

## **DFG FOR 756**

Impact of Shocks on Vulnerability to Poverty – Consequences for Development of  
Emerging Southeast Asian Economies

# **Enumerator Guidelines**

**Migrant Survey 2010 (3<sup>th</sup> wave)**

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# 0 General

These guidelines are for the migrant survey within the third wave of the household survey to measure vulnerability to poverty. The household survey includes rural households of three provinces each in Thailand and Vietnam. Respondents for the migrant survey are household members who migrated to the large city centers of Bangkok, Hanoi and Ho Chi Minh City. The guidelines are meant to be a set of practical hints that the interviewers can use in preparation of the field survey and as reference material during the survey. The guidelines have emerged from the results of the first two waves of the household survey in early 2007 and 2008. Moreover, the data cleaning process after each of the waves revealed weaknesses in the implementation of the field survey and sources of misunderstanding on the side of interviewers and respondents. It must be pointed out however that while the guidelines are a source of background information for field supervisors and enumerators they cannot answer questions that come up during the survey. Therefore the interviewer and/or his supervisor must make a decision in the field (e.g. coding) or make a respective comment that facilitates decision-making later on. Recurrent problems and questions should in any case be discussed with survey team leaders, country coordinators or overall survey coordinators.

## 0.1 Purpose

The purpose of the questionnaire (2010) is to measure the influence of migration on vulnerability to poverty of rural households in Thailand and Vietnam. It builds on the household survey questionnaires of the first and second waves of interviews and aims to extend the information on household members who migrated to the large city centers of Bangkok, Hanoi and Ho Chi Minh City. To track and identify the migrants and to provide you with some basic data on their rural households you receive a one page information sheet provided by the household survey team in the field.

A major output of the questionnaire is to obtain reliable and valid information on the migration and job history of the respondents, their living situation and future plans, which also includes risk they face in the city, as well as on remittances they send back to the rural household. Instead of putting a household as a group of persons into the focus of the survey – as it is done in the household survey – the questionnaire concentrates on the migrant as an individual.

## 0.2 General Rules for the Interview

When you start the interview a few general rules need to be observed:

1. For making an appointment you have to contact the respondent, either you call him, or you communicate via SMS. The survey team in the field will have asked the rural household to call the respondent, and to inform him about the interview. The data for tracking the migrant, including the telephone number, you will find in the information sheet. The data has been given by the rural household during the field survey. The survey will also have asked the rural household to call the respondent, and to inform him about the interview.
2. **Please introduce yourself in a nice way, refer to the household survey, and explain the purpose of the interview to the respondent.**
3. Ask the respondent if she or he agrees to be interviewed and make an appointment at the respondent's place of living, his working place or another public place. If he really does not want to be interviewed inform your supervisor.
4. At the appointment, again introduce yourself, refer to the survey, and explain the purpose of the interview.
5. Read out question by question slowly and carefully.
6. Ask the respondent if she or he has understood the question.
7. **Do not leave out any question.** In case the respondent answers that he/she does not know ask him/her to make an estimate. This is especially important for all quantitative information that is needed to calculate household income. **Take notes wherever you have the impression that the respondent is uneasy with the estimation, or where your supervisor might need additional information to check a value.**

8. **Follow the “skip” or “go to” instructions** written in different parts of the questionnaire. They ensure that you collect sufficiently complete data, avoid mistakes and annoying the respondent by asking nonsensical questions. **If you skip a question, please fill in “-” to avoid confusion with missing data.**
9. Always try to maintain a good atmosphere, if the respondent gets tired offer to have a short break
10. Get accustomed to the codes before you start the interviews. You do not need to learn them by heart but you should be familiar with them. Therefore after the training and before the interviews start, read through the questionnaire at least three times.
11. In case the respondent does not want to give an answer explain again the purpose of the survey. If he still does not agree to answer use code 98.
12. Please keep in mind that if we miss only one piece of information for the income components (say the price of crop which the respondent may have sold) then we would have to omit the entire case. But for the analysis we cannot afford to lose many cases. Therefore, also please avoid code 99 “not applicable” and try to find a fitting answer. Please always document why you used code 99.
13. For all numerical values, the plausibility should be checked during the interview. If the respondent gives implausible values (either too high or too low) ask him again. If he insists try to clarify the unit and if still the same make a note like “respondent confirms”. Later in the evening you may bring the case up with your supervisor.
14. Make sure not to mix up value and price. Remember value = quantity times price. Price is expressed per unit, e.g. per kg per ton per day per month etc. Therefore always clarify the unit. Monetary values in Thailand are in Baht. In Vietnam it is mostly in units of 1000 VND. So please be careful with the number of digits if the amount is big, e.g. one million. For example in Vietnam if the amount is ten million and the unit is 1000 VND you must write “10 000”.
15. If the plausible answer for quantitative information (e.g. crop yield) is 97, 98 or 99 write 97.1, 98.1, 99.1 instead. Otherwise it can be confused with the respective codes.
16. Always be clear on the reference period. This is usually a month or a year. Make quick plausibility calculations using your calculator. For example, if the unit is month, you can calculate the amount per year. If the value turns out to be implausibly high, reconfirm with the respondent.
17. Please write clearly, especially the numbers and the decimal point.
18. If the respondent gives multiple answers to questions, where only one response is expected, clarify with the respondent his predominant (most important) choice.
19. Avoid to use code 90 (others, specify). Try to find the nearest code. If you cannot allocate a response to an existing category, write down the specification and consult your supervisor in the evening.

## 0.3 Structure of the questionnaire

The questionnaire is structured in 9 main sections as follows:

1. Survey information - identifying information of the household and survey-related information, respondent
2. Living place
  - 2.1 Persons sharing the dwelling
  - 2.2 Housing conditions
  - 2.3 Social integration
3. Migration History
4. Employment
  - 4.1 Wage employment
  - 4.2 Self-employment
5. Remittances
  - 5.1 Remittances sent
  - 5.2 Remittances received
  - 5.3 Public transfers, other payments and Insurance
6. Shocks & Risks
  - 6.1 Shocks
  - 6.2 a Risks
  - 6.2 b Subjective assessment of wellbeing
7. Finance
  - 7.1 Borrowing
  - 7.2 Lending
  - 7.3 Savings
8. Wealth
- 9.2 Future Plans

In the following specific hints for the different sections of the questionnaire are provided. This follows the numbering of the questionnaire. The interviewer instructions in this manual are based on a five digit number, which is the variable identification number. The first digit represents the section number (e.g. "2" for section 2) the second digit represents the subsection number (e.g. 2.1 Persons sharing the dwelling). The third to the fifth number represents the column number.

Because different activities and resources of the respondent are related, the information in different sections of the questionnaire is related as well. For example, the educational program a respondent indicates in Q 30018 should not have led to a higher educational attainment, than the respondent indicated in Q 21012. Therefore, the interviewer should conduct cross checks for the relevant sections. For more details see the different sections of these guidelines.

## 0.4 Preparing the questionnaire prior to the interview

Variables to be filled in prior to the interview:

- **Section 1: Fill in all known survey information before the interview (province, district, name of migrant, address, telephone number, name of interviewer)**
- **Section 2.1: Fill in the Name, gender and age of the respondent**

## Section 1: Survey information

### *Specific Instructions:*

- 10026/30      The questionnaire number contains from 3 digits of the province, 2 digits of the District, 2 digits of the sub district, 2 digits of the village, 2 of the HH and the HH member ID of the migrant.
- 10007/ 10008      Always note down the actual date and local time of interview for start and end. If the planned date of time differs from the actual one use the latter.
- 10010/ 10a      To clarify the identity of the migrant it is important to cross check the information given on the rural HH head with the data on the information sheet. Therefore, first ask the respondent for the HH head of the rural HH, note the name, and then check with your information sheet. If the rural HH head does not match, call the rural HH and confirm the identity of the respondent. If he does not belong to the rural HH, stop the interview and contact your supervisor.

## Section 2: Living place

### 2.1 Persons sharing the dwelling

#### *General instructions:*

- In the table, go row by row when asking up to Q9. Fill in Q10 and Q11 column wise after having completed the rest of the table.

#### *Specific Instructions:*

- 21002      Include the respondent. If there are doubts who is sharing the dwelling and who, e.g., is only visiting, ask for the nights, the person stayed in the last months, If usually more than 15 nights a month, include the person.
- 21004      Include the respondent in the first row.
- 21010      In this column the head of the urban HH should be marked. Let the respondent decide if there is a head (which might due to different living situations not always be the case), and who is the head.
- 21011      If the person is a member of the rural HH (Q8=1), identify the person on your information sheet and give the Member ID.
- 21013      This means all persons you are supporting with money, food or shelter.
- 21014      Includes all persons that support you with money, food or shelter.
- 21012      Be aware that there are two country specific codes F, one for Thailand and one for Vietnam.  
Thailand: For bachelors: use Univ 4 in Thailand (if attained, irrespective of time needed for studying).

## 2.2 Housing conditions

*General instructions:*

- Ask question by question.

*Specific Instructions:*

- 22001      Ask respondent for the approximate size of the dwelling. If difficult you can ask for estimating length and width of the room(s) and calculate total square meters. *Hint:* If estimation is difficult ask how many times a long bed can fit to a wall (outside wall). A long bed is nearly 2 metres long.
- 22008      Politely ask about toilet. Ask to see if, if answer does not seem plausible.

## Section 3: Migration history

*General instructions:*

- This section is the basis for sections 3-5. It is important to record the periods accurately.
- This section has 2 parts. Fill in Part A completely, before starting Part B.
- **Complete all rows on the first page, before moving to the second page of this section.**
- Always ask row wise
- The rows in this section should be used to cover periods of work, business activity, unemployment, housekeeping and education
- Record all periods that lasted minimum 1 months
- If more rows are needed, use a second questionnaire.

***Specific Instructions:***

PART A

- 30001      Refers to the time when respondent moved out from home to work/live elsewhere
- 30002      Collect up to 3 answers. **Prompt for additional reasons if only 1 answer is provided**
- 30003      If more rows are needed, use a second questionnaire. Change codes accordingly
- 30004      Use 1-2 key words to describe the occupation.
- 30005      Find category for the response of 30004
- 30006      Self-employed (code 2) includes street vendors and other single-person-firms direct sale (e.g. in Thailand: Amway, Gifferin, AIA, Thai insurance, etc.) is considered as self employment
- 30007      Location (province or as specified as possible) where respondent was living
- 30008      Find category for the response of 30007. If boundaries of province/district changed since, refer to current boundaries
- 30009      Accept approximate year if precise year not known. **Answers here must make sense with response to 30001 (when did you leave village).**
- 30010      Ask for the approximate period. For long periods accept estimates. Transform all responses to months. (1 year = 12 months)

**Complete PART A before continuing with the next questions.**

PART B: PAGE 10

30011 + 30012:

Ask from the perspective of the employer: why did the employer hire your respondent? Prompt for second reason if only 1 answer provided.

Not applicable for unemployment and self-employment: 30006=2 or =3

30013 + 30014 **Prompt for second reason if only 1 answer provided**

Complete Page before continuing with next questions

PART B: PAGE 11

(If not cut out: Copy codes into Q30003+4)

30015 Ask for estimate. If difficult, ask for “off-days per week” and calculate the difference

30016 Ask for estimate. If difficult, ask for “free time, travel time, sleeping time per day” and calculate the difference

30017 Only job experience in this sector

30018 Code=1 if no school/training was done

30019 Ask for general impression

30020 Ask for normal periods. Do not focus on exceptions like holidays or ceremonies

30021 Ask for normal periods.

30022 Ask for rough estimate. (1 year = 52 weeks / 1 month = 4 weeks)

30023 + 30024: Prompt for second reason if only 1 answer. Allow holidays and ceremonies.



## Section 4: Employment

### 4.1 Wage employment

**General instructions:**

The rows in this section should be used to cover periods of wage-employment

- Only complete rows for wage employment
- Leave all other rows blank
- Use Occupation ID to locate rows correctly
- Verify that rows match with previous section 3.
- Always ask row wise

**Specific Instructions:**

Read Out opening sentence

41001 ID refers to occupation listed in section 3

41002 + 41003 + 41004:  
refers to occupation listed in section 3

41004 only continue for occupations of wage-employment (code=1)

41005 Read out answers

41006 Includes manager, division head, team leader, etc

41007 Use code

41008 + 41009  
Use your knowledge of wages to verify that salary is plausible. Be very careful when filling time period of payment (weekly, monthly etc).

41010 + 41011 Be very careful when filling time period of payment (weekly, monthly etc).

41012 Possible benefits are listed in Code J

41013 + 41014 + 41015 Prompt for additional benefits if only 1 response

41016 Ask for rough estimate. Use your knowledge of food prices to verify that answer is plausible

41017 Ask for rough estimate. Use your knowledge of prices to verify that answer is plausible

41018 Was a salary not paid to you although you did work for it?

41019 Includes physical/sexual violence from any superior/boss. Exclude fights with colleagues.

:

## 4.2 Self-employment

### **General instructions:**

The rows in this section should be used to cover periods of business activity

- Only complete rows for self-employment
- Leave all other rows blank
- Use Occupation ID to locate rows correctly
- Verify that rows match with previous section 3.
- Always ask row wise

### **Specific Instructions:**

Read Out opening sentence

42001 ID refers to occupation listed in section 3

42002 + 42003 + 42004:  
refers to occupation listed in section 3

42004 only continue for occupations of self-employment (code=2)

42005 Formal businesses are registered with the authorities. If respondent does not like to answer please assure respondent that all information is treated confidential with no reference to his name

42006 We want the value of the initial amount of investment in the first year of the business, i.e. in terms of the currency value at that time.

42007 Chose most expensive item if several

42008 If no rent, enter 0

42009 Count family members

42010 + 42011 Count separately. Verify answer:  $42010 + 42011 = 42009$

42012 Ask for estimate. Use your knowledge of wages to verify that answer is plausible

42013 Profit/Loss in total over the entire period you were/are operating this business

42014: Ask for estimate. Use your knowledge of prices to verify that answer is plausible

## Section 5: Remittances

### 5.1 Remittances Sent

**General instructions:**

The rows in this section refer to the IDs of section 3 + 4, but will not match them when money was sent to more than one person during a period.

- Only complete rows if money was sent by respondent
- Leave all other rows blank
- Carefully copy Occupation ID from section 3 into 51002
- Verify that Occupation IDs match with previous sections 3 and 4.
- Always ask row wise

**Specific Instructions:**

Read Out opening sentence

51001 This is NOT the Occupation ID. Use 1 row per recipient per occupation

51002 Copy Occupation ID from section 3

51003 Ask for relationship to apply code A

51004 Ask for estimate using code B

51005 Only ask for Yes/No. Skip next question (51006) if answer is no.

51006 Ask for amounts of normal times (not lumpy payments)

51007 Do not skip. Ask for estimate

51008 Only ask for Yes/No. Do not allow "No answer". If not known, ask if recipient had other income sources. If so, code NO=2

51009 Only ask for Yes/No.

51010 Help respondent if difficulties in answering: "Regular payments are typically used for regular expenses. Lumpy payments are typically used for large expenses." If remittances are in kind, give the good that was bought.

51011 Use code to help respondent to answer. If money was sent in different ways, ask for method used most often.

51012 compare today with 3 years ago

## 5.2 Remittances Received

### **General instructions:**

The rows in this section refer to the IDs of section 3 + 4, but will not match them when money was received from more than one person during a period.

- Only complete rows if money was received by respondent
- Leave all other rows blank
- Carefully copy Occupation ID from section 3 into 51002
- Verify that Occupation IDs match with previous sections 3 and 4.
- Always ask row wise

### **Specific Instructions:**

Read Out opening sentence

- |       |   |
|-------|---|
| 52001 | This is NOT the Occupation ID. Use 1 row per recipient per occupation   |
| 52002 | Copy Occupation ID from section 3   |
| 52003 | Ask for relationship to apply code A  |
| 52004 | Ask for estimate using code B   |
| 52005 | Only ask for Yes/No. Skip next question (52006) if answer is no.  |
| 52006 | Ask for amounts of normal times (not lumpy payments)  |
| 52007 | Do not skip. Ask for estimate   |
| 52008 | Only ask for Yes/No. Do not allow "No answer". If not known, ask if respondent had other income sources. If so, code NO=2                                       |
| 52009 | Only ask for Yes/No.  |
| 52010 | Help respondent if difficulties in answering: "Regular payments are typically used for regular expenses. Lumpy payments are typically used for large expenses." |
| 52011 | Use code to help respondent to answer. If money was sent in different ways, ask for method used most often.   |
| 52012 | compare today with 3 years ago  |

## 5.3 Public transfers, other payments and insurance

### *Specific Instructions:*

- 53001 Provide examples of transfers
- 53002 Ask for estimate. Use your knowledge of prices to verify that answer is plausible
- 53003 List up to 3 answers. Ask for additional programs, if only 1 answer is provided
- 53004 Help respondent using Code C
- 53005 Ask for estimate. Use your knowledge of prices to verify that answer is plausible
- 53006 If more than 1 ask for names to verify amount
- 53007 Ask for estimate. If Months unknown, ask for period of year and pick a month
- 53008 Help respondent using Code D

## Section 6: Shocks & Risks

### 6.1 Shocks

#### *General instructions:*

- Introduce the section by explaining to the respondent that these are now questions regarding events that cause problems. Interviewer read out the introductory question: *“When considering the time since you left the village, has there been any event causing a big problem (shock) affecting you?”* However do not get into long discussions, in case the respondent starts telling stories but move to the questions.
- Question to be read out: *“What were the three major shocks that affected you since you left the household?”*
- On page 23, ask row wise, and always read out the event type to the respondent.
- Section refers only to events that happen to respondent and exclude the rural household

#### *Specific Instructions:*

- 61001-3 Record up to 3 answers the respondent is spontaneously able to list. If more than 3, ask for the one with the most important impact. Estimate in terms of Welfare (income, expenditures, assets, savings, livelihood). If less than 3, fill in “-“ for the remaining rows. Please mark the reported events in the 61006 on the next page with code E = 3: yes, listed spontaneously.
- 61005 Ask for each item, before going to next question.  
Estimate in terms of Welfare (income, expenditures, assets, savings, livelihood)  
For a series of event report the most important impact. Estimate in terms of Welfare (income, expenditures, assets, savings, livelihood). If some events occurred more than once, use empty rows at the bottom.
- 61007 This questions clarifies to whom happened the event.

61007a/b Remember that the section refers to the time since the respondent left the village. Therefore please cross check with 30001.

61015 Questions refer to life of migrant respondent

61016 Definition of recovery: get back to previous level of welfare (incl. income/expenditure/assets/savings/livelihood)

32013 Record YES for any action taken BEFORE the event takes place.

32014a-c Specify up to 3 actions that were taken BEFORE the event takes place.

## **6.2 Risks (Section 6.2 a)**

### *General instructions:*

- Introduce this section by explaining that these questions deal with the expectation that the respondent has regarding events that could cause a problem for him. The list of events are the same as those mentioned under section 6.1
- When respondent hesitates, explain to him that these are scientific questions and the answer will not bring bad luck to him!
- Ask row wise, covering each possible risk mentioned on the left.
- Section refers only to events that happen to respondent and exclude the rural household

### *Specific Instructions:*

62004 "Impact" refers to worst situation triggered by event.

62005 Record YES for any action taken BEFORE the event takes place.

32006 Action that was taken BEFORE the event takes place.

62007 Read out possible answers! Record all codes that apply. If no code applies, enter 1.

62008 Highest importance = 1. lowest importances =5. Fill in the letter code from question before.

62009 Ask for approximation.

62010 Read out possible answers! Record all codes that apply. If no code applies, enter 1.

62011 Highest importance = 1. lowest importances =5. Fill in the letter code from question before.

62012 Ask for approximation.

## Section 7: Finance

### 7.1 Borrowing

#### *General instructions:*

- Please introduce the section by explaining that we would like to understand the characteristics of the rural credit market in Thailand/Vietnam and how the household participates. Please emphasize that we are interested in all sorts of borrowing/lending (formal and informal, cash and non-cash).
- Ask row wise

#### *Specific Instructions:*

71003 & 71004 Includes purchases on installment still to pay for and installment plans that have been completely repaid during reference period (05/09 -04/10).

71007 Any loans that the respondent has to pay back or has completely paid back during the reference period.

71013 If interest rate changes, record average

### 7.2 Savings

#### *General instructions:*

- Please **remind** the respondent that all information given here is strictly confidential. It will only be used for scientific purposes
- Please be particularly sensitive about asking for cash at home
- Savings include all kinds of financial assets (e.g. bank deposits, money, stocks, bonds, bank deposits, gold)

## Section 8: Wealth

### *General instructions:*

- Ask row wise!
- Read out assets (*column 1*)

### *Specific Instructions:*

80002 Only answer yes, if the item is owned by the respondent in the city.

80003 Indicate if the respondent has bought the item, but left it in the village.

80006 Refers to married spouse only (excl partner if not married/ registered)

800016/ 800023

What do you estimate you could get if you had to sell the land/ building immediately. It is not about “expected” or “desired” value, but a realistic estimate – as far as possible.

## Section 9: Future Plans

### *General Instructions:*

- Ask for realistic estimations

### *Specific Instructions:*

10009 At the end of the interview do not forget to fill in the time the interview ended at page 3.