



USAID
FROM THE AMERICAN PEOPLE

USER GUIDE: USAID POVERTY ASSESSMENT TOOL FOR PARAGUAY

AUGUST 2010

This publication was produced for review by the United States Agency for International Development. It was prepared by the IRIS Center at the University of Maryland.

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.

PAT Paraguay User Guide

This document is intended to guide users on the proper use of the USAID Poverty Assessment Tool (PAT) for Paraguay. 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 8)

The next page outlines where each of these sections are located on the Paraguay 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 Paraguay 2001 Integrated Household Survey (*Encuesta Integrada de Hogares - EIH*) was used to develop the Paraguay PAT, which closely replicates the poverty results of the 2001 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 Information

Interviewer Instructions –
These are throughout the survey. Some are to be read to the person being interviewed, others are notes just for the interviewer. All are indicated by “Interviewer:”

Client Assessment Survey – Paraguay

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=Asunción 7=Casapalá 13=Neolma
 2=Itapúa 8=Capiatzen 14=Encarnación
 3=Paraguari 9=Concepción 15=Paraguari
 4=Luque 10=Cordoba 16=Presidente Hayes
 5=Itapúa 11=Guairá 17=San Pedro

Client Location: (Urban=U; Rural=R)

Time in Program: Months

Client or ID #

Quality Control Checks

Field Supervisor
 Date: _____ Initials: _____

Headquarters
 Date: _____ Initials: _____

Data Processor
 Date: _____ Initials: _____

Quality Control Check 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 purpose 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 tells 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.	B.	C.	D.	E.	F.
Household Members	What is [NAME]’s gender?	What is [NAME]’s relation to the household head?	How old is [NAME]?	What is [NAME]’s present marital status?	Does [NAME] know how to read and write?
	Female ____ Male ____	Head ____ 1 Spouse ____ 2 Child ____ 3 Parent ____ 4 Grandchild ____ 5 Grandparent ____ 6 Other ____ 7	(Insert number)	Married ____ 1 Living together ____ 2 Separated ____ 3 Widowed ____ 4 Single ____ 5 Divorced ____ 6	(If under age 12, write zero 0) (If under age 5, write 0) No ____ 0 Yes ____ 1
1) Respondent					
2)					
3)					
4)					
5)					
6)					
7)					
8)					
9)					

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 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):

4. Marital status of household head (record from column E the marital status of person identified as household head in Column C):

5. Number of household members 18 years and older, excluding the head of household, who can read (add up those 18 years and older with “1” in Column F):

Black Box

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

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

Interviewer: 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.

6. How many rooms does your dwelling have, not including bathrooms, kitchens, and rooms used mainly for business?

7. What is the primary construction material for your dwelling’s floor?
 Earth ____ 1 Cement ____ 4 Granite ____ 7
 Wood ____ 2 Tile ____ 5 Other ____ 8
 Brick ____ 3 Concrete ____ 6

8. What is the primary construction material for your dwelling’s roof?
 Straw ____ 1 Zinc ____ 4 Other ____ 7
 Wood ____ 2 Earth ____ 5
 Tile ____ 3 Slab ____ 6

9. Where does your household’s water come from?
 Cisterna ____ 1 Stream or river ____ 4 Well without a pump ____ 7
 Sanaia ____ 2 Spring ____ 5 Water seller ____ 8
 Private network ____ 3 Well with a pump ____ 6 Other ____ 9

10. Where is the dwelling’s water supply located?
 Inside the dwelling ____ 1 On the property ____ 2 Outside the property ____ 3

11. What fuel does your household usually use for cooking?
 Firewood ____ 1 Kerosene ____ 4 Other ____ 7
 Coal ____ 2 Alcohol ____ 5 No kitchen ____ 8
 Gas ____ 3 Electricity ____ 6

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

12. Does anyone in your household own a VCR? (no=0, yes=1)

13. Does anyone in your household own a food processor? (no=0, yes=1)

14. Does anyone in your household own an air conditioner? (no=0, yes=1)

15. Does your household own a car? (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 any member of the household work independently in farming activities, either as an employee, self-employed, or as an unpaid family worker? (Interviewer: if the answer is “no”, mark 0 for questions 17 and 18, and end the interview.) (no=0, yes=1)

17. In the last 90 days, did any member of your household own any chickens? (Interviewer: if the answer is “no”, mark 0 for question 18 and end the interview.) (no=0, yes=1)

18. How many chickens does your household own currently? number

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 17 departments and the capital city. 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 F. 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 gender?” – 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 [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.
- E. “What is [NAME]’s present marital status?” (If under age 12, write “0”) – If the person is living with a partner but not legally married, then use option 2 – Living together.
- F. “Does [NAME] know how to read and write?” (If under age 5, write 0) -

Black Box

The 4 questions that are inside the Black Box after the household roster (#2 - #5) 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 - #5) should also be reviewed and practiced extensively during the interviewer training.

- 2. **“Number of people living in household (*record number of 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.
- 4. **“Marital status of household head (*record from Column E the marital status 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 marital status from Column E.
- 5. **“Number of household members 18 years and older, excluding the head of household, who can read and write (*add up those 18 years and older with a “1” in Column F*)”** -

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 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.”

6. **“How many rooms does your dwelling have, not including bathrooms, kitchens, and rooms used exclusively for business?”** – Make sure that the respondent is not including any bathrooms, kitchens, hallways or garages in the total. If one or more rooms are used for business (sales, production, etc.), then probe to determine whether or not it is used for other purposes, and do not include that room if it is only used for business.
7. **“What is the primary construction material for your dwelling’s floor?”** – Indicate which material is predominantly used in the construction of the floor of the dwelling. If some materials are used in equal amounts, then record the material of highest value.
8. **“What is the primary construction material for your dwelling’s roof?”** - Indicate which material is predominantly used in the construction of the roof of the dwelling. If some materials are used in equal amounts, then record the material of highest value.
9. **“Where does your household’s water come from?”** – Indicate the source of water for the household. “Corposana” is a service provided in cities with at least 4000 inhabitants, “Senasa” is a water service available in urban and rural areas with a population of less than 4000. “Private Network” should be used in those cases where piped water is provided by a company or person that does not participate in either the Corposana or Senasa networks. If the household uses more than one water source, indicate which is prevalent, and if it uses two sources in equal quantity, then indicate the more sophisticated (higher value) option.
10. **“Where is the dwelling’s water supply located?”** – “Inside the dwelling” should be used when the home has its own water connection inside the dwelling, in the kitchen or bathroom, but only if the bathroom is not separated from the rest of the dwelling. “On the property” should be used when the water source is located in the yard or patio of the dwelling, such as faucet, a well, etc. “Outside the property” should be used when the household’s water supply comes from a faucet, well or other source that is located elsewhere.
11. **“What fuel does your household usually use for cooking?”** – If the household uses two types of fuel for cooking equally, then select the most modern option.

Interviewer Instructions –“Now I would like to ask you about a few household items that members of your household may own.” Only include items that are primarily used by the household, and do not include items used primarily for business.

12. **“Does anyone in your household own a VCR?”** – Include any device that records and plays videos. Ownership is not required, provided the household has exclusive use of the item. If an item is used more than half of the time for business, then do not include it. If the item is broken or out of order, then only include it if it can be easily and quickly repaired.
13. **“Does anyone in your household own a food processor?”** – a food processor is defined as any electric equipment used for food preparation and that has multiple functions for that purpose (e.g., dice, chop, puree, grind, liquefy, etc.). Ownership is not required, provided the household has exclusive use of the item. If a food processor is used more than half of the time for business, then do not include it. If the item is broken or out of order, then only include it if it can be easily and quickly repaired.
14. **“Does anyone in your household own an air conditioner?”** – Ownership is not required, provided the household has exclusive use of the item. If an air conditioner is used more than half of the time for business (to cool a room used primarily for business, for example), then do not include it. If the item is broken or out of order, then only include it if it can be easily and quickly repaired.
15. **“Does your household own a car?”** - Ownership is not required, provided the household has exclusive use of the car. If a car is used more than half of the time for business, then do not include it. If it is broken or out of order, then only include it if it can be easily and quickly repaired.

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 any member of the household work independently in farming activities, either as an employer, self-employed, or as an unpaid family worker? (Interviewer: if the answer is “no”, mark 0 for questions 17 and 18, and end the interview.)”** – If the respondent hesitates or seems unsure of the answer, probe to determine whether anyone in the household engaged in farming activities in the last year. Keep in mind that each household member may have more than one kind of work, and that the farming activities may only be undertaken at a certain time of the year.
17. **“In the last 90 days, did any member of your household own any chickens? (Interviewer: if the answer is “no”, mark 0 for question 18 and end the interview.)”** – Make sure the respondent is only considering the last 90 days of time, and record a “yes” if any type of chicken was owned by any member of the household during that time period.
18. **“How many chickens does your household own currently?”** – Although the previous question asked about chicken ownership during the last 90 days, be sure to only include the

number of chickens currently owned by members of the household for question 18. If the household owned chickens in the last 90 days but does not own any currently, then mark a “yes” for question 17 and a “0” for this question.

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.