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Chairman

June 2, 2020

no. 31

Approved by order

Methodology for organizing and conducting a sample survey of households by standard of living

1. General provisions

1. Methodology for organizing and conducting a sample survey of households in terms of living standards (hereinafter - Methodology) refers to a statistical methodology, formed in accordance with international standards and approved in accordance with the Law of the Republic of Kazakhstan dated March 19, 2010 "On State Statistics".
2. This Methodology defines a set of algorithms for the procedures for organizing and conducting a sample survey of households by the standard of living (hereinafter - Survey) by state statistical bodies in order to obtain primary statistical data on the standard of living of the population.
3. This Methodology is used by the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan (hereinafter
- the Committee) and the territorial bodies of the Committee when conducting a survey of households in terms of living standards.
4. The survey is conducted in all regions, in the cities of Nur-Sultan, Almaty, Shymkent and is based on the principles of voluntary participation of selected households.
5. In order to automate the collection of primary statistical data, the survey uses a computerized system of individual interrogation (hereinafter - CSII).
6. The CSII survey is carried out by interviewing households and electronically entering the data into a portable computing device (hereinafter - PCD).
7. The survey of the population is carried out by the method of conducting interviews by specially trained interviewers, by visiting households and filling out statistical forms by the respondents themselves.

**2. Organizational structure of the survey**

1. The load per interviewer is 30 households.
2. The interviewer conducts work in accordance with the Interviewer's Work Schedule (hereinafter - Schedule) in the form, according to Appendix 1 to this Methodology.
3. The schedule is compiled taking into account the timing of the collection of primary statistical data, an agreement with the household itself on the possibility of coming on certain days, and is issued to the interviewer for execution.
4. The Supervisor constantly monitors the implementation of the Schedule.
5. One supervisor supervises the work of at least four interviewers.
6. Interviewer during the survey:
7. passes a special briefing, studies information on all issues of organizing and conducting a survey;
8. identifies (determines) the addresses of households according to the list prepared by the supervisor;
9. conducts propaganda and explanatory work among the respondents;
10. sets the dates of visits on certain days and informs the supervisor for inclusion in the Schedule;
11. provides consultative assistance to respondents in completing the statistical toolkit , including through telephone calls or through additional visits;
12. conducts arithmetic-logical control of information received from respondents, carries out data coding;
13. informs the supervisor about the results of the household survey;
14. promptly reports cases of refusals of respondents from the survey;
15. in case of detection of gross errors, the interviewer additionally visits the household to clarify the necessary data and informs the supervisor about the results of the visit.
16. Survey Supervisor :
17. directly responsible for the organization of work on the collection of primary statistical data;
18. together with the interviewer identifies (determines) the addresses of households in the sample on the spot;
19. distributes survey instruments among interviewers;
20. accepts and checks completed statistical forms;
21. checks the correctness of data encoding;
22. checks logical links between data;
23. together with interviewers, finds out errors in filling, coding and summarizing data;
24. analyzes the survey results for each interviewer separately;
25. conducts interviewer training, travels to the field for control interviews.

**3. Preparatory stage**

1. During the first visit, the interviewer presents the respondents with an interviewer's certificate indicating the authority and is presented on behalf of the territorial body of the Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan (hereinafter - the territorial body of the Committee) conducting the survey.
2. The interviewer provides the respondent with an information sheet about the survey (an explanation of the aims and objectives of the survey).
3. The interviewer informs the respondent that the confidentiality of the information received is guaranteed by the territorial body of the Committee and will be used only for statistical purposes in an aggregated (consolidated) form.
4. The interviewer asks the household whether members of the household permanently live together at this address, whether they pool all or part of their income, property, and consume goods and services together. The received answer is used to determine the persons that make up a single household.
5. The interviewer makes a second visit to the address at another time, if at the first call he did not find anyone at home.
6. The addresses of the selected households are also provided to the interviewer by the supervisor. The households that live at the selected address, including non-owners of the occupied dwelling, are subject to the survey.

**4. Collection and processing of data**

1. The collection of primary statistical data is carried out in accordance with the Schedulecarrying out nationwide statistical observations by interviewers on a sample survey of households in terms of living standards (hereinafter - Schedule) in the form, according to Appendix 2 to this Methodology.
2. During the year, address changes in the absence of household members or refusal to participate in the survey are not carried out.
3. Data processing procedures include editing, imputation and data aggregation.
4. At the first stage of processing, the database is edited and brought into working condition. For this, the following types of control are carried out:
5. control for detection of exceeding values. The area of exceeding values of indicators is outside an interval, the boundaries of which are determined by the deviation from the average value of the indicators by the value of the standard deviation;
6. the maximum and minimum values of quantitative indicators are analyzed;
7. assessment of the quality of the information received from the respondents through logical control, which allows you to eliminate both input errors and registration errors on the part of households;
8. to control based on the logical relationship of information obtained from different statistical forms. With the help of cross-requests, the relationship between them is checked , and the completeness of filling in statistical forms is controlled.
9. The second stage of data processing is imputation - the assignment of values to the missing answers.

In the survey, there is a certain percentage of refusals both for the statistical forms of the survey and for their individual questions. In order to avoid errors caused by non-response, missing information is imputed during data processing.

Imputation of missing answers for various types of household expenditures is carried out at the regional level.

If the statistical forms are not filled in, then imputation and data processing is not performed, the household is excluded from the survey.

Imputation of missing data for individual indicators is performed as follows:

1. if the quantity is known, but the purchase price is not indicated, then the average purchase price for the region is conditionally assigned to this product;
2. if there is no quantity, but the purchase price is known, then the quantity equal to the ratio of the specified cost to the average purchase price of this product in the region is imputed;
3. if both the quantity and cost of the purchase are absent, but the name is present, then the average quantity of the purchase of this product and its cost are imputed.
4. The third stage of data processing is aggregation – grouping of data and their summation. Aggregation underlies all further work with the database. In its process, survey data are sorted by household identification code and grouped by major income, expenditure, and major food groups.
5. Food expenditures are filled by households within two weeks. The data on expenses are distributed for the quarter by multiplying by the recalculation factor, according to the formula:



where,

N - the number of weeks in a quarter (13);

n - the number of weeks of filling in the diary (2);

in the survey, k = 6.5.

For food products, the exception is the purchase of food in large quantities (bags, boxes). Such expenses are accepted for processing without a recalculation factor.

1. In order to obtain general population data, statistical weighting of survey results is performed. Implementation is carried out by assigning to each surveyed household a statistical weight that characterizes the total number of households represented by the part that fell into the sample. The weight coefficients for indicators of the standard of living of the population are calculated quarterly.
2. To calculate the weights, data on the distribution of surveyed households separately by urban and rural population in the regional context are used.
3. The probability weight (wh ij ) of a household in primary sampling units ( PSU ) (h i ) of the stratum h i (h) is the reciprocal of its selection probability phij and is given by the following formula:



where,

W hij - the weight of the household;

P hij - the reciprocal value of the selection probability;

N h - the total number of households in the stratum, according to the Housing Register;

n' hi - the total number of suitable dwellings in the PSU;

n hi - the number of households in PSU, according to the Housing Register;

S h - the number of PSUs selected in stratum h;

m hi - the number of necessary dwellings in PSU hi (normally always 30).

1. The sum of the "base" weights provides an estimate of the number of all households in a given region and the country as a whole. Their use makes it possible to maintain the conformity of the sampling population with the original principles of sampling. This compliance is violated by a change of residence and refusal to participate in the survey.
2. To compensate for missing data, a simple weight adjustment scheme is applied by increasing the weights for all responding households in a given locality. The weights of all responding households in a given locality are increased by the same factor. The adjustment factor is determined by the following formula:



where,

K w - the weight correction factor;

N h – number of households in the sample (12000);

n h – number of households reporting.

1. The adjustment is made by multiplying the base weights by the adjustment factor for each stratum, for the city (village) of a certain region.

to adjust the survey data to the current population according to demographic statistics. The correction factor is calculated quarterly using the following formula:



where,

K j – correction factor for the j -th stratum;

N dj – population according to demographic statistics of the j -th stratum;

N h j – total population according to the survey j -th stratum.

**5. Training of interviewers and quality control of their work**

1. The interviewer training process includes the following steps:

training in the basic conceptual and methodological principles of the survey;

study of survey instruments;

instructions on how to complete all survey forms;

teaching the basic rules of interviewer behavior during the first contact with the household and when conducting direct interviews in households, interviewing techniques;

training interviewers to conduct a PCD survey.

1. Quality control of interviewers' work is carried out in the following areas:

reconciliation of the codes of interviewed households with the codes from the sample population;

observance by the interviewer of the terms of visits of households established by the schedule of work of the interviewer.

1. Checking the quality of the interviewer's work is carried out by the territorial bodies of the Committee at least once a quarter.

 Appendix 1

to the Methodology for organizing and conducting a sample survey of households in terms of living standards

Form

Interviewer's work schedule No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for \_\_\_ quarter of \_\_\_\_ year

1 five - month \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ household number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2 five - month \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ household number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3 five - month \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ household number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4th five - month

5th five - month \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ No. of households

6 five - month \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Household number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| No. d/x |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Month |
| Collection of 2 parts of form D 003 1 for the previous month |
| plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| fact |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Questionnaire D 004 2 |
| plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| fact |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Collection of 1 part of form D 003 1 for the current month |
| plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| fact |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Completion (clarification) of form D 008 4 for a new network / Survey on form D 006 3 / Distribution of form D 003 1 for the next month |
| plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| fact |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

Note:

1 hereinafter form D 003 - statistical form "Diary of accounting for daily expenses" (index D 003, quarterly frequency);

2 hereinafter form D 004 - statistical form "Journal of accounting of quarterly expenses and incomes of households" (index D 004, quarterly frequency);

3 hereinafter form D 006 - statistical form "Questionnaire for the main interview" (index D 006, annual frequency);

4 hereinafter form D 008 - statistical form "Control card of the composition of the household" (index D 008, annual frequency (with quarterly clarification).

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| Month |
| Collection of part 2 of the statistical form D 003 1 for the previous month |
| plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| fact |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Collection of 1 part of statistical form D 003 1 for the current month |
| plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| fact |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Distribution of statistical form D 003 1 for the next month |
| plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| fact |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Month |
| Collection of part 2 of the statistical form D 003 1 for the previous month |
| plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| fact |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Collection of 1 part of statistical form D 003 1 for the current month |
| plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| fact |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Distribution of statistical form D 004 2 for the next quarter and statistical form D 003 1 for the next month |
| plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| fact |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Conducting a one-time survey |
| plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| fact |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

appendix 2

to the Methodology for organizing and conducting a sample survey of households in terms of living standards

Form

Form

Schedule of interviewers conducting nationwide statistical observations on a sample survey of households in terms of living standards

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| quarter | 1 quarter | 2 quarter | 3 quarter | 4 quarter |
| month | January | February | March | April | May | June | July | August | September | October | november | December |
| D0034 \_ \_ | week 1dx 2 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| D0085 \_ | thirty | Poll/U 3 |  |  |  |  |  |  |  |  |  | At |  |  |  |  |  |  |  |  |  |  |  | At |  |  |  |  |  |  |  |  |  |  |  | At |  |  |  |  |  |  |  |  |  |  |  |
| D0066 \_ \_ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| D 004 7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| D 007 8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| D0029 \_ \_ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| D 001 10 |  |  |  |  |  |

Note:

1 week - a week;

2 dx - household;

3 Y - clarification;

4 D 003 - statistical form "Diary of accounting for daily expenses" (index D 003, quarterly frequency);

5 D 008 - statistical form "Control card of the composition of the household" (index D 008, annual frequency (with quarterly updates);

6 D 006 - statistical form "Questionnaire for the main interview" (index D 006, annual frequency);

7 D 004 - statistical form "Journal of accounting of quarterly expenses and incomes of households" (index D 004, quarterly frequency);

8 D 007 - statistical form "Survey of the adult population on tobacco consumption" (index D 007, frequency once a year ) according to the Plan of statistical work is carried out from May 1 to May 10 );

9 D 002 - statistical form "Quality of life of the population" (index D 002, frequency once a year ) according to the Plan of statistical work is carried out from
March 1 to March 11;

10 D 001 - statistical form " Diary of time use " (index D 001, frequency once every five years).

Matching results

Ministry of National Economy of the Republic of Kazakhstan - Head Baglan Duysebaevna Kabulova, 06/11/2020 10:57:51, positive result of the EDS verification

Ministry of Justice of the Republic of Kazakhstan - Acting Minister Natalya Vissarionovna Pan, 06/25/2020 17:06:39, positive result of the EDS verification

Signing results

Committee on Statistics of the Ministry of National Economy of the Republic of Kazakhstan - Chairman N. Aidapkelov, 07/02/2020 14:51:35, positive result of the EDS verification