

Checklist of most important changes to the questionnaire and other key issues
Second Supplemental Survey to the PHS 99/00

1. Front page, 10 b. "Is this person the main respondent who participated in the April 2001 survey?" This question is not addressed at the respondent but is meant as an internal check. "This person" refers to the person the enumerator is talking to at the time of the interview, not the person pre-entered in 10 a. To avoid any possible confusion, ignore the skip instruction and continue to complete 10 c, thereby always entering a name in RESP2004, either the same name as in RESP2001, or a different name.
2. Table 1.1. Despite earlier correspondence, we consider the reference period as indicated, i.e. May03-Apr04. This is because we need to relate the demographic information to all the other variables with the same reference period. Deliberately changing the demographics' reference period would not be a good idea.
3. Table 1.3. Add an extra column within DC07 and DC09 to record the MEM entries of the biological mother and father. This is most easily done by drawing a vertical line through both columns, creating two columns. These new variable can be called DC07a and DC09a. A clear instruction needs to be added above these two columns, "if yes, enter MEM number. If no, go to DC08 or DC10" or something like that.
4. Table 2.1. Change the WACT codes to include "11=pension", and "12=other". If WACT is "pension", B01 should refer to the location of the disbursing pension office.
5. Table 2.1. Inserting additional sheets are going to be a problem. They will get lost or mixed up. Rather, let enumerators create additional space by subdividing the MEM and NAME boxes into up to three spaces, depending on how many activities individuals actually have. There is also extra space under the W01 codes at the bottom of the page, and at the end of the questionnaire. Not ideal, but probably better than fidgeting with extra inserts.
6. Table 2.2, and more generally. If income is equal for all months, B16 and B17 will be "not applicable". There could have been a skip instruction to that effect. There are more cases like this, where variable are not applicable, in which cases there should be a dash. We should not have zeros entered.
7. Table 2.3. In the codes below the table, strike through "1=head", because the head cannot be a non-household member. Also, change 8 to become "son/daughter in law".
8. Table 2.4. The skip instruction at GNUM should have the following addition: "...after asking G01". RNUM should have the same addition: "...after asking CR01". That RNUM instruction should also refer to a skip to CR06, not R06.
9. Tables 2.3 and 2.4. In G04 and CR04 the words "Cost (ZMK) per Unit" should be added so that it is clearer.
10. Table 3.2. There is no FIELD number 8. Re-number FIELD below 7.

11. Table 3.2. When weeding is not an issue, e.g. in rice paddies, F06 is not applicable, so enter a dash.
12. Table 3.2. Cassava is a possible response to F15 and F17, so it should be “unblocked” for that purpose.
13. Table 4.1. Here, and in other tables, we get a mixed response, e.g.: For one commodity, a hh sold 10 x 50kg bags AND 3 x 90kg bags. There is no room to enter this information, so the enumerator should probe and get the respondent to provide the answer in one single unit. Notes should be taken to allow enumerator and supervisor to verify the validity of the answer.
14. Table 4.2. Question 4.2.2 should be asked in raw cassava tubers, preferably in 50 kg units. Farmers who grow cassava are most likely to sell in raw form. For those who sell as chips, they should know the raw tuber equivalent because they harvest the tubers, process them and bag the chips or flour. If they can't reconstruct it, then we can use the "rule of thumb" volumetric conversions below, the most important of which are:
1 unit chips = 1 unit raw tubers, and 1 unit flour = 3 units raw tubers. It is less likely that the respondent knows the weights, so the weight unit conversions may be used less frequently. Given that any of the cassava conversions proved very difficult for enumerators to use, they have a high potential for errors. That is why we should first give the farmer the opportunity to tell us what he estimates the raw tuber equivalent to be. The simplified conversion factors should probably only be used to verify his answer if it sounds unlikely, or to help him when he has trouble reconstructing his scenario. The following conversion table should be distributed to the enumerators:

	Volumetric conversion (when using bags or other containers)	Weight unit conversion (when using kgs)
Most important conversions		
CHIPS to RAW CASSAVA	x 1	x 2.5
FLOUR to RAW CASSAVA	x 3	x 3
Less commonly needed conversions		
CHIPS to FLOUR	x 0.33	x 0.8
FLOUR to CHIPS	x 3	x 1.2

Notes should be taken to allow enumerator and supervisor to verify the validity of the answers given.

15. Question 4.2.11 should have the following instruction added: “This question relates to dried cassava chips only. Do not include fresh tubers or cassava flour”.
16. Table 5.2. The instruction for LP04 and LP05 should read April 2004, not March 2004.
17. Table 6.6. Add another row at the bottom: “Commercial fertilizer loans”. Here we should capture fertilizer acquired from outgrower schemes and other commercial loans.
18. Question 6.7.3. In the case where a household self-transported fertilizer from the point of purchase to his homestead, we do not expect a transport charge to appear. Instead, we record a "-" dash. He may have spent on fuel or loading but this will only reflect part of the true

cost, which we do not want to capture. We only want to record a full charge for those who paid for transport by third parties.

19. Table 8.1. Skip instruction in SR04 should be deleted.
20. Section 9. The reference period is from 1st May 2003 to April 2004. NOW refers to 30 April 2004. We can be more explicit by adding in brackets (between 1st May 2003 and April 2004).
21. Table 9.1. AST01, “Did you own since as at 1st May 2003?” Lets drop “since” and “1st of...” in the preceding sentence so the question should read “Did you own as at May 2003?”. AST03, the NOW refers to the end of April 2004, not the day of the interview.
22. Table 10.1 needs to adopt the same format as Table 5.1, Table 5.2, Table 6.6, Table 8.1 and a few others. We want to find out "Between May 2003 and April 2004 (NOW), did the household own". We ask this question for all the livestock first and later get back to asking the remaining questions row-wise for those livestock types the household owned within the reference period.

To do this, we need to split the second column (LSTOCK) into two columns. The second column will have the question suggested in above paragraph with 1 = Yes and 2 = No as possible answers.

LS02, “How many are owned by the household NOW?” This "NOW" refers to the end of April 2004.

“The last time...” in LS05 and LS06 refer to the last time within the reference period, i.e. the last time before 30 April 2004 (but after May 2003).

23. Table 10.1. Stick to the reference period. The word “now” in LS02 should refer to the end of April 2004. “The last time...” in LS05 and LS06 should refer to the last time during the reference period.
24. Question 11.3. The instruction must be to enter the CODE (not the Kwacha amount as suggested in the manual).
25. Code Sheet, page 33.

Table 2.4.2. Add “21=litres” to the code sheet.

Table 4.3. Crop code 22 should be exclusively for paprika, while tangerines should become code 48.

Add variable name CM08 to month code.

Delete variable name SR03 from Service Providers.