



**United Nations Economic Commission for Europe  
Statistical Division**

**Question-by-question description  
of  
Violence against Women Module  
(module version 1, 1 March 2010)**

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**QxQ DRAFT**

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## ACKNOWLEDGEMENTS

The questionnaire module to measure violence against women and this accompanying manual with question by question description of the module have been developed by **Henrica A.F.M. Jansen** under the Development Account Project on Eradicating Violence against Women, implemented by the United Nations Economic Commission of Europe (UNECE).

The questionnaire module specifically addresses the interim set of Violence against Women indicators as developed by the Friends of the Chair (2009).

The violence against women questions from the questionnaire developed for the WHO multi-country study on Women's Health and Domestic Violence against women<sup>1 2</sup> were used as starting point and changed to enable calculation of the estimates for the above mentioned indicators.

The first draft of the module was developed in September 2009 and was commented upon by an Expert Group Meeting (UNECE, Geneva, 28-30 Sept 2009) and has since been modified a number of times.

Both the module questionnaire and this manual have yet to undergo field testing.

Questions, comments and suggestions are welcome and can be sent to *henriette.jansen@gmail.com*

Geneva, 1 March 2010

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<sup>1</sup> Jansen H. et al. Questionnaire Version 10 (26 January 2005), WHO multi-country study on women's health and life experiences, WHO, 2005

<sup>2</sup> Methodology and questionnaire version 9: in Garcia-Moreno C, et al. WHO multi-country study on women's health and domestic violence against women: initial results on prevalence, health outcomes and women's responses. WHO, 2005. (ISBN 924 159358X) .

# 1. Background to the module

## 1.1. The indicators on violence against women

The United Nations Secretary-General has called for all countries to collect data on the prevalence of violence against women by 2015.

The original set consisted of the first 6 indicators listed below approved at the fortieth session of the United Nations Statistical Commission<sup>3</sup>. In a follow-up to the work and the report of the Friends of the Chair to the United Nations Statistical Commission in February 2009, the Friends of the Chair concluded at their meeting in December 2009 that the interim set of indicators adopted by the United Nations Statistical Commission needs to be expanded.

The current proposed core set of statistical indicators for measuring violence against women is as follows:

- i. Total and age specific rate of women subjected to physical violence in the last 12 months by severity of violence, relationship to the perpetrator and frequency
- ii. Total and age specific rate of women subjected to physical violence during lifetime by severity of violence, relationship to the perpetrator and frequency
- iii. Total and age specific rate of women subjected to sexual violence in the last 12 months by severity of violence, relationship to the perpetrator and frequency
- iv. Total and age specific rate of women subjected to sexual violence during lifetime by severity of violence, relationship to the perpetrator and frequency
- v. Total and age specific rate of ever-partnered women subjected to sexual and/or physical violence by current or former intimate partner in the last 12 months by frequency
- vi. Total and age specific rate of ever-partnered women subjected to sexual and/or physical violence by current or former intimate partner during lifetime by frequency
- vii. Total and age specific rate of women subjected to psychological violence in the past 12 months by the intimate partner
- viii. Total and age specific rate of women subjected to economic violence in the past 12 months by the intimate partner
- ix. Total and age specific rate of women subjected to female genital mutilation

The above indicators on violence against women when referring to physical and sexual violence by others than partners will need be estimated for events after age 15. Note that childhood physical and sexual abuse is not included in these indicators (and it is strongly discouraged to collect data from children using the same survey methodology as for adults for methodological, ethical and safety reasons).

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<sup>3</sup> See the Report of the Friends of the Chair on the review of indicators on violence against women (<http://unstats.un.org/unsd/statcom/doc09/2009-13-GenderStats-E.pdf>) and Report of the fortieth session of the United Nations Statistical Commission (<http://unstats.un.org/unsd/statcom/doc09/Report-English.pdf>).

The majority of surveys on violence against women conducted around the world so far did not estimate exactly above “new” indicators. Therefore work was called for to develop a recommended set of questions that could be used to collect data on these core indicators. Having a recommended set of questions can prevent countries from diverging in their application of surveys on violence against women and facilitate international comparability of results.

Under the Development Account Project on Eradicating Violence against Women, the United Nations Economic Commission of Europe, Statistical Division, was assigned the development of a survey module that could be used to collect data to estimate the interim set of indicators on violence against women developed by the Friends of the Chair to the United Nations Statistical Commission.

The Friends of the Chair at their meeting in December 2009, took the standpoint that the instrument of choice for producing accurate and relevant statistics on the first nine core statistical indicators on violence against women is a dedicated statistical survey on violence against women representative for the national and major sub-national levels. Taking into consideration the fact that implementing this recommendation would not be possible in all national circumstances due to the lack of statistical capacity and/or funding, a module attached preferably to a health and demographic survey would be a viable alternative.<sup>4</sup>

While the current module addresses the core set in terms of content, the implementation of the module requires a number of adjustments in terms of statistical strategy and methodology and raises issues on ethics and safety. For this reason testing and follow-up work on the development and the implementation of the module needs to take these concerns into consideration; to progress cautiously and be fully aware of adverse consequences that both the master survey and the module may incur in the process.

## **1.2. Purpose of this manual**

This manual has been prepared to accompany version 1 of the Violence against women. It describes and explains each question giving details of the different terms used, and the concepts underlying the questions and the response codes given.

The module and this manual are to be used in conjunction with the Ethical and Safety Recommendations developed for research on violence against women<sup>5</sup> and the training guidelines, interviewer manual, code book and analysis plan developed to accompany this module.

A more general description of issues such as interviewer techniques, the notation used in the questionnaire, factors influencing responses, and how to respond if someone becomes distressed, is provided in the accompanying interviewer manual.

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<sup>4</sup> Conclusions and recommendations from the meeting of the Friends of the Chair Group on Statistical indicators on violence against women, Aguascalientes, Mexico, 9-11 Dec 2009

<sup>5</sup> Putting Women First: Ethical and Safety Recommendations for Research on Domestic Violence Against Women. WHO/FCH/GWH/01.1

### **1.3. Context specific adaptations to the module**

Even while countries are encouraged to make a few changes as possible, in order not to jeopardize the comparability of data, it is often unavoidable that some adaptations need to be made in the questionnaire depending on the needs of the country and the context of the main survey. Since in the code book and the analysis plan variable names are based on question numbers the following recommendations should be followed:

*Insertion of new questions.* If a question needs to be inserted, it is important not to change the numbering of the existing questions. It could be suggested that country specific variables may be distinguished from generic ones by designing variable name consisting of a combination of country code and question number.

*Deletion of questions or answer options.* The question (or option) could be deleted but the original question numbering (or option numbering) should not be changed. Question numbering will as a consequence no longer be continuous. (E.g. if question V03 is deleted, the sequence of question numbers will no longer include number V03).

### **1.4 Adaptations to this manual**

This document will need some adaptations as the module will need to be adapted depending on needs and the context of the main study that it forms part of.

Some adaptations may be related to the

- Type of main survey and placement of the module in the full questionnaire.
- Procedure of selection of respondent
- The need to collect additional information of the respondent, not yet selected by main survey (e.g. partnership status, age, other socio-demographic and women status information).
- Violence questions themselves may need to be adapted e.g. new questions may be added or additional response codes may be used with existing questions.

In this manual text which may need to be adapted in some countries are marked with [square brackets].

### **1.5. Important practical considerations**

Some important considerations for survey implementation are listed here – this does however not replace the need for a full survey protocol, which will need to be developed separately, in conjunction with the on the main survey.

#### *Type of main survey suitable for attaching this module*

The questions are sensitive and which reduces the types of surveys that this module can be added to. The main survey will probably need to be restricted to topics covering health, crime or other social issues. The placement of the module in the flow of the rest of the questionnaire will need to be carefully considered. When too early: no rapport has been build up between

interviewer and respondent, when at the end of a long survey, the respondent will be too exhausted to answer to difficult, sensitive questions.

### ***Selection of eligible women/respondents for the VAW module***

The type of main survey will have major implications on the selection of women, because the main survey may be addressed to either one or more household members, to either men or women or both, etc.

If the main survey will be applied to only one member in a household either male or female, it should be predetermined in which households only a woman can be administered the full questionnaire.

It should be considered to do the selection of the respondent in such a way that the same woman who answers the questions of the main survey will be administered the VAW module. This will enable for the interviewer and respondent to build up rapport and minimizes raising suspicion from other family members (which could occur if someone else is administered the main questionnaire, while the selected woman gets only the module).

If the main survey is administered to all women in a household (as in the Demographic and Health Survey, DHS<sup>6</sup>), then a method will need to be applied to select only one woman in the household who will get the VAW module. A household selection form as provided in Annex I can be used for this purpose.

Annex II lists some considerations around the measurement of age that may be considered.

### ***Ethical and safety considerations***

The importance of this has been mentioned before. Some considerations that need extra attention because of the nature of the main survey are:

- Importance of administering the violence module to only one woman in a household to avoid that no other person in the household becomes aware of the nature of the questions
- Importance of strict privacy and confidentiality
- Importance of referring to the module with a different, 'safe' name, since the word violence shall not be used throughout the survey. Examples of possible safe names: '*module on women's issues*'; '*module on women and family relationships*', '*module on women and life experiences*'. This is not only to avoid that the topic of the module gets known among other household members but also to give the respondent the terms to explain the interview to others if needed.

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<sup>6</sup> <http://www.measuredhs.com/>

## 2. Question by question explanation

### 2.1. Structure of the module

The module (version 1) consists 5 sections as follows:

1. Individual consent section
2. (R) Relationship information from respondent
3. (V) Questions on partner violence
4. (N) Questions on non-partner violence
5. (Z) Completion of interview<sup>7</sup>

There are two versions each containing the same questions, but in a different order.

Version 1 is the preferred version, with first questions on partner violence followed by questions on non-partner violence. However for some contexts (as well as in test situations) it may be desirable to administer the non-partner questions before the partner questions. Therefore a version 2 is available with section N preceding section V.

In the module CAPS are used for words/sentences that should not be read out (such as answer options or instructions for interviewers).  
Instructions in *ITALIC CAPS* refer to questions that may need to be adapted depending on the country situation.

For more information on the module structure refer to the interviewer manual.

### 2.2. Individual consent section

The individual consent is a very important part of the module. All women who receive this module should participate as respondents of their own free choice, and not be forced or pressurized in any way to do so. The individual consent procedure gives the potential respondent information about the questions in the module and provides her with the opportunity to ask any questions, and to decide whether or not she wants to be interviewed (for this module).

As part of the consent procedure it is important that you carefully read out the exact wording printed in the individual consent section (“individual consent and privacy”) scripted at the beginning of the module. Once you have read this out, ask the woman if she has any questions, and answer these as best you can.

Some questions that are often asked, and appropriate responses to them, are listed below:  
[questions may be added or modified depending on the main survey]

***How was I picked to be part of the study/how did you get my name?***

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<sup>7</sup> The sections are indicated by letters so that when the order of the sections are changed, the letters and question names can remain the same because the variables will be based on this numbering

We do not have or need your full name. Your house was picked by chance from a list of all of the households in your community. Your name was picked out by chance, from a list of all of the eligible women in your household.

***How do I know that this is private/confidential?***

We do not have your full name, and will not write any full name on the questionnaire. Individual responses will not be singled out. All of us working on this project have to follow strict guidelines not to disclose what people say to us during the interview.

***How will the results be used?***

The information from the survey will be presented to policy-makers to help them know and understand the problems faced by women. They will also be used to argue for improved services for women.

***What is the purpose of this survey/study?***

The study aims to learn more about life experiences and safety [use the safe name] of women in STUDY SITE. [Provide the woman with words how she can explain the study to members of her household].

***How long will this take?***

The interview/set of questions should take about 10 minutes. You can end the interview at any time, but we hope that you will complete it.  
[Provide the average duration based on the pilot test].

**WARNING:**

Do not provide any information in addition to the standardized responses.  
If there are questions that you cannot answer, or if your answer does not satisfy the respondent, call the supervisor.

Once you have answered any questions, ask the woman if she agrees to be part of the study.

If the woman does not want to be interviewed [for this module], thank her for her time, and make a record of her refusal [depending on the survey procedures this could be on the individual consent form, the administration sheet or the field diary]. Also write down any reasons that she gives for not wanting to be interviewed [for this module]. It is very important that you do this, so that we can understand why some women do not want to be interviewed, and see if this is likely to influence the study findings. [It depends on the main survey if there is another module or section that needs to be completed next].

[Some countries may require that the interviewer signs the consent form, whether or not the woman agrees to be interviewed. This is to certify that you have read the consent procedure to the participant. This is an important way to protect both yourself and your supervisors from any potential allegations that the person was pressurized to take part in the study.]

[Some countries may require that the respondent also signs the form.]

Finding somewhere private to conduct the interview

If the woman agrees to be interviewed, ask her whether now is a good time to talk. Stress that it is important that you talk in private, and ask the respondent whether there is anywhere that she would like to go. If you cannot find a private place to conduct the interview, ask her if it would be better if you return later, and schedule a time to meet her.

Do not start the interview unless you can find somewhere private to talk.

At this stage you may want to agree with the respondent on a code word or procedure to change the topic of conversation when somebody comes in while the interview is taking place.

## **2.3 Section R - respondent's partnership status**

### ***Questions R01-R04***

It is important to collect information on the respondent's current and past partnerships and the nature of these partnerships. The indicators for partner violence have as denominator ever-partnered women. The concept of who can be considered ever-partnered will vary depending on context but should be as broad as possible in order to cover women at risk of violence.

The partnership concept should be wide: married, cohabitating and regular dating (usually but not necessarily implying a regular sexual relationship), but excluding occasional/sporadic dating. It should be noted that the inclusion of dating relationships may not be appropriate in all cultures. For example because it may not be appropriate to ask questions on sex to non-married women; or because the nature of engagements may be such that the woman is never spending time alone with her fiancée until she is married.

Partnership questions may need to be adapted for the country's specific situation. In most countries only male partners will be included. In general same-sex relationships are not included here. This could be because of the sensitivities in many parts of the world around asking questions on same sex relationships. Some countries may decide to adapt the questionnaire for same-sex partner violence and include a question on the sex of the partner. It should also be realized that proportions may be too small to be analysed separately.

### ***R01: Currently married or having a male partner***

[For most countries] the options here are:

- Currently married (option 1);
- Living with a man, not married (option 2);
- Currently having a regular partner (involved in a relationship with a man), living apart (option 3);

- Not currently married or living with a man, not currently having a regular relationship with a man (option 4).

Record her status at the time of the interview. In the module and this manual, "marriage" refers to formal unions, and "other partnership" to informal unions, such as living together arrangements. For this question it is more important that we follow the opinion of the woman than the precise official or legal marital status.

**1. CURRENTLY MARRIED.** In most cases it is clear who is married and who is not. However as we follow the opinion of the woman, a married woman who is separated from her partner will often not consider herself married, even if her marriage is officially not yet dissolved. In other countries where the society is not tolerant towards common law relationships a woman who lives together may say that she is married. In this case you should mark option 1. In some countries, a woman who is the mistress of a man who is married to another woman (thus the respondent is maintained by him and may have children by him) may consider herself married. Also in this case she should be included in option 1. In general you should probe to find out what would be the most appropriate category, following the woman opinion rather than the official marital status. If a woman reports that she is currently married, mark 1 and go to question R04.

**2. LIVING WITH A MAN; NOT MARRIED.** A woman who is "living together" with a man would be a woman in an informal union. An informal union is one in which the man and woman live together for some time, intending to have a lasting relationship, but do not have a formal civil or religious ceremony. Include under the category "living together" those relationships in which a man often lives at the woman's home, but is away a lot (for example, for his work). If a woman lives with her boyfriend and his family, and has stayed there for several years, they would be considered as "living together", whether or not they have any children. On the other hand, if a woman has a boyfriend, but has never lived with him, she would not be considered as being in a union (and will be included under option 3). If she is not currently married, not living with a man, nor does she have a current boyfriend, she will be included under option 4. If a woman reports that she is currently in a union, go to question R04.

**3. CURRENTLY HAS A REGULAR PARTNER (WITH SEXUAL RELATIONSHIP), LIVING APART.** This option usually includes boyfriends with whom the woman has a sexual relationship. Do not include past relationships and do not include casual sexual encounters). It would have to be specified that there was interaction between the woman and her partner as in some cultures it is possible to be in a relationship, for example, engaged, but not to see the partner until after marriage. If a woman reports that she has a regular (sexual) partner go to question R04.

**4. NOT CURRENTLY MARRIED OR LIVING WITH A MAN.** If she is not currently married or living with a man and is not involved in a (sexual) relationship she will be included under option 4. Continue to question R02.

## **ALTERNATIVE OPTIONS DEPENDING ON COUNTRY**

### **(I) MANY MIGRATORY WORKERS**

Some countries (in particular those where many married men and women do not live together because one of the partners is a migratory worker) may include

*Currently married, living apart, go to R04.*

To include this option, the questionnaire needs the following modifications:

Add this option to this question (e.g. as option 5); add skip to R04.

Throughout the interview the respondent will be asked the same questions as any other currently married woman.

### **(II) DATING RELATIONSHIPS NOT COMMON**

*Some countries may opt to not include option 3 “currently having a regular sexual partner, living apart”,* for example because dating relationships are not common or are not socially acceptable. Even if a woman has a regular (sexual) partner, she will probably not report this and thus it may be decided that most of the partnership questions and the questions on violence by the husband/partner should not be asked of women who have a regular boyfriend (not living together).

For the adaptation of the questionnaire the following changes are needed: Remove option 3 from question R01 (but do NOT renumber option 4). Remove from option 4 the words in italics.

Similar changes may be needed in other questions asking about the nature of partnership (V20, V22, V25, V30, V35)

### ***R02: Previously been married, lived with a partner or in relationship***

For women who are not currently married, living with a partner or in a relationship, this question asks if they have previously (*ever*) been married, lived with a male partner or were in a relationship. Mark only one answer with the answer on top having priority over answers below. E.g. If the respondent has ever been married, mark 1 (even if she has also lived with a man without being married). If she has never been married but previously lived with a man, mark 2. If she had never been married or never lived together but had a regular partner, mark 3. Note that we do not ask this question of women who are currently married or have a partner, even if they have been married previously.

For either 1, 2 or 3 continue to question R03. If the woman says NO, circle 4 for NEVER HAD A RELATIONSHIP and go to the question N01.

### ***R03: How did the last partnership end?***

This question is asked of women who report that they are not currently married, living with a man or in a relationship, but that they have been married or been in a relationship in the past.

- **“Divorced”** refers to the official break-up of a formal union with/marriage to a man. For example, the divorce may have been obtained through the courts, or been issued by a local religious or village leader.

- **“Separated”** refers to an unofficial break-up of a formal or informal union. For example, a married couple may have separated – and so no longer live together, but have not obtained a divorce in court.
- **“Widowed”** relates to women in formal or informal unions whose partners have died.

***R04: Number of times in a partnership***

All women who ever had a partner or relationship will need to be asked this question. Include the current partners but count every partner only once. (In countries where it is common for women to divorce and remarry the same man several times, the question refers to number of different husbands rather than number of times married). The total number given should include the current partner; thus if the woman reported ever having been married or in a partnership, this number cannot be zero.

- a) **Married:** Start completing the number of partners she has been married with.
- b) **Living with man:** Count the number of men with whom she has cohabited. If there was a partner with whom she has been married and also cohabited, do not count this partner again under cohabited.
- c) **Regular partner:** Among the regular dating partners, only count those with whom she has not been married or lived together.

Complete for all the former relationships that apply. For those that do not apply, enter “00”.

**2.4. Section V - violence by male partner**

This section will be administered only to those women who in preceding questions indicated that they ever had been partnered. The section will explore a woman’s experience of different forms of violence perpetrated by different partners.

***V01: Setting the context***

Make sure that you read out the scripted introduction given in V01. This section not only introduces the subject, but is also used to highlight that all relationships have their good and bad moments. When reading this section, remember to state that you will change the topic of conversation if anyone interrupts the interview.

If the respondent does not want to continue, thank her for her time, and end the interview. If the respondent gives any reasons for why she wants to stop the interview, record these at the end of the questionnaire, in the space provided for INTERVIEWER COMMENTS.

If she gives her permission to continue, move onto question V02.

***V02 – V16: Questions about the current or most recent partner***

This section of the questionnaire is particularly sensitive. For this reason, you will practise the section a lot in your training. During the interview, you will need to ensure that you ask these questions in a non-judgemental manner, and that you will be able to respond appropriately if the respondent becomes upset.

The first set of questions V02-V16 refers to only the last partner: current partner (if the relationship is ongoing) or most recent partner (if the relationship has ended). If the respondent replies to one of the questions that it had happened to her, but not with the last partner, you should acknowledge her experience and tell her that similar questions for previous partners will also be asked shortly.

### ***V02: Partner's controlling behaviour***

Question V02A explores whether the respondent's current or most recent partner tries to control her. The question refers to the general behaviour of the respondent's current or most recent partner. For this question, read the first part of the question and part a). Code the response. If the answer is NO or DK ('Don't know) continue to V02 b) (the next item). If the answer is YES, continue on the same row to V02B to ask whether it has happened in the past 12 months. Circle "1" for "YES" if it has happened in the past 12 months preceding the interview and circle "2" for "NO" if it only happened before the past 12 months. Then continue to item b).

Most of the questions a) to g) are self-explanatory.

In b), by "**restrict contact with your family of birth**" we mean limiting contact with or preventing the woman from seeing her own family – such as her parents, brothers or sisters, or uncles and aunts.

In d), "**ignores you and treats you indifferently**" means that that he generally ignores her, treats her as if she is unimportant, or does not show any interest in her or what she is doing.

In f), "**is often suspicious that you are unfaithful**" means that he often suspects or accuses her of having another sexual partner.

In g) "**expects you to ask permission before seeking health care for yourself**" – refers to her consulting any form of health care worker – such as a doctor, nurse or traditional health worker. Here we are interested in finding out whether, for example, if the respondent was very ill and urgently needed to see a doctor, her partner would expect her to get his permission before she went, even if she had the money herself to pay for the treatment.

Note that questions on frequency ("once", "few times", "many times", as in the subsequent questions) are not included for controlling behaviours. This is because these behaviours are about characteristics of the relationship and are often an ongoing pattern (course of conduct) rather than specific acts. The frequency may depend more on how often the woman attempts to do these things, rather than the extent of the controlling behaviour.

### ***V03. Acts of economic abuse***

This question follows the same pattern as V02 and aims to get an impression of economic abuse, although economic abuse is sometimes also considered as an aspect of controlling behaviours. As there are no generally accepted questions that work across most settings, this question could be expanded with more items depending on the context. Some examples could be:

- (i) *“He prevents you from knowing about or having access to family income, even if you ask”* (used in Canada)
- (ii) *He does not allow you to work* (used in Turkey)

[The economic abuse question may be tested with other items as part of the methodological development of the module.]

#### ***V04. Acts of emotional/psychological abuse***

V04 asks about a range of psychologically abusive behaviours from her current/last partner (as before this may be a husband, or boyfriend).

When asking this question, you are required to read out the first part of the question followed by item a). If the respondent says YES, circle “1” in column A and continue with the question given at the top of column B). If the response is NO, circle “2” in column A and continue with the next item, part b) of the question. If the response to the question given in column B) is YES, circle “1”; continue with the question at the top of column C and then continue to D. Once a question (horizontal row) has been completed, you move to the next item b) of the question. If the response to the question given in column B) is NO, circle “2” and go to the question given in column D).

More specifically, for each of the behavioural items for which she says “YES” there will be follow on questions on the same row, about if it happened in the past 12 months of her life (12 months prior to the interview and NOT the last 12 months of the relationship) and before the past 12 months. This is followed on with questions on frequency.

Column C asks about frequency during the past 12 months. The answer options are “One”, “Few” and “Many” and should be marked by circling either “1”, “2” or “3”. The interpretation of “few” and “many” should be left to the respondent. However if a numerical equivalent is needed to explain what is “few”, you could say that this is about 2-5 times.

Column D asks about frequency before the past 12 months. The answer options are “No”, “One”, “Few” and “Many” and should be marked by circling either “0”, “1”, “2” or “3”. “0” should be circled if the violence has happened only during the past 12 months and not before that.

Thus, as you progress through the different parts of a row, you will move along the different questions listed in columns A) to D), and then continue with the next item of the question. This may appear complicated at first, but with practice the question will be relatively easy to complete.

These are the questions on the psychological abusive behaviours:

- a) **"Insulted you or made you feel bad about yourself"** – means that the partner said nasty things about the respondent, or said things that made her feel that she was no good, such as that she was worthless, a bad woman, ugly or stupid.
- b) **"Belittled or humiliated you in front of other people"** – by "belittle", we mean that he intentionally said or did something to make the respondent look unimportant or worthless. By "humiliate", we mean that he intentionally said or did something to embarrass or reduce the dignity of the respondent.

c) **"Done things to scare or intimidate you on purpose"** – by "intimidate" we mean severely frighten, or make the respondent fear for her safety. This could be, for example, by the way he looked at her, or by yelling and smashing things. For example, violent men often use intimidation to prevent their partners from leaving, or to prevent them from telling others about their situation.

d) **"Verbally threatened to hurt you or someone you care about"** – for example, by threatening to hurt the respondent's children or parents.

### *V05. Acts of physical violence*

V05 asks about a range of physically abusive behaviours. In this question we are not trying to document all physically abusive behaviours, but to ask about enough commonly occurring acts to be able to identify women who have been physically abused, and to estimate the severity of the physical violence that they report experiencing. For each item a horizontal line with the questions on reference period and frequency need to be completed before moving on to the next item (as with V04).

- a) **"Slapped you or thrown something at you that could hurt you"** – includes slaps and claps, but not more severe forms of physical violence.
- b) **"Pushed you or shoved you or pulled your hair"** – used physical force to push or shove the respondent, for example, against a wall, or onto the floor, or pulled her hair (but this is not as severe as dragging by the hair).
- c) **"Hit you with his fist, or with something else that could hurt you"** – this refers to physically violent acts that are more severe than slapping with an open hand – such as punches, that are likely to lead to external or internal injuries.
- d) **"Kicked you, dragged you or beat you up"** – this refers to severe physical violence, including kicks, being dragged along (for example, by the hair, legs or arms), or being beaten up, that is likely to lead to external or internal injuries.
- e) **"Choked or burnt you on purpose"** – this refers to strangling and choking (either with the hands, rope or other materials), or intentionally burning the respondent (including with cigarettes, on the stove or in the fire, or by setting light to her).
- f) **"Threatened with or actually used a gun, knife or other weapon against her"** – this refers to threats or actual use of a gun to shoot the respondent, or threats or actual use of any other form of weapon against her. By weapon, we include anything that could be used as a weapon – such as knives, scythes, pitchforks and hammers.

In the classification of severity at least one act in the categories c), d) e) or f) will classify the experience of physical violence as "severe" due to the increased risk for injuries. It should be realized that one case of victimization can have several acts and that in case of repeated victimization one severe incident raises the overall severity of all victimizations.

### *V06. Filter for more than one event of physical abuse in past 12 months*

If any of the physical violence acts has happened more than once in the past 12 months continue to V07a and V07b. If not then continue to V08.

### *V07a and V07b. Number of incidents of physical violence*

The development of this survey module is an opportunity to test how to gather more detailed information on the frequency of incidents of physical and sexual violence in the 12 months prior to the interview and for this purpose different probing questions have been added for those who responded “few” or “many” in the past 12 months.

Questions V07a and V07b are meant to test two different approaches to collect more detailed information on frequency or number of incidents of physical violence.

V07a. When the frequency is high, the actual number of incidents may be unlikely to be recalled precisely and therefore a classification, such as “every day” and “once or twice a week”, etc is being asked for in this question, as is often used in questions for frequently occurring events. Since several acts can be part of the same incident. For this reason the focus is on incidents rather than acts.

V07b. Number of incidents in the past 12 months. In order to test if it is at all possible to come up with a number of incidents in the past 12 months a test question has been added on the number of times. It is preferable to get an imprecise estimate of the count than no number at all. If the respondent remains that she cannot give a number as it is “countless”, fill in with 995.

### *V08. Acts of sexual violence*

V08 asks about a range of sexually abusive behaviours. In this question we are not trying to document all sexually abusive behaviours, but instead to document the extent to which three extreme forms of behaviour occur.

- a) **"Did your current husband/partner or any other partner ever force you to have sexual intercourse when you did not want to"** – means that he used force (such as by holding her down) to have sexual intercourse with her but it may also be forcing in other ways (not physical but for example by threatening her).
- b) **"Did you ever have sexual intercourse when you did not want to because you were afraid of what your partner or any other partner might do"** – consequences that the respondent may have been frightened of include that her partner would beat her up, leave her, go to see a prostitute or get a girlfriend.
- c) **"Did your partner or any other partner ever force you to do something sexual that you did not want or that you found degrading or humiliating?"** The force used could either be physical, or non-physical (such as threats, or making her afraid that he would leave her). The key issue is that he forced her to do a particular sexual act that she found unpleasant or degrading.

V09 - Filter equivalent to V06

V10a, V10b – frequency and number of incidents, equivalent to V07a and V07b

### *V11 and V12. Review of responses on violence by current or most recent partner*

Questions V11 and V12 are included to ensure that you review the responses to questions V05 and V08, to see if the respondent has reported experiencing either physical or sexual violence perpetrated by her current or most recent intimate partner. This information will be

used at later stages of the interview to guide the skip patterns – with certain questions only being asked of women who report experiencing physical and/or sexual violence.

V11. You need to look at the responses in column A) of question V05 to see if the respondent has answered YES to any part of the question (and so a "1" has been circled). If she has answered YES, she has experienced physical violence from a partner. If the responses to V05, column A) are all "2"s, she has not reported experiencing any form of physical violence. You should record the corresponding observation in the response code to V11.

V12. Similarly to the previous question, you should review the responses given in column A) of question V08, to see if any question has been answered YES. Record the result in the response code.

### ***V13. Filter for physical or sexual violence by most recent partner***

V13. Review of responses to V11 and V12. If there was any act of physical or sexual violence (any YES to V11 and/or V12) continue to V14 (questions on injuries). If there no physical and no sexual violence by the current or most recent partner continue to V16.

### ***V14. Injuries and other direct consequences of violence***

Injuries are important as an aspect of the severity of violence. This question is being asked for those who reported either physical or sexual violence, or both, by her partner without differentiating between these two forms of violence. From the WHO multi-country study experience it was learned that you would miss some injuries if you asked about these for physical violence only.

The questions are phrased differently compared to the injury questions in the WHO questionnaire. In this module, instead of asking first whether she was ever injured (which is a screening question with the potential to miss some injuries), in this module there are direct questions giving examples of injuries, in order to make sure we do not miss out on severe incidents that will not come up if not cued by giving examples.

Question V14 is divided into parts A) and B).

Part A) enquires about the types of injury received. Part B) asks, for each of the injuries that have been mentioned, whether that injury(ies) occurred in the past 12 months.

The following three groups of injuries are asked

- a) Cuts, scratches, bruises or aches
- b) Injuries to eye or ear, sprains, dislocations or burns – Black eyes should be marked here
- c) Deep wounds, broken bones, broken teeth, internal injuries or any other similar injury.

d) As another aspect of severity of violence the woman is asked if she ever had a miscarriage as a result of what her partner did to her (though this should not be considered an injury).

For each of the groups of injuries and for miscarriages: if the respondent said YES, you should follow up with the B) question on whether it has happened in the past 12 months and circle “1” for YES and “2” for NO in the past 12 months.

Note that if the respondent mentions she had injuries by former partners, you acknowledge her answer and tell her that she will have an opportunity to talk about experiences with previous partners shortly.

### ***V15. Impact of violence on woman***

Self perceived impact of partner violence on physical and mental wellbeing is a measure of her subjective experience of the severity of the violence the respondent is living (modified from WHO questionnaire where a similar question is in the coping section) – In this module the question is only asked from women who report physical or sexual partner violence. If necessary refer to the acts that have been mentioned in questions V05 or V08.

V15 asks whether she feels that her husband/partner’s behaviour (the acts of physical and/or sexual violence) has had an impact on either her physical or mental/psychological wellbeing. Again, if necessary, refer to the specific acts that she had mentioned in questions V05 or V08. Physical problems that she could experience include a range of injuries, general aches and pains, stomach problems, headaches and high blood pressure. Psychological problems that she may have experienced include a lack of confidence, difficulty concentrating, depression, difficulty sleeping and suicidal thoughts. We are seeking the woman’s own assessment of whether the violence has been bad for her health – even if she has not sought any treatment or care for the symptoms. Read the probe: “Would you say that it has had no effect, a little effect or a large effect?” If she answers NO, circle “1” for NO EFFECT.

### ***V16. Ever afraid of partner***

V16 is being asked of all women, regardless whether she reported any forms of violence or not. The question (which is not in the WHO instrument) attempts to measure another aspect of severity and addresses whether the woman is ever afraid of her husband/partner [an alternative question could be ‘fearing for her life’]. It is hypothesized that living in fear most of the time is a measure of her subjective experience of the severity of the violence she is living.

### ***V17. Filter for number of partners***

Check the number of times that the respondent has been married or lived with a man from R04, looking at the total of the three boxes. If the respondent has had more than 1 partner (i.e. 2 or more) continue with the introductory script above the next question, else skip to V40 (about non-partner violence).

### ***V18-V42. Questions on violence by former partners***

The next set of questions (V18-V42) follows to a large extent the same patterns and skips as the questions for the current/most recent partner. When questions are being asked for the reference period of the past 12 months, do remind the respondent that they refer to the former

partner(s) and – when asking about the past 12 months - to the 12 months prior to the interview. This may sound confusing but it may help to remind a respondent that an ex-partner may still show abusive behaviour towards her, even if a relationship has ended more than 12 months ago.

**V18** – equivalent to V02 but referring to any former partner(s) before the last (current/more recent)

**V19** – filter for any yes in Column A to V18 (indicating that controlling behaviour by a previous partner occurred) continue to V20, if only “NO” go to V21.

**V20, V23, V26, V31, V36** - which previous partner violent – the question asks about the nature of the relationship of the previous partner who manifested the violent behaviour. It is important to identify the nature of the relationship because there are usually differences in patterns and levels of violence between married, cohabitating and dating partners. If more than one partner showed this type to behaviour, mark all that apply. If respondent had been married to more than one previous partners who had showed this type of behaviour, you only need to circle “A” (married) once. The same applies to the other types of partners.

**V21A and B** – equivalent to V03A and B

**V22** – equivalent to V19 (filter for abusive act)

**V23** – equivalent to V20 (nature of past relationship)

**V24** – equivalent to V04

**V25** - equivalent to V19 (filter for abusive act)

**V26** – equivalent to V20 (nature of past relationship)

**V27** – equivalent to V05

**V28** – equivalent to V06

**V29a and V29b** – equivalent to V07a and V07b

**V30** – equivalent to V19 (filter for abusive act)

**V31**– equivalent to V20 (nature of past relationship)

**V32** – equivalent to V08

**V33** – equivalent to V09

**V34a and V34b** – equivalent to V07a and V07b

**V35** – equivalent to V19 (filter for abusive act)

**V36** – equivalent to V20 (nature of past relationship)

V37-V42 - equivalent to V11-V16

V43. Check with V13 and V38 to see if any partner has been ever physically or sexually violent. If YES go to V44. If NO go to N01.

**V44. Who has she told about violence?**

If you have followed the skip patterns correctly you will ask respondents who have reported physical or sexual abuse by a partner whether she has told anyone about her husband/partner's behaviour. You should only be asking this question of women who have reported experiencing physical or sexual violence perpetrated by any partner. You should be referring here to the husband/partner's "acts". Since you should not use the word "violence" if needed you should go back to previous answers and remind her of the specific acts she herself has mentioned. Ask her who she has ever told about the behaviour of her partner that you have talked about.

The aim of this question is to get an indication of the extent of underreported/hidden violence. This information is likely to be required by policymakers as part of a minimum set of information on violence against women.

Do not read out the list to her, but instead record all of the people that she mentions. The alphabetical codes are used to remind you to **record multiple entries**. After she has responded, probe to see if she has told "anyone else", until you get a complete list. Most of the response categories are relatively self-explanatory.

Note that if the respondent has reported that more than one partner has been violent towards her, you may need to remind her that this question refers to any of the partners who performed the abusive acts.

The pre-coded persons are the following:

- A. **NO ONE** - If she has not talked about the abuse with anyone, circle A, "no one". Do not circle any of other codes from this list.
- B. **HER PARENTS** – This may include stepparents.
- C. **HIS PARENTS**
- D. **OTHER RELATIVES** – includes relatives from either her or his side.
- E. **FRIENDS**
- F. **NEIGHBOURS**
- G. **POLICE**
- H. **DOCTOR/HEALTH WORKER** – includes any health care worker, including government, private and traditional health care providers.
- I. **PRIEST** – means any religious leader, practising any religion.
- J. **COUNSELLOR** – means anyone working in either a formal or informal capacity as a counsellor.
- K. **NGO/WOMAN'S ORGANIZATION** – includes any organization that is primarily concerned with women's issues. Many of these are nongovernmental organizations, but the organization may also be a government or private sector body.
- L. **LOCAL LEADER** – includes village leaders, elected leaders or representatives.

If she mentions anyone who is not listed – record the person specified under OTHER. Do not record their names, but their relationship to her (for example, her teacher, her boss at work etc.).

## **2.5. Section N – Experiences of violence by others than partners**

Section N enquires about the respondent’s experiences of violence from people other than their partners. The questions in this section are asked of every respondent, whether she had a partner or not.

N01. Before moving onto questions read the scripted text at the beginning of this section to cue the woman that we are no longer talking about her partner(s) but that we are now focussing on all kind of other people, male and female, either known to the respondent or strangers. The script also reinforces that the information will be kept private. Further the respondent will be pre-warned that the questions will be about experiences since age 15 and in the past 12 months before the interview. For women who have not been partnered these will be the only questions on violence that they will be administered. For women who have been partnered and who already got questions it will help to add that the questions are about people other than her husband/partner(s).

### ***Questions N02 – N09: Physical and sexual violence by people other than partners***

Women are vulnerable to different forms of abuse from a range of different people. Questions N02-N09 aim to identify whether the respondent has ever experienced physical or sexual violence from someone other than her current or former partner. These are very important questions, and it is important that you take time to ensure that you have asked and recorded them adequately.

The questions in this section are first on physical violence, then on rape and other types of sexual violence. The approach in this module has the main focus on perpetrators and will not collect data on specific acts (in contrast to what was collected for partner violence). There are however questions on injuries to operationalize severity of physical violence. All questions on violence by others than partners are asked for the period since age 15 followed by the past 12 months, to be able to properly address the VAW indicators.

### ***N02 – N05. Physical violence by people other than partners***

#### ***N02. Any physical violence since age 15***

N02 serves as a screening question and starts with cueing the respondent to the period since age 15. By asking about physical violence experienced since the age of 15 years, we hope to exclude reports of corporal punishment of the respondent. The question first asks about whether anyone has ever hit, beaten, kicked or done anything else to hurt her physically. Regardless whether the respondent says ‘yes’ or ‘no’ at this stage, you should follow by listing all the other acts in the question: “Thrown something at you? Pushed you or pulled your hair?” etc. This is to ensure including the same acts as for partner violence (even if the answers are not being coded for the individual acts). The whole list needs to be asked because if

'NO' is coded too soon, before having asked about all acts, you may risk missing out on some incidents of non-partner abuse.

If she responds NO, circle code 2 and go to question N05

If she responds YES, circle code 1 and go to N03.

### ***N03. Perpetrators of physical violence***

N03a. If respondent said YES to N02, ask "Who did this to you?" Record the person mentioned, and then move on to part N03b "How many times did this happen since you were 15? Once, a few times, or many times?" Record the response given in the appropriate row. The interpretation of "few" and "many" should be left to the respondent. However if a numerical equivalent is needed to explain what is "few", you could say that this is about 2-5 times.

Regardless of her answer then ask N03c: How many times did this happen in the past 12 months? Once a few times, or many times? If it happened longer than 12 months ago circle "0", else circle the other appropriate answer.

A special situation occurs when the respondent is 15 years old and thus the past 12 months refer in part to the time before she was 15 years old. In that case you should mark the same answer as in the previous column ("since you were 15"),

After completing a row this for the first perpetrator, return to the next set of probes given, asking whether there was anyone else, and probing to see whether the person was a relative etc. It is important that you probe several times, asking about different groups of people that the respondent has not mentioned (such as friends or neighbours, strangers, anyone else), to ensure that you have a complete list of perpetrators. For each person reported, you then need to ask part N03b and N03c to record the frequency stated since age 15 and in the past 12 months.

The codes for perpetrators are the following:

- A. **FATHER/STEPFATHER** – her father of birth or her stepfather, the partner of her birth mother the person who brought her up as a father
- B. **MOTHER**
- C. **MOTHER IN-LAW.**
- D. **OTHER MALE FAMILY MEMBER**
- E. **OTHER FEMALE FAMILY MEMBER**
- F. **SOMEONE AT WORK** – someone that she works with, colleague, boss, etc
- G. **FRIEND**
- H. **ACQUAINTANCE** – somebody that she knows since some time
- I. **RECENT (CASUAL) ACQUAINTANCE** – somebody that she knew shortly before the abuse happened, for example somebody she had known just for an hour
- J. **COMPLETE STRANGER** a stranger, someone that she does not know or recognize
- K. **TEACHER**
- L. **DOCTOR/HEALTH PROFESSIONAL**
- M. **PRIEST (RELIGIOUS LEADER)** – a priest or other religious leader
- N. **POLICE/SOLDIER** – a policeman or soldier or other member of the armed forces

X. **OTHER** – use this code to give details of anyone else reported, or when there is a second perpetrator in a category that has been already marked (e.g. a second male family member) or if you are unsure how to code a response.

**N04.** If 1, 2, or 3 perpetrators have been mentioned, indicate in the boxes the letter codes (from N03) of the perpetrators mentioned. If more than 3 perpetrators of physical violence have been mentioned, ask which three among them she considered most serious and indicate the letters in the boxes for perpetrator 1, 2, and 3. The purpose is to connect these perpetrators to the question on injuries (N05).

***N05. Injuries as a result of physical violence***

This question asks about injuries as a result of the acts of the perpetrators of physical violence. The question on injuries will be used for classifying severity of the physical violence. The injury questions will be asked for each of the perpetrators, but for no more than 3 perpetrators (those that have been marked in N04). Make sure that you mention the perpetrators in the same order as mentioned in N04 and use the same words to refer to the perpetrators as the respondent did.

Start with the first perpetrator and ask “Did the following happen to you as a result of what... did to you?” Read out each group of injuries a), b) and c) and mark YES or NO for each group in Column A.

The groups of injuries are:

- a) cuts, scratches, bruises or aches,
- b) injuries to eye or ear, sprains, dislocations or burns – Black eyes should be marked here.
- c) deep wounds, broken bones, broken teeth, internal injuries or any other similar injury.

If more than one perpetrator was mentioned go to the next column for perpetrator 2 and repeat all the questions. If there are 3 perpetrators do the same for perpetrator 3. If all questions have been asked (for no more than 3 perpetrators at the most) go to question N06.

***N06 – N09. Sexual violence since age 15***

There are two sets of questions for sexual violence after age 15: one for rape (unwanted and forced sexual intercourse) and another for all other unwanted sexual acts.

NOTE: the module is not designed to measure childhood sexual abuse because this is not part of the indicators. If the country has special interest in this topic they may want to explore using the techniques as developed for the WHO study to ask about childhood experiences retrospectively from adult women.

***N06. Rape since age 15***

This question is meant to enable the identification of rape (unwanted sexual intercourse out of force or fear) since the age of 15. Note that the word “rape” is not mentioned anywhere in the question. This is because it is a loaded term and a woman may not identify what has happened to her when this term is used.

When reading the question, first read the introduction to remind the respondent this is about any person, man or woman (inserting the text “other than your partner/husband” if the respondent has a current or former partner), then read the rest of the question. The question specifies that this is about sexual intercourse when she did not want to, and describes several situations: for example by threatening her, holding her down or putting her in a situation that she could not say no. Remind her that at this point she should exclude attempts to force her (there is another question on attempts later). If necessary you can add that sexual intercourse is defined as oral sex, and anal or vaginal penetration.

If she reports that no one has done this since the age of 15 years, code NO and go to question N08. If she says YES continue with N07.

### ***N07. Perpetrator of rape***

If she responds YES to N06, read N07a) “Who did this to you?” Record the person named, and then move on to part b): “How many times did this happen? Once, a few times, or many times?” Record the response given in the appropriate row. Then continue with part c) “How many times did this happen in the past 12 months? Once a few times, or many times?” If it happened longer than 12 months ago circle “0”, else circle the other appropriate answer. When a row has been completed, ask whether there was anyone else, using the probes given in the question (such as, “how about someone at school or work?”) to ensure that you have a complete list of perpetrators.

The list of perpetrators is the same as mentioned for N03.

### ***N08. Any other sexual abuse since age 15***

N08 is asking about other unwanted sexual acts since the age of 15 years. Note that the question carefully describes what forms of sexual abuse we are considering here. The question includes “attempted to force you to engage in sexual acts” to capture incidents of attempted rape, and further asks about “touched you sexually, or did anything else sexually that you did not want”. If she responds YES go to N09, if she responds NO go to N11 [if this question is available] or to Z01.

### ***N09. Perpetrator of other unwanted sexual acts***

If she said yes to the previous question read N09 a) “Who did this to you?” Record the person named, and then move on to part b) “How many times did this happen? Once or twice, a few times, or many times?”. Record the response given in the appropriate row. Then continue with part c) “How many times did this happen in the past 12 months? Once a few times, or many times?” If it happened longer than 12 months ago circle “0”, else circle the other appropriate answer. When a row has been completed, ask whether there was anyone else, using the probes given (such as, “how about someone at school or work?”) to ensure that you have a complete list of perpetrators.

The list of perpetrators is the same as mentioned for N03.

### ***N10. Optional country specific question on violence by others***

Additional questions should be kept to a minimum. Nevertheless countries may include one or a limited number of questions on forms of violence against women that are important in their context but that are not covered by the module.

Female genital mutilation (FGM, also referred to as female genital cutting FGC) is included in interim set of indicators on violence against women. It was agreed that the limited scope of this module would in most cases not enable these phenomena to be adequately measured at this stage and that there are other surveys focussing on this and other harmful practices. Nevertheless if this needs to be included the optional FGC module of the DHS may be considered.

## **2.6. Section Z – Completion of interview**

### ***Z01. Respondent's comments***

The respondent can make any comments about the interview, or discuss any topics that she thinks have been missed. You should take care to try to write down as much as possible of what she tells you. If possible, try to record exactly, using the words that she uses, the main points that she is making.

### ***Z02. How woman feels after interview***

This question asks about how the respondent feels after having the opportunity to talk about these things. If she does not understand the question you could prompt with the pre-coded answers given. Use the space provided here to record any specific response the respondent gives. If there is not enough space you could use the remaining space at the end of the questionnaire.

- **GOOD/BETTER** – she feels either good, or better than before the interview.
- **BAD/WORSE** – she feels bad or worse than before the interview.
- **SAME/NO DIFFERENCE** – she does not feel any different from before the interview.

### ***Z03. Completion of interview***

It is important that you end the interview appropriately and on a positive note. It may be that during the interview the respondent has talked about a number of difficult and distressing issues, and so it is important that you recognize this when you complete the interview. For this reason, we have scripted two finishes.

**Finish one** is for a respondent who has reported experiencing any form of abuse. For such women it is important that you:

- Thank her for the time that she has spent with you.
- Stress that the information that she has provided is very important.
- Show that you recognize that she has had a number of difficulties.
- State that no one deserves to be treated in that way.

- Emphasize that you think that she is strong to have survived/been living through difficult times.
- Ask her whether she would like a list of organizations and services that may be of use to her.

**Finish two** is for a respondent who has not reported experiencing violence. In this case it is important that you:

- Thank her for the time that she has spent with you.
- Stress that the information that she has provided is very important.
- Ask her whether she would like a list of organizations and services that may be of use to either her, or her friends or relatives.

Both endings have been scripted. In your training and practice, try to learn these endings, so that you can say them without having to refer closely to your questionnaire. This will help ensure that the respondent feels that what you say is genuine, and is a response to her situation, rather than a standard text that you repeat to everyone.

#### ***Z04. Interviewer's observations***

Once you have left the interview, check your questionnaire carefully. Make sure you have followed the skip patterns correctly, and that your marks are legible. If necessary, return to the household, e.g. if you find that you have missed a section, or if you are unclear about some of the responses.

Then record any comments on the last page. You may make comments about the woman you interviewed, about specific questions on the questionnaire, or about any other aspects of the interview. If anything about the interview was unusual or should be brought to the attention of the editor or supervisor, note it here. If any questions required further explanation, or modification use this space. These comments are extremely helpful to the editor, supervisor and data processing staff in interpreting the information in the questionnaire.

## **ANNEX I. Household selection form**

Depending on the main survey a form may be needed for the selection of one eligible woman in the household to respond to the violence module. The household selection form (slightly modified) that was developed for the WHO multi-country study is attached as an example to select one eligible woman in a household. It does not form part of the module.

Ethical and safety considerations require that the module questions should never be asked for more than one woman in the household. In practice, the way an eligible woman will be selected and the definition of household used [if applicable] will depend upon the target population and sampling method used for the main survey to which the module is attached.

The method for selection as used in the WHO study includes domestic servants, lodgers and long-staying visitors in the household. This is to ensure women who are living outside their own household are not excluded from the survey.

The instructions that follow are taken from those for the WHO multi-country study on women's health and domestic violence with minor adaptations.

In order to complete the household selection form you will need to find a suitable respondent. Any adult member of the household who is capable of providing the information needed to fill in the household selection form can be the respondent. If an adult is not available, do not interview a young child, but instead, go on to the next household in your sample, and revisit the first household later.

Once you have introduced yourself and explained the purpose of your visit, you are ready to begin the interview. Be sure to read the introductory sentence at the top of the page before continuing with question 1.

### ***Question 1: TOTAL NUMBER OF PEOPLE IN HOUSEHOLD***

This question is used to ascertain how many people live in the household. A household is a person or group of persons that usually lives and eats together. This is not the same as a family. A family only includes people who are related; but a household includes any people who live together and usually share food, whether they are related or unrelated. For example, three unrelated men who live and cook meals together would not be considered as one family, but they would be considered as one household. A person living alone is also considered a household.

For the purposes of the study, a member of the household is any person who:

- usually lives in the household;
- who is visiting the household AND has been sleeping there for at least 4 weeks;
- who is working as a domestic servant in the household AND usually sleeps there for at least 5 nights a week.

Note that the definition of household has been expanded. This is to ensure that women who are currently not in their own home (i.e. those visiting for at least 4 weeks) or who work and stay most of the week in this household (i.e. domestic workers sleeping there at least 5 nights

per week) will have a similar chance of being selected and included in the study as usual household members.

You should use the probes provided to check that the total that you record includes all people who live in the same household, irrespective of whether or not they are related. In this total, you should include children, lodgers, domestic servants and other people who fulfil the criteria specified above.

[These selection criteria for whom belongs to the 'household' (including live-in domestic workers and long term visitors – as used in the WHO study) may not be feasible for surveys on other subjects.]

### ***Question 2: HEAD OF HOUSEHOLD MALE OR FEMALE***

This question asks about the sex of the head of household. This refers to the sex of the person who is generally considered responsible for the household, irrespective of whether she/he is currently present in the household or not (for example, the household head may be working away from home). It is up to the respondent to define who is the head. This person may be appointed on the basis of age (older), economic status (main provider) or some other reason. Generally there should not be a problem with this. In some cases, a couple may share responsibilities equally, and will not want to specify one person over another. In such cases, you should mark "BOTH". If there is only one person living alone, record the sex of this person. The information from this question will be used as a reference to which to relate the other members of the household (see below).

### ***Question 3: LISTING FEMALE HOUSEHOLD MEMBERS***

In this question you need to:

***Document the first names of all females in the household, irrespective of their age, or their marital status (column 2)***

For this you need to record the first name of all females in the household – irrespective of their age or their marital status. As your respondent lists the names, write them down, one in each row in column 2 of the table. It is not necessary to have the full names of the females in the households as long as you are able to refer to each of them individually.

When you have written all the names, you need to make sure that you have included everyone that should be listed before continuing with the rest of the questionnaire. After you have listed the females in the household, you should probe to make sure that you have not left anyone out.

***Identify their relation to the head of the household (column 3)***

After you have made a complete list of names, start with the person listed on line 01 and move **across** the page, asking each appropriate question. When you have completed the information for the person on line 01, move on to the person listed on line 02, and so on.

To record the relationship of the woman listed to the head of the household, you should use the codes listed at the bottom of the table. For example, if the third woman listed is the daughter-in-law of the head of the household, you should record code 04 on the third line in column 3. Be particularly careful in doing this if the respondent is not the head of the household; make sure that you record the relationship of each person to the household head, **not** their relationship to the respondent. If the respondent has identified that both a man and a woman are joint heads of the household, write down the relationship of each female listed to the **male head of household**. If the head of the household is married to a woman who has a daughter from a previous marriage, that girl's relationship to the head of the household should be coded ADOPTED/FOSTER/STEP DAUGHTER (code 11). If there is only one man living alone, this list will be empty. Note that in such a case you will still have to complete the household questionnaire.

***Document whether or not they usually live in the household (column 4)***

We call someone who usually lives there a member of the household. You should follow the criteria that have been set for the study as mentioned above. If the person usually lives in the household, or if the person is a visitor who has stayed in the household during the last 4 weeks, or if the person is a domestic worker who sleeps in the household at least 5 nights a week circle 1 under YES in the column headed "RESIDENCE".

***Record their age in years (column 5)***

You should obtain each person's age **in completed years**, that is, the age at the time of the last birthday. If a girl is less than one year old (for example 9 months) record "0". Remember, you **must** record an age, even if it is only your best estimate. If you have difficulty in obtaining the ages of household members, use the methods described in the individual questionnaire to probe for the correct age.

***Assess whether the respondent is eligible to be interviewed using the female questionnaire (column 6)***

Finally, using information from the columns headed RESIDENCE and AGE, record in column headed ELIGIBLE all women who are eligible for interview using the women's questionnaire. These should only be women 15 years and older who have a "1" circled in column headed RESIDENCE. (Thus they must either normally live in the household, *or* be a domestic servant who sleeps for 5 days a week or more in the household, *or* be a visitor who has slept in the household for at least the past 4 weeks.)

It is very important that you do not miss an eligible respondent when you fill in the household list. In certain cases, you may find it difficult to decide whether or not a woman is eligible. Use these examples as a guide:

- A 25-year-old female visitor has been staying in the house for 1 week. She is not eligible for the women's interview.
- A 20-year-old daughter of the head of the household spent the previous night at her sister's house. She should be counted as a member of the household on the household schedule, and she is eligible for the women's interview.

- A 48-year-old wife of the male head of household has been away for 2 weeks. She is eligible for the women's interview.
- A 17-year-old female friend of the household has been staying with the household for 5 weeks, but she is out buying food when you visit. She is eligible for the women's interview.
- An unmarried, 30-year-old woman lives with her 50-year-old mother. She is eligible for the interview, even if she has never been married, or been with a man.
- A 40-year-old female domestic worker lives in the household, but usually returns to see her family every alternate weekend (for 3 nights). She is eligible for interview, as on average, she sleeps for 5 or more nights a week at the household where she works.
- A 40-year-old female domestic worker, lives at the household but usually returns to see her family every weekend (for 2 nights). She is eligible for interview because she sleeps for 5 nights a week at the household where she works.

In some households, there will be no eligible respondents (i.e. there will be no usual household members or long-term visitors who are women of 15 years and older). [For these households, you will complete the administration form and the household selection form only]. See below at the end of this annex.

***Randomly select one woman for interview from the list of all eligible women.***

For safety reasons, we are only interviewing one woman per household, to ensure that the topic of interview does not become widely known. In situations where there is more than one eligible respondent, one woman will be randomly selected for interview. You should use a method that will ensure that the random nature of the selection will be apparent to household members. (One common way to do this is the following. Write the line number of each of the eligible females on a separate piece of paper. Fold all of the pieces of paper up, and put them in a bag, hat or cup. Shake the container, and ask a member of the household to select one piece of paper. The person selected is the woman you should interview. In areas where this method is not suitable and where everybody's date of birth is known, an alternative method could be to select the eligible woman who will be the first to celebrate her birthday after the day of the interview.) You should circle the line number of the person selected.

[Random selection could be done by this or any other method such as first birth date or Kish table.]

If the person selected is not available, do not select another person. Instead, make an appointment to return to conduct the interview. You will need to make at least two additional visits to try to conduct the interview. If the selected woman cannot be interviewed at all, you should indicate this on the questionnaire by using the appropriate result code. You should **never** replace a selected eligible woman by another eligible woman once she has been selected.

## ***SPECIAL SITUATIONS:***

### **MORE THEN 10 FEMALE HOUSEHOLD MEMBERS**

If you interview a household that has more than 10 female members, indicate this at the bottom of the list of household members, take a fresh household selection form, fill in the same household identification code on the top of the page and write "CONTINUATION" at the top. Then on the second household selection form, change the line number 01 to 11 and if necessary, change line 02 to 12, etc. and then write in the information on these additional female household members. Make sure that you include the eligible females on the second list, when you randomly select one.

### **TWO OR MORE HOUSEHOLDS LIVING IN THE SAME CONSTRUCTION**

If the listing shows only one household in the dwelling but, upon your arrival at that the dwelling you find that two or three households are living there, you should, complete a **separate** household selection form for each of these households. The individual household selection forms could be numbered HH1, HH2, etc. On each form indicate, as explained above, the females and eligible women living in that particular household. After completion of the forms, select **one** respondent at random **from all** the eligible women in both/all households in the dwelling. To do this, the ballots (pieces of paper) containing the line numbers of eligible women should be marked with **both** the household number **and** the line number. (For example, if the eligible women in household 1 are those with line numbers 2 and 4, and in household 3 with line number 1, while household 2 has no eligible women, the ballots could be marked as follows: HH1-2, HH1-4 and HH3-1.) After selecting one respondent, no other respondent will be selected from any of the remaining households within the dwelling even if they contained one or more eligible women. The household questionnaire is completed only for the household to which the selected female belongs. She is then interviewed with the women's questionnaire. Mark the individual forms clearly to avoid confusion; e.g. you should write on the household selection form for the second household "two households in same house, female respondent selected from other". You should inform your supervisor later.

### **MISTAKES IN COMPLETING THE LIST**

If you make a mistake in completing the list of female household members (question 3) and you need to remove one or more people (for example when you discover that the list of people you entered included a man, or a female who does not belong to the household), you should cross out this person. It is important, however that you subsequently renumber the lines (numbers in the first column) so that they remain consecutive. For example: you have entered 5 persons, on lines 1, 2, 3, 4 and 5. You discover afterwards that number 2 is the son of the head of household. Since only female members of the household should be listed, you should cross out that person and then renumber persons 3, 4 and 5 so that they become 2, 3 and 4. The last number should always correspond with the total number of female household members entered in the list. When you later complete the administration sheet for the "line number of the selected female respondent" you should enter the corrected line number.

### **NO ELIGIBLE WOMEN IN THE HOUSEHOLD**

If you have convinced yourself that there are no eligible women in the household, explain to the person who provided you with the information for the household selection form that you

can only continue if there is a female household member age 15 years or older. Thank her/him for the assistance provided and finish the interview here. Inform your supervisor and proceed to the next household.

Whether the interview ends here or not depends on the purpose of the main survey.

## **ANNEX II. Age of respondent**

In the module no question on age has been inserted, because it is assumed that this information is being collected in the main survey questionnaire. If the module will be used in a standalone (dedicated) survey or with a minimum of additional questions it should be made sure that information on age (and probably also other socio-demographic data, such as collected in WHO questionnaire section 1, or in the DHS Women Status module) is being asked in the beginning of the interview.

In relation to the question of age, it is often useful, before you begin the individual interview, to ask the respondent to collect any document giving her own birth date (particularly relevant in countries where women often do not know their own birth date). It is important that you examine these documents, so assure the respondent that you have plenty of time to wait while she looks for them.

If the “question by question explanation” requires adaptations to address the insertion of questions on date of birth and age, the text below may serve as an example.

### ***Question on DAY, MONTH AND YEAR OF BIRTH***

The information on the date of birth must be asked independently of the information on the household selection form [if applicable]. Of course you should check later on if the information collected on date of birth on the questionnaire is consistent with the information on the household selection form.

### ***Question on AGE***

This is one of the most important questions asked in the interview, since much of the analysis of the data depends on the respondent's age. For example, the two most important results of the survey, women's experiences of physical and sexual violence will be analysed according to the age of the woman.

The day on which you interview the respondent is used to calculate her age, as well as the age of other people (such as partner(s) and/or children, if applicable) who may be mentioned during the interview. If the interview takes place during more than one session, the day of the first session using the female questionnaire is used in these calculations.

You must obtain the respondent's age in **completed** years, that is, her age at her last birthday. You **must** record an age for the woman and you will do this in one of four ways, depending on the type of information you get from the respondent.

#### **a) *The woman knows her age.***

If the woman tells you her age, simply write it in the space provided. (In some countries registration documents may show a different date of birth from the real biological age, for example when a child was registered for the first time several years after the birth. In those cases, if a woman knows her age but her registration document shows a different age, use her biological age, but make sure to write an explanatory comment about the date of birth in the

registration document next to your entry of this date, so that you are able to explain the inconsistency when the questionnaire is checked.)

b) *The woman **does not know her age, but year of birth is reported.***

If the woman does not know her age, but she did report a year of birth, then you may calculate her age as follows. If the woman has already had her birthday in the current year, subtract the year of birth from the current year. If the woman has not yet had her birthday in the current year, subtract the year of birth from last year. If the woman does not keep track of the time within a year when her birthday falls, it is sufficient to subtract her year of birth from the current year.

c) *The woman **does not know her age, and year of birth is not reported.***

If the woman does not know her age and she could not report a year of birth, you will have to probe to try to estimate her age. Probing for ages is time consuming and sometimes tedious; however, it is important that you take the time to try to get the best possible information. There are several ways to probe for age:

Ask the respondent how old she was when she got married or had her first child, and then try to estimate how long ago she got married or had her first child. For example, if she says she was 19 years old when she had her first child, and that the child is now 12 years old, she is probably 31 years old.

You might be able to relate her age to that of someone else in the household whose age is more reliably known.

Try to determine how old she was at the time of an important event [war, flood, earthquake, change in political regime] and add her age at that time to the number of years that have elapsed since the event.

Check what age was recorded on the household selection form and try to find out how this figure for her age has come about (there may have been another member of the household who knew her age).

d) *The woman **does not know her age and probing did not help.***

If probing does not help in determining the respondent's age, and her date of birth was not recorded, you will have to **estimate** her age. Remember, this is a last resort to be used only when all your efforts at probing have failed.

### ***CONSISTENCY CHECK: DATE OF BIRTH AND AGE***

You must now check the consistency of the reported year of birth and age. This can be done by using the fact that the woman's age plus her year of birth must equal the year in which she last had a birthday. There are two methods of checking whether the age and year of birth are consistent – an arithmetic method and a chart method. You may use either method.