



LSMS GUIDEBOOK

August 2021

# Employment and Own-Use Production in Household Surveys

A Practical Guide For Measuring Labor

Josefine Durazo, Valentina Costa, Amparo Palacios-Lopez, and Isis Gaddis

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World Bank

# ABOUT LSMS

The Living Standards Measurement Study (LSMS), a survey program housed within the World Bank's Development Data Group, provides technical assistance to national statistical offices in the design and implementation of multi-topic household surveys. Since its inception in the early 1980s, the LSMS program has worked with dozens of statistical offices around the world, generating high-quality data, developing innovative technologies and improved survey methodologies, and building technical capacity. The LSMS team also provides technical support across the World Bank in the design and implementation of household surveys and in the measurement and monitoring of poverty.

## ABOUT THIS SERIES

The LSMS Guidebook series offers information on best practices related to survey design and implementation. While the guidebooks differ in scope, length, and style, they share a common objective: to provide statistical agencies, researchers, and practitioners with rigorous yet practical guidance on a range of issues related to designing and fielding high-quality household surveys. The series aims to achieve this goal by drawing on the experience accumulated from decades of LSMS survey implementation, the expertise of LSMS staff and other survey experts, and new research using LSMS data and methodological validation studies.

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## ABBREVIATIONS AND ACRONYMS

<b>CAPI</b>	computer-assisted personal interviewing
<b>DCS</b>	Department of Census and Statistics
<b>FAO</b>	Food and Agriculture Organization of the United Nations
<b>GDP</b>	gross domestic product
<b>ICLS</b>	International Conference of Labor Statisticians
<b>ILO</b>	International Labour Organization
<b>ISCO-08</b>	International Standard Classification of Occupations 2008
<b>LFS</b>	labor force survey
<b>LSMS</b>	Living Standards Measurement Study
<b>LSMS-ISA</b>	Living Standards Measurement Study – Integrated Surveys on Agriculture
<b>MLSS</b>	multi-topic living standards survey
<b>NFE</b>	non-farm household enterprise
<b>NSO</b>	national statistical office
<b>PAPI</b>	pen-and-paper personal interview
<b>SDG</b>	Sustainable Development Goal
<b>SNA</b>	system of national accounts
<b>WWEP</b>	Women's Work and Employment Partnership

# GLOSSARY

## HOUSEHOLD SURVEY TERMS AND CONCEPTS

**Household:** Composed of one person or multiple people, a household is often defined using a combination of criteria, such as time spent in the household, the pooling of resources, and communal eating habits. Household members may be related or unrelated or a combination of both. It is important to note that the concepts of family and household, though they overlap, are not the same. Clearly defined criteria for household membership must be established and should follow the definitions and protocols of the particular country or survey context. For guidance on defining a household, see *Principles and Recommendations for Population and Housing Censuses* (UN DESA 2017).

**Working-age population:** The respondents who are eligible to answer the labor module. The age limits are defined according to national contexts. If the measurement objectives of the survey suggest that interviewing a wider age range would be useful (for example, to gather information on labor market participation among children or the elderly), only the population defined as working age should be included in core labor market indicators and analysis.

**Reference period:** The span of time during which respondents are expected to report the information solicited. Examples include last 7 days, last 12 months, a school year, an agricultural season, and so on (see chapter 3).

**Recall period:** The time lag between the reference period and the date of the interview. For instance, if the reference period is the first quarter of the year and the household is interviewed in July, then the recall period is the duration between January 1 and the day of the interview, that is, about 6–7 months. The reference period and the recall period may be used interchangeably if there is no time lag between the reference period and the date of the interview, for example, in the case of questions about the last 7 days, the last 30 days, and so on.

**Living Standards Measurement Study (LSMS):** The LSMS Program provides technical assistance to national statistical offices (NSOs) in the design and implementation of multi-topic household surveys. Since its inception in the early 1980s, the LSMS Program has worked with dozens of statistical offices around the world in generating high-quality data, incorporating innovative technologies, improving survey methodologies, and building technical capacity. The LSMS surveys are generally subnationally and nationally representative and follow similar standards across countries, notwithstanding country-specific data needs and customization.

**Women's Work and Employment Partnership (WWEP):** The partnership is a collaborative initiative of the World Bank, the International Labour Organization (ILO) and Data2X, which received financial support from the William and Flora Hewlett Foundation.<sup>1</sup> Its objectives are to facilitate a more comprehensive measurement of women's participation in different forms of work, paid and unpaid, which is important in guiding policy and program development and to scale up lessons learned into practical recommendations and tools to support NSOs in designing and performing household surveys.

<sup>1</sup> See Data2X (dashboard), United Nations Foundation, Washington, DC, <https://data2x.org/>; "The Women's Work and Employment Partnership (WWEP)," World Bank, Washington, DC, <https://www.worldbank.org/en/programs/lms/work-and-employment>.

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## EXECUTIVE SUMMARY

Labor statistics provide essential information for macroeconomic planning and policy formulation on employment creation, vocational training, income generation, and poverty reduction. A clear understanding and accurate comparability of labor indicators are therefore crucial for promoting efficient policies across countries and require the consistent application of international standards in collecting employment data in multi-topic household surveys. This Living Standards Measurement Study (LSMS) guidebook provides informed advice to statisticians and survey practitioners (especially in national statistical offices [NSOs]) on the accurate measurement of employment and work in accordance with standards of the 19th International Conference of Labor Statisticians (ICLS) and in the context of multi-topic household surveys.

The 19th ICLS, held in 2013, presented a new framework for work statistics (ILO 2013b). Superseding labor statistics standards established some 30 years earlier, the key changes included a revised definition of employment (narrowed to work performed for pay or profit) and the addition of work as a new statistical concept and measurement area that encompasses all productive activities, paid and unpaid (13th ICLS, ILO 1982). Under the 19th ICLS standards, own-use production of goods is now captured as work (not employment), and own-use provision of services is, for the first time, formally included in the framework (as work). Because the labor force continues to be defined as the sum of people in employment or unemployment, work on own-use production of goods no longer counts toward labor force participation (though own-use production workers could potentially be classified as unemployed, conditional on whether they are available and actively searching for employment).

The new framework of work allows for greater gender balance in the way own-use work is categorized in official labor statistics because own-use services (domestic housework and childcare, as examples), which are disproportionately performed by women and children, are no longer treated differently from own-use goods (such as growing food crops for household use). However, the revised standards also introduce a divergence between labor statistics and the production boundary of the system of national accounts (SNA). Relative to the SNA production boundary, the activity scope of the revised concept of employment is narrower and the activity scope of the new concept of work is wider. This is an important consequence of the new standards that needs to be considered by any analysis that seeks to combine production and labor statistics as is the common practice in the context of measuring labor productivity. The revised standards also propose more nuanced measures of labor underutilization (time-related underemployment and the potential labor force), in addition to unemployment and other existing headline indicators.

As part of ongoing efforts to operationalize the revised ICLS standards, this guidebook is offered as a tool for survey practitioners wanting to collect labor data in accordance with current international standards and best practices. The methods and recommendations presented herein are relevant for multi-topic household surveys (including household budget or income and expenditure surveys, LSMS-style surveys), and smaller-scale or specialized household surveys, which require the collection of labor data (typically alongside other topics). They are not intended to guide the design of labor force surveys, censuses or similar types of data collection efforts, on which separate guidance exists (for example see ILO 2020a). If in doubt, data producers are encouraged to consult the various available sources of guidance and decide which one is most appropriate given the specific objectives of their survey.

In surveys that fall within the scope of these guidelines, the labor module should be used, at a minimum, to collect sufficient data to determine a comprehensive measurement of the participation of the working-age population in various forms of work. It collects the information that are needed to produce headline labor market and labor underutilization indicators, as well as more recent indicators on own-use production of goods, provided other principles of good survey practice are in place (e.g., a representative sampling

approach). This guidebook does not yet include recommendations or sample questions for the measurement of own-use provision of services. Though extremely important, especially from a gender perspective, such work is difficult to capture with stylized recall questions for a number of reasons, but primarily because the activities are often conducted simultaneously. The ILO and the World Bank are currently testing potential modules and once this additional work is completed, this guidebook will be updated to address own-use provision of services as an additional measurement area.

To produce statistics and indicators that conform to the 19th ICLS standards, the labor module questionnaire should include the following:

- A set of core questions covering work for pay (including paid training or apprenticeship), work for profit (self-employed or work in a non-farm household enterprise), and agricultural and related activities (farming, livestock, fishing, foraging) whether for own-use or for sale.
- Specific recovery questions to capture work and employment information on individuals who may not identify their activities as such although they fall within the 19th ICLS classifications. This underreporting is more likely to occur among persons engaged in small-scale or occasional work. It has a greater impact on outcomes among women and youth because of the disproportionate engagement of these groups in such activities, as well as social norms and gender biases on what constitutes work.
- Detailed information on primary employment, including characteristics by industry, sector, working time, earnings, job attachment, and level of informality. Employment includes wage and salaried work and any for-profit work in household enterprises or self-employment. For agricultural work, surveys should be designed to distinguish between production for own use (work) or for sale (employment) to determine the activity classification.
- Information on second jobs and any potential desire for additional hours of work, which is required to calculate time-related underemployment.
- Determine which persons currently absent from their job qualify, for labor statistics purposes, as temporarily absent. The duration of and reason for absence, as well as the type of work, impact the determination.
- Job search information that helps classify individuals who are unemployed or outside the labor force, such as questions on whether the person is looking or available for work or desires additional work.
- Optional questions on difficulties experienced at work are useful for capturing problems related to promotions, overqualification for work, pay increases, harassment, and so on, which may provide insights for gender analysis.

During the integration of this labor module into multi-topic household surveys, protocols will need to be established on the interaction and complementarity across modules. This includes the following:

- **Respondent level:** Labor data are generally collected at the individual level, preferably administered directly to each household member, while avoiding proxy reporting as much as possible.
- **Respondent age:** Labor data must be collected for all working-age household members. The working age is defined at the survey or country level.
- **Reference period:** Although “the last 7 days” has been widely used in the past, “the last week, that is, from Monday [DATE] up to Sunday [DATE]” is now used in an effort to further reduce memory bias and minimize telescoping errors.
- **Timing of data collection:** Major holidays, harvest periods, and seasonality in general can affect a wide range of jobs and industries; moreover, the timing of data collection may impact the reporting of the intended use of agricultural output, which determines whether the activity is categorized as employment or work.
- **Integration with other survey modules:** Survey designers will need to ensure that all necessary data are captured, double counting is avoided, and interview burden is minimized.
- **Mode of interview:** Each possible mode—face-to-face interviews (pen-and-paper personal interviews or computer-assisted personal interviews) or phone interviews—is associated with special considerations that must be taken into account.

As countries adopt the revised ICLS standards, indicators and statistics on employment and labor force participation will change, particularly in rural areas, because of the introduction of revised statistical concepts and definitions. This requires that NSOs take great care in the implementation of the revised standards. NSOs will need to ensure that household surveys collect sufficient information to apply the revised standards and proceed cautiously in implementing and communicating the changes in statistical standards.

# I. Background

Statistics on the economically active population, unemployment, and underemployment provide measures of labor inputs, labor supply, and time use in economic activities. Collecting such data over time allows the monitoring of trends and changes in employment and the labor market. These data, together with data on other socioeconomic phenomena, can be analyzed to produce essential information for macroeconomic planning and policy formulation on employment creation, vocational training, income generation, poverty reduction, and similar uses. For example, the labor force participation rate is widely used to measure labor market participation among different groups (men versus women, urban versus rural populations, and so on). The unemployment rate, complemented by labor underutilization indicators that spotlight various degrees of attachment to the labor market, is often used as an overall indicator of the current performance of an economy.

A clear understanding and accurate comparability of labor statistics require consistent application of the definitions of work, employment, and unemployment in labor force surveys (LFSs) and other household surveys that collect labor data. The 19th International Conference of Labor Statisticians (ICLS), in 2013, revised international standards and presented a new framework for work and labor market statistics, including updated definitions of work, employment, and labor underutilization (the 19th ICLS standards or the revised standards) (ILO 2013c). Operationalizing the revised standards is an ongoing process. Many national statistical systems are still in the process of transitioning to the 19th ICLS standards; some are further along than others. Moreover, national statistical systems often do not collect sufficient data to address all the updated specifications. This may lead to deficiencies not only in the measurement of national labor market indicators, but also in achieving progress toward the Sustainable Development Goals (SDGs). For example, recent research identifies the shortage of data on women's unpaid work as one of the most pressing data gaps in information on women's economic oppor-

tunities (Grantham 2020). Moreover, there is increasing demand for better data on informal employment, with measurement gaps among low- and lower-middle-income countries, although informal employment accounts for the majority of global employment (as much as 85 percent of labor in Africa, for instance) (ILO 2018d).

Beyond these data gaps, there are also issues of data quality and data comparability. Seemingly minor differences in survey features—questionnaire design and length, question wording, sampling, coverage, and field implementation protocols—can have substantial effects on national labor market statistics and the cross-country comparability of gender and informality indicators (Comblon, Robilliard, and Roubaud 2017; Desiere and Costa 2019; Gaddis *et al.* 2020b; Heath *et al.* 2020; ILO 2018e). Surveys measuring labor should aim to be as consistent as possible in their methodologies and in the classification of respondents, their working activities, and their engagement with the labor market.

In an effort to address these data gaps, this guidebook is offered as a tool for survey practitioners wanting to collect labor data in accordance with current international standards, as adopted at the 19th ICLS, and best practices to ensure that women's and men's participation in all forms of work, paid and unpaid, is adequately captured by household surveys. It builds on four decades of extensive field experience and survey methodology research of the Living Standards Measurement Study (LSMS) team at the World Bank as well as recent intensive work conducted by the World Bank and the International Labour Organization (ILO) in Sri Lanka through the Women's Work and Employment Partnership (WWEP).

This guidebook presents a model labor module designed for the collection of labor data in accordance with best practice standards (annex I). The model is appropriate for the collection of data in multi-topic household surveys (for example, household budget or income and expenditure surveys, living conditions monitoring surveys, integrated

surveys), other smaller-scale or specialized household surveys, and any other surveys focused on collecting data on employment, labor, and related indicators, typically alongside other topics. These guidelines are, however, *not* intended for use in the design of LFSs, the primary objective of which is to produce labor market indicators and which typically contain more exhaustive questions on supplementary labor-related factors, such as detailed characteristics of jobs. Nor does this module represent a minimum burden implementation of the 19th ICLS standards for population censuses, the focus of which is to provide the most basic information on the labor market situation of an entire population. Guidance for LFSs and population censuses is available through the ILO.<sup>2</sup> Depending on the objectives of the measurement, survey designers should refer to the various guides available to identify the approach most suited to their goals and balance detail, respondent burden, and the approach to data collection given the socioeconomic context of the survey.

This chapter provides an overview of the importance of measuring labor statistics, including updates to the international labor statistics standards. The next chapter provides detailed explanations of the various components of labor statistics and advice for designing labor questionnaire modules that adequately capture the data required to calculate these statistics. Chapter 3 is an overview of issues to consider in incorporating labor modules into multi-topic household surveys. An example questionnaire module and accompanying interviewer manual are included as annexes. This guidebook is designed as a living document. It will be updated periodically to reflect the latest statistical standards, additional methodological work to incorporate measurement areas not yet covered by the guidelines (for instance, work in own-use provision of services), and the findings of new research.

## 1.1 KEY CHANGES INTRODUCED BY THE 19TH ICLS

The 19th ICLS, in 2013, established new standards for official labor market statistics (ILO 2013b). These superseded standards established some 30 years earlier, at the 13th ICLS in 1982 (Gaddis *et al.* 2020b). Key changes include revised definitions of employment and work as well as new measures of labor underutilization. These revised ICLS

standards aim to provide policy makers with more nuanced labor market information for policy design and evaluation.

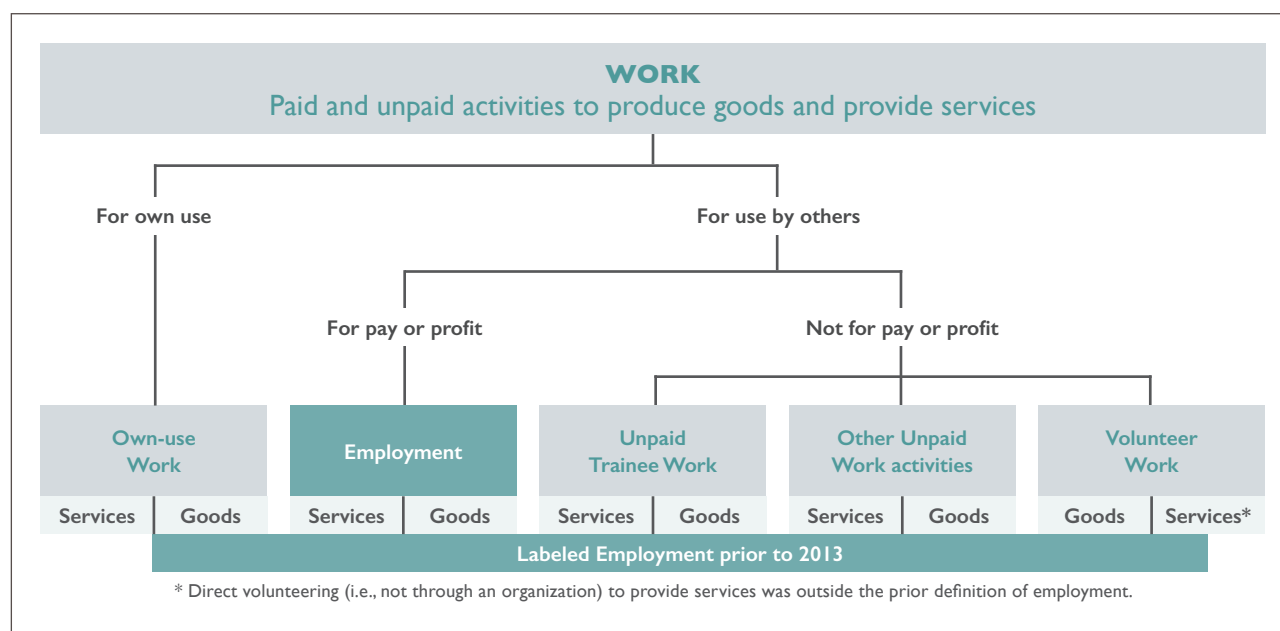
**Revised definition of employment.** The previous definition included employment for pay as well as the production of goods, whether the goods were for profit or for own use (that is, for own or household consumption). Under the revised definition, own-use production of goods is now excluded, and employment is narrowed to work performed for pay or profit (see Figure 1 for a schematic overview). Because own-use production of goods is most common in the context of developing-country agriculture, the revised definition has large implications for the measurement of employment in rural areas in developing countries (Gaddis *et al.* 2020b). Under this narrower definition of employment, farmers who produce mainly or only for their own consumption are no longer counted as employed and are thus not part of the labor force (barring other qualifying work).

**Work is added as a new measurement area.** The revised standards include the first internationally agreed statistical definition of work. The definition identifies different forms of paid and unpaid work. This includes employment, unpaid trainee and voluntary work, own-use production of goods (previously, but no longer, captured under employment), and own-use provision of services, which was not captured under the previous employment definition (nor under any other component of the previous ICLS standards). Services provided for own final use may include childcare, eldercare, food and meal preparation, and other household chores. Because the labor force continues to be defined as the sum of persons in employment and unemployment, engagement in any form of work other than employment does not count toward labor force participation. This new definition of work allows, for the first time, people to be classified into more than one form of work simultaneously (for example, one person may be both employed and a subsistence farmer), whereas, under the old standards, the classifications of labor force status were mutually exclusive.

**Greater gender balance in own-use work.** The new definition of work addresses a long-standing critique that own-use services, disproportionately provided by women and children, were treated differently from own-use goods (such as growing food crops for household use) in official labor statistics (Gaddis *et al.* 2020b). A full and separate measurement of participation in these unpaid activities will also allow for a more comprehensive assessment of women's overall workload. (For more discussion on women's work and the revised ICLS standards, see Box 1.)

<sup>2</sup> See Labour Force Survey (LFS) Resources (dashboard), ILOSTAT, International Labour Organization, Geneva, <https://ilostat.ilo.org/resources/lfs-resources/>; and guidance on the 2020 round of population and housing censuses, at Population Census Resources (dashboard), ILOSTAT, International Labour Organization, Geneva, <https://ilostat.ilo.org/resources/population-census-resources/>.

Figure I. Work and Employment



Source: Adapted from ILO (2018c)

## BOX I. THE 19TH ICLS STANDARDS AND GENDER LABOR STATISTICS

In many countries, there are large gender differences in employment and labor force participation (Gaddis and Klasen 2014; Klasen 2019). So far, given that most time series data on employment-to-population ratios and labor force participation rates are based on the 1982 labor statistics standards, academic studies of these gaps are still mostly based on the previous employment definition. Gender differences in employment, under the 1982 definition, are consistent with the widely documented pattern that, because of social norms and cultural customs about men and women's roles in society, women are disproportionately engaged in own-use provision of services, especially care work, while men are disproportionately engaged in market activities and own-use production of goods.

Under the revised definition of employment, gender differences in labor allocation across own-use production of goods and own-use provision of services no longer affect employment and labor force participation rates. This is because the revised standards classify both own-use production of goods and own-use provision of services under a separate form of work, not under employment. However, new gender gaps may emerge if women disproportionately participate in own-use production of goods, while men work more

on marketable agricultural products (Darity 1995; Warner and Campbell 2000; Doss 2002; Carr 2008; Arora and Rada 2017; Gaddis et al. 2020b). Moreover, gender gaps in employment under the 19th ICLS definition may to some degree reflect differences in how men and women perceive the intended use of production from household agriculture.

Another important concern is that women who work in household enterprises producing for sale – i.e. pursuing an activity that would be classified as employment by the 19th ICLS standards—may identify themselves at first as engaged only in domestic work both because of social and cultural norms that diminish the economic value of such work and because this work is often conducted inside the household and simultaneously along with domestic activities (Koolwal 2019; Muller and Sousa 2020). As a result, women are not only engaged disproportionately in unpaid work and own-use production, but are also more likely to underreport any engagement in self-employment activities, especially if this is performed simultaneously with unpaid work.

The methodological work conducted to support the implementation of the 19th ICLS standards can thus have potentially large implications for the measurement

of women's work, employment, and labor underutilization and, if successfully carried out, can lead to a better understanding of the extent of women and men's productive work. In particular, the operationalization of the 19th ICLS standards has provided an opportunity for enhanced methodological testing. This has led to a redesign of LFS and labor modules in multi-topic household survey questionnaires, with an emphasis on the better measurement of casual and informal activities, which are predominately performed by women.

With the revised labor standards, it is crucial to ask questions that distinguish the boundaries between market and own-use production. The latter includes multiple forms of unpaid work, such as unpaid domestic services for household and household members (housework), caregiving activities for household and household members (such as childcare and eldercare), unpaid work to produce goods for own use, and so on. Unlike the old standards, which allowed only a single labor force status, the new standards recognize that individuals may be engaged in different forms of work simultaneously during a particular reference period and that these different work activities should be measured and reported.

Between September 2018 and December 2019, the ILO, the World Bank, and the Sri Lanka Department of Census and Statistics (DCS) conducted a methodological study in Sri Lanka to improve the data capture of own-use production and employment with a specific focus on casual

and small informal work activities. The study showed, for example, that the inclusion of questions for contributing family workers in agriculture and of recovery questions on small or casual jobs, can lead to a more accurate and consistent capture of women's participation in all forms of work and narrow the measurement gaps between a multi-topic household survey and a stand-alone LFS (ILO and World Bank 2021). The findings are broadly consistent with earlier ILO LFS pilot studies that were used to develop the LFS questionnaire (Benes and Walsh 2018a).

The 19th ICLS standards also allow for measurement of the mismatch between the desire of individuals to work and their ability to do so, known as underutilized labor. In the ILO LFS pilot studies, among household members who reported an interest in working or working more, women cited domestic responsibilities more than five times as often as men as a reason for not searching for employment and almost four times as often as a reason for not being available to accept employment (Benes and Walsh 2018b). If women are employed, they are significantly more likely than men to cite domestic responsibilities as a reason for working fewer hours than a typical workweek. The study also highlighted the importance of question wording: more women identified as job-seekers if the job search was the subject of one question on seeking a job as well as another question on seeking to start their own business rather than the subject of only one question on seeking work for pay or profit (Benes and Walsh 2018b).

**More nuanced measurements of labor underutilization.** Previous ICLS standards focused on unemployment (that is, not being in employment, but being available and actively searching for employment) as the primary measurement of labor underutilization. However, in most countries, but especially in developing countries, unemployment does not capture the full extent of labor underutilization (ILO 2013b). In addition to unemployment and other headline indicators, the revised standards propose also the measurement of time-related underemployment (that is, employed individuals who want to work additional hours) and the potential labor force (that is, individuals who are outside the labor force, but maintain a degree of attachment to the labor market).

## 1.2 THE REVISED ICLS LABOR STANDARDS AND THE UN SYSTEM OF NATIONAL ACCOUNTS

Under the revised ICLS standards labor force statistics and national accounts differ for the first time in regard to the statistical treatment of non-market (own-use) production. Under the former ICLS standards, the economically active population and, by extension, the definition of what constitutes employment were recognized "as defined by the United Nations systems of national accounts and balances," explicitly including own-use production of goods (ILO 1982). National practices, however, were rather inconsistent, and many countries excluded from employment specific subgroups of own-use producers of goods (ILO 2013a). Under the 19th ICLS standards, the employment concept is no longer aligned with the system of national accounts (SNA) pro-



duction boundary, though the new concept of work is aligned with the SNA general production boundary.<sup>3</sup>

Though national income accounting usually emphasizes the monetary economy, the United Nations SNA makes an exception for producers of goods: the household production of own-use goods falls within the SNA production boundary and, hence, ought to be included in gross domestic product (GDP), at least in countries in which it is thought to be quantitatively important.<sup>4</sup> Conversely, own-use services are excluded from the SNA production boundary (and from GDP) with the justification that the consumption of these services within the household is determined even before the service is provided.<sup>5</sup> This inconsistency in treatment of goods and services for own use in the SNA is valid to date, despite extensive criticism and debate on the productive value of unpaid services (Waring and Budlender 1988; Benería 1999; Goldschmidt-Clermont and Pagnossin-Aligisakis 1999; Swiebel 1999; Goldschmidt-Clermont 2000; Young 2000; Anker 2011).

Though differential treatment of goods and services for own use still exists in production statistics (that is, national accounts), it has now been eliminated from labor statistics. Own-use provision of services is neither included in the 19th ICLS definition of employment nor in the SNA production boundary; it is, however, included in both the broader SNA general production boundary and the 19th ICLS concept of work (Figure 2).

This means that caution must be exercised when combining labor statistics under the 19th ICLS definition with national accounts production data because there is no longer full congruence between employment and production. This is particularly relevant for the macro measurement of labor productivity, in which it is common practice to estimate aggregate labor productivity as the ratio of GDP to total employment and sectoral labor productivity as the ratio of a sector's GDP to the sector's employment. Under the 19th ICLS standards, agriculture for own consumption counts toward production in national accounts (and is hence included

**Figure 2. 19th ICLS standards vs. SNA production boundary**

Intended destination of production	For own final use		For use by others				
	Own-use Work		Employment (work for pay or profit)	Other*	Unpaid Trainee Work	Volunteer Work	
Forms of work	Services	Goods				in market & non-market units	in household producing
						Goods	Services
Relation to 2008 SNA	Within SNA production boundary						
	Inside SNA General production boundary						

\* Includes compulsory work performed without pay for others, not covered in the draft resolution.

Source: ILO (2013c)

<sup>3</sup> The general production boundary in the SNA is between economic production and other activities that are not productive in an economic sense (EC *et al.* 2009). However, the more restrictive production boundary is generally applied in the actual compilation of national accounts.

<sup>4</sup> This exception was recommended in 1953, formalized in 1993, and renewed in 2008.

<sup>5</sup> The SNA encourages the measurement of own-use services under the general production boundary, which is sometimes compiled in satellite accounts as an annex to the national accounts (OECD 2002; Esquivel 2011). Illegal, informal, household production for own final use, or due to deficiencies in the basic data collection system are referred to as non-observed. They are said to comprise the non-observed economy (NOE).



in GDP), but the producing farmer is no longer considered employed. As a result, estimates of aggregate and sectoral labor productivity computed as ratios of GDP to employment could be severely biased. Thus, labor productivity overall and in agriculture might be overestimated (because the employment estimate, that is, the denominator, excludes some workers engaged in the production of output in the numerator), while labor productivity in nonagricultural sectors might be underestimated (because the employment estimate includes some workers who are disproportionately engaged in the production of agricultural output) (see Klasen 2019; Gaddis *et al.* 2020b). Consequently, in countries in which own-use production of goods is quantitatively important, employment statistics following the 19th ICLS standards cannot be meaningfully linked to SNA production. However, because the household surveys used to collect employment data under the 19th ICLS standards generally also collect information on own-use production of goods, this situation could be remedied by reconstructing and disseminating a parallel series that is aligned with the national accounts production boundary.

### 1.3 THE REVISED ICLS STANDARDS: APPLICATION IN HOUSEHOLD SURVEYS

As countries adopt the revised ICLS standards, indicators and statistics on employment and labor force participation will change, sometimes drastically and particularly in rural areas. Given the large number of workers—especially women and children—in developing countries who are involved in own-use production work (previously but no longer classified as employment), the revised standards are likely to result in significantly lower estimates of employment and labor force participation in the developing world. This is especially relevant in Sub-Saharan Africa because of the prevalence of subsistence agriculture in the region (see Gaddis *et al.* 2020b for some early quantitative estimates). These changes will derive purely or primarily from the effects in adapting the survey design to the new statistical concepts and definitions, requiring NSOs to take great care in the implementation of the revised standards. NSOs will need to ensure that household surveys collect sufficient information to apply the revised standards and tread carefully in implementing and communicating the change in statistical standards to ensure that the benefits of applying them are achieved and that own-use production of goods is measured and reported in parallel with employment.

To support the implementation of the 19th ICLS standards (focusing specifically on how to operationalize the new definitions and standards in LFS and multi-topic household surveys), Data2X, the Food and Agriculture Organization of the United Nations (FAO), the ILO, and the World Bank have been working together through the Women's Work and Employment Partnership since 2014. As part of this collaborative initiative to develop and test alternative survey questions, the ILO conducted initial pilot studies in Cameroon, Côte d'Ivoire, Ecuador, the Kyrgyz Republic, Moldova, Namibia, Peru, Philippines, Tunisia, and Vietnam. This effort led to the ILO publication of model questionnaires and supporting materials for LFSs.<sup>6</sup>

Between 2017 and 2019, the World Bank also conducted methodological survey experiments in Ghana, Malawi, and Sri Lanka (the latter jointly with the ILO; see Box 2) to clarify how to collect data that will accurately measure employment outcomes in low- and lower-middle-income countries through multi-topic household surveys in line with the revised ICLS standards.<sup>7</sup> This work culminated in the release of a new labor module for multi-topic household surveys, along with an accompanying interviewer manual.

These ongoing efforts to operationalize the revised ICLS standards are the impetus for these guidelines. The methodological work that informs the guidelines has highlighted the importance of ensuring that survey instruments are capable of capturing data on groups whose work is often missing from labor statistics, including women and youth. Advice on how to do so is also addressed (as relevant) throughout. This LSMS guidebook is intended to provide more well-informed guidance to statisticians and survey designers (especially NSOs) on how to measure employment and work accurately in accordance with the 19th ICLS standards and in the context of multi-topic household surveys.

<sup>6</sup> See Labour Force Survey (LFS) Resources (dashboard), ILOSTAT, International Labour Organization, Geneva, <https://ilostat.ilo.org/resources/lfs-resources/>.

<sup>7</sup> Detailed information on the LSMS experiments is available at "The Women's Work and Employment Partnership (WWEP)," World Bank, Washington, DC, <https://www.worldbank.org/en/programs/lms/work-and-employment>.

## BOX 2. LESSONS LEARNED FROM THE METHODOLOGICAL STUDY IN SRI LANKA

The ILO and the World Bank, in collaboration with the Sri Lanka DCS conducted a pilot study in Sri Lanka with the goal of developing guidance on good practices for measuring women's and men's work through household surveys (ILO and World Bank 2021). The study design enabled a comparison of outcomes from two types of household surveys: the LFS, built on the model ILO LFS questionnaires with a focus on labor market indicators; and the multi-topic living standards survey (MLSS), modeled after the multi-topic household surveys supported by the LSMS team of the World Bank.

The survey questionnaires covered a mix of paid and unpaid working activities, as defined in the 19th ICLS standards: employment, own-use production of goods, and own-use provision of services. Both questionnaires included similar numbers of questions to identify the labor force status of individuals. The LFS questionnaire contained more detailed questions on supplementary labor-related factors (detailed jobs characteristics), while the MLSS questionnaire contained questions on a range of other living standards topics.

The lessons learned from this study will be described in a forthcoming ILO and World Bank report (ILO and World Bank 2021). They have been used to design the model labor module and inform the measurement practices reported in this guidebook. Two of these lessons are described below.

### Lesson 1: the identification of employment

The study shows that measures of employment are significantly higher if the related survey includes recovery questions for three particular groups, namely, (a) those with more casual, low-hour jobs; (b) helpers in household businesses and farms; and (c) others involved in informal work activities. Cognitive interviews indicated that these

groups often do not consider that they have jobs or are employed, but believe rather that they are helping or supporting a household member. They are thus less likely to respond affirmatively to questions about employment or jobs though they are classified under such categories.

Based on these findings, recovery questions are recommended in household surveys. They should be carefully worded and translated into local languages to ensure that people with small-scale or informal jobs or who help in household businesses or on farms are captured by the surveys as employed (if the work is for pay or profit) or engaged in the own production of goods (if the work is intended for own use).

### Lesson 2: capturing other unpaid activities

The LFS and MLSS questionnaires included questions on two types of unpaid work: own-use production of goods, which includes, but is not limited to, subsistence farming, and own-use provision of services, such as housework, childcare, and other activities predominantly carried out by women. Other forms of unpaid work covered by the revised standards (unpaid trainee work, volunteer work) were not examined.

Measures of average weekly hours spent on own-use provision of services were significantly lower if the survey relied on only one question (hours worked during the previous week) rather than two questions (days worked during the previous week and average hours worked per day). In addition, average hours spent on care work, specifically, were significantly lower if the survey emphasized active caregiving (for example, by including a descriptive text that was read by the interviewers). Recommendations based on these findings are still under discussion and are beyond the scope of this guidebook.

## 2. Model Labor Module in Detail

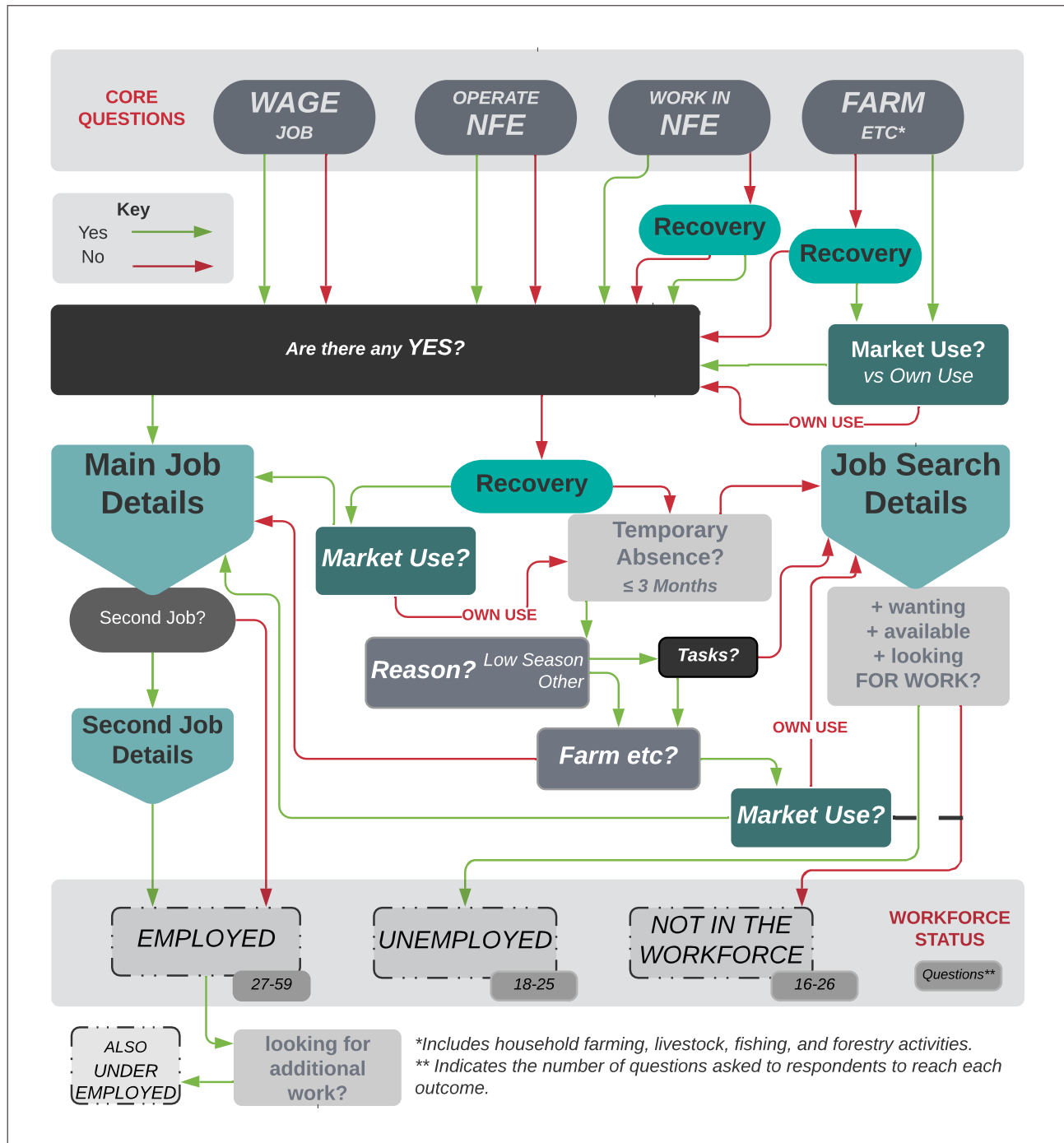
To produce statistics and indicators that conform to the 19th ICLS standards, this labor module collects data on both employment and own-use production work. This allows for the production of headline labor market indicators (such as the employment rate, labor force participation rate, and unemployment rate) and labor underutilization indicators, as well as additional indicators on different forms of work, such as own-use production of goods. This chapter provides operational concepts, definitions, and guidelines for classifying the population based on participation in various forms of work and presents recommendations for designing a household survey labor module that properly collects the data needed to adhere to the revised ICLS standards.<sup>8</sup> This model labor module (referred to hereafter as this module or the labor module and presented in annex I) has been designed with the objective of enhancing the proper capture of work and employment activities among the interviewed population. Figure 3 shows the interview flow for collecting data using this module, including the universe of respondents that will be asked about each work-related topic.

The questionnaire design reflects international best practices based on findings from extensive fieldwork experiences and methodological studies. It seeks to maintain consistency with the ILO recommendations and questionnaires for LFSs and to enhance the comparability of labor market indicators derived from this instrument with those obtained from ILO-supported LFSs.<sup>9</sup> Depending on the country context, survey designers may also wish to collect information on volunteer work, unpaid trainee work, and other unpaid work activities, but this information is not captured in this module. The content of this module should be adhered to as closely as possible. However, it should be adapted to the country context and to the objectives of the specific survey, taking into account the trade-offs in such design choices.

<sup>8</sup> Own-use provision of services is not yet included in the labor module because this component is still in development.

<sup>9</sup> Achieving absolute consistency in labor market indicators obtained from multi-topic household surveys and dedicated LFSs is not a realistic goal because of differences in the primary objectives and various design aspects of the surveys. However, the joint ILO-World Bank study in Sri Lanka has shown that differences can be minimized with a careful questionnaire design, which has informed the labor module described in these guidelines.

Figure 3. Flow chart for the Labor Module



## 2.1 WORK

Though the terms work and employment are often used interchangeably, they each have distinct meanings within labor statistics.<sup>10</sup> Work consists of any activity to produce goods or to provide services, whether paid or unpaid (ILO 2013b). Work is defined irrespective of its formal or informal character or the legality of the activity.<sup>11</sup> Employment is a specific subset of work (see Section 2.2).

### 2.1.1 Capturing all work activities

The initial set of questions in the labor module presented in annex 1 is intended to capture different forms of work conducted by working-age household members during the reference period.<sup>12</sup> To meet the 19th ICLS operational concepts for **forms of work**, the labor module asks about the following (related question numbers from the labor module are indicated in brackets):<sup>13</sup>

- Working for someone else for pay [Q1a]
- Working in a non-farm household business that the respondent operates [Q2a]
- Working in a non-farm household business that is operated by a household member other than the respondent (often referred to as a contributing household worker) [Q3a]
- Working on or helping with household farming, livestock, fishing, or forest-based activities [Q4a]

This set of questions will help the interviewer ensure that different forms of work are correctly captured; subsequent questions will determine the type of work done and which subsections of the labor module will be administered in each case. The required threshold for capturing work is that the work was done for one hour or more during the reference period, where the latter is preferably defined as last week. The one-hour criterion for capturing work that was introduced in the 13th ICLS and has been maintained in the 19th ICLS standards ensures the inclusion of persons engaged in casual, atypical, or part-time work.

<sup>10</sup> Another widely used term is labor, which, however, does not have a specific meaning or definition in labor statistics standards.

<sup>11</sup> With the exception of farming, livestock, fishing, and foraging, own-use production of other goods is not covered in this section; nor are own-use provision of services. For more details, see Section 2.3.

<sup>12</sup> Section 3 includes a discussion on recommendations on age boundaries and reference periods.

<sup>13</sup> Unpaid apprenticeship work is not included in the model questionnaire (annex 1) because it is uncommon in low-income countries. Where such activities are common, a question should be included on this type of work.

### 2.1.2 Actual hours worked

To understand work-time arrangements, the 19th ICLS resolution suggests that the survey ask about both actual and usual hours worked. This labor module collects the actual hours worked during the reference period for each of the work activities that are the subject of the core questions and recovery questions [Q1b, Q2b, Q3b, Q4b, and Q6b]. These data can be used to understand work time use across multiple activities and are required for underemployment calculations (see Section 2.4). In addition to actual hours collected on work activities, usual hours worked are collected for persons who are in employment (see Section 2.2.2).

### 2.1.3 Recovery questions

In addition to the core questions capturing different types of work, recovery questions are included to capture work and employment that could otherwise be missed. The purpose of these questions is to recover persons who were not classified as employed or as engaged in own-use production work according to the initial set of core questions although they were engaged in activities that would qualify for such a classification.

A common concern about labor statistics in low- and lower-middle-income countries is that some individuals engaged in small-scale or occasional work may not consider these activities to fall within the scope of employment or even work itself (Husmanns 2004; Langsten and Salen 2008; Sudarshan and Bhattacharya 2009; Mahmud and Tasneem 2011; Comblon, Robilliard, and Roubaud 2017; Benes and Walsh 2018b; Finlay et al. 2019; Muller and Sousa 2020). This underreporting has a greater impact on outcomes among women and youth because of their disproportionate engagement in such activities as well as social norms and gender biases on what constitutes work. In the ILO LFS pilot studies and the joint ILO–World Bank study in Sri Lanka, some household members, especially contributing family workers, only reported their work activity if they were asked the relevant recovery question. Moreover, in the Sri Lanka pilot study, only 2 percent of employed men were identified via recovery questions, compared with 9 percent of employed women, which illustrates that these questions are of greater importance for capturing women's employment than men's employment (Box 3).

### BOX 3. CAPTURING MORE WORKERS WITH RECOVERY QUESTIONS: LESSONS FROM PILOT STUDIES

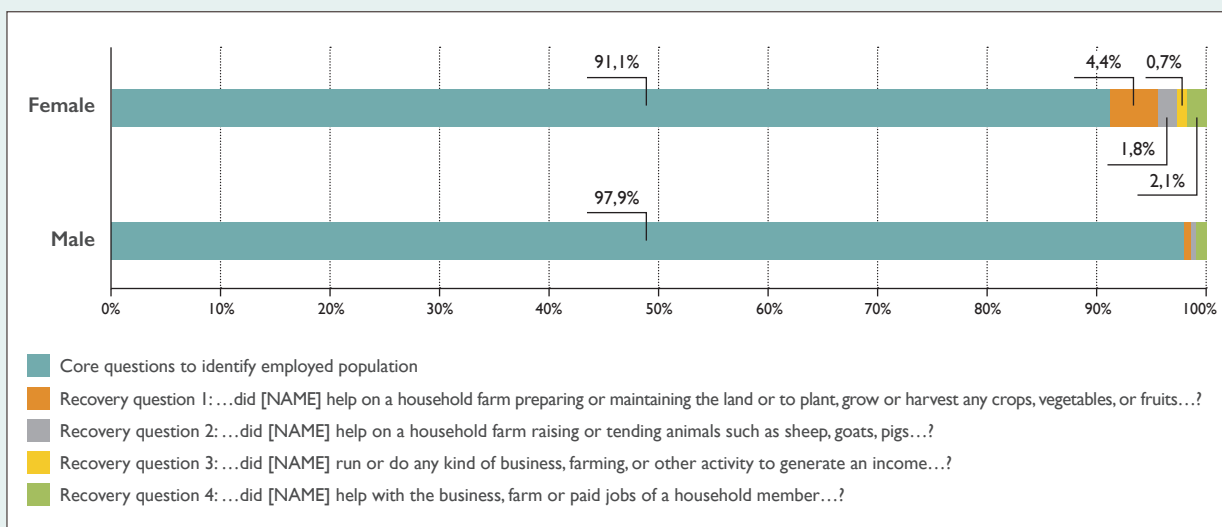
Recent methodological studies find that standard questions on work and employment do not capture all persons engaged in qualifying activities. Individuals engaged in occasional work (paid or for profit) or in contributing family work (that is, work done for a household enterprise operated by another household member) are classified as employed under the 19th ICLS standards, but often do not identify themselves as such in the initial set of core questions (Benes and Walsh 2018b). For instance, in Moldova, a woman answered “No” to the core question on work activity, but “Yes” to the small job recovery question because she had engaged in occasional work during the reference week. In Peru, a young woman own-account worker answered “No” to the core question, but then reported that she sold beauty products to pay for her studies.

Cognitive interviews indicate that casual or own-account workers often do not consider themselves as having a job or being employed and family workers perceive their work as help or support, but not as a job. These groups are thus less likely to respond affirmatively to questions that use the word employment or job. This is more common among women, especially if the qualifying work is conducted concurrently with domestic activities, such

as childcare or housekeeping (Benes and Walsh 2018b). A similar conclusion was reached by Muller and Sousa (2020), who note that women working in household businesses avoided reporting their activities if they were asked about their jobs or businesses.

These findings are consistent with the results of the joint ILO–World Bank study in Sri Lanka (ILO and World Bank 2021), where introducing recovery questions in the MLSS questionnaire significantly narrowed the gap to the LFS questionnaire. As shown in Figure B3, 98 percent of employed men, but only 91 percent of employed women were identified by the core question sequence used to identify the employed population. Two recovery questions on helping on a household farm in terms of crop farming (recovery question 1) and livestock production (recovery question 2) identified an additional 4 and 2 percent of employed women, while the final two recovery questions (3 and 4 combined) identified slightly less than 3 percent of employed women. Thus, without using the recovery questions, 9 percent of employed women would not be captured as employed. For men, all four recovery questions combined identified only slightly more than 2 percent of total employment.

Figure B3. Share of employed men and women identified through recovery questions, by question



Source: Computation using Wave 2 of the Sri Lanka pilot survey, March–October 2019.

Note: The core questions to identify the employed population are similar to Q1a–Q4a of the labor module in annex I and include: Did [NAME] do any work for someone else for pay? Did [NAME] work in a non-farm household business that [NAME] operates? Did [NAME] do any work on a household farm to prepare or maintain the land or to plant, grow, or harvest any crops, vegetables, or fruits? Did [NAME] spend any time on a household farm raising or tending animals such as sheep, goats, pigs, chicken, or cattle? Did [NAME] spend any time in household fishing, pond fishing, or collecting shellfish?

When a respondent initially reports not working (in a household non-farm enterprise, on a household farm, or at all during the reference period), recovery questions are asked. Notice that the word “work” is not used in such questions (related question numbers in the labor module are indicated in brackets):

- Did you help in a non-farm household business that is operated by another household member for one or more hours? [Q3aa] This question is only asked of the respondents who answered “No” at the core question (Q3a) on work activity in a non-farm household business that is operated by another household member.
- Did you help on a household farm, raising livestock, fishing, or foraging or hunting for one or more hours? [Q4aa] This question is only asked of the respondents who answered “No” to the core question (Q4a) on work activity in household farming, livestock, fishing, or forestry activities.
- Did you run or do any kind of business, farming, or other activity to generate income? [Q6a] This question is only asked of the respondents who answered “No” to both of the previous recovery questions (Q3aa and Q4aa) and to all the core questions: work for someone else for pay (Q1a), work in a non-farm household business that the respondent operates (Q2a), work in a non-farm household business operated by another household member (Q3a), and work in household farming, livestock, fishing, or forestry activities (Q4a).
- Did you help with the business, farm, or paid job of a household member? [6aa]<sup>14</sup> This question is only asked of the respondents who answered “No” to the previous recovery question (Q6a).

## 2.2 EMPLOYMENT

Employment is a specific subset of work, defined as work performed for pay or profit (ILO 2013b). This includes all wage and salaried work. In addition, any work that contributes to a non-farm household enterprise should be classified as employment even if it is perceived as unpaid by the respondent.<sup>15</sup> In agriculture, surveys need to distinguish whether a farmer mainly produces for own/household use or for sale to determine whether the activity is classified as employment or own-use production work (see Section 2.3). The following subsections detail the information collected in the labor module, indicating the related labor module question numbers in brackets.

A comprehensive measure of employment includes the following:

- Persons working for a wage or salary (employees) for one hour or more during the reference period
- Persons working for profit for one hour or more during the reference period
- Persons not at work during the reference period, but who have a job or business to which they will return; that is, those who are temporarily absent (vacation, sickness, maternity leave, and so on), but who still maintain a job attachment.

### 2.2.1 Employment categories

The employment categories captured in the labor module are broadly based on the status in employment categories in the International Classification of Status in Employment (ILO 1993). They distinguish between workers in employment for pay and workers in employment for profit, as endorsed by the 19th ICLS (ILO 2013b). These employment categories have been revised and broadened by the 20th ICLS (ILO 2018c; see Box 4). However, because additional methodological work is needed to operationalize these measurements and standardize interview questions, the 19th ICLS categories are still used here.

<sup>14</sup> If a respondent helps another household member with their paid job, and the respondent is not paid for this activity, this qualifies as employment. For example, if a daughter grades papers for her father, who is an elementary school teacher, then the father is an employee of the school and the daughter works grading papers (unpaid, not affiliated with the school), which falls under employment.

<sup>15</sup> The phrase “work for pay or profit” in the 19th ICLS includes remuneration in cash or in kind, whether paid directly to the person performing the work or indirectly to a household member. Consequently, contributing family workers who help in a household enterprise or market-oriented farm operated by another household member continue to be counted as employed (ILO 2013b; Benes and Walsh 2018c).



## BOX 4. 20TH ICLS RESOLUTION I, CONCERNING STATISTICS ON WORK RELATIONSHIPS

The categorization of employment as work for pay or work for profit has been revised and broadened by the 20th ICLS to enable better statistical measurement of various aspects of the relationships between workers and the economic units for which their work is performed (ILO 2018d). Resolution I, concerning statistics on work relationships, updates and expands the International Classification of Status in Employment by producing extra categories and a dual set of classifications, one based on authority, and the other based on risk (ILO 2018d). According to Resolution I, the measurement of employment should not be limited to the context of an employer-employee relationship, but should also take into account other types of work relationships. It should thus cover all categories of workers, including the following subcategories:

- Permanent employees are guaranteed a minimum number of hours of work, employed on an ongoing or indefinite basis
- Fixed term employees are guaranteed a minimum number of hours of work, employed on a time-limited basis for a period of three months or more
- Short-term employees are guaranteed a minimum number of hours of work and employed on a time-limited basis with an expected duration of less than three months
- Casual or occasional employees are not guaranteed a minimum number of hours of work, but may have arrangements of an ongoing or recurring nature (that is, on a day-to-day basis)
- Paid apprentices, trainees, and interns are employed to acquire professional experience or skills
- Employers operate own-account business (alone or in partnership) that employs other persons
- Independent workers operate own-account businesses (alone or in partnership) without employing other persons
- Dependent contractors have commercial contract arrangements (but not employment contracts) to provide goods or services to another company or business
- Contributing family workers and members of producer cooperatives that support production for the market

Employees also include workers remunerated for each task or piece of work done or for services provided (that is, piece work or work by commission). Contributing family workers are household members whose work

supports other members engaged in self-employment, specifically in running a farm or non-farm enterprise. Contributing family workers may not self-identify as having employment, but are considered to have employment because their work implies indirect compensation in the form of household income, assuming that the enterprise they contribute to operates for profit. This form of employment is particularly common among women.

These subcategories can be classified into (a) independent vs. dependent workers, according to the type of authority or control that the workers have over the organization for which they work, and (b) workers in employment for pay vs. workers in employment for profit, according to the economic risks experienced (that is, financial loss, unreliable remuneration, and so on).

These standards should guide countries in updating and harmonizing their statistical measurements to monitor changes in employment arrangements and forms of employment adequately and ensure international comparability. The ongoing work of the ILO to operationalize the 20th ICLS is centered on the measurement of two new concepts: type of authority or control that workers have in the organization for which they work and economic risk experienced (neither of which is measured in traditional LFS or multi-topic household surveys). However, the methodological work to operationalize the new conceptual framework on a country basis still needs to be finalized. It entails developing and testing questions to assess how well they perform across languages, cultures, and socioeconomic contexts and to evaluate whether various questionnaire options are equivalent in terms of classifying workers based on the above subcategories. This classification has not yet been incorporated into the model labor module described in this guidebook.

In addition to the resolution concerning statistics on work relationships, the 20th ICLS also adopted a resolution concerning the methodology of SDG Indicator 8.b.1 on youth employment, and it adopted guidelines concerning statistics on international labor migration (see ILO 2018d). These areas of the standards have also not yet been fully operationalized. For more on these groups, that represent core agents in reducing poverty and fostering economic growth, see annex 3.



**Work for pay [Q1a].** An employee is a person who is paid to work for another entity, such as a private company, another person, a different household, a government organization, and so on. Payment includes all forms of remuneration—such as wage, salary, tips, and commissions—paid in cash, in kind, or under a commitment of deferred payment. If a person working for another household member is paid a wage or salary for the work, then the activity is counted as employment; if not, that person is considered a contributing family worker in a household enterprise. Examples of persons who work for pay may include teachers, salespersons, office workers, and hourly wage workers.

**Work for profit [Q2a, Q3a, Q4a, Q5].** A person who works in an activity where income is derived from the profits of that activity (and not paid by an employer) is considered self-employed, which here includes employers with employees and own-account workers. Examples of self-employment activities include selling products, working for a household enterprise, offering accounting services, driving a taxi, and so on, as long as the income is derived from profits. It also includes growing crops, tending livestock, fishing, and foraging if the resulting goods are only or mainly intended for sale or barter.

**Temporarily absent from work [Q8-Q12].** Individuals may report that they are absent from their employment for a variety of reasons, such as vacation, illness, maternity leave, low season at work, natural disasters, or pandemics. Not all persons absent from employment will meet the qualifications needed for their employment status to be categorized as temporary absence in labor statistics. To determine current employment status, a set of questions must be asked of individuals who expect to return to their employment (for example, is the person currently on vacation, sick leave, or maternity leave or does the person have a business that is closed for maintenance or other reasons during the reference period).

International guidelines allow for some flexibility in how temporary absence is defined. This labor module (annex I) determines temporary absences based on the length of the absence. If the person has been or will be absent for less than or equal to three months in total, then the individual is considered employed, not at work (absent). If the absence is longer, the individual is classified as not employed based on the given activity. The exception to this general rule is seasonal work, including farmers producing for sale, some tourism industry workers, and so on. Such workers are not considered absent during

their low or off-season, regardless of the length of the absence. If they cease to perform the tasks and duties of the job, they are categorized as not employed. However, if they continue to perform at least some tasks and duties, even if they are not the primary tasks or duties of the in-season work, then they are categorized as employed (not absent).

## 2.2.2 Characteristics of main job

For each person identified in any type of employment, the labor module collects additional details on their main job, such as occupation and industry, employment status, pay, and usual working hours. The main job is the one in which the respondent usually works the highest number of hours even if they were absent from that job in the previous week. If a respondent works the same number of hours at two or more jobs, then the one that generates the highest income is the main job.

**Occupation and industry sector [Q24a-Q25b].** Jobs are classified by type of work performed by the individual (occupation) and the main economic activities carried out by the entity for which the individual works (industry sector). The International Standard Classification of Occupations 2008 (ISCO-08) provides standardized occupation classifications for the individual at various levels of detail (ILO 2012). The International Standard Industrial Classification of All Economic Activities (ISIC) is the internationally-accepted standard for classifying entities (establishments, enterprises, and so on) based on their main economic activity (UN DESA 2008). In both cases, activities are organized into a hierarchical structure, each having four levels of detail. Thus, if a respondent reports being a teacher, the interviewer may need to probe to determine whether the occupation is teacher or associate teacher; primary, secondary, or university teacher; and so on. Likewise, the industry sector of a gas station with a convenience store could be classified as retail sale of automotive fuels or retail sale in nonspecialized stores with food, beverages, or tobacco predominating, depending on which activity is the primary one. The occupation does not determine the industry (nor vice versa). For instance, an accountant at a bank works in the finance sector, while an accountant at a hotel works in the accommodation sector.

The two classification systems facilitate adjustments in the level of detail collected, in accordance with the survey context. Each survey design team must decide the level of detail that will be collected. Field teams must be properly

trained to probe respondents for sufficient information to classify occupations and sectors accurately at the desired level.

**Status in employment [Q26]** refers to the type of relationship between the person and the entity for which they work. The response categories used in this labor module are based on the model LFS, as follows:

- **Own business or farming activity:** The person works on their own account or with partners. They are self-employed in a farm or non-farm enterprise and may or may not have employees.
- **Business or farm operated by another household member living elsewhere:** The person participates in any activity to support the operation of a household business activity (farm or non-farm enterprise).
- **Employee for someone else:** The person holds a job with a written or oral contract where the pay is not directly dependent on the revenue of the entity where they work.
- **Apprentice, trainee, or intern:** The person is paid on a temporary basis to acquire workplace experience or skills.
- **Helping a household member who is employed by someone else:** The person helps with any of the tasks or duties of another household member's paid employment. For example, a daughter might help her father grade exams as part of his job as a teacher.

In multi-topic household surveys with separate modules for labor, non-farm household enterprises, and possibly time use, the question on status in employment may also determine the relevant sections to be administered to each respondent or the household. If the other modules are sufficiently detailed, the questionnaire design may redirect respondents to non-farm household enterprise or farmwork modules for these categories of work and employment. If all relevant information is captured in these other modules, the main job section of the labor module may be limited to capturing details on paid employment.

**Usual hours worked [Q27-Q30].** To better understand employment time arrangements beyond the one-week reference period, data are collected on the amount of time respondents usually work in their main and secondary jobs. To ease the cognitive burden on the respondents, estimates are disaggregated into months per year, weeks per month, days per week, and hours per day. Data on hours worked can be combined with pay received to compute standardized earnings, allowing for comparability of pay rates across different units of reporting (hour, day, week, month, or other pay periods).

**Earnings [Q31a, Q31b]** are the amount of money or income in cash or in kind received for employment. What is reported as earnings depends on the respondent's status in employment. Persons with employment for pay (wage and salary workers) report the amount they are paid. Individuals who work for profit (who are self-employed or who operate an enterprise) are instructed to report earnings as the income of the enterprise (that is, profit after cost deductions). Surveys that include a separate, detailed module on non-farm household enterprises may choose to collect self-employment profits in that module. Individuals working in a non-farm enterprise or those helping a household member with wage work would only report an income if they are paid routinely for such work; otherwise, if they are not directly paid for such work, the reported earnings should be zero.

**Informal employment [Q32-Q38a].** The level of formality of a person's work is an indicator of employment and income stability. Contract type, including income taxation, social protection, and entitlement to employment benefits, can help determine the level of informality (Box 5). Other determinants include whether the firm is incorporated and registered with civil authorities, the formality of recordkeeping, whether taxes are deducted from pay, the number of employees (if the employer is a private firm), and the availability of various kinds of social protections (that is, whether the employer makes a contribution to pensions, paid annual or sick leave, and other benefits).

## BOX 5. INFORMALITY

Since the term *informal sector* was coined in the 1970s, the concept of informality has evolved. Formerly used to refer to employment in the underground economy or in a specific type of production unit, it has broadened into an economy-wide phenomenon. The next ICLS (in 2023) is expected to approve a resolution on informality; in the meantime, the ILO provides the following terminology and definitions.

**Informal sector**, as classified by the 15th ICLS in 1993, refers to a subset of enterprises owned by households that include informal own-account enterprises and enterprises of informal employers (ILO 1993). This definition is operationalized based on the following characteristics of the entity or enterprise (production unit) or employer (related question numbers from the module are indicated in brackets):

- Does not keep accounts or only keeps accounts for personal use [Q35]
- Is not registered at the national level [Q34]
- Is unincorporated (business and owner are not separate legal entities) [Q33]

- Place of work is without fixed premises [Q32b]
- The entity or enterprise has fewer than five employees [Q36]

**Informal employment** is not limited to the informal sector. It can be carried out in formal sector enterprises, informal sector enterprises, or households (ILO 2003). This is determined based on the characteristics of the work relationship or the status in employment (related question numbers from the labor module are indicated in brackets).

- Employers, own-account workers, and members of producer cooperatives are informal if they operate or own an informal household enterprise [Q32, Q33].
- Employees are informal if their work is not subject to national labor legislation, income taxation, social protection, or entitlement to certain employment benefits [Q37, Q38a].
- Contributing family workers are informal because of the informality of this work relationship.

## 2.2.3 Additional employment information

All surveys collecting household labor data should collect at least basic information on additional jobs. This will enable more accurate calculations of underemployment, household income, and time use and can also provide a more complete picture of livelihoods and the quality of life (for example, do people have to work multiple jobs to meet their basic needs?). The decision about the amount of information to collect should take into account the prevalence of multi-job employment in the context of the survey, and depends on the needs and interests of the survey team and policy stakeholders.

**Information on second jobs [Q40a–Q47b]** should include at least occupation and industry, status in employment, time worked, and earnings. If greater detail on second jobs (or additional jobs) is of interest, more or all of the information collected for the first or main job can also be collected for the second job.

**Difficulties experienced at work [Q39a]** may be related to promotions, overqualification for work, pay increases, harassment, and so on. Though such topics are not taken into consideration in calculating any of the headline indicators for employment, they can be of use in achieving a better understanding of the barriers to career growth and professional recognition and how these characteristics may differ by sex. These questions are optional and can provide insight into the prevalence of various types of institutional biases (such as gender, age, and race) that may exist across industries or professions.

Although some of the information collected through the labor module can be used to support the monitoring of SDG 8, a comprehensive analysis of decent work would require the collection of additional information (Box 6).

## BOX 6. DECENT WORK AND THE SDGs

The four pillars of decent work are employment, social protection, social dialogue, and rights at work. They are measured (respectively) as opportunity and freedom to find a job, adequate earnings, and productive work; fair and equitable treatment at work; safe work environment; and social protections such as security of work, safeguarding health, pensions, and work stability (Anker *et al.* 2002; ILO 2018a). Some information on these indicators is collected in this labor module, with the exception of safe work environment because data on work-related fatal injuries and diseases are not captured.

The SDG framework emphasizes decent work with a dedicated goal (Goal 8: Promote sustained, inclusive and sustainable economic growth, full and productive employment and decent work for all), with 12 targets and 17 indicators covering topics such as labor productivity, per capita GDP growth, the labor market, and the labor conditions of migrant, youth, and child workers (ILO 2018b; 2018d). While decent work features most prominently in SDG 8, its four pillars also feature in other goals within the SDG Agenda.

## 2.3 OWN-USE WORK

Own-use work refers to the production of goods and provision of services for own final use. To account for this, the 19th ICLS introduced the concept of work and distinguishes own-use from market-oriented production on the basis of the intended destination of output. Persons in own-use work are therefore defined as all those who performed *any activity* for at least one hour to produce goods or provide services for their own final use in the form of capital accumulation or for final consumption by household members (ILO 2013b).

The production of goods covers the following:

- Producing or collecting goods from agricultural (cultivated crops), forestry (firewood, uncultivated crops, wild berries, nuts, herbs, mushrooms, roots), or animal products (fishing, aquaculture, livestock, bushmeat)
- Processing goods, such as manufactured products (furniture, pottery, baskets, clothing, charcoal, mats or other durables, including boats and canoes) or food and drink (flour, dried fish, meat, butter, cheese, marmalade, spirits, alcoholic beverages)
- Building or effecting major repairs to one's own dwelling, farm buildings, and so on
- Water fetched from natural or public sources

The provision of services covers the following:

- Household accounting and management, purchasing or transporting goods

- Cleaning, decorating, and maintaining the dwelling occupied by the household, durables and other goods, and gardening
- Preparing and serving meals, household waste disposal, and recycling
- Childcare and instruction, transporting and caring for the elderly, sick, infirm, dependent or other household members and domestic animals or pets

Subsistence foodstuff producers are another subset of own-use workers. These producers are defined as working-age persons who, during the reference period, “performed any activity to produce, and/or process for storage, goods from agriculture, fishing, hunting and gathering, as foodstuff that contribute to the livelihood of the household or family” (ILO 2020b, 65).

The model labor module includes an own-use production of goods section but does not yet collect data on own-use provision of services, even though the adequate capture of the time spent on these activities is extremely important from a gender perspective. Additional methodological work is needed to operationalize the measurement of own-use provision of services. Using interview recall questions—similar to the ones used here to capture employment and own-use production of goods—is difficult for a number of reasons; most importantly, such activities are often conducted simultaneously (such as preparing meals while also caring for children). Although internationally recognized guidelines do not currently exist for collecting data on this component of work, the ILO and the World Bank are currently testing potential modules.

### 2.3.1 Capturing own-use production of goods

By the revised standards, own-use production of goods is no longer considered employment and, hence, does not count toward labor force participation, but as a work activity. Own-use production of goods is partly captured in the main labor module (own-use production in agriculture) and partly in the separate own-use production section (for example, fetching water or firewood, processing food stuffs, and so on).

Own-use production in agriculture is captured by distinguishing whether any work in agriculture (farming, livestock, fishing, or forestry) is intended for sale or for own consumption. In the labor module, respondents are asked about the intended use of the output obtained from a household member's activity in all types of agricultural work [Q5]:

“Thinking about all the products [NAME] worked on, are they intended 1. Only for sale; 2. Mainly for sale; 3. Mainly for household use; 4 Only for household use.”

If products are intended mainly or only for own use (options 3 and 4), the person engaged in the activity is classified as an own-use production worker.<sup>16</sup> The implications of the 19th ICLS standards on agricultural work are discussed in Box 7.

To capture additional types of own-use production work, the World Bank and ILO tested an own-use production section (part of the labor module in annex 1) as part of their methodological work in Sri Lanka.<sup>17</sup> This section captures time spent working in own-use production of other (nonagricultural) goods, such as manufacturing, food and drink, construction, and fetching water, for a complete accounting of this type of work activities.

Although this section can benefit from further methodology field testing, it remains highly recommended for surveys or country contexts where own-use production of goods is common and comprehensive measures of participation in such activities is desired. The set of activ-

ities included should be reviewed and revised for country relevance. A subsection on own-use provision of services will be forthcoming.

## 2.4 LABOR FORCE AND UNDERUTILIZATION

The 19th ICLS standards provide operational concepts, definitions, and guidelines for classifying the working-age population based on labor force status. The **labor force** is the total number of working-age persons actively engaged in the labor market, which includes persons in employment and persons in unemployment. To achieve a better understanding of labor market dynamics, data analysis should also consider some persons outside the labor force, the **potential labor force**, which is comprised of the following:

- *Unavailable job-seekers*: persons without employment who are seeking employment, but are not currently available
- *Available potential job-seekers*: persons without employment who are not seeking employment, but are willing to work and currently available

The **extended labor force** is the sum of the labor force, plus the potential labor force.<sup>18</sup>

### 2.4.1 Types of labor underutilization

Labor underutilization refers to mismatches between labor supply and demand that result in unmet employment needs among the population (ILO 2013b). While unemployment is the most widely used indicator of labor underutilization, additional indicators allow for more comprehensive labor market monitoring (see subsection 2.4.2). Key among these are time-related underemployment and the potential labor force. Skill mismatches, slack work (that is, the temporary reduction of the work schedule because of a drop in productivity), and income-related employment inadequacy are additional indicators captured in this module.

<sup>16</sup> The ICLS resolution does not clearly specify the market portion of output sufficiently large to separate subsistence from market production and to classify the activity as employment or own-use production. However, the emphasis on production mainly intended for sale suggests a threshold of at least 50 percent of total production (Gaddis et al. 2020b).

<sup>17</sup> See “The Women’s Work and Employment Partnership (VWEP),” <https://www.worldbank.org/en/programs/lms/work-and-employment#4>.

<sup>18</sup> All other working-age adults (including persons who wish to be employed but are not seeking or willing to work) are considered to be outside both the labor force and the potential labor force.

## BOX 7. THE 19<sup>TH</sup> ICLS STANDARDS: OWN-USE PRODUCTION VS. EMPLOYMENT IN AGRICULTURE

The 19th ICLS standards narrow the definition of employment to work performed for pay or profit (see Section 1.1). Own-use production of goods, such as crop cultivation mainly or only for household consumption, is no longer considered employment and, hence, does not count toward employment or labor force participation. While own-use production of goods can take many forms (the collection of firewood or water, food preservation for household use, and so on), the revised standards have the largest implications for the measurement of agricultural work, where surveys need to differentiate whether a farmer produces for sale (employed) or for own or household use (working, but not employed). This distinction, as discussed in these guidelines, is based on the farmer's self-declared main intended use of the output from his agricultural activity (only for sale, mainly for sale, mainly for household use, only for household use).

The revised standards have significant implications for official labor statistics in developing countries. Pilot studies conducted by the World Bank in Sub-Saharan Africa to support the operationalization of the 19th ICLS standards show that, in parts of Malawi and Nigeria, 70 percent to 80 percent of smallholder farmers produce only or mainly for their own consumption at the beginning of the agricultural season (Gaddis *et al.* 2020b). In parts of Ghana, however, the share was much lower; approximately 25 percent of farmers produce for own consumption. By the revised standards, their farmwork is no longer considered employment. There is further evidence that farmers are less likely to report that they produce only or mainly for sale at the beginning than at the end of the agricultural season and that women are less likely than men to report that they produce only or mainly for sale. In-depth analysis using the data from Malawi suggests that this primarily reflects differences between men and women farmers in the labor allocation across crop and, particularly, livestock products, which differ in their intended use of output. (See Box 1 for a discussion of the implications of the 19th ICLS standards for gender labor statistics.)

The revised standards have significant implications for the characterization of rural employment in developing countries. Gaddis *et al.* (2020b) illustrate this using data from Malawi and Nigeria, two countries that were among the first in Sub-Saharan Africa to collect nationally representative multi-topic household survey data that can apply the updated definitions. In both countries, measured rural employment-to-population ratios drop by about 20 percent to 30 percent under the 19th ICLS standards. In Malawi, the decline in rural employment is larger among women than among men, while the opposite pattern holds in Nigeria. The extent of the decline in the rural employment-to-population ratio partly reflects the extent to which men and women farmers are engaged simultaneously in non-farm household enterprises or wage work. Thus, many farmers who produce only or mainly for household consumption remain employed under the revised standards because they are engaged in other, mostly non-agricultural employment activities (for at least one hour during the reference week). Under the revised standards, the share of rural employment in agriculture is significantly smaller than under the previous standards.

This work shows that as the 19th ICLS standards are rolled out in developing countries, indicators and statistics on employment and labor force participation will change for reasons that are purely or primarily related to the introduction of new statistical concepts and definitions. Moreover, the revised standards create an imperative to move away from employment and labor force participation as the only headline indicators of labor supply and toward a full set of indicators outlined in the 19th ICLS resolution (besides employment, especially indicators of own-use production work). A continued narrow focus on employment and labor force participation would risk underestimating the importance of agriculture for rural livelihoods and undercount women's work in agriculture.

**Time-related underemployment.** Persons in time-related underemployment are defined as those in employment who satisfy all three of the following criteria (related question numbers from the module are indicated in brackets):

- Willing to increase their total paid hours of work; this is indicated by the desire for an additional job, changing

the current job(s), or increasing the hours of work in the current job(s) [Q48, Q49]

- Available to work additional hours within a specified period of time (such as the next two weeks) [Q50]
- Work less than full time (where the threshold for working full time is specified according to national circumstances and definitions) [Q51–Q53]



To assess the pressure on the labor market exerted by persons in time-related underemployment, it may be useful to identify activities carried out by underemployed people in seeking additional hours of work in the previous four weeks.

**Unemployment.** People are in unemployment if they satisfy the following three criteria (related question numbers from the module are indicated in brackets):

- Currently not employed [No to all of Q1a, Q2a, Q3a] or farming for own-use production [(Q5==3 | Q5==4) | (Q7==3 | Q7==4)]
- Seeking paid employment or seeking to start a business (in the previous four weeks or a month) [Q13–Q18]
- Available to start employment within a specified time period, usually within the next two weeks [Q19–Q22]

Persons considered as currently not employed include future starters (meaning those who have already found a job and are scheduled to start within the next three months, but have not yet started), even if they have begun unpaid skills training for the job or are in the process of migrating for the job.

Current availability and desire for work are indicators of readiness to start a job. Activities for seeking employment include, but are not limited to, arranging for financial resources and applying for permits and licenses to start a business; looking for land, premises, machinery, supplies,

farming inputs; seeking the assistance of friends, relatives, or other intermediaries to get a job; registering with or contacting public or private employment services; applying to employers directly or checking for work at worksites, farms, factory gates, markets, or other places of assembly; placing or answering newspaper or online job advertisements; and placing or updating résumés on professional or social networking sites online.

**Potential labor force.** Persons are part of the potential labor force if, during the reference period, they are neither in employment nor in unemployment, but have an interest in employment. As noted above, this includes unavailable job-seekers and available potential job-seekers.

The potential labor force is calculated using the same factors that are used to identify unemployment—job search activity, availability, and desire to work—and may thus also be calculated using the model labor module.<sup>19</sup>

## 2.4.2 Indicators

To meet the need for information to monitor labor markets and work patterns, countries should routinely report statistics on employment, work and the labor force, particularly headline indicators of labor underutilization for the population as a whole, by sex, by urban or rural areas, and, to the extent possible, by broad levels of educational attainment and by standard age ranges. The headline indicators used to monitor the labor market are summarized in Table I.

**Table I. Labor market: headline indicators**

INDICATOR	CALCULATION SUMMARY
Labor force	persons in employment + persons in unemployment
Labor force participation rate	$\frac{(\text{labor force})}{(\text{working-age population})}$
Employment-to-population ratio	$\frac{(\text{persons in employment})}{(\text{working-age population})}$
Subsistence foodstuff producers	Persons who perform any activity to produce or process, for storage, goods from agriculture, fishing, hunting, and gathering, as foodstuffs that contribute to the livelihood of the household
Subsistence foodstuff production rate	$\frac{(\text{subsistence foodstuff producers})}{(\text{working-age population})}$

Source: Based on ILO (2013c)

<sup>19</sup> Questions to capture unemployment are aligned with the model ILO LFS questionnaires.

**Labor force participation** indicates the supply of labor available to engage in the production of goods and provision of services. The **employment-to-population ratio** provides information on the capacity of an economy to provide employment for the working-age population. Capturing data on persons **outside the labor force** (neither in employment nor in unemployment during the reference period) can support additional socioeconomic analysis, for example understanding how many of those outside the labor force are subsistence foodstuff producers not engaged in any economic activities or own-use production or provision workers (ILO 2020b).

Because own-use agricultural production is no longer classified as employment, it can be measured on its own or

as part of the **subsistence foodstuff production rate**, which provides information on the working-age population engaged in all types of subsistence foodstuff production (see Section 2.3). The international community is still working toward operationalizing this indicator, which, together with similar indicators on own-use production of goods and provision of services, can provide a more nuanced understanding of the working-age population.

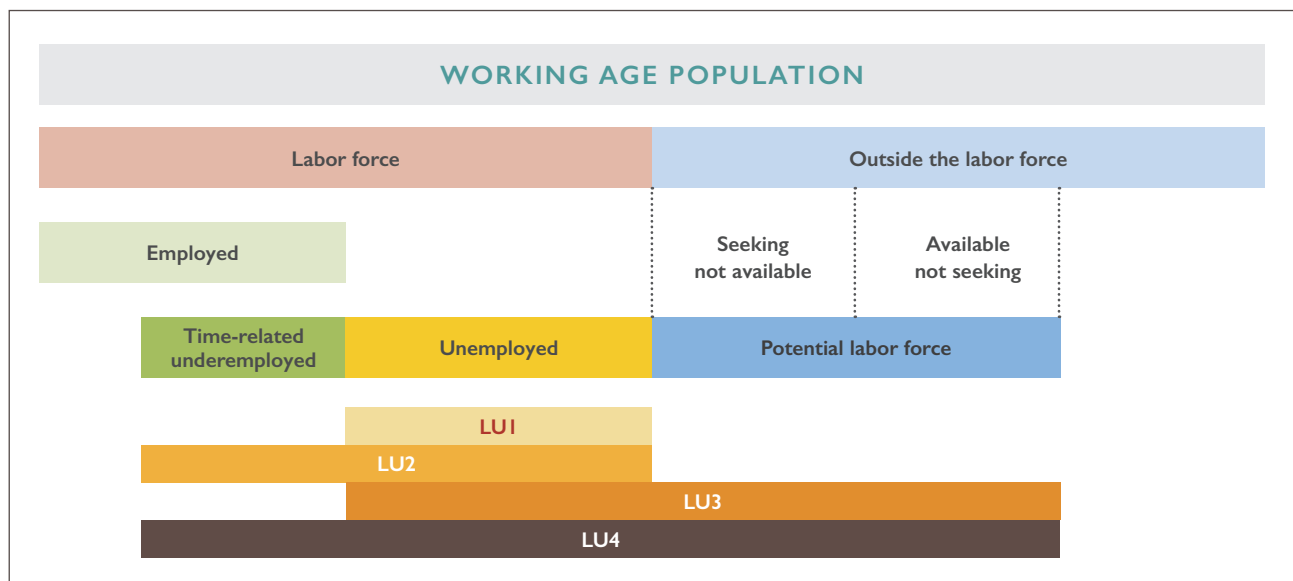
In addition to these headline indicators, measures of **labor underutilization** are also crucial to the design, implementation, and evaluation of policies and programs for employment creation, income generation, skills development, and related decent work policies. Key labor underutilization indicators are summarized in Table 2 and represented in Figure 4.

**Table 2.** Labor market: key labor underutilization indicators

INDICATOR	CALCULATION SUMMARY
Unemployment rate (LU1)	$\frac{(\text{persons in unemployment})}{(\text{labor force})}$
Combined rate of time-related underemployment and unemployment (LU2)	$\frac{(\text{persons in time-related underemployment} + \text{persons in unemployment})}{(\text{labor force})}$
Combined rate of unemployment and potential labor force (LU3)	$\frac{(\text{persons in unemployment} + \text{potential labor force})}{(\text{extended labor force})}$
Composite measure of labor underutilization (LU4)	$\frac{(\text{persons in time-related underemployment} + \text{persons in unemployment} + \text{potential labor force})}{(\text{extended labor force})}$

Source: Based on ILO (2013c)

**Figure 4.** Components of labor underutilization relating to insufficient labor absorption



Source: Adapted from ILO (2013c)



# 3. Methodology Considerations: Labor in Household Surveys

Labor data serve a number of different purposes. The design of a module and the structuring of questions aimed at capturing such data must be tailored accordingly. In addition to the intended data uses, the design and implementation of the labor module must be considered within the greater context of the household survey questionnaire in which it will be included.<sup>20</sup> This section presents key issues to consider in the collection of data on household labor.

Based on the measurement objectives of the data collection effort, survey designers should identify the approach most well suited to their objectives—one that balances the level of detail, respondent burden, and best path given the socioeconomic context of the survey. The labor module that accompanies this guidebook is designed specifically to be integrated into multi-topic household surveys and can be revised as needed for use in other household survey or impact assessments that require labor data analysis.

## 3.1 RESPONDENTS

Labor data must be collected for all working-age household members. Because working age can vary across countries, each survey will need to determine the minimum age threshold for the labor module based on national laws and regulations that set the minimum age for employment or else use the expected age at completion of compulsory schooling. While some surveys may reflect an interest in collecting data for a wider age range (such as child labor), only data for the working-age population is included in the calculation of labor market indicators.

Information in the labor module should always be collected at the individual level, with questions administered directly to each household member. For persons who cannot respond on their own behalf, another household member may respond for them (a proxy respondent). However, proxy-reported data may not be as reliable as self-reported data (Bardasi *et al.* 2011; Serneels, Beegle, and Dillon 2017; Kilic *et al.* 2020). Every effort should therefore be made to ensure each person responds for himself or herself. Nonetheless, information reported by a proxy respondent is greatly preferred to missing data. In such cases, metadata should be collected indicating if a proxy respondent was used and which household member responded on behalf of the individual whose data were being collected.

## 3.2 REFERENCE PERIOD

For proper comparability and analysis, work and employment information must be time bound consistently across all households and household members in the survey sample.

The 19th ICLS recommends collecting data on the various forms of work using a short reference period. In this labor module, data on engagement in employment and own-use production work are collected for the previous week, which captures short-term changes in employment levels and minimizes reporting errors. The recommended reference period of the last week can be interpreted as the last 7 days or as the last full week before the interview date. Although the former has been widely used in the past, framing the time period as a familiar conceptual time construct with a clear start and end point should contribute to a reduction in memory bias and minimize telescoping errors (for example, counting less than or more than 7 days in the reporting). It allows respondents to think of all the work they did

<sup>20</sup> For more detailed guidance on household survey design and implementation, see Oseni *et al.* (2021).

last Monday through Friday instead of the work they did from an arbitrary mid-week day through the day before the interview. To avoid misinterpretation, the phrasing used in this module is, ‘Last week, that is, from Monday [DATE] up to Sunday [DATE], did . . .’ The framing of the week should coincide with how the calendar week is conceptualized in the country of the interview (Monday through Sunday, or Sunday through Saturday, and so on). The exact dates demarcating the reference period should be included when the reference period is used

for the first time (for instance, in Q1a) and whenever the reference period has changed (as is the case for Q23), but the exact dates do not have to be repeated in every question utilizing this reference period. (See Box 8 for findings from Malawi on recall bias in labor reporting.)

For data on job search efforts (Q13, Q48), the model labor module follows longstanding practice in labor force and other household surveys according to which a reference period is used of four weeks before the interview.

### BOX 8. COGNITIVE BURDEN AND RECALL PERIODS IN LABOR REPORTING

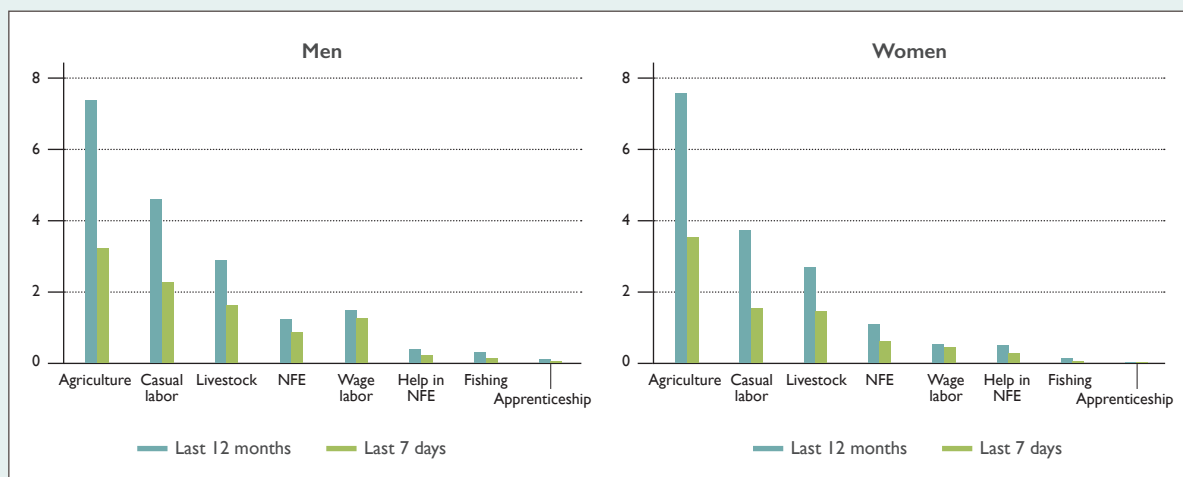
Collecting labor data through household surveys requires balancing recall accuracy with the notion that longer time periods sometimes have a more meaningful economic interpretation. For example, longer reference periods may be preferred in settings where employment is highly casual, to avoid a degree of arbitrariness that is introduced by focusing exclusively on the last week. Findings from Malawi show that a longer reference period substantially increases the number of activities performed by respondents relative to a shorter reference period, which is consistent with the notion that some activities are highly seasonal and that people move between different types of activities over the course of a year (Figure B8). Surveys that are able to collect data at multiple times throughout the year will be able to mitigate some of this potential recall bias and seasonality.

However, although stakeholders may sometimes favor longer reference periods, this can also lead to greater

recall error (Beegle, Carletto, and Himelein 2012; Kjellsson, Clarke, and Gerdtham 2014; Arthi *et al.* 2018; Gaddis *et al.* 2020a). Using a longer time period, such as the previous 12 months, could increase memory bias and requires a much more detailed questionnaire design to capture seasonality and multiple economic activities throughout the year.

Analysis problems can also arise from data collected using a one-month or a four-week recall, which are sometimes interpreted the same, although the month recall is 6 percent–10 percent longer than a four-week recall. The model labor module uses the reference period of the last four weeks to capture information on job search efforts. It is important to emphasize during interviewer training that this refers to the four calendar weeks before the interview date and not the last calendar month.

**Figure B8.** The share of Malawi’s working-age population (ages 15–64) engaging in a specific activity, by reference period and sex, 2016



Source: Desiere and Costa (2019), based on data from the 2016/17 Malawi LSMS–Integrated Surveys on Agriculture.

### 3.3 THE TIMING OF DATA COLLECTION

As is true with nearly all modules in a household survey questionnaire, the timing of data collection for the labor module can impact respondent reporting on the types of work activities, actual hours worked, and so on. Major holidays, harvest periods, and seasonality in general can affect a wide range of jobs and industries—tourism, sale and service fluctuations around special holiday seasons, agricultural work, and seasonally available food sales, for example.

The timing of data collection also matters with regard to the intended use of agricultural output, which determines whether the agricultural activity is categorized as employment or own-use production work. Because information on the intended use of output is collected with reference to those agricultural products the respondent worked on over the previous 7 days (“Thinking about the products [NAME] worked on...”), there can be large fluctuations in the self-reported intended use of output over the course of the agricultural growing season (see Box 4). The focus on the intended use of output under the 19th ICLS standards thus introduces a new margin of variation (that is, labor reallocations across crops with different self-reported intended uses of output), in addition to the traditional margin of movements in and out of agriculture. All this is expected to lead to larger fluctuations in seasonal employment that require greater consideration be given to the implications of seasonality.

Household surveys that can be conducted over a 12-month interview cycle will avoid seasonality in the reported data, at least in aggregate. If this is not possible, household surveys should, at least, be conducted during the same time period every year to allow for meaningful comparisons across survey rounds.

### 3.4 INTEGRATION WITH OTHER SURVEY MODULES

Survey designers will need to ensure that the labor module is tailored to their survey context, taking into consideration the content and flow of the overall questionnaire to guarantee that all necessary data are captured, double counting is avoided, and the interview burden is minimized.

Though the labor module is the primary module for measuring work and employment in a multi-topic household

survey, some of the data required for labor analysis may end up being collected in related modules. For questionnaires that include a module on non-farm household enterprises (NFE), survey designers will need to determine which NFE details, including work and employment information, are collected in the NFE module versus the labor module. Likewise, surveys that are able to include a module dedicated to agricultural labor may include additional in-depth information on farm labor in that module. Depending on the scope of the survey, there may be complementarities with other modules as well.

In the determination of what cross-topic information to collect in each module, the ease of responding should be given priority. Questions should be clearly worded and ordered in such a way as to ease the respondent burden as much as possible. Organizing the questions in a way that is most logical for respondents may not always be the same as how data users will want to organize the data for analysis.

Any changes made to this model labor module—to integrate it with other topical modules or for any other reasons—should be tested before field implementation. Likewise, if this module is used to revise existing labor modules, any changes should be weighed against their impact on data comparability (DeWeerd, Gibson, and Beegle 2020, who summarize numerous other papers on the same topic) affecting basic stylized facts of development (such as country rankings by poverty levels). When the benefits warrant updating an existing module (for instance, to conform to the revised ICLS standards) there should be a clear plan for transitioning from the old to the new standards to ensure comparability of data across time and to communicate the impact of the new definitions on labor market indicators.

### 3.5 MODE OF INTERVIEWS

Traditionally, multi-topic household surveys have been implemented using face-to-face interviews, among the methods of which, pen-and-paper personal interviews (PAPI) are increasingly being replaced by computer-assisted personal interviews (CAPI). While face-to-face interviewing has long been the standard for household survey data collection, phone interviewing is another alternative, the use of which has increased significantly given the travel restrictions and social distancing measures of the global COVID-19 pandemic.

Although high-frequency phone interviews may be a less expensive or more accessible alternative to high-frequency

face-to-face interviews, methodological considerations should be evaluated in adopting questionnaires for phone surveys. Studies have shown that estimates of labor inputs collected through phone interviews are, if implemented correctly, similar to those collected through face-to-face interviews (Arthi *et al.* 2018). However, it is important to take into consideration levels of phone ownership and the infrastructure needs—network, airtime credit, and feasibility of charging phones—while planning the survey (Dillon 2012). Additionally, answering complex questions over the phone may impose a higher cognitive burden on the respondent and lead to lower interview completion rates.

It is also important to consider that only one person may be able to answer the phone, which may lead to higher rates of proxy respondents or—in cases where phone surveys collect data only for the primary respondent—data that are biased toward those household members owning or using cell phones (often the household head or spouse), which may not be representative of the working-age population. One option might be to implement a baseline face-to-face interview to establish a relationship with a household and collect a baseline roster of household members, explain how the high-frequency phone interviews will work, and randomly select one respondent or several to the labor module from the baseline household roster. It then needs to be ensured that the selected respondents have access to a working phone throughout the duration of the interviews. Further research should be conducted to provide guidelines on how to operationalize such an approach and how to combine it with nationally representative surveys.

### 3.6 TERMINOLOGY AND TRANSLATION

Cognitive tests and field experiences show that accurate translation of the questions into different languages is of critical importance. Common words in some languages may not translate easily to another language or may have different cultural significance across countries. Translation is especially important for key thematic terms, such as household, job, profit, and payment in kind. The guidance for framing recovery questions explicitly notes that terms such as labor and work are not to be used in these questions; this intent also applies to any translated terms for these words (see Section 2.1.2). Beyond translation, some phrasing and terminology will need to be revised (in any languages used, including the English version) to suit local contexts. This includes examples provided to respondents and answer response options for some questions.

The importance of translation and national adaptation was reinforced during the Sri Lanka pilot study. For example, some of the difficulties in measuring farmwork during wave 1 data collection can be attributed to difficulties in identifying appropriate everyday terminology in Sinhalese for some of the farming-related questions. Addressing these issues contributed to improvements in the consistency of the wave 2 results between the LFS and MLSS instruments (ILO and World Bank 2021).

Careful translation must be ensured prior to the start of fieldwork. Survey metadata should include the language of interview and whether the translations were formal (interviewer reading a fully translated questionnaire) or informal (interviewer translated in situ, asking questions in a language different than the language provided in the questionnaire used).

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# Annex I.

## Model Labor Questionnaire Module

SECTION X: LABOR							
FOR HOUSEHOLD MEMBERS 15 YEARS OLD OR OLDER							
ENUMERATOR READ: We would now like to ask you questions regarding the different activities that you and your household members do.							
Respondent				Wage		NFE operator	
ID CODE	E1	0a	0b	1a	1b	2a	2b
		IS THE RESPONDENT 15 YEARS OR OLDER?	ENUMERATOR: IS [NAME] REPORTING FOR HIMSELF/ HERSELF?	ENUMERATOR: WHO IS RESPONDING ON BEHALF OF [NAME]?	<i>Last week, that is from Monday [DATE] up to Sunday [DATE], did [NAME] do any work for someone else for pay for one or more hours?</i>  INCLUDES PAID APPRENTICESHIPS AND PAID INTERNSHIPS.	How many hours did [NAME] do this work last week?	Last week, did [NAME] work in a non-farm household business that [NAME] operates for one or more hours?
	YES ..... 1 NO ..... 2 ▶ NEXT PERSON	YES ..... 1 ▶ Q1a NO ..... 2		YES ..... 1 NO ..... 2 ▶ Q2a		YES ..... 1 NO ..... 2 ▶ Q3a	
			ID CODE		HOURS		HOURS
1							
2							
3							
4							
5							
6							
7							

SECTION X: LABOR							
	NFE worker	Recovery NFE		Farm	Recovery farm		
	3a	3aa	3b	4a	4aa	4b	5
ID CODE	Last week, did [NAME] work in a non-farm household business that is operated by another HH member for one or more hours? YES ..... 1 ▶ Q3b NO ..... 2	Last week, did [NAME] help in a non-farm household business that is operated by another HH member for one or more hours? YES ..... 1 NO ..... 2 ▶ Q4a	How many hours did [NAME] do this work last week?	Last week, did [NAME] work on household farming, livestock, fishing or forestry activities for one or more hours?  YES ..... 1 ▶ Q4b NO ..... 2	Last week, did [NAME] help growing crops in a household farm, raising livestock, fishing or foraging/ hunting for one or more hours?  YES ..... 1 NO ..... 2 ▶ E2	How many hours did [NAME] do this work in the last week?	Thinking about all the products [NAME] worked on, are they intended... READ OPTIONS  Only for sale..... 1 ▶ E3 Mainly for sale..... 2 ▶ E3 Mainly for household use..... 3 Only for household use..... 4
			HOURS			HOURS	
1							
2							
3							
4							
5							
6							
7							



SECTION X: LABOR						
Temporary Absence						
ID CODE	8	9	10	11	12a	12
	<p>Does [NAME] have a job, business or household farm from which he/she was absent last week?</p> <p>YES ..... 1 NO ..... 2 ▶ Q13</p>	<p>Why did [NAME] not work during the last week?</p> <p>WAITING TO START NEW JOB OR BUSINESS..... 1 LOW OR OFF-SEASON ..... 2 ▶ Q11 SHIFT WORK, FLEXI TIME, NATURE OF WORK ..... 3 VACATION, HOLIDAYS ..... 4 SICKNESS, ILLNESS, ACCIDENT ..... 5 MATERNITY, PATERNITY LEAVE ..... 6 EDUCATION LEAVE OR TRAINING ..... 7 OTHER PERSONAL LEAVE (CARE FOR HOUSEHOLD, CIVIC DUTIES...)..... 8 TEMPORARY LAY OFF, NO CLIENTS OR MATERIALS, WORK BREAK ..... 9 BAD WEATHER, NATURAL DISASTER ..... 10 STRIKE OR LABOUR DISPUTE ..... 11 LONG-TERM DISABILITY ..... 12 OTHER (SPECIFY) ..... 13</p>	<p>Including the time that [NAME] has already been absent, will [NAME] return to that same job, business or household farm <i>in three months or less?</i></p> <p>YES ..... 1 ▶ Q12a NO ..... 2 ▶ Q13</p>	<p>During the low or off-season, does [NAME] continue to do some work for that job, business, or household farm?</p> <p>YES ..... 1 NO ..... 2 ▶ Q13</p>	<p>Was [NAME]'s work in household farming, livestock, fishing or forestry activities?</p> <p>YES ..... 1 NO ..... 2 ▶ Q23</p>	<p>Thinking about all the products [NAME] worked on, are they intended...</p> <p>READ OPTIONS</p> <p>Only for sale..... 1 ▶ Q23 Mainly for sale..... 2 ▶ Q23 Mainly for household use... 3 Only for household use... 4</p>
1						
2						
3						
4						
5						
6						
7						

SECTION X: LABOR							
Job Search							
ID CODE	13	14	15		16	17	18
	During the <i>last four weeks</i> , did [NAME] do anything to find a paid job?  YES ..... 1 ▶ Q15 NO ..... 2	Or did [NAME] try to start a business?  YES ..... 1 NO ..... 2 ▶ Q17	What did [NAME] mainly do in the last four weeks to find a paid job or start a business? SELECT UP TO TWO  APPLY TO PROSPECTIVE EMPLOYERS FOR A PAID JOB OR INTERNSHIP ..... 1 PLACE OR ANSWER JOB ADVERTISEMENTS ..... 2 POST/UPDATE RESUME ON PROFESSIONAL/ SOCIAL NETWORKING SITES ..... 3 REGISTER WITH PUBLIC EMPLOYMENT SERVICE ..... 4 REGISTER WITH A PRIVATE EMPLOYMENT CENTRE/AGENCY ..... 5 TAKE PUBLIC SERVICE EXAM OR INTERVIEW ..... 6 TAKE PRIVATE COMPANY'S EXAM OR INTERVIEW ..... 7 SEEK HELP FROM RELATIVES, FRIENDS, OTHERS ..... 8 CHECK AT FACTORIES, WORK SITES ..... 9 WAIT ON THE STREET TO BE RECRUITED ..... 10 SEEK FINANCIAL HELP TO START A BUSINESS ..... 11 LOOK FOR LAND, BUILDING, EQUIPMENT, MATERIALS TO START A BUSINESS ..... 12 DEVELOPED A BUSINESS PLAN ..... 13 APPLY FOR A PERMIT OR LICENSE TO START A BUSINESS ..... 14 NO SECOND ACTIVITY ..... 15 OTHER (SPECIFY) ..... 16		For how long has [NAME] been without work and trying to find a job or start a business?  LESS THAN 1 MONTH ..... 1 1 MONTH TO < 3 MONTHS ..... 2 3 MONTHS TO < 6 MONTHS ..... 3 6 MONTHS TO < 12 MONTHS ..... 4 1 YEAR TO < 2 YEARS ..... 5 2 YEARS OR MORE ..... 6  ALL ▶ Q19	At present does [NAME] want to work?  YES ..... 1 NO ..... 2 ▶ Q22	What is the main reason [NAME] did not try to find a paid job or start a business in the last 4 weeks?  WAITING FOR RESULTS OF A PREVIOUS SEARCH ..... 1 AWAITING RECALL FROM A PREVIOUS JOB ..... 2 WAITING FOR THE SEASON TO START ..... 3 WAITING TO START NEW JOB OR BUSINESS ..... 4 TIRED OF LOOKING FOR JOBS, NO JOBS IN AREA ..... 5 NO JOBS MATCHING SKILLS, LACKS EXPERIENCE ..... 6 CONSIDERED TOO YOUNG/OLD BY EMPLOYERS ..... 7 IN STUDIES, TRAINING ..... 8 HOUSEHOLD RESPONSIBILITIES ..... 9 IN AGRICULTURE/FISHING FOR HOUSEHOLD USE ..... 10 OWN DISABILITY, INJURY, ILLNESS ..... 11 RETIRED, PENSIONER ..... 12 OTHER SOURCES OF INCOME ..... 13 OLD AGE ..... 14 OTHER (SPECIFY) ..... 15
			Action 1	Action 2			
1							
2							
3							
4							
5							
6							
7							

## SECTION X: LABOR

Designer Note:  
static text in CAPI

						Main Job Identification	
	19	20	21	22	23	E5	
ID CODE	<p>If a job or business opportunity had been available, could [NAME] have started working last week?</p> <p>YES ..... 1    ▶ Q22 NO ..... 2</p>	<p>Or could [NAME] start working within the next 2 weeks?</p> <p>YES ..... 1    ▶ Q22 NO ..... 2</p>	<p>Why is [NAME] not available to start working?</p> <p>AWAITING RECALL FROM A PREVIOUS JOB ..... 1 WAITING FOR SEASON TO START ..... 2 IN STUDIES, TRAINING ..... 3 HOUSEHOLD RESPONSIBILITIES ..... 4 IN HOUSEHOLD FARMING/LIVESTOCK/FISHING FOR HOUSEHOLD USE ..... 5 RETIRED, PENSIONER ..... 6 OWN DISABILITY, INJURY, OR ILLNESS ..... 7 OLD AGE ..... 8</p>	<p>Which of the following best describes what [NAME] is mainly doing at present?</p> <p>PLEASE READ ALL OPTIONS</p> <p>Studying or training ..... 1 Engaged in household responsibilities ..... 2 Household farming, livestock, fishing, or forest activities for <i>household use</i> ..... 3 Retired or pensioner ..... 4 With a long term illness, injury or disability ..... 5 Doing volunteering, community or charity work ..... 6 Engaged in cultural or leisure activities ..... 7 Old age ..... 8</p> <p>ALL ▶ NEXT SECTION</p>	<p><u>Last week, that is from Monday [DATE] up to Sunday [DATE],</u> did [NAME] have more than one job or business?</p> <p>YES ..... 1 NO ..... 2    ▶ Q24a</p>	<p>ENUMERATOR READ: I am now going to ask you some questions about [NAME]'s main job. The main job is the one where [NAME] usually works the highest number of hours (even if [NAME] was temporarily absent last week).</p>	
	1						
	2						
	3						
	4						
	5						
	6						
	7						

## SECTION X: LABOR

**Designer Note:**  
determine IN ADVANCE who will code, or how it will be coded/incorporated into CAPI

### Main Job

[illegible]





## SECTION X: LABOR

**Designer Note:**  
in CAPI, use Yes/No raidal buttens for each component.

## Employees &amp; Interns only

[illegible]



SECTION X: LABOR							
Designer Note: 0 is a valid option if Q42=2or5							
42		43	44	45	46	47a	b
ID CODE	In [NAME]'s second job, does [NAME] work ... READ RESPONSES  In own business or farming activity.....1 ▶ Q48 In a business or farm operated by a household member .....2 ▶ Q48 As an employee for someone else.....3 As an apprentice, trainee, intern.....4 Helping a household member who works for someone else.....5 ▶ Q48	In the past 12 months, during how many months did [NAME] work this job?	How many weeks per month does [NAME] usually work in this job?	How many days per week does [NAME] usually work in this job?	How many hours per day does [NAME] usually work in this job?	How much does [NAME] usually earn in this second job? Over what time interval? FOR HH BUSINESS REPORT PROFIT (IE. NET INCOME AFTER COST DEDUCTIONS)  <b>TIME UNIT</b> HOUR .....1 DAY .....2 WEEK .....3 FORTNIGHT .....4 MONTH.....5 QUARTER.....6 HALF YEAR .....7 YEAR.....8	
		MONTHS	WEEKS	DAYS	HOURS PER DAY	CURRENCY	TIME UNIT
	1						
	2						
	3						
	4						
	5						
	6						
7							

SECTION X: LABOR						
Additional work desires						
ID CODE	48	49	50	51	52	53
		<i>During the last four weeks, did [NAME] look for additional or other paid work?</i>  YES .... 1 NO .... 2	Would [NAME] want to work more hours per week than usually worked, provided the extra hours are paid?  YES .... 1 NO .... 2 ▶ Q52	If additional paid work was available, could [NAME] start working more hours within the next two weeks?  YES .... 1 NO .... 2 ▶ Q52	How many additional hours per week could [NAME] work?          HOURS	Does [NAME] want to change his/her current employment situation?  YES .... 1 NO .... 2 ▶ NEXT SECTION
1						
2						
3						
4						
5						
6						
7						

## SECTION XB: OWN USE PRODUCTION OF GOODS

**Survey Creator note:** This section captures own-use production of other goods, for a complete accounting of these labor activities. Questions should be reviewed and selected based on their relevance for the survey/country context. Own-use production of services will be forthcoming.

**Designer Note:**  
static text in CAPI

[illegible]





## Annex 2.

# Interviewer Training Manual

## Enumerator Manual For The Model Labor Module Designed For Multitopic Household Surveys

### SURVEY DESIGN NOTE

This example manual corresponds to the Model Labor Module for Multitopic Household Surveys. Users are reminded that the content of this manual must be modified in sync with any modification to the labor module (questions, responses, numbering) and local context (key definitions, protocols, working age, etc). Example manual language for the optional section on own-use production of goods is also included. For further guidance on the labor module, see the LSMS Guidebook, *Employment and Own Use Production in Household Surveys: A practical guide for measuring labor* (Durazo et al 2021).

This manual section is designed to be incorporated into a training manual for a multi-topic household survey or other surveys as needed. To be a stand-alone manual, additional key topics may need to be addressed (enumerator protocols for approaching households and obtaining interview permission; roles of enumerators, supervisors, and field managers; etc.).

### LABOR MODULE

**Description:** The Labor Module includes two sections – the main section on labor plus an additional section on own-use production of goods. This (main labor) section asks about employment of all household members of working age, defined in this survey as 15 years or older [working age is different across countries and should be adapted accordingly].

**Respondent:** Every effort should be made to allow household members to answer for themselves. When this is not possible, a proxy respondent is preferable to not being able to collect the data.

**Reference period:** As per international standards, the reference period is *last week* – being the last full/completed week prior to the date of the interview. For example, if the interview is conducted on a Tuesday September 15<sup>th</sup>, the reference period is from Monday of the week prior through last Sunday, and would be explained as, “*last week, that is from Monday September 7<sup>th</sup> up to Sunday September 13<sup>th</sup>.*” If the interview is on a Thursday, or any other day of that same week, the reference period remains the same. Although asking about “*last week*” is sufficient for most questions, the full reference period (with dates, as indicated above), should be used at the start of the interview and as needed throughout to help prompt the respondent in recalling information from the correct time frame.

#### General conventions for administering the labor module:

- Regular text: Indicates text to be read out loud to the respondent.
- ALL CAPS: indicates response categories and filters that are NOT to be read out loud.
  - It is especially important to follow this guidance regarding response options, as in some such cases reading the options may bias the respondent’s answer.
  - When responses are not read out loud, code the most appropriate answer based on the respondent’s answer. If there is any doubt about which code is appropriate, consult with your supervisor immediately after the interview.

- **[PARENTHESIS]**: Indicates that a choice or a substitution must be made. When using CAPI, substitutions should be automatically filled in.
- **Bold text**: Should be emphasized when asking respondent.
- Question numbers beginning with E (E1, E2, etc) are instructions or guidance for the enumerator, to ensure proper flow of the questionnaire. In CAPI interviews, most of these will be programmed directly into the flow of the questionnaire.
- Skip instructions: Some questions are not asked of everyone but instead depend on the answer to previous questions. An arrow or the symbol “▶” instructs which question to skip to. Read through the entire questionnaire carefully to understand the flow of questions.

### Definitions:

- **Work is any paid or unpaid activity to produce goods and services** (i.e., any productive activity). This includes employment (see below) as well as time spent providing services or producing goods for own use. Own-use work includes both goods (e.g., farming, fishing, preserving foods for storage, sewing your own clothes) and services (e.g., childcare, eldercare, food and meal preparation for immediate consumption, other household chores).
- **Employment** is a specific subset of work, defined as **work done for pay or profit**. The questions in this module will help you work with the respondent to determine which activities qualify as employment.

## Respondent

**ID Identification code of all household members**

**E1 Is the respondent 15 years or older?**

**0a Enumerator: Is [NAME] reporting for him/herself?**

Every effort should be made to collect information directly from each household member regarding their own labor activities. Only when this is not possible, information can be collected from another adult household member.

**0b Enumerator: Who is responding on behalf of [NAME]?**

Write or select the identification code of the proxy respondent.

## Wage

1a	<p><b>Worked for someone else for pay</b></p> <p>Select 'YES' if <i>last week</i> the person did any form of paid work that was not for a household member, for one hour or more. The question is asked of everyone and intended to capture persons working for pay for someone else, for example as employees or paid apprentices, including casual, informal, and part-time employees. Paid agricultural work for others (not the respondent's own household) is included.</p> <p>Payment covers <i>all forms of remuneration</i> – wage, salary, tips, commissions, etc – paid in cash or in-kind or under a commitment of deferred payment.</p> <p>This question excludes persons who worked as self-employed, for example in a business or market-oriented activity with the intention of earning a profit, or those helping in a household enterprise. These persons will be captured in subsequent questions.</p>
1b	<p><b>Hours worked last week</b></p> <p>Record the <i>total</i> number of hours the person worked for a wage, salary or any other pay during the <i>last week</i>. Record the hours <i>actually</i> worked, <i>not</i> the number of hours they normally or usually work in a week. Include break times but exclude commute time (the time going to and from work).</p>

## Non-Farm Household Enterprise (NFE)

2a	<p><b>Run a non-farm household enterprise</b></p> <p>Select 'YES' if <i>last week</i> the person worked in a NFE that they manage or operate, for one hour or more. NFEs are also commonly referred to as household businesses and include any kind of business activity to earn an income in the form of profits (in cash or in kind) such as craftsman, hairdresser, shopkeeper, making and selling of food, medical practice, and so on. Only include here business activities for which the person manages or operates the NFE, meaning they make decisions about running the business, such as the types of good and services offered, hours of operation, the hiring of employees (when applicable), etc. Include all businesses the person operated/managed last week, even if at the time any were not making a profit or were incurring a loss.</p> <p>This question excludes household farming, livestock, fishing, and forestry (hunting/foraging) activities; these persons should be captured in question 4a (see below). Exclude persons who worked last week in any kind of paid job (employees or paid apprentices); these persons should have been captured in question 1a.</p>
2b	<p><b>Hours worked</b></p> <p>Record the <i>total</i> number of hours the person worked <i>last week</i> in any and all non-farm enterprises or household businesses that they manage or operate. Record the <i>hours actually worked</i>, <i>not</i> the number of hours they usually or normally would have worked. Include break times, but exclude commute time (the time going to and from work).</p>
3a	<p><b>Worked in a non-farm household enterprise</b></p> <p>Select 'YES' if the person worked in a NFE operated by another household member <i>last week</i>, for one hour or more. Exclude enterprises in which the person makes decisions about running the business; these activities should have been captured in question 2a.</p>
3aa	<p><b>Recovery question for working in a non-farm household enterprise</b></p> <p>Select 'YES' if <i>last week</i> the person did any activities to help another household member in any NFE for one hour or more. This question is asked when the answer to Q3a is 'NO'. Some respondents may spend time contributing to these NFEs but may not consider their input to qualify as a job or work. However, for the purpose of this survey, these activities are classified as work and additional information must be collected from the respondent. The question intentionally does not include the word "work", and any translations or explanations should exclude the word as well.</p>
3b	<p><b>Hours worked</b></p> <p>Record the <i>total</i> number of hours the person worked <i>last week</i> in any NFEs operated by another household member. Record the hours <i>actually</i> worked, <i>not</i> the number of hours they usually or normally would have worked. Include break times but exclude commute time (the time going to and from work).</p>

## Farming & Related Activities

4a	<p><b>Worked on household crops, livestock, fishing/fisheries, and forest-related activities</b></p> <p>Select ‘YES’ if the person did any of the following work <i>last week</i>, <b>for one hour or more</b>:</p> <ul style="list-style-type: none"> <li>• Any <b>farming</b>-related work on land owned, rented, or otherwise used by members of this household. Exclude paid farming work on non-household land, which should be captured in question 3a.</li> <li>• Any <b>livestock</b>-related work with animals owned or rented by members of this household. This includes breeding, raising, or caring for livestock (cattle, sheep, goats, etc) as well as any other animals raised for meat, goods, or services (donkeys, poultry, rabbits, bees, etc). Exclude employment looking after another household’s animals (e.g., work for payment as a herder), which should be captured in 1a.</li> <li>• Any <b>fishing</b>-related work, such as fishing, aquaculture, shellfish collection, etc. Exclude employment in fishing and aquaculture activities (e.g., work for a non-household member for payment as a fisherman), which should be captured in 1a.</li> <li>• Any <b>forestry</b>-related work, such as collecting wood or plants, foraging for food or other goods, and hunting in forests or other uncultivated areas (grasslands, seashores, etc). Exclude employment in forestry activities (e.g., working for a non-household member for payment in any of these areas, receiving payments for forest services), which should be captured in 1a.</li> </ul>
4aa	<p><b>Recovery question for household farming</b></p> <p>Select ‘YES’ if the person helped <i>last week</i> in any of the farming, livestock, fishing, or forestry activities listed above, for one hour or more. This question is asked when the answer to Q4a is ‘NO’. Some respondents may spend time contributing to these activities but may not consider their input to qualify as <i>work</i>. However, for the purpose of this survey, these activities are classified as work and additional information must be collected from the respondent. The question intentionally does not include the word “work” and any translations or explanations should exclude the word as well.</p>
4b	<p><b>Hours worked</b></p> <p>Record the <b>total</b> number of hours the person worked in any of these household agricultural and related activities <i>last week</i>. Record the hours <b>actually</b> worked, <b>not</b> the number of hours they usually or normally would have worked. Include break times but exclude commute time (the time going to and from work).</p>
5	<p><b>Main intended destination of production</b></p> <p>The main intended destination of the products from <b>the person’s work</b> in household farming, fishing, livestock, or forestry activities. This question relates specifically to <b>the output of each person’s own work</b> in farming, fishing, livestock or forestry activity, not the total output of the household.</p> <p>Ask the respondent to select the answer that applies best. <b>ONLY FOR SALE</b> means that the person intends to <b>sell all the output</b> from their work in these activities. <b>MAINLY FOR SALE</b> means a <b>more than half</b> of the output from this person’s activities was/will be <b>sold or bartered</b>, but some lesser portion was/will be consumed by the household. <b>MAINLY FOR HOUSEHOLD USE</b> means a <b>more than half</b> of the output from this person’s activities was/will be <b>consumed by the household</b>, but some lesser portion was/will be sold or bartered. <b>ONLY FOR HOUSEHOLD USE</b> means that <b>all the output</b> from this person’s activities will be <b>consumed by the household</b>.</p>

## General Recovery Questions

These questions are to assess whether the person's activities during *last week* qualified as *work or employment*. If the person has NOT yet confirmed any employment, additional questions are asked (to see if any activities that qualify as work or employment can be "recovered").

E2	<p><b>Enumerator: Review questions Q1a, Q2a, Q3a, and Q4a, Q3aa, and Q4aa:</b></p> <p><b>Is there any YES?</b></p> <p>Q6a – Q7 are only asked if the response to this is 'NO'.</p>
6a	<p><b>Run a business, farm, or do any income-generating activity</b></p> <p>Record 'YES' if the person ran/operated any sort of activity meant to generate income, such as making things for sale, buying or reselling things, provided paid services, growing products, raising animals, catching fish, hunting or foraging for sale. This includes all activities explained above in Q2a, Q3a, and Q4a. The words "work", "job", or "employment" MUST NOT be used, as the intent is to capture activities that meet the definition of work or employment even when individuals themselves do not consider the activities to do so.</p>
6aa	<p><b>Help with a business, farm or paid job of another household member</b></p> <p>Record YES if the person HELPED any household member with their activities in any sort of work or employment listed in Q1a, Q2a, Q3a, and Q4a. If a respondent helps another household member with their paid job (e.g., activities under Q1a and not a household enterprise), and the respondent is not paid for this activity, this qualifies as employment. Examples of such work include a son who helps his mother grade papers, where the mother is employed as an elementary school teacher; and a wife who helps her husband cut vegetables, as part of his paid employment as a cook at a restaurant (that is not owned by the household). Both the wife and the son are classified as employed, although not affiliated with the school nor with the restaurant. A respondent who "helps" with activities of a household enterprise of another household member is classified as an employed.</p> <p>As in the previous question, the words "work", "job", or "employment" MUST NOT be used; again, the intent is to capture activities that meet the definition of work or employment even when individuals themselves do not consider the activities to do so.</p>
6b	<p><b>Hours worked</b></p> <p>Record the <i>total</i> number of hours the person worked or helped in any of these activities <i>last week</i>. Record the hours <i>actually</i> worked, <i>not</i> the number of hours they usually or normally would have worked. Include break times but exclude commute time (the time going to and from work).</p>
6c	<p><b>Work was on crops, livestock, fishing, or forestry activities</b></p> <p>Record 'YES' for any of the activities explained above in Q4a.</p>
7	<p><b>Main intended destination of production</b></p> <p>See Q5 above for guidance.</p>
E3	<p><b>Enumerator: does Q5=3 or 4, or Q7=3 or 4?</b></p> <p>This confirms whether the work performed is employment (when the goods are for the market) or own-use production of goods (when the goods are for household use).</p>
E4	<p><b>Instructions for which section to ask next, based on responses so far.</b></p>

## Temporary Absence

Asked only of persons that did not report any work at all  
(questions Q1a, Q2a, Q3a, Q3aa, Q4a, Q4aa, Q6a, and Q6aa are ALL NO).

8	<p><b>Absence from a job, business, or household farm</b></p> <p>Select 'YES' if the person <b>normally or regularly</b> works in a job, business, or household farm (incl. agriculture, livestock, fishing, forestry) and expects to return to this activity.</p>
9	<p><b>Reason for absence</b></p> <p>Record the <i>main reason</i> why the person was temporarily absent from their normal or regular work <i>last week</i>. <b>DO NOT</b> read response categories out loud.</p> <ul style="list-style-type: none"> <li>• <u>Code 2</u>: Includes all persons who indicated not having worked in the reference period because it was their low or off-season. This excludes short periods (e.g., less than two weeks) of low activity during the active season, which should be coded as 3.</li> <li>• <u>Code 3</u>: Includes situations where the respondent was not working for the entire reference period due to the working time arrangement or the nature of the work. This includes for example, persons who work on schedules such as two weeks on and two weeks off; persons on time off as compensation for time previously worked and other flexible working time arrangements. It also includes persons working in agriculture or in other industries where the nature of their work may include short periods (e.g., lasting 1-2 weeks) with no activity during the productive cycle. Note, however, that the off-season should be recorded as Code 2.</li> <li>• <u>Code 6</u>: Refers to the statutory period of maternity or paternity leave around the time of childbirth, as established in national legislation. It excludes maternal or parental leave that may be requested at different times for childcare purposes, which should be recorded as Code 8.</li> <li>• <u>Code 7</u>: Includes all kinds of education or training, not paid by nor required by the employer. Note that persons attending education or training covered by the employer are to be considered as "Employed, at work" and captured in Q1a as such.</li> <li>• <u>Code 9</u>: Includes involuntary breaks due to work interruptions for economic reasons such as a lack of available business, a lack of materials, difficulties with permits, etc. This also includes any absence where a person is temporarily laid off by their employer.</li> <li>• <u>Code 11</u>: This includes only people who were involved in a labor dispute. Involuntary absences because of a labor dispute involving others (e.g., strike of public transport affecting the respondent's ability to get to work) should be coded as 9.</li> <li>• <u>Code 12</u>: Refers to <i>involuntary</i> breaks in work due to long term disability.</li> </ul>
10	<p><b>Return to work within 3 months</b></p> <p>Refers to the expected <i>total duration of the absence</i> and includes both the time already absent plus the expected future period of absence. If the respondent is unsure when they will return, probe them by asking if they think it will be more or less than 3 months in total.</p>
11	<p><b>Continued work during low or off-season</b></p> <p>Asked <u>only</u> when reason for absence is because of the low or off-season (Q9=2). Record 'YES' if, during the period considered as low or off-season, the person continued to perform at least some of the tasks or duties of their work. For example, clearing a field, applying fertilizer, checking orchards for overall tree health, buying supplies for a construction business, repainting their seasonal shop, etc. – anything in preparation for the high or active season.</p>
12a	<p><b>Work was on crops, livestock, fishing, or forestry activities</b></p> <p>Record 'YES' for any of the activities indicated above in Q4a.</p>
12	<p><b>Main intended destination of production</b></p> <p>See Q5 above for guidance.</p>

## Job Search

Asked only of persons that do not have any employment. This includes persons with (a) no work in any activity or (b) work **ONLY** in household farming/livestock/fishing/forests where the intended use of output is only or mainly for household use. These questions will help in measuring unemployment and other types of labor underutilization.

13	<p><b>Efforts to find a paid job</b></p> <p>Select 'YES' if the person has taken any <b>concrete action</b> in the <i>last four weeks</i> to find paid work, such as actively asking around for work, applying for jobs, registering with a public or private employment agency, etc. Select 'NO' if the person wanted to find work but did not <i>actively</i> do anything towards it or if the person actively looked for work more than four weeks ago and in the meantime was only waiting to hear back from someone.</p>
14	<p><b>Efforts to start a business</b></p> <p>Select 'YES' if the person has taken any <b>concrete action</b> in the <i>last four weeks</i> to start a business, such as seeking financial help for a proposed business, developing a business plan, applying for a permit, etc. Select 'NO' if the person wanted to start a business but did not <i>actively</i> do anything towards it.</p> <p>Asked only of persons who answered 'NO' to the previous question (Q13=2).</p>
15	<p><b>Main actions to find paid work or start a business</b></p> <p>Record the <b>main actions</b> taken by the person in the <i>last four weeks</i> to find paid work or start a business. RECORD UPTO 2 ACTIONS. If the person reports doing only one thing, probe for anything else; if there is nothing else, use code 15 (NO SECOND ACTIVITY) for Action 2. <b>DO NOT read response categories out loud.</b></p>
16	<p><b>Length of time trying to find paid work or start a business</b></p> <p>Record the amount of time the person has been <b>without work and actively trying</b> to find a job or start a business. For example, if the respondent has been looking for work for 6 months but did some work for pay 3 months ago then the duration for Q16 would be 3 months. <b>DO NOT read response categories out loud.</b></p>
17	<p><b>Desire to work</b></p> <p>Record 'YES' if the person <b>wants to work</b> at present. Do not probe or question their response, regardless of any previous answers or information provided.</p>
18	<p><b>Main reason person did not try to find a paid job or start a business</b></p> <p>Asked <u>only</u> of persons who did nothing to find a paid job or start a business (Q13 and Q14 are both 'NO') but have a desire to work (Q17 is 'YES').</p> <p>Code the response for the main reason the person did not look for work in the <i>last four weeks</i>. If the respondent mentions more than one reason, ask them to confirm which one is the main reason.</p> <p><b>DO NOT read response categories out loud.</b></p>
19	<p><b>Availability to work last week</b></p> <p>Select 'YES' if the person reports being available to work in the <i>last week</i>, meaning the person had the time and capacity to work in any form if there had been any possibility to do so. Select 'NO' if the person reported having no time to work for any reason.</p>
20	<p><b>Availability to work within next 2 weeks</b></p> <p>Record 'YES' if the person is available to start working <i>within the next two weeks</i> if a job or business opportunity were to become available. This is <u>only</u> asked of respondents who were not available to work in the reference week (i.e., they said 'NO' to Q19).</p>
21	<p><b>Reason not available to start working</b></p> <p>Record the <b>main reason</b> why the person is not available to work <i>within the next two weeks</i>. This is <u>only</u> asked of people who are not employed and not available to work, but willing to work. <b>DO NOT read response categories out loud.</b></p>



22	<p><b>Main activity at present</b></p> <p>Read ALL the options out loud and record what the respondent reports as the <i>main</i> current activity. This is a self-perception question. It should reflect what the respondent feels best describes their mainly activity. It could be the activity they spend most time on or the activity they feel is most important but should be up to the respondent to determine this. The notion of “at present” is to be interpreted as understood by the respondent (and does not have a pre-defined reference period as other questions do).</p>
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## Main Job

Asked only of respondents who are defined as employed based on the responses provided thus far. This includes those who reported (1) work in any paid activity outside of household farming/fishing/livestock/forests; (2) work in household farming/livestock/fishing/forests where the stated intended use of output is only or mainly for sale; and/or (3) either of 1 or 2 above, even if absent during the reference week.

23	<p><b>Multiple jobs</b></p> <p>Select ‘YES’ if the respondent has more than one job or business. A self-employed person who works for more than one client is not considered to have more than one job or business. A separate job should involve working in a different economic activity or in a different status in employment. For example, a person who runs their own business and also works as a government employee; or a self-employed person who runs a convenience shop during the day and drives a taxi during the evenings. For employees it refers to the number of employers they have, for example an employee of a real estate agency has one job, regardless of how many clients they might serve through that agency.</p>
E5	<p><b>Statement for multiple job holders</b></p> <p>Read the statement to respondents who report having multiple jobs, to help identify their main job, which will be asked about in the following questions. <b>NO RESPONSE IS REQUIRED.</b> The main job is defined (as per international standards) as the one in which the person usually works the most hours, even if they were absent from it last week. If the hours of work are the same in multiple jobs, the main job/business is the one that generates the highest income. Care should be taken to ensure that respondents report on their main job even if they were absent from it last week.</p>
24a, 24b	<p><b>Occupation in main job /business (title and main tasks and duties)</b></p> <p>Give a <b>detailed</b> description of the <b>activity the person does</b> in their main job, including the position, and type of industry and workplace, e.g., “cook in a restaurant”, “managing a restaurant”, “assistant in a pharmacy”, etc. Do NOT just write “restaurant” or “manager”. For example, if the respondent says he/she is a teacher, the interviewer should inquire further as to what type of teacher- primary school, vocational school, subject matter taught, language, etc. and then record both the title and the tasks and duties reported.</p> <p>DESIGNER NOTE, TO BE REMOVED FROM FINAL MANUAL: Many CAPI programs may have drop-down menus, auto-complete descriptions, or other programming features to help complete this section. The examples should be adapted to list nationally relevant tasks and duties. Detailed descriptions should be provided in the examples, as these are meant as guidance for the interviewer, and not to be read aloud. This includes examples of relevant main task and duties associated with that occupation (e.g., transporting goods between cities) to highlight the type of information required for detailed coding. When using PAPI, supervisors or coding specialist will fill in ISCO codes after interviews are completed. <b>REPLACE THIS NOTE WITH INSTRUCTIONS SPECIFIC TO THE QUESTIONNAIRE FORMAT TO BE USED IN THE SURVEY.</b>]</p>

25a, 25b	<p><b>Industry in main job</b></p> <p>Give a <b>detailed</b> description of the <b>main activity of the establishment</b> in which the work is carried out. For example, a cook in a restaurant works in a different industry than a cook at a hospital.</p> <p>DESIGNER NOTE, TO BE REMOVED FROM FINAL MANUAL: Many CAPI programs may have drop-down menus, auto-complete descriptions or other programing features to help complete this section. The examples should be adapted to list nationally relevant activity of the industry. Detailed descriptions should be provided in the examples, as these are meant as guidance for the interviewer, and not to be read aloud. When using PAPI, supervisors or coding specialist will fill in ISIC codes after interviews are completed. [REPLACE THIS NOTE WITH INSTRUCTIONS SPECIFIC TO THE QUESTIONNAIRE FORMAT TO BE USED IN THE SURVEY.]</p>
26	<p><b>Status in employment</b></p> <p>Status in employment refers to the type of relationship between the person and the entity they work for. Record the status of the respondent in the main job.</p> <ul style="list-style-type: none"> <li>• <u>Code 1</u>: The person owns and/or runs a household business (farm or non-farm enterprise) and may or may not have employees working for him/her.</li> <li>• <u>Code 2</u>: The person participated in any activity to support the operation of a business activity (farm or non-farm enterprise) of a household member living elsewhere.</li> <li>• <u>Code 3</u>: The person holds a job with a written or oral contract which gives them a basic pay that is not directly dependent on the revenue of the entity where they work.</li> <li>• <u>Code 4</u>: The person is paid on a temporary basis to acquire workplace experience or skills.</li> <li>• <u>Code 5</u>: The person helped with any of the tasks or duties of an employee job held by a household member living elsewhere. For example, a daughter who grades exams for his father as part of his job as a teacher.</li> </ul>
27	<p><b>Months worked (during past 12 months)</b></p> <p>Record the <i>actual number of months</i>, of the past 12 months, during which the person worked in their main job.</p>
28	<p><b>Weeks per month usually worked</b></p> <p>Record the number of weeks the person <i>usually</i> worked in their main job, during the months when they worked. If the number of weeks vary by month, ask the person to estimate an average over months actually worked during the <i>last 12 months</i>.</p>
29	<p><b>Days per week usually worked</b></p> <p>Record the number of days per week that the person <i>usually</i> worked in their main job, during weeks when they did any work. If the number of days vary ask the person to estimate an average over <i>the last four weeks</i>.</p>
30	<p><b>Hours per day usually worked</b></p> <p>Record the number of hours per day the person <i>usually</i> works in their main job, referring only to the days they worked. If the number of hours per day vary ask the person to estimate an average over <i>the last four weeks</i>.</p>
31a, 31b	<p><b>Usual earnings</b></p> <p>Record the amount <i>usually</i> received, in cash or in kind. For those who are employed by others, record their combined wages, salaries, and other payments. For persons in self-employment or working in NFEs, record <i>profits</i> which means the total income <i>minus</i> costs. For any in-kind earnings, ask the respondent to estimate that value in local currency.</p> <p>Record also the time period this payment covers. Let the respondent report their earnings in whichever timeframe they prefer (hourly, monthly, etc) – as this will help them to report more accurately.</p>
32	<p><b>Type of enterprise/establishment</b></p> <p>Asked only of persons who report that they work for someone else in their main job (as an employee, or paid apprentice/intern, that is Q26=3 or 4).</p> <p>Record the type of enterprise or establishment for the person's main job. If in doubt, probe to make sure you select the correct type. Government may be at different levels including Federal, state and local government and some of the workers may include teachers, hospital staff and police force.</p>

32 b	<p><b>Place of work</b></p> <p>Record the physical location where the work takes place. This question is NOT asked to persons who work in government enterprises, international organizations or embassies, or for private households as domestic workers. For example, a government doctor who works on call in different households works in government (code 1) even though the usual place of work may be the patients' households. Moreover, a domestic worker hired by an agency should be recorded as code 4 (private household), while a nurse hired by an agency to work in a government hospital through an agency would be code 1 (government).</p>
33	<p><b>Incorporation of the business</b></p> <p>Record whether the business the respondent is working in is incorporated. Incorporation refers to the process of establishing a business/establishment with a separate legal identity from its owner(s), which limits the liability of the owners in case of losses by the business.</p>
34	<p><b>Registration of the business</b></p> <p>Record whether the business is registered in the national business register. This includes for example, registration under factories or commercial acts, tax or social security laws, professional groups' regulatory acts, or similar acts, laws or regulations established by national legislative bodies.</p>
35	<p><b>Accounts and record-keeping</b></p> <p>Record what level of accounts/records (balance sheet, profit and loss statement etc.) the business keeps. The enumerator must read the response options aloud.</p> <ul style="list-style-type: none"> <li>• <u>Code 1</u> refers to written accounts kept for tax purposes as per the national context. This may include business balance sheets, profit and loss statements, registers of assets, etc. It also includes simplified accounts required by tax or other public authorities for small business operators. Code 1 is <b>not asking</b> whether or not taxes are submitted/paid, but rather whether complete accounts are kept.</li> <li>• <u>Code 2</u> refers to written records of accounts kept by the business for internal purposes and not intended for submission to the tax or other public authorities.</li> <li>• <u>Code 3</u> means some records may be kept, for example receipts of purchases, lists of expenses or payments, but no balance sheets are maintained.</li> <li>• <u>Code 4</u> means no records are kept.</li> </ul>
E6	<p><b>Enumerator: Is Q26==3 or Q26==4?</b></p> <p>Q36-39 are only asked to respondents in a paid dependent employment relationship (e.g., employee or apprentice/intern).</p>
36	<p><b>Establishment size</b></p> <p>Record the number of persons working in the enterprise/establishment including the owner and the person themselves. Include all workers regardless of their status in employment (employees, paid apprentices, contributing family workers, business co-operators, etc.), whether full-time or part-time, with a temporary contract or agreement, etc., even if absent during the reference week.</p>
37	<p><b>Status of contract</b></p> <p>Record the status of the person's contract/agreement in their main job. For non-permanent jobs with contracts, record the total duration of the current contract or agreement, including both the elapsed duration and the remaining time.</p> <ul style="list-style-type: none"> <li>• <u>Codes 1, 2, 3 &amp; 4</u> cover various types of written agreements possible between the respondent and their employer which indicates their duties/role and working conditions.</li> <li>• <u>Code 5</u> covers situations where there is no written agreement, but the conditions have been orally agreed between the respondent and the employer</li> </ul>

37b	<p><b>Taxes on employment</b></p> <p>Care should be taken to ensure answers refer to who is responsible for paying income tax, and not on whether or not any income tax is actually paid (for any reason, including for example, because the income earned is below a threshold required for payment of income related tax). Depending on the answer to this question, some respondents may be classified as self-employed even when they might self-identify as working for someone else (i.e., as employees, apprentices, etc.).</p>
38a-38i	<p><b>Benefits</b></p> <p>Record all types of benefits that are offered by the employer. Enumerators must read all options out loud and record YES or NO for each type</p> <ul style="list-style-type: none"> <li>• <u>Paid annual leave or holiday/vacation leave:</u> The person is entitled to a certain number of days of leave per year, without any reduction in salary.</li> <li>• <u>Paid maternity or paternity leave:</u> The person is entitled to paid leave for the birth of a child.</li> <li>• <u>Paid medical/sick leave:</u> The person is entitled to any paid absence from work in case of illness or for other medical reasons.</li> <li>• <u>Health insurance benefits:</u> The person's employer is contributing to (paying for or providing) partial or full health insurance coverage. Note that the question is <b>not</b> asking if the person is insured, but whether the employer provides such benefits.</li> <li>• <u>Pension/retirement account:</u> The person is enrolled in a pension or other retirement benefit scheme through their main job, and their employer pays part/all of the contributions to it. Note that the question is <b>not</b> asking if the person has any form of pension, but whether the employer contributes to it.</li> <li>• <u>Disability pension:</u> The person is enrolled in a disability pension scheme through their main job.</li> <li>• <u>Paid/subsidized meals at work:</u> The person is entitled to paid/subsidized meals at their main job. Note that the question is <b>not</b> asking if the person is eating those meals, but whether the employer contributes to it.</li> <li>• <u>Transport subsidy:</u> The person is entitled to subsidized transport to/from their main job. Note that the question is <b>not</b> asking if the person is using this form of transport, but whether the employer contributes to it.</li> <li>• <u>Other benefits:</u> The person is entitled to any other benefits from their employer in this main job.</li> </ul>
39a-39e	<p><b>Difficulties experienced</b></p> <p>Record all difficulties that the respondents confirm they have experienced in their main job. Enumerators must READ ALL options aloud and record YES or NO for each type</p>
E7	<p><b>Enumerator: Is Q23=1?</b></p>
E8	<p><b>Statement for persons with multiple jobs</b></p> <p>Read the statement to respondents who reported having multiple jobs, to help them identify which one should be reported as their second job. No response is required. The second job is defined as the one where the person usually works the second highest number of hours, even if absent during the reference week.</p>
40 - 47	<p><b>Details of second job</b></p> <p>These are the same questions asked about the main job, but now asked about the second job. See above for guidance.</p>
48	<p><b>Looking for additional paid work</b></p> <p>Select 'YES' if the person has been <b>actively searching</b> for paid work during the <i>last four weeks</i>. This question refers to both (1) searching for an additional job to the current one(s) and (2) searching for a new job to replace the current one. The search can be within the current place of employment or elsewhere. Any active measure to seek employment should be recorded as a 'YES'.</p> <p>Asked only of persons who have at least one job.</p>
49	<p><b>Desire to work extra hours</b></p> <p>Select 'YES' if the person wants to work more hours per week than usually worked (regardless of availability), provided the extra hours are paid. The extra hours may be in any of the current job(s) or in a different job. The question refers to the usual working hours in all jobs regardless of the hours actually worked in the reference week.</p>

50	<p><b>Availability to work extra hours</b></p> <p>Select 'YES' if the person reports being able to start working more hours within the <b>next two weeks</b>. The question refers to time availability with respect to their usual situation.</p>
51	<p><b>Total number of additional hours</b></p> <p>This refers to the person's preferred working situation (not the maximum number they could feasibly work). Record the number of additional hours per week the person would be interested and available to work. The enumerator can remind the respondent to take into account the usual hours already worked in all jobs but should not calculate or determine the answer for the respondent.</p> <p>Asked only of persons who are available to work extra hours.</p>
52	<p><b>Desire to change employment</b></p> <p>Select 'YES' if the person would like to change their current employment situation. This question captures whether the person is satisfied with their current working arrangement. The response should not consider whether such a change is possible. If the person holds multiple jobs, this question refers to their overall employment situation and not just their main job. For example, a person may wish to change from having two part-time jobs to one full-time job and this should be recorded as 'YES'.</p>
53	<p><b>Main reason for desire to change employment</b></p> <p>Record the <i>main reason</i> why the person wants to change their employment situation. The question refers to their overall employment situation, not just their main job.</p>

## OWN-USE PRODUCTION OF GOODS SECTION

**Survey Design Note:** This section captures time spent working in own-use production of other (non-farm) goods, for a complete accounting of this type of work activities. This section is optional and should be used in survey or country contexts where comprehensive measures of participation in own-use production of goods are desired. As with the above manual section for the main labor module, this manual section must be updated and revised as needed based on survey and country context. The set of activities included should be reviewed and revised for country relevance. A sub-section for own-use provision of services will be forthcoming.

**Description:** This section asks about own-use production of goods not covered in the main module (i.e., non-agricultural goods produced for household use). It is administered to all household members ages 15 years or older.

The purpose of this section is to collect information on those engaged in own-use production of goods other than farming (or livestock or fishing or forestry activities), which are covered in the main module above.

Respondent, reference period, and general conventions for administering this section are the same as the main labor module (see above for guidance).

### Respondent

<b>ID</b>	<b>Identification code of all household members</b>
<b>E1</b>	<b>Is the respondent 15 years or older?</b>
<b>0a</b>	<b>Enumerator: Is [NAME] reporting for him/herself?</b> Every effort should be made to collect information directly from each household member regarding their own labor activities. Only when this is not possible, information can be collected from another adult household member.
<b>0b</b>	<b>Enumerator: Who is responding on behalf of [NAME]?</b>

### Own-Use Production Of Goods

ALL questions refer to goods **mainly or only for use by the household**.

<b>E2</b>	<b>Statement for own-use production of goods</b> Read the statement, making clear to the respondent what period of time is covered by the questions.
<b>1a</b>	<b>Gathering wild food</b> Record 'YES' if the person gathered any wild food. This includes gathering wild fruits, nuts, mushrooms, roots and medicinal and other plants intended mainly for household use. <b>DO NOT</b> include any harvesting activities (crops, fruits, vegetables) nor cases where the respondent had to pay someone else for the products gathered (for example gathering apples in another person's orchard and then paying for the apples).
<b>1b,</b> <b>2b,</b> <b>3b,</b> <b>4b,</b> <b>5b,</b> <b>6b,</b> <b>7b</b>	<b>Time spent doing this activity last week</b> Record the total amount of time the person spent in this activity during the reference period (last week, Monday through Sunday). <b>This follow-up question (part b) is asked for every activity question that the person reports having done (part a = YES).</b>

2a	<p><b>Hunting animals</b></p> <p>Record 'YES' if the person spent any time hunting and/or trapping animals to obtain meat, hair, skin, bone, or other products mainly or only for household use. DO NOT include any activities that involve raising livestock or other animals.</p>
3a	<p><b>Making goods (handcrafts)</b></p> <p>Record 'YES' if the person spent any time producing non-food household goods. This includes making pottery, furniture (e.g., cutting, carving, sanding, varnishing, painting, assembling wood products), clothing, and other textiles (e.g., weaving, spinning, sewing, leather work, embroidery, needlework, knitting, etc.); making shoes, footwear, handbags, carpets, baskets, mats, paper, paper products, soap, perfume, candles, utensils and so on.</p>
4a	<p><b>Fetch water from natural or public sources</b></p> <p>Record 'YES' if the person spent any time fetching water from natural or public sources for household use. This includes drawing water from wells, rivers, ponds, or lakes; or fetching water from public distribution centers including pipes. Include as well time spent getting to and from the water source, as well as time spent waiting (in line) to access the water source. DO NOT include the purchase and transport of water from shops or the transport of water from different areas within the household compound, such as a private patio.</p>
5a	<p><b>Collect firewood or other natural products for use as fuel</b></p> <p>Record 'YES' if the person spent time cutting, collecting, and/or transporting (e.g., on foot, using hand or animal carts) firewood, dung, peat, or other fuel products. DO NOT include activities to purchase products for use as fuels or transportation of purchased products.</p>
6a	<p><b>Preparing food or drinks to preserve</b></p> <p>Record 'YES' if the respondent spent any time preserving food or drink for later consumption. This includes activities such as processing and preserving meat and fish products (e.g., curing, smoking, drying, salting); making dairy products (butter, cream, cheese, etc.); processing and preserving fruits and vegetables (e.g., pickling, salting, roasting, grinding, oil pressing, jam- and jelly-making, canning); processing grains (e.g., husking, drying, threshing); making flour, grain mill products, starches, and starch products; brewing, fermenting, and preparing drinks for storage. DO NOT include the preparation of foods/meals and beverages intended for immediate consumption or consumption in a short period after their preparation (e.g., meals which are prepared then frozen to be consumed later).</p>
7a	<p><b>Construction work to renovate, extend, or build the household's dwelling</b></p> <p>Record 'YES' if the person spent time on activities related to the construction and major repair of household dwellings and other structures (roof, walls, and fences; animal sheds; storage facilities for produce, garage; demolition or wrecking of building structures). Include time spent acquiring inputs and materials for construction or major repairs (collecting wood and other materials, making bricks, etc.) except when inputs and materials are purchased. DO NOT include time spent on rather minor maintenance activities such as painting, decorating, or maintaining the home, doing minor repairs, installing fixtures and fittings such as lights, bathroom fittings etc. (these minor maintenance activities are considered own-use production of services).</p>



## Annex 3.

# Subpopulations of Special Interest

The 2030 Agenda for Sustainable Development recognizes the important roles of youth employment and international migration and decent work for both groups as core agents in alleviating poverty and fostering economic growth (United Nations 2015). While the general labor module collects some information on these groups, additional questions or modules would be needed to supply a more complete picture.

### YOUTH WORKERS

Consistent with the Global Initiative on Decent Jobs for Youth, an alliance to scale up action and impact on youth employment under the 2030 Agenda, the 20th ICLS recommends methodological standards for measuring indicator SDG 8.b.1 on national youth employment strategies. The ILO has highlighted the importance of considering youth aspirations and life goals in developing employment policies that can effectively match skills with labor market opportunities (Gardiner and Goedhuys 2020). Recent household surveys have collected data aimed at clarifying the types of work young people aspire to and what matters to them in a job or career (for instance, Young Lives Survey, the School-to-Work Transition Survey, and so on).<sup>21</sup> Based on these experiences, the World Bank is developing a new questionnaire module for household members ages 15–25 on youth aspirations and employment, which has already been implemented in Ethiopia, Malawi, Nigeria, and Uganda.<sup>22</sup>

### INTERNATIONAL MIGRANT WORKERS

International labor migrants account for the majority of international migration. However, international standards regarding concepts, definitions, and methodologies are needed for comprehensive understanding of the numbers, characteristics, and employment patterns among these workers. Although methods and measures on international labor migration and migrant workers depend on national contexts and policy priorities, the 20th ICLS has endorsed the first guidelines for collecting internationally comparable statistics on international labor migration (ILO 2018b). The guidelines are consistent with the 19th ICLS standards on statistics on work, employment, and labor underutilization and allow for core indicators on migrant workers to be disaggregated by country of origin, country of destination, and, where relevant, country of labor attachment (that is, country where the survey is being conducted) or the country of previous labor attachment.

### OPTIONAL SURVEY QUESTIONS

Surveys that reflect an interest in analyzing youth labor aspirations or the employment status of international migrant workers should consider collecting the following data, in addition to the data already collected in the model labor module.

### INTERNATIONAL MIGRANT WORKERS

- Nationality, usual residence, purpose of migration, and displacement experience (in multi-topic household surveys, this information can be collected as part of a migration module)
- Country of last usual residence or country of previous labor attachment (that is, the country where the migrant worked before arriving in the country of the survey)

<sup>21</sup> The Young Lives datasets and questionnaires from the first five rounds of household and child surveys are publicly available. See Young Lives: Use Our Data (dashboard), Oxford Department of International Development, University of Oxford, Oxford, UK, <https://www.younglives.org.uk/content/use-our-data>. For more information on the ILO School-to-Work Transition Survey, see SWTS (School-to-Work Transition Survey) (dashboard), International Labour Organization, Geneva, [https://www.ilo.org/employment/areas/WCMS\\_234860/lang--en/index.htm](https://www.ilo.org/employment/areas/WCMS_234860/lang--en/index.htm).

<sup>22</sup> For details on the aspirations module, see <https://thedocs.worldbank.org/en/doc/f9781b8a5c7e2bb39599214da8b27fe2-0050022021/original/Youth-Aspirations-and-Employment-Module-June2021-draft.pdf>

- Documentation (type of visa, residence permit, work permit, and so on)
- Duration of stay (in country where the household survey is being conducted)
- Any restrictions on resident rights in the country of the survey
- Remittances sent outside the country of the survey
- Any employment restrictions (for instance, with regard to undertaking or seeking work, changing employer, or work performed)

## YOUTH ASPIRATIONS AND EMPLOYMENT

- Education history: level of education already achieved (in multi-topic household surveys, this information is collected as part of an education module)
- Work history: age at the start of work, work experience gained previously, sources of income
- Future plans: intended activities after completing education or training programs
- Aspirations: desired work, role models, social norms, migration interest



# SELECT LSMS GUIDEBOOKS

*Disability Measurement in Household Surveys:  
A Guidebook for Designing Household Survey Questionnaires*  
Marco Tiberti and Valentina Costa  
January 2020

*Trees on Farms: Measuring Their Contribution to Household Welfare*  
Daniel C. Miller, Juan Carlos Muñoz-Mora, Alberta Zezza, and Josefine Durazo  
September 2019

*Food Data Collection in Household Consumption and Expenditure Surveys*  
Prepared by The Inter-Agency and Expert Group on Food Security, Agricultural and Rural Statistics  
April 2019

*Measuring Household Expenditure on Education*  
Gbemisola Oseni, Friedrich Huebler, Kevin McGee, Akuffo Amankwah, Elise Legault, and Andonirina Rakotonarivo  
December 2018

*Spectral Soil Analysis & Household Surveys*  
Sydney Gourlay, Ermias Aynekulu, Calogero Carletto, and Keith Shepherd  
October 2017

*The Use of Non-Standard Units for the Collection of Food Quantity*  
Gbemisola Oseni, Josefine Durazo, and Kevin McGee  
July 2017

*Measuring the Role of Livestock in the Household Economy*  
Alberto Zezza, Ugo Pica-Ciamarra, Harriet K. Mugera, Titus Mwisomba, and Patrick Okell  
November 2016

*Land Area Measurement in Household Surveys*  
Gero Carletto, Sydney Gourlay, Siobhan Murray, and Alberto Zezza  
August 2016

*Measuring Asset Ownership from a Gender Perspective*  
Talip Kilic and Heather Moylan  
April 2016

*Measuring Conflict Exposure in Micro-Level Surveys*  
Tilman Brück, Patricia Justino, Philip Verwimp, and Andrew Tedesco  
August 2013

*Improving the Measurement and Policy Relevance of Migration Information in Multi-topic Household Surveys*  
Alan de Brauw and Calogero Carletto  
May 2012

*Agricultural Household Adaptation to Climate Change: Land Management & Investment*  
Nancy McCarthy  
December 2011

## Living Standards Measurement Study

[www.worldbank.org/lsms](http://www.worldbank.org/lsms)  
[data.worldbank.org](http://data.worldbank.org)