

Instructions for Interviewers

The following are instructions regarding the application of the questionnaire. The objective is to explain the way that the questions should be asked in order to obtain a similar application in the five countries. These instructions do not cover the whole questionnaire but only those parts for which we consider it necessary to make some clarifications.

The first part is made up of general commentaries about the different kinds of questions included in the questionnaire and the way to answer them. The second part has explanations about specific questions of the questionnaire.

I - General Explanations

1. The questionnaire should be applied only to heads of households older than 30 years old (30 years old included).
2. In the closed questions, the answer should be written directly in the codification column in the allocated space near the number of the variable.

Example #1: Question #1, if the respondent is a woman, the interviewer should write 2 in the space near V01.

1. Sex: 1. Male V01 2 2. Female

Example #2: Question #25, if the answer to the question is that the respondent sells in the market, the interviewer should write 1 near V25.

25. Do you sell in the market or to other business?

1. In the market V25 12. To other business --> Q25a

3. In the open question the interviewer should simply write the answer in the space reserved for them. If the answer to question 16 is that the respondent is a peddler that buys fruits in market x and sells them house to house with a wheel cart in street A between x and z, the interviewer should write that.

Example #3: Question 16,

16. What is your actual job? (If the respondent has more than one job, ask about the one in which he/she earns the most. Write the name and a clear description of the job).

Peddler. Buy fruits at market X and sell them house by house with a wheel cart in street A between streets y and z. V16_____

4. In the cases of questions that don't have a preestablished code, but are answered in a number, the interviewer should write this number in the codification column.

Example #4: If the answer to question #10 is 13 years, the interviewer should write this number in the proper place.

10. How many years have you been living permanently in this city? V 13

Example #5: If the answer to question 85 is 4, the interviewer should write this

number in the codification column.

85. Approximately how many organizations (like neighborhood committees, V85 4 sport clubs, etc) are there in this neighborhood?

5. In the case of questions in the form of tables, the interviewer should write the answer inside the table, in the corresponding cell.

Example #6: Question 56,

56. Who are the persons that contribute their income to maintain your family? Approximately how much money does each of them bring in each month?

a. Relationship with R b. Monthly contribution
1. son \$250 2. brother-in-law \$75 3. son-in-law \$35
4. etc 5. 6.

6. In the cases of questions with pairs opposing sentence choices, the interviewer should write the number of the answer in the codification column. If the answer is "none" -- #3 --, the interviewer should ask the following question: "why?" and write down the answer.

Example #7: Question 68,

68. Now I will read to you some sentences and I would like you to tell me with which one of them you agree.

Anthony said: Today the poor in this city live under worse conditions than they did 10 years ago.

Frank said: Today the poor in this city live under better conditions than they did 10 years ago.

With whom do you agree? V68 3

1. Anthony 2. Frank 3. None --> Q. 68a 4. Don't know

68. Why? Because they live in the same conditions as 10 years ago. V68a _____

7. NA stands for "no answer" throughout the questionnaire. It means that the respondent didn't answer the question. If in those questions where this possibility is not included (for example, in open questions), the interviewer want to specify that the respondent didn't answer the question, he/she should write NA in the codification column near the number of the variable.

Example 8: Question 97, if the respondent doesn't want to answer this question for any reason, the interviewer should write NA in the codification column.

97. Who can make this change to happen? V97 NA

II - Explanations on specific questions

1. In question number 6, "Please tell me the age of each of your sons and daughters, if he or she goes to school, and how many school years they finished", the interviewer should write the amount of years that each son or daughter completed. In the case that a son or daughter is no longer in school but completed a certain amount of school years, the interviewer should write no in the second column and the number of school years completed in the third column.
2. In question number 16, "What is your actual job?", in the case that the respondent has more than one job, the interviewer should ask him about that job in which he earns the most.
3. In question number 19, "Where is your job located?", the interviewer must write down the address and neighborhood in which the job of the respondent is located.
4. In question number 24, "What product do you produce or what service do you perform in your business?", the interviewer must write down a clear description of the activities of the respondent.
5. In questions number 27, 28 and 29, the interviewer must ask for an answer to each one of the alternatives.
 - 5a. In question number 27, "How many of those are relatives are without a salary, how many relatives receive a salary and how many are unrelated employees with a salary?", if, for example, the respondent says that he has only 3 "relatives without a salary" working for him, the interviewer must write "3" in that option and "0" in the others.
 - 5b. In questions number 28 and 29, any type of coverage, either official or private, should be considered as "yes" by the interviewer.
 - 5c. In question number 31, "What were your former jobs?", the interviewer must write down the names and a clear description beginning with the most recent (followed by the one before that and so on).
6. In question number 33, "What are your other jobs, excluding the one in which you earn the most?", the interviewer must write down the name and a clear description of the job.
7. In question number 35, "Which was your last job?", the interviewer must write down the name and a clear description of the job.
8. In question number 36, "Are you currently working in any casual job that gives you some income?", the interviewer must try to obtain information on any kind of casual activity that the respondent performs. It doesn't matter how temporary it is or the amount of income it generates.
9. In question number 37 "What kind of casual jobs are you doing?", the interviewer must write down the name of the activity and a give a clear description of it.

10. In question number 77, "In your opinion, where do the rich people of the city live, in which neighborhoods?" and number 78, "And which are the poor neighborhoods of the city?", the interviewer should try to obtain and write down the names of three neighborhoods in each case.

11. In questions number 82, "In your opinion, why is it that the poor people in this city are poor?" and number 84, "Who is responsible for the fact that you are currently less satisfied with your situation?", the interviewer must read the alternatives twice. The respondent can choose only one alternative in each question.

12. In question number 87, "How much, do you believe these organizations can help to ameliorate the situation of the people in this neighborhood?", if the respondent says that some can help and others can't, the interviewer must try to obtain an answer regarding the organizations in general.

13. In question number 88, "To which organization do you belong?", if the respondent doesn't belong to any organizations, the interviewer should write 0 in the space near V88.