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CHAPTER ONE

PART 1: INSTRUCTIONS TO FILL THE SOCIO-ECONOMIC SURVEY QUESTIONNAIRE

BACKGROUND

As part of the capacity building programme, the Economic and Financial Management Programme (EFMP II), has continued to support the Uganda Bureau of Statistics (UBOS) in addressing the data and information needs of users and producers of statistics in Uganda. In support of the household survey programme, the EFMP II has set aside funds to finance another round of household surveys. Preparations for the survey started with the soliciting of views from stakeholders on the areas to focus on in the survey. A number of areas were suggested for inclusion as modules but it was finally agreed to have an Agricultural Survey as the core module in addition to the Socio-economic and Community Survey modules.

JUSTIFICATION FOR UNHS 2005/06

Household surveys have provided valuable information for the Poverty Eradication Action Plan (PEAP) and other development frameworks in Uganda. Monitoring the performance of the plan and outcome of these interventions is critical to the whole evaluation of the progress made and challenges that require remedies.

Over the years, household surveys have mainly aimed at addressing data gaps and demands that characterized the pre-UBOS era. To a large extent, these have been addressed through the provision of baseline information on a number of indicators. However, there are still data gaps in the agriculture sector which is a key component of the country's economy and a key determinant of the performance of our economy. Reliable data has eluded this important sector of the economy and current efforts to provide up-to-date baseline data have not yielded any success. Given the importance of agricultural sector in the national economy, an agricultural module alongside the socioeconomic module was proposed as a core module for the planned Uganda National Household Survey 2005/06.

The last time an agricultural module was undertaken as a module was in the UNHS 1999/2000. From that survey, a number of lessons were learned which now require careful considerations. A strategic decision will have to be made to decide on how to record frequently harvested crops like Bananas (Matooke), cassava and Sweet potatoes. In addition, estimates of areas were based on both the respondent's and interviewers estimate. This time round, area estimate will be measured using the Geographical Positioning System (GPS). Hence additional GPS Units have been procured to cater for all the interviewers. In addition, the experiences gained from the Pilot Census of Agriculture (PCA) would be an important resource in the preparation and design phase of the survey instruments.

It should also be noted that with the exception of a few indicators, previous household surveys have provided baseline information without regular monitoring of the same indicators over time. Important government programmes need to be monitored regularly to guide policy makers and other users of the information. This calls for an inclusion of some indicators that have baseline data so that trends could be built to guide/inform future decisions.

SURVEY OBJECTIVES

The main objective of the survey is to collect high quality and timely data on socio, demographic and economic characteristics of household population for monitoring economic performance of the country. Specifically, the survey aims;

(a) To provide information on the selected economic characteristics of the population including their economic activity status among others,
(b) To plan, design and conduct a country-wide agricultural survey through the household approach and to prepare and provide estimates of area and production of major crops and other characteristics at national and regional levels.
(c) To meet special data needs of users for the Ministries of Finance, Planning and Economic Development, Agriculture, Animal Industry and Fisheries, Health, Education and Sports among others, and other collaborating Institutions like Economic Policy Research Centre (EPRC), together with donors and the NGO community, so as to monitor the progress of their activities and interventions.

(e) To generate and build social and economic indicators and to monitor the progress made towards social and economic development goals of the country; and

(f) To consolidate efforts in building a permanent national household survey capability at UBOS.

SURVEY PERIOD AND QUESTIONNAIRES

The survey will cover practically 12 months in order to ensure a continuous recording of household consumption and expenditures and changes occurring thereof. The survey will be conducted in two visits in order to capture the two cropping seasons of the country.

Five types of questionnaires will be administered, namely;
- socio-economic survey questionnaire
- agriculture questionnaire
- community questionnaire
- price questionnaire, and
- crop harvest cards.

SURVEY DESIGN

The UNHS 2005/06 will use the 2002 Population and Housing Census list of Enumeration Areas (EAs) as its sampling frame. EA maps prepared by the GIS Section will guide the interviewers in tracing the EA boundaries.

A sample of about 750 Enumeration Areas (EAs) has been selected. The selected areas will be visited by UBOS field workers who will list all households living in the EAs. 10 households will be selected randomly from each EA. The UNHS sample covers the entire country and was selected in such a way that it will generate estimates for the whole of Uganda, for urban and rural Uganda, and each of the four (statistical) regions: Central, Eastern, Northern and Western, and for a few selected districts.

As done during the previous surveys, the UNHS 2005/06 will continue to adopt a stratified two-stage sampling design with the selection of the EA at the first stage and selection of the household as the ultimate stage of selection. However, in some districts of Northern Uganda where large populations have been displaced by the LRA war and are living in Internally Displaced People (IDP) Camps, a three-stage sampling design will be adopted, with the selection of the IDP as the first stage unit, the respective ‘blocks’ within the camp as the second stage selection and the households within the blocks as the third stage units of selection.

SURVEY ORGANIZATION

The UNHS is a comprehensive survey involving several agencies and many individuals. The Uganda Bureau of Statistics has the major responsibility for conducting the survey.

Each field staff selected to work on the survey will work in teams consisting of one supervisor, one field editor and about four or five Interviewers. Supervisors and Interviewers may be either male or female. Each field supervisor will be responsible for one team of Interviewers. In the central office, editing officers, data entry staff and computer programmers will also be assigned to the project.

YOUR ROLE AS AN INTERVIEWER

Your job is to interview the sampled households in the EA. Your task is to ask questions and to record the answers that are required. You must make every effort to obtain complete and accurate answers and then to record them correctly. The success of the survey depends on the respondents’ willingness to co-operate and it is your job to obtain it by being polite, patient and tactful.

The information you obtain is very confidential and will be used to compile national statistics. You are not permitted to discuss it, gossip about it or show your records to anyone not employed on the survey project. At no time should questionnaires be left lying around where unauthorised people may have access to them.

You may only ask such questions as are necessary to enable you to complete the questionnaire. It is the duty of all adults to give you such information about themselves and other members of the household.

HOW TO APPROACH THE PUBLIC

Act as though you expect to receive friendly cooperation from the public and behave as though you deserve it. Before you start work, introduce yourselves to the LC1 officials of your EA. Use the introduction letters provided by UBOS and the respective District Local Governments. Start interviewing only when you have identified yourself and exchanged greetings, having explained the purpose of the survey and what it is about, and having answered all the questions about the survey that people may ask.

During the interviewing, let people take their time. Do not suggest answers for them. Work steadily and make sure that answers are clear to you before you record them down. Do not accept at once any statement you believe to be mistaken but tactfully ask further questions to obtain the correct answers.

Someone may refuse to be interviewed. Almost always this is because of a misunderstanding. Remain courteous. Stress the importance of the survey and that it has nothing to do with taxation or any similar government activity. Further, point out that the information will be kept confidential and that the survey results will be published as numerical tables in such a way that it will be impossible to identify characteristics of individual persons and households.

You should be able to clear any misunderstandings, but if you cannot persuade a person to respond, or if his/her refusal is deliberate, tell the person that you will report the matter to your supervisor and do so at the earliest opportunity.

GENERAL INSTRUCTION ON HOW TO FILL THE QUESTIONNAIRES

There are a number of basic principles that the interviewer should observe in completing the UNHS 2005/06 questionnaires.

<u>Coding answers</u>

1. Always interpret the questions exactly as they are written in the questionnaire. After posing the question once in a clear and comprehensible manner, you should await the reply. If the respondent does not answer in the reasonable time, he has probably (i) not heard the question; or (ii) not understood the question; or (iii) does not know the answer. In any case, if there is no answer, repeat the question. If there is still no reply, you must ask whether the question has been understood. If the answer is 'No', you may reword the question. If the difficulty lies in finding the right answer, you should help the respondent to consider his/her reply.

2. Most answers in the questionnaires are entirely pre-coded. You must write the code corresponding to the answer given by the respondent in the appropriate box, either below or at the side of the question. If the answer is an amount or a figure, write the amount in the box below or next to the question.

3. If the reply by the respondent is not in the list of answers written in the questionnaires, use the code number for <u>'other'</u>. In that case, you will often be asked to specify the details of that response.

4. When you need to write the name of a person, place or thing, always write very legibly in capital (BLOCK) letters. (i) This instruction is particularly important for the household roster, because the names have to be entered into the computer.

5. When recording an amount of money in Ugandan Shillings, write only the amount. Do not write the symbol /= and do not write Ushs on the questionnaires. Also, do not write using commas. For example, to write 5,000 Ugandan Shillings write: 5000. Do not write 5,000/= or 5000 Ushs. Always record the answer to the nearest whole shilling. Do not record cents.

<u>Skip patterns</u>

When a question or part or section does not apply to a particular respondent or household, it must be skipped. The questionnaire uses arrows to tell the interviewer where to go to next when some questions have to be skipped.

1. Arrows indicate that there are questions to be skipped because they do not apply to the respondents. In other words, these arrows direct the interviewer to move to subsequent questions.

   For example:

- to move from one question to the next question.

Is the natural father of [NAME] living in this household?

1= Yes
2= No, but alive **(>> 4)**
3= No, but dead **(>> 4)**
4= No, don't know **(>> 4)**

This question is given in section 3 of the socio-economic questionnaire.
It indicates that, if the response is "No" (codes 2 – 4), the next question to be asked is the question in column (4). If instead the response is "Yes", there is no need to skip, and the next question to be asked is the one in column (3).

- to move to the next person, asset, etc.

Is the spouse of [NAME] in the list?

1= Yes
2= No **(>> NEXT PERSON)**

Here, the arrow indicates that, if the answer to this question is "No", there are no more questions in this part which are relevant for this individual, and the interviewer should go on to ask about the same questions to the next person listed in the household roster.

- to move from one question to the next section

During the last completed cropping season, has any member of your household owned any agricultural land with ownership rights?

1= Yes
2= No **(>> PART B)**

This question is an example of a screening or filter question. Here, if the respondent answers "No", the remaining questions of this section should not be asked.

2. Arrows within square brackets are used to indicate unconditional skips, that is, that always apply, no matter what answer the respondent gives. In many cases, the skips apply to a particular type of respondents.

   For example:

   Copy the ID code of the father
   [>> 6]

   This is given in section 3 of the socio-economic questionnaire. It applies only if the natural father lives in the household. It instructs the interview to copy the ID code of the father and then to skip to column (6).

   Why have you not attended school?
   [>> NEXT PERSON]

   This question is asked to individuals who have never attended formal schooling. The skip instruction tells the interviewer to go on to the next person regardless of the answer to the question.

3. Verbal expressions are also used for questions which have specific instruction other than the skip pattern.

   For example:

   How much manure was bought or bartered for?
   If none, write 0 and go to 14.

Here, it tells the interviewer to write 0 and go to column (14) if the respondent did not buy or barter manure.

Asking questions

You will often have to insert the name of a person, thing, or animal into a question. This is indicated in different forms i.e. a word that is capitalized or three dots, and enclosed in brackets (e.g. [NAME, […]). For example:

How old is [NAME] in completed years?

In this case you have to supply the name of each household member when asking the question.

How much of the […] harvested during the second season of 2004 did you lose or waste after harvest?

Here, you should ask the question several times, each time using a different crop name that was harvested during the specified season.

Completeness

Never leave a question blank that requires a response on a questionnaire's skip patterns. Never write a response for a question that should be left blank because it is not applicable to the respondent. Questions that are filled in when they should not be, and questions that are left blank when they should be filled in are both errors. These errors will waste time and you may have to re-visit the households already visited to obtain the right information.

After finishing each interview, verify that all the sections of the questionnaire have been correctly completed. Check to see that your writing can be easily read. Be sure you have recorded the required information for all of the household members indicated in each section.

You should review your questionnaires immediately after each interview, before you hand the questionnaire to your supervisor and field editor, and -- most important -- before leaving the village. Otherwise, if you leave the village without checking, and if you have made a mistake, you will have to return to the village -- a waste of our time and yours.

You can correct minor errors on the interview forms, like sloppy writing or light entries. But you should not make any other changes in the completed questionnaire without asking the respondent the questions again. Also, you may not copy the information you have collected onto a new questionnaire.

CHAPTER TWO

INSTRUCTIONS TO COMPLETE THE SOCIO-ECONOMIC SURVEY QUESTIONNAIRE

SECTION 1A: HOUSEHOLD IDENTIFICATION PARTICULARS

Items 1 to 8 will be copied from the listing questionnaire of the relevant EA. Names and codes pertaining to the selected Enumeration Areas (EAs) will be provided by UBOS to the team-leaders before proceeding for fieldwork. EAs generally do not have their own names but are known by the names of LC1s constituting them. As such, the name/names of the LC1/LC1s constituting the EA will be recorded in item 6.

Each district has been given a three-digit code. The first digit of the district code is the region code. The region codes are '1' for Central; '2' for Eastern; '3' for Northern; and '4' for Western. The next two digits denote the District codes within each region, starting with 01. All the districts in Uganda have been arranged within their respective regions. Further sub-stratifications have been made for each district to separate 'urban' from 'rural' areas. The relevant sub-stratum code will be recorded against item 2. Against items 3, 4 and 5 record the names of the county, sub-county and parish respectively.

The name(s) of the LC 1(s) that constitutes the EA are to be recorded in the space provided. The EA code is to be recorded in the box provided. Against item 7, the household serial number of the household being interviewed will be recorded. This number will be directly copied from column (2) of section 3 of the listing questionnaire.

Item 8 represents the sample number for the selected household, and should be copied from column (12) of section 3 of the listing questionnaire.

Record the household code in Item 9 as follows: In the first three boxes, record district code from item 1 of this section; In the next box, record the sub-stratum code from item 2 of this section; the EA code recorded in item 6 of this section should be filled in the next 4 boxes, while in the last 2 boxes record the sample number from item 8 of this section.

Against Item 10, record the name of the head of the household. In case the name is different from what was recorded in the listing questionnaire, the reason should be explained as remarks on page 1 of this questionnaire.

In item 11, record the location address of the household surveyed. This will be used as reference in the subsequent visits.

SECTION 1B: SHOUSEHOLD LOCATION PARTICULARS

Against Item 1, the GPS coordinates of the household being surveyed should be recorded. ***(The details of how to use the GPS Sets will be fully explained in another session).***

Against item 2, inquire whether the household resides in an Internally Displaced Peoples (IDP) Camp.

SECTION 1C: STAFF DETAILS AND SURVEY TIME

Against item 1, the interviewer should fill in his/her names and his/her ID code in the boxes provided. In item 2, the date of interview should be recorded. The supervisor will also fill in his/her name and respective code against item 3, and the date of checking the questionnaire in item 4. The office editor will fill similar information against items 5 and 6 at a subsequent date during scrutiny.

In item (7) the time of starting the interviewing should be filled in using a 24-hour format; e.g. 0840 for 8.40 am and 1325 for an Interview starting at 1.25 p.m. The response codes to be used while filling in item (8) are provided in the questionnaire.

SECTION 2: HOUSEHOLD ROSTER

Purpose: The purpose of this section is to:

- (i) identify all persons who are members of the household;
- (ii) provide basic demographic information such as age, sex and marital status of each household member; and

(iii) identify any changes to household members since the first visit.

Respondent: The respondent for this section should be the household head. You must ask a few questions to be able to identify the head of the household. If the household head is absent the next person who is acting as household head should be interviewed. This respondent should be a usual member of the household and should be capable of providing all the necessary information about other members of the household. Note that other members can help by adding information or details in the questions concerning them.

Definitions

Household: In this survey a household is defined as a group of people who have been living and eating their meals together for at least 6 of the 12 months preceding the interview. Therefore, the member of the household is defined on the basis of the usual place of residence. There are some exceptions to this rule as described below:

1. The following categories of people are considered as household members even though they have lived for less than 6 months in the past 12 months:
   (i) infants who are less than 6 months old,
   (ii) newly married who have been living together for less than 6 months,
   (iii) students and seasonal workers who have not been living in or as part of another household, and
   (iv) other persons living together for less than 6 months but who are expected to live in the household permanently (or for a longer duration).
2. Servants, farm workers and other such individuals who live and take meals with the household are to be identified as household members, even though they may not have blood relationship with the household head.
3. People who have lived in the household for more than 6 months of the past 12 months but have permanently left the household (e.g. divorced or dead) are not considered as members of the household. However, they should be listed in the household roster.

People who live in the same dwelling, but do not share food expenses or eat meals together are not members of the same household. For example, if a man has two or more wives who (with their children) live and eat together, then they form one household. Alternatively, if each wife and her children live and eat separately, then this family will form more than one household. Similarly, if two brothers each having his own family live in the same house, but maintain separate food budgets, they would constitute two separate households. The following are examples of a household:

- a household consisting of a man and his wife/wives and children, father/mother, nephew and other relatives or non relatives;
- a household consisting of a single person; and
- a household consisting of a couple or several couples with or without their children.

Head of Household: In most cases, the head of the household is the one who manages the income earned and expenses incurred by the household, and who is the most knowledgeable about other members of the household. He/she will be the person named when you ask the question “Who is the head of this household?”

Instructions

The household roster must be filled out with the greatest care. In order to do so you must have a clear understanding of the definition of a household and the guidelines for identifying household members. In this survey, people who are going to be listed in the household roster are categorized as follows:

Usual members present on the date of interview	1
Usual members not present on the date of interview	2
Children and other regular members away from home for six months or more for education, search of employment, business transactions etc. but present on the date of interview	3
Same as above but not present on the date of interview	4
Non-members or guests staying temporarily on the date of interview	5
Those who were usual members and have stayed abroad for six months or more	6
Those who have left the household permanently or died in the last 12 months	7

Usual members are defined as those persons who have been living in the household for 6 months or more during the last 12 months. However, members who have come to stay in the household permanently are to be included as usual members, even though they have lived in this household for less than 6 months. Furthermore, children born to usual members on any date during the last 12 months will be taken as usual members. Both these categories will be given code "1" or "2" depending upon whether they are present or absent on the date of the interview.

Regular members refer to those persons who would have been usual members of this household, but have been away for more than six months during the last 12 months, for education purposes, search of employment, business transactions etc. and living in boarding schools, lodging houses or hostels etc. These categories will be given code "3" or "4" depending upon presence or absence on the date of the interview.

There may be **guests or visitors** present in the household on the date of the interview these will be given code "5". Note that, relatives to the head who happen to be visitors on the date of survey will be recorded as visitors.

Persons considered members of the household who have lived outside the household for 6 months or more during the last 12 months and **are abroad or overseas** for reasons of schooling and other reasons will be given code "6".

Persons who were household members during the last 12 months but left the household permanently or died will be given code "7".

Column (1): ID number (Person ID)

Each household member will be assigned a two-digit identification number, beginning with the head of the household with '01'. The head **must** be a usual member of the household. The rest of the household members will be assigned codes '02', '03', '04' and so on until all the household members have been recorded, starting with the spouse, children (preferably starting with the eldest to the youngest), etc.

The identification code is extremely important, as it allows the information gathered in the various sections of the questionnaire that pertains to the same household member to be matched together. For instance if a person is assigned identification code 05 in the roster, then in all other sections of the questionnaire where information is collected for individual household members, the information pertaining to this particular person should always be entered in the row corresponding to identification code 05.

Particulars of each household member in this section will be filled in a separate row. Provision has been made for 12 rows. If there are more than 12 persons to be listed on the household roster, use another questionnaire and complete the roster there. You will record the information of these people in that questionnaire and assign ID numbers starting from 13. Questionnaires must be stapled together and household identification particulars should be copied to all used questionnaires.

Column (2): Name of household member

You will record the names of all the household members as given by the respondent, starting with the surname. In case of long names, you will record the surname and an initial for the other name. Newly born babies without names may be recorded as 'Baby Boy' or 'Baby Girl'.

The following steps must be followed:

1. The first person must be the head of the household, even if he/she is not the respondent and even if he/she is absent;
2. Next enter the names of members of his/her immediate family (wives/husband and children) who sleep in the dwelling and take their meals together. If there is more than one wife, start with the first wife, followed by her children in order of age, then the second wife and her children in order of age, and so on.
3. Other persons related to the head of household and his/her husband/wife who sleep in the dwelling and take their meals together;
4. Persons not present but who normally live, sleep and eat together with the household i.e. those who are temporarily away for education purposes, search of employment, business transactions etc. and living in boarding schools, lodging houses or hostels etc.
5. Unrelated persons who sleep in the dwelling and take their meals with the household.

6. None members and guests staying temporarily on the date of the interview;
7. Those who were usual members and have stayed abroad for six months or more; and
8. Those who have left the household permanently or died in the last 12 months.

Now administer the questions beginning from column (3) for each of the persons listed. Make sure you finish the set of questions in this section for each person before going onto the next person on the list.

Column (3): Residence status

The persons listed in column (2) will be categorized by codes as follows:

1. Usual members *present* on the date of enumeration
2. Usual members *not present* on the date of enumeration
3. Children and other regular members away from home for six months or more for education, search of employment, business transactions etc. but *present* on the date of enumeration
4. Same as in 3 above but *absent* on the date of enumeration
5. Non-members or guests staying temporarily on the date of enumeration
6. Those who were usual members and have stayed abroad for six months or more
7. Those who have left the household permanently or died in the last 12 months

Columns (4) and (5): Sex of household members and relationship to household head

Against each of names listed indicate the sex and relationship to the household head by checking in the appropriate codes. For instance, if a particular person is a son of the household head then you will write code '1' for sex and code '3' for relationship with the head of the household. Be careful in column (5) to obtain the relationship to the head of the household. Pay special attention when the respondent is not the head of the household because the respondent in this case may give the relationship of the person in question to him or herself rather than the head of the household. Therefore, reconfirm the relationship to the head of the household before filling out the answer.

Column (6): Duration of stay in the household

In column (6), write the number of months each person has lived with the household during the last 12 months. If the person has been away irregularly, estimate the total time away in months. If the person has always been present during the last 12 months, write '12'. If the duration of stay of a person is less than one month, record '00'. Assume a month is equal to approximately four weeks. Count the completed months only. Be careful to record the correct duration for children aged less than one year.

Column (7): Reason for absence

If the person has stayed less than 12 months with the household, ask the main reason for absence and in column (7) record the relevant answer using the codes provided in the codebook.

The next questions of this section are only applicable to categories 1-4 in column (3), i.e. to usual and regular member only. Note also that the rest of the sections of this questionnaire should be administered one after the other to only those you have identified as usual and regular members of the household.

Columns (8a) – (8c): Date of birth

Ask the person's date of birth. This will serve to check the accuracy of ages of household members. Write Date in column (8a), Month in column (8b) and Year (4-digits) in column (8c). You should ensure consistency between the age of the individual and that of his/her date of birth. Ask for documents like birth certificates, immunization cards, baptism certificates and others.

Column (9): Age in completed years

This refers to age at last birthday. The person's age should be recorded in completed years on the day of the interview in two digits. For instance, if the person is an infant (age less than 1 year), write '00'; if the person is aged seven years and some months but not yet eight, write '07'.

The age of a person should not be left blank. Documents like birth certificates, immunization cards, baptism certificates and others can be used to ascertain age. If the person does not know his/her age, refer to events of national or historical importance to estimate his/her age or age will be indirectly estimated based on another member of the household.

Column (10): Marital status

The Present Martial Status refers to the person's marital status as on the date of the interview. "Married" includes all types of marriages - e.g., civil, traditional and common law – with legal, religious and cultural obligations. For the purpose of this survey, persons who are currently cohabiting are classified as "married" if they consider themselves as such. Note that polygamy refers to males having more than one wife even if they are not staying in the same household. Make sure that only those people who have never been married are classified as "never married" not those who are presently not married, but have been married in the past. That is individuals who are divorced or separated should be listed explicitly as such using code '3'. Similarly, those who were married but lost their partners should be recorded using code '4'.

Column (11): Spouse in the list

For those who report their present marital status as 'married' (codes 1 and 2 in column 10), ask if the spouse of a household member is listed already in column (2). If the spouse is not in the list, then proceed to the next household member on the list.

Column (12): Copy the ID code

If the name of the spouse is listed in column (2), enter his or her ID code as already coded in column (1). Each person has a unique ID code that will apply to him or her throughout the questionnaire. If a man has several wives record the ID code of the first wife. At the end of this question, move on to the next household member on the list.

Columns (13) and (14): Second visit

These questions are asked during the second visit. In question 13, you will find out if each person on the list is still a member of the household. If the answer to this question is no, then you will record the reason why the person left the household using the same list of response codes as in column (7).

Finally, additional rows are provided in case any new person has joined the household since our first visit. If a new household member has joined the household since our first visit, you must register him or her in the rows provided for the second visit and go through the sections just as you did during the first visit. It should be noted that the person will have a unique identification code following the last ID digit recorded in column (2).

SECTION 3: GENERAL INFORMATION ON HOUSEHOLD MEMBERS

Purpose: This section intends to capture general information on all members of the household (i.e. with residential status codes 1-4 in column (3) of section 2), specifically:

(i) Parents of household members sometimes do not live in the same dwelling as the household members. This section collects information on those parents who do not live in the same dwelling as their children, or who have died. Further, in the case of extended families it will allow children to be matched to their respective parents.

(ii) It captures the salient moves (migration status) made by members of the household who are now aged 10 years and above over the past 10 years. It elicits information on previous places or residence.

(iii) It collects information on the use of tobacco products by household members who are aged 10 years and older.

Respondent: The questions in the first half of this section (columns (1) – (8)) are for all members of the household while the questions in the second half are for those members who are aged 10 years and older. To the extent possible ask each person directly. If someone is not available or too young to answer then the household head, the spouse, or another well-informed member of the household may answer these questions.

Instructions

Column (1): Person ID

In this column, record the identification number (ID code) of each member of the household with residential status code 1-4 in column (3) of the household roster. Make sure that the identification codes are exactly the same as that of the household roster (section 2).

Columns (2) and (6): Orphan hood status

If the father of the respondent is living in the household, you will fill in column (3) and then skip to column (6). Similarly, if the mother of the respondent is living in the household, you will fill in column (7), and then skip to column (9). Note that father or mother here means biological parents.

Column (4) and (8): Highest level of education of parents

The highest level of education completed means the last grade or level actually completed not the last grade or level attended.

If a person has never been enrolled in school, code <u>“No formal education”</u>.
<u>“Less than primary”</u> means some education but the person has not yet completed the highest grade in the primary level (P7).
<u>“Completed primary”</u> means that the primary level (P7) has been completed.
<u>“Completed O-level”</u> means that S4 has been completed, i.e. O-level national examination has been completed. If the person did not complete S4 but completed primary school, use code “3” for completed primary.
<u>“Completed A-level”</u> means that A-level national examination has been completed. If the A-level national examination has not been completed, code “4” for completed O-level.
<u>“Completed university”</u> means the person has completed university education. If the person has not yet completed university education, code “5” for completed A-level.

Column (5): Occupation

Occupation refers to the nature of task and duties performed during the reference period i.e. it refers to the main work carried out by the father of the respondent. Major portion of time devoted should be the main criterion in determining occupation (main work). Use the appropriate code from the code book.

The following questions are only applicable for persons aged 10 years and older.

Column (9) – (13): Migration

What is intended to be captured in these questions is any long period change of residence (6 months or more) by all members of the household aged 10 years and above for various reasons such as due to job/work, access to land etc. The unit of migration is a village/town. Movement from one residence to another within the same village/town is not considered as migration.

Do not include trading trips, business trips or any kind of short-term travel.

If a person moves/moved to a new place for education (such as boarding school) and returns/returned to the point of origin then the person do/did not migrate. But if he/she subsequently stayed on there for work, then he/she is considered as a migrant.

Column (9): Lived in another place for 6 or more months since 2001

Ask the respondent if he or she has lived in another village/town (besides the present place of residence) for 6 or more months since 2001. There should be a change in the place of residence, which involves crossing of an administrative boundary (a move outside the village or town), for the answer to this question to be “Yes”. A person who has lived elsewhere is one who has continuously been living at another village/town which is different from the present village/town of residence for over 6 months.

If the answer to this question is “NO”, go to column (15).

Column (10): Year the person moved to current place of residence

Ask the year in which the person moved to the current place of residence the most recent time.

Column (11): District code of former residence

Record the district code of this member where he had lived before moving to the present residence. If it was abroad use the code for “Outside Uganda”, ‘501’.

Column (12): Urban/rural

Ask to identify the type of place [urban/rural] of the residence place before he/she moved to the current residence, at the time when he moved.

Column (13): Reason for coming to the current place of residence

Record the reason why the person came to the current place of residence the most recent time using the appropriate code given in the questionnaire.

Column (14): Number of moves

Here record the number of places other than current place of residence that the respondent lived for 3 or more months during the past 10 years.

Column (15): Tobacco Use

Also this question covers respondents aged 10 years and above. Ask if the respondent is currently using or has in the past used any tobacco products such as cigarettes, cigars, pipes or chewable tobacco. If the answer to this question is “No”, go to the next person.

Column (16): Period respondent has smoked (in completed years)

Record the number of years that the respondent has been using or had used tobacco products in the past. It should be recorded in completed years on the date of the interview. For instance, if the person smoked for less than 1 year, then write ‘0’; if the person smoked for 1 year and 8 months, write ‘1’.

SECTION 4: EDUCATION

Purpose: The objective of this section is to measure the level of education or formal schooling of all household members aged 5 years and above. It collects information on (i) the literacy status of household members – i.e. member of the household who can read and write; (ii) the educational attainment of each respondent and the type of school attended; and (iii) amount spent on education of household member’s during the past 12 months.

Respondent: An attempt should be made to ensure that each member of the household aged 5 and older should respond for him/herself – i.e. each person has to be interviewed directly. If the person is not available or is too young to give information for him/herself, then parents or the best informed person could provide the answer.

Instructions

Column (1): Person ID

Record the identification number of the person interviewed (i.e. aged 5 years and older). The ID code should be exactly the same as the one in the household roster.

Column (2): Formal schooling

For the purpose of this survey, formal schooling includes schooling at primary or secondary school, vocational/technical or professional training. This question refers to whether the person has attended any formal education or not. The answer recorded for this question determines the rest of the questions that are to be asked in this section and note the skip pattern carefully.

<u>“Never attended”</u> is for those respondents who report never having attended any formal schooling. In this case, you must ask the question in column (3) and go to the next person.

“Attended school in the past” is for those respondents who have attended school in the past, but are not currently attending school. In this case, you fill in column (4) and (5) and go to the next person.

"Currently attending school" is for those who are currently attending any formal school. Students out of school on holidays, vacation or because of the temporary closure of the school or institution are to be included here (code '3'). Similarly, respondents who are temporarily absent from school/institution due to illness or other unavoidable circumstances but will be going back are to be included here. Students who are attending school as such, but are preparing to take examinations privately are to be included here. In this case, skip to column (6) and then ask all the questions thereafter before going to the next person.

Column (3): Reasons for never attending school

This question should be asked only for those individuals who have never attended any formal schooling, i.e. persons with code '1' in column (2). Do not read the list of possible answers; rather directly ask the respondent why he/she did not attend school and record the main reason in case of more than one answers. Note that "too young" is a common reason given for never attending school for a child of school going age. You should politely probe if it is not actually "distance" or "insecurity" the reason for never attending before recording the answer.

After filling in the answer, skip to the next person.

Column (4): Highest grade attained

The highest level of education attained will be recorded for persons who attended in the past (left school), i.e. code '2' in column (2). Completing a level means having passed the formal examinations at the end of the academic year – the last full grade completed. For instance, for a person who dropped out in S4 without completing the end of year examinations, then the highest grade completed will be S3 since he/she did not completed S4. Use the education codes provided in the codebook.

Column (5): Reason for leaving school

The main reason for leaving the school is asked in this question. Do not read the list of possible responses to the respondent; rather ask him/her to tell you the main reason why he/she left school and record the answer that best reflect his/her response from the list. And then go to the next person.

Column (6): Grade currently attending

This question is asked of people who are currently attending school, i.e. code '3' in column (2). It is important to ensure that the response from individuals currently **in school** is their **current grade** rather than the "highest grade completed", which would be the grade immediately preceding their current grade.

For students out of school on holidays, vacation or because of the temporary closure of the school or institution, information will be collected in this column as on the last working day of the school/institution. If a person is temporarily absent from the school/institution due to illness or other unavoidable circumstances but will be going back, the information will relate to the school/institution attended before the illness or other unavoidable circumstances.

Column (7): Management of the institution

For the respondents currently attending school, inquire and record the type of management of the institution using the codes provided. Care should be taken to distinguish between government and religious institutions.

Column (8): Type of school

You will fill in the type of school the person is currently attending; whether it is '1' Day, '2' Boarding or '3' Both Day and Boarding. Note the skip pattern carefully.

Column (9) Distance to school in Km

This question should be asked only to those respondents who are day scholars. Ask the respondent to estimate the distance to his/her school in kilometers (km). If the distance is given in miles, it should be converted it into km, by multiplying the distance in miles by 1.6.

Column (10a – 10f): Cost of schooling

This question intends to cover all the educational expenses made by the household for pupils/students attending school during the past 12 months. These expenditures may include those for the current academic year, and those of the previous academic year, provided they fall within the reference period, i.e. within the last 12 months. It is likely that the information on education expenses will be obtained from the head of the household or the parent of the child, rather than from the student him/herself. If there are no expenses under a certain item, write '0'.

If, after probing and help from you, the respondent cannot recall expenditures by category, write DK (DON'T KNOW) in the appropriate column and write the total expenses in column (10f). If detailed expenditures are provided for some or all categories, write them in the appropriate columns; write any other expenses for which the breakdown is not known in column (10e), then sum the amounts up and write the total in column (10f). Note, however, that the breakdown of expenses by type is extremely important, and hence try to obtain the expenses separately for each of the categories by probing.

Column (11): Scholarship or subsidy

This question seeks to find out whether a particular pupil/student is currently receiving a scholarship or subsidy to support his/her education. A scholarship/subsidy is any kind of grant, bursary or sponsorship offered to the respondent by the government, school or any other institution.

Column (12): Literacy status: Read and write

Ask this question from persons who are aged 10 years and above and have had some schooling of up to primary 7 (i.e. those with codes 10 to 17 in column (4)). Record the information on whether the respondent can read and/or write with understanding in any language using the appropriate list of response codes.

SECTION 5: HEALTH STATUS OF HOUSEHOLD MEMBERS

Purpose: This section collects information on the following:
(i) Illness and injuries among household members during the past 30 days, use of health facilities and medical expenses for treating the illnesses or injuries.
(ii) It also aimed at gathering information on illness and injures during the past 6 months and their impact on the economic activities of the respondents.

Respondent: This section should be administered to all members of the household, but parents or knowledgeable adult (preferably female) can answer for young children.

Column (1): Person ID

In this column, copy the identification code (person ID) of all members of the household (i.e. usual and regular members) directly from the household roster (section 2).

Column (2): Illness/injury during the past 30 days

This question seeks to find out whether the respondent was ill or injured during the last 30 days before the date of the interview. For respondents who have not been ill or injured (code '2') during the last 30 days, skip to column (12). You should probe to make sure that the respondent has not forgotten any recent illness or injury whether treatment was sought or not.

Column (3): Days suffered

Ask the number of days the respondent suffered due to illness or injury during the last 30 days. If the respondent reports that he/she has suffered for more than 30 days, record only 30 days since the reference period of interest is the last 30 days

Column (4): Days lost due to sickness (usual activities) during the past 30 days

Usual activities means the work or duties or activities that the respondent expects to perform on a regular basis. Note that these are not limited to income generating activities. If the respondent is a student, ask for the number of days he/she was not able to go to school due to the illness or injury. If the respondent is a housewife, ask the number of days she was not able to do housework due to illness or injury. Also the reference period here is the last 30 days before the date of the interview. Be careful to probe for days lost for children/babies who almost play everyday. You should record those days the child has lot when it is not active.

Columns (5a) – (5c): Symptoms

This question attempts to collect self-reported data on symptoms. Choose the code that best fits the symptoms described by the respondent and record up to 3 symptom codes. The response to this question is likely to be imprecise, so do not be too concerned with attempting to code a precise diagnosis.

Column (6): Consultation

This question seeks to find out whether the respondent consulted a health practitioner to be examined for treatment during the last 30 days. To "consult" means to go to someone, for example a doctor, nurse, traditional healer or other health practitioners to seek diagnosis and treatment for an illness or injury. Note the skip pattern carefully.

Column (7): Reason for not consulting

This column seeks to investigate the reasons why some respondents who fell sick did not seek treatment. This column is applicable to persons who did not consult a health practitioner. In case there are more than two reasons for not consulting, record only the one that the respondent considers to be **major**.

Column (8): Treatment Sought

In this column, ask the respondent where he/she sought the treatment (where the consultation took place) during the last 30 days. If the respondent made several visits during the last 30 days for consultation record the first visit.

"Drugs at Home" refers to any medicine found at home by the time a member fell sick. It could be a left over from a previous treatment, or medicine bought and kept as reserve at home.
"Neighbor/Friend" refers to anyone from the neighborhood, who is not a health worker, from whom you may have collected medicine when a member fell sick.
"Community health worker" is a person who has been trained to handle health issues at the community level.
"HOMAPAK drug distributor" is a person who keeps custody of, and distributes the HOMAPAK medicine at the community level, under the MOH home based management of fever strategy.
"Ordinary shop" is any retail shop that sells commonly used commodities.
"Drug shop/Pharmacy" is a shop that specializes in selling of medicines which may be simple or complicated medicines.
"Private clinic" is a health unit which may be run by an individual like a Doctor, Nurse, Paramedical, etc. and charges money for the health services provided
"Health unit government" is a health unit owned by government at (Health Centre II, III, IV).
"Health unit NGO" is a health unit owned by an NGO, also known as Private Not for Profit Organization (PNFP).
"Hospital government" is a government owned hospital.
"Hospital NGO" is a hospital owned by an NGO also known as Private Not for Profit Organization (PNFP).
"Traditional healer" is a person who uses herbs to cure the sick.

Column (9): Distance to facility

Ask for the distance in kilometers (km) to the facility where the first treatment for the **major** illness was sought. If the respondent gives you the distance in miles, convert the distance into kilometres by multiplying the distance given in miles by 1.6.

Column (10): Cost of consultation

Ask how much was spent on consultation and medicines for the first visit during the last 30 days (for the consultation reported in column (8)). The cost of consultation includes the fee for examining the patient and diagnosing the illness (laboratory test costs etc.), and the cost of any medicines prescribed even if it was purchased elsewhere.

Column (11): Cost of transportation

Ask the total amount spent for transport to the facility and back to the house for the patient and all members who accompanied the patient, particularly if the fare was charged on a per person basis. In case of overnight stays, include also hotel and other related expenses under this category.

Column (12) and (13): Days lost during the last 6 months

Refer to columns ((2) and (3)). The only difference is that the reference period of interest is now the past 6 months before the date of interview rather than the past 30 days. Note that the number of days that the person stopped doing his/her usual activities includes the days lost during the last 30 days.

Column (14): Days lost caring for the sick 6 months

This question refers to the number days that the respondent stopped doing his/her usual activities caring for sick members of the household. The reference period is the last 6 months.

SECTION 6: MALARIA, FEVER AND DISABILITY MODULE

Purpose: This section has multiple purposes. It gathers information on:

(i) Self-reported limitations on usual activities due to illness and caring for sick member of the household which is going to be administered during the second visit;

(ii) Disability as a difficulty to be measured (both adults and children); and

(iii) Malaria indicators: use and treatment of mosquito nets and pregnancy and intermittent prevalent treatment against malaria.

Respondent: The questions in the first half (columns (4) – (11)) of this section are for all members of the household while the questions in the second half (columns (12) – (15)) are for female members of the household aged 15 – 54 years old. This section should be administered to all members of the household, but parents or knowledgeable adult (preferably female) can answer for young children.

Instructions

Column (1): Person ID

In this column, copy the identification code (person ID) of all members of the household (i.e. usual and regular members) directly from the household roster (section 2).

Column (2) and (3): Days lost during the last 6 months due to illness and caring

Refer to columns (12) – (14) of section 5. Note that these questions are administered during the second visit.

Column (4): Functional disability

This question seeks to find out whether the respondent has serious difficulties in seeing, hearing, walking or remembering. This question can be sensitive and hence you should be tactful and address the issue with utmost care.

A person with a disability is defined as one who is limited in the kind of or amount of activities that he or she can do, because of ongoing difficulty(ies) due to a long-term physical condition or health problem that has lasted **six months or more**. This includes all those difficulties that are expected to last more than six months.

Systematically ask for each household member whether he/she has any difficulty in moving, seeing, hearing, speaking or learning that has lasted or is expected to last 6 months or more. If the respondent declares anyone in the household with a disability, use the codes in the questionnaire and describe the nature of the disability as best as you can. Some persons with disabilities have more than one type of disability. In this case you are required to take the two major forms of disability and assign the appropriate codes in the space provided. Note that the column for each person takes care of two types of disabilities. It is quite common for persons in the Household to hide information about disabilities of their kins, especially the children. Ensure that you attempt to see and probe to obtain the truth. Record the proper code. It is quite common for such information to be withheld so endeavor to probe and obtain the truth. If the response is ‘no’ (code ‘3’), skip go to column (10).

Columns (5a) and (5b): Type of difficulties

An individual may have more than one difficulty. Use the codes in the questionnaire to record the two most serious difficulties from the respondent's perspective.

Columns (6a) and (6b): Description of difficulty

Using the codes provided, record the most appropriate description of the difficulty. Keep the order in column (5): columns (6a) and (6b) should refer to the type recorded in columns (5a) and (5b), respectively. A few descriptions of the codes for column (6) follow below:

For codes '1' and '3' **limited use** refers to areas of: lifting (carrying items), dexterity (activities like fingering, gripping, holding, foot movements), body disposition (reaching, kneeling, crouching, maintaining posture), climbing e.g. stairs, getting into and out of bed, ambulation on a flat terrain.

Codes '2' and '4' refer to a person who has lost an arm or a leg and they should be considered disabled.

Code '5' **facial mutilation** refers to those persons who have been injured, damaged or disfigured by breaking, tearing or cutting off a necessary part of the face (includes acid victims).

Code '6' **serious problem with back spine:** this is for people such that a person can't pick up objects from the floor and bending.

Code '7' **hearing difficulty:** this includes those who have lost/never had the ability to hear and understand speech even when amplified. In case an individual has a hearing aid and is able to follow a conversation in a normal voice, then s/he does not have a hearing difficulty.

Code '8' **deafness:** this is for those people that cannot completely hear.

Code '9' **speech Impediment:** includes people with problems of speech, even though they may be able to hear.

Code '10' **unable to speak**: this is for those persons who are not able to speak at all.

Code '11' **poor vision:** one may have a sight problem if he/she cannot see clearly objects that are close or at a distance leading to loss/ reduction of the ability to execute tasks requiring adequate visual sharpness and acuteness such as reading, writing, driving and visual manipulation. Note that if one wears glasses and ceases to have a problem with sight, then he/she does not qualify to be recorded as having any seeing difficulties. A person who has lost an eye does not automatically imply that he has a sight problem. Let him/her declare that he/she has a problem rather than the interviewer judging the respondent's ability.

Code '12' **blindness** is for those who cannot completely see.

Code '13' **Learning Difficulty/Mental Retardation:** These are persons who have learning difficulties in or out of school and persons who are mentally less developed than their age-mates.
They may be adults or children.

Code '14' **mental illness**: this is for persons with strange behavior or other wise referred to as 'mad'.

Code '15' **frequent nightmares** refer to people who frequently have frightening dreams usually due to past traumatic experience.

Code '16' **mood changes** refers to persons who if their state of feelings/mind at a particular time change frequently from for example; happy to irritable and angry within a short period of time and for no apparent reason.

Code '17' **feeling of helplessness** refers to a person who always needs the help of others for daily living activities. Although the person has the ability, the mind is not able to decide to take action. Such persons are not able to take decision and do not know what to do.

Code '18' **epilepsy, fits** refer to those persons who have the disease of the nervous system that causes a person to fall unconscious (often with violent uncontrolled movements of the body) recover after a short while.

Code '19' **chronic joint disease** refers to conditions of Rheumatism especially among the old people. It is caused by any of several diseases that cause pain, stiffness, swelling and inflammation of the joints.

Code '20' **loss of feeling** refers to those persons who cannot perceive. Senses of feeling are not functional in some parts of the body this can be a result of leprosy, it can also be a spinal lesion caused by an accident, bilharzias or born with it.

Code '21' **spinal damage** refers to damage to the spinal cord so that the area below the damaged spine cannot move voluntarily and sensation (feeling of the skin) is affected. If the damage is in the neck region, person will not be able to move their hands and legs. If the damage is in the chest or waist part of the spine, the person will not be able to move his legs but the arms will be normal. In spinal damage, there is usually incontinence of urine and stool.

Codes '22' **other (specify)** use it if some one mentions a condition that does not fall under any of these conditions and remember to specify.

Columns (7a) and (7b): Cause of disability

Here ask the cause of disability for the two most serious difficulties reported in column (5) using the appropriate codes given at the bottom of the page. Follow the same order as in column (5), as we would like to match the type of difficulty with its cause.

When people are born with a disability it is referred to as congenital. On the other hand, people may be disabled as a result of an illness like polio, or because of an accident or due to an injury inflicted on them by others. It is important to know about the causes because they provide the health workers with the explanation of the cause. Intentional injury encompasses war related injuries, domestic injuries and others while unintentional injury encompasses road traffic accident or any other accidents. Record the appropriate response. Remember to specify the cause of the injury if the code is not catered for in the questionnaire.

Columns (8a) and (8b): Measures taken to mitigate the effects of the disability

The rehabilitation of disabled persons is a process with a target aimed at enabling the person reaches a certain mental, physical or social functional level, thus providing the tools and skills needed to change his or her life. This may include special education, medical rehabilitation, vocational rehabilitation or the provision of assistive devices like clutches, hearing aids, walking sticks, etc.

Specific attention should be paid to the reference period used for this question

Record the attempts/measures, if any, taken in an attempt to improve the performance of the person. Keep the order in column (5) so that we can match the measures taken to improve performance with regard to a specific difficulty. The codes for columns (7) are provided at the bottom of the questionnaire.

- Special education includes education for learning disability,
    - o Braille training/education- this is a system of reading and writing for the blind people, using dots to represent letters, which can be read by touching them.
    - o Sign language training- these are visual expressions/gestures used for communication by persons who can neither hear nor talk.
- Activity of Daily Living training includes; mobility training and skills for everyday activities that we all have to do e.g. feeding, dressing, bathing, toileting, etc.

Columns (9a) and (9b): Level of participation

In these columns we are interested in knowing the degree to which the person's difficulty affects his/her participation in work or school. The question is applicable to those persons who have at least attained either 6 years (for schooling) or 10 years (for working). Ask whether the person is able to attend work in column (9a) for those working or school in column (9b) for those schooling, and record the proper response using the codes provided. Else, for persons aged lower years than those stated, record code '4' i.e. 'Not applicable'.

Column (10): Mosquito net

A mosquito net is usually hung over a bed or sleeping mat and is used at night when asleep. Ask whether the respondent slept under such type of a net last night (the night before the day of the interview). If the answer to this question is 'no' and if the respondent is female aged 15 years or above, then skip to column (12); otherwise go to the next person.

Column (11): Insecticide treated net (ITN)

This question is applicable to respondents who slept under a mosquito net the night before the day of the interview. An ITN is a mosquito net that has been dipped or soaked in recommended insecticide for the purposes of repelling or killing mosquitoes and other bugs. There are different types of nets that are common in Uganda: (i) **Permanent net:** This is a factory treated net that may not require re-treatment for up to three years, examples are "Permanent" or "Smartnet"; and (ii) **Pretreated net:** This is a net that has been pre-treated but requires further treatment after 6-12 months. Such nets are sold together with the insecticide for the purchaser or community agent to dip it into the insecticide after the specified period of time; examples include Safi Net, Cooper Net, K O Net, MusiNet etc.

You have to follow the following steps to determine whether the net has been dipped in a liquid to repel mosquitoes or bugs during the past 12 months. Most nets coming into Uganda are labeled. When you get to a household, ask the respondents for permission to see them, if it is agreeable with them. Look for the label which will enable you to identify the net. If it is a Permanent or Smartnet then the response to "treatment" in the last 12 months should be 'yes'. For any other type of net, first find out when it was bought/how long it has been used, whether it was treated at the time of purchase and whether it has been re-treated in the last 12 months.

The rest of this section is applicable only to females aged 15 years and older. If the respondent does not belong to this category then go to the next person in the list.

Column (12): Pregnancy during last 5 years

Ask the concerned respondent if she has ever been pregnant during the last 5 years. If respondent answers 'no' then go to the next person.

Column (13): Drugs to prevent malaria

Pregnant women take drugs to prevent malaria during ante natal visits. This question helps to find out whether the respondent had taken any drugs in order to <u>prevent</u> malaria during the <u>last birth</u>. Note that you should not consider drugs taken for <u>treatment</u> of malaria, but only those taken to prevent malaria. If the answer is 'no', go to the next person.

Column (14): Type of drug

Ask the type of drug the respondent had taken during the <u>last birth</u>. If the answer is code '1' proceed to column (13); otherwise go to the next person.

Column (15): Number of times/doses fansidar taken

Ask how many times/doses that the respondent had taken fansidar during the period of <u>last birth</u>.

SECTION 7A: ACTIVITIES OF HOUSEHOLD MEMBERS

Purpose: This section allows us to gather data on both economic and non-economic activities undertaken by household members aged 5 years and older during the last 7 days. **Economic activities** are defined as any activities for which household members earn an income, or produce goods necessary for the support of the household. **Non-economic activities** refer to "domestic" activities (household duties on ones own home) such as maintaining of dwellings (cleaning and repair), preparing meals, washing clothes, shopping for the household, caring for children and other family members, etc.

Respondent: This section concerns all household members aged 5 years and older. You should make an effort to find each member of the household to respond to the questions personally. If a respondent is not available or too young to provide answers, a well-informed member (e.g. parents) of the household could answer on their behalf.

Definitions

Household members' employment can be defined in three of the following forms:

(i) Wage employment: This refers to works for a fixed payment per time period (for example per hour, day or month) or per unit of work done (for example a piece-worker who is paid for each piece completed). The location of the work is mostly at the employer's place of business, and hours and conditions of employment are set by the employer. The person should be paid regardless of the employer's profit and the payment can be in the form of cash or in kind. The person can be employed by a public or private employer. **Government employees** are those engaged in the civil, public and parastatal organizations in addition to the central and local governments. **Private employees** are persons engaged by privately owned or registered companies. Wage employees can also be further classified as:

- **Permanent Employees:** These include salaried persons who are engaged in permanent and pensionable terms. They also include those on probation.
- **Temporary Employees:** These include salaried employees who are engaged on short-term basis for varying periods. This category of workers is not eligible for any benefit received by permanent staff, such as retirement benefits, staff loans, etc.
- **Casual Employees:** These are a category of workers whose services are for hire by the day. They convene every morning at special assembly places to be recruited by an employer for a day's work. They do not have a formal job attachment.

(ii) Self employment: This is the work done by persons who operate their own farm or non-farm enterprises or are engaged independently in a profession or trade on own account or with one or a few partners. It comprises of employers and own account workers:

- **Employer:** this is a person who operates his or her own economic enterprise or engages independently in an economic activity, and hires one or more employees.
- **Own Account Workers:** These are persons who operate their own economic enterprises without employing other people as helpers and work for their own or household's consumption or profit.

(iii) A family worker: A person who helps in a family enterprise (farm or non-farm) or profession. He/she may or may not receive remuneration or payment for this work.

Main occupation: This is the work to which most time is devoted when a respondent has several jobs. For example, the main occupation for the past 12 months of a respondent who have been mostly engaged in farming but often goes fishing during the dry season is <u>farming</u>.

Secondary occupation: This the work to which most of the respondent's time is devoted after the main occupation.

The past 7 days: Refers to the 7 consecutive days preceding the day of interview. If the interview is taking place on a Tuesday, then the past 7 days begin on Tuesday a week ago and extend until Monday the day before the interview.

The past 12 months: Refers to the 12 months preceding the day of interview. You must be specific during the interview. If the interview is on April 20, 2005, then we are referring to all preceding months down to April 20, 2004.

Instructions

Column (1): Person ID

Note that the respondents to this section are aged 5 years and older. Hence, in this column fill in the identification code of each household member whose age is 5 years and older.

Column (2) – (4): Type of work

These questions determine whether household members were employed in the previous 7 days at least for one hour. You, the interviewer, should give respondents detailed prompts that are likely to make them think about and report some activities that they might not ordinarily consider "work" or "employment." Use the definition of employment given above.

<u>Column (2)</u> asks about <u>wage employment</u>. This work might have been for payment in cash or in kind, in exchange for labor or a reduction of debt.
<u>Column (3)</u> asks about <u>self-employment and family workers</u> in agricultural activities (cultivation on a field or garden owned or occupied by a member of the household, and animal husbandry belonging to the household), forestry, and aquaculture such as fishing.

Column (4) asks about self-employment in activities outside of agriculture, forestry and aquaculture: covers work in a non-farm household business enterprises and work on own account. Note that family workers on non-farm enterprises, trade of profession should be included in this category.

You should know how to distinguish between column 2 and column 4. Column 2 refers to whether members of the household work for other persons outside the household to get remuneration in cash or in kind. Column 4 refers to whether members work in a business, trade or profession managed or run by the household.

Column (5): Filter

This question requires you, the interviewer, to identify which respondents did or did not work during the previous 7 days, so that each group can be asked appropriate questions. You have to look at the answers to column 2, 3 and 4. If there is a 'yes' answer, code '1', to any of the three questions, that is the respondent has worked at least for one hour in the previous 7 days, you should record '1' in column (5) and skip to column (10). If the answers are all 'no', then the respondent must answer the questions in columns (6) – (9) following the skip patterns correctly.

Column (6): Attachment to a job or enterprise

This question seeks to find out whether individuals who did not work during the previous 7 days have a permanent job or enterprise from which they are temporarily absent due to various reasons. This question is meant to be answered positively only if the there is a formal job attachment in the case of paid employment or if the enterprise continues to exist in the case of self-employment. The answer to this question should be 'no' if the respondent is a temporary employee who is engaged on a short-term basis for varying periods, and a casual worker who is engaged causally in others' farm or non-farm enterprises and getting in term wages according to the terms of daily or periodic work contract.

If the answer to this question is 'yes', skip to column (2) of Section 7B.

Column (7): Looked for work/available for work

This question is necessary for identifying individuals who are in open unemployment. People **looking for work** include those without work (who are not paid workers or self employed) and have taken specific steps to seek paid employment or self-employment. Such steps may include registration at an employment bureau, application to employers, checking at work sites, placing or answering newspaper adverts, applying for permits or licenses, seeking assistance from friends or relatives or expressing their willingness or availability for work under the prevailing conditions of work remuneration, etc. Note the skip patterns carefully.

Column (8): Duration of job search

If the answer in column (7) is 'yes', ask for how long the person has been actively looking for work or available for work. Record the duration of job search in completed months. If less than one month, write '0'.

Note the unconditional skip pattern i.e. skip to column (6) of section 7B irrespective of the answer given by the respondent.

Column (9): Main reason for not looking for work

This question asks individuals who did not work and did not search for work why they did not search for work or available for work (that is, why they were not in the labor force) during the last 7 days. Note the unconditional skip instruction.

A person is considered to be on **household duties** if he/she is engaged in domestic chores not paid for. He/she regularly attends to domestic and house keeping duties.

Someone is considered as **too young or too old** if he tells you this is the reason for his or her not looking for work. Note that this is the respondent's perception and it should not be attributed to age. Be careful to probe for those respondents who declare someone aged for instance 18 to 35 years as too young, or those aged 35 to 45 years being declared as too old. Even though this information is subjective, you should probe to get the most appropriate response.

Handicapped is when a household member has difficulty in performing productive roles as members of society. He/she is limited with the amount of activities that he/she can do because of difficulties due to a long-term physical or psychological condition.

Waiting for busy season is when a person is engaged say in crop production and he/she is off-season.

Columns (10) – (16): Actual number of hours

Record the total number of hours actually worked on the main and secondary activities for each day, starting from the previous day of the day of inquiry, going backwards on daily basis for the last seven days. Travel time to and from worksites should be excluded. A code for each day of the week should be entered in the boxes above using the codes provided. This question refers to actual hours worked and not the usual hours of work.

Column (17): Looking for alternative work/available for additional work

Ask whether the person was looking for an alternative work and/or available for additional work in the last 7 days.

SECTION 7B: ACTIVITIES OF HOUSEHOLD MEMBERS (cont'd)

Column (1): Person ID

Please take note that this is a continuation from the previous section. Copy the ID codes reorded in section 7A and record them here.

Column (2): Nature of current employment status for main activity

A person's activity status is defined in relation to the person's position at his/her place of worker and his/her mode of remuneration i.e. self employed, paid employed, unpaid family worker, student, pensioner, etc.

If the respondent has been economically active and involved in an economic activity during the last 7 days, seek for his/her employment status using appropriate codes given immediately below the question.

Column (3): Current occupation

Describe his/her occupation and then code appropriately. You are required to give the description in not less than 2 words. Do not simply use words such as farmer, doctor, trader, consultant, supervisor, business person, etc. You have to qualify them depending on the type of work the person has been doing during the last 7 days. For example, a farmer can be either a subsistence or commercial farmer; hence instead of just 'a farmer' write the full description as 'subsistence (crop) farmer', 'subsistence (livestock) farmer' or 'commercial farmer'; a doctor can 'a medical doctor' or 'a veterinary doctor'; a trader can be 'a retail in hides and skins', 'a retailer in food items', etc. (see **separate codebook for the list of codes**).

Column (4): Current industry/kind of activity

Describe his/her kind of activity and then code appropriately (see **separate codebook**).

Column (5): Currently engaged in subsidiary activity

Ask whether the respondent is currently engaged in subsidiary/secondary activity in addition to main activity during the last 7 days.

Columns (6) – (9): Housekeeping

These questions seek information on the type of housekeeping activities the respondent undertook for the last 7 days and the actual time spent on each of these household activities.

You should specifically ask the respondent to account for the travel time in the cases of fetching water and firewood. You should also write '0' if the respondent was not involved in these activities during the last 7 days.

The reference period for the rest of this section is last 12 months.

Column (10): Main activity status

This question identifies the main activity status of the respondent during the last 12 months. Ask the respondent to describe his/her main activity status and then record the code that best fits the description.

Column (11): Secondary activity status

Here record the secondary employment status of the respondent.

Column (12): Worked for a salary or wage

This question determines what you, the interviewer, should do next. If at least one member of the household has worked for a salary of wage (wage employment) during the last 12 months then you should proceed to section 8 and continue interviewing the person. If no one worked for a salary or wage during the last 12 months, then skip to section 9: non-agricultural household enterprises.

SECTION 8: WAGE EMPLOYMENT

Purpose: This section collects information on employment for household members who work for wages. The employment activities pertain either to year round jobs or jobs performed only seasonally or casually. It attempts to gather summary measures necessary for estimating the respondent's annual earnings from wage employment.

Respondent: The respondents for the section include all household members aged 5 years and older who have been involved in wage employment during the last 12 months. . If a respondent is not available or too young to provide answers, a well-informed member (e.g. parents) of the household could answer on their behalf.

Column (1): Person ID

Write the identification code of each member who works for wage employment in front of each activity code (here, you must check column (12) of section 7B to find out who works for wage employment). Note that a household member might have been involved in more than one wage employment activity during the past 12 months. You should record all such types of wage employment for the respective member before going to the next member.

Column (2a) and (2b): Job description and occupation code

In column (2a), write down the description of wage employment that the respondent mentions. The main objective here is to have the respondent name all his or her wage employment activities first. Be sure to probe for more wage employment activities. After the respondent has provided a first list, probe to make sure that all jobs for salary or wage have been listed.

It is very important that you obtain a complete list. Many people, both in rural and urban area, pursue more than one wage employment activities to support themselves. List also paid jobs that the respondent does in addition to a regular job. For example, if a government employee works on a private enterprise in the weekends, list this as a separate activity.

Write the description of an activity as specifically as possible and as reported by the respondent. After listing all the wage employment activities performed by the member of the household, you should assign an occupation code (in column (2b)) to each activity based on the list of occupation code provided in the codebook.

Column (3a) and (3b): Description of industry and industry code

First describe the industry in which the respondent is employed. Put the appropriate code using the classification provided in the codebook. For instance, a school nurse is considered in the education sector because she works at the school, and an accountant at a soap factory is in the manufacturing sector.

Column (4): Employment status

Record the employment status the job described and coded in column (3).

Column (5) – (7): Time spent working

These questions refer to the time the respondent spent working for salary or wage on each activity during the last 12 months. People who do not have regular jobs, or who work on seasonal activities will have difficulties remembering exactly how many days and hours they worked. But the respondent is still the best to know about his/her activities during the last 12 months.

Column (5): The number of months a person did a particular kind of paid work in the last 12 months should be recorded here. If it is less than a month, write '1', and then specify the number of weeks in column (5). In case of a regular type of work, paid holidays should be counted as work days.

Column (6): Write down on average how many days per month the respondent worked on this activity (regardless of the number of hour worked per day). One month refers to 30 days. If a person worked 6 days a week, then he/she worked 26 days a month. Similarly, if he/she gets 2 days off in a week his working days in a month should counted as 22 days. If he has 7 working days a week, he works 30 days a month.

If the respondent does not give you a single figure, you will have to calculate an average figure. For instance, a person may have worked for three months as an agriculture laborer during the last 12 months and worked 5, 5, and 20 days in each of these months. On average he worked 10 days per month. So you should record 10 days per month. Round to the nearest whole number, if necessary.

Column (7): Record the number of hours normally worked on a regular day during which the activity was undertaken.

Column (8a): Cash earnings

This question is about the cash earnings the respondent last received doing the job mentioned. For the sake of improving accuracy, it refers to the last payment (or the first one if the respondent has yet to receive one) rather than the "usual" payment.

Column (8b): Earnings in kind

This question elicits information on in kind payments – for example, in the form of meals, housing, fraction of harvest, etc. Record the total value of all in kind payments referring to the last payment.

Column (8c): Time Unit

This question is an attempt to increase the accuracy of the calculation of average hourly earnings. Record the time period for which the payment has covered based on the appropriate code given at the bottom of this section.

Column (10): Number hours actually worked

Ask how many hours the respondent actually worked for the pay reported in column (8a) and (8b). Include any hours of paid vacation or sick leave.

SECTION 9: NON-AGRICULTURAL HOUSEHOLD ENTERPRISES/ACTIVITIES

Purpose: This section gathers information on the portion of a household's income and employment derived from non-agricultural household enterprises. It identifies which household member is responsible for each enterprise in terms of decision making and the allocation of income it generates. It also covers the involvement of household enterprises in the credit market. Therefore, it is important to list and obtain data on non-agricultural enterprises regardless of size.

Respondent: The respondent for each enterprise should be a member of the household best informed about the enterprise.

Definitions

Enterprise: An undertaking which is engaged in the production and/or distribution of some goods and/or services meant mainly for the purpose of sale whether fully or partly.
Household Enterprise: A Household Enterprise is one which is run by one or more members of a household or run jointly by two or more households on partnership basis irrespective of whether the enterprise is located in the premises of the household(s) or not. If a household runs a street corner stall,

report it in this section. Likewise, if the household owns a major factory, report it in this section. If the women in the household make local drinks, straw mats, carpets or baskets, then the share of these activities that are used to generate income should be reported here. It also includes any trade (in food, clothes or various articles) or professional activity (like that of a private lawyer, a doctor, a carpenter, etc.) offering services for payment in cash or in-kind. Overall, all proprietary and partnership enterprises are household enterprises.

Instructions

The first question establishes the existence of non-agricultural enterprises (as defined above) in the household during the last 12 months. It refers to non-agricultural enterprises that are currently operating and those they may be currently non-operational, but were operating in the past 12 months. If a member of the household does not operate an enterprise, then skip to the next section: transfer and other incomes. Households that do operate non-agricultural enterprises will be asked the rest of this section. Ask all questions about each enterprise before moving on to the next enterprise.

Column (1): Enterprise ID

This is enterprise serial number. Use one row for each enterprise.

Column (2) and (3): Description of the enterprise and industry code

Write the description of the enterprise under column (2) and put the appropriate industry code in column (3).

Column (4): ID code of person responsible

This question identifies who should be the respondent to each enterprise operated by the household. The respondent should the person in charge of the enterprise and/or most knowledgeable about the enterprise. Write the identification code of the person responsible here. You must make every effort to schedule an appointment with this person. If the person is not available, then accept proxy answers from another member of the household.

Column (5): Year started

Ask the year in which the enterprise was started. The year should be recorded using four digits e.g. 1980, 2004, etc.

Column (6): Source of start-up money

This question seeks to find out the main source of start-up capital for setting up the enterprise. Allow the respondent to reply to this question in his or her own words and then code the answer yourself. If the respondent mentions several sources of money, ask him/her to rank them in order of importance and record the main one. Own savings could also include money obtained from the sale of crops, livestock, or any other household possession.

Column (7) and (8): Credit and its source

Ask whether the household has ever received any credit to operate or expand the enterprise during the past 12 months. If the household has received loans from more than one source, ask for the main one based on its size, i.e. record the most important one. If 'no', skip to column (9); otherwise continue with column (8). In column (8), put the appropriate code of the main source of credit for operating and expanding the enterprise.

Column (9a) – (9e): Household members involved in the enterprise

Write the identification code (person ID of all household members who work in the enterprise/activity. Note that a given household may have several different non-agricultural enterprises, with family members participating in all or some of them. Thus, a single household member may be listed in several rows in this question. Up to 5 members should be listed based on the participation.

Column (10): Number of months enterprise operated

Ask for how many of the past 12 months the enterprise/activity has been operating. The remaining questions in this section relate to a "normal" month (4 weeks) period that the enterprise has been operating in the past 12 months.

Column (11): Average monthly gross revenue

Ask the average gross revenue during a "normal" month when the business is/was operating in the past 12 months. Gross revenue of goods producing industry is the revenue that is/will be generated from the sale of goods produced without deducting expenses. In case of the service enterprises, it is the gross revenue from the services provided. In case of trading enterprises, it is defined as the value of sales. Record the gross revenue without deducting cost of purchases of goods for resale.

Here, "normal" refers to average conditions and hence we want neither peak times nor slow times.

Column (12): Hired labor

Record the number of employees during a "normal" month when the enterprise is/was operating in the past 12 months. Do not count household members here.

Column (13): Average expenditure on wages

Expenditures on wages include all payments to hired workers during a "normal" month when the business is/was operating in the past 12 months. It can take the form of cash and/or in kind payments. Ask the value of in kind payments such as meals, clothing, lodging, and any other items provided to the worker during that month.

Column (14): Average expenditure on raw materials

Here ask about expenditures on raw materials during a "normal" month when the business is/was operating in the past 12 months. For instance, it includes items like cloth, thread and other such items in the case of a tailor; goods purchased for resale from a wholesaler in the case a shop-keeper; tea, sugar, milk and other such expenses in the case of a tea stall; etc. In cases when the raw materials produced by the household are used, the market value of the goods used as raw materials should be entered in this column. For trading enterprises, the cost of purchasing the goods that were sold during the normal month should be considered here. Total purchases during the reference period must not be reported. There must be consistency in reporting the amount of goods sold and purchased for resale.

Column (15): Other expenses

Other operating expenses include the cost of fuel, kerosene, electricity, water, the rent of the building and equipment; any interest paid on loans; the cost of maintenance, repairs spare parts for equipment; the cost of packing, transportation, storage of products; the cost of insurance; any taxes paid by the enterprise. Record how much was spent to cover fuel, electricity, kerosene etc. expenses.

Make sure that the expenditures do not include expenditures for personal matters. If there are expenditures shared between the enterprise and the household, assist the respondent in calculating the share that is directly related to the enterprise.

SECTION 10: TRANSFER AND OTHER INCOMES

Purpose: This section gathers information on income transfers i.e. all incomes of household members other than that from paid and/or self employment during the past 12 months. It also completes the income and expenditure current accounts of the household.

Respondent: The respondent for this section is either the head of the household or main respondent identified by the household.

Definitions

Pension and life insurance annuity benefits: This mainly refers to money paid at regular intervals to the beneficiaries of a retirement pension and annuity benefits.

Remittances and assistances: These are regular or irregular contributions in terms of money or in kind made to person living elsewhere in the country or abroad. For example, any money, food or good received or sent out by the household from/to a relative staying elsewhere in the country or abroad is a remittance.

Other incomes: include income from other sources not previously reported – for example in the form of gifts, inheritances, alimony (child support/maintenance), scholarship, etc.

Instructions

In column (3), ask whether the household received [the income] during the past 12 months and note the skip pattern.

In columns (4) and (5), record the amount received in cash and in-kind, respectively during the past 12 months.

In columns (6a) and (6b), record the two most important reasons why the person(s) sent the remittances and assistances to the household using the appropriate codes that best fit the description of the respondent.

SECTION 11: HOUSING CONDITIONS

Purpose: This section aims at measuring the quality of housing occupied by the household currently and in 2001. Thus, it collects information on the type of dwelling, occupancy status and the physical characteristics of the dwelling, and access to basic services (including water, electricity and sanitation).

Respondent: The appropriate respondent is the head of the household. If the head is not available, ask the most informed person.

Definition

A dwelling is a building or a group of buildings in which the household lives. It can be a hut, a group of huts, a single house, a group of houses, an apartment, several one-room apartments, etc.

Instructions

In this section, the reference periods are <u>now and the year 2001</u>. Probe to obtain information for the two reference periods.

Question 1: This question inquires about the type of dwelling of the household now and in 2001.

Question 2: This question asks about the previous and present occupancy status of the household. This refers to the arrangement in which the household occupies its dwelling, i.e. whether the household owns the dwelling, is a tenant, etc.

Question 3: This question asks information on the number of each kind of room in the dwelling. If there is more than one building (including huts), add rooms in all buildings. Do not count rooms in temporary shades or houses such as for livestock. Sum up the total number of rooms and write the total in the **Total box.** If the respondent states that a particular room is used for different purposes, for instance as a bedroom as well as a living room, count it as a **mixed room**. Note that to be counted as a room (other than a toilet); a space must be big enough to fit a bed. Record rooms used for livestock under other. Record ‘1’ for toilet even if it is shared with another household. Toilet/bathroom does not necessarily refer to in-suit toilet or bathroom – it can be any type of toilet with or without shower/bath facility.

Questions 4, 5 and 6: These questions deal with the physical characteristics of the dwelling: record the main construction material of the roof, the external wall and the floor of the <u>main dwelling unit</u>. If they are composed of more than one material, code the predominant material in the main structure.

Questions 7, 8 and 9: Ask about the main source of drinking water, the time it takes to collect water from the main source in minutes, and its distance from the dwelling in kilo meters. Record the travel time to and from the source and the waiting time separately. Notice the skip pattern in question 8.

Question 10: Inquires about the type of toilet <u>used</u> by the household. Note that it refers to **use** rather than **ownership**. <u>A flush toilet</u> is one where water is used to flush away the waste. <u>An uncovered pit</u> latrine is a makeshift latrine that lacks a wall, or roof, or both. The concept of <u>sharing</u> in this question relates to the household sharing a toilet with other households. Even if the household has a separate stance on a toilet with more than one stance, but because it is one pit, we shall treat it as shared.

Question 11: Ask about the main source of lighting in the dwelling. Electricity includes hydro, thermal, solar, as well as that from diesel generators.

Questions 12 and 13: These questions deal with the main type of fuel used for cooking and the respective cooking technology in the household. The traditional 3-stone stove is popularly known as 'masiga'.

SECTION 12: HOUSEHOLD AND ENTERPRISE ASSETS

Purpose: This section is aimed at estimating the value of household, farm and non-farm enterprise assets. It also collects information on financial savings.

Respondent: The head of the household or well informed adult member of the household.

Instructions

It should be noted that assets will be varying in conditions and their valuation should be based on the market value of purchasing a similar good. For example, if a new chair costs 20,000/= then value of a similar chair owned by the household will be equal to 20,000/= if it is still new, or any value less than 20,000/= depending on the condition of the chair.

Physical Assets

A list of items, household and enterprise assets, is provided in column (1) with their corresponding codes in column (2).

Column (3): Finds out about the ownership of any of the items listed. You should follow the skip pattern carefully.

Columns (4) and (5): These questions determine the number and estimated current value the listed items owned by the household.

Column (6): Finds out about the ownership of any of the items listed exactly 12 months ago.

Columns (7) and (8): Require the number and estimated value of the listed items owned by the household exactly 12 months ago.

Column (9): Here compare the estimated value of the listed assets owned by the household today and that of the year 2001. The list of response codes can be translated as:

"Much more now" refers to about 50 percent more now.
"More now" refers to about 25 percent more now.
"Less now" refers to about 25 percent less now.
"Much less now" refers to about 50 percent less now.

Financial Assets (savings account with formal institutions)

Column (3): Ask if any member of the household has a savings account with formal institution.

Column (4): Ask the current value of the savings.

Column (5): Record the value of the savings exactly 12 months ago.

Column (6): Record the amount of money the household has earned in the form of interest income during the past 12 months.

SECTION 13: OUTSTANDING LOANS IN THE LAST 12 MONTHS

Purpose: This section collects information on the following:

(i) perceived borrowing capacity of households from different sources; and

(ii) loans outstanding or contracted over the past 12 months.

Respondent: The appropriate respondent for this section is the household head or the person who is best informed about the borrowing activities of the household.

Definition

Credit: Refers to the trade of money, goods, or services at the present time for a payment in the future. It can be provided in many different forms and under a wide variety of arrangements. It can be provided in the form of standard, formal loans or by a variety of informal means. While lenders may be individuals or institutions whose main function is the provision of financial services, they may also be traders, employers, landlords, or relatives of the borrower who lend money only in particular circumstances. Record borrowing for economic or daily life purposes in the last 12 months. Exclude daily borrowing due to forgetting to bring money at a particular time, but it is repaid immediately to the lender.

Instructions

People may be sensitive about providing information on their borrowing activities. You must do your best to ensure that the respondent has confidence in you: remind the respondent that the information they give is confidential. You should also probe carefully here. Make sure you ask these questions in private as much as possible.

<u>Part A: Borrowing Capacity</u>

This part deals with the perceived borrowing capacity of the household from various sources now and in the year 2001. It is useful to collect information on borrowing capacity because household's vulnerability to economic hardship depends on their ability to raise funds in times of needs.

A list of possible borrowing sources is provided in column (1) with their corresponding codes in column (2).

Columns (3a) and (3b): Inquire about whether the head of the household and his/her spouse can borrow money <u>now</u> from the lists of sources provided in column (1). These questions try to elicit information on the capability of respondents to raise funds in times of needs. Note that "no need to borrow" or "do not want to borrow" are likely responses by the respondents. You should explain to them the hypothetical nature of the questions i.e. assuming if they want to borrow money from the lists provided.

Columns (4a) and (4b): in these columns, record the maximum amount the head of the household and his/her spouse can borrow from the listed sources with a 'yes' answer to column (3a) and (3b), respectively.

Columns (5) and (6): Refer to column (3) and (4). Note that the reference period for these questions is <u>the year 2001).</u>

<u>Part B: Demand for Credit</u>

This part obtains information on loans applied or contracted by the household in terms of money or goods over the past 12 months. Loans refer to the amount of money, goods or services borrowed for business or living purpose, which has not been paid or has been already paid from various sources (see the definition of credit above).

A list of borrowing sources is provided in column (1) with their corresponding codes in column (2).

Column (3) seeks to find out if any member of the household has ever applied for a loan to the borrowing sources listed in column (1). Follow the skip pattern correctly.

Column (4) asks the reason for not applying to the borrowing source under consideration. Do not read the list of possible answers; rather directly ask the respondent why he/she did not apply for loan to the source. Then record the main reason that best fits the description of the respondent.

<u>Part C: Loan Details</u>

This part should be asked if there is a 'yes' (code '1') among the in column (3) of Part B. The most appropriate respondents are those members of the household who applied for loan over the past 12 months. A person who knows the most about the borrowing activities of the household and of each household member can also provide information.

Column (1): Serial number

This is a serial number that serves as a loan code for any loans applied to formal and informal institutions by any member of the household irrespective of whether the application was accepted or rejected. Complete all questions in the section for each loan applied or contracted respondent before going to the next loan. Note that there might be more than one loan during the past 12 months.

Column (2): ID number

Record the identification code of the person who applied for the loan. This is the appropriate person to answer the rest of the questions regarding this particular loan.

Columns (3a) and (3b): Date

Record the year (in 4 digits) and month (in 2 digits) when the loan application was made.

Column (4): Reason for applying

Record the **main** reason for which the loan was applied for. Do not read the list of possible answers; rather directly ask the respondent why he/she applied for loan and record the main reason in case of more than one answers.

Column (5): Source of loan

This question determines to which type of lender the respondent applied for loan. List of possible lenders is given in the questionnaire.

Column (6): Amount applied for

Record the total amount that the respondent asked for regardless of whether he or she was successful in borrowing.

Column (7): Status of loan application

Ask the status of the loan application and record the appropriate code. If it is rejected or still pending (waiting for a response from the prospective lender), skip go to the next loan.

Column (8): Amount received

Record the amount of the loan approved by the lender. Exclude interest or other fees from this amount; the principal only should be reported here.

Column (9): Total paid back

Ask how much of the loan has been repaid over the past 12 months. Include charges, interest on loans and all payment in-kind.

Column (10): Outstanding

Record the total amount which is still outstanding (still have to be paid back to the lender). Include both principal and interest as of the interview date.

Column (11): Repayment Period

If there is a fixed term, record the duration of the repayment period in **months.** If no fixed term, record '99'.

Column (12): Security/collateral

Security or collateral is something used to guarantee the loan. Collateral can be very diverse, it can be a house, durable goods, etc. Some loan agreements can be made verbally, as the loan matures and if the borrower is not able to pay it back, the lender has the right to confiscate grain, cattle, plants in the garden, etc. Here identify whether the borrowing has collateral or not using the list provided in the questionnaire.

SECTION 14: HOUSEHOLD CONSUMPTION EXPENDITURES

Purpose: This section covers expenditures of the household with different reference periods depending on the frequency of purchases. It is separated into four parts which include food, beverages and tobacco, non-durable goods and frequently purchased services, semi-durable and durable goods and services and non-consumption expenditure.

This section is one of the most important sections in the socio-economic questionnaire and you need to be very careful while dealing with it to avoid omissions, under-estimates and over-estimates. Note that it is the section where most of the poverty indicators are derived.

Note also that the emphasis in this section is on consumption, and not monetary expenditures. Although the two are very close, they are not the same. Household **consumption** expenditures in cash, kind or through barter will be recorded for the household only. For bartered items record the value of the item paid for, and not the value one is getting in exchange. Food, beverages or tobacco served to other members and guests in the household during the reference period will, however, be included in this section.

Respondent: The respondent for this section should be the person (household member) who manages the household budget and is the best informed about the household's consumption expenditure.

Part A: Expenditure on Foods, Beverages and Tobacco during Last Seven (7) Days

This part determines the household's total expenditures on food purchased at the market place, and to estimate the value of home produced or home-grown food items consumed by the household as well as food received as gifts, presents from relatives and/or friends, or as payment in-kind i.e. remuneration for work done on someone else's farm.

In cases where food can be and is stored over long periods of time, "food consumed" should be distinguished from "food purchased". It is the value of the former over the recall period, i.e., the last 7 days that should go into the consumption aggregate. Therefore, record values on the basis of what was actually consumed by the household. For example, if 5 kilograms of maize flour were **purchased** 7 days before the date of interview, but only 3 kilograms have been **consumed** at the time of the interview, you will record information relating to 3, not 5 kilograms in the relevant columns. Food expenses for agricultural laborers and other workers (who are not household members) should not be included in this section. Also expenses on functions and occasions should be excluded.

Answer boxes are shaded for the items not needing quantity and/or value to be recorded.

First, record the number of people who on average were present in the last seven days separately for adults and children by sex. Children are persons who have not attained the age of 18.

Column (1) and (2): A complete and extensive list of food, beverages and tobacco items is provided in column (1) with their corresponding codes in (2).

In **column (3)** record the unit of quantity, the codes are provided in the codebook. Note that the same unit of measurement should be used in a given row i.e. if an item has been consumed from more than one source (purchased, home produced or received in-kind) then the same unit applies. Use the list of codes provided in the codebook for the unit of quantity.

Consumption out of purchases

This group covers purchased items consumed at home and away from home during the past 7 days. Record the quantity and value of the purchased items consumed at home in **columns (4) and (5),** respectively. In **columns (6) and (7),** record quantity and value of purchases consumed away from home. If the item was purchased on barter, report the value of goods exchanged to acquire it. The quantity may be given in whole units, i.e. 2 kg, 500 g, 1 bunch, etc. However, if fractional amounts are reported, for instance ½ kg, ½ lts, etc., record them as 0.5 kg (or 500 g), 0.5 lts, etc.

Home produced items

Home production refers to items produced or grown by the household which have been consumed by the household during the past 7 days. For instance, a household that owns an enterprise may consume some output from that enterprise: the enterprise could be a garden or a shop. In this case the quantity and value of that consumption will be recorded in **columns (8) and (9),** respectively. Ask the respondent to estimate the amount of money that he/she would normally sell the quantity reported. This should be valued at farm gate/producer price. **Farm gate price** refers to the price a farmer receives for his or product at the boundary of the farm. This price excludes any cost transport and marketing services.

Food received in-kind

In **columns (10) and (11),** record the quantity and value of items that the household received in-kind as a gift, presents from relatives and/or friends, or as payment in-kind and consumed during the past 7 days. Note that these questions refer to food and other items received in-kind and that was consumed by the household. Valuation of the quantity consumed should be based on the market price. **The market price** refers to the price prevailing in the market that includes cost of transport, marketing services and profit margins.

There are persons who might have spent their last 7 days prior to the interview eating elsewhere, not even in restaurants, and may not have purchased any food item. Fill in item 161 for "other foods" and then record the imputed value of the food taken under column (11) i.e. "received in-kind". Such cases are common to single household members who may eat at their parents or any other relative's place.

Care should be taken where items are sourced separately. Two bunches of *Matooke*, for example, should be recorded in separate rows especially if they are of different size.

The consumption expenditures on other food, drinks and tobacco not listed in the questionnaire, if any, are to be grouped together and included under code 161. Note that beer and soda consumed with a meal in a restaurant or hotel will be recorded separately from those consumed in other places or occasions. Juices and other drinks consumed in the restaurant will be included in item 157.

Columns (12) – (13)

The market price and the farm gate/producer prices of only the items that were consumed by the household should be recorded in **columns (12) and (13),** respectively. These prices should refer to the unit of measure recorded in **column (3)**.

Part B: Non-Durable Goods & Frequently Purchased Services (During Last 30 Days)

The actual expenditure data during the last 30 days on the items listed in column (1) will be collected as purchases, consumption out of household enterprise stocks, imputed values of items received in-kind/free collection, gifts etc. The emphasis here is again on **household** and **not enterprise** expenditures. Rent (both actual and imputed), electricity bills, salaries and wages to houseboys, maids etc. are to be converted to monthly values. In the case of 'rent of rented houses' – item 301 – the actual rent paid by the household during the last 30 days should be recorded. On the other hand, imputed rent of owned houses should be included. Imputed rent refers to the rent the owner occupier would have been receiving from a tenant had he/she not been living in the house they owned.

Unit prices will be at market prices of the commodity consumed. In cases where item expenses are incurred in periods of more than 30 days (e.g. rent pre-paid for a whole year in advance) such expenses should be converted to monthly values by dividing the entire figure by 12. Expenditures in Hotels should exclude food and drink expenses which are captured in Section 15. Under item 468 "expenditure on phones not owned" refers to household expenditures on calls made from telephone booths, mobile phones or fixed phoned not owned by any member of the household.

Part C: Semi-Durable Goods & Services Purchased (During the Last 365 Days)

Data on expenditures on durable and semi-durable goods and services during the last 365 days will be collected. In **column (3)** record the actual expenditure on goods and services purchased during the last 365 days. In **column (4)** record goods and services received from the household enterprise stock, if any, valued at farm-gate/producer prices. In **column (5)** record the market value for items received in-kind as gifts, presents, and imputed value for free collections that the household received in the last 365 days.

Expenditures on household functions (code '801') include expenses on functions and occasions such as weddings, funerals, etc. at the household.

Part D: Non-Consumption Expenditure During the last 12 months

To get a complete account of total household expenditure, data on non-consumption expenses during the last 12 months are to be collected in this section. The non-consumption expenses have been grouped in five broad categories as given in column (1), on which data relating to the last 12 months are to be recorded in column (3).

The five categories are:

(i) Taxes and duties paid by the household members: will comprise of Income Tax and other direct taxes; and duties, fees and other compulsory charges unrelated to the consumption of goods and services. Separate rows are provided for income tax, property tax, user fees and charges, and graduated tax. Taxes paid by any enterprises will be excluded from this section.

(ii) Pension, social security contribution and insurance premiums. These will cover pension, provident funds and other social security contributions made by household members; life insurance, health insurance, property insurance and all other insurance premiums paid by the household members.

(iii) Remittances, gifts and other transfers to others: these will include current transfers from the household to other residents (within the country) and non-resident (outside the country) households in the form of gifts in cash or kind.

(iv) Contributions to funerals and other social functions to other persons and other households.

(v) Others will include subscriptions, contributions and donations to trade unions, political associations, social organizations and interest paid on consumer debts.

It is important to note that disbursements that will **not** be included in this section are: additions to bank deposits and savings, amounts invested in stocks, shares, debentures etc., amounts invested in real estate, and amounts invested in corporate or household or other enterprises.

SECTION 15: WELFARE INDICATORS

Purpose: This section collects information on vital needs and living conditions of households now and in the year 2001. It provides additional information to assess household welfare.

Respondent: The appropriate respondent is the head of the household.

Instructions

These questions can be sensitive and hence you should be tactful and address the issue with care. Make sure to ask these questions in private as much as possible.

The reference periods and the corresponding codes are given in column (1) and column (2), respectively.

Column (3): Source of household earnings

This question determines the major source of income for the household, both at the time of the interview, and 5 years ago, i.e. in 2001. Using the codes provided record the major source income as reported by the respondent.

Column (4): Sets of clothes

In this question, you should consider clothes in good or average condition only. Tatters should be excluded. There is need to establish whether every household member has two sets of clothes. School uniform should be excluded.

Column (5): A blanket

Ask the respondent whether every child (below 18) in the household has a blanket. The question refers to each child having his/her own blanket and not sharing a blanket with another member of the household. If a child shares a blanket with another person, record as a ‘No’ (code ‘2’).

Column (6): A Pair of shoes

In this question, we want to find out whether every member of the household has a pair of shoes in good condition. Slippers, “tire” shoes (lugabire), and gumboots are not considered as shoes.

Column (7): Number of meals

A **meal** is a substantial amount of food, eaten at one time. It can be of any of the usual occasions, for example breakfast, lunch or dinner. In this column record the average number of meals taken by household members per day in the last 7 days.

Column (8): Salt

Ask what the household did when it last ran out of salt.

Column (9): Breakfast for children below 5 years

Ask what children below 5 years had for breakfast yesterday morning. Ask only if there are kids below 5 years in the household.

Column (10): Breakfast for children 5-13 years

Ask what children between 5-13 years had for breakfast yesterday morning. Use the list of codes given in column (9).

Columns (11) and (12): Attacks or theft

Ask if the household's economic activity was affected by civil strife, theft or other similar attacks in the last 12 months and that of 2001.

Column (13): Local leadership.

This question seeks to find out whether any member of the household is/was a committee member of the LC-System i.e. LCI, LCII and LCIII.

Column (14) and (15): Trust

Ask the extent at which other people in the village (from your ethnic group and a different ethnic group) can be trusted.

SECTION 16: MAJOR SHOCKS EXPERIENCED BY HOUSEHOLD IN THE PAST 5 YEARS

Purpose: This section gathers information on the following: (i) major shocks experienced by the household during the past 5 years (since 2001), (ii) the welfare loss associated with the shock, and (iii) the coping mechanism used by the household.

Respondent: The appropriate respondent is the head of the household.

Definitions

Shocks are events that happen suddenly. Usually they have a marked beginning and end. While they last for a short time, a few days or weeks, usually their effects are felt for a very long time. Note that a shock can be household specific or community wide. Examples of shocks include floods, rebel raids, livestock disease, fire etc. Do not include petty theft of household property like chicken as a shock.

Drought: This is a condition of prolonged periods without rain.

Floods/Hailstorms: These are rains that span a long period. They destroy crops and pastures.

Livestock epidemic: These are diseases that affect large numbers of animals in a community, and if unchecked will lead to many deaths.

Instructions

List of major shocks are provided in column (1) with their corresponding codes in column (2).

In Column (3), ask if the household experienced a shock […] in the past 5 years (since March 2001). Note the skip pattern carefully.

In Column (4), ask the number of times the shock has occurred in the last 5 years (since March 2001).

In column (5), record the year when the **most serious** one occurred.

In column (6), record the total loss associated with the event. You will note that shocks like death of a household member cannot be quantified.

Column (7) seeks to capture the coping mechanism. These are ways how the household managed to cope through the shock. Record up to 3 coping mechanisms (in order of importance).

Column (8) seeks to capture the copying mechanism if the same event happens again. Use the same code as in column (7).

In column (9), ask the respondent what the level of difficulty of the shock will be if the same event happens today.

SECTION 17: NON-AGRICULTURAL LAND, AND AGRICULTURAL LAND BY NON-AGRICULTURALISTS (OWNERSHIP RIGHTS)

Purpose: This section collects information on non-agricultural land owned by all the households as well as agricultural land holdings owned by non-agricultural households.

Respondent: Any household that owns non-agricultural land as well as non-agriculturalists who own agricultural land should complete this section. The respondent should be the head of the household or another person in the household well informed about these matters.

Definition

Non-agricultural land: For the purpose of this survey, it refers to land devoted to the use of non-agricultural purposes such as private commercial construction, owner's dwelling site, ponds, brick field, etc. It thus consists of all types of land which are not used for agricultural purposes that include arable land, land under permanent crops and pastures, and that of wood or forest land.

Instructions

This section collects information on the land the household owns (non-agricultural land and that of agricultural land by non-agriculturalists) irrespective of its current user, i.e. it includes land owned and operated by the household or rented out to others. Note that the information is organized by parcel: every row represents a different parcel. **A parcel** is a contiguous piece of land (with a uniform physical characteristics and uniform tenure) that is entirely surrounded by other land, water, a road, forest, etc., not forming part of the holding. If a portion of land from a parcel has been rented out to others, the two contiguous pieces (the portion of land operated and the other portion rented out) should be considered as two separate parcels on the basis of operation.

Questions 1a – 1c: Filter questions

These are filter questions for ownership of non-agricultural land and that of agricultural land. They determine if this section should be administered to the respondent.

Question 1a seeks to find out whether any member of the household has been growing any crops in the last 12 months. If the household has been involved in crop farming (code '1'), skip to question 1c.

Question 1b should be asked if the household were not involved in crop farming during the last 12 months. It then determines whether any member of the household owns any agricultural land.

Question 1c seeks to find out whether any member of the household owns non-agricultural land as defined above. If the household has been involved in crop farming or does not own agricultural land and if it does not own any non-agricultural land (if (1a=1 or 1b=2) and 1c=2), then skip to the next question.

If the household owns either agricultural land (if it is a non-agriculturalist household) or non-agricultural land (if 1b=1 or 1c=1), then ask the respondent to list all the parcels the household owns staring with the parcel used for residential purposes – the land on which the dwelling is located.

Column (2): Parcel ID

A pre-coded parcel identification number is provided in this column.

Column (3): Total area in acres

Record the size (area) of the land in acres in two digits. For example, if the size of the parcel is a quarter of an acre, write 0.25. Exclude areas where crops are grown from the housing parcel unless the area around the dwelling is very insignificant to be considered as an agricultural land by its own.

Column (4): Location

Record the location of the parcel using the codes provided in the column.

Column (5): Person using the parcel

Ask about the person who is primarily using the parcel now. Use the list of codes given in the column.

Column (6): Tenure type

Here, ask about the rights under which the holder operates the land i.e. the tenure status of the land. **Tenure:** Refers to a system of owning land and interest in land. In Uganda the systems of owning land which are recognized by the law are freehold, leasehold, mailo and customary tenures.

Freehold tenure is ownership of land for an unlimited period. It means that one can pass on this land to another person after one's death. The owner of a freehold title has full powers to use and do anything with the land as long as it is not against the law.
Leasehold tenure is a way of owning an interest in land based on an agreement with the owner of the land allowing another person to take possession and use the land to the exclusion of any one else for a specified or limited period of time.
Mailo tenure was created by the 1900 agreement. It is ownership of land formerly given to the Baganda chiefs in and outside Buganda. It is similar to freehold tenure except that tenants on mailo land have security of tenure.
Customary tenure is a traditional method of owning land. Each community has traditionally developed a system of owning land. It may be owned either by the community, clan, families or individuals.

Column (7): Current primary use

Ask about the current primary use of the land using the appropriate code provided in the column.

Column (8): Sale value

Inquire about the current value of the parcel <u>including the investment on it</u>. Respondents may have a difficult time answering this question. You should try to obtain estimates, however rough, of the value of land with the investment. Sometimes you may have to ask about the value of a similar parcel with similar type of investment in the same locality – this can be a good indicator of value.

Column (9): Rent

This question asks about how much the respondent would rent the parcel out <u>(with the investment on it)</u> for one year if he/she wanted to do so. You may need to follow similar approach as column (8) to obtain an estimate from the respondent.

Column (10): Right to transfer

This question determines whether the household has the right to sell or transfer the land to someone else. Use the appropriate code given in the column.

Column (11): Loan security

This question seeks to find out if the right on the part of the household to use the land as a loan security to obtain credit from any possible source. Note the skip pattern.

Column (12): Amount of loan

If the answer to the question in column (10) is 'yes', ask how much money the respondent can borrow using the land including the investment on it as a loan security. The objective is to obtain an estimated value.

Column (13): Certificate

Land title or certificate refers a written or printed and signed document that is an official record of an agreement concerning the ownership of the land. Note that it is a formal document issued by government authorities.

Column (14): Obtain a certificate

If the answer in column (13) is 'none', code '3'; ask if the household would like to obtain a title or certificate for the land. Note the skip pattern carefully.

Column (15): Amount willing to pay for a certificate

Here ask the respondent to specify the amount that he/she willing to pay in order to obtain a title or certificate. Note that this question does not refer to the official fees of the title or certificate issuing authorities. Rather it refers to the willingness to pay of the respondent.

SECTION 18: LINK WITH THE AGRICULTURE QUESTIONNAIRE

Purpose: This section creates a link between the socio-economic and the agriculture questionnaire. It helps to determine whether the agriculture questionnaire should be administered fully or partly to the household.

Respondent: The appropriate respondent is the head of the household.
Instructions

Question 1 seeks to find out whether any member of the household has been involved in cultivating crops including perennials and feeding stuff during the second cropping season of 2004 and the first season of 2005.

Question 2 asks whether any member of the household has raised livestock, poultry, or fishery at any point in time during the last 12 months.

These two questions are significant for helping the interviewer to distinguish whether information should be collected using the agriculture questionnaire. Detail instructions are given in the questionnaire and they have to be followed correctly. The instructions are:

(1) If the answer to question 1 is 'yes', the agricultural questionnaire should be administered in its entirety.
(2) In only the answer to question 2 is 'yes', then only section 10 and 11 of the agriculture questionnaire should be administered.
(3) If the answers to questions 1 and 2 are both 'no', then the agriculture questionnaire should not be administered.

CHAPTER THREE

INSTRUCTIONS TO FILL THE AGRICULTURAL SURVEY QUESTIONNAIRE

1. INTRODUCTION

1.1 Objectives of the Agricultural Module in the UNHS, 2005/06

1. The crop survey has been brought back as the core-module with the continuing socioeconomic and community surveys in the Uganda National Household Survey, 2005/06. This survey will cover the household crop farming enterprise particulars with emphasis on land, crop area, inputs, outputs and other allied characteristics.

2. The purpose of the agricultural module on the household survey is to give a better descriptive picture of Uganda's farm economy, and deeper insight into factors affecting farm incomes. These would include a better understanding of the influence of farmers' resources and marketing opportunities on farm-household income, and some sense of how farmers' situation has changed in the past few years. The latter can be addressed via recall questions.

3. Ultimately, the survey should provide useful guidance to decision-makers charged with implementing the Plan for Modernization of Agriculture (PMA). The PMA focuses on development of smallholder agriculture and thus has a strong emphasis on both growth and poverty reduction, in line with the PEAP.

4. The survey is structured to provide both descriptive and analytical output that should be of use to line ministries involved in PMA implementation, as well as local governments. The descriptive element should provide a picture of current farm-household structure, technology use, level of land, labor and capital resources, and degree of involvement in both output and input markets.

5. The analytical part of the survey will help sharpen priorities within the PMA by helping to assess the relative importance of different factors affecting farm incomes, and the priority they should be assigned in attacking the problem of low farm incomes. The survey thus has direct implications for the activities of national and local organizations dealing with agricultural development, and for public expenditure allocation and policy

6. Data collected by the survey will allow analysis of the factors most highly associated with greater farm profitability. These can broadly be classified into two categories: commodity/factor markets, and technology. A second level of analysis would allow independent assessment of factors associated with higher profitability, such as commodity mix, level of input use, degree of commercialization, land market participation, etc. To the extent possible, the analysis should develop a causal model.

1.2 Timing

1. The agriculture module is administered in two visits to the selected households. The first series of visits will start in May, 2005. The second set of visits will immediately after the first visit to all households is completed. During the first visit agricultural production data will be collected on the second cropping season of 2004 (July – December, 2004). The second visit will collect agricultural production data on the first cropping season of 2005 (January – July 2005). The sections that are going to be administered during the second visit are clearly marked. Detailed instructions are given in the respective sections.

2. GENERAL CONCEPTS AND DEFINITIONS

2.1 Introduction

1. This chapter introduces the general concepts and definitions to be used throughout the fieldwork on the Agricultural Module. It is very important that you clearly understand the contents.

2.2 Agricultural Holding

1. This is ***an economic unit of agricultural production under single management*** comprising all livestock kept and all land used wholly or partly for agricultural production purposes, without regard to title, legal form or size. Single management may be exercised by an individual or by a household, jointly by two or more individuals or households, by a clan or tribe or a cooperative or government parastatals.

2. A holding may consist of one or more parcels located in one or more separate areas, provided the parcels share the same production means utilized by the holding, such as labor, farm buildings, farm implements and machinery or drought animals. The requirements of sharing the same production means should be fulfilled to a great degree to justify the consideration of various parcels as components of one economic unit.

3. In the case of a family which lives together and shares meals, all parcels cultivated by the household members will constitute one holding. On the other hand, if part of land is cultivated by relatives who live separately, even though they share work on the land, each of them will normally know which parcels/plots belong to them. In this case, the total area is not a holding, but several holdings, depending on the number of persons having claim to the parcels in question.

4. Some of the area of the holding may be cultivated, fallow, under forest trees, belonging to the holder or may be wholly and partly used for grazing livestock.

5. The following points will assist in getting the concept of holding clearer:

(i) There are holdings that do not have a significant area, e.g., poultry or piggery units or hatcheries for which much land is not absolutely necessary.
(ii) There are holdings that may be operated by holders who have another occupation in addition to being holders.
(iii) There may be holdings that may be operated jointly by two or more individuals.
(iv) Land which is open to communal grazing is not considered a holding.

2.3 Holder

1. The holder is a person who exercises management control over the holding and takes major decisions regarding resource use. The holding may be run by the holder himself/herself, by the spouse, by relatives or by an employed manager. The holder has technical and economic responsibility for the holding, but may delegate responsibilities related to the day to day work management.

2.4 Agricultural Season

1. The main or the first agricultural season normally refers to the growing cycle of temporary crops that are planted and harvested in the first half of the year, occasionally extending up to the end of June. It thus covers the period between <u>January and June</u>.

2. The second agricultural season is generally the period between <u>July and December</u>. It should be noted that seasons are directly related to rains and only indirectly related to the growing cycle of crops. The first rains are generally longer than the second rains.

3. Some areas in Uganda have only one significant agricultural season.

2.5 Temporary/Annual Crop

1. These are crops with a growing cycle of less than one year, sometimes only a few months, which needs to be newly sown or planted for further production after the harvest. Crops remaining in the plot for more than one year should also be considered temporary crops if harvesting destroys the plant (e.g., cassava and yams). Crops grown in rotation, and therefore destroyed when the land is ploughed (e.g., grasses), should be considered temporary crops. The specialized cultivation of vegetables, flowers, bulbs and market gardens should also be included in this category.

2.6 Permanent/Perennial Crops

1. These are crops which occupy the areas for a year or longer and which do not have to be planted after harvest. Land under tree crops is included in this broad category, except land under forest trees which should be classified under "wood or forest land". Permanent pastures are excluded.

2.7 Pure Stand

1. This is a single crop cultivated alone in a plot. A pure stand crop can be either temporary or permanent.

2.8 Intercropped Stand

1. These are different crops cultivated simultaneously on the same plot. They can cause difficulties in ascertaining the proportion of the total plot area occupied by the component crops.

2. It can take the form of mixed or associated crops. Mixed crops are two or more different temporary crops or permanent crops grown simultaneously in the same plot. Associated crops are temporary and permanent crops cultivated simultaneously in the same field. The number, kind and proportions in the mixture will generally be according to prevailing practices or to other factors such as soil, rainfall and other weather conditions.

2.9 Parcel

1. A parcel is a contiguous piece of land with identical (uniform) tenure and physical characteristics. It is entirely surrounded by land with other tenure and/or physical characteristics or infrastructure e.g. water, a road, forest, etc, not forming part of the holding. This implies that a parcel is part of a holding that is physically separate from other parts of the holding. A holding is made up of one or more parcels.

2.10 Plot

1. A plot is defined as a contiguous piece of land within the parcel on which a specific crop or a crop mixture is grown. A parcel may be made up of one or more plots.

2.11 Total Holding Area

1. Total holding area is the area of all parcels that is <u>operated by the holder</u>. Forestland and other land owned and/or used by the holder should be included. Land rented from others and operated by the holder should be included in the holding. But land owned by the holder but rented to others should not be included in calculating the holding area. <u>It should be, however, noted that information on parcels owned by the household, but rented to others (operated by others) will be collected in this survey even if it will excluded in computing total holding area (cultivated area) at the analysis stage.</u>

2. The holding area includes land under crops and pastures as well as land occupied by farm buildings. Land area of the holder's house is also included in the total holding area if the house is not located outside the holding (e.g., a house for residential purposes in a village or town) and is not used solely for residential purposes. It should be noted that data on non-agricultural land in general and residential land in particular irrespective of the location is collected in the socio-economic questionnaire under Section 13: Non-Agricultural Land by All Households and Agricultural Land by Non-Agriculturalists.

3. The total area of a holding practicing shifting cultivation should include area under crops during the reference period and areas prepared for cultivation but not sown or planted at the time of enumeration. It should exclude land abandoned prior to the reference period. Holders having access to communal grazing land should not include their estimated share of such land in their total land area.

2.12 Land Utilization

1. The recommended broad categories of land utilization in international nomenclatures are:

(a) Arable land
(b) Land under permanent crops
(c) Land under permanent pastures
(d) Wood or forestland
(e) All other land

(a) ***Arable land*** refers to all land generally under rotation whether it is under temporary crops, left temporary fallow or used as temporary pastures. Total arable land may be divided into four classes:

(i) Land under temporary crops
(ii) Land under temporary pastures
(iii) Land temporarily fallow
(iv) All other arable land

(i) ***Land under temporary crops*** includes all land used for crops with a growing cycle of under one year, sometimes only a few months, which needs to be newly sown or planted for further production after the harvest. Crops remaining in the plot for more than one year should also be considered temporary crops if harvesting destroys the plant (e.g., cassava and yams). Crops grown in rotation and therefore destroyed when the land is ploughed (e.g., grasses) should be considered temporary crops. The specialized cultivation of vegetables, flowers, bulbs and market gardens should also be included in this category.

(ii) ***Land under temporary pastures*** is the land temporarily cultivated with pastures. Because some practical difficulties may arise differentiating temporary from permanent pastures, such pastures cultivated for a period of less than five years should be considered temporary.

(iii) ***Land temporarily fallow*** is land at rest for a period of time before it is cultivated again. If the land remains fallow too long, it might acquire certain characteristics which would determine its inclusion in other major land uses groups. A maximum period of idleness is therefore defined, being less than five years. On the other hand, a piece of land should not be considered temporarily fallow unless it has been or is intended to be kept at rest for at least one agricultural year. If the time of enumeration falls at a time when sowing/planting has not been completed, the area lying fallow at that time, but which will be put under crops soon afterwards should be classified by the crops to be sown/planted and not as fallow land. Fallow land that is temporarily used for grazing should be classified fallow if the land is normally used for the cultivation of temporary crops.

(iv) ***All other arable land*** includes all rotation land not put to any of the uses mentioned above during the reference period, such as arable land temporarily damaged by floods, land prepared for cultivation, but not sown because of unforeseen circumstances and abandoned land.

(b) ***Land under permanent crops***: This is land which is cultivated with crops which occupy it for a year or longer and which do not have to be planted after harvest. Land under tree crops is included in this broad category, except land under forest trees which should be classified under “wood or forest land”. Permanent pastures are excluded.

(c) ***Land under permanent pastures*** means land used permanently (i.e. for five years or more), seeded and cared for or grown naturally (grazing land). Permanent pastures on which trees and shrubs are grown should be classified under this category only if the growing of grass (naturally growing grass) is the most important use of the area.

(d) ***Wood or Forest land*** includes wood lots or tracts of timber, natural or planted, which have or will have value as wood, timber or other forest products. Nurseries of forest trees should also be classified under this category. Wood or forest land used only for recreational purposes should be classified as “All other land”

(e) ***All other land*** includes all other land not elsewhere classified, whether potentially productive or not. Generally it refers to unused lands and areas under buildings, roads, parks, swamps, rocky areas etc.

Agricultural land
This is defined as the sum of arable land, land under permanent crops and land under permanent pastures.

3. PARCEL AREA MEASUREMENT AND CALCULATION

3.1 Introduction

1. One of the most important factors for production used in growing crops, raising livestock or any other farming activity, is land. The pattern of Land-Use usually varies by seasons or by different regions of the country. Thus, accurate data on area used for agricultural purposes is an important aspect of agricultural planning.

2. Total land operated by the holder (i.e. the agricultural holding) is a crucial variable for the analysis of agricultural data. The area of a holding may vary from time to time. A holder may sell or leave part of his/her holding or he/she may buy or rent from others.

3. At any time the holder has the option to fully or partially utilize the holding. Thus the proportion of the holding under crop also varies from season to season or from year to year. Since production can be estimated as a product of Yield and Area, there is definite relationship between area planted and amount of crop harvested. The product can easily be computed in the case of crops grown in pure stand. The problem is however quite complex if crops are intercropped.

3.2 Area to be measured

1. The main work will involve collecting data on number of parcels and plots under the various crops. The areas to be measured will be, however, limited to parcels, and crop plots (for the current (first) cropping season of 2005 – Section 4B of the questionnaire) located within the selected EAs. For parcels located outside the EA, we depend only on farmers own estimation.

3.3 Measuring Unit

1. Land area will be measured with a Global Positioning System (GPS) tool and recorded as acres with **two decimal places** in Section 2, Part A and B of the agricultural questionnaire i.e. the smallest area possible to record is 0.01 of an acre.

3.4 Parcel and Plot Area Measurement

3.4.1 Introduction

1. During the UNHS, the Enumerator will carry out area measurements on parcels, and crop plots for the current cropping season using a GPS device. The area measurement should be done after the interview is completed.

2. The parcel and plot area measurements will be carried out in the following sequence:

(i) It will be necessary to walk around the parcel with the holder/respondent to decide on the parcel boundaries and the number of plots to be found.
(ii) The Enumerator will do the area measurement using the GPS equipment and record it in Section 2, Part A and B and that of Section 4B of the agricultural questionnaire.

3. The Supervisor and/or the team from UBOS will crosscheck some selected parcels and plots by re-measuring, using GPS equipment.

4. YIELD AND PRODUCTION ESTIMATES

4.1 Introduction

1. Reliable estimation of annual production of food crops and other agricultural commodities are extremely important as Uganda makes serious efforts to tackle the problem of ensuring food security, diversifying her export crops, increasing income of her people, and, thus raising their living standards.

2. A number of methods for estimation of crop production exist. These include estimating production directly or through a product of Crop Area and the Yield Rate. Area Estimation has been briefly described above.

3. In the UNHS, the holder will give an estimate of what was actually harvested (post-harvest estimates) of the crops planted during the last completed season i.e. planted during the period of July - December, 2004 for the first visit and planted during the period of January – July for the second visit.

4.2 Measuring Unit

1. Many holders in Uganda are expected to have a fairly good idea on quantities of the crop they produce, even if they normally do not keep farm records. However, when it comes to compiling information for statistical purposes, the holder's estimate may be difficult to use due to the absence of standard

measurement units. If guided on the use and conversion of various measurement units, experience shows that holders can give fairly accurate estimates. A number of countries in Africa have, thus, applied this method for collection of crop production statistics with a fair amount of success.

2. The holder should estimate his/her harvest in measurement units he/she is familiar with. These measuring units will vary with kind of crops, districts, traditions, etc. The Enumerator is requested to take note on the measurement units used locally.

5. DETAILED INSTRUCTIONS ON HOW TO FILL IN THE FORMS

5.1 UNHS, Agricultural Module Sections

1. The agricultural questionnaire for the UNHS III is organized into sections, parts and questions. Sections are organized by subject matter covered. Each section has a serial number. Each part is denoted by a letter and covers a particular aspect within the subject. The contents of the sections are listed below:

Section 1A: Household Identification Particulars
Section 1B: Staff Details and Survey Time
Section 2: Current Land Holdings
Section 3: Investments on Land
Section 4: Crop Plot Areas (in Acres): By Season
Section 5: Household Member Labor Inputs by Plot: By Season
Section 6: Hired Labor and Non-Labor Inputs by Plot: By Season
Section 7: Disposition of Crops: By Season
Section 8: Land Characteristics and Rights
Section 9: Land Title, Certificate and Disputes
Section 10: Livestock Ownership
Section 11: Livestock Expenditure and Income
Section 12: Agricultural Technology and Extension Services

5. Agricultural Module

5.2.1 Sections 1A: Household Identification Particulars and 1B: Staff Details and Survey Time

For the instructions, see <u>the socio-economic manual of instruction</u>.

5.2.2 Section 2: Current Land Holdings

Purpose: The purpose of this section is to have a complete list of all the parcels owned and/or operated by the household during the second season of 2004 and the first season of 2005. It allows us to refer back to these parcels in the next sections of the questionnaire, together with the rights under which they are held and their current use. It is divided into two different parts. The first, Part A, collects information on parcels of land owned by the household. The second, Part B, collects information on parcels of land that the household has use rights/usufruct only while the ownership right belongs to someone else.

This section is administered to households who have been involved in crop farming during the last completed and the current cropping seasons. Information is collected on agricultural land that these households have access during the reference period. Note that information on non-agricultural land owned by all the sampled households and agricultural land owned by non-agriculturalists is collected in Section 13 of the socio-economic questionnaire

The different scenarios of getting access to land through ownership and use rights are discussed as follows.

<u>Ownership rights</u>

Land owned is the land area possessed by the household for which the household has title or certificate of ownership. Land owned also includes land which the household can reasonably expect to eventually possess title or certificate of ownership and land which has been operated for many years by the same household without any other claims being made on the land.

In Uganda the systems of owning land which are recognized by the law are freehold, leasehold, mailo and customary tenures.

Freehold tenure is ownership of land for an unlimited period. It means that one can pass on this land to another person after one's death. The owner of a freehold title has full powers to use and do anything with the land as long as it is not against the law.

Leasehold tenure is a way of owning an interest in land based on an agreement with the owner of the land allowing another person to take possession and use the land to the exclusion of any one else for a specified or limited period of time, usually five years, forty nine years or ninety nine years.

Mailo tenure was created by the 1900 agreement. It is ownership of land formerly given to the Baganda chiefs mainly in Buganda. It is similar to freehold tenure except that tenants on mailo land have security of tenure.

Customary tenure is a traditional method of owning land. Each community has traditionally developed a system of owning land. It may be owned either by the community, clan, families or individuals.

Individuals can have ownership rights to land under either of the above mentioned tenure systems. A person who owns land under these systems, except customary tenure, is entitled to possess certificate of title. But a certificate of customary ownership is given to a person or group of persons who owned land under a customary system. A detailed discussion and definition of the different forms of certificates is provided in the section that deals with land rights, certificates and disputes. Land owned under these arrangements should be recorded in Part A.

Use rights

This refers to the case where a person has the right to use and benefit from land belonging to another as long as the land is not damaged in any way. Use rights mainly involve arrangements between a tenant occupying or using the land and the owner of the land. The most common types of tenants in Uganda are lawful and bona fide occupants on freehold, leasehold or mailo land. The former refers to a person staying on land with the permission of the owner and making some payments to the owner in return. The latter refers to a person who has stayed on and used the land or improved the land for a minimum of twelve years without being challenged or asked to leave by the owner before the date of 8^{th} October 1995. These tenants are entitled to apply for certificate of occupancy.

Individuals can also be given a license to occupy or use land on a short term basis, say, for one season by the owner of the land. For the purpose of this survey squatters are assumed to have only use rights on the land they are occupying without the consent of the owner.

Therefore, information on land occupied under any of these arrangements should be collected in Part B.

The following table provides the link between different tenure regimes, ownership and use rights and formal certificates.

	Registrable Interest	**Type of Certificate**	**Type of Right**
1	Freehold Mailo Leasehold	Certificate of title	Ownership right
2	Customary	Certificate of customary ownership	Ownership right
3	Lawful/Bona fide occupant	Certificate of occupancy	Use/occupancy right
4	Short term rental/license, squatters	None	Use/occupancy right

Respondent: The respondent is the head of the household or the person best informed about the agricultural activities of the household. In some of the cases, the individual holder or the person who manages the parcel must be invited to give the answers.

Reference period: You need to be careful with the reference period. The reference periods cover the second cropping season of 2004 (July – December 2004) and the first cropping season of 2005 (January – June 2005).

Part A: Land Owned by the Household

The land referred in this part covers all the parcels owned by the household for agricultural purposes including woodlots and forest land. This includes land rented out or lent out to other persons. Note that land under cultivation by the household but owned by other households or institutions should be excluded.

Instructions

The information is organized by parcel. Refer to the definition of the parcel given in one of the previous sections. For the purpose of this survey the definition is slightly modified as follows. <u>If a portion of a parcel has been rented to others, the two contiguous pieces (the portion of land operated and the other portion rented out) should be considered as two separate parcels on the basis of agricultural operation.</u>

You should identify each parcel clearly by number and name. The recording of parcel(s) should start with the parcel where the interview is taking place, preferably by the parcel where the household's dwelling house is located. This should be parcel number one. For all the parcels within the EA, GPS coordinates at the geographical center of the parcel should be given at the bottom of the page. Use extra sheets if necessary.

Question 1: This is a filter question. It establishes whether the household owns any agricultural land including woodlots and that of forest land. If the answer is 'no', then skip to Part B. If the answer is 'yes', ask the respondent to list all the parcels the household owns and their details.

Column (2): Parcel ID
Column (2) is labeled PARCEL ID (identification code). Each row in the grid is assigned a number. The identification code assigned for each parcel is determined by the row in which the parcel's name is entered. The Parcel ID is extremely important, as it allows the information gathered in the various sections of the agricultural module that pertains to the same parcel to be matched together.

Column (3): Parcel name
This question obtains a name or brief description of the parcels, for reference during the interview and for re-interviewing the same household in future survey. For instance, each parcel could be named after the village where it is located, or locations such as near swamps, rivers, hills etc. or even the main crop grown.

Make a complete list of all the parcels owned by the household including parcels that are in fallow.

Column (4): GPS Measurement with two decimal places
It should be noted that area measurement is done after the interview is completed. This column is thus filled in after the completion of the interview. The use of the GPS has been extensively explained above and in Annex 2. However, the actual measurement should be conducted only on those parcels located within the EA. <u>**Once again exclude the portion of the parcel devoted for residential purposes i.e. land area for housing building and its secondary parts such as kitchen, toilet and other related structures.**</u>

Column (5): Farmer's estimate
Record farmer's/holder's area (size) estimate of the parcels listed in acres. It is important that the holder's estimate is not influenced at all - just register his/her estimate. <u>**Exclude the portion of the parcel devoted for residential purposes i.e. land area for housing building and its secondary parts such as kitchen, toilet and other related structures.**</u>

It is expected that many holders will give areas as acres and as fractions of acres, probably not more detailed than 3/4, 1/2 and 1/4 of an acre. The Enumerator should transfer the fractions to decimals as follows 3/4=0.75, 1/2= 0.50 and 1/4=0.25 and fill in the areas with two decimals. Make sure that the decimals are correctly registered in order to avoid data entry errors at a later stage. Also remember the following conversions:

1 acre ≅ 4000 m^2 ≅ 0.4 hectares
1 hectare =10,000 m^2 ≅ 2.5 acres

If any local area measurement unit is used, it should be converted into acres and recorded in this column. The following guidelines can be used:

- an acre is a measure on the ground of approximately 70 yd x 70 yd or half a standard football field;

- by casually walking round a square of 50 steps by 50 steps, one covers an area of approximately ¼ or 0.25 acres;
- an area measuring 22 yd x 22 yd covers 0.1 acres; and
- an area measuring 16 yd x 16 yd covers 0.05 acres.

Column (6): Location
It is necessary to describe the geographical location for each parcel. For example, code '1' should be allocated to all parcels within the EA. These parcels should be the first to be recorded/listed in the questionnaire. If the holder operates any parcels outside the EA, these parcels should be registered after all parcels within the EA are listed. Use the list of codes given in the column.

Column (7): Land Tenure System
Here, ask about the rights under which the owner operates the land i.e. the tenure status of the land.

Column (8): How was the parcel acquired?
Ask how the household acquired the parcel for the first time. If unmarried household head inherited land form his/her family, then use code '2' (inherited or gift from own family). CLEARED, code '5' is common mainly in areas with customary land ownership where one clears land and uses it.

Column (9): Year in which parcel was acquired
Record the year in which the parcel was acquired for the first in four digits. For example, if the parcel was acquired in 1989, write 1989 in the appropriate box. If the parcel was acquired in bits and pieces, give the year in which the major part was acquired.

Column (10): Estimated value of the parcel if sold
Get the respondents estimate of the value of the parcel at the prevailing market price if it was to be sold, including the investment on it e.g. farm buildings, permanent crops, etc. Exclude residential buildings since residential land is not considered as part of the parcel. Note also that annual crops should not be considered as an investment. Respondents may have a difficult time answering this question. You should try to obtain estimates, however rough, of the value of land with the investment. Sometimes you may have to ask about the value of a similar parcel with similar type of investment in the same locality – this can be a good indicator of value.

Column (11): Willingness to sell parcel

Find out if the respondent is willing to sell the parcel at the price mentioned in column (10).

Column (12): Estimated value of the parcel if rented out
Get the respondent's estimate of the rental price of the parcel if it was to be rented out for two cropping seasons including the investment on it. The comments in column (10) apply here.

Columns (13a) and (13b): Primary use of the parcel
Ask about the primary use of the parcel during the second cropping season of 2004 (July – December 2004) and the first cropping season of 2005 (January – July 2005) in columns (13a) and (13b), respectively. See subsection 2.12 (land utilization) of this manual for the detailed description of some of the response codes.

Rented out means that the parcel was given to another household to operate in return for either a fixed sum (cash or in-kind) or a share of the crops harvested. Note that a separate code (code '4') should be used if the land was **cultivated by a mailo tenant** during the reference period.

Column (14) and (15): Rent received for renting out and land owned by the tenant
These questions are asked for the parcels that the household did not cultivate. If the parcel was rented out or cultivated by a mailo tenant, ask what rent was received from the tenant during the two seasons and record what was received both in cash and in-kind in column (14). In each case, record the net rent, i.e. the rent net of the value of any inputs the household provided to the tenant.

In column (15), ask about the amount of land the tenant owns in the respondent's (this) village (EA). Record the code that best fits the response of the respondent.

PART B: Land That the Household Has Access Through Use Rights:

This part refers to parcels the household cultivated but does not own during the second season of 2004 and the first season of 2005. It gathers information about each parcels belonging to someone else that was cultivated by the household irrespective of the type of contractual arrangements with the owner of the land. It can be rented or lent to the household or even it can be without any arrangement with the owner of the land. It should be clear that the household has only use rights to the land i.e. the right to utilize and enjoy the profits and advantages of the land that belongs to another person so long as it is not damaged in any way. In other words, the household has only third party rights that can be enjoyed on land of which a member of the household is not the owner or lessees.

Instructions

Question 1: If the answer for question 1 is 'yes', list all the parcels that the household has access (use rights), but that belongs to someone else during the second cropping season of 2004 and the first season of 2005. If the answer is 'no', skip to section 3.

Columns (2) – (8)

These questions are identical to columns (2) – (8) in Part A, so the same instructions above apply here.

The tenure system (column (7)) refers to the type of ownership of the parcel from the owner's perspective – it should not be linked with the contractual arrangements between the owner of the land and the one who is currently using it.

The response codes for column (8) are slightly different from that of the Part A in order to address the issues related to the agreement between the household and the owner of the parcel.

Column (9): Rent during the two seasons
Ask what rent the household paid to the owner of the parcel during the two seasons if it was acquired through an agreement with the land/use right owner (code '4' for column (8)). Write only cash payments here; in-kind payments will be recorded in Section 7A and 7B.

Column (10): Period of possession of parcel
Ask the length of time that the household has been in continued possession of the parcel i.e. farming the parcel. Record in <u>completed years</u>. If less than one year, write '0'.

Column (11): Willingness to buy full ownership of parcel
This question seeks to find out whether the respondent is willing to buy full ownership right to the parcel.

Column (12): Price
If the answer in column (11) is 'yes', ask what price the respondent is willing to pay for the parcel including the investment on it. Once again investment refers to perennial crops, farm buildings, etc., but excludes residential buildings and that of annual/seasonal crops.

Column (13): Renewal of user rights
Find out whether the household has to renew of use rights to the parcel at least once a year.

Column (14): Price of the user rights for the parcel
If the answer to the previous question is 'no', then ask for the amount at which the household could sell the use rights to someone else. Note that this is not the price of the parcel if one was to sell it but only for another person to use it.

Columns (15) and (16)
These questions are similar to column (13) and (14) of Part A, respectively. The list of response codes for column (16) is customized to fit the circumstances of access to land on the basis of use rights.

5.2.3 Section 3: Investments on Land

Purpose: This section collects information on land related investments. The focus is mainly on land improvements such as bunds, terracing and mulching, and investment on different types of tree crops which has paramount importance in Ugandan agriculture.

Respondent: The same respondent as in Section 2.
Instructions

This section collects information on all the parcels listed in Section 2, Parts A and B i.e. parcels that the household has access through ownership and use rights.

Column (1): Parcel ID
In this column, record the identification number of each parcel listed in Section 2 (Parts A and B). Make sure that the identification codes are exactly the same as in Section 2, Parts A and B.

Columns (2) and (7): Soil and water conservation practices
For each of the conservation measures, find out whether the household is currently practicing and/or practiced them 5 years ago (ending March 2001).

Bunding is a low embankment used to control runoffs. It plays an important role in soil and water conservation in the field with medium slope. It is characterized by the materials used such as soil, stones, etc. Sometimes grass is planted on the soil bunds to make them more permanent.

Terracing is a soil conservation practice applied to prevent rainfall runoff on sloping land from accumulating and causing serious erosion. Terraces consist of ridges and channels constructed across-the-slope. Terraces are also often built to get more flat ground for growing crops.

Mulching is the use of a protective layer of a material that is spread on top of the soil, primarily to prevent evaporation of water, erosion of soil and to control weed growth. Mulches can either be organic--such as grass clippings, straw, and similar materials – or inorganic – such as stones, brick chips, and plastic.

Columns (8) and (9): Fallowing
Find out whether part of the parcel has ever been left fallow in the past five years. If the answer in column (8) is 'yes', then record the number of months that the parcel has been left fallow during the past five years in column (9).

Column (10): Fence
Here we want to determine if the parcel is surrounded by a fence irrespective of the type of material used. The material used can be wood, tree branches, barbed wire, dense vegetation, etc.

Column (11): Tree crops – filter question
This question is a filter that starts the portion of the section dealing with investment in tree crops. If the answer is 'no', you should skip to the next parcel in the list.

Columns (12) - (20): Number of tree crops
Farmers grow tree crops for various reasons. Here we divide them into five categories:

1. **Trees for fruit or timber:** This is associated with the growing of valued trees mainly to produce cash crops such as fruits, timber, poles, etc.
2. **Trees to improve soil fertility:** This takes the form of trees scattered, or in clumps or rows as part of the agricultural crop production. This occurs where trees provide benefits to agricultural crops through shade, shelter or soil improvement.
3. **Trees for boundary demarcation:** This refers to trees grown around the boundaries of the parcel as a means of boundary demarcation.
4. **Robusta coffee**
5. **Arabica coffee**
6. **Clonal coffee**

If the answer to the previous question is 'yes', then these tree codes should be used in completing the remaining questions. Record up to three types of trees using the above classification. If there are more than three types, select the three most important ones. In **columns (12), (15) and (18),** record the appropriate codes. Ask for the respective number of trees planted since March 2001 in **columns (13), (16), and (19)** and then the respective total number of trees in the parcel on the date of the interview in columns **(14), (17), and (20).**

5.2.4 Section 4A: Crop Plot Areas (in Acres): Second Cropping Season of 2004

Purpose: This section collects information on crop cover of parcels <u>farmed</u> by the household. It refers to crops planted by the household during the second cropping season of 2004 (July – December 2004) on parcels belonging to the household and on parcels that the household has access through use rights.

Note that crops grown on parcels belonging to this household that has been rented/lent to someone else should not be included, since the crops are not being maintained by the household being interviewed.

Recall Period: This section should be completed during the first visit. The recall period refers to **the second cropping season of 2004 (July – December 2004).** Thus, data should be collected for this cropping season only.

Respondent: The same respondent as the previous sections. Try to obtain information from each crop manager as much as possible.

Column (1): Parcel identification
This question identifies the parcels that have been cultivated by the household (including those which were left fallow) during the second cropping season of 2004, as the objective of this section to identify the use of each and every parcel during the specified season. The parcel identification codes should be copied from Section 2, Parts A and B. Note to exclude those parcels that were cultivated by someone else.

Column (2): Plot identification
This question identifies the number of plots in each parcel (refer to the definition of a plot given in the section of this manual that covers the topics related to concepts and definitions).

Only plots with crops, plots with land under fallow and plots under farm buildings, etc. will be included. Both plots with temporary and permanent crops should be recorded and given the relevant codes (permanent and temporary crops are defined above). Note that plot identification number starts from 1 (one) in each parcel.

Most of the crop plots have irregular shapes, and very often with undefined boundaries. Some may be far from the house. By the time of your visit, the temporary crops plots, e.g. beans, maize, groundnuts, the crop will have been harvested already. It is necessary that such plots should be identified and recorded accordingly.

More than one row should be used if a parcel has more than one plot. See the example below.

Column (3): Farmer's/Holder's area estimate
The Enumerator should record the holder's estimates of the size of the plots one by one in acres. Often it will be necessary to convert from other units. Note that the total area for all plots on a parcel should ideally add up to the area of the parcel measured in Section 2 of the questionnaire.

Column (4): Cropping system
Definitions of pure and intercropped stands are given in Section 2 of this manual. Obviously, if the crop is in pure stand, there will be only one crop on the plot.

Columns (5a) and (5b): Crop name and code
Here we want to know all the crops the household has planted in each plot during the season under consideration. This would include all crops in which household members were engaged in planting in the second season of 2004. Ask what crops were planted in each plot, not what crops were harvested. You should probe the respondent about this; otherwise the respondent may omit crops that completely failed. Note that one crop code should be "FALLOW" indicating that no crop was grown on a plot during the specified season.

If more than one or more crops were grown (intercropped) on the same plot in the same season, use one row for each crop i.e. use the subsequent rows to fill in the details on each crop. No limit has been set on the number of crops to be recorded for an intercropped plot. In this case, the main and the constituent crops have to be decided and recorded in order of decreasing coverage percent. The first crop should be the one with the largest cover.

A few examples may help to illustrate. If one of the crops is almost planted as pure stand when the others are simply scattered around the plot, then this crop should be taken as the main crop. However, if a farmer has planted beans and groundnuts at the normal density in a plot of young coffee or banana, then coffee or banana is the main crop. The holder's intention is to have a plot of coffee or banana, though they are still young.

List the name of the crops in each plot in column (5a), and then write down the crop code number in column (5b). The list of crop codes is given in the codebook.

Column (6): Percentage of crop coverage on the plot
This question attempts to determine how much of the plot is assigned to each crop – the percentage of the plot devoted to each crop. The area of intercropped plots can be estimated using whatever convenient

method is appropriate. In some cases, the intercropped land can be divided according to estimates of the area under each crop. In other cases, this is not possible and an estimate based on seeding rates is made. In all cases, the total of the crop areas for the intercropped plot is the same as the area of the plot itself.

Hence, the percentages should normally add up to 100 percent.

EXAMPLE

Suppose the household has one parcel with ownership rights in Section 2, Part A. The size of the parcel is 2 acres. Assume that the parcel has three plots, namely; a maize plot, a plot intercropped with banana food type, cassava and beans, and a fallow plot. Further the sizes of the plots are 0.5, 1, and 0.5 acres, respectively. And, the percentages of the intercropped plot devoted to each crop are 50, 25 and 25 percents, respectively. The information should, therefore, appear in the questionnaire as follows:

PARCEL ID	PLOT ID	What is the total area of this plot? **(in acres)**	Cropping system 1=Pure stand 2=Intercropped	Crop Type		What percentage of the plot area was under this crop? **(%)**
				Crop name	Code See code sheet	
1	**2**	**3**	**4**	**5a**	**5b**	**6**
01	01	0.5	1	MAIZE	170	100
01	02	1	2	BANANA FOOD TYPE	741	50
01	02	1	2	CASSAVA	630	25
01	02	1	2	BEANS	210	25
01	03	0.5	1	FALLOW	930	100

Column (7): Identification code of crop manager
Record the person ID of the crop manager here. This is the identification code of the household member from the household roster of the socio-economic questionnaire.

Columns (8) – (11): Use of agricultural inputs
Here find out the agricultural inputs used on each crop listed during the specified season. The box below gives further explanations. For each type of input specified, record whether it was used or not in the respective column, using the codes specified.

Agricultural inputs:
Local seeds are seeds obtained locally and normally of local varieties. They can be own seeds or obtained e.g., from neighbors. They are the most commonly sown/planted.
Hybrid/improved seeds are mostly sold in shops, e.g., Kawanda composite for maize.
Fertilizers are divided into inorganic and organic fertilizers.
i) Inorganic or chemical fertilizers are divided into four types: nitrogenous, phosphate, potash and mixed complex fertilizers.
ii) Organic fertilizers include farmyard manure, compost, green manure and seaweed. Farmyard manure refers to farm fasces and urine mixed with litter, mainly straw, to absorb the urine. Compost is manure derived from decomposed plant remains, usually fermented waste plant materials such as straw, grass, mowing, etc, heaped in alternative layers with lime, nitrogen and water added. Green manure is a crop, such as sun hemp, mustard etc, grown specifically to be ploughed back into the soil to provide humus. Green manure crops are often planted before the crops.
Pesticides these include; insecticides, fungicide, fumigants, herbicides, rodenticides and various other materials, mostly synthetic chemicals produced in concentrated form, but diluted for application with various substances such as water, tale, clays, kerosene etc. They are used for mitigating, controlling or eliminating pests troublesome to crops or livestock.

Column (12): Main cause of any crop damage
This question refers to crop damage before the crop was harvested. If there was no crop damage, write code '1' (None) and go to the next crop.

Column (13): Percentage damaged
The respondent should be assisted to give the percentage damaged during the season as a result of ALL causes of damage. It should be noted that in column (12) only the main cause is given. However, there are likely to have been other crop damages.

5.2.5. Section 5A: Household Member Labor Inputs by Plot: Second Cropping Season of 2004

Purpose: This section collects plot-by-plot information on the labor time of household members on different tasks in **the second season of 2004 (July – December 2004).** Information is also gathered on exchange labor. You have to keep on reminding the respondent that information is collected about the second season of 2004 in this section.

Respondent: The head of the household or the person who is best informed about the agricultural activity of the household. Ask the plot manager as much as possible.

Definition

Person days: A measurement that is used to reflect the total amount of time a team spends in any activity. It reflects both the size of the team and the number of days spent. For example, a team consisting of three people spends three days (full time) in hoeing a field. The person days would then be nine person days i.e.

Person days worked by all persons = Number of days worked X Number of workers

Information on family labor input (this section) and hired labor (the next section) should be collected using person days as a unit of measurement.

Instructions

The labor input contributed by household members for the different tasks are asked separately for male adults, female adults and children. For this purpose, <u>child refers to those below the age of 15</u>.

Question 1: This question attempts to determine the average length of one working day for adults and children in the village (enumeration area). It refers to a normal (regular) working day if a person is full time engaged in agricultural activities. This information is quite relevant in calculating the number of person days that were contributed by members of the household to the various agricultural tasks. You need to probe carefully.

Columns (2) and (3): Parcel and plot identifications
Record the parcel and plot identification codes. Copy these codes directly from Section 4A. It is absolutely necessary that the codes should be the same; otherwise it is impossible to match the information of different sections.

Columns (4) – (6): Land preparation and sowing
Here you should calculate the total number of person days worked by different groups of members of the household (male adults, female adults and children) in land preparation and sowing. You must multiply the number of people worked in each group by the average number of days they worked. Use the suggestion of the respondent in question 1, to approximate the length of one person day. It is a common practice that farmers apply inputs such as fertilizer and manure simultaneously with land preparation and sowing. In this case, record the information together with land preparation and sowing, and hence exclude it from that of input application to avoid double counting.

For example, suppose that 2 male adult members of the household were involved in land preparation and sowing of a particular plot for 5 days each based on the length of one working day in the village. So, 10 male adult person days were spent on these activities in the plot under question.

Columns (7) – (9): Input application including fertilizer, manure, irrigation, pesticides, etc.
Follow the same instruction as columns (4) – (6).

Columns (10) – (12): Weeding and pruning
The same instructions as above apply here.

Columns (13) – (15): Harvesting
The same instructions as above apply here. You should keep in mind that harvests could have taken place after December 2004 due to various factors (such as delay in the rains at the time of planting) although the crop was meant to be planted for the season of July – December 2004. In this case, the following rule of thumb should be followed: (i) for permanent crops the harvest period should be limited between July and December 2004 and hence harvesting labor should refer to this period; and (ii) for temporary crops you should estimate the total labor input for harvesting including the time spent after December 2004 to harvest those crops which were planted during the period July – December 2004.

Note that harvesting labor may be quite difficult to recall for crops, such as cassava, that are harvested little-by-little over the season or between seasons. It may be necessary to come up with a rate and apply that to the output. For example, if it takes 1 hour to dig up a basket of potatoes, and 100 baskets of potatoes were harvested from the garden, about 100 hours of labor were needed. Dividing this by the reported length person day of the village yields about the total number of days of labor spent on potato harvesting. If the length of one working day is 8 hours, then 12 days of labor were spent on potato harvesting. You should proceed in this fashion to obtain good estimates.

Columns (16) and (17): Exchange labor
In column (16) determine whether members of other households contributed input in the form of exchange labor in any of the agricultural activities mentioned above. One common example of exchange labor is communal work party that goes from farm to farm and performs a single task. If the answer to this question is 'yes', then ask for the number of person days contributed by non-household members in the form of exchange labor for all types of tasks.

5.2.6 Section 6A: Hired Labor and Non-Labor Inputs by Plot: Second Cropping Season of 2004

Purpose: This section collects information on expenditure made by the household on the purchases of agricultural inputs like hired labor, seed, and fertilizer during the **second cropping season of 2004 (July – December 2004).**

Respondent: The same as the previous section.

Definition

Hired labor is labor input supplied by persons other than holding household members and who are paid for their work either in cash or kind or both. The persons are hired for purposes of doing agricultural work on the holding. They can be permanent or temporary laborers.

Instructions

This section will be filled in during the first visit and will cover the second cropping season of 2004 (July – December 2004). The information should be collected plot-by-plot.

Columns (1) and (2): Parcel and plot identifications

Refer to columns (1) and (2) of section 5A. The same instructions apply here.

Column (3) – (5): Hired labor for all tasks
These questions determine how much the household spent to hire workers to work on its plots. Since there are many kinds of workers, performing different tasks for different periods of time and paid in many different ways, these questions will require some probing on your part. Include hired labor to harvest temporary crops planted during the second season 2004, but harvested after December 2004 due to some circumstances.

In column (3), ask if the household had hired any agricultural workers during the second season of 2004 (July – December 2004) on the specific plot under consideration. You should probe any type of agricultural workers hired for any of the agricultural tasks during the reference period. If the respondent did not hire any agricultural worker (code '2'), skip go to column (6).

Column (4): You should calculate the total number of <u>person days</u> worked by the hired agricultural workers during the recall period plot-by-plot. You must multiply the number of people hired by the average number of days they worked. Refer to the definition of <u>person days</u> in the previous section.

Column (5): Record the total cash and any in-kind payments made to workers for the total number of person days (plot-by-plot). Include the total cost of meals or any payments in the form of crops, etc. This is thus the total payment by the household for all type of agricultural worker hired during the reference period.

Columns (6) and (7): Seeds and seedlings
If the answer in column (6) is 'no', i.e., the respondent did not purchase any seeds and/or seedlings to be used for crop cultivation on the plot under consideration during the reference period, skip to column (8). Otherwise, record the total amount of money spent (including in-kind payments) for all kind of purchased seed and seedlings used during the reference period in column (7).

Columns (8) and (9): Chemical fertilizer
If the answer in column (8) is 'no', then skip to column (10). Column (9) is devoted to record the total amount spent on purchased chemical fertilizers used for crop cultivation (plot-by-plot) during the reference period. Include the value all in-kind payments.

Columns (10) and (11): Pesticides, herbicides or fungicides
Similar to the previous columns, record the information for all pesticides, herbicides or fungicides in column (10) and (11). Follow the same instruction as in column (8) and (9). Note that information should be collected plot-by-plot.

Columns (12) – (15): Manure
These questions refer to the use of any manure on each and every specific plot during the reference period. Column (12) is a filter question. If the answer to this question is 'no', skip go to column (16). In column (13), record the total quantity of manure that the household used on the plot during the reference period. Use kg as the unit of measure; convert other measures such as bags, tins, etc. into kg. The question in column (14) specifically asks about the quantity of manure which was purchased or bartered for use during the reference period (use kg). If none was purchased, write 0. Column (15) is a follow up question regarding the total amount of money spent (both in cash and in-kind) on purchased or bartered manure.

Column (16): Renting draft animals
Ask the amount of money spent on oxen and other draft animal rentals during the reference period for each plot. Include also money spent on rental of agricultural machineries. If none, write 0 before moving to the next plot.

5.2.7 Section 7A: Disposition of Crops: Second Cropping Season of 2004

Purpose: This section attempts to estimate the total crop production for **the second cropping season of 2004** and how the household used the produce or amount harvested, covering all the parcels and plots operated by the household (whole holding). This is done by crop-by-crop.

Respondent: The same as the previous sections.

Instructions

This section will be filled out during the first visit and will cover the second cropping season of 2004 (July – December 2004). You should follow the following practical steps: (i) in the case of permanent crops the harvest period is strictly limited between July and December 2004; and (ii) in the case of temporary crops you should record the total quantity harvested even if the actual harvest took place after December 2004 as long as the crop was planted during the second cropping season of 2004 and recorded in Section 4A.

Columns (2a) and (2b): Crop name and crop code
Ask the respondent to list all the crops he/she grew on parcels farmed by the household during the second cropping season of 2004 (on both owned parcels and parcels with use rights). You have asked already what crops he grew on each plot of parcel in section 4A, so check to make sure all the crops are listed here. If he/she remembers now some crops he/she did not mention earlier, add the crop there as well, on the row for the plots where it was grown. Use the list of crop codes provided in the codebook to fill in column (2b). Once the list is completed ask the other questions.

Note that crops can be harvested at different stages of their cycle in more than one condition and state. A separate row should be devoted for each condition and state (see Annex 2 for the details).

Columns (3): Amount Harvested
Fill in the columns as follows.

Column (3a): Record the unit of quantity (measure) used for each crop. Use one unit of measure for each row.

Column (3b): Record the total amount of crop harvested in terms of the unit specified in column (3a). Estimates will often have to be worked out in a separate notebook before filling in the questionnaire.

Column (3c): Record the unit and condition code of the crop harvested in this column. The codes are given in the codebook. Note that if a crop was harvested in more than one conditions and state, then record each condition and state as separate crop using the condition and state code as an identifier.

Column (3d): Here record the conversion factor of the unit of measure reported in column (3a) into kg. You should remind the respondent the condition and state of the crop. Probe carefully.

Column (3e): Ask the respondent what percentage of the crop harvested was from the parcels located outside the district. Note that the information of amount harvested is collected at the household level irrespective the location of the parcels.

Column (4): Crop sales
In column (4a) Record the total amount of crop sold in terms of the unit of measure specified in column (3a). Again, estimates will often have to be worked in a notebook and filled in the questionnaire. It should be noted that the condition and state at the time of harvest may be different from at the time of sale. Hence, record the condition and state at the time of sale in column (4b) using the appropriate code provided in the codebook. If the crop was not sold, write '0' in quantity of sales and go to column (7).

Column (5): Value of sales
Record the value of total sales of each crop in Ugandan shillings.

Column (6): Buyer of the largest part
This question establishes to whom a sale was made. If more than one buyer is reported, then record the code of the buyer of the largest part.

Columns (7) – (11): Other uses
Crops may be disposed in other ways; record the details as follows using the unit of measurement specified in column (3a):

Column (7): Record the total amount crop used to produce processed food products for sale and for animal feed. This includes only crops that were processed then sold to others. This is considered a household business. Crops that were processed then consumed by household members should not be included here.

Column (8): Record the total amount of crop given to the landlord. In the case of the crop that has just been harvested, include also the amount the household expects to give to the landlord even if this amount has not actually been given.

Column (9): Record the amount of the crop that has already been consumed by members of the household.

Column (10): Record the amount of crop that is still stored for future consumption, sale and/or other purposes.

Column (11): Here, record the percentage of the crop that has been lost or wasted after the harvest. This may be hard to recall, try to get an estimate in percentages.

Column (12): Producer price
Here, ask about the producer price of all the crops harvested by the household in terms of the units specified in column (3a) with reference to the second cropping season of 2004. This is the price that is paid to farmers at farm gate.

5.2.8a Section 4B: Crop Plot Area (Acres): First Cropping Season of 2005 – First/Second Visit

The content of this section is the same as Section 4A, except that this section refers to **the first cropping season of 2005 (January – June 2005).** The instructions in Section 4A apply here as well.

This section is administered in both the first and the second visits. The parts which are going to be administered in the respective visits are marked. Columns (3a) – (8) are filled in during the first visit while the remaining part is filled in during the second visit. Crop plot area measurement using GPS should be done after the interview i.e. column (3a) should be filled in after the interview is completed.

Note that the number of plots within each parcel should not necessarily be the same as that of Section 4A because household may often change their production decisions across time.

5.2.8b Section 5B – 7B: Second Visit – First Cropping Season of 2005 (January – June 2005)

These sections are exactly the same as that of section 5A – 7A. The same instructions apply in these sections as well. The only difference is the reference period. These sections refer to the first cropping season of 2005 i.e. January – June 2005.

It should be noted that the harvest period for permanent crops is limited between January and June 2005. On the other hand, harvest of annual crops might be extended beyond June 2005 though planted during the second cropping season of 2005. You should thus follow the same logic as in Sections 5A – 7A and hence record the total quantity harvested including those harvested after June 2005.

5.2.9 Section 8: Land Characteristics and Rights

Purpose: This section collects information on some basic physical characteristics and issues related to various forms of tenure rights of all the parcels that the household has access in the from of ownership and/or use rights.

Respondent: The same as the previous sections.

Instructions

The information is collected parcel-by-parcel. You have to make sure that information on all the parcels listed in Section 2, Part A and B is gathered in this section.

Column (1): Parcel identification
In this column, record the identification number of each parcel listed in Section 2 (Parts A and B). Make sure that the identification codes are exactly the same as in Section 2, Parts A and B.

Column (2): Soil type/land quality
Ask the respondent about the soil type/land quality of the parcel. We use a simple ranking between Good, Fair and Poor to classify the general condition of the parcel with respect to soil/land quality.

Column (3): Main water source for crop production
Irrigation refers to purposively providing land with water other than rain for improving crop production. Uncontrolled land flooding by the overflowing of rivers and stream is not considered as irrigation. When rainwater or uncontrolled overflow from rivers or streams is collected and later used on the land, it is then considered irrigation. If the parcel has any type of irrigation as defined above, fill in code 1. Otherwise fill in appropriate source of water for agricultural production.

Column (4): Topography
This question refers to a simple categorization of slope of the parcel. Ask information about the slope that best describes the major part of the parcel.

Column (5): Distance from homestead
Ask about the distance to the parcel from the household's dwelling in km. The homestead parcel should be given 0. The distance should also be related to the answers in column 6 of Section 2 (location of the parcel).

Columns (6) – (11): Rights to the parcels
These questions refer to various forms of perceived land rights on the part of the household, namely, to sell ownership or use rights of the parcel, to bequeath ownership or use rights, to rent it to someone else, to plant tree crops and to use it as loan (collateral) security. You have to make it clear to the respondent that sell and bequeath refer to the sell and bequeath of either ownership or use rights. You need to check Section 2 (Parts A and B) to identify whether the household has ownership or use rights to the parcel in question.

To use land as a loan security means to promise giving it to a person or institution if one is unable to repay a loan obtained from that person or institution. In column (11), ask how much money the household can borrow using the parcel as a loan security if the answer in column (10) is 'yes'.

Column (12): Ownership or user rights
Ask who has the ownership or use rights to the parcel among members of the household. Use the appropriate code given in the column.

Column (13): Work on parcel
Ask who usually works on the parcel using the codes given in column (12).

Column (14): Output management
Ask who manages/controls the output from the parcel among members of the household using the codes provided in column (12).

5.2.10 Section 9: Land title, certificate and disputes

Purpose: This section gathers information on the following: (i) existing land titles and certificates; (ii) demand for new land titles and certificates; and (iii) land disputes.

Definition

Certificate: Refers to a written or printed and signed document that specifies the registered interests or claims against that right to own, use or occupy the land or parcel. The document should be issued by and registered with government authorities e.g. the commissioner for registration, the land board, or the recorder (the office registering land and giving certificates).

Certificate of Title: Refers to a written or printed and signed document that is an official record of an agreement concerning the ownership of land or parcel. It registers the right to own the land. Interests that can be entered in the register of titles are a freehold, lease, and mailo ownership. Customary ownership and occupancy of land belonging to someone else are not recognized in the registration of titles. The title gives the owner the right of using and developing the land for any purpose, entering into any dealings (selling, renting, and giving it out as a security), allowing other people to use it and giving away the land by will.

Certificate of customary ownership: Is given to a person or group of persons who own land under a customary system to recognize and guarantee his/her interest in the land or parcel. The document must be issued by the land board. It states that the customary rights on the land it refers to belong to the person or persons named on it. Certificate of customary ownership gives the owner to

- rent the land or part of it for a limited period of time (leasing),
- allow a person to use the land or part of it for a limited period,
- give the land or part of it as security or guarantee for a debt or money borrowed,
- divide the or part of it
- sell the land or a portion of it if the certificate of customary ownership allows,
- give away the land by will

Certificate of occupancy: Is a document issued to a tenant on a land on which he/she are not the owners or lessees. It clearly states the interests or claims of the tenant (occupant). A tenant with certificate of occupancy

- can give away, sublet, give as security or create rights to another person to use the land and do anything allowed on the land,
- can pass it on to other people such as spouse, children, relative or friends after his/her death, but
- before dealing with the land in any way, the tenant by occupancy will apply to the owner in a standard form asking for permission to be allowed to deal with the land

Land dispute: Is a disagreement over land rights, boundaries or uses. A land dispute occurs where specific individuals or collective interests relating to land are in conflict.

Instructions

The information is collected parcel-by-parcel. You have to make sure that information on all the parcels listed in Section 2, Part A and B is gathered in this section.

Column (1): Parcel identification
In this column, record the identification number of each parcel listed in Section 2 (Parts A and B). Make sure that the identification codes are exactly the same as in Section 2, Parts A and B.

Column (2): Land certificate
Ask whether the parcel has a formal certificate of title, or customary certificate of ownership or certificate of occupancy. The definitions are given above. If the household has ownership rights on the parcel ask about either certificate of title or customary certificate of ownership depending on the tenure status of the parcel. But if the household has only use rights then ask about certificate of occupancy. If the answer is 'no document', skip go to column (4).

Column (3): Hard copy
If the parcel has a document, ask whether a member of the household actually has a hard copy of the document. Then skip to column (7) irrespective of the answer given to this question.

Column (4): Obtain a certificate
Ask if any member of the household would like to obtain a certificate using the appropriate codes given in the column. Follow similar instructions as in column (2). If the answer is 'none', skip go to column (7).

Column (5): Willing to pay
Ask the respondent whether he/she is willing to pay for the certificate that she/he would like to obtain. If 'no', go to column (7).

Column (6): Amount willing to pay
Ask how much they are willing to pay for the certificate.

Column (7): Land disputes (concern)
Ask the respondent whether there is a concern that someone might dispute the ownership or use rights of the household on the parcel. Note the skip pattern.

Column (8): With whom
If the answer is 'yes' in the previous column, ask with whom they are concerned about having land dispute.

Column (9): Had land dispute
Ask if the household had any land disputes over ownership or use rights on the parcel. If the answer is 'no', then skip to the next parcel.

Column (10): Year
Ask the year in which the most recent dispute on the parcel started. Write the answer in 4-digits e.g. 1998, 2001, etc.

Column (11): With whom
Ask with whom the household has had the recent dispute on the parcel.

Column (12): Resolved
Ask whether the dispute has been already resolved or not. If the dispute has not yet been resolved then skip to the next parcel.

Column (13): Year
Ask the year in which the dispute was resolved.

5.2.11 Section 10: Livestock Ownership

Purpose: This section collects information on livestock, poultry and other related animals owned by the household, on earnings from the sale of such animals, expenditures on purchases, and in general on the dynamics of such animals over the reference period. If the household cares animals for others, record only ownership, sales and purchases of animals the household is entitled to keep, for instance the baby goats or sheep that the household keeps in return for caring the flock. Information will be collected separately for cattle and pack animals (Part A), for small animals (Part B) and for poultry, other birds and beekeeping (Part C).

Reference period: In this section you need to be careful with the reference period. The reference period varies across the different parts. For cattle and pack animals, the reference period will be the past 12 months. For small animals, the reference period will be the past 6 months. For poultry and other related animals, the reference period will be the past 3 months.

For the data on current inventory of livestock in all the three parts, the date of enumeration is the reference period.

Respondent: The respondent for this section is the person in the household who is most knowledgeable about the livestock activities of the household.

Definitions

Cattle Breeds:
1. Exotic refers to livestock introduced in the country from abroad, e.g., Holstein Friesian, Jersey and Guernsey.
2. Improved/cross refers to livestock, which are crosses of exotic and indigenous breed.
3. Indigenous refers to livestock of the local types, e.g., the Ankole long-horned cattle or Zebu or Nganda type of cattle.

The types of cattle to be recorded are:

1. **C**alf which is a male or female cattle from birth to the time of weaning.
2. Bull refers to normally an uncastrated male of cattle capable of serving and is used for multiplication purposes. For the purpose of study, steer – castrated bull before sexual maturity which is normally used for commercial beef production – is included here.
3. Ox is a male of cattle which has been castrated and are normally used for ploughing purposes.
4. Heifer refers to a female of cattle between weaning stage and first calving stage.
5. Cow refers to a mature female of cattle with at least on calf either in milk or not in milk on the date of enumeration.

Poultry:
1. Backyard refers to a system of poultry keeping where birds look after themselves (free range).
In rural areas those birds may not even be provided with buildings, but the owner shares his/her house with them. This contrasts with exotic birds that are normally kept in their own structures.
2. Parent stock for broilers both male and female birds kept purely for laying hatching eggs.
3. Parent stock for layers both male and female birds kept purely for laying hatching eggs.
4. Layers are female laying birds, normally kept to produce table eggs.
5. Pullet chicks are young female birds which are reared purposively for laying.
6. Growers are of two categories:
   a) Broilers which are meat birds from 4 weeks to point of sale. They are usually white in color.
   b) Layers from 8 weeks to the point of laying
7. Broilers are meat birds especially to produce chicken meat.
8. Turkeys are domestic birds much bigger than all the above types. They can attain 10 kg of bodyweight.
9. Ducks are water birds normally domesticated for meat or egg consumption.
10. Geese and other birds. Goose is a water bird slightly bigger than a duck.

Instructions

Part A: Cattle and Pack Animals

This part collects information with respect to cattle and pack animals. The reference period for this part is the past 12 months.

Question 1: Ask whether the household (any member of the household) owned cattle and pack animals at any point in time during the past 12 months. This question is significant for helping the interviewer to distinguish whether information should be collected in the next questions. If the household did not own any cattle and/or pack animals over the past 12 months, skip to Part B.

Columns (2) – (16): ask about cattle and pack animals owned and their dynamics over the past 12 months.

Columns (2) and (3): List of animals and code
A list of cattle and pack animals distinguished by bread, type and levels of maturity is provided in column (2) with their respective codes in column (3).

Column (4): Raised or owned cattle and pack animals
Ask whether the household raised or owned any of the cattle and pack animals listed in column (2) during the past 12 months. If the household own/owned (code '1') the animals concerned during the past 12 months, ask the rest of the questions. If the answer is 'no' – code '2' – skip to the next animal on the list.

Column (5): Number owned now (present at farm or away)
For each kind of cattle and pack animals, record the number currently (on the day of enumeration) owned at farm and/or away. Note that the reference period is the date of enumeration. Note also the skip pattern.

Column (6): Average sales price of one of the animals
Here ask for the average sales value at the prevailing current market price, if the household were to sell one of the [animals] in question today.

Column (7): Number owned exactly 12 months ago
For each kind of animal determine how many the household owned at farm and/or away exactly 12 months ago.

Column (8): Number born/graduated
Record the number of cattle or pack animals newly born or graduated to, say, from calve to either heifer or bull in the last 12 months.

Column (9): Number received as gift
Record the number of cattle or pack animals given by others in the last 12 months.

Column (10): Number died or lost
Record the number of cattle or pack animals decrease due to death or loss in the last 12 months.

Column (11): Number given away as gift
Record the number of cattle or pack animals given to others in the last 12 months.

Columns (12) and (13): Number and value of purchased
Record how many animals of each type were bought during the last 12 months in column (12) and then record the total purchase value of all bought in column (13). Livestock bought refer to those animals bought for raising and not those intended for the preparation of meals.

Columns (14) and (15): Number and value of sold
Record how many animals were sold during the last 12 months in column (14) and then record the total sales value of all sold.

Column (16): Number slaughtered
Include number of animals slaughtered from own stock during the last 12 months. Exclude those animals bought from the market and then slaughtered for preparation of meals or for the purpose of sales of meat.

Part B: Small Animals: goats, sheep and pigs

This part collects information regarding small animals such as goats, sheep and pigs owned by the household. The animals are subdivided into the different breads and between females and males. <u>The reference period for this part is the past 6 months.</u>

Instructions

The instructions in Part A apply in this part as well. The only difference is the reference period as stated above. The reference period for this part is the last 6 months.

Part C: Poultry, Other birds and Beekeeping

Poultry refer to domesticated birds, e.g., hens, ducks, geese or turkeys. It also includes the rearing of birds for meat and/or egg purposes. Information regarding rabbits and beekeeping will be collected in this part. If one or more of these domestic birds, rabbits or beehives are owned by the household; then ask for the details in this part. <u>The reference period for this part is the past 3 months.</u>

Instructions

The instructions in Part A apply here as well. The only difference is the reference period as stated above. The reference period for this part is the last 3 months.

5.2.12 Section 11: Livestock Expenditure and Income

Purpose: The purpose of this section is to estimate cash earrings from livestock products i.e. the difference between the revenues a household earns from selling animal by products and the expenditures necessary to raise the animals.

Do not include here income from the sale of animal products produced from purchased animal products. For example, include revenues from the sale of butter/cheese made from milk produced by animals owned by the household, but exclude revenues from the sale of butter/cheese produced from milk bought in the market. The resale of animal products should not be included in this section as well.

Part A: Expenditures related to Livestock

This part refers to expenditures related to feeding and tending animals during the past 12 months.

Hired labor for herding: Included the wages given to a person hired to herd or graze the animals.

Livestock/poultry feed: it refers to purchased food and fodder to feed livestock, poultry and other related animals.

Veterinary services/medicine: Include all expenses incurred in healing diseases and other treatment of animals i.e. veterinarian's fees, medicine, etc.

Other expenses: Include expenses other than those listed above, such as construction or repair of animal sheds and stables, animal gear and equipment, etc.

Instructions

A list of livestock expenditures and their respective codes are provided in columns (1) and (2). The question in column (3) should be asked regarding all types of livestock expenditures over the last 12 months. In column (4), record all expenditures incurred for the different categories. The value of in-kind payments should be included.

Part B: Production and Income from Livestock By-products

This part collects information on the production and sales of livestock by-products. The reference period is the last 12 months unless it is specified. The reference period for eggs and honey production and sales is the last 3 months, while the reference period for fish farming is the last 6 months.

In columns (1) and (2), a list of animal by-products and their codes are provided.

Columns (3) – (5) refer to the production of animal products. The respondent might have difficulties to state for example the total annual production. Hence, sometimes you will have to ask about monthly production and then calculate, say, the total annual production.

Columns (6) – (9) refer to revenues from the sale of livestock products. Note the difference in reference period of the categories listed in column (1). Do not include sales of live animals in this part. Note that sales of live animals are different from that of sales of meat or sales of hides/skin.

Questions (10) and (11): refer to revenues from hiring out of animals such as oxen/donkeys/mule for traction or other activities during the past 12 months.

5.2.13 Section 12: Agricultural Technology and Extension Services

Purpose: This section collects information on agricultural technology and extension services. It covers:
    Part A: Access to Extension Services;
    Part B: Access to and Demand for Agricultural Technology;

Part C: Quiz to Test Farmers' Knowledge of Agriculture Technology; and
Part D: Knowledge of Improved Varieties.

Respondent: The respondent to this section is the head of the household.

Instructions

Part A: Access to Extension Services

Extension workers: are individuals employed by the government or non-governmental organizations who work as an agricultural development agents for contacting and demonstrating improved farming methods to farmers. They are responsible for organizing, disseminating, guiding and introducing technical methods in agricultural production directly to farmers, and for facilitating farmers coming into contact with cultivation methods to promote agricultural production.

Question 1: Ask whether the household has been visited by and extension worker during the past 12 months. It should be only work related visit – visit associated with the responsibilities of extension workers described above. If the answer to this question is 'no', skip to Question 3.

Question 2: Record the number of visits made by agricultural extension workers for technical advice during the past 12 months. If the household has been visited by more than one extension worker, add the total number of visits made by all the extension workers.

Question 3: Ask whether a member of the household has participated in a training program organized by the National Agricultural Advisory Services (NAADS).

Question 4: This question determines membership of household members to a farmer's group under institutional development scheme of NAADS. If the answer is 'no', skip to Part B.

Question 5: Ask whether the persons who are members of the farmer's group participated in enterprise selection i.e. prioritizing enterprises to demand for advisory services under NAADS.

Question 6: Here ask whether the persons who participated in prioritizing enterprises have indeed received market and other related information while selecting the enterprises of their choice.

Part B: Access to and Demand for Agricultural Technology

This part gathers information on access to and demand for agricultural technologies.

Columns (1) and (2): List of technologies
A pre-coded list of technologies or practices is provided in these columns. The list is categorized into technologies related to crop production and marketing, and that of animal production. A description of the technologies is given as follows:

Soil fertility management refers to agricultural practices to improve and restore the productivity soil. It includes practices such as crop rotation, application of crop residue, manuring, incorporation of weeds, terraces, etc.
Crop protection is concerned with the health and productivity of growing plants. It consists of chemical crop protection as well as careful timing and combination agronomic practices to control the effects weeds, plant diseases and insects in field crops.

Farm management refers to the organization and operation of a farm i.e. what farmers do to manipulate resources and situation to achieve their goals. Fore example, in the Ugandan context it may refer to a mixture of crop diversification, crop rotation, and introduction (where adequate water and appropriate soils are available) of small vegetable gardens, fruit orchards, and forage production for livestock.

Improved produce quality/varieties refers practices that improve the quality of output and hence leading to increased sales and income; for example, the use of high quality/improved seeds.

On-farm storage (post-harvest) mainly refers to storage facilities between the period of maturity of the crop and the time of its final consumption so that the quality does not deteriorate during the storage period, and it is secure against pest, diseases and physical loss.

Improved individual and group marketing refers to improvement of marketing systems and opportunities for both farm produce and input. Support services can include the provision of market infrastructure, supply of market information and other advisory services on marketing at an individual or group level.

Disease control refers to the control and eradication of livestock, poultry and other domesticated animal diseases. It also includes tick control.

Columns (3) – (7): These questions should be asked irrespective of whether or not the household has access to the list of technologies.

Column (3): This question seeks to find out whether the household has changed its practices with respect to the list of technologies provided in column (1) during the last 3 years.

In **column (4)** ask about the how much could good information on the list of technologies will lead to an improvement in the production of the household in question. Use the list of response codes given in the column.

Columns (5) and (6) determine the amount and willingness to pay of the respondent for good information on the list of practices. Note the skip pattern carefully.

Column (7) and (8): These questions refer to access to and usefulness of information on the various technologies listed. Note the skip pattern carefully.

Column (9): **This question compares access to the various technologies listed now and that of 5 years ago ending March 2001. The list of response codes can be translated as:**

"Much more now" refers to about 50 percent more now.
"More now" refers to about 25 percent more now.
"Less now" refers to about 25 percent less now.
"Much less now" refers to about 50 percent less now.

Part C: Quiz to Test Farmers' Knowledge about Agricultural Technology

This part has 8 multiple choice questions. The answer of the respondent should not influenced by you (the interviewer) or any other individual present at the time of the interview. Write the answers given by the respondent in the box provided for each question.

Read the questions as they are written in the questionnaire. They should not be altered in anyway or form. Repeat the question and the list of choices if the respondent has not heard the question or not understood the question. If the respondent does not know the answer, record the code for 'don't know'.

Part D: Knowledge Test on Improved Varieties

The purpose of this part is to test the knowledge of farmers on improved seed varieties of a list of major crops. Once again the response of the respondent should not be influenced.

In columns (1) and (2) a description of improved seed varieties (pre-coded) is provided. If the answer in column (3) is 'yes', ask about the source of information and the use of the variety in the subsequent questions.

CHAPTER FOUR

INSTRUCTIONS TO FILL THE COMMUNITY SURVEY QUESTIONNAIRE

Objective

The community survey aims at collecting information relating to communities residing in the sampled EAs. This information comprises of demographic characteristics and historical events as well as various details on economic and social infrastructure. The information will be combined with information of other modules of the UNHS III survey to ensure more in-depth analysis.

In EAs with one LC1, the community survey will be done in that LC1. In EAs with more than one LC1, the community survey will be carried out only in one LC1, selected on the basis of simple random sampling. Hence, all the questions with respect to the community refer to the administrative unit (LC1). The community survey is to be done using group interviews of community leaders. As retrospective data are needed, it is necessary to include at least a couple of residents who have lived in the community for a number of years. It is recommended that the chairman of the LC1 be approached to help to organize this group of informants. Care should be taken to ensure that the numbers of respondents for the community survey include at least two men and two women leaders but that they do not exceed a total of 10 persons.

One problem with group interviews is that they might sometimes be hard to control. If the group of knowledgeable informants is composed of people with such different backgrounds making it unlikely to reach consensus, it may sometimes be better to conduct separate interviews with individual informants for some parts of the questionnaire. If the members of the group represent different areas of expertise, the supervisor can encourage the most knowledgeable member to take the lead in answering the questions about his or her topic (for example a teacher/head teacher on educational questions, a health worker on health- related questions, etc.).

SECTION 1A: COMMUNITY IDENTIFICATION PARTICULARS

Items 1 to 6 should be copied from the relevant household-listing questionnaire. After selecting one LC1 on the basis of simple random sampling from the EA, record the name and code of the LC1 against item 7. Against item 8 record the code that best describes the characteristics of the settlement pattern in the LC1 being surveyed.

SECTION 1B: COMMUNITY PARTICULARS

Against item 1, record the total number of households in the LC1. The information should be got from the listing questionnaire. Item 2 in section 1B asks for the GPS coordinates of the center of the LC1. These coordinates will be read as instructed in the section on taking GPS readings in the listing questionnaire. In item 3, distances to district town, nearest municipality, and Kampala are to be recorded as reported by the respondents. If necessary, the distances should be verified from the district offices.

SECTION 1C: STAFF DETAILS AND SURVEY TIME

This section should be completed as instructed for the socio-economic questionnaire.

SECTION 2: COMMUNITY CHARACTERISTICS

In this section, general information on the social infrastructure nearest to the community will be collected from the community leaders of the LC1. The social facilities include schools and various categories of health facilities.

Information is to be collected for the current period and 2001. Distance in kilometres, common mode of transport, and time to the infrastructure in minutes will be recorded.

Trunk roads are main roads maintained by the central government and they are normally connecting a district to the other. They can either be tarmac or murram roads and they are six meters and above in width.

Feeder roads are major roads joining trunk roads and are maintained by district authorities (local governments).

The rest of the section is generally self- explanatory.

SECTION 3: COMMUNITY SERVICES AND OTHER AMENITIES

This section seeks information community services and other amenities for the current period and during the year 2001. There is a wide range of community services and amenities but they are self-explanatory.

SECTION 4: ECONOMIC INFRASTRUCTURE - AGRICULTURE

This section relates to the economic infrastructure with respect to agricultural activities of the community reporting the availability of land, seeds, farm implements, agricultural wages, etc.

Item 1 relates to land allocated to farmers for cultivation by administrative authorities (including the LC system), chief of tribes, statutory bodies, Mailo-owners, etc. or unattended land available for cultivation by anyone who intends to cultivate. The allocation may be with or without any terms and conditions.

Item 2 relates to agricultural land for outright sale leading to change of ownership. Item 3 relates to land given for rent for a specified period to carry out agricultural activities. Item 4 relates to the most common type of land tenure and for the proportion of land under the most common form of land tenure. For these items information is to be collected for the current period and for the year 2001.

For Items 5 to 16, information has to be recorded for the current situation and the changes with respect to the year 2001. The codes are provided in the questionnaire. The major three constraints on increased agricultural production and the main source of information on agricultural technology are recorded in Item 25 and 26 respectively.

SECTION 5: MARKETS (GENERAL INFORMATION)

In this section, general information on consumer, inputs and producer markets will be collected from the community leaders of the LC1. Information on consumer markets selling goods and services will be recorded in items 1 to 4, markets selling agricultural inputs in items 5 to 11, and markets selling agricultural produce in items 12 to 18 in column (2).

In column (3), the availability of the types of markets mentioned in column (2) is to be recorded as Yes = "1" or No ="2". Columns (5) to (8) will be relevant only if the entry in column (3) is "2". In column (4), the location code is to be recorded using codes provided in the questionnaire. In the case that the community members do not know where certain markets are available, code 7 (“not known”) has to be recorded. In column (5), the distance of the location in column (4) should be recorded in kilometers. Columns 6 to 7 refer to common means of transport and time taken to reach the market respectively. Time is to be expressed in minutes.

General Consumer Market

A limited consumer market or outlet (Sr. No. 1) will be either a cluster of shops and traders (market) or one or a few scattered shops where generally only a limited number of fast selling commodities and services but with limited choice. *Periodic local markets* (Sr. No. 2) are held at fixed locations at fixed intervals where producers, traders, and buyers from around and from distant places converge and transact business. These markets are generally organized in open spaces with temporary structures built for the market-day and cater for the needs of both retailers and wholesalers. *Most common market* (Sr. No. 3) is the market where people of the LC1 would normally go for the purchase of consumer goods and services, on consideration of availability, price and variety of goods and services. *Others* (Sr. No. 4) will relate to any other market (to be specified) not covered by the above categories where people of the LC1 frequently go for the purchase of consumer items and services.

Agricultural Input Markets

Agricultural Input Markets will relate to the markets where farmers usually buy agricultural inputs (Sr. Nos. 5 to 11). *A trader selling at farm* (Sr. No. 5) relates to traders coming to farmers at the farm to sell farm inputs in cash or barter. If the trader provides inputs at the farm site on credit (to be recovered later through barter or cash) he will be included in Sr. No. 6 (generally referred to as inter-linked transactions). *General markets selling limited inputs* (Sr. No. 7) refer to markets that sell a variety of goods and services including farm inputs. These are not specialized farm-input markets and sell such goods to a limited extent only. *Local cooperatives* (Sr. No. 8) may be official cooperatives registered under the Co-operative Societies Act or informal cooperatives that are not registered but consist of a group of households/individuals that unite to buy or sell inputs and outputs and perform related activities jointly. *Periodic local market* (Sr. No. 9) is the same as Sr. No. 2. The *Most Common Market* that sells inputs widely (Sr. No. 11) is a specialized market where most of the needed farm-inputs are available for sale. Any other market or shops/outlets selling farm-inputs will be covered against Sr. No. 12, which, however, should be described in column (3) before filling in information in the subsequent columns.

Agricultural Producer Market

Agricultural Producer markets relates to markets/ traders where agricultural produce are sold or bought in bulk or/and small quantities. A *Trader at farm-gate* (Sr. No. 13) is similar to Sr. No. 5 except that this trader comes for purchasing farm produce. A *Creditor at farm-gate* (Sr. No. 13) will be a trader or money lender who would have sold inputs or consumer goods or given loans and would have come to the farm at the harvest time to recover their loans as a barter arrangement. Sr. Nos. 15 to 18 are similar to Sr. Nos. 8 to 11 except that these are concerned with purchasing the farm-produce.

It should be noted that Sr. Nos 5 to 18 relate to crop-farming activity only. If there is no crop-farming activity in the concerned LC1, draw a bracket covering all the serial numbers and record "No crop-farming activity" in the LC1.

SECTION 6: EDUCATIONAL INFRASTRUCTURE

In this section, information is to be collected on both the most popular, the nearest primary schools, nearest secondary school, and nearest early childhood center/pre-primary school used by the community. This school may not necessarily be in the LC1.

A knowledgeable school official should give the information, preferably the headmaster or some one nominated by him/her. Relevant codes for this section are provided in the questionnaire.

SECTION 7: HEALTH INFRASTRUCTURE

In this section, information is to be collected on the most commonly used public and private health facilities. The section is to be answered by an authorized and knowledgeable health official at the facility as well as community leaders. The health facility will be a place that in addition to selling medicines has qualified doctors/nurses/medical attendants for treating patients including dressing and emergency attention facilities. Individual doctors etc. for consultation only with very limited supply of medicines will be excluded. Doctors with moderate treatment and medical attention facilities will, however, have to be included.

Initial consultation fee (item 21) will include medical practitioners' charge for the first consultation to the patient. In case the consultation fee cannot be separated, the total fee should be recorded. Other items in this section are self-explanatory.

SECTION 8A: AGRICULTURAL TECHNOLOGY SERVICES

The services supposed to be offered by the regular extension workers are listed in column (2). In column (3), indicate whether a particular service is offered by the extension worker in the community. Record the institution paying for the services and the method of delivery of the services in columns 4 and 5 respectively. The frequency of service delivery and the number of households reached by the extension worker during the past 12 months in the community in question should be recorded in columns 6 and 7 respectively.

SECTION 8B: AGRICULTURAL TECHNOLOGY SERVICES (NAADS)

The National Agricultural Advisory Services (NAADS) is aimed at increasing farmers’ access to information, knowledge, and technology in order to realize profitable agricultural production. It is currently being implemented in 100 sub-counties of 16 districts of Mukono, Kibaale, Kabale, Tororo, Arua, Soroti, Kabarole, Wakiso, Kitgum, Iganga, Busia, Mbarara, Bushenyi, Lira, kapchorwa and Luwero. The program was supposed to have expanded to 5 more districts of Rakai, Kamuli, Mbale, Hoima and Nakapiripirit by July 2003.

The services supposed to be offered by the NAADS providers are listed in column (1). The rest of the questions i.e. columns 3 to 7 are similar to those in Section 8A above.

Annex 1

Area Measurement using GPS Equipment

After the parcel identification, all parcels owned and/or operated by the selected households located with in the EA, and crop plot area for the current (first) cropping season of 2005 within these parcels should be measured using a GPS device. In the UNHS, GARMIN 12 hand-held Global Positioning System (GPS) equipment will be used. The GPS equipment is in principle a high precision digital watch combined with a signal receiver. The Supervisor will be responsible for ensuring availability of fully charged batteries. The GPS equipment should be handled with great care and stored in a safe place when not in use.

The area to be measured is found by walking clockwise the perimeter (outline) of each parcel with the GPS equipment active. **By marking the starting point, the perimeter should be walked at a reasonable slow speed, making 10 seconds stop-over's at every point where the plot outline changes direction, in order to delineate accurately the whole area of the plot. The 10 seconds lapse can be monitored by the change of one unit on the GPS digital counter, where each track point count is equivalent to 10 seconds. Back at the starting point, a time of 10 seconds should be spent before quickly using the pad keys to move to calculate (CALC?) area.** The area of each parcel is then calculated directly in acres by the GPS equipment the way it is set up for the UNHS. Obviously, very small plots (i.e., < 0.01 acres) should be ignored since they will not be properly catered for by two decimal places. <u>**Exclude residential land i.e. land area for housing building and its secondary parts such as kitchen, toilet and other related structures.**</u>

The GPS equipment makes it possible to find the geographical position on the earth surface by longitude and latitude. The position is found by continuously measuring the time that a signal uses to reach from satellites in the sky to the signal received by the GPS device on the earth surface. Clear signals from at least four satellites are necessary to calculate the geographical position with reasonable accuracy. The better the sight to the sky the GPS device has, the clearer and more signals are received. Shadows of trees, buildings etc should be avoided while using the GPS equipment in the field.

Step by step instruction for use of GPS equipment for measuring area:

This is a detailed instruction on how to set up the GPS GARMIN 12 (or 12XL) device.

Background for set-up

The GPS tool measurement accuracy is sensitive to the set up of the instrument and possibly to battery status. <u>The batteries to be used should be either Duracell or Energizer AA batteries. Batteries should be changed when they reach 75% used – see the black bar indicator on the GPS display.</u>

During the survey, the GPS is used for two purposes:

1. For registration geographical coordinates (position) of dwellings, parcel, etc.
2. For calculation of parcel areas

It is important to be aware that the geographical position should be recorded as decimal degree in the forms. It will look as follows on the GPS display:

N 00.00000^o
E 000.00000^o

<u>The GPS geo-referencing system must be set up correctly to decimal degrees and datum WGS84</u>

The area calculation should be recorded as acres with 2 decimals. The GPS should be set up so that areas are calculated in acres.

<u>The GPS measuring unit must be correctly set up to acres in order to get area correct.</u>

When using the GPS, the tool records and stores the geographical position at a specific interval of times based on signals from satellites that are received continuously as long as the device is switched on and has free sight to the sky.

<u>The time interval that the GPS should use between each observation of position is recorded in the GPS memory should be correctly set up to 00.00.10 seconds</u>

Set-up instruction – step by step

1. Turn on the GPS by pushing the “red bulb” button on the GPS tool
2. Press the “page” button repeatedly until the screen with the “MAIN MENUE” is visible
3. Press the “down arrow” repeatedly until the black cursor marks the “SETUP MENUE” line.
4. Press enter on the “SETUP MENUE” line and the screen with the “SETUP MENUE” appears
5. Press “down arrow” repeatedly until the black cursor marks the “SYSTEM” line.
6. Press enter on the system line and you get the “SYSTEM SETUP” page. If the GPS is correctly set up you should find the following text:

Mode: Power save
Date: (actual day, month and year)
Time: (actual time)
Offset: +03:00
Hours: 12
Contrast: (a black horizontal bar filling approximately 1/3-1/2 of the screen width.
Light: 15 sec
Tone: NONE (to save battery as much as possible)

If one or more items are not set up like above, use the “down arrow” repeatedly until it marks the un-correct line. Then press “enter”. Then use the “right-left-up-down” arrow to select the correct value. When the correct value is visible, press “enter” and use the “down arrow” to go to next un-correct setup value.

7. When all values on the “SYSTEM SETUP” screen are correct, press “quit” and return to the “SETUP MENUE” page.

8. Press the “down arrow” repeatedly until the black cursor marks the “NAVIGATION”. Then press “enter” and get the “NAV SETUP” page. If the GPS is correctly set up you should find the following text:

POSITION FRMT: hddd.ddddd^o
MAP DATUM: WGS 84
CDI: +-0.25
UNITS: METRIC
HEADINGS: GRID E000^o
DEGEES

If one or more items are not set up like above, use the “down arrow” repeatedly until it marks the un-correct line. Then press “enter”. Then use the “right-left-up-down” arrow to select the correct value. When the correct value is visible, press “enter” and use the “down arrow” to go to next un-correct setup value and repeat the correction exercise.

9. When all values on the “NAV SETUP” screen are correct, press “quit” and return to the “SETUP MENUE” page.
10. From the “SETUP MENUE” pres “quit” and return to “MAIN MENUE”.
11. On the “MAIN MENUE” press “page” repeatedly until you reach the blank page with the heading “km – PAN – OPT”.
12. On the “blank page” press the “left-right arrow” until the black marker is on the “km” field. If the reading in this field is not “0.3 km” then press “enter” and press the “up-down arrow” repeatedly until the reading is “0.3 KM” then press “enter”.
13. Press “right-left arrow” until the black marker covers the “OPT” field and then press “enter”.
14. Press “up-down arrow” until the black marker covers the “MAP SETUP” line. On the “MAP SETUP” line press “enter” and get the “MAP SETUP” menu.
15. The “MAP SETUP” menu should have the following line settings:

MAP: Track up
RINGS: No
ROUTE: Yes
NEAREST: Yes
Names: Yes
TRACK LOG: Yes

If any of the lines is not setup as described above, press the "up-down arrow" until the false setup line is covered by the black cursor and press "enter". There after press the "up-down arrow" to get the right value/text and finally press "enter"

16. Press "quit" and return to the "blank" page (where maps will be drawn later).

17. Again press "enter" on the "OPT" field and thereafter press the "up-down arrow" until the black cursor covers the "TRACK SETUP" line and then press "enter". That gives you the "TRACK SETUP" menu.

18. The "TRACK SETUP" menu should have the following settings:

RECORD: Wrap (or Fill)
METHOD:
TIME INTERVAL: 00:00:10
MEM USED < accept whatever is written on this line>
CALC AREA?
CLEAR LOG?

If "Record", "Method" or "Time interval" is not set up as described above, press the "up-down arrow" until the black cursor covers the false line, press "enter", press the "up-down-right-left arrow" to see the correct value/text and finally press "enter"

19. On the "TRACK SETUP" menu press the "up-down arrow" until the "CALC AREA?" line is covered by the black cursor. Then press "enter"
20. In the "AREA ENCLOSED BY TRACK LOG" menu press the "up-down arrow" until the black cursor covers the "UNITS: …" line. Then press "enter"
21. Press the "up-down arrow" until the unit "ACRES" is visible, then press "enter" (be very sure that it is only area measured as ACRES i.e. acres that you accept).
22. When the "TRACK SETUP" menu is correctly setup, press "quit" twice and finally press the "red bulb" button <u>and hold it pressed</u> until the GPS shuts down.
23. Now the GPS should be correctly setup and practical use can start.

<u>Under practice/use of the GPS keep an eye on the different displays and see to that you do not accidentally change the setup.</u>

Instructions for practical use of the GPS for taking the coordinates of the parcel representation point

1. Go to the geographical center of the parcel (it serves as a representation point of the holding).
2. Ensure that there is enough free sight to the sky for the GPS
3. Turn on the GPS by pressing the "red bulb" button
4. Press "page" until the screen where the black columns with indication on how many satellites that are received is visible and wait until at least 5 black columns are visible.
5. Press "page" repeatedly until the screen with "POSITION" is visible

Take note on the (N) North and (E) East coordinates. If the GPS is correctly setup, the co-ordinates should appear on the screen as decimal degrees with the following format:

N 00.00000^{o}
E 000.00000^{o}

<u>**If you are not able to solve the problems with the GPS, do not hesitate to contact your District Supervisor or the UBOS Project Staff.**</u>

ANNEX 2: CODES FOR STAYING IN HOUSEHOLD FOR LESS THAN 12 MONTHS

New arrivals	
New born……………………………………………………………….	1
Returned home from abduction/displacement……………………..	2
To escape insecurity from home area…………………………….	3
Bad living conditions at home……………………………………..	4
To look for work…………………………………………………….	5
Other economic reasons………………………………………….	6
Education………………………………………………………..	7
Marriage…………………………………………………………….	8
Divorce……………………………………………………………	9
Members that left	
Deceased…………………………………………………………….	10
To escape insecurity from this area………………………………	11
Looking for work elsewhere……………………………………..	12
Other economic reasons……………………………………………	13
Illness………………………………………………………………..	14
Education…………………………………………………………….	15
Marriage…………………………………………………………….	16
Divorce………………………………………………………………….	17
Started own household…………………………………………..	18
Abducted/disappeared……………………………………………..	19
Other specify)……………………………………………………….	20

ANNEX 3: CODES FOR HIGHEST EDUCATION LEVEL ATTAINED

Some schooling but not Completed P.1…………………………………………	10
Completed P.1......…………………………………………………………………..	11
Completed P.2.......…………………………………………………………………...	12
Completed P.3......………………………………………………………………………	13
Completed P.4..………………………………………………………………………	14
Completed P.5...…………………………………...	15
Completed P.6...…………………………………...	16
Completed P.7...…………………………………..	17
Completed J.1...…………………………………..	21
Completed J.2...………………………………….	22
Completed J.3...…………………………………..	23
Completed S.1...………………………………….	31
Completed S.2...…………………………………..	32
Completed S.3...…………………………………..	33
Completed S.4..........…………………………………………………………...	34
Completed S.5...…………………………………..	35
Completed S.6...…………………………………..	36
Completed Post primary Specialized training or Certificate……………………	41
Completed Post secondary Specialized training or diploma………………….	51
Completed Degree and above……………………………………………….	61
Don't Know………………………………………………………………………….	99

ANNEX 4: CODES FOR CURRENT SCHOOLING STATUS

Attending nursery, kindergarten etc (lower than P.1) …………………………	01
Attending P.1......…………………………………………………………………..	10
Attending P.2.......………………………………………………………………….	11
Attending P.3......…………………………………………………………………..	12
Attending P.4..…………………………………………………………………….	13
Attending P.5..…………………………………….....	14
Attending P.6..…………………………………….....	15
Attending P.7..……………………………………..	16
Attending S.1..………………………………………	30
Attending S.2..……………………………………..	31
Attending S.3..……………………………………….	32
Attending S.4..........…………………………………………………………......	33
Attending S.5..…………………………………….	34
Attending S.6..………………………………………	35
Attending post primary/junior specialized training or certificate or diploma…. .	40
Attending Post secondary Specialized training or diploma……………………	50
Attending Degree and above…………………………………………………….	61
Don't Know…………………………………………………………………………	99

ANNEX 5: INTERNATIONAL STANDARD CLASSIFICATION OF OCCUPATIONS (ISCO)

1 **LEGISLATORS, SENIOR OFFICIALS, MANAGERS AND ADMINISTRATORS**

11 Legislators and Senior Officials, Managers and Administrators
111 Legislators
112 Senior Government Officials (Under Secretaries and above)
113 Traditional Chiefs
114 Administrators of Special Interest Organizations (Political Parties, Trade Unions etc.)

12 Corporate Managers
121 Directors and Chief Executives (including General Managers)
122 Specialized Managers
123 Managing Supervisors

14 Heads of Diplomatic Missions
141 Heads of Diplomatic Missions

15 Political Mobilizers
151 Political Mobilizers and Cadres

2 **PROFESSIONALS (GRADUATES)**

21 Physical, Mathematical and Engineering Science Professionals
211 Physicist, Chemists and Related Professionals
212 Mathematicians, Statisticians
213 System Designers, Computer Programmers
214 Architects, Engineers, Cartographers, Surveyors, Town Planners and Related Professionals

22 Life Science and Health Professionals
221 Biologists, Zoologists, Botanists, Bacteriologists, Pharmacologists, Agronomists and Related Professionals
222 Health Professionals (except Nursing) e.g. Medical ,Doctors, Dentists, Pharmacists, Veterinary Doctors
223 Nursing and Midwifery Professionals
224 Other Health Professionals

Teaching Professionals

231 College, University, and Higher Education Teaching Professionals
232 Secondary Education Teaching Professionals
233 Primary and Pre-Primary Education Teaching Professionals
234 Special Education Teaching Professionals
235 Teacher Training Institutes Teaching Professionals
236 Vocational Training Institutes Teaching Professionals
237 Agricultural, Fishery, and Veterinary Training Institutes Teaching Professionals
238 Educational Methods Specialists, School Inspectors, and Other Teaching Professionals

Other Professionals
241 Accountants, Business Administrators, and Business Professionals
242 Legal Professionals
243 Archivist, Librarians, and Related Information Professionals
244 Social Science and Related Professionals e.g. Economics, Sociologists, Historians, Philosophers, Social Work Professional and Political Scientists.
245 Writers and Creative and Performing artists
246 Religion Professionals (Ordained Catechist)
247 Other Officials and Administrators
248 Professionals not elsewhere classified.

3 **ASSOCIATE PROFESSIONALS (DIPLOMA AND CERTIFICATE HOLDERS)**

31 Physical Science and Engineering Technicians

311 Physical Science and Engineering Technicians
312 Computer Assistants and Computer Equipment Controllers
313 Optical, Electronic, and Medical Equipment Operators
314 Ship and Air Craft Controllers and Technicians
315 Building, Safety, and Health Inspectors

32 Life Science and Health Associate Professionals
321 Biological and Other Life Science Technicians
322 Agronomy, Forestry, and Farming Technicians and Advisors
323 Nurses and Midwives (Associate Professionals)
324 Medical Assistants
325 Dental Assistants
326 Veterinary and Fishery Assistants
327 Pharmaceutical Assistants and Dispensers
328 Other Life Science Professionals
329 Traditional Medicine Practitioners and Faith Healers

33 Teaching Associate Professionals
331 Post-primary Education Teaching Associate Professionals
332 Primary Education Teaching Associate Professionals
333 Pre-primary Education Teaching Associate Professionals
334 Special Education Teaching Associate Professionals
335 Other Teaching Associate Professionals not elsewhere classified

34 Other Associate Professionals
341 Finance and Sales Associate Professionals
342 Business Service Agents and Trade Brokers e.g. Clearing and forwarding agents, employment agents, Labour contractors
343 Public and Private Administrative Associate Professionals
344 Government Associate Professionals
345 Police Inspectors and Detectives
346 Social Work Associate Professionals
347 Artistic, Entertainment, Broadcasting and Sports Associate Professionals
348 Non-ordained Religion Associate Professionals
349 Associate Professionals and Civil Servants not elsewhere classified

Experienced Non-professionals
351 Experienced Non-professionals in Life Science
352 Experienced Non-professionals in Teaching
353 Experienced Non-professionals in Sports and Cultural Entertainment
354 Self Employed Operating Unspecified Business
355 Experienced Non-professionals in Other Professions not elsewhere classified.

4 **<u>CLERKS</u>**

41 Office Clerks
411 Secretaries and Keyboard Operating Clerks e.g. Secretaries, Word Processor, Stenographer, Typists, Data Entry Operator.
412 Numerical Clerks (Statistical, Finance, Book Keeping, and Accounting) Clerks
413 Material Recording and Transport Clerks
414 Library, Mail, Filling Coders, Proof Readers and Related Clerks

Customer Service Clerks
421 Cashier, Teller, and Related Clerks, Book Makers, Money Lenders, Debt collector
422 Client Information Clerks

Other Clerks
413 Clerks not elsewhere classified

5 **<u>SERVICE WORKERS, SHOP AND MARKET SALES WORKERS</u>**

51 Personal and Protective Service Workers
511 Travel Attendants, Guides, Conductors, and Taxi Brokers
512 Restaurant Services Workers and Cooks
513 Personal Care Workers and Related Workers e.g. Nursing/ dental/Pharmaceutical aid,

514 Other Personal Services Workers e.g. Housekeepers, Hairdressers, Barbers
515 Astrologers, Fortune Tellers, and Related Workers
516 Protective Service Workers, Policemen, Prison Wardens

52 Salespersons, Demonstrators, and Models
521 Shop Salespersons and Demonstrators
522 Stall and Market Salespersons
523 Fashion and Other Models

53 Whole Sellers
531 Government and Private Agents
532 Importers (People Who Import Only)
533 Exporters (People Who Export Only)
534 Importers and Exporters
535 Produce Buyers
536 Dealers in Agricultural and Farm Products
539 Wholesale Traders not elsewhere classified.

54 Retailers
541 Food and Beverages
542 General Merchandise and Domestic Wares
543 Textiles, Footwear and Other Personal Effects Goods
545 Human Drugs
549 Retailers not elsewhere classified.

6 **AGRICULTURAL AND FISHERY WORKERS**

61 Market-oriented Skilled Agricultural and Fishery Workers
611 Market Gardeners and Crop Growers
612 Market-oriented Animal Producers
613 Market-oriented Crop and Animal Producers
614 Forestry and Related Workers
615 Fishery Workers, Hunters, and Trappers
616 Foremen in Commercial Farming and Fishery

62 Subsistence Agricultural and Fishery Workers
621 Subsistence Agricultural Workers
622 Subsistence Animal Rearing
623 Subsistence Fishery and Related Workers

7 **CRAFT AND RELATED WORKERS**

71 Extraction and Building Trades Workers
711 Miners Blasters, Stone Cutters, and Carvers
712 Building Frame and Related Trades Workers
713 Building Finishers and Related Trades Workers
714 Painters, Building Decorators, Structure Cleaners, and Related Workers
715 Brick Layers, Masons, and Other Related Workers

72 Metal and Machinery Trades Workers
721 Metal Molders, Welders, Sheet Metal Workers, Structural Metal Prepares Materials
722 Blacksmiths, Toolmakers and related Materials
723 Machinery Mechanics and Fitters
724 Electrical and Electronic Instrument Mechanics and Fitters

73 Precision, Handicraft, Printing and Related Trades Workers
731 Precision Workers in Metal and Related Material
732 Potters, Glass Formers, and Related Workers
733 Handicraft Workers in Wood, Textiles, and Related Materials
734 Printing and Related Trades Workers

74 Other Craft and Related Workers
741 Foods and Related Products Processing Trades Workers
743 Textiles and Garment Trades Workers (including Tailors)
744 Hides and Skins, Leather and Shoe Making Trades Workers
745 Other Craftsmen not elsewhere classified

75 Wood Trades Workers
751 Carpenters, Cabinet Makers, Joiners, Basket Weavers, and Brush Makers

8 **PLANT, MACHINE OPERATORS AND ASSEMBLERS**

81 Industrial Plant Operators
811 Mining and Mineral Processing Plant Operators
812 Metal Processing Plant Operators
813 Glass and Ceramics Kiln and Related Plant Operators
814 Wood Processing and Paper Making Plant Operators
815 Chemical Processing Plant Operators
816 Power Generating and Related Plant Operators
817 Automated Assembly and Industrial Robot Operators

82 Stationary Machine Operators and Assemblers
821 Metal and Mineral Products Processing Machine Operators
822 Chemical Products Machine Operators
823 Rubber and Plastics Products Machine Operators
824 Wood Products Machine Operators
825 Printing, Binding and Related Plant Operators
826 Chemical Processing Plant Operators
827 Food and Related Products Processing Machine Operators
828 Assemblers
829 Other Stationary Machine Operators and Assemblers

83 Drivers and Mobile Machinery Operators
831 Railway Engine Drivers and Related Workers
832 Motor Vehicle Drivers
833 Agricultural, Earthmoving, Lifting, and Mobile Materials Handling Equipment Operators
834 Ship's Deck Crews and Related Workers
841 Foremen/Supervisors in Plant, Machine Operators and Assemblers

9 **ELEMENTARY OCCUPATIONS**

91 Sales and Services Elementary Occupations
911 Street Vendors and Related Workers e.g. street food vendors, Street vendors, Tel. Sales person
912 Shoe Cleaning and Other Street Elementary Occupation Services e.g Shoe polisher, Car washers
913 Domestic Helpers e.g. House girls
914 Building Caretakers and Window Cleaners
915 Messengers, Watchers and Security Workers
916 Garbage Collectors and Related Laborers
918 Other Elementary Service Workers not elsewhere classified.

92 Agricultural, Fishery and Related Laborers
921 Agricultural, Fishery and Related Laborers

93 Other Laborers
931 Laborers in Mining
932 Construction Laborers
933 Manufacturing Laborers
934 Transport Laborers
935 General Laborers

94 Supervisors of Elementary Occupations
941 Foremen/Supervisors in Elementary Occupation Services

	Others
999	Not Reported
Blank	Not Applicable

ANNEX 6: INTERNATIONAL STANDARD INDUSTRIAL CLASSIFICATION (ISIC)

1 AGRICULTURE, HUNTING AND FORESTRY

011 Growing of crops; market gardening; horticulture
012 Farming of animals
013 Growing of crops combined with farming of animals (mixed farming)
014 Agricultural and animal husbandry service activities, except veterinary activities
015 Hunting, trapping and game propagation including related service activities

020 Forestry, logging and related services activities

2 FISHING

050 Fishing, operation of fish hatcheries and fish farms; services activities incidental to fishing

3 MINING AND QUARRYING

130 Mining of iron ores
131 Mining of non-ferrous metal ores, except uranium and thorium ores

141 Quarrying of stone, sand, and clay
142 Mining and quarrying not elsewhere classified.

4 MANUFACTURING

151 Production, processing and preserving of meat fish, fruit, vegetables, oils, and fats
152 Manufacture of dairy products
153 Manufacture of grain mill products, starches and starch products, and prepared animal feeds
154 Manufacture of other food products
155 Manufacture of beverages
160 Manufacture of tobacco products
171 Spinning, weaving, and finishing of textiles
172 Manufacture of other textiles
173 Manufacture of knitted and crocheted fabrics and articles
181 Manufacture of wearing apparel; except fur apparel
182 Dressing and dyeing of fur; manufacture of articles of fur
191 Tanning and dressing of leather; manufacture of luggage, handbags, saddlery and harness
192 Manufacture of footwear
201 Saw milling and planing of wood
202 Manufacture of products of wood, cork, straw, and plaiting materials
210 Manufacture of paper and paper products
221 Publishing
222 Printing and service activities related to printing
223 Reproduction of recorded media
231 Manufacture of coke oven products
232 Manufacture of refined petroleum products
233 Processing of nuclear fuel
241 Manufacture of basic chemicals
242 Manufacture of other chemical products
243 Manufacture of man-made fibres
251 Manufacture of rubber products
252 Manufacture of plastic products
261 Manufacturer of glass and glass products
269 Manufacture of non-metallic mineral products not elsewhere classified.
271 Manufacture of basic iron and steel
272 Manufacture of basic precious and non-ferrous metals
273 Casting of metals
281 Manufacture of structural metal products, tanks, reservoirs and steam generators

289 Manufacture of other fabricated metal products; metal working service Activities
291 Manufacture of general purpose machinery
292 Manufacture of special purpose machinery
293 Manufacture of domestic appliances not elsewhere classified.
300 Manufacture of office, accounting and computing machinery
311 Manufacture of electric motors, generators, and transformers
312 Manufacture of electricity distribution and control apparatus
313 Manufacture of insulated wire and cable
314 Manufacture of accumulators, primary cells and primary batteries
315 Manufacture of electric lamps and lighting equipment
319 Manufacture of other electrical equipment not elsewhere classified.
321 Manufacture of electronic valves and tubes and other electronic components
322 Manufacture of Manufacture of television and radio transmitters and apparatus for line telephony and line telegraphy
323 Manufacture of television and radio receivers, sound or video recording or reproducing apparatus, and associated goods
331 Manufacture of medical appliances and instruments and appliances for measuring, checking, testing, navigating and other purposes, except optical instruments
332 Manufacture of optical instruments and photographic equipment
333 Manufacture of watches and clocks
341 Manufacture of motor vehicles
342 Manufacture of bodies (coachwork) for motor vehicles; manufacture of trailers and Semi-trailers
343 Manufacture of parts and accessories for motor vehicles and their engines
351 Building and repairing of ships and boats
352 Manufacture of railway and tramway locomotives and rolling stock
353 Manufacture of aircraft and spacecraft
359 Manufacture of transport equipment not elsewhere classified.
361 Manufacture of furniture
369 Manufacturing not elsewhere classified

371 Recycling of metal waste and scrap
372 Recycling of non-metal waste and scrap

5 ELECTRICITY, GAS, AND WATER SUPPLY

401 Production, collection and distribution of electricity
402 Manufacture of gas; distribution of gaseous fuels through mains
403 Steam and hot water supply
410 Collection, purification and distribution of water

6 CONSTRUCTION

451 Site preparation
452 Building of complete constructions or parts thereof; civil engineering
453 Building instillation
454 Building completion
455 Renting of construction or demolition equipment with operator

7 SALE, MAINTANANCE, AND REPAIR, OF MOTOR VEHICLES, MOTORCYCLES AND PERSONAL AND HOUSEHOLD GOODS

501 Sale of motor vehicles
502 Maintenance and repair of motor vehicles
503 Sale of motor vehicle parts and accessories
504 Sale, maintenance and repair of motorcycles and related parts and accessories
505 Retail sale of automotive fuel
511 Wholesale on a fee or contract basis
512 Wholesale of agricultural raw materials, live animals, food, beverages and tobacco
513 Wholesale of household goods
514 Wholesale of non-agricultural intermediate products, waste and scrap
515 Wholesale of machinery, equipment and supplies
519 Other wholesale

521 Non-specialised retail trade in stores
522 Retail sale of food, beverages and tobacco in specialised store
523 Other retail trade of new goods in specialised stores
524 Retail sale of second-hand goods in stores
525 Retail trade not in stores
526 Repair of personal and household goods

8 HOTELS AND RESTAURANTS

551 Hotels; camping sites, and other provision of short-stay accommodation
552 Restaurants, bars and canteens

9 TRANSPORT, STORAGE AND COMMUNICATIONS

601 Transport via railways
602 Other land transport
603 Transport via pipelines
611 Sea and coastal water transport
612 Inland water transport
621 Scheduled air transport
622 Non-scheduled air transport
630 Supporting and auxiliary transport activities; activities of travel agents
641 Post and courier activities
642 Telecommunications

10 FINANCIAL INTERMEDIATION

651 Monetary intermediation
659 Other financial intermediation
660 Insurance and pension funding, except compulsory social security
671 Activities auxiliary to financial intermediation, except insurance and pension funding
672 Activities auxiliary to insurance and pension funding

11 REAL ESTATE, RENTING AND BUSINESS ACTIVITIES

701 Real estate activities with own or leased property
702 Real estate activities on a fee or contract basis
711 Renting of transport equipment
712 Renting of other machinery and equipment
713 Renting of personal and household goods not elsewhere classified.
721 Hardware consultancy
722 Software consultancy and supply
723 Data processing
724 Data base activities
725 Maintenance and repair of office, accounting and computing machinery
729 Other computer related activities
731 Research and experimental development on natural sciences and engineering (NSE)
732 Research and experimental development on social sciences and humanities (SSH)
741 Legal, accounting, book-keeping and auditing activities; tax consultancy; market research and public opinion polling; business and management consultancy
742 Architectural, engineering and other technical activities
743 Advertising
749 Business activities not elsewhere classified.

12 PUBLIC ADMINISTRATION AND DEFENCE; COMPULSORY SOCIAL SECURITY

751 Administration of the state and the economic and social policy of the community
752 Provision of services to the community as a whole
753 Compulsory social security activities

13 EDUCATION

801 Primary education
802 Secondary education
803 Higher education
809 Adult and other education

14 HEALTH AND SOCIAL WORK

851 Human health activities
852 Veterinary activities
853 Social work activities

15 OTHER COMMUNITY, SOCIAL AND PERSONAL SERVICE ACTIVITIES

900 Sewage and refuge disposal, sanitation and similar activities
911 Activities of business, employers and professional organizations
912 Activities of trade unions
919 Activities of other membership organizations
921 Motion picture, radio, television and other entertainment activities
922 News agency activities
923 Library, archives, museums and other cultural activities
924 Sporting and other recreational activities
930 Other service activities

16 PRIVATE HOUSEHOLDS WITH EMPLOYED PERSONS

950 Private households with employed persons

17 EXTRA-TERRITORIAL ORGANISATIONS AND BODIES

990 Extra-territorial organizations and bodies

ANNEX 7: CODES FOR UNIT OF QUANTITY

Sr. No.	UNIT	CODE	Sr. No.	UNIT	CODE
1	Kilogram (kg)	01	44	Buns (100 g)	44
2	Gram	02	45	Buns (50 g)	45
3	Litre	03	46	Bathing soap (Tablet)	46
4	Small cup with handle (Akendo)	04	47	Washing soap (Bar)	47
5	Metre	05	48	Washing soap (Tablet)	48
6	Square metre	06	49	Packet (2 kg)	49
7	Yard	07	50	Packet (1 kg)	50
8	Millilitre	08	51	Packet (500 g)	51
9	Sack (120 kgs)	09	52	Packet (250 g)	52
10	Sack (100 kgs)	10	53	Packet (100 g)	53
11	Sack (80 kgs)	11	54	Packet (Unspecified)	54
12	Sack (50 kgs)	12	55	Fish – Whole (Up to 1 kg)	55
13	Sack (unspecified)	13	56	Fish – Whole (1 - 2 kg)	56
14	Jerrican (20 lts)	14	57	Fish – Whole (Above 2 kg)	57
15	Jerrican (10 lts)	15	58	Fish - Cut piece (Up to 1 kg)	58
16	Jerrican (5 lts)	16	59	Fish - Cut piece (1 - 2 kg)	59
17	Jerrican (3 lts)	17	60	Fish - Cut piece (Above 2 kg)	60
18	Jerrican (2 lts)	18	61	Tray of 30 eggs	61
19	Jerrican (1 lt)	19	62	Ream	62
20	Tin (20 lts)	20	63	Crate	63
21	Tin (5 lts)	21	64	Heap (Unspecified)	64
22	Plastic Basin (15 lts)	22	65	Dozen	65
23	Bottle (750 ml)	23	66	Bundle (Unspecified)	66
24	Bottle (500 ml)	24	67	Bunch (Big)	67
25	Bottle (350 ml)	25	68	Bunch (Medium)	68
26	Bottle (300 ml)	26	69	Bunch (Small)	69
27	Bottle (250 ml)	27	70	Cluster (Unspecified)	70
28	Bottle (150 ml)	28	71	Gourd (1 – 5 lts)	71
29	Kimbo/Cowboy/Blueband Tin (2	29	72	Gourd (5 – 10 lts)	72
30	Kimbo/Cowboy/Blueband Tin (1	30	73	Gourd (Above 10 lts)	73
31	Kimbo/Cowboy/Blueband Tin (0.5)	31	74	Gologolo (4 - 5 lts)	74
32	Cup/Mug (0.5 lt)	32	75	Calabash (1 - 5 lts)	75
33	Glass (0.25 lt)	33	76	Calabash (Above 5 lts)	76
34	Ladle (100 g)	34	77	Jug (2 lts)	77
35	Table spoon	35	78	Jug (1.5 lts)	78
36	Tea spoon	36	79	Jug (1 lt)	79
37	Basket (20 kg)	37	80	Tot (50 ml)	80
38	Basket (10 kg)	38	81	Tot (sachet)	81
39	Basket (5 kg)	39	82	Tot (Unspecified)	82
40	Basket (2 kg)	40	83	Tobacco leaf (Number)	83
41	Loaf (1 kg)	41	84	Pair	84
42	Loaf (500 g)	42	85	Number of Units (General)	85
43	Buns (200 g)	43	86	Acre	86
44	Buns (100 g)	44	87	Other Units (Specify)	99

ANNEX 8: DISTRICT CODES

CENTRAL REGION			NORTHERN REGION		
REGION CODE	***DISTRICT***	***DISTRICT CODE***	***REGION CODE***	***DISTRICT***	***DISTRICT CODE***
1			**3**		
	KALANGALA	101		ADJUMANI	301
	KAMPALA	102		APAC	302
	KIBOGA	103		ARUA	303
	LUWERO	104		GULU	304
	MASAKA	105		KITGUM	305
	MPIGI	106		KOTIDO	306
	MUBENDE	107		LIRA	307
	MUKONO	108		MOROTO	308
	NAKASONGOLA	109		MOYO	309
	RAKAI	110		NEBBI	310
	SEMBABULE	111		NAKAPIRIPIRIT	311
	KAYUNGA	112		PADER	312
	WAKISO	113		YUMBE	313
EASTERN REGION			**WESTERN REGION**		
REGION CODE	***DISTRICT***	***DISTRICT CODE***	***REGION CODE***	***DISTRICT***	***DISTRICT CODE***
2	BUGIRI	201	**4**	BUNDUBUGYO	401
	BUSIA	202		BUSHENYI	402
	IGANGA	203		HOIMA	403
	JINJA	204		KABALE	404
	KAMULI	205		KABAROLE	405
	KAPCHORWA	206		KASESE	406
	KATAKWI	207		KIBAALE	407
	KUMI	208		KISORO	408
	MBALE	209		MASINDI	409
	PALLISA	210		MBARARA	410
	SOROTI	211		NTUGAMO	411
	TORORO	212		RUKUNGIRI	412
	KABERAMAIDO	213		KAMWENGE	413
	MAYUGE	214		KANUNGU	414
	SIRONKO	215		KYENJOJO	415

Outside Uganda 501

ANNEX 9: CROP CODES

Ser. no.	Crop name	Crop code	Ser. no.	Crop name	Crop code
1	Wheat	111	31	Oranges	700
2	Barely	112	32	Paw paw	710
3	Rice	120	33	Pineapples	720
4	Maize	130	34	Banana food	741
5	Finger millet	141	35	Banana beer	742
6	Sorghum	150	36	Banana sweet	744
7	Beans	210	37	Mango	750
8	Field peas	221	38	Jackfruit	760
9	Cow peas	222	39	Avocado	770
10	Pigeon peas	223	40	Passion fruit	780
11	Chick peas	224	41	Coffee all	810
12	Groundnuts	310	42	Cocoa	820
13	Soya beans	320	43	Tea	830
14	Sunflower	330	44	Ginger	840
15	Simsim	340	45	Curry	850
16	Cabbage	410	46	Oil palm	860
17	Tomatoes	420	47	Vanilla	870
18	Carrots	430	48	Black wattle	880
19	Onions	440	49	Other	890
20	Pumpkins	450	50	Natural pastures	910
21	Dodo	460	51	Improved pastures	920
22	Eggplants	470	52	Fallow	930
23	Sugarcane	510	53	Bush	940
24	Cotton	520	54	Natural forest trees	950
25	Tobacco	530	55	Plantation trees	960
26	Irish potatoes	610	56	Bamboo	970
27	Sweet potatoes	620	57	Other forest trees	990
28	Cassava	630			
29	Yam	640			
30	Coco yam	650			

ANNEX 10

Crop Condition and State

When yield estimation is made, the **Condition** of the crop has to be given, i.e., whether **wet** or **dry**. Obviously, there is a complication as there are bound to be various stages of wetness or dryness. The **State** of the crop is also required. This indicates whether the crop is **in shell, without shell, with stalk, without stalk, or in the cob/head**. Thus, there are a number of combinations and in all these situations; conversion factors to some standard condition and state are needed for each crop. Thus, identification is needed of the most common conditions and states of each crop. These seem to vary by district.

A total of five (5) **Condition** classes and seven (7) **State** classes can be combined, including 0=Not applicable and 9= Other. To better guide the Enumerator on this classification, the relevant codes for the most common and probably most difficult crops to classify are listed by crop type in Table 2. Special attention should be paid to classification of Maize in table 2. What is considered the most common **Condition** and **State** codes for each crop in Table 2 is marked with an asterix.

Table 1. Summary of the logic structure of the system for coding of crop condition and state

Crop Condition	
Code	**Description**
0	Not applicable
1	Green harvested (before full maturity/ripe)
2	Fresh/raw harvested (full maturity/ripe)
3	Dry at harvest (Before additional drying)
4	Dry after additional drying (Ready for long term storage)
9	Other n.e.s

Crop State	
Code	**Description**
0	Not applicable
1	With shell/cob and with stalk/in the head
2	With shell/cob and without stalk/in the head
3	Without shell/without stalk/in the head/on the cob
4	In pods or shell/husks
5	Without shell or pods/grains/seeds
9	Other n.e.s

Table 2. Classification of crop condition/state for selected commonly grown crops

Crop type		**Condition and state**	
Code	**Name**	**Description**	**Code**
111	Wheat	Dry – grain	45
120	Rice	Dry at harvest - with shell	32
		Dry after additional drying – with shell	42
		Dry after additional drying – grain	45
130	Maize	Green harvested – with shell/cob and with stalk	11
		Green harvested – with shell/cob without stalk	12
		Green harvested – in the cob	13
		Fresh/raw harvested – with shell/cob and with stalk	21
		Fresh/raw harvested – with shell/cob without stalk	22
		Fresh/raw harvested – in the cob	23
		Dry at harvest – with shell/cob and with stalk	31
		Dry at harvest – with shell/cob without stalk	32
		Dry at harvest – in the cob	33
		Dry after additional drying – in the cob	43
		Dry after additional drying - grain	45
141/150	F. Millet/Sorghum	Fresh/raw harvested – with shell/cob and with stalk	21
		Fresh/raw harvested – with shell/cob without stalk	22
		Dry at harvest – with shell/cob and with stalk	31
		Dry at harvest – with shell/cob without stalk	32
		Dry after additional drying – with shell and with stalk	41
		Dry after additional drying – with shell and without stalk	42
		Dry after additional drying - grain	45

210/320	Beans/Soya beans	Green harvested – in the pods	14
		Fresh/raw harvested – in pods	24
		Dry at harvest – grain	35
		Dry after additional drying - grain	45
221/222/223/ 224	Field peas/Cow peas/Pigeon peas/Chick peas	Green harvested – in the pods	14
		Fresh/raw harvested – in pods	24
		Dry after additional drying - grain	45
310	Groundnuts	Fresh/raw harvested – with shell/cob without stalk	22
		Dry at harvest – with shell/cob without stalk	32
		Dry after additional drying – with shell and without stalk	42
		Dry after additional drying - grain	45
330/340	Sunflower/Sim-sim	Dry at harvest – grain	35
		Dry after additional drying – grain	45
410/420/430/ /440/450/460/ 470/610/620 640/740/741/742/All fruits	Cabbages/Tomatoes/ Carrots/Onions/Pumpkins/Dodo/Eggplants Irish potatoes/ Sweet potatoes/Yams/Bananas/All Fruits	Fresh/raw harvested – state not applicable	20
630	Cassava	Fresh/raw harvested – state not applicable	20
		Dry after additional drying – state not applicable	40
520/530	Cotton/Tobacco	Dry after additional drying – state not applicable	40
810	Coffee	Fresh/raw harvested – in pods	24
		Dry after additional drying – In pods or shell/husks	44
		Dry after additional drying – grain	45
820	Cocoa	Fresh/raw harvested – in pods or shell/husks	24
		Dry after additional drying – grain	45
830	Tea	Fresh/raw harvested – state not applicable	20