



REPUBLIC OF KENYA

**PROPOSAL FOR AN INTEGRATED
HOUSEHOLD BUDGET SURVEY
FOR KENYA
(KIHBS 2004/05)**

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TABLE OF CONTENTS

ACRONYMS	iii
1. INTRODUCTION.....	1
2. MAIN SURVEY OBJECTIVES	2
2.1 Consumer Price Index (CPI)	2
2.2 Measurement and Monitoring of Poverty and Living Standards.....	3
2.3 National Accounts	5
3. SURVEY ORGANIZATION.....	5
3.1 Lead Agency.....	5
3.2 Institutional Collaboration and Technical Working Groups.....	6
3.3 Technical Assistance.....	7
3.4 Funding Survey Costs.....	7
4. PROJECT TIMETABLE	8
5. SURVEY DESIGN AND LOGISTICS	8
5.1 Sample Design.....	8
5.2 Data Collection Methodology.....	11
5.3 Survey Instruments	13
5.4 Recruitment and Training	15
5.5 Field Logistics.....	16
5.6 Data Capture	17
6. ANALYTICAL REPORTS AND DOCUMENTATION	17
7. PROPOSED BUDGET.....	Error! Bookmark not defined.
Appendix 1: KIHBS 2004/05 and ERS Indicators	19
Appendix 2: KIHBS 2004/05 and MDGs.....	20
Appendix 3: Overall Manpower needs for the Pilot and Main KIHBS 2004/05...30	
Appendix 4a: KIHBS 2004/05 Organizational Chart.....	31
Appendix 4b: KIHBS 2004/05 Field Organizational Chart.....	32
ANNEX 5: Roles and Responsibilities for the Project Team.....	33
Appendix 6a: KIHBS 2004/05 Timeline	40
Appendix 6B: KIHBS 2004/05 Timeline.....	Error! Bookmark not defined.
Appendix 7: Detailed Budget For KIHBS 2004/05....	Error! Bookmark not defined.
Annex 1: Detailed Budget for Pilot and Training	Error! Bookmark not defined.

Annex 2: Detailed Budget for Re-Listing of Households.....**Error! Bookmark not defined.**

Annex 3: Dissemination Budget**Error! Bookmark not defined.**

Annex 4: Distribution of Research Assistants by Zones.....**Error! Bookmark not defined.**

ACRONYMS

AIDS	Acquired Immune Deficiency Syndrome
ASAL	Arid and Semi-Arid Lands
CBK	Central Bank of Kenya
CBS	Central Bureau of Statistics
CDC	Centers for Disease Control and Prevention
COTU	Central Organization of Trade Unions
CPI	Consumer Price Index
CWIQ	Core Welfare Indicator Questionnaire
DAC	Development Assistance Committee
DfID	Department for International Development
DSO	District Statistical Officer
ERS	Economic Recovery Strategy for Wealth and Employment Creation
FKE	Federation of Kenya Employers
FY03/04	Financial Year 2003/2004
GDDS	Generalized Data Dissemination Strategy
GDP	Gross Domestic Product
GoK	Government of Kenya
HIPC	Highly Indebted Poor Countries
HIV	Human Immune -deficiency Virus
IDF	Institutional Development Fund
IDS	Institute of Development Studies
IMF	International Monetary Fund
KDHS	Kenya Demographic and Health Survey
KEMRI	Kenya Medical Research Institute
KIHBS	Kenya Integrated Household Budget Survey
KIPPRA	Kenya Institute for Public Policy Research and Analysis
M&E	Monitoring and Evaluation
MDGs	Millennium Development Goals
MPND	Ministry of Planning and National Development
NARC	National Alliance Rainbow Coalition
NASSEP IV	National Sample Survey and Evaluation Program
NGOs	Non- Governmental Organizations
NSSF	National Social Security Fund
ODA	Official Development Assistance
OECD	Organization for Economic Cooperation and Development
PPS	Probability Proportion to Size
PRS	Poverty Reduction Strategy
PRSP	Poverty Reduction Strategy Paper
SNA	System of National Accounts
TOT	Training of Trainers

UHBS	Urban Household Budget Survey
UNDP	United Nations Development Program
UNFPA	United Nations Population Fund
UNICEF	United Nation Children Fund
UON	University of Nairobi
USAID	United States Agency for International Development
WMS	Welfare Monitoring Survey

1. INTRODUCTION

There is a widespread commitment to the principle of evidence-based policy making in Kenya. The government's "Economic Recovery Strategy for Wealth and Employment Creation" (ERS) provides a clear framework for national development and poverty reduction, which lays out the actions needed to set policy and monitor progress. The Government is very aware of the need for improved statistics to inform the design, implementation and eventual evaluation of various development programmes for economic recovery and national development.

The Central Bureau of Statistics (CBS), a Department of the Ministry of Planning and National Development and other agencies providing statistics are facing rapidly increasing demand for statistical data to support these new efforts. However, statistics on poverty, consumption patterns, and living standards in Kenya are outdated, with the most recent being data for poverty from 1997 Welfare Monitoring Survey and consumption patterns from 1993/1994 Urban Household Budget Survey. Given these considerations, the Strategic Plan for the development of a national statistics system includes components aimed at addressing the need for new and appropriate data to monitor the progress of the implementation of national development goals.

A principal objective of the Strategic Plan is to design and conduct household surveys in an integrated framework that takes into consideration the timing of surveys and sampling design. By developing an integrated framework, the Strategic Plan emphasizes the dual goals of providing regular updates of key indicators to be monitored (e.g. measures of poverty and well-being, aspects of national accounts) and supplying specific data that would allow examination and evaluation of some specific programs and policies (e.g. impact of free primary education). The first stage of the framework entails the Integrated Household Budget Survey (IHBS) to be fielded over the course of 12 months. This survey is a key component of the Strategic Plan. Within the integrated framework for household surveys, the KIHBS 2004/05 will be the first component and one of the largest projects in scope. As such, timely and successful completion of this project will be critical for the overall success of the vision for household surveys in the Strategic Plan. The goals and overall vision of the KIHBS 2004/05 are outlined below.

2. MAIN SURVEY OBJECTIVES

The KIHBS 2004/05 is designed to provide numerous indicators and data needed to measure, monitor and analyse living standards and poverty in Kenya. The survey will be the main source of data in several spheres of interests. In addition to providing the indicators outlined below, additional over-arching survey objectives are to:

- Produce household survey results and data sets in a timely manner.
- Ensure that data and reports are disseminated widely so as to be useful to policy makers, program managers and analysts in government, non-governmental organization, and research institutes within and outside Kenya.
- Develop technical capacity of CBS staff to collect high-quality household data (including developing skills related to questionnaire design, sample design, data processing system, and analysis and dissemination activities).

2.1 Consumer Price Index (CPI)

The KIHBS 2004/05 survey will be the source of data to update the urban CPI and to establish a rural CPI. Specifically, it will establish the weights used to construct the consumer price index. The current CPI weights are outdated as they are based on the last urban Household Budget Survey (UHBS), which was conducted in October 1993. In addition, given that about 80 per cent of the Kenyan population resides in rural areas, it is imperative to expand the scope of the next round of HBS to cover rural areas. This will help measure and monitor rural consumption and inflation, and assist in developing policy interventions for rural households. Among other purposes, an urban and rural CPI is needed for the following:

- Measuring inflation and comparing with other countries
- Comparing price movements between different regions of the country
- Deflating time series of value data, such as retail sales
- Deflating incomes (and consumption/expenditure) in order to estimate changes in real income

- Indexing license fees and other charges levied by government
- Indexing tax allowances, tax thresholds and tax rates
- Providing a point of reference for discussing or evaluating actual or proposed changes in wages and salaries
- Indexing pensions and social benefit payments, etc
- Indexing agricultural wages, which will help in updating rural minimum wages

2.2 *Measurement and Monitoring of Poverty and Living Standards*

The KIHBS 2004/05 will collect data on living standards, meeting needs outlined in the Economic Recovery Strategy (ERS) log frame, the Poverty Reduction Strategy (PRS) and the Millennium Development Goals (MDGs). The last welfare monitoring survey was undertaken in 1997 and there is therefore need for an updated welfare data and a new poverty baseline against which the success of future programs will be assessed.¹ The survey will generate the following poverty measures at the national, provincial, and district levels, among others:

(a) *Income Poverty*²:

- *Headcount poverty*: Absolute poverty indicating prevalence of absolute poor in terms of total consumption (food and nonfood) relative to basic needs (poverty line).
- *Poverty gap*: Severity of poverty (Food and absolute) gauging the depth of poverty and its severity
- *Food poverty*: those individuals with food expenditures below the food poverty line.
- *Hardcore poor*: those individuals who cannot afford the basic food requirements.

(b) *Income Inequality Indices*: Gini Coefficient, income distributions (deciles by area and socioeconomic groups)

(c) *Social Economic Dimensions of Income Poverty*: poverty status classified by socio economic factors such as employment groups,

¹ In addition to being outdated, the three previous WMS suffer from a number of problems in both sampling and questionnaire design. The KIHBS 2004/05 will be carefully designed, with input from international experts, on both fronts so as to provide a consumption/expenditure aggregate using best-practice standards.

² The KIHBS 2004/05 will provide the consumption aggregate and will serve as the source of data to construct a new absolute poverty line.

education classes, health status, household amenities, water source etc...

- (d) **Numerous Indicators:** are outlined in the ERS logical framework (See Appendix 1) and MDGs (See Appendix 2)

In addition to these specific indicators for monitoring poverty, the survey will also provide information on other initiatives being undertaken, such as infrastructure investments, school feeding programs, pension and health insurance coverage to name but a few. Together these will provide the much needed data for policy relevant socio-economic analysis.

The KIHBS 2004/05 will serve as a baseline survey; the Strategic Plan outlines the activities for continued monitoring of key poverty and welfare indicators after completion of this survey. *The vision in the Strategic Plan is to conduct the KIHBS every five years in order to produce a comprehensive survey of consumption and expenditure.* Given the scope of the survey in terms of both field costs and staff demands, it would be difficult to maintain the quality of the survey with more frequent rounds. For monitoring poverty in interim years, ***the Strategic Plan proposes a short survey, of less than 12 months in data collection. One example of this model is the Core Welfare Indicator Questionnaire (CWIQ),*** a short-form questionnaire designed to collect information on proxy indicators rapidly.³ To be able to do the CWIQ, the country will first need a comprehensive consumption and expenditure survey to identify the proxy indicators, since the most recent data are from 1997. Using the KIHBS 2004/05, analysts will be able to identify a subset of proxy indicators which are highly correlated with consumption levels (and therefore poverty status), such as ownership of specific types of assets, education levels, location of residence, and type of dwelling. The interim monitoring survey is then designed to collect the core set of poverty indicators as identified through rigorous analysis of the KIHBS 2004/05. Such analysis would be within the scope of activities to be undertaken by the newly created Poverty Research Unit of CBS.⁴

³ The CWIQ was developed by the World Bank. The pre-packaged questionnaire is 4 pages, with the possibility of adding additional pages for country-specific questions of interest. In addition to being short, the questionnaire form is scannable and the software automatically generates some initial tables, thus reducing the time to process data.

⁴ In addition to informing the design of interim poverty monitoring surveys, the KIHBS 2004/05 can also be used to design a wealth index for the Kenya Demographic and Health Survey 2003.

2.3 National Accounts

The System of National Accounts is the best practice to monitor overall macroeconomic growth. The KIHBS 2004/05 will provide information required for the compilation of National Accounts statistics.⁵ Specifically, a comprehensive estimate of household consumption can be derived from a household budget survey as it provides detailed information that can facilitate a systematic classification of consumption expenditure. The survey will therefore:

- Furnish data on many types of household consumption, used for computing Gross Domestic Product (GDP).
- Measure flows of goods and services at the time of purchase and this is consistent with the time of recording and valuation required by the System of National Accounts (SNA93).
- Provide coverage of purchases from small-scale retailers and service providers, potentially better than the data on sales collected directly from wholesalers.
- Provide information on payments for domestic servants, services received in-kind and payments for licenses and fees.
- Collect data that will estimate household savings.
- Provide data to estimate the number of small-scale household enterprises.

3. SURVEY ORGANIZATION

The design and implementation of the survey will involve a number of key stakeholders. A brief overview of the manpower requirements for staffing is presented in Appendix 3 and Appendix 4. Below are the details pertaining to the major aspects of survey organization.

3.1 Lead Agency

The **Central Bureau of Statistics (CBS)** will be the implementing agency of the survey. The department will be responsible for general administrative

⁵ In addition, the KIHBS 2004/05 will be an important component of the Input/Output analysis and Social Accounting Matrix being undertaken by CBS.

management of the survey, including establishing the Advisory/Steering and Technical Committees, and hosting a series of meetings to discuss various topics in the questionnaires with representatives from key users, technical institutions, and international bodies. CBS will also be responsible for overseeing day-to-day operations, recruiting and training field staff and data processing staff, and supervising field and office operations for the survey. Moreover, CBS staff will be involved in the analysis and dissemination of the survey results. This will involve producing and distributing the preliminary and final reports to appropriate organizations and individuals, designing and holding seminars to present the survey findings to policymakers, program managers and interested researchers, and disseminating press releases on the major survey findings to news media.

3.2 Institutional Collaboration and Technical Working Groups

All relevant line ministries who are the main users of the survey results will have a major role in guiding the design of the questionnaire and survey content and will assist with the data analysis, drafting of the reports of the findings, and dissemination of survey results to the larger community. Technical Committee will coordinate thematic working groups to facilitate collaboration and technical input from potential data users and analysts.

- CPI Thematic Working Group including staff from CBS, FKE and COTU. Other stakeholders will include CBK, Treasury, DfID, USAID and the World Bank among others.
- Poverty Thematic Working Group including staff from CBS and representatives from the World Bank, University of Nairobi, KIPPRA, UNICEF, and IDS (UON), among others.
- National Accounts Thematic working group including staff from CBS, Macro, MPND, CBK, KIPPRA, UON, among others.
- PRSP/ERS/MDG Thematic Working group including representatives from CBS, World Bank, DfID and UNDP, among others.
- Other interested parties who can contribute technically are encouraged to contact CBS.

3.3 Technical Assistance

Given the ambitious objectives of this survey, technical assistance will be important in ensuring that the goals are met, both in terms of timeliness and data quality. Areas of assistance will cover all aspects of the survey including overall survey design (including the fieldwork logistics), sample design, questionnaire design, pre-testing of questionnaire, field test, training, data processing, data analysis, report production, and data dissemination.

Funding sources for technical assistance have been obtained which have allowed for some initial survey activities to begin. These sources are outlined below.

- The **IMF GDDS** program supported the technical assistance of a survey expert from the World Bank for 10 days in September-October 2003 and the technical assistance of an international sampling expert in October 2003.
- The **USAID** funds will cover some initial activities including updating household listing questionnaire instrument preparation and some of the initial field work costs.
- The **World Bank (IDF grant)** will provide some support for technical assistance to the CBS staff on the KIHBS 2004/05 team on the design and implementation of the survey through approximately 6 short-term visits to Kenya from WB staff. In addition to advice, the IDF funds can support international consultants. The support from World Bank will ensure efficiency and effectiveness of the survey protocols/instruments, specifically in as far as poverty measures are concerned.

3.4 Funding Survey Costs

The Government of Kenya has allocated 15 million Kenya shillings for the survey costs in FY03/04. In addition to this commitment, the CBS has dedicated staff and office space to manage the project. The survey team seeks to cover the remaining costs via a joint funding approach similar to that applied by the recently concluded Kenya Demographic and Health Survey 2003 (KDHS 2003), which was supported by a group of donors lead by USAID, DfID, UNFPA, UNDP, UNICEF, MACRO ORC, CDC and

KEMRI. For the KIHBS 2004/05, the CBS proposes to proceed on the basis of a similar financing approach used for the 2003 KDHS. This will involve setting up a project account overseen by an independent financial management firm as used in the KDHS to manage the funds. However, CBS understands that not all potential donors might be able to contribute through such an approach and is open to establish more suitable arrangements with potential partners should the need arise. In kind contributions, for instance, could go along way in meeting certain needs (e.g. computers and vehicles) budgeted for and might also speed up procurement of these survey materials.

4. PROJECT TIMETABLE

The tentative timetable is outlined in Appendix 6. For further details, see the notes regarding each activity in the draft work plan.

5. SURVEY DESIGN AND LOGISTICS

The survey design and logistics encompasses the following spheres of activity: sample design, questionnaire development (including pilot tests), field preparation, purchase of materials/equipment, data entry, analysis and dissemination.

5.1 *Sample Design*

The CBS has established the NASSEP IV sampling frame based on the 1999 Population and Housing Census. The sample design of the KIHBS 2004/05 will be based on this frame. The survey will draw a sample of clusters from the set of 540 urban clusters and the 1,260 rural clusters under NASSEP IV. Given the dynamic nature of population/households in urban and ASAL clusters, the work plan for the survey includes a re-listing of households in all urban clusters, all ASAL areas and some selected rural clusters.

The survey has an ambitious set of objectives and the sample will require careful consideration of the needs to meet these objectives (including monthly, seasonal, district coverage) to minimize cost and maximize efficiency. The sample design has been finalized by a household survey-

sampling expert in collaboration with CBS staff. Details are outlined below (see Table 1 and 2).

Sampling: In summary the KIHBS 2004/05 will cover a total of 1,343 clusters. It is proposed that the KIHBS 2004/05 visits a total sample of 13,430 households, stratified by district and by Urban/Rural as shown in Table 1*. Within each district, the sample will be selected in two stages:

- In the first stage, using the CBS Master Sample of Census Clusters as a sample frame, 1,343 clusters will be selected with equal probability within a district.
- In the second stage, 10 households will be selected with equal probability in each cluster.

Since the clusters of the CBS Master Sample were themselves selected with probability proportional to size (*pps*) from the set of all clusters recorded by the census, the first stage is a *de facto pps* sub-sample of census clusters, and the proposed strategy will produce an approximately self-weighted sample of households in each stratum.

* The sampling frame is based on NASSEP IV.

Table 1: Allocation of the KIBHS sample, by Province, District and Urban / Rural

Nairobi				Nyanza			
	Rural	Urban	Total		Rural	Urban	Total
101 Nairobi	0	700	700	601 Gucha	130	40	170
Total	0	700	700	602 Homa Bay	110	60	170
Central				603 Kisii Central	100	80	180
201 Kiambu	170	100	270	604 Kisumu	100	100	200
202 Kirinyaga	130	60	190	605 Kuria	130	40	170
203 Murang'a	130	40	170	606 Migori	130	60	190
204 Nyandarua	150	40	190	607 N. kisii	120	60	180
205 Nyeri	150	100	250	608 Rachuonyo	130	40	170
206 Thika	130	120	250	609 Siaya	120	80	200
207 Maragua	150	20	170	610 Suba	130	40	170
Total	1,010	480	1,490	611 Bondo	110	60	170
Coast				612 Nyando	130	40	170
301 Kilifi	110	60	170	Total	1,440	700	2,140
302 Kwale	110	60	170	Rift Valley			
303 Lamu	130	40	170	701 Baringo	110	60	170
304 Mombasa	0	260	260	702 Bomet	110	60	170
305 Taita Taveta	90	80	170	703 Keiyo	130	40	170
306 Tana River	150	20	170	704 Kajjado	100	80	180
307 Malindi	90	80	170	705 Kericho	120	60	180
Total	680	600	1,280	706 Koibatek	130	40	170
Eastern				707 Laikipia	110	60	170
401 Embu	90	80	170	708 Marakwet	150	20	170
402 Isiolo	120	50	170	709 Nakuru	230	140	370
403 Kitui	140	40	180	710 Nandi	130	60	190
404 Makueni	180	40	220	711 Narok	130	40	170
405 Machakos	160	100	260	712 Samburu	130	40	170
406 Marsabit	130	40	170	713 Trans Mara	130	40	170
407 Mbeere	150	20	170	714 Trans Nzoia	140	60	200
408 Meru Central	120	80	200	715 Turkana	150	20	170
409 Moyale	150	20	170	716 Uasin Gishu	90	120	210
410 Mwingi	150	20	170	717 West Pokot	150	20	170
411 Meru North	140	60	200	718 Buret	130	40	170
412 Tharaka	150	20	170	Total	2,370	1,000	3,370
413 Nithi	150	20	170	Western			
Total	1,830	590	2,420	801 Bungoma	130	120	250
North-Eastern				802 Busia	90	80	170
501 Garissa	90	80	170	803 Mt. Elgon	130	40	170
502 Mandera	110	60	170	804 Kakamega	130	80	210
503 Wajir	110	60	170	805 Lugari	110	60	170
Total	310	200	510	806 Teso	130	40	170
				807 Vihiga	130	60	190
				808 Butere	110	80	190
				Total	960	560	1,520
				Kenya			
				Total	8,600	4,830	13,430

Prior to the second stage, a cartographic updating and household listing operation will be conducted in all urban clusters, all ASAL areas and some of the selected rural clusters to bring up to date the master sample in these locations. The total sample size is bounded by two main factors:

- The number of clusters in the CBS Master Sample (1,260 rural clusters and 540 urban clusters) imposes a natural limitation on the precision of any sample extracted from it in the first stage. Efforts to increase the total sample by selecting more than the

proposed 10 households in the second stage will be ineffective because they would inordinately increase the clustering effects in the resulting sample.

- More importantly, a survey as complex as the KIHBS 2004/05 is vulnerable to substantial *non-sampling errors*, which can only be controlled by strong managerial measures (particularly, by careful selection, training and supervision of the interviewers). With the proposed sample size, the task will be already quite difficult, since the operation will engage around 231 field staff for a full year. A larger sample would greatly stress the costs and managerial requirements of the project, but it would almost certainly decrease, rather than increase the precision of the survey, because it would bring about much larger non-sampling errors.

The proposed allocation of the sample into districts and by Urban/Rural intends to arbitrate between two constrains that are not complementary. On the one hand, it tries to make the total sample descriptive of the unequal distribution of the Kenyan population into districts, by visiting more households in the more populated districts. On the other hand, it strives to produce estimates that are comparable between districts (specifically, the sample allocates a minimum of 170 households to each district).

5.2 Data Collection Methodology

The survey will visit the 1,343 clusters over a period of 12 months. Seasonal variations will be captured by randomising the visits to selected clusters within each district throughout the year.

The 10 households selected in each cluster will be visited only once in the year, but the survey instruments will strive to capture the total annual consumption, expenditures and incomes of each household by combining the factual observation of food consumption (and some other frequent expenses) with diaries during a two-week period and the

purchases of other items by recall, with reference periods ranging from 3 to 12 months.⁶

Before initiating its factual observation by diaries, food consumption over the past 7 days will also be captured by recall at the beginning of the survey. The combination of both methodologies intends to provide a much-needed empirical basis for their comparison, and will be the basis for the formulation of simplified survey instruments for poverty monitoring in the future.

Each cluster will be covered by one interviewer in approximately 3 weeks (including the two-weeks of diaries,) as shown in Table 2. The interviewer will visit each household every other day, to verify the proper filling-up of diaries, and to apply the other modules of the questionnaire.

Box1: Capturing Seasonality in Consumption

The KIHBS 2004/05 is designed to collect information from 13,430 households located in 1,343 clusters over a period of 12 months during which each household (and each cluster) will be interviewed once for about three weeks. Thus, over the 12-month period, data will be collected continuously during the course of 17 three-week cycles. Geographically, the sample has been designed to produce District-level estimates, albeit it at times with somewhat high sampling errors. Moreover, geo-temporally the sample is designed such that at least one cluster is being visited in every District during every three-week cycle. This allows for analysis and correction of seasonal effects in consumption, expenditures and poverty measurement. While the sample does not allow for District-level estimates of mean expenditures per three-week cycle, it does allow for nationally representative and Urban-Rural wise estimates per cycle. This is sufficient to allow for the analysis of whether and how the level and composition of the mean consumption basket and household expenditures vary across the year (per three-week cycle). Assuming that consumption, on average, exhibits a seasonal pattern across rural and urban Kenya, this will also allow for construction of seasonal consumption expenditure weights. These will also be useful when analyzing data from future surveys not collected yearlong.

⁶ The randomization of visits to the clusters over the 12-month period of data collection ensures the proper capture of seasonal variations in average consumption and expenditures required by the estimation of budget shares for the Consumer Price Indexes and for National Accounting. However, the fact that food consumption will be observed at different times in different households will require special care in the analytic endeavors that require comparisons between households, particularly in poverty analysis.

Table 2: Schematic Schedule of the Work in each Cluster						
	Day	(a)Households 1-5		(b)Households 6 -10		Day
	1	Household Roster for the Ten Households				1
Drop diary 1a	2	Recall of food consumption during the past 7 days				2
Drop diary 1b	3	Diary day 1		Recall of food consumption during the past 7 days		3
	4	Diary day 2	Visit 1	Diary day 1		4
	5	Diary day 3		Diary day 2	Visit 1	5
Pick diary 1a/Drop diary 2 a	6	Diary day 4	Visit 2	Diary day 3		6
Pick diary 1b/Drop diary 2b	7	Diary day 5		Diary day 4	Visit 2	
	8	Diary day 6	Visit 3	Diary day 5		8
	9	Diary day 7		Diary day 6	Visit 3	9
Pick diary 2a/Drop diary 3a	10	Diary day 8	Visit 4	Diary day 7		10
Pick diary 2b/Drop diary 3b	11	Diary day 9		Diary day 8	Visit 4	11
	12	Diary day 10	Visit 5	Diary day 9		12
	13	Diary day 11		Diary day 10	Visit 5	13
Pick diary 3a/Drop diary 4a	14	Diary day 12	Visit 6	Diary day 11		14
Pick diary 3b/Drop diary 4b	15	Diary day 13		Diary day 12	Visit 6	15
	16	Diary day 14	Visit 7	Diary day 13		16
Pick diary 4a	17	Final visits - Recall Non-regular items		Diary day 14	Visit 7	17
Pick diary 4b	18			Final visits - Recall Non-regular items		18
	19	Slack				19
	20					20
	21					21

5.3 Survey Instruments

The KIHBS 2004/05 instruments will be based on the model questionnaires developed by CBS in previous surveys. In addition, the project will receive technical support on the questionnaire design. The existing questionnaires will be redesigned to address the multiple

objectives of the survey. There will be three questionnaires: -notably the household questionnaire, the community and the market price questionnaire. During the adaptation of these questionnaires, input will be sought from key stakeholders that are expected to use the resulting data. After preparation of definitive questionnaires, piloting will provide valuable insight for the survey organizers and this experience will be used to modify the survey instruments accordingly.

The household survey instruments will consist of several modules. The key information to be obtained from the modules of the main questionnaire includes:

- (a) **Information on the Household Members, including:** relationship to household head; age; sex; marital status; school attendance; highest grade completed (certificates gained, year gained); occupational/vocational training; main economic activity.
- (b) **Housing Conditions and Amenities:** tenure (owner-occupier, rented, employer-provided, other); type of dwelling; construction materials (roof, walls, floor); facilities (water, lighting, fuel use); household assets (radio, TV etc)
- (c) **Consumption and Expenditure:** As mentioned in Section II, information on consumption and cash expenditure data will serve three purposes: 1) to obtain the weights for the revision of CPI which are based on the consumption patterns of the different income groups and urban centres; 2) to estimate final private consumption expenditure of the household sector for use in national accounts; 3) to estimate income-based poverty indicators. The following data will be collected: purchase for own use (quantity and value during the reference period); own production (quantity and value); consumption of business stocks (quantity and value); gifts (quantity and value); value of sale of household goods.
- (d) **Sources of Income for Household:** This includes earned and unearned income sources: income from paid employment in cash and kind; gross and net income; income from rent, interest, dividends, pension, NSSF and annuities; receipts from sale of

household assets; income transfers into and out of households; property transactions.

- (e) **Labour Force Characteristics:** This includes number of persons employed, characteristics of self-employment in terms of type of activity, hours worked; characteristics of own business in terms of type of activity, hours worked.
- (f) **Community Questionnaire:** This will collect information on community assets/infrastructure, access to critical facilities and the general welfare of the community among other things.
- (g) **Market Questionnaire:** This will collect market prices and quantities to standardize community measures and units of purchase.

5.4 Recruitment and Training

There will be a total of 41 field teams comprising a Team Leader, and at least three Interviewers, one Data Entry Operator and a Driver. The details of staffing and organizational chart are outlined in Appendix 3 and Appendix 4. The District Statistical Officer (DSO) will assist the Zone Coordinators from headquarters in monitoring data collection progress in each team. There will be 8 Coordinators in total and each Coordinator will be in charge of 5 field teams.

CBS will recruit three levels of staff; team leaders, interviewers and data entry operators. Recruitment of survey staff will be done by a committee designated by the CBS to review qualifications of prospective field staff and data entry operators. Principal donors are welcome to participate in the recruitment process as observers. Some additional staff will be recruited to allow for attrition during the training and early days of fieldwork; these will be used as data entry and processing at headquarters to keep them utilized as they await rescue missions. Emphasis will be placed on educational qualifications and performance during the training exercise as well as the need to recruit sufficient numbers of candidates with language skills to cover the principal languages anticipated. Prior field experience will not be necessary to qualify for employment. Rather, all participants will be administered a series of tests and exams during training. Only the top candidates will

be hired. Among the interviewers and data entry operators recruited, the top recruits identified during training will be assigned field team leader responsibilities.

Training will be a critical way to ensure that non-sampling errors are minimized. This will be conducted at two levels involving training of trainers (TOT), for the survey and training of the field interviewers and data entry operators. Candidates for interviewers and data entry operators will participate in a four-week training course devoted to review every questionnaire section and to field practice. Training will include classroom lectures, mock interviews, and practice interviews in the field. In addition, strict field protocols will be established and included in the training manual. 20 trainers will conduct training of interviewers and this will take place in four simultaneous classes in one venue in order to ensure consistency in interpretation of protocols.

5.5 Field Logistics

To ensure quality survey data is collected, sufficient human, technical and physical capacities will be sourced. The field plan will include guidelines to ensure data quality, including protocols for supervision and questionnaire review and verification. A pilot survey will be undertaken to test the content and flow of the questionnaire. In addition, a field test will be conducted to pretest the field logistics and other related aspects. The zone coordinators will regularly visit the field to check on the performance of the field teams. In order to monitor the progress of the field work and to identify constraints and obstacles, the survey team will produce quarterly monitoring reports outlining the number of household interviews completed, the number of household interviews entered in the data entry program, and any other highlights from the field work.

Field work in certain ASAL areas is anticipated to necessitate additional logistical planning. Security, in particular, is a concern. A budget line has been added to factor in the costs of providing security for field staff in 10 Northern and Northeastern Districts, but this cost estimate is still preliminary. CBS seeks guidance and collaboration from potential partners with logistical experience and presence in ASAL areas for facilitation of security and transport.

5.6 Data Capture

The data entry software to be used will be CsPro, a program produced by the U.S. Census Bureau that provides the software and technical support at no cost. CsPro allows for built-in data checks, including range of value and consistency checks across sections and records. The CBS will engage a consultant to work with CBS staff to develop the data entry program and consistency checks. In addition, this consultant will assist in the CBS in developing a data processing system to compile the data files into formats for use with the statistical software used by CBS staff and other data analysts (including SPSS, SAS, and STATA). All data capture will be done in the field by the data entry operator. After review and correction in the field, the survey questionnaires will be sent to the CBS office in Nairobi.

6. ANALYTICAL REPORTS AND DOCUMENTATION

In addition to producing a data set available to policy makers and researchers, the results of the KIHBS 2004/05 will be presented in several detailed reports. The main report will be the **Basic Report**, which will contain preliminary results and tabulations as well as details on the project with respect to the sample design, field protocols, and interpretation of specific questions. In addition to the Basic Report, at least two technical reports will be produced. The Basic Report will be produced within 3 months of the end of fieldwork. The report on **“Poverty in Kenya”** will detail the construction of a consumption/expenditure aggregate, a new poverty line, and a set of poverty indicators (including headcount index of absolute poverty, poverty gap, poverty depth, and Gini coefficient).⁷ The report on **“CPI weighting for Urban and Rural Areas”** will detail the construction of the revised weighting schemes for the consumer price indexes in urban areas and a set of original weights for rural areas (currently not existent). More detailed tables of content for these reports are being prepared.

Additionally, the use of the survey data in the new system of National Accounts will be appropriately documented. Also, it is anticipated that in

⁷ This would be along the lines of the report prepared by the CBS and Human Resources and Social Services Department entitled “Poverty in Kenya: Volume 1” (1998).

addition to these three reports, the survey will be available for numerous in-depth studies of poverty, living standards, and consumption patterns. Among the types of reports that CBS will pursue after completion of this project will be a report on impact mapping, which applies techniques developed by the CBS and the World Bank for poverty mapping in Kenya (released in October 2003). The survey will provide inputs to the Input/Output analysis and the Social Accounting Matrix being developed by CBS.

Appendix 1: KIHBS 2004/05 and ERS Indicators

According to the draft June 21, 2003 "Logical Framework Matrix Part B: Poverty Reduction", in addition to the income poverty statistics (number of poor), a partial list of statistics which the KIHBS 2004/05 can provide includes:

- Household financing of health care
- Access to drinkable water: by urban/rural and for slum dwellers
- Income of slum dwellers
- Share of women in non-agricultural wage employment
- Proportion of SMEs receiving credit
- Prices received by small coffee farmers
- Incomes of communities that benefit from rehabilitation of irrigation works
- Proportion of the budget of poor households allocated to infrastructure service

Appendix 2: KIHBS 2004/05 and MDGs

GOALS	TARGETS	INDICATORS	Possible to get from KIHBS 2004/05
1. Eradicate extreme poverty and hunger	√ Halve, between 1990 and 2015, the proportion of people whose income is less than one dollar a day		
	√ Halve, between 1990 and 2015, the proportion of people who suffer from hunger	<ul style="list-style-type: none"> • Proportion of population below \$1 a day • Poverty gap ratio (incidence x depth of poverty) • Share of poorest quintile in national consumption • Prevalence of underweight in children (under five years of age) • Proportion of population below minimum level of dietary energy consumption 	<ul style="list-style-type: none"> yes yes yes yes n/a¹
2. Achieve	√ Ensure that, by 2015,		

GOALS	TARGETS	INDICATORS	Possible to get from KIHBS 2004/05
universal primary education	<i>children everywhere, boys and girls alike, will be able to complete a full course of primary schooling</i>	<ul style="list-style-type: none"> • Net enrollment ratio in primary education • Proportion of pupils starting grade 1 who reach grade 5 • Literacy rate of 15 to 24-year-olds 	<p>yes</p> <p>yes</p> <p>yes</p>
3. Promote gender equality and empower women	√ <i>Eliminate gender disparity in primary and secondary education preferably by 2005 and to all levels of education no later than 2015.</i>	<ul style="list-style-type: none"> • Ratio of girls to boys in primary, secondary, and tertiary education • Ratio of literate females to males among 15- to 24-year-olds 	<p>yes</p> <p>yes</p>
		<ul style="list-style-type: none"> • Share of 	yes

GOALS	TARGETS	INDICATORS	Possible to get from KIHBS 2004/05
		women in wage employment in the nonagricultural sector	
		<ul style="list-style-type: none"> Proportion of seats held by women in national parliament 	n/a
4. Reduce child mortality	√ <i>Reduce by two-thirds, between 1990 and 2015, the under-five mortality rate</i>	<ul style="list-style-type: none"> Under-five mortality rate Infant mortality rate Proportion of one-year-old children immunized against measles 	no no maybe
5. Improve maternal health	√ Reduce by three-quarters, between 1990 and 2015, the maternal mortality ratio	<ul style="list-style-type: none"> Maternal mortality ratio Proportion of births attended by skilled health personnel 	no maybe
6. Combat HIV/AIDS,	√ Have halted by 2015, and begun to reverse, the		

GOALS	TARGETS	INDICATORS	Possible to get from KIHBS 2004/05
malaria, and other diseases	spread of HIV/AIDS √ Have halted by 2015, and begun to reverse, the incidence of malaria and other major diseases	<ul style="list-style-type: none"> • HIV prevalence among 15- to 24-year-old pregnant women • Contraceptive prevalence rate • Number of children orphaned by HIV/AIDS • Prevalence and death rates associated with malaria • Proportion of population in malaria - risk areas using effective malaria prevention and treatment measures • Prevalence and death rates 	<p>no</p> <p>maybe</p> <p>n/a²</p> <p>no</p> <p>prevention : maybe; treatment: no</p> <p>n/a</p>

GOALS	TARGETS	INDICATORS	Possible to get from KIHBS 2004/05
		associated with tuberculosis	
		<ul style="list-style-type: none"> Proportion of TB cases detected and cured under DOTS 	n/a
7. Ensure environmental sustainability	<ul style="list-style-type: none"> √ <i>Integrate the principles of sustainable development into country policies and program and reverse the loss of environmental resources</i> √ <i>Halve, by 2015, the proportion of people without sustainable access to safe drinking water</i> √ <i>Have achieved, by 2020, a significant improvement in the lives of at least 100 million slum dwellers</i> 	<ul style="list-style-type: none"> Change in land area covered by forest Land area protected to maintain biological diversity GDP per unit of energy use Carbon dioxide emissions (per capita) 	<ul style="list-style-type: none"> no n/a³ n/a n/a

GOALS	TARGETS	INDICATORS	Possible to get from KIHBS 2004/05
		<ul style="list-style-type: none"> • Proportion of population with sustainable access to an improved water source • Proportion of population with access to improved sanitation • Proportion of population with access to secure tenure (urban/rural) 	<p>yes</p> <p>yes</p> <p>yes</p>
<p>8. Develop a global partnership for development</p>	<p>√ <i>Develop further an open, rule-based, predictable, nondiscriminatory trading and financial system</i></p> <p>√ <i>Official development assistance. Address the special needs of the least developed countries</i></p> <p>√ <i>Market access. Address the special needs of landlocked countries and small island developing states</i></p> <p>√ <i>Debt sustainability. Deal comprehensively with the debt problems of developing countries through national and</i></p>		

GOALS	TARGETS	INDICATORS	Possible to get from KIHBS 2004/05
	<p><i>international measures in order to make debt sustainable in the long term</i></p> <p>√ <i>Other. (i) In cooperation with developing countries, develop and implement strategies for decent and productive work for youth; (ii) in cooperation with pharmaceutical companies, provide access to affordable, essential drugs in developing countries; (iii) in cooperation with the private sector, make available the benefits of new technologies, especially information and communications</i></p>		
		<ul style="list-style-type: none"> • Net ODA as a percentage of DAC donors' gross national income • Proportion of ODA to basic social services (basic education, primary health care, nutrition, safe water, and 	<p>n/a</p> <p>n/a</p>

GOALS	TARGETS	INDICATORS	Possible to get from KIHBS 2004/05
		<ul style="list-style-type: none"> sanitation) • Proportion of ODA that is untied n/a • Proportion of ODA for environment in small island developing states n/a • Proportion of ODA for the transport sector in landlocked countries n/a • Proportion of exports (by value, excluding arms) admitted free of duties and quotas n/a • Average tariffs and quotas on agricultural products and textiles and clothing n/a • Domestic and export agricultural subsidies in 	

GOALS	TARGETS	INDICATORS	Possible to get from KIHBS 2004/05
		<p>OECD countries</p> <ul style="list-style-type: none"> • Proportion of ODA provided to help build trade capacity • Proportion of official bilateral HIPC debt canceled 	<p>n/a</p> <p>n/a</p>
		<ul style="list-style-type: none"> • Debt service as a percentage of exports of goods and services • Proportion of ODA provided as debt relief • Number of countries reaching HIPC decision and completion points • Unemployment rate of 15- to 24 - year-olds • Proportion of population 	<p>n/a</p> <p>n/a</p> <p>n/a</p> <p>yes</p> <p>maybe (community Q)</p>

GOALS	TARGETS	INDICATORS	Possible to get from KIHBS 2004/05
		with access to affordable, essential drugs on a sustainable basis	
		<ul style="list-style-type: none"> • Telephone lines per 1,000 people • Personal computers per 1,000 people 	<p>no⁴</p> <p>yes</p>

Key

yes: covered in current draft questionnaire

no: not in current draft or comments but could be revised (but may be costly in terms of questionnaire length)

n/a: generally not covered in integrated household budget surveys

Notes

1/ consumption is asked of the household, so individual dietary intake is not available.

2/ Most studies on AIDS orphans actually report number of orphans regardless of the cause of parental death. This is covered in the questionnaire. Very hard to get reliable reports of the cause of parental death.

3/ Possible to add questions on this topic to the Community Questionnaire.

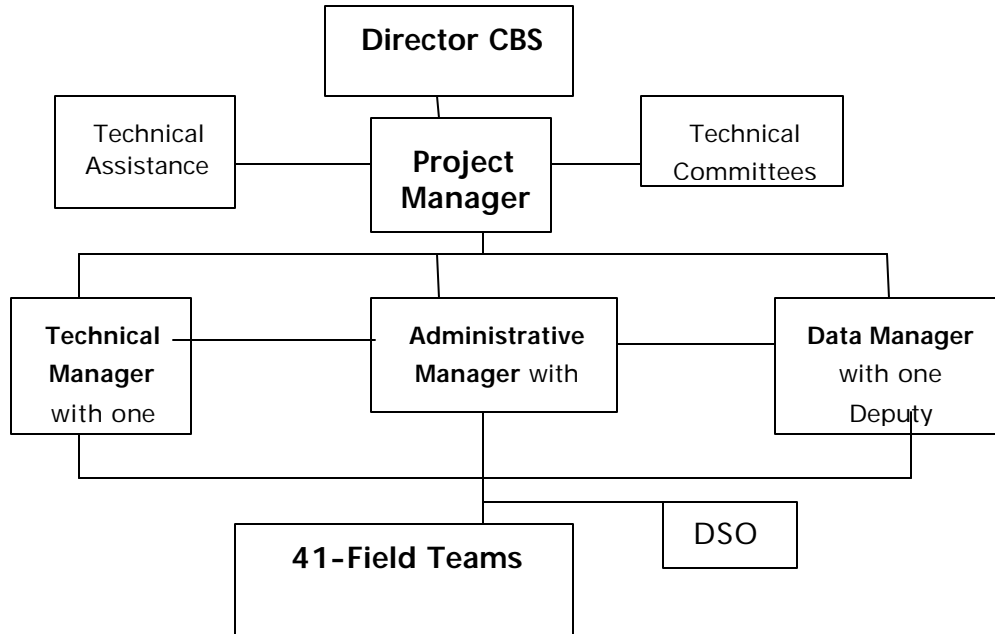
4/ Access to land lines and cell phones at the household level but not number of lines.

**Appendix 3: Overall manpower needs for the Pilot and Main KIHBS
2004/05**

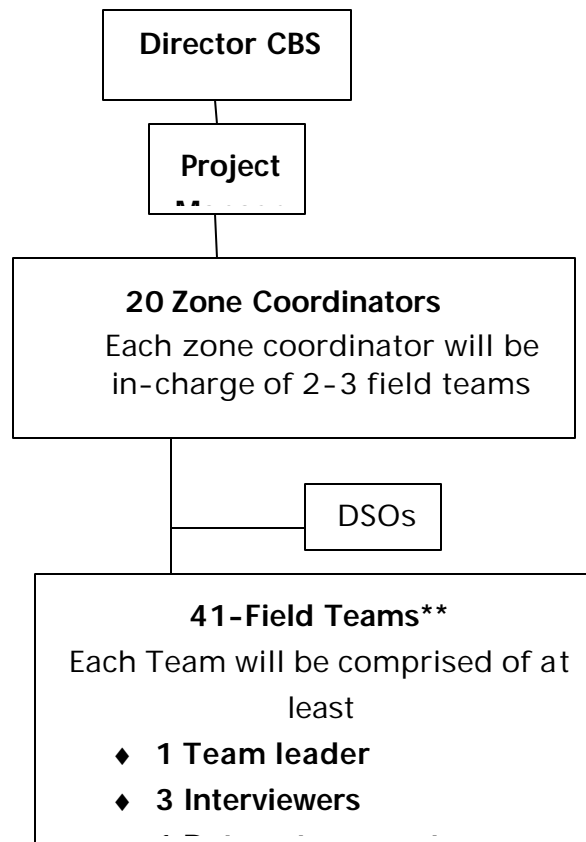
	Number	Comment
<i>Secretariat</i>		
Overall Coordinator	1	Director of Statistics, CBS
Project Manager	1	Deputy Director, CBS
Technical Team	20	From CBS and other line Ministries
<i>Technical Assistance</i>		
Survey Design	1	World Bank staff, funded by GDDS
Questionnaire Development	1	Consultant, funded by World Bank - IDF grant
Sample Design	1	Consultant, funded by GDDS (part I completed)
Data Capture	1	Consultant to be recruited, funded by World Bank IDF grant
HIES	1	Consultant to be recruited
<i>Administrative Staff</i>		
Accountant	1	
Transport Officer	1	
Secretaries	5	3 Secretaries and 2 Drivers
<i>Household Listing Staff*</i>		
Coordinator	1	30 Senior Statistician
Supervisors	4	15 days listing
Cartographers	12	30 days Segmenting and revising maps
DSOs	60	5 days listing
Interviewers	206	10 days listing
<i>Field Work Staff</i>		
DSOs -link persons in every district	70	One DSO per district for 51 days overall
Field Coordinators	20	The technical team above
Field Team Leaders	46	One covering each field team; 4 weeks training, 12 months fieldwork
Interviewers	98	4 weeks training, 12 months fieldwork (see Annex 3)
Data entry operators	46	1 per team, 1 month training, 12 months field work
Drivers	41	12 months field work
Drivers for Training and M&E	10	12 months

* See details in Annex2: Household listing

Appendix 4a: KIHBS 2004/05 Organizational Chart



Appendix 4b: KIHBS 2004/05 FIELD ORGANIZATIONAL Chart



** In ASAL areas, each field team will have only 1 team leader, 1 interviewer and one data entry clerk and one driver. In addition, they will also have 2 security personnel.

ANNEX 5: ROLES AND RESPONSIBILITIES FOR THE PROJECT TEAM

PROJECT MANAGEMENT TEAM

In addition to the Director of Statistics who is the overall project coordinator, the Project Management team consists of the Project Manager and three other managers. The technical, administrative, and data manager. Each of these three managers has a deputy. The administrative manager will be in-charge of Finance and Procurement duties. All the incumbents are serving CBS officers. Their functions are described below.

Role

Constituted by Central Bureau of Statistics, the Project Management Team will be responsible for

- a) Overseeing the project implementation process;
- b) Reviewing reports on the progress of the project;
- c) Providing dynamic guidelines on the performance of the project and
- d) Mobilisation of popular support for the smooth operation of the project.

Most of the tasks will be achieved through meetings, consultations and field visits. The meetings will be convened when and as needs arise to highlight achievement of milestones and address serious fundamental survey shortcomings.

PROJECT MANAGER

The Project Manager is the head of the project management team. He therefore assumes responsibility of all financial, technical, professional and practical aspects of the project. The tasks with which the incumbent will be associated will include:

- a) Assist the Director in the management of the project in setting the direction and advising on the appropriate course of action or intervention at each stage of the project cycle;

- b) Providing essential continuous feedback to the Director on the use of project resources based on pre-agreed guidelines and procedures;
- c) Liaising with funding agents on matters of project performance;
- d) Liaising with stakeholder policy analysts;
- e) Consult with the project coordinator (Director) and others as necessary to solve major project policy issues.
- f) The administrative manager and the technical manager will be the alternate deputies for the project manager.

ADMINISTRATIVE MANAGER

The Administrative Manager will take responsibility of administrative issues of the survey. The duties will include to:

- a. Certify that all procurement is done following schedule and laid down procedures;
- b. Seek approval for all proposed unbudgeted purchases before advising or committing critical action;
- c. Report all vacancies that occur due to sudden departure or disappearance of contract field staff;
- d. Arranges for the replacement of uncooperative staff operating in the field;
- e. Arrange for all audit services of financial resources.
- f. Prepare regular written state-of-the-project-work reports highlighting milestones, project challenges and solutions advanced for the challenges submitted to Project Manager and the Overall Coordinator
- g. Ensure prompt accounting of financial resources is undertaken;
- h. Ensure appropriate and required quantities of materials are directed to and reach the desired destination;
- i. Draft letters of information to traditional and civil leaders in all the districts where the survey will be implemented
- j. Arrange for all briefing meetings for project management team
- k. Advertise all vacancies that occur due to sudden departure or disappearance of contract field staff;
- l. Draw up a training and study tours schedule

TECHNICAL MANAGER

The Technical manager will be responsible for effective implementation of the survey and provide the link between senior management of the project and professionals in charge of essential technical components of the data generation, management and eventual presentation.

- a) Offer fundamental technical directions related to the project;
- b) Ensure all technical and/or professional specifications in recruitment and duty performance of consultants are adhered to;

- c) Ensure all project work is going according to schedule;/ Explain any failure to meet pre -scheduled activity deadlines;
- d) Identify areas of deficiency in all areas of operations and propose effective remedial measures for the condition;
- e) Carry out spot-check visits to ensure work is undertaken properly;
- f) Take lead in the training of interviewers, supervisors and data-entry clerks;
- g) Participate in data cleaning, analysis and survey report writing
- h) Consult the PROJECT MANAGER about critical challenges before a solution is implemented;
- i) Document challenges faced in the field and the corresponding solutions advanced;
- j) Train or arrange training of new members of field staff to replace those who disappear or whose service is suddenly terminated;
- k) Ensure questionnaires sent back from the data processing officers are duly and honestly corrected;
- l) Undertake overall supervision of field operations with a view to enhance quality assurance: check on proper map reading, EA identification and household interviewing;
- m) Effect proper staff allocation
- n) Ensure that morale of Team leaders and interviewers is kept high through regular sensitive and intelligent interactions and handling of concerns;
- o) Sort out cases with difficult respondents and consult with Project Manager or other higher authority for seemingly insoluble cases.

DATA MANAGER

Their responsibility will include supervision and management of the data entry, data cleaning and data analysis. In this connection, they will among other things

- (a) Certify that the Data Entry Programme Development Consultant has delivered acceptable products and training and Data Cleaning Specialist have done the best job;
- (b) Ensure that all IT equipment is working effectively before and during the data entry exercise;

- (c) Ensure that the data entry application is running correctly on all the computers all the time;
- (d) Assist in the training of data entry operators on the use of the data entry application and back-up process;
- (e) Ensure that backups of the entered data are done regularly;
- (f) Regularly check computer output;
- (g) Produce reports on data transfer;
- (h) Control management responsibility for the data entry exercise and day-to-day running of data processing services;
- (i) Perform troubleshooting for all IT related faults and data entry application
- (j) Design, develop and operationalise data cleaning application with the assistance of Project Manager, Technical manager and Sampling Statisticians

Analyst: (Technical, Administrative, Data Managers and their Deputies)

In the eventual analysis, these officers will ensure that by the time the data entry is certified completed, immediately thereafter clean raw data are made available and they take a lead role in the analysis of the data. In addition, they will try to highlight shortfalls that are associated with the data-cleaning process and work hand in hand with the Data Analysis Specialists. To achieve this, they will:

- a) Ensure that proper editing, coding, completeness, accuracy and consistency checks are correctly performed on the data collected through periodic basic analysis run on randomly chosen sections of the data captured to date;
- b) In the course of (a), design comprehensive data-cleaning programmes in SPSS, SAS or Stata.
- c) Also run mock tabulations and other basic analysis procedures;
- d) In the course of (c), come up with SPSS/SAS programmes for tabulation and related basic analysis to be included in the final report and NSO-related usages;
- e) Based on (a) and (c), continuously inform field staff about errors that persist in the questionnaires and are discovered at the electronic data processing stage;

- f) Working in close collaboration with Data Cleaning Specialists, ensure that the data-cleaning programme is optimal and efficient in delivering clean data.

PROJECT PROCUREMENT OFFICER

The incumbent will take charge of matters related to project procurement from materials, staff and equipment.

- a) Procure and store all requested and required supplies based on the schedule in accordance with the laid down Government, donor and other stakeholders procedures;
- b) Liaise with the Administrative Manager with respect to all procurement to be committed;
- c) Ensure that all procurement are kept within budget;
- d) Provide all requested materials with the consent of the Administrative Manager;
- e) Where odd but logically sensible need is brought to the officer, assess the desirability of the need so as to determine whether it is necessary to go ahead with procurement;
- f) Should a request for given supplies falling outside the budget lines be received, secure appropriate approval from Project Manager through Administrative Manager.

PROJECT ACCOUNTANT

- a) Open and maintain the Project Deposit Account
- b) Pay for all authorised procurements
- c) Request the needed replenishment lots of inflows
- d) Balance the accounts in time
- e) Submit appropriate prompt cash flows
- f) Pay all field staff their allowances in time
- g) Ensure that all procurement is within budget; should unbudgeted-for procurement be made, payment can be made only with written authorisation of the Project Manager;
- h) Provide appropriate advice on all expenditure and finances;
- i) Assist Auditors by supplying appropriate required information.

DISTRICT STATISTICAL OFFICERS (DSOs)

DSOs will be responsible for KIHBS 2004/05 implementation in their respective districts. DSOs will take on the following responsibilities and roles:

- a) Introduce field teams and ultimately ensure that the clusters have correctly been identified using cluster maps within their districts;
- b) They will also handle the administrative and logistical issues associated with the survey implementation, such as introducing the teams to the local communities through the provincial administration and making sure that the teams are accepted and accorded the right data collection atmosphere.

FIELD TEAM LEADERS

A Field Team leader will be responsible for either 3 or 4 interviewers and one data entry clerk. The Team Leader will be selected and appointed from among interviewers based on outstanding performance demonstrated during training. The duties of the incumbent will be to:

- a) Ensure that sampled households are identified and enumerated in an appropriate manner
- b) Monitor the quality of the data the interviewers collect
- c) Administer the community questionnaire in each cluster
- d) Control use of the vehicles under their charge;
- e) Take professional care of data processing equipment, accessories and other office equipment meant for the survey;
- f) Ensure delivery of completed questionnaires to the headquarter team;
- g) Organise systematic arrangement and physical storage of completed questionnaires
- h) Supervise data capture; ensure that scheduled workloads are properly completed daily;
- i) Follow closely that records of work are filled properly.

Appendix 6a: KIHBS 2004/05 Timeline

Financing, Management and Logistics	Start	End	Remark
1 Appoint Core Team	16-Feb-04	27-Feb-04	
2 Finalize institutional agreements	12-Mar-04	17-Mar-04	
3 Secure Financing	12-Mar-04	17-Mar-04	
4 Secure Technical Team premises and logistics	05-Jan-04	15-Jan-04	Acquired
5 Acquire Technical Team computers	17-Mar-04	30-Mar-04	Not yet
6 Acquire GPS's	17-Mar-04	30-Mar-04	
7 Procure printing services	17-May-04	17-Jun-04	
8 Acquire data entry computers	17-Mar-04	30-Mar-04	
9 Acquire anthropometric equipment	17-Mar-04	30-Mar-04	
10 Acquire vehicles	17-Mar-04	30-May-04	
11 Rehabilitation of vehicles	17-Mar-04	30-Jun-04	
12 Procure insurance for interviewers	05-Jun-04	31-Jul-04	
13 Acquire other survey materials	17-Mar-04	30-Mar-04	
14 Define publicity and household motivation strategy	27-Apr-04	15-May-04	
Questionnaire Development			
1 Prepare first draft of KIHBS 2004/05 hh and comm questionnaires	16-Feb-04	20-Feb-04	Done
2 Internalize first draft (retreat)	23-Feb-04	27-Feb-04	Done
3 Distribute first draft to key stakeholders for comments	05-Mar-04	12-Mar-04	
4 Discuss first draft with key stakeholders (retreat)	22-Mar-04	26-Mar-04	
5 Prepare second draft of hh and comm questionnaires	27-Mar-04	28-Mar-04	
6 Prepare pilot test logistics (briefing retreat)	4-Apr-04	9-Apr-04	
7 Pilot household and community questionnaire	13-Apr-04	25-Apr-04	
8 Review pilot test	27-Apr-04	27-Apr-04	
9 Finalize hh and comm questionnaires	28-Apr-04	30-Apr-04	
10 Translation of questionnaires	01-May-04	14-May-04	
11 Select field test staff	01-May-04	03-May-04	

Financing, Management and Logistics		Start	End	Remark
12	Prepare field test logistics (training)	05-May-04	26-May-04	
13	Field-test	28-May-04	18-Jun-04	
14	Review field test	20-Jun-04	21-Jun-04	
15	Print questionnaire and diaries	23-Jul-04	30-Jul-04	
Sampling				
1	Sample design	14-Oct-03	22-Oct-03	Done
2	Select Clusters	18-Apr-04	25-Apr-04	
3	Prepare field tasks (3 clusters each)	01-May-04	15-May-04	
4	Prepare annual team assignments approx. 17 tasks each	01-May-04	15-May-04	
5	Schedule tasks of each team randomly	01-May-04	15-May-04	
6	Update hh listings in selected clusters (ideally with GPSs)	02-Apr-04	30-Jun-04	
7	Update master sample database	30-Jun-04	30-Jul-04	
8	Select households	01-Aug-04	07-Aug-04	
9	Prepare cluster assignment schedules	01-May-04	15-May-04	
10	Prepare cluster maps	30-Jun-04	30-Jul-04	
Staffing and Training				
1	Prepare training / field manuals	01-May-04	15-May-04	
2	Prepare quality control procedures and manuals	01-May-04	15-May-04	
3	Define criteria for field staff selection	01-May-04	15-May-04	
4	Advertisement for field staff positions	04-May-04	05-May-04	
5	Short listing of field staff in the District Statistical Offices	02-Jun-04	04-Jun-04	
6	Interview short listed field staff applicants in Regional HQs	23-Jun-04	30-Jun-04	
7	Select EA's for training practice	15-Jul-04	17-Aug-04	
8	Prepare training venue and logistics	02-Jun-04	17-Jun-04	
9	Identify Trainers	04-Apr-04	05-Apr-04	
10	Training of Trainers	04-Jul-04	19-Jul-04	
11	Train interviewers, team leaders and supervisors	21-Jul-04	18-Aug-04	
12	Deployment of field staff	22-Aug-04	22-Aug-04	
Field Work				

Financing, Management and Logistics	Start	End	Remark
1 Introduction of field staff to local community	24-Aug-04	24-Aug-04	
2 KIHBS 2004/05 in the field	25-Aug-04	26-Aug-05	
3 Evaluation and revisions	25-Aug-04	26-Aug-05	
Data Management			
1 Prepare first version of Data Entry Program	01-May-04	14-May-04	
2 Debug Data Entry Program	01-May-04	14-May-04	
3 Finalize Data Entry Program	01-May-04	14-May-04	
4 Define management procedures	01-May-04	14-May-04	
5 Define quality control tables	01-May-04	14-May-04	
6 Identify Data Entry operators	02-Jun-04	04-Jun-04	
7 Train Data Entry operators	21-Jul-04	18-Aug-04	
8 Data Entry in the field	25-Aug-04	26-Aug-05	
9 Create final datasets	27-Aug-05	25-Sep-05	
Analysis and Dissemination			
1 Technical preparation for analysis in Washington D.C.	26-Sep-05	17-Oct-05	
2 Retreat for zero draft of basic report	24-Oct-05	29-Oct-05	
3 Distribute draft 1 to stakeholders for comments	02-Nov-05	02-Nov-05	
4 Retreat for draft 1 of basic report with stakeholders	10-Nov-05	12-Nov-05	
5 Incorporate all comments to produce Basic report	13-Nov-05	27-Nov-05	
6 Seminar on KIHBS basic report with MPs	04-Jan-06	04-Jan-06	
7 National launch of KIHBS basic report	19-Jan-06	19-Jan-06	
8 Provincial Dissemination of KIHBS basic report	01-Feb-06	02-Feb-06	
9 Retreat for CPI and Poverty report preparation	07-Feb-06	10-Feb-06	
10 Retreat for CPI and Poverty report zero draft	13-Feb-06	18-Feb-06	
11 Peer review in Washington	25-Feb-06	20-Mar-06	
12 Retreat for CPI and Poverty report draft 1 with stakeholders	28-Mar-06	30-Mar-06	
13 Incorporate all comments to	03-Apr-06	17-Apr-06	

Financing, Management and Logistics		Start	End	Remark
	produce CPI and Poverty reports			
14	Seminar on CPI and Poverty report with MPs	03-May-06	03-May-06	
15	National launch of CPI and Poverty report	11-May-06	11-May-06	
16	Provincial Dissemination of CPI and Poverty report	24-May-06	25-May-06	
Technical Assistance				
1	Survey preparation and sampling 1 st visit	14-Oct-03	22-Oct-03	Done
2	Questionnaire Design 1 st visit	4-Apr-04	18-Apr-04	
3	Survey preparation 2 nd visit	5-May-04	19-May-04	
4	Questionnaire Design 2 nd visit	4-July-04	19-July-04	
5	Survey preparation 3 rd visit	4-July-04	19-July-04	
6	Data processing 1 st Visit	28-May-04	10-Jun-04	
7	Data processing 2 nd Visit	25-Aug-04	07-Sep-04	
8	Data processing 3 rd visit	26-Feb-05	12-Mar-05	
9	HIES Expert 1 st visit	4-July-04	19-July-04	
10	HIES Expert 2 nd visit	10-Nov-05	24-Nov-05	
11	HIES Expert 3 rd visit	28-Mar-06	10-Apr-06	