc. should not be recorded.   The enumerator is reminded again that special care must be taken while recording the certain occupations. Give full description alongwith 2-digits code for main occupation as per Annex-A.

Inadequate	Adequate
"Agent"	Insurance Agent, Commission Agent, Purchasing Agent, Advertising Agent etc.
"Engineer"	Civil Engineer, Mining Engineer, Electrical Engineer, Chemical Engineer, Mechanical Engineer, Ship Engineer, Aeronautical (Flight) Engineer, etc.
"Clerk"	Stenographer, Typist, Cashier, Book Keeper, Postman, Calculating Machine Operators, Electronic Computer Operators, Radio Telephone Operators, Correspondence Clerk, Insurance Clerk, Store-Room Clerk, Statistical Clerk, Travel Agency Clerk, Library Machine Operator, etc.

"Manager"	Restaurant Manager, Hotel Manager, Cinema Manager, Manager (Wholesale Trade), Manager (Retail Trade), Farm Manager, Sales Manager, Transport Manager, etc.
"Salesman"	Technical Salesman, Insurance Salesman, Advertising Salesman, Wholesale Trade Salesman, Retail Trade Salesman, Street Vendor, Newspaper Vendor, etc.
"Factory Workers"	Spinner, Weaver, Textile Dyer, Cigar Maker, Cigarettes Maker, Electro-plator, Knitting Machine Operator, etc.
"Driver"	Railway Engine Driver, Taxi Driver, Bus Driver, Animal Drawn Vehicle Driver, Boatman, Stationery Engine Operator, Crane Operator, Lift Operator, etc.
"Mechanic"	Motor Truck Mechanic, Motor Cycle Mechanic, Textile Machinery Mechanic, Watch and Clock Assembler, Radio and Television Mechanic, Telephone and Telegraph Mechanic, etc.
"Labourer"	Porter, Dock-Labourer, Sweeper, Godown Labourer, Construction Labourer, Labour engaged in grain market, Labour engaged in Fruit & Vegetable market, etc.
"Inspector"	Health Inspector, Excise Inspector, Income Tax Inspector, Police Inspector, Food Inspector, Electrical Inspector, School Inspector, Custom Inspector, etc.

Two Digit Occupation Codes are annexed as Annexure-A

1d. What was the nature of work done by the establishment such as shop, business, farm, service establishment (fixed or mobile), <u>office/institution, where … worked?</u>
<u>Industry Code (2 digit)</u>

Full description/nature of work done by the institution/organization or the kind of business he/she operates should be given here for all those employed persons who were asked the question on occupation. Give full description along with 2-digits code for main industry.

The description of occupation given in q1c <u>should not be repeated</u>. Occupation describes the nature of work actually performed by the individual whereas in this question the information required relates to <u>the activity of the establishment</u> such as shop, business, farm, firm, office, service establishment (fixed or mobile), department/organization or institution in which he/she is employed or the kind of business which he/she operates. In case of establishment engaged in agriculture, hunting & related service activities; forestry, logging & related services activities; fishing, operation of fish hatcheries, fish farm & services activities incidental to fishing. The following examples are given for illustrative purpose of describing the nature of work done by the institution/organization.

<u>Occupation</u>	<u>Industry</u>
1. Farm Labourer	Agriculture
2. Farmer	Agriculture
3. Carpenter	Textile

4.	Accounts Clerk	Printing & Publishing
5.	Carpenter	Furniture & Fixture Manufacturing
6.	Carpenter	Transport
7.	Truck Driver	Textile
8.	Truck Driver	Transport
9.	Porter (Unskilled Whole sale/Retail Trade Labourer working in grain market).	Wholesale/Retail Trade
10.	Porter (Unskilled Transport Labourer) who works at bus stop.	Transport
11.	Porter (Unskilled Construction Labourer) engaged in construction of building	Construction
12.	Carpenter (Manufacturer of Khadi)	Manufacturing of Textile Machinery
13.	Carpenter (Manufacturer of Agricultural Implements)	Manufacturing of Agricultural Machinery
14.	Salesman	Wholesale/Retail Trade

For some industries, the common titles are inadequate. The following list gives examples of inadequate and adequate entries.

Inadequate	Adequate
Agency	Collection Agency, Advertising Agency, Real Estate Agency, Employment Agency, Travel Agency, Insurance Agency etc.
Bakery	Bakery Plant (makes and sells to wholesalers, retail stores, restaurants, or home delivery), Retail Bakery (sells only on premises to private individuals).
Box Factory	Paper Box Factory, Metal Box Factory, Wooden Box Factory.
Club, Private Club	Golf Club, Book Club, Services Club, Press Club, Army Club etc.
Electric Parts	TV Tubes Manufacturing, Coil Manufacturing, Transformer Manufacturing, Transistors Manufacturing etc.
Engineering Company	Engineering Consulting, General Contracting, Company Construction, Machinery Factory, Wholesale Heating Equipment etc.
Factory, Mill or Plant	Steel Rolling Mill, Hardware Factory, Flour Mill, Commercial Printing Plant, Cotton Textiles Mill, Hosiery Mill etc.
Foundry	Iron Foundry, Brass Foundry etc.

Laundry	A "Laundry" may be one of several types
	1) Own Home Laundry (for a person doing laundry for pay in his/her own home).
	2) Laundering in Private Home (for person working in the home of a private family).
	3) Commercial Laundry (for a person working in a steam or hand laundry or similar establishment).
Mine	Iron Mine, Tin Mine, Marble Quarry, Gravel Pit.
Office	Dentist's Office, Physician's Office, Public Stenographer's Office, Office of Electric Light and Power Company, Import/Export Office etc.
Oil Company	Petroleum Refinery, Retail Gasoline Station, Wholesale Oil, Retail Fuel Oil, Distributor, Oil Drilling.
Repair Shop	Shoe Repair Shop, Radio Repair Shop, Blacksmith Shop, Auto Repair Shop, Machine Repair Shop etc.
Transportation Company	Moving and Storage, Airline, Taxi Service, Railway etc.

Following two digit Industrial classification are Annexed as Annexure-B

Q1e. Write Average monthly income of employed persons.

Note: For Post Covid Instruction for q1a to 1e would be same for q9a to Q9e

Q2. Why is (Name) not available to start working within the next two weeks? (also for q10 if 9a=2)

This question is to be asked from any persons having code '2' in q1a. Please read each and every option given under this question and record one which is reported by the respondent. There are 13 different codes and any only one of these two digits codes should be recorded.

01.   Illness

All persons not available for work due to illness are covered under this category, code '01' should be recorded.

02.   Will take a job within a month

A person may report that he/she has been ensured a job or has received an appointment letter or wants to start his own enterprise within a month. For all persons who are covered under this category, code '02' should be noted.

03.   Temporarily laid off

A person may not be working due to some disciplinary action being taken against him/her or he/she may be temporarily laid off due to reduction in production or shortage of raw material, etc. Such persons are covered under code '03'.

04. <u>Apprentice and not willing to work</u>.

Apprentice who are learning some trade without any payment in cash or in kind and not willing to work even if a job is provided to them. Such persons are covered under code "04".

05. <u>Agricultural landlord/property owner and not willing to work</u>

Such persons depend upon the income received from agricultural land, or other property such as commercial/residential buildings, cinemas, hotels, petrol pumps, power-looms, etc. (given on rent/lease). It is evident that he/she does not take part in management and supervision of such property. Code '05' should be recorded in such cases.

06. <u>Too young to work</u>

Sometimes the parents do not want their children to do any sort of work even if they are of 10-15 years age or above. For such boys/girls code '06' should be recorded.

07. <u>Student and not willing to work</u>

Record code '07' if a person is found busy in studies during the last week and not willing to work even if a job is provided, given code '07' to such persons.

08. <u>Retired and not willing to work</u>

Those who are retired from service/business and are not willing to do any work should be covered against code '08'.

09. <u>Too old to work</u>
Code '09' should be recorded for all persons who report that they are not able to work due to old age.

10. <u>Unable to work/handicapped</u>

This category includes all handicapped persons who are unable to perform any work due to permanent disability such as blindness, loss of limbs, mental disorder, etc. Code '10' should be recorded for such persons.

11. <u>Housekeeping and not willing to work</u>

If a person reports that he/she was busy in household duties during the last week and not willing to work, then code '11' should be recorded.

12. <u>Family does not allow to work</u>

This category includes all those women who are highly educated but are not allowed to work due to family restrictions. For such women record code '12'.

13. <u>Other reason (specify)</u>

Other reasons may include:-
a)   No need to work.
b)   Voluntary workers doing work outside the family enterprise.
c)   Living entirely on charity.

d)   Engaged in immoral or illegal pursuits, such as prostitutes, gambler, smugglers, beggars, thieves etc.

Covid 19 period Q3 to Q8, period (April 2020 to July 2020)

Q3. Did… do or help in any work for pay, profit or family gains or have a job or enterprise such as a shop, business, farm or service establishment (fixed or mobile) During April to July 2020?

Same instruction for determination of working or not as for Q1a and assign relevant code from below mentioned list

1. Same status as before
2. Yes, reduced working hours/days but same salary.
3. Yes, reduced working hours/days and reduce salary.
4. Yes, just started working.
5. Yes, on paid leave.
6. No, on unpaid leave.
7. No, removed from job(Domestic/local)
8. No, removed from job (Foreign)
9. Not allowed to work (lock down)
10. No work due to Covid-19

Q4. Is this specified situation (code in q3) is because of Covid-19?

If code selected for q3 other than 1 is due to COVID 19 then insert code 1 and if this is due to other reason then insert code 2.

Q5. Occupation Code.

Instructions same as for Q1c.

Q6. Industrial Code.

Instructions same as for Q1d.

Q7. Average number of reduced working hours per day due to COVID-19?

(Filled only if Q3 =2 or 3)
Average number of reduced working hours per day reported in this case.

Q8. Average Monthly income during Covid-19?

Average Monthly income of those who report q3 = 3, 4 and 5.

Q9. Did… do or help in any work for pay, profit or family gains or have a job or enterprise such as a shop, business, farm or service establishment (fixed or mobile) during last week?

As discussed in Q1a to Q1e

Q10 Why is (Name) not start working?

Same as discussed in Q2

SECTION C-1
Income from second occupation, Domestic and Foreign remittance, Rent and other work

Every household depends upon income to meet their needs. Previous section covers the income of employed persons from main occupation of those person reported in roster only. While this Section covers information regarding income received by household other than main Occupation/employment. Following are few examples:-

- There are some households which depends on remittances (Foreign/Domestic).
- There are landlord families depending upon rent from building, shops or agricultural land.
- Further there are also families depends for their livelihood on Zakat, Ushar, Gifts and Assistance
- In Few families member involved in second occupation or other works to meet their need or for their better life.

All the above are captured with proper probing in this section. Here it is worth mentioning that all the above payments/Remittances received are those which may not be returned back in future. Don't include any kind of loan in this section.

Q1. Does any member of your Household received Domestic Remittances (Rs within Pakistan)?

Ask every in-scope household about any kind of remittances received from any source with in the country.
C1. Did hh receiving these before *COVID-19*?

Ask if the household receives the same remittances before COVID, record appropriate code
Yes =1 , No=2

C2. Did hh receiving these During *COVID-19*?

Ask if the household receives the remittances during the COVID, record appropriate code
Yes =1 , No=2

If q1=2 and q2=2 then move to question 2

C3. Did there any Change in these amounts before and after *COVID-19*?
1=Increase
2=Decrease
3=No Change

Record appropriate code

C4.How Much Monthly Average Amount (Rs.) received before *COVID-19*?

Record the amount received in Pakistani Rs. (Skip this question if both Q1 and Q2 =2)

C5. How Much Monthly Average Amount (Rs.) received during *COVID-19*?
(Skip this question if both Q1 and Q2 =2)

Q2. Does any member of your Household received Foreign Remittances (Rs outside Pakistan)?

Ask every in-scope household about any kind of remittances received from any source outside the country.

Then ask C1,C2,C3,C4,C5 as above

Q3. Does any member of your Household received rent against agriculture land?
Question Inquires whether during the period any of the household members, received rent from agriculture related activities.

Then ask C1,C2,C3,C4,C5 as above

Q4. Does any member of your Household received rent against commercial building, land or house. (non-agriculture land?
Question collects information whether during the period any of the household members, received rent from non-agriculture land including commercial building, land or house.

Then ask C1,C2,C3,C4,C5 as above

Q5. Does any member of your household usually receive zakat, usher, Sadaqat, or gift (kind, Cash) Including BISP, Ehsaas, Bait ul Mal public, Private

Ask household if they are receiving any benefits in kind or cash from BISP, Ehsaas , or Bait ul Mal etc before or during the period.

Then ask C1, C2, C3, C4,C5 as above

Q6. Does any member of your household received income from second occupation or other works?

Ask if household members receive income from any other source not covered in Section B. If more than one family member have second source of income pool the income and report here.

Then ask C1, C2, C3, C4,C5 as above

SECTION C-2
Job Loss/ Migration Due to COVID -19

It is expected that millions of people had lost their jobs and migrated due to the COVID-19 within the country and outside the country. To investigate the impact on jobs and migration a short module comprising 3 questions has been added

Q1. Has any member of your family working within Pakistan returned back, due to Job loss since the appearance of COVID-19?

Questions investigates the job loss of the member of household working with in the country due to COVID-19
Yes=1 , No=2

If yes record the district code from which one or more persons have to be migrated Codes are annexed as Annexure-C

Record no of household members who last job due to COVID.

Q2. Has any member of your family working abroad returned back to Pakistan, due to Job loss since the appearance of COVID-19?

Questions investigates the job loss of the member of household working outside the country due to COVID-19
Yes=1 , No=2

If yes record the Country code t from which one or more persons have to be migrated Codes are annexed as Annexure-D

Record no of household members who last job due to COVID.

Q3. Did any of your relative not part of your family roster lost his/her Job due to *COVID-19*

Ask about the job loss of the relatives who are not the household members record appropriate code.
Yes=1 , No=2

If yes record the district/country code from which one or more persons have to be migrated Codes are annexed as Annexure-C/D

Record no of household members who last job due to COVID.

SECTION D:

Food Insecurity Experience Scale

The language should contain words and phrases that are easily understood by both the enumerators and the respondents. The most appropriate terms may not be a literal translation. Translation of FIES should be guided by considering the intended meaning of the eight questions.

SDG Indicator 2.1.2 – Using the Food Insecurity Experience Scale (FIES)

1. **During COVID--19 (April-July 2020), was there a time when you were worried you would not have enough food to eat because of a lack of money or other resources?**

The question refers to a state of being worried, anxious, apprehensive, and afraid or concerned that there might not be enough food, or that the respondent will run out of food (because there is not enough money or other resources). It is not necessary for the respondent to have actually experienced not having enough food or running out of food to answer yes to this question.

This question refers to the emotional state of the respondent.

Alternative phrases:

… you were preoccupied about not having enough food to eat.
… you were worried that you might not have enough food to eat.
… you were anxious that you might not have enough food to eat.
… you were worried that food would run out.
… you were anxious about not having enough food to eat.

The worry or anxiety is due to circumstances affecting their ability to procure food, such as:

environmental or political crises;
disrupted social relationships;
insufficient food production for own consumption;
poor health/sickness/disability;
loss of employment or other sources of income;
loss of customary benefits or food assistance;
insufficient food available for hunting and gathering;

These circumstances may also be the underlying causes of more severe forms of food insecurity.

2. **During COVID-19 (April-July 2020), was there a time when you were unable to eat healthy and nutritious food because of a lack of money or other resources?**

This question asks respondents whether, because of a lack of money or other resources, they were unable to get foods they considered healthy or good for them, foods that make them healthy, or those that make a nutritious or balanced diet. The answer depends on the respondents' own opinion of what they consider to be healthy and nutritious foods.

Are respondents really able to determine whether their diet is healthy or not?

It is quite common for people to question respondents' ability to give an accurate reply to the question in the FIES survey module about whether or not they were able to eat "healthy and

nutritious" foods. This particular question is intended to capture respondents' own perspective regarding how healthy and nutritious their diet is, rather than that of nutritionists or economists. The question is not intended to measure nutritional adequacy of the diet. Accumulated experience with food insecurity scales, including focus group research, has shown that people are in fact relatively good judges of what constitutes a healthy and nutritious, or balanced diet.

This question refers to the quality of the diet, not the quantity of foods eaten.

Alternative phrases:

… you were unable to eat foods that are healthy or good for you.
… you were unable to eat foods that make you healthy.
… you were unable to eat foods that are good for your health.
… you were unable to eat a healthy diet.
… you were unable to eat a nutritious or balanced diet.

Experiences of linguistic adaptation

In Angola, some people interpreted "healthy food" as meaning food that is hygienic and safe, while "nutritious food" was associated with having a varied diet.

In Malawi, there seemed to be a thin line between "different kinds of foods" and "healthy and nutritious foods". The phrase "healthy and nutritious foods" was interpreted as meaning "food that gives energy", and even after probing, the respondents indicated that if food is healthy and nutritious it will "give you energy to do your farming activities". Most respondents indicated that healthy and nutritious diets are composed of different kinds of foods.

In Niger, healthy and nutritious food was associated with "food that is not harmful to the health of the person (healthy) and builds the body (nutritious)". Such food contains everything the body needs and helps to have strong, healthy and shiny skin. Healthy and nutritious diets are composed of different kinds of foods.

3. During COVID-19 (April-July 2020), was there a time when you ate only a few kinds of foods because of a lack of money or other resources?

The question asks if the respondent was forced to eat a limited variety of foods, the same foods, or just a few kinds of foods every day because there was not enough money or other resources to get food. The implication is that:

1. the diversity of foods consumed would probably increase if the household had better access to food;
2. the reason for limiting the variety of food is lack of money or resources, rather than customary habits, or health or religious factors.

This question refers to the quality of the diet, not the quantity of foods eaten.

Alternative phrases:

… you had to eat a limited variety of foods.
… you had to eat just a few kinds of foods.
… you had to eat the same foods every day.
… you ate the same foods, or just a few kinds of foods, every day.

4. During COVID-19 (April–July 2020), was there a time when you had to skip a meal because there was not enough money or other resources to get food?

This question enquires about the experience of having to miss or skip a major meal, because there was not enough money or other resources to get food. It refers to not eating a meal that would normally be eaten, such as breakfast, lunch or dinner. However, the norm for the number and times of meals varies from culture to culture.

This question refers to an insufficient quantity of food, not quality.

Alternative phrases:

… you missed a meal.
… you failed to eat a meal.
… you omitted a meal.
… you missed a meal that you would normally have eaten.
… you did not eat in the morning, at mid-day or in the evening because…

Experiences of linguistic adaptation
In some languages, such as Djerma in Niger and Chichewa in Malawi, there is no single term for meal, or way to express skipping a meal. In both languages, the question was modified to ask if food was skipped in the morning, afternoon or evening.

In Niger, focus group participants indicated that:

• during "normal" periods, when there is good food availability, following the harvest season, people eat three meals a day.

• during the lean season, the frequency declines and varies between 1 and 2 meals per day.

• when crops fail, the number of meals can be reduced to one.

Thus, focus group participants indicated that the number of meals that people eat during a day really does reflect their ability to access food.

5. During COVID -19 (April–July 2020), was there a time when you ate less than you thought you should because of a lack of money or other resources?

This question enquires about eating less than what the respondents considered they should have consumed, even if they did not skip a meal (because the household did not have money or other resources to get food). The answer depends on the respondents' own opinion of how much they think they should be eating. This question does not refer to special diets to lose weight, or to follow for health or religious reasons.

This question refers to an insufficient quantity of food, not quality.

6. During COVID -19 (April–July 2020), was there a time when your household ran out of food because of a lack of money or other resources?

This question refers to any experiences when there was actually no food in the household (not just staple foods, such as maize, rice or cassava), because respondents did not have money, other resources, or any other means to get food.
This question refers to an insufficient quantity of food, not quality.

Alternative phrases:
… your household ran out of food because of a lack of money or other resources?

… the food ended in your household.
… you stayed without food in your household.
… your household was without food.
… the food ran out in your household.

7.During COVID -19 (April–July 2020), was there a time when you were hungry but did not eat, because there was not enough money or other resources for food?

This question asks about the physical experience of feeling hungry (Hunger is usually understood as an uncomfortable or painful sensation caused by insufficient food energy consumption), and specifically, feeling hungry and not being able to eat enough (because of a lack of money or resources to get enough food). It does not refer to special diets followed for health purposes, such as to lose weight, or fasting for health or religious reasons.

This question refers to an insufficient quantity of food, not quality.

8. During COVID -19 (April–July 2020), was there a time when you went without eating for a whole day because of a lack of money or other resources?

This question asks about a specific behaviour - not eating anything all day (because of a lack of money and other resources to get food). It does not refer to special diets followed for health purposes, such as to lose weight, or fasting for health or religious reasons.

This question refers to an insufficient quantity of food, not quality.

Alternative phrases:

… you went without eating for a whole day because of a lack of money or other resources?
… you ate no food during a whole day.
… you stayed without eating anything all day.
… you ate nothing at all during a whole day.
… you did not eat from sunrise to sunset (i.e. the entire day).

In some African and Asian countries, "eating" refers only to the staple food. This means that if they did not eat their staple food (e.g. rice, maize, manioc) people may say they did not eat, even if they did in fact eat another food (e.g. rice). It is important to explain that we mean it to be not eating any foods.
Translating other key phrases
It is important to take particular care with key phrases that are part of each FIES question:

LACK OF MONEY OR OTHER RESOURCES

Aside from money to buy food, "other resources" refers to the lack of other usual means for getting food, such as:
own production;
barter trade;
small livestock for sale or own consumption;
fishing, hunting or gathering;
the transfer of food from; family, community members, government or donors.

SECTION E:

ASSISTANCE FROM SOCIAL PROTECTION PROGRAMS

***Ask This Section To Those Who Are Receiving Social Protection Benefits Currently, Or Receive Social Protection Benefits During* COVID -19**

Social protection consists of policies and **programs** designed to reduce poverty and vulnerability by promoting efficient labour markets, diminishing people's exposure to risks, and enhancing their capacity to manage economic and **social** risks, such as unemployment, exclusion, pandemic/sickness, disability and old age.

Questions are designed to investigate the people about Social protections benefits provided by Government, NGO or other multilateral organizations as assistance during pandemic.

A: Have you or any member of your household received any benefit in cash/in kind during April to July?

> Yes=1
> No=2 (Skip B)

B: What is the amount of [BENEFIT] received? (Please report expected value of in kind in Rupees)

Total Amount Received during the Covid-19 (Rs): If any amount was received during the last 15month against any source under Q-1-Q7, as discussed below. Record the amount against the respective source under this question.

Following are the sources, (Q- 1 to Q-7) are as follows

Q-1 Zakat/ Baitulmal
Q-2 Benazir Income Support Program (*receiving regularly*)

Benazir Income support programme is initiated for the assistance of those females who have no formal source of income. The assistance is received at the rate of 1000 rupees per month that is paid by government each after three months. If a female or more female are receiving such assistance, we have to probe well and record the assistance during last one from date of enumeration.

Q-3 Received Cash from EHSAS due to COVID -19 (*Special assistance during* COVID *-19*)
Q-4Workers Welfare / Social Security/ EOBI
Q-5 Received cash/in-kind from any private person

   a) Family,
   b) Friend,
   c) Relative
   d) Deeni Welfare Trust,
   e) Other Welfare Trust,

Q-6 Any NGO/UN Organization
Q-7 Others (please specify)

SECTION F: Housing Characteristics/WASH

Section is being included for determining the living standard of households selected in sample.

1. What is your present occupancy status? 1. Owner occupied (Not self-Hired), 2.Owner occupied (self-Hired), 3.On rent, 4.Subsidized rent, 5.Rent free.

Determine and record the occupancy status and write the respective code. There are five possible response codes. The residence may be:
  i.   **Personnel residence (not self-hired)** code 1, if house is owned by resident and if it is not hired by Government it will be recorded as 1
  ii.   **Personnel residence (self-hired)** code 2, If residence is owned by resident and he is getting its rent reimbursed from Government (self-hired) it will be recorded as 2
  iii. **On rent** code 3, if a person is paying rent for residence he/she is living in, it will be recorded as Code 3
  iv.   **On subsidized rent** code 4, If the Government or any non-government agency has provided the accommodation on subsidized rent the occupancy status will be recorded as code 4
  v.   **Rent-free** code 5, if there is no rent for residence where respondent/household is residing in then it will be recorded as code 5.

It may be ensured that one of the five occupancy statuses must be recorded.

These questions will be asked at the household level from the best-informed male member of the household.

2. How many rooms are there in this residential building?
Record the number of rooms occupied by the household including bedrooms and living rooms. Do not count storage rooms, bathrooms, toilets, kitchens and rooms for business.

3. What is the main material used for roof?
1. RCC/RBC (Reinforcement with concrete & Cement, Reinforcement with Bricks & Cement), 2. Wood/Bamboo 3. Sheet/cement/iron 4. Girder/T iron, 5.others (specify).

Write the appropriate code in the box for the material predominately used for the construction of the roof of the household. If there is another material, which is not covered under, these codes write code 5 and also write that material in the questionnaire.

4. Which main material is used for walls?
1. Burnt Bricks/Blocks 2.Mud/Raw Bricks/Mud 3.Wood/Bamboo 4. Ply wood or Card Board 5. Stones   6. Others (Specify…….).

Write the appropriate code in the box for the material predominately used for the construction of the wall of the household. If there is another material, which is not covered under, these codes write code 6 and also write that material in the questionnaire.

5. What is the main fuel used for cooking?
1. Firewood, 2.Gas, 3. LPG/ Cylinder 4.Kerosene oil, 5.Electricity, 6.Dung Cake, 7.Crop residue, 8. Charcoal/Coal,   9.Others (Specify…….)

Write the appropriate code in the box for the fuel predominantly used for cooking in household. If there is something other than the above codes then write code 9 and specify. Gas refers to the natural gas provided by pipeline to the household that should be recorded as Code 2. If household use LPG cylinders then record 3.

6. What is the main fuel used for lighting?

  1.   Electricity, 2. Solar Energy, 3. Gas   4. Kerosene oil\petrol\diesel, 5. Firewood
  6. Candles, 7. Others, Self-explanatory
Record the appropriate code and ask about main source.

7. What is the main source of drinking water for the household?

  1- Piped water, 2.Hand pump, 3.Motor Pump /Tube Well, 4. Open well, 5. Closed well,

  6. Protected Spring, 7. Open/ UN Protected Spring 8. Pond/Canal / River/stream 9. Bottled

  Water 10. Tanker /Truck/water bearer, 11. Filtration Plant,   12.Others (specify----)

        For Drinking Water there are 12 Sources. Determine "what is the major source of drinking water of the household". In some areas, generally in rural areas, the ground water is not good for drinking. Household use the hand pump or motorized pumped water for uses other than drinking but special arrangement is made for drinking water that may be from the nearby canal etc. Such situations may be probed and coded accordingly.

Piped water (code = 1): A delivery system where the water is delivered through a network of pipes and the water is treated before it is supplied. In urban areas generally, water comes in to house through pipes and is stored in tanks, built in the house. Then the water, for the use of household, is lifted to small tanks, built at the top of the house. Such system should be recorded as piped supply. In some areas, at some places, water is taken from springs directly through pipes, without any septic tanks for storage or cleaning. The source in such situations should be recorded as spring and not the piped water (code=1).

Hand pump (code = 2):.A pump operated manually to draw water from a bored hole. Sometimes hand pump and motor are operated at the same hole. The source should be noted as motorized pumping (code=3) and not hand pump (code=2)

Bore Hole (Motorized pumping)/Tube well (code = 3): Use of either a heavy or small motor to draw the water from a **bored hole**. Any type of motor (diesel /petrol/ electric) may be used.

Open/ UN protected well (code = 4): A dug well without covering

Closed/protected well (code = 5): A dug well with a covering.

Protected spring (code=6). A spring is typically protected by a 'spring box' that is constructed of brick, masonry or concrete and is built around the spring so that water flows directly out of the box into a pipe without exposing the source to surface water run-off and/or contamination by humans or animals.

Unprotected spring (code=7) A spring where the source is exposed to surface water run-off and/or contamination by humans and animals. Unprotected springs typically do not have a 'spring box' as described above.

Pond/Canal / River/Stream (code=8) Water located above ground and includes pond, canals and irrigation channels, rivers, streams, from which water is taken directly.

Bottled Water (code= 9) Water purchased and sold in small or large bottles. Note that the code refers only to bottled water that is commercially available. Sometimes household members may store water from other sources in used bottles – this should not be coded as bottled water.

 Tanker/Truck or water bearer (code=10): Any source including tanker/truck or water bearer carrying water in canes and paid for the service.

Filtration Plant (code=11): Filtration plant installed by any govt agency NGO or by Community itself.

Others specify ………… (Code=12): Any other water source will be recorded against this code with description

NOTE: An open well or closed well, having a hand pump or motorized pumping, will be categorized as an "open well" or "closed well". Sometimes in rural areas, houses are built on

agricultural lands and then the canal water becomes available in the house. The source of drinking water is canal (code=8/12)

Remaining categories are self-explanatory.

If it is a non-formal source of drinking water e.g. pond, canal, River, stream, spring or other (codes =8,6,7 or 12).

8. What type of toilet is used by your household?
1.   No toilet in Household   2. Flush connected to public sewerage,   3. Flush connected to septic tank, 4. Flush Connected to pit 5. Flush connected to open drain,   6. Dry raised latrine, 7. Dry pit latrine,   8. Compositing Toilet, 9. Others (specify)

No toilet in the household (code = 1): If there is no toilet facility in the household record this code. A toilet, which is used by the household and is situated in the yard, is considered as a toilet in the household.

Record the response code regarding the type of toilet used by the household. There are 8 common types of toilets discussed below. (Flush mean having a flush tank or using a bucket etc. to use water to flush away the waste.)

Flush connected to public sewerage (code = 2): Water is used to flush away the waste, which drains into the public sewerage system.

Flush connected to septic tank (code = 3): Water is used to flush away the waste, which is disposed of and accumulated in a septic tank. A septic tank is a concrete structure, which can be cleaned and used permanently.

Flush connected to pit (code =4): Water is used to flush away the waste, which is disposed of and accumulated in a soak pit located under or near the toilet. A soak pit is a "Katcha" structure, which is closed, once it is filled up. It is designed so that water disappears into the ground.

Flush connected to open drain (code = 5): The flushed waste is channelled through a drain, which is uncovered.

Dry raised latrine (code = 6): No flush; instead a "khuddi" is used, and the waste matter is taken away by a sweeper/jamadar.

Dry pit latrine (= 7): No flush; instead, a hole is dug in the ground, connected to a pit in which the waste matter is accumulated. The hole is closed once the pit is filled up.

A composting toilet (Code=8) is a toilet into which excreta and carbon-rich material are added (vegetable wastes, straw, grass, sawdust, ash) and special conditions maintained to produce compost that is safe to handle and reuse.

9. Do you share this toilet facility with others who are not members of your household?   1. Yes,   2. No

Record the code corresponding to the response given. If 'No', go to the next module.

10. Is there enough water available in this place for frequent Handwashing ?

1. Yes, Always   2. Yes, Sometimes 3. No

This question probes that a household has or not sufficient water for frequent handwshing when it is needed.

11. Do you have specific place for Hand Washing in your household?

1. Yes   2. No

-Specific Place for hand washing: The place where members of the household most often wash their hands. Research has found the likelihood that people wash their hands before and after meals and after using toilets are associated with reduced risk of diseases.

12. Do you use soap or detergent for hand washing before and after taking meal or after using toilet at your household?

1. Yes
2. No

The presence of soap/liquid Soap, hand washes etc at the place for hand washing will confirm that household has arrangements and using them for hand washing before and after meal and after using toilet.

Hand washing at specific place with soap (soap, detergent or other cleansing agent) is the most cost effective health intervention to reduce both the incidence of diarrhoea and pneumonia in children under five.

13. Does your work place have a functional hand washing station?

1. Yes, and usually has soap
2. Yes, but does not usually have soap
3. No

14. How your household waste been collected or disposed of?

Record the response code in box for how garbage is collected from the household
1. <u>Collected by Municipality van from door step</u> If solid waste is been collected from your door step by municipality note code 1

2. <u>Collected by Private van/cart from door step</u> If solid waste is been collected from your door step by Private Van/ Cart note code 2

3. <u>Public Bin/Collection Point</u> If solid waste is thrown in nearby Public bin/collection point note code 3.
-**Public bins**: are the bins usually placed by municipality or any other waste treatment agency where the community put their household waste and the bins are emptied or cleared by Municipality every day, once or twice a week or weekly.
-**Collection Point:** is a point where community throws their waste and afterwards cleared by Municipality or waste treatment agencies.

4. <u>Road/ street</u> Street/ Road is the path used for any kind of traveler or walking by people.
 If is thrown on road/street then record code 4

5. <u>Lake/River/Nullah</u> If solid waste is thrown in Lake, river and Nullah note code 5

6. <u>In open space</u> Open Space is a plot or field designated or assumed by the local communities for Solid Waste. The waste is not collected from this place within two weeks record code 6 . If solid waste is thrown in openly on roads or streets anywhere note code 4

7. <u>Other Specify</u>………… If code is not included in above codes record Code-7

SECTION G:

Coping Strategies to outcomes COVID-19

Module is designed to find out the impact of pandemic COVID-19 on the households and Strategies they adopted to cope up the situation.

1. How severely has your household been affected by COVID -19?

Not at all affected=1 (**Go to next section**)
Mildly affected=2
Moderately affected=3
Highly affected=4
Severely affected=5

2. What the household did to cope up the economic situation doing COVID -19?

If code 2 to 5 in Question 1 than answer the following question.

1. Yes
2. No
99. Refusal

- Reduced quantity of food intake
- Switched to lower quality or cheaper food
- Reduced non-food expenses i.e. health and education, clothing/shoes etc
- Spent savings or investments
- Loans from relatives/friends
- Loans from employer/moneylenders/traders
- Loans from formal sources/NGOs/Banks
- Asked and received help / gift assistance from others in the community (not loans)
- Delayed payment of loans
- Discontinuation of Education of children due to non-availability of monthly fee
- Non-payment of Electricity bills
- Non-payment of Gas bills
- Temporary Migration due to loss of job/ Migrated to look for livelihood opportunities
- Sold productive assets or means of transport (sewing machine, wheel barrow, grain mill, agricultural tools, farm machinery, bicycle, car etc.)
- Sold household assets/goods (radio, furniture, refrigerator, television, jewellery etc.)
- Sold last productive/female animal
- Consumed seed stock held for the next season
- Sold house/land/plot
- Other (specify)

SECTION H:

Selected Durable Consumption Items Owned/Sold by the Household

A. Selected durable items have been listed. Ask about the items one by one and cross the none box or fill in the columns A to C, according to the response.

NOTE: 1. Enter number of the following items if owned by the household in column A and give the number of items presently owned by the household in column B.

Were any of the following items in ownership of the household? If yes, report the quantity otherwise cross none box.
Col. A. No. of items owned

First ask if the item was owned by the household or is presently in possession of the household. In column A, give the number of items owned. Give the maximum number of items owned.

Codes for the items:-

1- RADIO, 2- TELEVSION, 3-LCD/ LED, 4- REFRIGERATOR, 5- FREEZER, 6- WASHING MACHINE, 7- DRYER, 8- AIR CONDITONER, 9- AIR COOLER, 10- FAN, 11- STOVE, 12- COOKING RANGE,   13-MICROWAVE, 14- SEWING MACHINE, 15- KNITTING, 16- IRON, 17- WATETR FILTER,   18- DONKEY PUMP, 19- TURBINE, , 20- UPS, 21- GENERATOR, 22- SOLAR PANEL, 23-HEATER, 24-GEASER, 25- BI-CYCLE 26- MOTOR CYCLE /SCOTTER 27- RICHSHAW/CHINGCHI 28- CAR 29- VAN/TRUCK/BUS 30- A BOAT WITH MOTOR 31- TRACTOR/TROLLEY 32- ANIMAL DRAWN CART 33- INTERNET CONNECTION, 34-MOBILE/SMART PHONE, 35-COMPUTER/LAPTOP/TABLET

Ask about the property/Land occupied or possessed by the household, ask one by one record the area possessed or occupied in column B, if code is yes in Col A.

36-AGRICULTUR LAND 37-RESIDENTIAL/COMMERCIAL PLOT 38- OWNED HOUSE 39- COMMERCIAL PROPERTY

SECTION I: (Individuals 10 years and older)

Practices during COVID 19 to Mitigate the Effects of Covid-19

Ask the every household member of the selected households about how frequently the adopted following practices during the COVID-19 period.

1. **Social Distancing**

The practice of **social distancing** means staying home and away from others as much as possible to help prevent spread of **COVID**-19. The practice of **social distancing** encourages the use of things such as online video and phone communication instead of in-person contact.

Social distancing also refers to "physical distancing," means keeping a safe space between yourself and other people who are not from your household.

To practice social or physical distancing, stay at least 6 feet (about 2 arms' length) from other people who are not from your household in both indoor and outdoor spaces.

Social distancing should be practiced in combination with other everyday preventive actions to reduce the spread of COVID-19, including, avoiding touching your face with unwashed hands.

After explaining them social distancing records the appropriate code.

Always while outside=1   Sometimes when outside=2   Rarely when Outside=3   Never=4

2. **Wearing Mask**

Masks and face coverings can prevent the wearer from transmitting the COVID-19 virus to others and may provide some protection to the wearer. Multiple studies have shown that face coverings can contain droplets expelled from the wearer, which are responsible for the majority of transmission of the virus. It is estimated that 40% of persons with COVID-19 are asymptomatic but potentially able to transmit the virus to others. In the absence widespread screening tests, we have no way of identifying many people who are silently transmitting the virus in their community.
Universal mask use can significantly reduce virus transmission in the community by preventing anyone, including those who are unwittingly carrying the virus, from transmitting it to others. Research reveals that masks worn by significant portions of the population, coupled with other measures, could result in substantial reductions in case numbers and deaths.

Records the appropriate code from the following

Always while outside=1   Sometimes when outside=2   Rarely when Outside=3   Never=4

3. **Hand washing During 24 hrs**

Hands have a crucial role in the transmission of COVID-19. COVID-19 virus primarily spreads through droplet and contact transmission. Contact transmission means by touching infected people and/or contaminated objects or surfaces. Therefore hands can spread virus to other surfaces and/or to your mouth, nose or eyes if you touch them. Hand Hygiene is one of the most effective actions you can take to reduce the spread of pathogens and prevent infections; including the COVID-19 virus Community members can play a critical role in fighting COVID-19 by adopting frequent hand hygiene as part of their day-to-day practices.

Records the appropriate code from the following

Always while outside=1   Sometimes when outside=2   Rarely when Outside=3   Never=4

Ask the every household member (10 year and older) of the selected households about adaptation of following Mitigation Measures to counter COVID-19.

4 Avoid going to the market

Ask every in scope household member have they avoided going market during the period to mitigate the effect of COVID-19

Yes=1   No=2

5 Avoid going to the mosque/ religious gatherings

Ask every in scope household member have they avoided going mosque or religious gathering during the period to avoid contact with COVID-19 positive.

Yes=1   No=2

6 Avoiding social gatherings of more than 4 people

Ask every in scope household member have they avoided social gathering due to the Pandemic.

Yes=1   No=2

7.   Avoiding Academic institutions

Ask every in scope household who were attending Academic Institution or member have they avoided social gathering due to the Pandemic.

Yes=1   No=2

8. Avoiding healthcare seeking

Ask every in scope household member, who is 10 year or older about avoiding going the health care provider during the period when required due to the fear of pandemic.

Yes=1   No=2

9. Avoiding public transport

Ask every in scope household member, have they avoided traveling through public transport during the period when required due to the fear of pandemic.

Yes=1   No=2

10. Long Distance Travel avoidance

Ask every in scope household member, have they avoided long distance travelling to attend marriages, celebrate Eid or attending Funeral etc. due to the pandemic.

Yes=1   No=2

SECTION J:

REDUCED USE OF HEALTH SERVICES DURING COVID 19

Ask every in scope household about whether they used the following services during the given periods of time. If used then ask about the problem faces while utilizing the Health services during the period and if not used then ask about the reasons for not using the said facility.

	Services	**Yes=1 No=2 N/A=3**
A	Family planning services for married couples	
B	Antenatal services for pregnant women	
C	Delivery services at hospital/health centre	
D	Postnatal services for mother during the first 40 days after delivery	
E	Postnatal services for neonate during the first 28 days after delivery	
F	Immunization services for children less than two years of age	
G	Wellbeing services for children (GM)	
H	Outpatient visits for treatment of common childhood illnesses like diarrhea & pneumonia	
I	Outpatient visits for treatment of infectious diseases like hepatitis B, TB, HIV, Malaria	
J	Outpatient visits for treatment of Non-Communicable diseases like hypertension, diabetes, Cancers	
K	Planned surgical procedures at hospital/ dressing/wound debridement	
L	Laboratory services for Diagnostic facilities	
M	Dental surgical procedures/treatments	
N	Psychiatry department visits	

2. Major Issues Faced While Utilization of Service

Record maximum 3 the appropriate Codes in C1, C2, C3. Enter code once, and fill the columns in sequence first column then 2nd column and if required then third column.

Satisfied=1
Unviability of Service Provider=2
Staff non-cooperative
SOPs not followed=4
Shortage of Medicine etc.=5
Vaccine was not available at centre = 6
Transport Issues =7
Long Queue=8
Due Fear of Covid-19 not properly treated =**9**
OPD Closed/No facility Available   =10
Other   =11

For code Satisfied fill only first column and left other two columns blank.

3. Major Reasons for non-utilization of Service

Record maximum 3 the appropriate Codes in C1, C2, C3. Enter code once, and fill the columns in sequence first column then 2nd column and if required then third column.

Lockdown restrictions =1
Closure of services =2
Poor mobility due to lack of transport=3
Lack of affordability=4
Fear of COVID 19 infection=5
Lack of availability/purchasing ability of mask or protective gloves=6
Loss of employment during COVID 19=7
Lesser need due to staying at home- less exposure=8

OCCUPATION CODES

Sub-major Group	Minor Group	Unit Group	Description
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
Major Group 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
Major Group 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
Major Group 4	Clerical support workers		
41			General and keyboard clerks
42			Customer services clerks
43			Numerical and material recording clerks
44			Other clerical support workers
Major Group 5	Service and sales workers		
51			Personal service workers
52			Sales workers
53			Personal care workers
54			Protective services workers
Major Group 6	Skilled agricultural, forestry and fishery workers		
61			Market-oriented skilled agricultural workers
62			Market-oriented skilled forestry, fishery and hunting workers

63			Subsistence farmers, fishers, hunters and gatherers
Major Group 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
Major Group 8		Plant and machine operators, and assemblers	
81			Stationary plant and machine operators
82			Assemblers
83			Drivers and mobile plant operators
Major Group 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
Major Group 0		Armed forces occupations	
1			Commissioned armed forces officers
2			Non-commissioned armed forces officers
3			Armed forces occupations, other ranks

INDUSTRY CODES

Section A   Agriculture, forestry and fishing

Division	Group	Class	Description
1			Crop and animal production, hunting and related service activities
2			Forestry and logging
3			Fishing and aquaculture

Section B   Mining and quarrying

5			Mining of coal and lignite
6			Extraction of crude petroleum and natural gas
7			Mining of metal ores
8			Other mining and quarrying
9			Mining support service activities

Section C   Manufacturing

10			Manufacture of food products
11			Manufacture of beverages
12			Manufacture of tobacco products
13			Manufacture of textiles
14			Manufacture of wearing apparel
15			Manufacture of leather and related products
16			Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials
17			Manufacture of paper and paper products
18			Printing and reproduction of recorded media
19			Manufacture of coke and refined petroleum
20			Manufacture of chemicals and chemical products
21			Manufacture of basic pharmaceutical products and pharmaceutical preparations
22			Manufacture of rubber and plastics products
23			Manufacture of other non-metallic mineral
24			Manufacture of basic metals
25			Manufacture of fabricated metal products, except machinery and equipment
26			Manufacture of computer, electronic and optical
27			Manufacture of electrical equipment

28			Manufacture of machinery and equipment n.e.c.
29			Manufacture of motor vehicles, trailers and
30			Manufacture of other transport equipment
31			Manufacture of furniture
32			Other manufacturing
33			Repair and installation of machinery and

Section D   Electricity, gas, steam and air conditioning supply

35			Electricity, gas, steam and air conditioning supply

Section E Water supply; sewerage, waste management and remediation activities

36			Water collection, treatment and supply
37			Sewerage
38			Waste collection, treatment and disposal activities; materials recovery
39			Remediation activities and other waste management services

Section F   Construction

41			Construction of buildings
42			Civil engineering
43			Specialized construction activities

Section G   Wholesale and retail trade; repair of motor vehicles and motorcycles

45			Wholesale and retail trade and repair of motor vehicles and motorcycles
46			Wholesale trade, except of motor vehicles and motorcycles
47			Retail trade, except of motor vehicles and

Section H   Transportation and storage

49			Land transport and transport via pipelines
50			Water transport
51			Air transport
52			Warehousing and support activities for
53			Postal and courier activities

Section I   Accommodation and food service activities

55			Accommodation
56			Food and beverage service activities

Section J   Information and communication

58			Publishing activities
59			Motion picture, video and television programme production, sound recording and music publishing activities
60			Programming and broadcasting activities

61			**Telecommunications**
62			**Computer programming, consultancy and related activities**
63			**Information service activities**
Section K		**Financial and insurance activities**	
64			**Financial service activities, except insurance and pension funding**
65			**Insurance, reinsurance and pension funding, except compulsory social security**
66			**Activities auxiliary to financial service and insurance activities**
Section L	**Real estate activities**		
68			**Real estate activities**
Section M		**Professional, scientific and technical activities**	
69			**Legal and accounting activities**
70			**Activities of head offices; management consultancy activities**
71			**Architectural and engineering activities; technical testing and analysis**
72			**Scientific research and development**
73			**Advertising and market research**
74			**Other professional, scientific and technical activities**
75			**Veterinary activities**
Section N		**Administrative and support service activities**	
77			**Rental and leasing activities**
78			**Employment activities**
79			**Travel agency, tour operator, reservation service and related activities**
80			**Security and investigation activities**
81			**Services to buildings and landscape activities**
82			**Office administrative, office support and other business support activities**
Section O		**Public administration and defence; compulsory social security**	
84			**Public administration and defence; compulsory social security**
Section P	**Education**		
85			**Education**
Section Q		**Human health and social work activities**	
86			**Human health activities**
87			**Residential care activities**
88			**Social work activities without accommodation**

Section R   Arts, entertainment and recreation

90			Creative, arts and entertainment activities
91			Libraries, archives, museums and other cultural
92			Gambling and betting activities
93			Sports activities and amusement and recreation

Section S   Other service activities

94			Activities of membership organizations
95			Repair of computers and personal and household
96			Other personal service activities

Section T   Activities of households as employers; undifferentiated goods- and

97			Activities of households as employers of domestic personnel
98			Undifferentiated goods- and services-producing activities of private house- holds for own use

Section U   Activities of extraterritorial organizations and bodies

99			Activities of extraterritorial organizations and

LIST OF DISTRICT NAME AND CODE

\	KHYBER PAKHTUNKHAWA			PUNJAB	
S.NO	District Name	District Code	S.NO	District Name	District Code
1	Abbottabad	101	1	Attock	201
2	Bajur	102	2	Bahawalnagar	202
3	Bannu	103	3	Bahawalpur	203
4	Batagram	104	4	Bhakhar	204
5	Bunair	105	5	Chakwal	205
6	Charsada	106	6	Chiniot	206
7	Chitral	107	7	D. G. Khan	207
8	D. I. Khan	108	8	Faisalabad	208
9	Hangu	109	9	Gujranwala	209
10	Haripur	110	10	Gujrat	210
11	Karak	111	11	Hafizabad	211
12	Khyber	112	12	Islamabad	212
13	Kohat	113	13	Jehlum	213
14	Kohistan	114	14	Jhang	214
15	Kurram	115	15	Kasur	215
16	Lakki Marwat	116	16	Khanewal	216
17	Lower Dir	117	17	Khushab	217
18	Malakand	118	18	Lahore	218
19	Mansehra	119	19	Layyah	219
20	Mardan	120	20	Lodhran	220
21	Mohmand	121	21	Mandi Bahauddin	221
22	North Waziristan	122	22	Mianwali	222
23	Nowshera	123	23	Multan	223
24	Orakzai	124	24	Muzaffar Garh	224
25	Peshawar	125	25	Nankana Sahib	225
26	Shangla	126	26	Narowal	226
27	South Waziristan	127	27	Okara	227
28	Swabi	128	28	Pakpattan	228
29	Swat	129	29	Rahim Yar Khan	229
30	Tank	130	30	Rajanpur	230
31	Tor Garh	131	31	Rawalpindi	231
32	Upper Dir	132	32	Sahiwal	232
			33	Sargodha	233
			34	Sheikhupura	234
			35	Sialkot	235
			36	T.T. Singh	236
			37	Vehari	237

	SINDH				BALOCHISTAN	
S.NO	District Name	District Code	S.NO	District Name	District Code
1	Badin	301	1	Awaran	401
2	Dadu	302	2	Barkhan	402
3	Ghotki	303	3	Chagai	403
4	Hyderabad	304	4	Dera Bugti	404
5	Jacobabad	305	5	Duki	405
6	Jamshoro	306	6	Gwadar	406
7	Karachi Central	307	7	Harnai	407
8	Karachi East	308	8	Jaffarabad	408
9	Karachi Malir	309	9	Jhal Magsi	409
10	Karachi South	310	10	Kachhi/ Bolan	410
11	Karachi West	311	11	Kalat	411
12	Kashmore	312	12	Kech/Turbat	412
13	Khairpur	313	13	Kharan	413
14	Korangi	314	14	Khuzdar	414
15	Larkana	315	15	Kohlu	415
16	Matiari	316	16	Lasbela	416
17	Mir Pur Khas	317	17	Loralai	417
18	Nowshero Feroze	318	18	Mastung	418
19	Sanghar	319	19	Musa Khel	419
20	Shahdadkot	320	20	Nasirabad/ Tamboo	420
21	Shaheed Banazir Abad	321	21	Nushki	421
22	Shikarpur	322	22	Panjgoor	422
23	Sujawal	323	23	Pishin	423
24	Sukkur	324	24	Qilla Abdullah	424
25	Tando Allah Yar	325	25	Qilla Saifullah	425
26	Tando Muhammad Khan	326	26	Quetta	426
27	Tharparkar	327	27	Shaheed Sikandar Abad	427
28	Thatta	328	28	Sherani	428
29	Umer Kot	329	29	Sibbi	429
			30	Sohbatpur	430
			31	Washuk	431
			32	Zhob	432
			33	Ziarat	433

AJ & KASHMIR		
S.NO	District Name	District Code
1	Bagh	501
2	Bhimber	502
3	Hattian Bala	503
4	Haveli	504
5	Kotli	505
6	Mirpur	506
7	Muzaffarabad	507
8	Neelum	508
9	Rawalakot/ponch	509
10	Sudhnoti	510

GILGIT/BALTISTAN		
S.NO	District Name	District Code
1	Astore	601
2	Biltistan	602
3	Diamir	603
4	Ghanchi	604
5	Ghizer	605
6	Gilgit	606
7	Hunza	607
8	Kharmang	608
9	Nagar	609
10	Shigar	610

LIST OF COUNTRY'S NAME AND CODE

001	AGHANISTAN	024	IRAQ	047	SINGAPORE
002	ALGERIA	025	IRELAND	048	SOUTH AFRICA
003	ARGENTINA	026	ITALY	049	SPAIN
004	AUSTRALIA	027	JAPAN	050	SRI LANKA
005	AZERBAIJAN	028	JORDAN	051	SUDAN
006	BAHRAIN	029	KAZAKISTAN	052	SWEDEN
007	BANGLADESH	030	KENYA	053	SWITZERLAND
008	BELGIUM	031	KOREA	054	SYRIA
009	BURMA	032	KUWAIT	055	TAIWAN
010	BRAZIL	033	LEBANON	056	THAILAND
011	CANADA	034	LIBYA	057	TURKEY
012	CHINA	035	MALAYSIA	058	TURKMENISTAN
013	COLOMBIA	036	MAYANMAR	059	UNITED KINGDOM
014	DENMARK	037	MEXICO	060	U.A.E
015	DUBAI	038	MUSKAT (OMAN)	061	UNITED STATES
016	EGYPT	039	NEPAL	062	YEMEN
017	FRANCE	040	NETHERLAND	063	ZIMBABWE
018	GERMANY	041	NEW ZEALAND	064	OTHERS
019	GREECE	042	NORWAY		
020	HONG KONG	043	PHILIPPES		
021	INDIA	044	QATAR		
022	INDONESIA	045	RUSSIA		
023	IRAN	046	SAUDI ARABIA		