

Supervisor Form # 1 - Checklist

To be completed before giving the questionnaire to

DEO

Supervisor code

Cluster n ^o	Household n ^o

All questionnaires		No	Yes	Edits in Household	
	Covers are complete				
Household Questionnaire					
1	Number of persons in the cover is the same with quantity of people listed in HH roster				
2	All eligible have an allocated Notepad				
3	Section A3-Main Meals at this HH			Total	
	The sum of Adults and Childre is the same or less than quantity of HH members			15 above	15 below
4	Respondent's Person Number in			Is aged 15 and above	
	Section B3 - Health Access				
	Section B5 - Housing				
	Section B6 - Consumption and Expenditure				
	Section B7 - Remittances				
	Section B8 - Dispute Resolution				
Check at the end of CU period					
	Date completed appears				
	Number of visits appears				
	Result Code appears				
Personal Schedule				Is aged 15 and above	
1	Respondent's Person Number in cover is an eligible HH member				
2	Date commenced is after/at the same time that commenced time for HH questionnaire				
3	Check at the end of CU period				
	Date completed appears				
	Number of visits appears				
	Result Code appears				
Personal Diary					
1	Respondent's Person Number in cover is an eligible HH member				
2	Cover is complete and every day has a result code				
3	List of items is the same as that in the notepad				

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HIES 2009**

CU

HH Number

Supervisor: _____

Code:

Interviewer: _____

Date:

Day	Month	Year			

Code:

Supervisor Form #4: Data Entry Form

SUPERVISOR:
 THE JOB ONLY FINISHES WHEN THERE ARE NO ERRORS FOUND BY THE DATA ENTRY PROGRAM IN ANY OF THE HOUSEHOLDS VISITED.
 EXCEPT WHEN:
 THE ERRORS WERE EXPLAINED TO YOU AND JUSTIFIED BY THE INTERVIEWER.

WHEN SIGNING THIS FORM, TO TAKE FULL RESPONSIBILITY ON THE ERRORS LEFT.

	Number of errors left	Short explanation of errors left	Supervisor's signature
Interviewer # 1			
Household # 1			
Household # 2			
Household # 3			
Household # 4			
Household # 5			
Household # 6			
Interviewer # 2			
Household # 1			
Household # 2			
Household # 3			

PNG-NSO
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CU

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HH Number

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Supervisor: _____

Code:

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Interviewer: _____

Date:

Day	Month	Year			

Code:

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Supervisor Form #3: Interviewer Evaluation Form (assisted interview)

Evaluation Criteria		Result?	
		Un-satisfactory	Satisfactory
1 Comportment of the Interview			
1	Did the interviewer greet everyone before beginning the interview?		
2	Did the interviewer introduce himself or herself and explain that he or she is working for NSO?		
3	Did the interviewer explain the objectives of the survey properly, how the household was chosen, and that the interview would be completely confidential?		
4	Was the interviewer polite and patient with the respondents during the interview?		
5	Did the interviewer thank everyone at the end?		
2 Interview of Respodents			
1	Did the interviewer ask the questions as they appear in the questionnaire?		
2	Did the interviewer try to interview the appropriate person in each section of the questionnaire?		
3	Did the interviewer accept "I don't know" as an answer without probing?		
3 Time Spent on the Interview			
1	Did the interviewer avoid long discussion of the question with the respondents while still being patient and polite?		
2	If the interviewer received irrelevant or complicated answers, did he or she break in too suddenly?		
3	Did the interviewer rush through the interview, thereby encouraging respondents to answer questions quickly?		
4 Impartiality			
1	Did the interviewer maintain a neutral attitude toward the questions and answers during the interview?		
2	Did the interviewer volunteer an opinion?		
3	Did the interviewer appear surprised or shocked or disapproving about any of the answers?		
4	Did the interviewer suggest answers when asking the question?		

2009 HIES

Supervisor Form # 2: Delivery Form

Cluster:

Date Reception _____

Team:

Received by _____

Supervisor:

Team Supervisor:

Complete the information requested below and add this delivery form to your delivery box.

Questionnaire Type	Complete	Incomplete	TOTAL complete + incomplete	Total Men	Total Women	Total Children less than 15 years
a. Household Questionnaire						
b. Personal Schedule						
c. Personal Diaries						
d. Personal Notebooks						
e. Community Questionnaire						

Attachment 1. INTRODUCTION TO THE COMMUNITY

We all know from our own experience that rising prices of goods and services affect the way we live. Presently, the price of basic household food items, clothes as well as basic goods and services such as transport, education, hospital and medicines is increasing everywhere. As a result, majority of ordinary people are being severely affected.

NSO has been tasked to undertake this survey to take stock of information on basic food items and services people mostly depend on for their survival and to use this information to measure the rate of rise of prices with its Consumer Price Index (CPI). This index is made up of the prices of a list of things that people most often buy. It is important that this list be revised regularly as people change their spending habits from time to time. In a survey like this one, it is the best way we can find out what people are mainly spending money on and revise the list. The CPI is one of the major points in wage hearings and thus is very important to Unions, the Government and Businesses Houses in the country.

We will also find out about people's income, the number of people living in each house and other social information or characteristics about the household members. This means that with this information, we can work out 'what' different groups of people around the country are spending their income on. For example, what proportion of the expenditure of low income families is on food. Thus the survey information has a lot wider use than just improving the Consumer Price Index.

All this social information will be very useful to many departments and organizations, for example; Department of Treasury and Finance, Planning Department, Health Department, Housing Commission, The Banks, Trade Unions, Universities and NGO's to name a few. As well, many households will find it very interesting to keep their diaries and see where their money goes. This can lead to real benefits in planning their household budgets.