

The World Bank Group

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Survey Completion Report

FOR

Nepal Household Risk and Vulnerability Survey 2016

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Submitted by:



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SECTION A: SURVEY COMPLETION REPORT

1. BACKGROUND

Nepal has shown improvement in reducing poverty rates over the past decade. However, large proportion of people still live in an economically poor state and are vulnerable to falling below poverty lines, due to various factors. After the 2015 Gorkha Earthquake, large proportion of people are living in economically feeble state in the 14 severely hit districts. These natural shocks and other shocks make the people very vulnerable. How people cope with these shocks, and what mechanism they have developed to cope these situation is vital information for developing programs and strategies for the government.

With this objective, a three-year nation-wide panel survey was commenced in April – Sep 2016 as the first year survey, jointly commissioned by the WB and DFID for the NPC of Nepal.

2. SURVEY OBJECTIVES

The objective of the Survey is to provide the Government of Nepal with empirical evidence on the patterns of exposure to shocks at the household level and vulnerability of households' welfare to these shocks. The survey will guide the design of programs that can help households manage shocks.

The survey will help address the following research questions:

- What significant adverse events (both anticipated and unanticipated) are faced by households during a given year?
- What strategies do households employ, and what systems of informal support do they rely on (ex-ante and ex-post) to cope with these events?
- How are households' short and medium term welfare affected by these events?
- What formal government assistance do households receive? Is it sufficient to help them cope?

3. SCOPE OF WORK

The following are the general Scope of Works :

(a) Development of questionnaire, data entry program and supporting documentation

- Finalization of the Questionnaire
 - Household Survey and Community Survey Questionnaires design
 - Refine, test and finalize both questionnaires.
 - Translate questionnaire sets into Nepali
 - Pre-testing of the Questionnaire
 - Refining of the questionnaires, as per the results of the Pre-testing
- Preparation of Electronic Data Entry
 - Prepare the electronic version of the questionnaire
- Preparation of Logistics and Documentations

(b) Survey Sampling

- Sampling for Survey
 - The WB team has selected geographic coverage of the surveys and the survey PSUs.

(c) Recruitment of Team

- Set up of Core Survey Team by the Consultant
 - Project Coordinator/ Overall Survey Manager, Field Survey Coordinator, Field Survey Manager, Ecometrician, Data Base Manager.
- Recruiting of Field Survey Team
 - Survey District Supervisors and Enumerators

(d) Training

- Pre-field Training
 - Trainings to all field staff, to educate the protocols and procedures for conducting the surveys and understanding the survey questionnaires
 - The training for the use of CAPI devices

(e) Fieldwork

- Field Survey Works
 - Conduction of Surveys in selected PSUs
 - Quality checks, back checks by the Supervisors
 - Data transfer to central servers by the Supervisors

(f) Dataset and Quality Control

- Monitor field progress and immediately troubleshoot any unforeseen issues that may arise. Once the fieldwork has been completed, any necessary post survey cleaning works.
- Deliver the final dataset and all relevant documentation to the World Bank Team.

4. Assignment Summary

The present assignment included the following assignments, which has been finalized by World Bank Team:

SN	Data Collection Activities	Project Districts	Project PSUs	Remarks
1	House Listing	50	400	Listed Total of 99652 Households
2	Detailed Household Survey	50	400	6000 (15 households PSU)
3	Community Survey	50	400	400 Surveys

5. Assignment Timeline Summary

The timeline for the assignment was as follows:

SN	Activity	Dates	Duration
1	Pre- Field Preparation	15 April – 15 May 2016	1 month
2	Field Staff Training	5-19 May & 22-28 May, 2016	19 days
3	Pilot Survey	20-21 May	2 days
4	Field Survey Works	June – Aug 2016	9 weeks
5	Head Quarter Checking	15 June – Aug 2016	12 weeks
6	Post Survey Data Cleaning Works	Sep 2016	1 month

6. Survey Coverage

The Survey was conducted in randomly selected 50 districts of Nepal, covering all geographical and ecological regions. Within the 50 districts, a total of 400 PSUs were selected randomly, based on population distribution, from rural and urbanizing VDCs, excluding the municipal areas. The random selection of the PSUs (Wards of the VDC) were done by the World Bank Team.

Districts covered in the Survey are presented below.

Box 1.3 : Distribution of Primary Sampling Units (PSUs) by districts

S.N.	Districts	Number of PSUs	S.N.	Districts	Number of PSUs
1	Taplejung	3	26	Lamjung	5
2	Ilam	9	27	Tanahu	8
3	Jhapa	13	28	Syangja	6
4	Morang	15	29	Myagdi	3
5	Sunsari	10	30	Baglung	6
6	Saptari	10	31	Gulmi	8
7	Dhankuta	5	32	Palpa	6
8	Bhojpur	6	33	Nawalparasi	17
9	Khotang	7	34	Rupandehi	18
10	Udayapur	8	35	Rolpa	6
11	Solukhumbu	4	36	Rukum	7
12	Okhaldhunga	4	37	Jajarkot	5
13	Sindhuli*	8	38	Dang	12
14	Dolakha*	5	39	Banke	12
15	Dhanusa	11	40	Kailali	18
16	Mahottari	9	41	Surkhet	9
17	Sarlahi	12	42	Dailekh	7
18	Bara	9	43	Kalikot	4
19	Parsa	7	44	Jumla	2
20	Sindhupalchok*	10	45	Bajura	3
21	Kavrepalanchok	10	46	Doti	5
22	Makwanpur	10	47	Achham	7
23	Nuwakot	8	48	Baitadi	6
24	Dhading	12	49	Bajhang	5
25	Gorkha	6	50	Darchula	4

7. Sample Size

The total sample size for the survey was estimated at 6000 households in 400 PSUs with 15 household surveys per PSU.

In each PSU, one Community Survey was also conducted.

8. Household Listing

For the purpose of household selection, a list of all households in the selected PSU was collected from secondary sources. In the case the list were not found updated, or found to have been more than 10% above or below the 2011 Census data, an entire household listing was completed by the survey team.

9. Survey Questionnaires Used

Two types of questionnaires were used in the Survey, namely, the household questionnaire and community questionnaire. The household questionnaires contained 16 sections. These sections were designed for information on family/household, education, health, housing and access to facilities. Sections on food expenses and home production and food security were also included. Likewise, there were sections on non-food expenditure and durable goods.

Similarly, there are separate sections on jobs and time use, wage jobs, farming and livestock and non-agricultural enterprises/activities. Other sections are migration; credits, saving and financial assets; gifts and transfers; transfer/social assistance from the government, shocks and anthropometrics.

First, draft questionnaires were developed, based on the questionnaires used in the NLSS-II questionnaire.

The questionnaires were pre-tested several times to assess their use under actual field conditions. Pretests were conducted in Kavre district. The questionnaires was finalized incorporating the field experience and the feedback obtained.

Box 1: Contents of Household questionnaire

Cover Page, Informed Consent

Section 1: Household Roster

Head and member in the household, relation to HH head, sex, age, citizenship, district of birth, marital status, caste/ethnicity

Section 2: Education

Attended, School/Institution Type, Grade Completed, Scholarship, Spending On Education

Section 3 : Health

Disability, Illness, Mode Of Treatment, Expenses, Diaorrhea And ORS

Section 4. Housing and Access to Facilities

Occupation, rooms, construction materials, plot type, occupancy status, drinking water, toilet, type, energy, fuel for cooking, telephone, tv etc.

Market, nearest bank, nearest paved road,

Section 5: Food Expenses and Home Production

Food Consumption, Spending On Food, Purchase And Home Production

Section 6: Non-food Expenditures and Inventory of Durable Goods

Part A: Frequent non-food expenditures

Section 7: Jobs and Time Use

Wage employment and self employment,

Section 8: Wage Jobs

For those working in agriculture or no-agriculture sectors on wage or salary basis

Monthly or annual salaried job (Agriculture Sector)

Monthly or annual salaried job (Non-Agriculture Sector)

Section 9: Farming and Livestock

Land holding status, number of plots, type of land, price of land, use of land and type of irrigation (season-wise)

Production and uses of crops, use of improved variety of seeds, fertilizers, insecticides and pesticides (season-wise), farm cost in dry and wet seasons, income from and expenditure on agriculture,

Livestock owned and sold, income from and expenditure on livestock, farming assets and extension utilities

Section 10: Non-agriculture Enterprises/Activities

Non- agriculture enterprises owned by the household, people involved in, expenses and income

Section 11: Migration

Migration status of people aged 10 yrs and above in the household; gender, education of migrants; destinations, reasons of migration, works/jobs involved; earnings and remittance; use of remittance money;

Section 12: Credit, Savings and Financial Assets

Lending or borrowing and outstanding loans of the household, amount, lender/borrower, purpose, terms etc of the loans

Financial assets, i.e. bank deposit or cash, the household owns,

Section 13: Private Assistance

Gifts and transfer income sent and received, the sender or receiver, reason or use of transfer

Gifts and transfers from I/NGOs, Community organizations

Section 14: Public Assistance

Cash assistance: frequency, amount, mode of transfer, satisfaction/grievances

In-kind assistance: frequency, cash value, grievance

Public works: participation, earning, grievances

Section 15: Shocks

Occurrence of any shocks during past 24 months, loss and monetary value, coping strategies,

Psychosocial support

Section 16: Anthropometrics (less than 5 years)

Birth certification, age, measurement of weight, height and arm.

Section 17 : Perception on Respondent Intent and Attention

The community questionnaires were designed for collecting information on community level. These covered the information under following section.

Box 2: Contents of Community Questionnaire**Section 1. Participants detail**

Age, sex and the positions held by the participants, years of residing in the community, level of education

Section 2. Community characteristics /Access to facilities

Major caste/ethnicity in the community, migration trend, condition of roads and transport, distance to the nearest urban centre, VDC and DDC offices

Section 3. Access to facilities

Distance to the facilities available to the community such as schools, health posts, hospitals, birthing centre, bank and cooperative

Section 4. Educational facilities

Teachers in community schools serving the community, teacher-students ratio, school feeding programme and drinking water and toilet facility available in schools

Section 5. Community shocks, household shocks

Information on major shocks such as earthquake, flood, fire, blockage, fuel shortage etc experienced by the community or the household in the past 10 years; frequency of such shocks, support availed to the victims

Section 6. Market price

Price of major commodities in the community

10. Field Work Organization**9.1 Field Teams**

The field staff, consisting of the supervisors and the interviewers were selected based on their academic background, field work experience and personal interview.

For data collection from the household and the community, 14 teams comprising 14 supervisors and 50 interviewers were assigned in the field. The teams were composed of 4-6 members and led by one supervisor each.

Details of the Field Team

Social Group	Brahman/Chhetri		Adivasi/Janajati		Madhesi		Dalit		Total
	Male	Female	Male	Female	Male	Female	Male	Female	
Supervisor	8		3		3				14
Interviewer	20	15	3	3	7	1		1	50
Total	28	15	6	3	10	1	0	1	64

The teams were assigned for given cluster of districts/PSUs. Teams were formed to balance the workload and travel time among the teams.

Each team was equipped with a laptop computer, one tablet with each interviewer, instruments for measuring height and weight of children, code sheet, supervisor's/interviewer's field guide and other logistics required in the field.

Among the team members, supervisor was responsible for coordinating, supervising, and monitoring the field work. Besides, supervisor was responsible to complete the community questionnaires. Other responsibilities included checking the filled-in questionnaires and doing real-time corrections, and supervising data entry activities.

The primary job of the interviewer was to complete the household questionnaire after interviewing the household head or other relevant member(s) of the household. They were also assigned to measure the height and weight of children (\leq up to 60 months of age) in the interviewed household.

9.2 Field Staff Training

For better preparing the field staff for their job in the field the supervisors and the interviewers were trained for 12 days jointly for basic skills and concepts used in the questionnaires. A separate training session were held for supervisors for 3 days for skills on household listing, supervision and administering community questionnaires.

The training was conducted in 5-19 May, 2016 and the core members of the project conducted the training. Different methods were adopted during the training session. The methods used included study of the questionnaire and the reference manual, classroom sessions, class exercise sessions, mock interviews and field practices and discussions.

After the pilot survey, the questionnaires were revised and improved. The field team was given a refresher training for 7 days, prior to field dispatch.

9.3 Data Collection and Supervision

Data collection was carried out over a period of 9 weeks beginning June to August 2016.

As per the field guide the supervisors obtained the full list of households in the given PSUs from the VDC office, office bearers of Ward Citizen Forum (WCF) and in some cases from Community Forest User's Group (CFUGs) and Water User's Committees (WUCs). In case the list availed from these sources differed by 10 per cent, the team conducted door-to-door listing. When the households in the PSUs exceeded 1000, the ward was split into groups of 1,000 households at headquarters using major features (road etc) and a door to door listing was conducted of the split ward.

During the survey period, the interviewers were supervised on-site and online by the supervisors. Simultaneously, the field work was constantly supervised and monitored by the core team members. Besides the core team members supervision was carried out by the World Bank staff.

In addition, the data management team at the headquarters closely monitored the quantity and the quality of the field enumeration and the field staff were given timely instructions as and when needed.

11. Household Sampling Protocol for Field Staff

A. General Procedure

1. Reach District Headquarters and visit DDC office to inform about the Survey, its Objectives, your program and the selected VDCs and Wards. Get a letter requesting the individual VDC offices for help/assistance.
2. Inquire at District Headquarters about which agency might have the latest data on Households, and how it may be possible to get them.
3. Visit **District Health Office** and ask for a letter requesting **VDC's Health Posts/Centers** to provide lists of Households in the desired Ward.

4. Move to the selected VDC.

In the VDC, study about the Wards, the different roads, accessibility and settlement patterns. Meet VDC secretary and other knowledgeable persons and discuss your plan for the survey at the selected Ward. Get the names and contact numbers of the related person in the Ward.

5. Get the lists of Households in the selected Ward from the VDC office, or Health Post/Center or from Social Mobilizes. The Source from which these lists were available should be recorded
6. Also note when (Month / Year) the Household records were made, when it was updated and for what purpose it was made for.
7. It is then very important to verify that ALL households in the selected ward are listed in the received list.

Verify the completeness of the list through at least two people independently.

The supervisor also need to verify the houses by randomly asking the names of the households and checking it if they are in the list or not.

8. Supervisors will also know the total number of Households in that ward from the Census Data of 2011, so the total from the list can be compared. If the difference is big then, find out why it is so and note it down. If you are not satisfied then re-verify the completeness of the list.
9. If still the difference is larger than 10 % from the Census Data, then a complete Household Listing will be required to be done.
10. After getting the complete list of the Households, hand copy it down in the **"Household List Record Form"**.
11. After copying the complete record then take photographs of each list separately by supervisor's Tablet. The photos should be named (HH List_ Ward No._VDC_Dist.) in a separate folder.

B. Listing of Households in CAPI

1. After the list is copied, then each Enumerator must copy the Household List in their Listing Forms.

C. Randomly Selecting Households for Survey

1. After the list is copied, then Supervisors select the Households for interviews randomly.

2. Random Selection is done by the use of “**Random Sheets**”. (To be discussed separately)
3. In this survey it is necessary to Survey **15 Households per ward**. But it is necessary to select 5 more households, i.e., in **total 20 Households**. These 5 extra households will be interviewed if the selected houses could not be interviewed due to some reasons.
4. The selected 15+5 households' names are recorded in a separate "Blue Sheet Record Form".
5. The Supervisor gives each household its House ID No. stating from 01 to 15 and 15 to 20.
6. The supervisor then needs to find out in which locations these 15+5 houses are situated. This is done by again asking the person who knows well. A rough sketch of the tentative locations will also be helpful.
7. Then the supervisor groups the 15 selected houses into 3 or 4 groups according to its location – and assigns the groups of houses to his/her Enumerators.
8. The Enumerators will be given the Names of the selected households and their Household ID No.
9. The Enumerators then proceed separately to the allocated Households.
10. After the 15+5 households are selected, if the telephone can be found out then it is better to get an appointment prior to the visit.
11. In case the selected Household could not be interviewed, the reason is noted. (Detailed procedure is given separately.)

D. Protocol for household listing when the lists are not available

1. This procedure must be followed in the following cases:
 - The list of Households are not available from any possible sources
 - The lists are available but are older than 5 years and have not been updated
 - The list is not complete or certain pages are missing
 - The list contain very few households than the expected census list without any obvious reasons
 - Upon random verification, gross incompleteness is noticed
 - If the difference from Census 2011 data is larger than 10%
2. If the list is not found, or is incomplete, a door-to-door listing must be conducted.
3. Make a rough sketch of the Ward with settlements and scattered houses

4. Divide the entire settlement in groups (small areas) and assign each one area to one Enumerator team.
5. The Enumerator visits each house and make the listing.
6. At the end of the day all members gather and combine the list.

12. Post-Survey Data Cleaning Works

After the data collection was complete, data cleaning started in HQ. In data cleaning the following actions were carried out:

- Different Versions of HH Questionnaires were appended
- Variables were labelled
- Data Exported to STATA
- Responses were checked under possible responses (by do files) and extreme values were verified and checked by Back check-calls
- Answers to open ended questions were translated

Cleaned Data Set is submitted to the World Bank Team, further analysis.

13. Use of CAPI Devices

The Consultant used the following Tablet Devices for CAPI data collection. The CAPI software used was “Survey Solution” developed by provided by the World Bank Group.

Tablets devices used were **Huawei Brand 7 inches Tablets**, with the following Specifications:

14. Ethical Clearance from NHRC

Ethical Clearance was obtained from NHRC for the Survey by the World Bank Team.

Survey Staff

Headquarter staff

- | | |
|--------------------------------|---------------------|
| 1. Team Leader/ Coordinator | Manjul K. Manandhar |
| 2. Overall Survey Manager | Harka Raj Rai |
| 3. Data Base Manager | Binod Kakshyapati |
| 4. Econometrician | Hem Raj Kharel |
| 5. Accounts / Logistic Manager | Bishwa Raj Pandey |
| 6. Survey Monitoring Manager | Bijaya Pandey |
| 7. Survey Monitoring Manager | Megh Bahadur Khatri |

Headquarter Data Checkers

- | | |
|---------------------|------------------------|
| 1. Rabina Rajak | 7. Jenina Khadgi |
| 2. Ragini Rajak | 8. Ramesh Paudel |
| 3. Kiran Dhakal | 9. Bikram Wagle |
| 4. Suraj Aryal | 10. Pravakar Jayaswal |
| 5. Ambika Aryal | 11. Kamal Paudel |
| 6. Ambika Choudhari | 12. Kul Bahadur Khatri |

District Field Supervisors

- | | |
|----------------------------------|--------------------|
| 1. Siraj Pokharel | 8. Dupchen Lama |
| 2. Hari Shankar Prasad Choudhary | 9. Ramesh Poudel |
| 3. Braj Kishor Sah | 10. Bikram Wagle |
| 4. Pravakar Jayaswal | 11. Sudeep Acharya |
| 5. Premdeep Adhikari | 12. Yubaraj Dahal |
| 6. Rejendra Shrestha | 13. Bikim Shrestha |
| 7. Raju Neupane | 14. Keshav Neupane |

Enumerators

- | | | | |
|---------------|--------------|-----------------|--------------|
| 1. Luna | 2. Purna Man | 25. Santosh | 26. Laxmi |
| 3. Megh | 4. Dipila | 27. Archana | 28. Rabindra |
| 5. Archana | 6. Sajana | 29. Devendra | 30. Buddhi |
| 7. Shankar | 8. Saurav | 31. Ashmi | 32. Dirga |
| 9. Abina | 10. Mukti | 33. Pramod | 34. Yashoda |
| 11. Priyesh | 12. Nar B | 35. Nirmal | 36. Srijana |
| 13. Anita | 14. Deepak | 37. Diwakar | 38. Sangeeta |
| 15. Kunti | 16. Deepraj | 39. Mohan | 40. Tej |
| 17. Ashwini | 18. Kamal | 41. Mahesh | 42. Rita |
| 19. Rupa | 20. Harikala | 43. Nawal | 44. Sambidha |
| 21. Rameshwor | 22. Kul | 45. Purushottam | 46. Rajan |
| 23. Rajesh | 24. Salina | 47. Ruman | 48. Bikash |
| | | 49. Sangeeta | 50. Pradeep |

SECTION B: FIELD STAFF MANUAL

Household Risk and Vulnerability Survey - 2016

FIELD STAFF FIELD MANUAL

**Full Bright Consultants Pvt. Ltd.
Sinamangal, Kathmandu**

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1. General Introduction

This survey is conducted by Fullbright Consultancy (Pvt.) Ltd. for the National Planning Commission of Nepal and supported by the World Bank and the UK Department of International Development.

This survey is aimed for collecting information from the community and the households, in 400 PSUs, 6000 HHs in 48 districts of Nepal. This is a panel survey which will be carried on for three consecutive years beginning the year 2016.

The information the HH survey seeks are on education, health, housing, expenses, access to facilities, farming and livestock, credit and saving, migration, cash transfer, public works, shocks and anthropometrics. Simultaneously, community survey will be conducted in each PSU which aims to collect information on labour migration, access to facilities like road, market centres and other service centres like schools, financial institutions, health and maternity centres. Likewise, it collects information on the occurrence of shocks such as earthquake, fire, landslide, flood, drought, hailstones etc. that occurred in the community and the support extended to the victims of such calamities.

This field guide covers the entire process of household survey for **Nepal Household Risk and Vulnerability Survey** including preparation, household visit, and checking each questionnaire.

Each interviewer will be responsible for the complete administration of each component described below to the designated number of households during survey period (May – July 2016). It is therefore extremely important that the field staffs understand all the procedures involved in administering all project components.

In this guidelines the roles and functions of the Supervisors and Enumerators are described. Also, the process of rapport building, collection of preliminary information before going to the survey households, sampling protocol and conduction of interview are dealt with. This guidelines is prepared under the headings;

- a. Introduction
- b. Notes for the Supervisors
- c. Notes for the Enumerators
- d. Conducting an Interview, and
- e. Guidelines for Appropriate Behaviours

2. Notes for the Supervisors

The enumerators administer the questionnaires but it is the supervisors who lead them to this end by leading the field level planning and helping implement the plan.

The Supervisors basically should -

- a. plan and lead the field activities before sending the enumerators to the households
- b. monitor/supervise the Enumerators while they administer the questionnaire
- c. administer the community questionnaire, and
- d. report about the progress to the project office at Kathmandu

3. Details of Supervisors' Tasks

a. Plan and lead the field activities

1. Visit DDC and District Health Office for informing them about the survey and seeking information about the availability of the HH lists. Make a request, in written, to ensure needful support by the concerned VDCs and Health Agencies therein.
2. Visit VDC office and Health Posts/Sub-health post/Health Centres/Primary Health Centre/Hospitals, let the officials know about the survey and ask for the HH lists and cross-check about reliability of the list. Ask for the location of the selected wards and the name and the contact telephone number of the key informants like Chairperson or Secretary of the Ward Citizens Forum, Women Health Volunteers or ex-chairperson.
3. Contact and visit one of the key informants in the ward, obtain the HH list from him/her and make sure, by cross-checking, that the list is recent one and includes all the HHs. If the list availed there is not recent and/or does not include all the HHs door-to-door listing of households is required. (Though, 10% deviation in the HHs number, as against the CBS data, is tolerable. (see below Procedure of door-to-door listing)
4. Write down the list on the form, number them and make entry in Tablet. Take a snap of it in order to ensure its safety.
5. Select 15+5 HHs to be surveyed by Random Sampling Method. Write down the name of the HHs on Blue Page, number them from 1 to 20. This is the HHs code. Also, write the District code, VDC code and ward number on the same page.
6. Note down these code numbers on the first page of the survey forms, allot the HHs to the Enumerators and keep record of the same.
7. Monitor the administration of questionnaire by the Enumerators and make sure that they are building rapport with the respondent, administering the questionnaire appropriately. Correct immediately if you find the enumerator is not doing it correctly. Make him/her clear on the confusions they seem to encounter.

b. Need for Census (door-to-door) listing of Households

Door-to-door listing is required if –

- no readymade list of HHs is available
- the HHs list is incomplete, i.e. page missing
- HHs the list is older than 5 years
- **the number of HHs is either less or more by 10 per cent than the CBS data, i.e. of Census 2010 data**

c. Procedure of door-to-door listing

- first, divide the ward in the number the enumerators are in the group,
- then, prepare a rough sketch of the ward and the settlements
- then, allot the area to the enumerators and send/go for the door-to-door listing
- then, collect the list from each enumerators and compile them in one list

d. Household Listing and Pre-selection of Survey Households

The survey standard procedure recommends that households be pre-selected after listing total number of households in the selected VDC/community. The interviewers are asked to interview only the pre-selected households. In order to prevent bias, no changes or replacements are allowed in the field. To perform pre-selection of households, a complete list

of all residential households in each of the selected sample clusters is necessary. This household list of the VDC can be obtained from the local unit(s) of the Government, such as:

- DDC (District Development Committee)
- VDCs (Village Development Committees)
- Local CBOs like:
 - Ward Citizen Forums,
 - Village level Committees/groups (VDC level Water Sanitation and Hygiene Coordination Committees-V-WASH-CC, Citizen Awareness Centers, Agriculture Service Centers-ASC, and other institutions)

e. Household Sampling Method

As described above, the list of households in the selected VDCs will be obtained from the secondary sources and the Field Supervisors will verify it with key informants for its validity and completeness of the total inventory of households. Once it is verified that no left out households are present. The Field Supervisors will lead to make household listing and sampling procedures. A random sampling method will be applied for determining the sample households.

f. Supervision during household interviews

When attending a household interview, supervisor

- **MUST** introduce him/herself to the household and explain his/her responsibility to visit the family and collect data.
- **MUST NOT** participate in the interview or suggest things to the enumerator during the interview.
- **MUST** let the enumerator complete the interview with the household.
- **MUST NOT** comment on the enumerator's performance in the presence of household members.
- **MUST** pay attention to difficult questions or concepts that the enumerators have difficulty in presenting clearly or household members have difficulty in understanding.
- **MUST** also make note of those modules that the enumerator administers well.

g. Administering the community questionnaire

Interactions with the community

In order to obtain information for the Community Questionnaire, it is vital that supervisors establish a good working relationship with community leaders and other 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. Here are some dos and do not's;

- 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.
- Be respectful, courteous, and patient with all community members.
- Respect the confidentiality and privacy of the respondents when administering the Community Questionnaire.

4. Notes for Enumerators

a. Role of an enumerator

The main task to be carried out by you is to administer a number of questionnaires on various topics from individual to family, from farm to financial and from health to housing. As an enumerator, you will be interacting directly with household heads (generally). So, your actions, body language and behaviour may affect the accuracy of the information that you collect, as well as the way you are perceived by the household members in the village. For these reasons, you should be readily willing to LISTEN, be PATIENT, be POSITIVE, and finally be FRIENDLY.

The enumerators have to take note of the following;

1. Your role as a enumerator is crucial to the survey. The quality of the data collected will be determined by the quality of your work. So, you need to fully comprehend Questionnaires and learn technical skills related to CAPI beforehand. Also, you need to be aware of the Procedures and adhere to them.
2. Your principal tasks are to conduct interviews with households. Prior to the HH survey, your supervisor can ask you for collecting household list of the selected VDC(s) for sampling purposes, if the household data could not be collected from the secondary sources. You must follow strictly all instructions contained in this guidelines and read all questions exactly as they appear in the questionnaire.
3. Keep in constant touch with the supervisors and inform him/her of any problems you encounter in you field work. The supervisor, on his/her part, will provide you with all the necessary materials and instructions and will also collect and check your work and help you solve any problems that may arise. Your supervisor is the link between you and senior management.
You should always follow the advice given to you by your supervisor. He will assign you work at the beginning of each day.
4. Prior to the HH survey, your supervisor can ask you for collecting household list of the selected VDC(s) for sampling purposes, if the household data could not be collected from the secondary sources. You must follow strictly all instructions contained in this Manual and read all questions exactly as they appear in the questionnaire.
5. After finishing each interview, you must verify that all the sections have been filled out correctly and legibly. You must make sure that you have recorded the required information for all individuals indicated in each section. This must be done immediately after the interview before you hand over the data to your supervisor and, most importantly, before leaving the village.
6. Under any circumstances, you should not make any other changes in the responses without asking the respondents the same questions again. At the end of each day's

work, all data must be submitted to your supervisor. Errors detected must be corrected during your next visit to the village.

7. As mentioned in the outset it is the first for three-year panel survey, the HH head/responded must be requested for the support for the following years, too.

b. Material provided

The enumerator will receive and use:

1. Tablet loaded with *Household Survey Questionnaire* in Survey Solutions: To be filled in based on the interview with the household head;
2. *Enumerator's Guide*: Contains all instructions on how to complete the survey;
3. *Code sheet*: To code the answers to specific questions given by respondent (as noted in the survey).
4. Weight Machine and measuring tape: For anthropometric measurement

c. Approaching Selected Households and Respondents

After reaching the selected dwelling, you should follow the given process to fill up the survey questionnaire:

Stage	Description
1	<ul style="list-style-type: none"> • Obtaining appointment lists from Supervisors. This should include households with associated addresses, Name of HH owner or cluster areas map to locate the selected households.
2	<ul style="list-style-type: none"> • Physically approaching the dwelling and making contact
3	<ul style="list-style-type: none"> • Recording on the contact record form if no one is home. In this case revisit is required at another time; you can arrange up to 2 visits.
4	<ul style="list-style-type: none"> • Introducing yourself and exchanging greetings.
5	<ul style="list-style-type: none"> • Explaining the reason for your visit and purpose of the study.
6	<ul style="list-style-type: none"> • Explaining the interview process, what participation involves and the timeframe.
7	<ul style="list-style-type: none"> • Selecting a suitable household informant to answer the Questionnaire as per the guidelines in each section.
8	<ul style="list-style-type: none"> • Obtaining informed consent from the household informant provided in the beginning of the questionnaire.

Explanation of the Survey

When you enter a household the first thing you should do is to greet every one, introduce yourself and say that you are working for FULL BRIGHT. You should automatically show your interviewer's card in all cases.

You should frequently remind the respondent of the purpose of the survey and of the fact that

the data obtained would be kept confidential. This is very important at the beginning of each visit.

The respondents may have some queries and concerns. Such concerns must be addressed in the outset or they may not be supportive to the survey.

If the respondent asks about the benefits of the study, explain that the study results will be used to learn more about their community and the households in it in order to help organizations offer better services to their community.

If the respondent asks about their individual rights, explain that the respondent may decline to participate, stop participating at any point, or refuse to answer particular questions.

What if the Respondent is Reluctant to Participate ?

You may encounter some people who express hesitancy or reservation, or refuse to participate. With the right approach you should be able to persuade potential respondents to participate.

Identify yourself and your organization and explain that ;

- you are not trying to sell anything,
- you are not doing market research, and
- all information will be held **strictly confidential**.

Ensuring Confidentiality

All the data collected are strictly confidential. Any breach of the confidentiality is forbidden by law. In principle, all the questions should be asked in privacy to ensure that answers remain confidential. The presence of other people, particularly non-household members, during the interview may cause the respondent to give less accurate answers, since he may not want all the information shared with community members.

There are some sections, which are more sensitive particularly require privacy:

- Household Characteristics and Assets (where questions on assets and their value are asked)
- Loans and Lenders (where questions about outstanding loans are asked)
- Savings and Insurance (where questions on saved wealth are asked)

Selecting a Respondent

Explain to the present household members that only one person can be interviewed. The person who will be interviewed in this survey need to participate in the coming survey. Once you have found that respondent in the house then only start the survey.

5. Conducting an Interview

a. Interview: Steps

Face-to face interviews are a way to get information directly from the person being interviewed and should not be viewed as a mechanical process, but rather as an art. It should be a normal, smooth conversation between two persons, in a manner that does not influence or lead the

answers, nor get external suggestion from other people. In order to carry out the interview in a proper manner, the following rules should be respected:

i. Identify the person to interview

The household will be chosen by the supervisors and assigned to the enumerator. The enumerator should identify the selected HH, then identify the head of the HH or a direct substitute that can give answers instead of the head of HH.

The enumerator and respondent do not know each other. It is thus important that the enumerator establishes a clear relationship with the respondent without making them suspicious. For this reason, the first impression is very important. When they meet, the interviewer is the first to start talking informally, introducing his/her name, for what organization is s/he working for and what the purpose of the visit is.

ii. Private interview

It is very important that the interview is carried out privately without external presence or influences since other people could bias the output and thus the result of the survey. To avoid other persons' presence that can interfere with the interview, the enumerator will need to explain the importance of confidentiality to the respondent with tact.

iii. Confidentiality and no right or wrong answers

Before starting the first question it is very important to let the respondent know that the information given are and will be maintained secret. No name will be entered with the data but only numbers. The only reason we collect names is that so we can return for a visit later. There are no right or wrong answers to the questions submitted but any kind of information provided by the respondent will be very important for the purpose of the project and will be maintained anonymous and used for statistical analysis.

iv. Neutrality and time

It is essential that the enumerator maintains neutrality without interpreting the questions in his/her own way. Each question must be read exactly how it is written since a slight different word might induce a different reaction and answer to the respondents. Give respondent time to understand and to think about the answer. Questions should be asked clearly and slowly. It is important that the enumerator does not suggest answers. If the answer given by respondent is vague, the enumerator should just ask kindly to explain a bit more or to repeat the answer given.

v. How to handle indecision and don't know answers

Enumerators should always try to avoid missing answers or don't know answers. Consequently s/he should always try to investigate more but without leading the answers or influencing the respondent. Just asking to explain a bit more or to think more about the answer. Similarly if s/he realizes the respondent gave an answer inconsistent with some given earlier, s/he should try to investigate more without disturbing the respondent. If there is not any way to get an answer code "99" should be used.

vi. Revision

Once the interview is done and before taking leave from the respondent, the enumerator should evaluate the survey and double check that nothing is missing and that there are no

incomplete answers. If that's the case, enumerator should go back and ask again. Once finished s/he will thank the respondent and take leave.

Before giving the survey to the supervisor, enumerators must check carefully that nothing is missing and there are no mistakes. If everything is fine s/he can give the survey to the supervisor otherwise s/he should go back to the HH and add what is missing and correct what is mistaken.

When the supervisor gets the survey, s/he will check nothing is missing, everything is clear and understandable and there are no mistakes. If everything is fine, s/he will approve the survey and pass it on to the appropriate coordinator. If there are problems with the survey, s/he will give it back to the enumerators who will go back to the household with a detailed list of what needs to be corrected.

b. Interview: Skills:

It is difficult to teach interview skills as they are related to an interviewer's personality. However, there are a number of guidelines that should be observed when conducting an interview. They are as follows:

i. Make a good first impression

Dress smartly or neatly, be polite and respectful, and speak slowly, clearly and audibly. Always use simple words that are easily understood. Once you have introduced yourself, introduce the interview by stating its purpose in a positive and encouraging manner. But do not over do it (i.e. promise things that can't be delivered or raise hopes when you shouldn't). Note that the responses to survey questions will in no way influence the delivery of interventions.

ii. Encourage the respondent to participate in the interview

Give the respondent an idea of what the study is all about and why it is useful for him/her to spend time on participating in the interview. You will need to explain why the household was selected (random) and the fact that the information is strictly confidential.

iii. Pay attention to the respondent's requests for confidentiality

If the respondent hesitates when it comes to answering the questions or a particular question and even asks you what the information will be used for, take time to explain to him/her that the information will be kept strictly confidential and that it will NEVER be traced back to the household. Similarly, do not mention anyone else's answers when discussing the questionnaire with the respondent.

iv. Be patient

Always remember that accuracy is more important than speed. It will be important for you to indicate to the respondents that they should take their time when answering the questions and that there is no hurry. Similarly, take time to spell out the need for them to clearly think through the answer especially if a quick check reveals the responses to be highly unlikely. In case you do not fully understand a response, ask the respondent to repeat it. Try your best to explain the question as clearly and briefly as you can. In the extreme, if you notice that the respondent is becoming fatigued or needs to tend to another matter, the interview can be continued at another time.

v. Be neutral

Many respondents will try to give the answer that they feel you would like to hear. It will be important for you to be as neutral as possible to the responses. Do not show in any way how you feel about the questions and their answers. This means that you must be able to control your personal feelings and opinions through your voice, tone, facial expression, and gestures.

Be careful not to introduce any bias. Do not change the wording of any question in order to get ready answers from the respondent. Ask the questions the way they are phrased on the questionnaire even if you think you already know the answer. Do not say, for example, "You are over 18 years of age, aren't you?" When checking responses, do not ask the respondent, "Did you mean this...?" The respondent could then simply agree with you, and you would be leading him/her to a certain response.

vi. Avoid making assumptions about the respondent(s)

It is always important to avoid making any judgements or opinions about the respondent. Just because they are not dressed smartly, doesn't mean that they are poor, for example; just because they look young, it doesn't mean that they are not married. Such assumptions may annoy the respondent for the rest of the interview, resulting in poor responses.

vii. Be tactful and sensitive

It is obvious that some respondents will find questions on income, livelihood strategies, marital status, children, employment, and education levels uncomfortable. In some cases, respondents will worry why you ask such questions. The best thing to do is to recognize their sensitivity and focus on reassuring them that the responses will be strictly confidential, i.e., you won't tell anyone else.

viii. Avoid displaying your valuables unnecessarily.

If you flash up your valuables unnecessarily your respondent will be distracted or in some situations you might be unsafe. So, it is advised not to possess or use valuable jewellery or the like while in the field.

ix. Response to long and irrelevant answers

If the respondent is giving long and irrelevant answers, avoid stopping them. Instead, listen to them until they are through and then re-direct them to your question(s). It is also possible that the interview may be interrupted by the arrival of a guest or the need to attend to something urgent. Be patient during such occurrences to make sure that the respondent is fully settled back in the interview before proceeding with the questions. Also try to see if such interruptions will take too much time, in which case it may make sense to postpone the interview until another time when both you and the respondent can meet again.

x. Handling interruptions

If an interview is interrupted, you should handle it tactfully. For example; if an interview is interrupted by a child under two years of age, you will be able to continue the interview or if the interview is interrupted by a slightly older child, ask whether there is anyone who could look after the child, until you are finished. If necessary, you may need to ask another member of your team to look after the children whilst you complete the interview. If the respondent needs to take a break from the interview for other reasons (such as to feed her children), be patient, and if possible, wait for her to finish this task, and then continue with the interview.

c. Guidelines for Asking Questions

i. Point out that there are no rights or wrong answers and that the interview is not a test.

ii. Questions should be read

- as they are written in the text,
- slowly and clearly emphasizing key words in bold,
- in a pleasant voice that conveys interest and professionalism, and
- entirely to make sure the respondent has heard it completely.

Do not change the wording or order of the questions.

iii. Don't make assumptions about the respondents' answers with comments such as "I know this probably doesn't apply to you, but...". This practice may prevent accurate and unbiased information.

iv. You may need to provide clarification when the respondent:

- Is unable to answer the question asked,
- Does not seem to understand the question and gives an inappropriate reply,
- Does not seem to have heard the question,
- Is taking a long time to answer the question and hesitates,
- Asks for a specific part of the question to be repeated (it is acceptable to repeat only that part), or
- Asks for one option to be repeated (In this case, read all options again).

v. You will need to probe further to get an appropriate response when the respondent:

- Seems to understand the question but gives an inappropriate response,
- Does not seem to understand what is asked,
- Misinterprets the question,
- Cannot make up his or her mind,
- Digresses from the topic or gives irrelevant information,
- Needs to expand on what has been said to help you understand or clarify the response,
- Gives incomplete information or an answer that is unclear, or
- Says that he or she doesn't know the answer.

The table below provides a few techniques to use when probing further:

Technique	Guidelines
Repeat the question	The respondent may come up with the right answer if s/he hears the question a second time.
Pause	This gives the respondent time to collect his/her thoughts and expand on his/her answer.
Repeat the respondent's reply	This is often a very effective way of having the respondent reflect on the answer s/he has just given.

Note: Avoid biased responses and probes. Never give the impression that you approve or

disapprove of what the respondent says, or that their answer is right or wrong. Instead, if you want more information, ask “anything else?”, or “could you tell me more about...?”

Note: If the respondent replies “I don’t know”, you should repeat the question. If the respondent replies “I still don’t know”, probe once before recording (‘-999 Don’t know’), for example, ask “Could you give me your best guess/estimate?”.

d. Providing Feedback

It is important that the interviewer tells the respondent when s/he is doing well, throughout the interview process. You may need or choose to do this quite often. It is also a way of maintaining control over the interview. This will help maintain motivation and encourage good performance.

Feedback is needed when the respondent:

- Needs to focus and get his/her attention back on the question,
- Is digress from the topic,
- Is making inappropriate or personal enquiries, or
- Is performing well: listens attentively and answers appropriately.

Some useful feedback techniques include:

- Vary the type of feedback by using different phrases,
- Pause briefly after feedback,
- Give verbal as well as non-verbal feedback, such as a smile or a nod,
- Use short feedback sentences for short responses and longer feedback sentences for longer responses, and
- Note down some of the things the respondent says. This will motivate the respondent because s/he will feel that what s/he is saying is important.

Some suggested phrases for a variety of respondent responses are provided in the table below. -

If the respondent...	Suggested phrases or response
Makes inappropriate enquiries, asks for advice or information, or wants to know about the interviewer’s personal experiences.	<ul style="list-style-type: none"> • In this interview, we are really interested in learning about your experiences. When we finish, let us talk about that. We can discuss that later.
Digresses from the questions by giving lengthy responses or unnecessary information.	<ul style="list-style-type: none"> • I have many more questions to ask so we should really move on. If you would like to talk more about that, perhaps we can do it at the end of the interview.

e. Conducting and Interview: Some other issues

The interview is about finding out and recording a list of facts and behaviors relating to selected eligible respondents. The respondent needs to feel comfortable about the survey and can refuse to be interviewed as participation is voluntary. Your interview should therefore be as natural as possible and conducted politely, like a normal conversation.

Tempo of the Interview

You must maintain the tempo of the interview; in particular, avoid long discussions of the questions with the respondents. If you are receiving irrelevant or complicated answers, do not break in too suddenly, but listen to what the respondent is saying and then lead him/her back to the original question. Remember it is you who are running the interview and therefore you must be in control of the situation at all times.

Objectivity of the Interviewer

It is extremely important that you should remain absolutely NEUTRAL about the subject of the interview. Most people are naturally polite, particularly with visitors, and they tend to give answers and adopt attitudes that they think will please the visitor. You must not express surprise, approval or disapproval about the answers given by the respondent and you must not tell him/her what you think about these things yourself. You must also avoid any preconceived ideas about the respondent's ability to answer certain questions or about the kind of answer he is likely to give. It is thus most important for you to read the questions exactly as they are written in the questionnaire.

6. Guidelines for Appropriate Behavior

The table below provides guidelines on appropriate behavior during an interview:

Behavior	Guidelines
Respect confidentiality	Maintain the confidentiality of all information you collect.
Interviewing older people	With increasing age, sensory deficits may occur, including decreased vision and hearing. Make sure to speak clearly and with sufficiently loud volume. Further, give respondents sufficient time to respond and prompt if needed.
Tact	If you feel that a person is not ready to assist you, do not force them but offer to come back later.
Friendly disposition	Act as though you expect to receive friendly cooperation and behave accordingly.
Pace of interview	Don't rush the interview. Allow the respondent enough time to understand and answer a question.
Patience	Be patient and polite at all times during the interview.
Acceptance	No matter what the responses to questions, do not be judgmental of a respondent's lifestyle.
Appreciation	Thank them for their help and cooperation.

Contents of Household Questionnaire

<p>Cover Page, Informed Consent</p> <p>Section 1: Household Roster</p> <p>Section 2: Education</p>

Section 3 : Health
Section 4. Housing and Access to Facilities
Section 5: Food Expenses and Home Production
Section 6: Non-food Expenditures and Inventory of Durable Goods
Section 7: Jobs and Time Use
Section 8: Wage Jobs
Section 9:Farming and Livestock
Section 10: Non-agriculture Enterprises/Activities
Section 11: Migration
Section 12: Credit, Savings and Financial Assets
Section 13: Private Assistance
Section 14: Public Assistance
Section 15: Shocks
Section 16: Anthropometrics (less than 5 years)
Section 17 : Perception on Respondent Intent and Attention

Community Questionnaire Contents

Section 1. Participants detail
Section 2. Community characteristics /Access to facilities
Section 3. Access to facilities
Section 4. Educational facilities
Section 5. Community shocks, household shocks
Section 6. Market price

Code Sheet - Nepal Household Risk and Vulnerability Survey - 2016

A. NSIC Code

Code	Occupation
1	Agriculture
2	Fishing
3	Mining and Quarrying
4	Manufacturing
5	Electricity, Gas and Water Supply
6	Construction
7	Wholesale and Retail Trade/Repair of Motor Vehicles, Motorcycles And Personal and Household Goods
8	Hotels and Restaurants
9	Transport, Storage and Communications
10	Financial Intermediation
11	Real Estate, Renting and Business Activities
12	Public Administration and Defense, Compulsory Social Security
13	Education
14	Health and Social Work
15	Other Community, Social and Personal Service Activities
16	Private Households with Employed Persons
17	Extra Territorial Organizations and Bodies
18	Other

B. District Code

Code	District	Code	District	Code	District
1	Taplejung	27	Kathmandu	53	Rolpa
2	Panchthar	28	Nuwakot	54	Rukum
3	Ilam	29	Rasuwa	55	Salyan
4	Jhapa	30	Dhading	56	Dang
5	Morang	31	Makwanpur	57	Banke
6	Sunsari	32	Rautahat	58	Bardiya
7	Dhankuta	33	Bara	59	Surkhet
8	Tehrathum	34	Parsa	60	Dailekh
9	Sankhuwasabha	35	Chitwan	61	Jajarkot
10	Bhojpur	36	Gorkha	62	Dolpa
11	Solukhumbu	37	Lamjung	63	Jumla
12	Okhaldhunga	38	Tanahun	64	Kalikot
13	Khotang	39	Syangja	65	Mugu
14	Udayapur	40	Kaski	66	Humla
15	Saptari	41	Manang	67	Bajura
16	Siraha	42	Mustang	68	Bajhang
17	Dhanusha	43	Myagdi	69	Achham
18	Mahottari	44	Parbat	70	Doti
19	Sarlahi	45	Baglung	71	Kailali
20	Sindhuli	46	Gulmi	72	Kanchanpur
21	Ramechhap	47	Palpa	73	Dadeldhura
22	Dolakha	48	Nawalparasi	74	Baitadi
23	Sindhupalchok	49	Rupandehi	75	Darchula
24	Kabhrpalanchok	50	Kapilbastu		
25	Lalitpur	51	Arghakhanchi		
26	Bhaktapur	52	Pyuthan		

C. Country Code

CODE	COUNTRY
81	India
82	Bhutan
83	China
84	Bangladesh
85	Hongkong
86	Malayasia
87	Japan
88	Saudi arabia
89	Qatar
90	United arab emirates
91	United kingdom
92	United states
93	South korea
94	Australia
95	Israel
96	Other

D. Caste Ethnicity Code

Code	Caste Ethnicity	Code	Caste Ethnicity
1	Adibasi/Janajati	53	Koiri
2	Badhae	54	Kumal
3	Badi	55	Kumhar
4	Bangali	56	Kurmi
5	Baniya	57	Kusunda
6	Bantar	58	Lepcha
7	Barae	59	Limbu
8	Bhediyar/Gaderi	60	Lodh
9	Bhote	61	Lohar
10	Bing/Binda	62	Magar
11	Bote	63	Majhi
12	Brahman (Hill)	64	Mali
13	Brahman (Tarai)	65	Mallah
14	Brahmu/Baramu	66	Marwadi
15	Byangsi	67	Meche
16	Chamar/Harijan/Ram	68	Munda
17	Chepang/Praja	69	Musahar
18	Chhantal	70	Muslim
19	Chhetri	71	Newar
20	Chidimar	72	Nuniya
21	Churaute	73	Nurang
22	Damain/Dholi	74	Pahari
23	Danuwar	75	Patharkata/ Kuswadiya
24	Darai	76	Punjabi/Sikh
25	Dhagar/Jhagar	77	Rai
26	Dhanuk	78	Rajbansi
27	Dhimal	79	Rajbhar
28	Dhobi	80	Raji
29	Dhunia	81	Rajput
30	Dom	82	Raute
31	Dura	83	Santhal/Satar
32	Dusadh/Paswan/Pasi	84	Sanyasi
33	Gaine	85	Sarki
34	Gangai	86	Sherpa
35	Gharti/Bhujel	87	Sonar

Code	Caste Ethnicity	Code	Caste Ethnicity
36	Gurung	88	Sudhi
37	Hajam/Thakur	89	Sunuwar
38	Halkhor	90	Tajpuriya
39	Haluwai	91	Tamang
40	Hayu	92	Tatma
41	Jain	93	Teli
42	Jirel	94	Thakali
43	Kahar	95	Thakuri
44	Kalwar	96	Thami
45	Kamar	97	Tharu
46	Kami	98	Walung
47	Kanu	99	Yadav
48	Kayastha	100	Yakkha
49	Kewat	101	Yehlmo
50	Khatwe	102	Other Dalit
51	Kisan	103	Other Caste
52	Koche	104	Don't Know
		105	Refused

E. Religion Code

Code	Religion
1	Hindu
2	Bouddha
3	Islam
4	Kirant
5	Jain
6	Christian
7	Shikh
8	Bahai
9	Other Religion
10	None
11	Unwilling to Disclose

F. Crops Code

Code	Crop	Code	Crop
1	Paddy	32	Chilies
2	Wheat	33	Onions
3	Maize	34	Garlic
4	Millet	35	Ginger
5	Barley	36	Turmeric
6	Buckwheat	37	Cardamom
7	Other cereals	38	Coriander Seed
8	Soybeans	39	Other Spices
9	Black Gram	40	Vegetables
10	Red Gram	41	Orange
11	Grass Pea	42	Lemon
12	Lentil	43	Lime
13	Gram	44	Sweet Lime
14	Pea	45	Other Citrus
15	Green Gram	46	Mango
16	Coarse Gram	47	Banana
17	Cow Pea	48	Guava
18	Other Legumes	49	Jack Fruit
19	Potato	50	Pineapple

Code	Crop	Code	Crop
20	Sweet Potato	51	Lichee
21	Colocasia	52	Pear
22	Other Tubers	53	Apple
23	Mustard	54	Plum
24	Ground Nut	55	Papaya
25	Linseed	56	Pomegranate
26	Sesame	57	Other Fruit
27	Other oilseed	58	Tea
28	Sugarcane	59	Thatch
29	Jute	60	Fodder Trees
30	Tobacco	61	Bamboo
31	Other cash crops	62	Other trees

G. Unit Code

Code	Unit
1	Kilogram
2	Gram
3	Maund
4	Liter
5	Muri
6	Pathi
7	Manna
8	Kuruwa
9	Number/Pieces
10	Dozen
11	Quintal

H. Conversion Table for major crops

Customary Nepali Unit	Metric System (Kilogram)									
	Paddy	Wheat	Maize	Millet	Soyabean	Black gram	Lentil	Coarse gram	Cow pea	Mustard
1 Muri	49	72	68	60	80	72.727	72.727	72.727	72.727	64
1 Pathi	2.45	3.6	3.4	3	4	3.636	3.636	3.636	3.636	3.2
1 Manna	0.306	0.45	0.425	0.375	1	0.455	0.455	0.455	0.455	0.4
1 Kuruwa	0.613	0.9	0.85	0.75	1	0.909	0.909	0.909	0.909	0.8

SECTION C: ANNEXES

Field Team Mobilized

SN	District	VDCs	Supervisors			Ennumerators								
1	Dhankuta	5	Siraj Pokhrel	15	Luna Laxmi Uprety	16	Megh B . Gurung	17	Archana Rasaili	21	Anita Bharati	22	Kunti Shah	
	Bhojpur	6												26
	Khotang	7												
2	Udayapur	8	Hari Shankar Pd Ch	18	Shankar Yadav	19	Abina Sigdel	20	Priyesh Goit	26	Rajesh Yadav	31	Pramod Mandal	
	Morang	15												35
	Sunsari	10												
3	Saptari	10	Braj Kishor Shah	23	Ashwini Kumar	24	Rupa Verma	25	Rameshwar	30	Ahsami	40	Purna Man	
	Nawalparasi	17												35
	Rupandehi	18												
4	Dhanusa	11	Pravakar Jayshwal	27	Santosh Yadav	28	Archana	29	Devendra Shah	35	Mahesh Ballia	40	Purna Man	
	Mahottari	9												
	Sarlahi	12												48
5	Bara	9	Premdeep	32	Nirmal Banjara	33	Diwakar Paudel	34	Mohan Sapkota	39	Sangeeta Shubba	40	Purna Man	
	Parsa	7												
	Sindhupalchok	10												30
6	Kavrepalanchok	10	Rajendra Shrestha	36	Nawal Sing Rana	37	Purusottam	38	Ruman Aacharya	43	Saurav Acharya	46	Deepak Bagale	
	Makwanpur	10												
	Dang	12												42
7	Banka	12	Raju Neupane	41	Dipila Pant	42	Sajana Bista	43	Nar Bahadur	49	Harikala Puri	52	Laxmi Khadka	
	Kailali	18												
	Surkhet	9												
8	Daitlekh	7	Dupchen Lama	44	Mukti Nath Sapkota	45	Nar Bahadur	46	Deepak Bagale	55	Dirga Thapa	61	Sambidha Wagle	
	Kailikot	4												25
	Jumla	2												
9	Bajura	3	Ramesh Paudel	47	Deep Raj Pant	48	Kamal Shahi	49	Harikala Puri	58	Sangita Sharma	64	Pradip Basnet	
	Doti	5												
	Achham	7												
10	Baitadi	6	Bikram Wagle	50	Kul Bahadur Khattri	51	Shalina Aryal	52	Laxmi Khadka	62	Keshev Neupane	25	Tanahu	
	Bajhang	5												27
	Darchhula	4												
11	Myagdi	3	Sudeep Acharya	53	Rabindra Khatiwada	54	Buddhi Pd	55	Dirga Thapa	63	Bikash Thapa	64	Pradip Basnet	
	Baglung	6												23
	Gulmi	8												
12	Palpa	6	Yubaraj Dahal	56	Yoshoda Poudel	58	Shrijana Sharma	59	Sangita Sharma	66	Anita Bharati	22	Kunti Shah	
	Nuwakot	8												20
	Dhading	12												
13	Solukhumbu	4	Bikim Shrestha	59	Tej Thapaliya	60	Rita Timilsina	61	Sambidha Wagle	67	Anita Bharati	22	Kunti Shah	
	Okhaidhunga	4												21
	Sindhuli	8												
14	Dolakha	5	Keshev Neupane	62	Rajan Adhikari	63	Bikash Thapa	64	Pradip Basnet	70	Anita Bharati	22	Kunti Shah	
	Taplejung	3												25
	Ilam	9												
15	Jhapa	13	Keshav Neupane	65	Rajan Adhikari	66	Bikash Thapa	67	Pradip Basnet	71	Anita Bharati	22	Kunti Shah	
	Rolpa	6												18
	Rukum	7												
16	Jejarkot	5	Keshav Neupane	68	Rajan Adhikari	69	Bikash Thapa	70	Pradip Basnet	72	Anita Bharati	22	Kunti Shah	
	Gorkha	6												25
	Lamjung	5												
17	Tanahu	8	Keshav Neupane	69	Rajan Adhikari	70	Bikash Thapa	71	Pradip Basnet	73	Anita Bharati	22	Kunti Shah	
	Syangja	6												

List of Selected 400 PSUs

District Code	District	VDC Code	VDC Name	Ward No.
01	Taplejung	013	Khejenim	7
		029	Phakumba	8
		037	Sanwa	7
03	Ilam	004	Chameta	6
		007	Danabari	3
		012	Gajurmukhi	6
		019	Jogmai	7
		025	Mahamai	2
		030	NayaBazar	2
		034	PhikalBazar	3
		040	Samalbung	6
04	Jhapa	047	Soyang	1
		001	Anarmani	3
		002	Arjundhara	9
		008	Budhabare	4
		011	Charpane	1
		016	Duwagadhi	4
		019	Gauriganj	6
		024	Jalthal	8
		029	Khudunabari	8
		034	Mahabhara	3
		040	Pathariya	8
05	Morang	043	Sanischare	7
		045	Shantinagar	4
		048	Surunga	6
		001	Amahibariyati	8
		006	Baijanathpur	5
		010	Belbari	3
		016	Dainiya	1
		019	Drabesh	7
		023	Hasandaha	7
		027	Itahara	3
		032	Katahari	2
		035	Keroun	4
		038	Madhumalla	9
		045	Pathari	1
06	Sunsari	050	Rangeli	4
		053	Sijuwa	9
		059	Takuwa	6
		064	Urlabari	1
		001	Aekamba	8
		007	Barahachhetra	3
		011	Bharaul	6
		019	Dhuskee	1
		023	Hanshposha	2
		029	Kaptanganj	9
15	Saptari	035	Madhyeharsahi	7
		038	Pakali	8
		043	RamganjBelgachhi	2
		049	Singya	9
		005	Bakdhauwa	2
		017	Belhichapena	3
		027	Chhinnamasta	5
		039	Fatepur	3
		050	ItahariBishnupur	7
		061	Kanchanpur	7
		073	Madhawapur	1
07	Dhankuta	084	Mohanpur	2
		095	Portaha	5
		107	SimrahaSigiyoun	6
		005	Belhara	4
		012	Chungwang	1
022	Kurule	5		

District Code	District	VDC Code	VDC Name	Ward No.
10	Bhojpur	029	Murtidhunga	7
		036	Vegetar	9
		010	Bhulke	6
		020	Dewantar	4
		029	Jarayotar	5
		040	ManeBhanjyang	9
		051	SanoDumma	1
13	Khotang	063	Yangpang	7
		001	Ainselukharka	2
		012	BijayaKharka	1
		023	Dhitung	8
		032	Haunchur	9
		045	Lamidada	9
		058	Phedi	3
		071	Sungdel	2
14	Udayapur	006	Bashaha	1
		009	Chaudandi	8
		016	Jogidaha	8
		020	Laphagau	3
		028	Pokhari	8
		035	Sirise	7
		041	Thoksila	2
		044	Valayadanda	3
11	Solukhumbu	002	Basa	8
		014	Juming	1
		025	NechaBatase	3
		033	Tapting	5
12	Okhaldhunga	011	Chyanam	8
		022	Ketuke	7
		033	Okhaldhunga	7
		045	Salleri	5
20	Sindhuli	003	Bahuntipung	3
		013	Dadiguranshe	2
		018	Hatpate	9
		024	Kalpabrishykhya	8
		031	Ladabhir(Mahendra)	3
		038	Nipane	3
		044	Ratnawati	4
		052	Tinkanya	1
22	Dolakha	012	Chilankha	1
		021	Japhe	5
		028	Katakuti	6
		037	Mali	5
		046	Sailungeswor	3
17	Dhanusa	008	BalahaKathal	5
		018	Bharatpur	2
		027	DeuriParbaha	2
		034	DubarikotHathalek	5
		043	Hariharpur	1
		055	Khariyani	5
		066	Makhanaha	5
		077	Patanuka	1
		084	SakhuwaMahendranagar	4
		093	Suganikash	5
		102	Yagyabhumi	5
18	Mahottari	008	Banouta	8
		015	Bijayalpura	8
		022	Ekarahiya	3
		029	Gonarpura	7
		038	Khuttapiparadhi	7
		045	Maisthan	5
		053	ParsaDewadh	7
		063	Sahasaula	3
071	Sisawakataiya	4		

District Code	District	VDC Code	VDC Name	Ward No.	District Code	District	VDC Code	VDC Name	Ward No.
19	Sarlahi	002	Arnaha	2	30	Dhading	001	Aginchok	9
		010	Barahathawa	7			005	Bhumesthan	4
		020	Brahmapuri	1			009	Darkha	7
		028	Ghurkauli	5			014	Goganpani	3
		036	Hajariya	6			019	Jyamrung	3
		041	Hathiyon	2			023	Khalte	5
		046	JanakiNagar	8			028	Mahadevsthan	3
		056	Laibandi	1			033	Nalang	2
		065	Manpur	9			035	Nilkantha	5
		075	Parsa	7			037	Pida	6
		084	Raniganj	5			042	Sangkosh	4
		094	Sisotiya	7			048	Thakre	3
33	Bara	004	Avab	9	36	Gorkha	008	Bhirkot	5
		018	Banauli	3			017	Darbhung	8
		030	Dahiyar	7			026	Ghyachok	8
		039	Haraiya	1			047	Palumtar	7
		047	JitpurBhawanipur	3			059	Tarkukot	7
		059	Lipanimal	8	37	Lamjung	004	Balungpani	1
		068	Nijgadh	7			012	Bhote Odar	4
		077	Piparpati Parchrouta	3			021	Dhoden	9
		088	Ratanpuri	6			036	Khudi	2
34	Parsa	002	Amarpatti	3	38	Tanahu	004	Balungpani	1
		013	BeriyaBirta(Wa.Pu)	4			012	Bhote Odar	4
		025	Dhaubini	9			021	Dhoden	9
		041	Lahawarthakari	2			036	Khudi	2
		054	Mudali	8			054	Sundarbazar	1
		067	SakhuwaPrasauni	4			001	Anbukhaireni	6
080	Thori	3	007	Bhanu			2		
23	Sindhupalchok*	002	Badegau	9			012	Chhang	9
		010	Bhotasipa	5			020	Dulegaunda	3
		017	Fatakshila	2			024	Jamune	7
		026	Gunsakot	2	030	Kotdarbar	8		
		035	Kadambas	3	037	Ramjakot	1		
		044	Mahankal	1	045	Tanahunsur	2		
		051	Pagretar	2	008	Bhatkhola	7		
		059	Sanusiruwari	8	019	DarsingDahathum	1		
24	Kavrepalanchok	068	Tatopani	6	026	Kaulmabarahachaur	6		
		077	ThuloSirubari	8	036	Nibuwakharka	6		
		005	BanakuChor	8	046	Rapakot	9		
		017	ChyasingKharka	5	055	Taksar	8		
		027	FalateBhulmu	9	002	Arthunge	4		
		036	JyamdiMandan	7	016	HisthanMandali	4		
		044	Kharelthok	8	032	RakhuBhagawati	8		
		052	Mahadevsthan Mandan	8	002	Amalachaur	5		
		061	Nagre Gagarche	5	012	Boharagaun	6		
		066	Panchkhal	8	019	Darling	2		
31	Makwanpur	076	SankhupatiChour	5	027	Hatiya	3		
		086	SipaliChilaune	5	038	Narayansthan	8		
		003	Bajrabarahi	5	049	Resh	2		
		007	BhartaPundyadevi	1	001	Aaglung	9		
		012	Daman	1	012	Bajhketeria	8		
		016	Faparbari	5	023	Darling	4		
		019	Hatiya	2	035	Gaidakot	2		
		024	Kankada	7	047	IsmaRajasthal	2		
		029	Manahari	3	059	Musikot	1		
		034	PadamPokhari	1	071	Shantipur	1		
28	Nuwakot	037	Raksirang	2	076	ThuloLumpek	9		
		040	ShreepurChhatiwan	7	43	Hastichour	5		
		004	Belkot	5	47	Palpa	009	Birkot	7
		013	Chaughada	3			020	Dobhan	1
		020	Ganeshthan	4			029	Hungi	7
		027	Kakani	3			041	Khyaha	6
		033	KholegaunKhanigau	7			053	Rampur	1
040	Manakamana	3	064	Timure			6		
047	Salme	8	48	Nawalparasi			003	Amraut	9
057	Taruka	3			009	Bhujhawa	7		
					014	Deurali	5		
					019	Dibyapuri	7		
					021	Gaidakot	4		
					024	Guthisuryapura	8		

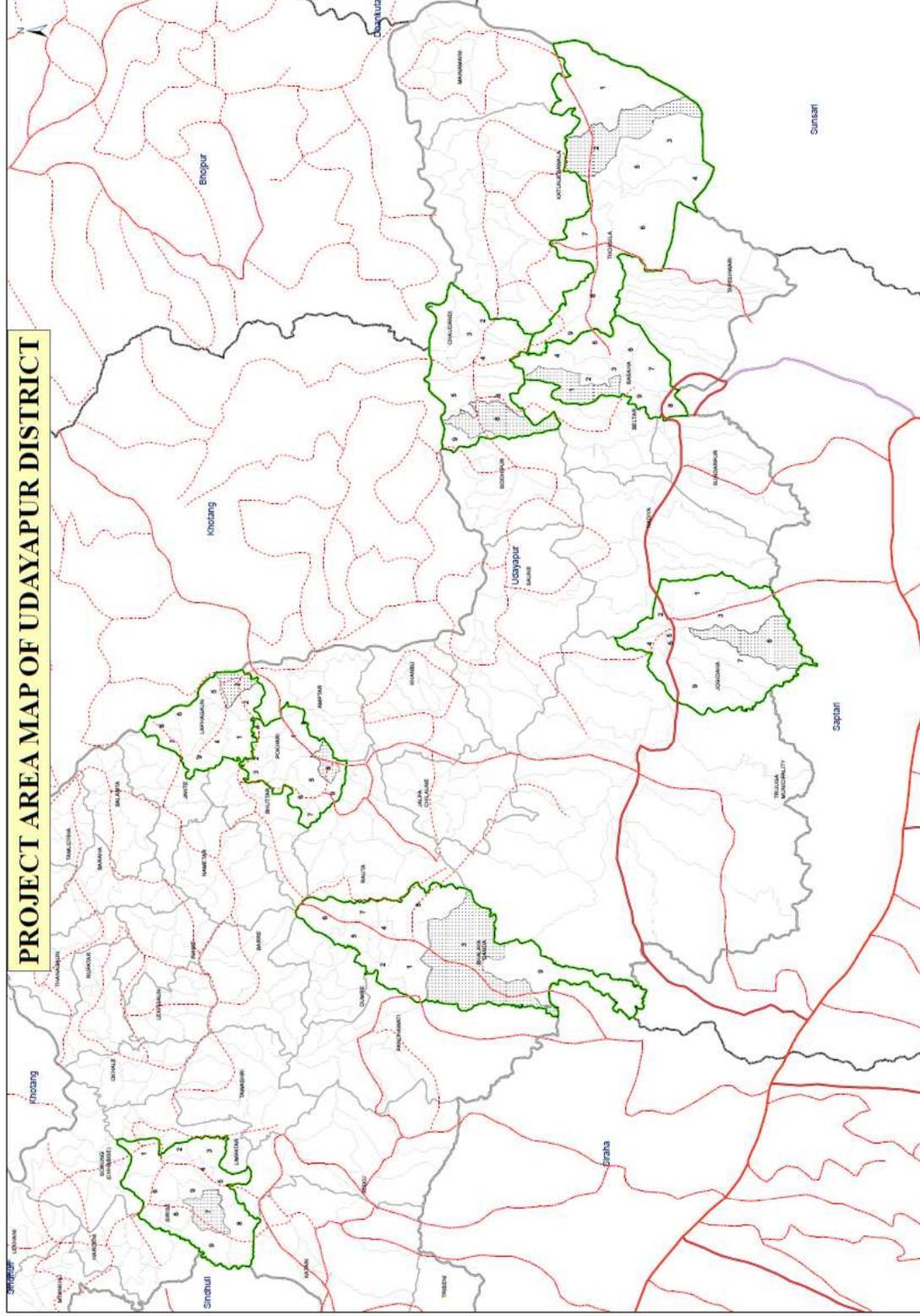
District Code	District	VDC Code	VDC Name	Ward No.	District Code	District	VDC Code	VDC Name	Ward No.		
		031	Kawaswoti	1			031	Naubasta	3		
		035	Kumarwanti	1			035	Piprahawa	2		
		038	Makar	4			039	Rajhena	5		
		043	Narayani	2			043	Sitapur	5		
		046	Pakalihawa	8			047	Udayapur	8		
		051	Pragatinagar	1			71	Kailali	001	Baliya	7
		054	Rakachuli	8					003	Beladevipur	3
		062	Rupaliya	3					005	Boniya	9
		065	Shivmandir	6					007	Chaumala	4
		068	Sunwal	4					009	Darakh	5
		070	Tamasariya	5					012	Durgauli	3
		001	Aama	6					014	Geta	6
005	Bagaha	5	016	Hasuliya	9						
011	Bisunpura	4	019	Khailad	5						
018	DayaNagar	2	023	Malakheti	1						
019	Devadaha	9	024	Masuriya	4						
022	Dudharakchhe	9	027	Narayanpur	6						
027	Gonaha	6	031	Pathariya	4						
032	Kamahariya	9	033	Phulwari	7						
035	Kerbani	3	035	Ramsikhar Jhala	7						
039	Madhbaliya	5	037	Sadepani	9						
043	Makrahar	9	040	Sugarkhal	2						
049	Padsari	1	044	Urma	3						
052	Parroha	5	59	Surkhet	006	Bidyapur	6				
057	Rudrapur	2			012	Dandakhali	9				
059	Saljhundi	9			020	Gumi	5				
062	ShankarNagar	7			025	Kalyan	9				
067	SourahaPharsatika	5			030	Latikoili	8				
071	Tikuligadh	5			034	Maintara	3				
007	Dubidanda	5			038	Neta	9				
015	Gumchal	3			046	Sahare	5				
024	Jungar	3			050	Tatopani	9				
031	Liwang	6			004	Badalamji	4				
037	Pang	1			012	Chamunda	5				
045	Talabang	3			020	Jambukandh	4				
53	Rolpa	001	Aathbisdandagaun	5	60	Dailekh	028	Lakandra	2		
		006	Bijayaswori (Chaurjahari)	8			036	Naule Katuwal	1		
		013	Ghetma	7			045	Rakam Karnali	6		
		021	Kol	8			053	Sinhasain	7		
		027	Khalanga	4			64	Kalikot	001	Badalkot	5
034	Rangsi	6	011	Lalutantikot	4						
042	Syalapakha	2	019	Odanaku	1						
005	Dandagaun	2	029	Sukatiya	1						
010	Jhapra	3	63	Jumla	008	Dillichaur			6		
015	Kortrang	7			020	Mahat	7				
021	Punama	5			67	Bajura	006	Bramhatola	7		
029	Talegaun	7	015	Jugada			7				
004	Chaulahi	1	023	Martadi			1				
56	Dang	006	Dharna	6	70	Doti	007	Chhapali	2		
		09	Gadhawa	6			018	Ganjari	8		
		013	Halwar	1			029	Khirsain	2		
		016	Hekuli	3			037	Mudabhara	7		
		019	Lalmatiya	9			048	Tikhatar	9		
		022	Manpur	8	69	Achham	008	Bhagyaswori	4		
		025	Pawan Nagar	5			020	Devasthan	3		
		028	Rajpur	6			031	Jalapadevi	5		
		031	Satbariya	6			043	Kushkot	3		
		035	Sisahaniya	1			052	Nandegada	8		
		038	Tarigaun	1			063	Santada	1		
		001	Bageswari	9			073	Turmakhad	4		
005	Bejapur	2	74	Baitadi	007	Bisalpur	2				
011	Chisapani	1			018	Durgasthan	4				
016	Indrapur	7			029	Kotila	8				
022	Khajurakhurda	2			040	Nagarjun	2				
025	Kohalpur	3			050	Sarmali	1				
027	Mahadevpuri	6			060	Sreekot	1				

District Code	District	VDC Code	VDC Name	Ward No.
68	Bajhang	003	Bhamchaur	1
		012	Deulekh	1
		022	Khiratadi	4
		033	Maulali	4
		042	Sainpasela	9
75	Darchula	007	Dattu	9
		019	Hunainath	2

District Code	District	VDC Code	VDC Name	Ward No.
		029	Pipalchauri	2
		041	Uku	6

Record of Changed HHs, from 1st Round Randomly Selected Households

Districts	VDCs	Total HHs	Interviewed Originally Sampled HHs	Interviewed Changed HHs, due to :		
				HH Not found despite 2 visits	Reported to be Outmigrated	Refused to be Interviewed
Morang	15	225	152	57	0	16
Sunsari	10	150	116	30	0	4
Dhankuta	5	75	59	14	2	0
Bhojpur	6	90	72	17	0	1
Khotang	7	105	75	26	2	2
Udayapur	8	120	105	11	3	1
Saptari	10	150	109	37	0	4
Dhanusa	11	165	120	45	0	0
Mahottari	9	135	115	18	0	2
Sarlahi	12	180	137	35	1	7
Sindhuli	8	120	119	1	0	0
Dolakha	5	75	73	1	0	1
Sindhupalchok	10	150	79	49	14	8
Kavrepalanchok	10	150	90	45	6	9
Nuwakot	8	120	119	1	0	0
Dhading	12	180	165	5	5	5
Makwanpur	10	150	120	30	0	0
Bara	9	135	123	11	0	1
Parsa	7	105	90	10	0	5
Gorkha	6	90	83	5	1	1
Lamjung	5	75	66	7	0	2
Tanahu	8	120	98	17	1	4
Syangja	6	90	76	10	0	4
Nawalparasi	17	255	242	11	1	1
Rupandehi	18	270	234	29	1	6
Dang	12	180	167	13	0	0
Banke	12	180	136	43	0	1
Surkhet	9	135	125	8	1	1
Doti	5	75	73	2	0	0
Kailali	18	270	209	58	3	0
Baitadi	6	90	89	1	0	0
Darchula	4	60	58	1	1	0
Dailekh	7	105	103	1	1	0
Kalikot	4	60	58	1	1	0
Jumla	2	30	29	1	0	0
Bajura	3	45	42	2	1	0
Achham	7	105	100	3	2	0
Bajhang	5	75	73	1	1	0
Myagdi	3	45	45	0	0	0
Baglung	6	90	89	0	1	0
Gulmi	8	120	117	3	0	0
Palpa	6	90	90	0	0	0
Solukhumbu	4	60	60	0	0	0
Okhaldunga	4	60	60	0	0	0
Taplejung	3	45	45	0	0	0
Ilam	9	135	132	2	1	0
Jhapa	13	195	191	3	1	0
Rolpa	6	90	90	0	0	0
Rukum	7	105	99	3	3	0
Jajarkot	5	75	74	0	1	0
Total	400	6000	5191	668	55	86
				11.1%	0.9%	1.4%



FIELD STAFF TRAINING PROGRAM DETAILS**DAY 1****Supervisors' Training DAY 1**

Date : 5 May, 2016, Thursday

Participants:

Time : 8 am to 5 pm

Regional Monitors – 3

Venue : FBC, 2F, Training Hall

District Field Supervisors – 13 + 2 extra

Time	Training Contents	Facilitation
8 : 00	Attendance, Photo Taking, ID Card Preparation	FBC
08: 30 – 09:00	Registration and Tea	FBC
09:00-09:30	Introduction and Objective of Survey, Districts to be Surveyed, Survey Groupings, Survey Numbers required per Districts, General Procedures to be followed	MKM/UK
09:30-10:30	Discussion on Overall Process to be followed by for Household Questionnaire Survey	MKM/HRR
10:30-12:00	Methods of conducting HH Listing, Methods of selecting HHs for survey, Filling of selected Household List Classroom practice of HH Listing and Selection of Households - Randomization	MKM/HRR
12:00-12:45	Lunch Break	
12:45-16:30	<ul style="list-style-type: none"> ☞ Review and familiarization on Survey Questionnaires Sections (1 to 16), ☞ Review of Each Section and Each Question. ☞ Question's expectation, presenting questions, probing Individual practice of Survey Questionnaire (one-by-one); ☞ Module 1 to 8 (in Paper) ☞ Discussion on Questions, ambiguities, unclearness etc. 	Facilitators + Supervisors
16:30-17:00	Summarization and wrap up	FBC

DAY 2**Supervisors' Training DAY 2**

Date : 6 May, 2016, Friday

Time : 8 am to 5 pm

Venue : FBC, 2F, Training Hall

Participants:

Regional Monitors – 3

District Field Supervisors – 13 + 2 extra

Time	Training Contents	Facilitation
8 : 00	Attendance, Photo Taking, ID Card Preparation	FBC
08: 30 – 09:00	Registration and Tea	FBC
09:00-12:00	☞ Module 9 to 16 (in Paper) Discussion on Questions, ambiguities, unclearness etc.	MKM/RRK/DP
12:00-12:45	Lunch Break	
12:45-13:30	☞ Introduction to CAPI	Facilitators + Supervisors
13:30-16:00	Module 1 to 16 – Mock Interview in CAPI	FBC
16:00 – 17:00	Discussion on Questions, ambiguities, unclearness etc.	
16:30 -	Revision of in Paper and CAPI as required	

DAY 3**Enumerators' Training – Day 1**

Date : 8 May, 2016, Sunday

Time : 8 am to 5 pm

Venue : FBC, 6F, Training Hall

Participants:

Regional Monitors – 3

District Field Supervisors – 13+2
Enumerators - 51

Time	Training Contents	Facilitation
8 : 00	Attendance, Photo Taking, ID Card Preparation	FBC
08: 30 – 09:00	Registration and Tea	FBC
09:00-09:30	Commencement, Introduction and Survey Districts to be Surveyed, Survey Groupings, Survey Numbers required per Districts, General Procedures Discussion on Overall Process to be followed by for Household Questionnaire Survey Expectation from WB on this Survey	MKM/HRR/UK
09:30-12:00	Module 1 to 4 (in Paper) ☞ Review of Each Section and Each Question. Section wise, discussion on Survey Questions (one-by-one)	MKM/HRR

12:00-12:45	Lunch Break	
	Module 5 to 6 (in Paper)	
12:45-16:00	<ul style="list-style-type: none"> ☞ Mock Interview, in pairs Module 1 to 6 ☞ Review of Each Section and Each Question. ☞ Section wise, discussion on Survey Questions (one-by-one) 	MKM/HRR
16:00-17:00	Feedback, Discussion on Questions, ambiguities, unclearness etc. and wrap up	FBC

DAY 4**Enumerators' Training – Day 2**

Date : 9 May, 2016, Monday

Time : 8 am to 5 pm

Venue : FBC, 6F, Training Hall

Participants:

Regional Monitors – 3

District Field Supervisors – 13+2

Enumerators - 51

Time	Training Contents	Facilitation
08:00–09:00	Registration and Tea	FBC
09:00-09:30	Recall of Previous Day's Training (Module 1 to 6)	MKM/HRR
09:30-12:00	Module 7 to 9 (in Paper) <ul style="list-style-type: none"> ☞ Review of Each Section and Each Question. Section wise, discussion on Survey Questions (one-by-one)	MKM/HRR
12:00-12:45	Lunch Break	
12:45-16:30	Mock Interview, in pairs Module 6 to 9	MKM/HRR
16:30 – 17:00	Feedback, Discussion on Questions, ambiguities, unclearness etc. and wrap up	MKM/HRR

DAY 5**Enumerators' Training – Day 3**

Date : 10 May, 2016, Tuesday

Time : 8 am to 5 pm

Venue : FBC, 6F, Training Hall

Participants:

Regional Monitors – 3

District Field Supervisors – 13+2

Enumerators - 51

Time	Training Contents	Facilitation
08:00–09:00	Registration and Tea	FBC
09:00-09:30	Recall of Previous Day's Training (Module 10 to 16)	MKM/HRR
09:30-12:00	Module 10 to 16 (in Paper)	MKM/HRR

	☞ Review of Each Section and Each Question. Section wise, discussion on Survey Questions (one-by-one)	
12:00-12:45	Lunch Break	
12:45-16:30	Mock Interview, in pairs Module 10 to 16	MKM/HRR
16:30 – 17:00	Feedback, Discussion on Questions, ambiguities, unclarity etc. and wrap up	MKM/HRR

DAY 6**Enumerators' Training – Day 4**

Date : 11 May, 2016, Wednesday

Time : 8 am to 5 pm

Venue : FBC, 6F, Training Hall

Participants:

Regional Monitors – 3

District Field Supervisors – 13+2

Enumerators - 51

Time	Training Contents	Facilitation
08:00–09:00	Registration and Tea	FBC
09:00-10:00	Introduction to CAPI	UK
10 :00 – 12:45	Mock Interview in CAPI Module 1 to 8	MKM/HRR/UK
12:00 - 12:45	Lunch Break	
12:45 - 15:00	Mock Interview in CAPI Module 9 to 16	MKM/HRR/UK
15:00 – 17:00	Feedback, Discussion on Questions, ambiguities, unclarity etc. and wrap up	MKM/HRR/UK

DAY 7**Enumerators' Training – Day 5**

Date : 12 May, 2016, Thursday

Time : 8 am to 5 pm

Venue : FBC, 6F, Training Hall

Participants:

Regional Monitors – 3

District Field Supervisors – 13+2

Enumerators - 51

Time	Training Contents	Facilitation
08:00–09:00	Registration and Tea	FBC
09:00-10:00	Mock Interview in CAPI Module 1 to 8	MKM/HRR/UK
10 :00 – 12:45	Mock Interview in CAPI	MKM/HRR/UK

	Module 9 to 16	
12:00 - 12:45	Lunch Break	
12:45 - 15: 00	Mock Interview in CAPI Module 1 to 8	MKM/HRR/UK
15: 00 – 17:00	Mock Interview in CAPI Module 9 to 16	MKM/HRR/UK
	Feedback, Discussion on Questions, ambiguities, unclarity etc. and wrap up	MKM/HRR/UK

DAY 8**Enumerators' Training – Day 6**

Date : 13 May, 2016, Friday

Time : 8 am to 5 pm

Venue : FBC, 6F, Training Hall

Participants:

Regional Monitors – 3

District Field Supervisors – 14

Enumerators – 51

Time	Training Contents	Facilitation
08: 00–09:00	Move to Field For Piloting	FBC
09:00-10:00	Field Interview in CAPI	MKM/HRR/UK
10 :00 – 12:45	Each Enumerator interview 1 to 2 households independently	
12:00 - 12:45	Lunch	
12:45 - 15: 00	Each Enumerator interview 1 to 2 households independently	MKM/HRR/UK
15: 00 – 17:00		
17:00 to 18:00	Return to Kathmandu and Dispersal	

DAY 8

Date : 14 May, 2016, Saturday

Time : 8 am to 5 pm

Venue : FBC, 6F, Training Hall

Participants:

Regional Monitors – 3

District Field Supervisors – 14

Enumerators - 51

Time	Training Contents	Facilitation
08: 00–09:00	Registration and Tea	
09:00-12:00	Group Presentation 13 Groups on CAPI	MKM/HRR/UK
12:00-12:45	Lunch Break	
12:45-13:30	Group Presentation 13 Groups on CAPI (contd.)	MKM/HRR/UK
13:30 – 14:30	Final Feedbacks	MKM/HRR/UK
14:30 – 17:00		

DAY 9

Date : 15 May , 2016 Sunday
 Time : 8 am to 5 pm
 Venue : Field, Kavre

Participants:
 Regional Monitors – 3
 District Field Supervisors – 14
 Enumerators - 51

Time	Training Contents	Facilitation
08: 00–09:00	Registration and Tea	FBC
09:00-12:00	Use of CAPI – Checking, Rechecking, Sending, Back receiving, Rechecking, Correcting, Resending	MKM/HRR/UK
12:00-12:45	Lunch Break	
12:45- 15: 00	Use of CAPI – Checking, Rechecking, Sending, Back receiving, Rechecking, Correcting, Resending	MKM/HRR/UK
15: 00 – 17:00		
17:00	Does, and Don't in the Field Final Words	MKM

DAY 10

Date : 16 May , 2016 Monday
 Time : 8 am to 5 pm
 Venue : Field, Kavre

Participants:
 Regional Monitors – 3
 District Field Supervisors – 14
 Enumerators - 51

Time	Training Contents	Facilitation
08: 00–09:00	Registration and Tea	FBC
09:00-10:30	Travelling	MKM/HRR/UK
10;30 – 2;30	CAPI Questionnaire Filling of HHs	
- 5 pm	Travelling Back	

DAY 11

Date : 17 May , 2016 Tuesday
 Time : 8 am to 5 pm
 Venue : FBC, 6F, Training Hall

Participants:
 Regional Monitors – 3
 District Field Supervisors – 14
 Enumerators – 51

Time	Training Contents	Facilitation
08: 00–09:00	Registration and Tea	FBC
09:00-10:00	Review of Pre-Test Module 1 to 8	MKM/HRR/UK
10 :00 – 12:45	Review of Pre-Test Module 9 to 16	MKM/HRR/UK
12:00 - 12:45	Lunch Break	
12:45 - 15: 00	Review of Pre-Test Module 1 to 8	MKM/HRR/UK
15: 00 – 17:00	Review of Pre-Test Module 9 to 16	MKM/HRR/UK
	Feedback, Discussion on Questions, ambiguities, unclarity etc. and wrap up	MKM/HRR/UK

DAY 12

Date : 18 May , 2016 Tuesday
 Time : 8 am to 5 pm
 Venue : FBC, 6F, Training Hall

Participants:
 Regional Monitors – 3
 District Field Supervisors – 14
 Enumerators – 51

Time	Training Contents	Facilitation
08: 00–09:00	Registration and Tea	FBC
09:00-10:00	Review of Pre-Test Module 1 to 8	MKM/HRR/UK
10 :00 – 12:45	Review of Pre-Test Module 9 to 16	MKM/HRR/UK
12:00 - 12:45	Lunch Break	
12:45 - 15: 00	Review of Pre-Test Module 1 to 8	MKM/HRR/UK
15: 00 – 17:00	Review of Pre-Test Module 9 to 16	MKM/HRR/UK
	Feedback, Discussion on Questions, ambiguities, unclarity etc. and wrap up	MKM/HRR/UK