



PROFILE OF A MIGRANT WORKER

Guidance Note on the Data Collection Google Form

Our Google form in its opening “Note to the Interviewer” has two sentences that set out the purpose and subjects (or targets) of this data collection initiative.

1. This form aims to collect profiles of MIGRANT (inter-state or inter-district) WORKERS with a view to designing or adapting interventions to address their concerns.
2. The migrant workers we aim to learn from and know about are those who are more vulnerable or economically or socially more marginalised.

Learn from/about: It is all about our becoming “familiar” with the life situations of “workers” who are “migrant” and “vulnerable” or “marginalized”. We do this with a view to “doing what we can” to address their concerns.

Migrant worker: The “migrant worker”, for our present purpose, is someone who has moved to a state or to a district other than his/her home state or home district, for the purpose of work - for earning an income/livelihood.

Vulnerable or marginalized: Various factors individually or in combination contribute to varying degrees of vulnerability or marginalization. In general those who have migrated “interstate” tend to face greater challenges than those who have migrated “inter-district”, within their own states. Those who have migrated recently are likely to be more vulnerable than those who have already been at a work location for several years. Vulnerability varies also from one type of work to another. The age and gender of the migrant worker are also factors contributing to levels of vulnerability.

With these considerations in mind, as a general “rule of thumb” we recommend the following:

- a. Interview those who have actually “migrated” at least “inter-district” if not “inter-state”. Interviewing those who have moved within their own districts, or interviewing migrant workers’ children who were born and brought up in the current location (even if they are working now) would lead to data being incomplete or incompatible.
- b. The person who is actually the migrant worker (and in the case of “source/transit” locations, the person who is planning to migrate for the purpose of work) is to be interviewed and not his/her family members.
- c. From a nuclear family, do not interview more than one person.
- d. Those who have migrated to the current location relatively recently – say, less than 5 years ago – are the preferred group to be interviewed. Those who migrated between 5 and 10 years ago, or even earlier than that could be included depending on the overall profile of the migrant workers’ population in the area of the Migrants’ Desk (MD).

- e. Keeping to our general focus on young migrant workers, it would be good to interview less of those above the age of 50, and more of those below the age of 40 or even 30.

Sampling: As our primary purpose is not “research” or a “scientific publication” we are not setting down any rigid rules of “sampling”. If, however, interviews are done totally at random, without an overall design or plan, we may end up with data that does not reflect the ground realities of the area studied or leads to a partial or skewed understanding of it.

Let us look first at the “types of work” done by the migrant workers. Question H13 of the interview schedule has the following:

H13. What work do you mostly do to earn an income (primary occupation)?

- Construction work
- Loading/unloading goods, freight/goods handling/delivery
- Agriculture, horticulture, related work
- Poultry, fishery, bee keeping, cattle/piggery, dairy farming etc
- Fishing industry
- Brick kilns
- Stone quarries/ stone crushers
- Daily/casual labour
- Carpentry, plumbing, painting, repairs etc
- Electrician, electronics, welding, AC/motor/other mechanic, driving
- Helper/labourer in mechanical/electrical/automobile etc workshops
- Helper/labourer in teashops, eateries, grocery shops etc
- Food stall, street vendor, vegetables/fruits/trinkets etc vendor
- Tailoring, garments, textile and related work
- Cycle/auto/e-rickshaw driving
- Scrap/garbage collection and similar
- Live-in domestic work
- Part-time / live-out domestic help
- Home industries, micro businesses, self-employment initiatives
- Other ...

About 20 options for occupations are available, with some occupations clubbed together.

In order to make a generalization on any one occupation, we would need data of a significant number (at least 50?) of those engaged in that occupation. About a 100 samples of any particular occupation, taken from various locations of the area of the MD, would be a more acceptable number. If the samples are too few, we would be unable to make any conclusion from them because of insufficient data; we might club all such interviews under a “miscellaneous” category, thus reducing their value for the purpose of analysis or decision making.

The smart approach would be for the coordinator of the data collection, to try to gather a broad idea of the overall composition of the migrant workers in the area of MD, either from own observation, or from rapid assessments of the area or from secondary sources. Having done that, a shortlist of occupations to be studied can be drawn up. The numbers of interviews/samples for each occupation can be estimated based on the proportion of that occupation among the migrant population. We think it would best to study 6-8 or even 10 occupations, including the most common and those unique to the location. Getting at least 100 samples of each of the selected occupations would be an appropriate strategy.

When a MD has arrived at a level of clarity on the occupations it wants to study, it would be possible to customize the list of occupations in the Google form for that MD. The occupations that are at present clubbed together can be separated, where necessary, to list precisely the specific occupations that are being studied. If a MD needs to study an occupation that is common in its area and that is not listed now, it can also be added, so that the use of the “Other” option is minimized.

Whether the MD would be willing or able to address the specific needs and concerns of a particular group, after it has studied them would be a key consideration that determines whether we include or exclude a group in the interviews. If we already know that we are not going to work with some group or that we do not have the resources to work for one particular group, then it may not be useful to interview many from that group

This entire process would have to be gone through for other determining parameters like age, gender, number of years at the present location etc of the migrant worker.

The effort should be that the “sample” is fairly representative of the composition of migrant workers in the area in terms of age, gender, types of work, duration and type of migration and other relevant aspects. It is important for the coordinator of the data collection to organize the interviews to achieve this result.

Special Groups: It is possible that a MD might have unique or special situations that it wants to study. Some place might have large number of migrant workers who migrated more than 20-25 years ago and are settled there with their families but are severely disadvantaged or excluded. There might be children of erstwhile migrant workers who were born and brought up at the present location and might even be working there but are still looked upon and treated as migrants and “non-locals”. There may be other groups like migrants who engage in begging, migrant CSW’s and their children.

These groups can be studied, using the “micro-survey” option available to you in the DB4M proposal. Any such studies of contexts and situations that are specific to a location can be unique contributions that we can make to a better understanding of the needs and concerns of such groups. However, using the current tool for these studies would yield incorrect and misleading data as the queries are not adapted to such purposes. We would be happy and excited to be of support to you in developing appropriate tools for such studies or in any other way you require.

You would have noted that in H13 only a certain class of occupations are available. The question has a particular economic group in mind – so, BPO workers, those working in star hotels, malls, casinos, salesmen, saleswomen, drivers of private cars and similar others are not expected to be interviewed.

If there are many such in your area, and you have it in mind to do something for them, we could still interview them – and if we do, we would have to do separate analysis for them because they are in a different class of work or occupation.

Interviewers: Though this is not intended or designed as a scientific study or survey, it is important that only trained persons do the interviews. The interviewers:

- a. Should not be only students, interns and volunteers, though they can also help. We recommend that staff of the MD should do the majority of the interviews, and the SDB in-

charge should also do some. When students/volunteers/interns are inducted to do the interviews, detailed instructions and training are to be imparted to them and there needs to be close and continuous monitoring of the data that is being gathered.

- b. Should have some introduction to and ability in basic interviewing skills.
- c. Should be familiar with and strictly follow basic best practices of data collection. Commitment to understanding the responses clearly and recording them accurately is a must.
- d. Should, prior to the interview, have built a level of rapport with the migrant worker and won his/her confidence, and engage with the migrant workers at a time suitable and convenient for them. We recommend that interviews are not done at the very first meeting or interaction with the migrant worker, but after a couple of them and after some trust has been gained.
- e. Should have a clear understanding of the various migrants related terms used in this form. (eg. source, transit, destination, workplace, place of work, seasonal, long term etc). They also need to have some basic information on items like ration cards, insurance schemes, workers' portals. Without that clarity, wrong options would be selected even if correct answers are given by the respondents.
- f. Should have a clear and uniform understanding of the various options available under each question and their scope. This also means that when two or more of the listed responses appear to be applicable, one should be able to distinguish between them and be able to identify and record the option that is most appropriate.
- g. Should have the ability to explain to the migrant workers the questions and the options in a manner and language that they understand, ask additional questions if necessary to verify that the question and the response are correctly understood, and enter the response accurately in the Google form. This is particularly so in areas where the interviewers are not familiar with English, in addition to the challenge of not being familiar with the language of the migrant worker.
- h. Are required to sign confidentiality, data protection, intellectual property and related policies of the organization before being authorized to conduct the interviews.
- i. Are required to obtain and record (A9) the informed consent of the migrant worker after explaining how the responses will be used, and assuring the respondents that privacy will be protected.

Data Entry, Recording responses: We are using an online tool. We do not recommend data being collected on paper and keyed in later. As the responses you key in are entered directly into an online database, and online tools are used for initial analysis of data, it is important to pay careful attention to the following:

This interview schedule (Google Form) can be accessed by anyone who has the link. We request you to please take care to protect privacy and data security and to ensure that unauthorized or anonymous persons do not have access to the form.

The first few responses (A1, A2, A3, A4) may appear tedious and complex. But the responses to these questions help us to see if the interview is being done by an authorized as well as trained person who is careful about data entry. Repeated errors in these responses may lead those interviews to be rejected at the analysis stage due to the doubt the errors create about the identity and capacity of the interviewer. For the same reason, instructions on how these questions are to be answered are given only orally at the time of training.

There are combinations of questions that serve the purpose of verifying the consistency and compatibility of responses. If the responses of an interview fail in too many instances, or if vital data are entered wrongly, the interview is likely to be rejected at the data cleaning stage, as unreliable or unusable.

As the majority of us would be using mobile phones for the interviews, we need to be aware that it is easy to touch or click a wrong response inadvertently. We request you to be aware of this danger and to have a second look at the response you entered before you move to the next question.

At the initial analysis stage, which is done by software, and the results of which are available “live” to the director of the MD or the supervisor of the data collection team, the computer adds up only responses that **match exactly**. Instances of the same word that begin with a capital letter and without a capital letter would be considered as two words; similarly initials or names that are entered with a punctuation mark and without punctuation marks, information entered with a “space” and without spaces etc. Care must be taken to enter data in a consistent manner by all the team members across all locations and days.

We recommend that interviewers prepare in advance and get some background information about the area in which data collection is going to be done on a particular day or period of time: verify and agree on PIN codes, place names, spellings, types of migrant workers to be interviewed and the like. It is recommended that each interviewer is provided with a written list of the acceptable way of entering the items like names of localities, people, languages, occupations etc

Some flexibility is built in by offering the “Other” option in several of the questions. This option is to be used sparingly - only after considering all the available options and finding that none of them are appropriate. When selecting “Other” it is important to specify what or why, in a way that makes the information usable.

Some questions have an option that begins with “Not applicable because ...” Some questions have more than one “Not applicable because ...” It is important to choose the one that gives us the correct reason why something is not applicable. Please see examples in C15-C16, E7-E8.

FAQs on Individual Questions:

A1. Please use the international code used to identify your province. The codes are to be explained to the interviewers by the Director/Coordinator of the Migrants’ Desk (MD). It is not possible to enter anything other than the correct code.

A2. Please enter the name consistently each time. We recommend the use of a short one-word name. This will reduce the chances of error in entering it.

A3. The initials of the interviewer need to be 2 Capital Letters and should be a unique combination – not repeated among the interviewers of the same desk. The initials are to be assigned by the director/coordinator to each interviewer.

A4. Id Code: The method of entering the Id Code is to be communicated to the interviewers by the director/coordinator of the MD. The coding protocol is to be strictly adhered to. A wrong coding would indicate an unauthorized or untrained interviewer.

A6. It is very important to record accurately the PIN code of the place of interview as we use this information to find the location using google maps. Please get to know the correct PIN code and the correct names of the localities within it (A7) before you proceed to the location for the interview.

A8. has the following descriptions, which need to be kept in mind throughout the interview:

Worksite - place or site where the migrant is working; eg. construction site, market place, farm, factory, road, flat or house.

Place of stay – the place where the migrant worker resides.

A1 to A8 can be filled in before the interview begins.

C3. Interviewee may give her/his age. The interviewer needs to turn it into the correct year of birth. Those born before 1950 and after 2008 are not expected to be interviewed.

C5, C6. The phone may be of a family member or associate to whom the worker has access

C8. As explained in A6, it would be very useful to get the PIN code of the village/hometown of the worker. But many may not know the PIN code. If they do share a PIN code, please use your phone to verify it. If the PIN code is correct, you can accurately also get the name of the district (C9).

C9, C10. Most respondents will know the state they came from. They may not be very sure of the name of the district. Please use <http://districts.nic.in> as well as the PIN code (if they know it correctly) to find the correct name of the district. The name of the district from where the worker migrated, is an important piece of information.

C12. If you select “Other”, please mention only one language there

C15, C16, C17. Depending on the answer to C15, ask either C16 or C17 and choose the “Not applicable ...” option in the other

Thus, if the answer to C15 is “Yes” continue to C16 and in C17 just select the “Not applicable since I had chosen ‘Yes’”.

If the answer to C15 is “No” select “Not applicable since I had chosen ‘No’” option in C16 and proceed to ask C17.

C17. The reason helps us in understanding the challenges and in addressing them in our skill training programmes. Please try to find and record the reason carefully

C18. Some conversion scales are given in the form itself. As a variety of measures are used in different places, the interviewer should be prepared with other commonly used systems and their conversion values.

E3, E4, E9. The interviewer needs to be familiar with these and other local schemes and systems (descriptions – under preparation)

E5. There is a large variety of PDS (ration card) schemes, with cards of different colours for different groups. The interviewer needs to be familiar with these (descriptions – under preparation). It is important to correctly record whether the card is APL or BPL. Different states use different colours for these cards.

E8. Even if the respondent does not have a bank account (E7), please check if she/he uses a family member's or associate's bank account.

F1. The respondent may have more than one outstanding loans to repay. Please try to capture the details of the biggest or most significant loan.

F4. Interest rates can be tricky. Interest may be paid daily, weekly, monthly. A respondent may be paying interest on every 10 Rupees, or a lump-sum daily for every Rs 100 etc. The interviewer needs to be familiar with interest calculation. Please indicate interest % (per hundred rupees) per month.

G1. This questions is for the interviewer to fill in. It need not be asked to the respondent. By **DESTINATION** we mean the migrant worker is at the workplace away from village or hometown.

By **TRANSIT** we mean the interview is being made when the person is actually migrating to the workplace. This does not refer to the daily travel of the migrant worker from residence or place of stay to the worksite. This group of respondents may be interviewed by MDs who are situated in transit hubs of migrant workers - places through which large numbers of migrant workers pass on their way from hometowns or villages to their work places.

By **SOURCE** we mean the hometown or village of the person being interviewed. In such places only those persons should be interviewed who are planning or are likely to migrate, in the near future, for the purpose of work. Please avoid those who are planning to move for the purpose of studies or due to marriage.

H1. Some notes on what the “occupations” represent

- Construction work
- Loading/unloading goods, freight/goods handling/delivery
Those who load/unload trucks, trains, carry loads in market places, railway stations, those who transport goods to different locations on push carts etc
- Agriculture, horticulture, related work
- Poultry, fishery, bee keeping, cattle/piggery, dairy farming etc
All farm related “work” other than agriculture and horticulture
- Fishing industry
- Brick kilns
- Stone quarries/ stone crushers
- Daily/casual labour

Those who are engaged from labour “chowks”, hiring places for any manual labour, generally on a daily basis

- Carpentry, plumbing, painting, repairs etc
- Electrician, electronics, welding, AC/motor/other mechanic, driving
- Helper/labourer in mechanical/electrical/automobile etc workshops
Whereas the one above refers to “skilled” type of jobs, this category refers to “helpers” or those who do the manual jobs associated with these trades
- Helper/labourer in teashops, eateries, grocery shops etc
- Food stall, street vendor, vegetables/fruits/trinkets etc vendor
Whereas the one above refers to the “helpers” or manual labourers, this category refers to those who run these enterprises – door-to-door vendors, street vendors, food stalls in market places and tourist locations, sellers of pottery, toys, curios etc
- Tailoring, garments, textile and related work
- Cycle/auto/e-rickshaw driving
- Scrap/garbage collection and similar
- Live-in domestic work
- Part-time / live-out domestic help
- Home industries, micro businesses, self-employment initiatives
This includes a wide variety of small businesses run by the migrant folk, other than any included in the occupations already listed above.
- Other ...

H2. A person may have migrated many times and to many places. We try to capture data on the very **first migration** and the **present/current migration**. There might have been more than one migration between the first and the current ones.

H5. We make a distinction between “In search of job” – when the person had no job or no work and migrated in order to find a job – and “In search of better job” – when a person already had a job or was working but migrated in search of better job opportunities. “To take up new employment” would mean that the job was already assured and arranged. The migration took place in order to join the work.

H9, H15. The focus here is on identifying the “seasonal” migrants as different from long-term migrants: “Long term” – staying or working in same place for longer periods; Seasonal – those who return to hometown/village or move to another work location when the work season ends, like sculpture makers, brick makers, labourers in agriculture or fishing. Please try to capture this correctly

H27. Piece rate/work-volume rate – when payment is made for each unit of work or product completed, like payment per 100 bricks or per pot, per book etc

F29. It may be difficult for the migrant to give an accurate estimate of average monthly earning. The interviewer may ask a couple of questions more to understand the actual situation and arrive at a number that the respondent agrees with.

H30. Money may not be sent or taken to hometown/village every month. The interviewer tries to understand the frequency and amounts and arrives at an average monthly figure.

K2, N10. As also in H9 and H15, the focus here is on identifying seasonal migrant workers. If the first option – “For the duration of the work season” – applies, choose that rather than “Less than 6 months” or “6 months to 1 year”.

Q1. Do not casually skip this question. If you faced some problem in the interview or if you had difficulty in entering some answers because of some complex situation, keep a note and at the end of the interview, just before you click “Submit”, key in those issues/notes here so that at the time of data analysis, it can help us to make the correct decisions, especially if the some answers would appear incompatible, without your explanations.

If your comment is about a particular question or questions please remember to key in the question number/s.

This space can be used to enter any other significant information you wish to record about the interview itself or about the migrant worker.