



Thailand Vietnam Socio Economic Panel

Guidelines for Data Checking Assistants

2016 (6th wave)

CROSS CHECKING QUESTIONNAIRES

Open your browser and open the page “<https://tvsep.mysurvey.solutions>”. Log in with the supervisor credentials you have been given. Click on “Interviews” and you will see a list of questionnaires submitted by the interviewers and also those rejected by the headquarters. The supervisor clicks on the green button (on the right hand side of each interview) associated with that interview. The supervisor software then opens an interface for reviewing, commenting, and approving or rejecting the assignment. The content of each section will be on the left hand side. To navigate through the questionnaire content, use two sets of filters. Those in the left-hand pane will allow you to navigate to various groups of questions.

Clicking on bold-faced headings will bring you to the beginning of a module. In the center part of the screen, you will see questions, answers and boxes where the supervisor can both read comments from the interviewer and provide comments to the interviewer. To leave a comment, hover over the question to comment and move your cursor to the right-hand side of the screen. Then, click on Comment text box. Next, type your comment into the field provided and presses on the Add comment button.

The green approve button and red reject button determine whether the questionnaire is sent to headquarters for inclusion in the survey database (Approve) or returned to the interviewer for correction (Reject). Whatever button is pressed, a confirmation screen will appear with the opportunity to provide comments on the questionnaire as a whole. At this confirmation screen, click on the Approve or Reject button. But be very sure of your decision before proceeding. There is no way to “un-approve” or “un-reject” a questionnaire unless it is rejected by Headquarters.

General plausibility: price, wage, yield

Section 1: Survey Information

- 10005 Household member ID, please do check carefully the day before interview
- 10010 Please cross-check whether the name of the HH head entered for this question matches with the information filled in section 2.1

Section 2.1: Household Members

- 21008 please check the number of year that makes sense with Q4, Q4a, Q7
- 21013 if age below 13, usually this person would not be a member of any political of organization. However, if the answer is “yes”, enumerator should record some comment for clarification.

21014 & 21015

Occupation of HH members is fully completed? Cross-checking with section 4, 5 & 6. Type of contract fits with permanent/ casual job?

21016

Cross-check the number of days a HH member stayed in the HH with section 5 (Q9a, Q8a) and section 6 (Q10a)

21019 & 21019b

Check place with section 5 & 6

21020 Please check for the amount and direction of money flows with section 5 & 6.

Section 2.3: Health

23012 If the answer filled in for this question is code 99, please check for the occupation of the HH member in section 2.1 (21014 and 21015) to make sure that the HH member does not really have an occupation.

Section 2.4.: Remittances

Make sure enumerator asks for weddings and funerals for which household gave/ received money → cross check with shock section (3.1.). If household had a wedding, then potentially they also received gifts from others.

Section 3.1: Shocks

31002 If health shock is mentioned, please check if it has also been filled in the HH health section (section 2.3).

31005a, 31005b, 31006a:

No double counting of assets and income; current value; refer to reference period, because respondent knows losses

- a. in case of floods/ droughts of fields → only income (consider home consumption and sale);

if rice is very young → replant → extra expenditures;

if rice is ready to harvest → value of expected harvest;

- b. asset loss of field only in case of landslide/erosion;

- c. storm destroys rubber tree → replant = extra expenditures and loss of income for reference period and no asset loss;
- d. job loss → income loss and extra expenditures for looking for new job
- e. Business collapse → loss in net income (profits) (if shop is destroyed by storm → asset loss but under storm shock); no consideration of re-building of business, because then shock is balanced
- f. Decrease of output price → income loss
- g. Increase of input price → extra expenditures

Section 3.2 Risk (Part I)

Please check that all types of risk event have been asked.

Section 4.1

Land ID is very important; please do check before the day of interview

41004 if > 3, please check with section 4.2

If = 2, answer in 41010a and 41011h

41007 if = 1, answer in 41008a, 41008 and 41009

41008 if land was bought in reference period and price was above 1.5 Mio VND, 5000 THB cross check with investment section (6.2).

Section 4.2: Agriculture

42004 Please make sure that the parcel number filled in this question is correct by cross-checking with section 4.1 (land section).

42010 Please check if total production of each crop matches the balance of quantities filled in questions 42011-14b (quantity consumed and gave away, quantity used for household processing, in kind payments for labor, machine rental, loan repayments, animal feed, reserved seed and quantity sold).

42002/42002a/42003a/42006

If the perennial crop has grown during the last 3 year, check with section 6.2 investment

Section 4.3: Livestock and aquaculture

43100-9a Please make sure that the balance of the stock at the end of the reference period makes sense considering the answers for Q4-10.

43105a If investment >1.5 Mio. VN or >5000 THB cross check with investment section (6.2)

43110 If sales/loss>1.5 Mio. VN or >5000 THB cross check with divestment section (6.2)

Section 5: Off Farm employment

50010 Please check whether the number of times the HH member returned home matches the information filled in Q16 on p. 7.

50029 Please check whether the number of months worked per job in the reference period makes sense considering the answer for Q16 on p. 7. If the HH member has more than one job in the reference period, please check Q14 on p. 7 to make sure that all occupations are recorded.

Section 6: Non-farm self-employment

60011a Please check whether the number of times the HH member returned home matches the information filled in Q16 on p. 7.

60039 Please check whether the number of months the HH member engaged in the business in the reference period makes sense considering the answer for Q16 on p. 7. If the HH member has more than one business, please check Q14 on p. 7 to make sure that all occupations are recorded.

Section 6.2: Investment

62003-3a Please cross-check with sections 4.1, 4.2, 4.3 & 9.1 to make sure that all investments are recorded (e.g. new land, permanent crops, livestock, vehicles or/and farm and business equipment purchased).

Section 7.1: Borrowing

71006a-6c

If the purpose of borrowing reported in this section is related to an investment, please cross check with investment section.

71007 If the HH had to borrow due to shock, please cross-check with the information recorded in the shock section.

71015a >= 71019b

71019a+ 71019b >= 71005

Section 9.1: Household Wealth

91000-9 If the HH has purchased any of the assets recently, please check whether the information is also recorded in the investment section.

If HH reports that they have smartphone, 92020 and 92021 should be filled in.