## Annex C. Survey documentation for the Labor Force Survey

***Bangladesh Bureau of Statistics***

***January 2022***

***D R A F T***

The documentation consists of three parts: 1. Reference metadata 2. Releases 3. Process documentation (details about goals, methodology, roles, processes and evaluation)

The main audience for the survey documentation is the staff working on the survey on a daily basis. In addition, the documentation can be used a) when introducing new staff, and b) when preparing overall plans, conducting quality audits and functional reviews. Finally, the survey documentation can be used when preparing changes, e.g., new IT solutions.

**1. Reference metadata (for internal and external users)**

**1.1 Contact information**

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| --- | --- |
| Contact organization | Bangladesh Bureau of Statistics (BBS) |
| Contact organization unit | Industry and Labor Statistics |
| Contact name | Mr. Kabir Uddin Ahmed |
| Contact mail address | Parishankhyan Bhaban, E-27/A, Agargaon, Dhaka-1207, Bangladesh |
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| Contact phone number | NA |

**1.2 Statistical presentation**

|  |  |
| --- | --- |
| Data description | The LFS 2016-17 report is the second annual report with quarterly breakdown of the estimates. Gender disaggregated data on labor force, employment, unemployment, underemployment, persons outside the labor force, hours worked, earnings, informal employment as well as other forms of work such as unpaid volunteer work have been included in the report.  More specifically, the survey report has provided a complete picture of labor statistics as well as the following key indicators of labor market (KILM):   * Labor force participation rate * Employment-to-population ratio * Status in employment * Employment by sector * Employment by occupation * Hours of work * Employment in the informal economy * Unemployment and youth unemployment * Not in labor force * Educational attainment * Average monthly wages |
| Classification system | NA |
| Sector coverage | NA |
| Statistical concepts and definitions | Employed: the ILO definition is used. It provides separate criteria for persons in paid employment and persons in self-employment in order to accommodate the idea that employment covers any work, be it for wage or salary, profit or family gain and including the production of goods for own consumption. The “employed” comprises all persons older than a specified age who, during a specified brief period, either one week, were in one of the following categories:   1. paid employment 2. at work – persons who during the reference period performed some work for wage or salary, in cash or in kind; 3. with a job but not at work – persons who, having already worked in their present job, were temporarily not at work during the reference period but had a formal attachment to their job. 4. self-employment 5. persons who during the reference period performed some work for profit or family gain, in cash or in kind; 6. with an enterprise but not at work – persons working with an enterprise, which may be a business enterprise, a farm or a service undertaking, who were temporarily not at work during the reference period for any specific reason.   For operational purposes, the notion “some work” may be interpreted as work for at least one hour.  Unpaid family workers at work should be considered as in self-employment, irrespective of the number of hours worked during the reference period. Apprentices who receive pay in cash or in kind should be considered in paid employment and classified as “at work” or “not at work” on the same basis as other persons in paid employment. Members of the armed forces should be included among persons in paid employment. They should include both the regular and temporary members.  Unemployed comprise those who satisfy the ILO’s three criteria (not in employment, looking and available to work); it also includes available future starters (awaiting for joining or awaiting for setting self-business). It differs from the variable already included into the dataset due to the “available future starters”.  Labor force is the sum of persons in employment plus persons in unemployment. It refers to persons 15 years or older who contribute to the production of goods and services in the country. They are either employed or unemployed during the reference week prior to the survey.  Informal employment encompasses all the jobs included in the concept of employment in the informal sector (except those that are classified as formal jobs in informal sector enterprises), refers to those jobs that generally lack basic social or legal protections or employment benefits and may be found in formal sector enterprises, informal sector enterprises or households.  Informal employment is defined as the total number of informal jobs, whether carried out in formal sector enterprises, informal sector enterprises, or house- holds, during a given reference period.  Time-related underemployment relates to the number of employed persons whose hours of work in the reference period are insufficient in relation to a more desirable employment situation in which the person is willing and available to engage. The national threshold is set at 40 hours actually worked per week.  Monthly labor related income refers to income in cash and in kind.  Potential labor force is defined as all persons of working age who, during the short reference period, were neither in employment nor in unemployment and: (a) carried out activities to “seek employment”, were not “currently available” but would become available within a short subsequent period (i.e. unavailable jobseekers); or (b) did not carry out activities to “seek employment”, but wanted employment and were “currently available” (i.e. available potential jobseekers)  Hours of work: the survey measures: hours actually worked, hours paid for and usual hours |
| Statistical unit | Private household/individuals |
| Statistical population | NA |
| Reference area | The whole country |
| Time coverage | The latest LFS was conducted quarterly and covered the period from June 2016 to June 2017 |
| Base period | NA |

**1.3 Statistical processing**

|  |  |
| --- | --- |
| Source data | SURVEY DATA  ADMINISTRATIVE DATA  DATA FROM OTHER STATISTICAL PROGRAMS |
| Frequency of data collection | NA |
| Data collection | NA |
| Data validation | NA |

**1.4 Quality dimensions**

**Relevance**

|  |  |
| --- | --- |
| User Needs | MAIN USERS  USER NEEDS |
| User Satisfaction | NA |
| Data completeness rate | NA |

**Accessible and clarity**

|  |  |
| --- | --- |
| Release calendar access | Release calendar not published |
| News release | Not published |
| Publications | Labor Force Survey: Bangladesh 2016-17 |
| On-line database | Not published |
| Micro-data access | Not published |
| Other | NA |
| Documentation on methodology | NA |
| Quality documentation | NA |

**Timeliness and punctuality**

|  |  |
| --- | --- |
| Timeliness and time lag - final results | NA |
| Punctuality | NA |

**Coherence and comparability**

|  |  |
| --- | --- |
| Comparability – geographical | NA |
| Comparability over time | NA |
| Coherence - cross domain | NA |
| Coherence - internal | NA |

**Accuracy and reliability**

|  |  |
| --- | --- |
| Overall accuracy | NA |
| Sampling error | NA |
| Non-sampling error | NA |

**2. Releases**

| **ReleaseTitle** | **PlannedReleaseDate** | **ActualReleaseDate** |
| --- | --- | --- |
| Labor Force Annual 2016-2017 | 2017-01-01 | 2017-01-01 |
| Labor Force Annual 2019 | 2022-01-01 | NA |

**3. Process documentation (for internal users)**

**3.1 General information**

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| --- | --- |
| Goals/objectives in workplan/strategy | The primary objective of the survey was to collect comprehensive data on the labor force, employment and unemployment of the population aged 15 or older for use by the Government, international organizations, NGOs, researchers, and others to efficiently provide targeted interventions. Specific objectives of the survey:   * Provide relevant information regarding the characteristics of the population and household that relate to housing, household size, female-headed households etc. * Provide detailed information on education and training, such as literacy, educational attainment, and vocational training. * Provide relevant information on economic activities and the labor force regarding the working-age population, economic activity status and labor force participation. * Provide detailed information on employment and informal employment by occupation and industry, education level and status in employment. * Provide relevant information on unemployment, the youth labor force participation, youth employment, and youth unemployment. * Provide other information on decent work regarding earnings from employment, working hours and time-related underemployment, quality and stability of employment, social security coverage, and safety at work, equal opportunities etc. * Provide relevant information on non-economic activities, volunteer activities etc. |
| Other goals | NA |
| Statistical program type | Sample based survey program |
| Methodology (general) | **1. DESIGN OUTPUTS**  *Summary information*  Press release  *Publication*  The report was put on the website.  *Dimensional data*  NA  *Unit data*  NA  **2. DESIGN VARIBABLE DESCRIPTIONS**  NA  **3. DESIGN COLLECTION**  *General*  To aid in identification and access to the household, letters of introduction highlighting survey objectives and identification badges were provided to the Enumerators. Enumerators were advised to visit the households to introduce themselves prior to administer the Questionnaire. Supervising officer also sometimes went for courtesy calls to the Households. It took the Enumerators approximately 30-40 minutes to administer the questionnaire depending on the size of the household. Most of the teams managed to collect the data within the stipulated timeframe. Data collection was carried out using personal interview approach.  Officers from BBS and outsourcing Enumerators who were involved in this survey were given special training. They visited selected households (HH) to collect information on demography, labor force, non-economic activities using a set of questionnaires.  Field checks were undertaken by experienced officers from the BBS & SID to detect and rectify any invalid information occurred during interview session. In addition, follow-up/reinterviews of certain selected households was done to ensure the quality of data collected.  *Questionnaire*  The Quarterly Labor Force Survey 2015-16 questionnaire comprised 14 sections, as follows:   * Section 1. Household basic information * Section 2. Household roster (members’ basic information) * Section 3. General education (for persons aged 5 years or older) & vocational training (for persons aged 15 years or older) * Section 4. Working status (for persons aged 15 years or older) * Section 5. Main activities (for persons aged 15 years or older) * Section 6. Secondary activities (for employed persons aged 15 years or older) * Section 7. Occupational safety and health within the previous 12 months (for persons aged 15 years or older) * Section 8. Underemployment (for employed persons aged 15 years or older) * Section 9. Unemployment (for not employed persons aged 15 years or older) * Section 10. Own use production of goods (for persons aged 15 years or older) * Section 11. Own use provision of services (for persons aged 15 years or older) * Section 12. Unpaid trainee/apprentice work (for persons aged 15 years or older) * Section 13. Volunteer work (for persons aged 15 years or older) \*Section 14. Migration (for persons aged 15 years or older)   *Training of survey personnel*  To properly conduct the nationwide survey, intensive training programs were arranged for the survey supervisors and enumerators as well as the survey coordinators. In total, 107 enumerators, among them 94 females and 84 supervising officers, were involved and received seven days of training on data collection. The training consisted of five days for training, one day for field testing and one day for reviewing. The training covered instructions in general interviewing techniques, field procedures (including sample selection), a detailed discussion of items on the questionnaire and practice interviews in the field.  **4. DESIGN FRAME AND SAMPLE**  *Scope and coverage*  The Labor Force Survey 2016-17 was conducted Quarterly to provide reliable estimates of the labor force population at the geographic division level with rural-urban breakdown. The labor force component covered the population aged 15 or older living in the sample households to obtain estimates on many variables, particularly in relation to the economic and non-economic activities of the population aged 15 or older in the labor force. The survey involved a sample of 30816 households from 1284 PSUs/sample enumeration areas distributed across all the 64 Districts for each quarter and the ultimate sample households for the year 2016-17 was 123000 in total. The survey covered both urban and rural areas and dwelling households, including one-person households. The institutional households, that is, those living in hostels, hotels, hospitals, old homes, military and police barracks, prisons, welfare homes and other institutions were excluded from the coverage of the survey.  *Sample frame*  The frame used for the selection of sample for the survey was based on the Population and Housing Census 2011. Sampling Frame which was made up of preparing of PSUs that is consists of collapsing one or more Enumeration Area (EAs) that was created for the Population and Housing Census 2011. EAs is geographical contiguous areas of land with identifiable boundaries. On average, each PSUs has 225 households. All the Enumeration areas of the country was identified into three segments viz. Strong, Semi-strong and not-strong based on the housing materials. The frame has 1284 PSUs/EAs spread all over the country, and covers all socio-economic classes and hence able to get a suitable and representative sample of the population. The survey was distributed into twenty-one domains viz. Rural, Urban and City corporations of seven administrative divisions.  From each selected PSUs/EAs, an equal number of 24 households were selected systematically, with a random start. The systematic sampling method was adopted as it enables the distribution of the sample across the cluster evenly and yields good estimates for the population parameters. Selection of the households was done at the HQ and assigned to the Enumerators, with strictly no allowance for replacement of non-responding households.  The Bangladesh Quarterly Labor Force Survey (QLFS) sample will be selected in two stages, with small area units called Primary Sampling Units (PSUs) in the first stage and a cluster of 24 households per PSU in the second stage. Both stages are random selections. The survey will implement a rotational panel strategy, in which some of the households in each cluster will be replaced by new households each quarter.  The survey administered with a total sample about 123 thousand households, intended to deliver reliable quarterly estimates of unemployment and other relevant labor force indicators for of the country’s seven divisions and locality viz. national level estimates with disaggregation by City Corporations, Rural and Urban.  *Sample size*  See detailed description in publication: Labor Force Survey 2016-2017  **5. DESIGN PROCESSING AND ANALYSIS**  Initial manual editing and coding of industry and occupation classification was done in the BBS headquarters by the selected editors and coders. The supervising officers further checked the questionnaires and validated the data randomly sampled edited questionnaires. Data was captured using Census and Survey Processing System (CSPro) through a data entry screen specially created and incorporated with checks to ensure accuracy during data entry.  Erroneous entries and potential outliers were then verified and corrected appropriately. A total of 12 data entry personnel were engaged during the exercise. Weights were developed to account for the selection probabilities. The weights were developed using the design weights of the PSUs. The non-response adjustment and urban-rural calibration was also used. The captured data were exported to STATA format for cleaning and analysis. The cleaned data was weighted before final analysis.  **6. DESIGN PRODUCTION SYSTEM AND WORKFLOW**  See roles and processes below. Each process describes who is doing what, input, output, tools and specific methodology aspects. See also description of IT solution (general) |
| IT solution (general) | NA |

**3.2 Roles and human resources**

| **Name** | **Description** | **Number of staff allocated in one instance of the survey (man-months)** |
| --- | --- | --- |
| Top management – HQ | Director General | NA |
| Subject matter specialist HQ | Subject matter staff allocated to survey | NA |
| Dissemination staff | Staff allocated to dissemination and data storing | NA |
| Other roles HQ (IT etc) | Staff allocated for data capture tasks | NA |
| District office staff | Enumerators  Supervisors ensuring quality of enumeration | NA |

**3.2 Collection, Processing, Analysis and Dissemination**

**Data collection**

|  |  |
| --- | --- |
| Who is doing what | 1. Subject matter specialist prepares data collection: questionnaires, plans etc. 2. District office staff uses paper questionnaire to collect data. 3. District office staff and send questionnaire by post / transport to the headquarters for data transcription? (Or is the data transcription done at the district level). 4. HQ staff do data capture |
| Input | Sample, directory, questionnaires and tools for data capture designed and tested in the design and build phase |
| Output | Directory information, completed paper questionnaires, Input data in CSPro / Stata / SPSS |
| Methodology | See general information |
| Tools | Customized Software (CSpro), SPSS, STATA |

**Data processing**

|  |  |
| --- | --- |
| Who is doing what | Subject matter specialists do data editing, create weights |
| Input | Input database: Data file in CSPro |
| Output | Clean database: Stata/SPSS files |
| Methodology | See general information |
| Tools | Customized Software (CSpro), SPSS, STATA |

**Data analysis**

|  |  |
| --- | --- |
| Who is doing what | Subject matter specialists prepare tables, do analysis  Technical committee reviews  Top management approves |
| Input | Output from processing phase, draft tabulation plan from design phase |
| Output | Output database: file, report etc. |
| Methodology | See general information |
| Tools | Stata and word |

**Data dissemination**

|  |  |
| --- | --- |
| Who is doing what | Subject matter specialist prepares press release with highlights and invite press for presentation of results  Meeting with press  Dissemination staff release report and update release calendar  Press publishes press release |
| Input | Output from analysis phase |
| Output | Approved report, pdf file at the website, press release etc. |
| Methodology | See general information |
| Tools | General purpose office tools and web tools |

**3.3 Evaluation**

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| --- | --- |
| Evaluation: results compared to goals | NA |
| Evaluation: results compared to indicators for processes | NA |
| Issues based on evaluation | NA |
| Recommendations | NA |