



Republic of Malawi

2018 POPULATION AND HOUSING CENSUS

September 2018

INTERVIEWER'S MANUAL

National Statistical Office
P.O. Box 333
Zomba
MALAWI

PREFACE

The Population and Housing Census enumeration will run for three weeks in September 2018. During this period every person and housing unit will be enumerated. You have been selected as one of the Interviewers to assist in the undertaking of this enormous task. As an Interviewer, you hold the most important position in the Census operation since it is only you, *the Interviewer*, who is going to interview household members and complete the questionnaires.

In order to do your job properly, it is essential that you work diligently during your training and study this manual carefully. The first part of the manual briefly outlines the purpose of the Census. The second part explains the meaning of each question and tells you in detail how to complete each and every question on the Census questionnaire. Chapter 2 gives major definitions and concepts used in the Census so that you understand the background to your work.

You must always carry this manual with you when you are in the field and refer to it whenever you are in doubt. You are undertaking the Census under the 2013 Statistics Act that requires you to keep the information that you collect strictly confidential.

The job you have to do will not be easy; it will involve long and odd hours, including weekends and walking long distances: However, your main reward will be a feeling of pride in having done a difficult job well and helped to provide the population and housing data which will be a basis for socio-economic planning in Malawi for the next ten years.

Mercy Kanyuka (Mrs)
COMMISSIONER OF STATISTICS

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CHAPTER 1: GENERAL INFORMATION

1.1 INTRODUCTION

The National Statistical Office (NSO) is a government department mandated by 2013 Statistical Act to collect, compile, analyse and disseminate statistical data in Malawi. NSO conducts a Population and Housing Census every 10 years; the last census was conducted in 2008. The 2018 Population and Housing Census will be conducted in September 2018.

A **population census** is the total process of collecting, compiling, evaluating, analysing, publishing and disseminating demographic, economic, and social data and information pertaining to all persons in a country at a specific time.

A **housing census** is the process of collecting, compiling, evaluating, analysing, publishing and disseminating statistical data pertaining to living quarters in a country at a specific time. It also covers data on the occupants of the quarters.

Hence a **Population and Housing Census** is a complete count or enumeration of **ALL** people, **ALL** the housing units and **ALL** other structures in a country. The enumeration of the population covers the young and the old, Malawian and foreigner, resident and visitor, and collects information on socio-economic and demographic characteristics of the people. The housing component of the census collects information on stock, condition and usage of the structures.

1.2 PURPOSE OF 2018 CENSUS

You may wonder why the Malawi Government, like any other government, finds it necessary to spend so much effort and money just to take a census every ten years or so. Census is the primary source of data for policy formulation and development planning of any country. The data provides the country an important part of the foundation for good governance, decentralization and development. The data collected is crucial for national, sub-national and sectoral policies and plans, for development frameworks, such as Sustainable Development Goals (SDGs) and other sectoral strategies. Amongst the many reasons the 2018 Census data will:

- i. Update the information collected during the last 2008 Census which are now outdated.
- ii. Enrich the stock of available socio-economic and demographic data in the country in order to allow the planners and the decision-makers to have more indicators that are necessary for the elaboration and monitoring of development plans and programs.

The Malawi Government takes a census so that it knows how many people there are and where they are, so that the government can administer programmes and establish policies for the welfare of the country and the people.

Since independence in 1964, the Republic of Malawi has conducted five population censuses: 1966, 1977, 1987, 1998 and the last one in 2008. These censuses provided information on the size, composition and distribution of the population. However, the further we move from 2008

the more outdated the census figures become and the more we need to have a fresh census in order to get accurate and up-to-date figures.

1.3 DESIGN OF THE QUESTIONNAIRE

The NSO has decided to use the Computer Assisted Personal Interviewing (CAPI) data collection method for the Malawi 2018 Population and Housing Census. The Census and Survey Processing System (CSPro) supports data collection on android devices (phones and tablets). Under this technology, skips patterns in a questionnaire are automatically incorporated which in turn reduces time for administering a questionnaire and minimises errors through consistent questionnaire checks. This technology also reduces respondent burden and allows us to do many things that are not in a paper and pencil environment.

1.4 USES OF CENSUS DATA

- The 2018 Census will be the primary source of up-to-date information about the number and characteristics of the population. Its strengths and distinctiveness will arise from its completeness of the coverage and the details it provides about individuals in local areas. Furthermore, no other data sources will allow for such a comprehensive gender analysis of population-based indicators.
- The Census will provide a foundation for planning, the means for good governance and the consolidation of democracy. It will provide information on the overall population size and the population of voting age. Accurate census data is needed for the efficient and equitable demarcation of electoral constituencies and adjustment of administrative boundaries for local government. In addition, reliable census data can assist with the rational allocation of revenues amongst the regions.
- Population-based data and indicators are crucial for national and local policies, plans and development frameworks. Data gaps are inevitable without a recent census, as surveys would then be using out-dated sampling frames with the likelihood that they will produce seriously biased estimates. National and sector planning and related decision-making, as well as resource allocation and administrative boundaries, would be based on out-dated and unreliable statistics. A lack of basic population data can lead to serious policy and resource allocation distortions.
- University academics and students constitute a special group that will benefit greatly from the 2018 Census, from which they would be expected to publish academic and policy papers, and prepare dissertations and thesis.
- Government, NGOs and institutions will find the census data useful for their specific mandates. For example, health, education, housing and vulnerability issues will receive more professional treatment by institutions, and outcomes of such research and analysis will inform policy and programmes requiring data updates.
- Local authorities and decentralized structures will have special interests and particular benefits from the census. No other data source can provide information on small areas and communities and municipalities. Moreover, the census will provide the evidence-base to guide identification of needs, and social and infrastructure investments to address those needs.

- Apart from the public sector, the private sector requires census data to meet their customers and client needs. They should also know the size, gender dimensions (sex ratio), age distribution, education and health and other population attributes of the country's labour force. And, for example, census information will greatly assist with the private sector's market assessment.

1.5 ROLES AND RESPONSIBILITIES OF INTERVIEWER

A well-planned, properly executed census is the most accurate way of determining the population of any locality. The Interviewer's role is of critical importance. Interviewers must be able to quickly and thoroughly count the people and housing units within a designated area. **Mistakes can be costly.**

For example, if a district of 55,000 population conducted a 21-day census with 16 Interviewers, and if each Interviewer missed *five* people in his area per day, a total of 1,680 people would be missed in the census.

Thus, **it is extremely important that you read this manual and follow the instructions carefully; you must also be available and be attentive during training session.** Doing so, you will have little trouble in performing your duties. Without intelligent, conscientious, and well-trained Interviewers, a population census is not likely to be complete or accurate. Whenever questions arise, consult the manual. If the solution is still not clear, contact your supervisor.

A census Interviewer is responsible for recording the residents and housing units in a specific geographic area. As an Interviewer you are expected to:

i. Know who should be counted as residents

Learn the census definition of residents and the circumstances when residents are likely to be miscounted. Do not omit a person who should be counted; do not include persons who do not qualify as residents.

ii. To make a good first impression

You should make the first contact with a smile and greeting like, "good morning", "good afternoon", or "good evening", and to continue to behave in good/professional manner. At the same time, you should look decent and tidy.

iii. To introduce and identify yourself

First meet the household head or any other responsible person. You should introduce yourself by showing your identification letter and a badge.

iv. To explain the purpose of the visit

You should be conversant with the objective(s) of the census; in other words, as an Interviewer, you should know why the government is doing the census.

v. To inform enumerated persons about the confidentiality of the Census data

You should inform persons being enumerated that personal data that will be collected in the Census represent an official secret – strictly confidential data protected by law that will be exclusively used for statistical purposes only.

vi. Not to make any influence on answers given by the person being enumerated

It is strictly important to be neutral when asking questions. You are not even allowed to show expressions on your face and/or voice and should not give the idea to the person being enumerated that he/she gives right or wrong answer.

vii. Not to change the words or order of the questions

The words and order of the questions must be maintained. If the person does not understand the question, it should be repeated slowly and clearly. If, again the respondent does not understand the question, then the question should be rephrased, ensuring that the sense of the original question is not lost.

viii. Know how to canvass an area

Be familiar with the census maps prepared for your use and the instructions on how to cover an area in a systematic fashion. Enumerate only within the boundaries of your assigned area.

ix. Work conscientiously

Follow census procedures exactly and efficiently. State your business in a few words, ask the required questions, make your entries, and then proceed to the next house. If the person is reluctant to cooperate, try to convince him/her and if necessary report the matter to your supervisor.

x. Be neat and courteous

While interviewing, remember that you are a public employee and represent the NSO, the office that hired you. Be considerate of the people you contact. Dress appropriately. Do not smoke or chew gum while interviewing.

xi. Keep the information confidential

The information you gather is strictly confidential. Only the final district population and housing count will ever be released. Do not discuss any information obtained in your census work with anyone but your supervisor or other authorized personnel.

xii. Transmission to the supervisor

Upon the completion of the interview, you are required to transfer data to the supervisor via Bluetooth on regular/daily basis, which is called synchronisation. This task is done with the supervisor's tablet.

You should be conscious in handling the tablet knowing that it can easily be damaged or stolen. It should therefore be kept safe and in good condition at all times.

NOTE: If your work or conduct is judged unsuitable and does not meet the standards set forth in this manual, you may be subject to dismissal.

1.6 ENUMERATION

The enumeration of the population, households, and dwellings in all districts of the Republic of Malawi will be conducted in 2018.

The enumeration will include persons with a place of usual residence in the Republic of Malawi who, at the time of the Census, are absent due to the military service, being in pre-trial confinement, or serving a sentence on prison or reformatory.

1.6.1 LANGUAGE

The enumeration will be in the following languages; English, Chichewa, Tumbuka, and Yao. If the person being enumerated does not speak the languages which you speak, then inform the respondent that another Interviewer who knows the language will come and enumerate him/her.

1.6.2 PLACE OF ENUMERATION

1.6.2.1 Place of usual residence

Is where a person usually resides; this may be the same as, or different from, the place where the person actually is at the time of the Census, or it may be his/her legal residence. A person's usual residence should be that at which he/she spends most of his/her day or night rest.

Place of usual residence could be:

- The same or different from the person's official place of residence;
- The same or different from the place of work or place of school attendance; or
- The same or different from the place where the person is found at the time of the Census.

1.6.2.2 Place of current residence

Is where the person is currently residing, which could be permanent or temporary.

Enumeration of persons covered in the census

- For persons with a place of usual residence in the Republic of Malawi, the enumeration is carried out at the place where the person usually resides;
- For foreigners who have a permit for residence in the Republic of Malawi, the enumeration is carried out at the approved place of residence;
- The enumeration of foreigners with acknowledged status of refugee or temporal humanitarian protection who at the time of the Census are present in the Republic of Malawi, will be carried out at the place of their approved stay, or where the humanitarian protection is provided for them;
- Children born at any time of the day before you arrive at a house should be enumerated;

- Those who had spent the night at the household but have died before you arrive should not be listed in the household schedule of the questionnaire but rather should be recorded in Section M, “Mortality”;
- Other persons, except from the above mentioned, who at the time of the census are present in the Republic of Malawi, are enumerated at the place where they are found. For example, street kids are enumerated at the places where they do sleep. Enumeration of street kids is done at night.

1.6.2.3 Enumeration of persons who could have one or more places of residence

How the Interviewer should treat such cases:

- In case when a person has **two or more places of residence**, the person will be enumerated at the place where he/she spends greater part of the year, and this place would be considered to be his/her place of usual residence.
- This census is the enumeration of **BOTH**: *i) usual members of the household either present or absent and ii) persons who spent the night in the dwelling units prior to the date of the visit.* The census also includes the enumeration of all persons who are usual members of a household but, at present, live in institutions such as schools, colleges, etc. If somebody claims to be enumerated in another EA, he/she should still be enumerated as a visitor if he/she spent the night prior to the day of the interview in the DU.
- If the **person works or attends school** outside his/her place of usual residence, in another place within the Republic of Malawi, he/she should be enumerated at the place of usual residence, together with his/her household.
- If a person at the time of the Census happens to be outside his/her place of usual residence, (**on a visit/vacation, on a business trip, for medical treatment, etc.**), he/she should be enumerated together with his/her household at the place of usual residence.
- **Night workers** such as watchmen, policemen, fishermen or shift workers should be included at their usual place of residence. People away overnight for wedding, initiation ceremony, funeral or any other ceremony should also be included in the enumeration of their respective households
- **Hospitals, Markets, Hotels and Rest Houses:** Some people sleep in markets and others in other public places such as hospitals, hotels and rest houses as their usual place of residence. (This excludes persons who reside at such institutions as boarding schools or colleges, etc.) You must arrange to visit these places either in the evenings or very early in the morning, if there are any in your EA, and you should enumerate those who usually or continuously live there. Enumeration of a public place should be completed on the same day to avoid enumerating a different group of people.

1.6.3 HOUSEHOLD TO BE ENUMERATED

1.6.3.1 Households

All households in the census exercise have to be enumerated. You are therefore advised to interview or to canvass all households in your EA.

Reminder!

Once you have finished your count go through your area, to check if all the households have been enumerated. In urban areas, check for extra structures, for example servant's quarters.

1.6.3.2 Dwellings

The Census will cover all dwellings in the country, intended for habitation, regardless of whether they are used for a permanent or temporary living (for vacation and recreation, seasonal activities) or vacant dwellings.

The Census will also cover other inhabited premises or buildings that are not intended for habitation but at the time of the Census are used for living. It will also cover inhabited business premises, improvised living quarters, or collective living quarters.

1.6.3.3 Dwellings not covered in the Census

- Dwellings of the diplomatic and consular foreign country representatives and dwellings owned by other countries;
- Not occupied (vacant) dwellings that have been vacated due to dilapidated condition (bad state);
- Vacant dwellings that are under-construction;
- Buildings in the villages that are used fully for storage of agricultural work tools and appliances, agricultural products, heating material and similar, or they are used for processing of agricultural products;
- Collective dwellings (hotels, lodges, rest houses, inns, homes for the elderly, hostels/dormitories, monasteries, convent and hospital wards).

1.6.4 PERSONS WHO MUST BE COUNTED (Individuals)

1.6.4.1 The census will cover:

1. Persons who have place of usual residence in Republic of Malawi, regardless of whether at the time of the Census they are present at their place of usual residence or elsewhere in the Republic of Malawi;
2. Foreigners who have a residence permit and are temporarily present in the Republic of Malawi at least 12 months (one year) prior to the Census, but who have a place of usual residence outside the Republic of Malawi;
3. Besides previously mentioned persons, the Census will cover the following persons:
 - Foreigners with acknowledged status of refugee who at the time of the Census are present in the Republic of Malawi;

- Foreigners with acknowledged status of a temporal humanitarian protection who at the time of the Census are present in the Republic of Malawi; and,
- Other persons who at the time of the Census are present in the territory of the Republic of Malawi **and have spent a night**, except persons mentioned in the previous two items.

1.6.4.2 The Census will not cover:

1. Diplomatic personnel of the foreign diplomatic and consular representative offices in the Republic of Malawi.
2. Persons who have place of usual residence in the Republic of Malawi and during the time of the Census are working abroad at:
 - the diplomatic and consular representative offices of the Republic of Malawi,
 - the United Nations and its organisations,
 - the representative offices or being representatives of the Chamber of Commerce abroad,
 - business offices abroad,
 - military representatives of the Army of the Republic of Malawi abroad, and
 - Citizens engaged on the basis of international, technical and other kinds of co-operation, education, as well as the members of their households who are staying abroad with the aforesaid persons.
3. Foreign military personnel and the members of their families, located in the Republic of Malawi, as well as the members and representatives of the international organizations and communities who at the time of the Census are staying in the Republic of Malawi.
4. Foreign citizens who at the time of the Census are present in the Republic of Malawi due to business trip, private visit, seasonal holiday, medical treatment, excursion, tourist or other travels and have not spent a night;
5. Citizens of the Republic of Malawi who at the time of the Census are absent from the Republic of Malawi more than 12 months prior to the Census.

1.6.5 PERSONS WHO SHOULD RESPOND TO QUESTIONS

- The Interviewer should obtain the answers to the questions in the census from the head of the household. In case of absence of a head of household, a knowledgeable adult member of the household who is familiar with the information of the household should respond to the questions. It is recommended that information on fertility should be provided by each eligible individual being enumerated.
- The enumeration of foreigners with acknowledged status of refugee or with temporary humanitarian protection, who at the time of the Census happen to be in the Republic of Malawi, will be carried out based on physical presence of the person being enumerated and the available documentation (in addition to those related to his/her approved status).
- The data about the household members is provided by the head of the household. In his/her absence, a knowledgeable member of the household provides the data he/she is most familiar with.

- The data about the dwelling is given by the head of the household who occupied the dwelling at the time of the Census. In his/her absence, a knowledgeable member of the household gives data he/she is most familiar with.

CHAPTER 2: DEFINITIONS AND CONCEPTS

As a census Interviewer, you must be familiar with several census definitions to accurately count the housing units in your enumeration area.

2.1 ENUMERATION AREA (EA):

An EA is an area to be covered by one Interviewer during the census period. It may comprise part of the village, a whole village or several villages, estate(s), trading centre(s), mission centres or part of an urban area. The EAs have already been demarcated and the boundaries are marked on the maps, which will be given to you.

2.2 VILLAGE:

In this census a village means the area controlled by the village headman. It can either be recognised or not by the District Administrator.

2.3 PLACE

A place may be part of a village or any area other than a village whose name is locally known. It will provide information on the overall population size for that particular locality.

2.4 HOUSEHOLD:

It consists of one or more persons, related or unrelated, who live together and make common provision for food and recognise one member as head. They regularly take all their food from the same pot, and/or share the same grain store (nkhokwe) or pool their incomes for the purpose of purchasing food. Persons in a household may live in one or more dwelling units.

There are *three major types of households* namely Regular, Collective and Homeless.

2.4.1 Regular household:

A regular household is a household whose members share housing units, living quarters and meals during the census period.

2.4.2 Collective Household/Collective Living Quarters:

Refers to a group of people who live together sharing common facilities such as kitchen, toilet, lounge, and dormitories. In such situations the residents may not have complete independent quarters that qualify as housing units as their living quarters during the census period.

Collective living quarters refer to living quarters in which a group of persons live together. They include the following categories:

- i. Hotels, lodging houses, boarding houses and guest houses
- ii. Institutions (hospitals, military barracks, boarding schools, convents, prisons etc.)
- iii. Camps

- iv. institutions for permanent care of children and adults
- v. Monasteries.

In some instances, there will be **both** housing units and collective quarters on the premises e.g. the hospital **staff** may have their **own family quarters** (housing units) within the hospital premises; employees in transient hotels **may have separate apartments** within the hotel premises; etc.

2.4.3 Homeless:

Refers to any other household, not readily classifiable in either of the above, it is a residual, which in this case may accommodate the category of "homeless" etc.

2.5 Special Household Cases

There are special Household cases that may need special treatment worthy noting as follows:

Special Case	Treatment
Lodger	Separate household (one-person household within a household). An example of a lodger is a person being accommodated by another household as a tenant and has his/her own eating arrangements.
Boarder	An example of a boarder is a person being accommodated by another household. A boarder may either have his own eating arrangements or eat with the other household at least once a day. Include with the household if at least one meal a day is normally taken with household.
Servant	Include with the household if at least one meal a day is normally taken otherwise record as a separate household.
Group of unmarried men/women sharing lodging	Consider as one household if they make common arrangements for eating. If not, count as several one- person households
Several wives of one husband with their children	Consider as one household if they live and eat together from the same pot and use common budget. If not, count as several households with children.

2.6 HEAD OF HOUSEHOLD:

This is a person among the household members who is acknowledged by other members of the same household and is often the one who makes most decisions concerning the welfare of the members of the household regardless of sex and age.

2.7 STRUCTURE

A structure is defined as “any unit of construction that has four walls or an all-round wall, a roof and at least one door irrespective of the type of construction materials used”. Buildings,

caravans, tents, and tinned houses are some examples of structures. Based on the materials used for construction of wall and roof, the structures, in this Census are classified into three major groups: permanent, semi- permanent and traditional.

2.7.1 Permanent structure

A permanent structure is one having a roof made of iron sheets, tiles, concrete or asbestos, and walls made of burnt bricks, concrete or stones. Examples include a house made of stone walls and corrugated iron sheets, or a shop with burnt bricks and concrete roof; or a house with concrete walls and asbestos roofing; caravans; and tinned houses.

Note: A structure with stone walls or burnt bricks or concrete with a corrugated iron roof which is covered with tiles should be taken as permanent (the tiles should be considered as finishing or decoration).

2.7.2 Semi-permanent structures

A semi-permanent is one lacking construction materials of a permanent structure for wall and roof. This category includes, for example, structures which have iron sheet roofing and sun-dried bricks or burnt bricks walls with thatched roof. It also includes tents.

2.7.3 Traditional structure

A traditional structure is one having thatched roof with mud walls, or walls made of mud and wattle.

2.8 VACANT STRUCTURE

It is a structure that is not occupied at the time of census.

2.9 OTHER STRUCTURE

This is a structure that is neither a dwelling unit nor a vacant structure such as churches, mosques, schools, shops etc.

2.10 DWELLING UNIT (DU)

It may be defined as any structure; permanent, semi-permanent or traditional where people sleep. It may be a hut, house, store with a sleeping room or rooms at the back or sides, a shelter of reeds/straw such as those used by fishermen, or any other structure where people sleep. A dwelling unit should have at least one person sleeping in it.

2.11 ROOM

A room is a space in a **DU** or other living quarters enclosed by walls.

2.12 KITCHEN

It is a free, standing structure, or a room in a structure, that is solely for cooking.

NOTE: If a structure is used for both cooking and sleeping, it should be considered as a DU. Furthermore, a free standing structure is considered as one of the rooms of the main structure if it is not used for dwelling. A room in the main structure that is used for cooking is considered as one of the rooms of the main structure.

2.13 CALENDAR OF EVENTS

This is a summary of historical events with the corresponding dates of their occurrence. These events are recognised and acknowledged throughout the country and districts respectively. (*See Appendices A*).

2.14 CALL-BACK VISIT

This refers to a visit to a household made by an Interviewer to try to complete the questionnaire that could not be completed on an earlier visit(s). This may be because the respondent:

- could not give correct/acceptable responses, or
- gave incomplete responses, or
- was not available, or
- refused.

CHAPTER 3: CONDUCTING CENSUS ENUMERATION

3.1 EXPLAINING THE CENSUS

This section provides important background information that you will need to know before starting the census interview. Among topics discussed in the sections are:

- How to explain the census.
- Authorization
- Confidentiality

3.2 HOW TO EXPLAIN THE CENSUS

Show your official letter of introduction and make sure that you are wearing the census bib. Give the following introduction:

“Hello, my name is

“I am working with National Statistical Office of Malawi which conducts a population and housing census every ten years to collect information on demographic, economic, and social data and information pertaining to all persons and living quarters, in a country at a specific time”

“Population and Housing Census is a complete count or enumeration of ALL people, ALL the housing units and ALL other structures in a country. The enumeration of the population covers the young and the old, Malawian and foreigner, resident and visitor, and collects information on socio-economic and demographic characteristics of the people. The housing component of the census collects information on stock, condition and usage of the structures.”

“By law, the National Statistical Office of Malawi will treat any information you provide in connection with this census as confidential. The census is authorized by the National Statistics Act, 2013.”

3.3 AUTHORIZATION

The National Statistical Office (NSO) derives its mandate from the National Statistics Act, 2013 which established it to be a central depository of all official statistics produced in the country. According to the Act, is mandated to collect, analyse, publish and disseminate official statistics for evidence-based policy formulation, decision making, monitoring and evaluation of development programs. The Act also empowers NSO to raise public awareness about the importance and role of statistical information and promote the use of best practices and international standards in statistical production, management, and dissemination.

3.4 CONFIDENTIALITY

Within the context of the Census, the term “confidentiality” refers to our guarantee to individuals who provide Census information. The name, address, and other information that would identify an individual is not available to persons other than sworn NSO employees. Therefore, you will be required to take an Oath of Office and Secrecy.

To ensure confidentiality, you **MUST** observe the following rules:

- i. You must not let anybody access your completed questionnaires, other than your Field Supervisor, Control Centre Supervisors, or NSO senior staff who are engaged/involved in the census.
- ii. You must not tell anybody anything about the answers received to the census questions, either at the time of the census or afterwards.
- iii. You must do the work yourself and not allow any other person who has not taken the oath or trained as census Interviewer do it for you.
- iv. You are responsible for your tablets and other census items. Do not leave them where they can be misplaced, stolen, or viewed by another person.
- v. Clearly explain to the respondent that whatever information you obtain will be kept strictly confidential and will be used for statistical purposes only. Under no circumstances will such information be used to anyone's disadvantage.
- vi. It is likely that the village headman or the elders may be present when you are asking questions. In which case, you must explain the need for confidentiality of Census information to the village headman or the elders. In other words, even the village headman and/or elders should not be allowed to listen to any interviews.
- vii. You will be supplied with a bib labelled "CENSUS ENUMERATOR" that you must always wear while on duty. You will also have an official letter of introduction as an Interviewer to show that you are authorised by the law to conduct the interview. You must always carry this letter with you when you are enumerating.

3.5 PENALTIES

As an Interviewer you are liable for the loss or damage of tablet, power bank and solar charger and accessories. A surcharge action will be based on the cost/price of the lost or damaged items.

Ensure that interviews are conducted with appropriate household members. Friends, neighbours, or other non-household members should not be present during the household interview. It is important to ensure privacy so that respondents feel they can answer your questions freely and honestly, and so the information that they share remains confidential.

If you disclose such statistical information for personal gain to unauthorised person you are committing an offence and you shall be liable upon conviction to a fine of five hundred thousand kwacha (K500,000) and to imprisonment for two (2) years.

3.6 PRE-ENUMERATION ARRANGEMENTS

Arrange a place and time for a meeting with your Field Supervisor, who will advise you on your itinerary for the first few days, and then you may proceed immediately to your assigned EA.

Before you start enumeration of your EA:

- i. Meet Village Headman or Headwoman**
You and your supervisor should meet the village headman or headwoman and any local leaders who may be able to assist in reaching the households. Talk to them (the headman,

headwoman, or local leaders) about the census and the purpose of your visit. Gain their confidence, dispel any fears they may have, and try to win their full co-operation.

ii. **Identify Enumeration Area**

You will be provided with an EA map that will assist you to accurately identify your EA boundary. The EA boundary usually follows physical features such as streams, hills or mountain ranges, valleys, roads, etc. EA boundaries are distinctly marked in red on the maps for easy identification.

Prior to the beginning of the enumeration, you should make a tour of the census Enumeration Area (EA) boundaries with the field supervisor using the EA map provided. It is therefore necessary that you first of all identify the north direction on the ground and consequently on your EA map by using the compass directions reference on the map. If, during the tour and based on the map and description, you notice that you cannot determine with certainty the terrain where the enumeration will be carried out (that is, if some or a group of features that could help in identifying boundaries are missing), you should inform the Control Centre Supervisor through your Field Supervisor.

When you get familiar with the census EA boundaries, you should make a plan for the activities within the EA. You should not omit units that should be enumerated. You should also take note of all isolated houses within the EA and ask whether there are other houses that are detached from the majority of the houses belonging to your EA.

You should plan the best way of going around your EA when enumerating so as not to waste time with unnecessary travel. Plan your visit in such a way that you will not miss any structures.

iii. **Inform the Village Headman or Headwoman**

You should inform the village headman or headwoman of the group of dwelling units you would like to enumerate the following day. Kindly request him to make arrangements for as many people as possible, and at least one responsible adult from each household, to remain at home that day until you have made a visit. Inform him that if any visitor spent the previous night at those households you intend to visit the next day, they should wait for your coming or come to see you before they leave the village.

3.7 ITEMS REQUIRED FOR FIELDWORK

You must ensure that you have been issued the following items:

- i. Letter of introduction
- ii. Interviewer's manual
- iii. Map of your EA
- iv. Tablet and other related supplies
- v. Chalks, tie-on labels, string
- vi. Notepad and pen for taking notes
- vii. Census bib
- viii. Census bag large enough to carry all the items listed above.

3.8 ENUMERATING YOURSELF

If you actually live in your enumeration area, you will record yourself when you enumerate your own household. If you are living at your own household in one enumeration area but commuting to work in a different enumeration area you will be counted by another Interviewer when he/she contacts your household. If you are residing in the EA in which you are working, you enumerate yourself; alternatively, if you are residing in another EA make sure that you are enumerated by your colleague. You should also note that although you might have worked as an Interviewer the previous week, your normal occupation should be recorded. For example, if you were a teacher record, “teacher”; if a student, record “student”.

NOTE: If you were an Interviewer the previous week (as your only employment), record Interviewer”.

3.9 INTERVIEWING PROCEDURES

In order to have a systematic daily procedure and uniformity among Interviewers, please follow the instructions below:

- a. Identify the head of household or the responsible member of the household who can provide accurate information about the characteristics of the household and/or absent members, especially children.
- b. When you first meet the head of household or responsible member of the household, introduce yourself and explain the reason for your visit. If he/she is not available, make arrangements for a call-back. Be polite and good-humoured and ask courteously whether the household members would be kind enough to answer the questionnaire. They are in fact, obliged by law to answer the questions, but you should not mention this unless they refuse to co-operate. Try to persuade them, but, if they fail to co-operate, inform your Field Supervisor before you inform the village headman, headwoman, local leaders, or community leaders.
- c. When asking questions from the questionnaires, you should be concise and tactful. Do not give the respondent the impression that you are not sure of what is meant by any of the questions. Do not ask leading questions, that is, **NEVER** suggest answers to the respondent. It is, therefore, **absolutely essential** that you master your manual, questionnaire, and other related documents before going into the field.
- d. Before conducting individual interviews, first ensure that you have correctly identified the members of the household and also the exact number of dwelling units belonging to the household.
- e. The CAPI application will generate household numbers in the EA. Once you have completed enumerating the structure, mark the front door or at the top of the main entrance door with letters PHC, which stands for ‘Population and Housing Census’, followed by the household serial number clearly with chalk. Where chalk cannot be used (for example dwelling unit built with reeds), you should use the tie-on labels that have been provided. In case a household has more than one dwelling unit (for example, 3 DUs to a household of a serial number 012, assign number to these DUs as PHC 012/1, PHC 012/2 and PHC 012/3. The DU number PHC 012/1 in this case should be one occupied by the head of the household. However, if there is only one DU to a household,

then the DU should simply be numbered PHC 012. And if one structure has 3 DUs with a household in each DU assign different numbers to these DUs i.e. PHC 013, PHC 014 and PHC 015. In cases where structures are enclosed in fences, you should write down the household number on both the structure and at the main gate of the fence.

A structure that is used as a kitchen but is also used for sleeping must be taken as a DU. However, if it is used solely for cooking it should be considered as *Other Structure* and should be chalked like any other '*Vacant and Other Structures*'. A kitchen detached from the main structure should be counted as one of the rooms of the main structure if it is not also used for sleeping. Remember that if the kitchen is also used for sleeping then it is considered as a DU on its own.

Note: Any other free standing structures such as toilets, bathrooms, kraals/kholas, garages, grain stores, etc. should not be considered as DUs, Vacant or Other Structures.

- f. Sometimes the respondent may be unable to give you satisfactory information regarding age, education or even the full name of the *absent member of the household*. In such instances, arrange to call again when the person is back home.
- g. Ensure that all sections of the questionnaire are completed before leaving for the next household.
- h. In urban areas, where it is very likely that most household members will be at work during the day, make every effort to complete your questionnaires for these households in the morning before work, during lunch hour, in the evening after work, or during weekends.
- i. Some places, particularly in towns, houses, and blocks of flats, have servants' quarters built within the same structure or in the same yard. Servants in their quarters should be enumerated as a separate household if they have their meals separate from that of their employers. However, if they share the same meals with the employer, they should be counted as part of the employer's household. Each flat in a block should be treated as a separate household.
- j. Before you leave a household, you must check if there are any outbuildings – e.g. Kitchen, room with separate outside door, etc. – where people slept the previous night, and ensure that everybody has been enumerated.
- k. While numbering households you should proceed from one household to the next in a systematic and serpentine manner (if necessary), numbering contiguous households consecutively. Household numbers must be continuous within the enumeration area, whether there are one or more villages. For example, in an enumeration area where there is more than one village, if the first village has PHC 090 as the last number, the first household in the next village will be numbered PHC 091. If the last household in the second village is PHC 126, and you have a third village in the EA, the first household in the third village will be numbered PHC 127, etc.
- l. When enumerating in markets and other institutions that are not occupied as regular households, you should treat the whole institution as one unit. Enter the full name of the

village or place in the application. Enumerate the persons continuously on the application. You will only ask questions P03-P08 of members of institutions like hospitals, hotels, and lodges. Those persons who stay permanently in the institution (for example: nurses who live in apartments or rooms) will be considered as a separate household. Enumeration in some institutions like prisons will be done by the relevant officials.

- m. If the Institution is divided into “houses”, “blocks”, or hospital “wards”, it will be convenient to record each of these as separate unit using a separate questionnaire for each such section of the institution.
- n. Staff housing, servant quarters, or other separate dwellings, which are part of the institution but are occupied on a permanent household basis, will be treated as separate household in the normal way.
- o. Before enumerating those who sleep at market places or other open places, ensure that you have identified all the places where they sleep. For those who do not sleep at the market, they will be enumerated at their households and not at the market places, etc.
- p. If you do not find people at home during the day, consider visiting them early in the morning, during the lunch hour, in the evening, or during the weekend when they will have returned home from work.
- q. If you have more than 5 cases of call-backs in a short time in one village, discuss the problem with the village headman or headwoman, appealing to him/her to make arrangements for people to stay at home at specified times (or meet you before they leave their homes). If you are still unable to contact them, then consult your Field Supervisor, as they may be deliberately avoiding you.
- r. You should periodically contact your supervisors and report the progress of your work. Since communication in some parts of the country is more difficult than others, no rule about frequency of reporting can be made. It is essential, however, that you take every opportunity to discuss your problems and uncertainties, especially on the first few days of the enumeration.

3.10 PRELIMINARY ENUMERATION

The actual enumeration will be done over a period of 21 days in two phases, namely *preliminary* and *final enumeration*. The objective of the preliminary enumeration is to visit every household in your EA and to enumerate every member of the households and anyone who slept there the previous night.

Note that the preliminary enumeration is expected to take 18 days or less. The Census headquarters has therefore allowed 18 days for the preliminary enumeration and the last 3 days for the final enumeration in the month of September, 2018.

Once you have completed the preliminary enumeration of everyone in your EA, proceed to inform your supervisor, or another census official, as soon as possible. Any instructions to re-enumerate households or complete inaccurate or incomplete forms must be immediately

complied with. Ensure that all the aspects of preliminary enumeration are completed within the time allocated that is before census night. If you foresee that you will not be able to meet the deadline inform your supervisor as soon as possible so that he/she may take remedial measures.

3.11 CONDUCTING CENSUS ENUMERATION

3.11.1 HOW TO ASK QUESTIONS

- **Ask exactly as worded**

All questions must be asked as worded so they will yield comparable results. Avoid changing words or phrases and adding or dropping words to the question.

- **Ask every question**

Although the answer to a particular question may seem obvious, refrain from filling in the answer without asking the question. It is imperative that you ask or verify each applicable question. If the respondent misunderstands or misinterprets a question, you should do the following:

1. Repeat the question as worded and give the respondent another chance to answer
2. If you still do not get an acceptable response, use the probing techniques discussed below.

3.11.2 HOW TO PROBE

When the respondent's answer does not meet the question's objective, probe to clarify or expand his/her answer.

The probing procedures listed below are useful in stimulating discussion:

- **Brief assenting comments**, such as "Yes, I see", show the respondent that you are giving your attention to the answer. They often stimulate the respondent to talk further.
- **An expectant pause** accompanied by an inquiring look after the respondent has given only a brief reply often conveys to the respondent that (s)he has merely begun answering the question. It will often bring forth further response.
- **Repeating the question** or listing the response categories (when applicable) is useful when the respondent does not understand the question, misinterprets it, seems unable to make up his/her mind, or strays from the subject.
- **Repeating the respondent's reply** is useful in helping to clarify the response and prompting the respondent to enlarge upon his/her statement. Be sure you adhere strictly to the respondent's answer and do not interject your own ideas.
- **Neutral questions (probes)** in a neutral tone of voice will bring fuller, clearer responses. Such questions show your interest and are successful when used correctly. Your manner of asking neutral questions is important; a sharp demanding tone can damage.

3.11.3 IMPORTANCE OF USING NEUTRAL PROBES

We have stressed that you need to stimulate discussion. This does not mean that you should influence the respondent's answer or unnecessarily prolong the interview. Probing should be as neutral as possible so you do not distort the respondent's answers. When you ask neutral questions of all respondents, we have comparability between all the interviewers in the survey. If each interviewer asks a leading probe, we would not be comparing responses to same questions. This would thoroughly defeat the goal of having a standardised survey.

3.11.4 TYPES OF INTERVIEWS

3.11.4.1 Regular Interview

Most of your interviews will be with households eligible for the PHC 2018.

3.11.4.2 Quality Assurance Interview (Spot-Check)

The 2018 Census will include re-interview (spot-check) cases for which Field Supervisors will conduct follow-up interviews at households initially interviewed by an Interviewer. The re-interview questionnaire is a shortened version of the actual Census questionnaire and, at the introduction screen of CAPI, the Field Supervisors asks to speak with **original respondent**.

3.11.5 AFTER THE INTERVIEW

It is important to understand what happens at the end of an interview:

- Thank the respondent for his/her participation
- Inform that a census supervisor may visit the household to verify if the household was enumerated
- Say good-bye to the respondent
- Put the tablet in sleeping mode before proceeding to the next interview

3.11.6 END OF THE DAY PROCEDURES

- Upon the completion of the day's work, transfer data to the field supervisor via Bluetooth, which is called synchronisation. This task is done with the supervisor's tablet.
- Shutdown the tablet to save battery power.
- Charge the tablet in preparation for next day's work

3.11.7 PAIRED PRACTICE - BASIC INTERVIEW PATH

During the training you are required to conduct paired practice interviews. One enumerator will be the interviewer and the other the respondent.

3.11.8 CASE STUDIES

3.11.8.1 Interrupted Interview

Interrupted interviews are incomplete interviews that arise due to the following reasons:

1. The respondent has asked to complete interview later due to other reasons beyond his/her control
2. The respondent is reluctant to continue answering some questions in the questionnaire
3. The respondent refuses to answer questions in the questionnaire
4. The tablet has malfunctioned

5. The CAPI program is not responding
6. Unforeseen circumstances such as civil strikes, wars, etc.

If such circumstances occur, you have to inform your field supervisor immediately.

3.11.8.2 Probing

It is common to interview respondents who either do not understand the question, or respond vaguely. With appropriate questioning, such respondents can provide more [accurate] information as needed. Some of the common cases where probing is more likely are:

- The respondent does not know his/her age, or age of any member of household under review
- Closely located different households, often related by blood, which can easily be mistaken as one household.
- Sparsely located dwelling units of *one* household which can easily be “forgotten” as parts of one household.
- Members attending funerals, Small children and children at boarding schools

CHAPTER 4: CHALLENGING SITUATIONS

Not all interviews will flow smoothly. This chapter will explore the types of situations you may experience and how to handle any issues that arise during your enumeration attempts. Each situation may require a different approach, but remaining calm and professional will help resolve most issues.

4.1 NO ONE AT HOME

The visit to a structure is to confirm that the address exists and whether it represents a housing unit. Even when you plan your visits for times when people are most likely to be home, finding no one home is to be expected. When no one is home, it may be because the household members are out of the house temporarily, whether for work, school, vacation, and so forth, and not because the unit is vacant.

If no one is at home:

- Enquire from neighbours when the members of the household will be available
- Arrange for a call-back to meet with members of the household when they are available
- In cases where eligible respondent is not available at the time you visited, ask a family member when the respondent will return

You should contact the household at most three times, trying to make each visit at a different time of day. It is not acceptable for you to conduct all the three visits on the same day and then stop attempting to contact the household.

If the household members are not present during the last visit for the period of census enumeration, then mark the household as vacant

NOTE: Do not open a new household in CAPI until you have met the eligible respondent and you are starting the enumeration

4.2 HANDLING REFUSALS AND RELUCTANT RESPONDENTS

Most of the people you interview will be cooperative, but you may come across people who object to participating. The purpose of this topic is to provide you with information to help you handle refusals and reluctant respondents.

When people are not cooperative, it is important that you maintain a positive and professional attitude. The best way to handle people who do not want to cooperate is to be prepared for the questions they ask and the objections they raise. Remain calm, do not threaten or antagonize the respondent, try to find out the reason for the refusal, and do not take the refusal personally.

4.2.1 AVOIDING REFUSALS

Strategies for avoiding refusals:

- Conduct interviews at a time convenient for respondents
- Use proper introduction techniques:
 - i. Smile when you introduce yourself
 - ii. Make eye contact
 - iii. Pronounce clearly

- iv. State your first and last name and show your NSO identification
- v. Be prepared to explain the purpose of the census
- vi. Be friendly without becoming too personally involved.

- Educate respondents about the interview process answering questions and providing literature about the census.
- Inform respondents about the importance of the census, and how the data are used.

4.3 RESTRICTED ACCESS

You may have trouble getting to your EA for a variety of reasons. Some situations, such as weather conditions, floods, impassable bridges, or even crime seasons, are beyond your control. Whenever these arise, or you are uncertain, contact your field supervisor for guidance.

However, sometimes gaining access is difficult because someone or something denies you access. The purpose of this topic is to suggest methods for gaining access to gated or restricted access communities or buildings.

Restricted access is any apartment, gated community, or building where you do not have access to the actual door of the household due to the following:

1. A gatekeeper: guard or concierge (someone who takes care of the building and check people who enter and leave).
2. Intercoms, buzzers, key or other security system control access.

Every situation you encounter will be different. However, some techniques apply to almost all situations.

1. Always wear your census t-shirt and census bib (professional dress)
2. Always carry with you your letter of introduction

Wearing professional dress and letter of introduction assists the Interviewer to be given access to restricted areas by the community. In previous censuses, Interviewers who always wore Professional dress and carry letter of introduction did not have significant access problems.

For those areas like barracks, Police and statehouses enumerator are deployed from their respective areas.

4.4 SCENARIOS

4.4.1 SCENARIO 1: QUALITY ASSURANCE INTERVIEW

As data is being collected from households, the field supervisor will perform a series of checks including consistency of responses, incorrect or missing responses, etc. These checks will be accomplished by asking some questions in the questionnaire, referred to as back-checks. The responses from the back-checks will be compared to the original data collected by the interviewer.

If the responses differ:

- You will have to re-enumerate the entire household,
- You will be fired if you are consistently collecting incorrect data.

4.4.2 SCENARIO 2: REFUSAL

Refusal is when a respondent denies to be interviewed. The respondent's availability and willingness to be interviewed will depend on large part on the initial impression you make when you meet them. Introduction yourself and explain the purpose of your visit. If the respondent is unwilling to be interviewed, it may be that the present time is inconvenient. Ask whether another time would be convenient and make an appointment, and inform the field supervisor.

4.4.3 SCENARIO 3: RELUCTANCE

Reluctance is unwillingness to be interviewed. During the interview, the respondent may not want to answer all questions at the time you visit. If an interview is incomplete for reason, you should arrange for an appointment to see the respondent again as soon as possible to complete the questionnaire.

- Be polite and try to explain the importance of their participation
- Set an appointment with the respondent
- Partial save the CAPI program if an appointment has been set
- Inform the field supervisor

CHAPTER 5: OVERVIEW OF CAPI & CSPRO INSTRUMENT

This document will introduce the major operations of the computer assisted personal interviews (CAPI) in the 2018 Malawi Population and Housing Census (MPHC). The document explains the role and responsibilities of Supervisors and Interviewers conducting the MPHC using tablet. Because computer-aided interviewing techniques are likely to be new for Supervisors and Interviewers, it is particularly important to understand how to operate using the tablet, ask questions and deal with problems arising in interviews and fieldwork using this new technology. In particular, this document will explain how to record responses correctly and follow instructions given by the computer.

[CAPI is an interviewing technique in which the interviewer uses a computer or mobile device (i.e. tablet) to answer the questions. The interviewer uses a tablet to enter responses as they occur. The interview is conducted face-to-face, and the entry application (sometimes referred to as the “instrument”) determines the question order and skips, and also performs editing for responses.

CAPI offers a flexible approach to collecting data, and can result in improved data quality and more efficient interviewing and processing.]

[ADD INFO ABOUT CSPRO: LUSUNGU]

5.1 Guidelines for Computer Assisted Personal Interview in the 2018 Malawi Population and Housing Census



5.2 Using the tablet

5.2.1 What is a tablet?

Tablets are ultra-portable computers which can run a variety of software programs. For this survey, we use a system of programs developed using CSPro, which is a data entry and management software designed for surveys and censuses.

The tablets used for the MPHIC are touch controlled using an index finger on the tablet screen. You tap/touch on the screen to control the actions of the tablet.

The types of tablets used for this survey are designed so that gentle pressure on the tablet screen will not have any effect. Therefore, it is necessary to apply moderately firm pressure on the screen in order for the finder tip to be detected. However, do not apply excessive pressure on the screen with the finger in case this damages the screen surface. Also, it is important not to press on the screen with the finger for too long, since this will be treated by the tablet as a different command from that of a “click”.

Figure 1: Using a tablet



5.2.2 Specifications

Operating System: Android 6.0

Display: 8.0”

Wireless Connectivity: LTE/3G/2G GSM/Wi-Fi 802.11 a/b/g/n/ac MIMO (2.4GHz/5GHz) Wi-Fi Direct, BT 4.1 BLE

Processor: Quad Core Processor

Memory: 2GB RAM + 16 GB Storage

Dimension: 8.0” 134.8 x 198.6 x 5.6 mm (272 g)

5.2.3 Battery: 8.0” 4,000mA



5.2.4 Part of the tablets

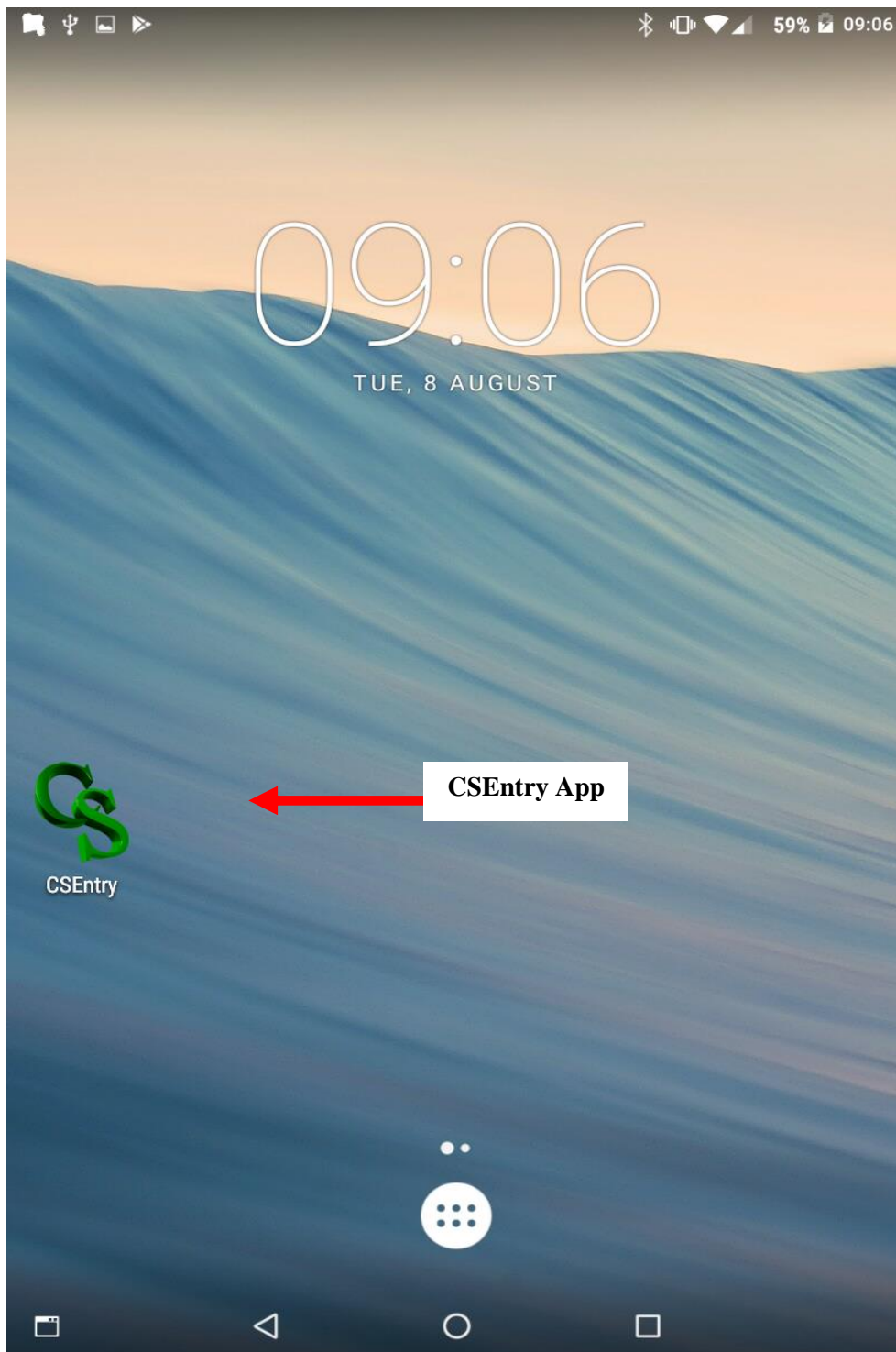
Key:

- 1. Volume control
- 2. Power Button
- 3. Tablet Screen
- 4. Speakers

5.2.5 Powering up and Powering down the tablet

Procedure for Powering up (“Booting”) the tablet:

Press and hold the power button and the tablet will vibrate and the tablet will start booting and show the brand logo. Once the booting has finished, the tablet will show the home screen with CSEntry App shortcut showing on the home screen as shown in the figure below:



5.3 Use and Care of the Tablets – The Dos and Don'ts

5.3.1 Preventative Maintenance

1. Do not store in direct sunlight for long periods, or where the tablet will be exposed to excessive heat (over 140° F).
2. Avoid direct exposure to water, sand, dust and other environmental hazards.
3. Make a habit of transporting and using it in a carrying case.
4. Keep it away from food and beverages.
5. Keep the covers closed on the connectors, doors and slots when they are not in use.
6. Prevent heavy and/or sharp objects from falling onto or being put onto the display.
7. Place your Tablet display side down whenever possible.
8. Be careful to keep phone and power cables out of harms way when communicating or charging your Tablet in the home or office, to prevent people or pets tripping.
9. Do not tap heavily on the display.

5.3.2 Cleaning Your Tablet

- i. To clean your tablet display screen: wipe the screen surface gently using a soft cotton cloth dampened with denatured alcohol or a mild soap with no abrasive (i.e. Dawn). Do not use abrasive solvents.
- ii. **Caution:** Your tablet is not waterproof. Do not pour or spray liquids directly on your tablet or wash your tablet with a heavily soaked cloth.

5.3.3 Accidental Spills

If you do accidentally spill liquid on the tablet:

1. Turn it off, unplug it, and remove the battery
2. Position it so that the liquid can run out
3. If the tablet does not boot after it has dried out, call the Technical Team.

5.3.4 Battery Care

The average lithium-ion battery life in a tablet pc is approximately 13 months, depending on usage. These hints will help you achieve a longer lifespan for your battery.

- a. Always make sure you charge battery fully.
- b. Clean battery contacts occasionally.
- c. Make sure the vents on the tablets are clean and free of dust.
- d. Keeping the tablet cool will extend battery life. Never store your tablet in a hot car or in full sun. This might affect the battery.
- e. Running a lithium-ion battery empty and subsequently giving it a full charge will keep a lithium-ion battery fit. (To completely discharge a lithium-ion battery simply run your tablet until it automatically cuts-off.) This will ensure your battery meter remains accurate.

- f. Use the power management settings on your tablet to the least draining. Using a tablet at lower power levels while on battery power will increase the lifetime of your lithium-ion battery.
- g. Set your screen brightness to the dimmest that you are comfortable with.
- h. When not using Wi-Fi, disable the Wi-Fi adapter.
- i. Reduce the peripheral equipment.
- j. Do not multi-task while on battery power. Stick to the project and do not have several applications running in the background. Do not have multiple screens up at the same time as this causes additional CPU usage, which heats up the tablet, motherboard and CPU.
- k. Use the right charger with proper rating that was meant for the tablet including USB cables. If using a different charger or USB cable this might affect the charging time and charging system of the tablet.

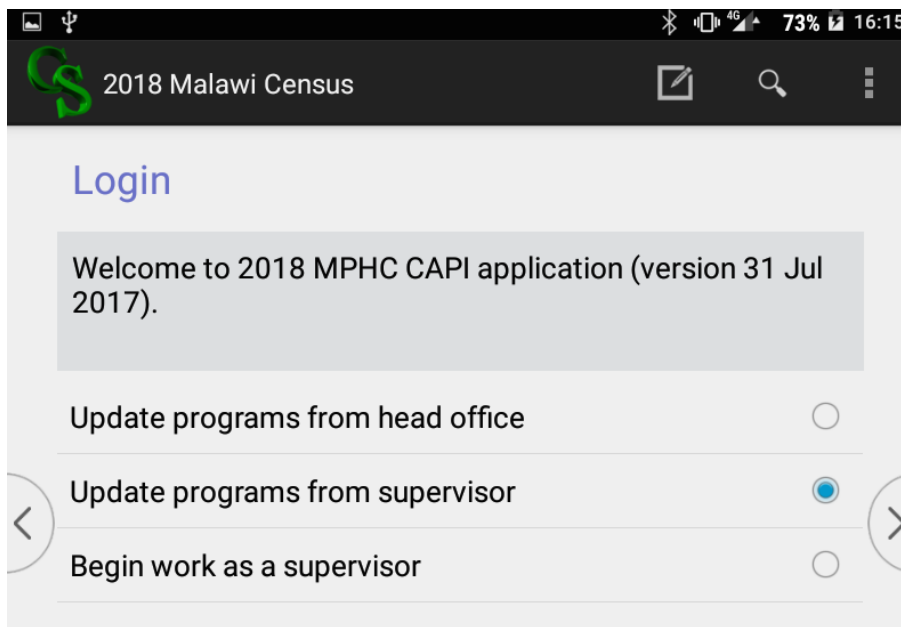
5.4 Instructions to the Interviewer – Interviewer Menu

The following are the functionalities available for the supervisor menu:

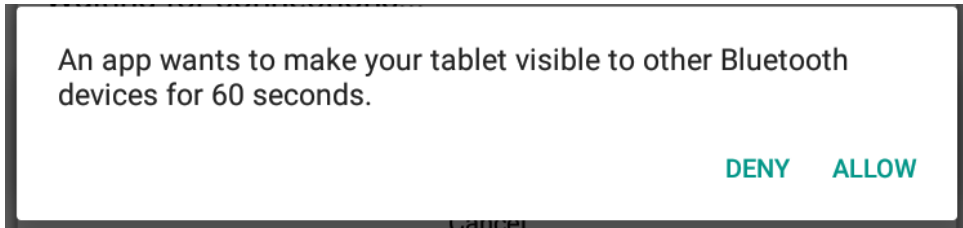
- a. Add new household
- b. Continue working on household
- c. View all households
- d. Transfer data with supervisor
- e. Change my assignment
- f. Switch users

5.5 Begin the application through synchronization

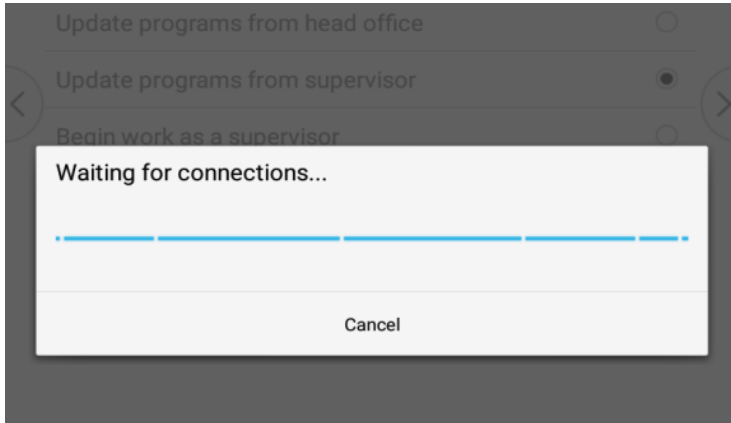
Once the application is launched, Click on “Update programs from supervisor”.



Click on “Allow” when you get a warning to start blue tooth transfer.

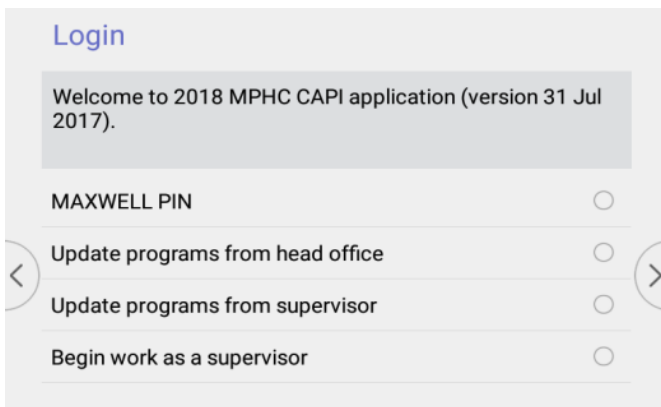


Following this, the Bluetooth transfer will begin as shown below:

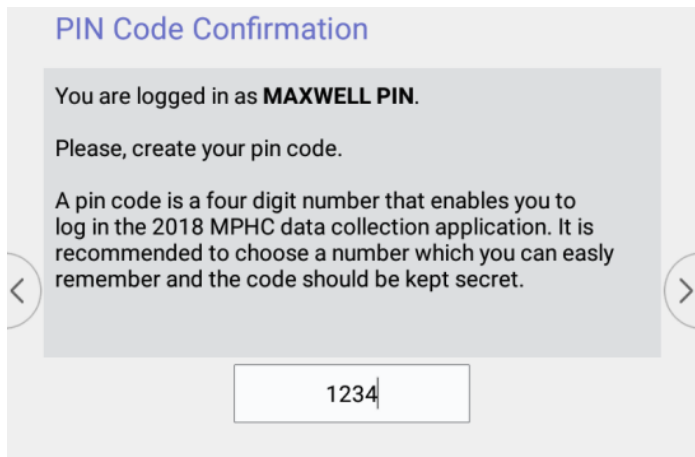


5.6 Login into the system

After a successful synchronization, yours and other team members name will appear on the tablet. Click on your name to begin the login process.

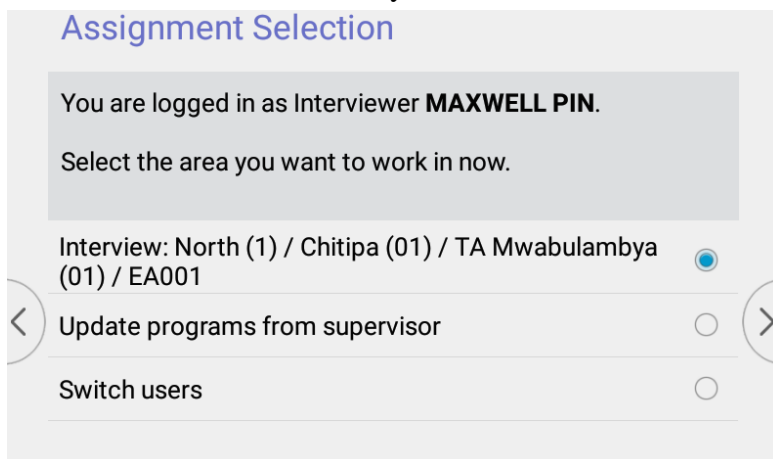


Create a login pin. Please note that you should remember this pin at all times throughout the census period and not share it with anyone else.

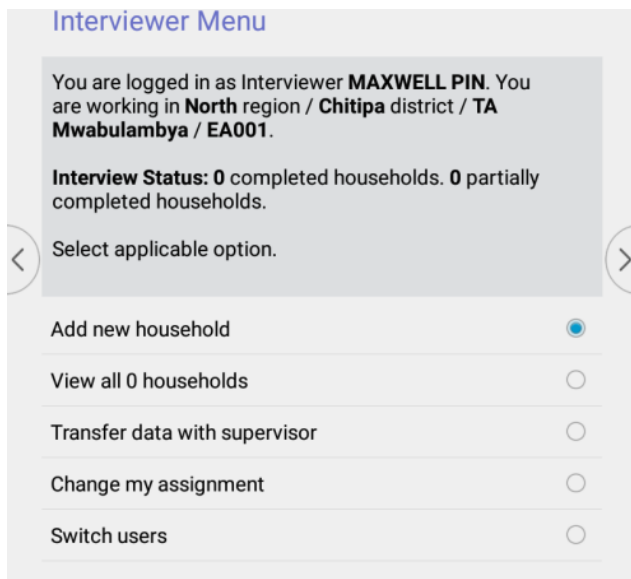


5.7 Begin the interview

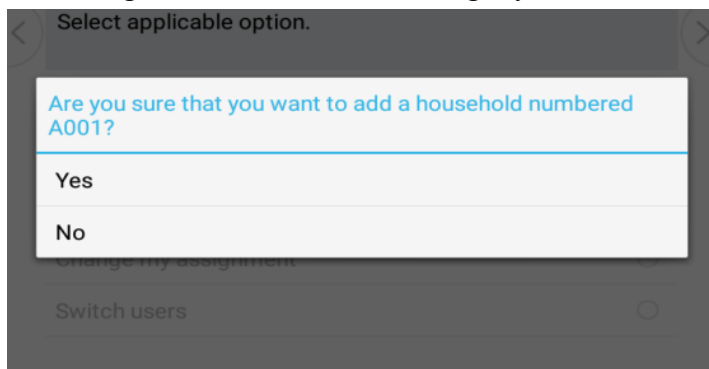
Once logged in, you will enter the “Assignment Selection” screen. In this screen, the supervisor would have allotted an EA for you to work in. Click on the EA and then move to the next screen.



You are now ready to begin your interview. Click on “Add new household”.



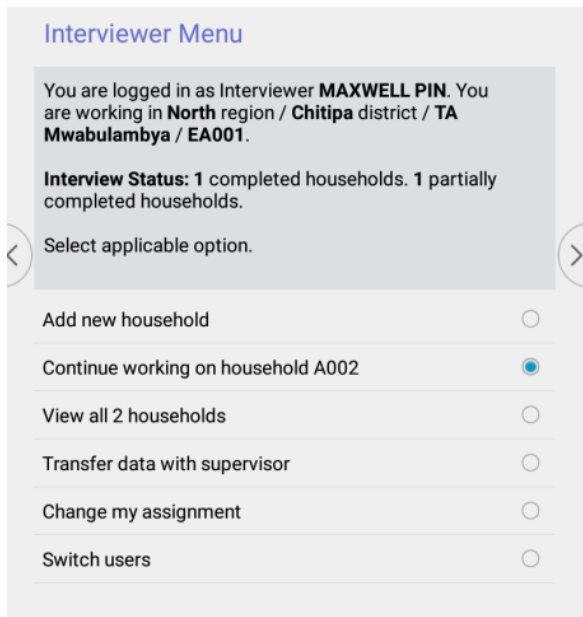
Following this, click on “Yes” to begin your interview.



5.8 Resuming the interview

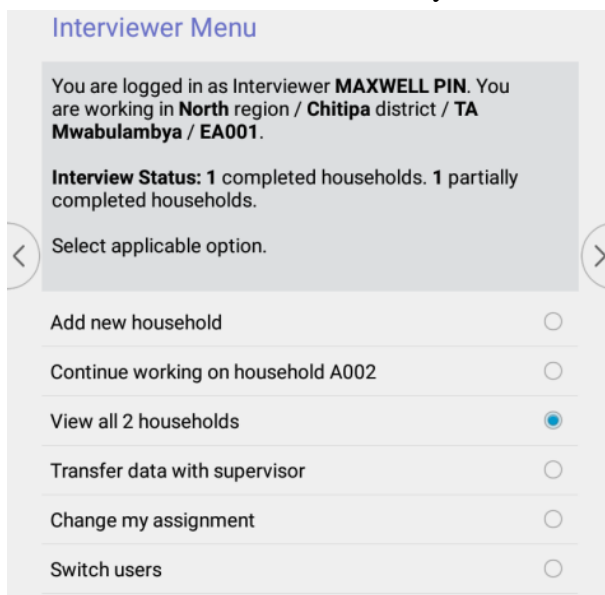
If you exited the application during the middle of an interview, then it is recorded as a **partially saved household**. In order to continue the interview from where you left off on the partially saved household, you can click on the option “Continue working on the household”.

This option will take you to that point in the application where you had exited.

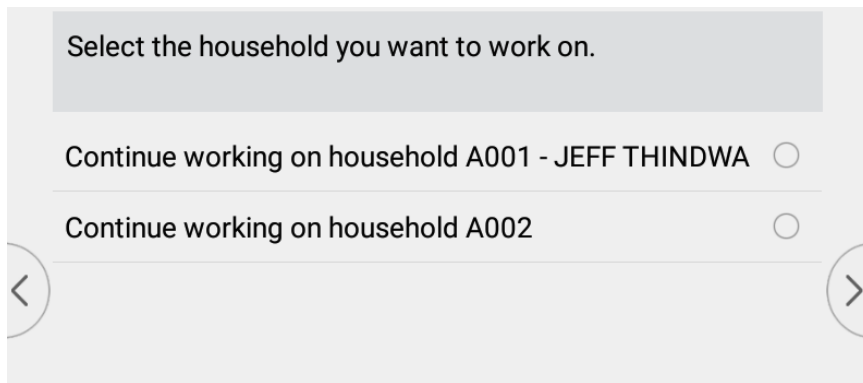


5.9 View the households

To see the list of households that you are working on, select the option to view the households.



From the list of households, select that household in which you want to continue working on.

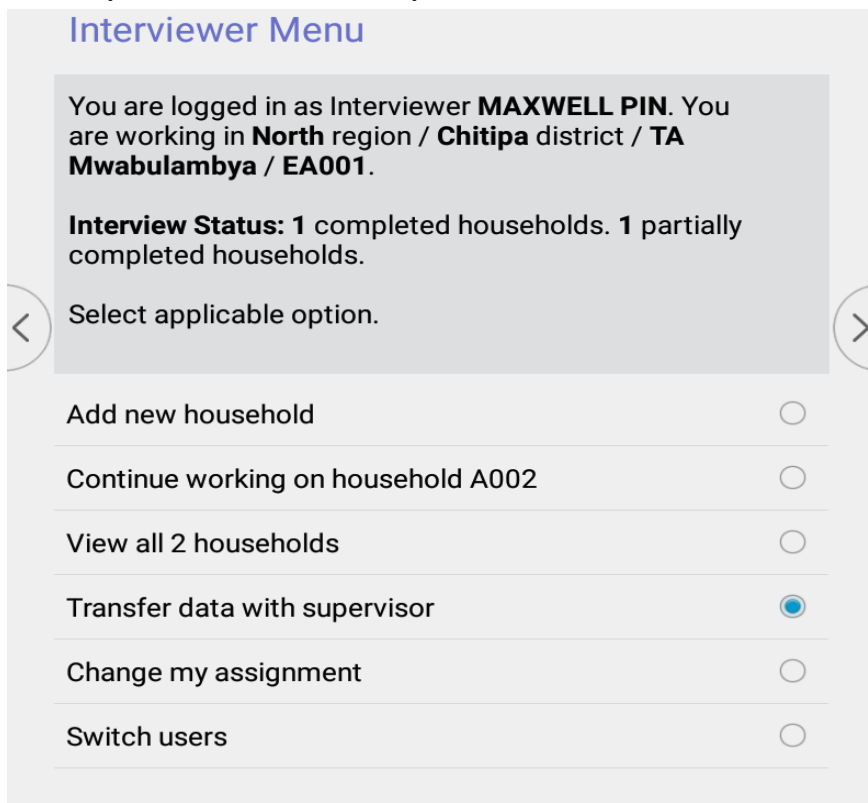


5.10 Transfer data with the supervisor

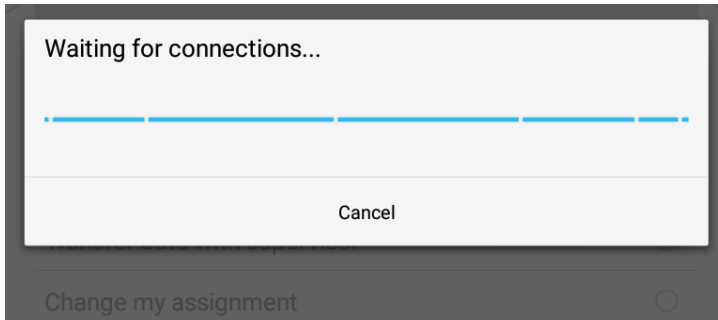
Once you have completed your tasks for the day, you will have to transfer the completed tasks to the supervisor.

In order to perform data syncing (transfer), you will have to click on “Transfer data with supervisor”. This is a Bluetooth transfer. Hence you will have to be physically close to the tablet of the supervisor while performing this function.

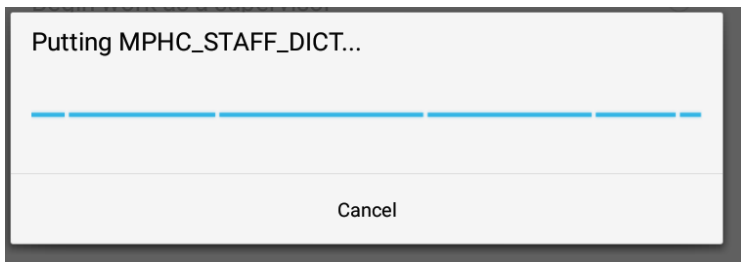
You will have to inform the supervisor that you will transfer data as he/she will also have to receive your data simultaneously.



Once you perform, you will get a notification that the tablet is waiting for connections.

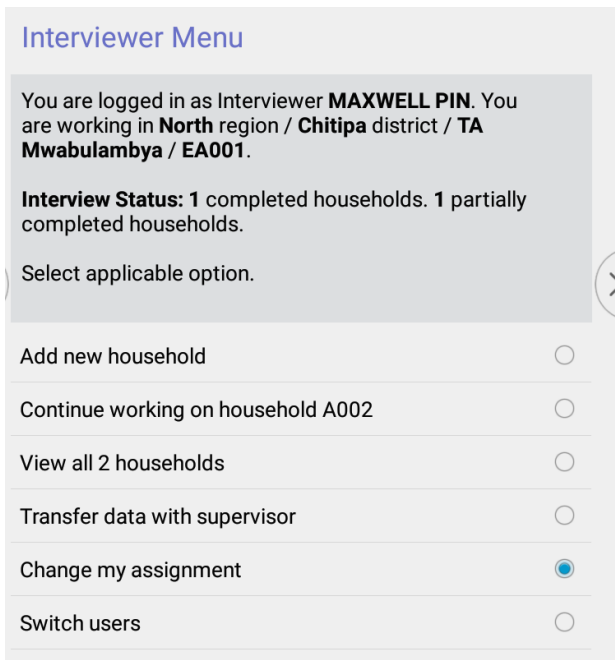


Following this, the supervisor will also have to sync the data from his end to complete data transfer. The following screen is displayed with messages to indicate that the transfer is taking place.

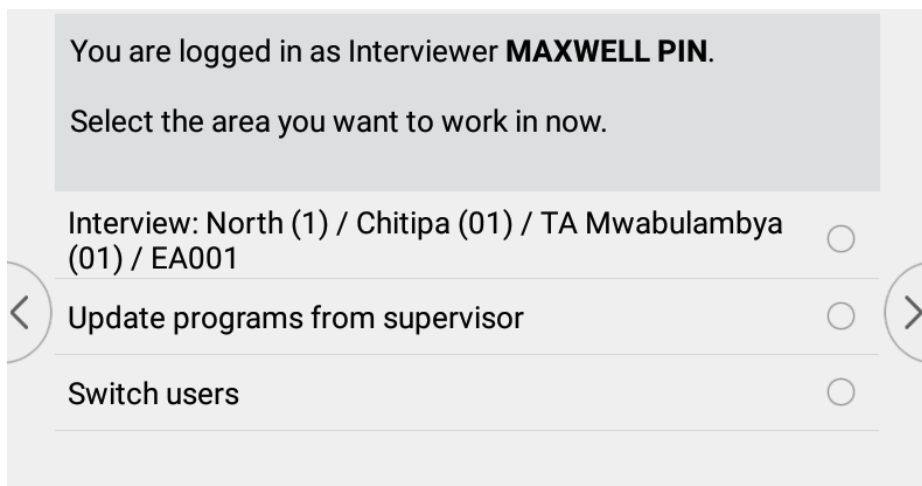


5.11 Change Assignment

If you want to change his EA to another that has been assigned, then he will have to click on “Change my assignment”. Please note that this function can be used only when more than 1 EA has been assigned to the interviewer.

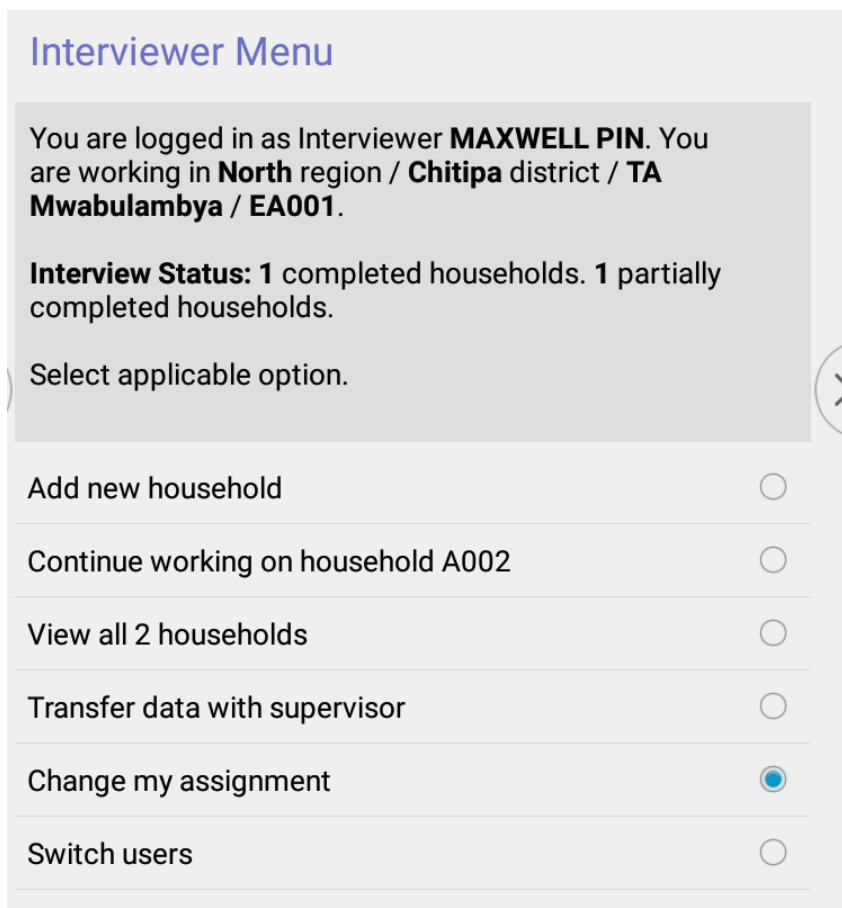


You can select the assignment or update the programs from the supervisor. If more than one assignments, all the assignments will be displayed in this option.



5.12 Switch Users

If another interviewer wishes to use the tablet that you are using, then click on “switch users”. This will then take you to the screen with other interviewers in the same group.



Please note that when you switch users, the user will have to login with pin code once again.

Welcome to 2018 MPHC CAPI application (version 9 Aug 2017).

MAXWELL PIN

VINEETH MURPHY

Update programs from head office

Update programs from supervisor

Begin work as a supervisor

CHAPTER 6: COMPLETION OF THE CENSUS QUESTIONNAIRE

Do not suggest or assume answers under any circumstances. Always do sufficient probing where necessary before recording any answers.

Make sure that you ask the questions in such a way that you collect the intended information. Rephrase questions if the respondent does not seem to understand and ask additional questions if the respondent gives irrelevant or incomplete answers.

6.1 GENERAL INSTRUCTIONS

All Interviewers should observe the following INSTRUCTIONS throughout the fieldwork period:

- i. Your job is an important and challenging one. You will need to be accurate, consistent, and reliable in obtaining statistical information. To do this, you may need to be firm and even persistent. But, at the same time you must be polite, tactful and courteous. You should always remember that you are representing the Government of Malawi to the respondent and your attitude and conduct must always be above reproach at all times.
- ii. You must be careful to ensure that you are performing your job correctly; otherwise, you will be immediately dismissed.
- iii. All recorded information should be checked in full and corrections should be made accordingly.
- iv. Read instructions before asking each question. The instructions are either in *bold letters*, *italics*, or *block letters*.
- v. No person except your field supervisor and other census staff should come with you when you interview. If your supervisor does accompany you, you should introduce him and explain that his function is to occasionally check your work, then continue your interview in the normal way.

6.2 SECTION L: LOCALISATION AND IDENTIFICATION OF THE HOUSEHOLD

The 2018 PHC application has been designed in such a way that the region, district, TA, and EA for enumeration will be selected by the field supervisor using the menu application. The interviewer will only select the group village head and the village.

HOUSEHOLD NUMBER:

The household number is generated by the CAPI application. Make sure you **CHALK** this number on the dwelling units occupied by members of the household. (Refer to chapter 2.7e for instruction on how to chalk the dwelling unit.)

NUMBER OF DWELLING UNITS (DU's) TO A HOUSEHOLD:

The total number of DU's will be asked in the household characteristics section of the application.

Special Cases

- *If the institution you are enumerating has blocks such as hospital wards, prisons, etc., consider each block as DU.*

- *If you are enumerating in open places such as under the bridge, streets etc., household number and number of dwelling units to the household will not be recorded.*

6.3 HOUSEHOLD LISTING

At the household, the interviewer should develop a good relationship with the head or a knowledgeable member of the household who could provide information for the household.

You should find out who resides or stays in the household. Enter the names of the household members (i.e. enter name and surname) in the order below:

1. The head of the household (reference person).
2. Spouse(s), if the head is married.
3. The children of the head, entered by decreasing age. If a small child has no name, enter "Baby" as its first name, e.g. Baby Kantedza.
4. Other members of the household, starting with the eldest and proceeding by decreasing age.
5. Other persons who do not belong to the household, i.e. visitors, starting with the eldest and proceeding by decreasing age.

The name of the head of the household, if he or she usually lives in this household, should always be entered first and other members on subsequent rows. Remember to include a **visitor or a servant** (if he/she lives in the household).

6.4 SECTION P: QUESTIONS ON POPULATION

P01-P08 FOR ALL MEMBERS OF THE HOUSEHOLD

Enter the name of the household members starting with the head of the household. Afterwards enter the name of the spouse, children (eldest to youngest), other relatives of the head and non-relatives. Remember to include a **visitor or a servant** (if he/she lives in the household).

- i. The respondent to the census questionnaire is most likely to be the head of the household. In the event that the head is not around, any knowledgeable adult member of the household will be the respondent.
- ii. Start with first name followed by surname (Mary Phiri). It is not necessary to record all the names of each person. If a small child has no name, write "Baby" as its first name, e.g. Baby Kantedza.
- iii. Make sure that **BABIES** and the **ELDERLY** are included.

P02 RELATIONSHIP TO HEAD OF HOUSEHOLD

Enter the relationship of the household member to the **Head of the Household**.

- i. If the husband is **NOT A RESIDENT** but is mentioned as the head of the **HOUSEHOLD**, enter the name of the next most eligible member as the head of the household. It could be his wife or the most senior wife in a polygamous family. This is to avoid double counting the husband, who will be counted where he is a **usual resident**.
- ii. **Relationship** - refers to the relationship of any member of the household to the **HEAD** of that household.
 - a. Head of the household
 - b. Wife or husband

- c. Son or daughter
 - d. Son-in-law or daughter-in-law
 - e. Grandchild
 - f. Parent
 - g. Parent-in-law
 - h. Brother or sister
 - i. Niece or nephew
 - j. Co-wife
 - k. Other relative
 - l. Not related
- iii. Children should be related to their real (or biological) parents “Makolo ake omubereka”. For stepsons, stepdaughters, or adopted children, select “other relative” instead of son or daughter.
 - iv. If you are enumerating in an institution, each of the listed persons will be considered as an institutional member
 - v. If a household comprises two or more unrelated persons, treat one of them as head and the others as not related.

CAUTION: Please note that the respondent may not always be the head of the household and so the relationship of each member must be with reference to the **HEAD**.

P03 SEX

Select male or female. Be careful to get the sex of young children right - ask, do not guess. Always confirm or verify the sex of a person against information recorded in P01.

P04 AGE

This is one of the most important questions in the questionnaire and one of the most difficult to answer correctly. You should try your best to obtain an accurate answer. Record the age of the respondent in completed years in the field provided.

- i. To find "**Age in Completed Years (ACY)**", deduct "**Date of Birth (DOB)**" from the "**Date to Day (DTD)**", i.e. **ACY = DTD - DOB**

Example 1:

DOB is April 2000; DTD is September 2018

Therefore, $ACY = 9/18 - 4/00 = 18$ years and 5 months.

Record 18 years in the box provided.

Example 2:

DOB is December 2000; DTD is September 2018

Therefore $ACY = 9/18 - 12/00 = 17$ years and 9 months.

Record 17 years in the box provided.

- ii. For those people who cannot remember their date of birth and their ages in completed years, try to utilize the following documents, if available:
 - a. National ID
 - b. Health passport book for children
 - c. Birth certificates
 - d. Baptismal Certificate

- e. Passport
- f. Ulendo wa banja lathu (Catholic Family Book)
- g. Driving license
- h. Other records

iii.

If the above documents cannot be obtained:

- Your last resort is to use the calendar of events in Appendix 1 of this manual. The age of a person is obtained in the column titled "YEARS AGO
- ". Do not try to place much reliance on a single event - check the reported year of birth with an event, which the person clearly remembers.
- If the person in question does not know of an appropriate event coinciding exactly with his date of birth, ask him/her to remember an event which occurred nearer to his/her date of birth and do some calculations to determine his/her date of birth either backwards or forward, depending on whether he/she was born after or before the event.
- Finally, if everything else fails, you can look at the person, check his/her position in relation to his/her siblings (brother/sister) whose ages are known in the family and, through common sense, establish his/her probable age. Alternatively, you can ask the person to think of his/her age-mates who know their ages, establish their ages and record the same age for him/her.

P05 DATE OF BIRTH

Here you will record the date of birth. If the date of birth is not known your last resort is to use the calendar of events in Appendix 1 of this manual. The age of a person is obtained in the column headed 'AGE'.

Do not try to place much reliance on a single event, check the reported year of birth with an event which the person clearly remembers.

If the person in question does not know of an appropriate event coinciding exactly with his/her date of birth, ask him/her to try to remember an event which occurred nearer to his/her date of birth. Do some calculations to reach his/her date of birth either backwards or forward, depending on whether he/she was born before or after the event.

Finally, if everything else fails, you can look at the person, check his/her position in relation to his/her siblings, whose ages are known, and through common sense establish his/her probable date of birth. Alternatively, you can ask the person to think of his/her age-mates who know their date of birth, establish their date of birth, and record the same date of birth for him/her.

P06 PLACE OF BIRTH

Select district OR select the foreign country (See P06A for list of foreign countries) provided where the respondent was born. Thus, for an example, if a person was born in Lilongwe select Lilongwe as the district. In case the person was not born in Malawi, select "Outside Malawi".

P06A Born in another country

Select the appropriate country of birth if P06 is "Outside Malawi"

P07 NATIONALITY

Enquire about the nationality of each member of the household. Establish whether the person is a Malawian or not. If a person reports that he/she is a non-Malawian, select the appropriate nationality from the drop down list.

P08 RESIDENCE

Ask about the status of residence of the person being interviewed.

- Present resident is a usual member of the household who spent the previous night in the household.
- Absent resident is a usual member of the household who didn't sleep in the household on the previous night.
- Visitor is someone who is not a usual member of the household but slept in the household the previous night.

"**RESIDENTS**" will be defined as those people who stayed continuously in the household being enumerated for a period of 6 months or more. If in doubt about whether the person is a resident or just visits the home regularly, ask "where does he/she spend most of his/her time?", or "nthawi zambiri amakhalitsa kuti?" in Chichewa. If he/she spends more than 6 months in a certain area, then that will be his/her area of residence.

You will find that people in rural areas will insist that you record their sons and daughters who work in urban areas. **DO NOT** under any circumstances record people in their home areas as residents of those households if they do not stay there. They can only be recorded in the household if they always come to sleep there after work; otherwise, they will be residents of the household where they spend most of their time. Therefore, in most cases, those people who work and reside in towns and have homes in rural areas will be resident in towns and should be recorded as "**Usual Residents**" of the towns. If the definition is closely observed, **no person shall be a usual resident of two or more households** and hence no **double-counting**.

P09-P13 ONLY FOR USUAL RESIDENTS

Questions P09-P013 are only administered to usual members of that household.

P09 RELIGION

It is the type of worship towards God. It takes several forms such as Christianity, Islam, Buddhism, Hinduism, etc. **Religion should not be confused with denomination.** Ask the respondent about the type of religion of each member of the household.

There are cases when a child's (under five) religion is not known. If the husband and his wife belong to different religions, you should assign the religion of the mother to the child. If both parents belong to the same religion, then consider the child as belonging to that religion too.

Select the appropriate option of religion of each person in the questionnaire using the following:

1. Christianity
2. Islam
3. Buddhism
4. Hinduism
5. Traditional

6. Other
7. No Religion

NOTE:

- Religions such as Baha’ism should be considered as “Other”.
- In some districts Nyau is a religion. In this case, select “Traditional”.

P10: TRIBE

Enquire the tribe of the person and select the appropriate option. In the situation where the respondent does not know the tribe of the child because parents are from different tribes, ask whether they are in paternal or maternal system. If paternal, enter the father’s tribe but, if maternal, you should enter the mother’s tribe.

P11: PREVIOUS RESIDENCE

Select the district where the respondent/household member was previously residing during the same month last year. Otherwise, select “Not moved” if the person has not moved within the specified period. Thus, for example, if a person was previously residing in Karonga in the Northern Region, select Karonga for the district. If the person was not previously residing in Malawi, select “Outside Malawi”, e.g. “Lesotho”, “Namibia”, “France”, etc.

NOTE: It is important that you select the actual district/town of previous residence, that is, if a respondent says he/she previously resided in Lilongwe, probe whether it was Lilongwe rural or Lilongwe city and record accordingly.

P12: LENGTH OF CURRENT RESIDENCE

Ask for the length of stay at current residence for the respondent/household member. If it is less than 1 year, enter 0. If the place of residence has not changed since birth, record his/her age, since birth means “I have been staying at this residence ever since I was born.”

NOTE: P12 refers to inter-district movement, not within-district movement, except for Lilongwe, Zomba, Blantyre, and Mzuzu.

For example:

- If a person has shifted from Lilongwe rural to Lilongwe City, record how long he/she has stayed in Lilongwe City.
- On the other hand, if a person has shifted places within Lilongwe City, then no movement has occurred. Hence, record the period stayed in Lilongwe city. This rule applies to all urban areas of Blantyre, Zomba, Lilongwe and Mzuzu.
- Movement within district, for example, from TA Kaphuka to Dedza BOMA, then again there is no movement. Hence, the number of years should only be recorded for the period stayed in Dedza district.

P13: TYPE AND CAUSES OF DISABILITY

Disability refers to physical or mental handicap, which inhibits an individual’s ability to work or participate in normal activities. Disability might occur from birth or may be brought about by disease or injury. Classify the person according to the disability with which he/she suffers and its Cause. Select “Yes” or “NO” or degree of disability for each of the disability. If yes, select the cause of the disability.

NOTE: You need to probe the type of disability in order not to confuse with current illness.

P14-P15: RESIDENTS LESS THAN 18 YEARS OLD

P14: PARENTAL SURVIVORSHIP AND RESIDENCE IS BIOLOGICAL MOTHER ALIVE?

- Select “Yes”, if the mother to the child referred to is still alive.
- Select “No”, if the mother is dead
- Select “Don’t know”, if not known

Make sure that the mother referred to in this case is the biological mother (MAYI AKE OMUBEREKA!!). Sometimes a foster parent is referred to as "mother" in Malawi Custom just because she is the biological mother's sister. This foster parent should not be recorded as "mother" in this case but as "other relative". You should, therefore, probe to find out if the mother is the biological mother to the child referred to before you record her as such. If the biological mother is still alive, ask if she stays in this household.

IS BIOLOGICAL FATHER ALIVE?

- Select “Yes”, if the father to the child referred to is still alive.
- Select “No”, if the father is dead
- Select “Don’t know”, if not known

Make sure that the father referred to in this case is the biological father (BAMBO AKE OMUBEREKA!!). Sometimes a foster parent referred to as "father" in Malawi Custom just because he is the biological father's brother. This foster parent should not be recorded as "father" in this case but "other relative". You should, therefore, probe to find out if the father is the biological father to the child referred to before you record him as such. If the biological father is still alive, ask if he stays in this household.

P15: BIRTH CERTIFICATE

The purpose of this question is to find out whether people are registering the births of their children. Enquire if the child has a birth certificate.

Select the appropriate option:

- “Yes - seen”
- “Yes - not seen”
- “No”
- “Don’t know”

NOTE: If the respondent is in doubt, show him/her the sample of the birth certificate in Appendix II.

P15A: NATIONAL ID

For persons 16 years and older

The purpose of this question is to find out whether people are registering for National IDs.

Enquire if [NAME] has a National ID. Select the appropriate option:

- “Yes - seen”
- “Yes - not seen”
- “No”
- “Don’t know”

P16-P19: RESIDENTS AGED 3 YEARS AND OLDER

P16: LITERACY

This question is directed to persons 3 years and older to determine if they can read and write a short sentence in any language.

P17: SCHOOL ATTENDANCE

This question seeks to find out if the person has ever attended any educational institution and PRE-SCHOOL. There are three categories to this question; “Never attended”, “Has ever attended”, and “Currently attending”. Please select the option that is applicable.

P18A: HIGHEST LEVEL OF SCHOOL

This question seeks to find out the highest level of school that the person attended. The level of school can be preschool, primary, secondary, university, and other tertiary.

P18B: HIGHEST CLASS COMPLETED

This refers to the highest class a person **COMPLETED**, irrespective of whether or not he/she has actually written or passed any examination at that class. This is also irrespective of whether or not he/she is currently in school or not. Ask the respondent about the highest class completed for each member of the household aged 3 years or older. Select the appropriate option provided. For example, if a person reached but did not complete standard 7, he/she should be considered as having completed standard 6. If a person repeated standard 8, his/her highest class completed will be standard 7.

In the case of primary and secondary schools, you should record the highest class or form completed. Most people who left school before 1966 will tend to give the names of the classes taken when they were at school but which are no longer being used. In this case, before you enter the number referring to the highest class reached, you must ask for the year in which they left school. This will enable you to convert their answers to the modern class names through the use of an “Educational Conversion Chart” which is on **page 31** of this manual. For instance, Sub A and Sub B are to be recorded as standards 1 and 2, respectively; old standard 5 as standard 7; and, old standard 8 as form 2. You should always check whether the person is giving old class names before making an entry in the questionnaire.

Some people may not remember the highest class or standard they reached and others may have been educated in another country where different names are given to classes. In such cases, you should ask how many years they spent at school and select the appropriate option for the class from the “Educational Conversion Chart”. Bear in mind that pupils sometimes repeat classes and, when in doubt, you should ask about this. In particular, you must not assume that, because a person spent more than eight years at school, he/she attended a secondary school. You will only record him/her as attending secondary school if he/she confirms that he/she actually did so.

P19: HIGHEST QUALIFICATION

The highest qualification in education is classified according to the nature of qualification obtained through the regular school system, both public and private colleges, as well as Universities. The qualification will be based on the levels of education acquired. It, therefore, encompasses Primary, Secondary, High School, and University education. For example, for people educated in Malawi, only those who completed a programme of study at UNIMA, or any other recognized university, will have either BA, BSc, MA, MSc, or PhD as their highest formal education completed. Also, the same principle shall apply to those educated at any other organized tertiary institutions who have acquired certificates or diplomas.

Select the highest qualification obtained. The qualifications are shown below:

1. None
2. Primary school leaving certificate
3. Junior Certificate
4. O' Level certificate/GCSE, MSCE
5. A' Level certificate
6. Diploma
7. Bachelor's degree
8. Master's degree
9. Ph. Degree

If, for example, someone reached Form 4 but did not pass MSCE, then his/her highest qualification attainment is JC and not MSCE. If someone went up to standard 8 but did not obtain Primary School Leaving Certificate, he/she must be regarded as having no education qualification; that is, his/her highest educational qualification will be "None". It is important that you should probe exactly what certificate the household member is currently holding before selecting the option.

EDUCATION CONVERSION CHART

HIGHEST LEVEL OF SCHOOL ATTENDED						
	Up to 1961	1961 – 1963	1964-1965	Present class	Years of schooling	Education Attainment
Primary School						
	Class sub –A*	Standard 1	Standard 1	Standard 1	1	
	Class sub-B*	Standard 2	Standard 2	Standard 2	2	
	Standard 1(I)	Standard 3	Standard 3	Standard 3	3	
	Standard 2(II)	Standard 4	Standard 4	Standard 4	4	
	Standard 3(III)	Standard 5	Standard 5	Standard 5	5	
	Standard 4(IV)	Standard 6	Standard 6	Standard 6	6	
	Standard 5(V)	Standard 7	Standard 7	Standard 7	7	
	Standard 6(VI)	Standard 8	Standard 8	Standard 8	8	Primary school leaving certificate
Secondary School						
	Standard 7 (form 1)	Form I	Form 1 form 2	Form 1	1	
	Standard 8 (form 2)	Form II	Form 3	Form 2	2	Junior Certificate of Education
	Standard 9 (Form 3)	Form III	Form 4	Form 3	3	
	Standard 10 (Form 4)	Form IV	Form 5	Form 4	4	Malawi School Certificate of Education or G.C.E. “o” Level.
	Standard 11 (Form 6 Lower)	Form V	Form 6	Form 5	5	
	Standard 12 (Form 6 upper)	Form VI upper	Form 7	Form 6	6	High School Certificate or G.C.E. “A” Level.

P20-P27: RESIDENTS AGED 10 YEARS AND OLDER (ECONOMIC ACTIVITY)

ECONOMICALLY ACTIVE - DEFINITIONS

- a. **MLIMI (SUBSISTENCE FARMER):** Is a person whose sole or principal work is in the family garden. Women will be classified as “Mlimi” if, over the year, they have spent more time working in the garden, than working in the home, without pay, on domestic duties. If the person who would otherwise qualify as a “mlimi” had a job for pay “last seven days” then he/she should be treated as an employee. If he/she usually works in the family garden but did not do any work in the garden and was not employed during the “last seven days”, he/she should be recorded as “mlimi” (that is, as though on holiday with a job to go back to).
- b. **AN EMPLOYEE:** Is a person who works for a public or private employer and receives a wage, salary, or payment at piece-rates.
- c. **FAMILY BUSINESS WORKER:** Is a person who works without pay in a business owned by a relative on more or less full time basis and is not engaged in any other economic activity.
- d. **SELF EMPLOYED:** Is a person who operates his/her own business or other economic enterprises, or engages independently in a profession or trade and does not hire any employees but may be assisted by family members.
- e. **EMPLOYER:** Is a person who operates his/her own business or other economic enterprise, or engages independently in a profession or trade and employs one or more persons. (**NOTE:** this does not include managers or others who hire staff on behalf of their company unless they own the company).

NOTE: A person who had a job or enterprise but who is temporarily absent during the reference period due to injury, illness, vacation or other leave should be classified according to his/her job or enterprise as an employee, a family business worker, self- employed, or an employer.

ECONOMICALLY INACTIVE – DEFINITIONS

- a. **NON-WORKER:** Is a person who has never worked before and is at the moment not making any effort to seek work.
- b. **HOME WORKER:** Is one who spends most of his/her time, throughout the year, working without pay on domestic duties, such as cooking, washing, or cleaning household surroundings.
- c. **STUDENT:** Is one who is enrolled full-time at a formal educational institution as long as he/she did not work during the last seven days.
- d. **OTHER:** This category includes:
 - i. Any person who did not work the last seven days because either he/she was not able to work and relies on others, or there was no need for him/her to work and relies on others.
 - ii. Any person who did not work the last seven days because there was no need and relies on his/her own income. For example, pensioners.

NOTE: It may be necessary to ask several probing questions in order to determine a person’s economic activity status.

P20: Worked last 7 days

In this question we want to know whether the respondent has worked for at least an hour (1 hour) during the last 7 days, apart from his/her housework. If the person worked during the last 7 days for at least an hour apart from his/her household work, select “Yes”.

P21: Why not worked in last 7 days

If the person did not work for at least an hour during the last 7 days, probe to find out why he/she did not work and select the appropriate code from the list according to the available responses.

P22: Any activity in last 7 days

P22 will apply to those people who in the last 7 days did the following activities;

1. Farming/rearing animals/fishing
2. Production/services/selling
3. House-worker at someone’s house
4. Homeworker at own house
5. None

Examples of production, services, and selling:

Production- brewing of kachasu, kuphika mandasi, kusoka mphasa

Services- teaching, shoe repairing, ganyu

Selling- selling of kaunjika, firewood, groceries

P23: AVAILABILITY TO WORK

Ask the person if he/she is available for work.

P24: HAVE BEEN SEEKING FOR WORK

Ask the person if he/she has been looking for work during the last 7 days.

RESIDENTS CURRENTLY WORKING/EVER WORKED

P25: OCCUPATION

Occupation refers to the kind of work the person does or the kind of the work he/she did, when he/she was working for the first time. This question is to enquire specifically about the nature of the job he/she is doing most of the time in the last 7 days. If the person uses vague answers such as Civil Servant, Businessman, or Labourer, ask him/her the exact type of job he/she did most of the time, and then select the occupation. The occupation will best be described by such job titles as teacher, driver, cook, etc. If a person moved from job to job, you will only record that occupation he/she is engaged in during the reference period or the last 7 days. If a person has two or more occupations, enter the one in which he/she spends most of his/her time. Select the job title as given.

Try to get comprehensive answers. For example, it is not enough for a respondent to inform you that he/she is a teacher. Probe to find out if he/she is a primary or secondary school teacher, etc. Record secondary school teacher or whatever the case maybe. Below are some of the vague answers and some probing to assist you to arrive at a correct answer.

Steps to follow by using a “Search method”:

VAGUE RESPONSE	PROBE IF HE/SHE IS A-
Teacher	Pre-primary, Secondary, college or university
Doctor	Medical, Dentist, Veterinary (doctor)
Engineer	Civil, Electrical, Chemical, Mechanical
Manager	Administrative, Finance, Personnel, Marketing, etc.
Civil Servant	Economist, Nurse, clerk, accountant, etc.
Technician	Chemical, Civil engineering, electrical engineering, etc.
Inspector	School building, safety and quality, police, etc.
Clerk	Secretary, transport, library, stock, etc.
Labourer	Mining, Road Construction, Building construction, etc.
Cleaner	Domestic helper, office, hotel, etc.
Driver	Train, car, bus, truck/lorry.

COMMON OCCUPATIONS IN MALAWI

Elementary occupations

1. Ganyu

Select major occupation of *Elementary occupations* then *Agriculture, forestry and fishery labourers* as sub-major occupation. Next select minor group of *Agriculture, forestry and fishery labourers* and finally select the *unit of occupation* depending the actual work done.

e.g. Harvesters (aganyu yokolola) are *crop farm labourers*

Heardmen (abusa ang’ombe) are **livestock labourers**

else search for “labourer” using “*search complete of occupation*” option

2. Kabanza (motor cycle & bicycle)

This is in another elementary occupation. Select *Elementary occupations* then *labourers in mining construction, manufacturing and transport* followed by *transport and storage labourers* and finally occupation unit of *Hand and pedal vehicle drivers*.

else search for “pedal” using “*search complete of occupation*” option.

Other examples of elementary occupations are:

3. **Cleaners and Helpers** – *domestic workers, office and vehicles cleaners, laundry and other hand cleaning workers*
4. **Agriculture, forestry and fisheries labourers** – farm (crop & livestock) labourers, garden/horticulture labourers, etc
5. **Labourers in mining, construction, manufacturing and transport** – sand quarrying (kuvula mchenga), construction labourers (e.g. opelekela matope), stone quarrying (kuswa miyala), civil engineering labourers, hand and pedal vehicle drivers (**kabaza**, etc), drivers of animal-drawn vehicles and machinery (oyendetsa ngolo ya ng'ombe/bulu), freight handlers (loaders/off-loaders), shelf fillers, etc

NOTE: Labourers in manufacturing of building materials (e.g **brick making labourers - otungila madzi a njerwa**) are also in this major occupation and sub-major occupation but they fall under manufacturing labourers and their unit of occupation is manufacturing labourers not elsewhere classified.

6. **Food preparation assistants** – fast food preparers and kitchen helpers
7. **Street and related sales and service workers** - street vendors, shoe shiners, airtime sellers, selling water on the streets, etc
8. **Refuse workers** – garbage collectors, collectors of recyclable materials (plastic bags, empty bottles) from dumpsites, etc.

Skilled Agriculture, forestry and fishery workers

Subsistence farmer

This occupation falls under *skilled agriculture, forestry and fishery workers*. Its sub-major group is Subsistence farmers, fishers, hunters and gatherers. Minor group and unit of occupation is dependent on the actual activities:

Subsistence crop farmers

Subsistence livestock farmers

Subsistence mixed crop and livestock farmers

Subsistence fishers (fishing for home use), hunters, trappers and gatherers

else search “farmer” or “subsistence” using “**search complete list of occupation**” option.

Other examples of *skilled agriculture, forestry and fishery workers* are:

1. Market oriented skilled agricultural workers
 - a. Market gardeners and crop growers
 - b. Animal producers
 - c. Mixed crop and animal producers, etc.
2. Market oriented skilled forestry, fishing and hunting workers
 - a. Forestry and related workers
 - b. Fishery workers (fishing for sale)
 - c. Hunters and trappers

Craft and related trade work

Carpenters

This occupation falls under *Craft and related trade work*. Its sub-major group is *Building and related trade workers (excluding electricians)*, minor group is *Building frame and related trade workers* and unit of occupation is *Carpenters and Joiners*.

else search for “carpenter” using “*search complete of occupation*” option.

Other examples of craft and trade occupations are:

1. Building and related trade workers
 - a. House builders, Brick layers, and related workers
 - b. Stone cutters, splitters, stone carving (kunsema miyala), and masons
 - c. Carpenters and joiners
- a. Building frame and related workers, etc
1. Building finishers and related trade workers
 - a. Roofers, Floor layers, Tile setters
 - b. Plasterers, insulation workers, Glaziers
 - c. Plumbers and pipe fitters
 - d. Air-conditioning and refrigeration mechanics
1. Painters, Building structure cleaners and related trade workers
 - a. Painters, Spray painters, varnishers
 - b. Building structure cleaners (e.g. specialized cleaning of old and new buildings, sorting out equipment and materials, etc.)

Welders

This occupation also falls under *Craft and related trade work* but its sub-major group is *Metal, Machinery and related trade*, minor group is *Sheet and structural metal workers, molders and welders and related trade workers* and unit of occupation is *Welders and flame cutters*.

else search “welders/weld” using “*search complete of occupation*” option.

Examples of occupations under *Metal, Machinery and related trade*:

1. Sheet and structural metal workers
 - a. Metal molders and core maker
 - b. Flame cutters, Sheet-metal worker
 - c. Structural-metal preparers and erectors
2. Blacksmith, toolmakers and related trade workers
 - a. Blacksmiths, hammer smiths and forging press workers
 - b. Toolmakers and related workers
 - c. Metal working machine tool setters and operators
 - d. Metal polishers, wheel grinders and tool sharpeners
3. Machine Mechanics and Repairers
 - a. Motor vehicle mechanics and repairers
 - b. Aircraft engine mechanics and repairers
 - c. Agricultural and industrial machinery mechanics and repairers
 - d. Bicycle and related repairers (motorcycle mechanics)

Other occupations under Craft and related work are subcategorized as:

A. Handicraft and Printing workers:

1. *Handicraft workers:*
 - a. Musical instrument makers and tuners
 - b. Jewelry and precious-metal workers
 - c. Potters and related workers
 - d. Glass makers, cutters, grinders, and finishers
 - e. Sign writers, decorative painters, engravers, and etchers
 - f. Handicraft workers in wood,
 - g. Handicraft workers in basketry and related materials
 - h. Handicraft workers in textile, leather, and related materials
- i. Handicraft workers not elsewhere classified
2. *Printing trade workers*
 - a. Pre-press technicians
 - b. Printers
 - c. Print finishing and binding workers

B. Electrical and electronic trade workers:

1. *Electrical equipment installer and repairers:*
 - a. Building and related *electricians*
 - a. Electrical mechanics and *fitters*
 - b. Electrical *line installers* and repairers (e.g. ESCOM)
2. *Electronics and telecommunications installer and repairers*
 - a. *Electronics mechanics* and servicers (e.g. phone, games, etc.)
- b. Information and communications technology installers and servicers (e.g. network towers)

C. Food processing, wood working, garment and other craft and related trades workers:

1. *Food processing and related trades workers:*
 - a. *Butchers, fishmongers* and related food preparers
 - b. Bakers, pastry-cooks and confectionery makers
 - c. Dairy-products makers
 - d. Fruit, vegetable and related preservers
 - e. Food and beverage tasters and graders
 - f. *Tobacco preparers* (e.g. tobacco graders) and *tobacco products makers*
2. *Wood treaters, cabinet-makers and related trades workers*
 - a. Wood treaters
 - b. Cabinet-makers and related workers
 - c. Woodworking-machine tool setters and operators
3. *Garment and related trades workers*
 - a. *Tailors, dressmakers*, furriers, and hatters
 - b. *Garment and related pattern-makers*, and cutters

- c. Sewing, embroidery and related workers
 - d. ***Upholsterers*** and related workers
 - e. Pelt dressers, tanners, and fellmongers
 - f. ***Shoemakers*** and related workers
4. *Other craft and related workers*
- a. Underwater divers
 - b. Shot firers and blasters
 - c. Product graders and testers (excluding foods and beverages)
 - d. ***Fumigators*** and other pest and weed controllers
- e. Craft and related workers not elsewhere classified

Barbers, Hairdressers, and Beauticians

This occupation also falls under ***Service and Sales workers***. Their sub-major group is ***Personal service workers***, minor group is ***Hairdressers, beauticians, and related trade workers*** and unit of occupation is dependent on the actual work done.

else search keyword using “***search complete of occupation***” option.

Other examples of occupations under *Service and Sales*:

1. *Personal service workers*

- a. Travel attendants, conductors, and tour guides
 - b. Cooks, Waiters, and bartenders
 - c. Hairdressers, beauticians and related workers
 - d. Building and housekeeping supervisors
- e. Other personal services workers

2. *Sales workers*

- a. Stall and market salespersons
- b. Street food salespersons (e.g. chips)
- c. Shop keepers, Shop supervisors, Shop sales assistants
- d. Cashiers and ticket clerks
- e. Fashion and other models, Sales demonstrators
- f. Door to door salespersons
- g. Contact Centre salespersons
- h. Service station attendants
- i. Food service counter attendants
- j. Sales workers not elsewhere classified

3. *Personal care workers*

- a. Child care workers
- b. Teachers' aides
- c. Health care assistants
- d. Home-based personal care workers
- e. Personal care workers in health services not elsewhere classified

4. *Protective service workers*

- a. Fire-fighters
- b. Police officers
- c. Prison guards
- d. Security guards (watchman)
- e. Protective services workers not elsewhere classified

NOTE: *Military personnel fall under major group of Armed Forces occupations.*

P26: WORK/OCCUPATION STATUS

This refers to the status in employment of an economically active individual that is those who have been classified as working or have worked in the last 7 days. Find out what the individual’s current work status is. If the person is available for work and seeking a new job, find out his/her anticipated work status. Classify such a person as:

1. Employer
2. Self Employed - This refers to an own account worker who operates his/her own economic enterprise or engages independently in a profession or trade and does not hire anybody for assistance. This includes hawkers, barbers, vegetable, and fruit vendors, etc.
3. Employee - Public Service
4. Employee - Private Sector
5. Unpaid Family Worker (in Family Farm/Business)
6. Other – Independent/Dependent contractors

P27: INDUSTRY/MAIN PRODUCT

The industry identifies the type of product, service, or activity produced or provided by the individual (and work mates, if applicable) at the place where he/she works. The same principle applies if the individual is self-employed or an employer. This should not be confused with the person’s own job. Industry refers to the products or services or main functions or activities of the WORKPLACE. You will often discover a person’s industry by asking who employs him/her and what kind of articles or services are produced at his/her place of employment. For example, a man/woman may be an accounts clerk and be employed by a dairy farmer, his/her occupation is ‘Accounting Clerk’, and his/her industry is ‘dairy farming’. Like above there is a need to probe in order to arrive at the correct response. Below are some specific examples of how to probe for better industry information:

RESPONSE	SUGGESTED PROBING QUESTIONS
Factory	What kind of goods does the factory manufacture or make? e.g.shoes, fruit juices, clothes, etc. Thus, if a respondent says he/she is working in a factory which manufacture cooking oil, select “Manufacturing” section. Then under divisions, select “Manufacture of food products”. Then under groups, select “Manufacture of vegetable and animals’ oils and fats” products”. Under Class, select “Manufacture of vegetable and animals’ oils and fats”.

Construction	What does the company build? e.g. roads, dams, electrical plant, etc. If the company builds houses for example, then record 'building construction'.
Mining	What type of mine is it? e.g. coal, gold, diamond, etc. If gold is mined for example, record 'gold mining'.
Shop	What does the shop sell? e.g. shoes, clothes, groceries, etc. If it sells groceries, record 'sale of groceries'.
Farming	What type of produce is farmed? Is it crop or livestock farming or both? Record "crop farming", if crops are grown; Record "livestock farming" if animals are reared.
Self-employed	What kind of goods does the individual make or sell? e.g. sells fruits & vegetables, weaves mats and baskets, sells clothes (hawker), etc. Some examples of services an individual may provide are cutting, styling, treating illness, e.g. traditional healers, etc.

P27E–P27F: OWNERSHIP OF LAND

There is increasing evidence that ownership of property by women has positive consequences for women's empowerment. Ownership implies that the land is legally registered in the woman's name or, man's name since official property records do not always exist or are not maintained, the land is recognized as hers and cannot be sold without her signature or equivalent.

P27E: LAND OWNERSHIP

Concerns whether one owns agricultural or non-agricultural land either by herself or jointly with someone else. Non-agricultural land refers to rural land that is not used for growing crops and most land in urban areas. The size, quality, or purpose of the land is not relevant to this question; we are only asking about his/her ownership of any type or size of land.

P27F: DEED OWNERSHIP

Ask if the respondent has a title deed for the land he/she owns and if his/her name is on the title deed. For option "Both alone and jointly", it means that household member has at least two pieces of land, one of which is owned alone and another one jointly.

P28-P29: RESIDENTS AGED 12 YEARS AND OLDER

P28: MARITAL STATUS

This question is asked only for persons who are 12 years and older. Select the appropriate response from the following:

1. Never Married
2. Married
3. Divorced/Separated
4. Widowed

P29: AGE AT FIRST MARRIAGE

This question is asked to persons aged 12 years and older who are married, divorced/separated, or widowed. Ask their age at first marriage, that is, how old he/she was when he/she **first** got married or lived together with a partner.

If there is some difficulty in recalling the age, ask for the date (that is year) at which that person first got married or lived with a partner. (Use the calendar of events if necessary.) The information actually needed in this question is the age of the person in completed years at his/her first marriage (AFM). This can be obtained by subtracting Date of Birth (DOB) from Date at First Marriage (DFM)

$$\begin{aligned} \text{e.g. if DFM} &= \text{March 1978;} & \text{DOB} &= \text{June 1949} \\ \text{AFM} &= [78+(3/12)] - [49+(6/12)] \\ &= 78.25 - 49.50 \\ &= 28.75 \end{aligned}$$

Therefore, completed Age at Marriage is 28 years

If the respondent cannot remember, try to find out roughly how many years that person has been married, and, if he/she is still in the first marriage, deduct the number of years in marriage from **2018** to reach the year of marriage. If all the above fails, take a rough estimate of what he/she remembers.

P30-P33: RESIDENT WOMEN AGED 12 YEARS AND OLDER - BIRTH DETAILS

P30: NUMBER OF CHILDREN EVER BORN ALIVE

For this question, ask the number of children ever born alive (born alive, means that they must have shown a sign of life, e.g. crying at birth) to each female in her lifetime. If the female (12 years and older) has never had children in her lifetime, enter "00" in the box provided. Enter number of children in the box provided for males or females separately. If the children born to the woman are either no longer staying with her or are dead (but were born alive), they should be included.

P31: NUMBER OF CHILDREN STILL ALIVE

From the children who were born alive, ask how many are still alive even if they are staying somewhere else. They must be included as long as they are still alive. Write the number of boys and girls still alive in the space provided.

P32: DATE OF BIRTH OF LAST CHILD

Ask and record the month and year when the last child was born.

P33: LAST BORN CHILD STILL ALIVE

Ask if the last born child is still alive.

IMPORTANT:

While probing for this information make sure that the woman includes any of her children who might have died shortly after birth (as long as they were born alive). Furthermore, any of her children who might have died at any other age are to be recorded. However, ensure that still-births, that is, births which did not show any sign of life, are not included.

6.5 SECTION D: DWELLING UNITS CHARACTERISTICS

D01: NUMBER OF DWELLING UNITS

Record number of dwelling units mentioned by the respondent.

D02: TENURE OF THE HOUSING UNIT

Select the tenure of the housing unit.

1. Owner/family occupied
2. Rented
3. Institution

8. Other

D03: MAIN MATERIAL OF ROOF

Select the main type of roof material.

Grass thatch

1. Iron sheets
2. Iron with tiles
3. Asbestos
4. Cement

8. Other

D04: MAIN MATERIAL OF WALL

Select the main type of wall material.

1. Burnt bricks
2. Unburnt bricks
3. Concrete
4. Cement blocks
5. Mud/Wattle/Dung
6. Reeds/Straw
7. Wood/Planks
8. Other

D05: MAIN MATERIAL OF THE FLOOR

Select the main type of floor material.

1. Earth/Sand
2. Dung
3. Wood planks
4. Palm/ Bamboo
5. Broken bricks
6. Parquet or polished wood
7. Vinyl or Asphalt strips
8. Ceramic tiles
9. Cement

- 10. Bricks
- 11. Other

D06: TYPE OF DWELLING

The type of dwelling depends on the main material for roof and wall. This question will be auto filled by CAPI application.

- 1. Permanent
- 2. Semi-Permanent
- 3. Traditional

D07: NUMBER OF ROOMS

The total number of rooms, include bedrooms, dining rooms, study rooms, habitable attics, servant’s rooms, kitchens, rooms used for business purposes, etc., as long as they meet the criteria of walls and floor space. **Do not include** passageways, verandas, lobbies, bathrooms, toilets, garages, and storerooms as rooms, if they are used as such. Enter the number of rooms in the field provided.

D08: NUMBER OF ROOMS FOR SLEEPING

Of the number of rooms mentioned above, record the number of rooms the household use for sleeping.

D09: NUMBER OF OCCUPANTS

Record the total number of occupants that usually sleep in the rooms.

D10: MAIN SOURCE OF WATER DRY SEASON AND WET SEASON

The purpose of these questions is to assess the source and cleanliness of the drinking water used by household during the dry season and wet season. If drinking water is obtained from several sources, probe to determine the main source from which the household obtains the majority of its drinking water. The interviewer should make sure that the source of drinking water is recorded for the rainy and the dry season. The following table provides a more specific description of what is meant by the respective source of drinking water.

Piped into dwelling	Pipe connected with in-house plumbing to one or more taps, e.g. in the kitchen and bathroom. Sometimes called a house connection.
Piped to yard/plot	Pipe connected to a tap outside the house in the yard or plot. Sometimes called a yard connection
Public tap/ standpipe / Community stand pipe	Public water point from which community members may collect water. A standpipe may also be known as a public fountain or public tap. Public standpipes can have one or more taps and are typically made of brickwork, masonry, or concrete
Tube well or borehole	A deep hole that has been driven, bored, or drilled with the purpose of reaching ground

	water supplies. Water is delivered from a tube well or borehole through a pump, which may be human, animal, wind, electric, diesel, or solar-powered.
Protected dug well	A dug well that is (1) protected from runoff water through a well-lining or casing that is raised above ground level and a platform that diverts spilled water away from the well, and (2) covered so that bird droppings and animals cannot fall down the hole. Both conditions must be observed for a dug well to be considered as protected.
Unprotected dug well	A dug well which is (1) unprotected from runoff water, (2) unprotected from bird droppings and animals, or (3) both.
Protected spring	A spring protected from runoff, bird droppings, and animals by a “spring box” which is typically constructed of brick, masonry, or concrete and is built around the spring so that water flows directly out of the box into a pipe without being exposed to outside pollution.
Unprotected spring	A spring that is subject to runoff and/or bird droppings or animals. Unprotected springs typically do not have a “spring box”.
River/Stream	For households that use water from a river/stream.
Rainwater collection	Rain that is collected or harvested from surfaces by roof or ground catchment and stored in a container, tank, or cistern.
Commercially bottled water	Water that is commercially bottled and sold in bottles.
Small scale vendor	Water is obtained from a provider who transports water into a community using a cart and then sells the water. The means for pulling the cart may be motorized or non-motorized (e.g., a donkey).
Tanker truck	Water is obtained from a provider who uses a truck to transport water into the community. Typically the provider sells the water to households.
Surface water	Water located above ground and includes rivers, dams, lakes, ponds, streams, canals, and irrigation channels.
Other	Water source that is not classified in any of the categories listed above.

D11: TYPE OF TOILET

Enquire about the type of toilet or means of excreta disposal used in the household and select the appropriate option (This question is asking about usage, not ownership):

Flush/pour flush to piped sewer system	A system of sewer pipes (also called sewerage) that is designed to collect human excreta (feces and urine) and wastewater and remove them from the household environment. Sewerage systems consist of facilities for collection, pumping, treating, and disposing of human excreta and wastewater.
Flush/pour to septic tank	An excreta collection device consisting of a water-tight settling tank normally located underground, away from the house or toilet.
Flush/pour to pit latrine	A system that flushes excreta to a hole in the ground.
Flush/pour to other location	A system in which the excreta are deposited into or nearby the household environment in a location other than a sewer, septic tank, or pit, e.g., excreta may be flushed out to the street, yard/plot, drainage ditch, or other location.
Ventilated improved pit latrine (VIP)	Dry pit latrine, ventilated by a pipe, extending above the latrine, and an improved pit latrine roof. The open end of the vent pipe is covered with gauze mesh (VIP) or fly-proof netting. If the vent pipe is not covered by a gauze mesh or fly-proof netting, the facility should be classified as a pit latrine with slab not a VIP latrine. The inside of the VIP latrine is kept dark. If the door of the VIP superstructure is missing so that it is no longer dark inside the latrine, the facility should be classified as a pit latrine with slab, not a VIP latrine.
Pit latrine with concrete slab	A dry pit latrine whereby the pit is fully covered by a slab or platform that is fitted either with a squatting hole or seat. The slab or platform should be solid and can be made of any type of material (such as concrete, logs with earth or mud, or cement). The slab or platform should adequately cover the pit so that pit contents are not exposed other than through the squatting hole or seat.
Pit latrine with earth/sand slab	
Pit latrine with slab	
Pit latrine without slab/open pit	A latrine without a squatting slab, platform or seat. An open pit is a rudimentary hole in the ground where excreta is collected.
Composting toilet	A dry toilet into which excreta and carbon-rich material are combined (vegetable wastes, straw, grass, sawdust, ash) and special conditions maintained to produce inoffensive

	compost. A composting latrine may or may not have a urine separation device.
Bucket latrine	The use of a bucket or other container for the retention of feces (and sometimes urine and anal cleaning material), which is periodically removed for treatment, disposal, or use as fertilizer.
Hanging toilet/hanging latrine	A toilet built over the sea, a river, or other body of water allowing excreta to drop directly into the water.

D12: SHARED TOILET FACILITY

Enquire to find out if the toilet facility is shared with another household.

D13: MAIN SOURCE OF ENERGY FOR LIGHTING

Ask about the main source of energy the household uses mainly for lighting and select the appropriate response. The answers are as follows:

1. Electricity
2. Solar
3. Battery
4. Paraffin
5. Candles
6. Firewood
7. Grass/Straw
8. Other

D14: MAIN SOURCE OF ENERGY FOR COOKING

Ask about the main source of energy the household uses mainly for cooking and select the appropriate response. It is possible that a household may use more than one source of energy at any one time, but it is the one that is **most often** used that should be recorded. Only one option should be selected and the categories are as follows:

1. Electricity
2. Solar
3. Paraffin
4. Gas
5. Charcoal
6. Firewood
7. Straw/Shrubs/Grass
8. Other

D14A: BATHROOM

This question is aimed at establishing whether a household has a bathroom. Provide the exact location for those that have a bathroom.

1. Yes, With fixed bath or shower within dwelling unit
2. Yes, Without fixed bath or shower within dwelling unit
3. Yes, With fixed bath or shower outside dwelling unit
4. Yes, Without fixed bath or shower outside dwelling unit

5. No bathroom available

D14B: WASTE DISPOSAL

This question aims at collecting information on how the household disposes solid waste or garbage. Select the correct response from the following:

1. Solid waste collected on a regular basis by authorized collectors
2. Solid waste collected on an irregular basis by authorized collectors
3. Solid waste collected by self-appointed collectors
4. Occupants dispose of solid waste in a local dump supervised by authorities
5. Occupants dispose of solid waste in a local dump not supervised by authorities
6. Occupants burn solid waste
7. Occupants bury solid waste
8. Solid waste disposed in an open pit but not buried or burnt
9. Occupants dispose solid waste into river, sea, creek, pond
10. Occupants compost solid waste.
11. Other means of disposing of waste or garbage.

D14C: KITCHEN

This question is asked to determine whether a household has a kitchen or other space used for cooking and also where it is located.

1. Yes, kitchen within dwelling unit
2. Yes, other space for cooking within dwelling unit, such as kitchenette
3. Yes, kitchen or other space for cooking outside the dwelling unit
4. No, kitchen or other space for cooking available

D14D: KITCHEN SHARING

This question is asked to households that have a kitchen or other space used for cooking. The main focus is on whether the kitchen or cooking area is shared with other households.

1. Exclusive use (Not shared)
2. Shared

ASSETS OF THE HOUSEHOLD

Ask if the household has the following assets. Be sure to ask about all assets on the list.

D16: INTERNET ACCESS

Ask if the household have an internet connection.

D17: LIVESTOCK AND POULTRY OWNERSHIP

Ask if the household has the following livestock or poultry: Goats, Pigs, Cattle, Sheep, Chicken, or Other poultry.

If “yes”, record the total number of livestock or poultry for each type.

D18: LIVELIHOOD SOURCES

Ask for main source of income for the household's livelihood during the past 12 months. Select the appropriate option.

D19A: ASSISTANCE RECEIVED

Ask if the household received assistance of money, food, or agricultural inputs from others during the past 12 months. Select the appropriate option.

D19B: SOURCE OF ASSISTANCE RECEIVED

Ask the source of the assistance the household received during the past 12 months. Select the appropriate option.

D20A: HOUSEHOLD SAVING

Ask if any member of the household saved money in the last 12 months. Select the appropriate option. Examples of money savings include: Village Bank, Mobile banking (Airtel Money, Mpamba, etc.), Commercial Banks, Investment, Microfinance, Business, etc.

D20B: METHOD OF SAVING

Ask the main method of saving money. Select the appropriate option.

D21A: CREDIT ACCESS

Ask if any member of the household had access to any credit facility in the past 12 months. Select the appropriate option.

D21B: SOURCE OF CREDIT

Ask the source of the credit facility. Select the appropriate option.

6.6 SECTION E: EMIGRATION

Collect information on members of the household who have emigrated during the last 10 years (from 2008 to 2018).

E01: MEMBERS OF HOUSEHOLD WHO HAVE EMIGRATED

This question asks if there is any member of the household who emigrated in the last 10 years (from 2008 to 2018).

E02: NAME OF EMIGRANT

Ask respondent to provide the name of the household member who emigrated within the last 10 years.

E03: SEX OF EMIGRANT

For each emigrant, recode the appropriate sex.

E04: AGE OF EMIGRANT

Record the age of the household member during the time of migrating, in completed years.

E05: DESTINATION OF EMIGRANT

Select the country of destination of emigrant.

Destination

You, therefore, will select the country to where a Malawi Citizen is reported stationed during the census period. A person reported to have been to more than one country / continent since he / she left should be recorded where he/she is at the time of interview.

E06: DEPARTURE YEAR OF EMIGRANT

Record year of departure of the emigrant.

E07: ACTIVITY ABROAD

Select the appropriate option for the activity abroad.

1. Working in mines
2. Working in farms
3. Working in other sectors
4. Student
5. Official business
6. For medical treatment
7. Following family/Marriage
8. Domestic worker
9. Shop assistant
10. Other
11. Don't know

Where a Malawi citizen abroad is reported engaged in more than one activity, you classify him / her according to the activity on which most of the time is spent.

NOTE: the activity abroad is asked for all persons who have emigrated regardless of their age as long as they are Malawians and have emigrated in the last 10 years.

E08 – E11: RECEIVED CASH REMITTANCES

Ask if the household received any remittances - anything in terms of goods or cash - in the last five years (from 2013 to 2018) from the emigrant(s) mentioned in E1.

E08: CASH REMITTANCES

Ask if the household received remittances in the form of cash during the last 5 years (2013 to 2018) from any of the members who have emigrated. It is important to note that some households receive remittances through other means other than Commercial Banks, Mukuru,

Western Union, etc. An example is the recent tendency of emigrants of transferring money through a friend or relatives (in local or foreign currencies) such that the equivalent is transferred to the household.

E09: VALUE OF CASH REMITTANCES

Ask how much the household received in remittances in cash in the past 12 months in Malawi Kwacha.

E10: GOODS AS REMITTANCES

Ask if the household received remittances in the form of goods during the last 5 years (2013 to 2018) from any of the members who have emigrated. An example is sending goods (such as TV's, bicycles, radios, clothes, etc.) through a friend or relatives to the household.

E11: VALUE OF GOODS AS REMITTANCES

Record the value of the goods the household received in remittances in the past 12 months in Malawi Kwacha. An example is goods (such as TV's, bicycles, radios, clothes, etc.) should be converted into cash values by the respondent.

6.7 SECTION M: MORTALITY

DEATHS IN THE HOUSEHOLD IN THE LAST 12 MONTHS:

You are required to ask the respondent to give you the number of people who died, including children, from this household in the last 12 months (September 2017 to September 2018, i.e. a stretch of a year from this date to the last year). The question you will have to ask will be: "Is there any member of the household who died during the last 12 months, i.e. since September 2017 to September 2018?"

M01: DEATHS THAT OCCURRED IN THE HOUSEHOLD

If there are deaths that occurred in the household in the last 12 months (from September 2017 to September 2018), select "Yes".

M02: NAME OF THE DECEASED

Write the name of the deceased.

M03: DATE OF DEATH OF THE DECEASED

Ask and select the month and year when the death occurred.

M04: SEX OF THE DECEASED

Ask and select sex of the deceased.

M05: AGE OF THE DECEASED

Record age at death in completed years of the deceased. Record 00 if age is less than 1 year.

M06: REASON FOR DEATH

Ask if the death was due to an accident, injury, suicide, or violence.

M07: DEATH WHILE PREGNANT

Ask if the deceased died while pregnant.

M08: DEATH DURING CHILD BIRTH

Ask if the deceased died while giving birth.

M09: DEATH WITHIN 2 MONTHS AFTER TERMINATION OF PREGNANCY

Ask if the deceased died within 2 months of termination of pregnancy, irrespective of the way the pregnancy was terminated.

6.8 BUSINESS OWNERSHIP

Collect information about business ownership of members of the household.

B01: OWN BUSINESS

Ask if any member of the household owns any business.

B02: BUSINESS REGISTERED

Ask if the business is registered. The business can be registered at the Registrar General, Ministry of Industry, Trade and Tourism Offices, or Local Assemblies (DC's Offices).

B03: BUSINESS TYPE

Ask how the business is owned. The type of business can be Sole Proprietor, Partnership, Company, Cooperative, etc.

B04: CORE BUSINESS ACTIVITY

Ask about the main activity involved in the business. The businesses can include: selling of something in the same form it was bought, grow something and sell, buy something to sell but add value before selling, sell something collected from nature, make something and sell, process agricultural product, etc.

B05: BUSINESS ECONOMIC SECTOR

Ask about the goods and services the business renders such as Agriculture, Forestry and Fishing, Manufacturing, Construction, Transport and Logistics, etc.

B06: NUMBER OF MALES INVOLVED IN BUSINESS

Record the number of males involved in the business.

B07: NUMBER OF FEMALES INVOLVED IN THE BUSINESS

Record the number of females involved in the business.

B08: BUSINESS EXPORT

Ask whether the business involves exporting goods and services.

6.9 COMPLETION OF RECORD OF VACANT AND OTHER STRUCTURES FORM

In this MPHC, it is necessary to cover all the structures, that is, all occupied dwelling units including those that are vacant and other structures used for purposes other than dwelling.

VACANT STRUCTURE: Any buildings which are intended for sleeping but are not occupied during the period of enumeration. On the other hand, the **OTHER STRUCTURES** are those buildings which are neither occupied nor vacant dwelling units and are used for other purposes other than dwelling. These include, office blocks, shops, churches, mosques, etc.

NOTE: other shops with rooms at the top, back, or sides where people sleep should be considered as dwelling units.

IDENTIFICATION: The name of region/district, TA, STA or Town, and Enumeration Area number.

NAME OF VILLAGE OR PLACE: Ask for the name of the village or place, then select from the drop down list.

STRUCTURE SERIAL NUMBER: Write the serial number generated in CAPI on the structure with chalk.

NOTE: You will see the serial number as 001, 002, 003, etc. on the CAPI questionnaire form. You will mark the vacant or other structures as V001, V002, V003, etc. on the actual structures.

MAIN USE OF STRUCTURE: Find out the main use of each vacant or other structure you have listed. Write the main use of the structure. You will write “dwelling” if the structure is mainly used or intended for dwelling purposes. If the structure is mainly used for economic activities, such as carpentry, beer selling, selling food and beverages, office work, etc., you are required to write the specific type of economic activity. On the other hand, if the structure is used for other non-economic activities such as religion meetings, school, etc., then specify the non-economic activity.

APPENDIX I - ACCEPTABLE USE POLICY

The policy defines the appropriate use of tablets, power banks, solar chargers and communication resources for PHC and also addresses the information stored on or transferred via computers, networks and peripherals as well as usage and protection of the physical assets.

TABLET

- You are to make sure that the tablet is solely used for census work. As an Interviewer you are liable for the loss or damage of tablet, power bank and solar charger and other accessories.
- A tablet should not be used in a manner that is likely to hamper ability of other people to access and use the system. Specific examples include but are not limited to, the use of the following: streaming audio/video and chat for personal use.
- You shall not use the tablet for commercial purposes, product advertisement, soliciting for personal gain and secondary employment.
- Downloading any software for personal use is strictly prohibited.

Ensure that interviews are conducted with appropriate household members. Friends, neighbours, or other non-household members should not be present during the household interview. It is important to ensure privacy so that respondents feel they can answer your questions freely and honestly, and so the information that they share remains confidential.

If you disclose such statistical information for personal gain to unauthorised person you are committing an offence and you shall be liable upon conviction to a fine of five hundred thousand kwacha (K500, 000) and to imprisonment for two (2) years.

APPENDIX II - BIRTH CERTIFICATE SAMPLE

Form NR13



0005LFB3

REPUBLIC OF MALAWI
NATIONAL REGISTRATION ACT, 2010
CERTIFICATE OF DEATH
(Regulation 76)

1. Birth Entry Number	TO:0000069/2018
2. Registration Number	00001253639
3. Name	Benson Evason Golliat
4. Date of Birth	5 th September, 1978
5. Sex	Male
6. Place of Birth	Makapwa Health Centre, Thyolo
7. Name of Mother	Beatrice Waile
8. Nationality of Mother	Malawian
9. Name of Father	Bandison Golliat
10. Nationality of Father	Malawian
11. Date of Registration	14 th February, 2018

I hereby certify the above to be a true and correct extract from the Birth Register kept at NRB.

Dated this 19th February, 2018



Signature of Designated Person

APPENDIX III - MANUAL FOR MAPPING

1. Introduction

- 1.1. NSO produced these maps using satellite imagery and specialized software that allows users to create and manipulate map data.
- 1.2. The EA map on your tablet is a representation of the features necessary to interpret the boundaries of your EA. Not everything you see on the ground will be represented on the map.
- 1.3. These maps include satellite imagery. The imagery is used as a base map. This means that even where there are no other symbols representing objects in the real world you will be able to see imagery “in the background.” Keep in mind that the images were not captured yesterday. In fact, they can be years old. Once again, do not expect what you see on the ground to exactly match the map symbols or the imagery basemap.
- 1.4. This section of the manual will provide background information on how to interpret maps and imagery. It will then explain how to use the map to plan your work during enumeration and how to get started moving through your EA. You will then see examples of some challenging situations you might see in the field.

2. Your Enumeration Area (EA) Map

You will be provided with an EA map to assist you with accurately identifying your EA boundary and the settlements and features in that area. In the maps below, the first one is an example of an urban EA while the second is an example of rural EA.

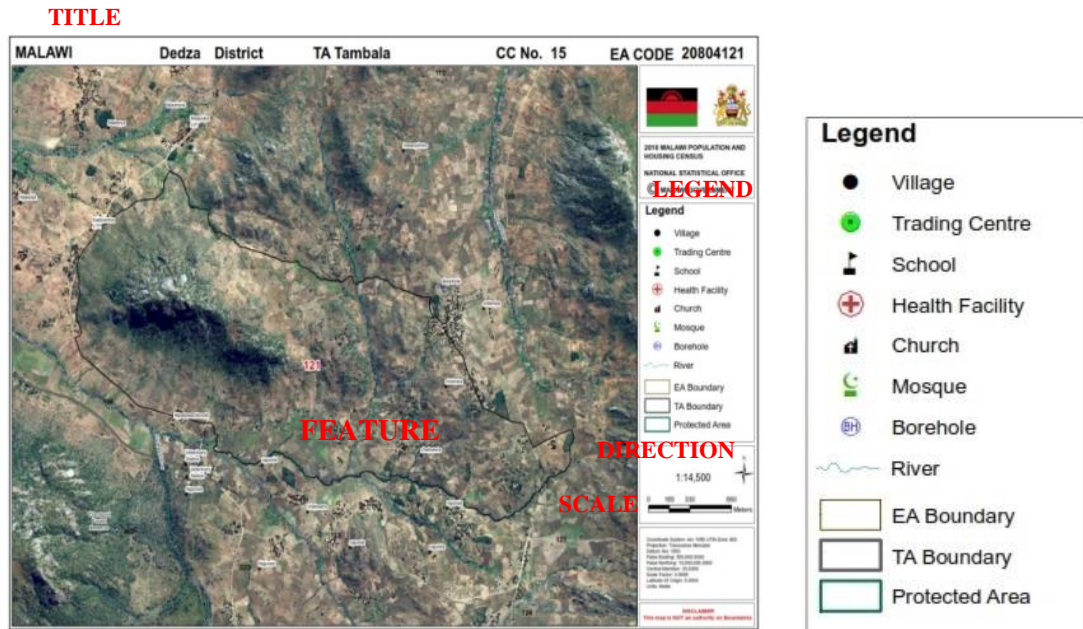


2.1. Map elements

Your EA map contains elements to aid you in understanding the area.

Title: The title identifies the EA shown on the map and other information about its location.

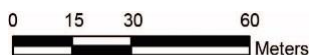
Legend: The legend explains the meaning of the symbols on the map. Features on the map are symbolized in different ways. Colored lines represent the boundaries of EAs and traditional authorities. Point symbols represent the location of landmarks such as health facilities, schools, and villages. Use the legend to identify the location of features on the map.



Scale: Scale shows how distance on the map relates to distance on the ground. The EA map shows two types of scale:

Representative fraction: This scale is written as a fraction such as 1:50,000. It means that 1 unit of distance on the map equals 50,000 of the same units on the ground. For example, 1 cm on the map = 50,000 cm on the ground or 1 mm on the map = 50,000 mm on the ground.

Scale Bar: This scale is a bar divided into parts representing distance. Use the scale bar to measure distances on the map in relation to distances on the ground. In this example, the distance on the scale bar from 0 to 15 = 15 meters on the ground.



Small scale and large scale: Maps are described as either small scale or large scale. Small scale maps show less detail and cover a larger area. For example, a map showing an entire city at a scale of 1:15,000 is a small scale map. Large scale maps show more detail and cover a smaller area. For example, a map showing only a small part of a city at scale of 1:1,500 is a large scale map.

Direction: Directions on the map are shown with a compass symbol with north pointing towards the top of the map. Identify the north direction on the ground and on your EA map by using the compass directions reference on the map.



2.2. Imagery

What is an image?

An image is picture of the surface of the earth taken by a sensor (camera) flying overhead on an aircraft or satellite. The images used in EA maps shows colors similar to what the human eye can see. We use imagery to identify objects on the ground like buildings, roads, and trees. How these objects look in an image depends primarily on how they reflect light, but also on the time of year and day that the image was captured.

Object recognition

We need to be able to recognize objects in an image for it to be useful. We are not used to looking at the world from a birds-eye view. Things that we say every day might not be immediately recognizable. You can learn to recognize objects from this new perspective with a little practice and experience. Color, shape, texture, and size can all be used to help recognize objects.

3. Geographic codes and administrative hierarchy

3.1st Geographic codes

The EA map has an eight-digit geographic code that identifies the area shown on the map. The table shows the parts of the code and what they mean.

EA Code 21079005: In this example, 2 is the region, 10 is the district, 07 is the administration area, and 005 is the EA.

3.2nd Administrative hierarchy of Malawi

Levels in urban areas: City, Town, Boma, or Ward

Levels in rural areas: Paramount Chief, Senior Chief, Chief, Sub Chief

4. First things to do

To begin enumerating your EA, go to the map folder on your device and open the EA PDF. Verify that the EA map matches the assignment from your supervisor. Get to know your EA by reviewing the title, legend, and features on the map. Enlarge the map to get a closer look at the conditions on the ground.

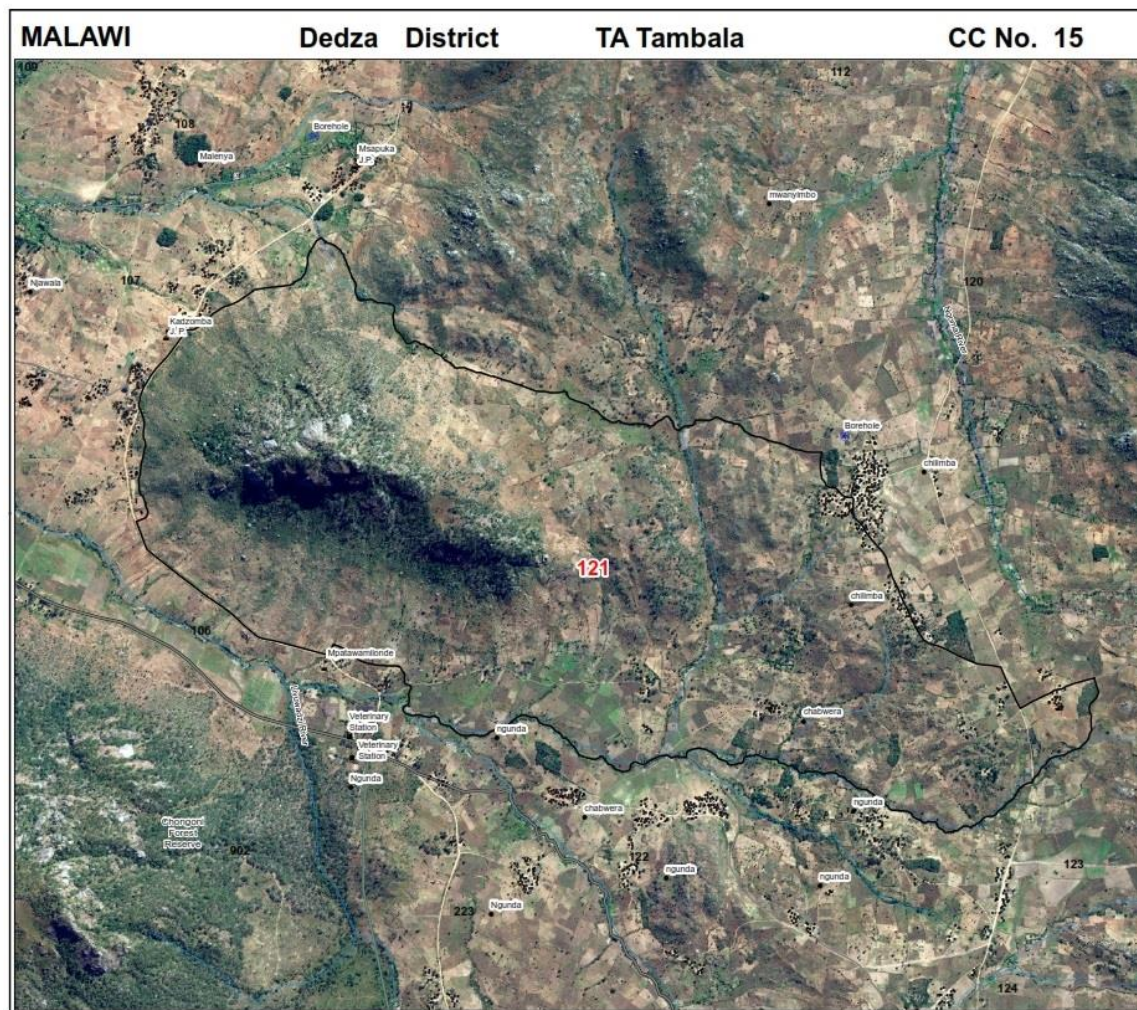
Use the map to familiarize yourself with the settlement patterns in the EA. Are the DUs clustered together or far apart? **Estimate how long it will take to travel between DUs or villages. Identify obstacles such as walls, rivers, or mountains. Take a look at the terrain. Is the land flat and easy to navigate or are there hills and rivers that can make travel difficult?** Together with your field supervisor, speak with local leaders to get more information about the EA boundary and changes in DU or homesteads. Have new DUs been built that aren't shown on the map?

With all of this information as a guide, you will be prepared to systematically carry out the enumeration process.

5. Standard process

5.1. Plan a route to cover the EA

Try to minimize the amount of time you would expect to spend returning to areas you have already been and crossing difficult terrain or obstacles. Take note of roads and foot paths visible in the image. The route should cover the EA completely and methodically taking advantage of available transportation options.



Use the road network in urban areas and visit each DU. Visit all of the DU on one side of the street before returning in the opposite direction to visit the DUs on the other side. In urban areas, it is easy to include or exclude DUs that do not belong to your EA. Try to maintain a mental link between where you are on the ground and the map. Count the number of structures. Observe the presence and orientation of walls and courtyards.

Identify a starting point

Making the first link between your actual location and the map will be the most challenging.



Maintaining that link is important but simply a matter of observation and attentiveness. We can use landmarks, village names, unique buildings, and boundary buildings to orient ourselves on the map for the first time.

5.1.1. Landmarks

There may be named landmarks in your EAs. These are the easiest points from which you can orient yourself.

5.1.2. Village name

Village names may also appear on the list in CAPI in rural areas. These names may correspond to a group of structures that appear on your map.

NOTE:

Some village names the respondent tells you, might not be on the CAPI's list because the villages are new or are not yet recognized. In that case, you should probe for the previous name of the village.

5.1.3. Unique buildings

Here is a closer look at the starting area chosen in the rural EA. We can make our first link between our location and the map by identifying the building with the bright roof in the center of the village. Look for a building with a roof made out of a different material than the rest of the structures. This roof is most likely metal based on the bright, whitish color.

5.1.4. Boundary buildings

You can also use the building that marks an edge of the settlement to orient yourself. Keep in mind that it is at the edges of a settlement that change—new buildings—are most likely. Use color, size, and orientation to verify that the boundary building in the image and the boundary building on the ground are the same object.

6. Special situations

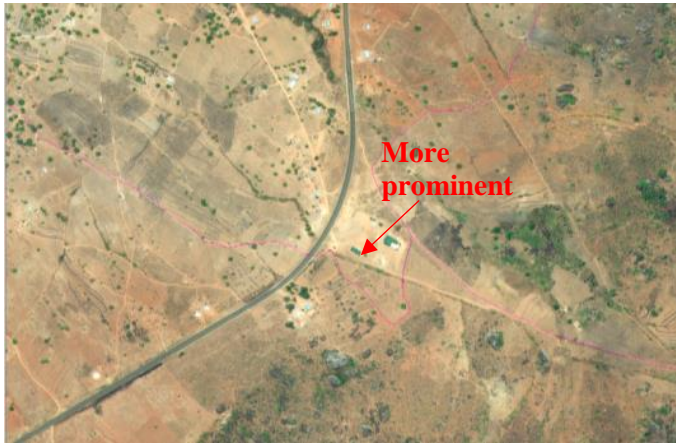
6.1. Traditional Authority and Town Planning Area boundaries



In some Traditional Authorities and Town Planning Areas, part of an EA boundary does not follow roads, paths, or other physical features. An EA boundary might cross a DU, causing it to be difficult to identify in which EA the DU should be counted. The two maps above are examples of those types of situations. In those cases, the EA is determined by the location of the front door to the DU. In other words, if the front door is in your EA, the DU is assigned to you. Work with your supervisor to confirm the assignment of the DU.

6.2. Unclear physical features

Consider the following examples. In the below image, the physical feature used for the boundary is a small trail. A much more prominent path is north of the boundary. It would be easy to assume that the more prominent path represents the boundary.



6.3. In the image below a portion of the boundary follows an imaginary line rather than a physical feature. This imaginary line should be identified in the field by establishing a site line between two objects and using the orientation of objects in the area as reference.



6.4. Mismatch between EA boundary and physical feature



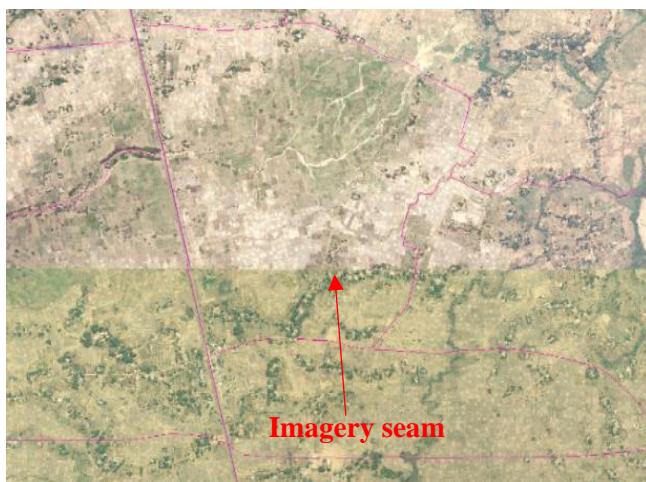
In some cases, a mismatch occurs between the EA boundary and a physical feature. The two maps above are examples of those types of situation. The map on the left shows a mismatch between the EA boundary and the road while the map on the right shows a mismatch between the EA boundary and the forest. In situations like those, assume the boundary of the EA follows an actual physical feature such as a road, forest edge, river, and so on.

6.5. Green watercourses

Streams are a useful physical feature during digitization. A ribbon of vegetation often accompanies the stream. Keep in mind that the vegetation may be more or less green depending on when it last rained. Look for a ravine (channel carved out of land that a stream follows) or streambed that is the same shape as the vegetation.

6.6. Imagery seams

Many different images were used to create the imagery map of Malawi. The seams between these images will sometimes be noticeable. You may notice a difference in the greenness of the vegetation or a slight offset between physical features. These differences are due to the process of stitching the images together.



APPENDIX IV - NATIONAL CALENDAR OF EVENTS

AGE	YEAR	EVENTS
104	1914	The outbreak of the First World War. The Battle of Karonga. The disablement of German Boat "Herman Von Vissmann".
103	1915	Chilembwe Rising. Railway extended from P. Herald (Nsanje) to Chindio.
100	1918	The end of the First World War.
96	1922	Railway opened from Beira to Chindio.
94	1924	Famine in Mzimba area, relief measures were taken. Bridges built at Linthipe and Diamphwe rivers. Bridges over Lingadzi and Lumbadzi built.
92	1926	First flying boat lands on Lake Nyasa.
91	1927	Blantyre - Salisbury (Harare) Road via Tete commenced.
90	1928	Lilongwe-Bridges erected. Blantyre- Salisbury (Harare) Road via Tete opened.
89	1929	Labour census taken for the first time in Nyasaland (Malawi). Domasi - Jeans Training Centre opened with 23 Teachers.
88	1930	Blantyre-Balaka-Construction of the railway.
87	1931	Population Census taken in the country. Zomba -Mental Hospital opened New Hydro- Electric Power station commenced.
86	1932	Locusts damaged crops throughout Nyasaland Mchape begins in Mulanje and spreads widely Lilongwe to Salima tarmac road constructed

- 85 1933 First silver coins from Southern Rhodesia.
Establishment of the Native Authority (Traditional Courts).
Chileka -Aerodrome opened.
- 82 1936 Liwonde -Ferry Services installed pending bridge construction
after Liwonde bridge was checked by Weed Island Location.
- 81 1937 Kasupe (Machinga) A Pontoon Ferry at Liwonde.
Midima Hill- Mlomba - Phalombe road completed
- 79 1939 The outbreak of the Second World War.
Lake shore - the spread of Leprosy.
Mchinji - opening of Sub - Boma.
- 73 1945 The end of Second World War
Sinking of the "Vipya".
Nyasaland Transport Company (N.T.C.) formed to run buses
Cyclone and floods in Zomba Township (Napolo).
Chiromo- Bridge destroyed.
- 69 1949 Drought and famine at the end of the year
especially in the Southern Region.
First African members of Legislative Council appointed.
Monkey-Bay - Launching of "Ilala".
- 66 1952 African National Congress active in its campaign against Federation
- 65 1953 Beginning of Federation.
Coronation of Her Majesty Queen Elizabeth II
Chief Gomani deposed due to disobeying the Federal Rules.
Disturbances caused by the Federal influence.
- 63 1955 The transferring of the Headquarters from Mzimba to Mzuzu.

- 62 1956 Sir Robert Armittage becomes the Governor of the Protectorate.
Colby School of Agriculture and Veterinary Science opened
- 61 1957 The Queen mother's visit to this country.
- 60 1958 Return of Dr. H. Kamuzu Banda to Nyasaland(Malawi).
New Airport started at Lilongwe.
- 59 1959 State of Emergency declared.
The release of Dr. H. Kamuzu Banda from Gweru prison.
- 57 1961 First General Elections.
- 55 1963 Self-government granted.
- 54 1964 Malawi become a sovereign Independent State. (Independence).
- 53 1965 University of Malawi opened.
The sinking of Liwonde Ferry.
- 52 1966 Malawi become a Republic.
Malawi Population Census.
Bunda Collage of Agriculture was opened.
- 48 1970 The rail Link to the Mozambique Port of Nacala was opened
by Dr. H. Kamuzu Banda.
- 47 1971 New currency (Kwacha and Tambala) was introduced to replace
pounds and shillings
- 46 1972 Construction of Lake Shore Road.
Ministry of Works and Supplies Headquarters moved from Zomba to
Lilongwe.
- 45 1973 The first outbreak of Cholera in Malawi.
Chilumba Jetty built and was opened by Dr. H. Kamuzu Banda.
- 44 1974 The Construction of Malawi - Canada Rail line starts in Salima.
- 43 1975 The capital moved from Zomba to Lilongwe.

- Lilongwe Town declared city.
- 42 1976 Kamuzu Bailey Bridge (Mangochi) over the Shire river was opened by Dr. H. Kamuzu Banda.
- 41 1977 Malawi Population Census.
- Construction of Chiweta/Kacheche road by International (W & C French Company) Ltd.
- Tarmac of Lilongwe/Kasungu road.
- Kamuzu Central Hospital started operating
- 40 1978 Tarmac reached Mchinji Boma.
- Lilongwe -Mchinji Railway line construction work reaches Mchinji.
- 39 1979 Queen Elizabeth's visit to Malawi.
- Railway line from Salima to Lilongwe officially opened by Dr.H. Kamuzu Banda.
- Dwangwa Sugar Corporation was opened.
- 37 1981 Kamuzu Academy was opened
- 36 1982 Ethanol Plant came into operation.
- Road from Dwangwa to Nkhotakota was completed.
- 35 1983 Dr.H. Kamuzu Banda opened Kamuzu International Airport in Lilongwe.
- Sir Glyn and Lady Jones made a private visit to Malawi.
- 34 1984 President Samora Machel of Mozambique visited the country
- 33 1985 Silos were built at Ipyana in Karonga.
- Electricity reached Nkhata Bay.
- Mzuzu Municipality declared City.
- 32 1986 The Prime Minister of Zimbabwe the Right Honorable Robert Mugabe and Mrs. Sally Mugabe visited the country.
- 31 1987 Visit of Prince Charles.

Malawi Population and Housing Census.

- 29 1989 Bus-train accident which killed 13 people at Chilimba in Blantyre.
Dr. H. Kamuzu Banda ordered teachers teach in their respective regions.
- 28 1990 MV Mtendere motor boat capsized killing 5 people at Kaporo.
Iraqi forces invade Kuwait.
- 27 1991 Flush floods at Phalombe.
- 26 1992 Pastoral letter was released marking the beginning of multi-party struggle in Malawi.
- 25 1993 National referendum which resulted in the adoption of multi-party politics in Malawi.
- 24 1994 Multi-party General Election which ushered the United Democratic Front into government led by President Bakili Muluzi.
- 23 1995 Mchape at Liwonde in Machinga.
- 21 1997 Death of Dr. H. Kamuzu Banda, the first president of the Republic of Malawi.

APPENDIX V – ORGANIZATIONAL CHART

