

USER GUIDE: USAID POVERTY ASSESSMENT TOOL FOR NIGERIA

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DISCLAIMER

The author's views expressed in this publication do not necessarily reflect the views of the United States Agency for International Development or the United States Government.

This document is intended to guide users on the proper use of the USAID Poverty Assessment Tool (PAT) for Nigeria. A copy should be given to each interviewer during the training, and it should be reviewed thoroughly by all those involved in the interviewing process, including those who will be doing the quality control and data processing.

This PAT survey is divided into 4 sections with *Interviewer Instructions* spread throughout. The sections are:

- Client Information (page 4)
- Quality Control Checks Box (page 6)
- Household Roster (page 7)
- Household Questionnaire (page 8)

The next page outlines each of these sections on the Nigeria PAT. The remainder of the guide contains detailed information on each section including information on asking questions, recording answers, beginning and concluding the interview, and general interviewing procedures and techniques.

The data used to create the Nigeria PAT was obtained using the 2004 Nigeria Living Standard Survey. The Nigeria PAT closely replicates the poverty results of the Nigeria Living Standard Survey using a smaller number of carefully chosen, statistically derived indicators.

For more information on, or to download, the PAT Surveys, Data Entry Templates, or other implementation materials, see www.povertytools.org.

Client Assessment Survey - Nigeria

Interviewer: Text in bold should be read aloud. Text in italics are instructions and should not be read aloud.

You should use probing questions if necessary to elicit responses to all questions. If, however, a response is still not forthcoming, the following codes should be used: 99 - not applicable, 98 - no response given.

Interviewer Instructions
These are throughout the survey, indicated by "Interviewer:"

Client Information
Includes "Survey Number" at top right

Fill out the information below before the survey begins. Do not ask the respondent for this information

Date of Interview (dd-mm-yyyy)	_____	Quality Control Checks
Interviewer (code)	_____	Field Supervisor
Branch (code)	_____	Date _____ Initials _____
Region	1 <input type="checkbox"/> North Central 2 <input type="checkbox"/> North East 3 <input type="checkbox"/> North West 4 <input type="checkbox"/> South South 5 <input type="checkbox"/> South West 6 <input type="checkbox"/> South East	Headquarters
Client Location	0 <input type="checkbox"/> Urban 1 <input type="checkbox"/> Rural	Date _____ Initials _____
Months in Program	_____	Date Processor _____ Initials _____
Client or ID #	_____	

Quality Control Checks Box

Hello. My name is _____. I work for the organization _____. We are conducting a survey to learn a little bit more about the clients we work with. My records indicate that [name] is the main point of contact between [organization] and your household. May I please speak to [name]?

If person is desired respondent, read only the instructions marked 2.

If person is NOT desired respondent, read both 1 and 2 when desired respondent is located.

1. Hello. My name is _____. I work for the organization _____. We are conducting a survey to learn a little bit more about the clients we work with. My records indicate that you are the point of contact between [organization] and your household.

2. The interview should only take about 20 minutes and your answers will be put together with answers from other households. All of your answers are completely confidential and your name will not be given with your answers. Are you willing to answer these questions?

After he/she agrees, proceed with the text below.

First, I would like to ask you about your household. Let me tell you a little bit about what we mean by 'household.' For our purposes today, members of a household are those that usually live and eat together in this dwelling. It should include anyone who has lived in your house for 9 of the last 12 months, as well as the person you identify as the head of household if he or she has been absent for more than 3 of the last 12 months and infants under 9 months of age who normally live and eat here. Do you have any questions about that?

Answer any questions the respondent has before proceeding.

Now I would like you to identify each person in your household and answer some basic questions about each person. Let's start with the names of each person in your household. Shall I identify you as [name]?

If the respondent is reluctant to provide his or her name or those of others in the household, record relationships instead (ex: Respondent, Husband, etc).

Use row 1 for respondent.

Are you the head of the household or is someone else?

If not the respondent, record the Head of Household's name next, then continue filling in column A with each household member before asking questions in the remaining columns.

A.	B.	C.	D.	E.		G.	H.
				Only ask if age 5 or older			
Household Member's Name	Is [name] female or male?	What is the relationship of [name] to [household head]?	How old is [name]?	Has [name] ever attended school?	What was the highest educational level [name] attained?	Can [name] read a simple letter in English?	Can [name] do written calculations?
1.		Head 1 Spouse 2 Over. CHNG 3 Step Child 4 Grandchild 5 Brother/Sister 6 Brother/Sister-in-law 7 Parent 8 Parent-in-Law 9 Other relative 10 Non-Relative 11 (complete years)		Under age 5 98 Yes 99	Under age 5 98 None 7 PSLC 2 WSLC 3 Voc/Comm 4 ISS 5 SSN 'O' Level? 6 AC level 7 Yes 7 No 8 NCE/OND /Nurang 8 BASS/OND 9 Postgrad 10 Masters 11 Doctorate 12 Other 98	Under age 5 98 No 99 Yes 7	Under age 5 98 No 99 Yes 7
2)							
3)							
4)							
5)							
6)							
7)							

Household Roster

Household Questionnaire
This consists of all of the remaining questions on the survey

Now, I would like to ask you some questions about your housing conditions. By housing I mean all the rooms and all the separate buildings in which you and your household members live.

2. How many rooms does this household occupy? enter number
 Exclude bathrooms, toilets, kitchen, pantry, store.

3. Do other households share this dwelling with your household? 0 No 1 Yes

4. What is the main source of drinking water for your household?

- 1 Pipe Borne Water Treated
- 2 Pipe Borne Untreated
- 3 Borehole/Handpump
- 4 Protected Well
- 5 Unprotected Well/Rainwater
- 6 River, Lake or Pond
- 7 Vendor, Truck
- 8 Other

5. What is the main source of lighting for your dwelling?

- 1 Kerosene
- 2 Gas
- 3 Mains Electricity
- 4 Electricity from Generator
- 5 Battery
- 6 Candles
- 7 Firewood
- 8 Other

6. What type of toilet is used by your household?

- 1 None
- 2 Toilet on water
- 3 Flush to sewer
- 4 Flush to septic tank
- 5 Pail/bucket
- 6 Covered pit latrine
- 7 Uncovered pit latrine
- 8 VIP latrine
- 9 Other

General Instructions

Except where noted, **all** the information on the survey form must be completed and entered into the data processing software, or that record/interview will not be included in the poverty calculation. Thus, it is extremely important that all interviewers are sufficiently trained, have an opportunity to practice applying the questionnaire, and will ensure that each survey is complete and legible before leaving the interview.

For the purpose of this guide, we will provide additional information on Interviewer Instructions as they appear throughout the survey.

Interviewer Instructions – *You should use probing questions if necessary to elicit responses to all questions. If, however, a response is still not forthcoming, the following codes should be used: 99 - not applicable; 98 - no response given.*

The code ‘99’ should be used when a particular question is not applicable. This only occurs with yes/no screening questions (*Does the household own any goats? If no, enter 99 and continue to question 3*) or in cases where age or some other condition makes the question irrelevant (*Ask only of household members over age 5*). The code ‘98’ should be used when the respondent cannot or will not answer a question, even after asking several follow-up or probing questions. If this occurs, it may be helpful to write down a note as to why the question could not be answered and share the information with a field supervisor. It is important to keep in mind that ALL survey questions must be answered in order for a survey to be usable in data analysis. However, no respondent should be forced into giving a response if he or she does not feel comfortable providing the answer.

Client Information

Complete the top section of the questionnaire with the appropriate information before beginning the interview. Most of the information in this section can usually be taken from the program records (MIS), and should be filled out prior to the interview, whenever possible.

Parts of the survey that include large boxes should be written out in the box.

Date of Interview (dd-mm-yyyy)	
Interviewer (code)	

Region	1 <input type="checkbox"/> Western
	2 <input type="checkbox"/> Central 1
	3 <input type="checkbox"/> Central 2
	4 <input type="checkbox"/> Eastern
Client Location	0 <input type="checkbox"/> Urban
	1 <input type="checkbox"/> Rural

For portions of the survey that assign numerical codes to answer choices with a small box in the middle, an X should be marked in the box between the numerical code and the answer option.

“Survey Number” –Each questionnaire **must** have a **unique** survey number that is written on each page of the survey (in case pages become separated) before the interviewer goes into the field. It is essential for each survey to have its own, unique number, with no repetitions, in order

for the data cleaning and analysis to function properly. Sequential numbering (001, 002, 003...) is recommended and additional coding can be included, if desired, to help identify when and where an interview took place. For example, the first 2 digits of a survey number could represent the year in which the interview was done, the second 2 digits could represent the branch number, and the final 3 digits could be the sequential numbering system. With such a design, survey number “0711001” would indicate that it was administered in the year 2007 to a client of Branch 11 and that the respondent was number 1 (001) on the list.

“Date of Interview” – (optional) Record the date of the interview. This is useful for tracking the survey process, including having the option of comparing results from different time periods.

“Interviewer (code)” – (optional) A unique numerical code should be assigned to each interviewer before the interviewing process begins. During the quality control process, it is helpful to know which interviewers are making mistakes so that it can be brought to their attention, and additional training can be provided, as needed.

“Branch (code)” – (optional) This number identifies the branch to which the respondent belongs. This can be useful for tracking the forms and also allows for comparison of branches if one is doing additional data analysis.

“Region” – Indicate the major region of the country in which the respondent lives, using the list of 6 pre-coded response options. For efficiency and accuracy, it is recommended to create a master list of all municipalities or branch offices where your clients are located, along with the regional codes corresponding to each of the municipalities or branches.

“Client Location” – The determination of the respondent’s status as either urban or rural should match the definition used by your country’s national statistics office for classifying the population.

“Months in Program” – (optional) This is the amount of time in months, not years, the respondent has been involved in the program according to your records. If the information is not available, the respondent may be asked. If the response is given in years, then translate that into months. Do not include periods of time when the respondent was not a client (if they left the program and came back). This field can be used when doing additional analysis, for example, comparing client attributes by amount of time in the program.

“Client or ID #” – (optional) Use the same client identification number that you use in your client records (MIS). Some organizations create unique ID numbers, while others use the client’s national ID number. This can be used to help verify that the correct respondent is interviewed. The Client ID number is used instead of the respondent’s name in order to maintain confidentiality. However, to ensure complete confidentiality, the ID number can be crossed out (made illegible) once the Sampling and Survey Tracking Coordinator has confirmed that the proper respondent was interviewed.

Quality Control Checks Box

This is to be completed as follows:

- The Field Supervisor signs and dates it while still in the field, after he/she has reviewed the survey for missing, illegible or inconsistent answers.
- The Project Manager or Sampling and Survey Tracking Coordinator signs and dates it at headquarters after confirming that the survey is properly completed and that it is consistent with the sampling plan.
- The Data Processor signs and dates it to confirm that he/she was able to enter the data into the database accurately and completely. If doing double data entry to minimize data entry errors, then both data processors should sign and date the survey form once they have finished entering the data.

Interviewer Instructions – Introduce the survey. It is recommended that your team customize the original PAT survey introduction for your location and cultural appropriateness. The introduction should include the following components:

1. Introduction of yourself (the interviewer)
2. Request to speak to the client / beneficiary to be interviewed
3. Description of the survey's purpose and how long it will take
4. Request permission to conduct the interview
5. Ask client / beneficiary if they have any questions
6. Description of the definition of household

Parts 1-3: Many PAT implementers have reported that the initial client approach and introduction are the most important parts of the interview so make sure to be clear and courteous and to respect all appropriate cultural norms.

While introducing the survey, describe the purpose of the survey as agreed upon by the survey team and supervisors. While it is important to be honest and open with respondents about the purpose of the survey, giving too much detail could bias their responses. If respondents think that their answers will have an impact on their program participation (which should NOT happen), they may try to give answers that make them look more or less poor. It is usually sufficient to let respondents know that you are 'trying to learn more about our clients.'

Also understand that the poverty assessment survey uses a limited number of questions to estimate which households are below the extreme poverty line, but it does not try to capture 'all' assets or dimensions of poverty. This is why it may seem at times that specific questions are not 'good' indicators of poverty, or other questions that seem as though they would be good indicators of poverty do not appear on the survey. It is the specific *combination* of questions that predicts a household's wealth status.

Parts 4 & 5: Asking permission to proceed with the survey and answering any questions are important for building trust with the respondent.

Part 6: Since some people may attribute different meanings to the word “household,” a standardized definition of the term must be used to maintain consistency in the survey. An explanation of this definition will provide the respondent with an understanding of who should and should not be included when listing the members of the household. As the interviewer is recording the names of the household members in the roster list, he or she should remind the respondent of the definition to make sure the list is accurate according to the definition. It is a natural tendency to just list the immediate family members, so it is important to ensure that the respondent is using the definition provided in the survey introduction (and explained below).

For this survey, a household is defined as a group of people who have usually slept in the same dwelling and taken their meals together for at least 9 of the 12 months preceding the interview. If someone has lived outside the household for more than three out of the last twelve months, he or she is not a household member.

Exceptions to this rule are: 1) the person identified as the head of household, even if he or she has not been with the household for 9 months or more; 2) newly born children; and 3) students and seasonal workers who have Not been living in or as part of another household. It is up to the person who is being interviewed to determine who is the head of household. In general, the head of household is the person who provides most of the needs of the household and is familiar with all the activities of the household members.

Household Roster

The purpose of the roster is to learn about each member of the household in such a way that will help to build trust with the respondent and minimize bias. Collecting household information with a roster will facilitate data collection, as it helps identify all the members in an organized fashion, making sure nothing is left out. It also provides a rich level of information that can be used for further analysis.

Filling out the Household Roster – First, ask the respondent whether he or she is the head of household. If the respondent is not the head of household, then put the head of household second in the list. Then list all remaining members of the household, reminding the respondent who should be included. Record this information in column A, and make sure the list of household members is complete before asking for additional information. Then, one member at a time, ask all the remaining questions in columns B through H. Record all the information pertaining to a household member in the same row, and then move on to the next household member (row).

- A. “Household Member’s Name” – Always list the respondent first, and then the head of household (if the respondent is not the head of household). If the respondent is not comfortable giving you the first names of the other household members, you can write their relationship to the respondent, instead—such as “brother1”, “sister 1”, sister 2”, etc., to help assure the respondent that the information will be treated confidentially.
- B. “Is [name] female or male?” – When the respondent lists the members of the household, the gender will often be easy to guess. However, you should confirm the proper sex of each household member with the respondent.

- C. “What is the relationship of [name] to [household head]?” – BE CAREFUL. This is NOT the relation to the respondent! You may need to probe to make sure you are capturing the relation of each family member to the “head of household.” It is for the respondent to decide who they consider to be the head of the household. If they are not sure, do not understand the term “head of household” (which may occur in rural areas), or insist that both the husband and wife share the responsibilities and are both heads of the household, then more specific criteria can be used. These criteria could include who provides the most support or who makes most of the decisions for the family.
- D. “How old is [name]?” – Record age in complete years only. Do not include decimals or fractions, or round up to the next number. For newborns, put “0” if they have not reached 1 year of age.
- E. “Has [name] ever attended school?” – Only ask for household members aged 5 years or more. If the person is under 5 years of age, then record a “99”. If the response is ‘no’, then write a “0” for column E, do not ask column F, write a “99” in column F, and then proceed with column G. If the response is ‘yes’, then record a “1” in column E and proceed with column F for that household member.
- F. “What was the highest educational level [name] attained?” – Only ask for household members aged 5 years or more. If the person is less than 5 years of age, or if the response for the previous column was “no” (“0”), then record a “99”. For all others, indicate the highest level of formal schooling completed. If someone dropped out of school before completing a level, then do not include it. If the household member attended at least some school but never completed an educational level, then enter a “1” for “None”. If they attained a level of education not listed, then enter “96”.
- G. “Can [name] read a simple letter in English?” – Only answer ‘yes’ if they can read English, even if they can read in other languages. If the household member is under the age of 5, then do not ask the question and record a “99”.
- H. “Can [name] do written calculations?” – Indicate whether or not each household member can write down figures and perform basic mathematical calculations, such as addition, subtraction, multiplication and division. You may have to explain this to the respondents. If the household member is under the age of 5, then do not ask the question and record a “99”.

Household Questionnaire

Interviewer Instructions – “Now I would like to ask you some questions about your housing conditions. By housing I mean all the rooms and all the separate buildings in which you and your household members live.” These transitional comments are important for letting the respondent know when you are changing to a different topic. These questions refer to the dwelling in which the household currently resides.

Interviewer Instructions – For questions with multiple choice answers, do not read the answers. Ask respondent the question and match the answer to the most similar option on the survey. If respondent’s answer is unclear, probe until you find an adequate answer. Reading out the answer options is a LAST RESORT. If it comes to the point where reading is necessary, say: “I am going to read to you a list of several options. Please do not answer until you have heard all the options.”

2. **“How many rooms does this household occupy?”** – Indicate the total number of rooms occupied by the household members, not including bathrooms, toilet, kitchen, pantry, or store.
3. **“Do other households share this dwelling with your household?”** – Indicate whether other people live in the same dwelling but do not meet the criteria for being a member of the respondent’s household.
4. **“What is the main source of drinking water for your household?”** – If more than one source of drinking water is used, indicate which one is used most often. If the source of drinking water is not listed as one of the response options, then record an “8” for “other”.
5. **“What is the main source of lighting for your dwelling?”** – If more than one type of energy is used to produce light in the dwelling, indicate which one is used most often. If the main source of lighting is not listed in the pre-coded response options, then use an “8” for “other”.
6. **“What type of toilet is used by your household?”** – Indicate which type of toilet or latrine is primarily used by the household. If a bucket or pail is used, then use option 5. If they have a type of toilet facility not listed in the pre-coded response options, then use option “9” for “Other”.
7. **“What is the main construction material used for the floor of your dwelling?”** – If more than one type of material is used in the flooring, then probe to determine which material is used most—is predominant. If the respondent states that two materials are used equally, then use the material with the higher value.
8. **“What is the main construction material used for the roof of your dwelling?”** – If more than one type of material is used in the roofing, then probe to determine which material is used most—is predominant.

Interviewer Instructions – “Now, I would like to ask a question about household members’ agricultural activities.”

9. **“During the past 12 months did any member of the household own and/or operate a farm or keep livestock or engage in fishing?”** – Indicate whether anyone in the household engaged in farming, livestock or fishing during the past year of time. Probe to make sure the respondent is considering all household members for the previous 12 months of time.

Interviewer Instructions – “Look over the survey to see if you have missed any questions, then end the interview.”

“Those are all the questions I need to ask you today. Thank you for your time and effort in completing this survey.”