



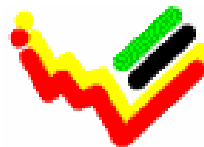
## Mission Report

from a short-term mission on

**Strategic Advice on the Labour Force Survey 2004/05 and  
tentative work plan for a Long Term Consultant in Social  
Statistics**

*23 February to 5 March 2004*

*Dag Roll-Hansen*



Instituto Nacional de Estadística

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## List of abbreviations

IAF	Inquérito aos agregados familiares sobre orçamento familiar, a Household budget survey
IDS	Inquérito Demográfico e de Saude, a Demographic and Health Survey
INE	Instituto Nacional de Estatística, Mozambique
LTA	Long term advicer
QUIBB	Questionário dos Indicadores Básicos de Bem-Estar, Core Welfare Indicators Questionnaire (QWIQ)
Scanstat	Consortium between Statistics Denmark, Statistics Norway and Statistics Sweden
SEN	Sistema Estatístico Nacional

## EXECUTIVE SUMMARY

Several earlier surveys conducted by INE has included questions about labour, among them the Inquérito aos agregados familiares sobre orçamento familiar, the IAF 2002/3 (Household budget survey) and the Inquérito Demográfico e de Saude, the IDS 2003 (Demographic and Health Survey). INE has decided to use parts of a Tanzanian labour force survey instrument for evaluating labour participation.

We can learn from the Tanzanian approach on how to capture the way people work. It is important to look at what analysis has come out of the Tanzanian survey, and to consider whether or not this is the kind of analysis it is necessary to do in Mozambique. Some potential problems with the Tanzanian survey are:

- The definition of work differs between the different questionnaires in the survey.
- The survey focus too much on paid employment among children, which is relatively rare.
- The questionnaire appears to be written in a more formal language than it is relevant to use in an interview situation.

Generally, it is an advantage to use questions asked in other INE surveys. This makes it possible to compare some of the results from the new labour force survey with results of earlier surveys where labour is included as an issue, e.g. the IDS and the IAF. Time series will make it possible to say something about the development of labour participation in Mozambique. It is my opinion that we should mainly build the Labour Force Survey on questions used previously by INE in Mozambique, and then carefully review how to integrate selected parts of the Tanzanian questionnaire, primarily on issues like “other income-generating activities” and informal sector.

It is an advantage to analyse the results from earlier surveys, when planning to use questions that are asked earlier. High number of missing values or surprising distributions of answers is often a sign that the question does not work too well.

Finally, it is recommended to use the Labour Force Survey to cover various dimensions of poverty, including poverty indicators, even though this was not addressed in detail during the mission. It must be carefully reviewed whether or not a core of questions from the previous the IAF 2002/3 and the IDS 2003 ought to be repeated. To repeat such core questions will add substantially to the existing information on poverty and living conditions in Mozambique, and both the research and policy environment will gain from this.

However, INE’s own planning procedures together with technical support in the coming months will have to go further into the details of the survey and what issues to be covered by the questionnaire. First of all, the planned double mission in April, to make an extensive project plan for the pilot and the main survey process must be given attention.

Contemporary techniques for quality control should be used in addition to a more traditional pilot test, when making the questionnaire. This include

qualitative techniques like cognitive interviewing or “think alouds”. The objective is to try to find out more about how the respondent responds to the questionnaire. Generally 20% of the questions generate 80% of the data errors. There is a lot to gain to identify these questions, and to try to avoid them.

A work plan for the new Long Term Consultant as been discussed and a draft is presented here. The LTA shall be responsible for assistance in consolidating the integrated household survey program. This will include assistance and advice in design of survey instruments, pilot-tests, planning and implementation of field work, data-entry and processing, preparing tabulation reports, and dissemination.

The plan will be finally settled when the LTA arrives next time, in May. Some of the tasks mentioned in the discussions are:

- *The Demographic and Vital statistics*: Take part in improving the quality of the statistics with focus on data flow, analysis, quality control of questionnaires, and development of the statistics and the place of the social and demographic statistics in SEN.
- *The labour force survey*: Take part in the pilot, test the questionnaires and take part in the data collection process.
- Planning the next *Census*.

The LTA shall collaborate with and assist the Vice President and heads of directorates and other staff of the INE, providing overall assistance, guidance, advice and training related to program-supported activities in order for INE to achieve the timely outputs of the Program. He will report to the Team Leader but work closely with the Vice-President on professional matters. For more details on possible tasks for 2004, 2005 and 2006, please see the draft plan and the task description for the Demographic and Social Statistics Advisor given in Appendix 4 of this report.

## **1 Introduction**

INE are planning a labour force survey. Several earlier surveys conducted by INE has included questions about labour, among them the Inquérito aos agregados familiares sobre orçamento familiar, the IAF 2002/3 (Household budget survey) and the Inquérito Demográfico e de Saude, the IDS 2003 (Demographic and Health Survey). INE has decided to use parts of a Tanzanian labour force survey instrument for evaluating labour participation. One major advantage with the Tanzanian survey is that it measures people's economic activity in a broader context. It does not only measure if you are employed or not, but also if you have other ways of making a living. This approach makes it possible to take into account local aspects of employment, and to give a realistic picture of the employment situation. As many people work in the informal sector, the survey also asks questions about this sector. This raises both challenges and opportunities in relation to the coming survey on the informal sector. The main challenge is not to collect information on the same topic twice, at least not if there is no good reason to do so. A good reason to collect the same information two times is to make time series. I will return further to the opportunities of a potential coordination with the informal sector survey later in this report.

## **2 Questions about labour in other surveys in Mozambique**

It is obviously an advantage to use questions asked in other surveys. This makes it possible to compare some of the results from the new labour force survey with results of earlier surveys where labour is an issue, e.g. the IDS and the IAF. This will make it possible to say something about the development of labour participation in Mozambique. That a question is asked earlier is therefore a reason to use it again.

It is always an advantage to look at the results from earlier surveys, when planning to use questions that are asked earlier. It would be very useful to check if any of the questions have particularly high scores of missing values either for all respondents or for groups of respondents. It is also useful to see if the distribution of answers seems reasonable or, as we would expect it to be. High number of missing values or surprising distributions of answers is often a sign that the question does not work too well.

## **3 The Tanzanian Labour Force Survey**

The Tanzanian questionnaire is very sophisticated. It has an advanced skip pattern, guiding the interviewer to ask the respondent the right questions. The advanced skip pattern on the one hand enables us to tailor the questions to the respondent and to give a more detailed description of their situation.

On the other hand, it makes the data set more complicated to analyse. It may also make the interview situation more complex for the interviewer which may lead to errors. This means that the parts to be used in the labour force survey ought to be simplified.

The definition of work differs between the different questionnaires. In the questionnaire that is to be filled in by both children and adults, the definition is a list of "work activities for pay, profit, barter or home use". This must be seen as a guide for the type of activities to be included in the questionnaire. The first questionnaire for children is for children "in paid employment", whereas the last questionnaire is for children who performed any kind of "economic activity". The first questionnaire is quite specific on what to be included, whereas it may not be as easy for the interviewer to see what kind of labour should be included in the questionnaires only for children. Children probably are more often "helping out" in different ways, although what they do often may not be associated with paid labour.

The Tanzanian interview contains two additional questionnaires about children's labour. Hence, they ask more questions about children's labour than of adult labour. If one is not certain that paid labour and economic activity among children is a major problem, one should not adopt this approach. A better alternative would probably be to try to find out how many children are working, and explore the issue further in a later survey if it turns out to be a big problem.

The questionnaire appears to be written in a more formal language than it is relevant to use in an interview situation.

The questionnaire asks the same questions for all household members. One question ought to be asked for all household members, before moving on to the next question. This will stop the respondent from knowing what the next question will be, and thus make it easier to keep their interest up. The questions also will be easier to ask.

We can learn a lot from the Tanzanian approach on how to capture information on the way people work. It is however my opinion that we should mainly build the Labour Force Survey on questions used previously by INE in Mozambique, and then instead carefully review how to integrate selected parts of the Tanzanian questionnaire, primarily on issues like "other income-generating activities" and informal sector.

#### **4 Relationship to the Informal Sector Survey**

As mentioned in the introduction it is not cost-effective to collect information on the same topic in two surveys conducted at the same time. If the surveys are not simultaneous, asking the same questions may still be useful to create time series. Further, this does not apply for background information, which is necessary to analyse each data set. Further, it may be essential to analyse one topic in relationship to another. That may be a reason to include questions on one topic in both surveys.

The tight relationship between the two surveys also gives us some opportunities:

1. A survey on the informal sector would probably need to have a large number of respondents because we do not know in advance, whether or not a person is engaged in the informal sector. One could reduce the sample if one uses the Labour Force Survey to identify people engaged in the informal sector, and later go back to them to ask more questions about their informal sector activity. This approach can reduce the sampling size and the costs of the Informal Sector Survey, and makes it possible to leave out detailed questions on the informal sector from the Labour Force Survey. It will also make it possible to relate the two surveys to each other at the respondent level. That enables us to conduct more sophisticated statistical analysis, than if the two surveys do not consist of the same respondents. Using this approach, one would calculate the proportion of the population engaged in the informal sector from the Labour Force Survey, and the Informal Sector Survey will give us detailed information on the sector. If the surveys are to be related to each other at the respondent level, one has to make sure that the numbers used to identify the respondents on the questionnaires in both surveys correspond to each other in a unique manner. This is necessary to make it possible to merge the data files.
2. If the same or similar questions are asked in both surveys, one should use the experiences from the first to help increase the quality of the second. A high percentage of missing data often indicates that a question is difficult to answer. An unexpected distribution of answers often indicates that people misunderstand the question. We should also try to gather information from the interviewers and supervisors on which are the difficult questions for people to answer and why they are difficult. Generally 20% of the questions generate 80% of the data errors. There is a lot to gain to identify these questions, and to try to make them better.

It is necessary to clarify further on the relationship between Informal Sector Survey and the Labour Force Survey, and this must be a central part of the Terms of Reference for the coming planning mission in April.

## **5 The process of developing high quality questionnaires**

Two ways of ensuring high quality in the Labour Force survey should be used. After making a draft questionnaire, it should be tested in a small series of test interviews. The interviewer asks the respondent to “think aloud” when he figures out what to answer. The interviewer should ask the respondent why he answers as he does (cognitive interviewing). The questionnaire should be revised according to the findings in the test-interviews. Questions that are difficult to answer or are misunderstood should be rephrased. The questionnaires should be revised after two or three interviews. After the revision they should be tested again. The process of testing and revision should continue until one is confident that the questionnaire is working well.



It is customary to conduct between 5 and 10 cognitive test interviews, but sometimes it is necessary to do more than that. This approach has proven to be very cost-effective.

When the test respondents are reasonably comfortable with the questionnaire we move on to the next phase, the pilot study. The questionnaire and the data collection procedures should be tested in a situation as close as possible to a real life situation. Procedures should be established for the interviewers and the field staff to report back any problems which they experience. The data file from the pilot should be analysed to see if there are any questions where there are particularly many missing observations and if respondents, or certain groups of respondents, seem to misunderstand the question (unexpected distributions). The questionnaire and data gathering procedures should be revised after the pilot study. New test interviews should be conducted after the questionnaire is revised.

The interviewers will have to translate the questions for respondents that do not speak Portuguese. To make it easier for the interviewer to translate them into local language it is important to keep the questions short and simple. If they are difficult to translate, the translation will not be correct and the interviewer will write down a wrong answer.

The data collection is planned to start in June, or at the very latest in August. This means that the process of making a questionnaire should start as soon as possible. A tentative time schedule for the planning process is presented as Appendix 1.

Changing questions as a result of a test may make it possible for the respondents to give a more valid answer. But at the same time it makes it difficult to compare the answers to earlier answers and to make time series. Hence, one should be a bit critical to changing questions asked in earlier surveys, and not change them unless there are good reasons to do so.

## **6 Other issues in the questionnaire**

### *The monitoring of poverty*

In April 2001 Government approved Mozambique's first Poverty Reduction Strategy Paper (PRSP), the Action Plan for the Reduction of Absolute Poverty 2001-2005 (PARPA). Within the PARPA INE was given the responsibility for the quantitative monitoring. INE is to use information from household-based surveys to monitor the poverty situation. Thus, one should include questions to monitor poverty in the LFS.

### *Background information*

In addition the questionnaire also should include questions about background variables:

- The respondent family situation.

- Education; both because it is seen as a way of getting a good job and because education represents an alternative to work, especially for young people.

Several other issues would of course be interesting to explore in this context, and must be carefully evaluated during the planning process.

## 7 Work plan for a Long Term Consultant in Social Statistics

The Advisor shall be responsible to assist in consolidating the integrated household survey program. This will include assistance and advice in design of survey instruments, pilot-tests, planning and implementation of field work, data entry and processing, preparing tabulation reports, and dissemination. The survey work will include standard paper based questionnaires with keypunching data-entry, paper based surveys for scanning and optical reading and diary based surveys.

He shall collaborate with and assist the Vice President and heads of directorates and other staff of the INE, providing overall assistance, guidance, advice and training related to program-supported activities in order for INE to achieve the timely outputs of the Program.

Key issues for the advisor are to advise and carry out in-house training on for instance how to

- increase relevance and reliability of existing and new statistics, including conceptualising and design data collection in new statistical fields
- carry out quality control of data, the data processing itself and in publications
- apply methods for data analysis.

He will report to the Team Leader but work closely with the Vice-President on professional matters.

The advisor will support INE on the further use of administrative records within the area of social and demographic statistics.

One of the goals of the mission was to form a tentative work plan for my work as a LTA. Due to time constraints, a final plan has not been formulated, but the tasks have been discussed. A draft plan is therefore first to prioritize:

1. *The labour force survey (2004-2005)*: Take part in the (planning process as far as possible (with some e-mail support before that time), the pilot survey, to test the questionnaires, to review user needs, to take part in the data collection and the reporting and dissemination process. If the (pilot) survey is combined with a development project for better documentation systems in INE (re: Mission report Mr Rune Gløersen on Data Documentation, 2004), it might be valuable to join in this work.
2. *The Demographic and Vital statistics*: Take part in improving the quality of the social and demographic statistics, focusing on data flow, analysis, quality control of questionnaires, developing the statistics and the statistics as a part of SEN.
3. *Take part in planning the next Census*.

The Advisor will split his/her time between general co-operation and support in demographic and social statistics and other professional tasks.

## APPENDIX 1: Draft of a time schedule for planning the Labour Force Survey

Time period	Activity	Person in charge of activity
March	Making a draft of a questionnaire. In making the draft one should confer with the Department of Labour and other important users of data to find out what topics are important for them, and which should be addressed in the survey.	
April	<p>Test and review questionnaires.</p> <p>Make a master plan for executing the LFS: the data gathering process; make a plan for sampling respondents and organizing the field staff.</p> <p>Questionnaires and other material for the pilot should be printed.</p>	
May	<p>Conduct a pilot as similar to the plans for the real survey as possible, analyse the results and collect information on how it worked from the field staff.</p> <p>If the questions are changed as a result of the pilot, we should do more test interviews.</p> <p>Print questionnaires and other material for the survey.</p>	
June	Train interviewers	
July	Put the survey in action.	

## APPENDIX 2: Persons met

Manual da Costa Gaspar	INE Vice President, Social & Demographic Statistics
Fatima Zacarias	INE director of Demographic and Vital Statistics
Cristóvão Muahio	Leader of the Division for Methods and Sampling
António Adriano	Leader of the Division for Cartography
Hans-Erik Altvall	Team leader of the Scanstat resident advisors
Jon Teigland	Scanstat resident advisor
Mogens Nielsen	Scanstat resident advisor
Destina Uinge	Director of Directorate of Integration, Coordination and External Relation
Alda Rocha	Head of External Relations unit
Zuraida Khan	Leader of the Department of Social and Vital Statistics
Cassiano Chipembe	Leader of the Department of Demographical Studies
Andre Eduardo Manhique	Scanstat project secretary
Salomão Felix Mambo	IT-consultant
Francisco Macaringue	Social statistics consultant
Eugénio Matavel	Programmer
Bruno Couto	Computer science graduate
Gonçalves Chachuaio	Secretary of the Vice President of Demographic Stat.
Andre Kalengo	Scanstat project secretary
Lars Ekman	Norwegian embassy
Inge Tvedten	Norwegian embassy

## **APPENDIX 3:**

### **TERMS OF REFERENCE**

Within the Scandinavian Bridging Support Program

For a short-term mission  
to provide INE with strategic advice on the  
the Labour Force Survey 2004, and on a tentative work-plan  
for the new Long-term Consultant in Social Statistics

#### **A 2 week mission**

#### **Background**

INEs PRODOC for the Scandinavian Program states that a survey focusing on labour force issues is the main task for 2004 in social statistics. INE will with support from the Scandinavian Program review suitable methods and concepts early in 2004 and make a plan for such a survey in close cooperation with the responsible Ministry, the University and others concerned within SEN. The support from the Scandinavian Program will most probably cover several phases.

The first phase in February/March 2004 should focus on analysing existing data that is relevant for later on making a master plan for the main design of the methods used and concepts. The master plan will include the budget for the whole planning, implementation, data processing and the first analytical phase. The need for further short-term support during these phases should also be clarified. A plan for further analysis of the data information should also be developed before the pilot study takes place.

The quality control of the Labour Force Survey (LFS) will be an important task for the new long-term consultant in social statistics, and it is a clear advantage to involve him as early as possible in the planning process. But this survey will not be the only task for the consultant. It is, therefore, important to see this task in relation to other important issues and make a work plan for the period that the new consultancy will cover. This paper is a draft of ToR for a 2 weeks mission focusing on these two planning issues during February and early March 2004.

#### **Main reasons for the mission**

The overall objective of the mission is to prepare the work by INE and later consultants in making a master plan for the Labour Force Survey 2004. This does not include actions to develop further the existing QUIBB survey and the household survey system in general that will be covered by other missions that will take place approximately at the same time.

The yearly QUIBB has collected information on employment in Mozambique from the beginning of 2000/01, but only parts of these data has been analysed. It is a need to use the existing data in a better way, and especially to clarify how the Labour Force Survey can cover the methodological problems

created by seasonality, under-employment and the lack of economical compensation for employment both among adults and children.

The most recent survey (IAF 2002/03) shows that the lack of employment is one of the two most important social problems in Mozambique according to the inhabitant's own judgment. This is especially a problem for the households where the head has only short-term employment with pay on a daily/hourly basis. But employment is also a main concern among students 15 years and older. Work among children 6-14 years old was not common. Most parents reported that their children were not available for work, when asked about work during the last 7 days.

Employment is, however, only one of several social problems in Mozambique and the new long-term consultant has to cover also other tasks. INE should as early as possible discuss and decide on which tasks should have priority. Another objective of this mission is to develop a realistic work plan for the consultant.

### **Benefactors of the mission**

The mission will benefit the planning of the Labour Force Survey as the planning will be based on the best possible facts when adjusting international concepts and methods to the Mozambiqanian reality. It will also make it easier for INE to get full benefit of the competence the new consultant has. It will be a clear advantage if the mission takes place before the existing long-term consultant leaves.

### **Objectives of the mission**

- Look into the existing data from ..... on employment and seasonality with relevance for the Labour Force Survey 2004, including relevance for the choice of methods, key concepts and budget concerns.
- Develop a proposal to preliminary work plan for the new long-term consultant in social statistics, which makes it possible for INE to decide on priorities during the next 2 years.

### **Expected results**

- Strategic advice on how existing data on employment and seasonality should be used in the planning and implementation of the Labor Force Survey.
- A report evaluating the main alternative work tasks and propose a work plan for the new long term consultant. Proposal to main activities for the new LTA.
- Improved coordination within INE

### **Agenda for the mission**

To be agreed upon with the counterparts in a meeting on the very first day of the mission.

## Tasks to be done by INE to facilitate the mission

- Elaborate ToR and the agenda for the mission
- Prepare and supply the consultant with a preliminary report and necessary data to further analysis of employment and seasonality s.
- Supply good working conditions for the consultant

## Consultant and Counterpart

Consultant: The new long-term advisor Mr. Dag Roll-Hansen, Norway supplemented by the existing long-term advisor Jon Teigland

Main counterparts at INE:

Manuel da Costa Gaspar and Fátima Zacarias

## Timing of the mission

Dag Roll-Hansen: 23/2-5/3-04

## Report

The consultants will prepare a draft report to be discussed with INE before leaving Maputo. They will submit a final draft to INE for final comments within one week of the end of the mission. Statistics Denmark as Lead Party will print the final version within 3 weeks of the end of the mission. The structure of the report should be according to Danida-format.

The Counterpart has to ensure that the final printed report has at least a summary in Portuguese if the main report is in English – or vice versa

*These Terms of Reference were prepared by*

Day / / ..... /

*Approved by/in the name of the President of INE*

Day / / .....



## **APPENDIX 4:**

*Annex D: Task description and qualifications,*

### **Demographic and Social Statistics Advisor**

#### **1. General responsibilities and tasks**

The Advisor shall be responsible to assist in consolidating the integrated household survey program. This will include assistance and advice in design of survey instruments, pilot-tests, planning and implementation of field work, data entry and processing, preparing tabulation reports, and dissemination. The survey work will include standard paper based questionnaires with keypunching data-entry, paper based surveys for scanning and optical reading and diary based surveys.

He/she shall collaborate with and assist the Vice President and heads of directorates and other staff of the INE, providing overall assistance, guidance, advice and training related to program-supported activities in order for INE to achieve the timely outputs of the Program.

Key issues for the advisor are to advise and carry out in-house training on for instance how to

- increase relevance and reliability of existing and new statistics, including conceptualising and design data collection in new statistical fields
- carry out quality control of data, the data processing itself and in publications
- apply methods for data analysis.

He/she will report to the Team Leader but work closely with the Vice-President on professional matters.

The Advisor will split his/her time between general co-operation and support in demographic and social statistics and other professional tasks.

The advisor will support INE on the further use of administrative records within the area of social and demographic statistics.

#### **2. Specific tasks**

The specific tasks shall include but not necessarily be limited to:

- analysis of the Household Budget and Income Survey 2002-03 with emphasis especially on poverty and the use of CWIQ as poverty monitoring instrument
- preparations and implementation of the labour force survey, the time use survey and the demographic and health survey, respectively.

#### **3. Qualifications**

- A Master's degree in economics, other social sciences or statistics.
- Minimum 10 years relevant working experience including experience from a statistical office.
- Substantial experience in planning and managing household surveys
- Knowledge and experience in various methodological and sampling techniques
- Substantial knowledge about production of social and demographic

statistics

- Substantial knowledge about register development and register utilization
- Knowledge and up-to-date experience in IT hardware, office software and statistical software.
- Previous experience from assignments in developing countries is an advantage.
- Adaptability, social sensitivity and respect for a variety of cultures.
- Familiar with Scandinavian development assistance in general.
- Fluency in written and spoken English and an adequate working knowledge in Portuguese. (Training in Portuguese will be given for non-Portuguese speakers.)

#### **4. Working language**

Portuguese and English

#### **5. Duty Station**

Instituto Nacional de Estatística (INE), Maputo with possible travel up-country to Provincial Offices.