

PEP Asia-CBMS Network Office

Paper 1: CBMS design

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ACRONYMS AND ABBREVIATIONS

CAPI	Computer-Assisted Personal Interview
CERFEG	Centre for Research and Training in Economics and Management
CLSP	Local Participatory Monitoring Committee
CRSP	Regional Participatory Monitoring Committee
DGSCN	Directorate General of Statistics and National Accounts
DHS	Demographic and Health Survey
DPG	General Policy Statement
ED	Directorate of Economy
F-PRS	Full poverty reduction strategy
GDP	Gross Domestic Product
HDI	Human Development Index
HIPC	Heavily Indebted Poor Countries
AIDS	Acquired Immuno-Deficiency Syndrome
HIV	Human Immuno-Deficiency Virus
MDG	Millennium Development Goals
MICS	Multiple Indicator Cluster Survey
MTEF	Medium-Term Expenditure Frameworks
NEEAP	National Action Plan for Energy Efficiency
PRSP	Poverty Reduction Strategy Paper
PTS-PRSP	Permanent Technical Secretariat of the PRSP
PTS	Permanent Technical Secretariat
QUIBB	Unified survey of the basic indicators of well-being
RGPH	General Census of Population and Housing

SC	Sectoral Committee
SNDS	National Statistics Development Strategy
UNDP	United Nations Development Programme
WAEMU	West African Economic and Monetary Union

This document is articulated in five parts:

- ✓ Background
- ✓ Review of existing monitoring systems
- ✓ CBMS Objectives
- ✓ CBMS final model Proposal for the pilot test
- ✓ Annex which content:
 - Version of User's Manual for the CBMS household and rider questionnaire to be used in the conduct of training of local enumerators in annex.
 - Final and pre-tested core CBMS questionnaires in annex for implementation in the project sites

1 Background

The Republic of Togo is situated in West Africa. It is bounded by Benin (previously Dahomey) in the east, Ghana in the west, Burkina (Burkina Faso, and earlier, Upper Volta) in the north, and the Atlantic Ocean in the south. Togo's landmass is 56,000 square kilometers. It is approximately 600 kilometers in length and about 70 kilometers at its widest point. Its government is constitutionally based on a parliamentary system.

The Togolese population was estimated at 6,191,155 inhabitants in 2010 (4th RGPH, 2010), with an annual average growth rate of 2.84% (World Bank, 2014).

Real economic growth accelerated to over 5 percent in 2012–13, fueled by good performance in agriculture, mining, construction, and public works (World Bank, 2014). Consumer prices evolved in line with the regional monetary union (WAEMU) and fell below 2.5 percent during 2012–13 (World Bank, 2014). However, the external position remains fragile due to vulnerability to external shocks and large current account deficits. Public debt management requires close monitoring as the Government is rapidly accumulating new debt following the HIPC completion point in December 2010, including by recognizing debts of liquidated public enterprises (World Bank, 2014). Another concern, for example, are arrears accumulated by municipalities. From 15.6 percent of GDP at end-2011, the stock of external debt rose to 18.9 percent of GDP at end-2013, while the recognized stock of domestic debt was 25.1 percent of GDP and total debt 44 percent of GDP (World Bank, 2014).

Poverty remains high in Togo and also relates to 55.1% of the population in 2015 (QUIBB, 2015). The penetration of lighting in homes is 23% according to the National Action Plan for Energy Efficiency (NEEAPs, 2015). QUIBB 2015 (unified survey of the basic indicators of well-being) survey shows that the main social indicators have generally improved, although they remain a concern: rates Net enrollment in primary education (84.8%), adult literacy rate (63.6%, with a marked disparity by gender: 77.1% for men and 51.1% for women) morbidity rate (23.9%), access to water drinking (61.8%), proportion of households with sanitary facilities (42.8%), and utilization of health services (62.7%).

The national strategic orientations underlying the sectoral policies and programs are part of the Vision document Togo 2030, being developed and Strategy for Accelerated Growth and Employment Promotion (SCAPE) from 2013 to 2017. The SCAPE (2013) provides a medium-term development framework to achieve the General Policy Statement (SPG) based on the Millennium Development Goals (MDGs) covering the period 2006-2015 and emerging Togo's country in 15-20 years.

Only MDG goals 2 and 6 ("Achieve universal primary education" and "Combat HIV and HIV/AIDS") were reached, in 2015. The others MDGs could be achieved later on, if certain issues (second national report on progress towards the MDGs) are resolved, including (i)

consolidation of political dialogue and national consensus; (ii) mobilization of domestic and external resources; (iii) more efficient public spending; and (iv) institutional and human capacity-building. The programs aiming welfare of the population improvement should also take into account the informal sector. The informal sector workers are generally exposed to risks since they are not included in the social protection system.

In order to find a lasting solution, a code of social security was adopted by the Togolese National Assembly (Act No. 2011-006 enacted February 21, 2011) (Auffret, 2011). This law states that the general social security system comprises at least three branches (Family and maternity benefits, pensions, occupational hazards). But mostly this law stipulates that some branches are also subject to general social protection:

- For all branches (i) self-employed workers within various sectors, (ii) the ministers of religion,
- For branches of pensions and family benefits "workers in the informal economy"
- The branch of occupational hazards "student's vocational schools, apprentices and trainees (...)."

Since the adoption of this law by the National Assembly in 2011, workers in the informal sector have never been taken into account in the social protection system in Togo. One of the most important factors that could explain the failure to take into account informal sector in the social protection system is lack of data on the informal economy. Togo does not have data on employment in the informal sector. Local authorities therefore have not information in the informal sector on profile of household poverty, vulnerability of employment, income, access to basic services and employment of women and children. This lack of data on the informal sector, which represents the vast majority of the private sector does not allow local authorities to develop appropriate local development plans.

These people should be integrated in the system in order to curb the increasing precariousness of the informal sector workers. That is why the CBMS should be implemented in Togo. The primary aim of CBMS is to establish a local monitoring system on the different dimensions of poverty and to complement the data coming from the official statistical system.

2 Review of existing monitoring systems

In the interest of ensuring that the Poverty Reduction Strategy Paper (PRSP) is monitored in a consistent fashion, the various stakeholders had merged their effort around a PRSP monitoring and evaluation information system. These various stakeholders have five essential roles: (i) production of data and information; (ii) analysis of results derived from this data and information; (iii) maintenance of databases and survey bases; (iv) dissemination of analyses in the form of reports; and (v) system-wide coordination.

The purposes of this information system are the following: (i) systematically produce basic indicators and/or information for monitoring PRSP operations and achieving the MDGs; (ii) produce information for monitoring poverty reduction programs and projects; (iii) produce information for assessment of the impact of policies, programs, and projects; and (iv) produce regionally and locally disaggregated information.

The information system for monitoring and evaluating the PRS and MDGs/SDGs is partly based on sectoral information systems that are already existing, particularly in the areas of health care (SNIS), education, HIV/AIDS, finance, and rural development. The system consists of three components, or sub-systems, which complement each other and are thoroughly interlinked: (i) Sub-system for “Monitoring of Household Living Conditions”; (ii) Subsystem for “Monitoring of Programs and Projects”; and (iii) Subsystem for “Impact Assessment.”

2.1 Sub-system for “Monitoring of Household Living Conditions”

The purpose of this sub-system is to systematically produce and manage indicators concerning household living conditions and/or basic information for assessing poverty and for monitoring the PRSP and MDGs/SDGs. These are essentially the results indicators or global impact indicators based on the “monetary poverty,” “basic needs poverty,” “capacity or opportunity poverty,” and “social exclusion poverty” approaches. These indicators are regularly updated on the basis of national accounts, statistical surveys, and administrative statements. The system is under the authority of the Permanent Technical Secretariat of the PRSP (PTS-PRSP), with the Directorate General of Statistics and National Accounts (DGSCN) handling technical coordination.

2.2 Sub-system for “Monitoring of Programs and Projects”

The purpose of this sub-system is to monitor the financial and physical execution of poverty reduction programs and projects. Its indicators involve inputs and outputs. Input monitoring refers to the monitoring of the level of financial resources allocated to programs and projects. It also includes the monitoring of available human and physical resources. Monitoring of

outputs generated by the implementation of project and program activities refers to the monitoring of the output of poverty-reducing services (e.g. construction of schools, health centers, hydraulic infrastructures, roads, etc.). This monitoring helps determine the existence and status of investments planned under poverty reduction programs and projects. Most of the data required for this purpose is derived from the administrative files of program and project agencies, and from the internal statistics of the supervisory ministries. In order to function properly, this sub-system requires the establishment of Medium-Term Expenditure Frameworks (MTEFs) as frameworks for budget planning and execution. Technical coordination is handled by the Plan Execution Oversight Directorate in collaboration with the Directorate General of Budget (including the department responsible for program and project preparation).

2.3 Sub-system for “Impact Assessment”

Impact assessment makes it possible to identify those changes in the wellbeing of individuals in a specific population group that can be ascribed to a particular program or policy. Impact assessment involves studies of a specific project, program, or policy and of a well-defined population. The results of these assessments are used to guide decisions regarding the expansion, modification, or elimination of a given policy, program, or project, and to rank public interventions by order of priority. It is a tool to aid decision-making, and also has the advantage of enhancing the visibility of programs vis-à-vis the population as a whole. This final sub-system is under the technical coordination of the Directorate of Economy (DE).

2.4 Improved production and dissemination of statistical information

The Togolese statistics system is a deconcentrated system in which the focal point of all statistics activities is DGSCN. The system is characterized by the absence of a statistics coordinating body and the absence of a statistics law to regulate statistics activities.

In recognition of the basic role of statistics in development and poverty reduction strategies, and in order to revitalize the national statistics system, the Government formulated a National Statistics Development Strategy (SNDS), which was validated on December 2, 2008.

DGSCN, as the focal point of all statistics activities, is responsible, in partnership with PTS, the SCs, the CRSPs, and the CLSPs, for ensuring that the necessary information is produced for monitoring and evaluation of the F-PRS.

At regular intervals, DGSCN is responsible for carrying out major statistical operations such as the general census of the population and housing at 2010, the demographic and health survey (DHS, 1998, 2013), the zero-prevalence survey, the budget-consumption survey (1-2-3 survey), the MICS survey (MICS, 2006, 2010), and the agricultural surveys.

DGSCN works in coordination with the international development agencies involved in the statistics sector and search technical, material, and financial support with a view to improving the quality of the data produced.

DGSCN ensure the dissemination of the quantitative data necessary for monitoring and evaluation of the poverty reduction strategy by making use of appropriate channels, particularly the PRSP website and Togo Info. It will publish analyses of poverty in Togo on a regular basis.

DGSCN is also responsible for the creation of a data bank of databases from these surveys, which it will use to generate the poverty indicators. In addition, DGSCN is charged with coordinating data collection by entities that produce sectoral statistics, especially the planning and programming directorates in the various ministries.

Data on the informal sector are unavailable. Furthermore, disaggregated data are not available at the local (villages, canton) level .The lack of these data makes difficult the development of local development plans. That is why CBMS is needed to have data for the local development plans of these locality.

3 Objectives

The project was based on the following objectives:

- Development and pilot test a CBMS implementation in Tokoin situated at Lomé (urban area) and Tsévié (rural area).
- Preparation of community poverty and household-level poverty profiles and maps of the selected site/s
- Produce data as inputs to the preparation of local development plans
- Preparation of a paper on the analysis of CBMS data to answer the research issues on providing social protection to the informal sector
- Estimation of the economic value that the informal sector workers in Togo grant to a policy aiming to include them in the social protection system of CNSS.

4 Key Features of the Monitoring System

The development of CBMS final model was done through the following steps:

- Pré-test questionnaires (focus group)
- Collection of data;
- Clearance of data;
- Presentation of the results and analysis at workshops for validation;
- Dissemination of results;
- Use of the database.

5 Outputs and Outcomes

As outputs, the project produced data with three questionnaires (household questionnaire, rider questionnaire, and community level questionnaire). These questionnaires were used to collect data (poverty profiles, willingness to pay to have access to CNSS social protection system, job vulnerability of informal sector workers, etc.). Other outcomes include:

- database constitution
- Analysis paper on providing social protection to the informal sector
- Community poverty and household-level poverty profiles and maps of the selected sites
- Produce data as inputs to the preparation of local development plans Policy recommendations, etc.

6 Key players

The key actors were mainly the members of Steering Committee.

6.1 Steering Committee set-up

The Steering Committee set-up was consist of resources persons of the following institutions:

- Ministry of Labour, Employment and Social Protection
- Minister of Social Action and the Promotion of Women and Literacy
- Delegation to the reorganization of the informal sector (DOSI)
- National Agency of Employment
- CNSS
- NGO "WAO-Afrique"

6.2 Focus group and pre-test

Focus group was done to improve the questionnaires administered. This Focus group happened in sessions where questions were asked to those who are working in the informal sector. The discussion addressed their experience in insecure employment, management of accident work cases, management of people working for them, their opinions concerning the services offered by the CNSS.

In order to improve their working conditions, the focus group take into account their concerns that were not previously been taken into account. The questionnaires were administered in the field by a team of 5 enumerators. This was to test the relevance of the plugs and allow viewing of the average time to fill out the forms in a household. This help us to identify and anticipate potential difficulties.

After that, the questionnaires were revised and validated.

7 Resource Requirements and Institutional Arrangements for Implementation

7.1 Training and capacity building

The data were collected at Tokoin-Wuiti and at Tsévié (two localities of Togo).

Tokoin-Wuiti is an urban area located in the capital city Lomé. Tsévié represents a rural setting not far from Lomé. The average household size in Togo is estimated at 5.4 persons and varying slightly depending on the place of residence (rural 5.6 against 4.9 in urban areas) (DGSCN, 2012). Thus, there are approximately 4, 431 households at Tokoin-Wuiti. The main activities encountered in the informal sector in this environment are: trade/service, and transportation (Ministère de l'Industrie du Commerce et du Développement de la Zone Franche, 2000).

Tsévié is rural locality and the activities of the informal sector are dominated by craft, agriculture and trade. On the other hand, Tsévié (and its nearest villages: Dalavé and Gblainvié) is characterized by household size (4.9 persons per household). There are 3, 412 households on average at Tsévié

Three questionnaires were administered: the household questionnaire, rider questionnaire, and community level questionnaire. The household questionnaire covered all the basic information on all household members. This basic information were demographic issues, access to health care, access to safe water, description of households, poverty level, and education, etc.

The community level questionnaire collected data on education and health facilities, infrastructure, institutions, industries, and employment programs, etc.

The rider questionnaire was administered to household members which were identified as informal sector worker. This individual survey gave the most accurate information on social protection of informal sector workers and their willingness to pay for CNSS services.

Tablets were used for data collection. This method enable to facilitate data collection, to immediately proceed to data processing without entry data phase after collection and be able to put the information collected online. We have adopted the Computer-Assisted Personal Interview (CAPI). The type of CAPI we have adopted is the CBMS Accelerated Poverty Profiling System. For this purpose, the questionnaires were programmed on the tablets in CBMS scan form. A manual was developed for the training of enumerators. This manual is presented in annex.

7.2 Field data collection

For data collection, enumerators chosen had at least the baccalaureate level graduation. The training sessions was organized.

For ten household questionnaires administered per day by an investigator without regard to the individual questionnaire and six survey days a week, this will make a total of 60 records per week and 360 sheets for six weeks. To cover all households, we had recourse to 22 enumerators with 4 controllers and two supervisors.

The pre-test which was done in advance, to determine how many households which could be surveyed daily and therefore the number of required enumerators for the survey. It should be noted that after the pre-test, the questionnaire was implemented under the CBMS scan form and install into the tablet for the survey.

7.3 Data processing

Once the data were collected in the field by enumerators, these were checked by the editors before being validated on the CBMS portal. This procedure allowed to have reliable database to download on the CBMS portal

The data collected was exported from CBMS portal to Stata. A data cleaning was done in Stata and any inconsistencies were identified to correct the database.

An econometric model was integrated into Stata to estimate the amount that informal sector workers were ready to pay to benefit from social protection. All analyzes were done in Stata to determine all factors that could have an impact on behavior of informal sector willingness to pay.

Some statistics were output and some indicators was calculated. These results were compiled into a report that was presented during a validation workshop.

7.4 Data validation

The procedure for validation of the collected data was conducted after data processing and analysis. Consultation workshops were organized with key stakeholders of the selected area during which data results were presented to allow participants to confirm or refute the consistency of the presented results with the actual situation in the locality.

There, after the database was validated.

7.5 Dissemination for findings

The collected data were disseminated through seminars. The local officials (CNSS, various ministries concerned about social protection and poverty, NGO's), researchers of PEP network and CERFEG have access to data contention. In order to facilitate the use of the data by the Local Officials for schedule and program implementation, a training workshop was organized for this purpose. Regarding the external researchers, they will have free access to data upon request and based on the relevance of the study which shall be carried out.

8 Using the database

Indicators of poverty profile were calculated. A profile of household poverty of Tokoin-Wuiti and Tsévié was presented during workshops.

Research on poverty and social protection were conducted on the basis of this database.

This research was a tool for decision-making by authorities concerning social protection of informal sector workers and concerning the improvement of households' life in Togo.

The databases could also be used by other people who would be interested in the issues tackled by data acquisition. These are: researchers and students.

9 Prospects for Institutionalization

Based on the achievements of this data collection, other challenges however remain to be overcome:

- Adoption of the results and its implementation by the institutions in charge of the informal sector (DOSI, CNSS, Ministry of Development at the base)
- Extension of the CBMS in all cantons or prefectures, if the team in support of local elected officials or structure involved in the strategies of formalization of employment,
- The involvement of local authorities in charge of the management of the informal sector in search of funding and private companies to perform the identified strategies,
- Extension of the CBMS to others sub-Saharan African countries where the weight of informal employment is very high, like Togo.

10 Recommendation

This CBMS project facilitates timely implementation of formalization system, particularly for informal workers, who constitute a significant proportion of the Togolese economy. However, without significant government commitment and the effective mobilization of all stakeholders, it would be difficult to achieve this goal. Use of reliable data, especially at the local level, offered by the CBMS approach would be a considerable asset for the implementation of this program.

To this end, for the effectiveness of this program, we suggest:

- A stronger commitment of the government to help institutions in charge of this sector, in the program implementation
- Capacity Building for local government institutions to ensure the efficiency and management of resources that would be available, for the implementation of this program
- Strengthening the capacity of local communities to ensure their participation in this process.

11 List of proposed core CBMS poverty indicator system with details on conceptual and operational definitions and formulas for computation

The different indicators are presented in the following table.

TABLEAU 1: LIST OF CORE INDICATORS AND FORMULAS

Dimension of Poverty	Core Indicators	Formulas
Health	Proportion of women aged 15-49 who have consulted a health professional at least once during pregnancy	$\frac{\text{Total number of women aged 15 – 49 who have consulted a health professional at least once during pregnancy}}{\text{Total number of women who gave birth one year ago}}$
	Proportion of persons consulting a health center in case of sickness	$\frac{\text{Total number of persons consulting a health center in case of sickness}}{\text{Total number of persons who have been sick during the last 4 weeks?}}$
	Proportion of children under 5 years old who died	$\frac{\text{Total number of children aged 0 to less than 5 years old who died}}{\text{Total number of children aged 0 to less than 5 years old who died + The total number of children aged 0 to less than 5 years old who are still alive}}$
	Proportion of women who died due to pregnancy related causes	$\frac{\text{Total number of women who died due to pregnancy related causes}}{\text{The total number of children less than one year old + the total number of women who died due to pregnancy related causes}}$
	Proportion of household who did less than 5 km to access of health center	$\frac{\text{Total number of households using who did less than 5 km to access of health facilities}}{\text{Total number of households}}$
Education	Proportion of persons aged 15 and above unable to write and read	$\frac{\text{Total number of person aged 15 and above unable to write and read}}{\text{Total number of persons aged 15 and above}}$
	Proportion of children aged 6-11 years old who are not attending elementary school	$\frac{\text{Total number of children aged 6 – 11 years old who are not attending elementary school}}{\text{Total number of children aged 6 – 11 years old}}$
	Proportion of children aged 12-15 years old who are not attending	$\frac{\text{Total number of children aged 12 – 15 years old who are not attending secondary school}}{\text{Total number of children aged 12 – 15 years old}}$

	secondary school	
	Proportion of children aged 6-15 years old who are not attending school	$\frac{\text{Total number of children aged 6 – 15 years old who are not attending school}}{\text{Total number of children aged 6 – 15 years old}}$
Water and Sanitation	Proportion of Households without access to safe water	$\frac{\text{Total number of Households without acces to safe water}}{\text{Total number of Households}}$
	Proportion of households who have access to public water supply	$\frac{\text{Total number of Households who have acces to public water supply}}{\text{Total number of Households}}$
	Proportion of households without access to sanitary toilet facilities	$\frac{\text{Total number of households without access to watersealed or closed pit toilet facility}}{\text{Total number of household}}$
Housing	Proportion of households owners of their housing	$\frac{\text{Total number of households owners of their housing}}{\text{Total number of Households}}$
	Proportion of households who not use electricity for lighting	$\frac{\text{Total number of households who not use electricity for lighting}}{\text{Total number of households}}$
Employment	Proportion of persons in the labor force who are unemployed	$\frac{\text{Total number of persons of the labor force who are unemployed}}{\text{Total number of persons of the labor force}}$
	Proportion of persons working in the informal sector	
Income	Proportion of households with income below the poverty threshold	$\frac{\text{Total number of households with income below the poverty treshold}}{\text{Total number of household}}$

	Proportion of households who experienced food shortage	$\frac{\textit{Total number of households who experienced food shortage}}{\textit{Total number of household}}$
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Source: authors, 2015

ANNEX

ANNEX A : VERSION OF USER'S MANUAL FOR THE CBMS HOUSEHOLD QUESTIONNAIRE TO BE USED IN THE CONDUCT OF TRAINING OF LOCAL ENUMERATORS

The purpose of this manual is to provide the investigators and their supervisors' instructions that enable them to carry out all the tasks assigned to them in the course of collecting information from households selected for the survey on basic indicators of poverty (CBMS). It describes the objectives, methodology, organization of data collection and the tasks of the staff responsible for the collection of information especially those investigators. It also describes in detail the various questionnaires administered and instructions for completion.

This manual serves both as a reference for the collection of information and guide for trainers. It is structured as follows.

- Part 1: Survey Methodology;
- Part 2: Tasks of the investigator
- Part 3: Instructions for filling the household questionnaire
- Part 4: Instructions for completing the individual questionnaire
- Part 5: Instructions for filling the community questionnaire

The investigator must strictly comply with the instructions contained in this manual for the conduct of the interview and filling each questionnaire. The manual will be for him a breviary which he must refer whenever he is faced with a difficulty

A.1 SURVEY METHODOLOGY

A.1.1 Purpose of the survey

The CBMS (2014) survey will provide data on socio-economic indicators of living standards: education, health, housing characteristics, employment, unemployment, income and expenditure of urban households of Tokoin-Wuiti in Lomé Township and rural households at Tsévié.

A.1.2 Sampling

The survey covers Tokoin-Wuiti and Tsévié areas (two locality of Togo). Tokoin-Wuiti is an urban area in the capital Lomé. Tsévié is a rural area not far from Lomé. The sample size is 7 843 households at a rate of 4 431 households at Tokoin-Wuiti and 3412 households at Tsévié.

The sample was drawn at 3 degrees in urban area and 2 degrees in rural area.

	Rural	Urban
1st degree	ZD	Town
2nd degree	Household	ZD
3rd degree	-	Household

A.1.3 Administrative organization

The CBMS survey is conducted by the Centre for Research and Training in Economics and Management (CERFEG). The Team Leader of the CBMS project assumes the role of Director of the investigation. The technical preparation of the survey, training of interviewer and supervision of field work are done by other team members.

Administrative, financial and material aspects of project are managed by administrative and financial services including a manager, a financial assistant and a secretary.

Processing the survey data will be provided by the compiler, assisted by other members of the team.

A.1.4 organizing of data collecting

Data collection will involve X teams. Each team will consist of one (1) team leader and four (4) investigators. The close supervision of data collection will be provided by X frameworks to be named. They will link the Central Bureau of Investigation installed in Lomé and teams operating in the field.

A.1.5 Questionnaire

Data from the CBMS (2014) survey will be collected through two questionnaires specially designed for this purpose. This is: Household Questionnaire and individual questionnaire. All questions contained in these questionnaires are pre-coded. The household questionnaire is the basic questionnaire used to collect information through the following six sections: Identification of the household, socio-demographic characteristics of household members, education, health, characteristics of employment and housing characteristics,

It will be filled in each household and the main respondent is the householder or the person most knowledgeable.

The individual questionnaire is developed for (to be completed by those taking care of this questionnaire). It is intended for all persons aged 15 years and over residing in the sample households.

A.2 ATTITUDE AND DUTIES OF THE INVESTIGATOR

The success of any investigation depends on the ability of the investigator to collect accurate information. Attitudes adopted by the investigator and the tasks that are assigned are:

A.2.1 Attitude to adopt vis-à-vis those surveyed

Cooperation of the respondent in the survey will depend on the first impression made by the investigator. Thus, upon his arrival in a household, the investigator should:

- Introduce himself by naming clearly, show his investigator card and politely ask to speak to the head of household / family
- Choose his words so as to put the person in question at ease;
- Start the interview with greetings and smile, and be as simple as possible in his words, because the overuse of technical jargon puts interviewees uncomfortable.

Example: "Hello sir / madam. My name is [GIVE YOUR NAME]. I am an investigator working for the Centre for Research and Training in Economics and Management (CERFEG). We are conducting a survey on the living conditions of households. Your household has been selected through a random sampling process and we would ask you questions about the live condition of your household. "

- Have a strict dress code is strict; it is a sign of respect of the respondents and it allows to represent with dignity the institution that employs the investigator.
- Have a neutral attitude during the interview. Most respondents are polished and tend to give the answers they think the interviewer wants to hear. It is therefore very important that the investigator be absolutely neutral during the interview. The investigator should not, either by facial expressions or the tone of voice, lead the interviewee to think he gave the correct or wrong answer to the questions.
- Keep the same set and the same order of questions: the statement and order of questions must be maintained for all respondents. If a respondent did not properly understand a question, the interviewer should reread slowly and clearly. To follow the order of questions, the interviewer should respect the screening questions and skip instructions in the questionnaire;
- Tact: if a respondent does not show interest, seems bored and detached or if it contradicts answers previously made or refuses to answer questions, the interviewer should tactfully bring the person respondent to pay attention to the interview;

- Do not rush the interview, the interviewer should ask the questions slowly and give the interviewee time to think, to make sure he understands what is being asked. If the respondent does not have the ability to think and formulate its opinion, the answer might be: "I do not know" or it could give a false answer. If the interviewee responds slowly, it is not necessary to press or suspend the interview.

A.2.2 Attitude to adopt vis-à-vis the data collection

Data collection will take place in the urban area of Tokoin-Wuiti and in the rural area of Tsévié. The interviewers will be divided into teams and controlled by one or several supervisors. The following principles are to be observed:

- The investigator must respect the decisions and instructions of his superiors (supervisor, county agents, regional expert);
- Meet deadlines for completing the questionnaires;
- Mention any difficulties material as well as practice to the supervisor

A.2.3 Tasks of the investigator

The investigator tasked with:

- Identify structures and residence of sample of the enumeration area (ZD) which is assigned by his team leader;
- Identify all persons in each household and conduct interviews;
- Conduct interviews in accordance with the procedures described in this manual;
- Reviewing the questionnaire after each interview, and ensure that all issues have been properly fulfilled and the space reserved for questions that should not be allowed to answer is completely empty and without any mark;
- Make imperatively repeat visits to households where information on some of their members were not available during the first visit;
- Check questionnaires completely before giving it to the team leader and / or before leaving the locality.

NB: Only the supervisor has the responsibility of validating the duly filled out questionnaires

The investigator should never make correction in a questionnaire, apart from a few minor errors, but recheck the content of questions with people interviewed.

A.2.4 Practical guidelines and other notes

Questionnaires must be completed legibly on the tablet - No sign or abbreviations not specified in the tablet should be used;

- In case of error or change of information previously included in the questionnaire, the interviewer should delete the first answer and write the good answer;
- Each questionnaire must be filled carefully not forgetting to include the number of the record and his code number;

The investigator must protect its tablet. - No records should remain unfinished;

- The responses are entered directly on the tablet. Using a draft is prohibited.
- Any action indicated to the investigator is required and it can not on its own change.
- The information collected will remain confidential and anonymous. They may not be disclosed individually or by the investigator or by the administration under penalty of prosecution.

A.3 INSTRUCTIONS FOR FILLING THE HOUSEHOLD QUESTIONNAIRE

The objective of the household questionnaire is to determine the socio-demographic characteristics of households. It contains six sections and has a special structure designed to make it easier filling.

A.3.1 General information on the structure of the questionnaire

A.3.1.1 Page structure

Each page composed of questions and a box booked for the answers..

For each section, the questions are successive with a box booked for the answer to each one of them. The investigator will have the option to write or choose among the preestablished answers. The sections B, C, D and E will be managed for all the members of the household and a window for this purpose will be opened for each one A question is identified by a number that consists of the letter of the section and the sequence number of the question. **Example:** B3 is the question 3 of Section B.

A.3.1.2 A method of recording responses

He recording of responses is by listing a number in a box. (**Examples:** age, school attended). Each case is assigned a number. It must be entered starting from the keyboard of the tablet. The multi-digit numbers are keyed to the right and must not be preceded by zeros except opposite indication.

A.3.2 Definition of some basic concepts

Some information is provided directly to the investigator by the referee or the person itself. They do not require special definitions. Thus, is Kabyè who declare to be that. Other information requires knowledge of the concepts that underlie them. The control of these concepts is essential and indispensable to the success of fieldwork. The most important of these concepts are not limited to:

- **HOUSEHOLD**

The household is the unit of observation in the first survey questionnaire. A household is a unit consisting of one or more persons. A number of criteria can be used to define a household. A basic distinction must be made between household and family unit. The family unit implies a criterion of kinship, when its members are related by blood, marriage or adoption.

For QUIBB (2011), a household is a group of people who normally live and eat together in the household. It is also important that members recognize the authority of one person as head of household, and that person currently lives with the rest of the household or is temporarily absent.

In polygamous households, when the wives live in different homes or complexes, cook separately and make decisions independently, each spouse is treated as a separate household.

People who normally reside in the household are considered members of fact, whether or not present at the time of the interview. The household is an economic unit whose members have an economic link. So they can share the same production activity, the money earned, etc.

Collective households (hospitals, barracks, hotels, etc.) and "extra territorial" households ie those expatriates working in embassies and bilateral and multilateral agencies are excluded from the survey. For practical reasons, are excluded from the non-African expatriate households even when they are not working in the institutions mentioned above; their mode and level of consumption are similar to those of extra territorial households. Households of African expatriates in the private sector are covered by the survey. These households when constitutes concessions are not numbered in the enumeration of households.

- **HOUSEHOLDER**

The householder is the key decision maker in the household, and his authority is recognized by other household members. It is possible that the main contributor to the household income is not necessarily the householder. In many African societies, the oldest adult man is often considered like householder, whether or not he is the main contributor to the household income. As a key decision maker, the householder is the person who is most aware of what is going on in the household, and he / she will often be the most appropriate person to ask. However, it is

possible that the householder is not able to answer all questions accurately, especially if it is not the main contributor to the household income, or if other household members have their own sphere of authority. In such cases, other household members may attend the householder during the interview. For example, older brothers and sisters can be better informed about the exact level of education of the younger members of the household. Every member of the household must respond

A special situation may occur when the householder is absent. Person recognized as the householder may not be a household member who is ordinarily resident. For example, a polygamist husband may be the head of several households, a householder living in rural areas may migrate to the city to find a job and leave his family in the village. In both cases, it is possible that the husband is the main decision maker in the household, despite long periods of absence. (Attention should however be done not to count these people twice.)

The polygamous householder will be recorded once as a member and leader in the household of one of his wives where he has spent the last night.

- **STATE OF RESIDENCE**

The CBMS survey is addresses to population who's usually reside in the household. But because some of the questions refer to a period of 12-month, the definition of residency status must take into account this period to reflect the objectives of this investigation. It is therefore more appropriate to adopt a definition of residency status that takes into account the average household composition during the last 12 months preceding the passage of the investigator.

- **HABITUAL RESIDENT:**

Three criteria are used to consider a person like a member of the household.

1 - The person must usually live in the household and take his meals.

2 - The person must recognize the authority of a chief, the householder (CM).

3 - The person must have been present in the household for at least six months during the past 12 months (except CM). If a person is absent from the household for more than six months during the past 12 months, it can no longer be considered like a member of the household (exception, the CM remains a member of the household even if absent for 6 months over the past 12 months). If a person is present in the household for less than six months and intends to stay permanently, it must be considered like a member.

Examples:

a- newborn children in the household even if they have less than six (6) months of age;

b- Women attending marriage will be considered members of the household, even if they have not already done six (6) months in their new home.

- **PRESENT RESIDENT:**

Present resident is any person who usually resides in the household for more than six months and spent the night there before the passage of the investigator.

Other cases of residents present: Will be considered residents present, the following persons, although they spent the reference night outside of the household:

- Doctors and other care staff;
- Sentinel;
- Factory workers who work at night;
- Workers who are on duty at night constantly either temporarily (truck drivers, people traveling overnight of reference to their place of residence, etc.).

- **ABSENT RESIDENT**

Absent resident is any household member that has not spent the night before the passage of the investigator in the household, but the period of absence shall not exceed six months.

Students on vacation, who went elsewhere during the school year, will be considered members of the household in which they lived during the school year. Students who are not there and went on vacation elsewhere, but who lived in the household during the school year will be considered absent residents.

NB: Women of the household who give birth in their families will also be considered absent resident even if the absence exceeds six months.

- **VISITOR**

Is considered as visitor, anyone who ordinarily doesn't reside in the household. He is in the household less than 6 months and does not intend to stay 6 months.

Visitors who are present in the household at the time of the survey are excluded from household.

A.3.3 Method of filling the questionnaire

The questionnaire consists of seven sections which are described in the following paragraphs:

Section A: Identification

Section B: socio-demographic characteristics

Section C: Education

Section D: Health

Section E: Employment characteristics

Section E: Housing characteristics

Section G: Water and sanitation

A.3.3.1 Section A. IDENTIFICATION

The first section of this questionnaire provides information to identify the household subject to interview.

I- Localization

A.1. REGION:

It is the name of the region where the household lives. It is on the list of sample households and may be entered before the interview.

A.2. DISTRICT OF LOME

It is the name of the district of Lome where the household lives. It may be entered before the interview.

A.3. DISTRICT

This is also to choose the name of the district of Lome where the household lives. It may be entered before the interview.

A.4. PREFECTURE / BOROUGH

It is the name of the prefecture of the household. It may be entered before the interview.

A.5. CANTON

It is the name of canton where the household lives. It may be entered before the interview.

A.6. VILLAGE

This is also to choose the name of the village where the household lives. It may be entered before the interview.

A.7. PLACE OF RESIDENCE (URBAN = 1 RURAL = 2)

It is to mention the environment where the household lives. It may be entered before the interview.

II. IDENTIFICATION OF HOUSEHOLD

A.8 HOUSEHOLD NUMBER

The number of the household will be registered here.

A.9 HOUSEHOLD HEAD'S NAME/RESPONDENT

The name of the householder must be writing here

III. CONTROL'S TABLE

A.10. INTERVIEW: Start Time - End Time

Here the investigator indicate the time at which the interview starts and the time of the conclusion of the interview. If an interview is interrupted because the respondent has decided to postpone, then the investigator will assess comprehensively the duration of the interview and add it to the start time to have the end time of interview.

A.11. INTERVIEWER AGENT

The investigator write his name; its code (which will be her own, and it will use for the duration of the survey) and the date of the inquiry in the boxes provided for this purpose. This can be done before the interview.

A.12. CONTROLLER

The controller write his name; its code (which will be her own, and it will use for the duration of the survey) and the date of control in the boxes provided for this purpose.

A.13. SUPERVISOR

The supervisor writes his name; its code (which will also own it and use it for the duration of the survey) and the date of supervision in the boxes provided for this purpose.

IV. RESULTS

This part is completed at the end of the interview. The result code indicates whether the selected household was subject to a successful interview or not. The outcome of the interview will be recorded in one of the categories.

A.14. HOUSEHOLD SIZE (INCLUDING HOUSEHOLDER)

The number of people living in the household including the householder must be writing.

A.3.3.2 Section B. SOCIO-DEMOGRAPHIC CHARACTERISTICS OF HOUSEHOLD MEMBERS

This section is relative to the individual characteristics of all household members. Sections of the questionnaire on demographics, education, and health include information collected at the individual level. The remaining sections cover information about the household as a whole.

Establish the list of members

The first step concerns the posting of the cells to the size of the house. It's necessary to click on each cell every time the investigator wants to receive information concerning each member of the household. It is recommended to register at least two names to avoid ambiguity. The name may give an idea of the sex of the person, but this is not always the case.. It will start with the first person to selecting the first cells. . After asking all questions to the first member, the cells page where we have the number of household member will open and the investigator should be select the second cell for the second member and asking him the questions of sections B to E and so on to ask every member of the household. The person listed in the first box will always be the householder. If the respondent completing the questionnaire is not the householder, the householder is still registered in the first column (and not the interviewee). If the householder is absent at the time of the interview, it will still be listed in the first cell.

The list of members of the household must be done carefully, so that all members without exception will be list. In the case of polygamous households or households with multiple mothers, establish a list of all the children after their mothers. To ensure that no one has been forgotten, the interviewer should pay attention to three categories of people in particular, that respondents tend to forget. First, persons temporarily absent who must be included. Second, domestic or tenants; and it is possible that these individuals are members of a separate household which was included in the preparation of the list. If this is the case, they should not be included as household members to investigate. But if, nothing indicates that they are in another household, then they should be included. Finally, the interviewer should ask if there are young children who have not been listed. Because it often happens that we forget to count among the very young members of the household. We can list up all members of the household.

B.0. Surname and names of household members

The interviewer should write the full name of all household members.

B.1. The gender of household members

Indicate the sex of each household member. The investigator should not infer gender from the name, but ask it for each member, especially for young children. In some countries if the word "sex" can not be used, ask if the person is a girl or a boy, a man or a woman.

B.2. The age at last birthday of household members

The age of each person will be recorded in completed years. This is the age of the person at his last birthday. If someone is going to have 25, two weeks after the date of the survey, the current age is 24 years. Children ages 9 and under will be preceded by a zero recorded, for example 3 years will be saved "03", and children less than a year will be saved "00". People over 98 years will be saved "98".

If the respondent is not sure of the exact age of someone, the investigator will try to get an estimate. The most common way to get an estimate is to use the calendar of events such as seasons, calamities, etc. If he does not know his birth month, it is considered that this month is the month of June.

B.3. relationship with the householder

The householder must always be recorded in the first column, whether or not present at the time of the survey. Other members of the household must be classified in one of the categories: Bridegroom, Son or Daughter, Brother / Sister, Mother or Father, Other parent, no relationship.

Spouse is the husband / wife of the householder. Children and parents of the householder are respectively classified as "son or daughter" and "father or mother". All other parents will be included in the "other parent" category. Household members such as live-in caregivers who have no relationship to the householder will be coded "no relationship." Particular attention must be paid to saving the relationship when the interviewee is someone other than the householder. It will be clear that we are interested in household member kinship with the householder and not in relation to the interviewee.

B.4. How long [NAME] does he live in the household?

The interviewer will ask this question to the interviewee to determine the period of residence in the household.

B.5. In the past thirty days, how many days [NAME] has been absent in the household?

To this question it is simply stating the number of days of absence of the respondent (s) during the 30 days in the boxes. If the number is less than 10, it will be preceded by 0.

B.6. How long [NAME] has been absent in the household in the last 12 months?

Here using the codes that were provided, the investigator will indicate the presence or absence of the respondent (s) in the household during the last 12 months.

B.7. What is the religion of [NAME]?

To this question we would ask the respondent professed religion and the interviewer will choose the corresponding religion among the proposals while clicking in the cell.

B.8. The biological father of [NAME] is-he still alive?

It consist her to see if the real father (the biological father) is still living in the household or not or if he died or not.

B.9. The biological mother of [NAME] is-she still alive?

Here it is also to see if the mother who gave birth to the interviewee still living in the household or not or died or not.

B.10. Does [NAME] contributes to the household income?

The interviewer will ask whether each household member brings a monetary contribution to household income.

B.11. What is the marital status of [NAME]?

Marital status can be: Never married i.e. (single), married monogamous, married polygamous widow, divorced or separate. For those who are not currently married, it will indicate whether they were never married, widowed, divorced or separate.

NB: women married to a polygamous man, are automatically considered married polygamous

B.12. What kind of marriage [NAME] has he contracted?

To this question select the corresponding response of the respondent while clicking in the cell.

B.13. In what prefecture was born [NAME]?

Select the prefecture of birth and the code. If the respondent believes that he was born outside the country enter the country's birthplace.

B.14. Has [NAME] changed prefecture of residence since his birth?

Here we simply select the code corresponding to the statement of the interviewee (Yes or No) in the cells.

B.15. Does [NAME] least once left TOGO in search of work?

This question should allow the investigator to know if the respondent (s) at least once left TOGO in search of work. select the code corresponding to the statement. If not, go to the next person.

B.16. In what year did [NAME] left Togo for the last time in the job search?

The investigator should report the year in the cells.

B.17. What country [NAME] has made the last time because of work?

The investigator must select the country corresponding to the statement.

A.3.3.3 Section C. EDUCATION

. It's binding for the investigator to complete Section C by filling each cells because every questions must be asked before proceeding to Section D.

C.1. Can [NAME] write, read and understand a short and simple statement in any language?

The goal here is to record the level of functional literacy (the ability to read and write simple sentences of everyday life and ordinary texts, such as letters and newspapers). The literate

person can be in any language, not only in the primary language or the official language. If the person can read but not write, he will be considered illiterate and the correct answer to be select in this case is "NO". Investigators must use their judgment and information from the interviewee to evaluate each person.

C.2. Does [NAME] once attended school in his life?

Does the person in question attended conventional school in a certain period of his life? A positive response is recorded whether that person completed or not a year of study.

C.3. What is the last type of education followed by [NAME]?

This is to determine whether the latter type of education followed by the person is general education, technical or if it is professional training.

C.4. What is the highest grade completed by [NAME]?

The question is for both those who are currently in school and those who have left school. For students who are in school at the time of the survey, we will record the class attended during the past school year if they had completely finished the course (the class of the school year is not yet completed). To be recorded as having completed one year of study , the respondent must have actually completed , having succeeded or not . For example, someone who started the seventh year but never finished for some reason, will be recorded as having completed the sixth year. Someone who is currently ninth year will be recorded as having completed the eighth. A double zero code '00' is used to indicate someone who started kindergarten but did not complete. Modality '00 = No ' applies to people who have attended school but did not complete any class, not even the nursery school or the introductory class (1st year) of primary school.

C.5. Did [NAME] goes to school during the 2013- 2014 school year?

This information is used to calculate the dropout rate. If the person attended school last year, but is not currently attending school, and has not completed a full cycle, it will be considered a person who has abandoned his studies for this cycle.

C.6. Does [NAME] attend school during the 2014-2015 school year?

For anyone who is attending school now it will write "Yes " and go to the next question.

C.7. Why [NAME] did not attend school during the 2014- 2015 school year?

This question should be asked to all those who do not attend school today. Investigators can save as many as necessary responses. If not provided in the questionnaire response is given, the interviewer should use the code 'Other' (the use of this code should be avoided as much as possible) and enter the result in the space for comments. The respondent may use other terms to mean the same thing as a problem already pre -coded. For example, if a student's parents

say they “can not afford to pay his studies”, save the matching “Lack of support / too expensive school fees” code.

C.8. What is currently class of [NAME] (2014-2015)?

The codes for answers to this question are the same as those used for the question C.4.

C.9. What type of school attended [NAME]?

For those who are currently in school, the interviewer should indicate the type of institution they attend. It is advisable for the controller to be informed about the types of existing schools in the area, because some respondents may have difficulties to share this information. The controller can then help the investigator to accurately record the type of institution from the name of the school.

A.3.3.4 Section D. HEALTH

The questions in this section are destined to all household members. As was the case for Section C, the investigator fill Section D lines proceeding horizontally (left to right). In this way, all matters relating to health will be completed for one, before moving on to the next person.

D.1. Does [NAME] present mental or physical disability?

This question should reveal whether a person has permanently a physical or mental disability. Thus, someone who happens to be temporarily indisposed due to a broken leg can not be considered disabled (such person would be concerned with the next question). Physical or mental disability that must be considered here is that which prevents the person to lead a normal school activity or essential. It may be a weakness of the members (of the body), physical or mental illness, which makes the person unable to continue normal activity.

D.2. which kind of disability?

This is to raise the kind of disability suffered by the person if the answer is affirmative in D.1. Record the code corresponding to the declaration.

D.3. What is the cause of [NAME] disability?

Is involves here of identifying the cause of the handicap

D.4. Did [NAME] receive any assistance, pension or allocation for your disability?

This question aims at identifying the people who benefit from an assistance for their handicap as well as those who do not benefit from it.

D.5. From whom do you receive tehe assistance?

It is a question here of identifying the structures which give assistance to the disabled people.

D.6. Did [NAME] has easy access to social protection programs that are aiming people living with disabilities?

It is a question here of seeing if the programs are accessible to the concerned people.

D.7. What has are the programs that [NAME] have access to?

It is a question here of identifying the programs of social welfare available for the living people

D.8. [NAME] is she pregnant?

This question aims at informing us about the pregnant people (only for the women)

D.9. Has [NAME] even got sick during the last 12 months?

This question aims at identifying the people who are at present sick or who were her recently; and who, consequently, were not able to maintain normally their activities, such as to attend the school or to work, take care of the family, etc. The investigator will determine at first if the member of the household is sick at present either hurt or he was during the last four weeks. This does not include minor indispositions such as small headaches, or episodic stomach cramps, etc. Besides the mental sick have to answer "Yes" only if they have actually

D.10. Does [NAME] consulted a caregiver in the last 12 months for health problem?

The caregivers can be a doctor, a nurse, a midwife, auxiliary etc. This would allow us to determine the proportion of person who consulted a modern health staff over the last 12 months for a disease.

D.11. For which reason?

This question relates to the health facility. The investigator will determine how often the household member has used the services of this structure in the 12 months preceding the interview, and check off the corresponding category.

D.12. Has [NAME] consulted a caregiver for the last four weeks?

This question has the same objective as that of D.10. This question is put to all the members of the household (housework), whom they have or not indicated not having been able to assure (insure) normal activities. An affirmative answer is registered (recorded) for whoever consulted a service provider of health whatever is the medical reason, during four weeks preceding the interview. A service provider of health care can be a doctor, a nurse, a pharmacist, another healthcare professional, dentist or traditional quack. When a mother took her sick child at the doctor, the affirmative answer will be registered for the child and not for the mother

D.13. Has [NAME] consulted a physician for the last for weeks ?

This question addresses the people who consulted or were looked after by a service provider of health. The investigator will have to determine by means of the questioned person, the place

where the service provider of health was. For example, if she saw a doctor in a hospital, the investigator will have to determine if it was in a Compartment of health, in a health center / cms / USP / SMI / private hospital / medical surgery / public Hospital (CHP and CHR (REGIONAL HOSPITAL)) etc. If the investigated consulted several times, the investigator will register (record) the service (department) consulted the first time.

D.14. Which kind of health facility [NAME] has consulted

This question is relative to the type (chap) of person receiving benefits (provider) of care of health that the person in consulted during the last four weeks preceding the survey (investigation). We shall register the code corresponding to the statement (declaration) of the person involved.

D.15. Has [NAME] even got sick during the last 4 last weeks?

This question aims at identifying the people who are at present sick or who were her recently; and who, consequently, were not able to maintain normally their activities, such as to attend the school or to work, or take care of the family, etc. The investigator will determine at first if the member of the household is sick at present either hurt or he was during the last four weeks. This does not include minor indispositions such as small headaches, or episodic stomach cramps, etc.

D.16. Does [NAME] has any problems at the time of visit?

This issue also concerns the health structure mentioned in D.7. The investigator must listen the investigated carefully to properly determine which category applies. If more than one category applies, he will save them all. If the person has no problems with the service, the investigator will record "No problem (satisfied)." If none of the categories provided can not be applied, the investigator will record "Other." For household members answering "Yes" to D.6 (were consulted in a health facility during the four weeks preceding the interview).

If a mother took her sick child to the doctor and was not happy with the service because she had to wait too long before see him; although it is the mother who has not been satisfied, the problem will still be registered for the child, because he is the one for which medical care was required.

D.17. Why [NAME] did not use medical care in the past 4 weeks?

This question is only for people who have not used a health service during the four weeks preceding the interview, despite being ill or injured. But, if a respondent indicates that he did not need to consult a provider of health care services, the investigator simply choose the first answer. If the person has not sought advice or treatment for any other reason, the interviewer should mark the appropriate codes. The "too remote" mode also means that the medical service is not available in the respondent's area of residence.

D.18. Hanging how long [NAME] the work / school because of this (these) disease (s) / wound (s) was missing?

The well-being of the household is affected every time which a member is incapable to assure its normal activities. Here the investigator will determine the number of workdays, school or normal activity (for the baby in particular) missed by the sick or wounded person, during the last four weeks. It is the incapacity of usual movements aroused by a disease or a wound. It is the case of the people who were not able to work because of their wound or disease, children who were not able going to school, the unemployed persons and the non-working person who were not able to lead in supported way their usual activities.

D.19. Were there any household members who died during these last twelve months?

This question concern to have information about mortality rate.

D.20. Was he/she a male or female?

D.21. How old was him/her

D.22. What is the cause of his/her death?

D.23. Were there other reasons of death?

The first-four previous questions inform us not only about the causes of the death but also about the age and the sex of the dead.

A.3.3.5 Section E. CHARACTERISTICS OF EMPLOYMENT

E.1. - E.10. Did you make one of the following activities during the seven last days?

The objective of this question is to see the time dedicated to the activities as: the studies, the cleaning of houses, the cooking of food, the search (research) for the drinking water, the wooden collection, the coverage(care) of the children, the administration of the care to the old / sick people, the repair of materials in the household(housework), the family activities (visits, ceremonies) and the associative activities (meeting of labor unions(syndicates), NGO (NON-GOVERNMENTAL ORGANIZATION)). This question covers the modalities (methods) E.1 until E.10

E.11.Did you work during the last week?

The objective of this question is to know if the member (Name) of the household worked during the last week. This is an income generating activity.

Job=employment. These two concepts have the same meaning

Work is defined as a professional activity performed by any person for its own account or for third persons. Thus, qualified as worker, any person carrying on business for its own account

(self-employed, liberal professions) or for the account of a third party (salaried) (Ministry of Labor, Employment and Social Security and ILO, 2011).

Job is defined as a professional activity that an individual performs close to natural and legal person or corporation in exchange for a specific fee or payment (Ministry of Labor, Employment and Social Security and ILO). It may be also the self-employment.

Someone can have a job but didn't work during the last week.

E.12. If you declare not to have worked, have you done one of these others activities last week?

The aims of this question is to know if those whose didn't worked last week, have done others activities?

E.13. Does [NAME] have a job ?

This question aims at informing us about the proportion of the unemployed persons and the formal workers in the sample to be studied in a general way and in a household particularly.

E.14. Would you want to work?

This question aims at highlighting the fringe of the unemployed persons who wish to work

E.15. Did you look for a job these last four weeks?

It is a question here of having the part of the unemployed persons who actually look for a job.

E.16. When do you go to be available to work?

The end (purpose) of this question is to know the availability of the job-seekers.

E.17. Why didn't you seek for a job??

It is to have an idea on the reasons which led (drove) the member (limb) of the household (housework) not to seek for a job.

E.18. How do you support yourself?

It is a question, for those who do not work; to have a time(weather) is little an idea on their revenue streams and their livelihoods.

E.19. Is it remunerated one?

It is to see if the worker is paid and if possible to have an idea on its income.

E.20. In which sector do you work?

In this question, three modalities (methods) are planned; primary, secondary sector(high school, Secondary) and tertiary.

The primary sector groups (includes) the activities bound (connected) to the extraction of natural resources. He (it) understands (includes) the agriculture (farming), the peach (fishing), the small business sector (crafts), the forestry development and the mining.

The secondary sector corresponds to the industrial activities and to the activities bound (connected) to the transformation (processing) of raw materials. He (it) also understands (includes) the wood industry, the aeronautics and the oil refining.

The tertiary sector groups (includes) all the economic activities which are not a part of two others, essentially of services (departments). For example commercial activities, advice (council), insurance(assurance), education(teaching), tourism and real estate agencies.

E.21. What type of employment?

The objective of this question is to know are what the activities which group most worker. It is advised to let the investigated specify its function.

E.22. Is your company registered in the Business Formalities Centre (CFE)? Or Is your company registered in the commercial register or in the tax service?

The question aims at highlighting the number/proportion of companies registered (recorded) to the commercial register or Business Formalities Centre (CFE) and to know informal sector workers.

E.23. Do you benefit of at least one of the services(departments) offered by the CNSS CRT, INAM or the companies of insurance(assurance) deprived in the name of your company?

It is to know if the employees benefit from services (performances) of social services (departments). If yes which ones prevail and in which proportions? This question also allow to know informal sector workers.

E.24. Which kind of contract do you have?

It is a question of seeing if the employee is under contract or not. If it is necessary to know if it's a CDI or a CDD.

E.25. Approximately what is your income during the last 12 months? (CFA)

It is to have an idea on the annual income of the worker.

E.26. Do you have others works?

It is a question here of seeing if the worker exercises secondary activities.

E.27. If yes name them?

It will be necessary in this question to have an idea on the secondary activities for which they make more appeal.

E.28. Would you accept an additional job in the next two weeks?

It will be question to have idea of worker on additional employment in the next two week

A.3.3.6 Section F. HOUSING CHARACTERISTICS

This section relates to the characteristics of housing and access to key public services. Its objective is to obtain information on housing characteristics and a broad measure of the degree of access to a number of basic public services (water, health center, schools, etc.).

F.1. In what type of building does the household reside?

This is to identify the occupancy of the dwelling occupied by the household status. Enter the code corresponding to the identified status.

F.2 what is housing occupancy status?

It's in this question to identify the status of the housing occupation. The investigator can select the respond corresponding

F.3. How many bedrooms does this housing unit have?

This question is to write the number of rooms for residential occupancy occupies by the household.

F.4. What is the plain of the roof?

This question have objective to know the material roof. If more than one material was used for the walls, the investigator will record the main material

If more than one material was used for the walls, the investigator will record the main material.

F.5. What are the main building materials?

The objective is to know the main building materials. If more than one material was used for the walls, the investigator will record the main material

F.6. What is the nature of the soil of the most important housing space?

The objective is to know **the nature of the soil of the most important housing space**

F.7. Do you have electricity in the house?

The objective is to see if the household to access to the electricity.

F.8. What is the main mode of lighting you use at home?

The objective is to identify the various lighting sources at the disposal of the household (housework).

F.9 Where do you often evacuate household waste?

It is question here to know where the household (housework) evacuates most of the time the garbage

F.10 from your home, how many minutes of walking and Km does it take to reach the next nearest infrastructure?

This part is to mention the code corresponding to the number of times and distances between home and the nearest infrastructure. That is to say, (A) Source of water used for domestic purposes, (B) Contract food, (C) bus station or bus stop or taxi, (D) primary school, (E) high School to (F) Health Center.

A.3.3.7 Section G. WATER AND SANITATION

G.1 What is the main source of water supply for drinking?

The purpose of this question is to distinguish the sources(springs) of healthy water of the sources (springs) of unhealthy water. Healthy waters are the tap water and the one who results (comes) from other protected sources (springs) (closed wells, drillings, etc.); whereas the unhealthy water results (comes) from open, unprotected sources (springs), as lakes and rivers, etc. If more than source (spring) of water of drink is used, only the head teacher (main clause) will be registered(recorded).

G.2 What kind of sanitation do you use?

The used type (chap) of ease is an indicator (informer) importing hygienic conditions in which the household (housework) lives.

TOILETS private / public with flush: modern installation generally inside the house in a cabinet (office) planned for that purpose and provided with a basin and with a flush having a septic tank for the settling with a system of manuring.

Private / public dry pit: fitted out, covered hole and containing a fireplace for the evacuation of the smells. They can be established (constituted) by one or by two pits. The ordinary latrines said improved enter this category.

Latrines not coverings: hole covered with a paving stone without air shaft.

Nature: needs are made outdoor, in the bush or in the ruins of house.

Observations of the investigator

In this section, the investigator will explain the difficulties encountered during the interview and any issue of importance

At the end of the household questionnaire the next page shows:

Continue with Ridder questionnaire with the option yes and no. The investigator must select yes and switches to the next page.

On the next page the investigator must go to view outline and select section “J. Questions about the job” for each members of the household who are classified as INFORMAL WORKER.

INSTRUCTIONS FOR FILLING THE RIDER QUESTIONNAIRE

SECTION J: GENERAL INFORMATIONS

J1. In what environment do you work?

Put the code and go to the next question.

J2. What means of transport do you use to get to work?

If the respondent uses different means of transport to get to their workplace, continue the question by asking the most used means of transport.

J3. Have you once worked in the formal sector?

We would like to know whether workers have had to hold a position (job) in the formal sector.

J4. Why did you ever worked in formal sector?

We would like to identify the reasons why they have never been employed in the formal.

J5. Why have you left so the formal sector?

It is to know the reasons for the migration of the formal to the informal.

J6. How many people are employed in your business? (Yourself included)

The number of people employed in the company will make a classification of enterprises employing informal workers in micro-business (self-employment); very small business (less than 10 employees); Small Business (10 to 49 people); Medium Business (50-499); large company (500 to 999); very large company (over 1000 employees).

J7. How many days per week do you work?

We would like to know whether the informal sector employees work beyond or short of five (5) working days of the week.

J8. How many hours do you work a day?

Care must be taken not to include the break hours. Example, if a respondent said he started working at 7 am and ends at 17:30, you have to ask, for example, if he does not take a break from 12am to 14:30 pm, in this case he works for 8 hours a day.

J9. Do you work sometimes more than 48 hours a week?

This issue will show whether the informal workers respect the prescribed maximum number of weekly working hours.

J10. If so, what are your motivations?

Only workers who answered affirmatively to question J9 will answer this question.

J11. Your monthly income he has varied over the last 12 months?

It is here to check the stability of the informal sector workers' incomes.

This question concerns those who answered negatively to the question J9. If the answer is yes, go to the J13 issue but if it is negative, go to question J12

J12. If not how much is your monthly income?

Try as best you can to get the interviewee to give a plausible answer.

J13. How many years do you do this work?

The answer to this question must take into account also the years in other companies doing the same job.

- If the respondent was, for example gardening for 2 years somewhere before changing employers to do the same job, there are the two years of another company in the years in the news.
- Round to excess if the respondent has already made six (6) months of the year started, by default if any. Example: if it has been 2 years and 8 months; round up to 3 years.

J14. How long have you been working in this company?

Unlike the previous question, it is only the number of years spent in the company where he now works.

J15. If you're working for a year or more, your salary he has changed compared to the one you received last year?

To ask only if the respondent did more than a year in the business.

J16. If so, how much you earn monthly salary as last year? (FCFA)

To ask only if the answer is yes to J15.

J17. Is it possible to get a promotion in your company?

Here we want to check the employee's working conditions or the employer of the informal sector.

If a negative response, go over to the J19 question, if not go to question immediately following.

J18. If so, have you ever received such promotion?

Put the code of the modality corresponding to the answer of the respondent.

J19. Have you ever received training within the company?

Explain to the respondent that it is not a training which he pays with its own money. But rather a management training by the company where he works.

J20. If so, the last training lasted for how many days?

Is it accelerated short courses or long term courses.

J21. What is your average monthly income?

Try our best to have a credible answer.

Attracting the attention of the respondent on the difference between income and wages. The income may be higher than the salary due to the possibility of existence of other sources of income other than salary.

J22. How did you get this job?

We would like to identify sources of information in terms of jobs.

J23. Have you once participated in public works?

These are non-paid public works are made regularly or not, this is for example the scanning street or hometown activities.

SECTION K: VULNERABILITY OF THE WORKER

K1. What are the main challenges you face in your business?

It's not only the difficulties he faces in carrying out its functions but also those that are external to his work.

K2. Are you satisfied with your working conditions?

The issue contains a condition for which the affirmative answer leads you to question K5.

K3. Otherwise, what's bothering you in your working conditions?

The respondent is not obliged to give the three response levels.

K4. What do you do to improve your conditions?

They have informal sector workers in a wide range of ways to improve their working conditions.

K5. Y-a-t it a union in your industry?

Put the code of the modality corresponding to the answer of the respondent.

K6. If so, do you belong to this labour union or syndicate?

This question concerns only those whose industries have trade unions.

K7. In your company, do you have access to the following advantages?

This issue contains eight (8) conditions that must be answered inevitably by the respondent. It helps to know the working conditions regardless if the individual benefits from these advantages.

K8. Do you have easy access to programs to protect against natural disasters?

Is a program supports the damage caused by rain or a strong wind in your exercise of your work.

K9. Do you have easy access to some health insurance programs?

When you are suffering due to work or not, do they support for your care or drug fees.

If negative answer, go over to question K11.

K10. What kind of insurance?

We need to compare the proportion of workers with a public insurance compared to private.

K11. Do you receive transfer?

This question follows the question K9 when the answer is negative, an affirmative answer to this question K11, it is supposed that the money transfer should normally help to access an insurance program.

The answer here takes into account both transfers from abroad, local transfers as transfers from the state.

Note that the transfer of money is not made known only through networks such as Western Union, RIA etc. a money transfer can also be done manually.

K12. Do you receive transfers in-kind?

It's in the same way of the previous question.

K13. Do you receive preventive or infectious disease management programs?

These programs is from a public or private structure (that is to say, a non-governmental organization).

Here we want to see for example if the respondent or his family do they benefit the programs of sensitization campaigns, mass vaccinations or distribution of the means of protection against certain diseases such as malaria, meningitis, polio and others.

K14. Do you have access to credit?

It is loan credit from a financial institution. The negative response makes you automatically go over to question K16.

K15. If so, with what financial institutions?

You can make proposals for financial institutions (other than what is proposed in the questionnaire) to the respondent, if you know.

K16. What other risks related to your job?

The respondent is not obliged to give the three levels.

K17. Do you have insurance?

Try the best to be more explicit about insurance (is that the respondent has a contract that stipulates that its regular payments cover him part of the risks he faces in his work).

K18. If so, what type of insurance do you have?

The answer to this question makes you automatically move to the next section.

SECTION L: Willingness to pay monthly to access the services of CNSS

L1. What do you think of the adoption of a national policy to integrate the informal sector into the social protection system?

We would like to know the opinion of the informal worker about the fact that the government proposes to help him to support the risks of his work.

L2. Have you once heard of CNSS?

Also be aware if informal workers are under-informed with respect to the existence of social protection structures.

L3. Which of the services of CNSS interest you most?

Preferences of informal workers is checked here for which risks in his work he like to be supported. This issue is denominated in thirteen (13) terms for which you mark the answers of respondents.

List the services offered by the CNSS one after another while explaining the content.

- **Prenatal allowance:** it is a due allowance for employed women, pregnant for nine months before the baby is born.

- **Family allowances:** These are allowances allocated to the insured for each of the children.
- **Maternity benefit:** they consist of a daily allowance to compensate for lost wages during the period of maternity leave.
- **Old-age pension:** paid under certain conditions to policyholders who have reached the age of 60.
- **Early pension:** is paid to an insured person who has reached the age of 55, being reached or no premature wear of his mental or physical faculties but explicitly expressing its willingness to receive his pension early.
- **Disability pension:** is paid to an insured person becomes disabled before reaching the age of sixty (60) years.
- **Survivor pension:** paid to the spouse and children in care of an insured receives or fulfilled the conditions for access to old age pensions, early or disability, in case of death of husband.
- **Allocation Age:** the insured who has completed at least 12 months of insurance and who have reached the age of 60 and stops any paid employment while he does not fulfil the condition of one hundred eighty (180) months of insurance required for entitlement to an old age pension, receives this single payment as allowance.
- **Survivor Allocation:** in case of death of the insured person who could claim a disability pension or had less than one hundred eighty (180) months of insurance, the surviving spouse and orphans receive this allowance in the form of a single payment.
- **Disability allocation:** the insured declared incapacitated and who has completed less than one hundred twenty (120) months of insurance is entitled to lump sum form for this allowance.
- **Services related to work injuries:** these are benefits such as medical care, sickness benefit, pension or disability allowance ... which returning to an insured accident victim out of or at the work there or not at fault.
- **Benefits occupational disease:** these are benefits payable to an insured person suffering from a disease resulting from working conditions and that is listed on the tables of occupational diseases.

L4. How will you be willing to pay monthly to access the services of CNSS?

This is check if workers show a real desire to be support by a protection policy. Otherwise, you will go over to L8.

Note that the upper limits of the intervals are open. So if a respondent says be prepared to pay 3600, it should be classified in the 3600-4800 class, not in the bracket 2400 -3600.

L5. Can you please list in descending order of preference, three (3) Service CNSS that you consider priorities, specifying for each financial contribution that you think affect them?

Research is the order of preference of services to which the worker takes the Informal sector.

L6. How much are you sure you want to pay this amount monthly?

Are workers actually able to pay the amount they feel they can pay.

L7. What is the main reason you might want to access such a program?

What motivates the Informal sector worker to join a social protection program? Insist on having the most decisive reason if multiple reasons are given by the respondent.

L8. How much are you sure of not wanting to contribute financially to such a program?

Do the Informal sector workers actually are convinced not to want such a program.

L9. What is the main reason why you would not want access to this program?

The same way as L7.

SECTION M: Additional Information

M1. What employment promotion programs in Togo do you know?

Do the informal workers know the approach taken by the government to allow the unemployed youth taken responsibility by undertaking an activity or having an easier time getting a job.

M2a. Do you know some financial institutions?

Know the existence of financial structures (banks or micro-finance).

M2b. If so, list those you know

This issue is a result of an affirmative response M2a.

M3a. Are there training office in your community?

The training office are popular here vocational training office and capacity building including private universities.

M3b. If so, list those you know

This issue is a result of an affirmative response M3a.

M4a. Are there any companies in your community?

These companies include agricultural and mining companies, companies that produce or provide services, such as banking, insurance, gastronomy, tourism, transport, and

communications or companies specialized in IT, marketing, research and development and legal, technical and tax.

M4b. If so, list those you know

This issue is a result of an affirmative response M4a.

M5a. Are there any industries in your community?

The activities of these industries may be the work of raw materials, energy, chemical, pharmaceutical, building, crafts.

M5b. If so, list those you know

This issue is a result of an affirmative response M5a.

Household Questionnaire

A. IDENTIFICATION

N o	Last and First names of household members	Gen der	Age		Relationshi p of (name) with the head of household?	How long does (Name) live in the household?	Over the past 30 days, for how many days was (Name) absent from the household?	Over the last 12 months, for how long has (Name) been absent?	Religion (Name)	Is the biologic al father of (Name) still alive?	Is the biologic al mother of (Name) still alive??						
			D/M/Y	Age								(code below)	(code below)	Number of days	(code below)	(code below)	(code below)
			1. M 2. F														
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	

(B.3)	(B.4)	(B.7) Religion	(B.8) and (B.9)
1. Head of Household 2. Husband or Wife 3. Son or Daughter	1. Less than a month 2. Between 1 and 2 months	01. No religion 02. Catholic	1. Yes in the household 2. Yes, outside

4. Brother or sister	3. Between 2 and 3 months	03. Presbyterian	3. No
5. Father or mother	4. Between 3 and 6 months	04. Methodist	4. I don't know
6. Other parent	5. More than 6 months	05. Assembly of God	
7. No relationship		06. Baptiste	
	(B.6)	07. Pentecostal	
	1. Never absent	10. Jehovah's Witnesses	
	2. Between 1 and 3 months	11. Adventist	
	3. Between 3 and 6 months	12. Other Christians	
	4. More than 6 months	13 Muslim	
		14. Traditional religion	15. Other religions
		99. Other (Specify)	

B : SOCIO-DEMOGRAPHIC CHARACTERISTICS OF HOUSEHOLD MEMBERS (End)									
(Fifteen years old and over)									
	B.10	B.11	B.12	B.13		B.14	B.15	B.16	B.17
N°	Does [Name] contribute to the household's expenses?	(Name)'s civil status? <i>If 1 go to B.13</i>	Which kind of Marriage?	In which prefecture is him born? (code below)		Has he changed the prefecture since he is born?	[NAME] Have you ever left Togo to seek for job? <i>If 2 , go to the next person</i>	In which year has [NAME] left Togo for the last time in search of work?	For which country?
	1. Yes 2. No	(code below)	(code below)	Prefecture/ Country	Code	1. Yes 2. No	1. Yes 2. No	<i>Write year</i>	(code below)
1									
2									
3									
4									
5									
6									

7									
8									
9									
10									

(B.12)	(B.17).	(B.11)
01. Religious	1. Country of ECOWAS	1. Never married
02. Civil	2. Other Country of Africa	2. Married to one person
03. Traditional	3. Europe	3. Married to more than one person
04. Religious and civil	4. America	4. Divorced or separated
05. Religious and customary	5. Asia	5. Widow/widower
06. Civil et customary	6. Oceania	
07. Religious, civil and customary		
08. Free un ion		
99. Others(specify)		

(B.13)	09. Agou	17. Moyen-Mono	25. Tchaoudjo	33. Cinkassé
01. Lomé-Commune	10. Akébou	18. Ogou	26. Kozah	34. Kpendjal
02. Avé	11. Amou	19. Wawa	27. Assoli	35. Oti
03. Golfe	12. ANIE	20. Kpélé	28. Bassar	36. Tandjouaré
04. Laes	13. Danyi	21. Blitta	29. Binah	37. Tone
05. Vo	14. Est-Mono	22. Mö	30. Dankpen	38. Others (Specify)
06. Yoto	15. Haho	23. Sotouboua	31. Doufelgou	
07. Zio	16. Kloto	24. Tchamba	32. Kéran	
08. Bas-Mono				

C: Education (Five years old and over)

	C.1	C.2	C.3	C.4	C.5	C.6	C.7	C.8	C.9	C.10
N°	(NAME) Can you read or write in any language or dialect?	Has (Name) once attended school? Otherwise go to D1	What is the last type of education program that Name followed?	Highest class achieved by (Name)?	Does (Name) attend class during 2013 - 2014?	Does (Name) attend class during 2014- 2015? <i>If 1, go to C.8</i>	(Name) Why doesn't he attend class during 2014- 2015? <i>Enter the code and go to C10</i>	Which level is [NAME] now? (2014 – 2015)	In which type of school?	What is the last diploma obtained by (name)?
	(code below)	1. Yes 2. No	(code below)	(code below)	1. Yes 2. No	1. Yes 2. No	(code below)	(code below)	(code below)	(code below)
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

<p>(C.1)</p> <p>1. Yes, foreign language 2. Yes national language 3. Yes foreign and national language 4.No</p>	<p>(C.4) and (C.8)</p> <p>01 nursery school</p> <p>11. CP1 12. CP2 13. CE1 14. CE2 15. CMI 16. CM2 21. 6ème 22. 5ème 23. 4ème 24. 3ème 25. Based on the achievements of this data collection, other challenges however remain to be overcome:</p> <p>- Adoption of the results and its implementation by the institutions in charge of the informal sector (DOSI, CNSS, Ministry of Development at the base)</p> <p>- Extension of the CBMS in all cantons or prefectures, if the team in support of local elected officials or structure involved in the strategies of formalization of employment,</p> <p>26. 1ère 27. final year (scholar)</p>	<p>31. high school 1st cycle 32. high school 2nd cycle 33. high school 3rd cycle 99. I don't know</p>	<p>(C.7)</p> <p>01. Too old / too young / has finished school 02. Too far 03. lack of support /School fees too high 04. Work 05. useless/of no effect 06. disease /handicap 07. Pregnant 08. Married 09. Abandonment 99. Others specify</p>	<p>(C.9)</p> <p>1. School/Public University 2. School/Private University confessional 3. School/Private University laic 4. Community School (EDIIIL) 9. Others Specify__</p>
<p>(C.3)</p> <p>1. General 2. Technical 3. Professional training 4.University</p>	<p>(C.10)</p> <p>0.Aucun</p> <p>1.CEPD 2.BEPC 3.BAC2 4.DEUG 5. BTS 6.LICENCE, 7.MAITRISE 8. MASTER 9. DOCTORAT</p>			

D : HEALTH							
	D.1	D.2	D.3	D.4	D.5	D.6	D.7
N°	<p>Does [NAME] present any physical or mental disability?</p> <p><i>If 2 go to D8</i></p>	<p>Which kind of disability?</p>	<p>What is the cause of his/her disability?</p>	<p>Do you receive any assistance, pension or allocation for your disability?</p> <p><i>If 2, go to D6</i></p>	<p>If yes, from whom do you receive the assistance?</p>	<p>Do you have easy access to social protection programs that are aiming people living with disabilities?</p> <p><i>If 2, go to D8</i></p>	<p>What are the programs that you have access to?</p>
	<p>1. Yes</p> <p>2. No</p>	(code below)	(code below)	<p>1. Yes</p> <p>2. No</p>	(code below)	<p>1. Yes</p> <p>2. No</p>	(code below)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

(D.2)

1. Blindness
2. Deafness
3. Madness
4. Motor-based disability
99. Others (specify)

(D.3)

1. In born
2. Illness
3. Accident
4. Old age
99. Others, specify

(D.5)

1. Government
2. NGO
99. Others to specify

(D.7)

1. Promotion of the right of disabled people to rehabilitation
2. The right of children with disabilities to education
3. Strengthening the fight against Buruli ulcer
4. Right equality citizenship solidarity inclusion of disabled people (DECISIPH)
5. West Africa Mobility Initiative (WAMI)
99. Others (Specify)

D : HEALTH												
	D.8	D.9	D.10	D.11			D.12	D.13	D.14			
N°	Is (Name) pregnant? Only for female Older than 10 years	Have (Name) ever got a sick during the last 12 months? <i>If 2, go to D19</i>	Has (Name) consulted a caregiver in the last 12 months for health problem? <i>If 2, go to D17</i>	For which reason (name) consults a caregiver? <i>You can register more than one answer.</i> (code below)			<i>Has (Name) consulted a caregiver for the last four weeks?</i> <i>If 2, go to D17</i>	(Name) Which kind of health facility has he consulted?	What kind of health staff has (Name) consulted?			
	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1 st	2 nd	3 rd	1. Yes 2. No	(code below)	(code below)			
1												
2												
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10												
<table border="0"> <tr> <td style="vertical-align: top;"> <p>(D.14)</p> <p>1. Medical Assistant</p> <p>2. Physician</p> <p>3. Nurse</p> <p>4. Pharmacist.</p> <p>5. Midwife</p> <p>99. Others (specify)</p> </td> <td style="vertical-align: top;"> <p>(D.11)</p> <p>01.Malaria</p> <p>02.Diarrheal Disease</p> <p>03.Sore belly</p> <p>04.Pregnancy-related diseases</p> <p>99 Others(Specify)</p> </td> <td style="vertical-align: top;"> <p>(D.13)</p> <p>01 CHU</p> <p>02. Public Hospital (CHP and CHR)</p> <p>03. Public Hospital: Peripheral health Units (USP-CMS)</p> <p>04. Private Hospital or clinic</p> <p>05. Confessional Hospital</p> <p>06. Pharmacy</p> <p>99. Others (Specify)</p> </td> </tr> </table>										<p>(D.14)</p> <p>1. Medical Assistant</p> <p>2. Physician</p> <p>3. Nurse</p> <p>4. Pharmacist.</p> <p>5. Midwife</p> <p>99. Others (specify)</p>	<p>(D.11)</p> <p>01.Malaria</p> <p>02.Diarrheal Disease</p> <p>03.Sore belly</p> <p>04.Pregnancy-related diseases</p> <p>99 Others(Specify)</p>	<p>(D.13)</p> <p>01 CHU</p> <p>02. Public Hospital (CHP and CHR)</p> <p>03. Public Hospital: Peripheral health Units (USP-CMS)</p> <p>04. Private Hospital or clinic</p> <p>05. Confessional Hospital</p> <p>06. Pharmacy</p> <p>99. Others (Specify)</p>
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D : HEALTH (END)

N°	D.15	D.16			D.17	D.18	D.19	D.20	D.21	D.22	D.23
	How many times has (Name) used this service in the past 4 weeks? (code below)	Did (Name) have any problem during the visit? <i>You can register more than one answer.</i> (code below) Go to D18			Why didn't (Name) use health facility services in the last four weeks? (code below)	<i>For how long has (NAME) been absent for job or school due to that sickness?</i> (code below) D12	Were there any household members who died during these last twelve months? <i>If 2, go to E1</i>	Was he/she a male or female? 1. M 2. F	How old was him/her? Age	What is the cause of his/her death? (code below)	Were there other reasons of death? <i>(Causes unrelated to disease)</i> (code below)
1		1 st	2 nd	3 rd			1. Yes 2. No				
2											
3											
4											
5											
6											
7											
8											
9											
10											

<p>(D.15) 1. 1 to 2 times 2. 3 to 4 times 3. 5 to 6 times 4. More than 6 times</p>	<p>(D.16) 01.No problem 02.Too expensive 03.Lack of medicines 04.Bad reception 99. Others (Specify)</p>	<p>(D.17) 01. Not necessary 02. Self-medication 03. Lack of Money 04. Didn't get sick 99. Others, specify</p> <p>(D.18) 1. Nothing 2. Less than a week 3. 1 to 2 weeks 4. More than 2 weeks 99. Non applicable</p>	<p>(D.22) 1. Cancer, 2. Malaria; 3. Diarrhea; 4. Pneumonia/tuberculosis; 5. Disease of heart/vascular system, 6. Accident; 7. pregnancy-related causes 99. Others, specify</p>	<p>(D.23) 1. Absence of health facility within 5km; 2. Poor road conditions; 3. Lack of Conveyance 4. No 99. Others, specify</p>
---	--	--	---	---

E: CHARACTERISTICS OF EMPLOYMENT (15 years old and over)

Have you done any of the following activities during the past seven days? (Duration on minute)

	E.1	E.2	E.3	E.4	E.5	E.6	E.7	E.8	E.9	E.10
Nº	Study <i>If yes, for how long?</i>	Household cleaning (not paid) <i>If yes, for how long?</i>	Cooking (Not paid) <i>If yes, for how long?</i>	Search of Water (not paid) <i>If yes, for how long?</i>	Collecting wood (not paid) <i>If yes, for how long?</i>	Caring for children (not paid) <i>If yes, for how long?</i>	Care for the elderly and the sick (not paid) <i>If yes, for how long?</i>	Repair of materials in the household (not paid) <i>If yes, for how long?</i>	Family activities (visits, ceremonies) <i>If yes, for how long</i>	Associative activities (meetings, trade unions, NGOs, Local association) <i>If yes, for how long</i>
	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No
1	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□
2	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□
3	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□
4	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□
5	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□
6	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□
7	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□
8	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□
9	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□
10	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□	<input type="checkbox"/> □□□□

E: CHARACTERISTICS OF EMPLOYMENT (15 years old and over)								
	E.11	E.12	E.13	E.14	E.15	E.16	E.17	E.18
N°	Have you worked in the last week? <i>If 1, go to E13</i>	Even, if you declare not working, have you done one of these activities last week?	Do you have a job, <i>If 1, go to E19</i> <i>If 2, go to E14</i>	Would you like to work?	Have you looked for work in the last 4 weeks? <i>If 2</i> <i>go to E17 and E18</i> <i>If 1, go to E16 and E18</i>	When are you going to be available for work?	Why didn't you seek for a job? Go to E.18	How do you support yourself? <i>(Go to F1)</i>
	1. Yes 2. No	(code below)	1. Yes 2. No	1. Yes 2. No	1. Yes 2. No	(code below)	(code below)	(code below)
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
(E.12) 1. Personal activities ; 2. Selling; 3. Paid work at home 4. Not paid works; 5. None of these activities		(E.18) 1. Pension; 2. Income from the rental, 3. Savings; 4. Begging 5. Scholarship 6. Support from family or someone else; 99. Others, specify.			(E.17) 1. Not volunteer 2. There is no convenient job; 3. Not possible to have a job for this qualification; 4. Don't know how to seek for a job; 5. Waiting an answer to job; 6. Don't need it to live. 7. Have a job which will start late 99. Other, specify.			
(E.16) 1. Right Now 2. Till 15 days; 3. More than 15 days but less than a month								

E: CHARACTERISTICS OF EMPLOYMENT (15 years old and over)

	E.19	E.20	E.21	E.22	E.23
N°	Is it remunerated one?	In which sector do you work?	What type of employment? If 1, go to E22 If 3 and 4, go to E23 If 2, go to E24	Is your company registered in the Business Formalities Centre (CFE)? Or Is your company registered in the commercial register or in the tax service? If 2, it's informal sector worker Go to E.24	Do you benefit of at least one of the services offered by CNSS, or a private assurance company in your company? If 2, it's informal sector worker
	1. Yes 2. No	(code below)	(code below)	1. <i>Yes</i> 2. <i>No</i>	1. Yes 2. No
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

(E.20)

1. Agriculture / Livestock / Fishery
2. Mining / Quarry
3. Manufacturing / Electricity. / Water / Gas
4. Construction / Building
5. Transportation / Communication
6. Trade / Repair. / Hospitality / Food
7. Education / Health
8. Services / Banking / Insurance
9. Crafts
99. Others (Specify)

(E.21)

1. Self-employment
2. Public company
2. Private
3. Parastatal
99. Others (Specify)

Number of persons in informal sector
(Only, the question E.22 and E.23 will allow
classifying as informal sector worker.).

Informal sector workers: E22+E23 =

E: CHARACTERISTICS OF EMPLOYMENT (15 years old and over)					
	E.24	E.25	E.26	E.27	E.28
N°	Which kind of contract do you have? <i>(Do not ask those who are in self-employment)</i>	Approximately what is your income during the last 12 months? (CFA)	Do you have others works? <i>If 2, go to E28</i>	If yes name them?	Would you accept an additional job in the next two weeks?
	(code below)	Estimation	1. No 2. Yes		1. Yes 2. No
1					
2					
3					

4					
5					
6					
7					
8					
9					
10					

(E.24)

1. No;
2. Yes, Undefined term (CDI)
3. Yes, Fixed-term (CDD)
4. Yes, others; specify.

F : HOUSING CHARACTERISTICS

F.1. In what type of building does the household reside?

- | | | |
|-----------------|--|----------------------|
| 1. Single house | 3. Commercial/Industrial/Agricultural building/house | 99. Others (Specify) |
| 2. Duplex | 4. Multi-unit residential | |

E.2. HOUSING OCCUPANCY STATUS

- | | | |
|----------------------------|------------------------------|----------------------|
| 1. Owner Housing | 3. House of Family or Friend | 99. Others (Specify) |
| 2. Rental of House or Room | 4. Housed by his employer | |

F.3. How many bedrooms does this housing unit have?

F.4. What is the plain of the roof?

- | | |
|---------------------------------------|------------------------|
| 1. Earth/Mud | 5. Reinforced Concrete |
| 2. Zinc / sheet metal | 6. Alloy Tray |
| 3. Tiles | 99. Others (Specify) |
| 4. Straw / branches / sheets / bamboo | |

F.5. What are the main building materials?

- | | | |
|------------------|----------------------|----------------------|
| 1. Burnt bricks | 4. Sand | 7. Earth / bricks |
| 2. Stone | 5. Cement / concrete | 8. Carton |
| 3. Wood / Bamboo | 6. Metal Plates | 99. Others (Specify) |

F.6. What is the nature of the soil of the most important housing space?

1. Marble / Tiles / Granite	4. Wood	
2. Earth/Sand		
3. Cement	99. Others (Specify)	

F.7. Do you have electricity in the house? 1. Yes 2. No

F.8. What is the main mode of lighting you use at home?

- | | |
|-------------------|-----------------------------|
| 1. Oil Lantern | 5. Solar energy / generator |
| 2. Gas light | 6. Candles |
| 3. Hurricane lamp | 7. Firewood |
| 4. Electricity | 99. Others (Specify) |

F.9	F.10											
Where do you often evacuate household waste? 1. Dumping ground allowed 2. Abduction door by door (Private Bin) 3. Incineration 4. Landfill 5. Wild dumping ground 6. In nature 99 Others	From your home, how many minutes of walking and Km does it take to reach the next nearest infrastructure?											
	Time in minutes 1. Less than 5 minutes 2. 6-14 min 3. 15-29 min 4. 30-44 min 5. 45 min to 59 min 6. One hour and over						Distance 1. Less than 100 meters 2. More than 100 m less than 1 Km 3. 1-3 Km 4. 3-5 Km 5. More than 5 km					
	A		B		C		D		E		F	
	Source of water for domestic use		Food Market		Bus station or taxi stop		Primary School		Secondary School		Health Facility	
Time	Distance	Time	Distance	Time	Distance	Time	Distance	Time	Distance	Time	Distance	

G. WATER AND SANITATION

G.1. What is the main source of water supply for drinking?

- | | |
|--|----------------------------------|
| 1. Mineral Water | 6. Unprotected well or rainwater |
| 2. Pure water | 7. River |
| 3. tap of housing | 8. Seller tanker |
| 4. Public valve outside | 9. Retained water / dam |
| 5. Drilling / well protected or equipped with pump | 99. Others (Specify)..... |

G.2. What kind of sanitation do you use??

- | | |
|-----------------------------|---------------------------|
| 1. Private WC (closed tank) | 3. Traditional WC |
| 2. Private WC (open pit) | 4. In nature |
| 3. Public WC (closed tank) | 99. Others (Specify)..... |
| 4. Public WC (open pit) | |

ANNEX D: VERSION OF THE CBMS RIDER QUESTIONNAIRE ON SOCIAL PROTECTION

SECTION J: Questions about the Job

J1	J2	J3	J4	J5
In which area do you do your business? 1. Rural 2. Urban	Which means of transport do you use most of time to go to work? 1. Car 2. Motorbike 3. Taxi 4. Zemidjan (Motorbike Taxi) 5. Foot 99. Others	Have you ever worked in the formal sector? 1. Yes; 2. No If yes, go to J5	Why have you never work in the formal sector? 1. Never find such a job; 2. No convenient job for my level 3. Low salary 4. Not interested 5. Because of the disability; 99. Others; specify Go to J6	Why have you left the formal sector? 1. Low salary 2. Too high taxes 3. No freedom 99. Others, specify
/__/_	/__/_	/__/_	/__/_	/__/_

J6	J7	J8	J9	J10	J11	J12	J13
How many people work in this company? (Including you) 1. Self-employment; 2. Less than 10 people; 3. 10 – 49 people; 4. 50 – 499 people; 5. 500 – 999; 6. 1000 and over	How many days do you work per week?	How many hours do you work a day?	Do you work sometimes more than 48h per week? 1. Yes; 2. No If no, go to J11	If yes, what are your motivations? 1. Normal hours 2. There was particularly a lot to do 3. Must work overtime to maintain my purchase power 99. Others, specify	Does your monthly income have varied over the past 12 months? 1. Yes; 2. No If yes, go to J13	If no, What is the amount of your monthly salary?	For how many years have you been doing this work?
/__/_	/__/_	/__/_	/__/_	/__/_	/__/_	_____	/__/_

J14	J15	J16	J17	J18	J19	J20	J21
For how many years are you working in this company? 1. Less than one year 2. More than one year If less than 1 year, please go to J17	Does your income change according to the one you were receiving last year at the same time? 1. Yes; 2. No If no go to J17	How much did you gain per month last year in your company? (FCFA)	Is it possible to have any promotion in this company? 1. Yes; 2. No If no, go to J19	If yes, have you ever had any promotion? 1. Yes; 2. No	Have you taken advantage of any training in this company? 1. Yes; 2. No If no, go to J21	If yes, for how long the longest training last in average (in number of days)?	What is your average monthly income?
/__/_/	/__/_/	/__/_/	/__/_/	/__/_/	/__/_/	/__/_/	_____

J22	J23
How did you get this job? 1. Self-employment; 2. Personal relations; 3. Announcement; 99. Others, specify	Have you ever been involved in any public work? 1. Yes; 2. No
/__/_/	/__/_/

SECTION B: Worker's vulnerability

K1	K2	K3	K4	K5	K6
What are the main challenges you face? 1. Income's instability 2. Low or insufficient income 3. Illness 4. Accidents 5. Thievery 99. Others, to be specified	Are you satisfied with your working conditions? 1. Yes 2. No If 1, go to K5	If not, what don't you like in your work conditions? (List them) 1 2 3.....	What are you doing to better them? 1. Additional work 2. Looking for better job 3. Strikes 99. Others, specify	Is there any syndicate in the sector in which you work? 1. Yes 2. No If no, please go to K7	If yes, do you belong to the syndicate? 1. Yes 2. No
/__/_/	/__/_/	/__/_/	/__/_/	/__/_/	/__/_/

K7	K7A	K7B	K7C	K7D	K7E	K7F	K7G	K7H
In your company do you have access to the following advantages:	Familial allocation? 1. Yes; 2. No	Advantages included in the income (accommodations, electricity, transport, telephone)? 1. Yes; 2. No	End-of-the year bourses? 1. Yes; 2. No	Paid holidays? 1. Yes; 2. No	Sick or maternity leave? 1. Yes; 2. No	Particular medical services? 1. Yes; 2. No	In-kind advantages not included in the income? 1. Yes; 2. No	Social contribution? 1. Yes; 2. No
	/	/	/	/	/	/	/	/

K8	K9	K10	K11	K12	K13	K14	K15
Do you have easy access to programs of protection against natural disasters? 1. Yes 2. No	Do you have easy access to healthcare programs? 1. Yes 2. No If no, go to K11	If yes, what kind of healthcare do you have access to? 1. Public 2. Private 99. Others, specify	Do you receive cash transfers? 1. Yes 2. No	Do you receive in-kind transfers? 1. Yes 2. No	Do you benefit from infectious disease prevention/management? 1. Yes 2. No	Do you have easy access to credits? 1. Yes 2. No	If yes, from which financial institution? 1. Bank 2. Microfinance 99. Others, specify
/	/	/	/	/	/	/	/

K16	K17	K18	K19
What other types of risks have you encountered in your work? 1..... 2..... 3.....	Do you have an insurance? 1. Yes 2. No If no, go to K19	If yes, which types of insurance do you have access to? 1. Public 2. Private 3. Microinsurance 99. Others, specify Go to L1	If not what are the reasons? 1. Never heard about assurance 2. No money 3. Nobody asked me to do that before 4. No need
	/	/	/

SECTION L: Willingness to pay per month to have access to CNSS' service.

Given that this project is costly, policymakers would like you to participate financially in its achievement. The money collected will be fully used for the purposes and will be managed by the CNSS.

Suppose that you were asked to vote for this policy on a possible referendum. If more than 50% of the surveyed informal sector workers vote for the policy, the government will implement it. Now I'm going to ask you questions on how you would have to pay for the implementation of such a policy. When you will be answering these questions, keep in your mind your average monthly income. Besides, take note that the results of the study will be made available to the policy makers and will serve as a guide for the future decisions concerning social security.

L1	L2
What do you think about adopting a national policy in order to integrate informal sector workers in the social protection system? 1. Not important at all 2. Less important 3. Important 4. Very important	Have you ever heard about CNSS? 1. Yes 2. No
/___/	/___/

L3	L3A	L3B	L3C	L3D	L3E	L3F	L3G
Which ones of CNSS' services do you find more important?	Prenatal allowances? 1. Yes 2. No	Familial allowances? 1. Yes 2. No	Maternity benefits? 1. Yes 2. No	Old age pension 1. Yes 2. No	Anticipated pension 1. Yes 2. No	Disability pension 1. Yes 2. No	Survivor's pension 1. Yes 2. No
	/___/	/___/	/___/		/___/		

L3H	L3I	L3J	L3K	L3L	L3M
Old age allowances 1. Yes 2. No	Survivor's allowances 1. Yes 2. No	Disability allowances 1. Yes 2. No	Accidents at work 1. Yes 2. No	Occupational disease 1. Yes 2. No	Others (specify) 1. Yes 2. No If 1, Specify
/___/	/___/	/___/	/___/	/___/	

Suppose; now that aid that the State would provide to each informal sector workers depends to his willingness to pay. So, this aid would be proportional to the willingness to pay of each informal sector workers. The More his willingness to pay would be high, the more the state aid would be important. Under these conditions:

L4
How much will you agree to pay per month for a CNSS' service (USD)? 1/ Not interested 2/ Less than 2.5456 3/ 2.5456 – 4.364 4/ 4.364 – 6.5456 5/ 6.5456 – 8.7272 6/ 8.7272 – 21.818 7/ 21.818 - 36.364 8/ More than 36.364 If 1, please go to L8
/___/

We would also like to prioritize your preferences in terms of CNSS's services

L5

Can you, please, list in descending order of preference, three (3) CNSS services that you consider priority, specifying for each the amount that you would be ready to pay?

CNSS's service

Amount

- 1.
- 2.
- 3.

/___/

/___/

/___/

/___/

L6	L7	L8	L9
How sure are you that you are willing to pay this amount?	What is the most important reason that will make you vote for this program?	<i>(Only for those who said that they are not interested)</i>	What is the main reason why you will not vote for this program?
1. Very sure 2. Sure 3. Note sure	1. I want more reliable social security 2. To allow a reliable social security for future generations 3. CNSS will do a good job after collecting the funds 4. The proposed average amounts are insignificant compared to my revenue 5. Others, specify Go to M1	How sure are you that you are not willing to contribute financially to this program? 1. Very sure 2. Sure 3. Note sure	1. I don't trust the CNSS for the management of the funds 2. No need 3. Low income 4. It should be the government that should finance such a policy 5. Others to specify
/___/	/___/	/___/	/___/

SECTION D: Additional Information

M1	M2a	M2b	M3a	M3b	M4a	M4b	M5a	M5b
Which ones of the current employment programs do you know?	Do you know any financial institutions?	If yes, How many? list them	Are there training centers in your area?	If yes, How many? list them	Are there firms in your area?	If yes, How many? list them	Are there industries in your area?	If yes, How many? list them
1. National Volunteering program in Togo (ANVT)		1.....	1.Yes 2.No	1.....	1.Yes 2.No		1.Yes 2.No	
2. Support Fund for Youth Economic Initiatives (FAIEJ)	1.Yes 2.No	2..... 3.....		2.....		1..... 2..... 3.....		1..... 2..... 3.....
3. Support for integration and development of the hiring (AIDE)	If 2, go to M3a		If 2, go to M4a	3.....				
4. National agency for					If 2, go to M5a			

employment promotion (ANPE)								
5. Project of support to the professional integration of young artisans (PAIPJA)								
99. Others, specify								
/__//__//__/	/__/		/__/		/__/		/__/	

Community Profile Questionnaire

No Site : _____

Tokoin –Wuiti (1)

Tsévié (2)

NOTE: The respondents for this questionnaire should be Mayor or Chief or resources persons of education and health of the site.

1.Name of Respondent (Chief of district/site): _____

2.Name of Respondent (Mayor of the borough): _____

3. Resources Persons of the education _____

4. Resources Persons of the health _____

5. Others _____

Date:

Time Started:

End Time:

Name of Enumerator: _____

Signature of Enumerator: _____

I. Physical and Demographic Characteristics

(1) Region

(2) City/Municipality:

(3) District/Township

(4) Classification: 1 Rural 2 Urban (enter code)

Demographic Reference:

(5) Population

Male: (enter number)
Female: (enter number)
Total: (enter number)

Reference Period: _____

Source of data: _____

(6) Number of Households/Families

Households: (enter number)
Families: (enter number)

Reference Period: _____

Source of data: _____

(7) Registered Voters:

Male: (enter number)
Female: (enter number)
Total: (enter number)

Reference Period: _____

Source of data: _____

(8) Number of Site Personnel :

	Total	Female	Male	
a. Health worker	<input type="text"/>	<input type="text"/>	<input type="text"/>	(enter number)
b. Nutrition Scholar	<input type="text"/>	<input type="text"/>	<input type="text"/>	(enter number)
c. Others, Specify (e.g. Midwife)	<input type="text"/>	<input type="text"/>	<input type="text"/>	(enter number)

Reference period _____

II. Service Institutions and Infrastructure								
Facility	(9)	IF YES IN (15)						IF NO IN (15)
	Is there any facility on the site? 1 Yes (GO TO 16) 2 No (GO TO 20)	(10)	(11)	(12)	(13)		(14)	
		How many facilities are there on the Site? List the name/s of facilities in the space provided.	Does the facility have access to safe drinking water? 1 Yes 2 No	Does the facility have access to sanitary toilets? 1 Yes 2 No	Geopoint Latitude Longitude		What is the distance from the Site hall to the nearest facility (in km)?	
Health Facility		(16A)	(16B)					
a. Site Health Center								
b. Hospitals			1.					
			2.					
c. Maternity Clinic			1.					
			2.					
d. Private Medical Clinic			1.					
			2.					
e. Private Drugstores			1.					
			2.					
f. Others, specify _____			1.					
			2.					
Educational Facility	(15)	(16A)	(16B)	(16C) Level offered (e.g., Grade 1-4)	(17)	(18)	(19)	(20)
a. Public Preschool			1.					
			2.					
b. Private Preschool			1.					
			2.					
c. Public Elementary			1.					
			2.					
d. Private Elementary			1.					
			2.					
e. Public Secondary			1.					
			2.					
f. Private Secondary			1.					
			2.					
g. Technical High University			1.					
			2.					
g. Vocational			1.					
			2.					
e. Others, specify								

Facility and Input Dealer	(15)	IF YES IN (15)						IF NO IN (15)
	Is this facility present on the Site? 1 Yes (GO TO 16) No (GO TO 20)	(16)	(17)	(18)	(19)		(20)	
		How many facilities are there on the Site? List the name/s of facilities in the space provided.	Does the facility have access to safe drinking water? 1 Yes 2 No	Does the facility have access to sanitary toilets? 1 Yes 2 No	Geopoint		What is the distance from the Site hall to the nearest facility (in km)?	
		Latitude	Longitude					
Service Facility		(16A)	(16B)					
a. Police Station								
b. Bank			1.					
			2.					
c. Post Office								
d. Market								
e. Others, specify _____								
Agricultural Facility		(16A)	(16B)					
a. Rice Mill								
b. Corn Mill								
c. Others, specify _____								
Input Dealer								
a. Fertilizer Dealer								
b. Pesticide Dealer								
c. Seeds Dealer								
d. Feeds Dealer								
e. Others, specify _____								
Public Transport								
(1) What types of public transportation are there on the Site?						1- YES	2-NO	
1 Bus								
2 Taxi								
3 Motorcycle taxi								
4 Others, specify _____								

Road Network							
(22)		IF YES IN (22)					
		(23)		(24)			
Are there any of the following roads/streets in the Site?	1-Yes (GO TO 23) 2-No	What is the current condition of the road/street? (see codes below)		Who is maintaining the road/street? (see codes below)			
a. Concrete (IF NO GO TO 25)							
b. Asphalt (IF NO GO TO 26)							
c. Gravel (IF NO GO TO 27)							
d. Natural/Earth surface (IF NO GO TO 25)							
(23) Current condition of the road/street		(24) Maintained by					
1. Good		1.Private		4. Municipal City			
2. Fair		2.National Government		5. Site			
3. Poor		3.Province		6. Others, specify _____			
(25) If there are no concrete roads or streets in the Site, what is the distance from the Site to the nearest concrete road or street?				<input type="text"/> (in kilometers)			
(26) If there are no concrete roads or streets in the Site, what is the distance from the Site to the nearest asphalt road or street?				<input type="text"/> (in kilometers)			
Water supply							
(27) Is the Site being served by a water station/company	1-Yes (GO TO 28) 2-No	IF YES IN (27)					
		(28)	(29)	(30)	(31)		
		What is the name of the water company?	How many household are being served?	Is the source located on the Site? 1.Yes (GO TO 31) 2.No (GO TO 32)	Geopoint		
a Level II water system					Latitude	Longitude	
b Level III water system							
(32) Are there any of the following water facilities on the Site?	1-Yes (GO TO 28) 2-No	IF YES IN (33)					
		(33)	(34)	(35)	(36)	(37)	
		How many units/stations? (Total)	Name	Is the facility functioning? 1 Yes (GO TO 36) 2 No	How many household are being served?	Geopoint	
a. Deep well (Level I)			1.				
			2.				
b. Commercial water Refill Station							
c. Others, specify							
Garbage/Waste Disposal System							
(38)		IF YES IN (39)				IF NO IN (38)	
Are there any of the following community garbage disposal facilities on the Site?	1-Yes (GO TO 39) 2-No	How many units? (Total)	(39)	(40)	(41)	(42)	(43)
			Name	How many household are being served?	Geopoint		What is the distance from the Site to the nearest disposal facility? (in km)
					Latitude	Longitude	
a. Open Dump Site			1.				
			2.				
b. Sanitary Landfill			1.				
			2.				
c. Compost Pits							
d. Others, specify							

Electricity Service						
(44) What is the source of electricity of the Site?	1-Yes (GO TO 46) 2-No	IF YES IN (45)				
		(45)	(46)	(47)	(48)	
		What is the name of the company or association that is providing or maintaining the electricity supply?	How many households are being served by the source of electricity?	Is there an electric substation present in Site? 1-Yes (GO TO 49) 2-No (GO TO 51)	Geopoint	
					Latitude	Longitude
1 Electricity Company						
2 Generator						
3 Solar						
4 Battery						
5 Others, specify						
6 None						
IF NO IN (44.1)						
(49) What is the distance from the Site to the nearest electrical station/company? (in kilometers) <input style="width: 150px; height: 20px;" type="text"/>						
Credit institution						
(50) Are there credit institutions operating on the Site?	1 Yes (GO TO 51) 1 No (GO TO 53) <input style="width: 40px; height: 20px;" type="checkbox"/>	IF YES IN (50)				
		(51)	(52)			
		What are the names of the credit institutions?	Contact person and details (office Address, Telephone, E-mail)			
		1				
2						
3						
Registered Business Firms (based on latest records of the Site)						
(53) How many business firms/establishments are registered in the Site? <input style="width: 100px; height: 20px;" type="text"/>						Reference period:

QUESTIONS AND FILTERS						
(54) What are, in order of importance, the main problems of the people's health?		Rank				
		1	2	3	4	5
	Health institutions nonexistent					
	Health institutions too distant / inaccessible					
	Too expensive consultations					
	Too expensive drugs					
	Health institutions not equipped / mal equippe					
	Health staff not friendly					
	Lack of health workers					
	Lack of female health workers					
Non qualified health staff						
OTHERS (SPECIFY)						
OTHERS (SPECIFY).....						
OTHERS (SPECIFY).....						
(55) During the year, what are, in order of importance, the most common diseases of children	Malaria					
	Diarrhea					
	Malnutrition					
	Measles					
	Anemia / lack of blood					
	Tetanus					
	Meningitis					
	Hepatitis					
	Tuberculosis					
	Coqueluche					
	Chicken pox					
	Fever					
	Respiratory infections					
	Eye diseases					
	Mouth and teeth disease					
	Skin problems					
	To bowel					
	Sickle cell disease					
	Epilepsy					
	Others (specify)					
Others (specify).....						
Others (specify).....						
How do you explain the difficulties in finding a job (in order of importance)?	Education level					
	Specialization of jobseekers					
	Lack of experience					
	Difficulties in finding jobs					
	Difficulties in obtaining interviews					
	Difficult to sell in interviews					
	Mobility problems					
	Network of relationships Lack					
	Childcare problems					
	Health problems					
	Problems of discrimination					