

The World Bank Group

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Survey Completion Report

FOR

Nepal Household Risk and Vulnerability Survey

2018

(Wave 3)

B

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Submitted by:



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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 wave survey; second wave survey was conducted in June – Aug 2017, and third wave survey was conducted in June – Aug 2018, in 50 district's 400 PSUs.

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 had selected 50 districts and 400 PSUs during Wave 1 Survey and the same districts and PSUs were surveyed in Wave 2 and Wave 3 Surveys.

(c) Recruitment of Team

- Set up of Core Survey Team by the Consultant
 - Project Coordinator/ Overall Survey Manager, Field Survey Coordinator, Field Survey Manager, 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
2	Detailed Household Survey	50	400	6000 (15 households per PSU)
3	Community Survey	50	400	400 Surveys

5. Assignment Timeline Summary

The timeline for the assignment for Wave 1, 2 and 3 was as follows:

SN	Activities	Wave 1 2016	Wave 2 2017	Wave 3 2018
1	Pre- Field Preparation	15 April – 15 May 2016	15 April – 15 May 2017	16 May – 21 May 2018
2	Field Staff Training included	5-28 May 2016	17 May – 3 June 2017	22 May – 30 May 2018
3	Pre-test Survey	20-21 May 2016	26 May, 2017	2 June, 2018
4	Field Staff Training			
	Supervisors & Enumerators Training	5-19 May 2016	27-28 May, 2017	22-28 May, 2018
	Sharing on Field Experience and More Practice	22-27 May, 2016	29 May-1 June, 2017	29 May-3 June, 2018
	Supervisors Training (additional on technical aspects)	28 May, 2016	2 - 3 June, 2017	5 - 8 June, 2018
5	Field Survey Works	June – Aug 2016	12 June – 14 Aug 2017	10 June – 15 Aug 2018
6	Head Quarter Checking	15 June – Aug 2016	15 June – Aug 2017	15 June – 28 Sep 2018
7	Post Survey Data Cleaning Works	30 Sep 2016	Sep - Oct 2017	28 Sep - 14 Oct 2018
8	Final Data Delivery	30 Oct 2016	30 Nov 2017	Nov 30 2018

6. Survey Coverage

The Survey was conducted in the same locations as in all three waves, 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 during Wave 1.

Being a Panel Survey, the same HHs in the same PSUs were surveyed in the Wave 1 and 2 in Wave 3 Survey.

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

S.N.	Districts	Number of PSUs
9	Khotang	7
10	Udayapur	8
11	Solukhumbu	4
12	Okhaldhunga	4
13	Sindhuli*	8
14	Dolakha*	5
15	Dhanusa	11
16	Mahottari	9
17	Sarlahi	12
18	Bara	9
19	Parsa	7
20	Sindhupalchok*	10
21	Kavrepalanchok	10
22	Makwanpur	10
23	Nuwakot	8
24	Dhading	12
25	Gorkha	6

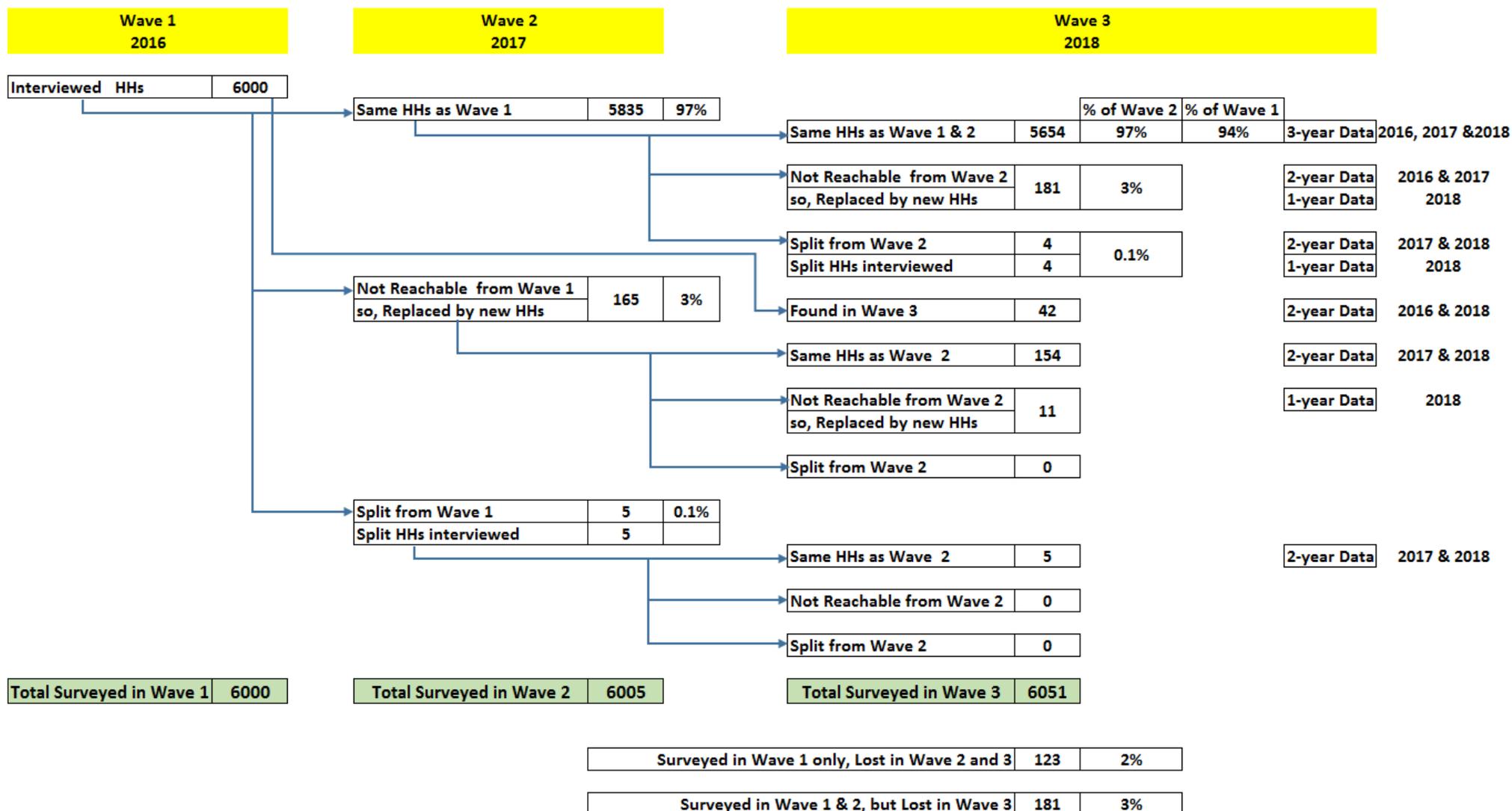
S.N.	Districts	Number of PSUs
34	Rupandehi	18
35	Rolpa	6
36	Rukum	7
37	Jajarkot	5
38	Dang	12
39	Banke	12
40	Kailali	18
41	Surkhet	9
42	Dailekh	7
43	Kalikot	4
44	Jumla	2
45	Bajura	3
46	Doti	5
47	Achham	7
48	Baitadi	6
49	Bajhang	5
50	Darchula	4

7. Sample Size for Wave 1, 2, and 3

Following is the summary of the Interviews numbers for Wave 1, Wave 2 and Wave 3.

Surveys	Same Households	Replaced HHs in 2017	Replaced HHs in 2018	Split HHs in 2017	Split HHs in 2018	Total HHs Interviewed
Wave 1, 2016 Survey	6000	-	-	-	-	6000
Wave 2, 2017 Survey	5835 (97.25%)	165 (2.75%)		5		6005
Wave 3, 2018 Survey	5696 (94.93%)	154	192 (3.37%)	5	4	6051
3 Year Panel (Same household)						5654 (94%)
Only in Wave 1 (missed in Wave 2 and 3)						123 (2%)
Only in Wave 1 and Wave 2 (missed in Wave 3)						181 (3%)
Miss in Wave 2 but found in Wave 3						42

Schematic Summary of Survey conducted in Wave 1, 2 and 3 are as below:



8. Household Listing

The household listing activity was conducted during Wave 1 and was not done in Wave 2 and Wave 3.

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.

The same questionnaires used during Wave 1 and 2 was used during the Wave 3, with minor improvements. (refer Annex 9 for questionnaire used)

In the CAPI, the information of Wave 1 and 2 survey was pre-loaded, so that during Wave 3 survey, it could be verified for any changes.

Box 1: Contents of Household questionnaire

Original Questionnaire	Pre-loaded Sections
<p>Cover Page, Informed Consent</p> <p>Section 1: Household Roster</p> <p>Head and member in the household, relation to HH head, sex, age, citizenship, district of birth, marital status, caste/ethnicity</p>	<p>Name of district, VDC, code, ward, place name</p> <p>Name of respondent, telephone number, neighbour's name, telephone number, Ethnicity, mother language, religion</p> <p>family roster and the members' relationship, gender, age, citizenship, marital status</p>
<p>Section 2: Education</p> <p>Attended, School/Institution Type, Grade Completed, Scholarship, Spending On Education</p>	<p>Educational background, highest grade,</p>
<p>Section 3 : Health</p> <p>Disability, Illness, Mode Of Treatment, Expenses, diarrhoea and ORS</p>	<p>Disability, illness or injury suffered in the last 12 months,</p>
<p>Section 4. Housing and Access to Facilities</p> <p>Occupation, rooms, construction materials, plot type, occupancy status, drinking water, toilet, type, energy, fuel for cooking, telephone, tv etc.</p> <p>Market, nearest bank, nearest paved road,</p>	<p>Whole section</p>

Original Questionnaire	Pre-loaded Sections
<p>Section 5: Food Expenses and Home Production</p> <p>Food Consumption, Spending On Food, Purchase And Home Production</p>	NO PRE-LOAD
<p>Section 6: Non-food Expenditures and Inventory of Durable Goods</p> <p>Part A: Frequent non-food expenditures</p>	NO PRE-LOAD
<p>Section 7: Jobs and Time Use</p> <p>Wage employment and self employment,</p>	NO PRE-LOAD
<p>Section 8: Wage Jobs</p> <p>For those working in agriculture or no-agriculture sectors on wage or salary basis</p> <p>Monthly or annual salaried job (Agriculture Sector)</p> <p>Monthly or annual salaried job (Non-Agriculture Sector)</p>	NO PRE-LOAD
<p>Section 9: Farming and Livestock</p> <p>Land holding status, number of plots, type of land, price of land, use of land and type of irrigation (season-wise)</p> <p>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,</p> <p>Livestock owned and sold, income from and expenditure on livestock, farming assets and extension utilities</p>	Plot list
<p>Section 10: Non-agriculture Enterprises/Activities</p> <p>Non- agriculture enterprises owned by the household, people involved in, expenses and income</p>	Name of non-agricultural enterprises
<p>Section 11: Migration</p> <p>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;</p> <p>Migration status for last 10 years (for all hh members aged 20 years and above currently residing at home) included in Wave 3</p>	Name of migrant member, gender, age, educational background, whereabouts of the migrant, how many months ago
<p>Section 12: Credit, Savings and Financial Assets</p> <p>Lending or borrowing and outstanding loans of the household, amount, lender/borrower, purpose, terms etc of the loans</p> <p>Financial assets, i.e. bank deposit or cash, the household owns,</p>	List of loan, whether borrower in the family roster

Original Questionnaire	Pre-loaded Sections
<p>Section 13: Private Assistance</p> <p>Gifts and transfer income sent and received, the sender or receiver, reason or use of transfer</p> <p>Gifts and transfers from I/NGOs, Community organizations</p>	NO PRE-LOAD
<p>Section 14: Public Assistance</p> <p>Cash assistance: frequency, amount, mode of transfer, satisfaction/grievances</p> <p>In-kind assistance: frequency, cash value, grievance</p> <p>Public works: participation, earning, grievances</p>	Whether the respondent aware of the programme – cash transfer, in-kind transfer, public works
<p>Section 15: Shocks</p> <p>Occurrence of any shocks during past 24 months, loss and monetary value, coping strategies,</p> <p>Psychosocial support</p>	NO PRE-LOAD
<p>Section 16: Anthropometrics (less than 5 years)</p> <p>Birth certification, age, measurement of weight, height and arm.</p>	Name of child and date of birth
<p>Section 17 : Perception on Respondent Intent and Attention</p>	NO PRE-LOAD

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

Box 2: Contents of Community Questionnaire

<p>Section 1. Participants detail</p> <p>Age, sex and the positions held by the participants, years of residing in the community, level of education</p>
<p>Section 2. Community characteristics /Access to facilities</p> <p>Major caste/ethnicity in the community, migration trend, condition of roads and transport, distance to the nearest urban centre, VDC and DDC offices</p>
<p>Section 3. Access to facilities</p> <p>Distance to the facilities available to the community such as schools, health posts, hospitals, birthing centre, bank and cooperative</p>
<p>Section 4. Educational facilities</p> <p>Teachers in community schools serving the community, teacher-students ratio, school feeding programme and drinking water and toilet facility available in schools</p>
<p>Section 5. Community shocks, household shocks</p> <p>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</p>
<p>Section 6. Market price</p> <p>Price of major commodities in the community</p>

10. Field Work Organization

10.1 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. Preference was given to those who worked during Wave 1 and Wave 2 surveys.

For data collection from the household and the community, 12 teams comprising 12 supervisors and 43 interviewers were assigned in the field. The teams were composed of 3-4 members and led by one supervisor each.

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 and MUAC 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.

10.2 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 4 days for knowledge on contents and skills on supervision of enumerators' work, administering community questionnaires and on technical aspects of the CAPI. The supervisors were, based on the Wave 1 and 2 experience, made aware of the error-prone areas in the survey, too.

The training was conducted in 22 May to 8 June 2018 and the core members of the project team conducted the training. Different methods were adopted during the training session. The methods used included study of the questionnaire and the reference manual, presentation of concepts, question-answer sessions, work on provided cases sessions, mock interviews and field practices and discussions.

Pre-testing of Questionnaire: After the classroom training, a field pre-test of the questionnaire was conducted by the entire field team. The location and the households selected were the same as that of Wave 2. The data from Wave 2 could be pre-loaded, so the field team had a real practice on pre-loaded data that they would experience in the real Wave 3 survey. This pre-loading of the data was an effective practice survey.

After the pre-test survey, the questionnaires were revised and improved. The field team was given a refresher training, in order to ensure that they have a thorough knowledge of the survey, prior to field dispatch.

10.3 Data Collection and Supervision

Data collection started by 12 Teams from 10 June, 2018 and concluded on 15 August, 2018.

The supervisors were provided with the list of households surveyed in the Wave 1 and Wave 2, in the given PSUs. In case the household were not found, as per the field guide, they were instructed to report to the Headquarters and select and interview the closest neighbouring household - in cases like permanent migration of the previously interviewed household or the family temporarily absent for certain or uncertain period of time for the reason of treatment or any other. In case of split households, of the previously sampled household, they were instructed to administer the questionnaire to split family, as an additional survey, if they are residing within the same ward and are reachable.

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, too.

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.

10.4 Use of CAPI Devices

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

10.5 Pre-loading of Wave 1 and Wave 2 Data

The Households’ information from Wave 1 and Wave 2 was pre-loaded in the Tablet devices, and the enumerators had to verify the validity of the data. Any changes in the present year data were duly noted and recorded while data collection.

10.6 Versions Used in CAPI

The Field Teams were dispatched with a Version 1, Entry Program, however, a slight error was detected after the field team collected data for the first week. The error was corrected and its Version 2 was uploaded (on 19 June 2018), and again a newer Version 4 was uploaded (on 10 July 2018) and this Version 4 has been used as the Final Version, throughout the Survey.

10.7 Wave 2 Respondent / Household Reference Sheet

For each of the PSUs, the Respondent and Household members’ reference sheet, with photographs, taken from Wave 1 and 2 Survey, was printed, and the hardcopies were given to each survey team, for easy identification of the Wave 1 and 2 respondents and households. This proved to be a handy tool in the field.

10.8 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.

11. Replacement Households

During Wave 2 survey same households surveyed during Wave 1 (panel survey) were targeted to be surveyed. Out of total 6000 survey conducted, 165 surveys were not available for survey and new replacement households were surveyed. Similarly, during Wave 3 survey, a total of 192 households were not available for survey from Wave 2 households. The reasons for replacement is shown below.

In Wave 2 survey, of the 165 replacement households, 44 households (27%) were found to have out-migrated to other districts within one year and in Wave 3 survey, 74 households (34%) were found to have out-migrated from their original district, within one year.

Reasons for Replacement	No. of HHs Replaced in Wave 2		No. of HHs Replaced in Wave 3	
	No.	%	No.	%
Appropriate person in the household not found	53	32%	49	26%
House not found	11	7%	8	4%
Migrated-outside of the district	44	27%	74	39%
Migrated-outside of the VDC (original)	27	16%	32	17%
Migrated-outside of the ward (original)	19	12%	22	11%
Refused to give interview	11	7%	7	4%
Total (n=6000)	165	3%	192	3%

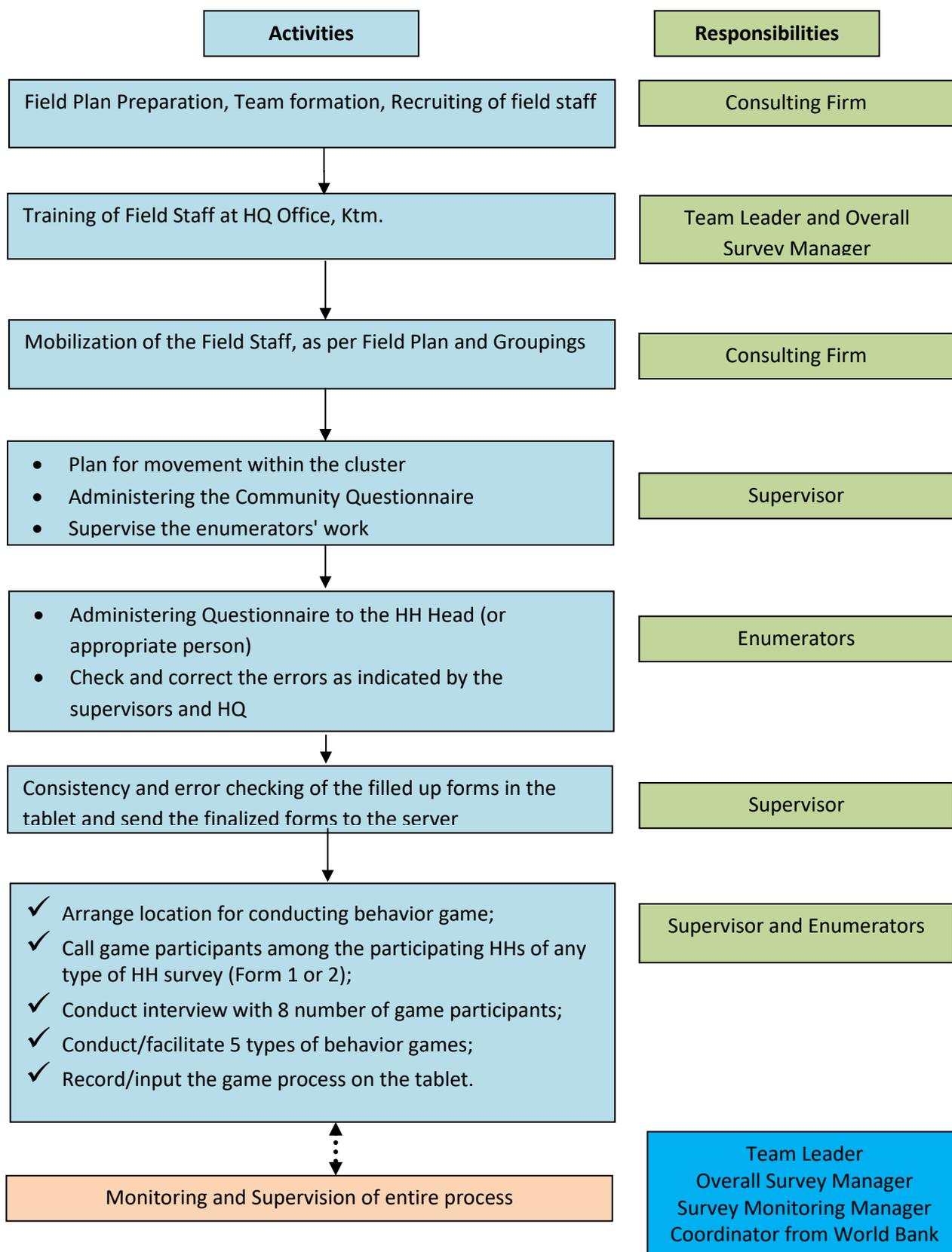
Of the households that were not reachable and were replaced in Wave 2, 42 households were found again in Wave 3 and were interviewed.

12. Split Households

During the survey, some households were found to have split to form new households. In Wave 2 survey, 5 such household were identified. In Wave 3 survey, 4 households were found to have split.

During the surveys, both the original and the newly split households were included in the interview.

Summary of Overall Survey Procedures Followed:



The individual Field Supervisors were made fully responsible for all works related to field data collection and management works. The Field supervisors were thoroughly trained of their assignments and procedures to be followed during the survey works. They initially made all arrangements for survey preparation in their assigned districts and VDCs.

The filled up questionnaires are first checked on the tablet by the field Enumerators who have carried out the survey. If any inconsistencies are detected, they are corrected by asking or going back to the respondent, if necessary. The questionnaire checking are done on the same day of the interview. If the enumerator is convinced that there are no errors in the filled questionnaires, then they are submitted to the District Field Supervisor.

The supervisors thoroughly check the data and send them to the server if the network is available.

13. Field Works Monitoring

The Survey Monitoring Staff visited the districts for supervision/monitoring. Also, the Coordinator from the World Bank visited some of the teams for supervision/monitoring. During the monitoring the entire process of data collection by the field team was minutely verified. The field teams were also provided with necessary feedback and suggestions.

Field Monitoring Visits

Date	Districts monitored
12 June, 2018	Dhading, Jyamrung VDC
13 June, 2018	Udayapur, Pokhari VDC
15 June, 2018	Saptari, Portaha VDC
15 June, 2018	Nawalparashi, Kawasoti VDC
19 June, 2018	Bara, Banauli VDC
12 June, 2018	Sindhupalchowk, Tatopani VDC
20 June, 2018	Kailali, Chaumala VDC
23 June, 2018	Gulmi, Aglung VDC
22 June, 2018	Sindhuli, Hatpate VDC

14. Data Quality Control

The Data Quality Control is conducted by checks at the following 4 levels:

		Level 3 Check	Level 4 Check
	Level 2 Check	Head Office Checks – at FBC	Data Entry Level Checks
Level 1 Check Data Collection Monitoring / Checks – at VDCs	District Level Monitoring / Checks – at Field	Data Checkers Data Base Manager	Survey Coordinator Data Base Manager
District Supervisors	Survey Monitoring Managers	Survey Manager	Survey Manager
	WB Team	Project Coordinator	Project Coordinator, WB Team

15. Data Back Checks

Random back checks were made by telephone calls from the HQ. Also, some missing data were collected. For example, information on migration within the last 10 years were re-verified.

16. Problem Analysis and Feedback

In order to ensure quality in data, submitted surveys are checked by data checkers in headquarters. The comments made are tabulated, analysed and spontaneously fed back to the concerned team in the field by email, viber or the phone.

17. Anthropometric Measurements

Anthropometric Measurements (Height, Weight and MUAC) was taken for all children below 5 years, by employing standard measurement practices.

18. Overall Impression of Survey Works for Wave 3 – 2018 Survey

1. The Survey Team, during Wave 3, with the help of Household details and photographs from Wave 1 and Wave 2 surveys, could identify the same households that were surveyed during Wave 1 and Wave 2. The overall retention rate for three years was 5654 nos. out of 6000 (94%).
2. In Wave 3 survey, 192 households were required to be replaced, due to none availability of someone who could respond to the survey from the households. Reasons for none availability and replacements were noted. For majority of households, they were temporarily unavailable, at the time of survey. Less than 1% were found to be permanently out-migrated to other districts within the one year period, that is, between 2017 to 2018.

During Wave 2 survey, the number of households that had to be replaced was 165.

3. The survey timing overlapped with the monsoon plantation season, in some localities, so the main household head, capable of responding, could not be met, at the time of the survey. In such cases, the alternate members, such as daughter-in-law, were interviewed.
4. The detailed questionnaire (average length of survey was 2 hours) was difficult to conduct with households who were busy with their everyday household errands. In majority of cases, the respondents expressed fatigue in answering all the questions. In some cases, the interview had to be paused to give the respondents to attend to their kids, cattle, etc.
5. In some cases, the household respondents who responded during previous waves, could not be met, at the time of survey, as desired, due to various reasons. In such cases, the next-to-kin respondents had to be interviewed.
6. When the interview had to be conducted with other member than the household head, some responses were not complete or could not be verified. This was the case with the details of family loans, lending etc.

7. In the Shocks section, only a few locations experienced localized type of adverse conditions resulting to vulnerable situations, within the last 12 months, at the time of survey in June to Aug 2018. These conditions and their impacts were recorded during the survey. However, immediately after the Wave 2 survey, in the week of 11 August 2017, most of the country experienced its worst heavy rains in 15 years, resulting in large scale flooding, that impacted on life, livelihood and infrastructure across 35 of 75 districts.

The flood had severe impacts and affected a large number of people, especially in the Terai belt. During 2018 Wave 3 Survey, the Shocks segment reported the flood events and their effect.

8. The Survey Solution platform for conducting the Survey worked well for the Pre-loaded Questionnaires. However, the system was entirely depended on the internet speed. At times, the enumerators could not upload the completed questionnaires immediately and the supervisors could not review the filled questionnaires instantly after receiving it. Similarly, uploading on the main server was delayed, and consequently the checking from the HQ side also got affected. It would have been ideal that the questionnaire checking, should have been completed in the field, but due to problems related internet connectivity, it got delayed and checking continued even after the field team returned from the assigned districts.

Other Issues:

9. During Wave 3 survey, the respondents recognized our interviewers which made cooperation easy, though there were complaints that nothing gets done after data collection.
10. During Wave 3 survey, no major events to disturb field work were encountered. During Wave 2, there was preparation for local elections and the people were busy.
11. In the fields, during Wave 3 survey, the road access was found to be improved and lots of Terai areas had access by three-wheelers, where they were unavailable the previous year.
12. In 2018, the data collection platform, namely Survey Solutions, had several version up-gradating in its software, so, data checking was different even for data checkers from 2017.
13. During Wave 3 survey in 2018, the local administrative boundaries were changed to Provincial system. Information on these variables were collected.
14. GPS tracking was possible for majority of interviews (over 98%).
15. Overall situation of internet and electricity was found to have improved compared to the previous year, at a majority of places.

19. Submission of Wave 3 – 2018 Survey Data

The digital data of Wave 3 – 2018 Survey has been, cleaned, reconciled and appended with Wave 1 and Wave 2 Surveys, and submitted separately, in STATA format.

20. Survey Staff Involved

Headquarter staff

- | | |
|--------------------------------|---------------------------|
| 1. Team Leader/ Coordinator | Manjul K. Manandhar |
| 2. Overall Survey Manager | Harka Raj Rai |
| 3. Data Base Manager | Binod Kakshyapati |
| 4. Accounts / Logistic Manager | Alok Acharya, Yam Sinjali |
| 5. Survey Monitoring Manager | Bijaya Pandey |

WB Coordinator

Jui Shrestha

Headquarter Data Checkers

- | | |
|--------------------|------------------------|
| 1. Om Adhikari | 8. Amrita Sah |
| 2. Sarak Dahal | 9. Deep Raj Pant |
| 3. Abishek KC | 10. Bhuwan Rayamajhi |
| 4. Rabina Rajak | 11. Mohan Sapkota |
| 5. Srijana Paudel | 12. Nawaraj Chaulagai |
| 6. Shankar Karki | 13. Gagan Paudel |
| 7. Sabita Adhikari | 14. Megh Raj Chaudhary |

District Field Supervisors

- | | |
|----------------------|--------------------|
| 1. Siraj Pokhrel | 7. Tej Thapaliya |
| 2. Krishna Karki | 8. Krishna Khanal |
| 3. Braj Kishor Shah | 9. Ramesh Paudel |
| 4. Pravakar Jaisawal | 10. Bhim Neupane |
| 5. Premdeep Adhikari | 11. Pemba Sherpa |
| 6. Mohan Sapkota | 12. Kul Br. Khatri |

Enumerators

Total 42 Nos. (refer Annex 1)

NRVS – 2018 – Field Movement Sheet

Redacted for confidentiality reasons

Survey Solution CAPI - Examples

Surveys and Statuses

Supervisor (teams)
All teams

QUESTIONNAIRE TITLE	QUESTIONNAIRE VERSION	SUPERVISOR ASSIGNED	INTERVIEWER ASSIGNED	COMPLETED	REJECTED BY SUPERVISOR	APPROVED BY SUPERVISOR	REJECTED BY HQ	APPROVED BY HQ	TOTAL
All questionnaires		0	0	45	136	10	60	6,451	6,702
Community Survey HRVS-3	(2)	0	0	0	0	0	2	324	326
Community Survey HRVS-3	(1)	0	0	0	0	0	1	76	77
Panel Survey HRVS-3	(2)	0	0	25	54	5	24	2,711	2,819
Panel Survey HRVS-3	(4)	0	0	9	49	2	21	2,038	2,119
Panel Survey HRVS-3	(1)	0	0	11	31	2	12	1,106	1,162
Replacement Survey HRVS-3	(2)	0	0	0	1	0	0	138	139
Replacement Survey HRVS-3	(1)	0	0	0	1	1	0	58	60

Showing 1 to 7 of 7 entries
Download report as XLSX or CSV or TAB

Interviews (1,162)

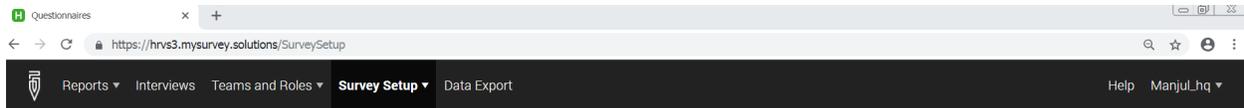
Questionnaire (ver. 1) Panel Survey HRVS-3

Status All statuses

Responsible All responsables

Assignment All assignments

INTERVIEW KEY	HOUSEHOLD ID	1. विल्लवो नाम Name of District	RESPONSIBLE	UPDATED ON	ERRORS	STATUS	RECEIVED BY INTERVIEWER	ASSIGNMENT
<input type="checkbox"/> 60-62-30-77	48-019-7-14	नवलपरासी NAWALPARASI	Min	Nov 02, 2018 12:12	1	Rejected by Supervisor	Yes	137753
<input type="checkbox"/> 99-65-82-05	48-065-6-06	नवलपरासी NAWALPARASI	Min	Nov 02, 2018 12:12	0	Rejected by Supervisor	Yes	137707
<input type="checkbox"/> 41-30-36-93	48-014-5-15	नवलपरासी NAWALPARASI	Min	Nov 02, 2018 12:12	0	Rejected by Supervisor	Yes	137108
<input type="checkbox"/> 63-86-04-46	61-029-7-06	जाजरकोट JAJARKOT	Amrita	Oct 29, 2018 14:28	6	Approved by Headquarters	No	133015
<input type="checkbox"/> 76-04-53-12	61-021-5-10	जाजरकोट JAJARKOT	Amrita	Oct 29, 2018 14:27	4	Approved by Headquarters	No	139141
<input type="checkbox"/> 68-42-30-56	61-021-5-02	जाजरकोट JAJARKOT	Amrita	Oct 29, 2018 14:27	9	Approved by Headquarters	No	135270
<input type="checkbox"/> 43-45-36-52	61-010-3-11	जाजरकोट JAJARKOT	Amrita	Oct 29, 2018 14:26	5	Approved by Headquarters	No	134788
<input type="checkbox"/> 75-69-36-53	61-005-2-09	जाजरकोट JAJARKOT	Amrita	Oct 29, 2018 14:25	6	Approved by Headquarters	No	137443
<input type="checkbox"/> 49-05-92-72	01-013-7-10	ताप्लेजुंग TAPLEJUNG	Pratima	Oct 28, 2018 11:25	6	Approved by Headquarters	No	138356



Survey Setup

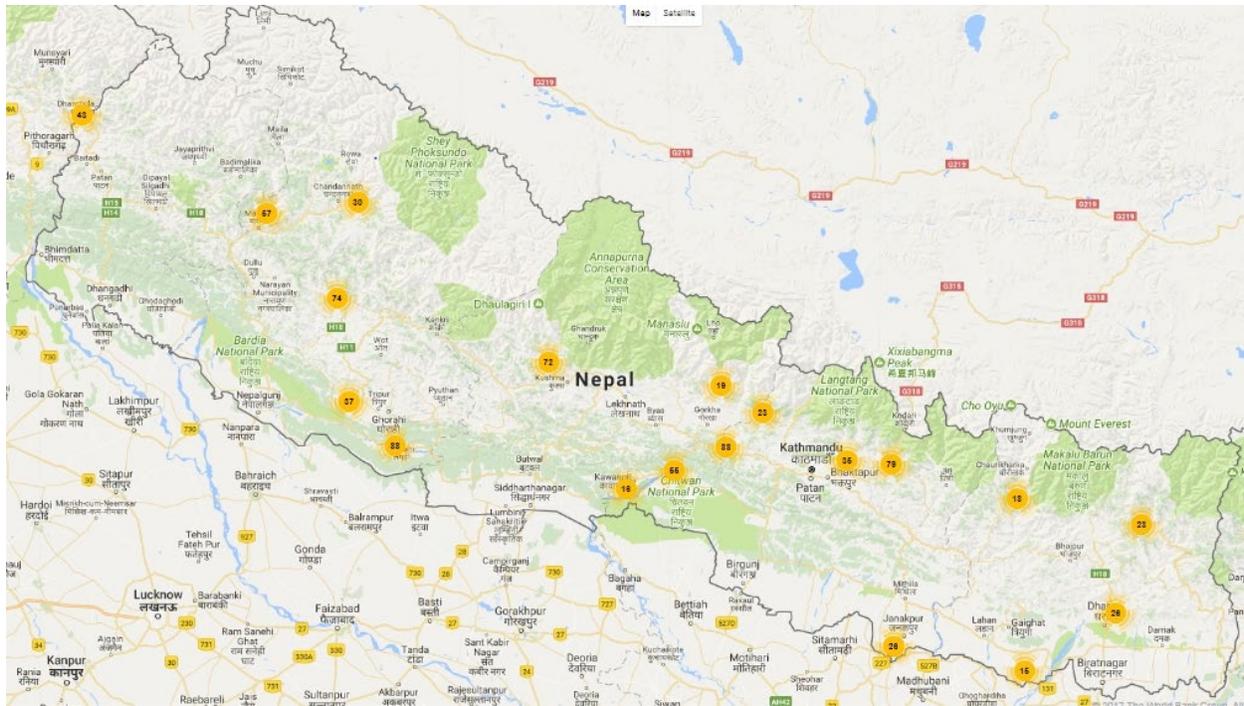
IMPORT QUESTIONNAIRE

Click Import Questionnaire button to load a questionnaire from Designer
Click on a questionnaire from the list to create interview assignments

QUESTIONNAIRE	VERSION	IMPORTED ON	MODIFIED ON	CREATED ON
Panel Survey HRVS-3	4	Jul 10, 2018 16:44	Jul 10, 2018 16:27	Jun 08, 2018 18:45
Panel Survey HRVS-3	2	Jun 19, 2018 16:55	Jun 19, 2018 16:03	Jun 08, 2018 18:45
Community Survey HRVS-3	2	Jun 19, 2018 16:50	Jun 19, 2018 16:25	Jun 08, 2018 16:42
Replacement Survey HRVS-3	2	Jun 19, 2018 15:51	Jun 19, 2018 14:53	Jun 08, 2018 18:29
Panel Survey HRVS-3	1	Jun 08, 2018 18:47	Jun 08, 2018 18:25	Jun 08, 2018 18:45
Replacement Survey HRVS-3	1	Jun 08, 2018 18:30	Jun 08, 2018 18:24	Jun 08, 2018 18:29
Community Survey HRVS-3	1	Jun 08, 2018 17:57	Jun 08, 2018 14:14	Jun 08, 2018 16:42

Showing 1 to 7 of 7 entries

GPS Tracking Records



ANNEXES

Annex 1: Field Team Members

Redacted for confidentiality reasons

Annex 2: Supervisor's Record Sheet 1

District _____ Supervisors Record
 VDC _____
 Ward No. _____

SN	Form HH ID No.				HH Head's Name	Is this House Surveyed this year ?	If No, Reason for Not Surveying.						Replace HH	
	Dist. Code	VDC Code		Ward No.			HH No.	House Not Found	House Member Not	House Refuse to Interview	House Migrated Out of Ward	House Migrated Out of VDC		House Migrated Out of District
1					0 1									
2					0 2									
3					0 3									
4					0 4									
5					0 5									
6					0 6									
7					0 7									
8					0 8									
9					0 9									
10					1 0									
11					1 1									
12					1 2									
13					1 3									
14					1 4									
15					1 5									

सुपरभाइजर नाम

Annex 3: Supervisor's Record Sheet 2

Redacted for confidentiality reasons

Annex 4: Household Replacement Record Sheet

Replacement Households

SN	Dist. Code	VDC Code	Ward No.	HH No.	HH Head's Name	Reason for Replacement	Name, Signature of Verification for Replacement
16							
17							
18							
19							
20							
21							
22							
23							
24							
25							
26							

If in case, the above HHs are Split or Separated and become a new HH, and the members who moved out from the Original HHs are reachable, then those HHs need to be Surveyed, as a new HH, with a "S" at the end of the their original HH IDs

							S		
							S		

सुपरभाइजर नाम

Annex 5: Wave 3 Respondent / Household Reference

Redacted for confidentiality reasons

Annex 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	Singiya	9
		005	Bakdhauwa	2
		017	Belhichapena	3
		027	Chhinnamasta	5
		039	Fatepur	3
		050	ItahariBishnupur	7
		061	Kanchanpur	7
07	Dhankuta	073	Madhawapur	1
		084	Mohanpur	2
		095	Portaha	5
		107	SimrahaSigiyoun	6
		005	Belhara	4

District Code	District	VDC Code	VDC Name	Ward No.		
		012	Chungwang	1		
		022	Kurule	5		
		029	Murtidhunga	7		
		036	Vedetar	9		
10	Bhojpur	010	Bhulke	6		
		020	Dewantar	4		
		029	Jarayotar	5		
		040	ManeBhanjyang	9		
		051	SanoDumma	1		
		063	Yangpang	7		
13	Khotang	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	Bahuntulpung	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	SakuwaMahendranagar			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		

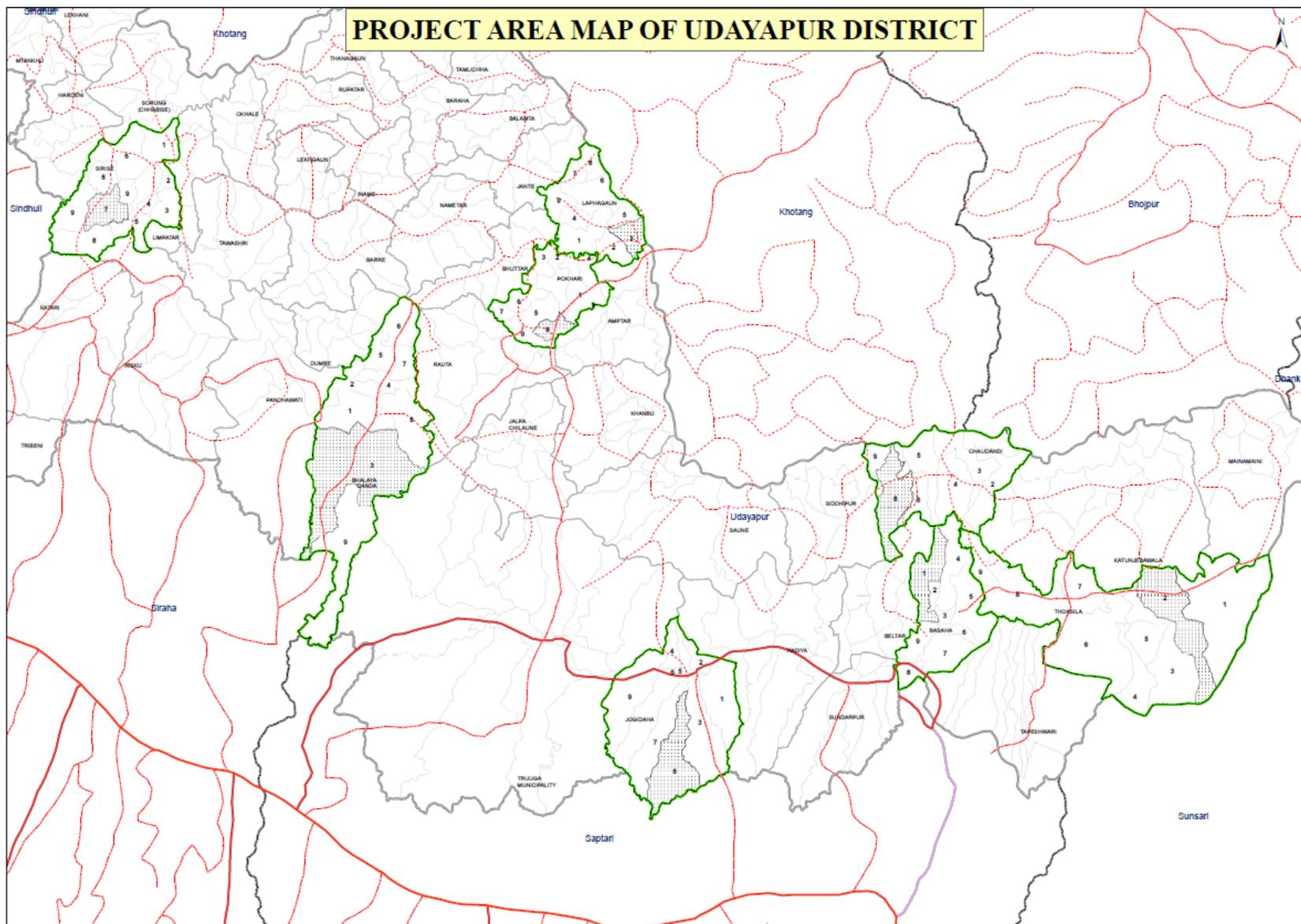
District Code	District	VDC Code	VDC Name	Ward No.
19	Sarlahi	002	Arnaha	2
		010	Barahathawa	7
		020	Brahmapuri	1
		028	Ghurkauli	5
		036	Hajariya	6
		041	Hathiyon	2
		046	JanakiNagar	8
		056	Lalbandi	1
		065	Manpur	9
		075	Parsa	7
		084	Raniganj	5
		094	Sisotiya	7
		33	Bara	004
018	Banauli			3
030	Dahiyar			7
039	Haraiya			1
047	JitpurBhawanipur			3
059	Lipanimal			8
068	Nijgadh			7
077	PiparpatiParchrouta			3
088	Ratanpuri	6		
34	Parsa	002	Amarpatti	3
		013	BeriyaBirta(Wa.Pu)	4
		025	Dhaubini	9
		041	Lahawarthakari	2
		054	Mudali	8
		067	SakhuwaPrasauni	4
080	Thori	3		
23	Sindhupalchok*	002	Badegau	9
		010	Bhotasipa	5
		017	Fatakshila	2
		026	Gunsakot	2
		035	Kadambas	3
		044	Mahankal	1
		051	Pagretar	2
		059	Sanusiruwari	8
		068	Tatopani	6
077	ThuloSirubari	8		
24	Kavrepalanchok	005	BanakhuChor	8
		017	ChyasingKharka	5
		027	FalateBhulmu	9
		036	JyamdiMandan	7
		044	Kharelthok	8
		052	Mahadevsthan Mandan	8
		061	NagreGagarche	5
		066	Panchkhal	8
		076	SankhupatiChour	5
086	SipaliChilaune	5		
31	Makwanpur	003	Bajrabarahi	5
		007	BhartaPundyadevi	1
		012	Daman	1
		016	Faparbari	5
		019	Hatiya	2
		024	Kankada	7
		029	Manahari	3
		034	PadamPokhari	1
		037	Raksirang	2
		040	ShreepurChhatiwan	7
28	Nuwakot	004	Belkot	5
		013	Chaughada	3
		020	Ganeshthan	4
		027	Kakani	3
		033	KholegaunKhanigau	7
		040	Manakamana	3
047	Salme	8		

District Code	District	VDC Code	VDC Name	Ward No.
30	Dhading	057	Taruka	3
		001	Aginchok	9
		005	Bhumesthan	4
		009	Darkha	7
		014	Goganpani	3
		019	Jyamrung	3
		023	Khalte	5
		028	Mahadevsthan	3
		033	Nalang	2
		035	Nilkantha	5
		037	Pida	6
		042	Sangkosh	4
		048	Thakre	3
		008	Bhirkot	5
		017	Darbhung	8
		026	Ghyachok	8
		36	Gorkha	047
059	Tarkukot			7
004	Balungpani			1
012	BhoteOdar			4
021	Dhodeni			9
37	Lamjung	036	Khudi	2
		054	Sundarbazar	1
		001	Anbukhaireni	6
		007	Bhanu	2
38	Tanahu	012	Chhang	9
		020	Dulegaunda	3
		024	Jamune	7
		030	Kotdarbar	8
		037	Ramjakot	1
		045	Tanahunsur	2
		008	Bhatkhola	7
39	Syangja	019	DarsingDahathum	1
		026	Kaulmabarahachaur	6
		036	Nibuwakharka	6
		046	Rapakot	9
		055	Taksar	8
		002	Arthunge	4
43	Myagdi	016	HisthanMandali	4
		032	RakhuBhagawati	8
		002	Amalachaur	5
45	Baglung	012	Boharagaun	6
		019	Darling	2
		027	Hatiya	3
		038	Narayansthan	8
		049	Resh	2
		001	Aaglung	9
		012	Bajhketeria	8
46	Gulmi	023	Darling	4
		035	Gaidakot	2
		047	IsmaRajasthal	2
		059	Musikot	1
		071	Shantipur	1
		076	ThuloLumpek	9
		43	Hastichour	5
		009	Birkot	7
47	Palpa	020	Dobhan	1
		029	Hungi	7
		041	Khyaha	6
		053	Rampur	1
		064	Timure	6
		003	Amraut	9
		009	Bhujhawa	7
48	Nawalparasi	014	Deurali	5
		019	Dibyapuri	7
		021	Gaidakot	4

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

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

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



Annex 7: Field Staff Training Programme**DAY 1****Supervisors' Training DAY 1**

Date : 22 May, 2018

Participants:

Time : 8 am to 5 pm

Supervisors – 14

Venue : FBC, 1F, Training Hall

Enumerators – 50+ 6extra

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	Manjul Manandhar/ Jui Shrestha
09:30-10:30	Discussion on Overall Process to be followed by for Household Questionnaire Survey	Manjul Manandhar/ Harka Raj Rai
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	Manjul Manandhar/ Harka Raj Rai
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 : 23 May, 2018

Participants:

Time : 8 am to 5 pm

Supervisors – 14

Venue : FBC, 1F, Training Hall

Enumerators – 50 + 6 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	<ul style="list-style-type: none"> ☞ Module 9 to 16 (in Paper) Discussion on Questions, ambiguities, unclearness etc. 	MKM/HRR
12:00-12:45	Lunch Break	
12:45-13:30	<ul style="list-style-type: none"> ☞ 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	

MKM = Manjul K. Manandhar, HRR = Harka Raj Rai, JS = Jui Shrestha, BK = Binod Kakshapati

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

Date : 24 May, 2018

Participants:

Time : 8 am to 5 pm

Supervisors – 14

Venue : FBC, 1F, Training Hall

Enumerators – 50 + 6 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	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/JS
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	☞ 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 : 25 May, 2018

Participants:

Time : 8 am to 5 pm

Supervisors – 14

Venue : FBC, 1F, Training Hall

Enumerators – 50 + 6 extra

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) ☞ 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 : 26 May, 2018

Time : 8 am to 5 pm

Venue : FBC, 1F, Training Hall

Participants:

Supervisors – 14

Enumerators – 50 + 6 extra

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) ☞ 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 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 : 27 May, 2018

Time : 8 am to 5 pm

Venue : FBC, 1F, Training Hall

Participants:

Supervisors – 14

Enumerators – 50 + 6 extra

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

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

Date : 28 May, 2018

Time : 8 am to 5 pm

Venue : FBC, 1F, Training Hall

Participants:

Supervisors – 14

Enumerators – 50 + 6 extra

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/JS
10 :00 – 12:45	Mock Interview in CAPI Module 9 to 16	MKM/HRR/JS
12:00 - 12:45	Lunch Break	
12:45 - 15: 00	Mock Interview in CAPI	MKM/HRR/JS

	Module 1 to 8	
15: 00 – 17:00	Mock Interview in CAPI Module 9 to 16	MKM/HRR/JS
	Feedback, Discussion on Questions, ambiguities, unclearness etc. and wrap up	MKM/HRR/JS

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

Date : 29 May, 2018

Participants:

Time : 8 am to 5 pm

Supervisors – 14

Venue : FBC, 1F, Training Hall

Enumerators – 50 + 6 extra

Time	Training Contents	Facilitation
08: 00–09:00	Move to Field For Piloting	FBC
09:00-10:00	Field Interview in CAPI	MKM/HRR/JS
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/JS
15: 00 – 17:00		
17:00 to 18:00	Return to Kathmandu and Dispersal	

DAY 8

Date : 30 May, 2018

Participants:

Time : 8 am to 5 pm

Supervisors – 14

Venue : FBC, 6F, Training Hall

Enumerators – 50 + 6 extra

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

DAY 9

Date : 31 May , 2018

Participants:

Time : 8 am to 5 pm

Supervisors – 14

Venue : Field, Kavre

Enumerators – 50 + 6 extra

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	BK/HRR/JS
12:00-12:45	Lunch Break	
12:45- 15: 00	Use of CAPI – Checking, Rechecking, Sending, Back receiving, Rechecking, Correcting, Resending	BK/HRR/JS
15: 00 – 17:00		
17:00	Dos, and Don'ts in the Field Final Words	MKM

DAY 10

Date : 1 June 2018

Time : 8 am to 5 pm

Venue : Field, Kavre

Participants:

Supervisors – 14

Enumerators – 50 + 6 extra

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

DAY 11

Date : 2 June 2018

Time : 8 am to 5 pm

Venue : FBC, 6F, Training Hall

Participants:

Supervisors – 14

Enumerators – 50 + 6 extra

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/JS
10 :00 – 12:45	Review of Pre-Test Module 9 to 16	MKM/HRR/JS
12:00 - 12:45	Lunch Break	
12:45 - 15: 00	Review of Pre-Test Module 1 to 8	MKM/HRR/JS
15: 00 – 17:00	Review of Pre-Test Module 9 to 16	MKM/HRR/JS
	Feedback, Discussion on Questions, ambiguities, unclearness etc. and wrap up	MKM/HRR/JS

DAY 12

Date : 3 June 2018

Time : 8 am to 5 pm

Venue : FBC, 6F, Training Hall

Participants:

Supervisors – 14

Enumerators – 50 + 6 extra

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/JS
10 :00 – 12:45	Review of Pre-Test Module 9 to 16	MKM/HRR/JS
12:00 - 12:45	Lunch Break	
12:45 - 15: 00	Review of Pre-Test Module 1 to 8	MKM/HRR/JS
15: 00 – 17:00	Review of Pre-Test Module 9 to 16	MKM/HRR/JS
	Feedback, Discussion on Questions, ambiguities, unclearness etc. and wrap up	MKM/HRR/JS

Annex 8:

FIELD STAFF MANUAL

**Nepal Household Risk and Vulnerability
Survey - 2018**

**FIELD STAFF
FIELD MANUAL**

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

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1. General Introduction

This survey is conducted by Full Bright 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 50 districts of Nepal. This is a panel survey which will be carried on for three consecutive years beginning the year 2016. The Wave 1 Survey was done in June to Aug 2016 and Wave 2 Survey was carried out in Aug 2017 and the last Wave 3 is being conducted in June to Aug 2018.

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. 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. Pre-selected of Survey Households

A list of households surveyed during Wave 2 Survey, in 2017 is printed, along with the references of household members and the respondent's photographs. These references will be used to easily identify the households required to be surveyed in 2018.

b. 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.

c. 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 and Height Machine and MUAC 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	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	Physically approaching the dwelling and making contact
3	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	Introducing yourself and exchanging greetings.
5	Explaining the reason for your visit and purpose of the study.
6	Explaining the interview process, what participation involves and the timeframe.
7	Selecting a suitable household informant to answer the Questionnaire as per the guidelines in each section.
8	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 right 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	With increasing age, sensory deficits may occur, including

people	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.

Pre-loading of Questions

The responses obtained from Wave 1 and Wave 2 Survey are pre-loaded in the Tablets, for certain sections of the Questionnaire. In these pre-loaded sections, the enumerator needs to verify the responses given this year. If the responses are different, the new responses should be recorded.

Code Sheet - Nepal Household Risk and Vulnerability Survey - 2018

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	Kabhrepalanchok	50	Kapilbastu		
25	Lalitpur	51	Arghakhanchi		
26	Bhaktapur	52	Pyuthan		

C. Country Code

CODE	COUNTRY	CODE	COUNTRY
81	India	89	Qatar
82	Bhutan	90	United arab emirates
83	China	91	United kingdom
84	Bangladesh	92	United states
85	Hongkong	93	South korea
86	Malayasia	94	Australia
87	Japan	95	Israel
88	Saudi arabia	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
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	Code	Religion
1	Hindu	6	Christian
2	Bouddha	7	Shikh
3	Islam	8	Bahai
4	Kirant	9	Other Religion
5	Jain	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
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	Code	Unit
1	Kilogram	7	Manna
2	Gram	8	Kuruwa
3	Maund	9	Number/Pieces
4	Liter	10	Dozen
5	Muri	11	Quintal
6	Pathi		

H. Conversion Table for major crops

Customary Nepali Unit	Metric System (Kilogram)									
	Paddy	Wheat	Maize	Millet	Soya bean	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

Annex 9: Questionnaires for Wave 3 Survey

1. Household Survey Questionnaire
2. Community Survey Questionnaire