

REPUBLIC OF RWANDA



SAMPLE CODE

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FICHE NUMBER:

NATIONAL INSTITUTE OF STATISTICS OF RWANDA
MINISTRY OF PUBLIC SERVICE AND LABOUR

RWANDA NATIONAL MANPOWER SURVEY

EMPLOYEES MODULE (Informal)

Zone Number.....

Confidentiality Note

The Information you give in this questionnaire will only be used for statistical purposes. According to the Statistical law individual data are kept confidential and will not be disclosed for any reason what so ever.

2. OCCUPATION LEVEL:

1. High 2. Medium 3. Low 4. Unspecified

3. INTERVIEW RESULTS

	A.Visit 1	B.Visit 2	C.Visit 3	D.Reason of non response
	Date :/...../.....	Date :/...../.....	Date :/...../.....	
0050	1. Fully completed 2. Partially completed 3. Non response 4. Posponed 5. Other (specify)	1. Fully completed 2. Partially completed 3. Non response 4. Posponed 5. Other (specify)	1. Fully completed 2. Partially completed 3. Non response → D 4. Posponed 5. Other (specify)	1.Refused 2.No contact 3.Not eligible 4.Other (Specify)
	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>	<input style="width: 40px; height: 15px;" type="text"/>

4.NAMES AND SIGNATURE OF SURVEYS STAFFS

Name of the interviewer:	Name of the Field Editor:	Name of the Team Leader	Name of coder:	Name of the Data entry clerk:
Date of the interview: / /	Editing date: / /	Date: / /	Coding date: / /	Data entry date: / /
Signature:	Signature:	Signature:	Signature:	Signature:

5. ADDRESS/ LOCATION OF THE ESTABLISHMENT

- 5-1. PROVINCE / KIGALI CITY:
- 5-2. DISTRICT.....
- 5-3. SECTOR.....
- 5-4. CELL.....
- 5-5. VILLAGE.....
- 5-6. ESTABLISHMENT NAME:
- 5-7. ESTABLISHMENT PHONE NUMBER/THE MANAGER
- 5.8. E-MAIL ADDRESS (OFFICE).....

SECTION A . GENERAL PERSONAL INFORMATION

No.	Question	Answers	Code	Go to
M52:A010	Name of respondent		
M52:A11 (option)	Phone number		
M52:A12 (option)	Email adress		
M52:A020	Sex	1. Female 2. Male	<input type="text"/>	
M52:A030	Age in completed years		<input type="text"/> <input type="text"/>	
M52:A040 (option)	Marital status	1. Single/Never married 2. Married 3. Separated 4. Divorced 5. Widowed	<input type="text"/>	
M52:A050	Nationality	1. Burundian 2. Kenyan 3. Rwandan 4. Tanzanian 5. Ugandan 6. The rest of Africa (specify) 7. The rest of the world (specify)	<input type="text"/>	
M52:A060	Do you have any disability?	1. Yes 2. No	<input type="text"/>	If 2 → B010
M52:A070	If Yes, what type of disability?	1. Sight (blind/severe visual limitation) 2. Hearing (deaf, hard of hearing) 3. Communicating (speech impairment) 4. Other Physic. desability/physical handic. 5. Intellectual (difficulties in learning) /mental problem 6. Emotional (behavioural, psycholog.) 7. Other (specify)	<input type="text"/>	

SECTION B. NATURE OF CURRENT EMPLOYMENT

No.	Question	Answers	Code	Go to				
M52:B010	What is your current main occupation / job title?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ISCO (2008)-Level 4 for office use					
M52:B020	What is the nature of your employment contract?	1. Permanent worker 2. Temporary worker(possibility of renewal) 3. Casual worker 4. Seasonal worker 5. Daily worker 6. Other (<i>specify</i>)	<input type="text"/>					
M52:B030	What is the type of contract of your main employment?	1. Written contract 2. Oral contract 3. No contract 4. Do not know / not sure 5. Other (<i>specify</i>)	<input type="text"/>					
M52:B040	When did you start working for this organization?	(yyyy)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>					
M52:B041 (option)	Does your current job match your official education / training (certificate / degree)?	1. Yes 2. No (other job than qualific.) 3. No (lower level than qualific.) 4. No (higher level than qualif.) 5. Not applicable (no training)	<input type="text"/>					
M52:B050	Is this your first employment in Rwanda (since reaching 15 years)?	1. Yes 2. No	<input type="text"/>	If 1 → B110				
M52:B060	What kind of establishment did you work for before joining your current employer?	1=Ministry and other institutions 2= Parastatal 3= Company 4= Co-operative 5= NGO/CSO/CBO 6= Other (<i>specify</i>)	<input type="text"/>					
M52:B061 (option)	What was your employment status?	1. Own account worker 2. Employer 3. Employee 4. Unpaid family worker	<input type="text"/>					
M52:B070	What was the institution's / establishment's main economic activity?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ISIC-Level 4 for office use					
M52:B080	What was your occupation?	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> ISCO-Level 4 for office use					
M52:B090	How long did you work in the previous job?	Write 00 if less than 1 year	<table border="1"> <tr> <td colspan="2">Years</td> </tr> <tr> <td><input type="text"/></td> <td><input type="text"/></td> </tr> </table>	Years		<input type="text"/>	<input type="text"/>	
Years								
<input type="text"/>	<input type="text"/>							
M52:B100	What was the main reason you left your previous job?	1. Under payment 2. Late payment 3. Physical/social harassment 4. Poor working conditions 5. Marital/family commitments 6. Going back to school/training 7. Restructuring 8. Others (<i>specify</i>)	<input type="text"/>					

M52:B101 (option)	How long have you worked in each of the indicated sector? (after reaching 15 years old or above)	1=Ministry and other institutions 2= Parastatal 3= Company 4= Co-operative 5= NGO/CSO/CBO 6= Other (specify)	<table border="1"> <tr><td colspan="2">Years</td></tr> <tr><td>1.</td><td></td></tr> <tr><td>2.</td><td></td></tr> <tr><td>3.</td><td></td></tr> <tr><td>4.</td><td></td></tr> <tr><td>5.</td><td></td></tr> <tr><td>6.</td><td></td></tr> </table>	Years		1.		2.		3.		4.		5.		6.		
Years																		
1.																		
2.																		
3.																		
4.																		
5.																		
6.																		
M52:B102 (option)	Did your first job match your education?	1. Yes 2. No	<input type="checkbox"/>															
M52:B110	What was your highest level of education when you first entered the labour market? (after reaching 15 years old or above)	1. No education 2. Primary 3. Middle secondart (O Level, A3, VTC) 4. Secondary 5. Tertiary	<input type="checkbox"/>	If 1 or 2 → B140														
M52:B120 (option)	Indicate the year of your graduation before entering the labour market for the first time.		<input type="text"/>															
M52:B140 (option)	How long did it take you to find your first job since turning 15?	Write 00 in months if less than 1 year	<table border="1"> <tr><td colspan="2">Years</td></tr> <tr><td></td><td></td></tr> </table> <table border="1"> <tr><td colspan="2">Months</td></tr> <tr><td></td><td></td></tr> </table>	Years				Months										
Years																		
Months																		

SECTION C. FORMAL EDUCATION BACKGROUND

No.	Question	Answers	Code	Go to
M52:C010	What is the highest level of formal education you have completed?	01.PhD/Doctorate 02.Masters Degree 03.Post Graduate Diploma 04.Bachelors 05.Diploma level (A1) 06.Certificate level (TVET) 07. Secondary-A Level 08. Secondary-O Level 09.Primary 11. Other (<i>specify</i>) 10. None	<input type="text"/> <input type="text"/> ISCED Code for office use	If 8,9,10,11 → C030
M52:C020	Please indicate the field of Specialization	<input type="text"/> <input type="text"/> <input type="text"/> ISCED Code for office use	
M52:C021 (option)	Where did you got your highest level of education?	1. Rwanda 2. Other EAC countries 3. Rest of Africa 4. Europe 5. Americas 6. Asia 7. Oceania	<input type="text"/>	
M52:C030	Are you currently enrolled for further training?	1. Yes 2. No	<input type="checkbox"/>	If 2 → D010
M52:C040	Please indicate the field/type of training you are enrolled for.	<input type="text"/> <input type="text"/> <input type="text"/> ISCED Code for office use	

M52:C041 (Option)	What is the anticipated qualification you are expecting after finishing the training?	01.PhD/Doctorate 02.Masters Degree 03.Post Graduate Diploma 04.Bachelors 05.Diploma level (A1) 06.Certificate level (TVET) 07. Secondary-A Level 10. None 12.Certificate 11. Other (specify)	<input type="text"/> <input type="text"/>	
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SECTION D. VOCATIONAL TRAINING / OTHER TRAINING / TYPE OF TRAINING

No.	Question	Answers	Code	Go to
M52:D010	Have you received any kind of training since you joined your current employer?	1. Yes 2. No	<input type="text"/>	If 1 → D012
M52:D011 (option)	If you did not take part in any training, please indicate why.	1. No training policy 2. No training for my job profile 3. Not offered to me personally 4. Offered to me, but refused 5. No need 6. Other (specify)	<input type="text"/>	→D060
M52:D012 (option)	Year of Training		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
M52:D020	What was the mean of training?	1. Apprenticeship 2. Formal institution 3. On the Job 4. Other (specify)	<input type="text"/>	
M52:D030	Duration in months		<input type="text"/> <input type="text"/>	
M52:D040	What is your qualification from the additional training?	01.PhD/Doctorate 02.Masters Degree 03.Post Graduate Diploma 04.Bachelors 05.Diploma level (A1) 06.Certificate level (TVET) 07. Secondary-A Level 10. None 12.Certificate 11. Other (specify)	<input type="text"/> <input type="text"/>	
M52:D041 (option)	<i>In which field of training?</i>	<input type="text"/> <input type="text"/> <input type="text"/> ISCED Code for office use	
M52:D050	Where were you trained?	1. Rwanda 2. Other EAC countries 3. Rest of Africa 4. Europe 5. Americas 6. Asia 7. Oceania	<input type="text"/>	
M52:D051 (option)	Did that training improve your performance?	1. Yes 2. No	<input type="text"/>	
M52:D052 (option)	Are employees involved in designing training plans?	1. Yes 2. No	<input type="text"/>	
M52:D060	Do you need any specific skills to improve your performance at your current job?	1. Yes 2. No	<input type="text"/>	If 2 → D100
M52:D070	In which area do you need specific skills?	<input type="text"/> <input type="text"/> <input type="text"/> ISCED Code for office use	

M52:D100 (option)	Indicate languages you can speak and write 1=Proficient 2=Good 3=Basic 4=None	1. English 2. French 3. Kinyarwanda 4. Kiswahili 5. Other languages(specify)	Speak	Write	
			1. <input type="text"/>	<input type="text"/>	
			2. <input type="text"/>	<input type="text"/>	
			3. <input type="text"/>	<input type="text"/>	
			4. <input type="text"/>	<input type="text"/>	
			5. <input type="text"/>	<input type="text"/>	

SECTION E. WORKING TERMS AND CONDITIONS

No.	Question	Answers	Code	Go to
M52:E010	How many hours do you usually (on average) work in a week?		<input type="text"/>	
M52:E020	Are you entitled to annual leave days?	1. Yes 2. No	<input type="text"/>	If 2 → E031
M52:E030	How many calendar days per year?		Calendar days <input type="text"/> Working days <input type="text"/>	
M52:E031 (option)	How long does it take you to reach your workplace?	1. Less than 10 minutes 2. 10 – 20 minutes 3. 21 – 30 minutes 4. More than 30 minutes	<input type="text"/>	
M52:E040	What is the main mode of transport you use to reach your workplace?	1. Public transport (taxi, bus) 2. Office transport 3. On foot 4. Own transport 5. Hired (Car, Motor cycle, bicycle) 6. Other (specify)	<input type="text"/>	
M52:E041 (option)	Are you entitled to medical care assistance from your employer?	1. Yes 2. No	<input type="text"/>	If 2 → E050
M52:E042	To what extent does it cover your medical expenses?	1. Partially 2. Totally	<input type="text"/>	
M52:E043	Does the assistance extend to your family?	1. Yes 2. No	<input type="text"/>	
M52:E050	Does any of your activities expose you to any of the following? (Mult. answers.) (Read all and Ask each then respond by 1=Yes or 2=No)	1. Extreme Dust, toxic gases 2. Extreme Noise 3. Extreme temperat. / humidity 4. Dangerous tools/animals 5. Work underground 6. Other (specify) 1=Yes 2=No	1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/> 5. <input type="text"/> 6. <input type="text"/>	
M52:E060	Do you get the following benefits from your employer? (Mult. answers.) (Read all and Ask each then respond by 1=Yes all, 2=Yes partially or 3=No)	01. Clothing/Uniform 02. Protective gear 03. Accommodation 04. Transport 05. Pay to and from annual leave 06. Food 07. Free education for dependants 08. Maternal leave 09. Safety 10. Terminal benefits 11. Any other (specify) 1=Yes all, 2=Yes partially 3=No	01. <input type="text"/> 02. <input type="text"/> 03. <input type="text"/> 04. <input type="text"/> 05. <input type="text"/> 06. <input type="text"/> 07. <input type="text"/> 08. <input type="text"/> 09. <input type="text"/> 10. <input type="text"/> 11. <input type="text"/>	
M52:E090 (option)	How often does your salary get increased?	1. Every year 2. Once every three years 3. Once over three years 4. No increase 5. Does n't know	<input type="text"/>	If 4 or 5; go to F010

M52:E091 (option)	Is your salary annually adjusted for inflation?	1.Yes, always 2.Yes, sometimes 3.No 4.Don't know	<input type="checkbox"/>	
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SECTION F. LABOUR RIGHTS AND REALTED ISSUES

No.	Question	Answers	Code	Go to
M52:F010	Are you a member of any trade union or any other collective bargaining association?	1. Yes 2. No	<input type="checkbox"/>	If 1 → F030
M52:F020	If No, why ?	1. Employer does not allow 2. I do not know any union 3. Unions do not help 4. Other (specify)	<input type="checkbox"/>	→ F031
M52:F030	In which kind of organisation are you a member (multiple answers possible)	1. Welfare 2. Professional 3. Cooperative 4. Others (specify) 5. None	1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/>	
M52:F031	Is your employer contributing regularly to the social security fund for you?	1.Yes 2. Non 3.Don't know	<input type="checkbox"/>	

SECTION G. CHALLENGES AT WORKPLACE

N°	Question	Answers	Code	Go to
M52:G010	Do you face any of the following challenges at work? (Mult. answers.) (Read all and Ask each then respond by 1=Yes or 2=No)	01. Verbal abuse 02. Physical abuse 03. Sexual harassment 04. Neglect 05. Non payment of salary 06. Non payment of other benefits 07. Delayed payments of salary 08. Delayed payments of benefits 09. Underpayment of salary 10. Fatigue 11. Excess workload/hours 12. Dependants 13. Discrimination (specify) 14. Other (specify)	1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/> 6. <input type="checkbox"/> 7. <input type="checkbox"/> 8. <input type="checkbox"/> 9. <input type="checkbox"/> 10. <input type="checkbox"/> 11. <input type="checkbox"/> 12. <input type="checkbox"/> 13. <input type="checkbox"/> 14. <input type="checkbox"/> 15. <input type="checkbox"/>	If 2 to all → H010
M52:G020	How do you react to such challenges / problems? (multiple answers possible, rank three most important)	01. Inform HR management 02. Take painkillers 03. Talk to family members 04. Talk to supervisor 05. Inform police/lawyers 06. Inform manager/directors 07. Talk to friend 08. Ignore them 10. Ombudsman 12. Other (specify)	1 st <input type="checkbox"/> 2 nd . <input type="checkbox"/> 3 rd . <input type="checkbox"/>	

SECTION H. GENDER

No.	Question	Answers	Code	Go to
M52:H010	Does your organization have a gender policy?	1.Yes 2. No 3.Don't know	<input type="checkbox"/>	

M52:H020	Does your organisation practice any form of preferential treatment due to sex?	1. Yes 2. No 3. Don't know	<input type="checkbox"/>	If 2 or 3 → H040
M52:H030	Does this practice involve the following policy? (Mult. answers.) (Read all and Ask each then respond by 1=Yes 2=No or 3=Don't know)	1. Quota for women (managm.) 2. Overall quota for women 3. Pref. recruitment for women 4. Pref. recruitment for men 5. Maternity leave / parternity 6. Differential retirement age 7. Preferential payment 8. Others (specify) 1=Yes 2=No 3=Don't know	1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/> 6. <input type="checkbox"/> 7. <input type="checkbox"/> 8. <input type="checkbox"/>	
M52:H040	In your opinion should any/your establishment have the following policy? (Mult. answers.) (Read all and Ask each then respond by 1=Yes or 2=No)	1. Quota for women (managm.) 2. Overall quota for women 3. Pref. recruitment for women 4. Pref. recruitment for men 5. Maternity leave / parternity 6. Differential retirement age 7. Preferential payment 8. Others (specify) 1=Yes or 2=No	1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/> 6. <input type="checkbox"/> 7. <input type="checkbox"/> 8. <input type="checkbox"/>	

SECTION I. USE OF ICT

No.	Question	Answers	Code	Go to
M52:I010	Has your organization introduced the use of ICT?	1. Yes 2. No	<input type="checkbox"/>	If 2 → J010
M52:I020	Please indicate where it is being used for the following activities. (Mult. answers.) (Read all and Ask each then respond by 1=Yes or 2=No)	1. Production 2. Marketing 3. Human resource management 4. Communication 5. Records management 6. Accounting/Finance/Budgeting 7. Recruitment 8. Others (specify) 1=Yes 2=No	1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/> 6. <input type="checkbox"/> 7. <input type="checkbox"/> 8. <input type="checkbox"/>	
M52:I030	In your opinion how has the use of modern technology and ICT affected the following? <i>1=Increased/improved</i> <i>2=Decreased</i> <i>3=No effect</i> <i>0=Don't know</i> <i>4=Not applicable</i>	1. Production 2. Marketing 3. Human resource management 4. Communication 5. Records management 6. Accounting/Finance/Budgeting 7. Recruitment 8. Others (specify)	1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/> 6. <input type="checkbox"/> 7. <input type="checkbox"/> 8. <input type="checkbox"/>	
M52:I040	In your establishment do you personally have access to the following? (Mult. answers.) (Read all and Ask each then respond by 1=Yes or 2=No)	1. Individual Computer 2. Shared computer 3. Private access to email 4. Common access to email 5. Access to internet 6. Others (specify) 1=Yes 2=No	1. <input type="checkbox"/> 2. <input type="checkbox"/> 3. <input type="checkbox"/> 4. <input type="checkbox"/> 5. <input type="checkbox"/> 6. <input type="checkbox"/>	

M52:I050	In your day to day work do you need the following to perform your duties? (Mult. answers.) (Read all and Ask each then respond by 1=Yes or 2=No)	1. Individual Computer 2. Shared computer 3. Private access to email 4. Common access to email 5. Access to internet 6. Others (specify) 1=Yes 2=No	1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/> 5. <input type="text"/> 6. <input type="text"/>	If 2 to all → J010
M52:I060 (option)	Do you feel properly equipped to make full use of the potential of ICT?	1. Yes 2. No, lack of skills 3. No, lack of enough equipment 4. No, lack of skills and equipment	<input type="text"/>	

SECTION J. EARNINGS

No.	Question	Answers	Code	Go to
M52:J010	What is your monthly gross earnings including allowances?	(Please record "0" if you don't get any payment). Record in FRW)	<input type="text"/>	If 0 → J030
M52:J011 (option)	What is your monthly net earnings?		<input type="text"/>	
M52:J020	What is the mode of your monthly salary payment?	1. Paid to me directly/my bank 2. Paid to my spouse 3. Paid to my relatives 4. Paid to employment agent 5. Paid to school/TVET institute 6. Others (specify)	<input type="text"/>	
M52:J030	Do you have another occupation / job?	1. No 2. Yes, another employment 3. Yes, another business (self-empl.) 4. Yes, farming	<input type="text"/>	If 2 → K010
M52:J040	If yes, what kind of occupation / job	<input type="text"/> ISCO Code for Office use	
M52:J050 (option)	What is your average annual gross income from all additional job(s)?	(Record in FRW)	<input type="text"/>	

SECTION K. HIV/AIDS AT WORKPLACE

No.	Question	Answers	Code	Go to
M52:K010	Do you have an HIV / AIDS policy at your workplace?	1. Yes 2. No 3. Don't know	<input type="text"/>	If 2 or 3 → N020
M52:K010	Does the HIV and AIDS work-place policy entail/contain..... (Mult. answers.) (Read all and Ask each then respond by 1=Yes 2=No or 3=Don't know)	1.VCT services 2.Free ARVs for HIV+ workers 3.Free condom distribution 4.Free food for HIV+ workers 6.Others (specify) 1=Yes 2=No	1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/> 5. <input type="text"/> 6. <input type="text"/>	

SECTION N. JOB SEARCH AND CANDIDATE PREFERENCES (option)

No.	Question	Answers	Code	Go to
M52:N020	Are you currently looking for a different job?	1. Yes 2. No	<input type="text"/>	If 2 → N050
M52:N030	If Yes, which occupations are you targeting? (Multiple answers possible, list up to two)	1. 2.	<input type="text"/> <input type="text"/> ISCO Codes for office use	

M52:N040	How do you search for jobs? (Multiple answers possible ,rank 3 most important)	1. Word of mouth/family/friends 2. Unsolicited / passing-by 3. Internet, media 4. LMIS 5. Job agents / bureaus 6. Training institutions 7. Other (specify)	1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/> 4. <input type="text"/> 5. <input type="text"/> 6. <input type="text"/> 7. <input type="text"/>	
M52:N050	Are you willing to move away from your current place of residence for a different job ?	1. Yes 2. No	<input type="checkbox"/>	If,2→ N080
M52:N060	Why are you willing to move?	1. Better salary/ rel benefits 2. Better working conditions 3. Exposure 4. Security 5. Other(specify)	<input type="checkbox"/>	
M52:N070	Where do you want to move to?	1. within Rwanda 2. Other EAC countries 3. Other African countries/Rest of Africa 4. Out of Africa 5. Anywhere	<input type="checkbox"/>	If 1 or 2 to M2:N081 If 3, 4 and 5→ End
M52:N080	If you are not willing to move, please indicate why (Mult. answers.) (Read all and Rank 3 most important)	1. Family / dependents / friends 2. Different culture 3. Too risky 4. Language problems 5. Lack skills / competence 6. Lack certificate / authorisation 7. Other (specify)	1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/>	End of interview
M52:N081	If you only want to move within Rwanda or only within EAC, please indicate why (Mult. answers.) (Read all and Rank 3 most important)	1. Family / dependents / friends 2. Different culture 3. Too risky 4. Language problems 5. Lack skills / competence 6. Lack certificate / authorisation 7. Other (specify)	1. <input type="text"/> 2. <input type="text"/> 3. <input type="text"/>	

END OF INTERVIEW

THANK YOU