

DATA INITIATIVE 2009

INSTRUCTIONS FOR THE INTERVIEWERS

Thank you for working with Caucasus Research Resource Centers. We represent a non-profit independent research center which is a program of the Eurasia Partnership Foundation in /country/. “Data Initiative” is our annual survey which helps better understand people’s opinions and conditions in the country.

In addition to the instructions provided in DI 2009 questionnaire, this documents gives you more information about the goals of the questions we ask the respondents, as well as the rules of sampling the household and the respondent to be interviewed. It is very important to follow all these instructions, because they help us ensure the reliability of the results.

1. INSTRUCTIONS ON SAMPLING HOUSEHOLDS and RESPONDENTS

Armenia and Georgia:

You will be provided with the list of sampled households, with clear identification of the address of the dwelling where the household lives, or (in the rural areas, or in other cases where the address is not available) the name of the head of the household. Please visit the listed households, introduce yourself and the survey using the text provided in the Cover sheet of the questionnaire, and proceed with the interview.

In case if the dwelling was closed, or the interview was not conducted for any other reason during your first visit to the household (except the cases when the household refused to participate), you are required to visit the household for **up to three times** before you register non-response. All these attempts should be documented in the Cover sheet (variables **V6**, **V7**, and **V8**; as well as variable **NR1**, in case if the first visit to the household did not result in the completed interview; variable **NR2**, in case of the second visit did not result in the completed interview).

Kish Table should be used to select the adult household member for the interview. Please follow carefully the instructions in the Cover sheet. Failure to do so may result in disqualification of the questionnaire, so, please, be very attentive.

However, if the household (or the selected respondent) refuses to participate, **Non-Response Form** (in the end of the Cover sheet) should be filled. The same Form should be filled in case if the interview has not been conducted for any other reason, after all required visits have been made. **You are not allowed to substitute the sampled household with any other household**, as well as **you are not allowed to substitute the sampled respondent with any other respondent**.

Azerbaijan:

[INSERT HERE INSTRUCTIONS TRANSLATED FROM RUSSIAN]

2. INSTRUCTIONS ON THE QUESTIONNAIRE

General Requirements

The Data Initiative 2009 questionnaire consists of 8 sections, out of which 5 are Core sections and 3 are rotating sections. In addition, Interviewer Assessment Form is located in the end of the questionnaire. The questionnaire also has a separate Cover Sheet; **Non-response form** is a part of the Cover sheet.

Please make sure to use a pen while filling the questionnaire – we will not accept the questionnaires filled with a pencil.

Throughout the entire questionnaire, the text of questions (i.e., the text you are addressing the respondent with) is printed in **bold, non-capital letters**. You are required to read the text of all questions, using **exactly the same wording** as the wording used in the questionnaire, with all the respondents you are interviewing during the fieldwork. You are not expected to memorize the questions, feel free to read each of the questions from the questionnaire.

We named the sections of the questionnaire, however, since the section names are printed in capital letters, you should NOT read out these to the respondents. Instead, please do read out the introductory and/or concluding sentences printed in **bold, non-capital letters** in the end and/or in the beginning of each section. The section names printed in capital letters are for you to facilitate the process of the interview.

We never test the respondents, examine their knowledge, or try to evaluate them in any sense – all we want to learn is their opinion, so please, don't try to assist them in any way during the interview, just make sure you do your best to record their opinions. And never be judgmental – you are there to listen to the respondent and to help him/her express his/her opinion, whatever this opinion is.

Respondents should not be looking into the questionnaire at any time before, during, or after the interview. They have to listen to the questions posed by you, and answer them. You can repeat the question if the respondent asks you to, using **exactly the same wording** as in the questionnaire; no changes in the wording are permitted under any circumstances. In case if you have comments in respect to the wording provided in the questionnaire, feel free to communicate this to your fieldwork supervisor, or to CRRC country office; or to make notes in the margins of the questionnaire; during the 2009 fieldwork, however, no change in the wording of the questions is allowed, and each questionnaire should be filled according to these instructions.

To repeat, make sure that the respondent **does not look into questionnaire** – a respondent should not be able to read what is printed in the questionnaire. In order to make sure that the respondent can not look into questionnaire, make sure to be in a position during the interview so that your respondent is not able to do so.

You are **not** allowed to explain any of the words used in the questionnaire by yourself, even when you feel totally confident to do so, except for the cases when you are allowed to do so according to these Instructions. In all other cases, whenever the respondent does not understand the question, slowly repeat the question, using the same wording, but don't try to explain anything. This is very important to ensure comparability of the results.

Whenever you see underlined words in the text of questions, please stress these words while reading out this question.

There are detailed instructions in the questionnaire, explaining what you are expected to do in respect to most of the questions. These instructions are printed with capital letters and start with **[INTERVIEWER!]**. DO NOT ever read out loud instructions for interviewers during the interview, since they are for you, not for the respondent; but make sure to closely follow them. Failure to follow these instructions may result in disqualification of the questionnaire you've submitted.

Throughout the questionnaire, either numbers or letters of the Latin alphabet are used to code respondents' answers. Numbers are used in the majority of cases, but in a few cases (when necessary because of data entry reasons) Latin letters are used instead of numbers. You should work with the letters exactly the same way you work with numbers, i.e., just circle the code (or codes, when applicable) corresponding to the respondent's answer(s).

Through the questionnaire, use code '98' for "Don't know" and code '99' for "Refuse to answer", except when noted otherwise. These options are not, and should not be known to the respondents.

When we want the respondents to actually see the options, we are providing a CARD which you will have to hand and let them keep until they choose answer (or answers) corresponding to their opinion.

Whenever we say, "SHOW CARD ...", you are expected to show the card with the corresponding number to the respondent. You may, in addition, read out the options typed in this card, in case if the respondent asks you to do so. Remember, however, that options "Don't know" and "Refuse to answer" are never in the cards, and option "Other" appears in the cards only in exceptional cases, and you should never read these options out when they are NOT on the card. You are not, under any circumstances, allowed to change anything or add anything to what is typed in the card. This is crucially important for the reason of comparability of the results throughout the several thousand interviews to be conducted in terms of DI 2009.

Whenever using a CARD, you have to make sure that the respondents read all options listed in the CARD, and answer the question only after that. Do not accept a respondent's answer until s/he has read all options provided in the CARD.

You will be provided with only one copy of the SHOW CARDS. Please make sure that none of the respondents writes or circles anything on the CARDS, because the CARDS are for use by all the respondents you will be interviewing, and every time you hand a CARD to a respondent, it has to be clean and without any notes on it.

Whenever the instruction says "READ OUT", you are expected to read out the options provided, **except** options "Other," "Don't know" and "Refuse to answer". Make sure to read all options provided before you accept the respondent's answer. In most cases, whenever the instruction says "READ OUT", you can accept only one answer. However, make sure to follow the instructions printed in the questionnaire, and accept as many options as allowed in respect to each of the questions. Failure to follow this instruction may result in rejecting the questionnaire you have submitted.

Throughout the questionnaire, we have introduced arrows in the Tables, which show you the direction in which each of the Tables should be filled. Please make sure to follow these arrows.

Whenever a question asks for a specific NUMBER (e.g. number of household members), we are looking for a certain number, not an interval. If an interval is provided as a response (e.g., 12-15 years of schooling), ask the respondent to give one number, even if it is approximate. You **can not** record any interval in the questionnaire.

Whenever you see: /country/, printed in the questionnaire, name the country where you are conducting the interview, no matter what the language of the questionnaire is.

COVER SHEET

Variables **V1** through **V4** on the first page of the Cover sheet will be filled by the supervisor. Please fill in your personal code in **V5**, and, as the fieldwork proceeds, fill in **V6**, **V7**, and **V8**, as necessary. However, if the interview has been completed after the first visit to the household, please fill in **V6** only, and **DO NOT** fill **V7** and **V8**. Similarly, if the interview has been completed after the second visit to the household, **V6** and **V7** should be filled, but **V8** will be empty. **ONLY** in cases when three visits to the household were necessary, all these variables (**V6**, **V7**, and **V8**) should be filled in.

Please make sure to memorize the introduction, explaining the goals of the survey and asking the household to participate, ensuring confidentiality of the respondent's answers.

It is extremely important that the **definition of household**, applied in terms of this survey, is well understood both by you and by the household member you are talking to. This definition is provided on page **2** of the Cover sheet: "household" is composed of people presently living together most of the time, regardless of their legal place of residence, **AND** who share income and expenses. Thus, this definition excludes those family members who currently live abroad, or somewhere else in the country. While counting the number of household members in **V9**, the household member should **NOT** take into account those members of the family who currently do not live in the same dwelling, even if these are very close relatives (e.g., spouse; parents; etc.). On the other hand, all members of the household currently living in this dwelling, **including** the household member you are talking to, the elderly, small children **AND** infants (if any), should be taken into account while counting the number of household members – as long as these members currently live in this dwelling.

Questions **V10a** and **V10b**, as well as the following Tables on pages **2 and 3** of the Cover sheet, serve to select the household member who will be interviewed – i.e., the respondent. Please follow the instructions provided in the Cover sheet. In the last column of Table **V10**, make sure to code the selected household member. Otherwise, the questionnaire may be disqualified.

In case if the interview has been completed after the first visit to the household, **Non-Response Form** on **pages 4-5** of the Cover sheet should **NOT** be completed. Otherwise, this form should be completed according to the instructions provided.

QUESTIONNAIRE

Make sure to copy **Country code / Household identification number** from the Cover sheet of the questionnaire. This is your responsibility, NOT the supervisor's responsibility.

Please make sure to be seated in a reasonably quiet and comfortable room. Please make sure that only the selected respondent is present. In case if this is not possible, you will be asked to report on this in the end of the interview; however, please do your best to make sure that only you and the respondent are present during the interview. Once you and the respondent are seated and comfortable, and the language of the interview is determined and marked under question **L1** of the Cover sheet, start the interview. Record the date of the interview (question **T1**) and time at which the interview started in the space provided (question **T2**). DO NOT ever postpone recording the time when the interview started, you will most probably not be able to remember exact time after you finish the interview.

Section M: NEWS MEDIA

As mentioned before, you are required to read out the text of questions that is printed in **bold non-capital letters**. Hence, DO NOT read out the name of the section, but start with the first sentence that follows immediately after the section headline.

In this section, we are only interested in the news media, i.e. respondent's sources of information about the current events in /country/. Although the respondent may be watching a wide range of TV programs, we are not interested in any other type of TV programs.

Section N: SOCIAL NETWORKS

Question N4

We mean here borrowing money from a private person, NOT a bank or any kind of financial institution.

Questions N7 – N10

In these questions, we are interested whether respondent's family member or close relative currently works for any of these organizations, **no matter** what position this person may have. We are only interested in the fact of working for any of these organizations, performing any type of job there – the answer should be “Yes” (code “1”) no matter whether the respondent's family member or close relative works as the head of administration or as a driver.

In case if the respondent him/herself works for any of these organizations, please circle code “1” (“Yes”).

Question N7

By “local government”, we mean the governing bodies of either village, town, city, or region – any type of government **except** the national (central) government which administers country-wide. You are allowed to explain this to the respondent, using the definition provided in the beginning of this paragraph.

If the respondent's close relative works for the village council, the answer to this question should be “Yes” (code “1”). The same should be the case if the respondent's close relative works for mayor's office of a big city, or for mayor's office in the capital.

Section J: EMPLOYMENT

Question J2

When speaking about a job, we mean not only official employment based on a written contract with an employer, but any type of job done by the respondent, including unofficial arrangements, for which he/she is being paid. Self-employment is also considered as a form of employment in this context, because a self-employed person is working and getting income. Hence, pretty traders, for example, are considered as the ones having a job, as well as those who are self-employed in agriculture and are getting income after selling the products they produce.

Question J3

In cases where the respondent has several jobs, ask this question about the primary place of employment only. Normally, this is the place of employment where s/he earns most; alternatively, it can also be the one which is most stable or which is considered permanent. It is for the respondent to decide which of his/her jobs is the primary one. Only one answer can be accepted here.

Please also note that both categories for self-employed ('1' and '2') include those whose major occupation is working on a land plot, whether it's their own or not.

By "local" business in options '3' and '4', we mean business that operates within the borders of the given country, or even the region/city, as opposed to "international" business.

Question J9

In this question, we are interested in the so called "net" income, i.e. the factual income of the respondent.

Questions J10

This includes so called "instant credit" or "payment plan" offered at shops when one buys durables, furniture, etc.

Section P: POLITICAL VIEWS

Question P2

"Domestic policy" applies to the political events of the country, reflecting political developments countrywide (Parliament, Executive Government, Ministries). These events are not related to international affairs, and are rarely focused on the issues of local importance.

Question P3

"Local policy" applies to the political events that reflect political developments in a given region, or the settlement of the county (e.g., Major's decisions). These events have, as a rule, only local significance.

Question P4

In this question, you are required to rotate the institutions in each interview – i.e., start interview #1 from the institution #1 (Army); start interview #2 from the institution #16 (United Nations); start the interview #3 with the institution #1 again, start interview #4 with the institution #16, and so on. Rotation code **SHOULD** be provided in all questionnaires.

Questions P6a and P6b

Don't read out the options provided in the questionnaire – the respondent should answer the question without any help from your side.

Section D: RESPONDENT'S CHARACTERISTICS

Question D1

You should not read out the options provided in the questionnaire. Only one answer can be accepted for this question.

In Georgia, if the respondent answers “Mingrelian” or “Svan”, circle “Georgian” (code ‘3’), since ethnically Mingrelian and Svan are not different groups.

Question D2

In Georgia, if the respondent answers “Mingrelian” or “Svan” language, circle “other language” (code ‘6’).

Question D3

Write here the number of academic years the respondent was involved in the formal education (number of years spent by the respondent in academic institutions), starting from the first grade of elementary school and up to the highest level of education s/he has completed.

In cases where there was an interval in the process of education, this interval should not be taken into consideration. For example: If the respondent has completed 9 years in a secondary school and then 3 more years in a “technical” school, then the answer will be $(9+3=)12$ years. If a person has studied for 11 years in a secondary school in 1989-1990, and continued to study at the university immediately after finishing school for 5 more years in 1990-1995, total number of years spent on education for this person is $(11+5=)16$ years.

If, on the other hand, a person has studied for 11 years in a secondary school in 1989-1990, then started to work, and after 4 years of work entered the university where s/he has studied for 6 years in 1994-2000, the total number of years spent on education should not take into account the interval of 4 years, when this person was working and was not studying; rather, total number of years spent on education for this person is $(11+6=)17$ years.

For a person who has studied for 11 years in a secondary school, continued to study at the university immediately after finishing school for 5 more years, and then attended a post-graduate program for 4 more years, total number of years spent on education is $(11+5+4=)20$ years.

You are expected to record here only **the sum of years** spent on education, not how this time was divided between secondary and post-secondary education.

In this question, we are only interested in number of years the respondent was attending formal educational institutions, no matter whether the respondent got the degree or not.

Please note, you **can not** write an interval here (e.g., 10-12 years) – you should write one number, which reflects number of years the respondent spent on education.

Question D4, Table D4

This table has to be filled **row by row**. Accept one answer per row. Circle code ‘1’ if the respondent does not have any basic knowledge in the respective subject/field.

Question D14

What we mean here is respondent’s identification with any of the religions, not official membership.

Question D16

By “religious services,” we mean formal religious services (ceremonies).

Section A: HOUSEHOLD PASSPORT

Definition of the household: Please repeat the definition of the household used throughout this interview. According to this definition, there are two necessary conditions that constitute the household in terms of this survey:

- 1) people presently living together most of the time, and
- 2) people sharing income and expenses.

Only when **both** conditions are met, we speak about a household. If ANY of these two conditions is not met, than it is NOT a household.

Question A1

Please note, current migrants (household members who don't currently live in the household, and have not lived there for at least 3 months) are not considered as members of household. Here, we are only interested in people who live in the household at the time of the interview, or have been away for less than 3 months, and who will be back within 3-month period.

There might be cases that the household you are interviewing is economically closely related to another household, but these households don't live together (the most "classical" example are students living in a big city and supported by their parents living in a rural area). In terms of our survey, these are two different households, either permanently or temporarily, because they don't presently live together all the time.

Questions A1 – A10_H

Responses to these questions are recorded in **Table A1** (page 34), under respective columns. This Table has to be filled **row by row**. No household member who is not currently living in the household and has been away for more than 3 months, can be recorded in this Table.

First, fill information about the respondent in the first row of **Table A1**. In the questionnaire, questions about the respondent end with capital letter "R" (e.g., A3_R; A4_R, etc., through question A10_R). Similar questions about all other household members end with capital letter "H" (e.g., A3_H; A4_H, etc.); these questions are to be asked only **after** all questions about the respondent are already answered (the first row of **Table A1** is completely filled). If the household you are interviewing consists of one person, you will ask only questions ending with capital letter "R". If the household you are interviewing consists of more than one person, you will have to ask one by one all questions ending with capital letter "R" first, and only once through the interview, and then, after the first row of Table A1 is filled, ask one by one all questions ending with capital letter "H", about all other household members.

While filling this Table, carefully follow the instructions and make sure you ask the questions in the correct order. Do not jump between columns even if the respondent offers answers in a different order. Rather, ask him/her to stick with the order in which you ask questions; explain to the respondent that it's very important for you to follow the order of the questions printed in the questionnaire.

CARD A2

There is no code '1' in this card, because, as mentioned in the questionnaire, the respondent is pre-coded in the **Table A1**. The CARD starts with code '2', and this is NOT a mistake.

Question A4

We have a CARD (CARD A4) for this question, but this card should be used **only** after you are absolutely convinced that the respondent can not remember the year of birth of the household member. Make sure you probe in order to get the year of birth, and use this CARD only after that.

Question A6

By “Incomplete secondary education” (option 3) we mean the situation that the person is at middle- or high school, but has not finished the program yet. Similarly, by “Incomplete higher education” (option 6) we mean the situation that the person started to study at a higher educational institution, but has not finished the respective program yet.

By “Completed higher education” (option 7) we mean any post-secondary / university degree, be it “Specialist,” “Bachelor,” or “Master.” This is, however, different from “Post-graduate degree” (option 8), which is equivalent to either *kandidat nauk* or *doctor nauk*.

Question A7

This question should be asked only about those household members who are of the age of 14 or older, since we don't expect children under 14 to be employed and bringing home monetary income. Hence, please check Column A4 of **Table A1** and ask question **A7** only in cases when the year recorded is up to 1995. **Do not** ask this question if the year recorded in Column A4 is between 1996 and 2009 – leave the respective cell of Table A1 empty.

By “employed” we mean not only official employment based on a written contract with an employer, but any type of job done by the household member, including unofficial arrangements for which the person is being paid. Self-employment is also considered as a form of employment in this context, because a self-employed person is working and getting income. Hence, pretty traders, for example, are considered employed, as well as those who are self-employed in agriculture and are getting income.

Those in the military service are considered employed only if they are contracted. If they are performing mandatory military service, they are NOT considered employed.

Question A8

We are interested in the length of occupation of the respondent at any job s/he might have had, including self-occupation.

Question A9

This question should be asked only about those household members who are of the age of 16 or older, since we don't expect children under 16 to be married. Hence, please check Column A4 of **Table 1** and ask question A9 only the cases when the year recorded is up to 1993. **Do not** ask this question if the year recorded in Column A4 is between 1993 and 2009 – leave the respective cell of the Table empty.

Please note that we use several categories for “married” in the respective card (CARD A9), and we would like the respondents to tell us how exactly they or their household members have been married, so don't accept answer “married”; instead, ask them to choose one of the options related to “married”: ‘2’, ‘3’ or ‘4’.

Option ‘7’ in this CARD (“Separated”) means that the couple has been married earlier (either by state marriage or by religious ceremony, or by both), but decided to separate, i.e. not to live together any more; separation is not a divorce yet, and the couple may get back together again, but at this point they are not *de-facto* married (although they may still be married by law). They do not comprise one household and don't share income and expenses.

Please note that married couples may be living separately (e.g., one of the spouses is a migrant), but as long as they consider being married and share income and/or expenses, they are considered married.

Section C: HOUSEHOLD ECONOMIC CONDITIONS AND BEHAVIOR

Question C1

By “owner” (option ‘3’), we mean that this cannot be a household member.

There may be cases when the state is the owner of the apartment (i.e., the apartment is not privatized yet); or the dwelling may be owned by a company the respondent works for. In such cases, circle code ‘4’.

Questions C2-C4

Please note that questions C2 through C4 are about public utilities provided by the municipality. These questions are not about individual supply systems that people may have installed in their houses or apartments at their own expense. By “connected” to any of these services, we mean whether the household is technically connected to this service, no matter whether the household uses this service or not.

Table C2 should be filled column by column.

By asking “owe money” (Column C4), we mean owing money AFTER the grace period has passed. In case if the household has to pay for, e.g., water supply for the past month, but has 5 more days to make their payment, this is not considered owing money.

Questions C8a, C8b, C8c, Table C8

Ask about the items line by line and fill the table row by row; write the code corresponding to the respondent’s answer in respect to each item; record the number of items owned by the respondent’s household, and write the year the newest of these items was purchased for all items owned by the household.

We are only interested in items that are in normal working order, and are used by the household, so if the household owns, for example, a refrigerator which does not work, but still stands somewhere in the house, this is marked as code ‘2’ (“No”), and we do not ask further questions about it.

When filling **Table C8**, please note that it does not matter whether the purchased item was used or new, or whether it was purchased with cash or with credit, or whether the credit is paid off in full. All we are interested in is whether the household owns the item or not, and if yes – since when.

There may be cases, however, when the household did not purchase an item, but received it as a gift, or got it as a result of an exchange. In such cases, use code ‘9997’.

Question C10

This question is based solely on the perception of the household. It does not matter if the household consumes meat every day – if they still think they don’t get enough meat and are forced to limit consumption, then it should be recorded accordingly (and vice versa).

If, however, the household does not consume certain type of food at all (e.g., they are vegetarians and never eat meat), use code ‘97’ in respect to the type of food the household does not consume.

We are not asking here whether the household consumes products that are purchased, or they grow these products themselves – for this question, it does not matter where the products come from. We want to know whether the households feel they limit consumption of these products or not.

Question C11a

We ask here about any type of monetary savings the household might have, including cash at home, bank account, etc. We don’t specify the amount, “savings” are any money that the family has put aside and is not intended to spend for a certain period of time.

Question C11b

In case if the household member(s) were allowed to get food in a neighborhood grocery store without paying money right away, so that they can pay for it a few days or even a few weeks later, this is also considered as a debt in terms of this question.

Questions C12

This question refers to the sources of the household's total annual income. No empty cells are allowed in Table C12.

Questions C14 and C15

These questions are about the total monthly income and total monthly spending of the entire household, not about the personal income and spending of the respondent involved in the interview. Hence, the respondent is asked to calculate income and spending of all members of his/her household.

Questions C22 and C23

These questions are also solely based on respondents' perceptions and only refer to their evaluation of the economic standing of the households, not their educational, social or any other standing.

Question C25

This question asks about income that, according to the respondent, would secure a normal life for his/her household. We do not define what "normal" means – in this case, we allow the respondents to imply their own understanding of a "normal" life (although we don't ask them to explain this understanding to us).

Question T3

At the end of the interview, record the time the interview ended under **T3**.

INTERVIEWER ASSESSMENT FORM**Questions W1-W11**

Make sure to fill this form immediately after finishing the interview.

In case you have additional comments/considerations, feel free to use extra paper to communicate them to the fieldwork supervisor, or to CRRC /country/ office.

Attention!

**In case of any difficulties encountered in the process of fieldwork,
please contact your fieldwork supervisor:**

[NAME]

Tel.: XX XX-XX-XX

* * *

Thank you very much for working with CRRC-/country/. We are looking forward to receiving high quality questionnaires from you.

Fell free to contact CRRC-/country/ office in case of any difficulties, problems, unexpected situations:

Contact person:

[NAME]

Tel.: XX XX-XX-XX

E-mail: xxxxxxxxxxxx