

**NEPAL LIVING
STANDARDS SURVEY - 1995**

BASIC INFORMATION DOCUMENT

CENTRAL BUREAU OF STATISTICS

APRIL 1996

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1. Introduction

One of the principal objectives laid down in the Eighth Five Year Plan of Nepal seeks the alleviation of Poverty in the country. However, the scarcity of reliable and timely data regarding the living standard of the people and the level of poverty in the country has been found to hinder such efforts significantly. An understanding between His Majesty's Government of Nepal (HMGN) and the World Bank was reached to launch a Living Standard survey in Nepal. With the assistance of the World Bank similar surveys have been conducted in a number of developing countries. The Central Bureau of Statistics (CBS) jointly with the World Bank launched the Nepal Living Standards Survey (NLSS) starting June 1995. According to the objectives laid down, the survey envisages to collect a comprehensive set of data covering various topics and also highlight the determinants of poverty. Ultimately, the NLSS will provide household level data to allow HMG to monitor progress in improving national living standards and to evaluate the impact of various government policies and programs on the living conditions of the population.

Data collection work will be done to cover a complete cycle of one year duration to avoid seasonal variations likely to occur in various socio-economic activities of the households. Nationally represented, this survey will gather information at household level on population, housing, education, agricultural activity, consumption and other socio-economic characteristics. Community level data will also be collected in the survey. Because of comprehensive data collection design the data from the survey can be used to study the impact of education on health or on employment and so on. Understanding the interaction between different aspects of a household activities will enable the government to design more effective development policies and programs.

A salient overview on the overall procedures of the survey is presented in this document. The topics dealt in this document include questionnaire contents, cartographic work, sample design, field organization, data processing etc. More will be covered as and when the results of the survey are obtained.

2. Formation of the core team:

To execute the survey a core team responsible for the entire survey operation was formed. Staffs for the core team were drawn from the Household Survey Division. The chief of this division was designated as the Project Co-ordinator of the Project. Two experienced staffs one each from the Agriculture and Population Divisions were also included in the core team. Another member to assist the core team was represented by one of the Accounting Officer of the CBS that operated the grants coming from the Institutional Development Fund (IDF), World Bank. A separate Accountant was temporarily hired by the world Bank to execute the funds made available through Japanese Grant Facility (JGF). The core team was assisted by four Assistants working in the Household Survey Division.

3. Cartographic Work:

The density of households in the wards of urban municipalities and some rural wards are significantly high. In order to offer the chance of being selected all the wards are supposed to be homogenous as far as possible. To fulfill this criteria all the wards in the urban centers

and a few from the rural areas were necessary to be fragmented into smaller blocks of roughly equal size. So, a cartographic work was launched starting August 1994. To begin with aerial maps containing dwelling units were acquired from the Department of Topography. Ward boundaries were traced out and the ward further fragmented into several blocks (called Enumeration Blocks) with their respective border lines. The splitting of the wards were done on the basis of dwelling counts with the range fixed at 100 to 200 units.

A local consultant (Geographer) was hired for a period of three months to prepare the maps which could subsequently be verified in the field. Physical as well as political maps of all the municipalities and rural wards including previous cartographic works were utilized in this updating. Altogether 14 enumerators and a couple of supervisors who worked in the field were the staffs of the CBS. During the field work the enumerators checked if the blocks formed had roughly dwellings within the 100- 200 range. In the field a quick physical count of the dwellings was undertaken to see if they were within the desired range. And for the blocks having desired dwelling units the enumerators then filled in the exact boundary description for an easy identification of the block in the future. Blocks that were found to consist more than 200 units were rectified through suitable boundary changes to bring them into the standardized range.

From the 454 wards belonging to 33 municipalities a total of 1683 enumeration blocks were formed. Similarly 14 village development committees (VDC) drawn in the sample fell into this category requiring further fragmentation into smaller enumeration blocks. A total of approximately 850 mandays was found used to complete this work. The listing of the households in these wards were done after the completion of the cartographic work. The entire cartographic work has been compiled into nine volume books containing the maps and description of their respective boundaries that could be used for any survey to be launched in the future. The entire cartographic work was completed by the end of November 1994.

4. Sample Design and Implementation

4.1 Sample Frame: A complete list of all wards in the country, which should include a measure of size (population and or households), had to be developed, in order to select from it the sample of wards to be visited, with Probability Proportional to Size (PPS).

The 1991 population census of Nepal is the best conceivable starting point for building such a sample frame. CBS had constructed a data set with basic information from the census at ward level. This computer file was used to develop the NLSS sample , and was used as a sample frame for this survey.

In the first sampling stage , wards were selected with PPS within each of four strata. The measure of size for this selection was the number of household in the ward. The sample frame was sorted by ascending order of the district codes and these were numbered from East to West, in order to give the sample an implicit stratification that respects the division of the country into Development Regions. The sample frame considered all the 75 districts in the country, and indeed 73 of them were represented in the sample. The two districts not selected in the sample due to their scarce population were Rasuwa and Mustang.

4.2 Sample Design: The sample size for the NLSS is 3,388 households. This sample is divided into four strata based on the geographic and ecological regions of the country: (i) the Mountains, (ii) urban Hills, (iii) rural Hills, and (iv) the Terai. This sample is designed to provide enough observations within each ecological stratum to analyze the results separately. The following table shows how the sample is allocated among the four strata:

NLSS National Sample

Strata	Number of Households
Mountains	424
Hills (Urban)	604
Hills (Rural)	1,136
Terai	1,224
Total	3,388

The basic sampling unit is the ward. Within each ecological stratum, wards have been selected on the basis of their population. The likelihood that a ward was selected was proportional to the number of people living in that ward. Within each ward, 12 households will be interviewed (16 households per ward in the Far-Western Region). In total, 275 wards will be part of the survey.

A two-stage stratified sampling procedure has been used to select the sample for the living standards survey. The ward or the sub-wards were selected based on the probability proportional to size with equal probability. For this, a certain number of small area units, called the Primary Sampling Units, or PSU's, were selected with probability proportional to size (PPS), then a fixed number of households were chosen with equal probabilities from each selected PSU. The wards were the smallest administrative units in the 1991 population census and were designated as PSUs for this purpose. Each ward ranges from 50 to 200 households.

The two-stage procedure just described has several advantages. It provides a self-weighted sample by simplifying the analysis. It also reduces the travel time and cost. In addition to this the advantage of selecting a fixed number of households in each PSUs at the second stage is that it makes easy to distribute the workload evenly among different field teams.

5. Household Listing Operation:

After the random selection of 275 wards in proportion to the size of population in each ward a complete enumeration of households in the sampled wards is essential in order to select and identify the household to be interviewed. A household listing operation was therefore launched beginning July 1994. All the staffs required for this listing operation was drawn from the district offices of the CBS. Altogether 60 enumerators were assembled at the center and were trained for a week and were sent to the field to carry the household listing. The supervision work for this operation was done by the chiefs of the district offices. This operation was done in two phases and was completed by December 1994. Information collected were focused on : area and locality, name of the household head, nick-name of the household head(rural), block number of dwelling (urban) and size of household. A format designed for the listing operation is shown in the annex of this report. The cover page for the listing was designed to extract information on the mode of transport and time required for travel to reach the selected wards which facilitated to draw precisely accurate schedules for

the field teams to reach their destination for the main interview. Additional information like nicknames used for the household heads was collected to enable the field teams to exactly identify the originally selected household. In total around 2400 mandays were utilized for this operation. Apart from this work the listing operation in the 100 selected wards belonging to the Arun Valley was also simultaneously conducted and completed.

6. Survey Questionnaire

6.1 Questionnaire Preparation: A preliminary draft of the questionnaire was first prepared with several discussions held between the core staff and the consultant to the project. Several documents both received from the bank as well as from countries that had already conducted such surveys in the past were referred during this process. Subsequently the questionnaire was translated into Nepali.

After a suitable draft design of the questionnaire a pre-test was conducted in five different places of the country. The places selected for the pre-test were Biratnagar, Rasuwa, Palpa, Nepalganj and Kathmandu Valley. The entire teams created for the pre-test were also represented by either a consultant or an expert from the bank. Feedback received from the field was utilized for necessary improvements in finalizing the seventy page questionnaire. A detailed manual regarding the questionnaire was prepared to enable the interviewers to clear any confusion that could arise in the field. Similarly, a manual for the supervisors was prepared separately.

The NLSS questionnaire is different from other household surveys in several ways:

The first distinctive feature is that the household questionnaire used by the survey covers many different areas, and is therefore longer than usual survey questionnaires. In addition, information is collected from all household members, not just from the head of household. This is done so as to gain a full picture of education, health, employment, etc. for women and children as well.

A second distinctive feature of the survey is that a community questionnaire is also administered in addition to the household questionnaires. The community questionnaire is administered in all wards, and it collects information on characteristics of the community, prices, and facilities available. This information will supplement the information collected at the household level. The questions in the community questionnaire are to be answered by the ward or VDC chairman, or other such knowledgeable people in the ward. An overview of the community questionnaire is outlined below.

A third distinctive feature of the NLSS is the use of personal computers for data entry in the field. Instead of sending the completed questionnaires back to the central office for data entry, the data collected in the ward were entered into a personal computer while the team is still in the field. The data entry program will let the data operator and the supervisor know if there are mistakes or missing data in the interview, and will check whether information from one part of the interview matches information from other parts. When problems or errors are found, the interviewers can return to the households to correct the information. This process of entering, checking, and correcting the interviews in the field helped to ensure that the data was accurate and qualitative.

6.2 Overview of The Household Questionnaire

Section 1. HOUSEHOLD INFORMATION

This section is supposed to serve two main purposes: (i) to identify every person who is a member of the household, and (ii) to provide basic demographic data such as age, sex, and marital status of everyone presently living in the household. In addition, information collected in this section also include data on all economic activities undertaken by household members. In part D of this section household members that are unemployed will also be identified.

The primary respondent for this section is the head of household or, if he/she is not available, the person identified as the best-informed about the household. Regarding economic activities all members above 10 years of age will be the respondents.

Section 2. HOUSING

This section collects information on the type of dwelling occupied by the household, and on the household's expenditures on housing and amenities (rent, expenditure on water, garbage collection, electricity, etc.).

The primary respondent for this section is the head of household.

Section 3. ACCESS TO FACILITIES

This section collects information on the distance from the household to various places of public facilities and services.

The primary respondent for this section is the head of household.

Section 4. MIGRATION

This section collects information on permanent migration for reasons of work or land availability.

The primary respondent for this section is the head of household.

Section 5. FOOD EXPENSES AND HOME PRODUCTION

This section collects information on all food expenditures of the household, and on consumption of food items that the household produced.

The primary respondent for this section is the member of the household who is best-informed about purchases made by the household.

Section 6. NON-FOOD EXPENDITURES AND INVENTORY OF DURABLE GOODS

This section collects information on expenditure on non-food items (clothing, fuels, items for the house, etc.).

The primary respondent for this section is the member of the household who is best-informed about purchases made by the household.

Section 7. EDUCATION

This section collects information on literacy for all household members aged 5 years and above, on the level of education for those members who have attended school in the past, and on level of education and expenditures on schooling for those currently attending an educational institution.

Respondents for this section are all household members who are best informed.

Section 8. HEALTH

This section collects information on illnesses, use of medical facilities, expenditure on health care, children's immunization, and diarrhea.

Respondents for this section are all household members; for children under 5 years, the information on immunization and diarrhea is to be collected from their respective mothers.

Section 9. ANTHROPOMETRICS

This section collects weight and height measurements for all children 3 years or under.

Section 10. MARRIAGE AND MATERNITY HISTORY

This section collects information on maternity history and pre/post-natal care. This section also collects information on use on family planning practices.

Part A: Respondents for this part are all women aged 15-49 who have had at least one child.

Part B: Respondents for this part are all women aged 15-49 who have a child 3 years or under.

Part C: Respondents for this part are all married men and women aged 15-49 years.

Section 11. WAGE EMPLOYMENT

This section collects information on wage employment in agriculture, and in non-agricultural activities, and on income earned.

Respondents for this section are the household members best informed aged 10 years and above.

Section 12. FARMING AND LIVESTOCK

This section collects information on all agricultural activities - land owned or operated, crops grown, use of crops, income from the sale of crops, ownership of livestock, and income from the sale of livestock.

The primary respondent for this section is the household member best informed about the household's agricultural activities, usually the head of household.

Section 13. NON-FARM ENTERPRISES/ACTIVITIES

This section collects information on all non-agricultural enterprises and activities - type of activity, revenue earned, expenditures, etc.

Respondents for this section are the household members best informed about each of the activities the household is involved in.

Section 14. CREDIT AND SAVINGS

This section collects information on loans made by the household to others, or loans taken from others by household members, as well as on land, property, or other fixed assets owned by the household.

Respondents for this section are the household members who - as the case may be - are either the primary lenders in the household, or the primary borrowers.

Section 15. REMITTANCES AND TRANSFERS

This section collects information on remittances sent by members of the household to others, and on transfers received from others by members of the household.

Respondents for this section are the household members sending or receiving the payments.

Section 16. OTHER ASSETS AND INCOME

This section collects information on income from all other sources not covered elsewhere in the questionnaire.

The primary respondent for this section is the head of household.

Section 17. ADEQUACY OF CONSUMPTION

This section collects information on whether the household perceives its level of consumption to be adequate or not.

The primary respondent for this section is the head of household.

Table 1. The NLSS - 1995 Household Questionnaire by pages

Section	Sub - Section	Pages
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0.	Survey Information	1
1.	Household Information	1
	Part A: Household Roster	1
	Part B: Information on Parents	1
	Part C: Activities	2
	Part D: Unemployment	1
2.	Housing	
	Part A: Type of Dwelling	1
	Part B: Housing Expenses	1
	Part C: Utilities and Amenities	2
	Part D: Water and Firewood	3
3.	Access to Facilities	1
4.	Migration	1
5.	Food Expenses and Home Production	5
6.	Non-food Expenditures and Durable Goods	
	Part A: Frequent Non-Food Expenditures	1
	Part B: Infrequent Non-Food Expenditures	1
	Part C: Inventory of Durable Goods	1
7.	Education	
	Part A: Literacy	1
	Part B: Past Enrollment	1
	Part C: Current Enrollment	2
8.	Health	
	Part A: Chronic Illnesses	1
	Part B: Illnesses or Injuries	2
	Part C: Immunization	1
9.	Anthropometrics	1
10.	Marriage and Maternity History	
	Part A: Maternity History	3
	Part B: Pre and Post Natal Care	1
	Part C: Family Planning	1
11.	Wage Employment	
	Part A: In Agriculture	2
	Part B: Outside Agriculture	2
12.	Farming and Livestock	
	Part A: Land holding	6
	Part B: Production and uses	1
	Part C: Expenditure on Inputs	4
	Part D: Earnings from Agriculture	1
	Part E: Livestock	2
	Part F: Ownership of Farming Assets	1
	Part G: Extension Services	1

13.	Non-Farm Enterprises/Activities	
	Part A: General Characteristics	2
	Part B: Income from Enterprises	1
14.	Credit and Savings	
	Part A: Borrowing	2
	Part B: Lending	2
	Part C: Other Assets	1
15.	Remittances and Transfers	
	Part A: Income sent	1
	Part B: Income Received	1
16.	Other Income	1
17.	Adequacy of Consumption	1
18.	List of Codes	3

6.3 Overview Of The Community Questionnaire, Rural:

Section 1. POPULATION CHARACTERISTICS AND INFRASTRUCTURES

This section collects information on the characteristics of the community, availability of electricity and its services and water supply and sewerage.

Section 2. ACCESS TO FACILITIES

Here information on services and amenities, education status and the health facilities in the community were explored.

Section 3. AGRICULTURE AND FORESTRY

The information on land situation, irrigation system, crop cycles, wages paid to hired labor, rental rates for cattle and machinery and forestry situation of the rural communities were asked in this section.

Section 4. MIGRATION

Migratory movement of the people prevailing in the community were sought in this section. Such movements include in-migration and out-migration.

Section 5. DEVELOPMENT PROGRAMS, USER GROUPS, etc.

In this section the information on development programs, user groups and the quality of life in the community were collected.

Section 6. RURAL PRIMARY SCHOOL

This section collects information on education and enrollment and their infrastructures and supplies.

Section 7. RURAL HEALTH FACILITY

This section explores information on the health facilities, equipment and services available and staffing health personnel in the community.

Section 8. MARKETS AND PRICES

This section collects information on local shops and Haat Bazaar, agricultural inputs, sale of crops and the conversion of local units into standard units prevailing in the community.

Table 2 - The NLSS - 1995, Community Questionnaires, Rural

Section	Sub Section	Pages
1.	Population Characteristics and Infrastructures	
	Characteristics of the Community	2
	Electricity	1
	Water Supply and Sewerage	1
2.	Access to Facilities	
	Services and Amenities	1
	Education	2
	Health Facilities	2
3.	Agriculture and Forestry	
	Land	2
	Irrigation	1
	Crop Cycles	1
	Wages paid to Hired Labor	1
	Rental Rates for Cattle and Machinery	1
	Forestry	1
4.	Migration	
	Out - migration	1
	In - migration	1
5.	Development Programs, user groups, etc.	
	Development Programs	1
	User Groups	1
	Quality of Life	1
6.	Rural Primary School	3
	General Description and Enrollment	1
	Infrastructure and Supplies	3
7.	Rural Health Facility	3
	General Description	1
	Equipment and Services Available	3
	Staffing	1
8.	Markets and Prices	
	Local shops and Haat Bazaar	4
	Agricultural Inputs	1
	Sale of Crops	1
	Conversion of Local Units	1

6.4 Overview Of The Community Questionnaire, Urban:

Section 1. POPULATION CHARACTERISTICS AND INFRASTRUCTURE

Here information were collected on the characteristics of the community, electricity services and water supply and sewerage system in the community.

Section 2. ACCESS TO FACILITIES

This section collects information on the distance from the community to the various places and public facilities and services.

Section 3. MARKETS AND PRICES

This section collects information of different goods available in the community and their likely prices.

Section 4. QUALITY OF LIFE

Here the notion of the quality of life in the community were explored.

Table 3 - The NLSS - 1995, Community Questionnaire, Urban

Section	Sub Section	Pages
1.	Population Characteristics and Infrastructure	
	Characteristics of the Community	1
	Electricity	1
	Water Supply and Sewerage	2
2.	Access to Facilities	1
3.	Markets and Prices	
	Local Shop/Shops	4
4.	Quality of Life	1

7. Selection of Manpower for the Field:

As specified in the project document the total manpower required for the field work were to be fulfilled from the CBS and through fresh recruitment. The proportion of manpower to be fulfilled from CBS was fixed at 40 % and the rest 60 % from fresh recruitment. In all 102 persons were selected for the training program out of which 49 were selected from the CBS and the rest 53 persons freshly recruited. During the selection, a balance was maintained in order to have at least 30 female candidates allowing to depute two females in each of the fifteen teams. This was highly essential to collect information regarding family planning and anthropometrics from the households interviewed. Among the staffs selected a few were drawn from the CBS field offices.

8. Training:

After the selection of the field staffs the first batch consisting of 20 supervisors separately underwent an intensive training for a period of 10 days in the CBS. Next, the 20 Supervisors combined with 82 other field staffs comprising of Interviewers, Anthropometricians and Data Entry Operators were again given an intensive training for a period of one month in the Staff College. This training was conducted by dividing the entire field staffs into four heterogeneous groups. All the members of the field staff were made to understand thoroughly the correct ways to interview the household members and fill in the questionnaire. In between the course, staffs that preferred to be anthropometricians or data entry operators were identified. However the anthropometrician post was only offered to the females with no restriction in terms of sex for the other two posts. Separate classes were conducted to train the anthropometrician and data entry operators. Arrangements were made to include the Supervisors in the separate training undertaken as far as possible. Besides, they were also trained on subjects like survey procedure, contents of household Questionnaire, Data entry and editing procedure, contents of community Questionnaire. Pre- test of the questionnaire was done as an essential part of the training. The pre-test and training periods provided excellent opportunities to simultaneously improve the structure of the questionnaire and the manual.

9. Organization of the Survey

9.1 Field Organisation: Data were collected by 12 field teams, each responsible for a particular area of the country. Assignment of wards to the various teams had been done so as to balance the work load and travel time across teams. The teams were based in the appropriate district office of the CBS, and covered on average 23 wards. Each team consists of one supervisor, three interviewers, and a data entry operator. One of the interviewer was also trained as an anthropometrist, and was responsible for weighing and measuring children in all interviewed households. Each team was provided with a computer, printer, and power system for data entry, as well as with scales and meters to measure children. All field teams surveyed households during a twelve month period. Three teams deputed in the Tarai region and one based in Kathmandu each were provided with a vehicle. Compared to the average workload of 22 wards, these four teams were allotted wards ranging from 33 to 36 wards. The reasons to provide these teams with a vehicle on top of the workload was also because of more accessibility in the region. All the teams were directed to strictly follow the process of on the spot electronic checking by observing the print out that can be obtained after the data is entered into the computer. A soft ware package that would reveal immediately the errors and inconsistencies is installed to enable the team to revisit the household if the situation warrants. A detail interview schedule of all the selected wards were prepared in a systematic order were supplied to the field teams to execute the interviews accordingly in order to control seasonal variation.

The entire field work is divided into four phases containing specific time tables showing dates for travel, date to start the interview and date to mail the diskettes to the center (CBS). However the first phase of the data collection work was intentionally minimized to 28 wards to evaluate quality and consistency of the data collected. All the supervisors after the first phase of data collection were assembled to the CBS for an in-depth evaluation of the quality of the data collected. A two week discussion session was conducted in order to maintain the desired quality of data through verification and cross-checks of data between inter-sections. Techniques to quickly check and verify through examples of empirical scanning was discussed at great length.

9.2 Staffing (Central and Field Staffs): Core Management Team: The Household Survey Unit of the Central Bureau of Statistics (CBS) is responsible for implementing the survey in the country. The core team comprising of a Survey Manager, a Field Operations Manager, and a Data Manager had managed the survey. The tasks of each member of the core team are as follows:

- the Survey Manager is responsible for the overall implementation of the survey. He maintains contact with the rest of CBS, with the National Planning Commission, and with the other ministries and agencies involved.
- the Field Operations Manager is responsible for field operations. He coordinates the work of the teams, and ensures that the survey proceeds smoothly in the field.
- the Data Manager is responsible for the management of the data collected during the survey. He develops the data entry program, checks the quality of the data collected in the field, and ensures that supervisors and the data entry operators follow the instructions for using the computers and running the programs.

In addition, some local and international consultants have been hired to assist the core team.

Field Teams: At the field level, each of the 12 teams will comprise the following:

- the supervisor will oversee, coordinate, monitor, and where necessary correct the work of the interviewers and the data entry operator. The supervisor will also administer the community questionnaire.
- the interviewers will be responsible for collecting the data from the respondent households using the household questionnaire.
- the anthropometrist will measure the weight and length of children, and will help in administering some sections of the questionnaire.
- the data entry operator will be responsible for entering the data from the interviews into a personal computer and checking it for consistency.
- the driver (teams in the Terai and Kathmandu) will be responsible for taking the teams to the wards and to the households where interviews are to be conducted.

9.3 Survey Schedule: The survey schedule for the Nepal Living Standards Survey (NLSS) - 1995, for all the teams from Phase I to Phase IV, according to their duration and wards assignment are presented below.

Table 1 - Phase-wise Duration and Total Wards Assigned in NLSS - 1995

Field Work Phase	Duration	Total Wards	
		No.	%
Phase I	June 23 - July 20, 1995	28	10.18
Phase II	Aug. 11 - Oct. 21, 1995	66	24.00
Phase III	Nov. 01, 1995 - Jan 14, 1996	93	33.82
Phase IV	Jan. 15 - May 14, 1996	88	32.00
Total Phase = 4	June 23, 1995 - May 14, 1996	275	100.0

Table 2 - Number of Teams by Total Wards Assignment in All Phases, NLSS - 1995

Team	Total no. of wards assigned
01. Biratnagar	33
02. Janakpur	32
03. Kapilbastu	28
04. Dhankuta	18
05. Udayapur	13
06. Dhukikhel	24
07. Kathmandu	36
08. Bharatpur	20
09. Pokhara	21
10. Tansen	13
11. Birendranagar	18
12. Mahendranagar	19
Total Teams = 12	275

Note - During the fourth Phase, Udayapur and Tansen Teams were wholly assigned in the Arun Valley, so their wards assignment for the NLSS is observed to be comparatively lower than other teams.

Structure of the Interviews: Each ward was visited once. Within each ward, however, households to be interviewed will often need to be visited several times. The number of times that the interviewers will visit each household will depend on how long it takes to complete the entire questionnaire. Usually it took at least two visits to complete the interview. In the first visit the interviewer completed the listing of all the household members and made appointments to visit and talk to each of them; in later visits, they had to interview the different members of the household.

The amount of time taken to complete the questionnaire varied greatly from household to household, depending on the number of people there were in the house, how much land they own, how many different kinds of economic activities they are undertaking, how many modern consumer goods they own, and other such factors. In general, the larger the household, the more

the people had to be interviewed, and hence the longer the interview in the household was likely to be.

9.4 Field Supervision: As the leader of the field team and the representative of the Management Unit, the key role of the supervisor in the survey are as follows :

(1) Overall field supervision, coordination and monitoring of data collection activities.

The supervisor is responsible for the quality of information collected in the field. An important part of this task is to coordinate the work of the interviewers assist the interviewers in locating households and ensuring their willingness to respond to the survey. It is also necessary for him to maintain good relations with senior officials and other important people in the communities visited.

(2) Monitoring and evaluation of the quality of field interviews and completed questionnaires, and checking of the data entry printouts.

Supervisors routinely observe interviews without telling the interviewers in advance. Based on a set of criteria for evaluating a good interviewer, he immediately checks the interviewer's performance. NLSS Form 2: Interviewer Evaluation is provided for this purpose.

After the data are collected, the supervisor checks whether the interviewer's recording is legible, if the skip patterns are followed, and that the interviewer instructions given in the questionnaires were observed. NLSS Form 3: Questionnaire Verification is provided for this purpose.

The supervisor also revisits households on occasion to cross-check some of the information provided by the household. NLSS Form 4: Interview Verification is provided to help to cross-check certain key questions. It is particularly important because the interviewers know that data validation will be done.

The supervisor carefully checks the errors found by the data entry program, with the help of the interviewers and revisits the household to correct the errors..

(3) Management of personnel, equipment and vehicles

In addition to the field management functions, the supervisor is also responsible for supervising the data entry operator and the driver. He ensures that they work efficiently to provide for smooth implementation of data collection activities and be responsible for the proper handling and care of computer equipment and the vehicle.

(4) Exchange of information between NLSS Management and field teams.

As the main channel of communications, the supervisor ensures that any advice or instructions from the Core Management Team is relayed to and followed by the field team and that the Management Team is informed regularly of the progress of data collection activities.

In order to manage the field work effectively, the supervisor may also have to conduct interviews himself if one of the regular interviewers is ill or otherwise unavailable. So he is always familiar with the content not only of this manual but also of the instruction manuals for the interviewers and the data entry operators.

One of the primary functions of the supervisor was quality control, that is, ensuring the quality of the data that is collected by the interviewers and entered by the data entry operators. To do this, the following specific tasks are assigned to him:

1. Publicity
2. Assigning Households to interviewers and finding the selected household
3. Preparation of the questionnaires
4. Scheduling of household interviews
5. Verification of the questionnaire
6. Observing interviews
7. Re-interviewing households
8. Administering the community, price, and facility questionnaires
9. Checking the printouts

9.5 Central Supervision: In addition to the regular supervision done by the respective supervisors in the field teams there is central core team at the headquarters. The members of this central core units are responsible for the overall management and supervision of the field work. It is the duty of this core team for maintaining the smooth operation of the field work. Any unresolved problems encountered in the field and other unforeseen problems observed during the field supervision were immediately resolved.

As there were twelve field teams in the NLSS-1995 survey, each team was equipped with a field supervisor for independently conducting their field operation. However, the supervision from the team supervisor was found always not enough for the smooth running of the field work. For improving the quality of the field work almost all teams were centrally supervised during the field work of almost one year. However, some teams were revisited for supervision from the core staffs of the center. For the evaluation of the field work during the central supervision a central supervision form thus prepared were filled in for evaluation for future references and follow-up supervision.

The central supervision of the field work of the field teams were not only done by the central core member staffs but at times the international consultants and the members of the donor also participated in this team work. In addition there were good amount of exchange of national and international practices of doing things and of ideas at the time of the field work. In this way the central supervision in the NLSS -1995 was found to be unique and very special. Above all it has tremendously contributed in the overall aspect of the NLSS survey.

10. Data Collection:

The data collection work to be done in 275 wards relating to the NLSS and another 100 wards specifically selected for the Arun Valley was planned in four phases. In the first phase of the field work that commenced from Ashad 15, 2051 each teams were just given the data collection work in 2 to 3 wards. The first phase data collection which was wrapped up by the first week of Srawan comprised the work of 28 wards. Supervisors and Data Entry Operators

were called back to the CBS for a thorough review of the work completed in the first phase. A two week discussion program with the supervisors was held to check the quality of the data so far collected and were instructed with measures to control errors and inconsistencies.

The second phase of data collection work started from Bhadra and continued till the first week of Kartik. During this phase, work belonging to 66 wards was completed. Once the interviewing of the household is complete the data is entered right in the ward and the checking of errors and inconsistencies were done. By looking at the printout that can be obtained households that needs to be revisited are ascertained. Such households are revisited and the data refined. Once all such processes are completed, the diskette containing the information are mailed to CBS through suitable means. Every time a diskette arrives at the CBS the data is entered in the Computer and checked thoroughly. If there are still errors found the teams are immediately contacted to rectify such errors during the next data collection work. The entire second phase work was completed as scheduled and the diskettes containing the information were received at the CBS in time.

The third phase data collection work continued from Kartik onwards to Poush. During this phase work belonging to 93 wards were completed and as usual the data received from the field is already stored in the CBS computer.

The fourth phase data collection which is currently undergoing began from Magh and is envisaged to complete the work of all remaining wards. The remaining work as scheduled is expected to be completed by the end of Jestha 2053 (mid June 1996). And according to the data received so far 60 percent of the work scheduled in the fourth phase has been completed.

11. Data Processing

11.1 Data Entry: Data entry involves keying in information from the questionnaires and then running a series of programs to check the information. These programs detect errors or inconsistencies in the data. All data are stored internally in the team's computer. In addition, the data entry operator makes backup copies of all data files on diskettes. The data entry operator is also responsible for maintaining the personal computer, printer, and the power equipment, as well as for storing the diskettes, printouts, and questionnaires properly.

Data Entry Checks

Each week, the data entry operator gives the supervisor two specific computer-generated documents for each household in the previous week's ward:

- a listing of errors in the data entered for the household;
- a special listing of consistency checks.

11.2 NLSS Data Files:

APPENDIX 2: List of Supporting Documents

The following documents were prepared for the Nepal Living Standards Survey (NLSS) - 1995 and available at the Central Bureau of Statistics.

1. 1995 NLSS Households Questionnaires (75 pages).
Copies are available both in English and Nepali .
2. 1995 NLSS Community Questionnaire, Rural (35 pages).
Copies available only in English.
3. 1995 NLSS Community Questionnaires Urban (11 pages).
Copies available only in English.
4. 1995 NLSS Interviewer Manual (106 pages).
Copies available both in English and Nepali.
5. 1995 NLSS Supervisor Manual. (23 pages)
Copies available only in English.
6. 1995 NLSS Form 1: List of Selected Households
7. 1995 NLSS Form 2: Interviewer Evaluation
Copies available only in English
8. 1995 NLSS Form 3: Questionnaire Verification
Copies available only in English
9. 1995 NLSS Form 4: Interviewer Verification
Copies available only in English
10. 1995 NLSS Computer Operators Manual
Copies available only in English.
11. 1995 NLSS Enumeration Block Maps for 33 Towns and 14 rural wards.
Available only for reference.
12. 1995 NLSS Sample Design
Available only in English for reference.
13. 1995 NLSS Household Listing of 275 PSU's
Available only in Nepali for reference.