



**Balochistan Rural Development & Community Empowerment  
Programme (BRDCEP)**

# **POVERTY SCORECARD MANUAL FOR ENUMERATORS & SUPERVISORS**

July 2018

**Rural Support Programmes Network (RSPN)**



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# 1. Introduction and Background

## 1.1. Programme Introduction and Overview

The grant component of the five-year Balochistan Rural Development and Community Empowerment Programme (BRDCEP) is being implemented by three implementing partners, namely RSPN, NRSP and BRSP in 249 Union Councils of aforementioned eight districts of Balochistan. The programme focuses on empowering citizens and communities and providing them with the means to implement community-driven socio-economic development interventions. It will also amplify their voice and capability to influence public policy decision-making through active engagement with local authorities for quality, inclusive, and equitable service delivery, and civic-oversight.

The EU has also engaged the services of Hulla & Human Dynamics (H&H), an Austrian company, to enable the Government of Balochistan to foster an enabling environment for strengthening the capacities of local government/authorities to manage and involve communities in the statutory local public sector planning, financing, and implementation processes. The Programme also has a Public Finance Management (PFM) component, which will work closely with H&H to assist the Government of Balochistan to cost and fund the community-led development policy framework. Clearly defined fiscal and regulatory frameworks, budgetary processes and commitments will be reflected in a multi-annual budgetary framework and defined institutional arrangements.

The overall objective of the programme is to support the Government of Balochistan in its efforts to reduce the negative impact of economic deprivation, poverty and social inequality, environmental degradation and climate change, and instead to develop opportunities by building and empowering resilient communities to participate actively in identifying and implementing socio-economic development activities on a sustainable basis in partnership with local authorities.

Under BRDCEP, 1.9 million Pakistani citizens of 300,000 poor rural households in 249 union councils will be mobilised and organised into a network of people's own institutions: 19,129 Community Organisations (Cos); 3,103 Village Organisations (VOs); 249 Local Support Organisations (LSOs) and 31 LSO Networks at tehsil level and eight at district level. RSPs then will provide support to improve the lives and livelihoods of the organised households, as well as to foster linkages between the community institutions and local government to improve local basic service delivery. The poverty scorecard datasets help the policy makers and programme stakeholders on achievement against the intended impact indicators of BRDCEP i.e. 1) 25% of the targeted poor households see an improvement in their incomes and 2) 40% of the households graduate from the lowest (0-11 score) to upper poverty scorecard band levels.

The agreement between the EU and RSPN has been signed and the RPSN BRDCEP component is operational from June 30, 2017 and will be concluded on June 30, 2022. The RSPN's role involves facilitating implementation of the programme through partner RSPs by ensuring quality control, standardization of procedures, developing a common M&E framework, baseline approaches, documentation, responding appropriately to lessons learnt and providing value-added strategic backing where required. RSPN will also aim at wider dissemination of the lessons learnt through evidence-based advocacy with stakeholders and the media to scale up successful development approaches.

## **1.2. Poverty Targeting Strategies for Programme**

As part of the social mobilisation process, RSPs have adopted the poverty scorecard tool for identifying the poor and track poverty score of beneficiary households. Under the BRDCEP programme, BRSP and NRSP will use the existing targeting approach and conduct poverty scorecard census covering 100% of the households in all 249 programme union councils at the inception phase of the programme. The programme interventions will then be focused on the households falling in the lowest band of poverty. Poverty Scorecard (PSC) is a tool for poverty targeting mainly developed to give practitioners a simple, effective and low cost tool for identifying the poor for targeted programme interventions. It is also useful for improving transparency and accountability in terms of poverty targeting and tracking the graduation process. The Scorecard uses the proxy means test (PMT) formula, derived on the basis of Pakistan Standard Living Measurement Survey (PSLM). It is developed by the World Bank, used by the Benazir Income Support Programme (BISP) for unconditional cash transfer programme for the poor households, and adopted by the RSPs as part of the social mobilisation process for poverty targeted interventions.

## **1.3. Introduction to the User Manual**

This manual is designed to support the field team in carrying out the poverty scorecard census at the inception phase of the BRDCEP. It will guide through all the various steps that need to take place for data collection to happen successfully. It will also guide on how to carry out a face-to-face interview with household representatives, and will provide precisions and guidelines on how each question should be asked.

The households' poverty scorecard data-sets will be used to establish baseline benchmarks by identifying the poorest and poor households in order to effectively engage them in the social mobilisation process and provide targeted interventions exclusively designed for income and productivity enhancements. At the programme mid-term and evaluation stage, the BRDCEP partner RSPs will undertake sample-based poverty scorecard surveys of households targeted for income/productivity enhancement interventions in order to measure the change in their poverty bands.

# **2. Approach and Methodology for Poverty Scorecard Census**

## **2.1. Household and Population Census Approach**

The BRDCEP, in line with RSPs and RSPN's values, will aim for 100% participation of the poorest households identified through poverty scorecard census using the Poverty Scorecard tool. Particular focus will be on organising households in COs, VOs and LSOs and supporting them in taking leadership role in the management of community institutions. The rationale, supported by past experience, is that participation by vulnerable segments of the society, particularly women, leads to more social and economic empowerment.

More specifically, approximately 300,000 households and 100% of the poor households will be mobilised in the 8 targeted districts of Balochistan into community institutions and provide targeted socio-economic interventions to poor households specifically falling under the poverty score of 0-23. The poverty scorecard census of all households and population will help the programme teams to capture both "inclusion" and "exclusion" errors. In result, the programme's objective of reaching the poor will be achieved more efficiently and effectively.

## **2.2. Poverty Scorecard Tool**

The programme is using the latest poverty scorecard tool that is being used by Benazir Income Support Programme (BISP). Some additional indicators are added in the tool to capture data would be helpful

in effectively implementing the programme interventions and improved poverty targeting. RSPN, in consultation with BRSP and NRSP has finalised a standardised PSC tool, undertaken a gender analysis of the tool and made revisions, with recommendation of using similar coding and emphasised to make similar interface of the poverty scorecard application software.

### **2.3. Methodology for Data Collection**

The poverty scorecard census will employ Computer Assisted Personal Interviews (CAPI) methodology and approach whereby enumerators will use portable tablet computer devices to enter data directly in to the devices equipped with a customised application software.

The CAPI approach is generally used for administering a questionnaire face-to-face at household door-step. The interviewer reads questions from the screen (which the respondent cannot usually see) and responses are typed into designated fields of poverty scorecard questionnaire. The following are the advantages for using CAPI approach for poverty scorecard census which will help the programme teams in a number of ways:

- Routing problems within the questionnaire are eliminated;
- Interviewers cannot miss questions or ask the wrong questions;
- Questions are 'customised' correctly;
- Mathematical calculations can be carried out within the survey application software;
- The computer checks for inadmissible or inconsistent responses;
- Errors from separate data entry are eliminated.

While CAPI has several merits and will reduce the survey time by far, technical problems and software issues may become a challenge. In order to deal these issues in the field, this manual provides guidance on the known technical issues and how to best avoid them.

### **2.4. Implementation of Poverty Scorecard Survey**

The district offices of the BRSP and NRSP will constitute the basis of the survey. In each district office, there will be a district team manager/leader who will be responsible for coordinating the enumerators in the field on a daily basis. These team manager/leader shall be the focal person(s) of the survey at district level and any problems shall be communicated with them. These district team manager/leader can be the District Programme Manager (DPM), District Monitoring Officers (DMO), District Senior Social Organiser (DSSO) of the BRDCEP or any other appropriate persons designated by the BRSP and NRSP.

The overall planning and management of survey will be done by a focal person for poverty scorecard census based at the BRSP head office at Quetta and NRSP Programme Implementation Unit (PIU) at Kech/Turbat. The focal person preferably be the Manager M&E BRDCEP or a senior M&E person deputed from the BRSP and NRSP head offices.

The details for district survey management and monitoring teams will be provided to the enumeration teams for needful coordination and follow-up. The focal persons at the head office and PIU will make sure that the information of the district management teams is complete that is responsible for each district.

Within each district, local teams of enumerators will be hired to collect poverty scorecard survey data. Each enumerator will reach the designated RSP office before 08:30 a.m. (or earlier as decided by the district team manager) every day, where s/he will receive a tablet. However, considering the population spread and low density the RSP district teams can make a plan for daily activities as per specific local requirements. On start of each day, the enumerator then responsible to prepare the

tablet computer for the survey (“Update Device Data”) before leaving for the field to conduct household interviews in accordance to their daily route plans. Moreover, the above-mentioned district managers will provide the enumeration teams with the name of the target revenue village, settlements and the number of households to be covered that day on daily basis.

### 3. Guidelines for the Enumerators

#### 3.1. Daily Tasks and Responsibilities for Enumerators

The day starts with the team meeting at the district and local office or any designated place. Once there they will prepare their tablet and receive the list of villages and target interviews they will need to cover that day. The district manager/focal-person will tell them how many interviews they will need to cover that day. Each enumerator is expected to survey a minimum of 15 households by end of the day.

At the end of the day, the enumerators will return to the survey base (district Office/field unit or any decided place), report to the district survey manager about the interviewing status of the households captured on their target list. Preference should be on that enumerators must handover tablet devices to the district survey manager or designated person on day-end, who is responsible to upload the collected forms (“send finalized forms”) and connect the tablet computer to the charging station. However, the fact is that the targeted areas of province is too scattered therefore needful arrangements may be mutually decided by considering the local situation. A summary of your daily responsibilities as an enumerator is provided in the table below.

List of daily tasks and responsibilities	Description	Status
Arrive in the respective district office/pre-decided meeting place before 08:30 a.m. or as per time agreed with the district/cluster team leader	The district survey manager or local designated RSP official will ensure that s/he is in office/agreed-place before the arrival of enumerators and tablets are ready (fully charged). In case, devices are with enumerators then s/he will be responsible for such arrangements.	
Power on the tablet and check whether it is fully charged	S/he must ensure that the device is fully charged before the start of enumeration.	
Turn on data connectivity / Wi-Fi / internet / switch on the GPS	Where the Wi-Fi/internet is not available, s/he must download the maps targeted area as an initial step of setting device for the survey. Then, s/he can use such maps in offline mode when the connectivity is not available in the location.	
Run the GPS warm up	The GPS warm up application will take 5-10 minutes and a message will appear that the task is complete.	
Leave for the field/decided-location to conduct interviews	Once s/he reach in the survey village, check what kind of village and make familiar with the geographical location of the village.	
Carry out surveys of households in the target villages as assigned	Follow the instructions given by the supervisor/cluster leader as per the approved PSC rollout plan. Avoid duplication of household interviews by agreeing to a route map/direction or areas to be covered by each enumerator.	
Required items in the field	<ul style="list-style-type: none"> <li>- Updated tablet computer device</li> <li>- Enumerator Name-Tag</li> <li>- Enumerator Manual</li> </ul>	

List of daily tasks and responsibilities	Description	Status
	- Backpack/simple-bag to store provided items	
Return to the District/Tehsil Office or pre-decided location	- Submit the tablets to the district/area manager or retain the device if decided - Inform the district/area manager about the interviews conducted, and non-conducted interviews - Connect the tablet to the charging station - Power off the device	

### 3.2. Households' Coverage

Each team has to ensure that they are able to cover 100% households in every settlement, revenue village and UC. If in any household and associated family members are not available, the enumerators must mark that household and note down contact information about this household so that it can be covered later. Mismanagement and inaccuracies in this stage can lead to biases in the information or leave out parts of the population that need to be represented in the data. If there are any questions or troubles in the field during this step, call your team supervisor, cluster leader or the district survey designated manager. For all household interviews, there is need to keep in mind the following points:

- Read out the greeting at the beginning of the questionnaire. Make sure you emphasize that their answers will not be looked at individually, but will be looked as part of what many people answer, so they will not be singled out.
- Make sure you can select an adult person who can provide information about the household, and is not a guest/neighbour representing this household.
- Make sure the person you are interviewing is the person answering the questions, do not allow non-household member persons to answer questions for them.
- The survey should be done inside or in-front of the respondent's house and the GPS reading should be of the respondent's house, accordingly.

### 3.3. Working as an Enumerator

During the survey, be aware that your appearance and way of interviewing might affect the accuracy of data you obtain during the interview. For this reason, you shall be willing to listen, friendly, patient and positive. The quality of the data depends on your effort to find the correct respondent.

### 3.4. Eligibility Criteria for Selection of Respondent

It is strongly recommended that never start a household interview before you are sure that your respondent fits with the following eligibility criteria:

- The information needs to be provided by an adult member of the household, who is at least 18 years old, and is able to provide information on the household and its members. The preferable respondent is the household head or his/her spouse.
- If the household is comprised of minors; for instance a couple under 15 with or without children, they are regarded as qualified informants.
- Any information provided by mentally impaired persons, neighbours or persons under the effects of alcohol/drugs should not be used for the filling of the poverty scorecard.
- If only a youngster is in the household, the Enumerator will need to ask for the caregiver, or someone else who is over 18 and who belongs to the household (youngsters are regarded as unqualified informants, unless they are the caregivers themselves and live alone – see above). Depending on the specific circumstances, the Enumerator will decide if the youngster available in the house can provide some of the required information. It is recommended that

the Enumerator will make an appointment for another visit and go back when a qualified informant is available.

### **3.5. Interview Refusals and Guidelines to Handling Such Cases**

Enumerators may face different cases of refusal from household members to participate in the poverty targeting census. Household member may refuse to answer a particular part or the entire questionnaire. In order to avoid refusal, the enumerator must be good at presenting themselves and clearly stating the purposes and strategic importance of the survey before putting specific questions to the household.

The main common reason of refusal is that the respondent thinks that you may ask for information that will lead to any tax payment, or that they will be asked questions that may get them in “trouble”. In order to reduce refusal for this reason please explain to the household that the provided information is to be kept confidential. The data collected and aggregated from the household will be used primarily for research, and to prepare local development policies/interventions. The individual data from each household will not be utilised separately and will not be made available to other government departments or to any other organisation. These data are used to assess the current status of people's living standards. Analyses of the data will help organisations have a clear basis for developing programmes and projects to improve and raise people's living standards.

Another common reason for refusals are that households do not want to waste time answering the survey. In order to avoid taking up too much time or making multiple visits, the enumerators must develop good interview plans and knowledge of the questionnaire. In the case that the interviewer has tried to explain and convince the household and that the household remains hesitant and worried, you must further attempt to persuade the household to participate, probing as to the reasons why the household will not participate.

In case of non-responsiveness, the enumerators should seek help from his/her supervisor, who with the support of other community members should try to win over confidence of the refusing household member. In extreme cases, where households totally refuse to provide information, the list of such households should be updated and submitted to the team supervisor.

### **3.6. General Interviewing Guidelines**

This manual shortly summarises how to build this positive approach and trustworthy environment, even though the enumerator and respondent are strangers to each other.

Make a good first impression: when first approaching the respondent, do your best to make him/her 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 salutation and then proceed with your introduction.

Always have a positive approach: never adopt an apologetic manner, and do not use words such as “are you too busy?”, “would you spare a few minutes?” or “would you mind answering some questions?” 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.” The following are some important points to be taken care of while conducting the household interview:

- Be neutral throughout the interview.
- Never suggest answers to the respondent.
- Do not change the wording or sequence of the questions.
- Handle hesitant respondents tactfully.



- Do not form expectations.
- Do not hurry the interview and ask all questions in given sequence.
- Be polite and patient while the respondent answers.

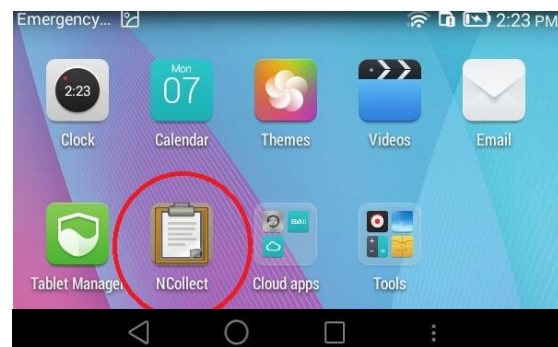
It is very important that you ask each question exactly as it is written in the questionnaire to maintain uniformity and neutrality. When asking a question, be sure to speak slowly and clearly so that the respondent you are interviewing will have no difficulty in hearing or understanding the question. At times you may need to repeat the question in order to be sure the respondent understands it. In those cases, do not paraphrase 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, making sure that you do not alter the meaning of the original question. In some cases, you may have to ask additional questions (we call this probing), to obtain a complete answer from a respondent. 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.

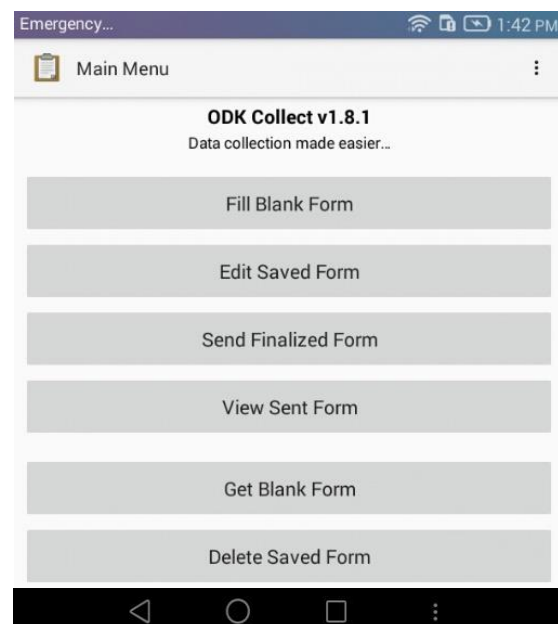
Please note that in order to avoid receiving no response against the question, never read out “does not apply”, “does not respond” “no response” options. Wait for the person to tell you that it does not apply or make sure the person really does not want to reply before you select these options.

#### 4. Starting the Survey Application

The survey application is named “NCollect” and can be found on the home screen of the tablet device (please see➔).



When starting the survey application, you will find multiple options displayed on the screen (see➔). In order to start the interview, you select the “Fill Blank Form” button. The remaining fields are not relevant for enumeration purpose and will be locked on the device. Once, the interview is finished and the form is saved, it will be available under the “Send Finalised Form” folder. We will explain how to send these forms at the end of day in the end or agreed frequency of this manual.

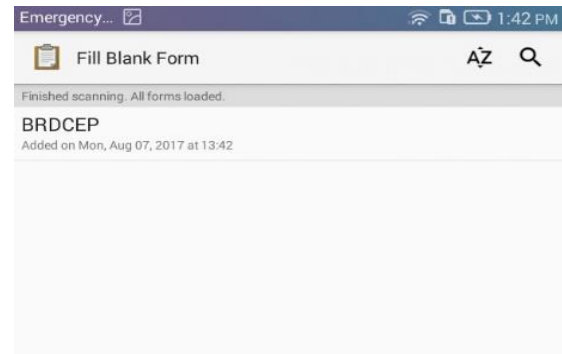


## 5. The Survey Instrument

### 5.1. Filling the Survey Instrument

When you start the interview by clicking “Fill Blank Form”, the survey form for BRDCEP will appear on your screen. Please click on BRDCEP.

After selecting “BRDCEP”, the next screen will appear. Arrow buttons appear on the bottom of the screen. With the help of these buttons you can move forward or backward in the survey where required.



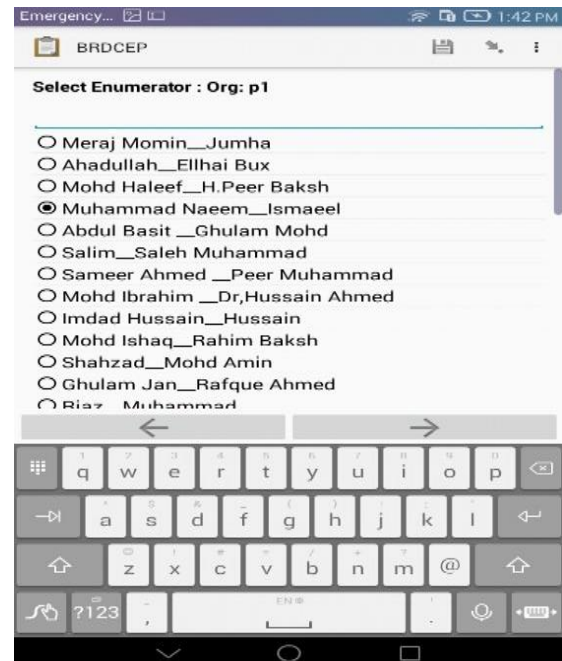
### 5.2. Selection of Organisation

Select your organisation i.e. BRSP or NRSP, accordingly. There will be your respective RSP name will be shown there as this application is developed in-house by BRSP and NRSP. Therefore, select BRSP or NRSP, and swipe-right on the screen or use the forward arrow button.



### 5.3. Enumerator Selection

When you move forward using forward arrow button the “Select Enumerator” screen will appear (see➔). On this page, a list of Enumerator names will appear. You have to select your name from the available list. Please note that selecting wrong names will result in loss of your remuneration as the payments will be linked to the completed forms by each enumerator.

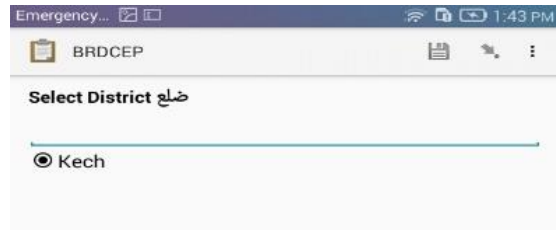


### 5.4. Selection of Location Information

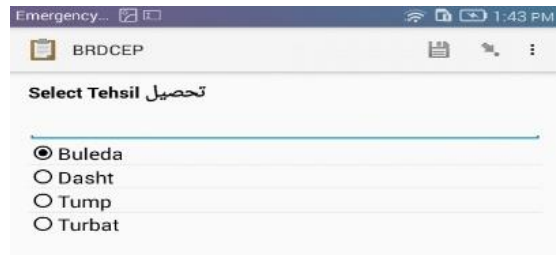
In the subsequent four screens of application software, you will have to select the exact name of the District, Tehsil, Union Council and Revenue Village where you are carrying out the survey. You can choose and select each of them from the lists that will appear in the application under each category.

It is very important to ensure in each category the correct option has been selected. Double-check with your daily enumeration plan given by the district team manager.

- First select the correct name of District from the options listed: “Pakistan's districts are local administrative units inherited from the British Raj. Districts were generally grouped into administrative divisions, which in turn formed provinces”.



- Then select name of correct Tehsil/Sub-division from the option listed: “A tehsil also known as sub-division in Balochistan, is an administrative division of Pakistan. Multiple tehsil then form district”.



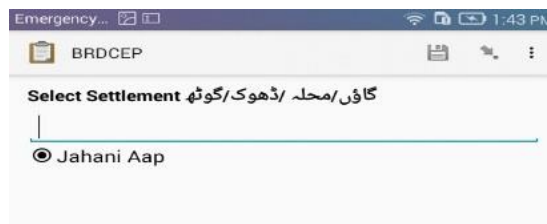
- Select name of correct Union Council from the option list: “Union Councils are the lowest administrative tiers of the government. The union councils are comprised of few large revenue village and surrounding areas, often including nearby small villages.



- Select the correct Revenue Village where the household is located also known as Mauza form the option list: “Revenue village has definite surveyed boundaries. The revenue village may comprise several hamlets but the entire village will be treated as one unit for presentation of the data. In the un-surveyed areas like settlements within the forest areas, each habitation area with locally recognised boundaries within each forest range officer’s area will be treated as a separate village. A village with no population is to be termed as Bechirag or ‘deserted’ or ‘uninhabited’.

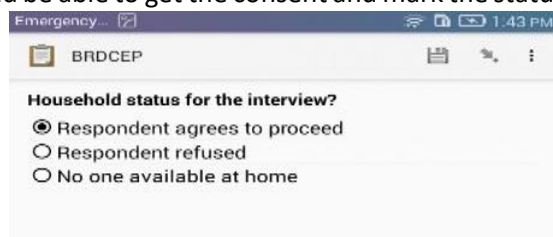


➤ Select name of settlement also known as Killi/Basti/Muhallah/Village: “Settlement/ Killi/ Basti/ Muhallah/ Village are defined by the local people usually formed around same *biradary* or neighbourhood”.

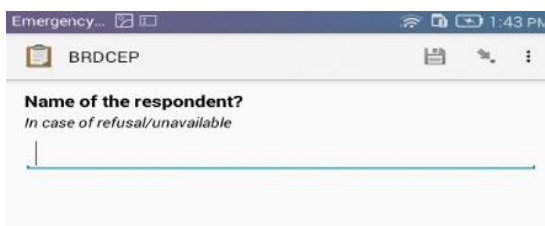


### 5.5. Household Status of the Interview

After capturing basic household information, you would be able to get the consent and mark the status of interview which is 1) respondent agrees to proceed with the interview 2) respondent refused or 3) no one available at home. In case the household fully agreed to provide further details then proceed forward towards the interview, otherwise mark the status in the PSC application software and enter the name of the respondent.



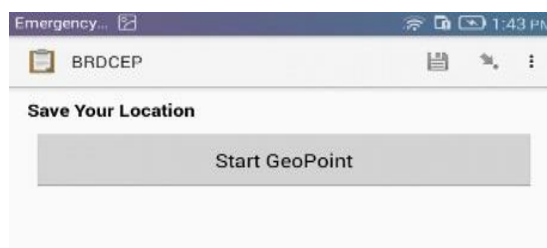
If the respondent doesn't agree to be interviewed for some personal reasons, keep record of this refusal in your paper recoding sheet (see following table). Since a rejection of being interviewed does not allow us to learn about the ultimate goal of the census, make sure to advise the respondent in a friendly way to answer the questions we have. If the person still denies, select the according options, finish the questionnaire and move to the next household. If the person agrees, continue the interview.



You should keep track of how many times you started the interview and were rejected by the people to carry it out, and how many you actually could finalise per day. Keep count for each of your daily target groups.

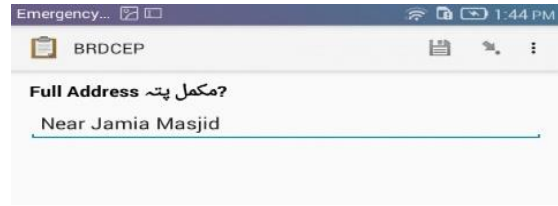
### 5.6. Get the Location GPS Coordinates

This is the next step of household information, please press “Get\_Geo\_Point” button and wait a few minutes while the location information is updated. The minimum acceptable accuracy of GPS coordinates is 20-20 meters, otherwise you would be asked to again conduct the interview. After the location has been updated, please press the forward arrow to move to the next step. For this step, the enumerator must be outside in the open while loading the location.



### 5.7. Other household address benchmarks

Here, please write address of the household in this section, if any additional identifier available e.g., house number etc. Mention clearly the street and house number (if present) and no need to repeat the, district, tehsil, and union council and revenue village. Enumerator can mention nearest famous place (shop, masjid, school, etc.) for future correspondences and household tracking purposes.



### 5.8. Introduction by the enumerator

In this section, you need to introduce yourself to the respondent by telling your name, showing him/her your identify-card and reading the text that you can see on the tablet. You should already know what to say in the introduction and will only use the text to guide you through the introduction.

After reading the text (see box), you have to ask about the willingness of the person, whether he/she agrees to be interviewed. On the tablet you will see (➔) the introduction page. Make sure to read the text, which contains the definition of the household. When collecting the information about the household members, make sure to follow this definition, meaning that you should include/exclude family members according to this definition.



### 5.9. Household information

The Household Roster section defines the members of the household and collects respective demographic information such as age, sex, education, marital status etc.

**Household Definition:** Corresponds to a person or a group of persons (either related or not) who habitually live under the same roof—whether it is fully or partially occupied, and who cook and eat from the same pot. One household might be composed of one or more families. As defined by the Federal Bureau of Statistics, a household might either be:

- A single person household**, in which case a person lives on its own, and makes provision for his / her own food and other essentials or
- A multi person household**, a group of people who make common provision for food and other household essentials and have no place of residence elsewhere. In principle a household combines a group of persons, 'who live and eat together'.
- Members of household:** are all persons who are residents of the household during at least 6 of the last 12 months preceding the survey, except for temporary occupants, visitors and

domestic employees who work on schedule. They 'live and eat together' and consider the living space of the household as their usual place of residence.

- d) Family: Family refers to an 'ever married woman', meaning a woman with or without children that is married or was married at one point in her life. A Household can contain one or more families.

All indicators of section are related to household members and enumerators needed to record answers to questions related to each member in household. The enumerator should inform respondent about indicators related to name, gender, age in completed years, and relationship with household head, marital status, CNIC/NIC, BISP beneficiary status, apparent disability, chronic disease, education and work/occupation status.

In the family roster household head and his/her spouse name should be written in first and second shall place respectively. And subsequently write the names of all adult household members. Write the names of children in last. It is recommended that enumerator shall record family wise member names, if there is more than one family reside in household.

**Included Members:** the persons will be considered family members of the household as per the standard definition ie all those persons who are living in house and sharing food and all persons who living within this household but not present at the time of survey on following reasons:

- Due to traveling
- Hospitalised
- Prisoners (not more than 6 months)
- Resides away from house/abroad for any educational pursuance (not more than 6 months)
- Those persons who are enrolled in school, college or university in other town, or living in boarding but visits regularly to meet household members
- Employees who are living with families and share food



**Excluded members:** following will not be considered household members:

- Those members who are living away from house for more than 6 months
- Those servants who are working in household but living in other place. These persons' names should be recorded with their own household.
- Those servants who are living permanently in house but their family are residing elsewhere. Such types of servants are considered the member of family.
- Those living on rent but not share food
- Family members who lives and draw their food from organisations, e.g. old age people, disable.
- Temporary guests and visitors

#### Household Example 1:

Two brothers with their wives and children share one house which consists of a kitchen and one bed room. One of two brothers earns and supports both families. This will be considered one household.

#### Household Example 2:

Two brothers with their wives and children are living combine. Their kitchens are separate and do not share food. Each brother is earning independently and supply income to their families respectively. These families will be considered as two separate households.

**Household Example 3:**

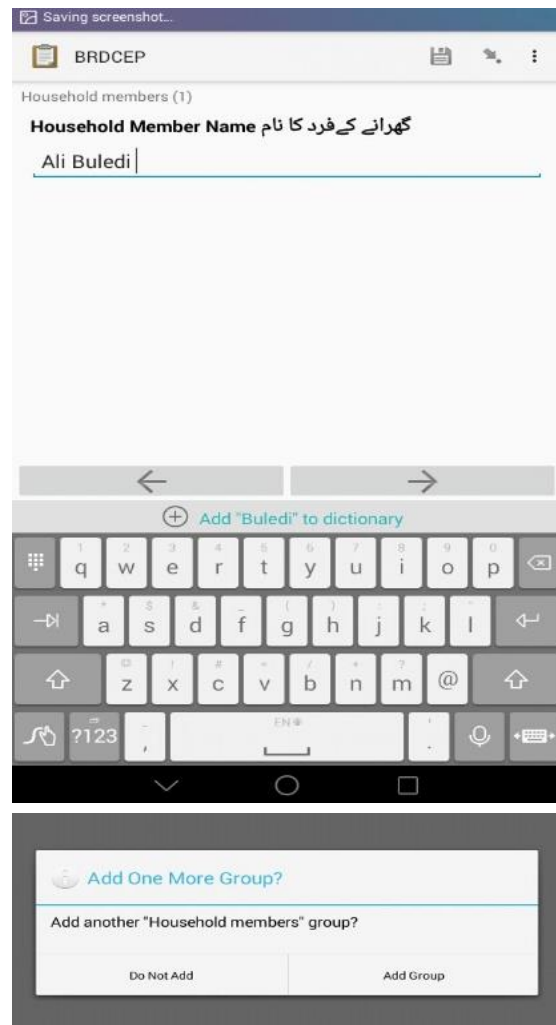
If a household head has two or more than two wives and they live in separate houses, then the name of husband will be recorded with the family where he spends more time comparatively. If he spends equal time in all houses then his name will be recorded in the one where the number of household members is large.

**5.10. Household Roster**

For filling out the household roster, you need to make sure to start defining the family roster with the respondent. The first step is getting the names of all the family members. You only need to enter the full name of the head of household, but can enter the first name of the rest of the members. The picture (see →) shows where you will write the name of each family member.

**Household Head:** refers to the person who is regarded as the head of the household by its other members and who normally is providing care for the children/dependents. Write the complete names of household head supported by CNIC and/ or other legal documents in the available boxes according to the above mentioned instructions. Start with household head name and continue according to instructions. To ensure correct and accurate information on name, enumerators may check Computerized National Identity Card (CNIC) and other public/legal documents.

After writing the name of the person you will click on the “next” arrow or swipe screen on the right side, you will be asked if you want to “Add Household Member”. For including the next person in the household click on “Add Household Member”. This will take you again to the screen where you can enter the next person’s name. Repeat these steps until you have covered all the members of the household. Once all the household members are added, click on “Household Members Completed”.



In case, if by mistakenly you click on “Household Members Completed” and cannot include the household members that are missing, do not worry. Click on the “back” or left arrow or swipe screen and this will take you to the last person’s name. Click here on the right arrow and “Add Household Member”

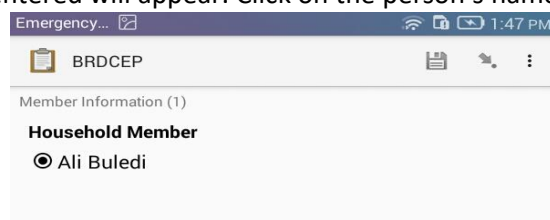
Next, a list of all household members will appear for your review. You must read these names again to the respondent to make sure that all household members have been added, or there is no repetition in the list of household members. In case any member is missing, you can use back arrow (➔) button to go back to previous step and again using the “add household member” command, you can add missing household member’s name.



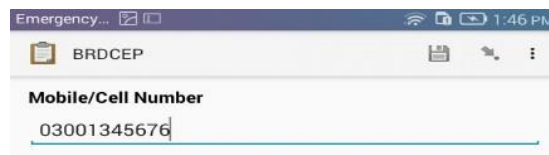
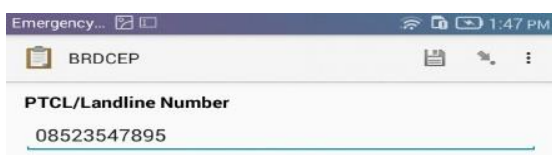
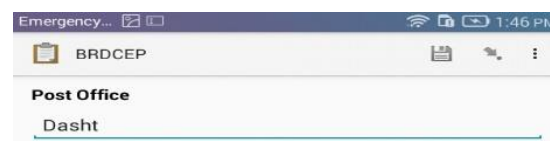
On this screen, respondent will be selected. As respondent should be from the list appeared.



In the next window the name of the first person you entered will appear. Click on the person’s name and continue. You can ask the respondent “Now I would like to ask questions about... [name that appeared on screen].... .” And press next button or swipe the screen.



**Household contact details:** the post survey first activity include to track and find the household to start social mobilisation and institutional development activities. Therefore, other contact details which include the name of nearest post office, cell phone and landline details in the survey is critical. In this section, the enumerator will record the name of aforementioned contact details in the application software.





**Sex of Household Member:** here to ask about the sex of the person named in the roster section.

**Ask age (in years):** if the age is less than one year then write '1' and if the age is above 100 years then write appropriate code.

**Relationship with household head:** here ask relationship of the household members with the household head. Select the correct option appeared on your screen. In case the respondent himself / herself is head of the household then select the first option i.e., 'Household Head'. Please note that only one person can be selected as "Household Head".

Here you will also notice a scroll bar on the right side of your screen. You must scroll it down to see additional questions. Unless you record response to those questions you cannot move to the next screen.

**Marital Status of household Members:** the next question is about marital status of household member. For minors/children who are unmarried, you can select single. If you are interviewing a parent, or if you are asking a person about his or her father or mother, do not ask if the person has ever been married, as it may sound rude. Instead, select the married option and move forward to the next question.

**Currently Married:** those persons who are married and live as husband and wife are married.

**Unmarried/Never Married:** a person who never get married in his life will be considered unmarried.

**Divorced:** a person once married but now divorced by fulfilling the conditions of law and religion, and not married again. This type of people will be included in this category.

**Widow/Widower:** a person (male or female) whose spouse (wife or husband) died and he/she is not married again, such type of persons will be included in this category.

**Nikkah Solemnised but Rukhsati not taken place:** such persons who are married as their Nikkah is solemnised according to conventional and Sharia laws but still living with their associated families or not live together will be marked in this category.

### Household Member Computerised National Identity Card (CNIC):

The slide shown here (see➔) will appear only for persons above age 17. You need to select appropriate option. For those persons who chose first option, you also need to enter the CNIC number in the next response.

Emergency... BRDCEP

Member Information (1)

قومی شناختی کارڈ ہے؟ [:: Ali Buledi ::]

YES , Available ہاں ہے

Yes , But not available ہے لیکن اس وقت موجود نہیں ہے

No نہیں

For those who said “Yes, Available” in the previous question, this slide will appear. You need to enter 13-digit CNIC number without dash or any space. Please ensure entering correct CNIC number. Double check with the CNIC card. Please note that this question will appear only for person below the age of 18 years.

Emergency... NCollect > BRDCEP

Member Information (1)

قومی شناختی کارڈ نمبر [:: Ali Buledi ::] کا اندراج

3710117130473

In case the member has the CNIC but not available at the time of enumeration the please chose and select the second related option or if not has then mark the “No” option, accordingly.

**BISP Beneficiary Status:** the next screen will appear about is the selected household member is the beneficiary of BISP unconditional cash transfer or not. Select the right option to be explained by the respondent of the interview.

Emergency... NCollect > BRDCEP

Member Information (1)

Is [:: Ali Buledi ::] BISP beneficiary?

YES

No

**Disability Status of Household Members:** this question will be asked for each of the household member. Please select the appropriate choice as per responses given in the screen i.e. no disability, upper limb disability, lower limb disability, mental disability, speech disability, hearing disability, visual disability (partial), visual disability (full), or select other disability category of not listed there.

Emergency... NCollect > BRDCEP

Member Information (1)

ظاہری معذوری [:: Ali Buledi ::]

No Disability کوئی نہیں

Upper limb disability

Lower limb disability

Mental disability

Speech disability

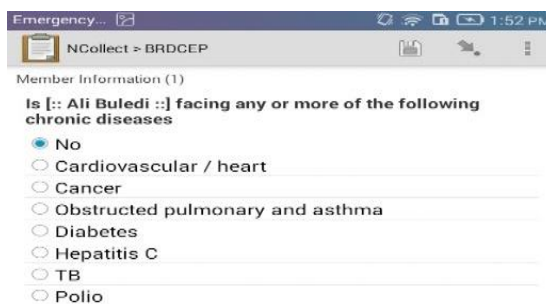
Hearing disability

Visual disability (partial)

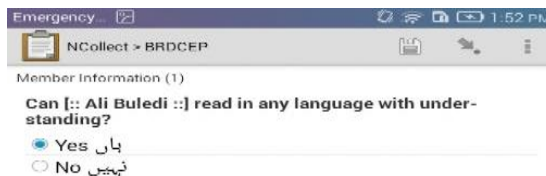
Visual disability (full)

Other

**Chronic Diseases:** the enumerator will ask for each of the household member about facing any or more chronic diseases. Please select the applicable option as per responses shown on the screen.



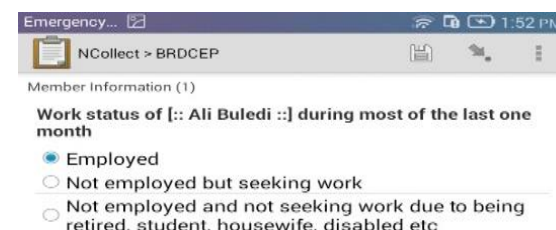
**Language:** this question to be asked to know about the household member read in any language with understanding. Please select the given answer from asking from the identified respondent.



**Education Level of Household Members:** Ask this question (see →) for all household members. Select the option for completed class.

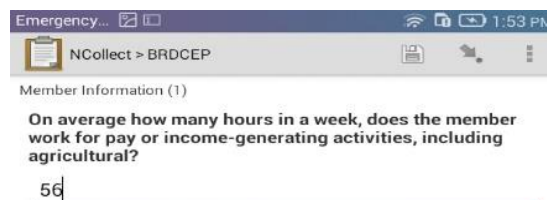


**Work Status of Last One Month:** ask the question for all household members and options and details are given as following:



Occupational Category	Sub-categories	Definition
Employed	Government Employment	Those who are employee in government departments/ institutions
	Semi Government	Those who are doing jobs in semi-government organisations/ institutions
	Private	Anyone who is working with private individuals, institutions and organisations. Workers of NGOs are included in this category
Not employed but seeking work	N/A	Any person who is has no work for last 6 months out of 12 and he is currently looking for some employment. S/he will be considered for this category. However, if s/he is doing a job during survey time, may be short term, he will be considered employed and put him in any above relevant category.
Not employed and not seeking work due to being retired, student, housewife, disabled, etc.	Students	Above 18 years of age of persons currently studying will be considered under this category
	Housewives	Women undertaking household chores, taking care of children, managing livestock, etc. will be considered under this category

The next screen will appear where on average how many hours in a week, does the household member work for pay from income generation activities, including agriculture.



**Occupational Status:** ask the question for all household members. One person may have more than one occupation in a rural setting, please select only the primary occupation (highest source of income/most time spent) option.



**Government Employment:** those who are employee in government departments.

**Semi Government:** those who are doing jobs in semi-government organizations

**Private:** anyone who is working with private individuals and organizations. Workers of NGOs are included in this category.

**Seasonal Paid Employee/Day Labourer (Agriculture):** a seasonal paid employee or day wage labourer is a person whose primary means of income is from the selling of his or her labour on agricultural activities. If any member of the households is working under this category specifically involved in agriculture related activities then the enumerator should tag him/her in this category.

**Seasonal Paid Employee/Day Labourer (Non-Agriculture):** a seasonal paid employee or day wage labourer is a person whose primary means of income is from the selling of his or her labour on non-agricultural activities e.g. construction, manufacturing, services, etc. If any member of the households is working under this category specifically involved in non-agriculture related activities then the enumerator should tag him/her in this category.

**Self-employed, Non-Agriculture:** working for one's self rather than for another person or company. S/he is earning one's livelihood directly from one's own non-agriculture (grocery shop, barbershop, selling fruit and vegetables, vehicle repairing workshop, etc. trade or business rather than as an employee of another.

**Self-employed, Agriculture:** if s/he is earning one's livelihood directly from one's own agriculture land, agricultural equipment and machinery, etc. activities rather than working for other for agriculture related activities.

**Unpaid Family Worker:** Any person who is engaged in family work or business and is not paid monthly wages for last 6 months out of 12, he will be considered Unpaid Family Worker.

**Employer:** a person or organization that employs people.

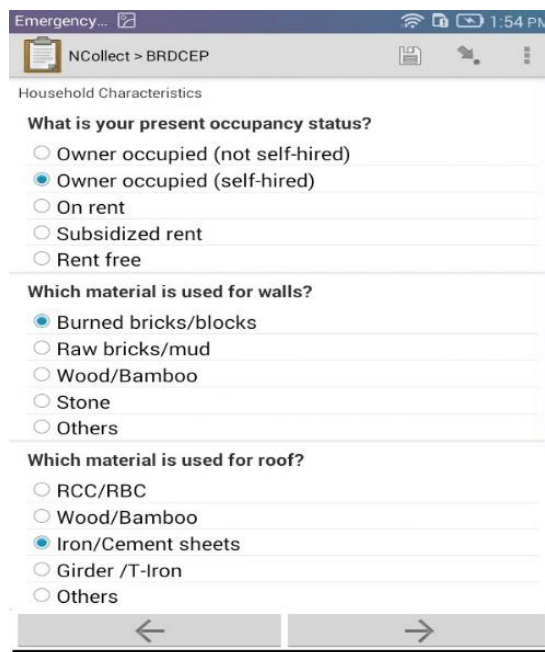
**Other:** if occupation of the household member in not link to aforementioned categories then this "Other" option will be selected.

Once you have added the information of the first household member, the subsequent household member's name will automatically appear on the screen. Follow the same steps as for previous member, until the last household member's information is completed. The application will then take you to the next section.

### 5.11. Household characteristics

The next questions will establish the basic characteristics of the household. It will cover the availability of basic facilities (for example, number of rooms, type of toilet, etc.) for the household and ownership of household assets (for example, TV, agriculture cultivable land and livestock).

**Present Occupancy Status and Material Used for Walls and Roof:** this question will be asked to know the current occupancy status of the household living presently. Please chose the right option by asking this from the respondent and mark accordingly in the list. Then ask about what is used for walls and roof, and select responses from the given list.



**No. of Living Rooms:** next screen on the poverty scorecard application software about how many rooms does the household occupy. This will include only bedrooms and living rooms. Please do not count bathrooms, toilet, kitchen and place for business.

**Fuel Use for Cooking:** please ask from the respondent about what fuel is being used for cooking and select the right option.

**Toilet Facility:** please follow the instructions as written in the questions appearing on the screen:

- A flush connected to a public sewerage system, means that water is used to flush away the waste, which goes into the public sewerage system.
- A flush connected to a pit, means that water is used to flush away the waste, which is accumulated in a septic tank / soak pit, located under or near the toilet. Such septic tank is a concrete structure which can be used permanently.
- A flush connected to an open drain: The flush waste is channelled through a drain that is uncovered.
- Dry raised latrine that operates without flush water, raised pedestal on which the user can sit, or a squat pan over which the user squats in the case of a squat toilet.
- Dry pit latrine that also operates without flush water, a squat pan over which the user squats in the case of a squat toilet. The excreta (both urine and feces) falls through a drop hole.

**Main source of drinking water** mostly available for the household/used by the household. Please select one option that is used most often and in very next screen please mention who fetch the water in case the main source of drinking water is outside the house.

Emergency... 1:55 PM

NCollect > BRDCEP

Others

How many rooms does the Household occupy, including bedrooms and livingrooms? (do not count storage rooms, bathrooms, toilets, kitchen or rooms for business) گھرانہ کتنے کمروں میں رہائش پذیر ہے؟ (صرف رہائشی کمرے تحریر کریں سٹور، غسل خانہ، لیٹرین اور دکان وغیرہ شامل نہ کریں)

2

What is the main fuel used for cooking?

Fire-wood

Gas

Kerosene oil

Dung cake

Electricity

Crop residue

Charcoal\Coal

Others

What kind of toilet is used by the Household? گھرانہ کس قسم کی لیٹرین استعمال کرتا ہے؟

Flush connected to public sewerage

Flush connected to pit

Flush connected to open drain

Dry raised latrine

Dry pit latrine

No toilet in the household

Emergency... 1:56 PM

NCollect > BRDCEP

Source of Drinking Water پینے کے پانی کا ذریعہ

Piped water Piped into property

Hand pump - public

Private / in the dwelling handpump

Motorized pumping/Tube well

Open well

Closed well

Pond/Canal / River / Stream

Spring

Mineral water

Tanker /Truck/water bearer

Filtration Plant

Other دیگر

**Household Facilities:** in this section, please record the household access to basic facilities are electricity, gas, and landline telephone.

**Ownership of Livestock Assets:** ask the respondent about number of livestock owned as appearing on the screen.

Emergency... 1:59 PM  
NCollect > BRDCEP

گھرانے کی زیرملکیت مندرجہ ذیل اشیاء میں؟  
Does Household own ?

**Who fetch the water?**

Men  
 Women

**Electricity بجلی**

Yes ہاں  
 Yes, extension  
 No

**Gas**

Yes ہاں  
 Yes, extension  
 No

**Does the household have a landline/PTCL Telephone connection?**

Yes ہاں  
 Yes, extension  
 No

**Ownership of Cultivable Agriculture Land:** ask the respondent about the cultivable agricultural land that the household owns. Remember, the question specifically asks about cultivable agricultural land, and not non-agricultural land (for example barren, land used for housing, commercial activity, and storage).

Emergency... 2:00 PM  
NCollect > BRDCEP

کیا گھرانے کی زیر ملکیت زرعی زمین ہے؟  
Does the Household own agricultural land

Yes ہاں  
 No نہیں

First ask the respondent about the unit of the agricultural land as appearing on the screen. Then, write down the size of the agricultural land owned by the household.

Note:

272 sq. feet	=	1 Marla
20 Marla	=	1 Kanal
8 Kanal	=	1 Acre
25 Acres	=	1 Murraba

Emergency... 2:00 PM  
NCollect > BRDCEP

گھرانے کی زیر ملکیت زرعی زمین (قابل کاشت) کا رقبہ درج کریں  
How much agricultural land does the Household own?  
رقبہ رقبہ کے یونٹ

Marla مرلہ  
 Kanal کنال  
 Bigah/Jarib جریب/بیگہ  
 Acre ایکڑ  
 Square. Feet مربع فٹ  
 Maraba مربع

How much agricultural land does the Household own?  
زرعی زمین کتنی ہے؟

2

**Ownership of Assets:** ask the respondent if they own the assets appeared on the screen. Select the correct option.

- Ownership of heater
- Ownership of washing machine
- Ownership of geyser
- Ownership of air-cooler
- Ownership of cooking stove (note: cooking stove is factory made stove which has been purchased and owned by household or made at home by applying material and labour cost)
- Ownership of television
- Ownership of VCR, VCP, Receiver, De-coder, DVD player
- Ownership of refrigerator
- Ownership of personal computer/ laptop
- Ownership of motorcycle/scooter
- Ownership of tractor
- Ownership of Car
- Ownership of air conditioner
- Ownership of Fan (ceiling, table, pedestal, exhaust)
- Ownership of cooking range
- Ownership of freezer
- Ownership of microwave oven
- Ownership of generator/UPS/solar-panel
- 
- Ownership of sewing/knitting-machine
- Ownership of mobile/cell phone
- Access to internet

Emergency... NCollect > BRDCEP 2:00 PM

Heater? ہیٹر

Yes ہاں

No نہیں

Washing machine? واشنگ مشین

Yes ہاں

No نہیں

Geyser? گیزر

Yes ہاں

No نہیں

Air cooler? ایر کولر

Yes ہاں

No نہیں

Cooking stove? چولہا

Yes ہاں

No نہیں

TV? ٹی وی

Yes ہاں

No نہیں

VCR, VCP, Receiver, De-coder, DVD Player

Yes ہاں

No نہیں

Refrigerator? ریفریجریٹر

Yes ہاں

No نہیں

Personal Computer/laptop

Yes ہاں

No نہیں

Motorcycle / Scooter? سکوٹر یا موٹر سائیکل

Yes ہاں

No نہیں

Tractor? ٹریکٹر

Yes ہاں

No نہیں

Car? کار

Yes ہاں

No نہیں

Air conditioner? ایر کنڈیشنر

Yes ہاں

No نہیں

Fan (Ceiling, Table, Pedestal, Exhaust)

Yes ہاں

No نہیں

Cooking range? کوکنگ رینج

Yes ہاں

No نہیں

Freezer? فریزر

Yes ہاں

No نہیں

Microwave oven? مائیکرو ویو اوون

Yes ہاں

No نہیں

Generator/UPS/solar panel

Yes ہاں

No نہیں

Sewing/ knitting machine

Yes ہاں

No نہیں

Mobile/cell phone

Yes ہاں

No نہیں

Internet

Yes ہاں

No نہیں

Emergency... NCollect > BRDCEP 2:00 PM

Heater? ہیٹر

Yes ہاں

No نہیں

Washing machine? واشنگ مشین

Yes ہاں

No نہیں

Geyser? گیزر

Yes ہاں

No نہیں

Air cooler? ایر کولر

Yes ہاں

No نہیں

Cooking stove? چولہا

Yes ہاں

No نہیں

TV? ٹی وی

Yes ہاں

No نہیں

VCR, VCP, Receiver, De-coder, DVD Player

Yes ہاں

No نہیں

Refrigerator? ریفریجریٹر

Yes ہاں

No نہیں

Personal Computer/laptop

Yes ہاں

No نہیں

Motorcycle / Scooter? سکوٹر یا موٹر سائیکل

Yes ہاں

No نہیں

Tractor? ٹریکٹر

Yes ہاں

No نہیں

Car? کار

Yes ہاں

No نہیں

Air conditioner? ایر کنڈیشنر

Yes ہاں

No نہیں

Fan (Ceiling, Table, Pedestal, Exhaust)

Yes ہاں

No نہیں

Cooking range? کوکنگ رینج

Yes ہاں

No نہیں

Freezer? فریزر

Yes ہاں

No نہیں

Microwave oven? مائیکرو ویو اوون

Yes ہاں

No نہیں

Generator/UPS/solar panel

Yes ہاں

No نہیں

Sewing/ knitting machine

Yes ہاں

No نہیں



**Access to Financial Services:** ask from the respondent about any member of the household taken loan from the sources during last three years mentioned in front of this question. Further to this, ask about the any member of household received financial assistance from any government source.

**Migration:** the migration process of people moving from rural areas to other rural areas and cities due to climate conditions or for employment or any other reason. For this, please ask from the respondent about any of household member temporarily migrated for socio-economic for more than three months during the duration of last twelve months.

**Child Mortality:** also known as under-5 mortality or child death, refers to the death of infants and children under the age of five or between the ages of one month to four years depending on the definition. Here, ask about has the family experienced an infant death of a child of the age on one year or stillbirth during the last twelve months.

Emergency... NCollect > BRDCEP 2:04 PM

**E1. During last 3 years, have you or any member of the household taken a loan from the following sources**

- Not taken
- Relatives/friends/neighbors
- Commerical Bank
- Micro Finance Institutions
- Informal Money lenders (arhti/beopari/landlords/shopkeprers)
- Others

**E2. During last three years, have you or any member of the household received financial assistance from any government source?**

- Yes
- No

**E3. During last 12 months, has any household member temporarily migrated for economic activities for more than 30 days?**

- Yes
- No

**Has your family experienced an infant death (a child under the age of 1 year) or stillbirth during the last 12 months?**

- Yes
- No

**Maternal Mortality:** death of women while pregnant or within 42 days of termination of pregnancy, irrespective of the duration and site of the pregnancy, from any cause related to or aggravated by the pregnancy or its management. Ask about has the family ever experienced any maternal death and select the provided option.

Emergency... NCollect > BRDCEP 2:04 PM

**Has your family ever experienced any maternal death?**

- Yes
- No

Also select the option from listed possible reasons of maternal death, accordingly.

Emergency... NCollect > BRDCEP 2:04 PM

**What was the reasons? [Maternal Death]**

- Skilled birth attendant not available
- Transport not available in case of emergency
- Lack of awareness
- No government facility available

Disputes Resolution Systems: ask about the dispute resolution systems exists in the village the household live and what are the mechanisms to register complaints and resolve the conflicts arises there, accordingly. Please mark the right response against the following questions:

- How do the household members resolve their personal disputes
- How do the household resolve complaints against state departments/organisations
- How do the household resolve complaints against state departments/organisations
- Finally, what is the level of satisfaction with the State’s Justice System i.e. police, administration, judiciary, prosecution, etc.)

**How do you resolve your personal disputes?**

Conventional Jirga/Panchayti  
 Formal/State Organization  
 Parliamentarians/ local government representatives  
 Influential person  
 Others  
 No dispute occurred  
 Don't Know

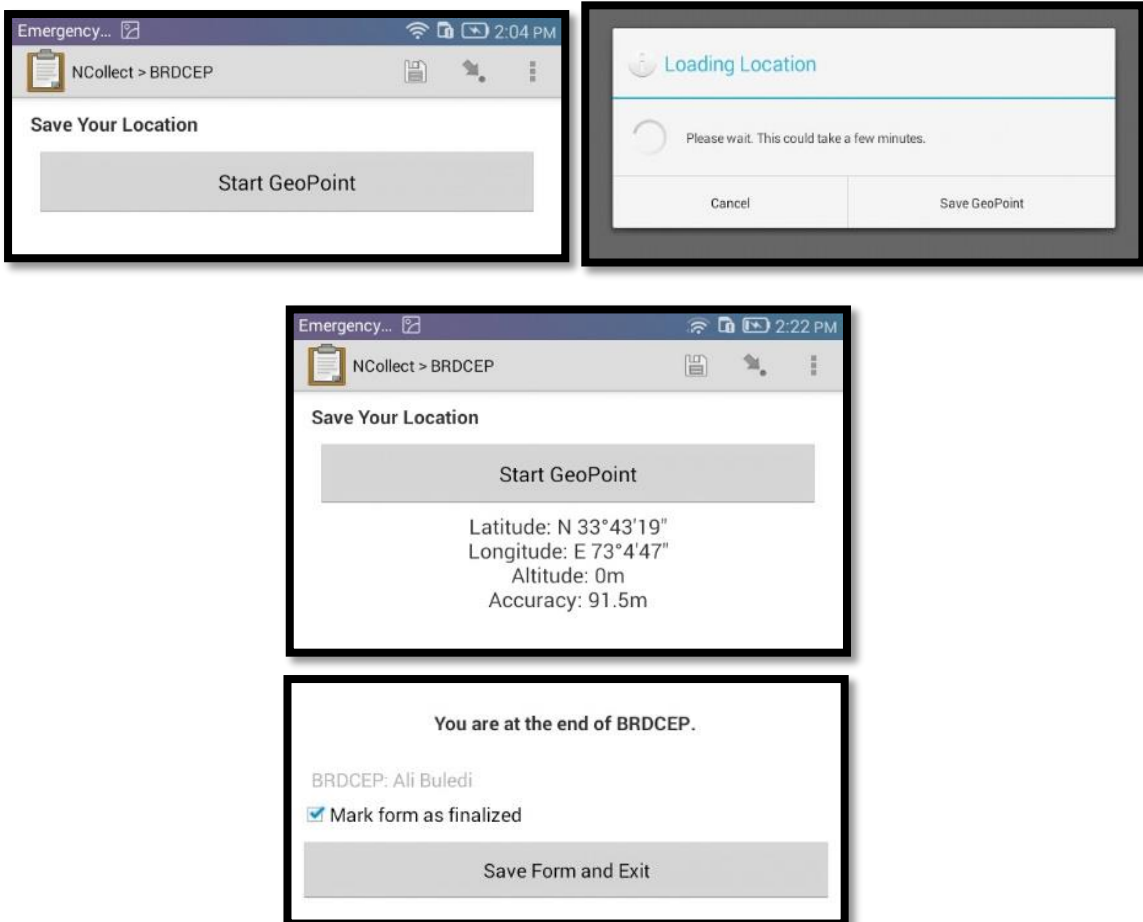
**E6. How do you resolve complaints against state departments/organizations?**

Ignore it  
 Complain to relevant department  
 Contact Courts  
 Contact Ombudsman  
 Contact Parliamentarians/ local government representatives  
 Contact Influential persons  
 Never complained

**E8. What is your level of satisfaction with the State Justice System (police, administration, courts, prosecution)?**

Highly Satisfied  
 Satisfied  
 Neutral  
 Dissatisfied  
 Highly Dissatisfied  
 No experience

This is the last step of household information, please save the form and select the exit option.



## Annex-I: Poverty Scorecard Tool

### National Socio-Economic Survey (2016-17)

#### A. Geographic Location

**A1.** Longitude: ----- **A2.** Latitude: ----- **A3.** Area Classification [1] Urban [2] Rural **A4.** Province/ Region: -----  
**A5.** District/agency: ----- **A6.** Tehsil: ----- **A7.** Union Council: -----  
**A8.** Village **A9.** Form/Receipt Number

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#### B. Contact Details

**B1.** Name of Head of Household  
**B2.** Address of House  
**B3.** Post Office  
**B4.** Mobile/Cell Number:----- **B5.** PTCL/landline Number:-----  
**B6.** Are you or any member of your household currently a BISP beneficiary? [1] Yes [2] No, **B7.** If yes, CNIC Number(s) of Beneficiary(ies):  
 (1)  
 (2)

#### C. Roster

C1	C2	C3	C4	C5			C6	C7	C8	C9	C10	C11	C12	C13	C14	C15	C16	C17	C18
IDC	Name of household members who "Usually live and eat here". (Do not list guests, visitors, ect.)	Relation to head of household <i>(See codes below)</i>	Gender [1] Male [2] Female [3] transgender	Age (In case Day, Month, Year is unknown, try to probe with the help of event calendar. Write 00 in the col. of day, month, year, whichever is not known. Write year in 4 digits & write 99 for age 100 or greater)			Marital Status  <i>(See codes below)</i>	CNIC Number (age 18 & above)  (If yet to obtain a CNIC write code "98". If CNIC lost or not available write code "99")	ID code of Spouse  If not in the roster write "99" (If more than one wives write the code of first wife)	ID code of Father  (If not alive code "98" and if not in the roster Write code "99")	ID code of Mother (If not alive code "98" and if not in the roster Write code "99")	Disability status  <i>(see codes below)</i>	Is the member facing any or more of the following chronic diseases [1] No [2] cardiovascular / heart [3] cancer [4] obstructed pulmonary and asthma [5] diabetes [6] Hepatitis C [7] TB [8] Polio	Can the member read in any language with understanding? (age 10 and above) [1] Yes [2] No	Has the member ever gone to school? 1=Never attended school (» <b>Go to Q16</b> ) 2=Attended school in past 3=Currently in school <b>(All age 4 year &amp; above)</b>	Highest class completed / class currently attended (only for currently enrolled)  <i>(see codes below)</i>	Work status during most of the last one month ( <b>age 10 and above</b> ) [1] Employed [2] Not employed but seeking work [3] Not employed and not seeking work due to being retired, student, housewife, disabled etc.	On average how many hours in a week, does the member work for pay or income-generating activities, including agricultural?	Status/ nature of employment in main activity over the past one year  <b>(see codes below)</b>
				Age'=	Date of Birth														
				Age'=	Day	Month	Year												
1				<18 or >65										1=0	1-5=1				

2				0-2=15													6-10=3					
3				3-4=10													Only for HH head	11 or above=10				
4				5-6=5																		
5				>6 = 0																		
6																						
7																						
8																						

**Codes for C3:** Head=01, spouse=02, Son/Daughter =03, Grandchild= 04, Father/Mother=05, Brother/Sister=06, Nephew/Niece=07, Son/Daughter-in-law= 08, Brother/Sister-in-law=09.

Father/Mother-in-law=10, Grandfather/mother=11, uncle/aunt=12, Servants/their relatives=13, other =14

**Codes for C6:** Unmarried / Never Married = 1, Currently Married = 2, Widow / widower = 3, Divorced= 4, Nikkah solemnised but Rukhsati not taken place = 5

**C11:** 1=No disability, 2=Upper limb disability, 3=Lower limb disability, 4=Mental disability, 5=Speech disability, 6=Hearing disability. 7=Visual disability (partial), 8=Visual disability (full) 9= other

**C15:** 00=<class 1, 01=Class 1, 02=Class 2, 03=Class 3, 04=Class 4, 05=Class 5, 06=Class 6, 07=Class 7, 08=Class 8, 09=Class 9, 10=Class 10, 11=Polytechnic diploma, 12= FA/F.Sc/I.Com, 13=BA/BSc/B.Com/B.Ed, 14= Post graduate ( MA, M Sc/MBA/M.Ed), 15= Degree in Engineering, 16= Degree in Medicine, 17= Degree in Agriculture, 18= Degree in Law, 19= MPhil/PhD, 20= other

**C18:** 1=Government employee, 2=Semi-govt/ autonomies employee , 3=Regular paid employee, private sector 4= Seasonal paid employee / day laborer(agriculture), 5 Seasonal paid employee/ Day laborer (non-agriculture), 6=Self-employed, non-agriculture, 7=Self-employed, agriculture: own cultivator, sharecropper/ livestock or contract cultivator, 8= Unpaid family worker /Contributing family helper; 9=Employer; 10= other

Children between 5-16 years old currently attending school:

There are no children between 5-16=4; All children between 5-16 attending school = 4; only some of the children between 5-16 years attending school = 3; none of the children between 5-16 attending school = 0

### D. Household Asset information

<b>D1.</b> 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
<b>D2.</b> Which material is used for walls?	[1] Burned bricks/blocks [2] Raw bricks/mud [3] Wood/Bamboo [4] Stone [5] others
<b>D3.</b> Which material is used for roof?	[1] RCC/RBC [2] Wood/Bamboo [3] Iron/Cement sheets [4] Girder /T-Iron [5] Others
<b>D4.</b> How many rooms does your household occupy, include bed rooms and living rooms? (Do not count storage rooms, bath rooms, toilets, kitchen or rooms for business)	----- in numbers Room / person: >=0 - <=0.2=0; >0.2 - <=0.3= 2; >0.3 - <= 0.4 = 4; >0.4 = 12
<b>D5.</b> What is the main fuel used for cooking?	[1] Fire-wood [2] Gas [3] Kerosene oil [4] Dung cake [5] Electricity [6] Crop residue [7] Charcoal\Coal [8] Other
<b>D6.</b> What type of toilet is used by your household?	[1] Flush connected to public sewerage 3 [2] Flush connected to pit 3 [3] Flush connected to open drain 3 [4] Dry raised latrine .2. [5] Dry pit latrine .2. [6] No toilet in the household .0.

<b>D7.</b> What is the main source of drinking water for the household?  If not piped water then who fetch the water?		[1] Piped water [2] Hand pump [3] Motorized pumping/Tube well [4] Open well [5] Closed well [6] Pond/Canal / River / Stream [7] Spring [8] Mineral water [9] Tanker /Truck/water bearer [10] Filtration Plant [11] Others  1. Women 2. Men						
<b>D8.</b> Does the household have an Electricity connection?		[1] Yes [2] Yes, extension [3] No						
<b>D9.</b> Does the household have a Gas connection?		[1] Yes [2] Yes, extension [3] No						
<b>D10.</b> Does the household have a landline/PTCL Telephone connection?		[1] Yes [2] Yes, extension [3] No						
<b>D11.</b> Does the household own any of the livestock (buffalo, cow, goat/sheep, horse/mule/donkey and camel) presently? [1] yes [2] No								
<b>D 11a.</b> If yes, how many (in numbers)	a. Buffalo (in numbers):----- 6	b. Cow/Cattle (in numbers):----- 2	c. Goat/Sheep (in numbers):----- 2	d. Horse/mule/donkey (in numbers):-----	e. Camel (in numbers):----			
<b>D12.</b> Does any household member own any agricultural land presently? [1] Yes [2] No		<b>D12a.</b> If yes, how much land is owned in total? ----- <b>D12b.</b> Unit of land: [1] Marla [2] Kanal [3] Acre [4] Murabba  0=0; > 00 - <=12.5 = 4; >12.5 = 7						
<b>D13.</b> Were any of the following items owned by this HH during the last 1 year?								
<b>Asset</b>	<b>Yes</b>	<b>No</b>	<b>Asset</b>	<b>Yes</b>	<b>No</b>	<b>Asset</b>	<b>Yes</b>	<b>No</b>
a. Heater	9	0	h. Cooking stove	5	0	o. Personal Computer/laptop		
b. Washing machine/ dryer	3	0	i. TV	2	0	p. Motorcycle/scooter	7	0
c. Geyser (Gas, Electric)	9	0	j. VCR, VCP, Receiver, Decoder, DVD Player			q. Tractor	24	0
d. Air cooler	9	0	k. Refrigerator	3	0	r. Car/vehicle	24	0
e. Air conditioner	9	0	l. Freezer	3	0	s. Mobile/cell phone		
f. Fan (Ceiling, Table, Pedestal, Exhaust)			m. Generator/UPS/solar panel			t. Internet		
g. Cooking range, Microwave oven	5	0	n. Sewing/ knitting machine					

**E. Miscellaneous**

<b>E1.</b> During last 3 years, have you or any member of the household taken a loan from the following sources	[1] Not taken [2] Relatives/friends/neighbors [3] Commercial Bank [4] Micro Finance Institutions [5] Informal Money lenders (arhti/beopari/landlords/shopkeepers) [6] others
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<b>E2.</b> During last three years, have you or any member of the household received financial assistance from any government source?	[1] Yes [2] No
<b>E3.</b> During last 12 months, has any household member temporarily migrated for economic activities for more than 30 days?	[1] Yes [2] No
<b>E4.</b> Has your family experienced an infant death (a child under the age of 1 year) or stillbirth during the last 12 months? Has your family ever experienced any maternal death?  What was the reasons?	[1] Yes [2] No  Yes no  1) Skilled birth attend not available 2) transport not available in case of emergency 2) Lack of awareness no government facility available
<b>E5.</b> How do you resolve your personal or community disputes?	[1] Conventional Jirga/Panchayti [2] Formal/State Organization [3] Parliamentarians/ local government representatives [4] Influential person [5] Others [6] no dispute occurred [7] Don't Know
<b>E6.</b> How do you resolve complaints against state departments/organizations?	[1] Ignore it [2] Complain to relevant department [3] Contact Courts [4] Contact Ombudsman  [5] Contact Parliamentarians/ local government representatives [6] Contact Influential persons [7] Never complained [8] Don't Know
<b>E8.</b> What is your level of satisfaction with the State Justice System (police, administration, courts, prosecution)?	[1] Highly Satisfied [2] Satisfied [3] Neutral [4] Dissatisfied [5] Highly Dissatisfied [6] No experience

**F. Affidavit**

I hereby solemnly declare that all information provided above is correct to the best of my knowledge. I also acknowledge that in case any of the above information is proved to be incorrect, legal action could be taken against me, including the possibility of becoming ineligible for any social assistance program of the government.

**F1.** Respondent IDC: ----- **F2.** Receipt Number: -----

**G. Survey Information**

Interviewer Name:-----	Code of Interviewer:----- -	Date of Interview:-----	Signature:
Interview start time:-----	Finish time:-----	Status of interview: [1] Complete Refused [3] Was not in house	
Supervisor Name:-----	Code of Supervisor: ----- --	Date:-----	Signature: