# Tools and forms

Survey questionnaire

[This survey will take approximately one hour. Choose a private location for the interview process, where other people are unlikely to disturb you, or overhear the responses given.

There is one survey for everyone, but some questions are only for selected groups of people. Follow the instructions at those questions.

[Fill in the following table prior to starting the interview].

|  |  |
| --- | --- |
| Name of Community |  |
| Rural or Urban |  |
| Date of Interview |  |
| Interviewer’s Name |  |
| Unique interview number (initials of interviewer combined with number):  e.g. KG1 |  |
| Respondent is male (M) or female (F) |  |

Introduction

[Please note that these words can be adjusted to suit different contexts]

*[Use the following text to introduce the survey to the respondent]*

Thank you for taking time today to undertake this survey. My name is *[insert name]* from *[insert organisation name]*. The purpose of the survey is to better understand how women and men participate in their local economy. It also asks about women’s and men’s activities in the household and community, and their attitudes about their relationships. *[Insert organisational name]* will use the results from the survey to *[insert planned use]*.

There are NO right or wrong answers. We would like you to answer all the questions as accurately and honestly as you can.

This survey will probably take up to an hour of your time. You can stop the survey at any time, or ask to skip questions if you feel uncomfortable. Your responses to the questions will be anonymous – that means that we will not tell anyone how you answered any of the questions. When results of the survey are shared with other people, they will be shared in a way that combines the results from many people, so your particular answers cannot be identified.

Do you have any questions about the questionnaire? *[Answer any questions that are raised]*

Are you ok to start the questionnaire now?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

[If no, determine why and attempt to address any concerns of the respondent before starting the survey]

Personal details

I’d like to get a few personal details first of all.

1. What is your age? [circle the age category selected]

15-19

20-24

25-29

30-34

35-39

40-44

45-49

50-54

55-59

60-64

65 plus

[For the following questions, tick the box next to the answer selected]

1. Are you married or in a live-in relationship?[[1]](#footnote-1)

|  |  |
| --- | --- |
| Yes |  |
| No |  |

1. Do you have any children living at home?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

1. What is the highest level of schooling you have completed?

*[Tick next to the highest level of schooling completed by the respondent]*

|  |  |
| --- | --- |
| 1. None |  |
| 1. Primary |  |
| 1. Secondary or beyond |  |

1. We would like to find out what you did over the last week, and how many hours you spent doing it. In particular we are interested in your cash work, voluntary work, household duties and time for day-time rest and recreation.

[Using the following table, record a log of the activities of the respondent over the last week. Start at 4am in the morning (or before sun up) when the respondent rises and finish after sundown when the respondent goes to bed. If the participant uses a watch, they will be able to provide more specific details on the time taken in each activity. In the event that they do not wear a watch or track time using a clock, try and help them estimate the proportion of the period that is spent doing the activity, and use the location of the sun to help estimate the time they spent doing activities.

[Note: do not include night time sleeping].

Starting with yesterday I’d like you to think about what you did:

1. Before sunrise
2. Between sunrise and mid-morning
3. Between mid-morning and noon time
4. Between noon and mid-afternoon
5. Between mid-afternoon and sunset
6. After sunset

As we go through each day we want to know if you spent time doing any of the following activities:

|  |  |
| --- | --- |
| **Activity** | **Code to use  on the data collection sheet** |
| Working for cash, making products to sell or selling products | Cash |
| Doing volunteer work for the wantok, church or community | Volunteer |
| Doing your household duties like gardening, housework and caring for children and elderly | Household |
| Day-time resting, and engaging in recreation (e.g. playing sport, attending a workshop, hobbies, playing with children, socialising with neighbours, watching TV etc) | Recreation |

[Note: This question does not allow you to calculate the total hours engaged in every activity during a single day. We are only interested in the above 4 categories of how respondents spend their time. If a respondent did more than one activity at the same time, add these into the appropriate category. For example, if a woman is caring for children while weaving mats for sale you need to put in two time entries – one for making cash, and one for household duties].

*[Help the respondent to estimate the number of hours of each activity within each time block. See the example below of how to complete the table. Each number represents the number of hours spent doing the activity].*

**Example table**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Day  (mark yesterday with \* start there and work back, don’t count today) | Activity | Before sunrise | sunrise and mid-morning | mid-morning and noon time | noon and mid-afternoon | mid-afternoon and sunset | After sunset |
|  | After 6am | 6-9am | 9am-12.00 | 9am-3pm | 3pm-6pm | After 6pm |
| Sunday | Household |  |  |  |  |  |  |
|  | Volunteer |  |  |  |  |  |  |
|  | Cash work |  |  |  |  |  |  |
|  | Recreation |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Day  (mark yesterday with \* start there and work back, don’t count today) | Activity | Before sunrise | sunrise and mid-morning | mid-morning and noon time | noon and mid-afternoon | mid-afternoon and sunset | After sunset |
|  | After 6am | 6-9am | 9am-12.00 | 9am-3pm | 3pm-6pm | After 6pm |
| Sunday | Household |  |  |  |  |  |  |
|  | Volunteer |  |  |  |  |  |  |
|  | Cash work |  |  |  |  |  |  |
|  | Recreation |  |  |  |  |  |  |
| Monday | Household |  |  |  |  |  |  |
|  | Volunteer |  |  |  |  |  |  |
|  | Cash work |  |  |  |  |  |  |
|  | Recreation |  |  |  |  |  |  |
| Tuesday | Household |  |  |  |  |  |  |
|  | Volunteer |  |  |  |  |  |  |
|  | Cash work |  |  |  |  |  |  |
|  | Recreation |  |  |  |  |  |  |
| Wednesday | Household |  |  |  |  |  |  |
|  | Volunteer |  |  |  |  |  |  |
|  | Cash work |  |  |  |  |  |  |
|  | Recreation |  |  |  |  |  |  |
| Friday | Household |  |  |  |  |  |  |
|  | Volunteer |  |  |  |  |  |  |
|  | Cash work |  |  |  |  |  |  |
|  | Recreation |  |  |  |  |  |  |
| Saturday | Household |  |  |  |  |  |  |
|  | Volunteer |  |  |  |  |  |  |
|  | Cash work |  |  |  |  |  |  |
|  | Recreation |  |  |  |  |  |  |

1. In the last week, how much cash did you personally earn? (value in your local currency)

|  |  |
| --- | --- |
| Total amount you earned in the last week |  |

1. Yesterday, did you do any of the following:

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| a. Care giving for the sick and elderly |  |  |
| b. Caring for children |  |  |

1. In the last week, have you given away any of your personal cash as a gift to wantoks, church or community?

|  |  |
| --- | --- |
| Yes |  |
| No (If no proceed to Q 9) |  |

If Yes, who have you given money to and how much? *[Use the following table to prompt the respondent to think about all the ways they may have given money, record their responses and add up the total].*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 8.1 Wantoks | $ | 8.2 Church | $ | 8.3 Community | $ |
| For Cigarettes |  | Weekly donation or tithe |  | Infrastructure donations (i.e. footpaths in the community) |  |
| For Education |  | Fundraising |  | Helping neighbours |  |
| Money for food |  | Other |  | Teacher |  |
| Money for celebrations (weddings, funerals births, graduations etc) |  |  |  | Money for celebrations (weddings, funerals, life cycle events) |  |
| Other |  |  |  | Other |  |
| Total |  |  |  |  |  |

When creating your own survey, change the data collection sheet to show gifting and income amounts in your local currency.

Now I am going to ask you some questions about life in your community. We are interested in finding out how men and women are involved in leadership activities and how safe it is in this community for different groups living here.

1. How often do you feel men support women to take on leadership that are usually held by men in your community?

|  |  |
| --- | --- |
| 1. Rarely |  |
| 1. Sometimes |  |
| 1. Often |  |

When creating your own survey think about the kinds of leadership positions that are typically held by men in the communities that you are working in, and add these ideas as examples into question 9 to make it clearer.

1. How safe do you feel walking around your community after dark?

|  |  |
| --- | --- |
| 1. Very safe |  |
| 1. Safe |  |
| 1. Not safe |  |
| 1. Very unsafe |  |

1. How satisfied are you with the level of action your male community leaders take to make the community safe for everyone?

|  |  |
| --- | --- |
| 1. Very satisfied |  |
| 1. Somewhat satisfied |  |
| 1. Unsatisfied |  |

[For the following question, ask the respondent to answer ‘yes’ or ‘no’ for each statement. Tick the ‘yes’ or ‘no’ column next to the statement].

1. In your opinion does a man have a good reason to hit his wife/partner if:

|  |  |  |
| --- | --- | --- |
| **Statement** | **Yes** | **No** |
| 1. She does not complete her household work to his satisfaction? |  |  |
| 1. She disobeys him? |  |  |
| 1. She goes out without telling him? |  |  |
| 1. She neglects the children? |  |  |
| 1. She argues with him? |  |  |
| 1. She spends money without asking him? |  |  |
| 1. She refuses to have sex with him? |  |  |
| 1. She burns the food? |  |  |
| 1. She gambles money? |  |  |
| 1. She sees another man? |  |  |

1. In your opinion, is there ever a good reason for a husband or live-in spouse to hit his wife?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

*[The following questions are for women and men who are married or in a live-in relationship. Before asking these questions, check again that you are in a private location, and the participant’s response cannot be overheard. For men who are NOT in a live-in relationship with a spouse, this is the end of the questionnaire. For women who are NOT in a live-in relationship with a spouse, proceed to Q. 17].*

Now I am going to ask a few short questions about the relationship between you and your partner/husband at home.

1. How satisfied are you with the communication between you and your spouse/ partner?

|  |  |
| --- | --- |
| 1. Very satisfied |  |
| 1. Somewhat satisfied |  |
| 1. Unsatisfied |  |

[Q. 15 is for women who are in a live-in relationship with their spouse/partner AND have children living at home. For ALL OTHER women, proceed to Q. 17. For men who are in a live-in relationship, proceed to Q. 16]

1. Overall, do you think that the amount of time your husband spends on caring for children is:

|  |  |
| --- | --- |
| 1. Not enough |  |
| 1. About right |  |
| 1. Too much |  |

[Q. 16 is for men who are in a live-in relationship with their spouse AND have children living at home. For ALL OTHER men, this is the end of the questionnaire]

1. Overall, do you think the amount of time you spend on caring for children is:

|  |  |
| --- | --- |
| 1. Not enough |  |
| 1. About right |  |
| 1. Too much |  |

*[This is the end of the questionnaire for ALL men. The following questions are for women only] [Q.17 is for ALL women]*

[Q.17 is for ALL women]

The next questions are about how women get along in this community.

1. How often do you feel women support each other in your neighbourhood /village/settlement?

|  |  |
| --- | --- |
| 1. Never |  |
| 1. Occasionally |  |
| 1. Most of the time |  |

1. How often do you feel women bring other women down or talk behind each other’s backs in your neighbourhood/ village/settlement?

|  |  |
| --- | --- |
| 1. Never |  |
| 1. Occasionally |  |
| 1. Most of the time |  |

[The following questions are for women who earned cash in the last week i.e. those who gave a value greater than 0 at Q.6. For ALL OTHER women, this is the end of the questionnaire]

1. Who in your household decides how the money you earn is spent? [tick one answer only]

|  |  |
| --- | --- |
| 1. You |  |
| 1. You and partner/husband jointly |  |
| 1. Your husband or parent |  |
| 1. Someone else in the household |  |

1. Are you satisfied with the level of influence you have over decision-making about your income?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

1. Did you share expenses involved with earning your cash income with other women during the last week?

|  |  |
| --- | --- |
| Yes |  |
| No |  |

1. If yes, which of these expenses did you share?

|  |  |
| --- | --- |
| 1. Costs of transport to market |  |
| 1. License fees for business/ marketing |  |
| 1. Equipment costs (e.g. sewing machine/ farming tools) |  |
| 1. Costs of production inputs (e.g. sugar, cloth) |  |
| 1. Marketing costs |  |
| 1. Other costs |  |

[You may tick more than one box]

Thank you for your time.

*[Note: You may wish to add information here about how the results will be used, and when you plan to feed them back to the community].*

1. A live-in relationship refers to when a couple live together without being married. [↑](#footnote-ref-1)