USER GUIDE: USAID POVERTY ASSESSMENT TOOL FOR **PHILIPPINES**

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This document is intended to guide users on the proper use of the USAID Poverty Assessment Tool (PAT) for the Philippines. A copy should be given to each interviewer during the training, and it should be reviewed thoroughly by all those involved in the interviewing process, including those who will be doing the quality control and data processing.

This PAT survey is divided into 3 sections with *Interviewer Instructions* spread throughout. The sections are:

- *Client Information* *(page 3)*
- *Quality Control Checks Box* *(page 4)*
- *Household Questionnaire* *(page 5)*

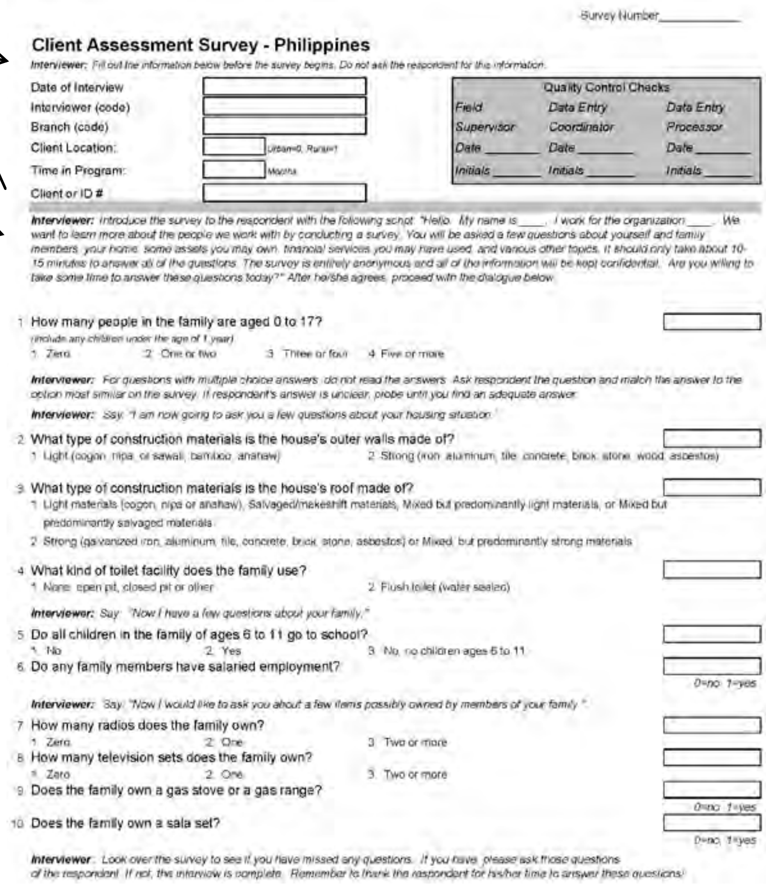
The next page outlines each of these sections on the Philippines PAT. The remainder of the guide contains detailed information on each section including information on asking questions, recording answers, beginning and concluding the interview, and general interviewing procedures and techniques.

The Philippines PAT was created by USAID in consultation with the Grameen Foundation. Data from the 2004 Annual Poverty Indicators Survey (APIS) was used to develop the PAT, which closely replicates the results of the APIS using 10 carefully chosen, statistically derived indicators.

For more information on, or to download, the PAT Surveys, Data Entry Templates, or other implementation materials, see www.povertytools.org.

Interviewer Instructions
*These are throughout the survey, indicated by "**Interviewer:**"*

Client Information
Includes "Survey Number" at top right



Survey Number___________

Client Assessment Survey - Philippines

Interviewer: *Fill out the information below before the survey begins. Do not ask the respondent for this information.*

Date of Interview
Interviewer (code)
Branch (code)
Client Location: Urban=0, Rural=1
Time in Program: Months
Client or ID #

Quality Control Checks		
Field Supervisor	*Data Entry Coordinator*	*Data Entry Processor*
Date ______	*Date* ______	*Date* ______
Initials ______	*Initials* ______	*Initials* ______

Interviewer: *Introduce the survey to the respondent with the following script: "Hello. My name is ____. I work for the organization ____. We want to learn more about the people we work with by conducting a survey. You will be asked a few questions about yourself and family members, your home, some assets you may own, financial services you may have used, and various other topics. It should only take about 10-15 minutes to answer all of the questions. The survey is entirely anonymous and all of the information will be kept confidential. Are you willing to take some time to answer these questions today?" After he/she agrees, proceed with the dialogue below.*

1 How many people in the family are aged 0 to 17?
(include any children under the age of 1 year)
1. Zero 2. One or two 3. Three or four 4. Five or more

Interviewer: *For questions with multiple choice answers, do not read the answers. Ask respondent the question and match the answer to the option most similar on the survey. If respondent's answer is unclear, probe until you find an adequate answer.*

Interviewer: *Say: "I am now going to ask you a few questions about your housing situation."*

2 What type of construction materials is the house's outer walls made of?
1. Light (cogon, nipa, or sawali, bamboo, anahaw) 2. Strong (iron, aluminum, tile, concrete, brick, stone, wood, asbestos)

3 What type of construction materials is the house's roof made of?
1. Light materials (cogon, nipa or anahaw), Salvaged/makeshift materials, Mixed but predominantly light materials, or Mixed but predominantly salvaged materials
2. Strong (galvanized iron, aluminum, tile, concrete, brick, stone, asbestos) or Mixed, but predominantly strong materials

4 What kind of toilet facility does the family use?
1. None, open pit, closed pit or other 2. Flush toilet (water sealed)

Interviewer: *Say: "Now I have a few questions about your family."*

5 Do all children in the family of ages 6 to 11 go to school?
1. No 2. Yes 3. No, no children ages 6 to 11

6 Do any family members have salaried employment?
0=no 1=yes

Interviewer: *Say: "Now I would like to ask you about a few items possibly owned by members of your family."*

7 How many radios does the family own?
1. Zero 2. One 3. Two or more

8 How many television sets does the family own?
1. Zero 2. One 3. Two or more

9 Does the family own a gas stove or a gas range?
0=no 1=yes

10 Does the family own a sala set?
0=no 1=yes

Interviewer: *Look over the survey to see if you have missed any questions. If you have, please ask those questions of the respondent. If not, the interview is complete. Remember to thank the respondent for his/her time to answer these questions!*

Quality Control Checks Box

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

General Instructions

Except where noted, **all** the information on the survey form must be completed and entered into the data processing software, or that record/interview will not be included in the poverty calculation. Thus, it is extremely important that all interviewers are sufficiently trained, have an opportunity to practice applying the questionnaire, and will ensure that each survey is complete and legible before leaving the interview.

For most USAID Poverty Assessment Tools, the unit of measurement is the 'household', which may include more than just the immediate family. However, the Philippines PAT is based on the Annual Poverty Indicators Survey conducted by the Government of the Philippines, which used the 'family' as the unit of measurement. Thus, you will see that the questions ask about the "family" and not the "household." Only family members who usually reside at the home should be included.

> **Interviewer Instructions –** In numerous locations throughout the survey, instructions are included for the interviewer. These instructions are in *italics* and are preceded by "Interviewer" in bold letters. The portions of the instructions enclosed in quotation marks are recommended phrases to be read to the respondent. They usually introduce a new section. Other instructions are NOT to be read but are for the interviewer's information.
>
> For the purpose of this guide, we will provide additional information on Interviewer Instructions as they appear throughout the survey.

Client Information

Complete the top section of the questionnaire with the appropriate information before beginning the interview. Most of the information in this section can usually be taken from the program records (MIS), and should be filled out prior to the interview, whenever possible.

"Survey Number" –Each questionnaire **must** have a **unique** survey number that is written on each page of the survey (in case pages become separated) before the interviewer goes into the field. It is essential for each survey to have its own, unique number, with no repetitions, in order for the data cleaning and analysis to function properly. Sequential numbering (001, 002, 003…) is recommended and additional coding can be included, if desired, to help identify when and where an interview took place. For example, the first 2 digits of a survey number could represent the year in which the interview was done, the second 2 digits could represent the branch number, and the final 3 digits could be the sequential numbering system. With such a design, survey number "0711001" would indicate that it was administered in the year 2007 to a client of Branch 11 and that the respondent was number 1 (001) on the list.

"Date of Interview" – (optional) Record the date of the interview. This is useful for tracking the survey process, including having the option of comparing results from different time periods.

"Interviewer (code)" – (optional) A unique numerical code should be assigned to each interviewer before the interviewing process begins. During the quality control process, it is helpful to know which interviewers are making mistakes so that it can be brought to their attention, and additional training can be provided, as needed.

“Branch (code)” – (optional) This number identifies the branch to which the respondent belongs. This can be useful for tracking the forms and also allows for comparison of branches if one is doing additional data analysis.

“Client Location” – The determination of the respondent’s status as either urban or rural should match the definition used by your country’s national statistics office for classifying the population.

“Time in Program” – (optional) This is the amount of time in months, not years, the respondent has been involved in the program according to your records. If the information is not available, the respondent may be asked. If the response is given in years, then translate that into months. Do not include periods of time when the respondent was not a client (if they left the program and came back). This field can be used when doing additional analysis, for example, comparing client attributes by amount of time in the program.

“Client or ID #” – (optional) Use the same client identification number that you use in your client records (MIS). Some organizations create unique ID numbers, while others use the client’s national ID number. This can be used to help verify that the correct respondent is interviewed. The Client ID number is used instead of the respondent’s name in order to maintain confidentiality. However, to ensure complete confidentiality, the ID number can be crossed out (made illegible) once the Sampling and Survey Tracking Coordinator has confirmed that the proper respondent was interviewed.

Quality Control Checks Box

This is to be completed as follows:

- The Field Supervisor signs and dates it while still in the field, after he/she has reviewed the survey for missing, illegible or inconsistent answers.
- The Project Manager or Sampling and Survey Tracking Coordinator signs and dates it at headquarters after confirming that the survey is properly completed and that it is consistent with the sampling plan.
- The Data Processor signs and dates it to confirm that he/she was able to enter the data into the database accurately and completely. If doing double data entry to minimize data entry errors, then both data processors should sign and date the survey form once they have finished entering the data.

Interviewer Instructions – Introduce the survey. The introduction printed on the original PAT survey is recommended; your team will have customized the introduction for your location and cultural appropriateness. The introduction should include the following components:

1. Introduction of yourself (the interviewer)
2. Request to speak to the client / beneficiary to be interviewed
3. Description of the survey's purpose and how long it will take
4. Request permission to conduct the interview
5. Ask client / beneficiary if they have any questions

Intro Parts 1-3: Many PAT implementers have reported that the initial client approach and introduction are the most important parts of the interview so be sure to be clear and courteous and to respect all appropriate cultural norms.

While introducing the survey, be sure to describe the purpose of the survey as agreed upon by the survey team and supervisors. While it is important to be honest and open with respondents about the purpose of the survey, giving too much detail could bias their responses. If respondents think that their answers will have an impact on their program participation (which they do NOT), they may try to give answers that make them look more or less poor. It is usually sufficient to let respondents know that you are 'trying to learn more about our clients.'

Also understand that the poverty assessment survey uses a limited number of questions to estimate which households are below the extreme poverty line, but it does not try to capture 'all' assets or dimensions of poverty. This is why it may seem at times that specific questions are not 'good' indicators of poverty, or that other questions that seem to be good indicators of poverty do not appear on the survey. It is the specific *combination* of questions that predicts a household's wealth status.

Intro Parts 4 & 5: Asking permission to proceed with the survey and answering any questions are important for building trust with the respondent.

Household Questionnaire

1. "How many people in the family are aged 0 to 17?" (include any children under the age of 1 year) **–** Be sure to probe to ensure that the respondent includes everyone in that age range. If the respondent hesitates or does not seem confident, then an option would be to ask the respondent to list all of the family members under the age of 18.

Interviewer Instructions – For questions with multiple choice answers, do not read the answers. Ask respondent the question and match the answer to the option most similar on the survey. If respondent's answer is unclear, probe until you find an adequate answer. Reading out the answer options is a LAST RESORT. If it comes to the point where reading is necessary, say: 'I am going to read to you a list of several options. Please do not answer until you have heard all of the options.'

Say: "I am now going to ask you a few questions about your housing situation."

2. **“What type of construction materials are the house’s outer walls made of?” –** Choose whether the material(s) mentioned in the response matches the “light” or “strong” category. If more than one material is used, then probe to determine which material is most used in the walls, and mark the appropriate category.

3. **“What type of construction materials is the house’s roof made of?” –** Similar to the preceding question, indicate whether the house’s roof is made mostly of “light” or “strong” materials.

4. **“What kind of toilet facility does the family use?” –** If the respondent’s family has a flush toilet (water sealed), then mark response option ‘2’. For pit toilets, other types of facilities, or no toilet, mark response option ‘1’. A “flush toilet (water sealed)”, as the name implies, is the type of toilet where after water is flushed or poured into the bowl, a small amount of water is left in the bowl and seals the bottom of the bowl from the pipe leading to the depository. Examples of this are flush type with septic tank (commonly known as poso Negro) or pour-flush type connected to a pit. For any other type of toilet facility, use response option ‘1’.

Interviewer Instructions – Say: "Now I have a few questions about your family." Transition to questions about the family members living in the household.

5. **“Do all children in the family of ages 6 to 11 go to school?” –** If the respondent expresses uncertainty, then you could ask them to list all of the children that are aged 6-11 years, and then ask if each of them currently attend school. If school is not currently in session, then ask if all the children of ages 6 to 11 were attending school during the most recent session. If there are no children in that range of ages, then write in response “3”.

6. **“Do any family members have salaried employment?” –** Be sure only to include family members that receive a regular salary and not those who receive hourly wages

Interviewer Instructions – Say: "Now I would like to ask you about a few items possibly owned by members of your family." Transition to questions on family assets.

7. **“How many radios does the family own?” –** Include all radios, regardless of condition.

8. **“How many television sets does the family own?” –** Include all television sets, regardless of condition.

9. **“Does the family own a gas stove or a gas range?” –** Ownership of either or both, regardless of condition, should be recorded as ‘1’ for ‘yes.’

10. **“Does the family own a sala set?” –** Include any sala set, regardless of condition.

Interviewer Instructions – “Look over the survey to see if you have missed any questions. If you have, please ask those questions of the respondent. If not, the interview is complete. Remember to thank the respondent for his/her time to answer these questions!”

After reviewing the questionnaire while the respondent is still sitting there, be sure to thank him or her for their time, then end the interview.

Interviewer Instructions – After ending the interview, double check to be sure that all the responses were recorded legibly.