USER GUIDE: USAID POVERTY ASSESSMENT TOOL FOR **BOLIVIA**

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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.

PAT Bolivia User Guide

This document is intended to guide users on the proper use of the USAID Poverty Assessment Tool (PAT) for Bolivia. 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 5 sections with *Interviewer Instructions* spread throughout. The sections are:

- *Client Information* *(page 3)*
- *Quality Control Checks Box* *(page 4)*
- *Household Roster* *(page 6)*
- *Black Box* *(page 7)*
- *Household Questionnaire* *(page 7)*

The next page outlines where each of these sections are located on the Bolivia 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.

Data from the Bolivia 2005 Household Survey (*Encuesta de Hogares - EH*) was used to develop the Bolivia PAT, which closely replicates the poverty results of the 2005 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.

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

Client Information
Includes "Survey Number" at top right

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

Survey Number_____

Client Assessment Survey – Bolivia

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

Date of Interview
Interviewer (code)
Branch (code)
Department:

1=Beni 6=Oruro
2=Chuquisaca 7= Pando
3=Cochabamba 8=Potosí
4=El Alto 9=Santa Cruz
5=La Paz 10=Tarija

Client Location: *(Urban=0; Rural=1*
Time in Program: *Months*
Client or ID #

Quality Control Checks
Field Supervisor
Date _____ *Initials* _____
Headquarters
Date _____ *Initials* _____
Data Processor
Date _____ *Initials* _____

Quality Control Checks Box

Interviewer: *Introduce the survey to the respondent. Say: "Hello. My name is ____. I work for the organization_____. We are trying to learn a little bit more about the clients we work with, and so I have a few questions I would like to ask today. It should only take us about 15 minutes, and the answers you provide will be put together with answers from other households. All of your answers are confidential and your name will not be given with your answers. Are you willing to take some time to answer these questions today?" After he/she agrees, proceed with the dialogue below.*

Interviewer: *"I would like to ask you some questions about the people in 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 live together and eat from the "same pot." Each person contributes to and benefits from the household. It should include anyone who has lived in your house for 6 of the last 12 months, but it does not include anyone who lives here but eats separately. Do you have any questions about that?" Answer any questions the respondent has before proceeding.*

Interviewer: *Ask the respondent to list all members of the household, using the definition above. After completing Column A, then ask for the information in Columns B-F, filling out each row completely before moving to the next household member. Write the information down in the chart as he/she relays it to you. Say to the respondent: "Now I would like you to identify each person in your household and then answer some basic questions about each person."*

A. Household Members	B. What is [NAME]'s sex?	C. What is [NAME]'s relation to the household head?	D. How old is [NAME]?
	Female....0 Male.....1	Head.....1 Spouse.....2 Child.....3 Parent.....4 Grandchild.....5 Grandparent.....6 Other.....7	(same questions)
1) Respondent			
2)			
3)			
4)			
5)			
6)			
7)			
8)			
9)			
10)			
11)			

Household Roster

Interviewer: *Skip this section and return to fill in the answers after the interview. Do not ask the respondent these questions; fill in the answers from the information in the preceding table.*

2. Number of people living in household *(record number of household members from column A in the roster)*:
3. Age of household head *(record age from Column D of person identified as household head in Column C)*:

Black Box

Interviewer: *"Now I would like to ask you a few questions about your home."*

Interviewer: *For the following two questions, 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.*

4. What is the primary construction material for your dwelling's wall?
   Brick/concrete block.....1 Stone.....4 Other.....7
   Clay brick/cob wall.....2 Wood.....5
   Partition/barrier.....3 Cane/Palm/Trunk.....6
5. What is the primary construction material for your dwelling's floor?
   Dirt.....1 Rug/Tapestry.....4 Brick.....7
   Plank.....2 Cement.....5 Other.....8
   Tongue and Groove boards.....3 Tile/Ceramic.....6

Interviewer: *For the following question, ask respondent the question, read all the answer options out loud before allowing the respondent to answer, then match the respondent's answer. If respondent's answer is unclear, probe until you find an adequate answer.*

6. The dwelling occupied by the household is:
   Rented.....1 Provided in return for services.....4 Free (anticrético).....7
   Owned and fully paid.....2 Borrowed from relatives or friends.....5 Other.....8
   Owned and being paid for.....3 Subleased.....6

Interviewer: *"Now I would like to ask you about a few household items that members of your household may own."*

7. Does anyone in your household have a radio? *(No=0, yes=1*
8. Does anyone in your household have a refrigerator or a freezer? *(No=0, yes=1*
9. Does anyone in your household have a television? *(No=0, yes=1*
10. Does anyone in your household have a VCR, VHS, DVD, etc? *(No=0, yes=1*
11. Does anyone in your household have a fan? *(No=0, yes=1*
12. Does your household have a car? *(No=0, yes=1*
13. How many cots or beds does your household have? *(No=0, yes=1*
14. How many stoves (gas, electric, etc.) does your household have? *(No=0, yes=1*
15. How many computers does your household have? *(No=0, yes=1*

Interviewer: *"Now I would like to ask you about your household's farming activities."*

16. During the last 12 months, did you raise sheep? *(No=0, yes=1*

Interviewer: *Look over the survey to see if you have missed any questions. If you have, please ask those questions of the respondent. If not, it is the end of the interview. Remember to thank the respondent for his/her time in helping you answer these questions!*
Now return to the questions in the box at the top of this page and fill in the answers.

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.

> **Interviewer Instructions** – In numerous locations throughout the survey, instructions are included for the interviewer. These instructions are in *italics* and are preceded by "Interviewer" in bold letters. The portions of the instructions enclosed in quotation marks are recommended phrases to be read to the respondent. They usually introduce a new section. Other instructions are NOT to be read but are for the interviewer's information.
>
> For the purpose of this guide, we will provide additional information on Interviewer Instructions as they appear throughout the survey.

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.

"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) 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.

"**Department**" – Indicate the department of the country in which the respondent lives, using the pre-coded list of 10 departments. If the department response options are not well known by your interviewers, then it is recommended to create a master list of all municipalities or branch offices where your clients are located, along with the department 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.

"Time 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. The introduction printed on the original PAT survey is recommended; your team will have customized the 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

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

While introducing the survey, be sure to 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, 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 that 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.

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

Intro 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).

In order to be considered part of the household, a person must meet both of the following criteria:

1. Generally speaking, a household member is someone who both contributes to and uses the resources (food, materials, and other household items) of the household. If someone stays in the house but does not both contribute to it and take from it, he or she is not a household member. People with limited capacity to contribute to the household (because they are too old, young, or ill) are still considered part of the household.

2. A household member must live in the house the majority of the time. If someone has lived outside the household for more than six out of the last twelve months, he or she is not a household member. Exceptions to this rule are for those who have joined the family recently, such as a newborn, adopted child, or spouse (newlywed) or student who lives at a boarding school and only comes home during holidays. Another exception is that the head of the household is always considered part of the household, even if he or she lives away for most of the year. 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 the prime source of income and/or makes most decisions for the household.

Household Roster

The purpose of the roster is to learn about each member of the household in such a way so as to build trust with the respondent and minimize any bias. Collecting household information with a roster will facilitate data collection. It is harder for the respondent to remember and answer questions about all the members of the household without listing them and asking specifically about each member. Using a roster helps identify all the members in an organized fashion, making sure nothing is left out, and also provides a rich level of information that can be used for further analysis.

Filling out the Household Roster – First, ask the respondent to list all the members of the household. 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 D. 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 Members" – Notice the word "respondent" appears at the top of the roster list. Always fill out information for the respondent first. 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. "What is [NAME]'s sex?" – 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, as some names are used for both men and women.
C. What is [NAME]'s relation to the 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.

Black Box

The 2 questions that are inside the Black Box after the household roster (#2 - #3) are NOT to be asked of the person being interviewed, but instead filled out by the interviewer ***after*** the interview has been completed.

Interviewer Instructions – "Skip this section and return to fill in the answers after the interview. Do not ask the respondent these questions; fill in the answers from the information in the preceding table." It is very important that the interviewer does NOT try to complete this section during the interview, as it will not only break the flow of the interview, but will also greatly increase the chance of errors if the interviewer tries to get it all done at the same time.

After the interview is completed, the interviewer will take the information collected in the roster and calculate the answers to the questions in the Black Box beneath the roster. This is an area with a lot of room for human error, so it is very important to review these responses as part of the quality control process. The proper procedures for interpreting the roster responses and filling out the questions in the black box (#2 - #3) should also be reviewed and practiced extensively during the interviewer training.

2. "Number of people living in household *(record number of household members from Column A in the roster)"* – Record the total number of people listed in Column A of the household roster. When collecting the roster information, be sure to probe to make sure that everyone meeting the definition of "household" is included in the list.

3. "Age of household head *(record age from Column D of person identified as household head in Column C)" –* Identify which household member is listed as the household head in Column C (code = '1'), and then record that person's age from Column D. Be sure to record only the number of complete years, and do not round up.

Household Questionnaire

Interviewer Instructions – "Now I would like to ask you a few questions about your home." 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 the following two questions, 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."

4. **"What is the primary construction material for your dwelling's wall?** – If more than one material is used, then probe to determine which is the predominant material. The category of "other" includes anything not listed in the other response options, such as cardboard, cans, or other recycled materials.

5. **"What is the primary construction material for your dwelling's floor?"** – If more than one material is used, then probe to determine which is the predominant material. The category of "other" includes anything not listed in the other response options, such as cane, stones, etc.

Interviewer Instructions –"For the following question, ask respondent the question, read all the answer options out loud before allowing the respondent to answer, then match the respondent's answer. If respondent's answer is unclear, probe until you find an adequate answer.

6. **"The dwelling occupied by the household is:"** – Unlike other multiple choice questions, be sure to read all of the answer options for this question out loud to the respondent before allowing them to respond, to make sure they are considering all the options. The option of "owned and being paid for" is for those situations in which the dwelling has been partially paid for, is occupied by members of the household, but they are still making mortgage payments.

Interviewer Instructions –"Now I would like to ask you about a few household items that members of your household may own."

7. **"Does anyone in your household have a radio-cassette player?"** – Indicate whether or not the household owns, possesses, or has regular use of a radio-cassette player.

8. **"Does anyone in your household have a refrigerator or a freezer?"** – Indicate whether or not the household owns, possesses, or has regular use of a refrigerator or freezer.

9. **"Does anyone in your household have a television?" –** Indicate whether or not the household owns, possesses, or has regular use of a radio.

10. **"Does anyone in your household have a VCR, VHS, DVD, etc.?"** – Indicate whether or not the household owns, possesses, or has regular use of a video player. Include any device that records and plays videos.

11. **"Does anyone in your household have a fan?" –** Indicate whether or not the household owns, possesses, or has regular use of a fan.

12. **"Does your household have a car?"** – Indicate whether or not the household owns, possesses, or has regular use of a car. Do not include any cars primarily used for business.

13. **"How many cots or beds does your household have?"** – Indicate the total number of cots and beds that the household owns, possesses, or has regular use of.

14. **"How many stoves (gas, electric, etc.) does your household have?" –** Indicate the total number of stoves that the household owns, possesses, or has regular use of.

15. **"How many computers does your household have?" -** Indicate the total number of computers that the household owns, possesses, or has regular use of.

Interviewer Instructions – Transition to questions on household farming activities. "Now I would like to ask you about your household's farming activities."

16. **"During the last 12 months, did you raise sheep?** – Indicate whether or not anyone in the household raised sheep at any time during the last 12 months, even if they are not raising sheep at the present time.

Interviewer Instructions – "Look over the survey to see if you have missed any questions. If you have, please ask those questions of the respondent. If not, it is the end of the interview. Remember to thank the respondent for his/her time in helping you answer these questions!"

Interviewer Instructions – After ending the interview, go back to the Roster Summary Black Box and fill in the response boxes with the appropriate answers from the roster. Double check to be sure that all the values were calculated correctly.