



Lao Social
Indicator Survey
LSIS (MICS/DHS)

Lao Social Indicator Survey (2010 – 2011)

Household Listing Manual

LSIS Technical Task Force & Secretariat Group (2010)

Manual of Household Listing Operation

(Borrowed extensively from the Household Listing documents of
Demographic and Health Surveys Project)

Organisation and Training

- Altogether 75 operators will be recruited and trained (at least half of them should be from central/Vientiane). Only 70 operators will be sent to the field for household listing
- The teams (two operators in each team) will be allocated into provinces. The proposed allocation can be seen as below;

Code	Province	Sample Villages/Enumeration Areas - EAs				Operators
		Total	Urban	Rural w road	Rural w/o road	
	Lao PDR	1000	280	630	90	70
1	Vientiane Capital	75	52	23	0	4
2	Phongsaly	50	9	31	10	4
3	Luangnamtha	50	11	34	5	4
4	Oudomxay	54	11	34	9	4
5	Bokeo	50	11	35	4	4
6	Luangprabang	67	23	31	13	4
7	Huaphanh	54	7	44	3	4
8	Xayabury	64	20	42	2	4
9	Xiengkhuang	50	14	34	2	4
10	Vientiane	67	18	48	1	4
11	Borikhamxay	52	16	35	1	4
12	Khammuane	62	18	37	7	4
13	Savannakhet	74	19	50	5	6
14	Saravane	61	5	55	1	4
15	Sekong	50	13	28	9	4
16	Champasack	70	20	37	13	4
17	Attapeu	50	13	32	5	4

- Trainers will be the Survey Coordinator and core trainers of LSIS
- The training will take 4 days (including – listing, mapping and segmentation, practical training, and allocation /assignments to the province)

Responsibilities and Tasks

Responsibilities of the operators are;

1. to complete the listing, mapping, and segmentation as per requirements and submit the accomplished listing to LSIS Secretariat Group
2. to contact local officials in each cluster to inform them about the listing operation and to obtain their cooperation (e.g. getting a base map of the village, if it is available)
3. to identify the boundaries of the EA /cluster
4. to draw a sketch map showing the location of the EA/cluster
5. to draw a detailed sketch map of the EA/cluster
6. to list all the households in the cluster in a systematic manner
7. to communicate to the contact persons of the Secretariat Group problems encountered in the field and follow their instructions.

Required Materials

The materials needed for the household listing operation are:

1. Household Listing Manual
2. A base map of the area containing the cluster
3. LSIS Household Listing Form 1 (Location and Sketch Maps of the Clusters)
4. LSIS Household Listing Form 2 (Household Listing of the Cluster)
5. LSIS Household Listing Form 3 (Segmentation Form for the large villages)
6. Stationery (Pen, Staplers, Clips, Colour Chalks, Plastic Bags)

Definition of Terms

A base map – is a reference map that may contain one or more EAs. It shows the boundaries of the EAs and the principal physical features and landmarks (e.g. mountains, rivers, roads, and electric poles).

Enumeration Ares (EAs) – is the selected enumeration area. In the LSIS, EA will be generally a selected village (may be urban village or village with road or village without road).

Cluster –is the smallest geographical statistical unit, which is an EA or a part of an EA. In most cases, the cluster is the same unit as the EA (village). But if the village is big (in terms of the number of households), and needs to be segmented into smaller units, then the cluster will be a segment of the village/EA.

Dwelling Unit – is a room or a group of rooms normally intended a residence for one household (e.g. single house, an apartment, or a group of rooms in a house)

Structure – is a free standing building that can have one or more rooms for residential or commercial use. Residential structure can have one or more dwelling units (e.g. a single house or an apartment building).

Household – consists of a person or group of related or unrelated persons, who live together in the same dwelling unit, who share the same housekeeping arrangement, and who are considered to constitute one unit. In some cases one may find a group of people living together in the same house, but each person has separate eating arrangements; they should be counted as separate one-person households. Collective living arrangements (e.g. army camps, boarding schools, or prisons) will not be considered as households.

Location map - a map produced in the household listing operation which indicates the main access to a cluster, including main roads and main landmarks in the cluster. Sometimes it may be useful even to include some important landmarks in the neighboring cluster.

Sketch map - a map produced in household listing operation, with location or marks of all structures found in the listing operation which helps the interviewer to relocate the selected households. A sketch map also contains the cluster identification information, location information, access information, principal physical features and land marks such as mountains, rivers, roads and electric poles.

Implementation in the field

- Two operators in each team must work at the same time in the same area. One person will be the mapper and another person will be the lister. Although the two have separate tasks to perform, they must move together and work in close cooperation.
- Identify the cluster boundaries together.

Cluster Mapping

- Upon arrival in a cluster, the team should firstly contact the local authorities for help, identify the boundaries and get general information of the cluster, for example, the rough number of residential households in the cluster. In most cases, the cluster boundaries follow recognizable natural features such as streams or rivers, and construction features such as roads or railroads. In some cases, the boundaries may not be marked with visible features (especially in rural areas), attention should be paid to locate the cluster boundaries as precisely as possible according to the detailed description file of the cluster.
- Before doing the listing, the team should tour the cluster to determine an efficient route of travel for listing all of the structures. The cluster should be divided into parts if possible. A part can be a block of structures. It is useful to make a rough location map of the cluster indicating the boundaries of the parts, as well as the relative location of landmarks, public structures (for example, schools, temples, public offices and markets) and main roads. This location map will serve as a guide for the team when they begin the main work.
- After the boundaries identification, the mapper prepares the location and sketch map, while the lister does the household listing.
- The sketch map and the household listing form must be prepared in tandem.
- It is important that the mapper and lister work together and coordinate their activities, because the structure numbers that the mapper indicates on the sketch map must correspond to the serial numbers assigned by the lister to the same structures.
- Within each block or village, start at one corner of the block or village and move clockwise around the block.
- If the cluster consists of a number of blocks, then the team should finish each block before going to the adjacent one. Within each block, start at one corner of the block and move clockwise around it. In rural areas, where structures may be found in small groups, the team should work in one group of structures at a time and in each group they can start at the center (choosing

any landmark, such as a school, to be the center) and move around it clockwise.

- On the sketch map of the cluster, mark the starting point with a large X.
- Place a small square at the spot where each structure in the village is located.
- For any non-residential structure, identify its use (e.g., an office or factory).
- Number all structures in sequential order beginning with “1.” Whenever there is a break in the numbering of structures (e.g., when moving from one block to another), use an arrow to indicate how the numbers proceed from one set of structures to another.
- Remember that this is the serial number of the structure as assigned on the household listing form, which is the same as the number indicated on the sketch map.
- Use the marker or chalk provided to write on the entrance of the structure the number that has been assigned to the structure.
- To distinguish the number from other numbers that may already exist on the door of the structure, write LSIS in front of the number. For example, on the door of structure number 5, write LSIS/5, or on the door of structure number 20, write LSIS/20.
- A structure is called *multi-unit structure* if it contains more than one household in the structure. Otherwise it is called single structure. All households found in a structure or multi-unit structure must be numbered by a serial number from “1” to “m”, within the structure (this is different from the household number attributed to all of the listed households in the whole cluster). The structure number plus the household number form a unique identification number for a household, and for all of the households in the cluster. For example, household number 3 in structure number 44, would be uniquely identified with ID number LSIS/44-3, and it is very useful to write the household ID number in the entrance of the household to later assist the interviewer to identify the household for interview.

Example Symbols for Mapping and Listing

Orientation to the North



Boundaries of the cluster



Paved road



Unpaved (dirt) road



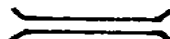
Footpath



River, creek, etc.



Bridge



Lake, pond, etc.



Mountains, hills



Water point (wells, fountain, etc.)



Market



School



Administrative structure



Religious Building (temple, church, mosque)



Cemetery



Residential structure



Non-residential structure



Vacant structure



Hospital, clinic, etc.



Electric pole



Tree or bush



Example of LSIS Household Listing Form 1 (Location and Sketch Maps of the Cluster)

Identification	
Province	Prov. Code ()
District	Dist. Code ()
Village	Village Code ()
Name of mapper	
Name of lister	

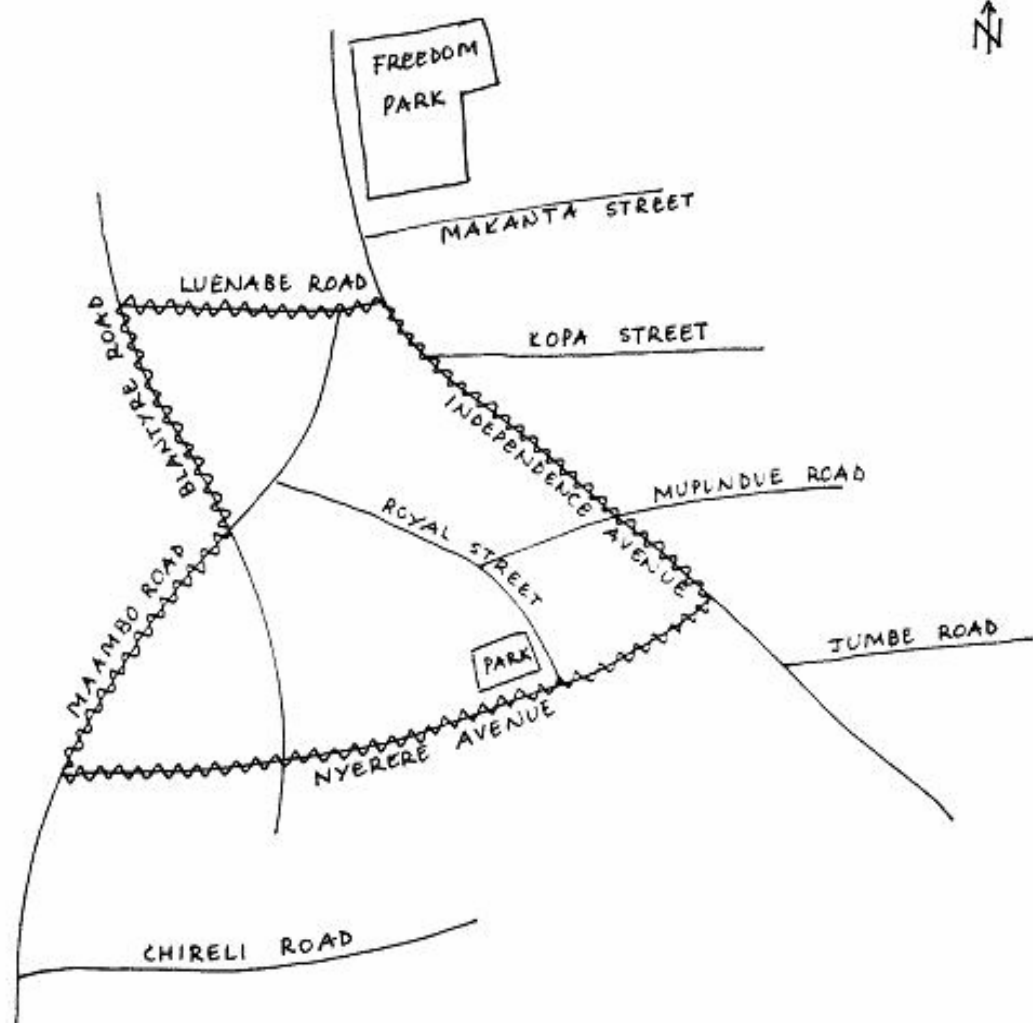
Observations:

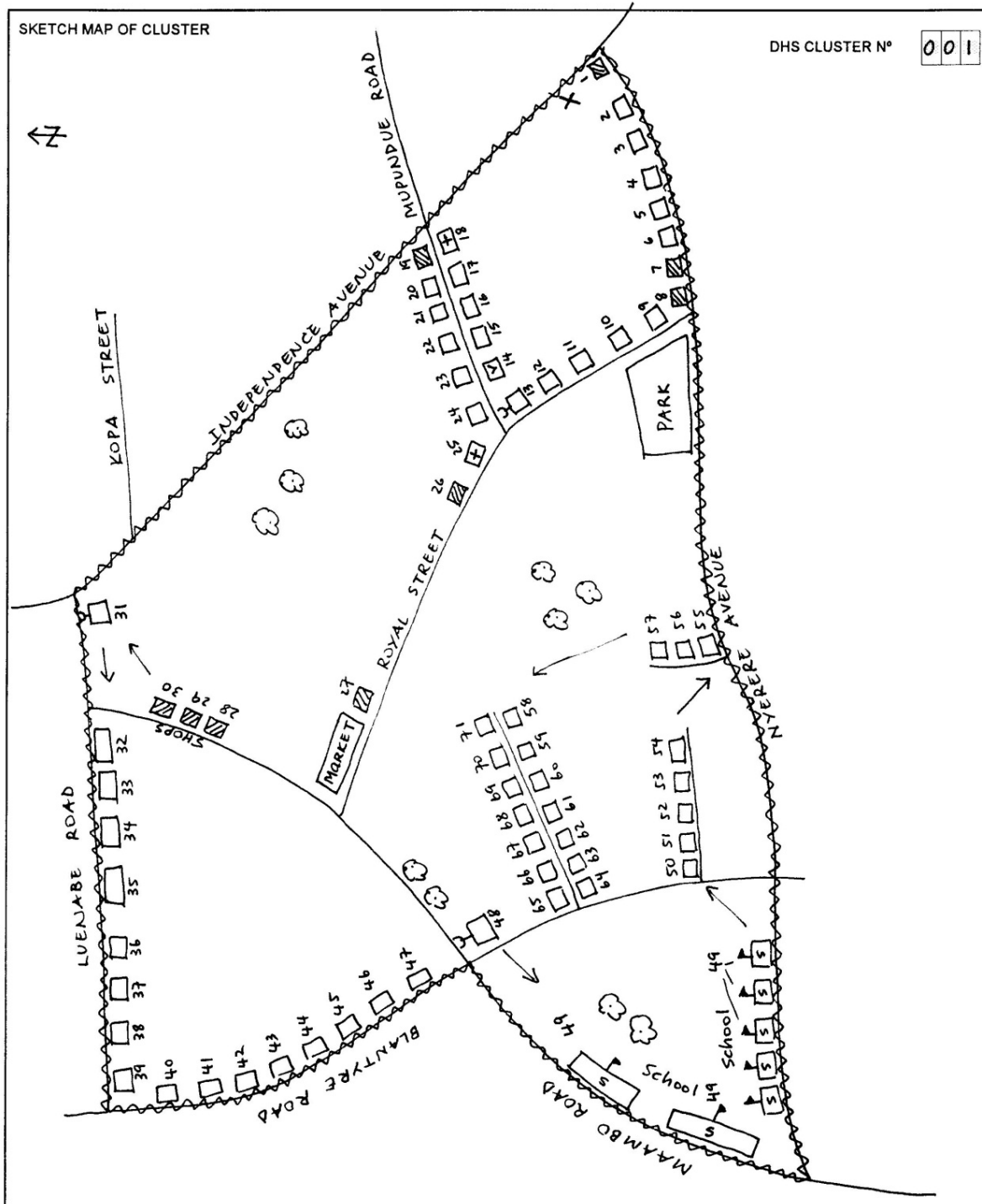
Road access:

Possibility of accommodation:

Other useful information:

LOCATION MAP OF CLUSTER





Household Listing

- The lister must fulfil the completion of the LSIS Household Listing form 2 (Listing of Household).
- Column (1) [*Serial Number of Structure*]: For each structure, record the same serial number that the mapper enters on the sketch map. All structures recorded on the sketch map (except the landmarks) must be recorded on the listing form and numbered.
- Column (2) [*Address/Description of Structure*]: Record the street address of the structure. If a structure does not have a visible street address (especially in rural areas), give a description of the structure and any details that help in locating it (e.g., in front of the school or next to the store).
- Column (3) [*Residence Y/N*]: Indicate whether the structure is used for residential purposes (eating and sleeping) by writing Y for “Yes.” In cases where a structure is used for commercial or other purposes, write N for “No.” Structures used both for residential and commercial purposes (for example, a combination of a store and a home) should be classified as residential (mark Y in Column 3). Make sure to list any household unit found in a non-residential structure (for example, a guard living inside a factory or in a temple).
- Do not forget to list vacant structures and structures under construction, as well as structures where the household members refuse to cooperate, or are not at home at the time of the listing.
- Column (4) [*Serial Number of Household in Structure*]: This is the serial number assigned to each household found in the structure; there can be more than one household in a structure. The first household in the structure will always have number “1.” If there is a second household in the structure, then this household should be recorded on the next line (a “2” is recorded in Column (4), and Columns (1) to (3) are left blank).
- Column (5) [*Name of Head of Household*]: Write the name of the head of the household. There can only be one head per household. If no one is home, ask neighbours for the name of the head of the household. If a name cannot be determined, leave this column blank. Note that it is not the name of the landlord or owner of the structure that is needed, but the name of the head of the household that lives there. If the household refuses to cooperate, treat it as a normal household, filling in Column (5) with information from neighbours or left blank, and in Column (6) give an explanation (for example, refusal, not at home).
- Column (6) [*Observations/Occupied status*]: This space is provided for any special remarks that might help the interviewing team locate the structure or identify the household during the main survey fieldwork.

- If the structure is an apartment structure, assign one serial number to the entire structure (only one square with one number appears on the sketch map), but complete Columns (2) through (6) for each apartment in the structure individually. Each apartment should have its own address, which is the apartment number within the structure.
- Find hidden structures, if it is in the cluster. It is also necessary to list in the listing exercise. Talking with people living in the area may help in identifying hidden structures.

Example of LSIS Household Listing Form 2 (Listing of Households)

Cluster No. (012)

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Leave Blank		Serial number of structure (1)	Address/ Description of structure (2)	Residence (Y/N) (3)	Serial number of HH in structure (4)	Name of Head of HH (5)	Observation/ Occupied status (6)
HH to interview	Serial number of HH						
		1	4 Boulevard Avenue	Y	1	Mr. X	
		2	6 Boulevard Avenue	N			Warehouse
		3	Near central lake	Y	1	Ms. Y	
				Y	2	Ms. Z	
		4	10 Boulevard Avenue	Y	1	Mr. A	
		5	11 Boulevard Avenue	N			In construction
		6	12 Boulevard Avenue	Y	1		Refused
		7	13 Boulevard Avenue	Y	1	Mr. B	
		8	14 Boulevard Avenue	N			Temple
		9	15 Boulevard Avenue	Y	1	Mr. XX	
				Y	2	Ms. YY	
		10	128 Rue Simeoung	N			vacant
		11	136 Rue Simeoung	Y	1	Dr. Hong	home upstairs, clinic downstairs
		12	149 Rue Simeoung	Y	1	Mr. Thipsaly	

Segmentation for the large EAs

- If the selected EAs is large (more than 300 households), the EA should be divided into segments
- For easy operation, the recommended number of segments is two. To avoid errors, designating a large number of segments (e.g., more than three) should be avoided if it is not necessary
- The ideal would be to have segments of approximately equal size, but it is also important to adopt segment boundaries that are easily identifiable
- Firstly, begin by drawing a sketch map of the entire EA using identifiable boundaries (e.g., roads, streams, and electric power lines)
- Secondly, divide the EA into the designated number of roughly equal-sized segments (On the map of the cluster, show clearly the boundaries of the segments created. Number the segments sequentially)
- Thirdly, estimate the relative size of each segment in the following manner: quickly count the number of dwellings in each segment, add them up, and calculate the proportion of dwellings in the whole EA that are located in each segment
- Fourthly, calculate the cumulative percentage of the segment
- Fifthly, select a random number
- Finally, select the first segment whose cumulative percentage is greater than or equal to the random number
- Draw a detailed sketch map of the selected segment and list all households found in the selected segment.

Example of Segment Selection

If EA has 650 HHs; let's divide into 3 segments

Segment 1 190 HHs

Segment 2 230 HHs

Segment 3 230 HHs

Calculate percentages;

*Segment 1 30% (190/650*100)*

Segment 2 35%

Segment 3 35%

Calculate accumulated percent

Segment 1 30% (as it is)

Segment 2 65% (30 + 35)

Segment 3 100% (65 + 35)

Select a random # between 1 -100

If it is 45, then select Segment 2

If it is 78, then select Segment 3

Example of LSIS Household Listing Form 3 (Segmentation Form for the large EAs)

Identification	
Province	Prov. Code ()
District	Dist. Code ()
Village	Village Code ()
Name of mapper	
Name of lister	

Estimated Total Number of Dwellings in the EA

650

Number of Segments to be created

3

Segment Number	Number of dwellings	Percent	Cumulative Percent
1	190	30	30
2	230	35	65
3	230	35	100
4			
5			

Random Number between 1 and 100

67

Selected Segment

3

References

ICF Macro. 2009. *Sampling Manual for use with Demographic and Health Surveys*, Calverton, Maryland, USA.

Macro International. 1996. *Sampling Manual*. DHS-III Basic Documentation No. 6. Calverton, Maryland, USA.