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Development of CBMS Methodology in Bangladesh

Abdullah Al Mamun
Azma Mahmuda
Afrin Khan
Saifun Nahar



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Research Paper -1
Development of the CBMS Methodology in Bangladesh¹

Prepared by
CBMS Bangladesh Team



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1. Rationale for Development/ Expansion of a CBMS in the Country

Under MIMAP-Bangladesh, the Poverty Monitoring System is developed and pilot-tested the methodology and the indicators for a Local Level Poverty Monitoring System. The experimentation was carried out by the Bangladesh Academy for Rural Development (BARD) in consultation with the Bangladesh Institute of Development Studies (BIDS) in the year of 2001-2002. The pilot testing was kept limited in four villages of Sreepur Union of Choudagram Upazila to acquire the required insights prior to its wider replication.

With the successful outcomes of the pilot phase, the experimental phase is expanded in a Union named Muhammadpur (West) under Daudkandi Upazila covering all villages to examine its effectiveness at the Ward and Union levels. It is expected that an operational Local Level Poverty Monitoring System (CBMS) at the Union level will play a complementary role with the national initiatives of poverty monitoring in providing both poverty and development related information and policy guidelines. The experimentation is carried out by BARD with the financial and technical support of IDRC, Canada through Community Based Monitoring System (CBMS), during 2003-2005 with a view to creating a community based poverty monitoring system at the local level in Bangladesh and ensuring active participation of and effective use of relevant information by the local government functionaries.

By utilizing the experiences of CBMS and another project of BARD namely CVDP, BARD conducted an action research project namely Strengthening Institutional Capabilities and Rural Population for Territorial Development in Chittagong (SICRP) in collaboration with ETEA Foundation for Development and Cooperation and Spanish Agency for Development and International Cooperation (AECID), Spain. The main outcome of the project was to



strengthen the capacity of local government and village organizations to provide support services according to the need of rural people. Developing database by ensuring participation of community people at the union level and using the information of database for preparing plan of local government at the grassroots level was one of the main strategies of this project.

Generating youth employment and developing entrepreneurial environment in the rural areas are considered very crucial for overall development of a country. A few local government units at the grassroots level play their potential role in this sector. Identification of areas where the local government can play their roles and sensitize the functionaries of local government is essential for entrepreneurship development of the country. A very good portion of people in Bangladesh is youth. Creation of job in the formal sector is very challenging in a country like Bangladesh. Youth people have the capacity to transform their idea into reality if they get the positive environment. For that reason an initiative will be taken in this phase of CBMS to find out a process for capturing information related to youth employment and assessing entrepreneurial environment at the rural areas with a view to assess the feasibility to incorporate those with the standard methods of CBMS.

At the national level poverty is monitored by conducting Household Income and Expenditure Survey (HIES) in every four years by Bangladesh Bureau of Statistics (BBS) Bangladesh. At the local level especially union level there is absence of systematic approach of monitoring poverty at the specific areas. So, poverty monitoring system at local level will play a complimentary role of national initiative of poverty monitoring.

At different phases of project experimentation BARD has gained lot of experiences in the field of poverty monitoring at the local level. It was realized that the a user friendly cost effective mechanism need to be developed for sustaining this imitative at the grassroots level and some training materials in native language along with manual for data collection need to be prepared for facilitating the process at the grassroots level. It was also felt that there is a strong demand from the local government for identification of poor households. In the earlier phase the elected representative of local government were involved along with secretary to facilitate the process. But it was realized that the process is not sustained if the elected representative is changed.

In the new phases it is proposed to involve the relevant standing committee of local government for implementing the process of CBMS and develop a core team of researchers for facilitating the process in a wider scale. It is also assumed that BARD would be able to initiate a self initiated training course on CBMS after successful completion of the said phases. It may

also be noted that BARD is mandated to experiment the new thoughts of development in its laboratory area. If the experimentation is succeeded it can persuade to the government for its wider replication in the Country. At the grassroots level a scope is created to finance the cost of CBMS as a good portion of amount is being transferred to the Union Parishad from the central government with greater autonomy. Before motivating them a user friendly process and cost effective system needs to be developed. Youth Development Directorate is imparting training for the unemployed youth in Bangladesh. It was observed that young people need training on some new areas. An in-depth study on youth employment and entrepreneurship may open new window for incorporating new training courses and support system for entrepreneurship development among the rural youth.

2. Review of Existing Monitoring System

Reliable information at the grassroots level helps to prepare pragmatic plan, and on the other hand, exploring information related to different fields of deprivation knocks the unconscious mind of people and inspires them to do something for the deprived people. The local government institutions are responsible to look after the welfare of the people and these institutions are powerful, as those are formed under the constitutional framework. The local government institutions at the grassroots level are not able to appreciate and monitor rural poverty due to the complexity of its measurement, and lack of understanding about its potential benefits. On the contrary, lack of information at the grassroots level and lack of users friendly and cost effective mechanism for information generation inhibits their potential role in poverty alleviation. The people living at the grassroots level might suffer from getting institutional education but exploring their wisdom that they had gained from their own environment is a great resource for taking any development initiatives. If the functionaries of local government can be motivated on the importance of reliable information and the local people are trained on information generation, the local government would be able to appreciate the rural poverty, and if the information were used for planning purpose, the effort of poverty alleviation would be fruitful. For reducing the problem of poverty, a cost effective system for capacity building of the local people in data collection and data processing, motivation of the functionaries of local government to continue this effort and use such information for their planning purpose would ultimately ensure expected services to the target population. So, this system helps to take positive measures in implementation as well as changing policy for delivering service to people. In that way, the service delivery agencies become capable of identifying priorities in delivering

adequate support services to the rural poor. For developing a cost effective and user-friendly poverty monitoring system at local level, following steps are very much essential:

- a. Identify and prioritize the indicators in consultation with the different stakeholders;
- b. Identify the nature of data requirements and recognize the instruments of data collection for measuring indicators;
- c. Simple mechanism for data collection, processing and validation by ensuring participation of local people;
- d. Quick dissemination of the information in presence of local people and the officials of service delivery agencies to ensure its effective use. Collected information may be compared with the national/regional level result for sensitizing the people about their vulnerability;
- e. Finally, involvement of local government institution and local people for developing a sense of ownership in information for sustaining the initiatives.

3. Objectives of CBMS

The general objective of the Community Based Monitoring System (CBMS) is to develop institutional mechanism for implementing a community based poverty-monitoring system with special emphasis on youth employment at the local level in Bangladesh and ensure effective use of relevant information by the local government functionaries in preparing plan. Analysis poverty situation and youth employment and entrepreneurship in rural areas will be other foci of the research project. The specific objectives of the project are as follows:

- i) Develop a system for institutionalizing the CBMS at the grassroots level and expansion of CBMS in another Union of Comilla district;
- ii) Develop a mechanism to capture information related to youth employment and entrepreneurial environment for integrating it with the standard process of CBMS and preparation a paper on that issue by analyzing CBMS data;
- iii) Capacity building of a core team of BARD to facilitate the process of CBMS along with capacity building of the functionaries of local government to monitor poverty situation at the respective areas ;
- iv) Preparation of poverty profile and CBMS poverty maps of the local level and a mechanism for regular updating of the data base by the users themselves; and

- v) Motivate and assist the local government functionaries to use the information in initiating local level plans and develop sustainable linkages with the government organizations, NGOs and the development partners for implementing the plan.

4. Key Features of the Poverty Monitoring System

4.1. Concepts of Poverty

Well-being is considered as command over commodities in general, so people are better off if they have a greater command over resources. In this view, the main focus is on *whether households or individuals have enough resources to meet their needs. So, lack of resource to meet one's basic need is called poverty.*

Poverty also refers to *forms of economic, social, and psychological deprivation* among people arising from a lack of ownership and control of or access to resources for the attainment of a required minimum level of living. It is a multidimensional problem involving a deficiency of income, consumption, nutrition, health, education, housing, etc. (Ahmed 2004).

Poverty is related to, but differs from, inequality and vulnerability. Inequality focuses on the distribution of attributes, such as income or consumption, across the whole population. Vulnerability is defined as the risk of falling into poverty in the future, even if the person is not necessarily poor now; it is often associated with the effects of “shocks” such as a drought, a drop in farm prices, or a financial crisis. Vulnerability is a key dimension of well-being since it affects individuals' behavior in terms of investment, production patterns, and coping strategies, and in terms of the perceptions of their own situations.

There are two approaches of poverty analysis. These are as follows:

- The *income approach* views poverty simply as lack of income (or consumption). Poverty exists when some persons in the society have so little income that they cannot satisfy socially defined basic needs.
- According to the *capability approach*, an individual is defined as poor if he or she lacks basic capabilities (if a person is not able to be well nourished, adequately clothed and sheltered, and not able to avoid preventable morbidity etc. (UNDP)

4.2. Types of Poverty

- **Absolute poverty** or **destitution** refers to the one who lacks basic human needs, which commonly includes clean and fresh water, nutrition, health care, education, clothing and shelter.
- **Relative poverty** refers to lacking a usual or socially acceptable level of resources or income as compared with others within a society or country.

4.3. Causes of Poverty

- Lack of income and asset to attain basic needs
- Sense of voiceless ness and powerlessness
- Vulnerability to adverse shocks linked to an inability to cope with it
- Lack of gainful employment opportunity
- Lack of Productive Assets

4.4. Measuring Poverty

Three steps need to be taken in measuring poverty (Ravallion, 1998).

These are:

- Defining an indicator of welfare such as income or consumption per capita;
- Establishing a minimum acceptable standard of that indicator to separate the poor from the non-poor (the poverty line), and;
- Generating a summary statistic to aggregate the information from the distribution of this welfare indicator relative to the poverty line.

4.5. Measuring Poverty Line

Direct Calorie Method

- Per Person per day consumption is less than 2122 Kcal is absolute poor
- Per Person per day consumption is less than 1805Kcal is Hard core poor
- Per Person per day consumption is less than 1600Kcal is ultra poor

Cost of Basic Needs Method

- First a food bundle consists of rice, wheat, pulses, milk, oil, meat, fresh water fish, potato, other vegetables, sugar, and fruits having 2122 K.Clorie is identified.
- Then the price of these items in the local areas are determined
- Cost of non food items are collected in two ways:

- For calculating lower poverty line the expenditure pattern of the people whose total consumption is equal to food poverty line is considered
- For calculating upper poverty line the expenditure pattern of the people whose food expenditure is equal to food poverty line is considered

Poverty Line= Food Poverty Line + Lower and Upper Income

Food Energy Intake method

The basic needs approach outlined above require information on the prices of the goods that the poor consume. When price data are not available, an alternative method is used to construct the poverty line – the *food energy intake method*. The goal here is to find the level of consumption expenditure (or income) that allows the household to obtain enough food to meet its energy requirements. This is normally derived through the regression of the relationship between calorie intake and expenditure. Under the FEI method a poverty line expenditure is determined on the basis of the threshold calorie intake of 2122 kcal from the food and nonfood expenditure using the semi-log model: $\ln(y) = a + b \cdot x$ where y is the per capita expenditure per month (food + nonfood) and x is the per capita calorie intake per day.

Poverty Estimations

Head Count Index: Which simply measures the proportion of the population that is counted as poor, often denoted by P_0 . It is called incidence of Poverty.

$$P_0 = \frac{Np}{N}$$

where Np is the number of poor and N is the total population (or sample). If 60 people are poor in a survey that samples 300 people, then $P_0 = 60/300 = 0.2 = 20\%$.

Poverty Gap: Mean Distance below the poverty line as a proportion of that line. Depthness of poverty is measured in this way (P_1). It can also be defined as mean of the gaps between poor people's standard of living and the poverty line that implies shortfall of Poor's expenditures from the poverty line expressed as an average of all people in the population. The sum of these poverty gaps gives the minimum cost of eliminating poverty, if transfers were perfectly targeted.

$$P_1 = \frac{1}{N} \sum_{i=1}^N \frac{G_i}{z}$$

Where, N is the total population (or sample) and

$$G_i = (z - y_i) \cdot I(y_i < z).$$

$I(\cdot)$ is an indicator function that takes on a value of 1 if the bracketed expression is true, and 0 otherwise. So if expenditure (y_i) is less than the poverty line (z), then $I(\cdot)$ equals to 1 and the household would be counted as poor.

Squared Poverty Gap Index: measure of poverty that takes into account inequality among the poor, some researchers use the squared poverty gap index. This is simply a weighted sum of poverty Poverty Gap . It also called the severity of poverty.

$$P_1 = \frac{1}{N} \sum_{i=1}^N \left(\frac{G_i}{z} \right)^2$$

Table-1: Comparative Analysis of Different Methods for measuring poverty Line in Bangladesh

	Direct calorie intake(DCI)	Food energy intake(FEI)	Cost of basic needs(CBN)
Indicator	Calorie intake	Expenditure(or income)	Expenditure(or income)
Threshold	2,122 kilocalories/person day	Expenditure level at which household members are expected to reach calorie intake threshold	Expenditure level at which household members are expected to meet basic needs(food and non-food)
Measure	Head count or others	Head count or others	Head count or others
Strength and weakness	Indicator not representative; threshold consistent (for monitoring calorie	Indicator representative; threshold not consistent(for real expenditure)	Indicator representative; threshold consistent(for real expenditure)

	intake)		
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Sources: World Bank, 2002

Reference: World Bank "Introduction to Poverty Analysis".

4.6. Poverty Indicators

Once the goals of poverty reduction strategies are agreed upon the next step is to identify indicators to measure the progress towards the goal. There are two types of indicators one is intermediate and another is final indicator. When indicator measures the effect of an intervention on individual's well being is called final indicator. Sometimes final indicators are divided as outcome and impact indicator. Impact indicators measures key dimension of well being such as freedom from hunger, literacy, empowerment and outcome indicators capture access to, use of and satisfaction with public service.

When the indicators measures a factor that determines an outcome or contributes to the process of achieving an outcome is termed as input or output indicator depending on the stage of the process in other words an intermediate indicator.

Table -2: Example of Final and Intermediate Indicators

Goal	Intermediate Indicator	Final Indicator
Reduce extreme poverty and expand economic opportunities for the poor	<ul style="list-style-type: none"> • Expenditure on Infrastructure • Expenditure on and number of beneficiaries of job training programme • Percentage of roads in good and fair condition 	<ul style="list-style-type: none"> • Incidence of extreme poverty • Poverty gap ratio • Income/expenditure of the poorest 20% of the population as a share of the total income and expenditure • Unemployment and underemployment rate • Percentage of the poor population with access to micro credit programmes.
Enhance the capabilities of the poor man and women	<ul style="list-style-type: none"> • Expenditure on primary education as a share of national income; • Expenditure on primary health care as a share of national income; • Percentage of schools in good physical condition; • student teacher ratio; • number of doctors per 100000 population; 	<ul style="list-style-type: none"> • Literacy Rate • Dropout and repetition Rate • Net Enrollment in Primary Education • Percentage of Population below the poverty line with access to health care facilities • Infant child and under five mortality rate • Maternal Mortality Rates • Malnutrition rate
Reduce vulnerability of the poor	<ul style="list-style-type: none"> • Expenditure on safety net programme as percentage of GDP 	<ul style="list-style-type: none"> • Variability of household consumption • Variability of household income

Goal	Intermediate Indicator	Final Indicator
	<ul style="list-style-type: none"> Percentage of poor households /individuals receiving transfers from the government 	<ul style="list-style-type: none"> Percentage of ultra poor

Bangladesh Academy for Rural Development (BARD) experimented a research project namely Local Level Poverty Monitoring System (CBMS) for developing a poverty monitoring system at local level ensuring participation of functionaries of local government and other stakeholders. The experimentation was carried out with the technical and financial support of Community Based Monitoring System, Philippines and IDRC-Canada. Following Indicators were selected for developing the system:

Table -3: Indicators Used in Local Level Poverty Monitoring System

Broad Areas	Indicator	Number
Demographic	<ul style="list-style-type: none"> Number of Households Number of Population Average Household size Sex Ratio (males per 100 females) Percentage of HH in Different Religion Age Structure of the population 	06
Income Poverty	<ul style="list-style-type: none"> Head Count Rate under Self Perception Method Head Count Rate under Villagers perception Method 	02
Health	<ul style="list-style-type: none"> Infant Mortality Rate (per thousand live births) Maternal Morality Rate (per thousand live births) Percentage of households not using sanitary latrine Percentage of tube wells contaminated by arsenic Parentage of deliveries not by the Trained Birth Attendant or in health center 	05
Education	<ul style="list-style-type: none"> Net Enrolment Rate (Primary) Net Enrolment Rate (Secondary) Drop out Rate (Primary) Drop out Rate (Secondary) Literacy Rate (7 years and above) Adult Literacy Rate (15 years and above) Percentage of People having SSC or above qualification (15 years +) 	07

Broad Areas	Indicator	Number
Productive Asset (Land)	<input type="checkbox"/> Average owned land per households (acres) <input type="checkbox"/> Average operated land (acres) <input type="checkbox"/> % of HH involved in renting-in land <input type="checkbox"/> % of Households involved in renting-out land <input type="checkbox"/> Average rented-in Land (In acres) <input type="checkbox"/> Average rented out-land (In acres)	06
Productive Assets	<input type="checkbox"/> Percentage of households having oxen <input type="checkbox"/> Average number of oxen <input type="checkbox"/> Percentage of households having cows <input type="checkbox"/> Average number of cows <input type="checkbox"/> Percentage of households having goats <input type="checkbox"/> Average number of goats <input type="checkbox"/> Percentage of households having duck/poultry <input type="checkbox"/> Average number of Duck /Poultry	08
Housing	<input type="checkbox"/> Percentage of households having houses made of CI sheet or <i>pucca</i> building <input type="checkbox"/> Percentage of households having electricity	02
Household Assets	<input type="checkbox"/> Having Tape recorder or Radio (% of HH) <input type="checkbox"/> Having Television (% of HH) <input type="checkbox"/> Having Mobile telephone (% of HH) <input type="checkbox"/> Percentage of households having Chair <input type="checkbox"/> Percentage of households having Cot <input type="checkbox"/> Percentage of households having Cupboard <input type="checkbox"/> % of households having Sewing Machine <input type="checkbox"/> Percentage of households having Table	08
Employment and Income	<input type="checkbox"/> Labour Force Participation Rate <input type="checkbox"/> Unemployment Rate <input type="checkbox"/> Under employment Rate <input type="checkbox"/> Child Labour <input type="checkbox"/> Per household per month average income (Tk.) <input type="checkbox"/> Per household per month average expenditure (Tk.) <input type="checkbox"/> Wage Rate	07
Access to Development Organisation and Credit Market	<input type="checkbox"/> Percentage of HHs involved in development organisations <input type="checkbox"/> Average number of people per HHs involved in development organisations <input type="checkbox"/> Percentage of HHs having taken loan <input type="checkbox"/> Average number of loanees in HHs	04
Vulnerability	<input type="checkbox"/> Nature of Crisis <input type="checkbox"/> Crisis Coping Mechanism	02

5. Data Collection Instruments

Data were collected from all households of whole Mohammedpur West Union Parishad by using Tabs. Household profile and youth employment and entrepreneurship questionnaires were finalized and scanned by PEP Asia Network, Philippines and unique instructions were provided for installation of those scanned questionnaires to Tabs. Therefore, the following instruments will be used for data collection:

- Tabs (total 18, 2 in each ward)
- Household profile questionnaire installed in Tabs
- Rider questionnaire for youth employment and entrepreneurship installed in Tabs
- Community questionnaire for collecting common resources and assets through focus group discussion in each ward

6. Resource Requirements and Institutional Arrangements for Implementation

(a) Training and Capacity Building

Organize Inception Meeting and a Workshop for Finalization of Methodology of the Project

The inception meeting was organized at the Doudkandi Upazila in presence of officials of different nation building departments, local leaders and service providers of Mohammedpur (west) Union. The main objective of the inception workshop was to share the objectives, strategies and solicit feedback on the project activities. The inception workshop created an opportunity to know different activities of nation building departments in the project area and identify some areas of collaboration with the nation building departments. Another workshop was organized at BARD in presence of some practitioners, professionals and elected representatives of Union Parishad for finalizing the methodology of the project. The main objective of the workshop was to share the objectives, strategies and solicit feedback on methodology of the project and questionnaire of the household survey. There were two parts in the workshop. The first part of the workshop was on discussing the Methodology of the project and the second part was on getting feedback on the draft household questionnaire.

(b) Organize training for the Field Investigators and Data collection

The members of standing committee and the research assistants will organize training for the investigators on data collection and calculation of core indicators of CBMS using Tabs. Data will be collected by the educated persons of the respective ward from Mohammedpur

(West) Union Parishad. Two members' team of respective ward with equal participation of male and female will collect data from each household and calculate the core indicators of CBMS. Household survey for preparing household profile and rider questionnaire for youth employment and entrepreneurship will be organized for data collection. The respective ward members along with research assistants will be trained to ensure the quality of data. For capturing information related to existing entrepreneurial environment in the rural areas some Focused Group Discussions (FGDs) will be organized both with the young entrepreneurs and local communities.

The Tab based data collection is probably new in Bangladesh and introduction of these techniques needs training. Therefore, at the beginning of this process the household core questionnaire and rider questionnaire were finalized and pre-testing in the field level was also administered. After incorporating the suggestions from the field level the questionnaires were finalized for scanning. The officials of PEP-CBMS Network, Philippines scanned the questionnaires for using in the Tabs. The useful link and manual was provided by the network and accordingly the CBMS Bangladesh team installed the program in 18 Tabs. The field level enumerators also been selected for data collection using Tabs but the training for them is yet to be organized.

(c) Data Processing

The project team researchers calculated the core indicators of CBMS. For research purpose data was processed through Microsoft Access and SPSS. If the capacity of data processing is existed at the local level it would be utilized otherwise data would be processed through outsourcing.

(d) Organize Ward Meeting and Data Validation

The data of each ward were disseminated in the ward meeting. Elected members of each ward will organize the meeting. Ward Information Books were formulated and shared in the ward meeting for validating the information articulated in the ward Information Book.

(e) Development of Database

A database incorporating the core indicators of development will be developed through CBMS, QGIS software. The research assistants will be involved in preparing the database. Subsequently, they will train the secretary of UP and office staffs of Union Information Centre to use this database.

(f) Dissemination

Organize Local Level Workshop

A workshop will be organized for the professionals and practitioners of poverty reduction programme and respective officials of nation building departments of respective Upazila Parishad to disseminate the process and learning of CBMS. The database would be presented in this workshop by the Chairperson of respective Union.

Organize National Level Workshop

A national level workshop will be organized at the Capital city of Bangladesh ensuring participation of relevant ministry, organizations and development partners for its wider circulation and to sensitize the process of local level poverty monitoring system and motivate the policy planners to issue some directives (if necessary) for institutionalizing the CBMS.

ANNEX A – HOUSEHOLD PROFILE QUESTIONNAIRE

Project on Institutionalizing Local Level Poverty Monitoring System (LLPMS)

Questionnaire for Household Census

- I. Household ID Number:
- II. Village:
- III. Ward:
- IV. Union: Mohammadpur (West)
- V. GPS coordinates: Longitude: Latitude:
- VI. Date of Interview:
- VII. Start Time:
- VIII. Name of the Interviewer:
- IX. Name of the Interviewee:
- X. Name of the Household Head:
- XI. Relationship of Interviewee with Household's Head:

A. Information on the household members

1	2		3	4	5	6			7	8a	8b	9
Total number of household members	Last Name	Given Names	Relationship to HH head	Sex	Age in years	Birthday			Marital status	Occupation		Type of occupation (Not for Students)
										Main occupation	Major Occupation Group	
Member No.			See codes below	1-Male 2-		Year	Month	Day	See Codes below	See Codes below	See Codes below	

				Female								
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												

3. Relationship Codes: 1=Households Head, 2=Husband/Wife, 3=Son/Daughter, 4=Brother/Sister, 5=Son In Law/ Daughter in Law, 6=Father/Mother, 7=Grandson/Granddaughter, 8=Others (Please Specify)

7. Marital Status Codes: 1= Unmarried, 2=Married, 3= Widow /Widower, 4= Divorced, 5= Separated

8a. Occupation Codes: 1= Agriculture (crop production), 2= Agriculture Labors, 3= Non-agriculture labors, 4= Business, 5= Service Holder (Govt., Private, NGOs), 6= Student, 7= Drop-out student, 8=Fisheries business, 9= Livestock business, 10= Mason, 11= Chicken/duck business, 12= Rickshaw puller, 13= Remittance earner, 14= Housewife, 15=Disable, 16= Unemployed, 17= Pension holder, 18= Others (Please specify.....)

8b 1=Armed Forces Occupations 2=Managers 3=Professionals 4=Technicians and Associate Professionals 5=Clinical Support Workers 6=Service and Sales Workers 7=Skilled Agricultural, Forestry, and Fishery Workers, 8=Craft-related Trades workers 9= Plant and Machine Operators and Assemblers 10=Elementary Occupation

9. Types of Occupation Codes: 1=Involve in occupation as capacity to work 2. Temporary absent in occupation, 3= Employed other workers as labor, 4= Involve in occupation and undervalued, 5= presently unemployed and seeking for work, 6= Unemployed but not seeking any work, 7= Involve in Income Generating Activities (poultry, livestock, rice husking, others)

A. Information on the household members (Continuation)

1	2	10	11	12	13	14	15	16	17	18	19	20
Memb er No.	Give n Nam e	Education and literacy						Member of any organizatio n?	Type of organizati on	Receiv ed trainin g ?	Type of trainin g receiv ed (see codes below)	IF age is less than 1
		Can read and write ?	Years of Schooli ng	Type of School (Last Educatio nal Institutio n)	For Children 6-15 years old		Are you attendi ng school ?					If No in 13
					1- Yes	See Codes below		1- Yes (go to 17), 2- No	Main reason for not going to school	Alternati ve Reason	2-No	2-No
2-No	See Codes below	1- Yes (go to 17), 2- No	See Codes below	See Codes below	2-No	See Codes below	2-No					
1												
2												
3												
4												

² TBAs = Traditional Birth Attendances

5												
6												
7												
8												
9												
10												

12. Type of School Codes: 1= Government, 2= Semi-government (MPO), 3= Madrasha, 4= Community School, 5= Kinder Garten, 6= NGO-operated school. 7= Others (Please specify.....)

15. Code for reasons not going to school: 1= Poverty, 2= Lack of income earners, 3= No interest, 4= Education cannot provide early income, 5= Job insecurity, 6= Distance between educational institution and household, 7) Social insecurity (eve teasing, violence against women and child etc), 8) Child labor, 9) Early marriage, 10) Others (please Specify.....)

18. Types of Organization Codes: 1= Club, 2=Cooperative Society, 3= NGO, 4= Cooperative under Bangladesh Rural Development Board, 5= Others (Please specify-----)

20. Types of Training Codes: 1= Fishery, 2= Livestock, 3= Poultry, 4= Vegetable Production, 5= Integrated Pest Management (IPM), 6= Maize Production, 7= Paddy Cultivation, 8= Sewing Cloths, 9= Home Cottage, 10= Computer, 11= Boutique Block, 12= Embroidery, 13 = Others (Please Specify.....)

B. Information on eligible couples (15-49 years of age) and use of family planning methods

21. No. of eligible couples	22. Presently taking family planning methods		23. If the couple not adopting family planning methods what is the main reason (Codes)	24. If the couple using family planning method, Who decides for adopt family planning methods 1= Husband, 2=Wife, 3=Both
	Permanent Method (No.)	Temporary Method (No.)		

Codes for not adopting family planning methods (23): 1) Need one or more sons, 2) Less pleasure and no interest, 3) Difficult to get the items of family planning methods, 4) Ignorance, 5) No children yet, 6) Husband does not like, 7) Wife does not like, 8) Husband is living outside Bangladesh for remittance, 9) Wife is living outside Bangladesh for remittance, 10) Others (Please specify

C. Information about infant and maternal health:

Indicators	1=Yes, 2= No	Sex 1= Boy, 2= Girl	Number/ Days (Question no. 24,25,27,29,30 use number, Question No. 26&28 use days)	Reasons of Death: 1= Pneumonia, 2=Tetanus, 3=Iron deficiency 4= More bleedings 5=Others (Please specify.....)
25. Any maternal death due to delivery complication? (If "No" go to question no. 27)				
26. How many days after delivery the maternal death occurred? (use "0" if the time of delivery)				
27. Is there any infant death during last one				

Indicators	1=Yes, 2= No	Sex 1= Boy, 2= Girl	Number/ Days (Question no. 24,25,27,29,30 use number, Question No. 26&28 use days)	Reasons of Death: 1= Pneumonia, 2=Tetanus, 3=Iron deficiency 4= More bleedings 5=Others (Please specify.....)
year?				
28. How old in the time of infant death?				
29. Under 5 (1-5 years age) death during the last one year				

D. Information about the healthcare facilities and services:

Types of Healthcare	Sex	Place of treatment/ support services (Code)			Quality of available facilities (Code)		
		1 st priority	2 nd priority	3 rd priority	1 st priority	2 nd priority	3 rd priority
30. common sickness	Male						
	Female						
31. Serious sickness	Male						

	Female						
32. Antenatal, Intra-natal and postnatal care for last delivery							

Place of treatment/ support services codes: 1. Government Hospital/ Union Health Complex, 2. Local clinic, 3. Modern specialized clinic, 4. Community clinic, 5. NGO clinic, 6. Village doctor (certificate holder), 7. Village doctor (no formal certificate), 8. Kobiraz (local quack), 9. Homeopathy medicine, 10. Pharmacy Compounder, 11. Others(please specify.....)

Quality of Available facilities codes: 1= Excellent, 2=good, 3= moderately good, 4=not good, 5= Very bad.

E. Water and Sanitation Facilities:

a) Sources of water used by the households:

Types of water use	a. Sources of Water (Codes)	b. Who is collecting water? 1=M, 2=F, 3=N/A (no need for collecting water)	c. Who is using the collected water? 1=M, 2=F, 3=Both, 4= N/A (no need for collecting water)
33. Drinking water			
34. Water for cooking			
35. Water for bathing			
36. Other household activities like washing cloths, washing utensils etc.			

Sources of water codes: 1= rain water, 2= pond, 3= river, 4= canal, 5= deep tube well, 6= shallow rube well, 7=arsenic free hand tube well,

8= arsenic contaminated hand tube well, 9=others (please specify.....)

b) Sanitation Facilities:

37. Is there any latrine available for the household?

1=Yes, 2= No

38. If "Yes", Types of Latrine Please use the code number.

Codes of Types of Latrines: 1= hanging, 2= open or *kancha*, 3= pit latrine or ring slab latrine, 4= flash toilet, 5= water sealed latrine, 6= ecosan toilet

39. Total number of toilets available in your house.

40. Is there any separate toilet for female? 1=Yes, 2= No

41. Is there any problem for women going to same latrine? 1=Yes, 2= No

F. Information about the houses

Condition of the House	42. Main House (Please use the following codes)	43. Area of the House floor (square feet)
a. Roof		
b. wall		
c. Floor		

Code: 1=Muddy (*Kancha*), 2=Brick made, 3= Tin (CI Sheet) made, 4= Bamboo made, 5= Straw made, 6= Others (Please specify)

44. Is there any electric connection in the house? 1= Yes, 2= No

45. If the answer is "Yes" please mention the source of electricity.

1= Rural electricity, 2= Solar energy, 3= Product from Bio gas.

G. Land Ownership and Use:

46. Area of Land ownership by the household (Decimal)

47. Area of Male Ownership (Decimal)

49. Area of Female Ownership (Decimal)

48. Area of own land used in the last one year (Decimal):

	Homestead	Cultivated	Pond	Garden	Uncultivable land area without homestead, pond and garden
Owned land					
Lease in					
Lease out					

49. Area of cultivable land based on cropping intensity (Decimal)			
single crop	two crops	three crops	Irrigated land

H. Information about the trees available under the households:

Types of trees	Number	Area covered (Decimal)	54. Is there any land available in the homestead area for tree plantation? 1=Yes, 2= No
50. Fruits trees			
51. Wood trees			
52. Bamboo			
53. Cane			

I. Materials, machines (agricultural/ nonagricultural) and instruments available in the household:

Name and number of Instruments/ materials/ machines		Name and number of Instruments/ materials/ machines	
<i>55. Agricultural Instruments</i>	Number	<i>57. Usable materials</i>	Number

Name and number of Instruments/ materials/ machines		Name and number of Instruments/ materials/ machines	
Plough		Bi-cycle	
Weeder		Motor cycle	
Thresher		Radio	
Sprayer		Tape Recorder	
Power Tiller		Television	
Deep or Shallow tube well/ power pump		Fridge	
Others		Mobile phone	
<i>56. Furniture</i>		Sewing Machine	
Khat/ Chowki		Computer	
Chair		<i>58. Others</i>	
Table		Cable TV Connection	
Almery (Wood/ Steel)		Rickshaw/ Van	
Dressing Table		Boat	
Alna		Fishing Net	
Dining Table		CNG/ Battery Auto tri wheeler	
Cot		Natural Gas connection for cooking	

Name and number of Instruments/ materials/ machines		Name and number of Instruments/ materials/ machines	
Cupboard		LPG Cylinder with Stove	

J. Livestock resources in the Households

59. Do you have any domestic livestock? 1= Yes, 2= No

60. If “Yes”, please fill up the following table

Types of Livestock Resources	Number (At present)		
	Local Variety	Hybrid	Foreign variety
61. OX			
62. Cow			
63. Plowing Cow/ Buffalo			
64. Goat/ lamb			
65. Cock/hen (one month older)			
66. Duck			
67. Pigeon			

K. Access to Micro-credit and the amount:

68. Is there any family members took the micro- credit during last one year?
no. 74)

1= yes, 2= no (go to question

69. if "yes" how many members took the micro-credit?

70. What was the total amount of micro- credit? BDT.....

71. Sources		72. Reasons of taking micro-credit (c)	73. Use of micro-credit		
Formal(a)	Informal(b)		Primary(d)	Secondary(e)	Tertiary(f)

(a)Formal: 1-Bank, 2- NGO, 3- Cooperative society, 4- CBOs, 5- Government office, 6. Others(please specify)

(b)Informal: 1- Individual, 2- Relatives, 3- Money lender

(c) Reasons of taking loan and use of micro-credit: 1= Going Abroad as remittance earner; 2= Cattle rearing;3= Health treatment;4=Household construction; 5= Hatchery (Poultry or Fish), 6 = food purchase, 7= Crop farming, 8 = Others(please specify)

L1. Crisis facing by the household members during the last one year:

Types of crisis	1= Yes 2= No	If “yes” number of Household Members	86. Who is Facing Crisis	
			Number of Male members	Number of Female Members
74. Death of earning members of the household				
75. Huge expenditure for illness or disease				
76. Destroy the crops				
77. Stealing, Threatening				
78. Facing the court for dispute management				
79. Discard from the job				
80. Dowry				
81. Threaten for dowry from the husband				
82. Husband is not supporting financially				

83. Physical torture and violence				
84 Women Sickness				
85. Violence against women for female child birth frequently and why not male child				

87. What crisis coping mechanism strategy did you follow? (Multiple answers will be acceptable)

Crisis Mechanism Strategy	Use 1 where applicable
1. Using Saving	
2. Borrowing money from relatives and neighbors	
3. Donation from relatives and neighbors	
4. Taking Loan	
5. Selling household assets	
6. Others	

M. Support to the household members during the last one year:

<p>Types of Support (a)</p>	<p>Received or not 1= Yes (go to the next column), 2= No (go to the next question) (b)</p>	<p>Who is getting support 1= Male, 2= Female, 3= Both (c)</p>
88. Vulnerable Group Feeding (VGF)		
89. Food for Work		
90. Elderly allowance		
91. Road Maintenance Program (RMP)		
92. Test Relief (TR)		
93. Handicap rehabilitation allowance		
94. Freedom Fighter allowance		
95. Widow and abandon by husband allowance		
96. Primary education scholarship		
97. Secondary education scholarship		
98. Subsidiary for agricultural production		
99. Maternity Allowance		
100. Vulnerable Group Development (VGD)		

101. Did you get any support services from Union Parishad ?

1= yes, 2= no

If "Yes" Types and adequacy of support services

Types of Services a	1=Yes, 2=No, 3= N/A b	Quality of services* c	Adequacy of services** d	Service Providers *** e
102. Certificates (Birth, death, character, nationality, others)				
103. VGF Card				
104. Cash money received				
105. Dispute mitigation/ Justice				
106. Credit support				
107. Tube well support				
108. Sanitary latrine				
109. Agricultural support (fertilizer, seed, others)				

Quality of Services codes *: 1= Not so good, 2= Good; 3= Very good, 4= Extra ordinary

Adequacy of Services codes **: 1= Not adequate, 2= adequate, 3= highly adequate

Service providers codes ***: 1= Chairman, 2= UP member, 3= UP female member, 4= Local Union leaders, 5= Union govt. staff

N. Household Income and Expenditure (during the last one year)

Contents	Amount of Money (BDT)	Who is taking decision for expenditure? (Write the member. No. from Table A)
110. Expenditure for food		
111. Expenditure for education		
112. Expenditure for disease treatment		
113. Other expenditure of the households		
115. Total Expenditure		
116. Total household deposit		

117. Who is the income earner? (Write the member. No. in each row from Table A) (There might be multiple income earner from a household)	Amount of past one year income (BDT)

117. Who is the income earner? (Write the member. No. in each row from Table A) (There might be multiple income earner from a household)	Amount of past one year income (BDT)
118. Total past one year Income	

O. Household materials used for fuel:

Materials used for fuel (Please use the codes)		Sources (Please use the codes)	Who is usually collecting the fuel? 1=Male, 2=Female
119. Principal materials for fuel			
120. Alternative materials for fuel			

Materials used for fuel codes: 1= Straw, 2= Fire wood, 3= fire leafs, 4= Dried cow dung, 5= Coal, 6= Natural Gas/ LPG Cylinder

Sources of materials for fuel codes: 1= Own sources, 2= Neighbors garden, 3= Purchase from market or neighbors, 4= Government Facility

P. Others:

121. Your household condition compare to other households in the village:

Code: 1= Rich, 2= High Middle Rich, 3= Low Middle Rich, 4= Poor, 5= Extreme Poor

122. Please identify your household condition following the condition mentioned below?

Code: 1. Surplus 2. Breakeven, 3. Deficit 4. Chronic deficit

- XII. End of Interview:
- XIII. Name of Field Editor/Supervisor:.....

ANNEX B – RIDER QUESTIONNAIRE

The following questions will be asked to youths (male and female) aged 15-29 Years (More than one questionnaire can be used for more than one respondents of the same household)

- A. Main Questionnaire ID no.: _____ Cell Number _____
- B. Name:..... D. Main Questionnaire (Section A) SI. No.....
- C. Age:.....Years E. Sex : 1= Male 2= Female

1. What is your present condition? (Considering the last three months)

Code: 1=Regular Salaried employee, 2= Temporary Salaried employee, 3= Working in a self established agricultural enterprise, 4= Working in a self established non agricultural enterprise 5= Leading a family enterprise and working for profit 6= Unemployed, 7= Employed in family business with pay 8= Employed in family business as a helper without pay 9= Education with employment, 10=Others (Please Specify)

Ask questions 2-4 if code number of question 1 is 1&2, Ask questions7-35 if code number of question 1 is 3,4 and 5, Ask questions36-42 if code number of question 1 is 6 , Ask questions42-49 if code number of question 7 and 8 . Ask question 50 to 53 if the code number of question 1 is 9, Ask Question 50 to

A. Salaried Employee only

2. What type of business, Service or industry are you engaged in?

Code: 1= Poultry 2= Livestock 3= Rice husking 4= Fishing 5= Crop, 6= Contract cultivator 7= Vegetable 8= Road construction 9=Wholesale and retail trade, 10=Repair of motor vehicles and motorcycles 11= Repair of Rickshaw and bicycles 12= Repair of mobile phone 13=Repair of television and Refrigerator14= Transport business including (Auto/CNG) 15= Storage, 16= Teaching in educational institute 17=Teaching as private tutor 18= health service providers 19= Cooperative 20= Local Government institutions 21= Tailoring 22= Light Engineering 23=Carpentry , 24=Masson 25=barber 26= Pharmacy 27=Restaurant 28= insurance 29=As private tutor. 30= Other (Please specify)

3. What is the nature of your employment?

Code: 1= fixed salary per month 2= Contract Worker 3= Commission Worker 4= Seasonal worker, 5= daily basis wage earner 6=Others (please Specify)

4. What is your monthly average Salary/wage? (In Tk.)

5. Is there any measure to mitigate employees' safety in job and other accidental factors?

- 1=Yes 2=No

6. If yes, what are those?

Code: 1=Life Insurance 2= Coverage of accidental insurance 3= leave with pay 4= leave without pay 5= lump sum financial support 6= others (please specify)

Go to question number 54

B. Entrepreneurs Only

7. What type of business, Service or industry are you engaged in?

Code: 1= Poultry 2= Livestock 3= Rice husking 4= Fishing 5= Crop, 6= Contract cultivator 7= Vegetable 8= Road construction 9=Wholesale and retail trade, 10=Repair of motor vehicles and motorcycles 11= Repair of Rickshaw and bicycles 12= Repair of mobile phone 13=Repair of television and Refrigerator 14= Transport business including (Auto/CNG) 15= Tailoring 16= Light Engineering 17=Carpentry , 18=Masonry 19=barber 20= Rickshaw Puller, 21= Pharmacy , 22=Restaurant 23=Others (please Specify)

8. Sector of Enterprises

Code: 1= Agriculture production, 2= Manufacturing, 3= Service, 4=Trade

9. When did you start your enterprise? (Month and Year)

10. How much money did you invest at the initial stage of your business (in Tk.

11. How did you collect the initial capital?

Code: 1= Personal saving 2= Family support 3= borrowing from friends 4= loan from Bank/ financial institute 5= Loan from NGOs 6=loan from moneylenders 7=loan from department of youth 8=

12. Did you have any experiences before starting your business? 1=Yes 2=No

13. If yes, how did you gather this experier

Code: 1= working as apprentice in other organization 2= working in family enterprise 3= working as paid worker 4= Others (please specify)

14. Did you get any training related to your enterprise before starting your business ?

1=Yes 2=No

15. If Yes, where did you get training?

Code : 1= Department of Youth 2= NGO 3=Technical Training Centre 4= Others (please Specify)

16. What are the factors interested you to start an entrepreneurship

Code: 1= small capital 2= More freedom 3= availability of raw materials 4=to earn money 5=bright future 6=.available market 7= to do something residing at home 8= out of necessity 9=others (please Specify)

17. How many hours do you work on an average per day in your enterprise?

18. . How many workers are employed in this enterprise? N F

19. What is the average yearly net profit from your enterprise

20. Is there any innovation at your enterprise? 1=Yes 2=No

21. If yes what is this ?

Code: 1= Process reducing Innovation 2= Supply Chain Innovation 3=quality innovations 4= Cost reducing innovation 5= product innovation 6=Others (please Specify)

22. How did you get this innovation?

Code: 1= Adopting new technology 2=Utilizing own idea and experiences 3= feedback from the customers 4= idea from Mass Media 5= Observing Customers behavior 6= adopting experiences of other company, 7=Others (please Specify)

23. Who serve the managerial position of your enterprises?

Code: 1= By myself 2= By family member 3= By hired manager 4= Other (Please Specify)

24. What risks did you perceive when you start your venture ?

Code: 1. financial loss 2. Technological change 3. Market demand 4. Compete with competitors 5. others (please specify)

25. Did you face any problem related with your anticipated risks? 1=Yes 2=No

26. If yes, what are those problems?

Code: 1. financial loss 2. Technological change 3. less demand of products 4. Compete with competitors 5. others (please specify)

27. Do you face any problem for your product marketing? 1=Yes 2=No

28. If yes, what are those problems

Code: 1=Inefficient marketing channels 2= Inadequate transport facilities 3= Products are very competitive 4= Buyers dissatisfactions 5= Mistrust on the product 6= Packaging 7= Storing, 8=Advertising 9=Others(pl Specify)

29. Do you have plan to expand your business? 1=Yes 2=No

Code: 1= technical knowledge,2= General education 3= Others (please Specify)

42. What problems did you face to be employed?

Code: 1=lack of capital 2= lack of skill 3= poor family linkage 4=social barriers 5= low level education 6=lack of experiences 7= lack of family support 8= others (please specify)

Go to question number 54

D. Youths Employed in Family Enterprises for salary

43. What types of family enterprise do you work?

Code: 1=Cottage industry 2= Crop 3= Fishery 4=livestock 5=poultry 6=grocery shop 7=transport sector 8= construction 9=Others (please specify)

44. Do you get receive salary or wage for rendering your service? 1=Yes 2=No

45. If yes, what is your monthly salary /wage?

46. If no, how do you meet your personal expenditure?

Code: 1= guardians give whenever necessary 2= return from own investment 3= don't have personal expenditure 4=Others (please specify)

47. Are you satisfied with your employment in the family business? 1=Yes 2=No

48. What is your future plan?

Code: 1=Continue what is doing 2=get salaried job 3=start new venture by utilizing the experiences 4=expand family business 5=others (please specify)

49. How do you rate the market demand of products of family enterprise?

Code: 5=Excellent 4=Very Good 3=neither good nor bad 2=Bad 1=Very bad

Go to question number 54

E. Youths Employed beside Involve in

50. What type of business, Service or industry is you engaged in addition to your education?

Code:1= Poultry, 2= Livestock, 3= Rice husking, 4= Fishing, 5= Crop, 6= Contract cultivator, 7= Vegetable 8=Road construction, 9=Wholesale and retail trade, 10=Repair of motor vehicles and motorcycles, 11= Repair of Rickshaw and bicycles, 12= Repair of mobile phone, 13=Repair of television and Refrigerator,14= Transport business including (Auto/CNG), 15= Storage, 16= Teaching in educational institute, 17=Teaching as private tutor, 18=health service providers, 19= Cooperative, 20=Local Government institutions, 21=Tailoring, 22=Light Engineering, 23=Carpentry , 24=Masson, 25=barber, 26= Pharmacy, 27=Restaurant, 28= insurance, 29=As private tutor. 30= Other (Please specify)

51. What is the nature of your employment?

Code: 1= fixed salary per month, 2= Contract Worker, 3= Commission Worker, 4= Seasonal worker, 5= Daily basis wage earner, 6=Others (please Specify)

52. What is your monthly average Salary/wage? (In T)
 53. Why did you involved in earning (Please use the following code)

1. to meet the expenditure of education
2. to add with family income
3. to support education expenditures of siblings
4. to gain experiences
5. to save money for future
6. Others

F. For all Youths

54. Please give your comments on following aspects (Give tick marks in appropriated place)
 (Suppose you would like to start a new enterprise how do you rate the entrepreneurial environment on following aspects:

Sl. No.	Issues	Strongly Agree (5)	Agreed (4)	Neither Agreed nor Disagree (3)	Disagreed (2)	Strongly Disagree (1)	Don't know or not relevant
1	2	3	4	5	6	7	8
1	Credit Availability for starting an Entrepreneur is Excellent						
2	Training Facilities to be acquainted with new technology is adequate						
3	Technical skill of prospective labor is satisfactory						
4	Promotional activities of Government Department is satisfactory						
5	Promotional activities of Non Government Department is satisfactory						
6	Adequate Information is there for entrepreneurial development						
7	Raw Material Suppliers are very much cooperative						
8	Transpiration facility is very good						
9	Quality of Electricity Supply is very good						
10	Rules and Laws are entrepreneur friendly						
11	Raw Materials are available in the Rural Areas						
12	Community People respect the self employment initiative						
13	Formal education is most essential for entrepreneurship dev						

<i>Sl. No.</i>	<i>Issues</i>	<i>Strongly Agree (5)</i>	<i>Agreed (4)</i>	<i>Neither Agreed nor Disagree (3)</i>	<i>Disagreed (2)</i>	<i>Strongly Disagree (1)</i>	<i>Don't know or not relevant</i>
<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5</i>	<i>6</i>	<i>7</i>	<i>8</i>
14	I shall suggest my future generation to be employed in my enterprise						
15	I shall suggest my future generation to be self employed						
16	Due to risk factor it is better to be employed in a low salaried job						
17	Insurance services is adequate						
18	Services of the Bank is very good						
19	Easy to get entry in market with new product						
20	Self employment provides more incentive than salaried employment						

ANNEX C – COMMUNITY PROFILE QUESTIONNAIRE

Name of the Community/ Focus Group:

This questionnaire will be used in Community level or conducting the Focus Group Discussion

1. What is the social condition of your locality/ village? (put the number of community people in the box opined in each scale)

- a) Very good
- b) Good
- c) Not so good
- d) Bad
- e) Very Bad

2. What is the economic condition in your locality? (put the number of community people in the box opined in each scale)

- a) Very good
- b) Good
- c) Not so good
- d) Bad
- e) Very Bad

3. What is the magnitude of social justice in your locality? (put the number of community people in the box opined in each scale)

- f) Very good
- g) Good
- h) Not so good
- i) Bad
- j) Very Bad

4. What is the political situation of your locality/ village? (put the number of community people in the box opined in each scale)

- a) Very good
- b) Good
- c) Not so good
- d) Bad
- e) Very Bad

5. Please inform about the following assets available in your village.

Sl. No.	Common Assets	Number
1.	Kinder garten	
2.	Primary school	
3.	High school	
4.	College	

Sl. No.	Common Assets	Number
5.	Mosque	
6.	Moktab (Muslim religious pre education)	
7.	Madrasha (Muslim religious education institution)	
8.	Hindu Temple	
9.	Community Clinic	
10.	Community club	
11.	Women's club	
12.	Cooperative society	
13.	Social groups (<i>Sama</i>)	
14.	Govt. office	
15.	NGO office	
16.	Bazaar	
17.	Open market (Weekly Hat)	
18.	<i>Dhigi/Khal/Beel</i> (common water body)	
19.	Play ground	
20.	Deep tube well	
21.	Graveyard (for Muslim)	
22.	<i>Eidgah</i> (Common place for yearly two festivals)	
23.	Hindu households (no.)	
24.	Buddist households (no.)	
25.	Christan households (no.)	
26.	Poultry Farm	
27.	Graveyard (for Hindu)	
28.	Gas line Connection	
29.	Solar electricity	
30.	Tipra Community (no.)	
31.	Brick Field (no.)	
32.	Rice Mills (no.)	
33.	Cattle farm (no.)	
34.	Poultry farm (no.)	
35.	Hatchery (no.)	
36.	Cable TV Connection	
37.	Storehouse of Maize (no.)	
38.	Ice-cream factory (no.)	
39.	Bakery (No.)	
40.	Commercial Fish Farm (no.)	
41.	Mobile phone network tower (no.)	
42.	Marriage register office (no.)	
43.	Other social assets (please indicate the name....)	

6. Please inform about the following situation/issues happened during the last one year.

Sl. No.	Situations/issues	Number
1.	Early marriage of girls (less than 18 years)	
2.	Early marriage of boys (less than 21 years)	
3.	Dowry	
4.	Acid victims	

Sl. No.	Situations/issues	Number
5.	Violence against women	
6.	Polygamy (More than one wife)	
7.	Mother death during child birth	
8.	Child death during birth	
9.	Both mother and child death during child birth	
10.	Killing	
11.	Road accident	
12.	Unwanted death	
13.	Social conflict (violence)	
14.	Flood	
15.	Cyclone	
16.	Major Crop damage	
17.	House damage	
18.	Shop damage	
19.	Remittance earner (Male)	
20.	Remittance earner (Female)	
21.	Arsenic contaminated tube well	
22.	Percent of drop out children from primary school	
23.	Percent of drop out children from secondary school	
24.	Percent of household renting in of land	
25.	Percent of household renting out of land	
26.	Multi-level marketing (MLM) business	
27.	Drug addiction (<i>Gaza</i>)	
28.	Drug Addiction (<i>Yaba</i>)	
29.	Other Social Issues (Please specify)	

7. Please mention most important problems in your village (put the number of community people in the box agreed in each problem)

a)	
b)	
c)	
d)	
e)	
f)	
g)	
h)	

8. How local youths can be involved themselves in employment and enterprises? Please give your valuable opinions (put the number of community people in the box opined in each case/means)

a)	
b)	
c)	
d)	

- e.
- f.
- g.
- h.

ANNEX D – ENUMERATOR’S MANUAL

Enumerator’s Manual³ for the Household Profile, Rider and Community Questionnaire

Prepared by
CBMS Bangladesh Team



partnership for
economic
policy



pep

³ As one of the requirements of the Project on Institutionalizing Local Level Poverty Monitoring System in Bangladesh which is being funded by PEP Asia-CBMS Network, Philippines.

I. INTRODUCTION

Community-Based Monitoring System: The Community-Based Monitoring System (CBMS) was developed to provide policy makers with a regular and frequent source of information on the possible impacts of macroeconomic adjustment policies on households and individuals, particularly those belonging to the vulnerable groups. Specifically, CBMS seeks to provide the following:

- an organized system of collecting information for policymakers and program implementers at all geopolitical levels;
- up-to-date information on the welfare status and needs at the community and household levels;
- a tool in monitoring and evaluating the impact of projects and programs; and
- a means for better local governance.

A community-based monitoring system entails the participation of people in the community to collect process and use the data. The system will provide information on the welfare conditions of all members of the community.

The CBMS is assigned to generate data on a predetermined core set of indicators (Table 1) at the Union level. The CBMS indicators define the basic criteria for attaining a decent quality of life and correspond to the minimum basic needs covering (a) health; (b) nutrition; (c) housing; (d) water and sanitation; (e) basic education (f) income; (g) employment; and (h) peace and order. Other indicators that are relevant to that particular community may supplement this set of indicators. These will help to explain the observed trends in the community's welfare status. The information gathered from these indicators will serve as inputs to data banks at the Union, municipal/city, and provincial levels.

A Union will gather information on the CBMS indicators and other information that the community deems necessary for its own planning requirements. The need for a database has increased with devolution, and Unions are now tasked with the preparation of annual Union development plans. The CBMS indicators will be useful to the Unions themselves when they make profiles of their communities, as the indicators will help them identify their problems. Since financial resources are limited, they can prioritize their projects to address these problems.

TABLE 1: List of Core Indicators

Broad Areas	Indicator	Number
Demographic	<ul style="list-style-type: none"> <input type="checkbox"/> Number of Households <input type="checkbox"/> Number of Population <input type="checkbox"/> Average Household size <input type="checkbox"/> Sex Ratio (males per 100 females) <input type="checkbox"/> Percentage of household in Different Religion <input type="checkbox"/> Age Structure of the population 	06
Income Poverty	<ul style="list-style-type: none"> <input type="checkbox"/> Head Count Ratio/Rate under Self Perception Method <input type="checkbox"/> Head Count Ratio/Rate under Villagers perception Method <input type="checkbox"/> Incidence of Poverty under Cost of Basic Need Method 	03
Health	<ul style="list-style-type: none"> <input type="checkbox"/> Infant Mortality Rate (per thousand live births) <input type="checkbox"/> Maternal Mortality Rate (per thousand live births) <input type="checkbox"/> Percentage of households not using sanitary latrine <input type="checkbox"/> Percentage of tube wells contaminated by arsenic <input type="checkbox"/> Parentage of deliveries not by the Trained Birth Attendant or in health center 	05
Education	<ul style="list-style-type: none"> <input type="checkbox"/> Net Enrolment Rate (Primary) <input type="checkbox"/> Net Enrolment Rate (Secondary) <input type="checkbox"/> Dropout Rate (Primary) <input type="checkbox"/> Dropout Rate (Secondary) <input type="checkbox"/> Literacy Rate (7 years and above) <input type="checkbox"/> Adult Literacy Rate (15 years and above) <input type="checkbox"/> Percentage of People have SSC (Secondary School Certificate) or above qualification (15 years +) 	07
Productive Asset (Land)	<ul style="list-style-type: none"> <input type="checkbox"/> Average owned land per households (hectares/acres) <input type="checkbox"/> Average operated land (hectares/acres) <input type="checkbox"/> Percentage of HH involved in renting-in of land <input type="checkbox"/> Percentage of Households involved in renting-out of land <input type="checkbox"/> Average rented-in land (In hectares/acres) <input type="checkbox"/> Average rented out-land (hectares/In acres) <input type="checkbox"/> Average mortgaged-in land ((In hectares/acres) <input type="checkbox"/> Average mortgaged out land ((In hectares/acres) 	08
Productive Assets	<ul style="list-style-type: none"> <input type="checkbox"/> Percentage of households having ox <input type="checkbox"/> Average number of ox <input type="checkbox"/> Percentage of households having cows <input type="checkbox"/> Average number of cows <input type="checkbox"/> Percentage of households having goats <input type="checkbox"/> Average number of goats <input type="checkbox"/> Percentage of households having duck/poultry <input type="checkbox"/> Average number of Duck /Poultry 	08
	<ul style="list-style-type: none"> <input type="checkbox"/> Percentage of households having houses made of CI sheet or <i>pucca</i> building <input type="checkbox"/> Percentage of households having electricity 	02

Broad Areas	Indicator	Number
Household Assets	<input type="checkbox"/> Having Tape recorder or Radio (% of household) <input type="checkbox"/> Having Television (% of household) <input type="checkbox"/> Having Mobile telephone (% of household) <input type="checkbox"/> Percentage of households having Chair <input type="checkbox"/> Percentage of households having Cot <input type="checkbox"/> Percentage of households having Cupboard <input type="checkbox"/> Percentage of households having Sewing Machine <input type="checkbox"/> Percentage of households having Table <input type="checkbox"/> Percentage of households having computer	09
Employment and Income	<input type="checkbox"/> Labor Force Participation Rate <input type="checkbox"/> Unemployment Rate <input type="checkbox"/> Under employment Rate <input type="checkbox"/> Child Labor <input type="checkbox"/> Per household per month average income (Tk.) <input type="checkbox"/> Per household per month average expenditure (Tk.) <input type="checkbox"/> Wage Rate	07
Youth Employment	<input type="checkbox"/> Youth Labor Force Participation Rate <input type="checkbox"/> Youth Unemployment Rate <input type="checkbox"/> Youth Under employment Rate <input type="checkbox"/> Youth Self Employment Rate in Family Enterprise <input type="checkbox"/> Youth Self Employment Rate outside the Family Enterprise <input type="checkbox"/> Youth Employment Rate outside the Country	06
Access to Development Organization and Credit Market	<input type="checkbox"/> Percentage of households involved in development organizations <input type="checkbox"/> Average number of people per households involved in development organizations <input type="checkbox"/> Percentage of Households received loan <input type="checkbox"/> Average number of loaners in households	04
Vulnerability	<input type="checkbox"/> Nature of Crisis <input type="checkbox"/> Crisis Coping Mechanism	02

II. CBMS ENUMERATORS

In any data gathering activity like the CBMS, the quality and reliability of the data greatly depends on the people who actually collect this information. Hence, your job as CBMS enumerators requires dedication and commitment to ensure that all data you collected are correct and complete in accordance with the instruction explained in this manual and discussed with you during the training for CBMS enumerators.

A. Duties and Responsibilities of CBMS Enumerators

The CBMS Enumerators are tasked to gather correct and precise information according to the instructions discussed in this manual.

The basic duties of CBMS enumerators are as follows:

- Attend the required number of days allocated for the training;
- Completely interview all households in the assigned area or Union;
- Coordinate with the supervisor for any problems encountered during the actual data collection activity;
- Ask assistance from the supervisor for difficulties whose solution cannot be found in this manual; and
- Ensure that all accomplished questionnaires are completely accounted for prior to submission to the supervisor.

Some of the tasks that the CBMS enumerators must carry out during the actual collection of data are as follows:

- Correctly ask questions as discussed in this manual;
- Accurately record the information/answers given to you by the respondent;
- Check each response to see to it that it is acceptable and consistent with related responses; and
- Submit all accomplished questionnaires to the portal.

To fully carry out these basic duties, the CBMS enumerator should perform the following:

- During the training, pay careful attention in order to understand the definitions and instructions regarding the conduct of the survey.
- Always refer to this manual as a reference and guide;
- Plan a travel route in advance to reduce unnecessary loss of time and revisits to the households;
- Check accomplished questionnaires for completeness, reasonableness, accuracy and legibility. If any information is missing, revisit the household to get the required information;
- Completely cover areas of assignment within the specified period; and
- Keep all information collected strictly confidential by not showing the accomplished forms to anybody other than the supervisor.

B. Relationship with the Supervisor

The best person to help the CBMS enumerator in difficulties and serve as a good working partner is the supervisor. The major duties and responsibilities of the supervisor in relation to your work as data collector are as follows:

- The supervisor is responsible for ensuring that the data collectors under his/her supervision are doing the data collection work satisfactorily. He/she plans and organizes the work and sees to it that everything is conducted efficiently and completely within the prescribed time;
- The supervisor is required to check your work as the data collection proceeds to make sure that you are following the standard procedures laid down in this manual and that you are doing your work correctly;
- As part of the functions of the supervisor, he/she may visit certain areas to see to it that each area has been completely covered, such that, no household was missed; and

- The supervisor will serve as a link between the enumerators and the higher officials of the Union. The supervisor should be informed of any problems or difficulty you experienced. Consult and seek the supervisor's advice on how to deal with the problems in the field as often as needed. The enumerator should pay attention and follow all the duties and task specified in this manual to ensure the success of this data-gathering activity.

III. FIELD ENUMERATION FORMS AND PROCEDURES

A. Household Profile Questionnaire

The Household Profile Questionnaire was designed to be the basic survey form for the Community-Based Monitoring System, designed to capture the CBMS core indicators (Table 1). Other indicators were included in the questionnaire to generate additional information needed by local government units (Union Parishad).

The questionnaire is composed of ten (10) pages. Pages -1 of the questionnaire consist of questions that require information for each household member. The rest would require information pertaining to the household as a whole (*Annexure 1*).

B. Rider Questionnaire

A rider questionnaire for assessing the situation and potentialities of youths is developed in addition to household profile questionnaire (*Annexure 2*).

C. Community Level Questionnaire

Few community interviews and focus group discussions are also be done to collect qualitative as well as quantitative information. Special issues will be considered in the community level questionnaire to fill up the laps and gaps of information collected from household profile and rider questionnaire. For example women group have special type of problems and prospects which cannot be gathered from the other interviews. Therefore, focus group discussion for women can be under taken by using the community level questionnaire (*Annexure 3*).

D. General Instructions

1. Whom to Interview

Interview any responsible adult member who can provide accurate answers to the questions and who can give information for the household. The household head or the spouse would be the most appropriate/qualified respondent.

2. How to Conduct an Interview

The primary objective of any data-gathering activity is to get accurate and complete information. It is to your advantage if you can create a friendly atmosphere in such a way that you establish a good impression to the respondent at the start of the interview. You can do this by being polite (at all times), presentable (with regard to your appearance), and well-mannered when you introduce yourself, to win the trust and confidence of the respondent. Be guided by the following techniques to ensure a successful interview:

Be polite: Each respondent will react to you differently. Thus, you must remain cordial and polite. Always try to smile. Be prepared for all types of questions and give honest answers.

Be presentable: Some people judge others by what they wear and may not open the door for someone who appears messy and untidy. Make a good impression by dressing appropriately and neatly.

Introduce yourself and the CBMS survey: Your introduction is important. As an introduction, you may say the following:

“ASSALAMOALIKOM AND GOOD MORNING/AFTERNOON. I AM (YOUR NAME), ALSO A RESIDENT OF THIS UNION. WE ARE CONDUCTING THE COMMUNITY-BASED MONITORING SYSTEM SURVEY. PLEASE BE ASSURED THAT ALL YOUR ANSWERS WILL BE TREATED CONFIDENTIALLY.”

Explain the importance of the survey. It is necessary to explain the objectives and importance of the CBMS survey to the respondent in order to gain his/her cooperation. An example is:

“THE DATA THAT WILL BE OBTAINED FROM THE ACTIVITY WILL BE USED TO DETERMINE THE APPROPRIATE SERVICES FOR YOUR COMMUNITY. THESE SERVICES WILL BE IDENTIFIED THROUGH THE ACTIVE PARTICIPATION AND COOPERATION OF THE RESIDENTS IN THIS UNION.”

Be neutral throughout the interview: You should avoid unnecessary discussions on issues which may antagonize your respondent.

Ask all the applicable questions in the questionnaire: Ask applicable questions in the questionnaire even if you think you already know the answer to it. What you think may not be the right answer.

Never suggest answers to the respondent: Occasionally a person’s answer may be confusing or unclear. If you find that the person’s answer is not satisfactory, you should probe for more information.

Do not change the wording or sequence of the questions.

Thank the person(s) for cooperating. Always try to leave the respondent with a good feeling toward this activity. Remember that this activity will be undertaken regularly. Thus, after an interview, express your appreciation for the person’s cooperation. For example:

“THANK YOU VERY MUCH FOR SPENDING YOUR TIME IN ANSWERING THE QUESTIONS”.

3. How to Record the Answers

- ✓ At first go to the CBMS server using your user name and password. Then select the form option and download the questionnaire from the web portal. After downloading the required questionnaire and in HHs Questionnaire at first the location should be entered in GPS system. Then ask the interviewee and make entries the answers in the questionnaires box. Remember in mind that this is a tablet based data collection and before loading the form the options of location, internet connection and synchronized should be open.

- ✓ **Do not** read to the respondents the pre-printed categories/answers in the questionnaire. Let the respondent give you the answers to the questions.
- ✓ **Do not** accept multiple answers, unless noted in a particular question. If the respondent gave multiple answers, ask him/her to prioritize the answers, and then get the first one.
- ✓ **Do not** read to the respondent the words, phrases and statements which are written in **bold**, italics and in CAPITAL LETTERS. These instructions are intended to direct you in the progress of the interview and, hence, should be read silently.
- ✓ There are **GO TO** instructions in the questionnaire which will guide you as to which questions should be asked next or which section to proceed to.
- ✓ The responses to the question should be recorded as follows:
 - ✚ For coded responses, the appropriate code should be entered in the box.
 - ✚ For open-ended responses/write-in entries, the appropriate responses/ entries should be entered in the box or space provided.
 - ✚ For questions not applicable to the particular household, the enumerator will entry the specific cause in the box/space provided in Tab.

4. How to Correct Mistakes

It is very important to record all answers neatly. Here are some reminders to avoid usual mistakes in recording responses in the questionnaire.

- ✚ **For pre-coded responses**, be sure to enter the code of the correct responses carefully.
- ✚ **For open-ended responses**. Enter the correct answer or codes so that it can be recorded easily in the tablet software for easy processing of the data.
- ✚ There should only be one response to a particular question unless the question allows for multiple responses.
- ✚ In case of a mistake make sure from the interviewee before entering the right answer by using Tablet you should put your answer correctly and go for the next question one by one.

5. How to Check the Completed Questionnaire

A thorough review of the questionnaire before you leave the household should always be done so that if you need to ask further questions to the respondents, he/she will be available. You must review the questionnaire by carefully checking the answer to each question. If necessary, you may correct or clarify answers. If you feel any problem then you may seek help from your supervisor in explaining issues, if there are any.

6. How to Handle Data Collection Problems

In the conduct of the data collection process, you may encounter some problems along the way. If you come across such difficulties not covered here or any part of the manual, do not hesitate to contact your supervisor for assistance.

❖ **No qualified respondent is at home, or the entire household is away**

At the time of the first visit, if no responsible respondent is at home or the entire household is away, make a revisit or callback. Inquire from children or neighbors about the soonest day and time for a callback.

❖ **Refusal to participate in the survey**

If the respondent refuses to cooperate in the survey, stress the importance of the survey. Explain to the respondent that the information to be collected will be used confidentially, and will be a basis for identifying social programs that would benefit the community. If everything else fails, ask for your supervisor's assistance.

7. Submitting Completed Questionnaire

At the end of the fieldwork, accomplished CBMS Scan forms with the Tabs should be submitted to the supervisor. Before submitting the accomplished questionnaires however, thoroughly review and check the questionnaires for inconsistencies. The supervisor shall likewise review the accomplished questionnaires for completeness and consistency of the entries. The supervisor should make sure that all households were properly accounted for, and instructions in this manual were properly followed. If there are inconsistencies in the questionnaire, or the questionnaire is not complete, reserve the next fieldwork as a callback(s) for that household to complete the questionnaire.

The supervisor shall submit/send all accomplished questionnaires to CBMS portal

III. Procedures in Filling-up the Household Profile Questionnaire

At first the enumerators should do is to fill –up the information needed on the cover page of the questionnaire. Identify the location being surveyed.

- i. **Village and Ward:** At first the location of the household should be enter by the GPS system. Select the name of the village and Ward under Mohammadpur (west) Union Parishad. This case no need to ask every household heads in a village.
- ii. **Name of the Household Head:** Ask the complete name of the household head (last name and given name) of the respondent and write down the name and record it in Tablet.
- iii. **Name of the Interviewee:** When the household head will be absent then the name of the interviewee will be the different, otherwise it will be the same as the name of household head.
- iv. **Relationship of Interviewee with the Household's Head:** In absence of household head, the spouse will be the interviewee. In this case relationship will be Husband/Wife. Accordingly the relationship will be Son/Daughter, Brother/Sister, Son In Law/ Daughter in Law, Father/Mother, and Grandson/Granddaughter etc. From the code stated below the table the enumerators can easily get the relationship and should write the code in the specific area.
- v. **Total Number of Household Members:** A household is an aggregate of persons, generally but not necessarily bound by ties of kinship, who sleep in the same house and have common arrangements for the preparation and consumption of food.

According to this definition, a person who lives alone is considered a household; also a person who rents bed space but makes arrangements for his/ her own food is also a household. However, a group of persons who share or take their meals together but live in separate but adjacent living houses for convenience is considered one household.

A family (also called a nuclear family), on the other hand, is defined as a group of persons usually living together and composed of the head and other persons related to the head by blood, marriage, and adoption. For the purpose of the CBMS, the "extended" family concept is followed. A person living alone is also considered as one family.

An extended family is composed of a nuclear family as defined above together with relatives like son-in-law, daughter-in-law, grandson, granddaughter, father, mother and other relatives. However, the presence of a boarder and domestic helper will not change the household type.

Considered as members of a household are:

- Persons present at the time of visit whose usual place of residence (or, the place where the person usually resides) is the household, regardless of their length or frequency of stay in the household;
- Persons present at the time of the visit whose usual place of residence is outside the household but have stayed temporarily with the household for at least 30 days;
- Persons present at the time of visit whose usual place of residence is outside the household and have stayed with the household even for less than 30 days, provided that they have been away from their usual place of residence for 30 days or more; and
- Persons not present at the time of visit but are expected to return within 30 days from date of departure to their usual place of residence which is the household.

Not considered as members of a household are:

- Persons or family members who are inmates of institutions such as penal colonies/farms, detention camps, homes for the aged, orphanages, mental institutions, tuberculosis sanatoria, leprosaria, etc., and who are not expected to return within 30 days from date of departure;
- Members of the Armed Forces of the Bangladesh, if they have been away from the household for more than 30 days from date of departure; and
- Bangladeshi whose usual place of residence is in a foreign country who is and will be in the Bangladesh for less than one year from arrival.

Based on the above definitions the enumerators will fill up the total number of household members.

Cluster A: Information of the Household Members

In cluster A there are 20 questions about the information on the household members. For question number 1 the enumerators need not ask anything and this is all about the serial number of the household members. Then for question no. 2 the enumerators need to ask politely the last name and given name of the household members starting from the household heads (already may be asked previously). If one household consists of more than 10 members then it is needed to add more rows to complete the household information.

For Question no. 3 previously asked to the interviewee here just to use the codes stated below the table. But for the other household members it is needed to record the codes for each household member for the relationship with the household head. It is noted that the serial number of the household head should in first position.

For Question no. 4 all members, ask to the interviewee about the sex of the household members. If the members belong to male then the code is 1, and if the members belong to female then the code is 2.

For question no. 5 is age in years. It would be better to ask question no. 6, date of birth where specifically indicates the date of birth in year, month and day. Filling up that question then question no. 5 can be filled up by calculating his or her age considering the date of survey.

Question no. 7: There are many codes for the marital status. Here the enumerators can ask how many members are married in this household and who are they. The possible answers for marital status are listed below:

- 1= *Unmarried (the person who has not yet married)*
- 2= *Married, (the person who got married and have life partner alive and stay home or abroad)*
- 3= *Widow /Widower (the person who got married and life partner is not alive)*
- 4= *Divorced (the person who got married but legally separated from life partner)*
- 5= *Separated (the person who got married but does not have any relationship with the life partner)*

For question no. **8a**, the enumerators can ask the question for the occupation of individual household members. The codes for Occupations are listed below:

- 1= Agriculture (crop production) (directly work in own agricultural field)
- 2= Agriculture Labors (directly work in others agricultural field in wage basis),
- 3= Non-agriculture labors (involved in other non farm activity rather than agricultural field),
- 4= Business (works with own or others capital investment),
- 5= Service Holder (Govt., Private, NGOs) (salary paid worker),
- 6= Student (currently going to school, college or university),
- 7= Drop-out student (leave the educational institution before completing the certain education level),
- 8= Fisheries business (a person who invested money on fishery and this is his/her income source),
- 9= Livestock business (a person who invested money on livestock and this is his/her income source),
- 10= Mason (a person who works with wood),
- 11= Chicken/duck business (a person who invested money on chicken/duck and this is his/her income source),
- 12= Rickshaw puller (a person who's income source is Rickshaw pulling),
- 13= Remittance earner (a person who is an overseas employee),
- 14= Housewife (a woman who stays at home and does involves in income earning occupation),
- 15= Disable (a person who is unable to do any work),

16= Unemployed (a person who is not currently involves in any job and searching for a job),

17= Pension holder (a person who retires from his/her job and now getting some amount of money from

his/her previous institution),

18= Others (Please specify.....)(if there any other occupation rather than the occupations listed in the questionnaire).

For **8b** the enumerators can ask the question for the major occupation group of individual household members. The codes for Occupation groups are listed below:

1=Armed Forces Occupations (a person who were worked in defense)

2=Managers (a person who holds the managerial post)

3=Professionals (a person works as a teacher, academician, bankers, doctors, engineer)

4=Technicians and Associate Professionals (a person who works as a skilled worker in various technical

fields, e.g. mason, carpenter, electrician, sewing operator, tailor, blacksmith, village doctor etc.)

5=Clinical Support Workers (birth attendant, cleaner, sweeper, medical assistant etc.)

6=Service and Sales Workers (e.g. salary paid person)

7=Skilled Agricultural, Forestry, and Fishery Workers, (e.g. farmer)

8=Craft-related Trades workers (e.g. a person who produce hand made product)

9= Plant and Machine Operators and Assemblers (e.g. technician)

10=Elementary Occupation (a person who is in novice level or holding the post of entry level).

For Question no. 9 can be asked by the enumerators just asking what is the involving status of the stated occupation and it can be asked in the same time for individual member of the household. But if any member of the household is student and less than 15 year age this question will not applicable for them. The possible Types of Occupation Codes are listed below:

[

1=Involve in occupation as capacity to work

2. Temporary absent in occupation,

3= Employed other workers as labor,

4= Involve in occupation and undervalued,

5= presently unemployed and seeking for work,

6= Unemployed but not seeking any work,

7= Involve in Income Generating Activities (poultry, livestock, rice husking, others)

From question no. 10 to 15 are all about the literacy. Initially the enumerators can ask whether the household member can read or write. If the answer is yes then need to precede question no. 11 to 15. If the answer of question no. 10 is “no” then just go to question no. 16.

For Question no. 11 the enumerator will ask about the years of schooling of the household members only who attended the formal educational institutions.

For Question no. 12 the enumerator will ask about the (Last Educational Institution) types of school of the household members only who attended the formal educational institutions. The codes of the educational institutions are given below:

- 1= Government (fully government funded and the teachers and staffs are employed by government),
- 2= Semi-government (MPO) (partially government funded and the teachers and staffs are employed by management committee),
- 3= Madrasha (fully/ partially/not government funded and the teachers and staffs are employed by government/ management committee and the educational system is mainly focuses on religious teaching along with general education system),
- 4= Community School (an educational institution which is directed by the local society),
- 5= Kinder Garten (an educational institution which is started its educational system for the under five children and ,
- 6= NGO-operated school(a school which is operated by local or national level NGOs),
- 7= Others (Please specify...)(if there any other educational institutions rather than the institutions listed in the questionnaire)

For Question no. 13: Here the enumerators will ask the respondents *Are you attending school?* for the children of household whose age is 6-15 years old. If the answer is yes then enter the code 1 in the box and directly go to Question no.16 and if the answer is No then enter the code 2 in the box go to the next question.

Question no. 14 and 15, here the enumerators need to ask each family members what are the main and alternative reasons for not going to school. There might be many reasons the members will answer but the enumerators have to identify the main and alternative reasons and then use the stated codes in the questionnaire. The codes for the reasons not going to school are given below:

- 1= Poverty (households economic condition is very poor),
- 2= Lack of income earners (there is no income earner and for this reason the child has to take burden of the family),

- 3= No interest (lack of interest),
- 4= Education cannot provide early income (for some people income is more necessary than education),
- 5= Job insecurity (if a person go to the educational institution then he/she may be not get previous job),
- 6= Distance between educational intuition and household,
- 7= Social insecurity (eve teasing, violence against women and child etc),
- 8= Child labor (starting formal work before 16 years of age),
- 9= Early marriage (started own family life before 18 years of age),
- 10= Others (please specify...)(if there any other reasons not going to school rather than listed in the questionnaire)

Question No. 16: The enumerators will ask to the interviewee that “Is there any member of this household have the membership of any type of organization?” If the answer is “yes” then by pointing “1” in the answer and then need to go question no. 18. If the answer is “no” means he or she is not the member of any organization no need to ask question no. 17. In this case it is required to write “2” in the space of question no. 17.

Question No. 17: If the answer of question no. 16 is “yes” then need to go ask the question no. 17. Here the enumerator can ask politely “What type of organization he or she belongs? It might be Club, Cooperative Society, NGO, Cooperative under Bangladesh Rural Development Board or other organization. Keeping in mind of the codes under this question the enumerators should fill up the answer. The Types of Organization Codes are given below:

- 1=Club (a group of people who meet to participate in an activity (such as a sport or hobby)),
- 2=Cooperative Society (A cooperative is an autonomous association of people who voluntarily cooperate for their mutual social, economic, and cultural benefit),
- 3= NGO (Non Government Organization),
- 4= Cooperative under Bangladesh Rural Development Board (an autonomous of people who voluntarily cooperate for their mutual social, economic, and cultural benefit association under Bangladesh Rural Development Board),
- 5= others (Please specify...)(if there any other organization rather than listed in the questionnaire)

Question No. 18: Here the enumerator will ask to the respondents “Is there anybody of your household received training?” If the answer is “Yes”, then the enumerator will write “1” in the specific box of the table otherwise “2” for the answer of “No”. If the answer is “No”, no need to go for question no. 19.

Question No. 19: If the answer of question no. 19 is “Yes” then the enumerator will ask the respondents “What type of training he or she has received?” Types of training may be matched with the codes stated at the bottom of the table and need to write the correct codes for each of the household members. The Types of Training Codes are given below:

1= Fishery (a fishery is an entity engaged in raising or harvesting fish which is determined by some authority to be a fishery),

2= Livestock(Livestock are domesticated animals raised in an agricultural setting to produce commodities such as food, fiber and labor),

3= Poultry(Poultry are domesticated birds kept by humans for the eggs they produce, their meat, their feathers, or sometimes as pets.),

4= Vegetable Production (how to produce vegetables in homestead area as well as in the field),

5= Integrated Pest Management (IPM) (Integrated pest management (IPM), also known as Integrated Pest Control (IPC) is a broad-based approach that integrates practices for economic control of pests. IPM aims to suppress pest populations below the economic injury level (EIL)) ,

6= Maize Production (how to produce Maize in homestead area as well as in the field),

7= Paddy Cultivation (how to Cultivate Paddy in homestead area as well as in the field),

8= Sewing Cloths (make various dresses as well as other garment),

9= Home Cottage (Cottage Industry refers to the traditional artisanship of rural people of Bangladesh, who produce various household items with locally available raw materials and artistic skills inherited through ages.),

10= Computer (basic knowledge about computer),

11= Boutique Block (Boutique Block is the handicraft of decorating fabric or other materials),

12= Embroidery (Embroidery is the handicraft of decorating fabric or other materials with needle and thread or yarn. Embroidery may also incorporate other materials such as metal strips, pearls, beads, quills, and sequins. Embroidery is most often used on caps, hats, coats, blankets, dress shirts, denim, stockings, and golf shirts. Embroidery is available with a wide variety of thread or yarn color).

13 = Others (Please Specify...)(if there any other types of training rather than listed in the questionnaire).

For Question no. 20 the enumerators need to ask “How and where the place of delivery?” if there is a family member aged less than one year old. The enumerators will fill up the corresponding codes that are given below:

1=Untrained TBAs⁴,

2= Trained TBAs,

3=Hospital,

4=Clinic,

5=Neighbor/relative

Cluster B. Information on eligible couples (15-49 years of age) and use of family planning methods

In this cluster a total of four questions will be asked to the interviewee. Some commonness should be build up before asking these questions. Some respondents should be felt shy to answer these questions.

21. No. of eligible couples	22. Presently taking family planning methods		23. If the couple not adopting family planning methods what is the main reason (Codes)	24. If the couple using family planning method, Who decides for adopt family planning methods 1= Husband, 2=Wife, 3=Both
	Permanent Method (No.)	Temporary Method (No.)		

Question No. 21: “Eligible couple” means couple of reproductive age (female should have age between 15 to 49 years). The enumerators can ask to the interviewee, “How many eligible couple is there in this household?” Then the enumerator will write the number in the specific box.

Question No. 22: These two questions are all about the use of family planning methods. There are two types of family planning methods practicing in Bangladesh. One is permanent both men and women and another is temporary method. Therefore, total number of couples use permanent methods should be written under question no. 22 and total number of couple use temporary method should be under question no. 22 also but in different box stated in the questionnaire. Here the enumerators should be careful to ask the question in one point that the parent couple may not know the situation of their son/ daughter couple living in the same household.

Question No. 23: There are several reasons for not adopting the family planning methods and some of these are stated in the codes. The enumerators will carefully ask the individual respondents those are not adopting the family planning methods either permanent or temporary. The codes for not adopting family planning methods are listed below:

1=Need one or more sons (this a culture in this society for expecting one or more child),

2= Less pleasure and no interest,

3=Difficult to get the items of family planning methods,

⁴ TBAs = Traditional Birth Attendances

4=Ignorance (have no idea about family planning method),

5=No children yet,

6=Husband does not like (some times there are superstition to use the methods),

7=Wife does not like,

8=Husband is living outside Bangladesh for remittance,

9= Wife is living outside Bangladesh for remittance,

10= others (Please specify ...) (if there any forbidden in the society, superstition or religious barriers etc.)

Question No. 24: Decision is also important for adopting the family planning methods. In many cases husband compel to wife to adopt some of the family planning methods those are not suitable or not adjustable to her body. Therefore, the enumerator may ask question to female of couple who are adopting the family planning methods. The question may be, "Who decides for adopting the family planning methods, husband or wife?"

Cluster C. Information about infant and maternal health:

Question No. 25: Here the enumerators have to ask to the respondents "Any maternal death due to delivery complication?" If the answer is "Yes" then in next column need to write "1" otherwise "2". If the answer is "Yes" then the enumerators will ask how many maternal death occurred due to delivery complication and the number need to write in the third column. Again the enumerators will ask the respondents what are the appropriate reasons of maternal death and the enumerator will fill up the fifth column by using the codes stated in the top of the table.

Question No. 26: How many days after delivery the maternal death occurred? The enumerators will use "0" if the death is time of delivery otherwise it will be needed to use the days after delivery. The reason of death also needed to ask to the respondents and should be noted in the respective place using the codes.

Question No.27 and 28: "Is there any infant death during last one year?" the enumerator will ask this question to the respondents. If the answer is "Yes" then in next column need to write "1" otherwise "2". If the infant is "boy" then in the second column need to write "1" and for "girl" need to write "2". If the answer is "Yes" means infant death occurred during the last one year then the enumerators will ask how much infant death during last one year and the number need to write in the third column. Again the enumerators will ask the respondents what are the appropriate reasons of infant death and the enumerator will fill up the fifth column by using the codes stated in the top of the table. In related question need to ask the respondents during the infant death how old he or she is? The answer need to write under question no. 28.

Question No.29: "How many and either boys or girl Under 5 (1-5 years age) death during the last one year?" the enumerator will ask the question to the respondents. If the answer is "Yes" then in next column need to write "1" otherwise "2". If the infant is "boy" then in the second column need to write "1" and for "girl" need to write "2". If the answer is "Yes" means under -5 deaths occurred during the last one year then the enumerators will ask how many deaths during last one year and the number need to write in the third column. Again the enumerators will ask

the respondents what are the appropriate reasons of these deaths and the enumerator will fill up the fifth column by using the codes stated in the top of the table.

Cluster D: Information about the healthcare facilities and services:

This cluster is based on healthcare facilities available in the community and their services. In case on place of treatment or support services and in case of quality of available facilities the respondents should prioritize the types of healthcare facilities in three different priorities (1st priority, 2nd priority and 3rd priority). There are three questions in this cluster (Question no. 30 to 32). The enumerator will ask to the respondents regarding the place and quality of common sickness (question no. 30), serious sickness (question no. 31), antenatal and postnatal care (question no. 32, only for female). In all three cases the enumerator need to fill up the questionnaire by using codes. Quality of available facilities are divided into five categories, like excellent, good, moderately good, not good, Very bad with specific codes.

Cluster E: Water and Sanitation Facilities:

This cluster is divided into two sections. Section **A** is about sources of water used by the households and Section **B** is about sanitation facilities. In section **A** there are four questions (Question no. 33 to 36). For these questions the enumerator will ask to the respondents about the sources of water in different uses (column-a), the persons who collect water (column-b) and about the water users (column-c). In all three cases the enumerator need to fill up the questionnaire by using codes.

In section **B** there are five questions (Question no. 37 to 41). For these questions the enumerator will ask to the respondents about the sanitation facilities which are basically including availability of latrines (question no. 37), types of latrines (question no. 38), number of latrines (question no. 39), if there any separate toilet for women (question no. 40) and find problems of women for using same latrines with men (question no. 41). In all five cases the enumerator need to fill up the questionnaire by using codes.

For Question no. 33 the enumerators will ask "*What are the sources of drinking water used by the households*", for Question no. 34 (*What are the sources of cooking water used by the households?*), for Question no. 35 (*What are the sources of bathing water used by the households?*) and for Question no. 36 (*What are the sources of other household activities like washing cloths, washing utensils etc. water used by the households?*). Enter the corresponding code in the boxes for each question. The Sources of water codes are given below:

1= rain water (water reserve from rain in the rainy season),

2= pond,

3= river,

4= canal,

5= deep tube well (A tube well is a type of water well in which a long 100–200 millimetres (3.9–7.9 in) wide stainless steel tube or pipe is bored into an underground aquifer. The lower end is

fitted with a strainer, and a pump at the top lifts water for irrigation. The required depth of the well depends on the depth of the water table. Deep or confined wells are sunk through an impermeable stratum into an aquifer that is sandwiched between two impermeable strata (aquitards or aquicludes).

6= shallow rube well (Shallow or unconfined wells are completed in the uppermost saturated aquifer at that location (the upper unconfined aquifer).),

7= arsenic free hand tube well (*arsenic* is a poisonous metal and *hand tube well* is a machine which is operated by hand for ground water pumping),

8= arsenic contaminated hand tube well (a hand tube well pumps with water contaminated by arsenic) ,

9= others (please specify...)(if there any other sources of water rather than listed in the questionnaire).

*Question No. 37: Here the enumerators have to ask to the respondents “**Is there any latrine available for the household?** If the answer is “Yes” then in given box need to write “1” otherwise “2”.*

If the answer is “Yes” it means that there is latrine in the respondent’s household. Then the enumerator will ask the next question.

Question No. 38: Here the enumerators have to ask to the respondents “**Types of Latrine.**” Enter the corresponding code in the code boxes, e.g. if the answer is “Types of Latrines is hanging” then in the box need to write “1”.

Question No. 39: Here the enumerators have to ask to the respondents “Total number of toilets available in your house.” Enter the number of toilet in the box, e.g. if the answer is “1” then in the box need to write “1” otherwise the required number. If the number of toilet is more than one then ask the Question No. 40 (Is there any separate toilet for female?), otherwise ask the Question No. 41 (Is there any problem for women going to same latrine?)

Cluster F: Information about the houses

The survey aims to know about the condition of the houses of the respondent’s household. There are four questions in this cluster (Question no. 42 to 45). The enumerator will ask to the respondents about their household conditions regarding the roof, wall and floor and for question 42 Enter the corresponding code in the next column and for question 43 write the number in square feet below the question 43.

For Question No. 42 the enumerators have to ask to the respondents about the condition of the Roof, Wall, Floor of main house respectively with the following codes:

1=Muddy (*Kancha*),

2=Brick made,

3= Tin (CI Sheet) made,

4= Bamboo made,

5= Straw made,

6= others (Please specify ...)(if there any other conditions rather than listed in the questionnaire)

Question No. 43: Here the enumerators have to ask to the respondents “**Area of the House floor**” and the answer is 200 sq. feet, then the enumerator write this answer in the given column below the q.43.

Question No. 44: Here the enumerators have to ask to the respondents “**Is there any electric connection in the house?**” If the answer is “Yes” then in given box need to write “1” otherwise “2”.

If the answer is “Yes” then the enumerator will ask about the sources of electricity for question 45 and will enter the corresponding code. The codes are listed below:

1= Rural electricity (electricity provided by Rural Electrification Board. Rural electrification is the process of bringing electrical power to rural and remote areas. Electricity is used not only for lighting and household purposes, but it also allows for mechanization of many farming operations, such as threshing, milking, and hoisting grain for storage. In areas facing labor shortages, this allows for greater productivity at reduced cost.),

2= Solar energy (electricity made by using Solar Panel),

3= Product from Bio gas (electricity made by the waste of animal/ cow dung).

Cluster G: Land Ownership and Use:

There are four questions in this cluster (Question no. 46 to 49). The survey aims to know all about the household land ownership (question no. 46), land ownership of male and female (question no. 47.a-47.b.), uses of land (question no. 48) and the cropping intensity of land (question no. 49). For all the questions the enumerator will write the answer in the given box.

Question No. 46: Area of Land ownership by the household (Decimal)? The enumerators will write the number in decimal in the given box.

Question No. 47.a and 47b: In this question the enumerator will ask the respondents about the area of male ownership and write the answer in the given box. In the other case of question 47.b the enumerators have to ask about the area of female ownership land and will write the answer in the given box beside the question.

Question No. 48: Here the enumerators have to ask the respondents “Area of own land used in the last one year (Decimal)” which indicates about the uses of land irrespective of Own land, Lease in and Lease out. Then the enumerators will write the answer in decimal form in given column.

Question No. 49: Here the enumerators have to ask the respondents “Area of cultivable land based on cropping intensity (Decimal)” which indicates about the cropping intensity of land irrespective of single crop, two crops, three crops and irrigated land. Then the enumerators will write the answer in decimal form in given column.

Cluster H: Information about the trees available under the households:

In this cluster a total of five questions will be asked to the interviewee about the various types, numbers, area covered by trees (question no. 50 to 53) available under the households and if there any extra land for tree plantation (question no. 54). For question no. 50 to 53 the enumerator will ask the respondents about the number of given types of trees and enter the number in the first column and the quantity of covered area will be write in the second column.

Question No. 54: Here the enumerators have to ask to the respondents “*Is there any land available in the homestead area for tree plantation?*” If the answer is “Yes” then it needs to write “1” otherwise “2”.

Cluster I: Materials, machines (agricultural/ nonagricultural) and instruments available in the household:

This cluster is enquires about the materials, machines (agricultural/ nonagricultural) and instruments available in the household. There are four questions in this cluster which are about *Agricultural Instruments* (question no. 55), *Furniture* (question no. 56), *Usable materials* (question no. 57) and *others* (question no. 58). In each question there are given some goods/materials/instruments name and the enumerators will ask about the number of goods/materials/instruments if the respondents household avail that and write the number of that good/material/ instruments in the given column.

55.Agricultural Instruments	56. Furniture	57 .Usable materials	58. Others
Plough	Khat/ Chowki	Bi-cycle	Cable TV Connection
Weeder	Chair	Motor cycle	Rickshaw/ Van
Thresher	Table	Radio	Boat
Sprayer	Almery (Wood/ Steel)	Tape Recorder	Fishing Net

Power Tiller	Dressing Table	Television	CNG/ Battery Auto tri wheeler
Deep or Shallow tube well/ power pump	Alna	Fridge	Natural Gas connection for cooking
Others	Dining Table	Mobile phone	LPG Cylinder with Stove
	Cot	Sewing Machine	
	Cupboard	Computer	

Example:

Question No. 55: Here the enumerators have to ask to the respondents “If they have Agricultural Instruments?” and he/she will match with the answers given in the questionnaire and write the number of that instrument in the next column.

As in same process rest of the questions of this section will be filling up.

Cluster J: Livestock resources in the Households:

In this cluster a total of nine questions will be asked to the interviewee about the various types, numbers and variety of domestic livestock (question no. 59 to 67) presents under the households.

Question No. 59: Here the enumerators have to ask to the respondents “Do you have any domestic livestock?” If the answer is “Yes” then it needs to write “1” otherwise “2”.

If the answer is “Yes” then the enumerator will ask the questions from 61 to 67 to the respondents about the number of given types of livestock resources and enter the number in the right corresponding columns according to the variety of livestock.

Types of Livestock Resources		
61. OX	64. Goat/ lamb	66. Duck
62. Cow	65. Cock/hen (one month older)	67. Pigeon
63. Plowing Cow/ Buffalo		

Cluster K: Information about Access to Micro-credit and the amount:

Questions 68 to 73 ask for items of information about the person’s access to micro-credit, its amount, the sources of micro-credit and the reason of taking credit and its uses. All inquiries in Q68 to Q73 must be posed with the given codes with the questions.

Question No. 68. Here the enumerators have to ask to the respondents “Is there have any family members who took micro- credit during last one year.” Enter the corresponding code in the code boxes, e.g. if the answer is “Yes” then in the box need to write “1” otherwise “2”. If the

answer is “No” then the enumerators will skip the Question from 68- 72 and will directly go to the Question no.74.

Question No. 69: Inquire for the number of members those are credit receiver. Here the enumerators have to ask to the respondents “how many members took micro credit” and the number of members needs to write in the given box.

Question No. 70: Here the enumerators have to ask to the respondents “What was the total amount of micro- credit” and it will be written in Bangladeshi Currency (BDT).

Question No. 71: Here the enumerators have to ask to the respondents about the “Sources of Micro- Credit”. If the source is from formal institution then the enumerator will enter the corresponding code in column **a**. In case of Informal Source corresponding code will be written in column **b**.

Question No. 72: The survey aims to determine the reasons why people take micro-credit. Hence, ask the primary reason or purpose why they took micro-credit and write the corresponding code in Colum **c**.

Question No. 73: Here the enumerators have to ask to the respondents about the “Use of Micro-Credit”. If the respondent uses the credit in primary level then the enumerators will give tick mark in column **d**. If the respondent uses the credit in Secondary or Tertiary level then the enumerators will give tick mark in column **e** or column **f**.

Cluster L1: Crisis facing by the household members during the last one year

Questions 74 to 85 ask for Crisis facing by the household members during the last one year. All inquiries in Q73 to Q85 must be posed with the given codes with the questions. Here the enumerators have to ask to the respondents about the types of crisis which are given and enter the corresponding code in the code boxes, e.g. if the answer is “Yes” then in the box need to write “1” otherwise “2”. If the answer is “Yes” then the enumerators will go to next column. If the answer is “No” then the enumerators will skip the question and will directly go to the next question. Like this way the enumerators will fill up the entire questions from Q73 to Q85.

Types of crisis	
74. Death of earning members of the household	80. Dowry
75. Huge expenditure for illness or disease	81. Threaten for dowry from the husband
76. Destroy the crops	82. Husband is not supporting financially
77. Stealing, Threatening	83. Physical torture and violence
78. Facing the court for dispute	84 Women Sickness

management	
79. Discard from the job	85. Violence against women for female child birth frequently and why not male child

Question No. 86: The survey aims to determine the people who are facing crisis and want to find gender disaggregated data to assess the vulnerable portion of the society. Here the enumerators have to ask to the respondents “Who is Facing Crisis”. If the answer of Q74 is “Yes” then the enumerator will fill up the two columns given in Q86. Like this way the enumerators will fill up the entire column of Q86 for Q74 to Q85.

Question No. 87: Here the enumerators have to ask to the respondents “What crisis coping mechanism strategy did u follow?” Enter the corresponding code in the given column. In this question multiple answers will be acceptable and it will be written in the given column.

Crisis Mechanism Strategy	
1. Using Saving	4. Taking Loan
2. Borrowing money from relatives and neighbors	5. Selling household assets
3. Donation from relatives and neighbors	6. Others

Cluster M: Support to the household members during the last one year

The survey aims to know about the number of benefitted people with gender disaggregated data from various supports which are delivered by the government under Social Safety Net programme.

Questions 88 to 100 ask for types of support enjoyed by the household members and all inquiries in Q88 to Q100 must be posed with the given codes with the questions. Here the enumerators have to ask to the respondents about the types of support which are given in column **a** and enter the corresponding code in the code boxes; e.g. if the answer is “Yes” then in the box need to write “1” otherwise “2” column **b**. If the answer is “Yes” then the enumerators will go to column **c**. Accordingly the enumerator will inquire for every question from Q88 to Q100.

Types of Support	
88. Vulnerable Group Feeding (VGF)	95. Widow and abandon by husband allowance
89. Food for Work	96. Primary education scholarship
90. Elderly allowance	97. Secondary education scholarship

Types of Support	
91. Road Maintenance Program(RMP)	98. Subsidiary for agricultural production
92. Test Relief (TR)	99. Maternity Allowance
93. Handicap rehabilitation allowance	100. Vulnerable Group Development (VGD)
94. Freedom Fighter allowance	

Question No. 101: Here the enumerators have to ask to the respondents “Did you get any support services from Union Parishad/ Others?” and enter the corresponding code in the code boxes, e.g. if the answer is “Yes” then in the box need to write “1” otherwise “2”.

If the answer is “Yes” then the enumerators will fill up the questions from Q102 to Q109 which are indicating Types, Quality, adequacy of support services and the name of Service Providers.

Types of Services	
102. Certificates (Birth, death, character, nationality, others)	106. Credit support
103. VGF Card	107. Tube well support
104. Cash money received	108. Sanitary latrine
105. Dispute mitigation/ Justice	109. Agricultural support (fertilizer, seed, others)

Example:

*Mr. Karim/Mrs. Rahima is an older member of the family. If he/she is the respondent and get/do not get Certificates (Birth, death, character, nationality, others) from Union Parishad/ Others then the enumerator will write the corresponding code in coloum **b**. If the answer is “Yes” i.e. Mr. Karim/Mrs. Rahima get Certificates then the enumerator will fill up from coloum **c** to coloum **e** with the corresponding codes which are given in the questionnaire below the table.*

Cluster N: Household Income and Expenditure (during the last one year)

Ask how the respondent usually spent their income received during the last one year period. There are four questions (Q110 to Q113) for how the income was spent and also provide estimated amount of money share. Give tick mark (√) in the boxes provided. Here the enumerators also have to ask to the respondents “Who is taking decision for expenditure?” and in answering column he/she will write the member. No. from Table A.

Types of Expenditure

110. Expenditure for food	112. Expenditure for disease treatment
111. Expenditure for education	113. Other expenditure of the households

Question No. 114: Here the enumerators have to write the “Total Amount of Money (BDT)” which respondents are use for their expenditure.

Question No. 115: Here the enumerators have to ask to the respondents about the “Total household deposit” and have to write the “Total Amount of Money (BDT)” in the given box.

Example:

Mr. Karim/Mrs. Rahima or any other earning member of the family may keep a certain amount of money in Bank or NGO as savings in every month. Suppose the total amount of money is Tk. 10000. This will be the Total household deposit.

Question No. 116: The survey aims to identify the people who are engaged with job/business/entrepreneurship and are the income earner of the household. Here the enumerators have to ask to the respondents “Who is the income earner?” and he/she will write the member. no. in each row from Table A. There might be multiple income earners from a household. After getting the answer the enumerators will write the Amount of past one year income of each income earner in BDT in right column.

Question No. 117: Here the enumerators have to write the Total past one year Income in Bangladeshi currency.

Cluster O: Household materials used for fuel

Questions 118 to 119 ask about the principal and alternative materials used for fuel, the sources of fuel and the collector. In Question 118 the enumerators have to ask to the respondents “What are the principal materials used for fuel?” and for Question 119 the enumerators have to ask to the respondents “What are the alternative materials used for fuel?” enter the corresponding code in the code boxes. The codes of materials used for fuel are given below:

1= Straw,

2= Fire wood,

3= fire leafs,

4= Dried cow dung,

5= Coal,

6= Natural Gas/ LPG Cylinder

After writing the material code the enumerators have to write the code of sources in the right coloum. The codes of sources of materials for fuel are listed below:

1= Own sources,

2= Neighbors garden,

3= Purchase from market or neighbors,

4= Government Facility

In last column the enumerators have to write the fuel collectors code. The codes of fuel collector are :

1=Male,

2=Female

Cluster P: Others

Questions 120 to 121 take the opinion of the respondent about their household condition. All inquiries in Q120 must be posed with the given codes with the questions. The codes are given below:

1= Rich,

2= High Middle Rich,

3= Low Middle Rich,

4= Poor,

5= Extreme Poor

For Question 121 the enumerators will ask the respondents to identify their household condition which is mentioned below:

1. Surplus

2. Breakeven,

3. Deficit

4. Chronic deficit

Considering the following definitions of indicators available in the questionnaire the enumerators will fill up the questionnaire.

Demographic:

Households: A group of persons, related or unrelated, living together and taking food from the same kitchen.

Number of Population: Population is the number of people or animals in a particular place.

Average Household size: Total number of Population/Total number of Household.

Sex Ratio (males per 100 females): The ratio of males to females in a given population usually expressed as the number of males per 100 females.

Percentage of household in Different Religion: Total number of HH / Total number of Religion *100

Age Structure of the population: Categorization of the population of communities or countries by age groups, allowing demographers to make projections of the growth or decline of the particular population.

Productive Asset (Land):

Average owned land per households (acres): Total amount of the land owned by the Community or studied area/ total number of HH.

Average operated land (acres): Total area of operated land in acres /Number of HH.

Percentage of HH involved in renting-in of land: Renting in of land means renting others land as share cropper or as yearly contract.% of HH involved in renting in of land means:
Total number of HH renting in of land / Total number of household *100.

Percentage of Households involved in renting-out of land: Renting out of land means giving rent to others as share cropper or as yearly contract.% of HH involved in renting out of land means: Total number of HH renting out of land/ Total number of HH *100.

Average rented-in Land (In acres): Total acres of land rented-in/Total number of HH.

Average rented out-lands (In acres): Total acres of land rented-out/Total number of HH.

Average mortgaged -in Land (In acres): Total acres of land mortgaged-in/Total number of HH.

Average mortgaged out-lands (In acres): Total acres of mortgaged-out/Total number of HH.

Productive Asset (Others):

Percentage of households having ox: Total number of Oxen /Total number of HH*100.

Average number of ox :Total number of Oxen/Total number of HH.

Percentage of households having cows: Total number of cows /Total number of HH*100.

Average number of cows: Total number of cows/Total number of HH.

Percentage of households having goats: Total number of goats /Total number of HH*100.

Average number of goats: Total number of goats /Total number of HH.

Percentage of households having duck/poultry: Total number of duck/poultry /Total number of HH*100.

Average number of Duck /Poultry: Total number of Duck/Poultry /Total number of HH.

Education:

- ❑ **Net Enrolment Rate (Primary)**
The net primary school enrolment ratio is defined as the ratio of enrolled students belongs to age group 6-10 years in the primary school to the total population of that age group multiplied by 100.
- ❑ **Net Enrolment Rate (Secondary)**
The net Secondary school enrolment ratio is defined as the ratio of enrolled students belongs to age group 11-16 years in the secondary school to the total population of that age group multiplied by 100.
- ❑ **Dropout Rate (Primary)**
How many students (%) in primary (Class 1 to 5) level could not continue their study or drooped out?
- ❑ **Dropout Rate (Secondary)**
How many students (%) in secondary (class 6 to 10) level could not continue their study or drooped out?
- ❑ **Literacy Rate (7 years and above)**
Literacy rate for population 7 years and above has been defined as ratio of literate persons of age 7 years and above to population of the same ages and expressed in percentages.
- ❑ **Adult Literacy Rate (15 years and above)**
The adult literacy rate is defined as ratio of literate population of age 15 years and above as percentage of total population of the same age groups.
- ❑ **Percentage of People have SSC (Secondary School Certificate) or above qualification (15 years +)**
Percentage of the people of per HH, who has SSC or above qualification like HSC and others.

Household Assets:

- ❑ **Having Tape recorder or Radio (% of household)**
How many HH have an individual tape recorder and radio.
- ❑ **Having Television (% of household)**
How many HH have an individual Television.
- ❑ **Having Mobile telephone (% of household)**
How many persons of a HH have an individual Television
- ❑ **Percentage of households having Chair**

How many HH's have chair, and the quantity of chair.

- ❑ Percentage of households having Cot
How many HH's have cot and the quantity of cot
- ❑ Percentage of households having Cupboard
How many HH's have cupboard and the quantity of cupboard
- ❑ % of households having Sewing Machine
How many (%) HH's have sewing machine
- ❑ Percentage of households having Table
How many (%) HH's have table and the quantity of table
- ❑ Percentage of households having computer
How many HH's (%) have computer (Laptop or Desktop) and their activities with the computer.

Access to Development Organization and Credit Market:

- ❑ Percentage of households involved in development organizations
How many (%) HH's have been involved or employed in any development organizations like NGO, Insurance etc.
- ❑ Average number of people per households involved in development organizations
How many HH's member (%) were involved or employed in any development organizations like NGO, Insurance etc.
- ❑ Percentage of Households taken loan
How many HH's have taken loans and which organization.
- ❑ Average number of loaners in households
How many HH's member (average) was taken loan.

Vulnerability:

- ❑ **Nature of Crisis**
What type of crisis they face usually or accidentally like flood, unemployment, malnutrition, cyclone, seasonal diseases, dowry, child marriage, education etc.
- ❑ **Crisis Coping Mechanism**
What are the strategies or mechanisms for remedial actions undertaken by people to recover or mitigate their crisis.

Income Poverty:

Head Count : Count per person in a family

Self Perception: The person interprets their own overt behaviors rationally in the same way they attempt to explain others' behaviors.

Villagers Perception: The villagers interpret their own overt behaviors rationally in the same way they attempt to explain others' behaviors.

Poverty: Poverty is the inability of getting choices and opportunities, a violation of human dignity. It includes low incomes and the inability to acquire the basic goods and services necessary for survival with dignity.

Incidence of Poverty: This is the share of the population whose income or consumption is below the poverty line, that is, the share of the population that cannot afford to buy a basic basket of goods. Poverty incidence refers to the proportion of families or individuals with per capita income less than the per capita poverty threshold to the total number of families or individuals.

Basic Need: Basic needs refer to the minimum standards for consumption and acceptable needs.

Health

Infant: The term infant is typically applied to young children between the ages of 1 month and 12 months; however, definitions may vary between birth and 2 years of age.

Live birth: Live birth refers to the complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of the pregnancy, which, after such separation, breathes or shows any other evidence of life - e.g. beating of the heart, pulsation of the umbilical cord or definite movement of voluntary muscles - whether or not the umbilical cord has been cut or the placenta is attached. Each product of such a birth is considered live born.

Mortality Rate: The mortality rate is the ratio of the number of deaths during a given time period per 100,000 live births during the same time-period.

Infant Mortality Rate: Infant mortality rate is the ratio of the number of dead children less than one year of age during a given time period per 100,000 live births during the same time period.

Maternal Mortality Rate: The maternal mortality ratio (MMR) is the ratio of the number of maternal deaths during a given time period per 100,000 live births during the same time-period.

A maternal death refers to a female death from any cause related to or aggravated by pregnancy or its management (excluding accidental or incidental causes) during pregnancy and childbirth or within 42 days of termination of pregnancy, irrespective of the duration and site of the pregnancy.

Sanitary Latrine: Sanitary latrine can refer to a toilet or a simpler facility used as a toilet, generally without bowl. It can be a communal trench in the earth in a camp, a simple pit, or more advanced designs, including pour-flush systems or ecological latrines. It promotes health through prevention of human contact with the hazards of wastes as well as the treatment and proper disposal of sewage wastewater.

Arsenic Contamination: The act of contaminating or polluting with Arsenic.

Trained Birth Attendant: A Trained birth attendant is an accredited health professional – such as a midwife, doctor or nurse – who has been educated and trained to proficiency in the skills needed to manage normal (uncomplicated) pregnancies, childbirth and the immediate postnatal period, and in the identification, management and referral of complications in women and newborns.

Health Centre: A health center or community health center is a clinic staffed by a group of general practitioners and nurses. Typical services covered are family practice and dental care, but some clinics have expanded greatly and can include internal medicine, pediatric, women's care, family planning, pharmacy, lab, and more.

Employment and Income:

Labor Force: The labor force is the actual number of people available for work. The labor force is not equal to the population, however, since there are usually people in a society who either don't want to work or are unable to work. Examples of these groups include full-time students, stay-at-home parents, and the disabled. Only individuals age 16 and older are counted in the potential labor force, and they are only counted in the labor force if they are actively working or have looked for work in the past four weeks.

Labor Force Participation Rate: The labor force participation rate is the ratio between the labor force and the overall size of their cohort. In other words it is the percentage of working-age persons in an economy who:

- Are employed
- Are unemployed but looking for a job.

Unemployment: People are counted as unemployed in an official sense if they are in the labor force and not employed. More precisely, unemployed workers are people who are able to work, have actively looked for work in the past four weeks, but have not found or taken a job or been recalled to a previous job.

Under employment: Underemployment is defined as a situation where people are working fewer hours than they wish; e.g. workers desire like to work 40 hours a week, but the firm only gives them 30 hours. Underemployment may also refer to the fact workers accept jobs that don't utilize their skills.

Child Labor: The gainful employment of children below an age of 12 to 13 determined by law in Bangladesh.

Average Income: A measure of the amount of money that is being earned per person in a certain family in a certain month. It is used as a means of evaluating the living conditions and quality of life in different families in a village or an area.. It can be calculated for a family by dividing the family's income by its members.

Average Monthly Expenditure: A measure of the amount of money that is being expended per month in a certain family. It can be calculated as follows:

$$\text{Average Monthly Expenditure} = \frac{\text{Sum of Monthly Expenditures}}{\text{Number of Months}}$$

Wage: Payment for labor or services to a worker, especially remuneration on an hourly, daily, or weekly basis or by the piece.

Youth Employment:

Youth: According to the National Youth Policy all Bangladeshi citizens aging 18-35 years shall be treated as youth.

Youth Labor Force: The Youth labor force is the actual number of people for the age group 18-35 available for work.

Youth Labor Force Participation Rate: The youth labor force participation rate is the ratio between the youth labor force and the overall size of their cohort (national population of the same age range). In other words it is the percentage of working-age youths in an economy who:

- Are employed
- Are unemployed but looking for a job.

Youth Underemployment Rate: The youth unemployment rate is reported as the percentage of the youth labor force that is counted as unemployed. Mathematically, the youth unemployment rate is as follows:

Youth Unemployment rate = (Number of unemployed youth / Youth labor force) x 100%

Self Employment: Earning one's livelihood directly from one's own trade or business rather than as an employee of another. In other words it is the act of generating one's income directly from a consumer as opposed to being an employee of a business (or person).

Family Enterprise: A family enterprise is a business in which one or more members of one family have a significant ownership interest and significant commitments toward the business' overall well-being. It is a corporation that is entirely owned by the members of a single family.

Youth Employment Rate outside the Country: The youth employment rate is reported as the percentage of the youth labor force that is counted as employed outside the country. Mathematically, the youth employment rate outside the country is as follows:

Youth Employment rate outside the country

= (Number of Employed youth outside the country / Youth labor force) x 100%

IV. Procedures in Filling-up the Rider Questionnaire

Instruction for the Investigators for Rider Questionnaire

When you have completed the Household Questionnaire, you will have identified youths (male and female) aged 15-29 Years who are not continuing their formal education or they are earning some money along with their education. Information of those persons will be incorporated in this questionnaire. Whenever you find persons of this category during HH survey A to G part of a Rider question for each person need to be filled up before leaving this

household by consulting HH questionnaire and asking cell number of that person. The rider questionnaire can be filled at once if the person is available at home. Otherwise make a mutual convenient time and place for taking interview by make a call to him. Out Migrated youths at distant city or abroad will be discarded from the interview.

- D. Main Questionnaire ID no.: Put the same household number in which the youth belongs.
- E. Cell Number: Put the cell number of that youth. If personal cell number is not available try to take one cell number if you want to contact.
- F. Name: Write the name of the youth from the household questionnaire
- G. Main Questionnaire (Section A) Sl. No: Write the serial number of that person from household profile of main questionnaire. Example: Karim is person who is 20 years of age and in the HHs questionnaire in which he belongs as 4th member in that family. Then in rider questionnaire his serial number will be 4.
- H. Age: calculate the age from main questionnaire and write in full years
- I. Sex : write code number inside the box. The codes are given below:
1= Male and 2= Female.
- J. Put the date, time and place for taking interview. If you face sudden difficulties later to maintain the schedule try to give message well in advance and make other schedule for interview. You have to keep note at your note book.

(Before going to further steps you need to introduce yourself and inform the person that BARD and CBMS Network are conducting an action research to assess the situation of rural youth employment at your union. The Union Parishad is also a partner institute of this research work. The findings may help policy planner to address the problems of youth. The information would be recorded and used only for research purpose. Respondents Name will not be disclosed in any published documents. Taking permission start to ask questions.

Question no.1: What is your present condition? (Considering the last three months): Ask him what he or she is doing now. More precisely what was his profession for last three months?

- 1= Regular Salaried employee means he is employed on a regular basis for a fixed amount of salary.
- 2= Temporary Salaried employee means that employment is not regular and got salary when he or she employed
- 3= Working in a self established agricultural enterprise means the person is involved in an establishment of crop sector, poultry, Livestock processing and products (hides and skins, small artisanal tanneries, cheese making, etc.) : Fish processing and marketing (dried, smoked, salted): Processing (milling, jams, pickles, syrups, honey, beer making, and oil extraction). Agricultural marketing enterprises (associations/groups), Input sales (chemicals and non chemicals) Agricultural equipment manufacturing (carts, agricultural tools, etc.).
- 4= Working in a self established non agricultural enterprise meaning Brick-making, Charcoal-making, transport Small rural shops (food and non-food), Rural restaurants, Small bakeries, Repair workshops (various items) :: Small business centres, Blacksmiths and metal workers, Carpentry workshops,: Handicraft products (sewing, basket-weaving, cloth-making, etc.) :: Batik, tie and dye etc.
- 5= A Person Leading a family enterprise and working for profit

6= Unemployed but he was looking or not looking for job for last three months

7= Employed in family business with pay means he got wage or salary for his contribution to family enterprise

8= Employed in family business as a helper and does not get any wage or salary

9= others (please mention and consult with your supervisor)

Note:

Ask questions 2-6 along with Question 50 if code number of question 1 is 1 or 2

Ask questions 7-35 along with Question 50 if code number of question 1 is 3 or 4 or 5

Ask questions 36-42 along with Question 50 if code number of question 1 is 6

Ask questions 43-49 along with Question 50 if code number of question 1 is 7 or 8

Question no.2: Ask the person about the nature of agricultural / industrial product produced or business/services offered by his employed organization?

1= Poultry

2= Livestock

3= Rice husking

4= Fishing

5= Crop,

6= Contract cultivator

7= Vegetable

8= Road construction

9=Wholesale and retail trade,

10=Repair of motor vehicles and motorcycles

11= Repair of Rickshaw and bicycles

12= Repair of mobile phone

13=Repair of television and Refrigerator

14= Transport business including (Auto/CNG)

15= Storage,

16= Teaching in educational institute

17=Teaching as private tutor

18= health service providers

19= Cooperative

20= Local Government institutions

21= Tailoring

22= Light Engineering

23=Carpentry

24=Masson

25=barber

26= Pharmacy

27=Restaurant

28= insurance

29=Others (please Specify)

Question no.3: What is the nature of your employment? The "Nature of Employment" simply means the conditions of the employment which includes Job responsibilities, compensation package, classification of employment (full time/part time) etc. Put the appropriate code number in the box those are given below:

- 1= fixed salary per month (full time employee)
- 2= Contract Worker means s/he alone or a group including him take contract of works and earn money through contract works
- 3= Commission Worker means he got certain portion of commission of sales
- 4= Seasonal worker means the employment is seasonal (here season means a certain portion of time)
- 5= daily basis wage earner (work in dawn to dusk and get payment or earns money everyday)
- 6= Others (please Specify)(if there any other nature of employment rather than listed in the questionnaire)

Question no.4: What is your monthly average Salary/wage? (InTk.).Monthly average salary includes salary and other fixed allowances. For temporary workers or Seasonal worker ask how many days in a month on an average s/he are employed and multiply days with the average daily wage rate

Question no.5: Is there any measure to mitigate employees' safety in job and other accidental factors? Ask the respondents are there any system for risk coverage for the employee. As for example if any employee got seek, terminated or fall accident are there any system for getting financial or other non support from the employer organization. Use 01 for yes and 02 for no.

Question no.6: If yes, what are those? Put the appropriate code number in the box

- 1=arrangements for individual or group life insurance policy with an public or private insurance company
- 2= Organization has insurance policy with an insurance company for covering accidental risks
- 3= Organisation grant leave with pay
- 4= Organisation grant leave without pay
- 5= Organisation provide lump sum money case by case
- 6= others (please specify)

Question no.7: What type of business, Service or industry are you engaged in? The codes are given below:

- 1= Poultry
- 2= Livestock
- 3= Rice husking
- 4= Fishing
- 5= Crop,
- 6= Contract cultivator

- 7= Vegetable
- 8= Road construction
- 9=Wholesale and retail trade,
- 10=Repair of motor vehicles and motorcycles
- 11= Repair of Rickshaw and bicycles
- 12= Repair of mobile phone
- 13=Repair of television and Refrigerator
- 14= Transport business including (Auto/CNG)
- 15= Tailoring
- 16= Light Engineering
- 17=Carpentry,
- 18=Masonry
- 19=barber
- 20= Rickshaw Puller,
- 21= Pharmacy,
- 22=Restaurant
- 23=Others (please specify)

Question no..8: Sector of Enterprises.

- 1=.Agriculture production means farm involves in producing primary product of agriculture (crop, vegetables, fishery, livestock, poultry, and forest product)
- 2= Manufacturing industry (buy inputs for processing and sell those in other form)
- 3= Service (depends only technological knowhow or service charge of any capital goods.
- 4=Trade (Involved in only buying and selling of any kinds of products)

Note: Any enterprise or farm involved in producing rice the code number will be 1. If any business organization buy rice from the farmer and sell those to customer the code number will be 4. If any enterprise buy paddy and sell rice after processing the code number will be 2. For code 3 consider a business of repairing shallow tube well, mobile phone, saloon, motor or cycle repairing, missionary, they depend on selling their expertise. You will find some enterprise who invested some capital to get assets and getting some rent or service charge for using those assets. As for example a Person has installed a deep tube well or purchased a transport. He/she gets money by renting the fixed assets.

Question no.9: When did you start your enterprise? Ask the year when he invested capital to start the business on his own initiative. If s/he fails to mention exact year ask him how many years he is running the business on his own. Then transform this on year. As for example an entrepreneur is working for 5 years and you are collecting information in 2015. Then the year of establishment will be $2015-5= 2010$.

Question no.10: How much money did you invest at the initial stage of your business (in Tk.). Ask the total amount of cash he invested to start the business. The cash will include his own money, credit, borrowing etc.

Question no.11: How did you collect the initial capital? Initial capital means total cash invested to start the business. Put the appropriate code number in the box those are given below:

- 1= Personal saving (the money which is saved by the respondent personally)
- 2= Family support (the supports which are getting by the other family members e.g. father, mother, brother, sister etc.)
- 3= borrowing from friends (money which is taken from friends without out any interest)
- 4= loan from Bank/ financial institute (money which is taken from Bank/ financial institute and it is legal based, time bounded and have some conditions)
- 5= Loan from NGOs (it means getting money from Non Government Organizations, this kind of loan is called micro credit and it has high interest rate)
- 6=loan from moneylenders (money lenders means a person who's business is lending money to others, this kind of money is highly interest paid within hard conditions and sometimes the client fell into poor condition for lending money from the money lender)
- 7=loan from department of youth (department of youth is established for give training, credit and provide various supports for the youth)
- 8= others (please specify)

Question no.12: Did you have any experiences before starting your business? Experiences related to the business of the current enterprise need to be captured. If S/he had the experience put 01 and If S/he had the experience put 02. For 02 go to Q.14 directly.

Question no.13: If yes, how did you gather this experience? Put appropriate code those are given below:

- 1= working as apprentice in other organization (a person who learns a job or skill by working for a fixed period of time for someone who is very good at that job or skill)
- 2= working in family enterprise (a family enterprise means the respondents household own enterprise)
- 3= working as paid worker (a person who works as payment basis)
- 4= others (please specify)

Question.14: Did you get any training related to your enterprise before starting your business? Institutional training need to be considered. On the job training need to be excluded. Put 01 for yes and 02 no.

Question no.15: If yes, where did you get training? Put appropriate code following codes given below:

- 1= Department of Youth
- 2= NGO
- 3=Technical Training Centre
- 4= others (please Specify)

Question no.16: What are the factors interested you to start an entrepreneurship? How he was motivated to start the current enterprise. Please put appropriate code number inside the box those are given below:

1= small capital (small amount of money)

2= More freedom (can take decision for any matter)

3= availability of raw materials (materials are available when need)

4=to earn money

5=bright future (have good chance for establishment)

6=available market (it means prospects who are willing and capable (have sufficient resources) buyers, and have access to a particular market or service).

7= to do something residing at home (want to cottage based work by residing at home)

8= out of necessity (feeling needless)

9=others (please Specify)

Question no.17: How many hours do you work on an average per day in your enterprise? This includes activities related to the activities of enterprise within or outside the enterprise. The answer should not be more than 24 hours.

Question no.18: How many workers are employed in this enterprise? This would cover regular, temporary labour commonly.

Question no.19: what is the average yearly net profit from your enterprise?

Net profit means surplus after deducting all costs and expenditures. If formal books of accounts are not there. Ask how much he can add with working capital, fixed capital & invest in other areas from the profit of business, plus consumption from this enterprise in the form of cash or monetary value of products.

Question no.20: Is there any innovation at your enterprise?

Ask the respondent how s/he differentiates his/her enterprise from the same enterprise of others or with the activities of same business before 10 years back. If you find any difference that related with the product variation, quality aspects, marketing side, technological adaptation, selling or any other strategies etc. which has added more value through increased sales or production; identify those as innovation. Use 1 for yes and 2 for no.

Question no.21: If yes what is this? The codes are given below:

1= Process reducing Innovation means due to new strategy process of production or service delivery is reduced . As for example: A grocery shop used to weigh products according to the requirements of customer in front of them. But now a day's some of the grocery shop owner packed different products of different volume before getting customer orders. This has reduced process in selling the products.

2= Supply Chain Innovation As for example: Direct contact with the raw material supplier

- 3= quality innovations as for example: Grading of product and supply it to market.
- 4= Cost reducing innovation as for Example: Producing or selling large volume of products reduces the per unit cost of products and services
- 5= product/ service innovation meaning inclusion of new components, materials or desirable functions into an existing product. As for example: If any person supply chicken meat instead of selling poultry is product innovation.
- 6=others (please Specify)

Question no.22: How did you get this innovation?

- 1= Adopting new technology (Technology adoption means different things to different people. Viewing technology adoption as a consistent process is the key to enabling hesitant users to successfully adopt and use technology).
- 2=utilizing own idea and experiences (respondents construct their own understanding through experience, interactions with content and others, and reflection).
- 3= feedback from the customers (reaction or satisfaction of customer/consumer)
- 4= idea from Mass Media (The mass media are diversified media technologies that are intended to reach a large audience via mass communication. The technologies through which this communication takes place vary. Broadcast media transmit information electronically, via such media as film, radio, recorded music, or television).
- 5=observing Customers behavior (Consumer Behaviour is the study of individuals, groups, or organizations and the processes they use to select, secure, use, and dispose of products, services, experiences, or ideas to satisfy needs and the impacts that these processes have on the consumer and society).
- 6= adopting experiences of other company (respondents adopt others understanding through experience, interactions with content and others, and reflection).
- 7=others (please Specify)

Question no.23: Who serve the managerial position of your enterprises? Managerial position means decision making related what, when, who, where and how produce or sale of product or services..

- 1= by myself (one's own self)
- 2= by family member (family members means father, mother, brother and sister)
- 3= by hired manager (manager is a person who does the managerial job and hired means he/she got the job for temporary basis and come from other institutes).
- 4= other (Please Specify)

Question no.24: What risks did you perceive when you start your venture? What was the perception of respondents at the beginning of initiative about nature of danger, harm, or loss may hamper in attaining the goal?

- 1. Financial loss (financial loss - loss of money or decrease in financial value nonpayment, no remittal, default - loss resulting from failure of a debt to be paid capital loss - the amount by

which the purchase price of an asset exceeds the selling price; the loss is realized when the asset is sold)

2. Technological change (In economics, a technological change is an increase in the efficiency of a product or process that results in an increase in output without an increase in input. In other words, someone invents or improves a product or process, which is then used to get a bigger reward for the same amount of work).
3. Changed Market demand (A term used in economics to describe that there has been a change, or shift in, a market's total demand. This is represented graphically in a price vs. quantity plane, and is a result of more/less entrants into the market, and the changing of consumer preferences. The shift can either be parallel or nonparallel).
4. Compete with competitors (the act or process of competing : rivalry: as. a : the effort of two or more parties acting independently to secure the business of a third party by offering the most favorable terms. b : active demand by two or more organisms or kinds of organisms for some environmental resource in short supply.)
5. Others (please specify)

Question no.25: Did you face any problem related with your anticipated risks? What was his/her experiences related to the perceived risks i.e. did he exposed with the anticipated risks related to Question no. 24.

Question no.26: If yes what are those problems? Please put appropriate code number given below inside the box.

1. Financial loss (financial loss - loss of money or decrease in financial value nonpayment, no remittal, default - loss resulting from failure of a debt to be paid capital loss - the amount by which the purchase price of an asset exceeds the selling price; the loss is realized when the asset is sold)
2. Technological change (In economics, a technological change is an increase in the efficiency of a product or process that results in an increase in output without an increase in input. In other words, someone invents or improves a product or process, which is then used to get a bigger reward for the same amount of work).
3. Changed Market demand (A term used in economics to describe that there has been a change, or shift in, a market's total demand. This is represented graphically in a price vs. quantity plane, and is a result of more/less entrants into the market, and the changing of consumer preferences. The shift can either be parallel or nonparallel).
4. Compete with competitors (the act or process of competing : rivalry: as. a : the effort of two or more parties acting independently to secure the business of a third party by offering the most favorable terms. b : active demand by two or more organisms or kinds of organisms for some environmental resource in short supply.)

5. Others (please specify)

Question no.27: Do you face any problem for your product marketing? Flow of products from producer/ suppliers to the intermediary or final customer is marketing. It involves transporting, advertising, storing, packing, intermediaries etc. Put 01 for yes and 2 for no.

Question no.28: If yes what are those problems? Please put appropriate code number given below inside the box:

1=Inefficient marketing channels means agents involved in marketing is not efficient

2= Inadequate transport facilities

3= Products are very competitive (has more existing farm or industry in market)

4= Buyers dissatisfactions (buyers are not interested to buy)

5= Mistrust on the product (have no confidence on the quality of the products)

6= Packaging (adequate packaging materials are not available)

7= Storing (lack of cold storage an common store house)

8=Advertising (commodity is not well known, e.g. from wher and how it can be found)

9=Others (please specify)

Question no.29: Do you have plan to expand your business? Ask the respondents whether S/he has the plan to enlarge existing enterprise in terms of increasing volume of production or physical setup of the business.

Put 01 for yes and 2 for no.

Question no.30.a: Do you have any plan to Product development? New products or services within existing market of operation are Product development.

Put 01 for yes and 2 for no

Question no.30.b. Do you have any plan to diversify your Business? New market with new product. As for example making notebooks earlier may also enter the pen market with its new product.

Put 01 for yes and 2 for no

Question no.31: If yes please specify the areas? Please put appropriate code number given below inside the box.

1= development of new product (those product are useful and uncommon)

2=entering new market (commodities availability of new area)

3=Shifting to other related sector that has similarity with existing one

4=others (please specify)

Question no.32: what are the influencing factors for expanding or diversifying your business? Please put appropriate code number given below inside the box

1= Increased market demand (The aggregate of the demands of all potential customers (market participants) for a specific product over a specific period in a specific market).

2=.Own confidence (the inner belief of a person the he can do if he wants is called own confidence)

3=. Availability of inputs (input means advice or opinions that help someone make a decision or sometimes it may be financial help also)

4=. Other (pl Specify)

Question no.33: Did you take any steps for expanding or diversifying your business?

Put 01 for yes and 2 for no

Question no.34: If yes what are those steps? Please put appropriate code number given below inside the box.

1=contact with financial institute (some institutes give money as loan basis for starting or expanding of the business)

2= Consult with friends (e.g. wants to know about the opinion of friends about the future prospect of the business).

3= Consult with technical persons (Having or demonstrating special skill or practical knowledge especially in a mechanical or scientific field)

4=. Others

Question no.35: If you did not take any initiative, what are the prohibiting factors? Please put appropriate code number given below inside the box.

1=High Risk (some times the invested may not return and a great loss in business may occur)

2=Lack of information (information means the knowledge communicated or received concerning a particular fact or circumstance)

3=Lack of capital (The amount of capital that a firm, usually in financial services, needs to ensure that the company stays solvent)

4=Lack of technological support (technical support services attempt to help the user solve specific problems with a product rather than providing training, customization, or other support services).

5=Others

Question no.36: Did you look for work/try to establish business during the past three months?

Put 01 for yes and 2 for no

Question no.37: Why did you not look for work during the past three months? (More than one answer is acceptable).

1=believing that there is no work available (it is not so much easy to get or to access to work).

2. Awaiting the results of a previous interview (has participated an examination or interview for a job and the result is not yet published)

3= Disease / Temporary disability (here temporary disability means occurred some accident and now is in bed rest or the physician forbade to do any work for a certain period)

4= Bad weather (often occurred rain, cyclone, tornado, flood)

5= don't need work as family has lot of property (a well to do/rich family)

6= dedicated to household chores (chore is a small job that is done regularly)

7= preparing to acquire skill (trying to get admission in a training centre)

8= waiting to go abroad (wants to be a remittance earner)

9= others (please specify)

Question no.38: How do you get information for job/ business opportunity?

1=Approached employer directly (contact with the employer directly),

2= Approached relatives / friends (try to motivate relatives/friends or contact with them)

3= Placed or answered private advertisements (The purpose of advertising may also be to reassure employees or shareholders that a company is viable or successful).

4= others (Specify)

Question no.39: How do you spend your day time?

1= gossiping with friends (passing idle time)

2= helping family members (do some household work)

3= acquiring skill by attending training (gather experience by practically)

4= political linkage (involve with local political parties)

5= reading (go to library or acquired knowledge by reading book)

6= others (please Specify)

Question no.40: What is your expectation in case of employment? [

1= Salaried job in home country (home country means own country)

2=Self employment (has own business)

3= Job at abroad (works as overseas worker)

4=others (please Specify)

Question no.41: What skill do you have to be employed?

1= Technical knowledge (has specialized knowledge),

2= General education (get certificate from normal school, college or university)

3= others (please Specify)

Question no.42: What problems did you face to be employed?

1=lack of capital (Capital is a type of good that can be consumed now, but if consumption is deferred an increased supply of consumable goods is likely to be available later).

2= lack of skill (A skill is the learned ability to carry out a task with pre-determined results often within a given amount of time, energy, or both. In other words, the abilities that one possesses).

3= poor family linkage (poor means not having enough money for the basic things that people need to live properly).

4=social barriers (something (such as a fence or natural obstacle) that prevents or blocks movement from one place to another)

5= low level education (can sign only or went to educational institution for 2 to 3 years).

6= lack of experiences (have not required previous knowledge or worked of a specific subject).

7= lack of family support (family members do not help or helps a little)

8= others (please specify)

Question no.43: What types of family enterprise do you work? Please put appropriate code number given below inside the box.

- 1= Cottage industry means enterprise run through the help of family members
- 2= Crop (A crop is any cultivated plant, fungus, or alga that is harvested for food, clothing, livestock fodder, bio fuel, medicine, or other uses)
- 3= Fishery (a fishery is an entity engaged in raising or harvesting fish which is determined by some authority to be a fishery).
- 4= livestock (Livestock are domesticated animals raised in an agricultural setting to produce commodities such as food, fiber and labor.)
- 5= poultry (Poultry are domesticated birds kept by humans for the eggs they produce, their meat, their feathers, or sometimes as pets).
- 6= grocery shop (a shop where rice, flour, pulses, spices and many other necessary goods sells)
- 7= transport sector (have CNG Auto Rickshaw, Rickshaw, Electric Auto Rickshaw, Tempo, Car, Micro Bus, Bus, Truck etc.,)
- 8= construction (Construction is the process of creating and building infrastructure or a facility).
- 9=others (please specify)

Question no.44: Do you get receive salary or wage for rendering your service?

Use 01 for yes and 2 for no

Question no.45: If yes what is your monthly salary /wage? In case of daily wage multiply wage rate with the average number of days s/he employed in a month.

Question no.46: If no how do you meet your personal expenditure?

- 1= guardians give whenever necessary (here guardians means parents)
- 2= return from own investment (the money which will be come from the own business as a profit)
- 3= others (please specify)

Question no.47: Are you satisfied with your employment in the family business?

Use 01 for yes and 2 for no

Question no.48: What is your future plan?

- 1=Continue what is doing (want to stay with current job)
- 2=get salaried job (hope to engaged with official job)
- 3=start new venture by utilizing the experiences (want to be self employed)
- 4=expand family business (will invest money on family business's)
- 5=others (please specify)

Question no.49: How do you rate the market demand of products of family enterprise?

5=Excellent

- 4=Very Good
- 3=neither good nor bad
- 2=Bad
- 1=Very bad

Before starting to read out the statements, tell the respondents suppose you are going to start an enterprise in rural areas on your own, how do you evaluate some conditions related to business environment? I shall read out some statements you will evaluate each statement by responding fully agree, agree, neither agree nor disagree, disagree and fully disagree. Then read out each statement slowly and capture the answer against each statement. Please give tick marks in appropriate place before proceed on the next statements. Giving thanks you have to complete interview. The questions are given below:

Question no.50: What type of business, Service or industry is you engaged in addition to your education? The codes are given below:

- 1= Poultry,
- 2= Livestock,
- 3=Rice husking,
- 4=Fishing,
- 5= Crop,
- 6= Contract cultivator,
- 7= Vegetable
- 8=Road construction,
- 9=Wholesale and retail trade,
- 10=Repair of motor vehicles and motorcycles,
- 11= Repair of Rickshaw and bicycles,
- 12=Repair of mobile phone,
- 13=Repair of television and Refrigerator,
- 14= Transport business including (Auto/CNG),
- 15= Storage,
- 16= Teaching in educational institute,
- 17=Teaching as private tutor,
- 18=health service providers,
- 19= Cooperative,
- 20=Local Government institutions,
- 21=Tailoring,
- 22=Light Engineering,
- 23=Carpentry,
- 24=Masson, 25=barber,
- 26= Pharmacy,
- 27=Restaurant,
- 28= insurance,
- 29=as private tutor.
- 30= other (Please specify)

Question no.51: What is the nature of your employment? The codes are given below:

- 1= fixed salary per month,
- 2= Contract Worker,
- 3= Commission Worker,
- 4= Seasonal worker,
- 5= Daily basis wage earner,
- 6=others (please Specify)

Question no.52: What is your monthly average Salary/wage? (*In Tk.*)

Question no.53: Why did you involve in earning (Please use the following codes)

- 1=to meet the expenditure of education
- 2=to add with family income
- 3=to support education expenditures of siblings
- 4=to gain experiences
- 5=to save money for future
- 6=Others

Question no.54: Please give your comments on following aspects. Suppose you would like to start a new enterprise how do you rate the entrepreneurial environment on following aspects:

Sl. No.	Issues	Strongly Agree (5)	Agreed (4)	Neither Agreed nor Disagree (3)	Disagreed (2)	Strongly Disagree (1)	Don't know or not relevant
1	2	3	4	5	6	7	8
1	Credit Availability for starting an Entrepreneur is Excellent						
2	Training Facilities to be acquainted with new technology is adequate						
3	Technical skill of prospective labor is satisfactory						
4	Promotional activities of Government Department is satisfactory						
5	Promotional activities of Non Government Department is satisfactory						
6	Adequate Information is there for entrepreneurial development						
7	Raw Material Suppliers						

Sl. No.	Issues	Strongly Agree (5)	Agreed (4)	Neither Agreed nor Disagree (3)	Disagreed (2)	Strongly Disagree (1)	Don't know or not relevant
1	2	3	4	5	6	7	8
	are very much cooperative						
8	Transpiration facility is very good						
9	Quality of Electricity Supply is very good						
10	Rules and Laws are entrepreneur friendly						
11	Raw Materials are available in the Rural Areas						
12	Community People respect the self employment initiative						
13	Formal education is most essential for entrepreneurship dev						
14	I shall suggest my future generation to be employed in my enterprise						
15	I shall suggest my future generation to be self employed						
16	Due to risk factor it is better to be employed in a low salaried job						
17	Insurance services is adequate						
18	Services of the Bank is very good						
19	Easy to get entry in market with new product						
20	Self employment provides more incentive than salaried employment						

V. Procedures in Filling-up the Community Questionnaire

For filling up the community questionnaire it will be needed to go to a community, village or any focus group. If the community will be selected the whole Union will be covered under the community questionnaire. Therefore, for example Mohammedpur (west) Union is consisting of 18 villages. So, it is required to conduct the FGD in all villages.

First of all it is required to write the name of the community/village/group under the project area. Then the project personnel will introduce themselves and take necessary information from the villagers as well as needs to inform the people about the activities to be conducted in respective Unions. After the orientation of the project, the project personnel will ask about the social condition (q.1), economic condition (q.2), magnitude of social justice (q.3), and political situation (q.4) one by one with some parameters like very good, good, not so good, bad and very bad. The frequency of all opinions should be recorded. All people's opinions should be taken with equal importance.

Then the people will be asked about the availability of common assets (q.5) in the respective villages. The assets are stated below:

Sl. No.	Common Assets		
1.	Kinder garten	24.	Social groups (<i>Samaj</i>)
2.	Primary school	25.	Govt. office
3.	High school	26.	Poultry Farm
4.	College	27.	Graveyard (for Hundu)
5.	Mosque	28.	Gas line Connection
6.	Moktab (Muslim religious pre education)	29.	Solar electricity
7.	Madrasha (Muslim religious education institution)	30.	Tipra Community (no.)
8.	Hindu Temple	31.	Brick Field (no.)
9.	Community Clinic	32.	Rice Mills (no.)
10.	NGO office	33.	Cattle farm (no.)
11.	Bazaar	34.	Poultry farm (no.)
12.	Open market (Weekly Hat)	35.	Hatchery (no.)
13.	<i>Dhigi/Khal/Beel</i> (common water body)	36.	Cable TV Connection
14.	Play ground	37.	Storehouse of Maize (no.)
15.	Deep tube well	38.	Ice-cream factory (no.)

16.	Graveyard (for Muslim)	39.	Bakery (No.)
17.	<i>Eidgah</i> (Common place for yearly two festivals)	40.	Commercial Fish Farm (no.)
18.	Hindu households (no.)	41.	Mobile phone network tower (no.)
19.	Buddist households (no.)	42.	Marriage register office (no.)
20.	Christan households (no.)	43.	Other social assets (please indicate the name....)
21.	Community club		
22.	Women's club		
23.	Cooperative society		

Then the people will be asked about the situation or issues happened during last one year (q.6). Some information may be available in Union Parishad level but the opinion of peoples should be given emphasis. The situations/ issues are mainly:

Sl. No.	Situations/issues		
1.	Early marriage of girls (less than 18 years)	16.	Major Crop damage
2.	Early marriage of boys (less than 21 years)	17.	House damage
3.	Dowry	18.	Shop damage
4.	Acid victims	19.	Remittance earner (Male)
5.	Violence against women	20.	Remittance earner (Female)
6.	Polygamy (More than one wife)	21.	Arsenic contaminated tube well
7.	Mother death during child birth	22.	Percent of drop out children from primary school
8.	Child death during birth	23.	Percent of drop out children from secondary school
9.	Both mother and child death during child birth	24.	Percent of household renting in of land
10.	Killing	25.	Percent of household renting out of land
11.	Road accident	26.	Multi-level marketing (MLM) business
12.	Unwanted death	27.	Drug addiction (<i>Gaza</i>)
13.	Social conflict (violence)	28.	Drug Addiction (<i>Yaba</i>)
14.	Flood	29.	Other Social Issues (Please specify)
15.	Cyclone		

Each and every village has some problems in rural areas of Bangladesh. Therefore, the people will be asked the problem problems facing among the villagers (q.7). The frequency of each problem will be recorded accordingly. The special emphasis should be given to the vulnerable groups. Finally (q.8) the people will be asked about how local youths can be involved themselves in employment and enterprises? The means and respective frequencies should be

recorded for prioritize the ways of youths involvement in employment and enterprise. Then thanking all respondents the FGD will be ended.

ANNEX E – LIST OF CBMS CORE POVERTY INDICATORS

Broad Areas	Indicator	Number
Demographic	<input type="checkbox"/> Number of Households <input type="checkbox"/> Number of Population <input type="checkbox"/> Average Household size <input type="checkbox"/> Sex Ratio (males per 100 females) <input type="checkbox"/> Percentage of HH in Different Religion <input type="checkbox"/> Age Structure of the population	06
Income Poverty	<input type="checkbox"/> Head Count Rate under Self Perception Method <input type="checkbox"/> Head Count Rate under Villagers perception Method	02
Health	<input type="checkbox"/> Infant Mortality Rate (per thousand live births) <input type="checkbox"/> Maternal Morality Rate (per thousand live births) <input type="checkbox"/> Percentage of households not using sanitary latrine <input type="checkbox"/> Percentage of tube wells contaminated by arsenic <input type="checkbox"/> Parentage of deliveries not by the Trained Birth Attendant or in health center	05
Education	<input type="checkbox"/> Net Enrolment Rate (Primary) <input type="checkbox"/> Net Enrolment Rate (Secondary) <input type="checkbox"/> Drop out Rate (Primary) <input type="checkbox"/> Drop out Rate (Secondary) <input type="checkbox"/> Literacy Rate (7 years and above) <input type="checkbox"/> Adult Literacy Rate (15 years and above) <input type="checkbox"/> Percentage of People having SSC or above qualification (15 years +)	07
Productive Asset (Land)	<input type="checkbox"/> Average owned land per households (acres) <input type="checkbox"/> Average operated land (acres) <input type="checkbox"/> % of HH involved in renting-in land <input type="checkbox"/> % of Households involved in renting-out land <input type="checkbox"/> Average rented-in Land (In acres) <input type="checkbox"/> Average rented out-land (In acres)	06
Productive Assets	<input type="checkbox"/> Percentage of households having oxen <input type="checkbox"/> Average number of oxen <input type="checkbox"/> Percentage of households having cows <input type="checkbox"/> Average number of cows <input type="checkbox"/> Percentage of households having goats <input type="checkbox"/> Average number of goats <input type="checkbox"/> Percentage of households having duck/poultry <input type="checkbox"/> Average number of Duck /Poultry	08
Housing	<input type="checkbox"/> Percentage of households having houses made of CI sheet or pucca building <input type="checkbox"/> Percentage of households having electricity	02

Broad Areas	Indicator	Number
Household Assets	<input type="checkbox"/> Having Tape recorder or Radio (% of HH) <input type="checkbox"/> Having Television (% of HH) <input type="checkbox"/> Having Mobile telephone (% of HH) <input type="checkbox"/> Percentage of households having Chair <input type="checkbox"/> Percentage of households having Cot <input type="checkbox"/> Percentage of households having Cupboard <input type="checkbox"/> % of households having Sewing Machine <input type="checkbox"/> Percentage of households having Table	08
Employment and Income	<input type="checkbox"/> Labour Force Participation Rate <input type="checkbox"/> Unemployment Rate <input type="checkbox"/> Under employment Rate <input type="checkbox"/> Child Labour <input type="checkbox"/> Per household per month average income (Tk.) <input type="checkbox"/> Per household per month average expenditure (Tk.) <input type="checkbox"/> Wage Rate	07
Access to Development Organisation and Credit Market	<input type="checkbox"/> Percentage of HHs involved in development organisations <input type="checkbox"/> Average number of people per HHs involved in development organisations <input type="checkbox"/> Percentage of HHs having taken loan <input type="checkbox"/> Average number of loanees in HHs	04
Vulnerability	<input type="checkbox"/> Nature of Crisis <input type="checkbox"/> Crisis Coping Mechanism	02

ANNEX F – OPERATIONAL DEFINITION OF THE CBMS CORE POVERTY INDICATORS

Income Poverty

Head Count : Count per person in a family

Self Perception: The person interprets their own overt behaviors rationally in the same way they attempt to explain others' behaviors.

Villagers Perception: The villagers interprets their own overt behaviors rationally in the same way they attempt to explain others' behaviors.

Poverty: Poverty is the inability of getting choices and opportunities, a violation of human dignity. It includes low incomes and the inability to acquire the basic goods and services necessary for survival with dignity.

Incidence of Poverty: This is the share of the population whose income or consumption is below the poverty line, that is, the share of the population that cannot afford to buy a basic basket of goods. Poverty incidence refers to the proportion of families or individuals with per capita income less than the per capita poverty threshold to the total number of families or individuals.

Basic Need: . Basic needs refer to the minimum standards for consumption and acceptable needs.

Health

Infant: The term infant is typically applied to young children between the ages of 1 month and 12 months; however, definitions may vary between birth and 2 years of age.

Live birth: Live birth refers to the complete expulsion or extraction from its mother of a product of conception, irrespective of the duration of the pregnancy, which, after such separation, breathes or shows any other evidence of life - e.g. beating of the heart, pulsation of the umbilical cord or definite movement of voluntary muscles - whether or not the umbilical cord has been cut or the placenta is attached. Each product of such a birth is considered live born.

Mortality Rate: The mortality rate is the ratio of the number of deaths during a given time period per 100,000 live births during the same time-period.

Infant Mortality Rate: Infant mortality rate is the ratio of the number of dead children less than one year of age during a given time period per 100,000 live births during the same time period.

Maternal Mortality Rate: The maternal mortality ratio (MMR) is the ratio of the number of maternal deaths during a given time period per 100,000 live births during the same time-period. A maternal death refers to a female death from any cause related to or aggravated by pregnancy or its management (excluding accidental or incidental causes) during pregnancy and childbirth or within 42 days of termination of pregnancy, irrespective of the duration and site of the pregnancy.

Sanitary Latrine: Sanitary latrine can refer to a toilet or a simpler facility used as a toilet,^[1] generally without bowl. It can be a communal trench in the earth in a camp, a simple pit, or more advanced designs, including pour-flush systems or ecological latrines. It promotes health through [prevention](#) of human contact with the [hazards](#) of [wastes](#) as well as the treatment and proper disposal of sewage wastewater.

Arsenic Contamination: The act of contaminating or polluting with Arsenic.

Trained Birth Attendant: A Trained birth attendant is an accredited health professional – such as a midwife, doctor or nurse – who has been educated and trained to proficiency in the skills needed to manage normal (uncomplicated) pregnancies, childbirth and the immediate postnatal period, and in the identification, management and referral of complications in women and newborns.

Health Centre: A health center or community health center is a [clinic](#) staffed by a group of [general practitioners](#) and [nurses](#). Typical services covered are family practice and dental care, but some clinics have expanded greatly and can include internal medicine, pediatric, women's care, family planning, pharmacy, lab, and more.

Employment and Income

Labor Force: The labor force is the actual number of people available for work. The labor force is not equal to the population, however, since there are usually people in a society who either don't want to work or are unable to work. Examples of these groups include full-time students, stay-at-home parents, and the disabled. Only individuals age 16 and older are counted in the potential labor force, and they are only counted in the labor force if they are actively working or have looked for work in the past four weeks.

Labor Force Participation Rate: The labor force participation rate is the ratio between the labor force and the overall size of their [cohort](#). In other words it is the percentage of working-age persons in an economy who:

- Are employed
- Are unemployed but looking for a job.

Unemployment: People are counted as unemployed in an official sense if they are in the labor force and not employed. More precisely, unemployed workers are people who are able to work, have actively looked for work in the past four weeks, but have not found or taken a job or been recalled to a previous job.

Under employment: Underemployment is defined as a situation where people are working fewer hours than they wish; e.g. workers desire like to work 40 hours a week, but the firm only gives them 30 hours. Underemployment may also refer to the fact workers accept jobs that don't utilize their skills.

Child Labor: The gainful employment of children below an age of 12 to 13 determined by law in Bangladesh.

Average Income: A measure of the amount of money that is being earned per person in a certain family in a certain month. It is used as a means of evaluating the living conditions and quality of life in different families in a village or an area.. It can be calculated for a family by dividing the family's income by its members.

Average Monthly Expenditure: A measure of the amount of money that is being expended per month in a certain family. It can be calculated as follows:

$$\text{Average Monthly Expenditure} = \frac{\text{Sum of Monthly Expenditures}}{\text{Number of Months}}$$

Wage: Payment for labor or services to a worker, especially remuneration on an hourly, daily, or weekly basis or by the piece.

Youth Employment

Youth: According to the National Youth Policy all Bangladeshi citizens aging 18-35 years shall be treated as youth.

Youth Labor Force: The Youth labor force is the actual number of people for the age group 18-35 available for work.

Youth Labor Force Participation Rate: The youth labor force participation rate is the ratio between the youth labor force and the overall size of their [cohort](#) (national population of the same age range). In other words it is the percentage of working-age youths in an economy who:

- Are employed
- Are unemployed but looking for a job.

Youth Underemployment Rate: The youth unemployment rate is reported as the percentage of the youth labor force that is counted as [unemployed](#). Mathematically, the youth unemployment rate is as follows:

Youth Unemployment rate = (Number of unemployed youth / Youth labor force) x 100%

Self Employment: Earning one's livelihood directly from one's own trade or business rather than as an employee of another. In other words it is the act of generating one's income directly from a consumer as opposed to being an employee of a business (or person).

Family Enterprise: A family enterprise is a [business](#) in which one or more members of one [family](#) have a significant ownership interest and significant commitments toward the business' overall [well-being](#). It is a corporation that is entirely owned by the members of a single family.

Youth Employment Rate outside the Country: The youth employment rate is reported as the percentage of the youth labor force that is counted as [employed](#) outside the country. Mathematically, the youth employment rate outside the country is as follows:

Youth Employment rate outside the country

= (Number of Employed youth outside the country / Youth labor force) x 100%