

## ZEP PPI Interview Guide

*This short guide is mostly adopted from the Philippines 2015 PPI Interview Guidance managed by the Innovations for Poverty Action (IPA) except for Question numbers 11-12. The worksheet is based on the Philippines 2009 PPI with some modifications for ZEPH 2030. The guidelines are extracted from the Interviewer's Manual of the 2015 Family Income and Expenditure Survey (FIES) produced by the Philippine Statistics Authority and compiled by the PPI team.*

### **General Guidelines**

#### Advice for Conducting Interviews

Carefully study this "Guide" and keep it with you during your fieldwork.

According to page 8 of the Interviewer's Manual,

- "Ask all the questions. Never assume answers. Ask all the questions though you already have an idea of the answers to some of the questions. What you think may not be the right answers.
- Probe if the respondent's answer is not satisfactory. Do not settle for unsatisfactory answer. You can do any of the following:
  - Repeat the question
  - Ask for an estimate, if appropriate
  - Pause to give the respondent time to think
- Thank the respondent for his/her cooperation. Always try to leave the respondent with a good feeling toward the survey. Express your appreciation for the respondent's cooperation."

#### Who Should Be the Respondent?

According to page 7 of the Interviewer's Manual, "The respondent/s shall be the household head and/or the person/s who has/have the knowledge of the finances of the family."

#### Role of the Interviewer

According to page 6 of the Interviewer's Manual, "As an interviewer, you are expected to do the following duties and responsibilities:

- to... learn the concepts, definitions, and instructions that will be used...
- to go over the accomplished questionnaires for completeness before leaving the sample household
- to review the accomplished questionnaire for consistency and accuracy before submission."

## Establishing a Rapport with the Respondent

According to page 7 of the Interviewer's Manual,

- "Be presentable. Make a good impression by dressing appropriately and neatly. Some people judge others by what they wear and may not open the door for someone who appears untidy.
- Be polite. People will react to you differently. However, you must always remain cordial and polite. Never argue with the respondent. Maintain your composure even if the respondent is irritated due to the length of the interview.
- Introduce yourself and the survey"

## How to Ask Questions

According to page 8 of the Interviewer's Manual,

- "Ask the questions as they are worded in the questionnaire. If the interview is conducted in any of the dialects, be sure to translate the question in such a way that you do not change the meaning of the question. A test of a good translation is that you should have the same wording as in the questionnaire when you translate back to English.
- Unless otherwise instructed, ask the questions in the order that they are presented in the questionnaire. Verify if all the pages of the questionnaire are accounted for.
- Never ask a leading question that suggests the answer. By asking a leading question, the respondent's mind is set into believing that the answer suggested by the question is the right one...
- Do not interrupt the respondent unless necessary.
- Finish recording an answer before asking the next question."

## Verification

Verification is not necessary unless the interviewer feels that verification could improve the quality of data collected. The interviewer could choose to verify for example: if the respondent appears to be hesitant, lying or confused. The interviewer could also verify if something he/she observes does not match up with what the respondent says. For example: if he notices a household member who has not been included.

## Interview Guidance Not Covered Here

Any questions on administration of PPI questions, which are not answered here, must be left to the discretion of individual interviewers since that appears to be the practice followed during the 2015 Family Income and Expenditure Survey. Most importantly, organizations must not promulgate their own additional guidelines, definitions or rules beyond what is provided in this document, for use by their staff.

## **Guidelines for Profile of Respondent**

### Steps:

1. Get the consent of the respondent by reading or explaining to him/her the content of the **Consent Form**. Ask the respondent to sign and fill-up the needed information.
2. Proceed by filling up the needed information in the upper front page of the ZEP PPI Form. Refer to the guide below:

Form Number: The number or code of the form assigned by the organization administering the ZEP PPI tool

Date of Interview: Date (day/month/year) when the interview took place

Name of Respondent: First name, middle initial, and last name of the respondent

Head of the family: Check “Yes” or “No”, if the respondent is head of the family

Address: where the respondent resides with her/his family

GIDA Area: Indicate if the Respondent lives in a geographically isolated and disadvantaged area (GIDA) by checking either Yes or No

IP Group, if any: Indicate the IP group the respondent belongs to, if any. Leave blank if not applicable

4Ps beneficiary: Check “Yes” or “No”, if the respondent is a 4Ps beneficiary

MCCT beneficiary: Check “Yes” or “No” if the respondent is an MCCT beneficiary

Interviewer: The name of the person conducting the interview

Organization of the Interviewer: The group/office to which the interviewer is connected to or represents

Phone No./Email of Interviewer: Telephone number and/or email address of the interviewer

3. Fill the household roster first (Worksheet: Family Members, Male/Female, Age) as per the instructions provided in it.

Read to the respondent: “Please tell me the first name, relationship to head of the family, whether male or female, and age of each family member.”

***Use the household roster to respond to the second question in the PPI scorecard. Do not ask the second question (“How many members are there in the family?”) directly to the respondent. Instead, mark the appropriate response based on the roster.***

Count the total for male and female and indicate in the last row corresponding to the column. For the succeeding members, ask his/her relationship to the head of the family.

For each family member 5 to 18-years-old, ask: Is <name> currently attending school? Check corresponding answer. Count those marked “Not 5-18”, those marked “No”, and those marked “Yes” and put in the last row.

For each family member 5-years-old or older, ask: Did <name> do any paid work for at least one hour in the past week? Check corresponding answer. Count those marked “Yes”, and indicate in

the Total # of Yes.

For each member who worked, ask: How much is the average daily income of <name>? ; How much is the average monthly income?

For each family member who worked, ask: In <name's> primary occupation or business in the past week, was he/she a farmer, forestry worker, fisher, laborer, or unskilled worker? Check corresponding answer. Count those marked "Yes", and indicate in the Total # of Yes.

4. Ask the remaining PPI questions to the respondent as per this interview guidance.

## **Guidelines for Specific Scorecard Indicators**

### **1. IN WHICH REGION DOES THE FAMILY LIVE?**

This question asks about the geographical region where the household is located. Answer accordingly.

### **2. HOW MANY MEMBERS ARE THERE IN THE FAMILY? (EXCLUDE MEMBERS WHO ARE OVERSEAS FILIPINOS)**

*Do not ask this question directly to the respondent. Use the household roster to mark the appropriate response to this question.*

This question asks about the number of family members in the household. According to page 14 of the Interviewer's Manual, this includes "those individuals... whose relationship to the household head is head, wife/spouse, son/daughter, brother/sister, son-in-law/daughter-in-law, grandson/granddaughter, father/mother, or other relative." However, for the purpose of this survey, the overseas Filipinos shall be excluded from the count of family members." Also, "if a household is composed of unrelated members, for example, a group of students living together, consider the household head as a one-person family. This is a special case where a family consists of only one person... A single person household is also treated as a one-person family."

*Household members must satisfy the following conditions*

- *Related to household head (HH)*
- *Share cooking arrangements with household*
- *Share living expenses with household*
- *Lives with household in same residence*

*The household head is always considered a member of the family even if he/she is away from the household as long as the travel is temporary and he/she intends to come back to the household Include household members who are temporarily away from household (for reasons such as work, schooling etc.)*

*Include relatives of household head who are temporarily visiting (and intend to go back to their*

*usual place of residence) if they will be staying with the household for 30 days or more*

*DO NOT include family members who are overseas Filipinos*

*DO NOT ask this question directly to responden*

*DO NOT include non-relatives staying with the household who share meals, lodging with the household – such as domestic staff, boarders, lodgers*

### **3. WHAT IS THE HIGHEST GRADE COMPLETED BY THE HEAD OF THE FAMILY?**

There is no guidance on this question in the Interviewer's Manual.

### **4. WHAT TYPE OF CONSTRUCTION MATERIALS ARE THE ROOFS MADE OF?**

According to page 91 of the Interviewer's Manual, "If two or more kinds of roofing materials are used, report the material used in most part of the roof. Thus, for a house with different kinds of roofs, report the materials used in the main portion of the housing unit (usually containing the living room/sala and bedrooms). Strong materials include galvanized iron/aluminum, tile concrete, brick, stone, and asbestos. Cogon/nipa and anahaw are considered light materials. Examples of salvaged/makeshift materials for building use are scrap GI sheets and planks of wood or pieces of "lawanit" dilapidated boxes, etc. which are usually salvaged from a burned or condemned structure."

### **5. WHAT TYPE OF CONSTRUCTION MATERIALS ARE THE OUTER WALLS MADE OF?**

According to page 91 of the Interviewer's Manual, "Use as a guide the instructions for #4 (construction materials of the roof) above in selecting the type of construction materials of the outer walls."

Also according to page 91 of the Interviewer's manual, examples of strong and light materials are as below:

- "Strong materials (galvanized iron, aluminum, tile, concrete, brick, stone, wood, plywood, asbestos)
- Light materials (bamboo, sawali, cogon, nipa, anahaw)"

### **6. IS THERE ANY ELECTRICITY IN THE BUILDING/HOUSE?**

According to page 96 of the Interviewer's Manual, electricity is "either provided by national or community electric companies or cooperatives; or generated by the household through the use of a generator."

*Mark "Yes" if electricity is*

- *Provided by national or community electric companies or cooperatives*
- *Generated by household through a generator*
- *Generated by household through a solar pan*

## 7. WHAT IS THE FAMILY'S MAIN SOURCE OF WATER SUPPLY?

Page 96 of the Interviewer's Manual explains the different answer options as follows:

- **“Own use faucet, community water system:** The family gets its water supply from a faucet inside the house/yard directly connected to a water pipeline from the community water system, such as the Maynilad, Manila Water Company, or other local water districts. Note that a community water system using a **deep well** as the source of water should be reported under this category.
- **Shared faucet, community water system:** The family gets its water supply from the faucet of another family, establishment, or office, which is connected to the community water system.
- **Own use tubed/piped deep well:** Water is taken from a tubed/piped well which is at least 100 feet or 30 meters deep, and for private use of the family in the same building or compound.
- **Shared tubed/piped deep well:** Water supply is taken from a tubed/piped deep well, which is at least 100 feet or 30 meters deep, and shared with another family, establishment, or office, or from a deep well which was constructed for public use.
- **Tubed/piped shallow well:** Water is taken from a tubed/piped well, which is less than 100 feet or 30 meters deep.
- **Dug well:** The family gets its water supply from a well, which may be provided with a protective device against contamination or pollution. An ordinary dug well ("baton") belongs to this type. An improvised dug well (dug and with water depository) which is provided with a pump and cover also belongs to this type.”

Also, “usually, residents of the same community share the same source of water supply. If a particular family report a source, which is different from most of the others that you have interviewed in the same area, try to do some probing to ascertain whether or not the source is really different.”

## 8. DOES THE FAMILY OWN A REFRIGERATOR/FREEZER?

According to page 98 of the Interviewer's Manual, a refrigerator/freezer “includes a refrigerator-freezer combination unit, which may have two exterior doors with separate refrigeration and freezing compartments (side by side or one above the other). A freezer may be upright or chest-type. Note that an icebox is neither a refrigerator nor a freezer and therefore, should not be reported in this group.”

“Do not rely on what you see because there may be items, like radios or television set, inside the bedrooms. If the family has a second home or a vacation house, be sure to include the items that the family owns in the second home.”

*Include refrigerators/freezers in the following circumstances:*

- *usable or repairable (if they are broken)*
- *purchased on instalments, even if payment is not yet fully made*
- *owned but temporarily pawned*
- *purchased second-hand*

*DO NOT include items whose main purpose is business, and not personal use*

### 9. DOES THE FAMILY OWN A TELEVISION SET?

According to page 98 of the Interviewer's Manual, a television set "includes both black and white and colored TV set."

"Do not rely on what you see because there may be items, like radios or television set, inside the bedrooms. If the family has a second home or a vacation house, be sure to include the items that the family owns in the second home."

*Include television sets in the following circumstances:*

- *usable or repairable (if they are broken)*
- *purchased on instalments, even if payment is not yet fully made*
- *owned but temporarily pawned*
- *purchased second-hand*

*DO NOT include items whose main purpose is business, and not personal use*

### 10. DOES THE FAMILY OWN A WASHING MACHINE?

According to page 99 of the Interviewer's Manual, a washing machine "includes all brands of washing machines with or without clothes spin dryer."

"Do not rely on what you see because there may be items, like radios or television set, inside the bedrooms. If the family has a second home or a vacation house, be sure to include the items that the family owns in the second home."

*Include washing machine in the following circumstances:*

- *usable or repairable (if they are broken)*
- *purchased on instalments, even if payment is not yet fully made*
- *owned but temporarily pawned*
- *purchased second-hand*

*DO NOT include items whose main purpose is business, and not personal use*

### 11. DID YOUR FAMILY MISS AT LEAST 2 SUPPERS THIS WEEK?

The term supper here means "hapunan". People usually remember more if they did not have hapunan as opposed to agahan or tanghalian. Breakfast to some could mean just having coffee.

### 12. DO YOU HAVE YOUR OWN SANITARY TOILET?

Sanitary toilet refers to flush toilet either owned or shared and closed pit type of toilet facility. (Philippine Statistics Authority)