USER GUIDE: USAID POVERTY ASSESSMENT TOOL FOR **WEST BANK**

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DISCLAIMER

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

The next page outlines each of these sections on the West Bank 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 2007 Palestinian Central Bureau of Statistics' Expenditure and Consumption Survey 2007 was used to develop the PAT, which closely replicates the results of the 2007 survey using 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:**”*

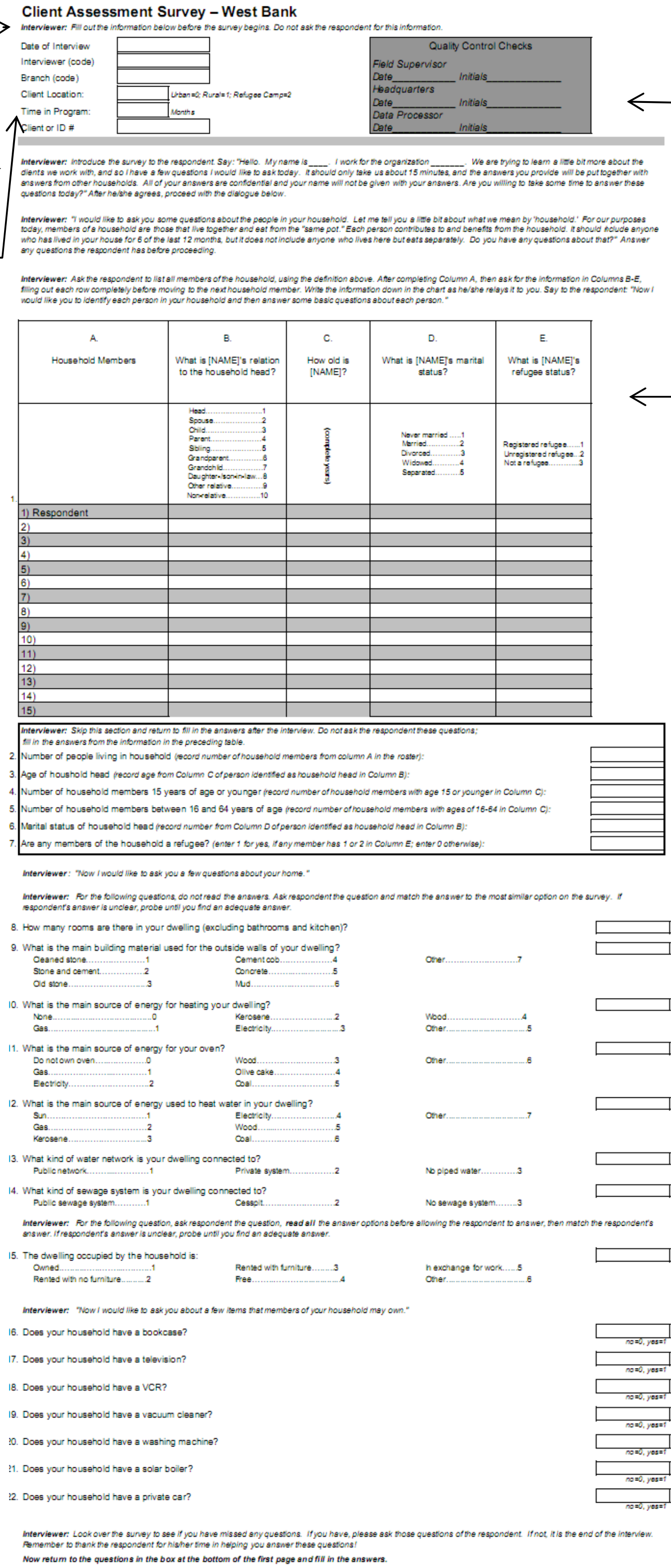
Client Information
Includes “Survey Number” at top right

Quality Control Checks Box

Household Roster

Black Box

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



Client Assessment Survey – West Bank

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)
Client Location: *Urban=0; Rural=1; Refugee Camp=2*
Time in Program: *Months*
Client or ID #

Quality Control Checks
Field Supervisor
Date___________ Initials____________
Headquarters
Date___________ Initials____________
Data Processor
Date___________ Initials____________

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-E, 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 relation to the household head?	C. How old is [NAME]?	D. What is [NAME]'s marital status?	E. What is [NAME]'s refugee status?
1.	Head.....1 Spouse.....2 Child.....3 Parent.....4 Sibling.....5 Grandparent.....6 Grandchild.....7 Daughter-/son-in-law....8 Other relative.....9 Non-relative.....10	(complete years)	Never married.....1 Married.....2 Divorced.....3 Widowed.....4 Separated.....5	Registered refugee.....1 Unregistered refugee..2 Not a refugee.....3
1) Respondent				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				
11)				
12)				
13)				
14)				
15)				

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 houshold head *(record age from Column C of person identified as household head in Column B):*
4. Number of household members 15 years of age or younger *(record number of household members with age 15 or younger in Column C):*
5. Number of household members between 16 and 64 years of age *(record number of household members with ages of 16-64 in Column C):*
6. Marital status of household head *(record number from Column D of person identified as household head in Column B):*
7. Are any members of the household a refugee? *(enter 1 for yes, if any member has 1 or 2 in Column E; enter 0 otherwise):*

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

Interviewer: *For the following 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.*

8. How many rooms are there in your dwelling (excluding bathrooms and kitchen)?
9. What is the main building material used for the outside walls of your dwelling?
   Cleaned stone.....1 Cement cob.....4 Other.....7
   Stone and cement.....2 Concrete.....5
   Old stone.....3 Mud.....6
10. What is the main source of energy for heating your dwelling?
   None.....0 Kerosene.....2 Wood.....4
   Gas.....1 Electricity.....3 Other.....5
11. What is the main source of energy for your oven?
   Do not own oven.....0 Wood.....3 Other.....6
   Gas.....1 Olive cake.....4
   Electricity.....2 Coal.....5
12. What is the main source of energy used to heat water in your dwelling?
   Sun.....1 Electricity.....4 Other.....7
   Gas.....2 Wood.....5
   Kerosene.....3 Coal.....6
13. What kind of water network is your dwelling connected to?
   Public network.....1 Private system.....2 No piped water.....3
14. What kind of sewage system is your dwelling connected to?
   Public sewage system.....1 Cesspit.....2 No sewage system.....3

Interviewer: *For the following question, ask respondent the question,* ***read all*** *the answer options 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.*

15. The dwelling occupied by the household is:
   Owned.....1 Rented with furniture.....3 In exchange for work.....5
   Rented with no furniture.....2 Free.....4 Other.....6

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

16. Does your household have a bookcase? *no=0, yes=1*
17. Does your household have a television? *no=0, yes=1*
18. Does your household have a VCR? *no=0, yes=1*
19. Does your household have a vacuum cleaner? *no=0, yes=1*
20. Does your household have a washing machine? *no=0, yes=1*
21. Does your household have a solar boiler? *no=0, yes=1*
22. Does your household have a private car? *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 bottom of the first 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) 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 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.

"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. For the West Bank PAT, there is an additional option of "Refugee Camp".

"Time in Program" – (optional) This is the amount of time in <u>months</u>, 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.

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.

Interviewer Instructions – – Introduce the survey to the respondent. 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 make 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 (which they should not), 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).

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.

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 E. Record all the information pertaining to a household member in the same row, and then move on to the next household member (row).

A. "<u>Household Member</u>" – 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. "<u>What is [NAME]'s relation to the household head?</u>" – 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.

C. "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.
D. "What is [NAME]'s marital status?" – For every household member age 12 and over, record their marital status. All marriages should be included for the "Married" response option, even if they are not 'official'.
E. "What is [NAME]'s refugee status?" – If the respondent indicates that the household member is a refugee, you may need to probe to determine whether that person is a registered refugee or not. For example, a probing question could be: "Is this person registered as a refugee with the local authorities?"

Black Box

The 6 questions that are inside the Black Box after the household roster (#2 - #7) 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 questions 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 - #7) 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 C of person identified as household head in Column B)*" –** Identify which household member is listed as the household head in column B (code = '1'), and then record that person's age from column C. Be sure to record only the number of complete years, and do not round up.

4. **"Number of household members 15 years of age or younger (*record number of household members with age 15 or younger in Column C)"* –** Look at column C and add up the total number of household members aged 15 or younger.

5. **"Number of household members between 16 and 64 years of age (*record number of household members with ages of 16-64 in Column C)"*** - Look at column C and add up the total number of household members aged 16-64.

6. **"Marital status of household head (*record number from Column D of person identified as household head in Column B)"***

7. **"Are any members of the household a refugee? (*enter 1 for yes, if any member has a 1 or 2 in Column E; enter 0 otherwise)"* –** If there are any 1's or 2's in Column E, then enter a "1" for yes; otherwise, enter a "0" for no.

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 family currently resides.

Interviewer Instructions – For the following 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."

8. **"How many rooms are there in your dwelling (excluding bathrooms and kitchen)?"** All rooms occupied by household members should be included, even if they are in separate structures. Include all bedrooms and living areas, but do not include bathrooms and kitchens.

9. **"What is the main building material used for the outside walls of your dwelling?** If the respondent indicates that more than one type of material is used, then probe to determine which material is most prevalent.

10. **"What is the main source of energy for heating your dwelling?** - If there is no heating, then record a "0". If the respondent is unsure, ask if they have heat in their dwelling, and then ask for the source of the heat. If they list more than one source, then ask which source provides the most heat.

11. **“What is the main source of energy for your oven?”** - If the respondent is unsure, ask if they have an oven, and then ask how it is heated. If they list more than one source, then ask which source provides the most heat.

12. **“What is the main source of energy for your water heater?”** - If the respondent is unsure, ask if they have a water heater, and how that water gets heated. If they list more than one source, then ask which source is used most often to heat water.

13. **“What kind of water network is your dwelling connected to?”**

14. **What kind of sewage system is your dwelling connected to?”**

Interviewer Instructions – For the following question, ask respondent the question, and ***read all the answer options*** 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.

15. **“The tenure of the dwelling occupied by the household is:” –** Be sure to read all of the answer options as part of the question. If the response is not clear, probe without suggesting responses. If the respondent does not understand “tenure”, then you can probe by asking about the ownership status of the dwelling in which they live.

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

16. **“Does your household have a home library?” –** This can be something as simple as a bookcase with some books. The source survey from which this PAT was created only asked if the household “has” the item. Thus, ownership is not required, as long as the item is available on a regular basis for the use of the household members.

17. **“Does your household have a television?”** - All televisions should be included, regardless of condition. The source survey from which this PAT was created only asked if the household “has” the item. Thus, ownership is not required, as long as the item is available on a regular basis for the use of the household members.

18. **“Does your household have a video (VCR)?” –** Only include video tape players/VCRs, but not DVDs. All VCRs should be included, regardless of condition. The source survey from which this PAT was created only asked if the household “has” the item. Thus, ownership is not required, as long as the item is available on a regular basis for the use of the household members.

19. **“Does your household have a vacuum cleaner?”** - All vacuum cleaners should be included, regardless of condition. The source survey from which this PAT was created only asked if the household “has” the item. Thus, ownership is not required, as long as the item is available on a regular basis for the use of the household members.

20. **“Does your household have a washing machine?”** - All washing machines should be included, regardless of condition. The source survey from which this PAT was created only asked if the household “has” the item. Thus, ownership is not required, as long as the item is available on a regular basis for the use of the household members.

21. **“Does your household have a solar boiler?”** - All solar boilers should be included, regardless of condition. The source survey from which this PAT was created only asked if the household “has” the item. Thus, ownership is not required, as long as the item is available on a regular basis for the use of the household members.

22. **“Does your household have a private car?”** - Trucks and any commercial vehicles used primarily for business should not be included. All private cars should be included, regardless of condition. The source survey from which this PAT was created only asked if the household “has” the item. Thus, ownership is not required, as long as the item is available on a regular basis for the use of the household members.

Interviewer Instructions – “Look over the survey to see if you have missed any questions. If you have, please ask these 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.