**guidelines for base line survey**

**related to social programmes**

* General presentation of the area
* Details about sub-areas
* Resources mapping (Excel file)
* Collection of information from community workers / leaders
* Individual interviews of a representative sample (minimum 30 observations)

**General Presentation of the Area**

* Geographical location
* History: since when has it been settled, any major events (riots, large demolitions, etc.)
* Total population
* List of major sub-areas
* Broad topography (hill/dale, presence of water/forest versus built-up areas with difference between horizontal slums, vertical slums and other buildings...)
* Cartography (manual or computerised map)

**Details about sub-Areas**

* Years of existence
* Status: legal or illegal
* Main geographical origin(s) of the inhabitants
* Main religious communities
* Percentage of ‘*kaccha houses*’
* Economic activity: main types of work and businesses, women’s work, etc.
* Implementation of Slum Rehabilitation Act Scheme or any other rehabilitation programme: none, on-going, planned?

**Resources Mapping per Sub-Area**

* Health structures: public and private, and distance to reach them (especially public ones)
* Education structures: public, private, religious, level/class/medium, distance to reach the structures
* Economic structures: credit societes, cooperative banks, money lenders, job placement services...
* Social & community structures/services: Mahila mandals, Youth groups, religious structures & groups, Samaj mandir, community hall, NGO (with information about their field of action)...

**Additional Information**

Information related to local dynamics and relevant actors within the area needs to be collected (whenever applicable/available) from:

* community leaders
* religious leaders
* youth mandals
* women mandals
* UCD (Urban Community Devt) workers / ICDS (Integrated Child Devt Scheme) workers
* HP SW

**Individual Interviews: Questionnaire**

***Always specify: - an answer when the respondent replies ‘other’***

***- zero (0) when applicable (ex.: No 0-1-yr-old child); not dash.***

***Please tick the answer properly inside the small boxes*** ◘.

***Questions in italic with a* ✪ *are not to be asked, but only to observe or conclude from other answers.***

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| Date of the survey \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 01. Name of surveyor (s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 02. Sub-area Name / Society/Chawl Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 03. Survey code: \_\_ \_\_ /\_\_ \_\_ \_\_*Code includes: 2 letters for slum, 3 digits for number of survey* |
| 04. Who is the Respondent?◘ 1. Family head ◘ 2. Spouse of family head ◘ 3. Mother / Father of family head◘ 4. Brother / Sister of family head ◘ 5. Child of family head◘ 6. Other: who? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 05. a) Age of Respondent \_\_\_\_\_\_\_ b) Sex of Respondent ◘ 1. Male ◘ 2. Female |
| 06. Name & address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **General Family Description** |
| 07. If respondent is not family head, then ask: a) Age of family head \_\_\_\_\_\_\_\_\_ b) Sex of family head ◘ 1. Male ◘ 2. Female |
| 08. Marital status of **family head**◘ 1. Married ◘ 2. Divorced/ separated ◘ 3. Widow◘ 4. Single/ Unmarried ◘ 5. Other case:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 09. Educational background of **family head**◘ 1. Primary ◘ 2. Secondary ◘ 3. SSC◘ 4. HSC ◘ 5. Above HSC ◘ 6. No Education |
| 10. Occupation of **family head**◘ 1. Gov. Service ◘ 2. Private Service ◘ 3. Daily Wages ◘ 4. Small Business◘ 5. Domestic Servant ◘ 6. Housewife ◘ 7. Unemployed ◘ 8. Others\_\_\_\_\_\_\_\_\_\_\_ |
| 11. Daily (if daily wages) or Monthly income of **family head**Respondent’s answer: Rs.\_\_\_\_\_\_\_\_\_\_\_\_\_ ◘ per day ◘ per month |
| 12. How many members live together under the same roof (visited house) on a permanent basis? \_\_\_\_\_\_\_\_\_ |
| 13. How many members under the same roof does the **family head** take care of, economically speaking? ***(including self)***\_\_\_\_\_\_\_\_\_ **people** |
| 14. For how long you have been staying in the area?◘ 1. Less than 1 year ◘ 2. between 1 year and 5 years◘ 3. Between 6 and 10 years ◘ 4. more than 10 years |

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| 15. How long do you plan to stay in this area?◘ 1. A short while (<1 year) ◘ 2. Between 1 and 5 years ◘ 3. A long time (>5 yrs) |
| 16a. From which State does the **family head** originate from?◘ 1. Maharashtra ◘ 2. Uttar P. ◘ 3. Madhya P. ◘ 4. Gujarat ◘ 5. Andhra P.◘ 6. Karnataka ◘ 7. Tamil Nadu ◘ 8. Orissa ◘ 9. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **✪** *16b. Observation about Religion*◘ 1. Buddhist ◘ 2. Christian ◘ 3. Hindu ◘ 4. Muslim ◘ 5. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 17. How often **ANY** family member *(among the ones living in the house on permanent basis)* goes back to native place?◘ 1. Once in a year ◘ 2. More than once in a year◘ 3. Once in two-three years ◘ 4. Never |
| 18a. Do the family members send money to native place to take care of other members?◘ 1. Yes ◘ 2. No ◘ 3. I don’t know |
| 18b. ***If yes***, how much?◘ 1.Rs.\_\_\_\_\_\_\_\_\_\_\_\_ □ per year □ per month ◘ 2. I don’t know |
| *Information About* ***Family Member No.2****Adults above 18. And* ***income-earner if the Family Head is not earning****.* |
| 19. a) Age of **family member No. 2**: \_\_\_\_\_\_\_\_\_\_ b) Sex of **family member No. 2**: ◘1. Male ◘ 2. Female◘ **Not applicable because:**◘ 1. Only 1 person living alone in the house ◘ 2. Single-parent family◘ 3. Other case: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 20. Relationship with Family Head: **family member No.2** is:◘ 1. Spouse of Family Head ◘ 2. Mother/Father of Family Head◘ 3. Sister/Brother of Family Head ◘ 4. Child of Family Head◘ 5. Sister-in-law/Brother-in-law of Family Head ◘ 6. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 21. Occupation of **family member No. 2**:◘ 1. Govt. Service ◘ 2. Private Service ◘ 3. Daily Wages ◘ 4. Small Business◘ 5. Domestic Servant ◘ 6. Housewife ◘ 7. Unemployed ◘ 8. Other: \_\_\_\_\_\_\_\_\_\_\_\_ |
| 22. Income of **family member No. 2**:Rs. \_\_\_\_\_\_\_\_\_\_\_\_ ◘ per day ◘ per month |
| 23a. Is there any other source of income in the house?◘ Yes ◘ No |
| 23b. ***If yes***, which type of income:◘ 1. Any other family member’s employment ◘ 2. Pension ◘ 3. Rent◘ 4. Loan interests ◘ 5. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **✪** *24. Total* ***Monthly*** *Family income : Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_*  |
| *Information About* ***Children*** |
| 25. How many children aged **between 0 to 2 years completed** live in t he house *on a permanent basis*?  |
| 26. How many children aged **between 3 to 5 years completed** live in t he house *on a permanent basis*? |

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| 27. How many children aged **between 6 to 14 years completed** live in t he house *on a permanent basis*? |
| 28. How many adolescents aged **between 15 to 18 years** completed live in t he house *on a permanent basis*?  |
| **Health & Hygiene** |
| 29. Among the following health symptoms, is there any member in the house complaining about 2 or 3 of them (**not more than 3** can be expressed)?◘ 1. Skin problems ◘ 2. Respiratory problems ◘ 3. Weakness problems ◘ 4. Regular headaches ◘ 5. Regular stomach problems ◘ 6. Dental problems ◘ 7. Oral Problems◘ 8. Gynaecological problems ◘ 9. Eyes problems ◘ 10. Back pain ◘ 11. None of these above symptoms*Maximum 3 answers can be selected* |
| 30. Is there any member complaining about:◘ 1. Cough ◘ 2. Loss of weight ◘ 3. Fever ◘ 4. Enlarged glands ◘ 5. None of above *More than one answer can be selected* |
| 31a. When any member is sick, where do you go **first** for medical treatment?◘ 1. Health Centre ◘ 2. Public Hospital ◘ 3. Private doctor ◘ 4. Traditional healer ◘ 5. Stay at home ◘ 6. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*ONLY* *one answer* *can be selected* |
| 31b. If the sickness persists, where do you go then?◘ 1. Health Centre ◘ 2. Public Hospital ◘ 3. Private doctor ◘ 4. Traditional healer ◘ 5. Stay at home ◘ 6. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*ONLY* *one answer* *can be selected* |
| 32. In the last 2 months how much money has been spent in the house to go to the health services (travelling costs)? Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ◘ I don’t know |
| 33. In the last 2 months how much money has been spent in the house on medicines and consultation? Rs. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ◘ I don’t know |
| **Reproductive Health** |
| 34. Is there any pregnant lady in the house at present?◘ 1. Yes ◘ 2. No |
| 35a. During the last pregnancy in the house (in Mumbai), was pre-natal check up done?◘ 1. Right from the beginning ◘ 2. From the 3rd month ◘ 3. From the 7th month ◘ 4. In the last month ◘ 5. It was not done ◘ 6. I don’t know◘ 7. Not applicable ***(no child at all, or no delivery in Mumbai)*** |
| 35b. Where was/were the child/children delivered for the last pregnancy that happened **in Mumbai**?◘ 1. Public hospital ◘ 2. Private clinic ◘ 3. Home ◘ 5. Other: \_\_\_\_\_\_\_\_\_\_\_◘ 6 Not applicable ***(no child at all, or no delivery in Mumbai)*** |
| 36a. Do(es) the couple(s) below 45 years old living in the house practice a Family Planning method?◘ 1. Yes, all of them ◘ 2. Yes, some of them ◘ 3. No, none of them◘ 4. I don’t know ◘ 5. Not applicable ***(no couple below 45 years old)*** |
| 36b. ***If yes*,** which family planning method(s) is/are practiced now?◘ 1. Oral pills ◘ 2. Tubectomy completed ◘ 3. Copper T ◘ 4. Condoms ◘ 5. Vasectomy ◘ 6. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ◘ 7. I don’t know*More than one answer can be selected* |
| **Children** |
| 37. How often do the **3-to-5-year-old (completed) children** take a bath? **(check with Q26)**◘ 1. Once in the day ◘ 2. Twice in a day ◘ 3. Once in 2 days◘ 4. Once in a week ◘ 5. I don’t know ◘ 6. Not applicable ***(no 3-5 yr-old child)****More than one answer can be selected* |
| 38a. When do the **3-to-14-year-old (completed)** children in the house brush their teeth? **(check with Q26 & 27)**◘ 1. Morning ◘ 2. Evening ◘ 3. *Kabhi kabhi*◘ 4. I don’t know ◘ 5. Not applicable ***(no 3-14-yr-old child)****Maximum two answers can be selected* |
| 38b. Which product do they use *mainly* to brush their teeth?◘ 1. Toothpaste ◘ 2. Tooth powder ◘ 3. *Mishri* / Tobacco◘ 4. I don’t know ◘ 5. Not applicable ***(no 3-14-yr-old child)****Only one answer* |
| 39. How often do **the 6-to-14-year-old (completed)** childrenwash their hair?**(check with Q27)**◘ 1. Once in a day ◘ 2. Once in a week ◘ 3. Two times in a month◘ 4. Once in a month ◘ 5. I don’t know ◘ 6. Not applicable ***(no 6-14-yr-old child)*** |
| 40. Do your children **below 5 years old (completed)** wash their hands after bowel and urination / going to toilet? **(check with Q25-26)**◘ 1. Yes, every time ◘ 2. Yes, sometimes ◘ 3. No, why? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_◘ 4. I don’t know ◘ 5. Not applicable ***(no below-5-yr child)*** |
| 41. How many children in the house eligible for Crèches actually go to Crèches?◘ 1. All **eligible** children ◘ 2. Some ◘ 3. None ◘ 4. Not applicable ***(no eligible child)*** |
| 42. How many children in the house eligible for Balwadi actually go to Balwadi?◘ 1. All **eligible** children ◘ 2. Some ◘ 3. None ◘ 4. Not applicable ***(no eligible child)*** |
| 43a. How many children in the house eligible for primary or secondary school actually go to school?◘ 1. All ◘ 2. Some ◘ 3. None ◘ 4. Not applicable ***(no eligible child)*** |
| 43b. ***If No child goes to school or Some of them only***, what is the reason?◘ 1. There is no school in the area ◘ 2. Security *(it is a girl and it is risky for her)*◘ 3. Not enough money to cover fees/education material ◘ 4. Grown-up girl(s)◘ 3. The child(ren) has(have) to take care of the younger children at home◘ 6. I don’t know ◘ 7. Not applicable ***(no eligible child)****Two answers can be selected* |
| 43c. ***If No child goes to school or Some of them only***, what do they do in the day?◘ 1. Help father or mother in their business or job ◘ 2. Help in housework ◘ 3. Play ◘ 4. Stay at home only ◘ 5. Work somewhere else◘ 6. I don’t know ◘ 7. Not applicable ***(no eligible child)*** |
| 44. How many children in the house eligible for College actually go to College?◘ 1. All **eligible** children ◘ 2. Some ◘ 3. None ◘ 4. Not applicable ***(no eligible child)*** |
| 45. How many **0-to-2-year-old** children have completed BCG, TP3 and measles doses?**(check with Q25)**◘ 1. All **eligible** children ◘ 2. Some ◘ 3. None ◘ 4. I don’t know◘ 5. Not applicable ***(no 0-2-year-old child)****The surveyor could verify the immunisation card:* ◘ Yes ◘ No |
| 46. How many **3-to-5-year-old** children have completed their Boosters? **(check with Q26)**◘ 1. All **eligible** children ◘ 2. Some ◘ 3. None ◘ 4. I don’t know◘ 5. Not applicable ***(no 3-5-year-old child)****The surveyor could verify the immunisation card:* ◘ Yes ◘ No |
| 47. Is there any sign of malnutrition among thechildren **below 5 years old** in the house?*(observe and ask other symptoms)*◘ 1. All ◘ 2. One child ◘ 3. More than one child ◘ 4. None◘ 5. Not applicable ***(no child below 5 years)*** |
| **Housing Condition** |
| **✪** *48. What is the wall mainly (3 sides at least) made of?*◘ *1. Cloth/ Plastic* ◘ *2. Tin/ Wood* ◘ *3. Concrete tin* ◘ *4. Concrete**Only one answer* |
| **✪** *49. What are floor conditions?*◘ *1. Clay mud* ◘ *2. Cement* ◘ *3. Tiles* ◘ *4. Ceramic**Only one answer* |
| **✪** *50. What are roof conditions?*◘ *1. Cloth /Plastic* ◘ *2. Tin Wood* ◘ *3. Asbestos* ◘ *4. Concrete**Only one answer* |
| 51. From where do you mainly get water?◘ 1. At home ◘ 2. Outside tap ◘ 3. Well ◘ 4. Boring water ◘ 5. Other \_\_\_\_\_\_\_\_\_*Maximum two answers can be selected* |
| 52a. Do you get electricity facility at home? ◘ 1. Yes ◘ 2. No |
| 52b. ***If Yes***, do you own a meter? ◘ 1. Yes ◘ 2. No |
| 53. Do you own the house where you stay? ◘ 1. Yes ◘ 2. No |
| 54. Which toilet do the family members use most of the time?◘1. Home ◘ 2. Common toilet ◘ 3. Open space ◘ 4. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_*Maximum two answers can be selected* |
| **✪** *55. Observation of cleanliness / arrangement of the house*◘ 1. Floor is swept ◘ 2. Cooked food is covered ◘ 3. Things are kept in an organised way *(kitchen equipment on shelves or in one side of the house/room, clothes hang)**More than one answer can be selected* |
| 56. What are **the major problem** happening throughout the rainy season?◘ 1. Water keeps on coming inside your house◘ 2. Stagnation of dirty water in front or around your house◘ 3. Moisture on the floor and or on the walls ◘ Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*Only one answer can be selected* |

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| **Recognition by Government** |
| 57a. Do you have a Ration card? ◘ 1. Yes ◘ 2. No*The surveyor could verify the RC:* ◘ Yes ◘ No |
| 57b.***If yes***, Is your ration card updated? (Are all the names included?)◘ 1. Yes ◘ 2. No ◘ 3. I don’t know |
| 58a. How many children ***below 18 years old*** have their birth certificate?◘ 1. All ◘ 2. Some ◘ 3. None ◘ 4. I don’t know ◘ 5. Not applicable *(no child below 18) The surveyor could verify the BC:* ◘ Yes ◘ No |
| 58b*.* ***If Some or None***, why?◘ 1. *We don’t know about BC* (no info, no awareness about the BC and/or process to get it) ◘ 2. We tried to get it through agents but did not get it◘ 3. Delivery at home ◘ 4. Delivery in native place◘ 5. Not required for now (children not in age to go to school)◘ 6. Not necessary for the girls ◘ 7. Other reason:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*More than one can be selected* |
| **Economic / Financial Habits** |
| 59. Apart from the main living expenses (food, rent, electricity, health,…) in which 2 fields does your family mainly spend the money:◘ 1. Education ◘ 2. Pocket money for children ◘ 3. Religious activities ◘ 4. Lending money to relatives / friends ◘ 5. Sending money to family in native place ◘ 6. Household equipment ◘ 7. Addiction ◘ 8. Purchase of a house ◘ 9. *We don’t have any extra-money**Maximum 2 answers can be selected* |
| 60a. Does the family save money? ◘ 1. Yes ◘ 2. No ◘ 3. I don’t know |
| 60b. ***If yes***, where?◘ 1. Home ◘ 2. Group (Bhishi) ◘ 3. Cooperative Credit Society◘ 4. NGO ◘ 5. Bank ◘ 6. I don’t know*More than one answer can be selected* |
| 61a. Has the family ever taken loan?◘ 1. Yes, it is on-going ◘ 2. Yes, many times in past ◘ 3. Yes, once in past◘ 4. Never ◘ 5. I don’t know*Only one answer can be selected* |
| 61b. ***If yes***, from where have you taken loan?◘ 1. Family /friends ◘ 2. Money lender ◘ 3. Cooperative Credit Society◘ 4. NGO ◘ 5. Bank ◘ 6. Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ◘ 7. I don’t know*More than one answer can be selected* |
| 61c. ***If yes***, for what have you taken loan?◘ 1. Business ◘ 2. Education ◘ 3. Purchase of a place ◘ 4. Religious Activities◘ 5.Wedding ◘ 6. Major health problem ◘ 7. To buy household equipment ◘ 8. To repay another loan ◘ 9.Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ◘ 10. I don’t know |