



GOVERNMENT OF MALAWI
NATIONAL STATISTICAL OFFICE

INTEGRATED HOUSEHOLD PANEL SURVEY
2013

FIELD SUPERVISOR
MANUAL

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1. Introduction

You have been selected as one of the supervisors of the thirteen (13) field teams for the implementation of the **Malawi INTEGRATED HOUSEHOLD PANEL SURVEY (IHPS)**. The National Statistical Office (NSO) carries out the **IHS** every few years. While the IHS1 was conducted between November 1997 and October 1998, the IHS2 was implemented between March 2004 and April 2005 and the IHS3 was implemented during the period from March 2010 to March 2011. Prior to the start of the IHS3 field work, 3, 247 of the 12,271 households across 204 enumeration areas (EAs) were identified as panel households for the purpose of tracking and re-interviewing as part of the IHPS.

The principal foci of the Integrated Household Surveys are the welfare level of Malawian households and smallholder agricultural productivity. Hence, the IHPS data will be used to determine the proportion of Malawians living in poverty, engage in research efforts to depict correlates of poverty as well as linkages between household welfare and agricultural development, and shed more light on relevant policies aimed at reducing poverty and sustaining poverty gains over time. The information solicited through the IHPS will also be used in a range of other studies on employment, education, health, nutritional status, and better understanding of how households respond to changes in the macroeconomic environment. Since the survey focuses on a wide range of topics at the household- and individual-levels as part of an integrated design, the IHPS data are expected to be rich.

The panel aspect of the data collection allows us revisit the same households as IHS3, meaning that we are recording information about not only the living conditions of the population, but also how those conditions have changed since the last survey. This makes fieldwork slightly more complicated as it will take time to find the same households again and to track members that have moved, but it also makes the analysis more informative as now we know how shocks affect different types of households differently. It is important in this survey that you find every household on your list, as it is not possible to select replacement households for this survey. Along with this, you **MUST** identify and locate all households and individual household members that have moved from the original location.

The IHPS is a very important survey for Malawi, and your role is vital to the success of the operation.

The enumeration of the IHPS households will be spread over 6 months to ensure that analysts are able to take into account different conditions experienced by households, particularly farming households, both in the rainy and dry seasons. The somewhat lengthy enumeration period is also necessary in view of the size of the questionnaire and the fact that it may at times take a day to properly administer a questionnaire to a household. On the whole, 204 enumeration areas (EAs) will be visited as part of the IHPS. All sample households will be visited twice throughout the IHPS field work.

The IHPS field staff will be composed of 13 mobile teams, each of which will include a field supervisor, 3-5 enumerators, 1 data entry clerk and 1 driver. This implies that data entry will be implemented concurrently with field operations, using laptop computers. The data entry clerk will be responsible for entering the completed questionnaires from a given EA, run a batch of consistency checks and produce an automated report of errors for the enumerators to fix before the team departs for the next EA. Each team will be provided an airtel internet

dongle for easy and automatic upload of the completed questionnaire and batch reports to headquarters. Prior to deployment, the teams will be given clear field work schedules to execute. The field work schedules will guide each team on the number of EAs and original households that need to be interviewed each week. Along with this the schedule allows time for the tracking of households and individuals that have relocated. It is important to note that the IHPS is being conducted under the Statistics Act of 1967 which empowers the enumerators to collect information from the selected households. The same act stipulates that the information collected will, therefore, remain confidential to National Statistical Office and must not be divulged to any unauthorized person.

2. Roles and Responsibilities of the Field Supervisor

Roles of the Field Supervisor

The field supervisor organizes and directs data collection at the Enumeration Area (EA) level. You will be responsible for any technical, logistical and administrative issues encountered by the enumerators at the EA level, including the following main tasks:

1. **Coordinate** and **supervise** all enumeration activities in the EA during the data collection process with survey households,
2. **MONITOR ALL TRACKING VERY CLOSELY.** Confirm that the T-0, T-1 and T-2 forms are filled out correctly and that the enumerators are collecting as much contact and location information for households as possible,
3. **Keep in regular contact** with the tracking manager to report all possible distance tracking cases that your team has and to receive the list of distance tracking cases you have inherited from other teams,
4. **Complete** the weekly tracking report updating headquarters on all outstanding tracking cases you have at one time **AND** the case-specific forms for tracking households and individuals,
5. **Monitor, check, and assess** the quality of the work of the enumerators, and **review** the questionnaires for completeness, consistency, and accuracy.
6. **Oversee** the concurrent data entry effort in the field, and **ensure** that the errors identified by the data entry application are corrected **prior** to departing from a given EA,
7. **Confirm** that the data entered is being automatically uploaded to headquarters. If there is a problem you **MUST** email the entered data to mwIHPS@gmail.com **on a regular basis** for each EA that is completed,
8. **Assist** the enumerators in the collection of anthropometric data from children less than 5 years old,
9. **Monitor** the condition of survey equipment assigned to the enumerators and the data entry clerk,

10. **Collect** information from knowledgeable community members using the Community Questionnaire,
11. **Collect** information from assigned local market using the Market Questionnaire, and,
12. **Administer** the COMMUNITY AND MARKET QUESTIONNAIRES during Visit 1 for PANEL A EAs and during Visit 2 for PANEL B EAs.
13. **Review** all supplementary material sent from the NSO Headquarters (including manual updates and clarifications concerning technical or logistical issues) with the field staff in a timely manner.
14. **Manage** the team during the entire field work period.

Specific Tasks of the Field Supervisor

1. **Ensure** the existence of a map for each EA assigned to your team,
2. **Double check** the completeness of IHS3 households selected from each EA,
3. Confirm you have all T-0 forms for all of your EAs,
4. **Study** the contents of the enumerator manual on a regular basis to be able to assist technical issues in a timely and effective manner,
5. **Ensure** that all household interviews are conducted in a given EA within the time necessary for the successful completion of weekly workload,
6. **Ensure** that **each enumerator** has a **working cell phone** or a **watch** prior to the start of interviews on each day. This is essential for the enumerators to be able to record date and time stamps throughout the questionnaire modules.
7. **Conduct** an initial review of completed questionnaires for completeness, accuracy and consistency, and discuss with the enumerator any mistakes found, and either correct if it obvious, or send the enumerator back to the household to collect or verify the data. You **MUST** check each IHPS Questionnaire (Household, Agriculture and Fishery) upon completion by the enumerator to ensure that the questionnaires have been completed comprehensively. You **MUST** also confirm that the correct questionnaires and modules were filled out depending on whether it is a Panel A or Panel B household and whether it is Visit 1 or Visit 2 (see Annex 2). You **MUST** review each module and look for any inconsistencies, omissions, irrational responses, or other errors.
8. **Code** the occupation- and industry-related information in the Modules of E, N and O of the Household Questionnaire, more specifically questions: **E19, E20, E33, E34, E47, E48, N09 and O10.**
9. Once you have reviewed the completed questionnaires, **submit them to the data entry operator** in a timely manner and on a rolling basis, i.e. do **NOT** wait until all questionnaires in a given EA are finalized,

10. **Ensure** that for each questionnaire given to him/her, the data entry clerk keys in the information, runs the error batch, *without printing the error report*, and corrects for data-entry related errors, i.e. errors made by the data entry clerk by copying the questionnaire information wrong,
11. **Ensure** that the **data entry clerk prints** the error report for the entire EA after all questionnaires are keyed-in,
12. **Distribute** all portions of the EA error report among the enumerators, according to the households assigned to the enumerators.
13. **Oversee** the effort of each enumerator revisiting ALL households of interest and correcting for the errors identified by the program
14. **Review** closely the questionnaire changes compiled by the enumerators according to the error report, and **oversee** the process of final round of paper questionnaire revisions by the enumerators.
15. **Confirm** that prior to re-visiting a household the enumerators have **CIRCLED** all questions that need to be corrected in Visit 2 and **oversee** these efforts,
16. **Submit** the corrected questionnaires **to the data entry clerk**, clearly identifying the areas that were revised, and make sure that the data entry clerk keys in the correct questionnaire entries, before your team departs from the EA.
17. **IF** the system for the automatic upload of the data entered is **NOT WORKING**, then you **MUST email** the data to mwIHPS@gmail.com on a weekly basis for each EA that is completed in a given week using the IHPS team email. In this instance each field supervisor will send **1 ZIP FILE PER EA** that is generated automatically by the data entry application and that he/she needs to **obtain from the data entry clerk**.

The **subject line of the email** should include the following information:

- Team Number
- District (Code)
- TA (Code), and
- EA (code), as specified in the list of EAs given to the team.

Note that the IHPS Management will be checking the above email account on a regular basis and will be keeping a track of the EAs sent in, and thus documenting the teams that are lagging behind in the data generation and entry process.

Each ZIP FILE sent from the field will include the final error report for that EA. This will indicate the extent to which the field supervisor accounted for the errors in the questionnaires prior to departing from the EA. **Therefore, your performance pertaining to the questionnaire review and revision process will be subject to close scrutiny.**

18. **Keep** valid receipts for internet cafe expenses related to the electronic submission of the data for reimbursement at a later date **ONLY IF THERE ARE PROBLEMS**

WITH THE DONGLE. Please inform headquarters before this is done for the official records.

19. **Store** the completed questionnaires at your living quarters until they are picked up by the IHPS Management through regular field supervision visits.
20. **Ensure** that there are no problems with lodging for enumerators.
21. **Arrange** meetings with local authorities and knowledgeable local residents to collect data for the Community Questionnaire. Completing the Community Questionnaire may take some time because of difficulties in locating the correct respondents and setting times for appointments. The process **MUST** be started immediately upon entry to the EA.
22. **Locate** the appropriate market for the survey (see instructions under “Selecting Markets” page 19) and **inform** the manager of the purpose of the IHPS and the Market Questionnaire. Then proceed with collecting data for the Market Questionnaire.

3. Preparations for the Survey

Meeting with the Local Authorities

On arrival at a given EA, the first thing you should do is to arrange a meeting with the local authorities (District Commissioner, Traditional Authority, Police, GVH/VH) to clarify the purpose and importance of the survey. The contents of the meeting **MUST** include:

1. Introduction of the team to the local authorities.
2. Explanation of the following specific issues:
 - The National Statistical Office is conducting the Integrated Household Panel Survey. This survey is a follow-up to the IHS3 and aims to produce an in-depth assessment of the actual status of living conditions of all segments of the population. It is of great significance to provide the information needed to form the basis of policy development in order to improve and upgrade the living conditions of all Malawians across all sectors.
 - The data collected from the survey will be used for the analysis of current important socio-economic issues of the nation such as: living standard disparities, poverty rates, agricultural productivity, social services for people's daily needs, labour and employment, lack of employment among youth, and so on.
 - All information and data collected from the households is absolutely **confidential**, and is **only** to be used for statistical and research purposes. It will not be used for other purposes.

Requests for Assistance from the Local Authorities

You must request assistance from the local authorities in order to create the conditions that will enable the enumerator to complete his or her work efficiently.

Discuss with community leaders any changes in households since IHS3, and ask them to encourage the survey households in their area to cooperate with the enumerators as they provide information to them.

Field Materials

You **MUST** ensure the availability of all necessary materials, including sufficient blank Questionnaires, and provide them to the field staff in a timely manner. The checklist of items to be obtained prior to the IHPS deployment includes:

- ✓ EA Maps and List of IHS3 Households for Each EA
- ✓ Team Leader/Enumerator/Data Entry Clerk/Driver ID cards
- ✓ Questionnaires (Household, Agriculture, Fishery, and Community/Market)
- ✓ Pre-Printed T-0 Forms, Packaged Separately for Each EA, One Per Household
- ✓ Tracking Forms T-1 & T-2
- ✓ Pre-Printed Community Information Sheets, Packaged Separately for Each EA, One Per Household & Village Head
- ✓ 1 Photo Aid for Each Enumerator and Field Supervisor
- ✓ Enumerator/Supervisor/Data Entry Clerk Manuals
- ✓ One Laptop Per Team (excluding Team 13)
- ✓ Anthropometric Equipment (2 sorter scales & 2 height boards per team)
- ✓ Xerox Printer, Two Rims of Paper & Extra Printer Cartridge
- ✓ One GPS Unit Per Enumerator & 4 Extra Batteries Per Team
- ✓ One Calculator Per Enumerator
- ✓ Staples & Staple Wires
- ✓ Pens & Notepads (Blue/Black Pens – Enumerators; Red Pens – Field Supervisor; Green for Data Entry Clerk)
- ✓ Envelopes for Housing the Questionnaires for Each EA Until Picked Up from the Field
- ✓ Golf Shirts & Bibs
- ✓ Rain Coats
- ✓ Boots
- ✓ Mosquito Nets
- ✓ Magic Markers
- ✓ Carrying Bags
- ✓ T-shirts for Respondents
- ✓ Ropes
- ✓ Crate of Soft Drinks Per Team
- ✓ Airtel Internet Dongle Per Team
- ✓ Airtime for Tracking

You **MUST** notify the IHPS Management immediately in case of a shortfall or technical difficulty pertaining to a given item.

4. Problems Frequently Encountered in the Field

During the fieldwork, several problems may arise.

- The necessary respondent is not present during the interview.
- The household members refuse to respond or only give simple, superficial, and perfunctory answers.

Respondents Unavailable

Each module in the IHPS Questionnaires is linked to specific household members. If during the interview, the required respondent is absent, the enumerator should arrange a time to return to the household when the respondent can be present. The enumerator **MUST NOT** collect information from other household members or neighbours for this absent respondent. Only after the enumerator has returned to the household at least three times without being able to contact the specific respondent, some other household member may respond for the absent respondent. You must closely monitor and check the use of proxy respondents in place of absent respondents.

Refusal from Households

Enumerators may face some cases of refusal to participate:

- Household refuses to answer a particular part of the questionnaire.
- Household refuses to answer the entire questionnaire.

In order to avoid refusal, the enumerator must be good at presenting themselves, clearly stating the purposes and demands of the survey before putting specific questions to the household.

The following are the main reasons leading to refusal:

1. The respondent thinks that information on the income and income sources of his or her household is to be used as the basis for tax collection or income regulation. In order to avoid this problem, during the interview, the enumerator should pay attention to:
 - Explain to the household that the statistical information and data collected through the IHPS are to be kept confidential. The data collected and aggregated from the household will be used primarily for research, and to prepare national economic development policies. The individual data from each household will not be utilized separately and will not be made available to other government departments or to any other organization.
 - These data are used to assess the current status of people's living standards. Analyses of the data will help the government have a clear basis for developing programs and projects to improve and raise people's living standards.

2. Often, households do not want to waste time answering the survey. In order to avoid taking up too much time or making multiple visits, the enumerators **MUST** develop good interview plans, producing specific timetables for each household. If necessary, they can contact and work with the household at any time at the convenience of the survey household members (including noon, evening and Sunday). In the case that the interviewer has tried to explain and convince the household and that the household remains hesitant and worried, you **MUST** further attempt to persuade the household to participate, probing as to the reasons why the household will not participate. There are **NO REPLACEMENT HOUSEHOLDS** so you **MUST** do your best to encourage households to respond.

5. Your Supervision During Household Interviews

When attending a household interview,

- You **MUST** ensure that the enumerator introduces you to the household and explains your responsibility to visit the household and collect data.
- You **MUST NOT** participate in the interview or suggest things to the enumerator during the interview, unless clarifications are requested by the enumerator.
- You **MUST** let the enumerator complete the interview with the household.
- You **MUST NOT** comment on the enumerator's performance in the presence of household members.
- You **MUST** pay attention to difficult questions or concepts that the enumerators have difficulty in presenting clearly or household members have difficulty in understanding.
- You **MUST** also make note of those modules that the enumerator administers well.
- In **EXTREME CASES** you can handle the interview without the respondent noting that the enumerator has failed.

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

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

1. Was the wording used in the questionnaire appropriate?
2. Were any concepts posed to the respondent ambiguous?

3. Were there any questions left unanswered or to which evasive answers were given because they dealt with private matters or sensitive issues?
4. Is it the presentation of the question?

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

You **MUST** attend interviews for your enumerators on a regular basis especially your weakest enumerators. The first three days of the survey operation is a critical time period for you to attend interviews for your enumerators in order to assess their capacity after training.

6. Post-Interview Coding

Following the household interview, the field supervisor is required to code occupation- and industry-related information for questions **E19, E20, E33, E34, E47, E48, N09 and O10**, based on the descriptions noted by the enumerators.

The codes used for occupational and industry coding are provided in the ANNEX of the Enumerator Manual for the Household Questionnaire. You **MUST** read carefully the descriptions that have been written on the questionnaire by the enumerator. You **MUST** make sure that the enumerator has provided sufficient detail in order to be able to select the correct code. If not, the household **MUST** be revisited to solicit information in more detail. You **MUST** write the code in the corresponding cell on the Household Questionnaire. If the code begins with a "0," record the "0" as part of the code.

7. Anthropometric Measurements

The collection of anthropometric information includes measuring the height and weight of all children between 6 and 59 months old.

Assisting in Anthropometric Measurement

You will have a complete set of equipment which consists of a hanging scale, trouser pack, and height board. You will arrange with each enumerator under your supervision for a day in which you will assist the enumerator in collecting the anthropometric information from the children in the households that enumerator has interviewed.

Review Anthropometric Measurements

Upon completion of the measurement for each household, you should re-examine the anthropometric data collected in order to assess its accuracy and consistency. Two data tables on weight and height/length by age and sex are presented in ANNEX 1. You should make a comparison of the measurements made on a child with those in this table. If the weight or height/length data for a child is lower than the weight or height/length data in

the column headed 3%, or if it is higher than the weight or height/length in the column headed 97%, then the child is outside the range of acceptable values.

For example, a male child of 2 years and 6 months (30 months) should be between 10.9 kg and 16.8 kg in weight. If the child is less than 10.9 kg, he is underweight, or if he is more than 16.8 kg, he is overweight. That male child should also be between 83.8 cm and 97.1 cm tall. If the child is less than 83.8 cm, he is stunted, or if he is more than 97.1 cm, he is taller than the norm.

When children are outside the norms, you should re-visit the household to ensure that the measurements made on the child were correct.

8. Administering the Community Questionnaire

The Community Questionnaire is produced in English. It is likely that many of the leaders and knowledgeable members of the community to whom you will administer this questionnaire will not be able to respond to the questions if they are asked in English. Consequently, you must translate the questions into a language in which they are fluent. If you find that you are to conduct a community survey in an area in which the community informants are only fluent in a language in which you are not fluent, you must arrange for a translator to assist you in administering the questionnaire.

Interactions with the community

In order to obtain information for the Community Questionnaire, it is vital that you establish a good working relationship with community leaders and other community members and within the entire EA and beyond. The behaviour of the enumerators in the EA will also be key in maintaining a good relationship with community leaders.

When you first enter a rural EA, you must first present yourself to the local group village headman and to the headmen of the villages in the EA to explain why you and the enumerators are going to be working in the area.

In urban locations, identifying a local leader is more problematic. Make inquiries as to who might be considered local leaders when you first come to an urban location. These may be local business, religious, community policing or political leaders.

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

While you should not be secretive about the work being done, you must respect the confidentiality and privacy of the respondents when administering the Community Questionnaire.

The Community Questionnaire formatting and rules follow those outlined in the Enumerator Manuals. Please refer to these manuals for additional guidelines.

How to complete the Community Questionnaire

The Community Questionnaire should be administered to local leaders and knowledgeable members of the community in a group meeting. Among those who should be considered for inclusion in the group of informants for the community questionnaire are group village and village headmen, counselors to the headmen, religious leaders, school teachers, health workers, agricultural Field Assistants, and business leaders.

- A minimum of five informants, including at least one woman, should be used to complete the community questionnaire.
- The group should be kept as diverse as possible to capture different views and needs within the community.
- Where available, every effort should be made to involve extension workers as part of the focus group.

In order to administer the questionnaire, try to arrange a time when it is possible for as many of these individuals to meet together as possible.

The answers that are provided to complete the questionnaire should be consensus responses for the group of respondents – responses for which they are in general agreement. It is likely that there will be discussion among the group on some of the details of the responses that they give. Each member will have his or her own expertise that will provide different insights on what the response should be to the questions being asked. It is up to you as facilitator of the interview to help the group arrive at a consensus answer that provides the best information for each question. This should be done without taking sides.

To facilitate the administration of the Community Questionnaire, upon entry to the EA, both the enumerators and the Field Supervisor should mention to the community leaders in the EA that the Community Questionnaire will be administered in the course of the few days the team is in the EA. If an enumerator on the team is available, he or she can also participate in the administration of the community questionnaire, possibly recording the answers, while you facilitate the group discussion.

9. Description of the Community Questionnaire Modules

Module CA-1: Community Identification

Respondent: Enumerator/Field Supervisor

Direct Informant: None

This module is used to record identification information on the location of the community and to note observations on the community made directly by the Field Supervisor. The location identification codes used are identical to the codes used in the Household

Questionnaire. The codes must be entered carefully so that this information can be matched correctly to the household information.

It is critical for later analysis that the location of the community is correctly identified. Fill in CA1 to CA3 with the required information on the district, TA, and EA in which the community interview is being done, noting the codes for each, as well as the names of the district and TA.

CA1 to CA3. These codes should be provided to you by the IHPS Management team.

- Note that the codes for Mzimba district and Mzuzu city are the same, as is the case for Lilongwe district and Lilongwe city, Zomba district and Zomba municipality, and Blantyre district and Blantyre city.
- For the TA and EA codes, if the codes start with zero, write the zeros in the first cells of CA2 and CA3.

CA5. Write down the name of the village or urban location being surveyed.

Page 2 – The text box contains instructions for the field supervisor or whoever is administering the Community Questionnaire. Unlike in the Household Questionnaire, this information is not communicated to the respondents.

Module CA-2: Survey staff details

Respondent: Enumerator/Field Supervisor

Direct Informant: None

The date that is written in CA7 should be the date that the first interview of community members is done for the Community Questionnaire.

FOR ALL REMAINING SECTIONS OF THE COMMUNITY QUESTIONNAIRE

Respondent: Knowledgeable members of the community

Direct Informant: Knowledgeable members of the community

Module CB: Roster of informants

CB2. Record the names of the individuals who are participating in the interview. The respondents should be a mix of the local leaders and knowledgeable members of the community – local headman, religious leader, school teacher, health worker, business leaders, police, etc. Choose informants who have lived in the community for a number of years. A minimum of five respondents should make up the group that completes this questionnaire. The group should be as diverse as possible with respect to sex, age, religion, and ethnicity, so that it is representative of the population of the community.

CB3 to CB8. Ask each leader for their personal information of sex, age, occupation and/or expertise, the number of years they have lived in the community, education and language. The number of years lived in the community should be the total since birth. For example, if

a 40 year old man has lived in the village his whole life, except for 4 years in which he worked in Lilongwe, then the total number of years in the village should be 36 years.

Module CC: Basic physical and demographic characteristics of the community

The questions in this module are designed to determine the general characteristics of the community in terms of religious practices, languages spoken, and use of land. The respondents are to come to common agreement, consensus, on the answers to the questions. Ask the questions exactly as written in the questionnaire.

CC6. Marriage Definitions

Matrilineal and neolocal: The married couple is not located in either the man's or the woman's home village but the children belong to the woman's lineage.

Matrilineal and matrilineal (chikamwini): A woman born in the village brings in her man to join her and the children belong to the woman's lineage.

Matrilineal and patrilineal (chitengwa): A man born in the village brings in his woman to join him and the children belong to the woman's lineage.

Patrilineal and neolocal: The marriage is not located in either the man's or the woman's home village but the children belong to the man's lineage.

Patrilineal and patrilineal: A man born in the village brings in his woman to join him and the children belong to the man's lineage.

CC10 - CC12. To determine percentages of land, ask the respondents to try to determine the total area in the community and the total amount of land in each category (bush, forest, and agriculture). Again, calculate the percentages by dividing the total amount of land by category by the total land in the community.

Module CD: Access to basic services

This module is designed to ask questions concerning the level of access households in the community have to infrastructure (roads, transportation, markets, postal services, telephones, schools, health clinics, and banks). Some of the questions are based on your observations and some are asked directly of the community leaders. Read the questions exactly as written in the questionnaire. Ask the respondents to come to a consensus on the answers that they provide.

CD1. This is based your observation and should not be asked of the leaders.

CD4 - CD5. These questions are to determine the amount of time in a year in which the roads are passable. If the road is always passable, record 12 as the answer.

CD25. This question concerns the number of Christian congregations (groups of worshippers) in the community, even if they may be all of the same denomination (CCAP, Catholic, SDA, etc.). The congregations do not need to have a dedicated church building to be counted, but may make use of another sort of building or no building at all.

CD27 - CD47. These may require information that can only be provided by a local teacher or headmaster. If the members of the group of community informants do not know the answers to these questions, following the completion of the interview with the group of informants, you should ask these questions of individuals in the area – headmasters, teachers – who are familiar with the local schools.

CD52. This includes medical assistants as well as nurse or midwife.

CD57. This includes clinical officer as well as doctor.

Module CE: Economic activities

This module is designed to ask questions that will show the most important economic activities in the EA. Ask the respondents to come to a consensus on the answers that they provide.

CE9 - CE15. These questions refer to the presence of MASAF public works programmes (PWP) or other labour-intensive MASAF projects in the community.

Module CF: Agriculture

This module is designed to collect information on the type of agricultural activities common in the community. Ask the questions exactly as written in the questionnaire. Ask the respondents to come to a consensus on the answers that they provide.

CF11. Probe the respondents to count all the different sellers of fertilizer that operate in the community – even if they only sell fertilizer for part of the year. Do not include sellers of fertilizer that operate outside of the community, even if they are frequently used by community members.

CF12. Probe the respondents to count all the different sellers of hybrid maize seeds that operate in the community – even if they only sell seeds for part of the year. Do not include sellers of hybrid maize seeds that operate outside of the community, even if they are frequently used by community members.

Module CG: Changes

This module is designed to ask how conditions and characteristics of the community have changed since 2010. Explain to the respondents that you are going to ask a series of questions that compare the conditions that the community is experiencing today against the conditions that existed in 2010. Ask the respondents to come to a consensus on the answers that they provide.

CG35 to CG37. For these questions, it is not necessary that the group come to a consensus because it is possible to record more than one answer.

CG35. The same type of event can be mentioned more than once (for example, having a drought twice in the past 5 years would be two entries).

The respondents can list all of the events that, in general, made the lives of the people living in the EA worse off or better off. Read the explanation given in CG35 and make sure that the respondents understand what they need to respond.

Record up to four events that made people worse off and up to four events that made people better off, as provided by the respondents. If the respondents come up with more than four answers, ask them to prioritize the events and record the four most important.

CG36. Determine the year in which each event occurred and make sure that it has occurred in the period between 2010 and the present.

CG37. Ask the leaders to come to consensus about a general percentage for the number of community members affected by the event– none (0%), one-quarter (25%), half (50%), three-quarters (75%) or all (100%).

Module CH: Community Needs, Actions and Achievements

This section asks about how the community was able to access things that are useful to development. To start this section, you should ask the first two columns about whether the community, either through the community leaders or through the people themselves, have ever tried to get the items listed. Ask the first two columns for all items before moving on to CH03. Ask CH03 and the remaining questions, ONE ROW AT A TIME, for all items that have a “yes” in either column (1) or column (2) or both.

CH04. The community could be considered as finding ways to address their need for an item if they were able to successfully obtain this item for their community in the time since they started working to acquire it.

CH07. This question asks about the steps that the community took to try to address their need. You should read each category to the respondents as some communities may have used more than one method. In some cases the method would not be applicable and this should be noted.

CH11. “Voluntary” in this question means that people in the community were free to donate as much as they would like to the project or nothing at all. “Compulsory” is if some or all of the people in the community are required to give money to the project. Contributions would be considered compulsory if any group in the community is required to give, even if there are some groups, such as the poor, who are exempt from the required giving.

Module CI: Communal Resource Management

This section asks questions about resources that are controlled by the community together, rather than by an individual person. When talking about a body of water as a communal resource, specify about which body of water you are talking (examples: Lake Malawi, Lake Chilwa, etc).

CI02. A community is able to determine independently the rules of their communal resource if that resource is not subject to outside rules from the central government, district assemblies, or the Traditional Authority. Even if the community is able to make some decisions, they would not have full independence if the resource is subject to outside controls by one of these groups.

CI04. A communal resource would be considered challenged or disputed if there are questions with regard to the borders or the amount of the resources that can be extracted by neighbouring villages or estates. An example could be if one village is overfishing in a lake and reducing the catch of the neighbouring villages, or if one village upstream is taking all the stream water for irrigation and not leaving any for those villages downstream.

CI06. Exclusion mechanism means a way of preventing outsiders from accessing the resource without permission from the community.

CI10. This question asks the opinion of the respondents as to how effective the community policing strategies are for protecting community resources. It asks if the punishments prevent unauthorized use rarely (not effective), sometimes (somewhat effective) or nearly all the time (fully effective).

CI14. In the event that there was a dispute with a neighbouring village that was settled through mediation, the question asks if the community lost any rights. For example, was the amount of catch they were permitted reduced or the borders of the communal grazing area reduced.

Module CJ: Communal Organization

This module asks for groups operating in the community. Sometimes groups will have multiple functions, for example, there is a religious youth group or a religious sports group. In these cases, the groups should be recorded under their function (as a youth group or as a sports group) rather than under their organization (religious).

Political youth groups are an exception to this rule. All political groups of any kind (youth, women, farmers, etc) should be recorded as political groups, regardless of their function.

In the case of NGOs that provide savings and/or credit services (such as FINCA or other microfinance NGOs), these should be classified as NGOs.

Savings and Credit Coops apply only for cooperatives (such as SACCOs) that do not receive outside funding.

The final category on the list is for “other” organizations that do not fit into the categories above. Examples of organizations that could be classified as “other” would be HIV support groups or orphan care groups that are not affiliated with a religious or NGO group.

10. Description of the Market Questionnaire Modules

Module A: Market Identification

Selecting Markets: You **MUST** visit the daily market associated with a given enumeration area. If a daily market does not exist, and a weekly market would be applicable, then you **MUST** determine the day/location for the weekly market and communicate this information to headquarters directly. You, in collaboration with Mr. Mtengula, can decide on the optimal timing for visiting the weekly market associated with the community.

MA01-MA08: Fill all fields for market identification, including: District code & name, TA, STA or town, place/village name, GPS coordinates, supervisor information and dates.

Modules B, C, D: Crops, Tree/Permanent Crops, Food Units Measurements

Selecting Items to Weigh:

When selecting a crop or food item/unit combination to measure in the markets, confirm with the seller that the unit is consistent with your identification. Where size is indicated you may refer to the photo aid to identify the proper food item/unit to be measured.

Although many items may be gathered from one seller, it is desirable to take measurements from a good variety of sellers. For very common food items, such as tomatoes, etc., select the 2nd sample to be weighed from a different seller.

The order of items in the questionnaire does not have to be followed. You may skip around as necessary to complete the market questionnaire most efficiently.

Availability:

Not all items may be available in the selected market for a particular EA. If items cannot be found in the selected market but are available close by, take the measurements from the alternative source and indicate the alternative location in the item's comment field.

Non-Specific Food Items:

If the "FOOD ITEM" is not specific, such as "Other poultry – guinea fowl, doves, etc.," select and weigh any of the items available and record the item weighed in the comments section of the food item/unit row.

Weighing Items & Scale Operation:

ADAM LBS 12 scales will be used for the IHPS market survey. These are accurate and rechargeable scales but are not ideal for rough conditions. Great care must be taken when applying them in the field. Keep scales clean and dry.

For IHPS Market Survey all weights taken will be recorded in kg.

Note: the maximum weight on the ADAM LBK 12 scale is 12 kg. If you suspect the item to exceed this limit break the load into two and record the sum of the measurements.

1). Place the scale on a stable flat surface. The scale must be as level as possible before weighing items.

2). Press [O/I] to turn the scale on. The Scale will run a brief check and once the scale is stable, the display will show "0.000Kg".

Note: If the display does not show the weighing unit as Kg then the scale was not configured correctly for the last item/s weighed. Press [Unit] to select the correct unit to be used and reweigh previous item if necessary.

Note: If the scale is stable and does not display "0.000", press [Zero]. This will reset the scale back to zero.

Note: Some items may require the use of a container to hold the item on the scale. When a container is used, place the empty container on the scale and wait for a stable reading. Once a stable reading is displayed press [Tare] and the display will read "0.000Kg".

3). Add items to scale, wait for stable reading and record weight displayed.

Module E: Prices

Respondent: Knowledgeable members of the community, store owners or market vendors.

Direct informants: Knowledgeable members of the community, store owners or market vendors.

You should not expect that you will be able to complete entirely this module using only the community informant group as your respondents. It is quite likely that, while the informant group will be able to tell you whether or not an item is available for sale in the community or nearby at the time of the interview, they will be unable to tell you its price. Consequently, after you have completed this module with the community informant group, you will have to talk to store owners or market vendors in the community to record the prices for those items for which the informant group did not know the price.

In talking with store owners and market vendors, be alert as to whether or not some of the items the community informant group noted as not being available for sale in the community or nearby may actually be available. If so, correct the questionnaire entries for those items. Moreover, if you have the opportunity to do so, cross-check with the store owners and market vendors the accuracy of the prices given by the community informant group.

The question says: “Is [ITEM] available for sale in your community or nearby at the present time?” The term “nearby” should be taken to mean generally accessible to most of the people in the community at least once per week, i.e. from a weekly market. So the item does not have to be available daily in the community, but accessible at least once per week.

CK51. Refer to the most common form of *ganyu* in the community.

ANNEX 1. Feasible Ranges for Anthropometric Measures

Age		Male weight				Female weight		
Year	month	3%	50%	97%		3%	50%	97%
0	6	6.0	7.8	9.7		5.6	7.2	8.9
0	7	6.5	8.3	10.2		6.0	7.7	9.5
0	8	7.0	8.8	10.7		6.4	8.2	10.0
0	9	7.4	9.2	11.1		6.7	8.6	10.4
0	10	7.7	9.5	11.5		7.0	8.9	10.8
0	11	8.0	9.9	11.9		7.3	9.2	11.2
1	0	8.2	10.2	12.2		7.6	9.5	11.5
1	1	8.5	10.4	12.5		7.8	9.8	11.8
1	2	8.7	10.7	12.8		8.0	10.0	12.0
1	3	8.8	10.9	13.1		8.1	10.2	12.3
1	4	9.0	11.1	13.3		8.3	10.4	12.5
1	5	9.1	11.3	13.6		8.5	10.6	12.7
1	6	9.3	11.5	13.8		8.6	10.8	13.0
1	7	9.4	11.7	14.0		8.8	11.0	13.2
1	8	9.5	11.8	14.2		8.9	11.2	13.4
1	9	9.7	12.0	14.4		9.1	11.4	13.6
1	10	9.8	12.2	14.6		9.3	11.5	13.9
1	11	9.9	12.4	14.8		9.4	11.7	14.1
2	0	10.2	12.3	15.5		9.6	11.8	14.4
2	1	10.3	12.5	15.7		9.7	12.0	14.8
2	2	10.4	12.7	15.9		9.9	12.2	15.1
2	3	10.6	12.9	16.1		10.1	12.4	15.4
2	4	10.7	13.1	16.4		10.2	12.6	15.7
2	5	10.8	13.3	16.6		10.4	12.8	16.0
2	6	10.9	13.5	16.8		10.5	13.0	16.2
2	7	11.0	13.7	17.0		10.6	13.2	16.5
2	8	11.1	13.9	17.2		10.8	13.4	16.8
2	9	11.3	14.1	17.4		10.9	13.6	17.0
2	10	11.4	14.3	17.6		11.1	13.8	17.3
2	11	11.5	14.4	17.8		11.2	13.9	17.5
3	0	11.6	14.6	18.0		11.3	14.1	17.8
3	1	11.7	14.8	18.2		11.5	14.3	18.0
3	2	11.9	15.0	18.5		11.6	14.4	18.3
3	3	12.0	15.2	18.7		11.7	14.6	18.5
3	4	12.1	15.3	18.9		11.8	14.8	18.7
3	5	12.2	15.5	19.1		12.0	14.9	18.9
3	6	12.4	15.7	19.3		12.1	15.1	19.1
3	7	12.5	15.8	19.5		12.2	15.2	19.4
3	8	12.6	16.0	19.7		12.3	15.4	19.6
3	9	12.7	16.2	19.9		12.4	15.5	19.8
3	10	12.9	16.4	20.1		12.5	15.7	20.0
3	11	13.0	16.5	20.3		12.6	15.8	20.2
4	0	13.1	16.7	20.5		12.8	16.0	20.4
4	1	13.2	16.9	20.8		12.9	16.1	20.6
4	2	13.4	17.0	21.0		13.0	16.2	20.8
4	3	13.5	17.2	21.2		13.1	16.4	21.0
4	4	13.6	17.4	21.4		13.2	16.5	21.2
4	5	13.8	17.5	21.6		13.3	16.7	21.4
4	6	13.9	17.7	21.8		13.4	16.8	21.6
4	7	14.0	17.9	22.1		13.5	17.0	21.8
4	8	14.2	18.0	22.3		13.6	17.1	22.1
4	9	14.3	18.2	22.5		13.7	17.2	22.3
4	10	14.4	18.3	22.7		13.8	17.4	22.5
4	11	14.6	18.5	23.0		13.9	17.5	22.7
5	0	14.7	18.7	23.2		14.0	17.7	22.9

Annex 1 Continued: Height/length

Age		Male height/length				Female height/length		
year	month	3%	50%	97%		3%	50%	97%
0	6	62.8	67.8	72.9		61.0	65.9	70.9
0	7	64.5	69.5	74.5		62.5	67.6	72.6
0	8	66.0	71.0	76.0		64.0	69.1	74.2
0	9	67.4	72.3	77.3		65.3	70.4	75.6
0	10	68.7	73.6	78.6		66.6	71.8	77.0
0	11	69.9	74.9	79.9		67.8	73.1	78.3
1	0	71.0	76.1	81.2		69.0	74.3	79.6
1	1	72.1	77.2	82.4		70.1	75.6	80.9
1	2	73.1	78.3	83.6		71.2	76.7	82.1
1	3	74.1	79.4	84.8		72.2	77.8	83.3
1	4	75.0	80.4	85.9		73.2	78.9	84.5
1	5	75.9	81.4	87.0		74.2	79.9	85.6
1	6	76.7	82.4	88.1		75.1	80.9	86.7
1	7	77.5	83.3	89.2		76.1	81.9	87.8
1	8	78.3	84.2	90.2		77.0	82.9	88.8
1	9	79.1	85.1	91.2		77.8	83.8	89.8
1	10	79.8	86.0	92.2		78.7	84.7	90.8
1	11	80.6	86.8	93.1		79.5	85.6	91.7
2	0	79.6	85.6	91.6		78.5	86.5	92.6
2	1	80.3	86.4	92.5		79.2	87.4	93.5
2	2	81.0	87.2	93.5		80.0	88.2	94.4
2	3	81.7	88.1	94.4		80.7	89.0	95.3
2	4	82.4	88.9	95.3		81.4	89.9	96.2
2	5	83.1	89.7	96.2		82.2	90.7	97.1
2	6	83.8	90.4	97.1		82.9	91.5	98.0
2	7	84.5	91.2	97.9		83.6	92.3	98.8
2	8	85.2	92.0	98.8		84.3	93.1	99.6
2	9	85.8	92.7	99.6		84.9	93.8	100.4
2	10	86.5	93.5	100.5		85.6	94.5	101.2
2	11	87.1	94.2	101.3		86.3	95.2	102.0
3	0	87.8	94.9	102.1		86.9	95.9	102.9
3	1	88.4	95.6	102.9		87.6	96.6	103.7
3	2	89.0	96.3	103.7		88.2	97.3	104.4
3	3	89.6	97.0	104.4		88.8	98.0	105.1
3	4	90.2	97.7	105.2		89.4	98.7	105.8
3	5	90.9	98.4	106.0		90.0	99.4	106.5
3	6	91.5	99.1	106.7		90.6	100.1	107.2
3	7	92.0	99.7	107.4		91.2	100.7	107.8
3	8	92.6	100.4	108.2		91.8	101.4	108.5
3	9	93.2	101.0	108.9		92.3	102.0	109.1
3	10	93.8	101.7	109.6		92.9	102.7	109.8
3	11	94.4	102.3	110.3		93.5	103.3	110.4
4	0	94.9	102.9	111.0		94.0	103.9	111.5
4	1	95.5	103.6	111.6		94.6	104.5	112.1
4	2	96.0	104.2	112.3		95.1	105.1	112.7
4	3	96.6	104.8	113.0		95.6	105.7	113.3
4	4	97.1	105.4	113.6		96.1	106.3	113.9
4	5	97.7	106.0	114.3		96.6	106.9	114.5
4	6	98.2	106.6	114.9		97.2	107.5	115.1
4	7	98.7	107.1	115.5		97.7	108.0	115.6
4	8	99.2	107.7	116.2		98.1	108.6	116.2
4	9	99.8	108.3	116.8		98.6	109.1	116.7
4	10	100.3	108.8	117.4		99.1	109.7	117.3
4	11	100.8	109.4	118.0		99.6	110.2	117.8
5	0	101.3	109.9	118.6		100.1	110.8	118.4

ANNEX 2. Interview Outline for Visits 1 and 2

	VISIT 1	VISIT 2
PANEL A	Full Household Questionnaire (excluding B1-B8) Agriculture Visit 1 (if applicable) Fishery (if applicable) Community/Market Questionnaire	Household Questionnaire Modules B1-B8 Agriculture Visit 2 (if applicable) Update T-0 form and Household Roster
PANEL B	Light Household Questionnaire (Modules A, B, B1-B8, X) Agriculture Visit 1 (if applicable)	Household Questionnaire (excluding B1-B8) Agriculture Visit 2 (if applicable) Fishery (if applicable) Update T-0 form and Household Roster Community/Market Questionnaire