

▶ COVID-19: Guidance for labour statistics data collection

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Capturing impacts on employment and unpaid work using Rapid Surveys

Key points

- ▶ Measures to contain the COVID-19 outbreak have disrupted labour force data collection throughout the world. For many middle and lower income countries, lockdown measures have led to LFS operations being halted or altogether postponed.
- ▶ Without LFS, lack of data on the economic activities of households and the working situation of people during the COVID-19 outbreak can severely affect the formulation and targeting of programmes and policies aimed to help those in most need.
- ▶ During this period, rapid surveys conducted by telephone or web can be an alternative tool to generate vital information for short-term planning, especially where official LFS have been severely disrupted or halted.
- ▶ This note provides alternative modules covering essential information on paid and unpaid working activities, at the household or person level to support data collection during the COVID-19 outbreak, suitable for inclusion in multi-topic rapid telephone or web surveys.
- ▶ Rapid surveys, however, can face important limitations in coverage and representation. In particular, telephone and web surveys may exclude groups most vulnerable to the impacts of the COVID-19 outbreak, including persons with low education, informal workers, older age persons, migrant workers, persons in rural areas.
- ▶ These limitations should be assessed and good practices to reduce bias implemented to the extent possible. Likewise, data reports should include clear information on groups included and excluded from the rapid survey and other important methodological information.
- ▶ For these reasons, rapid surveys should not be used as a replacement for LFS to produce estimates of key labour market indicators, such as employment and unemployment rates, for monitoring purposes.



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The COVID-19 pandemic and measures to contain its spread have severely impacted existing official survey operations in many countries around the world. For labour force surveys (LFS), the impacts have been widespread, affecting most countries albeit to different degrees¹. ILO is issuing guidance to support countries with ongoing LFS data collection to maintain operations during the period of lockdowns and related social distancing measures². Many countries, however, do not have established sub-annual LFS data collection, or may not be in a position to quickly adapt their existing systems, particularly when face-to-face interviewing is the primary or only mode of data collection. In these contexts, rapid surveys conducted by telephone or web may be a viable option to inform assessments of the situation, together with other data sources. This note provides a set of short survey modules that may be adapted for use in rapid telephone or web surveys to collect basic information on the impacts of the COVID-19 pandemic on employment, unpaid care and domestic work, and volunteer work.

1 What are rapid surveys?

Rapid surveys have been increasingly used in the context of emergencies to generate vital information for rapid assessments, planning interventions and decision-making. They can be an important source of data in the absence of established large-scale household surveys, when rapidly deteriorating conditions interrupt existing survey operations, or when information is needed on short notice for a targeted local area or population group.

Historically, the label “rapid surveys” has been used to refer to a very wide range of data collection strategies and methods to support both qualitative and quantitative assessments. Common features that tend to be shared by rapid surveys include their quick turn-around timelines, relatively short questionnaires, small sample sizes, and often limited sampling frames and sample designs. Overall, they are flexible tools that can cover a variety of topics, and be designed to capture information for persons, households, businesses, communities, etc.

2 Potential uses and limitations for labour data collection

Given their flexibility, rapid surveys can be designed to cover a wide range of topics relating to the world of work. This can include behaviour-type questions to capture topics such as participation in paid and unpaid work, working conditions, business operations, etc. as well as opinion-type questions to capture knowledge, attitudes and perceptions on selected work-related issues.

By their very nature, however, rapid surveys place constraints on the survey design, content and operations. Depending on the sampling frame, sampling strategy and data collection mode, rapid surveys may face important limitations in terms of coverage and representation. This is important to bear in mind when deciding to use rapid surveys to generate information for decision-making and planning. As with many other areas of life, the types of jobs people do, their working conditions, their involvement in unpaid work and attitudes towards work related issues can vary widely between regions, income levels, family and personal characteristics including age, sex, level of education, etc.

In the current context of lockdowns and social distancing measures which prevent face-to-face interviewing, rapid surveys by telephone or web may only reach selected sectors of the population. Because of existing disparities in access and use of ICT, groups more disadvantaged or at risk of greater poverty and exclusion are likely to not be covered by rapid surveys conducted by telephone or web. This can be the case particularly for women, persons living in remote and rural areas, lower income households, persons with low literacy or education levels, older age persons, persons with disabilities, migrants and language minorities.

Additionally, limits on the number of questions that can be included on a given topic and duration of interviewer training can also impact identification of working activities. This is particularly the case for informal, casual or part-time work, work in family farms and businesses, unpaid care work, and direct volunteering, which generally require including a series of recovery questions and strong interviewer training to be adequately captured.

These various limitations can impact the overall usefulness

¹ See: Covid-19 impact on the collection of labour market statistics, available at: <https://ilostat.ilo.org/topics/covid-19/covid-19-impact-on-labour-market-statistics/>

² See: [Guidance to data producers to maintain labour force survey data collection](#). ILO Technical Note (29 April 2020) and [Essential Labour force survey content and treatment of special groups \(rev. 1\)](#). ILO Technical Note (30 April 2020).

of rapid surveys to monitor impacts on employment and unpaid work during the COVID-19 pandemic particularly for the most vulnerable groups. For these reasons, rapid surveys should not be seen as a replacement for representative large-scale household surveys, but rather as an alternative option to fill critical gaps in information in times of crises or when large-scale household survey operations are severely disrupted. To serve this purpose a number of good practices are highlighted in Annex I to maintain, to the extent possible, the quality and usefulness of the information produced by rapid surveys.

The modules included in this note cover essential information to assess some of the main impacts of COVID-19 on employment, job loss, unpaid care and domestic work and volunteer work at the household or person-level. The modules are not designed to yield estimates of key labour market indicators, including unemployment or labour underutilization. Most countries have established methodologies and data collection programmes, aligned with international standards and established good practice, to monitor labour markets as part of their official national statistics. Rapid surveys will not yield information that is comparable due to the various differences in methodology and additional constraints placed by the crisis situation. To avoid confusion or misguided assessments of trends, the use of rapid surveys to produce headline labour market indicators should be avoided.

3 Alternative survey module strategies and objectives

Depending on the rapid survey design, three different survey module strategies are presented in this note. **Strategy I** targets questions at household level only for identification of households impacted by the COVID-19 outbreak. **Strategies II** and **III** target questions at the person level, for assessments of COVID-19 impacts on the working situation of respondents. Each strategy includes sections covering different topics that may be used alone or together, depending on data priorities and the characteristics of the sample or target respondents. Likewise, depending on the detail needed for each work topic, it is possible to include or exclude optional questions marked in blue, or to add new sections as needed.

Strategy I: Module household-level impacts on employment and unpaid work

Covers a short module for household level impacts. This

module would be suitable in cases where the rapid survey is designed to interview one household reference person for analysis of the impact of the COVID-19 outbreak at the household-level. It captures essential information on the household's involvement in own-account agricultural activities, non-agriculture household businesses, and wage employment and impacts of COVID-19 on these activities (e.g. household-level loss of wage employment as a source of income, impacts on continued operation of household businesses and/or farms, involvement in subsistence farming or fishing as a coping strategy). It also covers basic information on changes in the household's unpaid care and domestic work activities since the start of the COVID-19 outbreak and the gender impact of increased family responsibilities on the employment of household members. Additionally, it captures the household's participation in volunteering and receipt of unpaid help from others to cope with the COVID-19 outbreak. Thus, the module will yield valuable information on the number and share of households whose economic activities have been impacted by the COVID-19 outbreak. This information can be particularly useful as part of wider assessments of household livelihoods, coping strategies, poverty and overall vulnerability.

This module will not yield detailed information on the working situation or activities of each household member. As a result it is not suitable for direct assessments of the impact of COVID-19 on labour markets or on workers. It is also not suitable for direct gender assessments of differential impacts among household members, except for in the case of increased family responsibilities. Nevertheless, the module can support gender assessments through analysis by type of household composition, to the extent that this information is collected by the parent rapid survey.

Strategy II: Module person-level changes in working situation

Covers a short module for rapid surveys targeted to individual respondents to assess their experience of changes in their working situation and selected working conditions as a result of the COVID-19 outbreak. The module can yield relevant information on the experience of job loss, unpaid leaves, changes in hours worked, in the location and type of place of work, in income earned, etc., by essential background characteristics of the respondent's job, in particular, status in employment, institutional sector of employment, industry, and formal/informal nature of the job or business. However, it

will not provide information on the labour force status of the respondents for a particular reference period. It also does not provide direct information on impacts for the household of the respondent.

Strategy III: Module person-level changes in current employment, job loss and unpaid work

Covers a more detailed set of questions for rapid surveys targeted to individual respondents focused on the impacts of the COVID-19 outbreak on employment, own-use production in agriculture, participation in unpaid care work, and volunteer work during a specified period. Alternative versions are provided to identify the employed, depending on the target group and context. Users will need to choose one of the three versions (A, B or C) to include in the rapid survey.

This strategy is most closely aligned with the latest ICLS standards and practice in labour force surveys. Compared to labour force surveys, however, it only covers a very select number of topics of particular relevance to assess the impact of the COVID-19 outbreak, detailed below. It may be suitable in contexts where a national labour force survey is not being implemented during this period. However, it is not designed to yield estimates of labour force participation, unemployment, labour underutilization or other headline labour market indicators.

Strategy III will yield information on respondents employed in a specified reference period, those engaged in own-use production in agriculture, those who lost a job due to the COVID-19 outbreak, and those placed on absence from their job or who had to close or stop their business activity. Essential characteristics of the current or lost job covered include: status in employment, institutional sector (public/private/household), industry, formal/informal nature of the job or business, hours worked in reference week, and changes in hours worked due to COVID-19. A few optional characteristics are also included to identify persons working from home, those who may have lost a job in another geographic area or country, as well as persons who experienced a loss of employment income, and their coping strategies.

This strategy will also yield valuable information on the respondent's participation in unpaid care and domestic work for their own household and for family members living in other households, increased time-spent in these activities due to the COVID-19 outbreak, and their impact on the respondents' ability to work for pay. Likewise, it will generate information on the respondents' participation in volunteer work during the COVID-19 outbreak, including

organization-based and direct volunteer work, and essential characteristics including the type of volunteer work done, the frequency of participation in volunteering, and a broad measure of time-spent volunteering since the COVID-19 outbreak.

4 Integration in a rapid survey

The modules included in this note cover only questions on work-related topics. To enable analysis, the parent rapid survey will need to include at a minimum additional modules capturing essential background characteristics of the household and/or the respondent.

Rapid surveys that target household-level characteristics, at a minimum, should capture the household size, geographic location, and information that enables a classification of the household by living conditions. Essential background characteristics of the respondent should include at a minimum sex, age, level of educational attainment and current (i.e. de facto) place of residence. Capturing more information to enable reconstruction of the household type and composition, and information on the presence of children (ages 0-5 and 6-17), adults who are ill or require assistance with daily living activities, and number of members of working age, will support more detailed analysis and targeting of programmes. In these cases, the rules to identify the members of the household should also be carefully considered. This is particularly important in the case of areas that may be experiencing significant return migration. In these settings, it may be particularly important to capture not only usual household members, but also persons staying in the household at the time of the survey (de facto enumeration), whether or not, they intend to stay in the household of a prolonged period of time.

Additionally, the parent rapid survey should include a set of questions that establish the respondent's awareness and knowledge of the COVID-19 virus, prior to the employment module. This is particularly important, not only for analysis purposes, but also to set the context for the modules on employment and working activities, which assume respondents' awareness of the COVID-19 outbreak. In particular, the proposed modules make reference to the timing when measures to contain the spread of the COVID-19 virus such as lockdowns, social distancing and related restrictions would have been introduced in the targeted areas.

Question conventions

A number of conventions are used to indicate different types of text in the model questions. The conventions are most directly relevant for interviewer-assisted rapid surveys conducted by telephone. With a few adaptations, the questions can also be suitable for self-completion web surveys.

- **Regular text:** Indicates the question and answer text. This is the only text to be read by interviewers in interviewer-assisted rapid surveys
- **Black Italics:** Indicates interviewer or respondent instructions or aids. These aids should also be maintained for self-completed rapid surveys for example by web.
- **BLACK CAPS:** Indicates response categories not to be read out loud by interviewers were applicable

Additional conventions particularly relevant for rapid survey designers and programmers:

- **RED ITALICS IN CAPS:** Filters and skips that should be programmed to manage the interview flow
- **(Parenthesis):** Indicates that a choice or a substitution must be made, depending on previous answers by the respondent
- **[Blue text]:** Indicates optional questions that may be included/excluded as per relevance
- **[Red text within square brackets]:** Indicates text that must be adapted as per context

Local adaptation, translation and testing

As described earlier, the modules have been designed in a flexible format to enable adaptation to the local socio-economic context or the population coverage of the available sample frame, unit of observation and analysis, topic priorities, space limitations and other considerations. Further adaptations will be necessary to incorporate relevant terms used locally, examples, possible additional response categories, etcetera. Translation to local languages should prioritize use of colloquial terms widely understood by the target population. At the same time, translations should avoid introducing changes in the underlying meaning or interpretation of the questions or response categories.

More significant adaptations, however, will be necessary

for self-completion rapid telephone surveys, for example, by SMS, WhatsApp, etc. In these cases, questions with multiple answer options, in particular, will need to be simplified. This may be accomplished by splitting these into two or more questions, to shorten the language and most importantly to meet character length limits.

To the extent possible, the revised modules should be tested in the selected mode of data collection for validation and to address any identified problems that could introduce measurement error.

Reference periods

Essential reference periods will need to be further specified. This is particularly relevant for questions that refer to the DATE or period before or since the COVID-19 outbreak. The reference period should be selected depending on the national context, and should reflect the date when measures were introduced to contain the spread of the COVID-19 virus, such as social distancing measures, lockdowns, business or school closures, etc. If no measures were introduced, then the date or month when the country started monitoring the spread of the COVID-19 virus in the national context.

The reference periods should also take into account the time elapsed between the start of the COVID-19 outbreak and the rapid survey. The modules suggested here are meant for data collection during the outbreak, shortly after the introduction of containment measures. The reference periods will need to be adjusted where longer time has elapsed between the outbreak and the period of the rapid survey data collection. If more than 1-2 months have passed, it may be advisable to refer to specific the month(s) (April) or equivalent period (15 April to 15 March), before/during which the COVID-19 outbreak or measures to contain it were taking place. For example:

- Before [the first week of April 2020] or During the month of [March 2020]
- Since [the first week of April 2020] or During the month of [April 2020]

In all cases, reporting of results from the rapid survey should clearly specify the period of time to which the information collected refers to.

5 Alternative Module questionnaires

Strategy I: Module household-level impacts on employment and unpaid work

Unit of observation and analysis: Household level only

Target respondent: Household's main income earner or reference person

Module total length: 23 questions (20 core + 3 optional)

- ▶ Household agricultural activity: 4 questions
- ▶ Household non-agricultural business activity: 4 questions
- ▶ Household wage employment: 4 questions
- ▶ Household work-related coping strategies and income from employment: 3 questions
- ▶ Household unpaid care and domestic work: 5 questions
- ▶ Household volunteer work participation: 3 questions

Topic coverage:

- ▶ Household involvement in own-account agriculture
- ▶ Main intended destination of own-account household agriculture
- ▶ Impact of COVID-19 on own-account household agriculture
- ▶ Change in household agriculture production in current season/period
- ▶ Household self-employment in non-agriculture activities
- ▶ Industry of main non-agricultural household business
- ▶ Impact of COVID-19 on non-agricultural household business
- ▶ Change in income from household business due to COVID-19
- ▶ Household involvement in wage employment
- ▶ Impacts of COVID-19 on wage employment of household members
- ▶ Essential characteristics of wage employment lost due to COVID-19
- ▶ Household work strategies to cope with COVID-19
- ▶ Impact of COVID-19 on income from employment and main source of livelihood at present
- ▶ Change in time spent in unpaid care and domestic work
- ▶ Impact of increased family responsibilities on employment participation
- ▶ Household volunteer work engagement in response to COVID-19

Main outputs:

- ▶ Households engaged in own-account agriculture before the specified date, total and by
 - Market orientation
 - Problems faced as a result of COVID-19*
 - Change in household agricultural production as a result of COVID-19
- ▶ Households with personal or family businesses before the specified date, total and by
 - Industry*
 - Problems faced as a result of COVID-19*
 - Change in income from business as a result of COVID-19
- ▶ Households engaged in wage employment before the specified date, total and by
 - Changes faced as a result of COVID-19*
 - Loss of a wage job, institutional sector and industry of lost wage job*
- ▶ Households that started farming or fishing for household use to cope with COVID-19

- Households that started new self-employment or wage employment to cope with COVID-19
- Households whose income from employment has been less/more than usual since the COVID-19 outbreak
- Households with increased time-spent in unpaid care work by type
- Households with a member who had to stop or reduce work hours due to increased family responsibilities, total and by sex of member
- Households engaged in volunteer work or receiving voluntary help to cope with COVID-19

(*) Possible breakdowns will depend on the sample size and design of the rapid survey.

Household agriculture	
<p>HHW_01a. Before [DATE], were you or any household member engaged in any family farming, animal rearing or fishing activities?</p> <ol style="list-style-type: none"> 1. YES 2. NO → <i>HHW_02a</i> 	Household involvement in own-account agriculture before COVID-19
<p><i>ASK IF HHW_01a=1</i></p> <p>HHW_01b. (Are/Were) the family farming or animal products ...?</p> <ol style="list-style-type: none"> 1. All to sell 2. Mainly to sell 3. Mainly to keep for family use 4. Only to keep for family use 	Main intended destination of production
<p><i>ASK IF HHW_01a=1</i></p> <p>HHW_01c. Since [DATE] because of the [COVID-19 outbreak], did the household have ...? <i>MARK ALL THAT APPLY</i></p> <ol style="list-style-type: none"> 1. To stop or delay the farming, animal rearing or fishing activities 2. Work less hours than usual in these activities 3. Work more hours than usual in these activities 4. Problems getting inputs, e.g seed, animal feed, capital 5. Problems hiring help, tools, equipment 6. To change the main products 7. Change plans to keep or sell the products 	COVID-19 impacts on own-account agriculture
<p><i>ASK IF HHW_01a=1</i></p> <p>HHW_01d. Compared to previous seasons, overall (is/did) the household (producing/produce)...?</p> <ol style="list-style-type: none"> 1. More than before 2. About the same 3. Less than before 	Change in production in current season
Household non-agriculture business	
<p>HHW_02a. Before [DATE], did you or any household member work in any (other) personal or family business, even if small?</p> <ol style="list-style-type: none"> 1. YES 2. NO → <i>HHW_03a</i> 	Household involvement in self-employment
<p><i>ASK IF HHW_02a=1</i></p> <p>HHW_02b. What (is/was) the main activity of the personal or family business? <i>NOTE: If more than one, consider the one bringing the most income</i></p> <ol style="list-style-type: none"> 1. Agriculture, forestry, fishing <p><i>Industry</i></p> <ol style="list-style-type: none"> 2. Mining 3. Manufacturing 4. Construction 5. Electricity, gas, water supply, waste management <p><i>Services</i></p> <ol style="list-style-type: none"> 6. Transportation 7. Trading (buying and selling) 8. Accommodation and food services 9. Education, health and social services 	Industry of household business

<ul style="list-style-type: none"> 10. Personal or domestic services 11. Professional and administrative services 12. Financial, insurance, real estate services 13. Other services 	
<p><i>ASK IF HHW_02a=1</i> HHW_02c. Since [DATE], because of the [COVID-19 outbreak], did the personal or family business have ...? <i>MARK ALL THAT APPLY</i></p> <ul style="list-style-type: none"> 1. To close or stop operating 2. Change locations to continue operating 3. Reduce working hours 4. Increase working hours 5. Problems getting materials, inputs, capital 6. Problems delivering products or services to clients 7. To change the main products or services offered 	<p>COVID-19 impacts on household self-employment</p>
<p><i>ASK IF HHW_02a=1</i> HHW_02d. Since [DATE/the COVID-19 outbreak], has the income from this personal or family business been...? <i>MARK ALL THAT APPLY</i></p> <ul style="list-style-type: none"> 1. Less than usual 2. The same as usual 3. More than usual 4. BUSINESS NO LONGER OPERATING 	<p>Change in income since COVID-19 outbreak</p>
<p>Household wage employment</p>	
<p>HHW_03a. Before [DATE], were you or any member of this household working for someone else for pay, for example as an employee, labourer, casual worker? <ul style="list-style-type: none"> 1. YES 2. NO → <i>HHW_04a</i> </p>	<p>Household engagement in wage employment before COVID-19</p>
<p><i>ASK IF HHW_03a=1</i> HHW_03b. Since [DATE], because of the [COVID-19 outbreak], did you or any household member...? <i>MARK ALL THAT APPLY</i></p> <ul style="list-style-type: none"> 1. Lose his/her paid job (i.e. was fired, laid-off, dismissed) 2. Quit his/her paid job 3. Have to take leave or time-off from his/her paid job 4. Have to work less hours than usual in his/her paid job 5. Have to work more hours than usual 6. Have to work from a different location 7. Receive less pay than usual 8. Receive more pay than usual 	<p>COVID-19 impacts on wage employment</p>
<p><i>ASK IF HHW_03b=1 OR 2</i> HHW_03c. Was the paid job lost...? <i>NOTE: If more than 1 job lost, consider the one bringing the most income</i></p> <ul style="list-style-type: none"> 1. In a private business or farm 2. In government or another public institution 3. In a non-profit, religious organization 4. For a household (e.g. as domestic worker, nanny, driver, guard) 5. OTHER 	<p>Institutional sector of main wage employment lost</p>
<p><i>ASK IF HHW_03c=1,2,3,5</i> HHW_03d. Was this job for a business or institution engaged in...? <ul style="list-style-type: none"> 1. Agriculture, forestry or fishing 2. Manufacture, construction or other industry 3. Services <i>NOTE: For a more detailed list of response options see question HHW_02b</i></p>	<p>Industry of main wage employment lost</p>

Main source of household income at present	
<p>HHW_4a. Since [DATE], to cope with the [COVID-19 outbreak], did you or any household member decide to start ...? <i>MARK ALL THAT APPLY</i></p> <ol style="list-style-type: none"> 1. Farming, keeping animals or fishing to produce food for the family 2. A new own-account activity or family business 3. A new paid job working for someone else, even part-time, casual or from home 4. NONE OF THE ABOVE 	Work-related coping strategies since COVID-19
<p>HHW_04b. Since [DATE/the COVID-19 outbreak], would you say that the income your household has been receiving from the paid job(s) or business activities of household members is...</p> <ol style="list-style-type: none"> 1. Less than before 2. Same as before 3. More than before 4. NO WORK RELATED INCOME 	COVID-19 impact on income from employment
<p>HHW_04c. At present, what is the MAIN source of support of this household? <i>DO NOT READ</i></p> <ol style="list-style-type: none"> 1. INCOME FROM A HOUSEHOLD BUSINESS, INCL. FARMING, FISHING 2. INCOME FROM PAID JOB OF A HOUSEHOLD MEMBER 3. INCOME FROM PROPERTIES, INVESTMENTS OR SAVINGS 4. FOOD PRODUCED BY THE HOUSEHOLD FROM FARMING OR FISHING 5. LOANS OR BORROWED MONEY 6. REMITTANCES FROM ABROAD 7. SUPPORT FROM OTHER HOUSEHOLDS IN THE COUNTRY 8. PRIVATE OR STATE PENSION 9. GOVERNMENT SUPPORT (UNEMPLOYMENT BENEFITS, DISABILITY BENEFITS, ETC.) 10. CHARITY FROM NGOS OR OTHER ORGANISATIONS 11. BEGGING 12. OTHER 	Main source of household livelihood
Unpaid care and domestic work	
<p>HHW_05a. Since the [COVID-19 outbreak], would you say that the time household members spend doing housework (e.g. cooking, cleaning, house repairs, shopping) has been...</p> <ol style="list-style-type: none"> 1. More than usual 2. The same as usual 3. Less than usual 	Change in time spent on housework since COVID-19
<p>HHW_05b. Since the [COVID-19 outbreak], would you say that the time household members spend caring for family children under 18 years has been...?</p> <ol style="list-style-type: none"> 1. More than usual 2. The same as usual 3. Less than usual 4. NO FAMILY CHILDREN UNDER 18 	Change in time spent on childcare since COVID-19
<p>HHW_05c. Since the [COVID-19 outbreak], would you say that time household members spend caring for adult family members who are ill or require assistance with daily living has been...?</p> <ol style="list-style-type: none"> 1. More than usual 2. The same as usual 3. Less than usual 4. NO ILL OR DEPENDENT ADULTS 	Change in time spent on dependent adult care since COVID-19
<p>HHW_05d. Since the [COVID-19 outbreak], did any member of this household stop working for pay or worked less hours because of increased family responsibilities?</p> <ol style="list-style-type: none"> 1. YES, STOPPED WORKING 2. YES, WORKED LESS HOURS 3. NO 	COVID-19 impact on employment due to increased family responsibilities

<p><i>ASK IF HHW_05d=1</i> <i>If household roster is available:</i> HHW_05e. Which household member(s) stopped working or worked less hours? PPNO: _____ ::: <i>If household roster is NOT available:</i> HHW_05e. Is the household member who stopped working or worked less hours male or female? <i>(if multiple members refer to the one most impacted)</i></p> <ol style="list-style-type: none"> 1. MALE 2. FEMALE 3. RESPONDENT HIM/HERSELF <p><i>ASK IF HHW_05e=1 OR 2</i> HHW_05f. How old is (he/she)?</p> <ol style="list-style-type: none"> 1. Less than 20 years 2. 20 to less than 40 years 3. 40 to less than 60 years 4. 60 years or more 	<p>Gender impact of increased family responsibilities due to COVID-19</p>
Volunteer work	
<p>HHW_06a. Since [DATE], have you or any household member spent any time volunteering or helping others outside your family to cope with the [COVID-19 outbreak]? <i>(exclude donations or gifts)</i></p> <ol style="list-style-type: none"> 1. YES 2. NO 9. DON'T KNOW 	<p>Household engagement in volunteer work due to COVID-19</p>
<p><i>ASK IF HHW_06a=2 or 9</i> HHW_06b. Since [DATE], have you or any household member spent any time preparing, organizing or distributing donations to help others cope with the [COVID-19 outbreak]? <i>(e.g. food, face masks, clothing, equipment, sanitizers, etc)</i></p> <ol style="list-style-type: none"> 1. YES 2. NO 9. DON'T KNOW 	<p>Household engagement in donation of products due to COVID-19</p>
<p>HHW_06c. Since [DATE], to cope with the [COVID-19 outbreak] has your household received any unpaid help from organizations, the community or people other than your family?</p> <ol style="list-style-type: none"> 1. YES 2. NO 	<p>Household receipt of volunteer help</p>

Strategy II: Module person-level changes in working situation

Unit of observation and analysis: Person level

Target respondent: Respondents of working age (15+ years or as per context and sample)

Module length: 15 questions (10 essential + 5 optional)

Topic coverage:

- Changes in the respondent's working situation as a result of COVID-19
- Types of impacts experienced:
 - business closure, job loss
 - absence
 - reduced/increased work hours
 - change in the place of work
 - changes in the work assignments, products, services provided
 - new job/business
 - change in income from employment
- Strategies to cope with lost employment income due to COVID-19
- Main reason for closing or stopping own-account activity or family business
- Main reason for losing a paid job
- Background characteristics of main job or job lost:
 - Status in employment, institutional sector of employment, industry, employee job-related benefits, business registration for self-employed
 - Optional characteristics: Occupation, main intended destination of agriculture production, type of place of work, location of place of work

Main outputs:

- Respondents working as of specified date who indicate not being impacted by the COVID-19 outbreak
 - Total and by essential characteristics of the job/business
- Respondents working as of specified date who indicate being impacted by the COVID-19 outbreak
 - Total and by type of impact
- Respondents who lost a paid job or closed own business
 - By main reason for losing the paid job or closing own business
 - by selected characteristics of the lost job/business*, including formal/informal nature of the job or business
- Respondents working as of specified date by type of impact on employment income
- Strategies used to cope with lost employment income due to COVID-19
- Working respondents on leave from paid job or own business
 - by selected characteristics of the job/business *
- Working respondents who experienced a reduction in work hours
 - by selected characteristics of the job/business *
- Working respondents who experienced an increase in work hours
 - by selected characteristics of the job/business*

(*) Possible breakdowns will depend on the sample size and design of the rapid survey.

The next questions are about your working situation...	
<p>WSI_1. Since [DATE], have you experienced any changes in your working situation as a result of the [COVID-19 outbreak]?</p> <ol style="list-style-type: none"> 1. YES 2. NO 3. WAS NOT WORKING BEFORE OUTBREAK 	Work situation impacted by COVID-19
<p><i>ASK IF WSI_1=1</i></p> <p>WSI_2. Since [DATE/the COVID-19 outbreak], did you ...?</p> <p><i>MARK ALL THAT APPLY</i></p> <ol style="list-style-type: none"> 1. Have to stop or close your own-account activity or family business 2. Lose a paid job 3. Have to take a leave from a paid job 4. Have to work less hours than usual 5. Have to work more hours than usual 6. Change the place or location where you work 7. Change work assignments, the products or services you provide 8. Start a new job or business 	Type of impact experienced in work situation
<p><i>ASK IF WSI_2=1</i></p> <p>WSI_3. What is the main reason why you had to stop or close your own-account activity or family business?</p> <ol style="list-style-type: none"> 1. GOVERNMENT-ORDERED CLOSURE 2. LACK OF INPUTS, MATERIALS, CAPITAL 3. LACK OF CLIENTS, ORDERS 4. UNABLE TO TRAVEL, DELIVER PRODUCTS OR SERVICES 5. OWN ILLNESS, QUARANTINE 6. INCREASED FAMILY RESPONSIBILITIES 7. INSECURITY, FEAR OF GETTING ILL 8. OTHER 	Reason for business closure
<p><i>ASK IF WSI_2=2</i></p> <p>WSI_4. What is the main reason why you lost or stop working in your paid job?</p> <ol style="list-style-type: none"> 1. SEASONAL, TEMPORARY OR CASUAL JOB ENDED 2. DISMISSED, LAID-OFF, FIRED 3. TOLD TO WAIT UNTIL CALLED BACK 4. YOU HAD TO QUIT YOURSELF 5. OTHER 	Reason for paid job loss
<p><i>ASK IF (WSI_2=1 OR 3) OR (WSI_4=3)</i></p> <p>WSI_5. Do you expect to return to the same job or business activity once the [restrictions are lifted/situation improves]?</p> <ol style="list-style-type: none"> 1. ALREADY RETURNED 2. YES 3. NO 4. UNSURE TO RETURN 	Expectation of return to same job/business
<p><i>ASK IF WSI_1=1 OR 2</i></p> <p>WSI_6a. Since [DATE], as a result of the [COVID-19 outbreak] did you...?</p> <ol style="list-style-type: none"> 1. Lose all income from your job or business 2. Earned some income but less than usual 3. Earned about the same income as usual 4. Earned more income than usual 	COVID-19 impact on income from job/business
<p><i>ASK IF WSI_6a=1 OR 2</i></p> <p>WSI_6b. Since [DATE/the COVID-19 outbreak], to compensate for the loss of income, have you...</p> <p><i>MARK ALL THAT APPLY</i></p> <ol style="list-style-type: none"> 1. Taken a loan from friends, neighbours, relatives 2. Taken a loan from a bank, credit fund or similar 	Coping strategies as a result of COVID-19

<ol style="list-style-type: none"> 3. Received government aid or support 4. Received aid from a NGO or international organization 5. Sold possessions (cattle, jewellery, tools, vehicle...) 6. Started farming, keeping animals, fishing, hunting, gathering wild foods to produce food for family 	
<p>SECTION FOR ALL WORKING OR WHO LOST A JOB DUE TO COVID-19 <i>NOTE: The section may be repeated to separately capture essential characteristics of the job lost and the current job – particularly for persons who changed jobs due to the COVID-19 outbreak.</i> ASK IF (WSI_1=1 OR 2)</p>	
<p>The next questions are about your (current main/lost) job or own-account activity...</p>	
<p>WSI_7. In this job, (do/did) you work ...?</p> <ol style="list-style-type: none"> 1. On your own account 2. As an employer (with one or more employees) 3. As employee or apprentice in a public or non-profit organization 4. As employee or apprentice in a private business or farm 5. As employee of a household (domestic worker, nanny, driver) 6. Helping without pay in a family business 	<p>Status in employment and institutional sector of main/lost job</p>
<p>WSI_8. What is the main activity of the place where you work(ed)? <i>DO NOT READ</i></p> <ol style="list-style-type: none"> 1. AGRICULTURE, FORESTRY, FISHING <p><i>Industry</i></p> <ol style="list-style-type: none"> 2. MINING 3. MANUFACTURING 4. CONSTRUCTION 5. ELECTRICITY, GAS, WATER SUPPLY, WASTE MANAGEMENT <p><i>Services</i></p> <ol style="list-style-type: none"> 6. TRANSPORTATION, TRADING (BUYING AND SELLING) 7. ACCOMMODATION AND FOOD SERVICES 8. EDUCATION, HEALTH AND SOCIAL SERVICES 9. PUBLIC ADMINISTRATION AND DEFENCE 10. PERSONAL OR DOMESTIC SERVICES 11. PROFESSIONAL AND ADMINISTRATIVE SERVICES 12. FINANCIAL, INSURANCE, REAL ESTATE SERVICES 13. OTHER SERVICES 	<p>Industry of main/lost job</p>
<p>ASK IF WSI_7=3,4,5 WSI_9. In this job, (do/did) you benefit from ...: <i>MARK ALL THAT APPLY</i></p> <ol style="list-style-type: none"> 1. Paid sick leave 2. Paid annual or vacation leave 3. Health insurance coverage 4. Pension contributions by the employer 5. Termination or severance pay 	<p>Job-related benefits in main/lost paid job</p>
<p>ASK IF WSI_7=1,2,6 WSI_10. (Is/was) (your/the family) business registered in the [NAME OF NATIONAL BUSINESS REGISTER]?</p> <ol style="list-style-type: none"> 1. YES 2. NO 9. DON'T KNOW 	<p>Business registration for self-employed (main/lost business)</p>
<p>Additional optional questions as per interest or relevance ASK IF (WSI_1=1 OR 2)</p>	
<p>WSI_11a. What kind of work (do/did) you do?</p> <ol style="list-style-type: none"> 1. MANAGER 2. PROFESSIONAL, TECHNICIAN, ASSOCIATE PROFESSIONAL 3. CLERICAL SUPPORT WORKER 4. SALES, PERSONAL CARE, PROTECTIVE OR PERSONAL SERVICES WORKER 5. AGRICULTURE, FORESTRY OR FISHERY WORKER 	<p>Occupation of main/lost job</p>

<p>6. CRAFT, RELATED TRADES WORKER (BUILDING, ELECTRICAL, METAL, WOOD, TEXTILES, FOOD PROCESSING)</p> <p>7. PLANT OR MACHINE OPERATOR, ASSEMBLER</p> <p>8. CLEANER, HELPER, LABOURER, STREET WORKER, REFUSE WORKER</p> <p>9. ARMED FORCES</p>	
<p><i>ASK IF WSI_11a=5</i></p> <p>WSI_11b. (Are/were) the products that you work(ed) on...</p> <p>1. Mainly to be sold</p> <p>2. Mainly to be kept for family use</p>	<p>Main intended destination of agriculture work</p>
<p><i>ASK IF (WSI_1=1 OR 2)</i></p> <p>WSI_12. In this job or business, (do/did) you typically work...?</p> <p>1. At home</p> <p>2. At the client's or employer's home</p> <p>3. At a farm, agricultural land, or fishing site</p> <p>4. At a business, office, factory, or other fixed locale</p> <p>5. On the street or another public space</p> <p>6. Moving without a fixed location</p> <p>7. OTHER</p>	<p>Type of place of work</p>
<p><i>ASK IF (WSI_1=1 OR 2)</i></p> <p>WSI_13. (Is/was) your work located...?</p> <p>1. In the [ADMINISTRATIVE UNIT] where you are currently living</p> <p>2. Another [ADMINISTRATIVE UNIT] in [COUNTRY]</p> <p>3. Another country</p>	<p>Geographic location of place of work</p>

Strategy III: Module person-level changes in current employment, job loss and unpaid work

Unit of observation and analysis: Person level

Target respondent: Respondents of working age (15+ years or as per context and sample)

Module length by section:

- Identification of employed, job loss, own-account agriculture (one version should be selected depending on the context and target sample):
 - Version A: 8 questions
 - Version B: 7 questions
 - Version C: 5 questions
- (Current/Lost) job characteristics: 6 core questions, 6 additional questions
- Unpaid care work: 6 core questions, 2 additional questions
- Volunteer work: 4 core questions, 3 additional questions

Topic coverage:

- Employment in the reference week
 - Employed at work, Employed not at work in reference week by reason for absence
 - Absence from employment due to COVID-19
- Own-use production work in agriculture in reference period
- Recent job loss since specified period
 - Job loss due to COVID-19
- Essential characteristics of the current main job:
 - Status in employment, institutional sector of employment, industry, employee job-related benefits, self-employed business registration, hours actually worked in reference week, change in hours worked due to COVID-19
- Essential characteristics of lost job:
 - Industry, status in employment, institutional sector of employment, employee job-related benefits, self-employed business registration
- Additional (current/lost) job characteristics:
 - Type of place of work in reference week, change in place of work due to COVID-19, geographic location of the place of work, change in employment income due to COVID-19, strategies to cope with loss of employment income due to COVID-19
- Main activity at present, as self-declared
- Own-use provision of services in reference week
 - Change in time spent in own-use provision of services due to COVID-19
 - Impact of increased household responsibilities on employment and job search
- Participation in volunteer work in reference period
 - Type of volunteer work done, frequency and change in volunteering due to COVID-19

Main outputs:

- Respondents employed in reference week
 - Total, by present/absent status in reference week
- Respondents employed, absent in reference week
 - By reason for absence, by reasons related/not-related to COVID-19*

- ▶ Respondents who lost a job
 - By reason for job loss, by reason related/not-related to COVID-19*
- ▶ Respondents employed
 - Total and by selected characteristics of the job, including formal/informal nature of the job*
- ▶ Respondents who lost a job
 - Total and by selected characteristics of the lost job, including formal/informal nature of the job*
- ▶ Respondents engaged in unpaid care and domestic work in reference week
 - Total, by broad activity, for own-household, for family living in other households
- ▶ Respondents who report increased hours in unpaid care and domestic work due to COVID-19
 - Total, by broad activity
- ▶ Respondents who indicate increased household responsibilities prevent them from working or seeking paid work
- ▶ Respondents engaged in volunteer work since specified reference period
- ▶ Respondents volunteering to help with COVID-19 outbreak
 - Total, by broad bands of hours spent volunteering, frequency of volunteering, previous involvement in volunteering
- ▶ Type of volunteering activities performed to help with COVID-19 outbreak*

(*) Possible breakdowns will depend on the sample size and design of the rapid survey.

Section EMP: Identification of employed, job loss (version A)

For contexts or samples with high levels of small-scale household agriculture.

<p>EMP_A1. In the [last four weeks], did you work or help in any family farming, animal rearing or fishing activities?</p> <ol style="list-style-type: none"> 1. YES 2. NO →EMP_A4 	<p>Own account agriculture work</p>
<p><i>ASK IF EMP_A1=1</i></p> <p>EMP_A2. Are the farming, animal or fishing products that you worked on...?</p> <ol style="list-style-type: none"> 1. Mainly to sell 2. Mainly to keep for family use 3. UNSURE NOW 	<p>Market orientation of agriculture production</p>
<p><i>ASK IF EMP_A1=1</i></p> <p>EMP_A3. Before [DATE/the COVID-19 outbreak], was the household planning mainly to sell or keep the products that you worked on?</p> <ol style="list-style-type: none"> 1. Mainly to sell 2. Mainly to keep 	<p>Change in market orientation due to COVID-19</p>
<p><i>ASK IF (EMP_A1=2) OR (EMP_A2=2) OR (EMP_A3=2)</i></p> <p>EMP_A4. [Last week], did you work for 1 or more hours ...?</p> <ol style="list-style-type: none"> 1. In a paid job, even if from home 2. In a personal or family business 3. DID NOT WORK LAST WEEK 	<p>Employment in reference week</p>
<p><i>ASK IF EMP_A4=3</i></p> <p>EMP_A5. Before [DATE/the COVID-19 outbreak], did you have any (other) job or activity to generate an income? (for example: part-time or casual work, making things to sell, buying and re-selling things, offering services for pay)</p> <ol style="list-style-type: none"> 1. YES 2. NO →CDW_1 	<p>Recovery employment previous to COVID-19</p>

<p><i>ASK IF EMP_A5=1</i> EMP_A6. [Last week], why did you not work in your income generating activity? <i>DO NOT READ</i></p> <ol style="list-style-type: none"> 1. NORMAL FOR MY WORK 2. TEMPORARY JOB ENDED 3. LOST PAID JOB 4. HAD TO STOP OR CLOSE PERSONAL OR FAMILY BUSINESS 5. NO CLIENTS, MATERIALS, CAPITAL 6. PUT ON LEAVE, FURLOUGH, TOLD TO WAIT UNTIL CALLED BACK 7. LEAVE FOR OWN ILLNESS, INJURY, QUARANTINE 8. LEAVE FOR FAMILY CARE RESPONSIBILITIES 9. VACATION, OTHER PERSONAL LEAVE 10. INSECURITY, AFRAID OF GETTING SICK 11. OTHER 	<p>Reasons for not working to generate income in reference week</p>
<p><i>ASK IF EMP_A6=2-11</i> EMP_A7. Was this because of the COVID-19 outbreak [or government restrictions]?</p> <ol style="list-style-type: none"> 1. YES 2. NO 	<p>COVID-19 impact on absence, job loss</p>
<p><i>ASK IF EMP_A6=4-11</i> EMP_A8. Do you expect to return to that same job or activity [within 3 months /once the restrictions are lifted]?</p> <ol style="list-style-type: none"> 1. YES 2. NO 3. UNSURE TO RETURN 	<p>COVID-19 impact on employment, job loss</p>
<p>Main derived groups:</p> <ul style="list-style-type: none"> • EMP_ALL = IF (EMP_A2=1) OR (EMP_A3=1) OR (EMP_A4=1 OR 2) OR (EMP_A6=1) OR (EMP_A8=1) • EMP_ATW = IF (EMP_A2=1) OR (EMP_A3=1) OR (EMP_A4=1 OR 2) • JOB_LSS = IF (EMP_A6=2,3) OR (EMP_A8=2,3) 	

Section EMP: Identification of employed, job loss (version B)

For contexts or samples with some coverage of small-scale household agriculture

<p>EMP_B1. [Last week], did you...? <i>MARK ONLY FIRST THAT APPLIES</i></p> <ol style="list-style-type: none"> 1. Work for someone else for pay 2. Work or help in any family farming, animal rearing or fishing activities 3. Work or help in any other kind of business or own-account activity 9. NONE OF THE ABOVE 	<p>Worked in reference week</p>
<p><i>ASK IF EMP_B1=2</i> EMP_B2. Are the farming, animal or fishing products that you worked on...?</p> <ol style="list-style-type: none"> 1. Mainly to sell 2. Mainly to keep for family use 3. UNSURE NOW 	<p>Market orientation of agriculture work</p>
<p><i>ASK IF EMP_B1=2</i> EMP_B2b. Before [DATE/the COVID-19 outbreak], was the household planning mainly to sell or keep the products that you worked on?</p> <ol style="list-style-type: none"> 1. Mainly to sell 2. Mainly to keep for family use 	<p>Change in market orientation due to COVID-19</p>
<p><i>ASK IF (EMP_B1=9) OR (EMP_B2=2) OR (EMP_B2b=2)</i> EMP_B3. Before [DATE/the COVID-19 outbreak], did you have any (other) job or activity to generate an income? (for example: part-time or casual work, make things to sell)</p> <ol style="list-style-type: none"> 1. YES 2. NO → CDW_01 	<p>Small jobs and family helper recovery</p>

<p>ASK IF EMP_B3=1 EMP_B4. [Last week], why did you not work in your income generating activity? <i>DO NOT READ</i></p> <ol style="list-style-type: none"> 1. NORMAL FOR MY WORK 2. TEMPORARY JOB ENDED 3. LOST PAID JOB 4. HAD TO STOP OR CLOSE PERSONAL OR FAMILY BUSINESS 5. NO CLIENTS, MATERIALS, CAPITAL 6. PUT ON LEAVE, FURLOUGH, TOLD TO WAIT UNTIL CALLED BACK 7. LEAVE FOR OWN ILLNESS, INJURY, QUARANTINE 8. LEAVE FOR FAMILY CARE RESPONSIBILITIES 9. VACATION, OTHER PERSONAL LEAVE 10. INSECURITY, AFRAID OF GETTING SICK 11. OTHER 	<p>Absence reason</p>
<p>ASK IF EMP_B4=2-11 EMP_B5. Was this because of the COVID-19 outbreak [or related government restrictions]? <ol style="list-style-type: none"> 1. YES 2. NO </p>	<p>COVID-19 impact on absence, job loss</p>
<p>ASK IF EMP_B4=4-11 EMP_B6. Do you expect to return to that same job or activity [within 3 months /once the restrictions are lifted]? <ol style="list-style-type: none"> 1. YES 2. NO 3. UNSURE TO RETURN </p>	<p>COVID-19 impact on employment, job loss</p>
<p>Main derived groups:</p> <ul style="list-style-type: none"> • EMP_ALL= IF (EMP_B1=1, 3) OR (EMP_B2=1) OR (EMP_B2b=1) OR (EMP_B4=1) OR (EMP_B6=1) • EMP_ATW= IF (EMP_B1=1, 3) OR (EMP_B2=1) OR (EMP_B2b=1) • JOB_LSS = IF (EMP_B4=2, 3) OR (EMP_B6=2,3) 	

Section EMP: Identification of employed, job loss (version C)

For contexts or samples targeting primarily urban contexts or with low/no coverage of small-scale household agriculture.

<p>EMP_C1. [Last week], did you work for 1 or more hours ...? <i>MARK ALL THAT APPLY</i></p> <ol style="list-style-type: none"> 1. In a paid job, even if from home 2. In a personal or family business 3. DID NOT WORK LAST WEEK 	<p>Worked in reference week</p>
<p>ASK IF EMP_C1=3 EMP_C2. Before [DATE/the COVID-19 outbreak], were you working or doing any activity to generate an income? (for example: part-time or casual work, make things to sell) <ol style="list-style-type: none"> 1. YES 2. NO → CDW_1 </p>	<p>Employment recovery</p>
<p>ASK IF EMP_C2=2 EMP_C3. Why did you not work [last week]? <i>DO NOT READ</i></p> <ol style="list-style-type: none"> 1. NORMAL FOR MY WORK 2. TEMPORARY JOB ENDED 3. LOST PAID JOB 4. HAD TO STOP OR CLOSE PERSONAL OR FAMILY BUSINESS 5. NO CLIENTS, MATERIALS, CAPITAL 6. PUT ON LEAVE, FURLOUGH, TOLD TO WAIT UNTIL CALLED BACK 7. LEAVE FOR OWN ILLNESS, INJURY, QUARANTINE 8. LEAVE FOR FAMILY CARE RESPONSIBILITIES 9. VACATION, OTHER PERSONAL LEAVE 10. INSECURITY, AFRAID OF GETTING SICK 11. OTHER 	<p>Absence reason</p>

<p><i>ASK IF EMP_C3=2-11</i> EMP_C4. Was this because of the COVID-19 outbreak [or related government restrictions]? 1. YES 2. NO</p>	COVID-19 impact on absence, job loss
<p><i>ASK IF EMP_C4=4-11</i> EMP_C5. Do you expect to return to that same job or activity [within 3 months /once the restrictions are lifted]? 1. YES 2. NO 3. UNSURE TO RETURN</p>	COVID-19 impact on employment, job loss
<p>Main derived groups:</p> <ul style="list-style-type: none"> • EMP_ALL = IF (EMP_C1=1,2) OR (EMP_C2=1) OR (EMP_C3=1) OR (EMP_C5=1) • EMP_ATW = IF (EMP_C1=1,2) • JOB_LSS = IF (EMP_C3=2,3) OR (EMP_C5=2,3) 	

Section MLJ: Main /lost job characteristics

FOR RESPONDENTS EMPLOYED (EMP_ALL) AND WHO LOST A JOB (JOB_LSS)	
The next questions are about your (main/last) income generating activity or job...	
<p>MLJ_1. In this activity, (do/did) you work...</p> <ol style="list-style-type: none"> 1. On your own account 2. As an employer (with one or more employees) 3. As employee or apprentice in a public or non-profit institution 4. As employee or apprentice in a private business or farm 5. As employee of a household (domestic worker) 6. Helping in a family business 	Status in employment (current/lost job)
<p><i>ASK IF (MLJ_1=1,2,3,4,6)</i> MLJ_2. What is the main activity of the place where you work(ed)? <i>DO NOT READ</i></p> <ol style="list-style-type: none"> 1. AGRICULTURE, FORESTRY, FISHING <p><i>Industry</i></p> <ol style="list-style-type: none"> 2. MINING 3. MANUFACTURING 4. CONSTRUCTION 5. ELECTRICITY, GAS, WATER SUPPLY, WASTE MANAGEMENT <p><i>Services</i></p> <ol style="list-style-type: none"> 6. TRANSPORTATION, TRADING (BUYING AND SELLING) 7. ACCOMMODATION AND FOOD SERVICES 8. EDUCATION, HEALTH AND SOCIAL SERVICES 9. PUBLIC ADMINISTRATION AND DEFENCE 10. PERSONAL OR DOMESTIC SERVICES 11. PROFESSIONAL AND ADMINISTRATIVE SERVICES 12. FINANCIAL, INSURANCE, REAL ESTATE SERVICES 13. OTHER SERVICES 	Industry (current/lost job)
<p><i>ASK IF (MLJ_1=3,4,5)</i> MLJ_3. In this job, (do/did) you benefit from...?: <i>MARK ALL THAT APPLY</i></p> <ol style="list-style-type: none"> 1. Paid sick leave 2. Paid annual or vacation leave 3. Health insurance coverage 4. Pension contributions by the employer 5. Termination or severance pay 	Job related benefits (current/lost job)

<p><i>ASK IF (MLJ_1=1,2,6)</i> MLJ_4. (Is/was) (your/the family) business activity registered in the [NAME OF NATIONAL BUSINESS REGISTER]?</p> <ol style="list-style-type: none"> 1. YES 2. NO 8. DON'T KNOW 	<p>Business registration (current/lost job)</p>
FOR EMPLOYED, WORKING IN REFERENCE WEEK (EMP_ATW)	
<p>MLJ_5. [Last week], how many hours did you work in this activity? HOURS: _____</p>	<p>Hours actually worked (current job, working)</p>
<p>MLJ_6. Before [DATE/COVID-19 outbreak], were you working...?</p> <ol style="list-style-type: none"> 1. The same number of hours per week 2. More hours per week 3. Less hours per week 4. NEW JOB 	<p>Covid-19 impact on hours worked (current job, working)</p>
<p>MLJ_7. [Last week], did you mainly work...?</p> <ol style="list-style-type: none"> 1. At home 2. At a farm, agricultural land or fishing site 3. On the street or a public place 4. At an office or another fixed location 5. Moving without a fixed location 	<p>Place of work in reference week (current job, working)</p>
<p>MLJ_8. Was this your typical place of work before [DATE/the COVID-19 outbreak]</p> <ol style="list-style-type: none"> 1. YES 2. NO 	<p>Covid-19 impact on place of work (current job, working)</p>
FOR RESPONDENTS EMPLOYED (EMP_ALL) AND WHO LOST A JOB (JOB_LSS)	
<p>MLJ_9. (Is/was) your work located...?</p> <ol style="list-style-type: none"> 1. In the [ADMINISTRATIVE UNIT] where you are currently living 2. Another [ADMINISTRATIVE UNIT] in [COUNTRY] 3. Another country 	<p>Geographic location of work (current, lost job)</p>
<p>MLJ_10. How long ago did you start working in this job or business activity...?</p> <ol style="list-style-type: none"> 1. 10 or more years ago 2. 5 to less than 10 years ago 3. 2 to less than 5 years ago 4. 1 to less than 2 years ago 5. Less than 12 months ago but before [DATE / the COVID-19 outbreak] 6. After [DATE / the COVID-19 outbreak] 	<p>Period when started job (current, lost job)</p>
<p>MLJ_11. Since [DATE] as a result of the [COVID-19 outbreak], did you...?</p> <ol style="list-style-type: none"> 1. Lose all income from this job or business 2. Earned some income but less than usual 3. Earned about the same income as usual 4. Earned more income than usual 	<p>Covid-19 impact on employment income</p>
<p><i>ASK IF MLJ_11=1 OR 2</i> MLJ_12. Since [DATE/the COVID-19 outbreak], to compensate for the loss of income, have you... <i>MARK ALL THAT APPLY</i></p> <ol style="list-style-type: none"> 1. Taken a loan from friends, neighbours, relatives 2. Taken a loan from a bank, credit fund or similar 3. Received government aid or support 4. Received aid from a NGO or international organization 5. Sold possessions (cattle, jewellery, tools, vehicle...) 6. Started farming, keeping animals, fishing, hunting, gathering wild foods to produce food for the family 	<p>Strategies to cope with loss of employment income due to COVID-19</p>

Section CDW: Unpaid care and domestic work

FOR ALL RESPONDENTS	
<p>CDW_1 Which of the following best describes what you are mainly doing at present...?</p> <ol style="list-style-type: none"> 1. Taking care of the home or family 2. Working 3. [Waiting to go back to previous job] 4. Unemployed, looking for work 5. Studying, training [or waiting to return to school] 6. Volunteering, doing charity work, helping others 7. Retired or pensioner 8. With a disability or long-term illness 9. OTHER 	Main activity as self-declared
<p>CDW_2 [Last week], which of the following activities did you spend time doing for your household...?</p> <p><i>MARK ALL THAT APPLY</i></p> <ol style="list-style-type: none"> 1. Cooking, serving meals, washing dishes 2. Cleaning, doing other housework 3. Doing house repairs 4. Shopping or transporting members living with you 5. Feeding, bathing, playing with or putting to sleep children aged 5 or less 6. Tutoring, playing with or advising children aged 6-17 living with you 7. Caring for ill or dependent adult members living with you 8. [Collecting firewood or fetching water from public or natural sources] 	Participation in unpaid household services
<p>CDW_3 Thinking about family members living in OTHER households, last week, did you help any family with...?</p> <p><i>MARK ALL THAT APPLY</i></p> <ol style="list-style-type: none"> 1. Cooking, other housework or house repairs 2. Shopping or transportation 3. Babysitting or looking after family children aged 5 or less 4. Tutoring, playing with or advising family children aged 6-17 5. Checking on or looking after an ill or dependent adult family member 6. [Collecting firewood or fetching water from public or natural sources] 	Participation in unpaid services for family members living in other households
<p><i>ASK if (CDW_2=1,2,3) OR (CDW_3=1)</i></p> <p>CDW_4 Since [DATE/the COVID-19 outbreak], the amount of time you have spent cooking, doing other housework or house repairs has been...?</p> <ol style="list-style-type: none"> 1. More than usual 2. About the same 3. Less than usual 	COVID-19 impact on housework (excl. shopping)
<p><i>ASK if (CDW_2=4) OR (CDW_3=2)</i></p> <p>CDW_5 Since [DATE/the COVID-19 outbreak], the amount of time you have spent shopping or transporting family members has been...?</p> <ol style="list-style-type: none"> 1. More than usual 2. About the same 3. Less than usual 	COVID-19 impact on shopping and transportation
<p><i>ASK if (CDW_2=5,6) OR (CDW_3=3,4)</i></p> <p>CDW_6 Since [DATE/the COVID-19 outbreak], the amount of time you have spent taking care of family children has been...?</p> <ol style="list-style-type: none"> 1. More than usual 2. About the same 3. Less time usual 	COVID-19 impact on dependent child care
<p><i>ASK if (CDW_2=5) OR (CDW_3=4)</i></p> <p>CDW_7 Since [DATE/the COVID-19 outbreak], the amount of time you have spent taking care of ill or dependent adult members has been?</p> <ol style="list-style-type: none"> 1. More than usual 2. About the same 3. Less than usual 	COVID-19 impact on dependent adult care

<p><i>ASK if (CDW_4=1) OR (CDW_5=1) OR (CDW_6=1) OR (CDW_6=1)</i> CDW_8 Since [DATE/the COVID-19 outbreak], have you increased household responsibilities affected in any way your ability to work for pay or to seek employment?</p> <ol style="list-style-type: none"> 1. YES 2. NO 	<p>Unpaid care work impact on employment</p>
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Section VOL: Volunteer work

FOR ALL RESPONDENTS	
<p>VOL_1 Since [DATE/the COVID-19 outbreak], have you spent any time volunteering or giving unpaid help to organizations, people other than your family, your community or nature? <i>(exclude donations or gifts)</i></p> <ol style="list-style-type: none"> 1. YES 2. NO 	<p>Recovery for volunteer work in reference period</p>
<p><i>ASK IF (VOL_1=2)</i> VOL_2 Since [DATE], have you spent any time making products to donate, or distributing donations? (e.g. food, clothing, equipment, sanitizers, etc)</p> <ol style="list-style-type: none"> 1. YES 2. NO 	<p>Recovery for time spent making donations</p>
<p><i>ASK IF (VOL_1=1) OR (VOL_2=1):</i> VOL_3 Was any of the help that you provided to assist others because of the [COVID-19 outbreak]?</p> <ol style="list-style-type: none"> 1. YES 2. NO 	<p>COVID-19 related volunteer work</p>
<p><i>ASK IF (VOL_3=1)</i> VOL_4 What kind of help did you provide because of the [COVID-19 outbreak]?</p> <p>MARK ALL THAT APPLY</p> <ol style="list-style-type: none"> 1. MEDICAL OR HEALTH CARE 2. TRANSPORT PEOPLE 3. MANUFACTURE PRODUCTS 4. DELIVER, DISTRIBUTE PRODUCTS 5. SHOPPING FOR OTHERS 6. COOKING, SERVING MEALS 7. CLEANING, SANITIZING 8. FIXING, REPAIRING 9. COMMUNICATION OR INFORMATION SERVICES 10. TEACHING, TUTORING OTHERS 11. PERSONAL CARE OR OTHER PERSONAL SERVICES 12. OTHER 	<p>Type of volunteer work due to COVID-19</p>
<p><i>ASK IF (VOL_3=1)</i> VOL_5 [Since/During DATE], have you volunteered or help others because of the [COVID-19 outbreak] ...?</p> <ol style="list-style-type: none"> 1. Daily 2. Weekly 3. A couple of times only 	<p>Frequency of volunteering during COVID-19</p>
<p><i>ASK IF (VOL_3=1)</i> VOL_6 In total, [since/during DATE], would you say you have spent volunteering or helping others for ...?</p> <ol style="list-style-type: none"> 1. Less than 10 hours 2. More than 10 but less than 40 hours 3. Between 40 and 80 hours 4. More than 80 hours 	<p>Time spent volunteering due to COVID-19</p>
<p><i>ASK IF (VOL_3=1,2)</i> VOL_7 Before [DATE/the COVID-19 outbreak], did you use to volunteer or help others...?</p> <ol style="list-style-type: none"> 1. More often 2. About the same as now 3. Less often 4. WAS FIRST TIME 	<p>Change in volunteering due to COVID-19</p>

6 Annex I: Good practices in rapid surveys for labour data collection

Clearly define the target and survey populations

Clearly specifying the target (who we want to cover) and survey populations (who we can cover) is instrumental in rapid surveys given the constraints generally placed by the available sampling frames and data collection modes possible. In particular, the rapid survey should specify the groups or areas included and those excluded from coverage. A clear definition will enable users to make informed decisions about the groups for which the results are valid, and those not included.

Consider available sampling frames

Identifying suitable sampling frames is generally one of the key challenges for rapid surveys. With face-to-face interviewing not possible due to lockdowns, social distancing, and related restrictions, most area-based sampling frames will not be suitable, unless additional contact details are available or can be obtained and matched to enable telephone or web interviewing. Register and list-based frames that include contact details in particular addresses or telephone may also be identified, for example, from a variety of service providers (electricity, gas, water, postal, internet, etc.) or government programmes that reach large segments of the population. Telephone frames can also be available from telephone companies or private firms and in some cases, may already be adapted to support sampling for telephone-based surveys, for example by maintaining them up-to-date and including additional information to enable stratification, etc. These possible options will generally cover the serviced, registered or beneficiary population. They may or may not already consolidate lists from different service providers, include non-eligible numbers, duplicates, outdated information, etc.

Another alternative is the use of Random Digit Dial samples (RDD) for rapid telephone surveys. Evidence on the usefulness of RDD methods in lower-income settings, however, is rather limited and points to important problems, not only with coverage and bias, but also with the overall efficiency of this method given the potential for high levels of unassigned, non-working and non-eligible

numbers, as well as lack of information on non-respondents needed for weighting and quality assessments.

A more promising alternative is to develop a frame based on a recent large scale representative household survey with existing telephone contact details. This option is becoming more common in larger-scale rapid surveys, and for high-frequency panel surveys also being used in the context of crisis situations³. However, it may also be subject to coverage and bias issues, as it can still be impacted by systematic gaps in contact details for specific regions or population groups and attrition problems.

In all cases, the overall quality of the chosen sampling frame or frames should be evaluated to inform decisions about their use and the feasible target population to be defined for the rapid survey.

Use probability sampling methods

Use of probability sampling methods is particularly important to reduce the risks of bias, to produce weights so that information can be related to the target population, and to produce estimates of precision or sampling errors. This will enable users to make appropriate use of the data to inform decisions for the target population. Self-selecting, convenience and quota sample should be avoided to the extent possible. While methods exist to reduce potential bias in convenience and quota samples, it will still not be possible to generalise the information to the target population or generate information on the level of precision of the results. As a result, the value of the data collected to inform policy decisions can be greatly diminished.

Mitigate non-response

Response rates for telephone surveys are generally much lower compared to face-to-face interviewing. Non-response can introduce bias in the results, even when appropriate frames and sampling methods have been used, if it is concentrated among particular groups (i.e. systematic). A range of measures can be introduced to reduce the potential for systematic non-response. The

³ See: Dabalen, Andrew, Alvin Etang, Johannes Hoogeveen, Elvis Mushi, Youdi Schipper, and Johannes von Engelhardt. 2016. *Mobile Phone Panel Surveys in Developing Countries: A Practical Guide for Microdata Collection. Directions in Development*. Washington, DC: World Bank. DOI: <https://doi.org/10.1596/978-1-4648-0904-0> License: Creative Commons Attribution CC BY 3.0

IG; Ballivian, A, Azevedo, J P, and Durbin, W. 2015. Using Mobile Phones for High-Frequency Data Collection. In: Toninelli, D, Pinter, R & de Pedraza, P (eds.) *Mobile Research Methods: Opportunities and Challenges of Mobile Research Methodologies*, Pp. 21–39. London: Ubiquity Press. DOI: <http://dx.doi.org/10.5334/bar.c> License: CC-BY 4.0.

relevant set of measures will depend on the scale of the rapid survey, target population, sampling frame used, data collection mode, etc. Nevertheless, they include established measures such as developing a communication campaign to sensitize the target population ahead of the survey, developing short clear statements to introduce the survey, offering incentives for participation where commonplace (for example air-time credits in mobile rapid surveys), establishing survey tracker systems, contacting selected respondents on different days and on different times slots, (e.g. morning, afternoon, evening), offering flexibility to participate at more convenient times for the respondent, issuing reminders for web-surveys, ensuring the survey is of short duration (typically 10-15 minutes for interviewer-assisted telephone surveys), limiting or avoiding questions on sensitive topics, avoiding proxy respondents, etc.

Maintain good practices in questionnaire design

A key feature of rapid surveys is the use of relatively short questionnaire covering only essential topics. In the context of the COVID-19 outbreak, rapid surveys will likely need to cover essential information on a diverse set of topics. When one of the objectives is to measure persons employed in a given reference period, a number of questions will be needed to adequately capture the wide range of jobs that people do. This is particularly the case to identify self-employed persons, and persons with part-time, casual or informal jobs that may be most impacted by the COVID-19 outbreak. Similarly measurement of participation in different forms of unpaid work will require use of several questions to improve identification. For these reasons, rapid surveys that aim to measure COVID-19 impacts on employment, job loss, working conditions, unpaid work, and related work topics will need to retain the

recommended set of questions, especially for identification purposes. Combining questions will not necessarily reduce the duration of the survey and may negatively impact the quality of the data.

Rather, survey length should be managed by limiting the number of topics covered, by carefully selecting the range of characteristics to be captured, by planning different rounds of data collection covering different topics when feasible (for example through panel rapid surveys), by interviewing only one respondent per call for telephone surveys, and other such strategies.

Other data quality measures

Many other factors can influence the overall quality of data from rapid surveys. Introducing measures to provide adequate training for interviewer-assisted rapid surveys, testing questionnaires, data collection modes, data processing systems, on-going supervision during data collection and processing can all contribute to ensuring the quality of the rapid survey data.

Reporting and use of data from rapid surveys

To ensure adequate use of data from rapid surveys, reporting should include clear information on the survey objectives, reference periods, methodology, sampling frame and design, target groups, coverage issues, non-response and other data quality issues outlined above. Additionally, when the rapid survey is not representative of the general population, the results should be reported with explicit reference to the particular groups or areas covered. Any concerns with the precision of the results should also be highlighted, particularly, if results are weighted, or if information on statistical significance is also included in the reports.