

Column no:	Question	
<b>Section B</b> <i>This part covers the household's composition and particulars of each person in the household. The following information must be obtained in respect of every person, including babies who spent the night of ..... 2013 in this household.</i>		
<i>If there are more than ..... persons in the household, use a second questionnaire</i>		
B1	Person line number	
B2	Write first name and surname of all persons who spent the reference night in this household	<i>Write down first name and surname of each member of the household, starting with the head</i>
B3	What is (name)'s relation to head of the household?(i.e. Person line number 01)	<ol style="list-style-type: none"> <li>1. Head</li> <li>2. Spouse</li> <li>3. Son/Daughter</li> <li>4. Son/daughter in-law</li> <li>5. Grand son/daughter</li> <li>6. Father/mother</li> <li>7. Other relative</li> <li>8. Other non-relative</li> <li>9. Don't know</li> </ol>
B4	Is (name) female or male?	<ol style="list-style-type: none"> <li>1. Yes</li> <li>2. No</li> </ol>
B5	How old was (name) at his/her last birthday	<i>Write two digits. Less than 1 year = 00. More than 95 = 95 and Don't know =99</i>
B6	What is (name)'s citizenship	<ol style="list-style-type: none"> <li>1. Namibia</li> <li>2. Angola</li> <li>3. Botswana</li> <li>4. South Africa</li> <li>5. Zambia</li> <li>6. Zimbabwe</li> <li>7. Other SADC countries</li> <li>8. Other African countries</li> <li>9. China (still to be decided)</li> <li>10. All other countries</li> <li>99. Don't know</li> </ol>
B7	Does (name) receive any grants/pension ( <i>multiple responses</i> )	<ol style="list-style-type: none"> <li>1. Old age pension</li> <li>2. War veteran/ex-combatants grants</li> <li>3. Disability grants for adults (over 16 years)</li> <li>4. Child maintenance grants</li> <li>5. Forster care grant</li> <li>6. Special maintenance grant for disabled children (16 years and less)</li> <li>7. From the workmen's compensation unemployment insurance, social security, MVA and similar funds</li> <li>8. Other grants</li> <li>9. None</li> <li>10. Don't know</li> </ol>
B8	What is (name)'s marital status?	<ol style="list-style-type: none"> <li>1. Never married</li> <li>2. Marries with certificate</li> <li>3. Married traditionally</li> </ol>

		<ul style="list-style-type: none"> <li>4. Consensual union</li> <li>5. Divorced</li> <li>6. Widowed</li> <li>7. Separated</li> <li>9. Don't know</li> </ul>
<b>Section C Ask for all persons aged 6 years and above</b>		
C1	What is (name)'s schooling status?	<ul style="list-style-type: none"> <li>1. Never attended</li> <li>2. At school (full time)</li> <li>3. Left school</li> <li>4. Part time</li> <li>5. Distance learning</li> <li>9. Don't know</li> </ul>
C2	What is the highest grade/standard/level of education (name) has completed	<i>Give highest/standard/level of education, if never attended or don't know, write none or don't know respectively.</i>
C3	For office only	<b>2 digits only</b>
C4	Name <b>the two</b> languages that (name) can speak best with understanding	
C5	For office only	
C6	Name <b>the two</b> languages that (name) can <b>read and write</b> best with understanding	
C7	For office only	
<b>Section D Ask all persons aged 8 years and above</b>		
D1	In the last seven days, did (name) do any work for pay, profit or any payment in kind (including paid domestic work) for at least one hour	<ul style="list-style-type: none"> <li>1. Yes</li> <li>2. No</li> </ul>
D2	In the last seven days, did (name) run or do any kind of business, big or small, for him/herself or with one or more partners for at least one hour?	<ul style="list-style-type: none"> <li>1. Yes</li> <li>2. No</li> </ul>
D3	In the last seven days, did (name) help without being paid in any kind of business run by his/her Household, for at least one hour?	<ul style="list-style-type: none"> <li>1. Yes</li> <li>2. No</li> </ul>
D4	In the last seven days, did (name) do any work for his/her own or household farm / plot /garden/cattle post or Kraal or help in growing farm produce, looking after animals for the household or own consumption, for at least one hour?	<ul style="list-style-type: none"> <li>1. Yes</li> <li>2. No</li> </ul>
D5	In the last seven days, did (name) fetch water or collect wood/dung for house-hold sale for at least one hour?	<ul style="list-style-type: none"> <li>1. Yes</li> <li>2. No</li> </ul>

D6	In the last seven days, did (name) produce any other goods for house-hold use for at least one hour?	1. Yes 2. No
D7	In the last seven days, did (name) do any construction or major re-pair work on his/her own home, plot, cattle post or business or those of the household for at least one hour?	1. Yes 2. No
D8	In the last seven days, did (name) catch any fish, prawns, shells, wild animals or other food for household consumption, for at least one hour?	1. Yes 2. No
<b>If answered yes in any D1 to D8, go to E1</b>		
D9	Even though (Name) did not do any kind of work in the last seven days, does he/she have a job, business, or other economic or farming activity, <b>crop farming</b> that he/she will definitely return to?	1. Yes 2. No  <i>If coded 2, go to I1</i>
D10	Why did (name) not work or do any <b>crop farming</b> during the last seven days?	01 = sick, injuries 02 = Maternity, parental leave 03 = Holiday, vacation 04 = Education leave 05 = Strike, lock-out 06 = Temporary lay-off 07 = Reduction in economic activity 08 = Temporary reorganization, suspension of work 09 = Personal, family responsibilities 10 = Off season 11 = Other reasons 99 = Don't know
D11	Was (name) being paid or did his/her business/farm continued to operate despite being absent from work during the Last seven days?	1. Yes 2. No
<b>Section E ask for all persons aged 8 years and above, who have answered yes to any D1 to D9</b>		
<b>Current main job</b>		
E1	What kind of work did (name) do in his/her main job during the last 7 days or usually does, even if he/she was absent in the last seven days)?	<i>Describe the work or give occupation or job title. (Record at least two words: Car sales person, Office cleaner, Vegetable farmer, Primary school teacher, etc.) For agricultural work on own/house-hold farm/plot, state whether for own use or sale mostly.</i>
E2	For office use only	4 digits

E3	What kind of activities are carried out at (name)'s current work place? What are its main functions?	<i>examples: Repairing cars, Selling commercial real estate, Sell food (wholesale) to restaurants, Retail clothing shop, Manufacture electrical appliances, Bar/ restaurant, Primary education, delivering newspapers to homes</i>
E4	For office use only	4 digits
E5	In (name) main job, did he/she work as ....?	01 = SUBSISTENCE/COMMUNAL FARMER (WITH PAID EMPLOYEES) 02 =SUBSISTENCE/COMMUNAL FARMER (WITHOUT PAID EMPLOYEES) 03 = OTHER EMPLOYER (WITH PAID EMPLOYEES) 04 = OTHER OWN ACCOUNT WORKER (WITHOUT PAID EMPLOYEES) 05 = EMPLOYEE (DOMESTIC WORKER) 06 = OTHER EMPLOYEE 07= UNPAID FAMILY WORKER (SUBSISTENCE/COMMUNAL 08= OTHER UNPAID FAMILY WORKER 09 = OTHER, SPECIFY ..... 99 = DONT KNOW
E6	In which entity/business is (name) employed?	01= Government 02 =Parastatal 03 =A private enterprise (formal) 04 =A private enterprise (informal) 05 =Non-profit organization 06 =Cooperative 07 =Private household (subsistence farm) 08 = Private household (commercial farm) 09 Private household (non-farm) 10 Other reason, specify..... 99 = Don't know
E7	How many people including (name) do work at his/her work place?	1 = 1 2 = 2- 3 3 = 4- 5 4 = 6-10 5 = 11-15 6 = 16-20 7 = >20 9 = dont know
E8	Which of the following does (name)'s employer provide to him/her? (Multiple answers possible)	1 = Food 2 = Accommodation 3 = Clothes 4 = Transport 5 = Pension schemes 6 = Medical aid 7= Social security 8 = Other, specify 9 = None (If coded 9,Go to E11)
E9	Does (name) employer deduct for	1 = Yes

	any of the items provided?	2 = No 9 = don't know
E10	How much is deducted?	(write down the <i>average</i> amount in N\$ per month)
<b>Previous Job</b>		
E11	Have (name) changed jobs in the last 12 months?	1 = Yes 2 = No (If coded 2, go to E17)
E12	What kind of work did (name) do in his/her previous job ?	Describe the work or give occupation or job title. (Record at least two words: Car sales person, Office cleaner, Vegetable farmer, Primary school teacher, etc.) For agricultural work on own/house-hold farm/plot, state whether for own use or sale mostly.
E13	For office use only	4 digits
E14	What kind of activities are carried out at (name)'s previous work place? What are its main functions?	examples: Repairing cars, Selling commercial real estate, Sell food (wholesale) to restaurants, Retail clothing shop, Manufacture electrical appliances, Bar/ restaurant, Primary education, delivering newspapers to homes
E15	For office use only	4 digits
E16	Name region where (name) worked before?	If in Namibia <i>write region</i> or if outside Namibia write country name in the space provided  <b>3 Digits only</b>
E17	Does (name) have a second main job?	1. Yes 2. No 3. Don't know (If coded 2 or 9, Go to E23)
<b>Second Main Job</b>		
E18	What kind of work did (name) do in his/her second main job ?	Describe the work or give occupation or job title. (Record at least two words: Car sales person, Office cleaner, Vegetable farmer, Primary school teacher, etc.) For agricultural work on own/house-hold farm/plot, state whether for own use or sale mostly.
E19	For office use only	4 digits
E20	What kind of activities are carried out at (name)'s second work place? What are its main functions?	examples: Repairing cars, Selling commercial real estate, Sell food (wholesale) to restaurants, Retail clothing shop, Manufacture electrical appliances, Bar/ restaurant, Primary education, delivering newspapers to homes
E21	For office use only	4 digits
E22	In (name) second main job, did he/she work as ....?	01 = SUBSISTENCE/COMMUNAL FARMER (WITH PAID EMPLOYEES) 02 =SUBSISTENCE/COMMUNAL FARMER (WITHOUT PAID EMPLOYEES) 03 = OTHER EMPLOYER (WITH PAID EMPLOYEES)

		04 = OTHER OWN ACCOUNT WORKER (WITHOUT PAID EM-PLOYEES) 05 = EMPLOYEE (DOMESTIC WORKER) 06 = OTHER EMPLOYEE 07= UNPAID FAMILY WORKER (SUBSISTENCE/COMMUNAL) 08= OTHER UNPAID FAMILY WORKER 09 = OTHER, SPECIFY ..... 99 = DONT KNOW
--	--	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

E23	What steps did (name) take to find the cur-rent job? <i>(multiple responses)</i>	1= Registration at Ministry of Labour offices 2 = Registration at other employment agencies 3 = direct applications to employers 4 = Checking at work sites, farms, factory gates market or other assembly places 5 = Placed or answered media advertisement 6 = Seeking assistance of friends, relatives, colleagues, unions, etc 7 = take action to start business or subsistence farming 8 = other, Specify.....
-----	-------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Section F Hours worked (who have worked in the last seven days or who did not work but have a job to return to)**

F1	Monday	1 = Usual Hours 2 = Actual Hours
F2	Tuesday	1 = Usual Hours 2 = Actual Hours
F3	Wednesday	1 = Usual Hours 2 = Actual Hours
F4	Thursday	1 = Usual Hours 2 = Actual Hours
F5	Friday	1 = Usual Hours 2 = Actual Hours
F6	Saturday	1 = Usual Hours 2 = Actual Hours
F7	Sunday	1 = Usual Hours 2 = Actual Hours
F8	Total <i>(the interviewer to calculate)</i>	1 = Usual Hours 2 = Actual Hours
F9	Monday	1 = Usual Hours 2 = Actual Hours
F10	Tuesday	1 = Usual Hours 2 = Actual Hours
F11	Wednesday	1 = Usual Hours 2 = Actual Hours
F12	Thursday	1 = Usual Hours 2 = Actual Hours
F13	Friday	1 = Usual Hours 2 = Actual Hours
F14	Saturday	1 = Usual Hours 2 = Actual Hours
F15	Sunday	1 = Usual Hours

		2 = Actual Hours
F16	Total <i>(the interviewer to calculate)</i>	1 = Usual Hours 2 = Actual Hours
F17	Total Hours in the Main Job plus Second Main Job/ Business/ Income	1 = Usual Hours 2 = Actual Hours
F18	Would you have preferred to work for more hours during the last 7 days?	1 = Yes 2 = No 9 = don't know <i>(If coded 2 or 9, Go to F21, otherwise proceed)</i>
F19	Where would you have preferred to work?	1 = AT PRESENT JOB 2 = OTHER JOBS IN ADDITION TO PRES-ENT JOB 3 = OTHER JOBS WITH MORE HOURS TO REPLACE THE PRESENT JOB
F20	How many hours would (name) have preferred to work during the last 7 days?	<i>(Record number of hours)</i>
F21	Did (name) look for additional work during the last 7 days?	1 = Yes 2 = No
<b>Section G Employees (Who have worked the last seven days or who did not work but have a job to return to, coded 5 or 6 in E16)</b>		
G1	Is (name entitled/allowed to take his/her annual paid leave?	1 = Yes 2 = No 9 = don't know <i>(If coded 2 or 9, Go to G3)</i>
G2	Which of the following paid leaves would (name) benefit from? <i>(multiple answers possible)</i>	1 = Sick 2 = Maternity 3 = Vacation 4 = Compassionate 5 = Study 6 = Other, specify..... 9 = Don't know
G3	Have (name) been employed on the basis of.....?	1 = Written contract 2 = Verbal contract
G4	Is the contract or agreement of a.....?	1 = Limited duration 2 = Permanent 3 = Unspecified duration <i>(If coded 2 or 3, Go to G6)</i>
G5	What is the duration of your contract or agreement?	1 = Daily contract/agreement 2 = < 1 Month 3 = 1 - 2 Month 4 = 3 - 6 Month 5 = 7 - 12 Months 6 = > 12 Months 9 = don't Know
G6	How long have you been employed in this job?	1 = <1 Year 2 = 1-2 Years 3 = 3-5 Years 4 = 6-10 Years 5 = >=11 Years

G7	Which time period do you get paid in your main job?	1 = Hourly 2 = daily 3 = Weekly 4 = Fortnightly 5 = Monthly
G8	How much is (name)'s gross income in his/her main job?	(Write the <i>average</i> amount in N\$ per month)
<b>Second main job</b>		
G09	How much is (name)'s gross income in his/her second main job?	(Write the <i>average</i> amount in N\$ per month)
<b>Section H - EMPLOYERS, OWN ACCOUNT WORKERS (Who have worked the last 7 days and coded 01,02,03,04 in E16 or E29, including persons who have a business to return to)</b>		
H1	Is your business/enterprise Registered, e.g. Ministry of Trade & Industry)?	1 = Yes 2 = No 3 = in the process of Registration (If coded 2 or 3, go to H3)
H2	In which of the following is it Registered?(More than one response possible)	1 = Social Security Commission 2 = Ministry of trade And industry 3 = Ministry of Finance 4 = other, specify.....
H3	Does (name)'s business keep accounts?	1 = Yes 2 = No <b>3 = Don't know</b> If coded 2, go to H5
H4	What types of accounts are kept for this business?	1 = detailed Formal Accounts 2 = Simplified Accounting Format 3 = informal Records For Personal Use 4 = other, Specify.....
H5	Is the business expenditure Separate from that of the owner's household?	1 = Yes 2 = No 3 = Don't know
H6	How many employees (excluding business partners and unpaid family workers) are employed?	(WRITE DOWN THE NUMBER OF EMPLOYEES)
H7	What is the estimated monthly turnover of your business?	(WRITE DOWN THE AVERAGE MONTHLY TURNOVER IN N\$)
<b>Section I UNEMPLOYED (Ask for all persons who have not worked during the last 7 days, had no job and were ready to work coded 2 in D9)</b>		
I1	If (name) had been offered job, would he/she have been ready to work during the last 7 days	1 = Yes 2 = No (if coded 1, go to I8, else continue)
I2	Did (name) look for work or try to start his/her own business during the last 30 days?	1 = Yes 2 = No (If coded 2, go to I5)
I3	How di (name) look for work or try to start his/her own business during the last 30 days?	1= Registration at Ministry of Labour offices 2 = Registration at other employment agencies 3 = direct applications to employers 4 = Checking at work sites, farms, factory gates

		<p>market or other assembly places</p> <p>5 = Placed or answered media advertisement</p> <p>6 = Seeking assistance of friends, relatives, colleagues, unions, etc.</p> <p>7 = take action to start business or subsistence farming</p> <p>8 = other, Specify.....</p>
I4	What was the main reason that (name) didn't look for work or try to start his/her business during the last 30 days?	<p>1 = thought no work available</p> <p>2 = Awaiting replies from employers</p> <p>3 = Got tired of seeking work</p> <p>4 = Already found work to start within one month</p> <p>5 = Awaiting busy season</p> <p>6 = Lack of resources</p> <p>7 = Other, Specify.....</p>
I5	Since (name) was not working for pay, profit or family gain, nor ready to work, what was (name) doing the last 7 days?	<p>1 = Retired</p> <p>2 = old age</p> <p>3 = illness/disabled</p> <p>4 = Homemaker</p> <p>5 = Student</p> <p>6 = income Recipient</p> <p>7 = other, Specify.....</p> <p><i>(For any answer in I5, end interviews for that person)</i></p>
I6	For how long have (name) been without work and available for work?	<p>1 = &gt;1 month</p> <p>2 = 1 month &lt; 3 months</p> <p>3 = 3 months &lt; 6 months</p> <p>4 = 6 months &lt; 1 year</p> <p>5 = 1 year &lt; 2 years</p> <p>6 = 2 years or more</p>
I7	Have (name) worked in the past 12 months)? (REPHRASED)	<p>1 = Yes</p> <p>2 = No</p> <p><i>(IF coded 2, go to I18)</i></p>
I8	What kind of work did (name) do in his/her last job	
I9	For office use only	4 digits
I10	What kind of activities are carried out at (name)'s last work place? What were its main functions	
I11	For office use only	4 digits
I12	Name region where (name) worked before?	<p><i>If in Namibia write region or if outside Namibia write country name in the space provided</i></p> <p><b>3 Digits only</b></p>
I13	What is the reason that (name) left his/her last job?	<p>1 = Retrenched</p> <p>2 = dismissed</p> <p>3 = Resigned</p> <p>4 = disabled</p> <p>5 = Sick</p> <p>6 = Closure of company</p> <p>7 = end of temporary activity</p> <p>8 = Retirement or old age</p>

		9 = Personal/Family reasons 10 = other, specify.....
I14	How did (name) support him/herself?	1 = did odd jobs during the last seven days GO BACK TO D1 2 = Supported by someone in the household 3 = Supported by someone outside household 4 = old age/ disability grant 5 = Supported by charity, church 6 = From savings 7 = Child support/foster care grant 8 = income from sale of property 09 = other, specify.....
Section J Housing characteristics: This section is only for head of household or main respondent		
J1	Type of housing unit( <i>observe and cross the correct descriptions</i> )	01=detached house 02=Semi-detached house/town house 03=Apartment 04=Guest flat 05=Part commercial/industrial building 06=Mobile home (caravan/tent) 07=Single quarters 08=traditional dwelling 09=improvised housing unit 10=other, specify.....
J2	Tenure or occupancy of housing unit..	1 = Rented(Not tied to the Job) 2 = owner occupied(With Mortgage) 3 = owner occupied(Without Mortgage) 4 = Rent-free(Not owners occupied) 5 = Provided BY employer (Public) Without PAY 6 = Provided BY employer(Public) With PAY 7 = Provided BY employer (Private) With PAY 8 = Provided BY employer (Private) Without PAY 9 = other, Specify.....
J3	What was the MAIN source of income for this household in the last 12 months?	1 = Subsistence farming (crop & animal) 2 = Cash cropping 3 = Animal rearing 4 = Business activities 5 = Salaries and/or wages 6 = Pension 7 = Cash remittances 8 = other means of income, specify.....
J4	What was the household's secondary source of income in the past 12 months?	1 = Subsistence farming (crop & animal) 2 = Cash cropping <b>commercial</b> 3 = Animal rearing <b>commercial</b> 4 = Business activities ( <b>non-agricultural</b> ) 5 = Salaries and/or wages 6 = <b>Old age pension</b> 7 = <b>Pension from employment</b> 8 = Cash remittances 9 = other means of income, specify.....
J5	How much do you estimate your	1 = >1000

	house-hold's total disposable income for last month?	2 = 1000 - 2000 3 = 2001 - 3000 4 = 3001 - 4000 5 = 4001 - 5000 6 = 5001 - 6000 7 = 6001 - 7000 8 = 7001 - 8000 9 = >8000  <i>(need to change the bracket to make them bigger)</i>
J6	Last month did your household employ a domestic worker or did you have anybody to help with domestic chores such as cleaning, washing, gardening, <b>driving, security etc.?</b>	1= Yes 2 = No  <i>(if coded 1,go to J7 else go to J8)</i>
J7	How many persons did you employ as domestic workers? Options: <b>Live-in</b> domestic workers and <b>Live-out</b> domestic workers	
J8	<b>Has this household engaged in any own account agricultural activity in the past 12 months?</b>  <i>(If "no" end interview)</i>	1= Yes 2 = No
J9	If yes in J8, indicate the type of own account agricultural activity (Mark "X" for all applicable)	1 = Livestock 2 = Crop 3 = Poultry 4 = Agro-processing 5 = Horticulture 6 = Other, specify
J10	Under which agricultural farming sector are the household agricultural activities in J9 performed?	Communal/Subsistence sector Commercial sector Emerging sector Small scale sector