Federal Republic of Nigeria
National Bureau of Statistics Abuja, Nigeria

GENERAL HOUSEHOLD SURVEY – PANEL
POST PLANTING VISIT (4th WAVE, July 2018)

SUPERVISOR MANUAL

JULY 2018

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Chapter 1: Introduction

Over the last few decades, Nigeria has experienced substantial gaps in producing adequate and timely data to inform policy making. In particular, the country is lagging behind in the production of sufficient and accurate agricultural production statistics. Except for the Harmonized National Living Standard Survey (HNLSS), which covers multiple topics in a single survey, all other household and farm surveys conducted by the NBS, which also cover a wide range of sectors do so in separate surveys; none of which is conducted as a panel. As part of the efforts to continue to improve data collection and usability, the NBS plans to streamline two of its current surveys into one panel survey that covers multiple sectors with a focus to improve data from the agriculture sector. In 2010, the NBS implemented the post-planting round of the first wave of the Nigerian General Household Panel Survey (NGHPS). The post-harvest round of the first wave of the survey was conducted between February and April 2011. Post-planting and post-harvest visits were also conducted in 2012/13 and 2015/16. The post-planting visit of wave 4 will be conducted between July and September 2018.

Focused on the goal of improving agricultural statistics, the World Bank, through funding from the Bill and Melinda Gates Foundation (BMGF), has been supporting seven countries in Sub-Saharan Africa in strengthening the production of household-level data on agriculture. The over-arching objective of the LSMS-ISA program is to improve our understanding of agriculture in Sub-Saharan Africa – specifically, its role in poverty reduction and how innovation and efficiency can be fostered in the sector. This goal will be achieved by developing and implementing an innovative model for collecting agricultural data in the region.

Objectives of the GHS-Panel

- To allow welfare levels to be produced at the state level using small area estimation techniques resulting in state-level poverty figures
- To create opportunities to conduct more comprehensive analysis of poverty indicators and socio-economic characteristics by integrating the longitudinal panel survey with GHS
- To support the development and implementation of a Computer Assisted Personal Interview (CAPI) application for the paperless collection of GHS
- To develop an innovating model for collecting agricultural data
- To build capacity and develop sustainable systems for producing accurate and timely information on agricultural households in Nigeria.
- To actively disseminate agriculture statistics

Coverage

- The survey will cover all the 36 states and the Federal Capital Territory (FCT)
- Both urban and rural enumeration areas (EAs) will be canvassed

Sample Design

The GHS sample from 2010 has consisted of 500 EA with 10 households selected in each EA giving a sample of 5,000 households. However, over time the sample has reduced due to attrition of some households that refused to continue or moved and could not be located. This

attrition means the sample is less representative of the current makeup of the country. Therefore, in wave 4, the sample will be partially refreshed. Therefore, there will be two separate samples that make up the total wave 4 sample.

First, 160 EAs comprising about 1,504 households will be retained from the old sample. That is, households that have been visited in waves 1, 2, and 3 of the GHS-Panel. This portion of the sample is distributed across all 36 states plus FCT. The distribution of the old panel sample is presented in Table 1. The sample also includes some households that were tracked previously and thus have moved from their original location

The second portion of the sample will consist of fresh households that have never been visited before. This sample will consist of 360 EAs consisting of 3,600 households. Each Zone will have 60 EAs and 600 households spread across all states within the zone. The distribution of households and EAs are displayed in Table 1. A fresh listing was conducted in May for within the 360 EAs and subsequently 10 households were randomly selected in the EA.

Training for Fieldwork

- **Two levels of training will be mounted**
    - 1st level training at the NBS Headquarters, Abuja (TOT)
    - 2nd level training at the two designated zonal training centres
- **1st level training for trainers (TOT)**
    - Participants to be trained will include:
        - 24 Senior staff of NBS from headquarters
        - 9 Coordinators comprising of Directorate staff members of NBS
    - Training will last for six days
    - **2nd level training**
    - Participants to be trained will include:
        - Zonal Controllers
        - State officers
        - Supervisors
        - Interviewers
        - Data editors
        - Field staff will be trained for data collection and CAPI
    - Training will last for 10 days

Zone	State	OLD PANEL		NEW SAMPLE		TOTAL		# of interviewers	# of extra interviewers	# of supervisors	# of fieldwork days
		# of HH	# of EA	# of HH	# of EA	# of HH	# of EA				
North Central	Plateau	31	3	60	6	91	9	3	1	1	24
	Kwara	34	4	160	16	194	20	6	1	2	26
	Niger	52	5	70	7	122	12	4	1	1	24
	Kogi	41	4	70	7	111	11	4	1	1	22
	Benue	59	7	130	13	189	20	6	1	2	25
	Nasarawa	12	1	10	1	22	2	1	1	1	18
	FCT Abuja	27	3	100	10	127	13	4	1	1	25
	Sub- Total	**256**	**27**	**600**	**60**	**856**	**87**	**28**	**7**	**9**	
North East	Borno	28	3	20	2	48	5	2	1	1	19
	Yobe	10	1	60	6	70	7	2	1	1	28
	Bauchi	69	7	160	16	229	23	8	1	2	23
	Gombe	46	5	90	9	136	14	4	1	1	27
	Taraba	31	3	80	8	111	11	4	1	1	22
	Adamawa	47	5	190	19	237	24	8	1	2	24
	Sub- Total	**231**	**24**	**600**	**60**	**831**	**84**	**28**	**6**	**8**	
North West	Kaduna	38	4	180	18	218	22	8	1	2	22
	Jigawa	20	2	90	9	110	11	4	1	1	22
	Katsina	48	5	110	11	158	16	6	1	2	21
	Kano	70	7	80	8	150	15	4	1	1	30
	Kebbi	29	3	60	6	89	9	3	1	1	24
	Sokoto	30	3	40	4	70	7	2	1	1	28
	Zamfara	40	4	40	4	80	8	3	1	1	21
	Sub- Total	**275**	**28**	**600**	**60**	**875**	**88**	**30**	**7**	**9**	
South East	Enugu	55	6	120	12	175	18	6	1	2	23
	Anambra	28	3	90	9	118	12	4	1	1	24
	Ebonyi	60	6	60	6	120	12	4	1	1	24
	Abia	64	7	200	20	264	27	8	1	2	26
	Imo	41	4	130	13	171	17	6	1	2	23
	Sub-Total	**248**	**26**	**600**	**60**	**848**	**86**	**28**	**5**	**8**	
South South	Cross River	37	4	70	7	107	11	3	1	1	29
	Akwa-Ibom	71	7	150	15	221	22	6	1	2	29
	Rivers	33	4	80	8	113	12	4	1	1	23
	Bayelsa	35	4	40	4	75	8	3	1	1	20
	Edo	37	4	130	13	167	17	6	1	2	22
	Delta	27	3	130	13	157	16	6	1	2	21
	Sub- Total	**240**	**26**	**600**	**60**	**840**	**86**	**28**	**6**	**9**	

Zone	State	OLD PANEL		NEW SAMPLE		TOTAL		# of interviewers	# of extra interviewers	# of supervisors	# of fieldwork days
		# of HH	# of EA	# of HH	# of EA	# of HH	# of EA				
South West	Oyo	50	6	100	10	150	16	4	1	1	30
	Osun	56	6	30	3	86	9	3	1	1	23
	Ogun	55	6	90	9	145	15	4	1	1	29
	Lagos	48	5	200	20	248	25	8	1	2	25
	Ekiti	24	3	110	11	134	14	4	1	1	27
	Ondo	21	3	70	7	91	10	3	1	1	24
	Sub-Total	254	29	600	60	854	89	26	6	7	
Total		1504	160	3600	360	5104	520	168	37	50	

Field Procedures

Field Supervision

The supervisor will manage all initial interactions with the community include meeting with the community leader or chief. The supervisor will also assist the interviewers with locating the assigned households and obtaining cooperation and consent from the households. Supervisors will be in touch with the interviewers regularly to observe them while conducting the interviews and ensure that it was properly done while still carrying out data collection on community questionnaire. The supervisor should take note of any issues observed during the course of an interview and discuss them with the team so the issue can be rectified. Any serious issues with an interviewer should be reported to the State Officer and HQ so appropriate action can be taken.

Monitoring of Field work

To ensure that good quality data is collected, a monitoring exercise will be mounted. One monitor will be assigned to 2-3 states and all states and FCT, Abuja will be covered. There will be 3 levels of monitoring, the first and third by the state officers and zonal controllers while the second level would be carried out by the technical team comprising National Bureau of Statistics (NBS) headquarters staff, and the World Bank

The monitors will ensure proper compliance with the laid down procedures as contained in the manual, effect necessary corrections and tackle any problems that may arise. The monitoring exercise will be arranged such that the first level would take off during the commencement of the fieldwork, and the third one not later than a week to the end of the data collection exercise. In between these two, the technical team will embark on another round of monitoring throughout the country. While the state officer will monitor in his/her own state, the zonal controller will mount it in at least 2 states (the zonal headquarters state and one other state of the same zone).

The first-round monitoring by State Officers/Zonal Controllers/Coordinators will last for six (6) days. Following this, the second-round monitoring which will be done by the technical team/coordinators will last for six (6) days as 2-4 states will be covered at a time by an officer. Finally, the third round of monitoring by State Officers/Zonal Controllers/Coordinators exercise will last for four (4) days. Monitoring instruments will be developed and discussed during training of trainers.

Coordination

➢ Directorate members of staff of NBS will coordinate the survey

➢ Activities to be coordinated will include:

  o Zonal Training

  o Fieldwork

➢ Coordination will last for five (5) days

Retrieval of Records

• All completed and edited questionnaires by each team will remain in the custody of the field supervisor even after the data has been captured by data entry operators

• The supervisor will submit the completed and edited questionnaires to the NBS state officer. He /she will coordinate the forwarding of all completed questionnaires, softcopy records, laptops and printers to the NBS Headquarters in Abuja.

S/No	Activity	Duration/ Period
1	Training of Trainers	June 25 – June 30
2	Training of Enumerators	July 3 – July 12
3	Fieldwork – Post-Planting	July 16 – varies
4	1st Monitoring (HQs Monitors/ Coordinators)	July 16 – July 21
5	2nd Monitoring (Zonal Controllers)	July 23 – July 27
6	3rd Monitoring (HQs Monitors)	August 1 – August 6
7	Data Processing and Analysis	September & October
8	2nd Visit: Fieldwork – Post Harvest	January – February 2019

Chapter 2: Role and Responsibility of the Supervisor

Your primary responsibility is to manage the interviewers by ensuring the successful completion and quality of data collected in a given time period for the fieldwork, document problems in the field and solutions taken to resolve these problems. Specifically, your tasks include:

1. Introduce the survey and interviewers in the communities and households where the survey is administered.
2. Monitor and attend some interviews and make comments on the interviewer's performance.
3. Meet frequently with each member of the group to discuss, improve and organize work.
4. Help interviewers to solve problems they encounter in dealing with respondents who are not responsive to questions or refuse to be interviewed.
5. Manage the team's work schedule, including tracking questionnaires completed in the field.
6. Carry out the community survey in every Enumeration Area or community.
7. Communicate with NBS State, Regional and Headquarters staff regarding field issues, as necessary.
8. Ensure that all his/her team members have synchronized before starting fieldwork each day
9. Ensure that all completed questionnaires are sent to the server on a regular basis
10. Coordinate activities between enumerators and monitors and data editors

Unlike previous surveys, this survey would have field teams comprised of yourself, with two to four interviewers. You are responsible for the completion of work assigned to you team by the data editor to your team by assisting each member of the team in carrying out his or her job. You will provide feedback to the NBS management team at all stages of the work.

In addition you are charged with the responsibility of helping the interviewers to identify the households that have been assigned to them, resolving any problems with reluctant households, observing interviews and making checks by visiting the households after the survey to verify some of the data.

Characteristics of a Good Supervisor

As a supervisor in GHS-Panel, your leadership and attention to issues plays a big role in the quality of the data produced and the ultimate success of this project. As a leader, you are responsible for managing the field interviewers, as well as the primary connection between the field and NBS State, Regional and Headquarters staff. To help you in this role, several recommendations for how to undertake this leadership role and rules for professional behaviour in the field are provided. As you take on this role, remember that you are working on an assignment for NBS. You must observe the following rules at all times:

- Be courteous towards everyone (the survey respondents and their friends, the interviewers, other members of the team and anyone else involved). *YOUR BEHAVIOR* can have a significant influence on the opinions of people in the areas covered by the survey as to the value of the whole project.
- Avoid disturbing or upsetting anyone by *YOUR BEHAVIOR*.
- Mediate problems fairly between members of your team without favouritism.

- Be properly dressed, so that the respondent will be inclined to trust you, as a reliable and responsible person.

- Exercise patience and tact when observing interviews or carrying out short re-interviews to avoid antagonizing the respondents or leading them to give answers that are not accurate and to always treat everyone with respect, your team as well.

- Avoid involving yourself in politics and religious discussion in any case. Symbols related to a political party or religion should be avoided as much as it is possible. The project covers a large part of the country which exercises different norms and customs. ***Without compromising your freedom of speech and dress, maintain professionalism at all times.***

- *__Never ever__* discuss the answers given by one household with members of another household or with any other person except the team supervisor and the project management team. The management team has promised the Government, the village leaders and the households that no data that directly identifies them or links them to any response will be shared: this information will be held in strict confidentiality and all team members must conduct themselves according to this code.

Managing Fieldwork

As the supervisor, you have three primary areas of leadership, which would ensure the success of the fieldwork: establishing good relationships with communities and panel households, supervising interviewers, and resolving problems as they occur in the field. Below we examine each of these areas in turn.

Establishing Good Relationships with Communities and Panel Households

One of your most important responsibilities as a supervisor is to communicate the importance of the survey to local leaders and sampled households. On arrival at the EA, the first thing you and the interviewer should do is arrange a meeting with the local authorities to clarify the purpose and importance of the survey. The contents of the meeting should include:

1) Introduction of the interviewers to the local authorities.

2) Explanation of the following specific issues:

a) The NBS is conducting the GHS-Panel: This survey aims to produce an in-depth assessment of the actual status of living conditions of all segments of the population. It is of great significance to provide the information needed to form the basis of policy development in order to improve and upgrade the living conditions of all Nigerians across all sectors.

b) The data collected from the survey will be used for the analysis of current important socio-economic issues of the nation such as: living standard disparities; poverty rates; social services for people's daily needs; labor and employment; lack of employment among youth; agricultural production among others.

c) All information and data collected from the households is absolutely confidential, and is to be used for research purposes only. It will not be used for tax imposition or for other purposes.

d) Ask the village leaders to encourage the survey households in their area to cooperate with the interviewers as they provide information to them.

You must request assistance from the local authorities in order to create the conditions that will enable the interviewers to complete their work efficiently.

Supervising Interviewers

In supervising interviewers, you are responsible for observing and monitoring interviews, re-interviewing selected households, coordinating with NBS state, regional and Headquarters staff, and managing problems in the field. Each of these tasks is described below.

Observing and Monitoring Interviews

Each week, you should make unannounced visits to each interviewer. The day that you visit each interviewer should change every week so that you are not visiting the same interviewer on the same day of each week. Those interviewers who you believe are in need of the most supervision should be visited more often. Any problems that you encounter with the interviewers or the administration of the questionnaires should be reported immediately to your zonal supervisor.

In the time spent in each EA, you have to go with each interviewer to at least 2 households to evaluate the interviewer's interviewing method. The main purpose of these evaluations is to help the interviewer to do a better job. You should provide comments to the interviewer that will help the interviewer improve his or her interviewing method.

When attending a household interview, you should introduce yourself to the household and explain your responsibility to visit the family and collect data. You should not participate in the interview or suggest things to the interviewer during the interview, but rather let the interviewer complete the interview with the household. You should not comment on the interviewer's performance in the presence of household members. You should instruct the interviewer in advance that if there are any difficulties in the upcoming interview, the interviewer may only ask for clarification after the interview is completed.

You should pay attention to difficult questions or concepts that the interviewers have difficulty in presenting clearly or household members have difficulty in understanding. You should also make note of those modules that the interviewer administers well.

> *Immediately upon completion of the interview, you should meet and discuss the interview with the interviewer. This is done in order to draw lessons from the experience together, and to address weaknesses and shortcomings in data collection in order to guarantee good quality.*

During the interview, you must also pay attention to the respondents. By observing and assessing the process of how survey household members respond to the questions, you will be able to help in the assessment of the questions. It is possible that some of the questions are not clearly understood by some respondents and so their responses may not be appropriate. You should focus on the following factors:

> 1) Was the wording used in the questionnaire appropriate?

> 2) Were any concepts posed to the respondent ambiguous?

> 3) Were there any questions left unanswered or to which evasive answers were given because they dealt with private matters or sensitive issues?

Attention should be paid to these aspects and any other problems that arise during the interview so that you will be in a position to (a) help interviewers resolve the problems, and (b) bring them to the attention of the zone supervisor for general synthesis and guidance for all interview teams.

Managing Common Problems Encountered in the Field

Respondents unavailable

Each part in the questionnaire is directly linked to specific household members. If during the interview, the required respondent is absent, the interviewer should arrange a time to return to the household when the respondent can be present. The interviewer must not collect information from other household members or neighbours for this absent respondent. After the interviewer has returned to the household several times without being able to contact the specific respondent, some other household member may respond for the absent respondent. You must closely monitor and check these cases.

Refusal from household

Interviewers may face some cases of complete refusal to participate:
  1) Household refuses to answer a particular part of the questionnaire.
  2) Household refuses to answer the entire questionnaire.

In order to avoid refusals, the interviewer must be good at presentation, clearly stating the purposes and demands of the survey before putting specific questions to the household.

The following are the main reasons leading to refusal:
  a) PROBLEM: The respondent thinks that information on the income and income sources of his or her household is to be used as the basis for tax collection or income regulation. In order to avoid this problem, during the interview, the interviewer should pay attention to:

  SOLUTION: Explain to the household that the statistical information and data collected through the GHS Panel are to be kept confidential. The data collected and aggregated from the household will be used primarily for research, and to prepare national economic development policies. No data that identifies the household will be used in any way nor given to any other entity or government organization.
  b) These data are used to assess the current status of people's living standards. Analyses of the data will help the government have a clear basis for developing programs and projects to improve and raise people's living standards.

Often, households do not want to waste time answering the survey. In order to avoid taking up too much time or making multiple visits, the interviewer should develop good interview plans, producing specific timetables for each household. If necessary, they can contact and work with the household at any time at the convenience of the survey household members (including noon, evening and Sunday). In the case that the interviewer has tried to explain and convince the household, but they remain hesitant and worried, you should further attempt to persuade the household to participate, probing as to the reasons why the household will not participate.

Chapter 3: Administering the Community Questionnaire

Introduction

The main purpose of this questionnaire is to discover and link some community activities to the households' welfare within the related settlement(s). A community questionnaire must be completed for all the enumeration areas where the survey is conducted.

In order to obtain information for the community questionnaire, it is vital that you establish a good working relationship with community leaders and other community members. The behaviour of the interviewer in the EA would also be key to maintaining a good relationship with the community leaders.

When you first enter a rural EA, you must first present yourself to the local group village headman and to the headmen of the villages in the EA to explain why you and the interviewers are going to be working in the area. In urban locations, identifying a local leader is more problematic. Make inquiries as to who may be considered as a local leader when you first come to an urban location. This may be a local business, religious, community policing or political leader.

Do not be secretive about the work being done. Explain what it is you are doing to all community members who ask about your activities. You should be respectful, courteous and patient with all community members. The quality of the work you and the interviewers are to do to a large degree, depends on the level of cooperation you receive from the members of the communities in which you would be working. If the general community attitude towards your job is negative, you would likely experience problems as you attempt to conduct your work. Do all you can to cultivate a courteous relationship with the community as a whole. While you should not be secretive about the work being done, you must respect the confidentiality and privacy of the respondents when administering the questionnaire.

Community

Can be defined as a village, group of villages or urban location in which this questionnaire is being administered.

Sources of Information for the Community Questionnaire

There are two main sources from which data can be obtained to fill out the community questionnaire – the focus group, and the market or location where price information is obtained. The focus group which comprises the leaders or elders of the community will provide information that will be used to fill out the labour, land and credit sections. For the food prices on the other hand, the supervisor has to go to the market or the applicable location to obtain such information. Two separate market or location price information for the food items are required where necessary. Note also that the GPS coordinates and the picture of the market or location for the price information should be taken. This means that the price information cannot be provided by the focus group which was the case in previous waves.

Computer Assisted Personal Interviewing (CAPI)

It must be noted that the community questionnaire will be filled out entirely in the Computer-Assisted Personal Interviewing (CAPI) mode using the World Bank's Survey Solutions CAPI package. This is the third time in our rounds of surveys that we are using the CAPI technology

in administering community questionnaire, and we expect all the community questionnaires to be administered using the CAPI. The decision to use Survey Solutions CAPI for the entire GHS wave was prompted by the successful outcome of using same in the previous rounds of the GHS and other surveys.

In effect, the following sections of the community questionnaire have been programmed in the CAPI mode. The CAPI way of data collection is user friendly.

To access the CAPI questionnaire, you have to open the INTERVIEWER APPLCIATION
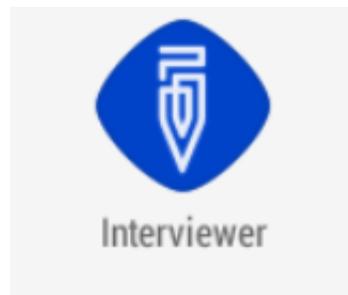
From your zonal supervisor (or data editor) you received a USERNAME and a PASSWORD. If you log in the first time, you will see the following screen. In the first line you type: https://ghsw4pp.mysurvey.solutions this is the place where your assignments are stored. The program needs to know where it has to get your assignments from.
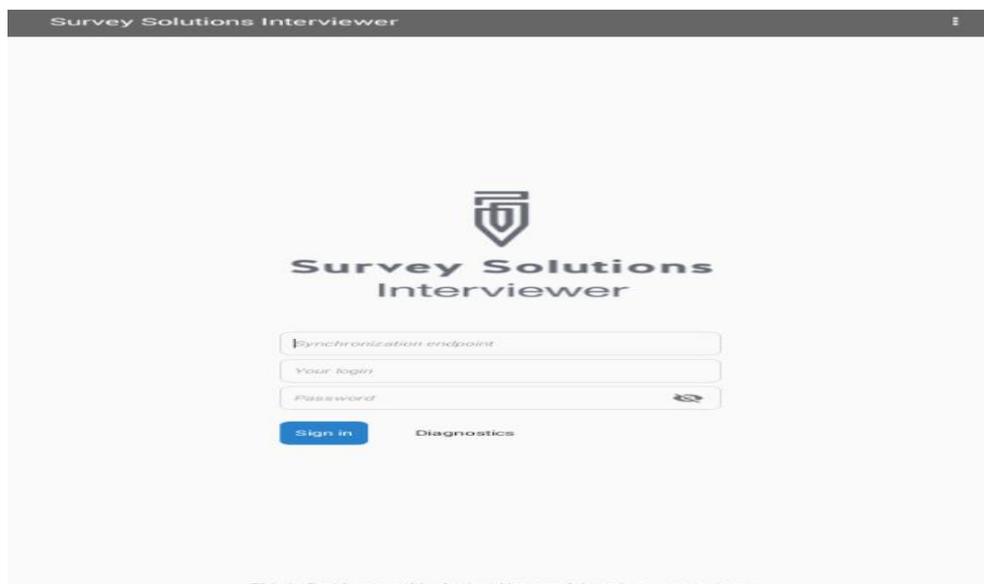
Thus, as a first time user, the supervisor is expected to enter the server address on the synchronisation end point as well as login and password to downlaod the community assignment.

Eaxmple :
Synchronisation end point: ghsw4pp.mysurvey.solutions
Your login: KadunaSup
Password: GhspkadQf

Note that the login and password details should be kept confidential by the supervisor, and should not be shared with anyone, not even the State Officer.
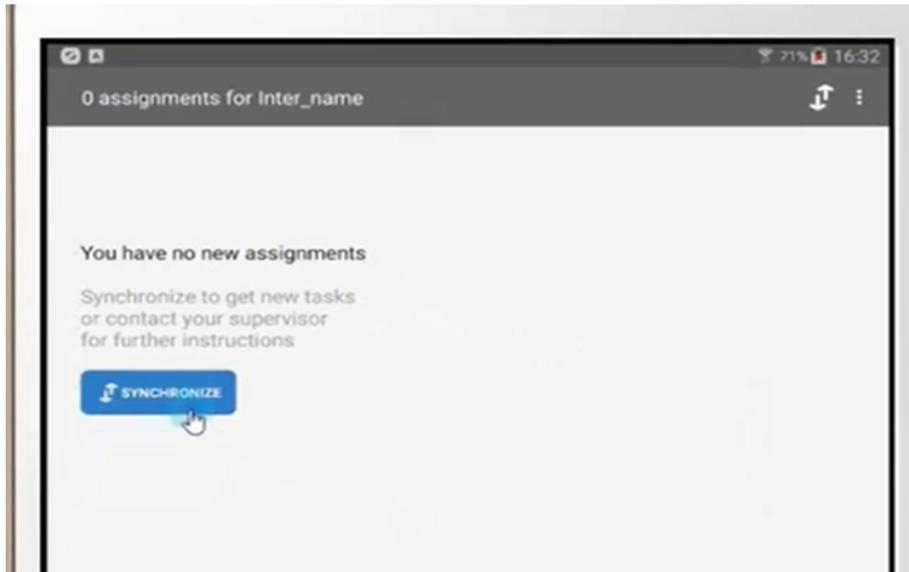
When the login is successful the above screen will come up then click on synchronize to have list of community questionnaire assignment for administration.

Opening the Community Questionnaire/Entry on the CAPI Machine: Once the CAPI machine has been switched on, and you have accessed the device by swiping over the start Screen, tap on the INTERVIEWER icon to launch the program **dashboard.** Your community questionnaire assignments will show up. Once launched, you will see a template "Pre-filled questions" as appeared below.
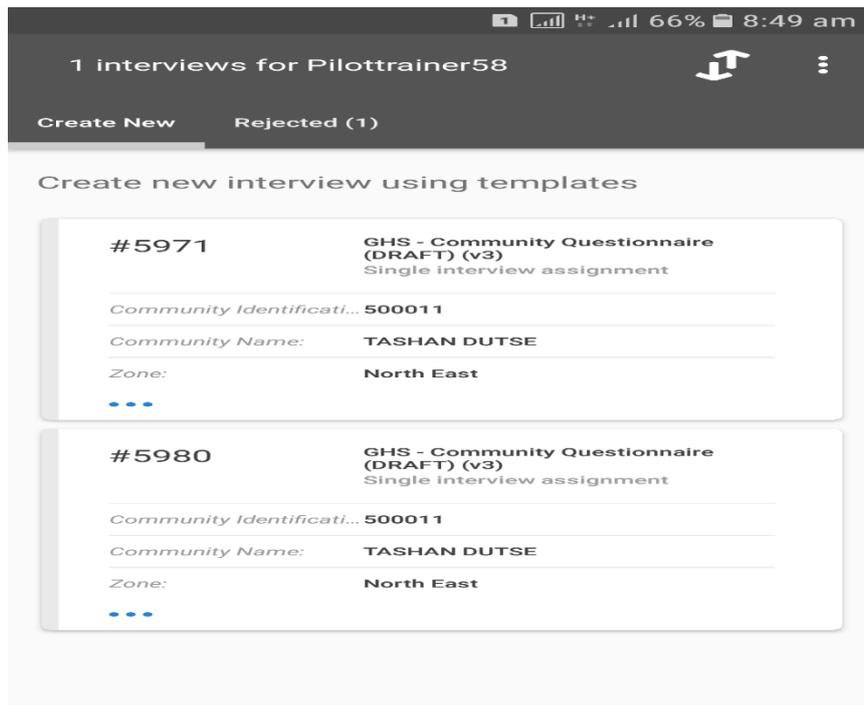
Cover Page

PRE-FILL QUESTIONS: These set of questions have been prefilled on the device and the supervisor should select the applicable list to where the interview is been conducted.

These prefilled questions contain the COMMUNITY IDENTIFICATION information, which include the following:

1. COMMUNITY IDENTIFICATION: This is a 5-digit unique code that identifies the community where the interview is being conducted.
2. **COMMUNITY NAME:** The name of community where this questionnaire is administered should be clearly written out. This is prefilled and the community where the supervisor is conducting the interview should be selected from the list of community options.
3. **ZONE:** Information is provided for **Name** and **Code** of the geographical zone in which the mentioned community can be found. There are six identifiable zones with codes (North Central (1); North East (2); North West (3); South East (4); South South (5) and South West (6).
4. **STATE:** The interviewer needs to provide the **Name** and **Code** for the state in which this community can be found in relation to the above zone accordingly.
5. **LGA:** The **Name** and **Code** of the Local Government Area (LGA) in which the community is located.
6. **SECTOR:** The sector can either be urban (1) or rural (2).
7. **EA:** The Enumeration Area (EA) is one of the selected Panel Survey EAs and the **code** corresponding with the EA where the interview is being conducted.
8. **RIC:** means **R**eplicate **I**dentification **C**ode, is a four-digit code which is among the selected ones for this Panel Survey.
9. **NAME OF FIELD SUPERVISOR**: Your name and your code should be selected from the list displayed on the screen.

Other Cover information

Some of the cover information that are not prefilled are:

10. **Ward**: The ward is a political demarcation in which the community falls, and the supervisor is must type the name of the ward.
11. **START TIME OF INTERVOIEW**: The start time of interview requires the supervisor to tap the time button and it automatically fill up together with start time, it picks from system i.e. the system date and time need to be set to current.
12. **GPS LOCATION OF COMMMUNITY INTERVIEW:** Tap on "Tap to record GPS" on this interface. Click on allow and wait for few minutes and the GPS location of the position will be selected and supervisor is expected to tap in open location i.e. not under a shade.

Once this is done, click on [C1] RESPONDENT CHRACTERISTICS

Chapter 4: Respondent Characteristics

SELECTION OF RESPONDENTS FOR COMMUNITY QUESTIONNAIRE INTERVIEW

Now swipe up from the bottom of this interface till you get to an instruction where it asks for the list of members for the community questionnaire administration. Note that these set of questions are not prefilled but has to be asked and filled by the supervisor.

1. ***Tap on the cell "Tap to enter item" to enter the names of the individuals responding to the community survey.*** Names of at least five persons from the community should be written here, starting with the leader of the group from the community. To add another person, another cell will open when first member is entered and tap on done from the keypad. Once all the names of the members have been captured, tap on each member details to provide the characteristics of the members.

2. The response for sex would be provided here; male or female is to be provided i.e. only a single response is required to be entered here.

3. Ask for the age of each informant and record

4. We want to know the position held in the community by each of the informants from the listed options. Follow the same approach as above to select the position of each member from the listed options.

5. How long each of the informants has lived in the community. If the informant was living outside the community for a number of years, those years should not be included when adding-up the years. Tap and type the number in the form as done for age.

6. We want to know the highest educational level completed by each of the informants from the options provided in this question.

Question 2-6 should be answered for all informants of the community until all members turn to green by going to main menu and picking each informant bubbles.

Chapter 5: Labour

The purpose of this section is to collect information on the use of agricultural labour in the community. In the context of this survey, we seek to know whether individuals in the village hire labourers to work on their plots and the specific crop farming activities that hired labour perform. Emphasis is also placed on the daily wages received by men, women, and children. Given that some activities are crop-specific, information on planting, harvesting and processing labour are captured for the two main crops cultivated by the household. However, activities such as land preparation, weeding, fertilizer application, etc. information is captured at the activity level. Reponses to this section should be given by the focus group members.

The approach for filling this section in the CAPI machine is the same as the above – by taping the labour section bubbles from the main menu.

1. The supervisor should find out whether individuals in the community hire labourers to work in their respective plots. **If the response to the question is 'NO', the supervisor moves to the next section and continues with the interview.** *On the CAPI, if option yes is chosen, the grey box below this question will be made active for the rest of the questions on Labour to appear. Otherwise, tap on the three yellow lines at the top left of the screen to select the next section.*

2a This seeks to know to which of the activities related to planting of crop(s) the labour pertains. *Once option yes is chosen in question 1, you will select the activities for which the labour hiring pertains by tapping the appropriate options. If you select for example yes for "clear fields", it will create a bubble for that activity. The respondents must give details of each activity in Q4-Q12 depending on the response to Q3 under each activity.*

4   This seeks to know whether the labour hired by individuals in the community come from inside or outside the community.

5. supervisor should find out whether individuals in the community hire men to perform ACTIVITY, and select the appropriate response.

6   seeks to know how much a man is paid per day to perform ACTIVITY.

7   Ask if individuals in the community hire women to perform ACTIVITY.

8   Ask for the daily wage paid to a typical woman to perform ACTIVITY.

9   You should find out whether individuals in the community hire children (under 15 years) for ACTIVITY.

10 seeks to know how much a child is paid per day to for ACTIVITY.

11 Ask if workers are paid per hectare to undertake ACTIVITY.

12 Seeks to know how much workers are paid per hectare to perform ACTIVITY.

2   Ask the informants for the two main crops cultivated in the community. These crops should be cultivated by most individuals in the community. Once the two main crops have been selected, two blue bubbles pertaining to the selected crops will pop up. Scroll down to open each individual bubble, where the rest of the questions can be seen.

2a.   Select the activities that individuals in the community hire labour to perform on the selected CROP. The activities displayed include planting, harvesting and processing.

4b – 12b.   The information captured in these questions are the same as those captured in questions 2 – 12. above, but also refers to a specific CROP ACTIVITY.

Chapter 6: Land and Credit Prices

This section collects information on community land prices and credit acquisition. We want to know how individuals/households acquire access or rights to land. In addition, we want to know how land is being used in the village and information on the access that people in the village have to obtain credit. **Reponses to this section should be given by the focus group members.**

4a.   Ask how much it costs (in Naira) to buy one hectare of land where the buyer would have **formal or legal right** to that land.

4b.   Ask how much it costs (in Naira) to buy one hectare of land where the buyer would have **no formal or legal right** to that land.

4c.   Ask how much it costs (in Naira) to **rent** one hectare of an agricultural land for **one year**.

4d.   If there is a sharecropping arrangement in the community, ask for the **proportion** of harvested crop given to a landowner for a sharecropping arrangement and record accordingly, otherwise, select "SHARECROPPING IS NOT PRACTICED IN THIS COMMUNITY."

1.   Seeks to know how households/individuals in the community acquire access or rights to lands they use, and the nature of these rights. For each item, indicate YES if individuals/households in the community have access to that. Otherwise, select NO.

2.   Seeks to know the proportion of households that have access to the selected access option.

3.   Ask if women in the community also have access to the selected access option. Note that this question is asked irrespective of the answer option chosen for question 2 above.

5.   From the list of credit sources (banks, cooperatives informal savings groups or money lender), ask if households/individuals in the community borrow money from the source. Select YES for each source if individuals in the community does that, otherwise, select NO. All options/sources in question 5 be must answered with a yes or no response, noting that with a YES response, a bubble will be created for that source. Open that bubble so that the rest of the credit questions will be activated and answered.

6.   Ask if collateral is required to access loans from SOURCE. Select YES if collateral is required to do that, otherwise select NO.

7.   Ask if women in the community have access to loans from the specified credit source. Select YES if women have access to loans from the specified source, otherwise select NO.

9.   For a given 10,000 Naira loan borrowed from a given source, ask for the interest rate (in percent (%)) that is paid on that loan. Note that the interest rate should be at most 100, and that the figure to be recorded cannot be more than 100.

10.   For a given 10,000 Naira loan borrowed from a specified source, ask for how much in **total** an individual has to payback (principal plus interest) for that loan. Here, we are referring to the TOTAL amount (Naira) paid. Thus, the total amount paid (principal plus interest) cannot be less than the amount borrowed (principal=10,000).

12.   For a given 50,000 Naira loan borrowed from a given source, ask for the interest rate (in percent (%)) that is paid on that loan. Note that the interest rate should be at most 100, and that the figure to be recorded cannot be more than 100.

13.   For a given 50,000 Naira loan borrowed from a specified source, ask for how much in **total** an individual has to payback (principal plus interest) for that loan. Here, we are referring to the TOTAL amount (Naira) paid. Thus, the total amount paid (principal plus interest) cannot be less than the amount borrowed (principal=50,000).

15.   For a given 100,000 Naira loan borrowed from a given source, ask for the interest rate (in percent (%)) that is paid on that loan. Note that the interest rate should be at most 100, and that the figure to be recorded cannot be more than 100.

16.   For a given 100,000 Naira loan borrowed from a specified source, ask for how much in **total** an individual has to payback (principal plus interest) for that loan. Here, we are referring to the TOTAL amount (Naira) paid. Thus, the total amount paid (principal plus interest) cannot be less than the amount borrowed (principal=100,000).

Chapter 7: Food Prices

Information on food prices are collected from a single market or location. These sources refer to the main market/location where the community transacts business. Unlike in previous waves, this part of the community questionnaire should be filled at the market or location where the information will be obtained. It ***SHOULD NOT*** be asked to the respondents (focus group) selected for the community survey. You can only ask them for the location of the market or shop so you can go there and administer this section of the questionnaire. If these items are in the market or shop, you should ask for its price and specify an appropriate unit.

1. refers to the main source from which the information is obtained. It is the main market/shop where households in the community transact business compared to any other market/shop. You should specify whether this information is collected from the marketplace or shops/stalls. *The CAPI program will list all three options so you can choose only one from among them.*

2. You should specify the name of the location where the food price data is being collected. *On the CAPI device, tap the space beneath the Location and it will give you the option to type the name of the location where the price information is being collected.*

3. Provide a brief description of the location where the price data is being collected. *As in the previous, tap the space beneath the Description of Location on the CAPI to type a brief description of the location so it will easily be located.*

4. We want the date and time when the price data collection started. The day, month, and year will automatically be entered once you tap on the box beneath question.

5. This question concerns the GPS coordinates of the location where the price data was collected. It is *NOT* the location where the focus group interview was conducted. *These coordinates will automatically be picked by the CAPI machine once you have tapped Tap to record GPS.*

5b. For this question, take a picture of the market where the price data is being collected. After tapping the box beneath the instruction, select "Take photo", and then position the camera in such a way that it focuses on greater part of the market or the shop, and then take the picture. Please DO NOT select from gallery.

6. For each displayed food item, please indicate if the item is available in the market or not. It is important that you walk through the entire market to ensure that a given food item is available in the market or not before choosing an answer option for the food item. You must answer YES or NO for each displayed food item. All items with a YES response will pop up a bubble, and you must tap to open each bubble and answer the rest of the questions for each specific item.

7a. For each available food item in the market, indicate the UNIT for ONE quantity. Do not consider more than one quantity.

7b.   For some of the non-standard units, it will ask for the SIZE. Please indicate the appropriate size for the selected UNIT in 7a.

11. For the selected UNIT and SIZE (where applicable), indicate the price for ONE quantity.
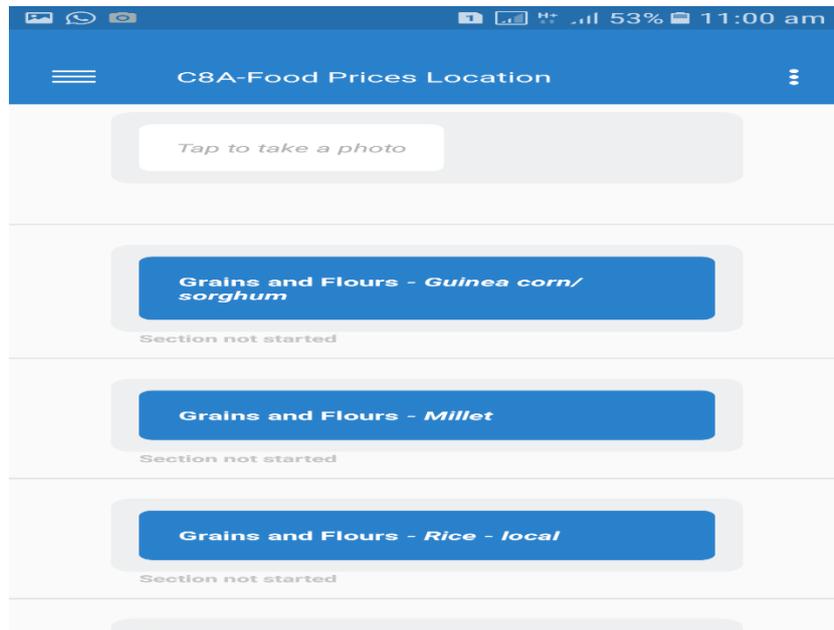
Chapter 8: Completing the questionnaire

Description: The section "Complete" is a Survey Solutions generated section that allows you to verify and submit the interview. BEFORE submitting the interview, first VERIFY that you have completed all sections and questions that needed to be completed and that there are no errors that can be fixed. Under the header QUESTION STATUS, you find three numbers in different colors that help you do that.

On the left, in blue you find the total number of questions that have been answered in the interview file. You will see that the number differs between interviews, and depends on how many members, consumption items, plots, etc. a household had.

In the MIDDLE, in BLACK you see the number of UNANSWERED questions. At the end of an interview the number should normally be 0, meaning you have answered all questions. There are however circumstances where it is OK to submit interview files with missing questions, for example if the respondent refused half way through the interview. To FIND the unanswered questions, click on the navigation menu on the left and look for sections that are marked in BLUE, they are the sections that have unanswered questions or subsections. After you have answered all questions on one section, the section will turn green and the questions will not be counted as unanswered in the Complete screen.

On the RIGHT, in RED you see the count of questions with outstanding ERROR(s). BEFORE submitting and interview file, MAKE SURE you have ADDRESSED ALL ERRORS, by looking at the error message and the answer(s) given, making sure the answer(s) have been recorded correctly, and checking with the respondent that the answer(s) given are correct. If the error still persists after going through the steps, you MUST LEAVE a COMMENT to confirm and/or explain more details about the answer. After having addressed all outstanding questions with errors, they should either not display an error message or have a comment.

You can FIND questions with outstanding errors in two ways: First, they are listed under the heading ENTITIES WITH ERRORS. Clicking at each item will take you to the question with an error. Second, you can click on the navigation menu on the left and look for sections that are marked in RED. Whenever a section or subsection contains at least one questions with an error message the section or subsection will turn RED in the navigation menu and in the header.

You can report any irregularities with the interview in the field NOTE FOR SUPERVISOR. This is optional. Report anything that might be of interest to the supervisor and data verifier, e.g. that the interview was conducted late in the evening, or that the respondent was not very cooperative.

AFTER you have verified that ALL required questions are answered and have addressed all errors you can SUBMIT the interview file by marking it as COMPLETE. You to this by clicking at the COMPLETE button. After having clicked, Survey Solutions will take you back to the dashboard and the file will be listed in the COMPLETE tab. NOTE that this complete button is DIFFERENT to the complete STATUS in the Section Result of Interview. To submit ANY interview file you have to click on the complete button, including interviews that were refused, unable to track, etc.

You are about to complete interview 34-67-92-24

QUESTIONS STATUS

212
Answered

No
Unanswered

No
Error(s)

NOTE FOR SUPERVISOR

Tap to enter text

COMPLETE

AFTER YOU FINISH THIS INTERVIEW IT WILL BE MARKED AS COMPLETED AND WILL BE
UPLOADED TO SUPERVISOR DURING YOUR NEXT SYNCHRONIZATION