



THE FIELDWORKERS' INSTRUCTION MANUAL

CRIME VICTIMISATION STUDY IN SIERRA LEONE, May 2008

Crime Victimization Study Sierra Leone, MAY 2008

INTRODUCTION AND OBJECTIVE OF THE STUDY

This manual has been designed for fieldworkers collecting data in the implementation of the crime victimisation study in Sierra Leone in May 2008. The aim of this manual therefore is to standardise as much as possible the procedures for data collection, a better understanding of the concepts used in the questionnaire, the methodology adopted for the selection of respondents and the instructions on the filling in of the questionnaire.

The objective of this study is to collect information on crime in order to assess the magnitude of crime and the level of the criminal justice system in Sierra Leone and in countries where the African Peer Review Mechanism is being implemented in 5 of the 27 signed up countries: Tanzania, Mozambique, Mali, Benin and Sierra Leone.

This instruction manual focuses on the following issues: the role and behaviour of the researcher, a general presentation of the various sections of the questionnaire, a brief presentation of the sampling method and finally a few definitions of certain specific concepts.

1. ROLE AND BEHAVIOUR OF THE RESEARCHER

In this study, the method chosen for the collection of information is direct interviewing. The role of the researcher therefore consists of introducing himself/herself to the households on which the study is to be carried out for the completion of the questionnaires. To do this, he/she must possess a certain number of moral and intellectual aptitudes of which the most important are:

- **Moral aptitude**

Collecting certain information within the population presupposes that the researcher observes certain basic principles such as:

- considering the fact that the first impression that the researcher gives to his/her interviewees is very decisive, he/she must be well clothed by dressing decently;
- introducing himself/herself to the households by respecting all the rules of decorum: greets the interlocutor before asking any question, and this must be done according to the milieu
- striving first of all to talk to the family head or to the head of the business unit as the case may be. In the absence of the latter, he/she must ask for the wife (wives) or his representative or any other person likely to authorize to enter into the household or the business unit (he/she must first avoid speaking directly to young children or to helpers); introduces him/herself and clearly explain the aim of his/her visit and to assure the interlocutors that the information that he/she will ask them will be kept confidential at WANEP and that this interview has nothing to do with taxation. Since this questionnaire will not be completed by all the people, make them understand that draws will be conducted on the households chosen
- adapting to all situations and accepting all working conditions

- repeating the explanations as many times as necessary and not getting discouraged by reluctant interviewees to provide information and

Intellectual aptitude

The researcher must familiarise him/herself with the questionnaire and the instruction manual before going to the field. He/she must understand the questions and read the local language without hesitation. In the case where he/she will need the help of an interpreter, he/she must make sure that the latter has understood the questions. He/she must permanently show proof of vigilance and a critical mind in a way that he/she will be able to decipher on time, any incoherence which can occur in the statements made and rectify them by repeating the questions and by returning to those questions which the latter seems to be in contradiction with. But he/she must do this without upsetting the interviewee.

- **Obligations of the researcher**

What you must do

- regularly and attentively follow the courses that you are given through out your training;
- study the questionnaires and the other documents seriously in such a way that you familiarise yourself with them;
- carefully study the instruction manual and rigorously apply the definitions and instructions contained therein;
- expect to work during irregular hours. You might be required to work very early in the morning or very late at night according to the work habits of the persons you would have to interview.

What you must not do

- communicate or make comments on the information gathered during the collection phase: this information must be kept confidential
- you must not be accompanied by someone during work
- ask the interviewee information which does not feature on the questionnaire
- carry out extra-professional activity (for example trade)
- abandon work
- be absent during work or during training or during the collection of information on the field.

- **Relationship with the supervisor**

The efficiency of your work depends on your collaboration with your supervisor. He/she leads and helps you in accomplishing your task. He/she monitors you continuously during the operation in order to ensure that you are making progress in your work. In case of difficulty on the field, ask for assistance from your supervisor whom you must respect.

2- GENERAL PRESENTATION OF THE QUESTIONNAIRE

Apart from the section reserved for the identification of the household selected for the study, the questionnaire is subdivided into twenty sessions tackling six types of issues namely:

- questions on the general perceptions and convictions of the population on crime in their respective region;
- questions concerning the opinion of the population on what the people living in their region, the police and the government can do to reduce the levels of crime in the region;
- questions on all the massacres and murders which they could have witnessed;
- questions on the services that the police, non-governmental organizations (NGOs) or other agencies can offer to the people who have been victims of crime;
- questions on the functioning of the community, the police and the courts in the region, and,
- questions on the personal experiences of the interviewee on crime during the last five years and in particular, during the last twelve months.

The completion of the form shall be done by direct interviews.

3. Localisation, choice of the household and of the interviewee

Questions in this section enable the exact localisation of the study and the conditions of completing this questionnaire. The completion of this section related to the localisation of the venue is indispensable and is of prime importance for the analysis of the data because the study takes the various localities into consideration. Furthermore, the completion of this form is based on the administrative partition of each administrative area and on the identification numbers of the EAs. This section also enables us to know if the study was carried out in a rural or urban area.

With regard to this section, the researcher must also be informed on the time to begin the study with the chosen person.

The completion of the serial number is reserved for the supervisor. It corresponds to the sequential number of the household interviewed within each team. On the contrary, the number of the questionnaire is to be obtained from the WANEP office.

With regard to the number of visits to be carried out in a household, it is recommended that, within the means available, at most two visits be carried out in order to minimise loss of time before substituting the household.

Additionally, this section will enable the researcher to alternate between the male interviewee and the female interviewee with a view to respecting the criterion of equality between the number of men interviewed and the number of women interviewed.

Section 1 : General perceptions of the interviewee on crime in his/her locality

This section tackles questions which aim at understanding the levels of crime and the types of crimes that are being committed frequently in the locality. For some questions, the researcher must avoid reading the various options that can be the answers to questions. This applies to questions 1.2, 1.4

For question 1.8, the option of answer « 99= NA » which means Non Applicable, corresponds to the case where the person does not live in a similar situation. For example, question 1.8.9, when the interviewee does not practising stockbreeding, he can neither say yes nor no. Thus, it is the answer « NA » which must be encircled. This remark also applies to all other questions of the same nature.

For question 1.8.8, even if the interviewee does not have children and is taking care of other children of the household in which he/she lives, the answer « NA » is not mentioned and only the answers yes or no are mentioned.

Never read or propose the option of the answer << do not know >> to the interviewee.

Section 2 : General perception of the interviewee on his /her personal security

This section is on the perceptions that the interviewee has on his/her security and on the type of crime he/she discusses often with his/her neighbours or friends.

Section 3 : Opinions on the possible measures to reduce crime

The aim of this section is to understand the various measures that the interviewee feels the police, the population or any other moral entity could take to reduce the magnitude of crime in order to guarantee security in his/her locality. It is also on the other crime fighting groups that are existing or working in the region in order to guarantee the safety of this locality.

Section 4a : Massacres or murders that the interviewee has witnessed.

This section of the questionnaire enables us to know if the interviewee has ever witnessed a murder or massacre scene. In the case where the interviewee had witnessed such a scene, it is recommended that the age of the interviewee at the time the incident took place for the first time be noted down.

***NB:** Here, it is about the number of years that have gone by which correspond to the age of the last birthday before the date of the study. However, for persons older than 99 year, just write 99 in the squares provided.*

Section 4a : Perceptions on the existence of assistance to victims of crime

This section of the questionnaire explores the relationship between the respondent and the murder victim assuming the respondent witnessed a violent murder.

Section 5, 6 and 7 : Community, police, courts : security and management of crime-related problems

The aim of this section is to assess the perception of the interviewee on the functioning of and the confidence which he/she has in the police, the courts and the community with regard to his/her security and the manner in which crime-related problems are managed in the region.

Section 8 : Corruption

It entails getting the opinions of the interviewee on the levels of corruption amongst civil servants whom he/she has come across during the last twelve months.

For questions 8.1.1, 8.1.2 and 8.1.3, in the case where the interviewee may not have requested any service or may not have come across a civil servant in the past year, tick the option of the answer « No »

Concerning questions 8.2, in the case where the interviewee may have said no to the question « Did this event take place last year? », the researcher must leave the question blank, « When this incident occurred, what was your response? and In the case where you would have refused to pay, what was the response of the civil servant?

Section 9 : Experiences with crime

Here, we underscore all the various types of crimes that the interviewee has experienced during the past five years. Eleven (11) categories of crimes have been identified. Emphasis will be put on:

- **Burglary by forced entry; House burglary:**
- **Theft on personal property (including robbery with the use of fire arm and theft of handbag)**
- **Robbery (including armed robbery)**
- **Consumer fraud**
- **Sexual assault or rape**

When the interviewee answers yes to every category of crime for the past 12 months, the researcher must encircle the section concerned in the last column as indicated by the following example:

Example :

SECTION 9 : EXPERIENCES WITH CRIME

9.0	(INSTRUCTIONS: THE RESEARCHER USES THE REFERENCE MAP TO ENUMERATE ALL TYPES OF CRIME IN CASE OF UNCERTAINTY WITH REGARD TO THE MANNER IN WHICH THE CRIME IS CLASSIFIED)	During the past 5 years (between May 2003–May 2008) have you or a member of your household experienced it 1 = Yes 2 = No	During the past 12 months (between May 2006–May 2008) have you, or a member of your household experienced it 1=Yes 1=No	When did this act occur (...)? (THE RESEARCHER WILL FILL IN THE MONTH AND THE YEAR OF THE LAST INCIDENT DURING THE PREVIOUS 12 MONTHS)	if YES during the last 12 months matches with the information of the previous column, then move to REFER TO THE INSTRUCTIONS' MODEL	
				YEAR MONTH		
9.1	Burglary by forced entry /House burglary (Household)	9.1	9.1.1	1=Yes	9.1.2a	Section 10
9.2	Theft on personal property (including robbery with the use of fire arm and theft of hand bag) (INDIVIDUAL)	9.2	9.2.1	1=No	9.2.2a	Section 11
9.3	Robbery(including the use of fire arm) (INDIVIDUAL)	9.3	9.3.1	1=No	9.3.2a	Section 12
9.4	Stock theft (Household)	9.4	9.4.1	1=No	9.4.2a	Section 13
9.5	Theft of food crops (Household)	9.5	9.5.1	1=No	9.5.2a	Section 14
9.6	Bicycle theft (Household)	9.6	9.6.1	1=No	9.6.2a	Section 15
9.7	Assault	9.7	9.7.1	1=No	9.7.2a	Section 16
9.8	Sexual assault(including rape) (INDIVIDUAL)	9.8	9.8.1	1=No	9.8.2a	Section 17
9.9	Car theft (Household) motorcycle, scooter, products	9.9	9.9.1	1=No	9.9.2a	Section18
9.10	Consumer fraud (INDIVIDUAL)	9.10	9.10.1	1=No	9.10.2A	Section 19
9.11	Population data	9.11	9.11.1	1=No	9.11.2a	Section 20

Section 10 to 20 :

Sections 10 to 20 will be determined by the answers obtained from section 9 and it is based on the details relating to the conditions in which the categories of crime were committed in which the interviewee was a victim during the past twelve years. When the researcher completes section 9, the sections (including between 10 and 20) which he/she will have to tackle with the interviewee will be those which would have been previously encircled.

Section 20 captures information on population data of the household

Head of the Household: is considered as head of the household «head of the household » any body who is considered as such by the members of the family. He can be a man or a woman. He may or may not be the oldest person in the household. For the most part, he bears most of the expenses of the household and also manages the family expenses. You must insist on the fact that “head of the household” must not necessarily be a man nor the oldest member of the household.

For question 20.3, « are you married?», you must only consider as married somebody who had the traditional, civil or religious marriage or anybody who declares himself/herself as such.

With regard to question 20.7, you must write the ethnic group in full and the code of the corresponding ethnic group in the last column reserved for the code.

4. THE SAMPLING METHOD

The sample is nationally representative and is based on probability proportionate to population size. In order to reflect the major stratifying variables in the country and to ensure inclusivity of all regional groups, we carried out a multistage, stratified and clustered sample at four levels: the region/province; the rural/urban; EAs and gender- The interviews are clustered at 8 per EA. The primary sampling frame is the enumeration area (EA) as defined by the 2002 census. The sample size is 1200 persons which gives a confidence interval of plus or minus 2.8 percent at a confidence level of 95 percent. Face to face interviews with adults over the age of 18 were conducted in all the countries.



- **Technique of the choice of the households to be researched on in the EA**

As a researcher, you are responsible for the sampling at two levels: the selection of the household and that of the interviewee. Supervisors must however make sure that the researchers and their teams understand their role in the methodology used for the sampling and implement them correctly.

In this regard, we recommend the following selection procedure for households:

(i) In densely populated urban and rural zones with simple houses

Begin as close as possible from the starting point of the walking direction (a point chosen randomly by the supervisor in the EA- we can start from many different points: e.g. the residence of the village head). The supervisor must choose any point randomly like a street corner, a school or a fountain/spring to eliminate bias. The four researchers must walk randomly in 4 opposite directions away from this point in the following manner:

Movement pattern: researcher 1 walks towards the sun; researcher 2 moves away from the sun in the opposite direction, researcher 3 walks in the right angle with researcher 1 and researcher 4 in the opposite direction of researcher 3,

Each researcher must use the code of the day to establish an interval (n) for the choice of the households. The code of the day gives a random character of the interval. It is calculated by adding the days of the month as follows. On the 5, 14 and 23 of the month, the interval will be 5, but on the 6, 15 and 24 of the month, it will be 6. On the 29 of the month, the researcher must leave the biggest margin, by selecting only every 11th house. The technique of the day code must be applied to housing units and to households. In other words, if the first household selected is in house no 1 and if the day code is 5, the researcher must randomly choose his/her next household in house number 1+5= 6 (following the direction which he/she had adopted initially).

In all cases, the researcher will choose the nth house.

(ii) In sparsely populated rural areas with small villages or simple dwelling hamlets

In such zones, households are found only around a departure point. It is not advisable to regroup the sampling too much by carrying out a very high number of interviews (for example, every 8 households) in a single village. In this case, the following guidelines shall be applied: If there are 15 or less than 15 households in the interval covered from the departure point, the team on the field should leave one researcher there. If there are between 16 and 30 households in the interval covered from the departure point, two researchers could be left there. (if there are more than 50 households, the whole team may remain there as usual) If only one and two researchers could remain at the departure point, the rest of the team should go to the nearest houses within the same researched zone nearest to the departure point where later, two or three researchers must remain according to the regulations.

(iii) In densely populated zones, with business units

In localities where commercial farming is commonly practised and which involves a great percentage of the population, you must avoid regrouping all the interviews of this zone within a farming unit. To

achieve this, the supervisor must leave two researchers at the first farming unit (either with the first randomly chosen from a complete list of farming units within the zone or with the nearest departure point randomly chosen, and then leave three researchers within the next farming unit. Once the first two have finished, they move to another farming unit for two other interviews and the same with the other researchers, in such a way that the interviews are done at the four separate farming units in each locality. It is important that all the farming units selected are in the chosen locality.

The objective of this procedure is to have a random and not a group selection.

(iv) Technique of choosing the person to be interviewed in the selected households

The Kish Grid method of selection will be used to select the interviewee. Within households, the interviewee selection shall be made randomly among all the persons of the household who are at least 18 years old. Each researcher must alternate interviews between males and females. To choose a person who must be at least 18 years old randomly, you must draw up the list of all the men (Or all the women in the case where the previous interview was made with a man) while respecting the age criterion in the column provided starting with oldest to the youngest. Draw a horizontal line across the youngest listed person and link with the last digit on the questionnaire. Then draw a vertical line and circle the number where the lines intersect. The circled number from the list represents the respondent eligible for the interview.

Kish Grid

	NAME	AGE	1	2	3	4	5	6	7	8	9	0
1			1	1	1	1	1	1	1	1	1	1
2			1	2	1	2	1	2	1	2	1	2
3			3	2	1	3	2	1	3	2	1	3
4			4	3	2	1	4	3	2	1	4	3
5			5	4	3	2	1	5	4	3	2	1
6			1	2	3	4	5	6	6	5	4	3
7			7	6	5	4	3	2	1	7	6	5
8			6	7	8	9	1	2	3	4	5	6
9			8	9	1	2	3	4	5	6	7	8

4- SAILENT POINTS ON WHICH EMPHASIS MUST BE PUT DURING THE STUDY

- Before beginning the study on each EA, the supervisor must contact and inform the local authorities of the region in question (mayors, village or quarter heads) of the presence of researchers on the field. In this regard, letters of recommendation must be used.
- Supervisors must ensure that the researchers are in each EA and must control all the completed questionnaires immediately so that respective teams can go back to make them rectify any possible errors whilst still in the vicinity
- The researcher must be careful during the completion of the questionnaire and ensure that all the questions are answered on the indicated spaces.
- The researcher must read the introductory note to the interviewee that the answers are confidential and that the conversation is anonymous.
- The researcher must read the questions clearly and carefully, and if need be, pause regularly so that the interviewee can follow and understand him/her.
- The researcher must ensure that the questions are read exactly as they are written on the questionnaire and also that the order in which the questions are asked is respected.

NB : UNDER NO CIRCUMSTANCES should the researcher interpret or re-interpret the questions before asking them. He must make sure that the spirit and the letter of the question are scrupulously respected.

If mother tongues (vernacular) are used, it is suggested that the questionnaire be translated into those languages. The translation must not be done on the spot.

NB: NO ON THE SPOT TRANSLATION!

- The researcher must never advance the options of answers "No answer/Don't know" while reading the questionnaire. All questions must have an answer: insist to have an answer instead of « I don't know», «I have forgotten».
- If the respondent does not understand or does not ask for clarification, the standard approach is that the researcher asks the question one more time and according to the text : if after two or three attempts, the interviewee does not respond, the researcher then ticks option "98= Don't know"
- The researcher must not force the interviewee to answer a question. If the latter does not understand a question after several attempts, you must avoid forcing him/her to give an answer. In this case, the researcher ticks option "98=Do not know."
- The researcher must NEVER, NEVER, NEVER....interpret or induce answers from the respondent. He/she must allow the interviewee to freely choose one or several available options for the question.
- When the researcher ticks the questionnaire, he/she must encircle the number corresponding to the option of the answers provided by the study (see the example illustrated above). The researcher must keep the extreme right column empty and blank.

5. THE COMPOSITION OF THE TEAMS ON THE FIELD

The task of collecting the information shall be done by four teams of four (4) researchers plus 1 tea supervisor for each team. Each researcher must carry out at least six interviews per day. Thus, each team must cover a minimum of three (3) EA per day.

6. DEFINITION OF A FEW CONCEPTS

Here we define some concepts that are used in order to master the methodology for sampling. They are:

- **Enumeration Area:**
- **Household :**

The household is a group of persons, related or not, living in the same building or in the same compound, having meals together or in small groups, putting part or all of their incomes together for the smooth running of the group, and depending on the person called «Head of household».

The household is generally made up of a head of the household, his wife (wives) their unmarried and possibly other members with or without blood relationship.

The household can be reduced to one person living alone or with his/her children or with other persons with or without blood relationship.

Special cases:

A tenant who does not eat where he/she resides is a separate household. Though the maid belongs to the household interviewed if he/she lives and eats there, we only interview the domestic helpers in their own homes.

The children of the household who are married form separate households together with their dependents.

For polygamous families or any other situation where the wife does not live in the same compound with the husband, she and her dependents form a household of which she is the head. The husband will be considered as head of the household where he normally resides.

Each member of the group of bachelors or spinsters without any blood relationship living together but providing for their needs individually forms a household.