

**Kingdom of Jordan**

**Jordan Labor Market Survey 2010**

**Booklet**

**Instructions and Reviewing Rules**

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# **Jordan Labor Market Survey**

## **1.1 Introduction**

On January 2010, the Jordanian Statistics Department implemented the first of its kind Jordan Labor Market Panel Survey. It aims to provide updated statistical data about the demographic, social and economic characteristics of the population in general and the labor force and economically active population in particular. In addition, it offers an additional data source especially for planning policies.

The survey is implemented on a sample of 5000 households distributed nationwide. For this purpose, the sampling technique was a stratified clustered random sample broken down in two phases in order to ensure representative results on the national, urban, rural, regional and governorate levels.

The booklet at hand serves as a guiding tool for the survey officers offering details on what should be done pre-, during and post- interview. In addition, all staff involved including interviewers, supervisors, and inspectors will be trained on the definitions, and classifications related to the survey as well as on how to complete and review the questionnaire to ensure its completeness and consistency.

## **1.2 Survey objectives:**

The main objectives of the survey involve providing detailed data on the Jordanian labor market conditions, substantial differences that take place due to labor mobility, and as result the difference in wages caused by differences in individuals' education, age, marital status, housing, etc. The survey intends also to introduce indicators about domestic and external immigration, and household expenditure trends in Jordan. The survey objectives can be summed up as follows:

1. To study adults' movement from education to work.
2. To examine the process of investing in human capital and its interaction with the labor market, in response to the recent growing attention to whether the Jordanian education system is meeting the needs of labor market in terms of productivity, knowledge, and skills.
3. To identify drivers of the labor market in terms of job mobility and instability.
4. To identify the relation between poverty and participation in the labor market.
5. To identify participation patterns in the labor market by gender and factors limiting women's integration into the labor force.

6. To identify demographic, social, and economic characteristics of the population and labor force, including rates of participation in the economic activity according to a set of variables.
7. To identify the professional composition, economic activity and employment status of working individuals.

### **1.3 Phases of the survey:**

The implementation of the survey is conducted over four phases including:

- a. Preparation:
  - Sample design and selection.
  - Updating the sample framework.
  - Preparing the questionnaires, instruction manuals, and identifying the outputs intended for presentation.
  - Preparing plans of field work, desk work and developing computer software.
  - Preparing the field work phase including instructions for data collection, field and desk review and developing the manual.
  - Selecting interviewers and field supervisors, and providing them with training on the field data collection technique, then assigning interviewers to the defined operation locations.
- b. Field work: During this phase, data will be collected from the sampled households and interviewers, reviewers, inspectors and supervisors will conduct field data review.
- c. Desk preparation:
  - Desk review of the questionnaires by the group trained in this regard.
  - Developing the general and specialized manual for the questionnaire data.
  - Cleaning errors from the data by using automated review and consistency programs.
- d. Deriving and analyzing outputs:
  - Data classification and deriving and assessing the required outputs.
  - Analyzing the outputs, preparing the main report and publishing outputs.

## **2. General instructions and principles:**

### ***2.1 Information confidentiality:***

The Law on General Statistics number 8 of 2003 and its amendments stipulate confidentiality of the information collected from individuals and institutions. This means that such information shall not be disclosed to any other party, therefore, staff members should:

1. Refrain from disclosing any of the collected information to a third party except those who are in charge of the survey according to hierarchy and only for work purposes.
2. Refrain from allowing any person to accompany the interviewer during his/her visit to the household except the person who is responsible for the interviewer.
3. Refrain from leaving any completed or uncompleted questionnaires unattended, which might allow others to read them.
4. Abstain from keeping completed questionnaires or any information thereof. They should be delivered immediately to the direct supervisor.
5. Abstain from conducting interviews if an outsider is present, except with the approval of the respondent. In this regard, the presence of strangers may lead to obtaining inaccurate data.

### ***2.2 Impartiality:***

Most of the people are usually polite especially when dealing with strangers, thus, they give the response and impression that they believe will please others. Therefore, the interviewers should maintain complete impartiality towards the theme of the interview, should not show surprise, agreement or disagreement with the responses by means of facial or vocal expressions. Furthermore, interviewers should avoid telling the respondents about their own personal opinions, even if asked. They should, as much as possible, escape expressing their own opinions or even giving advices. Thus, the questionnaire has been designed with an approach to ensure that questions are careful and impartial, rather than using leading questions. In case the interviewer failed to address a given question adequately, this may actually negate the impartiality. On the other hand, in case the respondent gave an ambiguous answer, the interviewer should neither assume nor guess the answer by saying for instance "I can see this" or "I believe you mean...is this correct?". The reason is that the respondent usually agrees with the interviewer about the explanation even if incorrect. In addition, the implied impartiality of the question could be diminished if focus is directed to part of the question only. In case the respondent is feeling hesitant or not ready to answer a specific question, the interviewer

should help eliminate his fears or hesitation by explaining the objectives of the study, the nature of the collected information, complete anonymity, and that the same questions would be addressed to a large number of people around the Kingdom. At the time of completing the questionnaire, it is important for the interviewer to make a second attempt at completing the missing answers as much as possible.

### ***2.3 Important instructions for the interviewers:***

1. Before heading towards your assigned location, you need to ensure adequate appearance and dress in duly suitable clothes.
2. You need to ensure that you have all the necessary items for your work such as personal ID, map, and instructions manual.
3. Upon arriving to the targeted place (house), knock on the door nicely, introduce yourself as well as your personal ID, and explain a summary of the survey objectives using a simple and easy to understand approach.
4. During the visit, you need to be nicely firm, which means that you record down the respondent's answers without any discussion, unless you felt the answer is illogical.
5. You need to respect the customs and traditions of local people in addition to observing generally good manners.
6. Eliminate any suspicion the respondent may develop by explaining the positive aspects of the study and confirming the confidentiality of information.
7. Be calm and do not let emotional expressions affect you, because the more you are capable of controlling yourself, the more successful you are in obtaining the necessary information.
8. Be modest and do not introduce yourself as a higher status or more knowledgeable than the respondent. But rather try to be cheerful and accepting of the respondent's replies.
9. Ask the questions in an understandable manner but concurrently ensure maintaining their essence.
10. You need to refer back to the instructions manual you are carrying if you face a problem during your visits. Otherwise, if you fail to address the problem, immediately contact your supervisor to seek his help.
11. Do not discuss any political, social or religious issues with the interviewed household members.

12. Do not engage in buying, selling or accepting gifts.
13. After completing the questionnaire and before leaving the house, revise the questionnaire in order to ensure that answers are complete. Do not leave the house until you are sure that the questionnaire is well completed.
14. Offer your thanks to the respondent for cooperating in order to leave a good impression about the Statistics Department. Inform the respondent about a potential second interview by the supervisor for review purposes.
15. Be careful of giving any promises about the government's intention to offer bonuses or assistances as a result to the survey.

#### **2.4 Supervisor's duties:**

Monitoring the required processes during data collection from the field, after the theoretical and field training is very crucial. Therefore:

1. The supervisor is directly responsible to ensure that the interviewer is performing his work efficiently although the interviewer is the one who carries out the interviews. This means that the supervisor will assign the work to the interviewers, and organize field work using an approach that ensures achieving the work effectively and within the timeframe.
2. The supervisor will review the questionnaires before departing the work site to find out if the work has been done correctly and according to instructions. This is intended to avoid any incompleteness or errors.
3. The supervisor will re-interview some households, following the interviewer's interview to ensure that the interviewer collected correct data from the previously identified households.
4. The supervisor will receive the required supplies for field work which he will deliver to the interviewers as needed.
5. The supervisor will act as a liaison between the interviewer and survey management.
6. He will approve the work that had been correctly completed, write remarks about the errors that should be told and explained to the interviewers.
7. Deliver the completed, correct and reviewed work to the survey management.

## **2.5 Interviewer's duties:**

The work of the field interviewer is the most important process in statistics surveys, thus, it requires proper preparation and lengthy testing. It also serves as a basis for obtaining sound and real results, on which data users depend in creating their programs and development planning. As such, each interviewer should observe the following:

1. Collecting data from the location assigned by the supervisor.
2. Daily working hours as required by working conditions.
3. Reviewing questionnaires immediately in the field.
4. Delivering the finished and completed work to the supervisor at the end of every day.

## **2.6 Field work approach:**

Implementing field work (information collection from the field) will proceed according to the previously planned timeline. However, this phase, which is the main and most important phase, will not succeed and nor will the survey, unless each interviewer and each team accomplishes their assigned duty within the defined timeline by applying the approaches and instructions provided to them. In this section, the aforementioned techniques will be reviewed in detail in addition to discussing some of the problems an interviewer may face in the field and how to handle them.

### a. Preparation for field work:

1. Assigning the tasks to the interviewer:

Every morning, the team leader will briefly explain the tasks assigned for this day. This will include identifying operation areas as defined in the study sample for this day. It is incumbent upon the interviewer to ensure that the received profile is compatible with the assigned area, such as the geographic data including the governorate, district (Lewaa), sub district (Qadaa), residential complex, block number, stratum number, in addition to the visit date, time of starting and ending the interview. In addition, the interviewer will be responsible for recording the final output of the visit.

2. Re visiting: This type of visit takes place if the questionnaire had not been well completed during the previous visit. Other purposes of revisiting may include correcting information. But revisiting should only take place during a time when the household, or the relevant individuals are available in the house.

3. Before going to the field, you need to ensure that you have the following items with you:

- Personal ID.
- Instructions manual.
- Pens.
- Bag.
- Your personal belongings.

b. House and household targeting technique:

1. House and household targeting: The supervisor will provide the interviewer with a list containing the inhabited houses that should be visited. The list will include a number of buildings where the houses are located spotted on the sketch that had been prepared several months back. Therefore, some difference might occur between the real situation and what is expected.

The sample comprises occupied houses, as they are the basic unit to which the household is connected. In this context, the interviewer is required to visit a number of houses that are assigned by means of using a special form. Thus, the interviewer will visit each of the assigned houses, expecting any of the following potential scenarios:

- The house is occupied by the household of the person whose name is included on the list provided to the interviewer.
- The house is occupied by a new household other than the one that had been available at the time when the list was developed.
- In case of finding more than one household in a single house, the interview should be conducted for both households. But first, the interviewer should ensure that they are two separate households rather than one single household according to the definition.
- At the time of the interview, the house is closed because the household is temporarily not available (temporarily closed).
- At the time of the interview, the house is closed because the household travelled inside Jordan or abroad (permanently closed).
- At the time of the interview, the house in question became vacant.
- Before the date of the interview, the house had been changed to another activity.
- The house is unavailable (had been demolished for example).

- At the time of the interview, the house is under maintenance or refurbishment.

In other cases, the interviewer might not find numbers on the houses' doors that are the linking between the listed name and available number on the list. Therefore, in cooperation with the supervisor, the interviewer should ensure that the house being visited is the required one for the purposes of the sample. In some cases, order of the houses inside a residential building may change. In all events, the interviewer should deal with the real situation of the house that had been assigned by the supervisor.

It should be noted how important it is to find the real situation on status quo as defined in the houses and households list. In case of incompatibility, the situation should be verified as it reflects on the accuracy of the survey.

Items (a-d) related to the household should be completed from the household that is currently living in the house.

#### c. Revising the completed questionnaires:

The interviewer is responsible for reviewing the questionnaire upon completion, in other words, to revise it before leaving the house. It is intended to ensure that all questions that had been posed were clearly answered and that she followed the movements carefully and accurately. Modifications are allowed, however, in the case of grave errors, the interviewer should inquire about them and about any contradictions made by the respondent.

### **3. Definitions**

#### **1. Residential complex:**

For the purpose of this survey, residential complex is defined as the usual resident place of the household members listed in the sample. In other words, it is the place of residence of this household. Residential complexes listed in the directory of cities and villages in Jordan are approved to be used in this regard.

#### **2. Area:**

Each city had been divided according to the naming and numbering system applied in municipalities to service areas. Each area had been given a name and number different from other areas. For statistical purposes, residential complexes that had not been divided by the municipalities into areas are handled as one area.

#### **3. Quarter:**

Each area in the cities and other residential complexes had been divided according to the naming and numbering system to quarters. Each quarter had been assigned a name and

number different from others. For statistical purposes, a residential complex is considered one coherent quarter as part of one single area, in case it is not divided into areas and quarters.

#### **4. Block (Mehla):**

It is defined as group of buildings constituting together a residential complex or part of a complex with clear boundaries (mostly paved roads) that could be easily physically identified. Distinctive marks had been placed around the boundaries of each block taking a rectangular shape in order to delineate the boundaries of the block, show the block number among the residential complex and differentiate between it and other blocks.

#### **5. The building:**

Each stand alone construction, fixed on the ground either permanently or temporarily, that consists from one or more stories and has a roof. According to the definition, it has one or more gates (entrance) that leads through a public or private path to all or most of its included facilities. Annexes of the building such as (garage, stores, toilette, warehouse) are considered as satellite of the main building and not separate buildings.

#### **6. The housing unit:**

It is a complete building (or part of a building) that has walls and roof originally prepared as a residence to one or more households even if it was vacant at the time of the survey. The house comprises one or more rooms coupled with the necessary facilities. It has a separate door from other houses that directly leads to (or through a corridor or stairs) to the public road without passing by other houses.

#### **7. The household: There are two types:**

a. The private household: it comprises one or more individuals who occupy an independent housing unit (or part of it). Together, they share spending from the income of the head of household and/or some of its members. It is common that most of the members of one household are tied by kinship relations. It is also common that members of the household share all or some of the duties of providing food.

b. Group household: it comprises 6 or more members, but does not have a head and members are not necessarily related to each other. But rather in this case their relation is defined under the item 'others' (taking in consideration that this survey is restricted on group households that reside in conventional houses only).

#### **8. Head of the Household:**

He is defined as a normal member of the household located inside Jordan (according to the aforementioned definition of the household) and recognized as such by the household

members. Usually, he is responsible for living arrangements of the household, and making relevant decisions. The household head might be male or female, however, he/she should not be younger than 15 years.

### **9. Relation with head of the household:**

It indicates the kinship relation with the household head. For this question, choices are as follows:

- 1) Husband / wife.
- 2) Son / daughter.
- 3) Son / daughter-in-law
- 4) Grand son / grand daughter.
- 5) Father / mother.
- 6) Brother / sister.
- 7) Grandfather/ grandmother.
- 8) Other relatives.
- 9) Male / female servant.
- 10) Others.

The item others is used to describe the relation for all members of group households.

### **10. Gender:**

It is defined as either of the following classifications:

- 1) Male.
- 2) Female.

### **11. Age:**

It is defined as the estimated or calculated time period between the date of birth and interview. It should be expressed as a complete calendar year, in other words, month or days would be discarded, regardless of their number. For example, a person's age would be recorded as 12, if the person's real age is 12 years and 9 months.

### **12. Nationality:**

It is defined as legal affiliation of an individual to a certain state usually determined by means of the passport already in possession or entitled to be obtained. Available choices are as follows:

- 1) Jordanian.
- 2) Egyptian.
- 3) Syrian.
- 4) Iraqi.
- 5) Other Arab nationality.
- 6) Non Arab nationality.

### **13. Marital status:**

It reflects the current civil status of a 15+ person at the time of the interview. Choices include the following:

Single (never married): an individual who is 15+, and never got actually married according to the established tradition (marriage is not yet consummated).

Married: an individual who is 15+, and actually married according to the established traditions, whether or not he/she is cohabiting with the spouse at the time of interview.

Divorced: An individual who is 15+, previously married and his/her last marriage had been dissolved by divorce, but did not re marry.

Widow: An individual, who is 15+, previously married, and his/her last marriage had been dissolved by the death of the other party, but did not re marry.

Separated: An individual, who is 15+, previously married, but is separated from the spouse. No divorce or death occurred.

### **14. Type of housing unit:**

1. Apartment: It is defined as a part of a building that consists of one or more rooms and equipped with the necessary utilities. The apartment has one or more entrances leading to all facilities.

2. *Dar* (house): It is defined as a traditional building comprising one or more rooms. The design could be that rooms are set in one line, or scattered inside a fence or yard. In addition, old buildings and some modern buildings that consist of only one or two floors

equipped with an internal or external staircase leading to the roof are also considered *Dar*.

3. Villa: It is defined as a stand alone building, usually constructed from cut stone. Normally, it consists of one or two floors including two wings, or one or more floors connected by internal stairs. In cases of one floor, one of the wings or the second floor is dedicated for sleeping while the second wing or ground floor is used for reception, kitchen and other types of services.

In addition, the villa is usually equipped with a garden surrounding the building, regardless of the space of the garden in addition to a fence that surrounds the outer part, and garage for the car. As for the upper roof, it is often covered with bricks.

4. Hut / barracks: It is defined as a stand alone building consisting of one or more rooms. The external material of outer walls and floor is zinc, iron sheets or corrugated sheets.

#### **15. Material used for house flooring:**

1. Cement / tiles.

2. Steel / zinc.

3. Corrugated sheets.

4. Wood.

97. Others: that includes other material beside the aforementioned.

#### **16. Construction material used for outer walls:**

1. Cut stone: The condition is that three facades at least are constructed by cut stone.

2. Reinforced cement.

3. Cemented mud brick.

4. Mud and stone brick.

5. Corrugated sheets, Zinc and wood.

97. Others: including other material than the aforementioned.

#### **17. Material used for the building roof including any of the following choices:**

1. Reinforced cement.

2. Steel / Zinc.

3. Corrugated sheets.
4. Wood.
97. Others, which should be specified.

**18. House area:** It is defined as the space where the house building is constructed measured in square meters. However, it does not include floor, or ventilation surrounding the house building.

**19. Type of house ownership:**

1. Owned by the family or one of its members.
2. Furnished or non furnished rent.
3. Free of charge.
4. In return for work: in case the employer, governmental or private, assigned the house for its employees. This covers the situation where the employer owns the place or pays rent to the landlord.
97. Others: including other types than the aforementioned.

**20. Main source of potable water:**

1. Piped water / filtered: provided that one or more water taps available inside or outside the house connected to the public network.
2. Piped water: provided that one or more private taps inside or outside the house connected to the public network.
3. Tank/cistern : It is defined as mobile water tanks .
4. Water collection well / rain water.
5. Artesian well: It is defined as ground water that is extracted either through pumping or water pressure. This type of water is used directly without storing into reservoir.
6. Canal / dam/ lake.
7. Spring: Flowing ground water.
8. Mineral / purified water: such as mineral bottled water.
97. Other sources: such as a river.

**21. Main source of water for other usages:**

1. Piped water: provided that one or more water taps available inside or outside the house connected to the public supply.
2. Tank/cistern: It is defined as mobile water tanks.
3. Water collection well / rain water.
4. Artesian well: It is defined as ground water that is extracted either through pumping or water pressure. This type of water is used directly without storing into reservoir.
5. Canal / dam/ lake.
6. Spring: Flowing ground water.
97. Other sources: such as the river.

**22. Main source for lighting, which is one of the following options:**

1. Public grid: in case the house is connected to the public electricity power grid.
2. Private generator: It is defined as a generator used for producing electric power for one or several houses.
3. Gas: It is defined as lighting lamps that operate by large or small gas canisters.
4. Kerosene: Illuminating lamps by using kerosene.
97. Others: This choice covers types other than the aforementioned such as candles, dry batteries, etc.

**23. Type of heating, which is one of the following options:**

1. Central heating: It is defined as using liquids as means for transporting heat.
2. Gas: It is defined as heating units that operate by burning gas from cylinders.
3. Kerosene: It is defined as heating equipments similar to greenhouses that operate by burning kerosene.
4. Electricity: It is defined as heating equipment that depend on transforming electricity into power such as the electric greenhouses and the modern electric heating system.

5. Diesel: It is defined as heating equipment such as the greenhouses that operate by burning diesel.

6. Firewood / charcoal.

7. No heating.

97. Others: This choice covers other than the aforementioned.

**24. Type of bathroom:**

1. Toilet

2. Toilet attached to a bathroom.

3. Several toilets or toilets attached to bathrooms.

4. None.

97. Others: This choice covers other than the aforementioned.

**25. Sanitary drainage technique:**

1. Public sewage network .

2. Cess pool.

3. None. Such as the open air.

97. Others: This choice covers other than the aforementioned.

**26. Main method of waste disposal:**

1. Uncovered bin.

2. Covered bin.

3. Burning.

4. Burying.

5. Random disposal.

6. Garbage collector.

97. Others: This choice covers other than the aforementioned.

**27. Type of agricultural land ownership:**

1. The household owns and cultivates.
2. The household owns and leases.
3. The household owns but does not use.
4. The household rents land to cultivate.
5. The household rents land but does not cultivate.
6. Does not own land.
97. Others, it should be specified.

**28. Household appliances and private car:** provided that the household or one of the members own such items, which should be valid for private use at the time of the visit.

**29. Enrollment in an educational institution:** It is defined as any person who is 6+, registered with a private or government educational institution, or had been previously registered with an educational institution either in Jordan or abroad, or used to attend the said educational institution regularly, intending to obtain an educational degree or scientific certificate. But the minimum period of enrollment should not be less than one academic year. Examples of enrollment include those who are enrolled in basic education, first and second secondary, community colleges, universities and institutes where time of education is not less than one academic year. However, definition of enrollment does not cover those who are enrolled or had been previously enrolled in skill or performance improvement training programs or the like.

**30. Education status:** It is defined as the level of education of a person who is 6+ at the time of interview. The following choices are applicable:

a. The person might not be holding an academic degree, such as:

Illiterate: A person who is unable to read and write in any language, therefore, he/she is incapable of writing a simple description of his/her life.

Literate: A person who is capable of both reading and writing in any language, but is not a holder of education degree.

b. Holder of education degree:

It is defined as the highest level of education completed successfully until the day of the interview. The choices include:

1. Primary.
2. Preparatory.
3. Basic.
4. Vocational schooling.
5. Secondary.
6. Intermediate diploma.
7. Bachelor degree.
8. Higher diploma.
9. Master's degree.
10. Doctorate.

### **31. Scientific specialization:**

It is defined as the educational discipline of the person's specialization, in which, he /she obtained the last education degree. For example:

- Persons who completed general secondary education and specialized in:
  1. Academic, such as: arts, science, Islamic Sharia, information management.
  2. Vocational, such as: commerce, tourism, industrial, agricultural, electrical, mechanics, home economics, post, cosmetics, tailoring, child education.

Or persons who received intermediate diploma and specialized in:

- Physical education.
- History.
- Music.
- English language.
- Monuments.
- Statistics.
- Accounting.

- Posts science.
- Computer
- Surveying.
- Libraries and education technology, etc.
- Persons who received graduate and post graduate degrees and specialized in:
  - History.
  - Monuments
  - Philosophy.
  - Economy.
  - Statistics.
  - Accounting.
  - Dentistry.
  - Cardiology.
  - Electric engineering.
  - Industrial engineering.
  - Soil and plant sciences.
  - Fertilizers.
  - Agriculture.
  - Financial and banking, etc.

**32. Type of school:**

1. Public.
2. Private.
3. International agencies: such as schools affiliated with UNRWA.
4. Outside Jordan.

**33. Number of repetitions:** It is defined as the number of years when the person did not pass any of the educational levels of school.

**34. Period of education interruption:** It is calculated as complete years which is defined as the period between leaving and returning to school.

**35. Private tutoring:** It is defined as students who join educational centers or a tutor comes home. Usually, the student pays the fees.

**36. Help groups:** It is defined as help classes offered for students after school hours. Usually, classes are paid for.

**37. The current employment status:** It is defined as the position of the employed person during performing his job. This covers the following choices:

- **Wage worker:** A person who works for another person or institution in return for monetary or in kind wage. The wage could be paid per hour, day, week or month. It might be calculated based on production, commission or another method.
- **Employer:** A person who works in an institution that he owns, or owns part of, or in a profession or trade. In this situation, he has other employees working under his supervision in return for monetary or in kind wage.
- **Self-employed not using others:** A person who works in an institution that he owns, or owns part of, or in a profession or trade. In this situation, he does not have other employees working under his supervision in return for monetary or in kind wage.
- **Unpaid family worker:** A person who is working for the household or one of its members. But in this situation, he/she does not receive a monetary or in kind wage, even if received a token amount of money such as children and trainees.

**38. Current occupation:**

It is defined as the type of job performed by the employed person during one week prior to the interview. The respondent might introduce him/herself as gynecologist, general physician, dentist, cleaner, basic school teacher, secondary school teacher, etc.

**39. Current working sector (economic activity):**

It is defined as describing the production of an institution where the person is working including economic commodities or provided services. As for employed persons who are not connected to any institutions, their economic activity would be defined and recorded based on their occupation.

However, the institution's economic activity should be described, in other words, describing the institution's production including economic commodities, services, primary products, production and manufacture that are either introduced in the market, for barter, or private consumption purposes. In addition, production of other commodities and services to be introduced in the market, and household production for trading and private consumption purposes should be noted. However, distinction should be made between the type of activity; i.e wholesale, retail, commodity and individuals transportation, land, air, marine transportation, public management, education, health, livestock breeding, grain, tree planting, or intermittent agriculture, etc.

In addition, distinction should be also made between the type of activities performed by some institutions, such as ministries of education, agriculture, health, communication and others. In this situation, the employee who works in a school, or serves as school director should note school activity as education sector, but those who are employed in the head office of the ministry of education belong to the general management sector. Similarly, in case of the ministry of health, those who are employed in the ministry's headquarters, they would belong to the general management sector, while those who are working in hospitals, or health clinics would belong to the health sector activity. The same method of description would apply in other institutions.

#### **40. Type of institution:**

1. Public governmental.
2. Public enterprise.
3. Private.
4. International agencies: such as UNRWA.
5. Others: Institutions outside of Jordan.

#### **41. Status of the economic activity:**

It is defined as the relation between those who are of working age (6+) among the household members and economic activity during 7 days before the interview. The potential classifications are as follows:

**Employed:** A 6+ individual who had been or still working in the government or private sector (formal or informal). However, working hours during the seven days preceding to the interview should not be less than one. This category includes the following:

a. **Wage worker:** It is defined as a 6+ person (male or female) who performed work in the government or private sector for monthly salary, or weekly or daily wage, or other arrangements. However, working hours during the preceding seven days to the interview

should not be less than one. This category includes contracted employees or persons who are committed to work even if they did not perform work during the preceding seven days to the interview due to temporary illness, holidays, weather conditions or the like.

**b. Employed in his/her own private business:** A 6+ person who worked during the seven days preceding the interview in an entity that he /she owns entirely (such as grocer). He/she might be a trader who does not own a private entity (shop) such painter, wall liner, builder, etc.

**c. Employed in his/her partly owned business:** A 6+ person who had worked during the seven days preceding to the interview in an enterprise where he/she owns part (he/she has other partners) such as a grocer who owns part of the grocery shop, carpenter who owns part of the carpentry, etc.

**d. Unpaid family business worker:** A 6+ person who had worked during the seven days to the interview in a family owned business or owned by one of the family members without monetary or in kind wage.

**e. Employed in any other job:** A 6+ person who had been engaged in any other type of work during the seven days preceding the interview.

**Unemployed:** A 6+ person who is capable of working, available and seeking work, but not working. It is worth noting that an unemployed should meet the following conditions:

**a. Not working ):** It is defined as a person who did not perform any work for 1+ hour during the seven days preceding to the interview, and was not temporarily absent from work.

**b. Available for work:** It is defined as a person who is in a position that allows him/her to join work immediately during the week preceding to or fifteen days succeeding to the interview.

**c. Job seeker:** It is defined as a person who took certain steps towards seeking a part or full time permanent job during a recent specific timeframe within four weeks before the interview. The said specific steps may include, registration, applying directly to employers, searching in work places, recruitment agencies, employment fairs, publishing and responding to newspaper advertisements, inquiring about job opportunities from friends, relatives, other similar steps, etc.

**d. Unemployed would also cover persons who are available currently for work, but did not seek job during the four weeks preceding to the interview as they are waiting to join back their former job, or already found a job, but waiting to join later.**

Unemployed are divided into two sections:

Unemployed who had worked before: A 6+ person who is capable of working, but did not perform any job during the seven days preceding the interview, he is available for and seeking a job. Under this category, the person had been employed in the past either in Jordan or abroad.

Unemployed who never worked before: A 6+ person who is capable of working, but did not assume any job, he is available for and seeking a job for the first time during the four weeks preceding the interview date. However, in this category, the person would not have assumed work either in Jordan or abroad.

- **Student:** A non working and not unemployed 6+ person, regularly or irregularly (affiliated) in education. According to the definition, the person should be fully committed to education for the purpose of obtaining an educational degree.
- **House manager:** A non working, not seeking a job and not fully committed for education 6+ person. According to the definition, the person carries out home chores for the household, or supervises servants who perform such chores. However, this title should never be given to female servant, baby sitter, or house manager who carries out house chores, or baby sit in return for monetary wage, as they are considered employed females.
- **Earns an income or revenue:** A 6+ person who is capable of working, but does not practice neither seek a job. According to the definition, the person is not regular in education, neither fully committed to house work. But rather this person earns an income, for example, from stock or bonds revenue, owns real estate, receives pension, or financial assistance from public, private institutions or individuals.
- **Incapacitated:** A 6+ male or female non working person, not seeking a job. According to the definition, the person is not regular in education, neither fully committed to housework, but also does not have an income or revenue and is incapable of working because of old age, physical or mental disability.
- **Others:** It covers other than the aforementioned classifications.

#### **42. Actual working hours during the seven days preceding the interview:**

It is defined as the actual hours a person worked during the reference time, which includes the following:

- a) Actual hours worked during the usual working hours.
- b) Number of overtime hours.

- c) The time a person spends in the work place preparing, repairing, maintaining, or cleaning relevant tools and equipment, or preparing the arrival of receipts, time schedule, report and others.
- d) The time a person spends in the work place waiting for providing the necessary material for work, repairing mechanical or electric break downs and others.
- e) The short break a person spends in the work place for drinking tea, coffee or refreshment.

The following items will be excluded from the actual working hours:

- a) Paid hours, however, the person did not perform any work during those hours, such as paid annual leave, paid official holidays, and paid sick leave.
- b) Lunch breaks, which is usually one, two or three hours.
- c) Transportation time to and from work.

**43. Name of the employing institution:** It is defined as the name of the ministry, directorate, agency, company, commercial shop, etc where the person is currently or had been previously employed.

**44. Amount of monthly income:**

It is defined as total amount of money that an individual received from working last month. It could be one of the following options:

1. Income from employment:

It is defined as the wage or salary that an employee or worker (permanent, casual, or trainee) receives in return for working for others. The wage or salary might be in monetary or in kind form. It includes bonuses, and overtime. But if the individual works for more than one enterprise, total income received from all enterprises should be recorded. According to definition, the in kind wage includes value of clothes, food, transportation, housing, etc. that an employer pays to his employees.

2. Income of self employed persons:

It is defined as monetary or in kind revenue that a person receives as result to working for himself whether he has employees working for him or not. The same definition applies if the area was agriculture, industry, trade, services or others.

**45. Period of job seeking:**

It is defined as the time period (in months and years) a person spent in looking for a job as of the date of starting job seeking until the interview date. This period should be recorded for unemployed persons (who are available for and seeking job). Alternatively, it could be defined as the elapsed period until the day of interview, during which, a person was waiting to re assume his previous work, or join a job in the future. It should be also recorded for unemployed persons (who are available for but not seeking a job).

**46. Permanent job:**

It is defined as stable and regular or temporary work for unlimited period. The definition covers as well, the person's regular work in an enterprise that he/she completely or partially owns, or owned by one of the family members.

**47. Temporary job:**

It is defined as a job limited to a certain period by means of a contract with one single employer for a specific time that is less than one year, such as working in certain project including for example public census. In this case, the job ends by the completion of the said work.

**48. Seasonal job:** It is defined as the type of job that ends by the season's end such as working in temporary farming, for example olive harvesting.

**49. Intermittent job:**

It is defined as temporary and short tem job (day/week) such as daily workers in construction, and roads. The intermittent job may turn into permanent, however, the employer constantly changes.

**50. Primary job:**

It is defined as the job where a person spends the longest time, in case time becomes equal in two jobs, the primary job would be defined as the one where the person receives highest income during the timeframe. In addition, a job is defined as primary when the person involved does not take any other job at the same time.

**51. Secondary job:**

It is defined as the job a person practices in an enterprise other than where his primary job is. But he /she spends less hours in the secondary job than the primary. According to the definition, both enterprises should be different even if he/she practiced the same occupation. Therefore, overtime in the primary job can not be considered a secondary job as the enterprise is the same.

However, a person's job in public sector is excluded from the aforementioned definition.

In case a person is on an unpaid leave from his work and joins another job currently, therefore, the current job is considered the primary one rather than the one he took a unpaid leave from.

**52. Overtime:**

It is defined as the additional work an employee carries out during extra hours beyond official working hours.

**53. Regular work:**

It is defined as the work that a person carries out constantly during the year, or spent most the year performing the said job.

**54. Irregular work:**

It is defined as the work a person carries out on an intermittent basis during the year such as seasonal, casual, and day labors.

**55. Skill:** It is defined as the ability to achieve a task according to specific method, optimal accuracy and quick implementation.

**56. Vocation:** It is defined as a type of work that would require the person to receive short training.

**57. Saving:** It is defined as an amount that is deducted or remaining from the income after consumption. It is intended that the said amount would be spent in the future or saved for investment purposes.

**58. Leaves:** There are two types of leaves: paid: such as annual, weekly, sick or emergency (such as in death situations) leaves which are all considered indirect costs. The other type: unpaid leave, which is deducted from the employee's dues.

**59. Bonuses:**

Bonuses might be in return for increased productivity above the defined rates. Usually, bonuses are offered in certain occasions such as feasts, or as a share of profit. Under this definition, bonuses are not considered part of wages' cost.

**60. Promotion:** It is defined as transferring the employee from his current job to another job located in a higher organizational level within the general hierarchy system. In this case, an occupant of the higher rank assumes larger duties and responsibilities.

## **61. The enterprise's legal status:**

1. **Sole corporation:** It is defined as an enterprise owned by one person (normal person) who has no partners.

2. **Joint liability corporation:** It is defined as a company that consists of two or more normal persons who would be jointly responsible by means of their money for the company's liabilities.

3. **Limited liability corporation:** It is defined as company, of which, partners' number should be maximum 50 and minimum 2. Under this status, each partner should incur the liability according to his/her capital share, and partners' shares would not be represented in tradable securities. Under this status, the phrase "limited liability" should be attached to the company's name. In addition, it is not permissible for a limited liability company to assume banking, insurance, or investing fund on behalf of others by means of original or proxy form.

4. **Simple limited Partnership:** It is a company that comprises two categories of partners, as follows:

Joint partners: They are responsible for managing the company and jointly liable for all the company's liabilities through their personal money.

Limited partners: They contribute to the company's capital, however, they are not responsible for the company's liabilities except in the amount of their offered money or the amount they are committed to pay to the company.

5. **Limited partnership in share:** It is a company comprising two teams, one includes one or more joint partners who are responsible through their money about company's debts. The second team includes shareholder partners whose number should not be less than 4. However, they are not held accountable about the company's debts except in the amount of their capital share.

61. **Joint stock company:** It is a company of which the capital is divided into equal tradable stocks. But in this case, the shareholder is not held accountable except in the amount of his/her capital share.

**62. Capital:** It is an economic term that means money, material and necessary supplies for establishing an economic activity for commercial purposes. In this case, the objective of the project would be making profit, media or humanitarian activities.

**63. Social security:** It is defined as total socio-economic efforts that are implemented or supported by the state in order to provide security for the citizens in cases of old age and inability to work.

**64. Health insurance:**

It is defined as: an agreement, by virtue of which, a person or an institution is committed to pay a certain amount of money or number of installments to a certain entity. In return, the said entity shall be obliged to cover treatment expenses or cost of treatment during a certain period for a given person.

**65. Pension:** It is defined as the income due to a person as result to his/her previous work who would be entitled for a salary after the end of his/her services. The said salary might be from the government, or any other agency such as social security institution or trade unions.

**66. Trade union:** It is defined as a social organization that includes a category of the society that shares common social position (common profession). Usually, the organization defends the members' rights and works to improve their financial and moral status.

**67. Live birth:** It is defined as the born infant who shows life signs such as crying and screaming, even if the infant dies only seconds after birth.

**68. Domestic immigration:**

It is defined as immigration inside Jordan (it is measured on the district *Qadaa* and sub district *Lewa* levels), regardless of the distance an immigrant travels. For example, immigration could be from one city to another, from rural to urban areas, or from populated to non populated areas. Mostly, domestic immigration takes place within relatively short distances.

**69. External immigration:**

It is defined as movement outside the borders of the homeland, in other words, when a person crosses the borders of country other than his/her usual place of residence.

**70. Place of birth:** It is defined as the residential complex or name of country where the person's mother permanently lived at the time of birth, regardless of the place where he/she was born; i.e. home, hospital, family's house, or the husband's family house that are located in the same complex she is located in at the time of the survey or any other complex. The said place could be the usual place where the relevant household is available at the time of survey. In addition, this definition applies whether or not the mother is alive and living with the household.

**71. Current permanent place of residence:** It is defined as the place where a person spends not less than six months regularly (either continuous or semi continuous). It could be the same place or another place where a person is available during the survey process.

**72. Former place of residence:** It is defined as the place where a person spent at least six months regularly (continuous or semi continuous) before the current place where he/she spent not less than six months.

## **4. Instructions of Completing the Questionnaire**

### ***Section I: Profile Data***

#### **1.1 Profile data:**

1. This data would include administrative divisions where the sampled households are located such as the governorate, district (*Lewa*) and sub district (*Qadaa*), residential complex, area and quarter. In addition, it includes sample data such as number of stratum, block, building, house and household. The supervisor has to complete the said information based on the Residential Complexes Directory (cities and villages), and sample directory before the interviewers go to the field. Households are numbered in sequence starting from (01) in each cluster regardless of the outcome of the visit.

2. The interviewer, supervisor and field reviewer will write his name, number and record the interview day in question (115). At the end, the code of the visit outcome will be written in the proper box of question (118). For example, if the interview had been completed, the code (1) would be inserted in the box, otherwise, if the questionnaire had not been completed for any given reason, the proper applicable code will be inserted in the designated box and so forth. In case of using a complimentary questionnaire, the interviewer should check the designated box with an x at the bottom of the cover page.

# **I: Household Questionnaire**

## **Section Two: Data of the household members**

### **1.2 Data of the household members:**

Question (201): Members of the household should be given serial numbers starting with (01). However, head of household should be assigned the serial number (01), and the interviewer should record the head of household first, followed by his wife, and non married children. Other household members should then follow including parents of the head of household, if they were part of the permanent members, non married children, married children and their spouses and children. In case the household included more than one married child, registration should start with the son, his wife and children, then the other son and so forth. Other persons living with the household should be then recorded. In case of an error that obliged the interviewer to strike the line of a certain person, he should correct the number of the following person in order to maintain the proper sequence. But if the number of household members exceeded 20, the interviewer should behave as follows:

- a) Record the extra household members on another complimentary questionnaire, but the interviewer should check the designated box with an (x) in the bottom of the cover page.
- b) Write exactly the same profile data on the complimentary questionnaire.
- c) Start the serial number on the complimentary questionnaire with (21).
- d) Omit the phrase household head / zero in question (203) in the complimentary questionnaire which should be replaced with the new relation together with the proper code.

Remarks: Information regarding questions (203-207) should be recorded vertically, but names and direct relation to the household head should be recorded first.

Information about each person who had been recorded should be completed for all the following questions according to applicability.

Question (202): Three names of all household members who usually live or intend to permanently live in the place should be recorded as much as possible. De Jure approach is used for counting purposes, in other words, the usual place of residence of the person. Accordingly, household members who are supposed to be recorded are:

1. All persons who are living with the household and available at the time of interview.
2. All persons who are currently available with the household provided they intend to continue living there.
3. All persons who usually live with the household, but they are temporarily absent at the time of the interview, for study, tourism, or treatment regardless of being in Jordan or abroad.
4. All persons who usually live with the household, but they had been away from Jordan for minimum six months for work or company purposes.
5. All persons who usually live with the household, but they are temporarily absent at the time of the interview. However, they still are in Jordan for work or study purposes, but they are not residing in ordinary houses (they are provided with accommodation through their job or educational institution).

Question (203): The relation to the household head should be recorded in the designated place together with checking the relevant box with the code of the relation.

Question (204): The applicable code should be recorded to reflect the gender. However, the answer to this question should be guessed based on the name written under question (202).

Question (205) Date of birth: The interviewer is not supposed to conclude any datum in this question, but rather, should complete the relevant data from official documents as much as possible especially the household roster, if available, or any other document such as birth certificate, passport, education certificate, age estimation and so forth. In case the month or year is unknown, they should be reflected in the relevant cell by (98) and (9998) respectively. It is not permissible to check the year cell with an (-) or be left blank. The interviewer, in case data is available on the birth date, should record it by

using numbers in the designated place. For example, if the birth date of a person is February 1950, the interviewer should record the data as follows:

02 in the month cell.

1950 in the year cell.

In some odd cases, the official documents would only include the year of birth, which should be reflected by writing (98) in the month cell while the year is recorded in the designated cell.

For example, if the person is born in (1890), the year (1890) should be recorded in the designated cell of the year. In case official documents are not available for the interviewer to know the person's date of birth, he should seek the assistance of the respondent or any other member of the household to inform about the person's date of birth.

Question (206) Age in complete years on the day of the interview: Under this question, the interviewer should record the person's age in the relevant line in complete years but appears on two cells. In case the person is (95+), the number (95) should be recorded. But if the person is less than one year, the code (00) should be recorded. The age should be calculated according to the birth date that could be obtained from the household roster, passport or others. For this purpose, it is calculated by deducting the month and year of birth from the month and year of the interview. Only complete years should be included, otherwise, fractions are discarded regardless of their number.

For example, if a person is born on 10/12/1950, and the interview date was 10/1/2010, the age should be calculated as follows:

	Month	Year
	01	2010
	12	1950
Result	01	59

By discarding fractions, the person's age in complete years would be (59), which is the number that should be recorded for this individual in question (206).

- As for a person who is born on 1/1/1950 with an interview date of 10/1/2010, the age would be calculated as follows:

	01	2010
	01	1950
Result	00	60

If we discard the fractions, the age of this person in complete years would be (60) which is the number that should be recorded for that individual in question (206)

- As for a person who is born on 10/01/1950 with an interview date of 10/2/2010, the age would be calculated as follows:

	02	2010
	01	1950
Result	01	60

If we discard fractions, this person's age in complete years would be (60).

- In case the month of the birth date corresponded with the interview month, therefore, the age would be the result of subtracting the year of birth from the interview year (2010).
- In case the month of birth is less than the interview month, the person's age in complete years would be equal to the result of subtracting the year of birth from the year of interview (2010).
- If obtaining the person's year of birth was not possible, the interviewer should discuss with the respondent in order to obtain the best estimation of his/her age. For this purpose, the interviewer may either refer to historical events, or connect between the person's age and one of the household members, his/her first marriage, age of his/her sisters and brothers who are aware of their ages, etc.

Question (207): The code reflecting the applicable status should be recorded for each person (refer back to the definition of nationality). It is not allowed to assume that the nationality of household members is similar to that of the head. In this regard, nationalities of the same household may differ, thus, the nationality question should be addressed to each member of the household.

Question (208): It should be addressed to all members of the household. In case the answer was (yes) with an age of (15+), the interviewer should move to question (210).

But if the age was younger than 15, interviewer moves to question (214) but continues if answer was no.

Question (209): It should be addressed to all members of the household whose answer to the previous question was the code (2). In this question, the code of the answer should be written in the designated place. In case the age was less than 15, we should move to question (214).

Question (210-213): It should be addressed to persons who are 15+ only.

Question (210): Marital status: The code reflecting the applicable marital status would be written on the person's relevant line. However, the interviewer should pay attention to the relation of persons with the head of the household, age, and gender while completing data on this question. For example, if the answer's code is (1), interviewer should move to question (214), but if the code was (2), he continues and but moves to question (212) for other codes.

Question (211): It should be addressed to persons whose answer to question (210) was (2) reflecting marital status as married. In case the husband / wife is available in the household, the husband / wife's line number should be recorded, otherwise, (00) is recorded.

Question (212): This question is related to the year in which the person was married for the first time, in other words, marriage date. It should be addressed to all members of the household whose answer to question (210) were the codes (2-3-4-5) reflecting the status as married, or previously married. In case the year had been recorded, we should move to question (214) but if the answer was (Don't know), interviewer should record (9998) and continue.

Question (213): Interviewer should ask the person about his age when he was married for the first time.

Questions (214-215): It should be asked to all members of the household.

Question (214) The interviewer should ask the respondent whether or not his/her father lives with the household in the same house. If the answer was yes, the number of his line is recorded, otherwise, record (00).

Question (215) The interviewer should ask the respondent whether or not his/her mother lives with the household in the same house. If the answer was yes, the number of his line is recorded, otherwise, record (00).

### **1.3 Characteristics of the housing unit:**

Question (301): The code of the applicable answer should be recorded. For instance, the type of housing unit might be apartment, house (*Dar*), villa, hut / barracks or others. The aforementioned section on definitions covered all of those types.

Question (302): The code of the applicable answer should be recorded. It could be one of the following types: cement / tile, steel / zinc, corrugated sheets, wood, or others. The aforementioned section on definitions covered all of those types.

Question (303): The code of the applicable answer should be recorded. It could be one of the following types: cut stone, reinforced cement, cemented mud brick, mud and stone brick, corrugated sheets / wood/ zinc and other. The aforementioned section on definitions covered all of those types.

Question (304): The code of the applicable answer should be recorded. It could be one of the following types: reinforced cement, steel / zinc, corrugated sheets, wood and other. The aforementioned section on definitions covered all of those types.

Question (305): The space of the house should be recorded in complete square meters. The aforementioned section on definitions covered the house space.

Question (306): The code of the applicable answer should be recorded. It could be one of the following types: owned, leased, provided for free, provided for work and others. The aforementioned section on definitions covered all of those types.

Question (307): The code of the applicable answer should be recorded. It could be one of the following types: Piped water / filter, reservoir, well / rain water, artesian well, canal / dam/ lake / spring, mineral water and others. The aforementioned section on definitions covered all of those types.

Question (308): The code of the applicable answer should be recorded. It could be one of the following types: Public supply, reservoir, well / rain water, artesian well, canal / dam/ lake / spring, mineral water and others.

Question (309): The code of the applicable answer should be recorded. It could be one of the following types: public grid, private generator, gas, kerosene, and others. The aforementioned section on definitions covered all of those types.

Question (310): The code of the applicable answer should be recorded. It could be one of the following types: Central heating, gas, kerosene, electricity, diesel, firewood / coal, does not use any, others. The aforementioned section on definitions covered all of those types.

Question (311): The code of the applicable answer should be recorded. It could be one of the following types: toilet, toilet attached to a bathroom, several toilets or toilets attached to bathrooms, none, and others. The aforementioned section on definitions covered all of those types.

Question (312): The code of the applicable answer should be recorded. It could be one of the following types: public sewage system, cesspool, none, and others. The aforementioned section on definitions covered all of those types.

Question (313): The code of the applicable answer should be recorded. It could be one of the following types: uncovered bin, covered bin, burnt, buried, random disposal, garbage collector, or others. The aforementioned section on definitions covered all of those types.

Question (314): The code of the applicable answer should be recorded. It could be one of the following types: owns and farms land, owns and leases land, owns but does not use land, rents land to farm it, rents land but does not farm it, and none.

- The land does not necessarily have to be in Jordan.

Question (315): The question involves the available household appliances valid for use and private car. In this context, validity is defined as ready for use at the time of visit and it should be the property of the household or one of the members. For this question, answer would be recorded by circling the proper code which is either (Yes) or (No). In case of (Yes), interviewer should record the number in the space, otherwise, use a (-).

## ***II. Individuals' Questionnaire***

### **1. Fathers, siblings and mothers:**

#### **1.1 Fathers' information (applies on persons who are 6+ but their fathers are not living with the household)**

- The number of the person who answered on behalf of the absent person should be recorded on top of the page.

Question (201): Numbers of the household should be in sequence starting by (01) in addition to maintaining the same numbers that appeared on the household questionnaire.

**Questions (401-406): They should be addressed to persons who are (6+) and their fathers are not living with the household.**

Question (401): The question involves if the father lives with the household. If the code was (1), interviewer should move to question 407, otherwise, continues if the code was (2).

Question (402): The applicable code should be recorded in the designated place. Refer to the definition of the education level.

Question (403): The interviewer should ask about the father's employment status when the respondent was 15 (in case the respondent was younger than 15, interviewer asks about the father's current job or the last job he took, in case the father died before the respondent reached 15). The applicable code should be recorded in the designated place. Otherwise, interviewer continues in cases of codes (1-4), but if it was (5 or 6), moves to question 407.

Question (404): For answering this question, the father's primary job should be written in detail such as (pediatrician, construction engineer, secondary school teacher, packing and wrapping worker, etc.).

Question (405): The question involves the main activity of the institution where the father is working, noting that it should be written in detail such as (manufacturing human pharmaceuticals, selling retail food stuff, vegetable farming, etc). But if the father was not working in a specific institution, interviewer records the sector according to the occupation (refer back to the definition of work sector).

Question (406): The type of institution where the father is working should be recorded, it would be one of the following types:

1. Public government.

2. Public Enterprise.
3. Private.
4. International agencies.
97. Others, which should be specified, such as overseas.

## **2.1 Mothers' information (applies on persons whose mothers are not living with the household).**

Questions (407-412): They should be addressed to persons who are (6+) and their mothers are not living with the household.

Question (407): The question involves if the mother lives with the household. If the code was (1), interviewer should move to question 413, otherwise, continues if the code was (2).

Question (408): The applicable code should be recorded in the designated place. Refer to the definition of the education level.

Question (409): The interviewer should ask about the mother's employment status when the person was 15 (in case the person was younger than 15, interviewer asks about the mother's current job or the last job she took, in case the mother died before the person reached 15). The applicable code should be recorded in the designated place. Otherwise, interviewer continues in cases of codes (1-4), but if it was (5 or 6), moves to question 413.

Question (410): For answering this question, the mother's primary job should be written in detail such as (pediatrician, construction engineer, secondary school teacher, packing and wrapping worker, etc.).

Question (411): The question involves the main activity of the institution where the mother is working, noting that it should be written in detail such as (manufacturing human medications, selling retail food supply, vegetable farming, etc). But if the mother was not working in a specific institution, we should record the sector according to the occupation (refer back to the definition of work sector).

Question (412): The type of institution where the mother is working should be recorded, it would be one of the following types:

1. Public government.
2. Public enterprise.
3. Private.

4. International agencies.

97. Others, which should be specified, such as overseas.

### **3.1 Siblings information whether or not they live with the household (it applies on respondents who are 6+).**

**Questions (413-415) should be addressed to respondents who are 6+ involving information about brothers/sisters whether or not they live with the household.**

Question (413): The number of alive brothers / sisters should be recorded in the appropriate place. The interviewer should record all brothers / sisters who are from (the father and mother) or brothers / sisters who are from the (father) only or (mother) only. For example, if the respondent has 4 brothers and no sisters (the code 04 should be recorded in the male cell and 00 in the female cell).

Question (414): The question involves if the respondent has dead brother/sisters, the interviewer should continue if the answer was (yes) and record the number in the designated place, otherwise, moves to question (501), in case of (No) or (Do not know).

Question (415): The interviewer should record the number of dead brothers / sisters who were less than 5 (it should be addressed for respondents whose answer was Yes to question 414). The interviewer should continue, if the answer was Yes, and record the number in the designated place.

## **2. Education information**

**Questions (501-526) would be addressed only to respondents who are (6+) (who had been enrolled in schools).**

Question (501): The applicable code should be recorded. In case the answer was (Yes, currently enrolled), a (1) would be recorded and move to question (527). But if the respondent had been previously enrolled (Yes previously enrolled), a (2) should be recorded and move to question (503). When the answer is that the respondent had never been enrolled into an educational institution, which is (No) a (3) is recorded and we continue.

Question (502): The applicable code should be recorded together with indicating the primary reason and secondary reason, if any, and move to question (564). (In case no secondary reason was available, 00 is recorded).

Question (503): The applicable code should be recorded together with indicating the primary reason and secondary reason, if any. (In case no secondary reason was available, 00 is recorded).

Question (504): The applicable code should be recorded. In case the respondent's age was younger than 30, reflected by (1), interviewer continues. But for those who are older than 30, indicated by (2), interviewer moves to question (525).

Question (505): The interviewer asks about the last school grade, and stage when the respondent stopped education. If the answer was either (1 or 2) codes, interviewer moves to question (514), but for code (3), moves to question (508).

Question (506): The respondent's university / college should be recorded. For those who studied abroad, the country must be stated.

Question (507): The applicable code should be recorded. For the purpose of this question, type of university / college is needed; i.e. government, community, private, or abroad.

Question (508): The name of the secondary school where the respondent studied coupled with the directorate should be noted. Otherwise, the name of the country where the respondent studied should be indicated.

Question (509): The applicable code should be recorded in the designated place in response to asking about the type of secondary school.

Question (510): Choice 16 under this question will show field of specialization in secondary education.

Question (511): The applicable code should be recorded in the designated place. For this purpose, if the school was equipped with computer, it will reflect in giving the code (1-5), or (6) if the opposite.

Question (512): The applicable code should be recorded in the designated place. The interviewer will ask if the secondary school applies shift system.

Question (513): The applicable code should be recorded in the designated place. The interviewer will ask the respondent if his secondary school applies corporal punishment. Choices will be daily, continuously, sometimes, rarely, never, or I don't know.

Question (514): The name of the school where the respondent studied coupled with the directorate should be noted. Otherwise, the name of the country where the respondent studied should be indicated.

Question (515): The applicable code should be recorded in the designated place. The interviewer should ask about the type of school of basic education. Choice would include: government, private, UNRWA, or abroad.

Question (516): The applicable code should be recorded in the designated place. For this purpose, if the school was equipped with computer, it will reflect in giving the code (1-5), or (6) if the opposite.

Question (517): The applicable code should be recorded in the designated place. The interviewer will ask if the school of basic education applies shift system.

Question (518): The applicable code should be recorded in the designated place. The interviewer will ask the respondent if his school of basic education applies corporal punishment. Choices will be daily, continuously, sometimes, rarely, never, or I don't know.

Question (519): The applicable code should be recorded in the designated place. If the answer was (Yes), the interviewer should continue, otherwise, should move to question (521) and ask the respondent about the number of failures.

Question (520): The interviewer should record the number of failures (refer back to the failure definition in the section of definitions) during basic and secondary schools. Otherwise, (0) should be recorded.

Question (521): The interviewer should ask about interruption of education (refer back to the definition), and continue if the code was (1), but should move to question (524) if the code was (2).

Question (522): This question would be addressed to respondents whose answer was (Yes) to question (521). In the first field, the interviewer should record choices (1-3), and in the second would reflect period of interruption in complete years.

Question (523): Choices (1-5) should be recorded in the first cell showing the level and the second cell would reflect the year of interruption.

Question (524): The applicable code should be recorded in the designated place. Refer back to the definition of private tutoring and improvement centers.

Question (525): The interviewer should record the applicable code after verifying the age (go back to question 504). For this purpose, interviewer should move to question (601) in case the answer was (1-4), or continue for choices (5-10).

Question (526): The scientific specialization should be recorded in detail (refer back to the definition of the scientific specialization). Interviewer should then move to question (601).

**Questions (527-567) should be addressed to 6+ respondents who are currently studying.**

Question (527): The applicable code should be recorded in the designated place. If the code was (1), interviewer should move to question (601), and to question (538) if the code was (2). But in cases of codes (3) or (4), interviewer goes to questions (537) or (531) respectively, but will continue for choices (5-9).

Question (528): The name of the university / college should be noted. In case of studying abroad, country should be indicated.

Question (529): The code reflecting the type of the university/college should be recorded in the designated place.

Question (530): The respondent's current discipline should be recorded (refer back to the definition of academic specialization).

Question (531): For respondents whose choice was (4) in question (527), the name of the secondary school coupled with the directorate should be noted. Otherwise, the name of the country where the respondent studied should be indicated.

Question (532): The type of secondary school where the respondent studied should be recorded. Choices are: governmental, private, or abroad.

Question (533): The applicable code should be recorded in the designated place. If the school was equipped with computer, it will reflect the codes (1-5), otherwise, code would be (6).

Question (534): The applicable code should be recorded in the designated place. Interviewer should ask whether or not the secondary school applied the shift system.

Question (535): The applicable code should be recorded in the designated place. The interviewer will ask the respondent if his secondary school applies corporal punishment. Choices will be daily, continuously, sometimes, rarely, never, or I don't know.

Question (536): The interviewer should record the secondary school's educational status, such as academy, vocational or both and move to question (538).

Question (537): The applicable code should be recorded in the designated place. For respondents whose answer reflected (3) for question (527) indicating vocational schools, their vocational specialization would be defined.

Question (538): For respondents whose answer was coded (2) in question (527), the name of school of basic education and relevant directorate should be recorded. For schools that are abroad, the country should be indicated.

Question (539): The applicable code should be recorded in the designated place. For this question, the type of basic education school should be recorded. Choices are: government, private, UNRWA, or abroad.

Question (540): The applicable code should be recorded in the designated place. For this purpose, if the school was equipped with computer, it will reflect in giving the code (1-5), or (6) if the opposite.

Question (541): The applicable code should be recorded in the designated place. The interviewer will ask whether or not the basic education school applies shift system.

Question (542): The applicable code should be recorded in the designated place. The interviewer will ask the respondent if his school of basic education applies corporal punishment. Choices will be daily, continuously, sometimes, rarely, never, or I don't know.

Question (543): The average number of hours which the student spends in the educational institution every day is recorded.

Question (544): The applicable code should be recorded in the designated place. The answer (Yes) will be reflected by (1) and interviewer should continue, otherwise, the code (2) is used for a (No) answer and move to question (546).

Question (545): The interviewer should record the number of failures (refer back to the definition of failure in the definitions section) for respondents whose answer was (1) in the previous question regarding both basic education and secondary schools. A (0) will be recorded for those who never failed any academic year.

Question (546): The interviewer should ask about interruption of education (refer back to the definition) and should continue when the answer is coded (1), but for code (2), interviewer moves to question (549).

Question (547): It is addressed for respondents whose answer was (Yes) in question (546) and reflected in the first cell by choices (1-3). The period of interruption should appear in the second cell in complete years.

Question (548): Choices (1-5) should be recorded in the first cell reflecting the stage, the second cell will include the academic year interrupted, and the third number of years of interruption. In case the respondent interrupted more than once, the interviewer should record the last interruption.

**(Questions (549-560) time reference: the previous year)**

Question (549): The applicable code should be recorded in the designated place. The interviewer would continue in case the code was (1) and move to question (556) for code (2).

Question (550): The applicable code should be recorded in the designated place. Specification is needed in case the code was (97).

Question (551): The number of subjects in which the respondent needed private tutoring in the previous year.

Question (552): The interviewer would record average cost of private tutoring per hour, in case the respondent was involved in more than one course, cost of total hours in all courses are added and divided by the number of hours. The result =average cost per hour.

Question (553): The applicable code should be recorded in the designated place. The question involves the period when the respondent used private tutoring.

Question (554): Cost of all private tutoring is recoded covering the whole previous year.

Question (555): The applicable code should be recorded in the designated place. The interviewer would ask if the teacher who gave the private tutoring was from the same school or an outsider.

Question (556): The applicable code should be recorded in the designated place for respondents whose answer was coded (2) in question (549), but the interviewer would continue in case of the code (1) and for code (2), the interviewer moves to question (561).

Question (557): The question would be addressed for respondents whose answer to question (556) was (Yes). In addition, the number of subjects, in which, the respondent joined help groups in the previous year is recorded.

Question (558): The interviewer would record average cost per hour for the help groups. For example if the respondent joined several groups, total cost would be added and divided by the number of hours. The result=average cost per hour. A (00) is recorded if no help groups had been joined.

Question (559): The interviewer would record total cost of all improvement courses during the previous year.

Question (560): The applicable code should be recorded in the designated place. The interviewer would ask if the teacher who delivered the help groups was from the same school or an outsider.

Question (561): The applicable code should be recorded in the designated place. The interviewer would continue if the code was (1), but moves to question (601) in case the code was (2).

Question (562): The applicable code should be recorded in the designated place. The interviewer would ask about the person or persons who helped the respondent with his studies. In this case, answer codes would be cumulative. In other words, if the mother and two older brothers helped the respondent, the interviewer would record (09) which is the result of summing up the mother's code (1)+older brother (8)=(09). For other cases, move to question (601).

**Questions (563 – 567) asking 6+ respondents who had never been enrolled into an educational institution or dropped from school, but they answered question (502).**

Question (563): For respondents whose answer was coded (2) in question (502), the interviewer would record the applicable code in the designated place and move to question (566).

Question (564): The interviewer will ask if the respondent is capable of writing a letter / message and record the answer in the designated place. (2) will be the code for a (No) answer and move to question (566).

Question (565): The interviewer will ask the respondent if he studied reading and writing in school and record the answer in the designated place. If the code (1) appeared, the interviewer should move to question (601).

Question (566): The applicable code should be recorded in the designated place. The interviewer should continue if the answer was (Yes), but would move to question (601) if it was the opposite.

Question (567): The applicable code should be recorded in the designated place. If the answer was coded (1), interviewer should record the year when the respondent obtained illiteracy eradication certificate.

**3. Employment and unemployment information:**

**3.1 Questions (601-608) should be addressed to 6+ respondents as they are related to work during the preceding week to the interview (refer back to employment definition).**

Question (601): The applicable code should be recorded in the designated place. If the answer was (Yes), the interviewer should move to question (605), otherwise, he should continue.

Question (602): The interviewer should record all answers if (No) had appeared in choices (1-12). But if only one (Yes) appeared, interviewer should directly move to question (605). As for the situation if the answer was (No) for all choices, interviewer should continue.

Question (603): The applicable code should be recorded in the designated place. If the code was (1), interviewer should move to question (609), or continue if it was (2).

Question (604): The applicable code should be recorded in the designated place. Codes would be any of the choices (1-4 or 97) and interviewer should move to question (614) but if the respondent was 18+ male, interviewer moves to question (615).

Question (605): The question is addressed to respondents whose answer to question (601) was coded (1) and if the code (1) appeared for any of the choices in question (602). The interviewer would record the answer by putting the number of days in the first cell and hours per week in the second.

Question (606): The applicable code should be recorded in the designated place in case weekly working hours were less than 35. But if they exceeded 35, this question should not be posed.

Question (607): The applicable code should be recorded in the designated place. The interviewer should ask whether or not the respondent's job of last week had been the primary during the last three months, then moves to question (614). But if the respondent was 18+ male, interviewer moves to question (615).

**3.2 Questions (609)-613) should be addressed for 6+ respondents, as they are related to unemployment information, if they answered (Yes) to question (603).**

Question (609): The applicable code should be recorded in the designated place. For this purpose, the interviewer asks the respondent about the main reason for not working during the past week.

Question (610): The continuous unemployment period should be recorded, but without specific time reference. For this purpose, the interviewer should record the (Day) in the first cell, (Week) in the second and (Month) in the third.

Question (611): The interviewer should record all (Yes) or (No) answers for items (1-10), and continue if a (Yes) appeared for any item. But if all answers were coded (2) which corresponds to (No), interviewer moves to question (613).

Question (612): The duration spent in looking for a job should be recorded in the designated place for the answer, indicating the week and month. Interviewer then moves to question (614) but moves to question (615) in case the respondent was an 18+ male.

Question (613): Respondents whose answers were all codified (2) in question (611), the applicable code should be recorded in the designated place in order to identify the main reason. If the answer was others, it should be specified.

### **3.3 Question (614): The question involves information related to family business / applies on males in the age group 6-17 and females who are 6+.**

All items (1-12) should be answered, in case the answer was (Yes), the interviewer would codify it (1) coupled with the number of hours. But (No) is codified (2) coupled with (00) in the hour cell.

### **3.4 Questions (615-628) are related to the first job undertaken during the past three months. They should be addressed to 6+ respondents.**

Question (615): The applicable code should be recorded in the designated place. In this question, the interviewer would ask if the respondent practiced or had been committed to work during the past three months. For code (1), interviewer should move to question (618), but continues if the code was (2).

Question (616): The interviewer should record all answers if the choices (1-12) included (No). However, in case one (Yes) was included, interviewer should immediately move to question (618) but continues if the answer for all choices was (No).

Question (617): The applicable code should be recorded in the designated place. The question is related to the respondent's participation in any of the activities indicated in the previous question. But the interviewer should stop if the respondent was male or female who is younger than 15. But interviewer would move to section V if the respondent was 15+.

Question (618): The interviewer should ask if the respondent worked for 6+ months during his life, records (1) and continues if the answer was (Yes). As for a (No) answer, the interviewer records (2) and refers back to questions (615 and 616), if any of them had been answered by (Yes), the interviewer moves to question (629). In case the code (2) appeared in questions (615 and 616) for male respondents, interviewer moves to section VI and to section V for female respondents and would stop if she was younger than 15.

Question (619): The interviewer would record the year in which the respondent started working for the first time (for at least 6 months continuously). The record should be

inserted in the first cell that comprises 4 sub cells. As for the respondent's age at that time, it should be recorded in the second cell.

Question (620): The applicable code should be recorded in the designated place indicating the employment status of the respondent.

Question (621): The job should be recorded in details in the designated place (refer back to the definition).

Question (622): The main activity of the institution should be recorded in detail (refer back to the definition).

Question (623): The applicable code should be recorded in the designated place indicating the type of job inside or outside of the institution.

Question (624): The applicable code should be recorded in the designated place indicating the sector, to which, the institution where the respondent is working is affiliated. The following choices are introduced:

1. Public governmental.
2. Public enterprise.
3. Private.
4. International agencies.
5. Cooperatives.
  
97. Others, should be specified, such as abroad.

Question (625): The applicable code should be recorded in the designated place indicating the type of job; i.e. permanent, temporary, seasonal, or intermittent.

Question (626): The applicable code should be recorded in the designated place. The question is related to the type of contract; i.e. permanent, temporary or no contract.

Question (627): The applicable code should be recorded in the designated place. The interviewer would ask if the respondent is social security subscriber.

Question (628): The applicable code should be recorded in the designated place. For this purpose, the interviewer would record the governorate, and district. In case the respondent is a mobile worker, this will reflect as (99) but name of the country should be stated if the place was outside of Jordan. But if the respondent is currently or had been employed during the three month, interviewer continues. For female respondents who are currently or had been unemployed during the three months, interviewer moves to the

section on (Fertility). As for currently or had been unemployed during the past three months male respondents, interviewer moves to the section of (Job mobility).

### **3.5 Primary job during the past three months**

#### **Questions (629-659) addressed to 6+ respondents:**

Question (629): The applicable code should be recorded in the designated place indicating the number of primary jobs that the respondent took during the past three months of employment.

Question (630): The applicable code should be recorded in the designated place. The interviewer would ask the respondent about the occupation or vocation where he/she spent the longest period during the past three months of employment.

Question (631): The applicable code should be recorded in the designated place. The interviewer asks the respondent about technical skills needed for his/her job (refer to the skill definition), and continues if the code was (1). But if the code was (2), interviewer moves to question (636).

Question (632): The applicable code should be recorded in the designated place. In this question, the respondent is asked about how he/she acquired the said skill. In case of answers codified as (1), interviewer moves to question (636), but for codes from (2-6) continues. As for answers codified (7-11) or (97), interviewer moves to question (635).

Question (633): The respondent is asked if his/her job is handicraft. For answer (Yes) interviewer continues, but for (No) moves to question (636).

Question (634): The applicable code should be recorded in the designated place. For artisan respondents, the question involves level of skills; i.e. trainee, assistant, or specialized technician.

Question (635): The interviewer should record the duration; i.e weeks in the first cell and month in the second.

Question (636): For respondents whose answer was coded (2) in question (631) or (1) in question (632), the applicable code should be recorded in the designated place. In this question, the respondent is asked if he/she uses computer in working. Choices are: Yes with an internet connection, Yes without internet connection, or does not use.

Question (637): The applicable code should be recorded in the designated place. The interviewer would ask if the respondent's job is related to tourism. For an answer of (Yes), it should be followed by a question on the percentage, and if the code was (1), the percentage should be specified.

Question (638): The interviewer record the main activity of the institution where the respondent is working in detail (refer back to the definition).

Question (639): The applicable code should be recorded in the designated place. In this question, the interviewer asks the respondent about the type of work, and should continue if the code was (1-2), but moves to question (643) for codes (3-4).

**Question (640-642): Regular employment**

Question (640): The applicable code should be recorded in the designated place. The respondent is asked about the period spent in the primary job or jobs during the past three months.

Question (641): The applicable code should be recorded in the designated place. Interviewer records the number of actual working days per week during the past three months.

Question (642): The applicable code should be recorded in the designated place. The interviewer records the number of actual working hours per day (average) during the past three months and moves to question (644).

Question (643): For the respondent whose answer was codified (3 or 4) in question (639), number of working weeks and hours during the past three months are recorded in the proper place, regardless of being continuous or not.

Question (644): For respondents who answered question (642), the interviewer should record the applicable code in the designated place indicating the employment status in his/her primary job during the past three months.

Question (645): The most important two reasons are recorded including the main reason in the first cell and secondary in the second.

In case of only one reason, it should be recorded as the main reason.

Question (646): The applicable code should be recorded in the designated place indicating the respondent's relation with the employer.

Question (647): The applicable code should be recorded in the designated place. The interviewer inquires if the respondent is working with an enterprise. For code (1), the interviewer records the enterprise name in the designated place, but for code (2) reflecting a No, moves to question (655).

Question (648): The applicable code should be recorded in the designated place. The sector to which the enterprise is affiliated is recorded here. For codes (1-2), the interviewer moves to question (651), but continues in case of codes (3-5 or 97).

Question (649): The applicable code should be recorded in the designated place. The question involves the legal entity of the enterprise where he/she is employed (refer back to the definition of enterprise legal entity).

Question (650): The applicable code should be recorded in the designated place. For this purpose, the interviewer records the number of employees in the first cell and percentage of female in the second.

Question (651): The applicable code should be recorded in the designated place. Question involves the type of contract; i.e. permanent, temporary or none.

Question (652): The applicable code should be recorded in the designated place. Interviewer should ask if the respondent is currently subscribed to the social security institution.

Question (653): The applicable code should be recorded in the designated place. The question involves if the respondent obtains paid ordinary leaves, and which type. For code (1), the type should be specified and codes should be accumulated. In other words, if the respondent obtains annual leave + sick leave, the sum up of codes will be = (03) which is summing up the annual leave code (01) + sick leave (02) = (03) and so forth.

Question (654): The applicable code should be recorded in the designated place for respondents who indicated an answer in the previous question. Respondents should be asked whether or not they are covered by health insurance.

Question (655): The applicable code should be recorded in the designated place for respondents who indicated an answer to the previous question or the code (2) was inserted in question (647). For this purpose, the respondent is asked if he/she is member of labor or trade union.

Question (656): The applicable code should be recorded in the designated place. The question is related to the location of work.

Question (657): The applicable code should be recorded in the designated place reflected in the governorate, district, and for changing location of work, it would be recorded as (99). For those who work outside of Jordan, the country's name should be indicated.

Question (658): The interviewer should record average time reflected in hours and minutes. For example, if the time was one and half hours, it should be recorded as 30 in the minutes cell and 01 in the hours cell.

Question (659): The applicable code should be recorded in the designated place. The interviewer should ask about the means of transportation used to work.

### **3.6 Questions (660 - 665) are addressed to 6+ respondents on the secondary job taken during the past three months.**

Question (660): The applicable code should be recorded in the designated place. The question is if the respondent exercised secondary job in addition to his/her primary job during the past three months, as part time, irregular, seasonal, or during holidays. The required action is, if the code was (1), interviewer moves to question (662), or continues if the code was (2).

Question (661): The interviewer would record all (Yes) or (No) answers for choices (1-12). In case (No) had been reflected for all choices, interviewer would move to section VI, and to section IV for female respondents.

Question (662): The question is addressed to respondents who answered (Yes) to question (660) or the code (1) appeared at least once in the previous question. In this context, the occupation or handicraft is recorded in details.

Question (663): The interviewer would record the main activity of the institution where the respondent is working in details (refer back to the definition).

Question (664): The applicable code should be recorded in the designated place. In this context, the respondent's employment status in the secondary job should be recorded for the past three months.

Question (665): The interviewer should record the number of working weeks and hours during the past three months for the secondary job. This should reflect in the proper location showing if the time was continuous or non continuous and move to section VI for male respondents.

#### **4. Female Employment:**

##### **Questions (701 - 704):**

For (6+) paid female workers.

Question (701): The interviewer should record the respondent's income percentage that she keeps to cover her own personal expenses. (00) is recorded in case she keeps nothing.

Question (702): The interviewer should record the saving percentage of the respondent's income. In case she does not save and was (married or previously married), the interviewer would move to question (704).

Question (703): The interviewer would ask about the respondent's saving method, and record the applicable code in the designated place.

Question (704): The applicable code should be recorded in the designated place. For this purpose, the interviewer asks: do you personally receive your wage? for 15+ respondents who had never been married, interviewer moves to question (713), and to section VI if she was younger than 15.

##### **Questions (705 - 712):**

- They should be addressed to 15+ working female respondents who are either married or had been married.

Question (705): The applicable code should be recorded in the designated place. In this question, the interviewer would ask if the respondent worked before marriage.

Question (706): The interviewer asks the respondent about her husband's opinion on her work, and records one of the choices. As for respondents who are currently unmarried, the status would be reflected as (5) which is inapplicable.

But the interviewer should continue asking the rest of the questions in the section for respondents who had been pregnant and has children. Otherwise, interviewer moves to question (801).

Question (707): The interviewer records the applicable answer after asking the respondent if she worked during her last pregnancy. For answering (Yes), interviewer continues asking questions, otherwise, moves to question (710).

Question (708): The interviewer records the number of paid weeks taken by the respondent in her last maternity leave. For code (1), interviewer continues, otherwise, moves to question (710).

Question (709): The interviewer asks about the period of unpaid leave after the last pregnancy and records the applicable code in the proper place.

Question (710): The interviewer records the applicable code for respondents whose answer was coded (2) in question (707) or (205) in question (708). For this purpose, the question is about children who are younger than 12, then uses code (1) reflecting Yes, otherwise, (2) and moves to the section on (Fertility).

Question (711): The interviewer asks about the person who takes care of children while the respondent is at her work. The two most important choices from the available set of choices would be recorded. In case the respondent made only one choice, it should be recorded.

Question (712): The interviewer asks if the respondent pays for child care. If she answered (Yes), the code (1) is recorded in the first cell and the amount in the second. Otherwise, interviewer moves to section V (Fertility).

**Questions (713 - 716):**

**The set of questions are addressed to 15+ working females who had not been married.**

Question (713): The interviewer asks about how the respondent uses her income earned from work. Answers should be recoded using accumulative approach. For example: assisting family + buying gold, (05) is recorded which is the result of summing up family assistance (1) + buying gold (4) = (05).

Question (714): The interviewer asks about continuing working after marriage, and continues if the answer was (Yes). Otherwise, moves to question (716).

Question (715): The question is intended to find out the respondent's ability to work after marriage, accordingly, the applicable code is recorded.

Question (716): The applicable code should be recorded in the designated place. The interviewer asks the respondent if her work affects her marriage opportunities positively, negatively or does not affect it. The interviewer should move to question (808) after receiving the answer.

## **5. Fertility and marriage:**

### **5.1 Fertility and marriage: (applies to all currently or previously married female respondents in the age group 15-60).**

#### **Questions (801-806):**

The set of questions would be addressed to currently or previously married female respondents in the age group (15-60)

- Record the mother's serial number in the box in the top of the page.
- Record number of births in the box in the top of the page.
- Move to question (807) in case the code reflecting number of births is 00 and respondent was currently married, or to question (808) if she was not currently married.

Question (800): Record the number of first infant, next one and so forth.

Question (801): Record the name of first infant, but should be coupled with (1) for single baby and (2) for twins.

Question (802): Record the infant's gender, male is coded as (1) and female as (2).

Question (803): The interviewer asks if the born infant is still alive, (Yes) is coded as (1) and (No) as (2).

Question (804): Record the date of birth, expressed in months and year in the designated place for the answer. The code (98) is used in case the month is unknown, but the year should be recorded as close as possible, in case the respondent was unaware of the exact year.

Question (805): Record the infant's age expressed in complete years, and the age at the time of death, if the infant passed away.

Question (806): The interviewer asks if the infant is living with the household, for the answer (Yes), the number of his line is recorded, otherwise, the code (00) is recorded.

**In case the household included a second qualified woman, a questionnaire should be completed for her, using the same approach as the first, but using the cell designated for the second woman. The same approach is applied in case of more than one woman in the same household.**

## **5.2 The respondent's position in the household and decision making (for currently or previously married females in the age group 15-60)**

Question (807): The question is intended to identify the decision maker in basic life matters. The applicable code (1-8) should be recorded in the designated place. It is addressed to currently married respondents.

Question (808): The question is intended to identify the decision maker in basic life matters. The applicable code (1-10) should be recorded in the designated place. It is addressed to currently unmarried respondents (divorcee, widow, single).

### **Questions (809 - 812):**

**This set of questions is addressed to all female respondents in the age group 15-60.**

Question (809): The interviewer asks the respondent if she keeps household expenses with her and records the answer in the designated place.

Question (810): The applicable code should be recorded in the designated place. The interviewer asks the respondent if she has personal savings or properties assigning choices of (1) or (2).

Question (811): The interviewer asks about how the respondent goes to the market, physician, or visit to relatives. The selected choice from (1-5) should be recorded in the designated place.

Question (812): The question is addressed to currently married respondents: if the husband has the right to beat or punish his wife in case she made a mistake such as spoiling food, neglecting children, insulting the husband, speaking to stranger men, carelessness in spending, or refusing intercourse. The answer should be recorded using either (1) or (2).

## **5.3 Respondents' position in the household and decision making (for currently or previously married females in the age group 15 -60).**

Question (813): The interviewer asks the respondent if she feels scared in case of having a dispute with her husband / father/ brother or other male in the household. The answer is recorded in the designated place.

Question (814): The interviewer reads the phrases in items (1 - 10) taking the respondent's opinion, accordingly, records the codes (1-5) for each item separately. In case the respondent had not previously been married and does not work, move to section VII, but to section VI if she had not been previously married, working or had been employed.

**5.4 Marriage cost: for currently married or had been married female respondents in the age group 15 - 60. (In case of multiple marriages, she would be asked about her first marriage).**

Question (815): The period separating between engagement and concluding the marriage contract should be recorded expressed in months and weeks. But in case both occasions took place in the same week, it is reflected by (00).

Question (816): The period between concluding the marriage contract and moving to the husband's house is recorded. In case both occasions took place in the same month, it is expressed by (00).

Question (817): The amount of dowry indicated in the marriage contract is recorded in Dinar including the advanced, gold, furniture or deferred amount.

Question (818): The estimated amount paid for marriage supplies that had been paid upon marriage is recorded in Dinar.

Question (819): The total cost of preparing the place for marriage is recorded, if none, it would be reflected by (00).

Question (820): The interviewer asks the respondent if (parents / siblings / grandparents/ uncles or cousins) contributed to the cost of furnishing and equipping the husband's apartment. Accordingly, the percentage of contribution is recorded if the answer was Yes.

Question (821): The cost of engagement and wedding parties are recorded in Dinar.

Question (822): The interviewer asks the respondent if she and her husband are relatives or linked by kinship relation. The type of relation is recorded in case the answer was (Yes).

Question (823): The question intends to identify the accommodation place of spouses in the beginning of their marriage. Did they stay with the husband's or wife's family, others, or independently. The applicable answer is recorded and move to question (825) if the code (4) was indicated.

Question (824): In case codes (1-3) had been indicated in question (822), the shared accommodation is recorded, or (99) in the designated place if the shared accommodation is sustainable.

Question (825): The interviewer asks the respondent whether or not cooking and food was also shared with the family, and the applicable code is recorded.

## **6. Changing jobs (900 - 904):**

The set of questions (900 - 904) are addressed to respondents who performed a job during the last week or past three months, or had been previously employed. In addition, the respondent's serial number is recorded on top of the page.

- The questions are intended for respondents' whose answer was (Yes) codified as (1) in questions (601, 615 or 616).

Question (900): Status description - questions should cover the following (9) items.

Question (901): The employment status of the respondent during the past 7 days is recorded. In addition, the year in which the respondent started working should be recorded, and in cases of unknown month, (98) is recorded. The interviewer asks about:

1. The employment status, which could be one of the (15) choices indicated in the bottom of the page.
2. The occupation in details.
3. The economic activity in details.
4. The place where the respondent works either inside or outside the enterprise.
5. The economic sector: public governmental, public enterprise, private, international agencies, cooperatives, or others which must be specified.
6. Job stability: permanent, temporary, seasonal, or intermittent.
7. Contract: permanent, temporary, or none.
8. Social security, choices are Yes (insured), Yes (retirement pension) or (No), no insurance.
9. Location of work: record the governorate and district if it was in Jordan, or the country's name if it was abroad.

Question (902): The previous employment status is recorded, the year in which the respondent started working, and (98) if the month is unknown. The interviewer should ask about:

1. The employment status, which could be one of the (15) choices indicated in the bottom of the page.
2. The occupation in details.
3. The economic activity in details.

4. The place where the respondent works either inside or outside the enterprise.
5. The economic sector: public governmental, public enterprise, private, international agencies, cooperatives, or others which must be specified.
6. Job stability: permanent, temporary, seasonal, or intermittent.
7. Contract: permanent, temporary, or none.
8. Social security, choices are Yes (insured), Yes (retirement pension) or (No), no insurance.
9. Location of work: record the governorate and district if it was in Jordan, or the country's name if it was abroad.

Question (903): The employment status before previous is recorded, the year in which the respondent started working, and (98) if the month is unknown. The interviewer should ask about:

1. The employment status, which could be one of the (15) choices indicated in the bottom of the page.
2. The occupation in details.
3. The economic activity in details.
4. The place where the respondent works either inside or outside the enterprise.
5. The economic sector: public governmental, public enterprise, private, international agencies, cooperatives, or others which must be specified.
6. Job stability: permanent, temporary, seasonal, or intermittent.
7. Contract: permanent, temporary, or none.
8. Social security, choices are Yes (insured), Yes (retirement pension) or (No), no insurance.
9. Location of work: record the governorate and district if it was in Jordan, or the country's name if it was abroad.

Question (904): The employment status of the respondent in 1999, whereas the recorded year would be 1999 and month is 2. The interviewer should ask about:

1. The employment status, which could be one of the (15) choices indicated in the bottom of the page.

2. The occupation in details.
3. The economic activity in details.
4. The place where the respondent works either inside or outside the enterprise.
5. The economic sector: public governmental, public enterprise, private, international agencies, cooperatives, or others which must be specified.
6. Job stability: permanent, temporary, seasonal, or intermittent.
7. Contract: permanent, temporary, or none.
8. Social security, choices are Yes (insured), Yes (retirement pension) or (No), no insurance.
9. Location of work: record the governorate and district if it was in Jordan, or the country's name if it was abroad.

## **7. Information on domestic and international immigration (1000 - 1017): Applies on 15+ respondents.**

### **7.1 Information on domestic immigration (1000 - 1007):**

Question (1000): The interviewer records immigrant individual's place of birth including governorate, district and sub district or the country if born out of Jordan.

Question (1001): The interviewer asks if the immigrant individual's place of residence changed? and continues, if the answer was (Yes), otherwise moves to question (1007).

Question (1002): The interviewer records the previous place of residence including governorate, district and sub district or the country if residing out of Jordan.

Question (1003): The interviewer records the year of departing the previous place.

Question (1004): The interviewer asks if the immigrant individual lived in another place before his last address, and continues for (Yes), but moves to question (1007) if (No).

Question (1005): The question intends to find out the immigrant individual's residence before the previous one. If the place was in Jordan, interviewer records the governorate, district and sub district, or name of country if was abroad.

Question (1006): The year in which the immigrant individual left the place before the previous place is recorded.

Question (1007): The interviewer asks if the immigrant individual if any of the people related to the household is living and working outside of Jordan currently and continues if the answer was (Yes). Otherwise, moves to question (1018).

Question (1008): The previously developed serial number of an immigrant.

Question (1009): The interviewer records name of country, and year of departure of the person who is related to the household (working and living abroad).

Question (1010): The interviewer records the last visit of this immigrant individual to Jordan (in less than 6 months), but if he/she had not come back, it is reflected in (9999).

Question (1011): The interviewer records the highest education degree of the immigrant individual, which is one of the following choices: illiterate, literate, primary, preparatory, basic, vocational schooling, secondary, intermediate diploma, bachelor degree and post graduate.

Question (1012): The interviewer asks if the said immigrant individual worked before travelling away, if yes, what was the sector. Choices are: public governmental, public

enterprise, private, international agencies, cooperative or others, which should be specified.

Question (1013): The interviewer records the current profession of the immigrant individual in detail in the designated place.

Question (1014): The interviewer records the immigrant individual's current rate of monthly income in Dinar in the designated place, but (9998) reflects the answer I do not know.

Question (1015): The interviewer records the immigrant individual's employment status: paid employee, employer who has other employees, self employed but does not have other employees, unpaid household worker, or unpaid worker.

Question (1016): The main economic activity of the immigrant individual is recorded in detail.

Question (1017): The question intends to identify the employment sector of the immigrant individual. Choices are: public governmental, public enterprise, private, international agencies, cooperatives or others, which should be specified.

## ***8. Information of earnings for paid employment (applies on 6+ paid workers respondents).***

### **8.1 Income from the primary job during the past three months:**

Question (1018): The interviewer asks if the immigrant individual had a paid job during the past three months and records the applicable code. Interviewer should continue posing questions if the answer was (Yes), which is coded (1) or move to question (1026) if the code was (2) indicating Yes secondary. Otherwise, moves to question (1100) for the code (2) reflecting (No).

Question (1019): The interviewer asks about how the respondent receives the income from primary job. Choices are: (fixed wage, by piece, combined: fixed and variable, or others that should be specified).

Question (1020): The interviewer asks about the respondent whether or not the job during the past three months was regular and continues if the answer was Yes reflected in (1). Otherwise, moves to question (1025) if the code was (2).

Question (1021): For respondents whose answer to the previous question was coded (1), they should be asked about net salary, wage, bonuses, incentives, overtime, and distributed profits in regard to the primary job during the past three months. In addition, how the respondent is paid: daily, weekly, monthly, every three months, annually or not

applicable. The amount should be recorded in Dinar. Answers of items (a-e) should be recorded by inserting payment method in the first cell and the amount in the second.

Question (1022): The interviewer asks if social security money is deducted, and continues if the answer was Yes, otherwise, moves to question (1024).

Question (1023): The amount of wage subjected to social security should be recorded in Dinar.

Question (1024): The interviewer asks about promotions of the respondent since joining the current job. Accordingly, asks about the number of promotions, if the answer was Yes, and then moves to question (1026).

Question (1025): Irregular employment:

For respondents' whose answer was codified (2) in question (1020), the average daily wage for the primary job should be recorded in Dinar.

**Questions (1026 - 1027): Secondary job:**

Question (1026): For respondents' who showed an answer to question (1124), interviewer asks if they took any secondary job during the past three months and continues if the answer is positive. Otherwise, moves to question (1100).

Question (1027): The interviewer asks about the amount of wage secured from the secondary job during the past three months and its frequency. For example: daily, weekly, monthly, every three months, or annually and record the amount in Dinar.

### **Third: Questionnaire of Transfers, Earnings and Family Businesses**

#### ***9. Transfers and earnings that are not work related during the past 12 months (questions should be addressed to household head or one who represents him/her)***

##### **9.1 Transfers from persons who do not belong to the household or belong to the household but not currently living with it.**

Question (1100): The interviewer asks if any of the household members received during the past 12 months financial or in kind assistance from outsiders, or members of the same household who live on their own and do not visit at least once a week such as (children expenses, alimony, or any other kind of assistance). If the answer was coded (1) reflecting (Yes), the interviewer continues, or moves to question (1109) if the code was (2) indicating (No).

Question (1101): The interviewer records names of persons who offered assistance to the household during the past three months.

Question (1102): The interviewer asks if the person who introduced the assistance is from the household members. For (Yes), the code (1) is recorded in the first cell and number of line in the second. As for (No), the code (2) is inserted in the first cell and (00) in the second.

Question (1103): The interviewer records the type of assistance: children expenses, family expenses or assistance.

Question (1104): The interviewer asks about the place of residence of the assisting person, is it in Jordan, Arab or non Arab country.

Question (1105): The interviewer records the method used in sending the transfers. Choices are: by messenger (friend or relative), post, remittance, bank, hand delivery, or any other approach that should be specified.

Question (1106): The interviewer asks about the recipient of assistance, is it specific person in the household? For a Yes coded as (1), the line number of this given person is recorded in the designated cell. Otherwise, for code (2), (00) is inserted in the second cell.

Question (1107): The interviewer asks about the relation between the person who gave the assistance and recipient, which is reflected by (1-7).

Question (1108): The interviewer records the amount of monetary and in kind assistance (an estimate) which the household received during the past 12 months.

## **9.2 Variable sources of income:**

### **Questions (1109 - 1111):**

Question (1109): The interviewer asks the respondent if any of the household members received transfers from the entities indicated in the question. For the answer (Yes), it is reflected by (1) in the first cell, type of transfers is inserted in the second and the person's line number in the third. In case the answer was (No), interviewer records the code (1) in the first cell and moves to question (1111).

Question (1110): For respondents who answered Yes in the previous question, the interviewer records the amount received during the past month in Dinar.

Question (1111): The interviewer asks if the household or any of its members received during the past 12 months any financial earnings such as rent, financial revenue, or any other income. The question would include the person who received it. For an answer of Yes, the type of income should be specified (rent, financial revenue, or any other sources), record the code (1) in the first cell and (1) in the second reflecting the household as recipient, or (2) indicating the recipient as one of the members. The line number of the income recipient should be inserted in the third cell, but if it was the household, then line number of (household head) which is (01) is recorded. The fourth cell will show the amount in Dinar, then move to question (1200).

## **10. Information on family businesses:**

### **10.1 Questions (1200 - 1220): Non agricultural projects.**

Non agricultural projects (information should be completed for self employed respondents who do not employ others or employers who hire others either in the primary or secondary job).

Question (1200): The interviewer asks if the household or one of its members owns and operates a business or an activity aiming to produce a service or commodity for selling purposes. In case the answer was Yes, the code (1) should be circled together with recording the number of business in the box. But for a (No) answer, the code (2) is circled and move to question (1222).

Question (1201): The serial number of the economic unit or business which had been previously developed.

Question (1202): The interviewer records the number of business owner who should be one of the household members.

Question (1203): The interviewer records the economic activity in details (refer back to the definition).

Question (1204): The interviewer asks the respondent if any of the household members joined working in this economic activity during the past three months. For (Yes), code (1) is inserted in the first cell, and number of the individual's line in the following cells. But for (No), the code (2) is recorded in the first cell and move to the next question.

Question (1205): The respondent asks when he/she started this activity, accordingly, the applicable code is recorded. For instance, (3) reflects starting in (1984).

Question (1206): The interviewer asks about owner of the economic unit, is it owned by the household or shared with others? Inserting (1) in the first cell reflects the owner as the household, noting that the second is left blank. But for the answer in partnership with others, the code (2) is inserted in the first cell, while the household percentage appears in the second.

Question (1207): The interviewer records the legal status of the economic unit whereby the applicable code is recorded in the designated place.

Question (1208): The interviewer records location of the economic unit, accordingly, the applicable code is inserted in the designated place.

Question (1209): The interviewer records the number of household members (male and female) working with the economic unit. However, males are inserted in the first cell and females in the second.

Question (1210): The interviewer asks about size of the business current capital and records the applicable code.

Question (1211): The interviewer poses a question: did you obtain a loan in the past 12 months. For (Yes), it is reflected in (1) and continues. Otherwise, (2) and moves to question (1214).

Question (1212): The interviewer asks about the source of loan, accordingly, records the applicable code in the designated place.

Question (1213): The interviewer asks the respondent if he/she was indebted before the said loan. (Yes) is reflected as (1) and (No) as (2).

Question (1214): The question intends to identify the current total debts of the respondent, if any, and interviewer records the applicable code.

Question (1215): The question intends to identify the main user of the business products / services which should appear in the first cell, the secondary in the second and if full production is provided to a single user, it would be recorded as main and sole.

Question (1216): The interviewer asks if the respondent is licensed for practicing the activity in the economic unit. Accordingly, the applicable code is recorded.

Question (1217): The interviewer asks if the respondent keeps formal books for the business and records the applicable code.

Question (1218): The interviewer asks whether or not the household employs outsiders. If the answer was Yes, the code (1) is inserted, otherwise, No appears as (2) and moves to question (1222).

Question (1219): The interviewer asks the household if they employed outsiders in the economic unit during the past 12 months. Yes, should be reflected as (1) in the first cell and the number in the second. But (No), appears as (1) and in both cases, the interviewer continues.

Question (1220): The interviewer asks the household if any employee left the job in the economic unit during the past 12 months. Yes, should be reflected as (1) in the first cell and the number in the second. But (No) is codified as (2) and in both cases, interviewer continues.

Question (1221): The interviewer asks the household if the number of employees in the economic unit changed compared to the past three years. The applicable code should be recorded in the designated place, but businesses that are less than 3 years old are reflected as (4).

## **10.2 Agricultural projects:**

**Questions (1222 - 1225):** (The relevant information should be completed from the most informed member in the household).

Question (1222): The interviewer asks if any of the household members owns agricultural machinery indicated in the question. (Yes) should be reflected as (1) in the first cell, and the number in the second. But for (No), which is codified as (2), interviewer moves to question (1226).

Question (1223): It involves the previously prepared serial number of the agricultural machinery.

Question (1224): For households whose answer was Yes in question (1222), the interviewer asks if the ownership of the machinery is shared with others, and what is the

percentage. (Yes) should be reflected as (1) in the first cell and the percentage appears in the second. But for (No), the code (2) is recorded.

Question (1125): The interviewer asks in case the household sold any of the machinery (owned to the household or one of the members), what is the amount it would receive. The amount is recorded in Dinar.

### **10.3 Agricultural project / poultry and livestock breeding:**

#### **Question (1226 - 1229):**

Question (1226): The interviewer asks if any of the household members owns animals indicated in the questions. (Yes) is reflected as (1) in the first cell and the number in the second. But (No) is expressed as (2) and moves to question (1230).

Question (1227): The question involves the animal's serial number as previously assigned.

Question (1228): The interviewer asks about the price of selling any of the household's livestock property, and record price expressed in Dinar.

Question (1229): The interviewer asks about the household member in charge of looking after the livestock, and the relevant line number is recorded.

### **10.4 Agricultural projects / obtaining loans:**

Question (1230): The interviewer asks if any of the household members obtained loans during the past 12 months. (Yes) is expressed as (1) and (No) as (2) which are recorded and then move to question (1234).

Question (1231): The question involves the previously assigned serial number of the economic unit or project.

Question (1232): The household that answered (Yes, in the previous question), the interviewer asks what was the source of loans. The first loan is recorded in the first cell, and the second in the second cell. In case of only one loan, it should be recorded in the first cell.

Question (1233): The question involves if the indebted person obtained other loans before this one. (Yes) is reflected as (1) and (No) as (2).

Question (1234): The respondent is asked about total debts currently. The applicable code should be recorded.

## **5. Reviewing Rules**

### **5.1 General rules:**

#### **1. Characteristics of completed questionnaire:**

The field reviewer is responsible for ensuring the completeness and consistency of incoming information to allow correction, if necessary, by making a visit to the household before leaving the site. The completed questionnaires should meet the following characteristics:

- Answers should be completed by an eligible member of the household.
- Answers should be completed according to the instructions in general and coding instructions in particular and recorded in the proper place according to the applicable status.
- All non applicable questions, do not have answers. They are reflected by (-).

The reviewer must observe the aforementioned characteristics during the reviewing process, in addition to using a black pen different from the blue one used by the interviewers for completing the questionnaire. However, corrections made by the reviewer should conform with the information included in the different sections of the questionnaire. In addition, it is not permissible to enface or erase the original information during the review.

In case the field reviewer discovered substantial errors in the questionnaire, it should be returned to the interviewer who must repeat the visit before leaving the site, as much as possible.

#### **2. Cases when the questionnaire has to be returned to the interviewer:**

- a) Unclear writing of answers.
- b) Incomplete questionnaire.
- c) Two inconsistent answers, and identifying the correct answer was impossible.
- d) Inability to derive missing information based on the relation between questions.

### **5.2 Coding rules**

The coding booklet of this study is approved whereby it is not allowed to use codes that are not included in the booklet for each question separately.

## **5.3 Logic and consistency rules**

### **1<sup>st</sup>: Profiling information**

1. Household number: Household number should be sequenced in the cluster starting with (01). Omission or repetition is not allowed.
2. Visit result: In case the result was "Visit is completed" which corresponds to code (1), therefore, all information in the questionnaire should be complete. Any missing items is not acceptable.

### **2<sup>nd</sup>: Information of the household members**

#### **First: Household questionnaire**

**Questions (201 - 209): An answer should appear for all members of the household regardless of the age.**

#### **Question (201) serial number:**

- a) Numbers of the household members should go in sequence for this question starting with (01).
- b) Repeating or omitting the individual's number is not allowed.
- c) The number of the last person in the household should be equal to total number of individuals indicated in the top of the page related to total household members.
- d) If total number of household members is less than (6), the code (0) should appear in question 203, which is head of household. But if the total number was (6+) persons, the code (8) should appear for all members in question (203).

#### **Question (203) relation with the head of household:**

- a) If the answer to this question was "household head" expressed in code (0), the answer in the age related question (206) should be (15+). In addition, the individual's sequence line number in question (201) should equal (01).
- b) If the answer to this question was "husband / wife", which corresponds to code (1), the respondent's age in question (206) should be equal to or more than (15). In addition, the marital status in question (210) should be "married" reflected in code (2).
- c) If the answer to this question was "father / mother" corresponding to code (5), therefore:

- The respondent's age in question (206) should be  $>27$  and marital status indicated in question (210) should be other than "single", in other words, should not be coded (1).
- d) If the answer to this question is "mother" corresponding to code (5) and gender indicated in question (204) is female reflected as (2), therefore, it should be as follows:
- $55 > (\text{mother's age} - \text{age of the household head}) > 12$ , and marital status shown in question (210) should be "single" which is different from code (1).
- e) If the answer to this question was "son / daughter" corresponding to code (2), therefore, the marital status of the household head would be other than single in question (210), in addition the information should be as follows:
- $(\text{age of household head} - \text{age of son / daughter}) > 12$ .
- f) If the answer to this question was "son / daughter" corresponding to code (2) and the gender of the household head was female, therefore, the information should be:  $(\text{age of the female head of household} - \text{age of son / daughter}) < 55$ .
- g) If the answer to this question was "grandson/ granddaughter" corresponding to code (4), the marital status of the household head in question (210) is other than single, in addition, the information should be:
- $(\text{age of household head} - \text{age of grandson / granddaughter}) > 27$ .
- h) If the answer to this question was "male / female servant" corresponding to code (9), therefore, the information should be equal to or older than 15. In addition, answers should appear to this respondent in the rest of questions like any other member.
- i) The aforementioned rules should not be applied to undefined ages coded as (99) which are related to age only.

**Question (204) gender:**

The answer should be restricted to two choices only, codes (1) or (2).

**Question (205) date of birth:**

- The month should be greater than or equal to (01) but does not exceed (12). The answer (98) is acceptable in case the month is unknown.

- The year of birth should be smaller than or equal to the year of interview. The answer (9998) is acceptable if the year is unknown.
- If the answer was (9998), it should appear in the month's cell as (98).

**Question (206) age in complete years:**

- An answer should appear for all individuals, it should never be left blank.
- If the code 9998 appeared in the previous question, the age should be estimated.
- The maximum answer should be (95).

**Question (207) the nationality:**

- An answer should appear to all members and should be restricted to the scope of choices (1-6).
- It is not necessary that the nationality of the wife / children would be the same as husband / father.

**Question (208) does the individual live with the household permanently:**

- An answer should appear for all household members.
- If the individual's age was 15+, an answer should not appear in question 209.

**Question (209) does the individual come at least once a week:**

- Respondents whose answer in question (208) was (No) corresponding to code (2) must show an answer here.

**Questions (210 - 213):**

- Respondents who are younger than 15 should not show answers in questions (210 - 213).

**Question (210) marital status:**

- a) Respondents who are younger than 15 should not show an answer to this question.
- b) If the answer to this question was single reflected in code (1), therefore, the answer to the question on relation with the household head (203) should not be one of the following (husband / wife: code 1) and (father / mother: code 5).

- c) If the household head was "single" expressed as code (1), therefore, none of the other household members should show the following relations in question (203) (husband / wife: code 1), (son / daughter: code 2) or (grandson / granddaughter: code 4).

**Question (211) the husband / wife lives with the household:**

- It is not acceptable to show an answer for respondents whose answers to question (210) were coded (1, 3, 4 or 5).
- Respondents whose answer to question (210) was coded (2) should show an answer.

**Question (212) the year of first marriage:**

- Respondents whose answer to question (210) was coded (2-5) should show an answer.
- It is not acceptable to show an answer for respondents whose answer to question (210) was coded (1).

**Question (213) the year of first marriage:**

- Respondents whose answer to question (210) was coded (2-5) should show an answer.
- It is not acceptable to show an answer for respondents whose answer to question (210) was coded (1).

**Questions (214 - 215) does the father / mother live in the same house:**

- All household members should show answers to those two questions.
- If an answer was coded (00), this indicates that the father / mother should not be living in the same house.

**Third: Housing unit characteristics:**

**Questions (301 - 313):**

Type of housing unit: Only one answer is allowed which should be restricted to codes (1-4) or others reflected in code (97) that must be specified.

If the housing unit type was coded (1), therefore:

- The flooring material in question (302) should be cement / tiles which is code (1).

- The major construction material for exterior walls of the building in question (302) should be one of the codes (1-3).

If the housing unit type was house (*dar*) coded as (2), therefore:

- The flooring material in question (302) should be cement / tiles which is code (1).
- The major construction material for exterior walls of the building in question (302) should be one of the codes (1-4).

If the housing unit type was villa coded as (2), therefore:

- It is not acceptable that heating source in question (310) would be wood / coal, none, or others corresponding to codes (6-7) or (97).
- It is not acceptable that the source of drinking water in question (307) would be canal / dam/ pond coded as (5), spring coded as (6) or others coded as (97).
- It is not acceptable that the lighting source in question (309) would be gas, kerosene or others coded as (3, 4 or 97).
- It is not acceptable that the sewage system in question (312) would be none corresponding to code (3) or others coded as (97).
- It is not acceptable that answer to toilet in question (311) would be none coded as (4) or others coded as (97).
- It is not acceptable that the flooring material in question (302) would be steel / zinc, corrugated sheets, wood or others coded as (2-4) or code (97).
- It is not acceptable that the ceiling material in question (304) would be steel / zinc, corrugated sheets, wood or others coded as (2-4) or (97).
- It is only acceptable to select code (1) reflecting cut stone as the main material used for exterior walls in question (303).
- The housing unit inside area should not be less than (125) m<sup>2</sup>

If the type of housing unit was barrack / hut coded as (4), therefore:

- The flooring material in question (302) should be steel / zinc coded as (2), corrugated sheets coded as (3), wood coded as (4) or others coded as (97).
- The majority of material used for exterior walls in question (303) would be corrugated sheets, wood, zinc coded as (5) or others coded as (97).

- The ceiling material in question (304) should be coded as (3, 4, 97).
- The space in question (305) should not exceed (75) m<sup>2</sup>.

For the option others coded as (97) in terms of housing unit type (caves, grotto, latticework...), therefore:

- The flooring material in question (302) should be coded as (97) which is others.
- The majority of exterior walls material in question (303) should be coded as (97) which is others.
- The ceiling material in question (304) should show others which is coded as (97).
- The source of drinking water in question (307) should not be public network coded as (1).
- The source of lighting in question (309) should not be public grid coded as (1).
- The source of heating in question (310) should not be any of the codes (1-5).
- The type of toilet in question (311) should not be any of the codes (1-3).
- The sewage system in question (312) should not be any of the codes (1 or 2).
- The unit area in question (305) should show zero (000).

Type of housing unit ownership in question (306):

- An answer is required for this question choosing between the codes (1, 2, 3, 4, or 97).

Garbage disposal in question (313):

- An answer is required for this question choosing between the codes (1, 2, 3, 4, 5, 6, or 97).

Type of agricultural land ownership in question (314):

- An answer is required choosing between the codes (1-6) or (97).

Household appliances and private car in question (314):

- All items (1-32) should be answered.
- In case the answer (Yes) showed for any item, the relevant number should be recorded in the corresponding box.

- In case the answer (No) showed for any item, the number related box should be left blank or checked as (-).
- In case the answer was (Yes), the number should be indicated choosing between (1 - 9).
- In case the answer (Yes) corresponding to code (1) showed for any of the following items: (1, 2, 5, 6, 7, 7, 9, 13, 14, 15, 17, 18, 19, 20, 23, 25, 26, 27, 28, 29, 30 or 32), this implies that the main lighting source in housing unit indicated in question (309) should be public grid coded as (1) or private generator coded as (2).
- If the answer to item (8) was Yes which is coded as (1), the answer to item (6) or (7) should be Yes corresponding to code (1).
- If the answer to item (14) and (15) was Yes coded as (1), the answer to item (10) should be Yes.
- If the answer to item (14) was Yes coded as (1), the answer to item (13) or (30) should be the code (1).

## II. Individual Questionnaire

**--Individuals who are younger than 6 should not show answers--**

### **4: Parents and siblings information:**

#### **1.1 Parents information:**

**Questions (401 - 415): An answer should appear to each individual who is (6+).**

Question (401) does the father live with the household:

- In case the answer was (Yes) corresponding to code (1), an answer should not appear for questions (402 - 406).
- In case the answer was (Yes) corresponding to code (1), the father's name should appear among household members in question (202) of the household questionnaire.

Question (402) father's education:

- An answer should appear in this question to respondents whose answer to question (401) was (No) codified as (2).
- It is not acceptable that the code (5) corresponding to Basic appears to respondents who are older than 35.

Question (403) father's employment status:

- An answer should appear in this question to respondents whose answer to question (401) was (No) codified as (2).
- It is not acceptable that an answer appears in question (404 - 406) if the code (5 or 6) showed.

Questions (404 - 406) father's occupation, activity, and employment sector:

- An answer should show for respondents whose answer to question (401) was (No) codified as (2).
- It is not acceptable to show an answer to question (404) or questions (405 - 406).
- In case the code (1) appeared on question (403), it is necessary that one of the codes (1, 2 or 4) is indicated in question (406).

## 1.2 Mothers' information

Question (407) does the mother live with the household:

- An answer should appear for each respondent who is (6+).
- If the answer was (Yes) corresponding to code (1), there should be no answer to questions (408 - 412).
- If the answer (Yes) corresponding to the code (1) appeared, this means that the mother's name should appear among household members in question (202) in the household questionnaire.

Question (408) mother's education:

- An answer to this question should appear for respondents whose answer to question (407) was (No) which corresponds to code (2).

Question (409) mother's employment status:

- An answer to this question should appear for respondents whose answer to question (407) was (Yes).

Questions (410 - 412) mother's occupation, activity, and employment sector:

- An answer to this question should appear for respondents whose answer to question (407) was (No) which corresponds to code (2).
- It is not acceptable that answers appear to question (410) or questions (411 - 412).
- If the code (5 or 6) appeared to question (409), it is not acceptable that an answer appears to questions (410 - 412).
- If the code (1) appeared in question (409), it becomes necessary that codes (1, 2 or 4) appear to question (412).

## 1.3 Siblings information

Questions (413 - 415):

- An answer should appear to questions (413 - 415) for all respondents who are (6+).

If the answer to question (414) was (Yes), therefore:

- The number should appear, in addition, the sum up of (male + female) should be greater than or equals (1).

If the answer was (No or Do not know) to question (414):

- An answer should not appear to question (415).

If the answer was (Yes) to question (415):

- The number should be indicated, in addition, the sum up of (males + females) should be greater than or equals (1).
- The sum up of males / females should be smaller than or equal to the sum up of males / females in question (414).

## **2. Education information:**

**--An answer should not appear for respondents who are younger than 6--**

Question (501) respondent's enrollment to an educational institution:

- An answer should appear for all respondents who are (6+).
- An answer should not appear to questions (502 - 526) for respondents who indicated the code (1).

Question (502) reason for non enrollment:

- An answer to this question should appear to respondents whose answer to question (501) was (No) coded as (3).
- Two primary and secondary reasons should appear, in case of only one reason, it should be recorded as primary.
- An answer should not appear to questions (503 - 563) for respondents who showed an answer to this question.

Question (503) leaving school:

- An answer should appear to this question for respondents whose answer to question (501) was coded (2).
- An answer should not appear for respondents who indicated an answer to question (502).
- Two primary and secondary reasons should appear, in case of only one reason, it should be recorded as primary.

Question (504) individual's age:

- An answer should appear for all respondents who indicated an answer to question (503).
- An answer should not appear to questions (505 - 524) for respondents whose answer was (No) corresponding to code (2).

Question (505) last education stage and year completed:

- An answer should appear for each individual who is younger than (30).
- An answer should not appear to questions (506 -513) for respondents whose answer were reflected in code (1 or 2).
- An answer should not appear to questions (506 - 507) for respondents who indicated code (3).

Question (506) name of university / college:

- An answer should appear for respondents whose answer to question (505) was coded as (4 - 8).

Question (507) type of university / college:

- An answer should appear for respondents whose answer to question (505) was coded (4 - 8).

Question (508) secondary school:

- An answer should appear for respondents whose answer to question (505) was coded (3).

Question (509) type of secondary school:

- An answer should appear for respondents who indicated an answer to the previous question.

Questions (510 -513):

- An answer should appear for respondents whose answer to question (505) was coded (3 - 8).

Questions (514 - 520):

- If the respondent's answer to question (505) was coded (1 or 2), interviewer should directly move to this set of questions.

- Regardless of the answer to question (505), an answer should show to this set of questions.
- An answer should not show to question (520) if the answer to question (519) was (No) which is coded (2).
- If the answer to question (519) was coded as (1), total number of years (basic + secondary) in question (520) should be greater than or equal to (1).

Question (521) interruption of schooling:

- The interviewer should immediately move to this question if the answer to question (519) was coded (2).
- An answer should not show to questions (522 and 523) if the answer was coded (2).

Question (522) number of interruptions:

- An answer to this question should show if the code (1) appeared in question (521).
- The period of interruption for each time should be one or greater than one year.

Question (523) the stage and class:

- An answer should appear if the code (1) showed in question (521).

Question (524) help groups and private tutoring:

- The interviewer should immediately move to this question if the respondent's answer was coded (2) to question (521).

Question (525) stage, year and age:

- The interviewer should immediately move to this question if the respondent's answer was coded (2) to question (504).
- An answer should not appear to questions (526 - 567) if the answer to this question was any of the codes (1-4).

Question (526) specialization:

- An answer should appear to this question if the answer to question (525) was any of the codes (5-10).

- An answer should not appear to questions (527 - 567) for respondents who showed an answer to this question.

Questions (527 - 567):

- An answer should not appear to individuals who are younger than 6.
- An answer should not appear to individuals who are currently not enrolled into an educational institution whose code was (3) in question (501).

Question (527) stage and year of schooling:

- An answer should appear if the respondent's answer was coded (1) indicating (Yes enrolled) to question (501).
- An answer should not appear to questions (528 - 567) if the code (1) was indicated in this question.
- An answer should not appear to questions (528 - 537) if the code (2) was indicated in this question.
- An answer should not appear to questions (528 - 536) if the code (3) was indicated in this question.
- An answer should not appear to questions (528 - 530) if the code (4) was indicated in this question.

Questions (528 - 537):

- An answer should appear to questions (528 - 536) if the answer to question (527) was coded (5-9).
- An answer should appear to questions (531 - 536) if the answer to question (527) was coded (4).
- An answer should not appear to question (537) in case an answer showed to question (536).
- An answer should appear to questions (537) if the answer to question (527) was coded (3).

Questions (538 - 543):

- The interviewer should immediately move to this set of questions if the respondent's answer to question (527) was coded (2).

Question (544 - 545) failures and years:

- If the code (1) appeared in question (544), number of years should show in question (545), accordingly, total number of years of basic and secondary education should be greater than or equal to (1).
- An answer should not show to question (545), if the answer to question (544) was coded (2).

Questions (546 - 549) interruption of schooling and number of times:

- An answer should appear to question (547) if the code (1) appeared to question (546), in addition, the interruption period should be greater than or equal to (1) for each time.
- An answer should not appear to questions (547 - 548) if the code (2) appeared to question (546).
- An answer should not appear to questions (550 - 555) if the code (2) appeared to question (549).

Questions (550 - 560):

- An answer should show to this set of questions if the answer to question (549) was coded (1) reflecting (Yes).
- An answer should not show to questions (557-560) if the code (2) appeared in question (556).

Question (561 - 563):

- An answer should show to questions (562-563) if the answer to question (561) was coded (1) reflecting (Yes).
- An answer should not show to questions (564-567) if an answer appeared to question (563).

Questions (564 - 567):

- The interviewer should immediately move to this set of questions if the respondent showed an answer to question (502).
- An answer should appear to question (567), in addition to defining the year if the code (1) was indicated in question (566).

- An answer should not appear to question (567), if the code (2) was indicated in question (566).

### **3. Employment and unemployment:**

**---An answer should not appear for individuals who are younger than 6---**

#### **3.1 Questions (601 - 608): Working during the week preceding the interview.**

- An answer should appear for all individuals who are (6+).

Question (601) participation in work:

- If the respondent's answer was coded (1), an answer should not show to questions (602-604).

Question (602) selling, marketing, earning wage or family business:

- An answer should show to this question for respondents whose answer to question (601) was (No) reflected in code (2).
- An answer should show to all items of this question (1-12) if the answer was (No) reflected in code (2).
- An answer should not show to questions (603 and 604) if the answer was Yes reflected in code (1).

Question (603) willingness to work:

- An answer should not show to this question if the answer to question (602) was (Yes) reflected in code (1).
- An answer should not show to questions (604 - 608) if the answer to this question was (Yes) reflected in code (1).

Question (604) reason for unwillingness to work:

- An answer to this question should appear if the answer to question (603) was (No) reflected by code (2).
- An answer to questions (605 - 613) should not show if an answer appeared to this question. In addition, if it was an 18+ male respondent, an answer should not show to questions (605 - 614).
- If the code (1) reflecting the status as student appeared, this automatically means that the code (1) indicating currently enrolled had appeared in question (501).

Questions (605 - 608):

- The interviewer should immediately move to this set of questions if the code (1) appeared at least once in question (602) or question (601).
- Number of days in question (605) should not exceed (7) or be less than (1)
- Number of hours per week in question (605) should not exceed (70) or be less than (1).
- An answer should not appear to questions (608 - 613) if the code (2) showed in question (607). In addition, for 18+ male respondents, an answer should not appear to questions (608 - 614).
- An answer should not appear to questions (609 - 613) if an answer had been inserted to question (608). In addition, for male 18+ respondents, an answer should not appear to questions (609 - 614).

### **3.2 Unemployment information:**

Questions (609 - 613):

- An answer should appear to all individuals who are (6+).
- The interviewer should immediately move to this set of questions if the answer was (Yes) to question (603) reflected as code (1).
- For question (610), maximum number of days should be (6), weeks (3) and years should be converted to months.
- An answer should appear to all items of question (611).
- An answer should not appear to question (612), if the answer to question (611) was (Yes).
- The maximum number of weeks should be (3) and years converted to months.
- An answer should not appear to question (613) in case an answer had been made to question (612)

Question (614) family business:

- The interviewer should immediately move to this question if an answer appeared to questions (604, 607, or 608). However, this applies if the answer was coded (2) for female respondents or a male respondent less than 18 years of age. An answer should not show for all individuals younger than 6 who had been defined by code

(1) as (male) in question (204) and those who are older than 18 in question (206) in the household's questionnaire.

- An answer should not show for all individuals younger than 6 who had been defined by code (2) as (female) in question (204).
- If the answer (Yes) reflected as code (1) appeared, automatically an answer should be inserted in the hour box. The answer should be greater than or equal to (1) with a maximum of (70) as already stated.
- An answer should appear to all items in question (1-12) for individuals who met the aforementioned conditions.
- An answer should not be inserted to the hour box, in case the code (2) appeared.

Question (615 - 657):

- An answer should appear for all individuals who are (6+).

Question (615) did the individual work or was committed to work during the past three months:

- An answer should not show to questions (616 -617) if the respondent's answer was (Yes) reflected as (1).

Question (616): working in the field of sales, marketing, earning a wage or family business during the past three months:

- An answer should appear to all items of this question (1-12) if an answer (No) reflected as code (2) had been made.
- An answer to this question should appear to all respondents whose answer to question (615) was (No) reflected as code (2).
- The interviewer should immediately move to question (618) if the answer (Yes) coded as (1) appeared.

Question (617) did you participate in any of the activities stated in the previous question. But a time reference should not be defined:

- An answer should not appear to this question if one or more answers of (Yes) appeared to question (616).

Question (618): did the respondent ever worked for a continuous period of time (6 months+):

- If the code (2) appeared for a female respondent who is younger than 15, the interviewer should stop.
- The interviewer should move to the section on (Fertility) if the respondent was a 15 year old female.
- The interviewer should move to section (Job change) if the code (2) appeared for a male respondent.

Questions (619 - 628):

- The code (1, 2 or 4) should appear in question (624) if the code (1) appeared in question (620).

Questions (629 - 631):

- An answer should not appear to questions (632 - 635) if the code (2) had been indicated in question (631).

Question (632) skill acquisition:

- An answer should not appear to questions (633 - 635) if the code (1) was indicated.
- An answer should not appear to questions (633 - 634) if any of the codes (7-11) was indicated.

Question (633) is the respondent involved in handicraft:

- An answer should not appear to questions (634 - 635) if the code (2) was indicated.

Questions (634 - 637):

- An answer should appear to questions (634 - 639) if the code (1) was indicated in question (633).

Question (637) relation of the occupation with tourism:

- If the answer Yes appeared reflected in code (1), an answer should appear in the percentage cell.

Questions (638 - 639):

- An answer should appear for all individuals who are (6+).

Questions (639 - 641):

- An answer should appear to this question if an answer was inserted to question (638).
- An answer should appear to questions (640 - 642) if the codes (1 or 2) showed in question (639).
- An answer should not appear to questions (640 - 642) if the codes (3 or 4) showed in question (639).

Question (642):

- If an answer appeared to this question, automatically, an answer should not be identified to question (643).

Question (643):

- Number of weeks should not exceed (4).
- Number of hours should not exceed (70).

Question (644):

- The code (1) indicating paid employee should appear for each respondent who showed working in a government institution or international organization in question (624).

Question (645):

- Two reasons have to be indicated, the first would be the primary and the other is the secondary. In case of only one reason, it will be treated as primary.

Question (646):

- The code (4) should appear for each respondent who answered to question (624) showing working with a governmental institution or international organization.

Question (647):

- An answer should appear for each respondent who gave an answer to the previous question.
- If the code (1) appeared, the enterprise's name should appear.

- An answer should not appear to questions (648 - 654) if the code (1) was indicated.

Question (648):

- If the answer to question (644) was coded (1) and to question (646) was coded (4), automatically, codes (1, 2 or 4) should be identified.
- In case of inserting codes (1 or 2), an answer should not appear to questions (649 - 650).

Question (649):

- An answer should show to this question if any of the codes (3, 4 or 97) appeared in question (648).

Question (650):

- An answer should appear in addition to the percentage of females.

Questions (651 - 653):

- The interviewer should immediately move to this set of questions if either codes (1-20 appeared in question (648)).
- The type of leave should be defined if an answer (Yes) corresponding to code (1) appeared to question (653).

Questions (655 - 659):

- The interviewer should immediately move to question (655) for respondents who indicated the code (2) in question (647).
- The number of minutes in question (658) should not exceed (59).
- The health insurance should appear in question (654) to all respondents who indicated a job in governmental institution.
- The health insurance should appear in question (654) for each Jordanian who is (6) and older than (65).

### **3.6 Secondary job during the past three months:**

Question (660):

- An answer should not appear to question (661) in case the answer was (Yes) corresponding to code (1).

Question (661):

- An answer should appear to all items (1-12).
- If the code (2) had been indicated for all items, the interviewer should move to Section VI for male respondents and IV for female respondents.

Question (662):

- An answer should appear to this question automatically when the code (1) shows at least once in question (661).

Questions (663-665):

- The code (1) corresponding to paid employee in question (664) for each respondent who showed working for a governmental institution or international organization.
- Number of weeks should not exceed (4) in question (665).
- Number of hours should not exceed (70) in question (665).

#### **4. Women employment:**

**---An answer should not appear for individuals who are younger than 6---**

Questions (701 - 704): Paid working females who are (6+).

- An answer should appear for (6+) female respondents who are paid employees.
- An answer should not appear to question (703) if the code (00) was indicated in question (702), and the female respondent was either married or previously married.
- An answer should not appear to questions (703-713) if the code (00) was indicated in question (702) for single female respondents.
- The interviewer should move to section VI after answering question (704) for female respondents who are younger than 15.
- The interviewer should move to question (713) for 15+ respondents who had not been previously married after answering question (704).

Questions (705-712) 15+ married or previously married employed female respondents.

- An answer should not appear to questions (705 - 712) for respondents who had not been previously married.
- An answer should appear to the aforementioned set of questions for 15+ married or previously married working respondents.
- An answer should appear to the aforementioned set of questions for respondents whose answer to question (702) was coded (00). However, interviewer should observe the moving to other sections or question related instructions.
- An answer should not appear to questions (705-712) for single respondents (not previously married).
- The interviewer should move to section V, if the respondent does not have children as indicated in her answer to question (706).
- An answer should not appear to questions (708 and 709) if the code (2) was indicated in question (707).
- An answer should not appear to question (709) if any of the codes (2-5) was indicated in question (708).

- An answer should not appear to questions (711 and 716) if the code (2) was indicated in question (710).
- An answer should not appear to questions (713 and 716) if the answer to question (712) was (No).

Questions (713-716): 15+ paid working female respondents who had not been previously married.

- An answer should appear to the aforementioned set of questions for single or had not been previously married respondents.
- An answer should not show to question (715), if any of the codes (2-4) was indicated in question (714).

## **5. Fertility:**

### **5.1 Applies to all currently married or previously married female respondents in the age group 15 - 60.**

Questions (800 - 806):

- An answer should appear to all currently married or previously married respondents in the age group (15-60).

Question (800):

- Numbers that are already developed should be sequenced.

Question (801):

- The code (1) reflects single birth and (2) twins.

Question (802) gender:

The scope of answer should be restricted to the two codes (1) or (2).

Question (803):

- The code (1) should appear if the infant is alive.
- An answer should not appear to question (806) in case the code (2) was indicated.

Question (804) date of birth:

- The month should be greater than or equal to (01) but does not exceed (12). The answer (98) is acceptable if the month is unknown.

- The year of birth should be smaller than or equal to the year of the interview.

Question (805):

- Answers should appear to all born infants, the question may never be left blank.
- The age should be estimated as part of this question, in case the code (9998) appeared in the previous question.
- The maximum of the answer should be (95).

Question (806):

- The code (1) should be entered into the first box, if the infant is living with the household and his line number into the second.
- The code (00) should appear in the second box if the code (2) appeared in the first.

**5.2 Applies to all currently or previously married female respondents in the age group 15-60.**

Question (807):

- An answer should appear for currently married respondents.
- An answer should appear for unmarried respondents (widow, divorces or single).

Questions (809 - 812):

- An answer should appear to questions (809-812) for all respondents in the age group (15-60).
- An answer should not appear to question (812) for unmarried respondents.

**5.3 Applies to all currently married or previously married female respondents in the age group 15 - 60.**

Questions (813-814):

- An answer should appear to all married or previously married respondents in the age group (15-60).
- After answering question (814), the interviewer should move to section VI if the respondent was not previously married but working or had been previously employed.

- After answering question (814), the interviewer should move to section VII if the respondent was not previously married but not working.

**5.4 Applies to all currently married or previously married female respondents in the age group 15-60.**

Questions (815-825):

- An answer should appear to all married or previously married respondents in the age group (15-60).
- Number of weeks entered to question (815) should not exceed (3) and months entered in question (816) should not exceed (11).
- If the answer was Yes reflected in code (1), the percentage should be entered in question (820).
- The kinship relation should appear in question (822) if the answer was Yes reflected in code (1).
- The period of living should not be longer than marriage life in question (824).
- An answer should not appear to question (824) if the code (4) was entered in question (823).

**---An answer should not appear for individuals who are younger than 6---**

**6. Applies to respondents who worked during the past week or past three months, or had been previously employed.**

Questions (900-904): Job change

- An answer should appear for respondents whose answer was Yes to questions (615, 616, 617, or 618).
- The code (9998) should never be entered to reflect the year in the date of start working.
- An answer should appear for respondents who had been employed in the past week, past three months or previously employed.
- An answer should not appear for individuals who are younger than 6.
- The year of starting work should be at least 6 years greater than that of birth.
- The respondent's age should not be younger than 6 in (1999) in question (904).

- The name of country should appear in item (9) of question (900), if the place of work was outside of Jordan.
- The name of governorate and district (*Lewa*) should appear if the place of work was inside Jordan.
- The code (1, 2 or 4) should be entered into the work sector, in case the employment status was expressed as code (1).

## **7. Immigration information (applies to 15+):**

### **7.1 Domestic and external immigration:**

Questions (1000-1017):

- An answer should appear to all 15+ respondents.
- An answer should not appear to questions (1002-1006) if the code (2) was entered to question (1001).
- An answer should not appear to questions (1005 - 1006) if the code (2) was entered to question (1004).
- The name of the country should be recorded if the place was outside Jordan.
- An answer should not appear to questions (1009 - 1017) if the code (2) was entered to question (1007).
- One of the codes (1-5) or (97) should be entered in the second cell of question (1012) in case the code (1) appeared on the first cell.
- If any of the codes (1, 2, or 4) had been entered to question (1017), it is mandatory that code (1) appears in question (1015).

## **8. Information on earning from paid job**

### **8.1 Income from the primary job during the past three months**

Questions (1018-1027):

Questions (1018-1027):

- An answer should not appear to questions (1019-1025) if the code (2) was entered in question (1018).

- An answer should not appear to questions (1019-1027) if the code (3) was entered in question (1018).
- The respondent's line number should appear on the second cell of question (1021), if the code (1) had been entered into the first cell of the same question.
- The respondent's line number should appear on the second cell of question (1025), if the code (1) had been entered into the first cell of the same question.
- In kind assistance should be estimated and recorded as a round figure in question (1027).

### **III. Earning and Immigration Questionnaire**

**--An answer should not appear for individuals who are younger than 6--**

**9. Transfers and earnings that are not related to work during the past 12 months (question is addressed to head of household or his/her representative).**

**9.1 Transfers from outsiders or members of the household but are not living with it.**

Questions (1100-1108):

- An answer should not appear to questions (1101 - 1108) if the code (2) was entered to question (1100).
- The respondent's serial number should appear if the code (1) was entered in question (1102).
- The respondent's serial number should appear if the code (1) was entered in question (1106).

**9. Transfers and earnings that are not related to work (question is addressed to head of household or his/her representative).**

**9.2 Variable sources of income:**

Questions (1109-1111):

- An answer should not appear to question (1110) if the code (2) was entered to question (1109).
- The respondent's number should be entered into the second cell, if the code (1) was entered into the first cell for question (1109).

**10. Information of family businesses:**

**10.1 Non agricultural projects (information should be completed for self employed respondents who do not employ others, or employers who employ others under either primary or secondary job).**

Questions (1200 - 1221):

- An answer should not appear to questions (1202-1221) if the code (2) was entered to question (1200).
- An answer should appear to questions (1204) if the code (1) was entered to the first cell of the question.

- The percentage should appear to question (1206) if the code (2) was entered to the first cell of the question.
- The number of males/ females in question (1209) should not exceed number of males/ females in question (204) in the household questionnaire.
- An answer should not appear to questions (1212-1213) if the code (2) was entered to question (1211).
- If only one answer had been made to question (1215), it should be entered in the first cell.
- An answer should not appear to questions (1219-1221) if the code (2) was entered to question (1218).
- The number should appear in the second cell of question (1219) if the code (1) showed in the first cell.
- The number should appear in the second cell of question (1220) if the code (1) showed in the first cell.

**10.2 Agricultural projects (information should be completed from the most informed members of the household).**

Questions (1222-1225):

- An answer should appear at least once to the type of machinery, if the code (1) was entered to question (1222).
- An answer should appear in the second and third cell of question (1224) if the code (1) was entered in the first.
- An answer should not appear to questions (1224-1225) if the code (2) was entered in question (1222).

Questions (1226-1229):

- An answer should appear at least once to the type of animals, if the code (1) was entered to question (1226).
- An answer should not appear to questions (1228-1229) if the code (2) was entered in question (1226).
- The individuals number entered in question (1229) should be equal to or smaller than total household members.

#### **10.4 Agricultural project / obtaining loans:**

Questions (1230-1234):

- An answer should not appear to questions (1232-1233) if the code (2) was entered in question (1230).
- If only one answer appeared to question (1232), it should be entered into the first cell.