

NATIONAL BUREAU OF STATISTICS

# Enumerator Manual

National Panel Survey (NPS 2008-09)

2008-09

[ UNITED REPUBLIC OF TANZANIA ]

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Part I.

Household Questionnaire



# General Instructions

## Introduction

For planning processes such as the design of social programs, investment in infrastructure, or the evaluation of policy, data are needed. Household surveys are one way to obtain such data. Research on income and expenditure at the household-level seeks to collect and analyze the flow of resources acquired and expended by households. The results of this research help evaluate different policies for addressing needs in the community.

### Research Aims /Objectives

The main objectives of the present household research project in Tanzania and Zanzibar (2008/2009) is to collect information at the household-level on: education, health, employment, children living outside of the home, water and sanitary practices, food expenditure both in and outside the household, non-food expenditures, household resources, grants, crime and conflicts, governance, recent shocks to household wealth, deaths, women's issues and anthropometric status.

This data will allow the following:

- ❖ Evaluation and analysis of levels of poverty and quality of life at the household level
- ❖ Analysis of primary indicators on economic productivity, employment, and social welfare
- ❖ Preparation of a 'weighting system' for a Consumer Price Index
- ❖ The generation of general economic (macroeconomic) indicators; e.g. estimates of national income (Gross Domestic Product – GDP)
- ❖ Analysing household ownership of productive assets and their linkages with household income activities

### Confidentiality

Data collected from household members is confidential, as directed by the legal act 1:{2002} and should not be exposed to unauthorized persons unrelated to this research. It is necessary to ensure respondents that the information they give will remain confidential and be used for research purposes only.

## Terminology

The following are explanations and clarifications of terminology used in this questionnaire and the research as a whole:

- **HOUSEHOLD** - The word 'household' refers to people who live together and share income and also basic needs. In other words, residents of a household share the same centre of production and consume from that centre.
- **HEAD OF HOUSEHOLD** – The head of household is the member of the given household who holds the role of decision maker in that household; other residents normally recognize this individual as their head. In most cases the household head should take part in the economy, control, and the welfare of the household in general.
- **HOUSEHOLD HOUSING** - This refers to the land/plot owned by one household regardless of appearance. It can be a single room, a building occupied by tenants, or more than one building occupied by household
- **HOUSEHOLD INCOME** – Sources of household include:
  - (a) Wages, salaries, benefits earned by workers
  - (b) Profits from agricultural and non-agricultural activities
  - (c) Interest earned on investments or savings
  - (d) Loans, aid or pension-payments received
  - (e) Income from the sale of property
  - (f) Other payments received from insurers, etc
- **HOUSEHOLD EXPENDITURE** - This includes the following:
  - (a) Resources used to buy items and services for daily living
  - (b) The price of items and services consumed by the household and the line item expenditure for these good and services
  - (c) Tax contributions, insurance payments, lottery tickets, interests for loans together with expenditure on items not used for consumption

## Responsibilities

The following section identifies the responsibilities of enumerators conducting this household research. Instructions given here relate to tools and procedures for work at the job-site. As in any other kind of work, unforeseen obstacles may develop during implementation of the research. To address these problems, it is important that the supervisor remain in clear and frequent communication with the head office in Dar es Salaam.

### Research Tools

Each interviewer should have the following on their person:

- (i) Identity card
- (ii) Letter of introduction
- (iii) Instructional book (for interviewer and for questionnaire)
- (iv) List of selected households in a given area
- (v) Questionnaire
- (vi) Pencil, rubber eraser, and sharpener
- (vii) Writing board
- (viii) Notebook
- (ix) Weighing sac
- (x) Spring balance
- (xi) Beam Balance
- (xii) Meter rule
- (xiii) Rain boots and raincoat

Supervisors will be given some of the aforementioned items together with a list of the households in the given area. Interviewers and supervisors should ensure that the tools are well kept because they cannot be obtained easily and there won't be excess tools issue for those that are destroyed.

HOW DO WE GET INTO THE RESPECTIVE HOUSEHOLD FOR THE FIRST TIME?

Before initiating interview in an enumeration area, make sure that the village executive office (VEO) is aware of your presence. The interviewer should show his/her identity card and introductory letter to the village leaders at this time. These leaders can then introduce the interviewer to people; the interviewer will be responsible for explaining the purpose of his/her arrival to each household.

The interviewer should be neat, respectful, and dressed appropriately. Female interviewers should wear khanga to secure themselves when sitting, due to the lack of chairs in different households.

#### WHAT SHOULD BE DONE IF THE HOUSEHOLD IS UNAVAILABLE?

It might happen the household shifts from the permanent settlement and moves to different place during registration. If this happens, the interviewer should be given the information so that he/she compensates that household.

#### WHAT SHOULD BE DONE IF A HOUSEHOLD REFUSES TO PARTICIPATE?

The interviewer should do their best to earn the maximum cooperation of the interviewed households. Interviewers should inform respondents in advance that the research is for the benefit of the country. The interviewer should also seek for help from village leaders if they encounter severe obstacles. If a household continues to refuse to participate in the survey, the interviewer should report this to the supervisor. The interviewer should fill in the household identification information as done in other households.

#### HOW SHOULD WE CONDUCT AN INTERVIEW?

Fill in the household preliminary information in the part A-1: HOUSEHOLD INFORMATION. The Identification Code for Regional, District, Ward and enumeration area (EA) will be given to you by your supervisor, as well as the household Code, Name of the household head and the list of eight household that will be interviewed. Remember, the household number is obtained from the list of households (listing forms) in the village or from the Enumeration Area (EA).

The success of the 2008/2009 survey depends on the responsibility and commitment of supervisors and interviewers. Make sure you collect the data correctly and that you build warm relationships with the

interviewed households in your area. Make sure you arrive promptly at each household. Follow the pre-instructions and procedures, bearing in mind that you should return to the household regularly.

## Responsibilities of the Interviewer

As in many research projects, the interviewer is of fundamental importance. It is critical that the interviewer collect the necessary data/information accurately, as the whole research project depends on the way the interviewer fulfils his/her responsibilities:

- (i) The interviewer must follow instructions step-by-step to successfully accomplish their tasks
  
- (ii) The interviewer should generate warm relationships with their respondents, in order to receive accurate responses. Have confidence, and familiarize yourself with the traditions and customs of the given society you are working in.
  
- (iii) The first-impression that the interviewer makes to the respondent, in terms of their manner of speech and dress, has great importance for the accuracy of the results, so do your best to look and act appropriately.
  
- (iv) The interviewer should present him or herself with confidence and as someone who knows what they are doing. Additionally, the interviewer should never mention the gift/reward offered at the end of the survey before it is complete, as this may affect the accuracy of information obtained from respondents.
  
- (v) The interviewer must mention and emphasize the confidentiality of this research. The interview should be conducted between the interviewer and the respondent only; no other persons who do not pertain to the household should be present during the interview, unless allowed by the head of the household and for an important reason.
  
- (vi) The interviewer must remember that the interviewer's role is to ask questions, whereas the respondent's role is to answer them. Therefore, the interviewer must not offer suggestions to the respondent. Nor should the interviewer express annoyance or any other reaction in response to the answers given by the respondent, as this may bias the data collected.

(vii) If the respondent does not readily respond to a question, the interviewer should remind them of the objectives of the research, as well as the confidentiality of the information given. But in no case should the interviewer force the respondent to answer.

(viii) The survey includes a large number of questions but the interviewer must always follow the correct sequence, and manage the process effectively. If the respondent digresses during his/her Responses, the interviewer should let the respondent do so and not seek to intervene in their speech. But after listening to him/her to the end, the interviewer should try to politely direct them back to the original question as in the questionnaire

(ix) You have to report to the supervisor soon when you have the 'call back' to make the supervisor to prepare in detail for the next day.

(x) It is important that the interviewer establishes a pre-agreement with the respondent about the time and place of the interview, and that they meet them promptly at the time and location that they prefer.

If the interviewer encounters any problem, he/she should petition help from their supervisor. It is important to remember that by collaborating in this way with the supervisor, the best data will be obtained.

## Questionnaire

The survey is made up of three questionnaires:

- 1: Household information questionnaire
- 2: Agricultural questionnaire
- 3: Community Questionnaire (This will be conducted by the supervisor him/herself)

**(1) The household questionnaire** includes sections on: Residents, Education, Health, Employment, Children living in different places, Housing, Water and Sanitation, Food consumption in and outside the

household, non-food consumption, household resources, grants, crime and disputes, governance, recent shocks to the household, deaths, women’s rights, and anthropometric measurement.

**(2) The agricultural questionnaire** includes sections on: agricultural practices, including the number of agricultural areas, crops in production, production and sale of by-products, possession of agricultural equipments, livestock, fishing practices, etc.

**(3) The community questionnaire** includes sections on: the availability of community social services, investment projects, land usage, agriculture in villages, demographic information, leadership, peace, security and price indices.

# General Instructions for Completing the Household Questionnaire

---

WRITE CLEARLY AND CORRECTLY

## **Completion of Section C - F:**

- Read each of these sections continuously for the same person before proceeding to the next person. For example, in the household there are 3 household members: Julius, Mary and Alli.

You are interviewing Julius. After completing the Household Roster:

- Complete Section C for Julius
- Complete Section D for Julius
- Complete Section E for Julius
- Complete Section F for Julius
- Then if you can find and interview Mary:
  - Complete Section C for Mary
  - Complete Section D for Mary
  - Complete Section E for Mary

- Complete Section F for Mary
  - Check if Mary qualifies for Section G, H, & I. If she does, complete those sections
- 
- DO NOT complete the first page of Section C (question 1-9) for Julius then ask about Mary for the first page of Section C. Complete a section in its entirety for one person before either moving to the next section for that person, or asking that section for a different person. It is very confusing for the respondent and for the enumerator!

'Other' responses. If the respondent chooses an item that is not on the list ('others'), you should record the response. You should write the code for others and then write the specific response next to the number. Example:

|                                     |    |
|-------------------------------------|----|
| Section C                           |    |
| 13. Why didn't [NAME] go to school? |    |
| HOLIDAY.....                        | 1  |
| EMEGENCY SCHOOL CLOSURE.....        | 2  |
| NORMAL SCHOOL CLOSURE.....          | 3  |
| ABSENCE OF TEACHERS.....            | 4  |
| SICKNESS.....                       | 5  |
| HOUSEHOLD MEMBER`S SICKNESS.....    | 6  |
| FUNERAL CEREMONY.....               | 7  |
| DESCIPLINE ISSUES.....              | 8  |
| DID NOT PAY SCHOOL FEES.....        | 9  |
| REFUSAL.....                        | 10 |
| OCCUPIED.....                       | 11 |
| OTHER (Specify).....                | 12 |
| 12 Visiting family in Dar es Salaam |    |

Zero response. For the responses that relate to expenditure, if there is no amount implied by the answer the interviewer should mark it as 0.

Section D

---

11. How much money was spent for (NAME) during the last 12 months to purchase treatment from the witchdoctor? AGGREGATE A CUMULATIVE TOTAL FOR PAYMENT AND IN-KIND SERVICES

---

Mr. Ali responded that he was not charged for being taken to the spiritual services or when taken to the witchdoctor

---

***CORRECT:*** '0'

***INCORRECT:*** "—" (Leave unfilled)

---

Reading questionnaire. The interviewer should not speak aloud sentences or words written in CAPITAL LETTERS. Such sentences or words are instructions to the interviewer or they are answers to questions asked.

**Example:** do not read the following questions aloud to the respondent. Instead, silently observe the household members and write the correct answer for this question.

SECTION B  
6. IF THE HOUSEHOLD IS HBS, WRITE THE HOUSEHOLD NUMBER FROM HBS. OTHERWISE FILL '99'

SECTION C  
1. IS (NAME) 5 YEARS OLD OR MORE?

Another example: In section B, question 25, the interviewer should read the question only, and then wait for a response, rather than reading the listed answers aloud to the respondent:

SECTION B  
25.  
Reasons for (NAME) to change the Settlement to here?  
OFFICIAL ISSUES.....1  
STUDIES.....2  
MARRIAGE.....3  
OTHER FAMILY REASONS...4  
GOOD SOCIAL SERVICES.....5  
LAND.....6  
OTHERS (SPECIFY).....7

Entering dates. When entering the month or year of an event, follow these rules:

Calendar month: always enter 1-2 digits. Do not write the name of the month.

Calendar year: always 4 digits

**CORRECT**

|  |      |
|--|------|
| SECTION L                                      |      |
| 10.  |      |
| When was the last time (NAME) took out a loan? |      |
| MONTH  | YEAR |
| 7  | 2008 |

---

**INCORRECT**

|  |           |
|--|-----------|
| SECTION L                                      |           |
| 10.  |           |
| When was the last time (NAME) took out a loan? |           |
| MONTH  | YEAR      |
| JULY   | THIS YEAR |

Skipped questions. All questions that are not answered because of the skip pattern or general flow of the questionnaire should be left blank – no information should be recorded.

Last 7 days. For questions that ask for information for the “seven days ago”, refer to the immediate last 7 days.

Example: If the interview is on Monday, “seven days ago” refers to the previous Monday through Sunday (yesterday).

Decimals. If you need to report portions of a quantity less than 1, you should use decimals.

Make sure that you write the decimal point in the questionnaire very promptly, such as 3.5.

Do not write fractions. For example, do not write “3½”.

Monetary amounts. When the response to be recorded is a monetary amount or a figure, write the correct response in the corresponding cell.

Only record responses in Tanzania Shillings. For example if a respondent says 50\$ (US dollars), use the approximate exchange rate to convert that into Tshs. If you are not sure, check with your supervisor.

Record monetary amounts in Tshilling with no decimal point. Do not include **cents**. For any values less than 1 Tshilling, round to the nearest Tshilling. For any amounts over Tsh 1,000 include a comma.

Example:

**CORRECT**

| SECTION L |  |                                     |                                      |
|-----------|--|-------------------------------------|--------------------------------------|
|           | 1. Did you buy the following items in the last 7 days? | YES...1<br>NO...2<br>(▶ OTHER ITEM) | 2. In general, how much did you pay? |
| CODE      |  |                                     | SHILLINGS                            |
| 101       | Charcoal   | 1                                   | 3,400                                |

**INCORRECT**

| SECTION L |  |                                     |                                      |
|-----------|--|-------------------------------------|--------------------------------------|
|           | 1. Did you buy the following items in the last 7 days? | YES...1<br>NO...2<br>(▶ OTHER ITEM) | 2. In general, how much did you pay? |
| CODE      |  |                                     | SHILLINGS                            |
| 101       | Charcoal   | 1                                   | 3400                                 |
| 101       | Charcoal   | 1                                   | 3,400 /=                             |
| 101       | Charcoal   | 1                                   | 3,400 Tsh                            |

Comments. You should write any relevant/important comments in the Comment Box on the second page of the questionnaire.

You can write small comments or notes to yourself on the other pages of the questionnaire (in the margin) to help you when you edit the questionnaire later. But do not expect your supervisor to read these comments. Any comments you want your supervisor to read should go on page 2 in the Comment Box.

# Listing & Sampling

---

## Listing

When the team arrives at a new community, the first major task is to do a “listing” of the community. The listing will require you to record ALL households in the community, *going from house to house with a community leader*. You must physically visit every household in the EA or village.

### *Before you begin...*

Consult with village leaders:

- Find the boundaries of the village or enumeration area. In rural areas, sit with the village leaders and draw a map of the village and each subvillage. For urban areas, maps should be provided of the EA. Use them!
- Ask whether a village registry exists or other list of community residents. You should NOT use this list in place of doing a listing. It can provide a useful check on your results though. If the number of households you find is not similar to the registry, ask for an explanation.

### *Enumeration for the Listing*

In rural areas:

- Divide the team into groups: one group/person per subvillage. They should walk with the village chair, VEO or subvillage leader and list each household as they come to it.

In urban areas:

- Divide the team of enumerators into groups, trying to roughly divide the EA into separate areas – one for each group.
- Ensure that the boundaries of the EA are clear using the map and major landmarks. Also ensure that the areas covered by each team do not overlap to avoid double counting.

### *How to fill in the listing form:*

Fill in only four pieces of information during the listing:

1. Name (first, last, and common)
2. Sex of household head
3. Record whether ANY member of the household was present in this EA or village (in any household) at harvest time 2006, when the HBS listing was conducted. The answer should be “yes” even if most of the members are new to the village, but at least one member was living here in 2006, even in a different household. Enter “1” if “Yes” and “2” if “No”.
4. House number. This is the physical address of the structure. In rural areas and many urban areas this will usually not exist, so leave it blank.

When the listing exercise is completed:

- The supervisor will collect all the listing forms from all enumerators and all subvillages and combine them.
- The supervisor will then fill in the household numbers in the first column, from 1 up to the total number of households in the cluster.
- Finally, the supervisor will fill in the number of “new” households, based on whether any member was present in 2006.

After the enumerator is done, the form should look like this

|   | Namba ya Kaya |  |  |  | Jina           |              |             | Jinsi<br>Me=1, Ke=2 | Mwanakaya yeyote<br>alikuwepo mwaka<br>2006? N=1/H=2 | Namba ya<br>Kaya Mpya |  | Namba ya<br>nyumba |
|---|---------------|--|--|--|----------------|--------------|-------------|---------------------|--|-----------------------|--|--------------------|
|   |               |  |  |  | Jina la kwanza | Jina la pili | Jina marufu |                     |  |                       |  |                    |
| 1 |               |  |  |  | KARIMU         | MOHAMMED     |             | 1                   | 1  |                       |  | H1/03              |
| 2 |               |  |  |  | CATHELINA      | MICHAEL      | CATHY       | 2                   | 1  |                       |  | H1/04              |
| 3 |               |  |  |  | AŞHA           | JUMANNE      |             | 2                   | 2  |                       |  | H1/07              |
| 4 |               |  |  |  | SEMENI         | YAŞINI       | BIBI YAŞINI | 2                   | 1  |                       |  | H1/08              |
| 5 |               |  |  |  | FREDRIC        | KAPWEPWE     | FREDDIE     | 1                   | 2  |                       |  | H1/09              |

After the supervisor is done, the form should look like this

|   | Namba ya Kaya |   |   |   | Jina           |              |             | Jinsi<br>Me=1, Ke=2 | Mwanakaya yeyote<br>alikuwepo mwaka<br>2006? N=1/H=2 | Namba ya<br>Kaya Mpya |   | Namba ya<br>nyumba |
|---|---------------|---|---|---|----------------|--------------|-------------|---------------------|--|-----------------------|---|--------------------|
|   |               |   |   |   | Jina la kwanza | Jina la pili | Jina marufu |                     |  |                       |   |                    |
| 1 | 0             | 0 | 0 | 1 | KARIMU         | MOHAMMED     |             | 1                   | 1  |                       |   | H1/03              |
| 2 | 0             | 0 | 0 | 2 | CATHELINA      | MICHAEL      | CATHY       | 2                   | 1  |                       |   | H1/04              |
| 3 | 0             | 0 | 0 | 3 | AŞHA           | JUMANNE      |             | 2                   | 2  | 0                     | 1 | H1/07              |
| 4 | 0             | 0 | 0 | 4 | SEMENI         | YAŞINI       | BIBI YAŞINI | 2                   | 1  |                       |   | H1/08              |
| 5 | 0             | 0 | 0 | 5 | FREDRIC        | KAPWEPWE     | FREDDIE     | 1                   | 2  | 0                     | 2 | H1/09              |

## Finding HBS Households

In HBS clusters you will also need to locate 12 HBS households. Your supervisor has a list of these 12 households. There will be a separate “Roster of HBS Household Members” printed for each of these 12 households. This Roster is a small questionnaire that you must complete for each HBS household member you find.

You must find all 12 HBS households on your sheets, and all members within each household, or confirm that they have died or moved outside the village/EA.

This can be done during the listing, as this is the perfect opportunity to track down HBS members. It should not require extra hours or days after the end of listing.

**TAARIFA ZA WANAKAYA YA HBS**

JAZA DODOSO HILI BAADA YA KUORODHESHAKAYA. UTATAKIWA KUWA NA KIVULA CHA ORODHA.

| Namba ya Mwanakaya | GERESHO LHUSIANO NA MKUU WA KAYA: |                |                             |                            |                             |                           |                            |                    |             | 1<br>Jei [JINA] bado anaisi kijiini / mtaani? | 2<br>Ni nyumba gani [JINA] anayoshi? | 3<br>Ni lini [JINA] alihama kijiini / mtaani? (au fanki) | 4<br>Jei [JINA] bado anaisi? | 5<br>Kwa nini [JINA] alihama? | 6<br>Jei Ni wapi [JINA] alipohamia? | 7<br>Jei [JINA] anamilika ardhni yoyote kijiini / mtaani? | 8<br>Ni kiasi gani cha pesa ambacho [JINA] aliwahi kuleta hapa nyumbani katika miezi 12 iliyopita? | 9<br>Ni kiasi gani cha pesa ambacho [JINA] aliwahi kuleta hapa nyumbani katika miezi 12 iliyopita? (pesa na rasimali) | 10<br>Nini shughuli kuu ya [JINA] kwa miezi 12 iliyopita? |     |
|--------------------|-----------------------------------|----------------|-----------------------------|----------------------------|-----------------------------|---------------------------|----------------------------|--------------------|-------------|---|--------------------------------------|--|------------------------------|-------------------------------|-------------------------------------|---|--|---|---|-----|
|                    | MKUU WA KAYA.....1                | MKE/MWIE.....2 | MTOTO WA MKUU WA KAYA.....3 | MKUU WA MKUU WA KAYA.....4 | MZAZI WA MKUU WA KAYA.....5 | NDUGU/JAMAA WENINGE.....6 | MTUMISHI WA NYUMBANI.....7 | WATU WENINGE.....8 | MIKOA.....9 |   |                                      |  |                              |                               |                                     |   |  |   |   |     |
|                    | Jinsi                             | Jumla (2007)   | Jumla (2007)                |                            |                             |                           |                            |                    |             |   |                                      |  |                              |                               |                                     |   |  |   |   |     |
|                    |                                   |                |                             | NDIYO 1                    |                             |                           |                            |                    |             |   |                                      |  |                              |                               |                                     |   |  |   |   |     |
|                    |                                   |                |                             | HAPANA 3                   | 3                           | NAMBA YA KAYA             |                            |                    |             |   |                                      |  |                              |                               |                                     |   |  |   |   |     |
|                    |                                   |                |                             | HAIJUI 3                   | 14                          |                           |                            |                    |             |   |                                      |  |                              |                               |                                     |   |  |   |   |     |
|                    |                                   |                |                             |                            |                             |                           |                            |                    |             |   |                                      |  |                              |                               |                                     |   |  |   |   |     |
| 1                  | CHARLES M HARULA                  | 1              | 55                          | 1                          |                             |                           |                            |                    |             |   |                                      |  |                              |                               |                                     |   |  |   |   | 1   |
| 2                  | ELINA M HARULA                    | 2              | 47                          | 2                          |                             |                           |                            |                    |             |   |                                      |  |                              |                               |                                     |   |  |   |   | 9   |
| 3                  | RODA CHOTIMBALA                   | 2              | 68                          | 6                          |                             |                           |                            |                    |             |   |                                      |  |                              |                               |                                     |   |  |   |   | 1 1 |
| 4                  | AMELI MICHAEL                     | 1              | 20                          | 7                          |                             |                           |                            |                    |             |   |                                      |  |                              |                               |                                     |   |  |   |   | 1 1 |
| 5                  | FREDRIC M HARULA                  | 1              | 12                          | 3                          |                             |                           |                            |                    |             |   |                                      |  |                              |                               |                                     |   |  |   |   | 1 6 |
| 6                  | TUMAINI M HARULA                  | 2              | 12                          | 3                          |                             |                           |                            |                    |             |   |                                      |  |                              |                               |                                     |   |  |   |   | 1 6 |
| 7                  | RODA YOHANA                       | 2              | 10                          | 7                          |                             |                           |                            |                    |             |   |                                      |  |                              |                               |                                     |   |  |   |   | 1 6 |
| 8                  | NEEMA EDWARD                      | 2              | 5                           | 5                          |                             |                           |                            |                    |             |   |                                      |  |                              |                               |                                     |   |  |   |   | 1 6 |

Since the former household members of Charles’ household are now scattered across two households (12 and 38), the supervisor would fill in the following information on the master list.

**LIST OF HBS HOUSEHOLDS**

LIST ALL HOUSEHOLDS CONTAINING ANY MEMBERS OF THE FIRST 12 HBS HOUSEHOLDS.

|                     |     |                   |                     |
|---------------------|-----|-------------------|---------------------|
| Region              | 4   | District          | 2                   |
| Ward Number         | 7   | Ward Name         | Mnyuzi              |
| Village / EA Number | 307 | Village / EA Name | Makinyumbi Miembeni |

|   | HBS | Name             | Sex | Age | Month | HH1 | HH2 | HH3 | HH4 | HH5 | HH6 |
|---|-----|------------------|-----|-----|-------|-----|-----|-----|-----|-----|-----|
| 1 | 51  | SADA JUMA        | 2   | 60  | 7     |     |     |     |     |     |     |
| 2 | 72  | CHARLES M HARULA | 1   | 55  | 10    | 12  | 38  |     |     |     |     |
| 3 | 37  | KARIMI MOHAMED   | 1   | 50  | 5     |     |     |     |     |     |     |

When you are done doing this for all the HBS households the list should look something like the picture below. The final task is to number the HBS households that you found. The supervisor should number these households, from 1 up to the total number of HBS households found. For example, in the figure below, the households would be counted as follows:

- 1 = 411
- 2 = 12
- 3 = 38
- 4 = 34, etc.

**LIST OF HBS HOUSEHOLDS** LIST ALL HOUSEHOLDS CONTAINING ANY MEMBERS OF THE FIRST 12 HBS HOUSEHOLDS.

|                     |     |                   |                     |
|---------------------|-----|-------------------|---------------------|
| Region              | 4   | District          | 2                   |
| Ward Number         | 7   | Ward Name         | Mnyuzi              |
| Village / EA Number | 307 | Village / EA Name | Makinyumbi Miembeni |

|    | HBS | Name               | Sex | Age | Month | HH1 | HH2 | HH3 | HH4 | HH5 | HH6 |
|----|-----|--------------------|-----|-----|-------|-----|-----|-----|-----|-----|-----|
| 1  | 51  | SADA JUMA          | 2   | 60  | 7     | 411 |     |     |     |     |     |
| 2  | 72  | CHARLES MHARULA    | 1   | 55  | 10    | 12  | 38  |     |     |     |     |
| 3  | 37  | KARIMU MOHAMED     | 1   | 50  | 5     | 34  |     |     |     |     |     |
| 4  | 45  | CATHELINA MICHAEL  | 2   | 59  | 12    |     |     |     |     |     |     |
| 5  | 9   | ASHA JUMANNE       | 2   | 51  | 2     | 10  | 18  |     |     |     |     |
| 6  | 48  | BIBI YASINI        | 2   | 62  | 6     | 176 |     |     |     |     |     |
| 7  | 55  | FREDRIC KAPWEPWE   | 1   | 62  | 7     |     |     |     |     |     |     |
| 8  | 6   | PASCAL IBRAHIM     | 1   | 35  | 1     | 199 | 120 | 407 |     |     |     |
| 9  | 65  | GEORGE KOMBA       | 1   | 55  | 9     | 209 |     |     |     |     |     |
| 10 | 62  | MARIAM SALIMU      | 2   | 56  | 8     | 394 |     |     |     |     |     |
| 11 | 34  | BAKARI RAJABU      | 1   | 42  | 4     | 7   |     |     |     |     |     |
| 12 | 27  | MWANAHARUSI MASUDI | 2   | 55  | 3     | 121 |     |     |     |     |     |

### 3 Sampling

Once the listing is complete, the next task is to draw a sample of 8 households for the NPS. The sample will be drawn from the listing you create. In addition to the listing, the sample for the NPS will also link to the sample for the HBS 2007 whenever you return to an HBS cluster. Only about half of the villages and EAs that you visit will be HBS villages.

#### *Areas without HBS*

After the listing, open the “NPS Sampling Program.xls” on the laptop. Numbers in blue should be entered by the supervisor or data entrant. Numbers in red are calculated by the computer. See the instructions on the second worksheet of the excel file.

For question 1, enter “0” since this is NOT an HBS cluster.

For question 2, enter the TOTAL number of households in the EA or village (all vitongoji).

Questions 3 and 4 are not applicable in a non-HBS cluster.

The picture below gives an example. This cluster was not in the HBS and had a total of 250 households in the listing for the NPS. The numbers in red give the households which you should interview: household 28, 42, etc. GPS measurements should be taken for ALL households. However, GPS plot measurements should only be taken for households 124 and 231. If these households have no agricultural activities, that’s fine; there is no need to replace them.

The numbers in yellow boxes at the bottom of the screen give the replacement households. If you need to use a replacement household use one of these and make sure to note it as a replacement on the questionnaire. If you must replace a household that required GPS plot measurement (for instance, 124 or 231 in this example), then you should measure the plots for the replacement household.

**Sample Calculator for the National Panel Survey**

**Questions**

Enter the numbers in **BLUE** based on the household listing and HBS visits.

1. Is this an HBS village / EA? (Yes = 1, No = 0)

2. Total number of households

Not applicable

Not applicable

**Non-HBS EAs**

Simple random sample from listing

Households

28  
42  
44  
103  
115  
124 +GPS  
175  
231 +GPS

**HBS EAs**

Sample size from HBS

Sample size: "new" households

Sample size: "old" households

| HBS Sample                     | "New" Sample                   | "Old" Sample                   |
|--------------------------------|--------------------------------|--------------------------------|
| <input type="text" value="."/> | <input type="text" value="."/> | <input type="text" value="."/> |
| <input type="text" value="."/> | <input type="text" value="."/> | <input type="text" value="."/> |
| <input type="text" value="."/> | <input type="text" value="."/> | <input type="text" value="."/> |
| <input type="text" value="."/> | <input type="text" value="."/> | <input type="text" value="."/> |
| <input type="text" value="."/> | <input type="text" value="."/> | <input type="text" value="."/> |
| <input type="text" value="."/> | <input type="text" value="."/> | <input type="text" value="."/> |
| <input type="text" value="."/> | <input type="text" value="."/> | <input type="text" value="."/> |
| <input type="text" value="."/> | <input type="text" value="."/> | <input type="text" value="."/> |
| <input type="text" value="."/> | <input type="text" value="."/> | <input type="text" value="."/> |
| <input type="text" value="."/> | <input type="text" value="."/> | <input type="text" value="."/> |

**Replacements**

112  
193

**Replacements**

|                                |                                |                                |
|--------------------------------|--------------------------------|--------------------------------|
| <input type="text" value="."/> | <input type="text" value="."/> | <input type="text" value="."/> |
| <input type="text" value="."/> | <input type="text" value="."/> | <input type="text" value="."/> |

## Areas with HBS

In HBS clusters, you must enter four pieces of information into the sampling program.

Enter “1” to indicate that this is an HBS cluster.

Enter the total number of households

Enter the total number of “new” households. This is the number of households that reported that no member was present in 2006. These are counted in the column labeled “Namba ya Kaya Mpya” on the listing form.

Enter the total number of HBS households found. This is the total number of households containing any former HBS members. So in the example of Charles above, there are now 2 households. Out of 12 original HBS households you could find more than 12 this year if there were many splits. On the other hand, some households may have moved out of the cluster, so you might have fewer than 12.

Based on the information you enter in blue, the program will select the households to interview. The sample may be drawn from 3 different sources.

**HBS Sample.** The numbers here refer only to the group of households which you found from the HBS list. Look at the figure below. It indicates that we should select HBS household number 2. Returning to the example above, HBS household number 2 would be household 12 from the listing. This is Charles Mharula’s own household.

**“New” Sample.** The numbers here refer only to the NEW households from the listing form that were not present in 2006. So in the example below, we want to select the 30<sup>th</sup> new household using the numbers on the right hand side of the listing form.

**“Old” Sample.** This will be used very rarely. If the program tells you to use households from the “Old” sample, simple select the household number shown from the listing – just as if this was a non-HBS location.

Sample Calculator for the National Panel Survey

| Questions  | Non-HBS EAs                       | HBS EAs  |                                      |                                |
|--|-----------------------------------|--|--------------------------------------|--------------------------------|
| Enter the numbers in <b>BLUE</b> based on the household listing and HBS visits.  | Simple random sample from listing | Sample size from HBS <input type="text" value="7"/>          |                                      |                                |
|  |                                   | Sample size: "new" households <input type="text" value="1"/> |                                      |                                |
|  |                                   | Sample size: "old" households <input type="text" value="0"/> |                                      |                                |
|  | Households                        | HBS Sample   | "New" Sample                         | "Old" Sample                   |
| 1. Is this an HBS village / EA? (Yes = 1, No = 0) <input type="text" value="1"/> | <input type="text" value="."/>    | <input type="text" value="2"/>                               | <input type="text" value="30"/> +GPS | <input type="text" value="."/> |
| 2. Total number of households <input type="text" value="423"/>                   | <input type="text" value="."/>    | <input type="text" value="3"/>                               | <input type="text" value="."/>       | <input type="text" value="."/> |
| 3. Total number of "new" households <input type="text" value="49"/>              | <input type="text" value="."/>    | <input type="text" value="4"/>                               | <input type="text" value="."/>       | <input type="text" value="."/> |
| 4. Total number of HBS households found <input type="text" value="11"/>          | <input type="text" value="."/>    | <input type="text" value="6"/>                               | <input type="text" value="."/>       | <input type="text" value="."/> |
|  | <input type="text" value="."/>    | <input type="text" value="7"/>                               | <input type="text" value="."/>       | <input type="text" value="."/> |
|  | <input type="text" value="."/>    | <input type="text" value="10"/>                              | <input type="text" value="."/>       | <input type="text" value="."/> |
|  | <input type="text" value="."/>    | <input type="text" value="11"/> +GPS                         | <input type="text" value="."/>       | <input type="text" value="."/> |
|  | <input type="text" value="."/>    | <input type="text" value="."/>                               | <input type="text" value="."/>       | <input type="text" value="."/> |
|  |                                   | Replacements   |                                      |                                |
|  | Replacements                      | Replacements   | Replacements                         | Replacements                   |
|  | <input type="text" value="."/>    | <input type="text" value="9"/>                               | <input type="text" value="43"/>      | <input type="text" value="."/> |
|  | <input type="text" value="."/>    | <input type="text" value="8"/>                               | <input type="text" value="47"/>      | <input type="text" value="."/> |

# Section A-1: Household Identification

---

We start with name of the region and its code (the code of the region has only two figures, example, Dodoma region is coded 01, Arusha 02 up to last region which is Manyara 21). Then follows the districts names, ward and villages with their codes. All the codes are listed on the National Census and habitat of 2002.

Codes for villages/streets have three figures, normally the village codes starts with 0 followed by a number. Household codes have four figures depending on the selected households for the interview.

On the right hand of the introduction of the household there is box, put x in the box and the number of the form below the box, if you use more forms for one household make sure you do the same thing.

Form of.....out of form..... Total number. If you have used more forms, write x inside the small box on the right side of this page. (Form 1 out of 4 forms).

Item 8: You will write the name of the household head

Item 9: If the household is among HBS households code it 1, if no then code it 2.

Item 10: If the answer is yes in item 9, then you have to copy the name of the household head as it is on the HBS.

Item 11: Fill in the full introduction from HBS

Item 12: You will write the number of the house if this exists, if not, the location: like the name of the neighboring household head, permanent address, telephone number and other important features like school, church, mosque, police station etc which can help a person to locate the household.

Item 13: Here you will indicate if this is a representation of the household selected for this research. If the answer is "yes" code it 1 and if the answer is no code it 2 and skip to item 15.

Item 14: You have to fill in the household which was previously selected.

# Section A-2: Survey Staff Details

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Item 15: Name of the Interviewer;

Here the interviewer writes the full name.

Item 16: Number of the Interviewer;

Every interviewer will have a number; this is always filled in each and every questionnaire he/she attends.

Item 17: Starting time;

If the interviewer records the starting and finishing time of the interview, this should be recorded in Swahili in the box at the end of the questionnaire.

Item 18: Date of the Interview

Write the date of the interview with the household member starting with day, month and the year.

Item 19,20&21

This is for the supervisor; name, number and the date of going through the questionnaire.

Item 22, 23&24

This is for data entry only; name, number and the date of entering the data.

## **Enumerator's comments on the interview**

On the right side of this page there is a big box where the interviewer is supposed to write the views on how the interview was conducted and some more important information to help the supervisor and the analysts of the questionnaire. Views should be written at the end of the interview.

## **Introduction to the household**

The interviewer has to read the letter of introduction confidently. And then give time for the respondent to ask questions; and then explain the content of the questionnaire: Education, health, employment, loans etc.

# Section B: Household Roster

---

## Column 1 (Question 1)

List all household members, starting with the head, wife (if there is any), children, relatives and servants. You have to list those who share the meal in the household and contribute to the household income. After listing, read out the names to the household head to make sure that all household members are listed.

## Column 2 (question 2)

Gender codes are 1 for men and 2 for women. This is important question for all household members. Do not determine the gender by names, because other names are used by both – for example, Tumain, Bahati and Happy can be both men and women. Even for children you have to make sure of the gender, because sometimes boys can look like girls, and girls like boys. The interviewer should be careful otherwise wrong coding of the household members can distort the whole data.

## Column 3 (question 3): When was (NAME) born?

Fill in the month and year when (name) was born, month, and year. If he does not remember the month, you will write '99' on the month Column.

It is possible that household members may not remember the year of his birth. Then the interviewer should use the following events to help the respondent to remember the year.

| Events                                 | Year |
|--|------|
| Starting of First World War            | 1914 |
| End of First World War                 | 1918 |
| Starting of British rule in Tanganyika | 1919 |
| Starting of Second World War           | 1938 |
| End of Second World War                | 1945 |
| Birth of TANU                          | 1954 |
| Independence of Tanganyika             | 1961 |
| Zanzibar revolution                    | 1964 |
| Arusha declaration                     | 1967 |

|  |      |      |
|--|------|------|
| Birth of CCM                           | 1977 |      |
| Kagera war                             |      | 1978 |
| Retirement of Tanzania first president | 1985 |      |

#### Column 4 (question 4)

Age of (NAME). Enter age of all household members in two digits. If the age is below one year, write '00' and if it is '98' and above enter '98'. You should verify that this is consistent with the year listed in the previous question.

#### Column 5 (Question 5)

Enter the code of the relationship with the household head. These are codes with only one figure example (1...9), servants to be included are those who shares the meal and recognize the household head, as their boss. Use the codes as indicated on the questionnaire.

#### Column 6 (question 6)

In this question the interview will indicate if this household is one of the HBS, If yes, then write a number from HBS questionnaire, otherwise fill in 99.

#### Column 7 (Question 7)

This question intends to know if (NAME) shared the meal in the household for the past seven days. If yes, fill in 1, and if no, fill in 2

#### Column 8 (question 8)

For the past 12 month (name) stayed in this household three month or more? If yes code it 1 and if no code it 2. Those with 'no' mark them x and do not ask them the following questions as they are not household members for the purposes of this analysis.

#### Column 9 (question 9)

Within the past 12 (Month/Year), how many months (NAME) stayed outside this household. Record the number of month (NAME) stayed outside the household.

#### Column 10 (question 10)

What is the main activity of (NAME) for the past 12 month? Refer to the codes of household activities: Agriculture/Livestock 1... Fishing 2... Mining 3... Tourism 4... etc. Fill the activity the

respondent depends mostly for the income. Use code 16, "<5 years old" only for children that are less than 5 years old who are not in school. If the child is 6 years old and not in school, use code 15 "no job".

#### Column 11 (Question 11)

Ask if the father of (NAME) stays in the household, if the answer is yes, record his roster ID number and move to question 14. If he is outside the household record 97 and go to question 13. If he is dead, code 98. If the respondent does not know, use code 99 and move to question 13.

#### Column 12 (question 12)

Ask the respondent how old was (NAME) when the father died. Record the age of the child when the father died, not of the father when the father died.

#### Column 13 (question 13)

This question intends to know the standard of education of the father of (NAME). Record the highest grade attended. Use the codes listed on the questionnaire.

#### Column 14 (question 14)

Ask the respondent where the mother of (NAME) is. If she is the member of the household fill the number and move to question 17. If she is outside the household fill in 97 and go to question 16. If she is dead, code 98. If the respondent does not know, use code 99 and move to question 16.

#### Column 15 (question 15)

How old was (NAME) when the mother died? Record the age of the child when the mother died, not of the mother when the mother died.

#### Column 16 (question 16)

Fill in the level of education of the mother of (NAME), record the highest grade attended. Use the codes listed on the questionnaire.

#### Column 17 (question 17)

This question should not be asked to the respondent. Interviewer, check question 4 if (name) is 12 years old or above. If yes then code it 1 and if no code it 2 (if this is the last member on household roster move to question 22 otherwise move to the next household member).

Column 18 (question 18)

State of marriage of (NAME): Monogamy code 1, polygamy code 2, living together code 3 and move to question 21, separated code 4 and move to question 24, divorced code 5 and move to question 24.

Column 19 (question 19)

Kind of marriage of (NAME). Enter the code of kind of marriage as it is given in the questionnaire. In this research the word 'Marriage' mean men and woman married customary, religiously or government. It also includes those who have decided to live together for a long time. Part time lovers are not included. If it is a government marriage code it 1, religious marriage code it 2, customary marriage code it 3.

Column 20 (question 20)

Is the wife/husband of (NAME) living in this household? If the answer is yes code it 1 and if the answer is no code it 2 and move to question 22.

Column 21 (question 21)

This is for the interviewer and should not be asked to the respondent. Here you have to record the number of husband/wife from the household roster. If the husband has more than one wife, record their numbers, if the number of wives is more than 4, record up to 4.

Column 22 (question 22)

Does (NAME) have another wife/husband outside this household? If the answer is yes then code it 1, if it is no, then code it 2 and skip to question 24.

Column 23 (question 23)

How many wives of (NAME) lives outside the household? This question should be asked to Men only! Record the number of wives living outside the household. If there is none, record '0' do not leave any empty space.

Column 24 (question 24)

How many years (NAME) lived in this household? Record the number of years. If it is from the time of birth record '99' and move on to the next person on the Roster list.

Column 25 (question 25)

(NAME) moved here from which District? This is a very important question, to capture how people are moving in and out of this community. Fill in the country if he/she moved in from another country, or from another, or another district. Just check the codes on the back of the questionnaire. If the country is mentioned, just enter the name of the country, and no code.

Column 26 (question 26)

Reason of (NAME) moved to this household. Use the codes listed on the questionnaire.

Column 27 (question 27)

In which district (NAME) was born? Ask the country; if it is another country remember to record it. Just check the codes on the back of the questionnaire. If the country is mentioned, just enter the name of the country, and no code.

# Section C: Education

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## **Column 1(question 1)**

This question is for the interviewer and should not be asked to the respondent. This questions demands you to identify household members who are 5 years old and above. Check the ages from Section B. If the household member is 5 years old and above code it 1, if no then code it 2.

## **Column 2 (question 2)**

Has (NAME) ever attended school? You have to identify who has education in the household, without considering the grades. All household members should be asked this question. Code 1 for yes, and code 2 for no. If the answer is no, move to the next section.

## **Column 3 (question 3)**

How old was (NAME) when starting the school. Ask the age of starting school for the first time, this is what will be recorded.

## **Column 4 (question 4)**

Is (NAME) currently going to school? You need to have proper information, if at the moment going to school. If the answer is yes, then code 1 and move to question 7, if it is no then code it 2 and continual with the following questions.

## **Column 5 (question 5)**

Was (NAME) in a school last year? You have to find out if the person in question was in school last year. If the answer is yes, then code it 1 and move to question 8. If the answer is no, then code it 2 and continual with the following questions.

## **Column 6 (question 6)**

Which grade did (NAME) attain? Record the highest grade. Check the codes for grades.

## **Column 7 (question 7)**

Which grade is (NAME) attending at the moment? You have to ask the highest grade during the interview. If it is standard seven, enter the standard seven code 17.

**Column 8 (question 8)**

Which grade was (NAME) last year? Find out if (NAME) was in school last year and the grade.

### Codes for question 6-8

|                      |    |                       |    |
|----------------------|----|-----------------------|----|
| Pre School . . . . . | 01 | Adult . . . . .       | 02 |
| PRIMARY              |    | SECONDARY             |    |
| D1 . . . . .         | 11 | F1 . . . . .          | 21 |
| D2 . . . . .         | 12 | F2 . . . . .          | 22 |
| D3 . . . . .         | 13 | F3 . . . . .          | 23 |
| D4 . . . . .         | 14 | F4 . . . . .          | 24 |
| D5 . . . . .         | 15 | 'O'+ course . . . . . | 25 |
| D6 . . . . .         | 16 | F5 . . . . .          | 31 |
| D7 . . . . .         | 17 | F6 . . . . .          | 32 |
| D8 . . . . .         | 18 | 'A'+course . . . . .  | 33 |
| MS+ Course . . . . . | 19 | DIPLOMA . . . . .     | 34 |
| UNIVERSITY           |    |                       |    |
| U1 . . . . .         | 41 | U2 . . . . .          | 42 |
| U3 . . . . .         | 43 | U4 . . . . .          | 44 |
|                      |    | U5&+ . . . . .        | 45 |

### Column 9 (question 9)

This is for the interviewer and should not be asked to the respondent. Refer to the earlier questions and indicate if (NAME) is currently attending school. They would be considered currently attending school if they have answered yes in question 4.

### Column 10 (question 10)

Who owns the school which (NAME) is attending? Use the codes indicated on the questionnaire.

### Column 11 (question 11)

Does (NAME) receive free meals at school? If (NAME) pay extra money for food code it 1. If they do not receive meals at school, or they have to pay for these meals, code it 2.

### Column 12 (question 12)

For the past two weeks, did (NAME) failed to go to school? If the answer is yes, code it 1. If the answer is no, code it 2 and move to question 14.

### Column 13 (question 13)

Find out the reason the household member failed to attend the school. Use the codes indicated in the questionnaire.

**Column 14 (question 14)**

Question 14 asks about various expenses that (NAME) might have had to pay for their education over the last 12 months. Estimate the value in TSH, including in-kind goods. If there was no expenditure for a certain category, indicate 0. The last column should be totaled by the interviewer of all the columns preceding it.

# Section D: Health

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This section is about the health of the household members regardless their age. These questions should be asked to all household members 12 years and older, and the household member should respond for him or herself. Follow the directives and the proper codes.

## **Column 1-a (question 1-a)**

This is for the interviewer and should not be asked to the respondent. Fill in the code 1 if the household member answers the question himself and code 2 if his not answering himself.

## **Column 1-b (question 1-b)**

This question is asked to all household members without considering who was sick and who was not. Sometime, some people go to the clinics to check their health even without being sick. If the answer is yes, then code it 1 and if the answer is no then code it 2; if he/she did not go to hospital or anywhere to have health advice in the past four weeks, move to question 6 and continue with the questionnaire.

## **Column 2 (question 2)**

This question asks for the type of provided that the respondent visited. Up to two may be listed using the codes in the questionnaire. If the respondent lists a type of health provider that is not included on the list, use code 18 and write the provider in words.

## **Column 3 (question 3)**

How was the treatment of (NAME) funded? Record two possible means of funding. Use the codes listed on the questionnaire. If the source of funding is not on the list, use code 9 and write the funding source in words.

## **Column 4 (question 4)**

Ask the household members who received health services, if they were admitted or rested for a while at the hospital or health centre for the past four weeks. If the answer is yes then code it 1, and the answer is no code it 2.

**Questions 5 – 7 is about the cost of medication, you have to add up even in-kind, for all the means of paying, be it household finances or health insurance, the record the total cost in shillings.**

**Column 5 (question 5)**

What was the cost to pay for the treatment of (NAME) for medical treatment related to illness and injuries within the period of 4 weeks, including prescription medicine, tests, consultation, and in-patient fees? Convert any in-kind payments into TSH. Be careful not to include any non-prescription medication in this question, as it will be recorded in question 7.

**Column 6 (question 6)**

What was the cost to pay for the treatment of (NAME) for medical treatment **not** related to illness and injuries within the period of 4 weeks, including preventative health care, pre-natal visits, check-ups, etc? Convert any in-kind payments into TSH.

**Column 7 (question 7)**

What was the cost to pay for the treatment of (NAME) for non-prescription medication within the period of 4 weeks, including Panadol, Fansidar, cough syrup, etc? Convert any in-kind payments into TSH.

**Column 8 (question 8)**

As for all household members if (NAME) has been hospitalized or had an overnight stay at any medical facility in the last 12 months. If yes code it 1, if no code 2 and skip to question 10.

**Column 9 (question 9)**

Write down the total cost used when (NAME) was admitted for the health services within the period of the past 12 month. Convert any in-kind payments into TSH.

**Column 10 (question 10)**

Identify if there is any household member who rested overnight at a spiritual centre or the herbalist centre within the period of the past 12 months. If the answer is yes code it 1, if the answer is no code it 2 and move to question 12. This will not include hospital and dispensary services.

**Column 11 (question 11)**

Record the total amount of money spent when (name) rested at the spiritual centre or herbalist centre within the period of the past 12 month. Convert any in-kind payments into TSH.

**Column 12 (question 12)**

This question asks if the respondent has any form of physical handicap that prevents them from employment or other normal daily activities. Examples include blindness, lameness, etc.

**Column 13 (question 13)**

Indicate which type of disability the respondent has. Use the codes listed on the questionnaire. If the respondent indicates a disability not listed on the questionnaire, use code 7 and write the name in words.

**Column 14(question 14)**

Ask if the disability prohibits the respondent from working. Code 1 for yes, and code 2 for no.

**Column 15(question 15)**

This question asks if the respondent's disability has gotten worse in the last 12 months. Use the codes listed on the questionnaire.

**Column 16 (question 16)**

Read to the household member with disabilities the activities listed on item A-F, and ask if he can do them, if the answer is yes, write 1 and if the answer is no write 2.: A activities like running, rifting heavy things, sports and hard work, B mountain climbing, C- bending, D- working for about a kilometer, E- working more than 100 meter, F-eating, bathing and going to toilet.

**Column 17 (question 17)**

Ask the respondent if (NAME) used mosquito net as a prevention of malaria last night. Use the codes listed on the questionnaire. If they did not use a mosquito net, code 4 and skip to question 20.

**Column 18 (question 18)**

This question intends to know how the mosquito net of (NAME). Use the codes listed on the questionnaire. If the mosquito net was free, code 1 and skip to question 20.

**Column 19 (question 19)**

How much the household spent for the mosquito net? Make sure they tell you the amount used to buy the mosquito net. If it was an exchange of something which is not money, then put the value into money. Only one mosquito net will be recorded, (recorded once) even if it is shared between father and mother.

**Column 20 (question 20)**

This question is for the interviewer and should not be asked to the respondent. Verify if (NAME) is a woman between 12-49 years old using the ages from the Roster, if the answer is yes, code 1, and if the answer is no, code it 2 and skip to question 26.

***Column question 21-25 be asked to women between 12-49 only***

**Column 21 (question 21)**

Within the period of the past 24 months, did (NAME) gave birth to a child even if the child was born dead? If the answer is yes code it 1, and if the answer is no code it 2 and move to question 26.

**Column 22 (question 22)**

Did (NAME) regularly attend the clinic when she was pregnant to the last child she had in the period of the past 24 month? If it is yes code it 1 and if it is no code it 2.

**Column 23 (question 23)**

Where did (NAME) give birth to her last child she had in the period of the past 24 month? Use the codes listed on the questionnaire. If the respondent names a place that is not listed in the codes, use code 4 and write the name in words.

**Column 24 (question 24)**

Who assisted (NAME) during her labor? Use the codes listed on the questionnaire. If the respondent names a person that is not listed in the codes, use code 4 and write the person in words.

**Column 25 (question 25)**

Was the birth of the child registered? If yes, code 1 and if no, code 2.

***Question 26-58 be asked to household members who are 60 month old or less (below 5 years)***

**Column 26**

This is for your interviewer and should not be asked to the respondent; verify if the household member is child of 60 months (5 years) or less using the Roster. If yes you will write code 1, and if no, write code 2 and move to next household member.

**Column 27 (question 27)**

Ask the household member about the vaccination card of (NAME), if they have the card, then code it 1, ask the mother to show you the card so that you can use it to fill in question 28-36. If no, code it 2 and move to question 30.

**Column 28(question 28)**

This question is for the interviewer and should not be asked to the respondent. Indicate whether the child has a vaccination card.

**Column 29 (question 29)**

Ask the household member if (NAME) received other vaccination apart from those written on the clinic card. You will write yes if the household mentions BCG, POLIO 0-3, DPT 1-3/DPT-HB 1-3, measles vaccination. For the answer yes you will write the code 1 and move to question 31, the answer no you will write code 2 and move to question 31

**Column 30 (question 30)**

This question intends to know if (NAME) received vaccination to protect him from various diseases – including through the nation campaign of vaccination. If the answer is yes code it 1 and the answer is no code it 2, if they do not know or remember code it 3 and move to question 38.

***Questions from 31-37 be asked if the respondent (name) received any of the vaccination listed below***

**Column 31 (question 31)**

Ask the mother of the child her child received BCG vaccination to protect the child from TB. This vaccine usually leaves a scar on the child's upper arm. If yes then code it 1, if no code it 2, if she does not know or remember, code it 3.

**Column 32 (question 32)**

Also the question will like to know if the child received polio vaccination. This vaccine is usually given in the form of drops in the mouth. If yes code it 1, if no, code it 2 and move to question 35, if she does not know, code it 3 and move to question 35.

**Column 33 & 34 (question 34)**

Ask the mother of the child (NAME) when did the child received the first polio vaccination, immediately after birth or later. If it is immediately after birth code it 1, later code it 2. Question 34 wants know how many times the child received polio vaccination.

**Column 35 & 36 (question 35 & 36)**

This question wants to know if the child received DPT/DPT-HB vaccination. If yes code it 1, if no, code it 2 and move to question 37, if she does not know or remember then code it 3 and move to question 37. Question 36 wants to know how many times the child receive his vaccination.

**Column 37 (question 37)**

Ask if the child (name) received measles vaccination. If the answer is "yes" write code 1, and if the answer is no write code 2, if they do not remember code it 3.

**Column 38 (question 38)**

The question wants to know if (NAME) got fever for the past two weeks. If "yes", you will code it 1, and if no, you will code it 2.

**Column 39 (question 39)**

Ask the respondent if the child was coughing for the past two weeks. If yes write code 1. If the answer is no, then code it 2 and move to question 41, if they do not remember code it 3 and move to question 41.

**Column 40 (question 40)**

This question wants to know if when (NAME) was coughing, was he breathing normally or there was a change in breathing to fast, short shallow breaths. If the answer is yes, code it 1, if the answer is no, then code it 2, if the answer is I do not know, then the code is 3.

**Column 41 (question 41)**

This question is for the interviewer and should not be asked to the respondent. Check carefully question 38 and 39, if (NAME) had fever and cough, you will write 1, if no, you will write 2 and move to question 50.

**Column 42 (question 42)**

The guardian or parent should be asked if (NAME) made any effort or asked for consultation to cure fever of cough of the child. If yes you will write 1, if no you will write 2 and move to question 44.

**Column 43 (question 43)**

In this question you write where the guardian went for cure or consultation. Use the code listed in question 2 of this section.

**Column 44(question 44)**

This question is for the interviewer and should not be asked to the respondent. Check question 38, if the child (NAME) had fever your will fill in code 1, if no you will fill in code 2 and move to question 50.

**Column 45 (question 45)**

Ask the respondent if the child (NAME) has fever during the interview, if the answer is yes write code 1, if no then write code 2, if the answer is I do not know, write code 3.

**Column 46 (question 46)**

Ask if (NAME) had convulsions for the period of the past two weeks. If the answer is yes write code 1 and if the answer is no, write code 2 and move to question 50.

**Column 47 (question 47)**

For fever and convulsions, (NAME) received any medicine for treatment? If yes code it 1 and no then code it 2 and move to question 50.

**Column 48 (question 48)**

Write the code of the medicine (NAME) received to cure fever and conversions. Use the codes listed on the questionnaire and indicate up the three possible responses.

**Column 49 (question 49)**

Here you will verify the kind of treatment (NAME) received to cure fever and convulsions: if injection...code 1, if treatment through the anus...code 2, no treatment... code 3, if the answer is I do not know, code it 4.

**Column 50 (question 50)**

Ask the respondent if (NAME) had diarrhea in the period of the past two weeks. If yes write code 1, if the answer is no, then write code 2 and move to question 56.

**Column 51 (question 51)**

Ask if (NAME) was given more or less than usual to drink while they had diarrhea. If less, probe for more information as to how much less. Use the codes indicated on the questionnaire.

**Column 52 (question 52)**

Ask if (NAME) was given more or less than usual to eat while they had diarrhea. If less, probe for more information as to how much less. Use the codes indicated on the questionnaire.

**Column 53 (question 53)**

Ask if the sick child (diarrhea) was given ORS. If yes write code 1 and if no write code 2. Ask also if the child was given a government recommended homemade fluid. If yes write code 1 and if no write code 2.

**Column 54 (question 54)**

Ask the respondent if he went for consultation or treatment for diarrhea. If the answer is yes then write code 1, if no, then write code 2 and move to question 56.

**Column 55 (question 55)**

This question you will write up to three services where the respondent went for consultation and treatment of diarrhea of the child. Use the codes listed in question 2 of this section, and indicate up to three responses.

**Column 56 (question 56)**

Be careful when asking this question. Make sure your respondent tells you how long the baby used mother's milk, before starting eating other foods. If the baby is still lactating, record the age of the

baby in month. If the moth is no yet complete, then record it like this, for example it is 15 days: 15/30 (0.5). If the baby did not use mother's milk for various reasons, such as the mother being out of the household, record it '98'. If the baby did not breastfeed at all, enter 0.

**Column 57 (question 57)**

Ask your respondent how many months (NAME) used only mother's milk. Even if the child is still breastfeeding while eating other foods, you want to stop the count at the moment the child began to take other food. If (NAME) is still breastfeeding, record the age of the baby in month. If the baby did not use mother's milk for any reason, such as the mother being out of the household, record '98'. If the baby did not breastfeed at all, enter 0.

**Column 58 (question 58)**

Ask your respondent (NAME) yesterday received food for how many times? Check the item of food on A-D and record the number of time he/she received each item. If he/she did not receive the item, enter 0.

# Section E: Labour

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## **Definitions:**

### **Work /activities:**

Work is any lawful activity which a person engages in, in order to sustain his life.

**Last week:** it is an international measure on work remembrance; it has been used for so many years. On this question, last week is used to mean the past seven days that is from Monday to Sunday. This period is very important for the on going activities.

### **ABSENCE AT A WORK PLACE**

Make sure that anybody absent from the work for sometime, is listed as the worker during his absence.

### **AN EXAMPLE OF ABSENCE AT A WORK PLACE :**

#### **Employers who are paid while on leave:**

These must be persons who are expecting to go back to work. The period of being out can be counted up to four months (this includes maternity leave)

#### **Self employment in business and agriculture.**

A person of this caliber must be ready to go back to his business and the business must be operating during his absence . This person is given only one month of absence.

#### **Labourers**

These people should not be counted as not being on the place of work for sometime. They have no contracts.

**What type of work/activity for the last seven days?**

This item is concern with the economic activity which one spends most of his time. You have to explain well his work. Two words or more are needed to explain the type of works so that it fits in the codes of work as provided by the analysis of TASCO.

**Example:-**

**Proper explanation**

**Unsatisfactory**

**Explanation**

|                                  |           |
|----------------------------------|-----------|
| Secondary school teacher         | Teacher   |
| Maize and horticultural farmer   | Farmer    |
| House and industry pipe repair   | repairer  |
| Secretary who keeps secret files | Secretary |
| Furniture making                 | Carpenter |

***THESE QUESTIONS SHOULD BE ASKED FOR HOUSEHOLD MEMBERS WHO ARE FIVE YEARS OR OLDER***

**Vertical line 1(question 1)**

This question is for the interviewer and should not be read to the respondent. This vertical line the in reviewer is supposed to verify all household members who are above 5 years. Write codes 1 for yes and 2 for no.

**Vertical line 2 (question 2)**

Here also the interviewer has to verify if the household member is going to answer the questions. If he answers himself, write code 1 if not then it is code 2.

**Vertical line 3(question 3)**

This question intends to find out if there is a household member who is engaged in production for the household's expenditure for the past seven days. If yes code it 1 and skip to question 9. If the answer is no code it 2 and continual with the following questions.

**Vertical line 4(question 4)**

This question is about farm/business work/activities which a person is ready to continual even if he did not work for the past seven days. For the answer yes, code 1 and skip to question 9. If the answer is no, then code it 2.

**Question 5-8 is about unemployment for the past seven days.**

**Vertical line 5(question 5)**

Ask if within the past seven day (name) was available to work. If the answer is yes code it 1, and if the answer is no, code it 2 and move to question 6.

**Vertical line 6(question 6)**

Ask why (NAME) was not available to work for the past seven days. Use the codes listed in the questionnaire and following this question, skip to question 45.

**Vertical line 7(question 7)**

This question wants to know if (name) has made any efforts to look for work (job) within the period of the past four weeks. Write code 1 if the answer is yes and code 2 if the answer is no.

**Vertical line 8(question 8)**

Ask (NAME) when he worked for payment for the last time. Write the month in two figures and the year in four figures. If you answer this question skip to question 45.

**Question 9-21 concerns household members who are employed.**

**Vertical line 9(question 9)**

This question asks if the respondent did any **wage work** during the last 7 days. If the answer is yes, code it 1 and move to question 11, if the answer is no, code it 2.

**Vertical line 10(question 10)**

This question asks if the respondent did any **wage work** during the last 12 months. If the answer is yes, code it 1 and move to question 22, if the answer is no, code it 2.

**Vertical line 11(question 11)**

Ask (NAME) where he works. Make sure you write the correct name for the data. If he mentions two places, ask one which is very important

**Vertical line 12(question 12)**

Who employs (NAME)? Use codes listed on the questionnaire.

**Vertical line 13(question 13)**

What type of business/activities does the employee of (NAME) do? You will fill in the codes from ISIC or TASCOS depending on the answer. Do not ask the respondent for the ISIC code.

**Vertical line 14(question 14)**

This question intends to know the number of people where the respondent works. Record the number.

**Vertical line 15(question 15)**

How long does it take the respondent to reach his place of work? Record the time of going or coming back, one way only.

**Vertical line 16(question 16)**

Is the respondent paid, either in cash or in kind payments, by his employer? If the answer is yes fill in code 1 and move to question 18, if the answer is no, the fill in code 2 and continual with the following question.

**Vertical line 17(question 17)**

Why the respondent is not paid by his employer? Use the codes listed in the questionnaire. If the respondent gives a reason that is not listed in the questionnaire, code 4 and write the reason in words.

**Vertical line 18(question 18)**

What was the amount of the last payment that (NAME) received? If (NAME) has not yet been paid, indicate the amount that they expect to receive. Indicate also the unit for which the payment covers. For example, if the respondent received 5000 TSH an hour, code 5000 in the first vertical line and 1 in the second. If the respondent received 2,000,000 shillings a month, code 2,000,000 in the first vertical row and 5 in the second.

**Vertical line 19(question 19)**

How many hours did (NAME) work for the past seven days? Record also paid leave and sick leave. If he worked for two days, ask him to specify in hours.

**Vertical line 20(question 20)**

This question wants to know if the respondent, apart from his normal work, he was engaged in extra duty and he was paid for that (not part of his salary). If the answer is yes fill in code 1 and if the answer is no fill in code 2 and move to question 22.

**Vertical line 21(question 21)**

How (name) is being paid? Is it for hours...1, for days...2 for weeks...3, for 2 weeks...4, for month...5, quarterly...6, half a year 7 whole year 8? Fill in according to the answer. Record it in Tanzanian shillings with the codes of the time, if it is hours..1 days....2 etc.

***Vertical line 22-38 will concern household members who are self employed in non agricultural business; pet trade, kiosk, shops or selling water etc***

**Vertical line 22(question 22)**

Ask the respondent if the past week he was engaged in non agricultural business. Fill in code 1 if the answer is yes and code 2 if the answer is no.

**Vertical line 23(question 23)**

This question wants to know if the respondent was engaged in personal business apart from agriculture for the past seven days. If the answer is yes code it 1 and if the answer is no, code it 2 and move to question 45.

**Vertical line 24(question 24)**

What type of business was (NAME) working in? Write the description in the blank, and later use the ISIC codes. Do not ask the respondent for the ISIC code.

**Vertical line 25(question 25)**

Who owns this business in the household? Fill in the number of the household member from the Roster not the name.

**Vertical line 26(question 26)**

How many people who are not household members are participating in this business? Write the total number. If there is no participants who are not household members write '0'.

**Vertical line 27(question 27)**

Do not ask this question to the respondent. For the first type of business in which household members are engaged, write A on the appropriate line for members for which this was their main occupation. For the second type of business, write B on the appropriate line for members for which this was their main occupation. Continue until all business are accounted for. Each household member should have only one letter on their line.

***IF THE BUSINESS IS OWNED BY MORE THAN ONE HOUSEHOLD MEMBER THEN FILL IN VERTICAL LINE 24-47 FOR ONLY ONE HOUSEHOLD MEMBER. (THIS IS TO SAY, THERE IS ONE RESPONDENT FOR ALL THE 'A' BUSINESS, ONE RESPONDENT FOR THE 'B' BUSINESS.) ETC.***

**Example:** The head of household owns a market stall, and his son (member number 3) works for him in the business. The head's spouse runs a business from home. In this case the head should respond to the questions about his business, and the spouse to the questions about hers.

**NB:** There is a mistake in the questionnaire: "“IF THE ACTIVITIES... 27-41” should say “28-44”.

| Kujijiri  |  |   |   |  |   |
|---|--|---|---|--|---|
| N<br>A<br>M<br>W<br>A<br>N<br>A<br>K<br>A<br>Y<br>A<br>W<br>A<br>K<br>U<br>D<br>U<br>M<br>U | 25.<br>Ni nani katika kaya<br>anayemiliki shughuli<br>hii?<br><br>ORODHESHA HADI<br>WAWILI | 26.<br>Kuna watu<br>wengine wangapi<br>ambao si<br>wanakaya hii<br>ambao wanashiriki<br>katika kumiliki<br>shughuli ya<br>kujiongezea<br>kipato?<br><br>KAMA HAKUNA<br>ANDIKA '0' | 27.<br>UTAMBULISHO WA<br>BIASHARA/SHUGHULI<br><br>JAZA HERUFI 'A'<br>KWA BIASHARA YA<br>MMILIKI WA 1, 'B'<br>KWA BIASHARA YA<br>MMILIKI WA<br>2, N. K. KAMA<br>BIASHARA/SHUGHULI<br>MOJA INAMILIKIWA<br>NA WANAKAYA WAWILI<br>AU<br>ZAIDI, WATAJAZIWA<br>UTAMBULISHO MMOJA. | KAMA<br>SHUGHULI AU<br>BIASHARA<br>INAMILIKIWA<br>NA<br>WANAKAYA<br>ZAIDI YA<br>MMOJA, JIBU<br>SWALI LA 27-<br>41 KWA<br>KUMHOJI<br>MWANAKAYA<br>MMOJA TU.   |   |
|   | NA. YA<br>MMILIKI  | NA. YA<br>MMILIKI   | IDADI   |  |   |
|   | 1  | 1   | 0   | A  |   |
|   | 2  | 2   | 0   | B  |   |
| 3   | 1  | 0   | A   |  |   |
| 4   |  |   |   |  |   |
|   |  |   |   | 28.<br>Wapi [JINA] anapofanya shughuli yake?<br>KWANGU AU KWA MBIA MWENZANGU<br>(AMBAYO INA SEHEMU MAALUM)...1<br>KWANGU AU KWA MBIA MWENZANGU<br>(HAINA SEHEMU MAALUMU)...2<br>JENGO LIMEUNGANA NA /LIKO NJE YA<br>NYUMBA AU NYUMBA YA MBIA<br>MWENZANGU.....3<br>JENGO LA KUDUMU LAKINI SIO<br>KWANGU.....4<br>KIBANDA CHA KUDUMU (SOKONI).....5<br>GARI, MKOKOTENI, KIBANDA CHA<br>MUDA (MTAANI).....6<br>KIBANDA CHA KUDUMU (MTAANI).....7<br>SEHEMU NYINGINE YA MUDA.....8<br>SEHEMU YA UJENZI.....9<br>NYUMBA YA MTEJA/MWAJIRI.....11<br>SINA SEHEMU<br>MAALUM/MTEMBEZAJI.....12 | 29.<br>Ameendesha<br>shughuli hii kwa<br>muda gani? |
|   |  |   |   | MIAKA   MIEZI  |   |
|   |  |   |   | 5   3   6  |   |
|   |  |   |   | 1   0   11   |   |
|   |  |   |   |  |   |
|   |  |   |   |  |   |

### Vertical line 28(question 28)

Where does (NAME) run his business (place)? Use the codes listed on the questionnaire.

### Vertical line 29(question 29)

How long has this business existed? Record the year in four digits and the month in two.

### Vertical line 30(question 30)

Ask (NAME) where he received the capital to start this business. Use the codes listed on the questionnaire. If the respondent names a source of capital that is not on the list, use code 11 and write the source of capital in words. Up to three sources of capital can be listed.

### Vertical line 31(question 31)

Who are the clients of (NAME)? Indicate up to two responses using the codes listed in the questionnaire.

### Vertical line 32(question 32)

You need to be careful when asking this question. You have to add the total value of his properties; even those in the store, in the farm, farm implements, buildings, land, cars etc. The total amount has to be filled in this question.

**Vertical line 33(question 33)**

What is the value of your current stock of inputs or supplies? This includes all materials that kept on hand for making or producing goods.

**Vertical line 34(question 34)**

Ask the respondent the value of the goods which is ready to be sold.

**Vertical line 35(question 35)**

What is the monthly income of (NAME) before paying tax and the fixed cost? For the weekly income fill in code 1 and for the monthly income fill in code 2 on the vertical line and the amount on the gross sales.

**Vertical line 36(question 36)**

This question intends to know the monthly income of (NAME) after paying tax and the fixed costs. If it is a weekly income fill in code 1 and if it a monthly cost fill in code 2 on the vertical line of time and the amount on the net profit.

**Vertical line 37(question 37)**

Ask the respondent how many employers who are not household members who participated in (NAME) business in the period of the past one month. Record the number.

**Vertical line 38(question 38)**

How much is (NAME) spending a month in paying salaries? If the amount is zero, fill in '0'

**Vertical line 39(question 39)**

How much money spent by (NAME) in buying raw materials and inputs for his business? Enter the amount in TSH.

**Vertical line 40(question 40)**

How much (NAME) spends in a month in paying other services like, fuel, energy, electricity etc? Enter the amount in TSH.

**Vertical line 41(question 41)**

Ask the respondent, how many months out of the past 12 months he was engaged in this business? If it is the whole year, indicate 12 months.

**Vertical line 42(question 42)**

What is the average monthly profit of this business for the months in the last year in which it was functioning. This should be the total amount of money taken in minus the fixed and variable costs of production.

**Vertical line 43(question 43)**

Ask the respondent if apart from this business he has another non agricultural activity is engaged in for the period of the past seven days. If, the answer is yes, then fill in code 1 and if the answer is no fill in code 2.

**Vertical line 44(question 44)**

Ask the respondent if apart from this business he has another none agricultural activity is engaged in for the period of the past 12 months. If, the answer is yes, then fill in code 1 and if the answer is no fill in code 2.

### *Examples of Self-Employment*

1. Tailor: His/her resources are tailoring machines, a pair of scissors, needle, (qn 32). It is possible to have some materials like pieces of clothes, thread (qn 33) and ready made clothes like gowns, shirts etc. (qn 34). To know total revenue (qn 35), you need to ask the revenue for gowns (Tsh 15000) and how many sold in the last month (x8), shirts revenue (Tsh 10,000) and how many sold in the last month (x3). (Check  $qn\ 36 = qn\ 35 - 38 - qn39 - qn40$ ., when all measured in the same units. In this example the enumerator should probe further.
2. Selling water: In this case the business may have no capital (qn. 32) or inputs (qn. 33). However, he/she may have water in stock to sell (qn. 34). In the case of traders such as this, include money spent on merchandise under input costs (qn. 39).
3. Selling eggs: Suppose the respondent says they sell eggs from their farm as a business. THIS SHOULD NOT BE ENTERED HERE. This activity should be entered in the agriculture questionnaire to avoid double-counting.

| N<br>A<br>-<br>Y<br>A<br><br>M<br>W<br>A<br>N<br>A<br>K<br>A<br>Y<br>A<br><br>W<br>A<br><br>K<br>U<br>D<br>U<br>M<br>U | Unaendesha shughuli ya aina gani? | 32. Nini jumla ya thamani ya rasilimali iliyopo kwa ajili ya shughuli ya [JINA] kama vile vifaa, majengo, ardhi, magari n.k.? | 33. Nini jumla ya thamani ya malighafi iliyopo sasa? | 34. Je! nini thamani ya mali iliyo tayari kwa mauzo? | 35. Ulipata kiasi gani cha fedha kabla ya makato kutokana na biashara yako/zako? (Gross sales) |         | 36. Ulipata kiasi gani cha fedha baada ya makato kutokana na biashara yako/zako? (Net profit) |               | 37. Kuna wafanyakazi wangapi ambao si wanakaya walijishughulisha katika kipindi cha mwezi mmoja wakati shughuli ya [JINA] ikifanyika? | 38. Je, ni kiasi gani cha fedha anachotumia [JINA] kwa mwezi katika kulipa mishahara? | 39. Je, ni kiasi gani cha fedha anachotumia [JINA] kwa mwezi katika manunuzi ya vifaa vya uzalishaji? | 40. Je, ni kiasi gani cha fedha anachotumia [JINA] kwa mwezi kwa ajili ya kugharamia mahitaji mengine kama vile nishati, mafuta, na umeme ? |          |          |
|--|-----------------------------------|---|--|--|--|---------|---|---------------|---|---|---|---|----------|----------|
|  | ITAJE                             | SHILINGI  | SHILINGI   | SHILINGI   | WIKI<br>MWEZI  | 1<br>2  | SHILINGI  | WIKI<br>MWEZI | 1<br>2  | SHILINGI  | WAFANYAKAZI<br>WASIO<br>WANAKAYA  | KAMA HAKUNA<br>ANDIKA '0'   | SHILINGI | SHILINGI |
| 1  | tajir                             | 30,000  | 10,000   | 25,000   | 2  | 150,000 | 2   | 100,000       | 0   | 0   | 25,000  | 10,000  |          |          |
| 2  | selling water                     | 0   | 0  | 5,000  | 1  | 15,000  | 1   | 10,000        | 0   | 0   | 5,000   | 0   |          |          |
| 3  | selling eggs                      |   |  |  |  |         |   |               |   |   |   |   |          |          |

### **HOURS SPENT (WORK) FOR THE LAST SEVEN DAYS.**

Question 45-48 are very important for this research and should be asked for all household members above the age of 5. It is important to know the time (hours) spent in working, this will help to determine those who are working below 40 hours a week. These can be categorised as people who are working under international standard time of working. This is very important for economical growth; the government needs to know this fact in order to prepare policy towards this problem.

**Question 45:** You will fill in hours (NAME) spent working on household, a non agricultural activity within the household – whether or not they were paid for their work. If none, you will fill in '0'.

**Question 46:** You will fill in hours (NAME) spends in working in the household farm, plus livestock and fishing - whether or not they were paid for their work. If none, then fill in '0'.

**Question 47:** You will fill in time in hours and minutes (NAME) spends in collecting firewood or other fuel materials', if none, fill in '0'.

**Question 48:** You will fill in time in minutes and hours that (NAME) spends in fetching water (going and coming back). If no, fill in '0'.

### **Vertical line 49 (question 49)**

Taking in consideration of item A-F, every item, ask your respondent the level of satisfaction and dissatisfaction of the life his living. Use the codes listed on the questionnaire.

# Section F: Food Consumption outside the Household

---

Do not include gifts given out. Record received and consumed gifts. Ask their market value.

Section F should include all food or drinks consumed outside the household. (Anything the respondent ate or drank outside the household should fit in one of the questions in this section.) However, avoid double counting. For example, if the respondent ate a full dinner that included barbecue meat, list this EITHER in questions 2&3 or 4&5, NOT in BOTH places.

## **Column 1**

This question is for all household members, ask if any of the household member eaten and drunk outside the household for the past seven days. If yes code 1 and if no code 2. Household members with code 2, skip to question H2.

## **Column 2 & 3**

For household members with code 1, ask if they had a full meal (Morning, noon and evening) outside the household. If the answer is yes code 1, and write on Column 3 the cost of the meal. If the answer is no then code 2 and move to question 4.

## **Column 4 & 5**

Ask the respondent (household member) if they have eaten grilled meat, roasted potatoes, roasted banana or other bites outside the household for the past seven days. If the answer is yes, then code 1, and record on Column 5 the cost of these bites. If the answer is no, code 2 and move to question 6.

## **Column 6 & 7**

Ask the respondent (household member) if they have taken local beer outside the household for the past seven days. If the answer is yes, code 1 and then record the cost of the drinks in Column 7. If the answer is no, code 2 and move to question 8.

**Column 8&9**

Ask the respondent (household member) if they have drunk wine, beer or hard drinks outside the household for the past seven days. If the answer is yes code 1, and record the cost of the drinks on Column 9. If the answer is no, code 2 and move to question 10.

**Column 10 & 11**

Ask the respondent (household member) if they have drunk soda/soft drinks outside the household for the past seven days. If the answer is yes, then code 1 and record the cost of the drinks on Column 11. If the answer is no, code 2 and move to question 12.

**Column 12 & 13**

Ask the respondent (household member) if they have eaten sweets, ice-cream and other refreshments outside the household for the past seven days. If the answer is yes, then code 1 and record the cost of these refreshments on Column 13. If the answer is no, code 2 and move to question 14.

**Column 14 & 15**

Ask the respondent (household member) if they had taken tea, coffee, sambusa, cakes and other bites outside the household for the past seven days. If the answer is yes then code 1 and record the cost on Column 15. If the answer is no, then code 2.

# Section G: Children Living Elsewhere (Migration)

---

This section concerns children of the mother in the household, who are independent, living outside the household and earning their own living. **It should only be asked to women over 27 years of age.**

## **Column 1**

The interviewer should make sure if the respondent (woman) is above 27 years old. If the answer here is yes, then code 1 and if the answer is no, then code 2 and move on to the next line.

## **Column 2**

Ask the respondent (woman) if she has a child who is above 15 years old living outside the household. If the answer is yes, then code 1. If the answer is no, code 2 and move on to the next line.

**NOTE:** From section B all the way through section G question 2, each row of the questionnaire refers to the same household member. This stops with question 3. Rows will no longer line up with the flap from question 3 onward.

## **Column 3**

Record the number of the woman in the household who has children living outside the household. The Column which follows will have the code of c1, c2, etc as the identification of children living outside the household.

As an example: suppose members 2 and 3 are adult women. Woman 2 has three children over 15 living outside the household, and member 3 has two children living outside. Then you would enter the following.



Where does the child lives? Use the codes listed on the questionnaire to indicate the location.

#### Vertical 9

Record the code of the education grade of the child. Code 99 if the education level is unknown.

#### Column 10

Record the code of the occupation of child for the past 12 month. Note that the final choice is “5 years old.” This code should be used for all children under five years old that are not in school, but for not one else. If the child is 6 years old, but not in school, indicate “no job.”

#### Column 11

Ask how much the child contributes every month to help his parents; cash or in-kind. If it is in-kind, convert the value into a monetary value. Multiply this amount times 12 and record the total amount on this Column.

Note that the next page of the questionnaire is almost the same. This is used only if there are more children living outside the household than can be recorded on the first sheet. Note that the numbers in the “Child Individual ID” begin with C13, but the questions are completed in the same way.

#### IMPORTANT FORM

This form is very important, it contains all details of the household members; name, age and gender. This information helps you during the interview, you do not have to turn to section B now and then.

#### SECTION H: GOOD GOVERNANCE

Questions 1 to 3 contains directions for the interviewer only and should not be asked to the respondent.

#### Question 1

Record the number of the household member who was selected to receive this section of the questionnaire.

This section should ONLY be asked of the member who is randomly selected according to your random number table. To use the random number table, write the household number in the first column. Then count the number of ADULT members in the household (18 years or older) and look at the column with that number. The number in the appropriate row (this household) and appropriate column (correct number of adult members) is the member ID of the person you should interview.

For example: if you're interviewing household 0123 which has 5 adult members, in the example below you would interview member number 3.

| No. | HH ID |   |   |   | Number of adults |   |   |   |   |   |   |   |   |
|-----|-------|---|---|---|------------------|---|---|---|---|---|---|---|---|
|     |       |   |   |   | 1                | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 1   | 0     | 1 | 2 | 3 | 1                | 1 | 3 | 4 | 3 | 6 | 1 | 2 | 8 |
| 2   |       |   |   |   | 1                | 2 | 3 | 4 | 5 | 5 | 7 | 6 | 6 |
| 3   |       |   |   |   | 1                | 1 | 3 | 2 | 1 | 2 | 1 | 3 | 8 |
| 4   |       |   |   |   | 1                | 1 | 2 | 3 | 3 | 4 | 7 | 3 | 8 |

#### Question 2

If this person is the person who will actually be responding to the governance module, code 1 here and begin with Column 4. If not, continue to question 3.

#### Question 3

If the selected respondent is not answering these questions, write the roster number of the actual respondent.

Look carefully the Column, before Column 4, you will see the names of the different leaders from A-H. Before starting asking the questions which follows, make sure you have all the names of leaders who are listed. You will receive these names from your supervisor. The names will be different in every ward.

Ask questions 4 through 7 for each leader before moving to the next leader. (Go across then down.)

#### Column 4

Ask the names of the leaders from your respondent. Compare them with the one you received from your supervisor. If the respondent gives you the similar name, you code it 1, if he/she gives you different name, you code it 2. If he does not know the names of his leaders, fill in "98"

#### Column 5

Ask the respondent when he spoke to the leader for the last time. Ask him this question for all leaders on the list and code it.

#### Column 6

For every leader on the list, ask if the respondent is satisfied with the performance. Record the code according to choices on the questionnaire.

#### Column 7

Ask the respondent if the election is called today, will he vote again for the same leader. If the answer is yes, code 1, if no code 2 and if I do not know code 3.

Finish with all the local leaders before moving on to Column 8.

#### Column 8

Look carefully the Column which comes before Column of question 8, you will see the names of different village's meetings from A-E. On Column 8 you will ask the respondent if last year he was able to attend all village meetings. If the respondent attended all, code 1. If they were only able to attend some, code 2. If they attended none, code 3.

#### Column 9

For the respondents that missed meetings (responses 2 or 3) to Column 8, ask them why they did not attend all the meetings and code the responses using the list on the questionnaire. Ask the question for each individual type of meeting. Do not assume that the reason is the same for all meetings.

#### Column 10

You will ask the religious denomination of the respondent. Use the codes indicated on the questionnaire.

#### Column 11

If you look on Column 10, you will see the source of information from A-E. Ask the respondent how many times last year he participated in the following (Read to him the sources of information, one after another). Use the codes indicated on the questionnaire.

# Section I: Questions for Women Only (Gender-Based Violence)

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Questions in this section should be asked for ALL women who are between 15 and 49. Section I has more forms if more than one woman/girl is interviewed.

This section is very sensitive. . Girls who are not married will be asked about their friends (men/boys). Those who are married will answer the questions regarding their husbands. Those who are divorced will answer the questions regarding their former husbands.

Begin by explaining WHY we want to ask these questions: the government is interested in understanding the problems women face. You have been chosen randomly to represent other women in Tanzania. Please help us by giving honest answers about the difficulties you may have faced.

Enumerator: There are three important rules for this section.

1. You have to make sure (interviewer) that the interview is **PRIVATE**. Neither men nor women should be present. It is your job as the interviewer to insist on privacy and ask any other observers to leave. Other persons may be present ONLY if the respondent herself asks for them to observe AND she understands the content of the interview. If you can not guarantee privacy for the interview, skip the section.
2. Remind the respondent that this interview is **CONFIDENTIAL**. No one will learn about their answers. No one will ever talk to their husbands, boyfriends or parents about what they say in this interview.
3. The respondent should be informed that the interview is **VOLUNTARY** and she can stop the interview if she wishes to do so. She should feel free to stop the interview at any time – even after you begin – if she is not comfortable answering the questions.

If this section is skipped due to refusal or lack of privacy, make note in the Observations section on page 2.

#### Question 1

Indicate the Roster ID of the woman answering this section.

#### Question 2

Read questions A-H one at a time exactly as written. Record the woman's response using 1 for "yes" and 2 for "no".

#### Question 3-6

These questions should be asked going across. For example, you should ask Columns 3, 4, 5, and 6 for line A before moving on to line B. Then you should ask Columns 3, 4, 5 and 6 for line B before moving on to line C.

#### Question 3

Ask the respondent if she has ever been beaten by the husband (present and past). If the answer is yes, code it 1. If the answer is no, code it 2

#### Question 4&5

In Column 4, ask the woman if this incident has taken place in the last 12 months. If yes, code 1 and continue to question 5 to indicate the frequency. If no, code 2 and skip to question 6.

#### Question 6

This question measures how frequently the incident occurred, BEFORE the last 12 months. (If the respondent is unsure, ask her for her best estimate. (If the respondent said "yes" to 3 and "no" to 4, then question 6 should not "never".)

#### Question 7

This question is for the interviewer only. Review Column 3 to see if the respondent answered yes to any question. If so continue with the section. If she did not say yes to any items in Column three, this module is finished for this respondent, and you should move on to the next eligible woman in the household.

#### Question 8

Item A-F is places where a person can report and ask for help if harassed. Ask your respondent if she reported her case and asked for help. Read to her item by item A-F, if she says yes, meaning she reported, code it 1 and if the answer is no code it 2.

This section should be repeated for all eligible women in the household. There are up to 4 of these sections available in the questionnaire. If there are more than 4 women in the household, ask your supervisor for an additional household book, and be sure to carefully copy the information from the cover of the main booklet onto the supplement.

# Section J: Housing, Water & Sanitation

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## Question 1

This question is about the ownership of the building occupied by the household. The building can be the property of the household, rented (the whole building or a part of it), rented by employer etc. As it is shown in the questionnaire, fill in the code according to the answers from your respondent. Remember, when the code is 1, 3, 5&6 you will skip to question 2 and answer question 3.

## Question 2

This question asks about the house rent, the household pays a month, for all buildings occupied by the household. If the house rent, is paid by the employer, the amount of money which the employer pays for house the house is recorded.

## Question 3

Here what is needed is the number of the rooms occupied by the household. Remember that the number of the rooms does not include stores, toilets, shower rooms, halls and veranda. Include only the rooms are those being occupied by the household; including sitting rooms, dining rooms and the kitchen. Separate the total number of rooms in case of having the main house and the secondary houses as it is shown on the Column number.

## Question 4

Materials for building a wall include trees, wood, soil, soil and trees, brick layering, as it is shown in the questionnaire. If the respondent indicates a material that is not on the list, code it as "other" and write it in letters.

## Question 5

This question asks building materials for the roof; these include; grass, bamboo, tyres as it is coded in the questionnaire, fill in the relevant code. If the respondent indicates a material that is not on the list, code it as "other" and write it in letters.

## Question 6

Indicate building material for the floor of all houses occupied by the household, including soil, concrete, cement etc. Look for the codes of the building materials as it is shown in the questionnaire. If the respondent indicates a material that is not on the list, code it as “other” and write it in letters.

#### Question 7

Write the main source of income in the household. Use the codes listed on the next page. If the respondent indicates a source of income that is not on the list, code it as “other” and write it in letters.

#### Question 8

This question identifies the main source of drinking water in the household during the rain season. Record the code as it is in the questionnaire. If you put the code “11” make sure you mention the main source of drinking water. If there are more than two sources, mention the one used frequently by the household

#### Question 9

This question asks the time used by the household in the process of fetching water from the source to the household during the rain season (mentioned in the previous question). Here time includes three aspects time for going to fetch water, waiting to fill the container at the source, and the time spent coming back. If for example the household spends 1 hour and 35 minutes, record 95 minutes in the minutes box. Do not record it as 135 minutes!

#### Question 10

Read to him the minutes mentioned in question 9, ask him out of these minutes, how many he spend waiting to fetch water. If it is hours, convert it in to minutes.

#### Question 11

For the source of drinking water during the dry season, insert the needed code as it is in the questionnaire. If there is a code of “11,” make sure you mention the source. If there are several sources of water, mention the one frequently used by the household.

#### Question 12

The question intends to know the time spent by the household to fetch water for their use from the source to the household during the dry season. This source should be the one mentioned in the previous question. Here time means; time for going to the source, time for waiting to fill in the containers, the time spent on the way coming back. For example if the household spends about 1 hour and 35 minutes, record 95 minutes in the minute box.

#### Question 13

Read to him the minutes mentioned in question 9, ask out of these minutes how many he spent waiting to fill water in his container. If it is hours convert, it to minutes.

Compare time spent collecting water in section E and in section J (Sec E sw.47 and Sec J sw.9/13) and probe if these look inconsistent.

#### Question 14

How do they make sure that their drinking water is safe and clean? Record the code according to the answer of the respondent.

#### Question 15

This is an environmental question. The aim is to know how they dispose their trash. If the household uses a method that is not included on the list, indicate "6" and record the method in words.

#### Question 16

This question asks about the type of the toilet used by the Household. If the household uses a type of toilet that is not included on the list, indicate "5" and record the type of toilet in words.

#### Question 17

This question is about the main energy the household use to cook. Note that what is needed here is not the utensil but the energy used. If the household uses a type of energy that is not included on the list, indicate "6" and record the type of energy in words.

#### Question 18

This question is about the light in the household (during the night), what type of energy is used to provide light. Use the codes listed in the questionnaire. If the household uses a source for lighting that is not included on the list, indicate "9" and record the source in words.

#### Question 19

This question is about the main source of energy used in the household. Use the codes listed in the questionnaire. If the household uses a source of electricity that is not included on the list, indicate "7" and record the source in words.

#### Question 20

Ask the respondent to describe the title deed of the house. If is a tenant, then ask about the contract and remember the code 9, if this type of contract is that is not included on the list, indicate "8" and type of contract in words.

# Section K: Food Expenditure a Week Ago.

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This section will examine household food expenditure; food crops (starch from roots), sugar, beans, horticultural crops, fruits, meat, milk and milk products, oil, spices, tea, soft drinks, coffee. The questions ask if the household consumed any foods in the past seven days. It is important that you take your time on this section and ask the questions carefully. These measures will be used to construct poverty estimates.

NOTE: This section measures CONSUMPTION, not EXPENDITURE. The questions focus on how much was eaten, not on how much was purchased or produced. Suppose, for example, that a household purchases a 50kg bag of rice every month for TSh. 35,000, and eats approximately 1.5 kilos per day. In the 7 days prior to the interview, the household may have purchased no rice. However, they ate  $7 \times 1.5\text{kg} = 10.5\text{kg}$  of rice. We care about the 10.5 kg eaten. When asked about the amount spent, you should calculate the cost of these 10.5 kg (TSh.  $35,000/50\text{kg} = \text{TSh } 700/\text{kg}$ . So for 10.5kg, the cost was TSh 13,500.)

NOTE ON LOCAL UNITS: Respondents may give answers in local units. If they are unable to convert these into standard units (the options listed on the questionnaire), you should record the answer in local units. You are then responsible to weigh or measure these local units before you leave the village and convert all answers into standard units.

Also, be careful with option 5 in the units question (“pieces”). This should only be used with items that have a fairly standard size which will not vary from village to village. For instance, eggs may be counted in pieces. Bread should not be counted in pieces.

## Column 1

Read out to your respondent all items of food listed. Code 1 if the item is consumed, and code 2 if the item is not consumed. Remember to record the items consumed in the household and not

outside the household. Ask this question for all items of food listed 101-1108 before moving on to Column 2.

#### Column 2

This question is asked only for those items with have a “1” in Column 1. Record the total amount the household consumed in the past seven days. **This includes purchases, own production and gifts.** And make sure to carefully code the units. While a household might each 300 grams of sugar in a week, 300 kilos would make everyone sick.

#### Column 3

In this Column, you should only list the purchases made by the household in the past 7 days. Again be careful to check the units.

#### Column 4

Record the total amount of money spent for this item in the past seven days.

#### Column 5

In this Column, you should only list the own production of the household in the past 7 days. Again be careful to check the units.

#### Column 6

In this Column, you should only list the gifts and transfers received by the household in the past 7 days. Again be careful to check the units.

At the end of the line, you should perform a quick check that the total from Column 2 is roughly equal to the sum of the three columns. If there is a large difference in the amounts, you should ask the respondent to clarify.

If the respondent says “Yes” to question 2, be sure that you have fill in all the appropriate columns for that food item. For instance, in the example below, the household said “Yes” they consumed raw maize. Even though all the raw maize came from own production (question 5) make sure you enter zeroes for questions 3 and 6. You do not need to enter units when entering zeroes. You do not need to enter shilling values in question 4 if none of the food item was purchased. See the example below.

**SEHEMU K: MATUMIZI YA CHAKULA KWA WIKI MOJA ILIYOPITA**

SWALI 3, 5, 6: TUMIA GERESHO TOKA SW.2

|                         |   |   |   |  |   |  |                |   |     |  |   |
|-------------------------|---|---|---|--|---|--|----------------|---|-----|--|---|
| <b>GERESHO</b>          | 1. Katika siku 7 zilizopita, wanakaya wenu walitumia mazao/bidhaa yafuatayo kwa ajili ya chakula ndani ya kaya? | 2. Je! Ni kiasi gani kwa jumla kaya yenu ilitumia kwa siku 7 zilizopita?            | 3. Je! Ni kiasi gani minunua kwa siku 7 zilizopita?               | 4. Je! Ni kiasi gani alitumia?                               | 5. Je! Ni kiasi gani mlichotumia kiltokana na uzalishaji wa kaya? | 6. Je! Ni kiasi gani mlichotumia kiltokana na zawadi na vyanzo vingine?                              |                |   |     |  |   |
|                         | JAZA VYAKULA VILIVYOLIWA NDANI YA KAYA TU NA USIJAZE VILIVYOLIWA NJE YA KAYA.                                   | KIPIMO<br>KILO.....1<br>GRAM.....2<br>LITA.....3<br>MILILITARE.....4<br>IDADI.....5 | KAMA HAKUNA, JAZA 0 KATIKA KIASI NA ACHA WAZI KATIKA KIPIMO Sw. 5 | SWALI HILI LINAHUSISHA KIASI KILICHOONYESHIWA KATIKA SWALI 3 | KAMA HAKUNA, JAZA 0 KATIKA KIASI NA ACHA WAZI KATIKA KIPIMO Sw. 6 | ONDOA VYAKULA VILIVYOLIWA NJE YA KAYA<br>KAMA HAKUNA, JAZA 0 KATIKA KIASI NA ACHA WAZI KATIKA KIPIMO |                |   |     |  |   |
|                         | ULIZA SWALI HILI KWA VYAKULA VYOTE KABLA YA KUULIZA MASWALI MENGINE KWA VYAKULA VYENYE JIBU LA NDIO             | NDIYO...1<br>HAFANA...2<br>(KINGINE)  | KIPIMO   KIASI  | KIPIMO   KIASI   | SHILINGI  | KIPIMO   KIASI   | KIPIMO   KIASI |   |     |  |   |
| <b>Bidhaa za Nafaka</b> |   |   |   |  |   |  |                |   |     |  |   |
| 101                     | Mpunga  | 1   | 1   | 1.5  | 1   | 1  | 800            | 1 | 0.5 |  | 0 |
| 102                     | Mchele  | 2   |   |  |   |  |                |   |     |  |   |
| 103                     | Mahindi mabichi   | 1   | 2   | 400  |   | 0  |                | 2 | 400 |  | 0 |

**Question 7**

Ask your respondent if any person who is not a member of their household was invited for food in the past seven days, even if it is only for one meal. If the answer is yes, code it 1 and move to question 8. If the answer is no, code it 2 and move to section J.

**Question 8**

Ask the respondent to tell you the number of days they invited visitors for food. Remember to record this separating the visitors according to their age as it is itemized in A, B, C and D.

**Question 9**

Also ask the number of meals the household invited visitors. Record it the same way as you did in question 8.

# Section L: Non-Food Expenditure – For One Week and One Month Ago

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## ONE WEEK

### Question 1&2

Read out to your respondent all items listed below with codes 101-103, ask if out of these, some or all were consumed in the household for the past seven days. If the answer is yes, code it 1 and if the answer is no code it 2. Ask for each and every item. For yes, remember to record the total amount of money used to buy the item.

## ONE MONTH

### Question 1&2

This is the same question as the previous one, the difference, is that here you ask for one month and the codes are 201-224.

# Section M: Non-Food Expenditure over the 12 Months Ago.

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## Question 1&2

This question is also the same as the previous two questions. The difference is that here you ask about 12 month and the codes are 301-319.

## NON FOOD ITEMS THAT MAY HAVE NOT BEEN PURCHASED

## Question 1&2

Ask your respondent if the household collected, bought or received items listed below in the past 12 month. Every item, if the answer is yes code it 1. If the answer is no, code it 2.

## Question 2&3

Column 2&3 will depend on the answer of the previous question. If the answer in question 1 is yes, then on Column 2 you will record the estimated value of the item. Also ask how much it could cost if the same item was sold at the market.

# Section N: Household Assets

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These questions ask about the ownership of the resources and other valuable permanent assets as it is stipulated in the questionnaire. It is possible that your respondent could be hesitant to respond to these question because they are very sensitive; these are information which one would not like to share with a stranger. Try to use polite language to convince him of the confidentiality of the interview.

Column (codes 401-452)

Read out to your respondent the list of the assets; ask him what they own and record the total number of the assets in total box. If there is none, record "0". Be careful to record the number and not the value of the item. Households, no matter how wealthy, are unlikely to own 20,000,000 air conditioners.

(For row 409: give the number of single chairs – do not state the number of "seti".)

# Section O: Assistance and Groups

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In this section you should ask all the questions across (Columns 1-5) for row A before moving on to row B.

## Column 1

This question intends to know if the respondent received (money or in-kind) from the Government or NGOs (religious) as it is listed on the horizontal line A-F. Do not include groups like SACCOS and UPATU (self-help groups). If the answer is yes, the code it 1 and record it on the horizontal line. If the answer is yes then code it 2.

## Column 2

This question is the continuation of question 1, if the answer is yes, asks your respondent to tell the name of the group which provided the grant and what type of the grant.

## Column 3

Here we need to know the amount of money received from the sources mentioned in Column 2 for the past 12 month.

## Column 4

Here we need to know if the sources of grant in Column 2, provided food for the household for the past 12 month. Ask your respondent to tell you the value (money) of this food.

## Column 5

This question intends to know that apart from money and food, what are other things the household received from the source of grant (Column 2) for the past 12 month. Other things check the list given on Column 1 item F.

## Question 6 (horizontal line 6)

Ask your respondent if there is any household member who is a member of Credit Union (SACCOS is a good example). If the answer is yes, code it 1 if the answer is no code 2 and skip to the next section.

#### Column (before Column 7)

Ask your respondent to tell you the names of the household members who are in the Credit Union. List the names on the appropriate Columns on the rows A-E, after recording the names for each row; insert the Roster number of the household member.

In this section, ask questions 7 through 15 for each person listed before moving on to the next person on the list.

#### Column 7

This question intends to know how much credit (money) the household member has in the Credit Union.

#### Column 8

This question intends to know how many times and for what period a member of the Credit Union give out his contribution. You will record it as it is directed. If it is 2 times a month, you will write 3 on the Column of frequency and 3 on the Column of unit.

#### Column 9

Ask a member of the Credit Union how much money his contributing, and how much is kept as a credit, your will record the amount.

#### Column 10&11

Ask when he last took the loan from this Credit Union. Ask for the year and month. Record the year in four digits. Enter the amount of the loan on Column 11. If the answer is no enter '0' and skip to the next row.

#### Column 12

Household member, who is a member of the Credit Union, will be asked the credit he had before asking for the loan. This will be recorded on this Column.

### Column 13

Ask the reason for taking the loan for the last time. Use the codes provided on right side of this page.

### Column 14&15

In this question ask him/her about the period of paying back the loan. Record it on the Column of time and the amount. For example if is paying back 20,000 weekly, you will enter 20,000 on the Column of TSH and 2 on the Column of period. On the Column 15, your respondent will tell you how long it will take him/her to finish paying back the loan.

## SECTION P: LOANS

(LOANS WHICH ARE NOT FROM THE SACCOS)

[This section is to be answered by the head of the household or any household member who is responsible of the loans listed below]

### Question 1

Ask your respondent if there are any household members who took loan (money), goods or services outside the household for the past 12 month. If the answer is yes, code it 1 and if the answer is no code it 2 and move to section Q. Remember to add up all the loans including agricultural activities loans. Be particularly careful when valuing loans that are in the form of goods or services.

### Question 2

Ask your respondent to mention the names of the institutions outside the household, where the household members took the loan for the past 12 month. Make sure you finish listing people or institutions before moving to the next question.

### Column 3

This question should not be asked to the respondent. The interviewer needs to insert codes for the source of loans. Use the codes provided on the bottom of this page.

### Column 4

On this item, you will insert the roster number of the household member who took the loan from the institutions you listed on Column 2.

#### Column 5

Ask your respondent if the loan was money or things. If money code 1, if goods code 2.

#### Column 6

You will fill in the amount of the loan in shillings (Remember, if the loan was in the form of goods, give the value in money and fill it in here).

#### Column 7

Ask your respondent to tell you if the whole loan is paid back. If the answer is yes code it 1 and skip to question 9. If the answer is no, code it 2.

#### Column 8

Ask your respondent when is expecting to finish paying back the loan. Enter the year and month expected. Enter the year in four digits.

#### Column 9

Ask your respondent the total pay of the loan with interest. Example: Eli took a bank loan amounting to 100,000 with 25% interest. The total pay of the loan with interest for Eli, is 125,000.

#### Column10

It is normal that when one asks for the loan, there are must be an intended purpose. Ask your respondent the intended purpose of asking for the loan. Choose among the given codes, if it is not on the list, then code it "13" and write down the intended purpose in words.

### SECTION Q: CRIME AND JUSTICE

#### Question 1

In this question we want to know if there is any household member who has been robbed for the past 12 month. Look at the table or the robbery incidences, read aloud to your respondent suggested cases up to 3 on the item A-C.

#### Question 2

Ask your respondent if there has been an attempt of robbery in their household for the past 12 months. Look at the table of the robbery attempts; read it aloud to your respondent. List up to three attempts on item A-C.

#### Question 3

Ask your respondent if there is any member in their household who has been attacked for the past 12 months. Read aloud to him the table of the attacking incidences. List up to three incidences on the item A-C.

#### Question 4

Here you will list crime reported in question 1-3. Use the codes provided above. If the crime is listed in A-C in question 1, answer question 5. If it is listed in A-C in either question 2 or 3, skip to question 6.

#### Question 5

For the crime reported, ask the respondent the value of the property lost. Then enter the amount in shillings. If the item stolen was not cash, estimate the value of the stolen item.

#### Question 6&7

Ask your respondent, who in the household was seriously affected by the crime reported in question 4, using the codes from the Roster. In question 7, ask the month when this event happened.

#### Question 8

This question asks if this incidence was reported to the police. If the answer is yes, code it 1. If the answer is no, code it 2 and skip to question 12.

#### Question 9

Ask your respondent if the suspect was caught and interrogated. If the answer is yes, code it 1. If the answer is no, code it 2.

#### Question 10

This question intends to know if the household member was asked to give bribe to police in order to quicken the investigation. If the answer is yes, code it 1. If the answer is no, code it 2 and skip to question 12.

#### Question 11

Item 'B' needs to know the amount of money the household paid for the case procedures. Remember when inserting codes you have to enter the amount of money the victim paid in all procedures.

#### Question 12

Ask your respondent to tell you the name of who committed the crime: Use the codes indicated on the questionnaire. If the respondent does not know the identity of the perpetrator, enter "7" and skip to question 16. Use code 8 if they refuse to answer the question.

#### Question 13

Ask the victim if the criminal was taken to other lawful machinery like the leadership of the sub village, village, etc. If the answer is yes, code 1. If the answer is no, code 2, and move to next section.

#### Question 14

This question ask about the punishment given the the perpetrator. Use the codes indicated in the questionnaire.

#### Question 15

This question asks who made the decision about what happened in this case. Use the codes indicated in the questionnaire. If the decision-maker is not on the list, code "10" and write their title in words.

EXAMPLE: See the picture below. This household experienced two thefts and one attempted theft. The thefts (of crops and livestock) both happened in September. The attempted theft of a cell phone happened in January. Notice how the codes are entered.

For question 3, since there were no assaults, a 9 is entered.

For question 4 the codes refer to the crimes report in questions 1 to 3. The code should combine the question number, the letter from the original question (in case there are multiple incidents) and the response code: number-letter-number.

Finally, notice that question 5 is skipped for incident “2A2”. All incidents reported in questions 2 or 3 should skip question 5 and go straight to 6.

**SEHEMU Q: UHALIFU NA HAKI**

Tungependa kukuuliza juu ya uhalifu ambao umewa:

|   |   |   |  |   |   |  |   |   |
|---|---|---|--|---|---|--|---|---|
| 1. Katika kipindi cha miezi 12 iliyopita, kuna mtu yeyote katika kaya hii amewahi kuibiwa kitu chochote?<br><br>ANGALIA JEDWALI LA WIZI.<br><br>SOMA KILA CHAGUO KWA SAUTI ORODHESHA MPAKA MATUKIO 3. |   |   | 2. Katika kipindi cha miezi 12 iliyopita, kulikuwa na jaribio lolote la kuibiwa chochote kwa mtu yeyote katika kaya hii?<br><br>ANGALIA JEDWALI LA WIZI.<br><br>SOMA KILA CHAGUO KWA SAUTI. ORODHESHA MPAKA MATUKIO 3. |   |   | 3. Katika kipindi cha miezi 12 iliyopita, kuna mtu yeyote amewahi kuvamiwa katika kaya hii?<br><br>ANGALIA JEDWALI LA SHAMBULIZI.<br><br>SOMA KILA CHAGUO KWA SAUTI.<br><br>ORODHESHA MPAKA MATUKIO 3. |   |   |
| A   | B | C | A  | B | C | A  | B | C |
| 5   | 6 |   | 2  |   |   | 9  |   |   |

IKIWA JIBU NI HAKUNA KATIKA 1A-3C ► 16

|  |   |  |  |   |  |  |   |
|--|---|--|--|---|--|--|---|
| 4. Tafadhali orodhesha uhalifu wote uliotolewa taarifa hapo juu<br><br>IKIWA 2A - 3C ► Sw.6<br><br>TUMIA GERSHO HAPO JUU | 5. Ni jumla ya thamani gani ya mali zote zilizopotea?<br><br>SHILINGI | 6. Mwanakaya gani aliathiriwa zaidi na uhalifu huo?<br><br>NAMEA | 7. Tukio hili lilitokea lini?<br><br>MWEZI | 8. Je, ulitoa taarifa Polisi juu ya uhalifu huo?<br><br>NDIYO..1 HAPANA.2 ►12 | 9. Je, Polisi walimkamata au kumhoji mtuhumiwa?<br><br>NDIYO..1 HAPANA.2 | 10. Je, ulitakiwa kulipa chochote Polisi kwa ajili ya kukusaidia katika kesi hii?<br><br>NDIYO..1 HAPANA.2 ►12 | 11. Uliilipa shilingi ngapi?<br><br>TSH |
|--|---|--|--|---|--|--|---|

|   |     |         |   |     |   |  |  |  |  |
|---|-----|---------|---|-----|---|--|--|--|--|
| 1 | 1A5 | 100,000 | 1 | Sep | 2 |  |  |  |  |
| 2 | 1A6 | 250,000 | 1 | Sep | 2 |  |  |  |  |
| 3 | 2A2 |         | 2 | Jan | 2 |  |  |  |  |
| 4 |     |         |   |     |   |  |  |  |  |
| 5 |     |         |   |     |   |  |  |  |  |
| 6 |     |         |   |     |   |  |  |  |  |

Before question 16, tell the respondent that “I would also like to know about other disputes in which you may have been involved during the last few months.”

Question 16

Ask if there are is any household member who divorced or separated with his partner. Read the codes to him and fill up the codes on the Column 'A' and 'B'.

#### Question 17

Ask your respondent if there is any household member who had conflicts regarding the up keep of the child. Fill in the codes on the Column 'A', 'B' and 'C'. Remember that you can have all three answers or less.

#### Question 18

This question needs to know if there is any household member who was involved in the Land disputes. You will fill in the codes on the Column 'A' – 'C' below depending on the answer of your respondent.

.

#### Question 19

Ask your respondent if there is any household member who was involved in money dispute; was he the source of the problem (debt from other people) code 1, the problem was from outside, code 2, if the problem is more than what we have coded, then explain it and code it '3', if there is no money disputes in the household code it '4'.

#### Question 20

Ask your respondent if there is any household who was arrested by the police. If he was arrested and fined code '1', If arrested and imprisoned code '2'

Interview look at question 16A-20B, if there is no answers, which means '4', move to section (R), because question 21-28 will have no meaning.

#### Question 21

On this Column you will have to list all conflicts reported above in question 16 A- 20B. What you have to do is to fill in the codes on this Column from number 1-6.

#### Question 22

Check the horizontal line of question 21, the conflict you have documented, you need to write a number of the household member who was involved in the conflict.

#### Column 23

This question has two different items A & B. Item 'A' you have to fill in the report about the event (Criminal event), where was it settled. You have to code only three if the respondent mentioned many cases. In item 'B' you have to fill in the report on the amount of money the household paid to make sure the case is settled. Remember when coding the events you have to include the amount of money the victim paid for settling the case. If there is nothing paid remember to fill in '0'.

#### Question 24&25

Ask your respondent to tell you the total amount of money used to settle the conflict; adding up fee, fines and other payments for both sides. That means you will have to fill in the total cost used to settle the conflict to the end or where it stands now. Question 25 code 1 if the conflict is settled, if the conflict is not yet settled code it 2.

#### Column 26

This question, fill in the code of a person/ institution which decided on how to settle this conflict. Please use the codes from question 23, 27, also you will have to fill the total number of the weeks the conflict took to be settled. If your respondent mentions month and years, convert this into weeks.

#### Question 28

Respondent/victim should be asked if he/she satisfied with the results/development of the case (Remember you have to ask this question to the victim). If the answer is yes code it '1', if it is no code it '2' if not sure ( yes and no) code it '3'

# Section R: Recent Shocks to Household Welfare

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Ask this section to the household head or any household member who knows very well the welfares of the household.

## Column 1

The question intends to know if the household encountered disaster/events among those listed on Column here for the past five years. Read the entire list of shocks before moving on to Column 2. In the case of 119, specify the shock in words.

## Column 2

Before answering question 2, read this list of shocks the household indicated having experienced in the past five years. Ask the respondent which of these shocks had the most significant impact on their wellbeing, then code 1 in Column 2 for that shock. Then ask the household which had the second most significant impact, code 2 in Column 2 for that shock. Similarly, code 3 for the third most significant shock. If the household indicates having only experienced two shocks in the past five years, you will not have a code 3 in this Column.

## Column 3, 4&5

Questions on these Columns, will be asked only on three major disasters which is listed in question 2. You will leave blank the lines which are list listed in Column 2. In question 3 the respondent will answer if the disasters lowered the income of the household. In question 4 you will ask how much these disasters affected the household and you will code it. In question 5, ask your respondent when the shock took place, you will note the month and the year. Record the year in four digits.

# Section S: Deaths in the Household

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This question intends to know about any deaths that took place in the last two years in the households.

## Question 1

Ask your respondent if there were any household members, including children and infants, who died within the period of the past two years. If the answer is yes code 1, and if the answer is no, code 2 and move to next section.

## Column 2, 3, 4&5

Column 2 you will record the name of the deceased mentioned by your respondent. Column 3 you will record the code of the relationship between the deceased and the head of the household, for checking the codes given below this page. Column 4 you will record the gender of the deceased. Column 5 asks the age of the respondent in years. If the deceased was under 5, please give the age in months. If younger than 12 years, skip to Column 8. Column 6 asks if death was registered in the death registration system. You should code 1 if yes, and 2 if no.

## Column 7

This question asks what was the deceased as a job during his/her lifetime. You will code according to the codes listed on the questionnaire.

## Column 8

This question asks for the cause of death. Code the response according to the questionnaire. Note the skip codes, on illness and old age.

## Column 9&10

For question 9, if the deceased died from other reasons different from sickness, whatever the answer you will receive from your respondent, just code it and move to question 13. Again question 10 needs to know the cause of death, you will record the code. Check the codes on the right side of this page, if you use code 7 remember to write the reasons. If the respondent mention to you more than two illnesses, just choose the major two illnesses.

#### Column 11

How long the deceased was sick. If he/she sick for several days code it 1, weeks code it 2, months code it 3 and years code it 4. On the Column of units, your will fill in the units. Example, the deceased was sick for 4 month before his death, you will code 4 on the Column of time and code 3 on the Column of measurement.

#### Column 12

This question need to know the cause of death; was the death diagnosed by medical staff or it is only the perception of the respondent. Use the codes provided on the questionnaire.

#### Column 13&14

Did death cause the loss of land and property due to customs? If it is yes code it 1, if no code it 2 and move to another disease person if your respondent mentioned more than one. Column 14 your will fill in the monetary value of the lost land or other assets.

# Section T-1: Household Recontact Information

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This section is important for writing information for re-visiting the household, particularly if the household decides to move to another location. Before asking the number of the telephone, you need to take the GPS measurement. Every interviewed household, the interviewer must measure the location of the household from the corner of Northings and Eastings.

## Item 1

Record the telephone number of the household head. If he has no telephone number, please fill in '98'

## Item 2:

Record the telephone numbers of other household members. You will fill in up to 3 members. You will fill in their names together with their telephone numbers.

If no one in the household owns a telephone, try to find the telephone number of a friend, relative or community leader who can contact the household. You should always have at least 1 contact number for the household.

## Item 3: A CLOSE PERSON IN THE COMMUNITY.

This section includes relatives, friends who lives in town/village/street/sub village where the household head stays. You will fill in the name, relationship with the head of the household, work, place where he lives, more information and telephone number.

## Item 4: CLOSE PERSON (OUT SIDE THE COMMUNITY OR FROM ANOTHER VILLAGE)

This section includes relative, friend who lives outside the town, or village. You will fill in the name, relationship to the household member, work, location where he leaves, other information and telephone number.

ATTENTION.

Question 3 and 4 make sure you write full name, proper relationship with the household head, main work, the location where he stays, proper telephone number. On the extra explanation, write characteristics of identifying a person, like position, name etc.

# Section T-2: Filter Questions for the Ag Module

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## Question 1

The question intends to know if there is any household member who has cultivated any plot or raised any crops. If the answer is yes, code 1. If the answer is no code 2.

## Question 2

In this question ask your respondent if there is any household member who own a farm on which they do not cultivate. They may rent it to others, or the land may be fallow. If the answer is yes, code 1. If the answer is no, code 2.

## Question 3

Ask your respondent if there is any household member who cultivated a plot or grew any crops during the long rainy season of the year 2008. If the answer is yes, code 1. If the answer is no, code 2.

## Question 4

Ask if there is any household member who owned or farmed during the short rainy season of 2008. If the answer is yes, code 1. If the answer is no, code 2.

## Question 5

Ask if there is any household member who owned any livestock for the past 12 months. If the answer is yes, code 1. If the answer is no, code 2.

## Question 6

Ask your respondent if there is any household member who is engaged in fishing or having a fish farm in the past 12 month. If the answer is yes then code it 1 and if the answer is no, then code it 2.

## Question 7

This question should not be asked to the respondent. Indicate if the household is eligible to participate in the agricultural module. If the respondent has said “yes” to any question listed in 1-6, then they are eligible and you should code “1” here. If all questions have a “no” response, then they are not eligible and you should code 2.

## **Gift to the Respondent**

In this section you have to explain to the respondent that you would like to give gift to thank him/her for good cooperation in the research. Remember these gifts depend on the area, if it is town, give out nets and if it is in the village give out hoes.

### **Question 8**

If the household receives a net, code it 2, and if it receives a hoe, then code it 3.

### **Question 9**

On this section you are required to write the name of the person who receives the gift, identification number which is provided on the list of the household members. And remember to ask him/her to sign.

# Section U: Anthropometry

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## Column 1

These questions should not be asked to the respondent. Measurements should be taken for all household members older than 7 months.

## Column 2&3

Column 2 asks if the household member was measured. Code 1 for yes, and code 2 for no. If no, you should indicate the reason why they were not measured. If the reason is not on the list in the questionnaire, code 4 and write the reason in words.

## Column 4

The weight should be recorded in kilograms with a leading zero. For example, 3.2 kilograms should be recorded as "03.2".

## Column 5

This should be recorded in centimeters with leading zeros. For example 97 centimeters should be recorded as 097.

## Column 6

All individuals taller than 45cm and able to stand should be measured standing. Babies shorter than 45cm or those unable to stand should be measured lying down.

In question 6, indicate whether the individual was standing or laying down when the measurement was taken. This should apply to all individuals, not just children.

## Following the Interview

Please remember to record the time spent on the interview

Thank the respondent for taking the time to complete the survey. Let them know again that all the information will be kept confidential. Also, tell them that the survey is annual and that they may be contacted again, and so finding them is important. Ask them to provide information to the VEO if they are planning on moving from the community.

Part II.

Agricultural  
Questionnaire

# Introduction

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## **Summary of the Interviewer's Responsibilities on the Agricultural Questionnaire**

1. You are responsible for helping to 'sensitize' the local community about your activities before the interviews begin. This includes provision of information to the street/village chairman about the major objectives of this research and securing their cooperation to facilitate in the smooth completion of our tasks. This information should be provided early before commencement of the research.
2. You are responsible to identify and visit sampled households as well as households whose plots have to be measured (GPS).
3. You must talk to the head of the household or another household member who is above 18 years for every sampled households explaining the objectives of your work and then make an appointment for interview.
4. Arrange a reasonable time for interviewing residents of the households selected.
5. After completing the interview, thoroughly check the questionnaire to ensure you have not made any mistakes/errors before leaving the interviewed household. For households selected for GPS plot measurement, make sure that the plots are measured and fill in the GPS questionnaire for those households.
6. You must maintain frequent communication with your supervisor for assistance as well as for inspection of your work.
7. Where necessary you will be required to answer some queries raised by your supervisor/staff from NBS headquarters. This is meant to ensure the efficiency of your work.

8. You must submit questionnaires to your supervisor immediately when you have completed them.

# Section A- 1: Household Identification

---

You will get ID codes for Regions, Districts, Wards, Villages/Enumeration Areas from your supervisor. Write the Household ID code as written on the household questionnaire, ***make sure that the household ID codes are identical to that of the agricultural questionnaire.***

## Section 1: Household Roster

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Copy all information from household questionnaire, It is IMPORTANT to make sure that every household ID's are identical in both questionnaires.

Qn 4: Mark with 'x' the respondent to this questionnaire

# Section 2: Plot Roster

---

Qn1: Did you or anyone in this household own or cultivate any plots in the long rainy season 2008?  
Ask on all plots being cultivated by the household owned or not owned by the household (rented or cultivated freely). If the answer is no, go to question 5 to ask for short rainy seasons.

**Table A:** Please list all plots of which anyone of your household owned or not cultivated during the 2008 long rainy season.

Column one

This is the identification of all plots listed in question 2

Question 2: Name of the plot

Names of plots should be clear. We need to follow-up these same plots for a prolonged period. Therefore, by using correct plot identification names, interviewees will identify names of plots we are interested to get their information for a particular time. It is likely not the same person interviewed will provide information on the following year, but we need any household member who will involve to identify them

**Example:** Name like, 'Maize farm' is not sufficient because the same plot may not have maize in the following years. Write the name of the plot like 'Kiswaga Plot', 'Home plot', etc

Question 3: Description/location

It is necessary to provide sufficient information on the plot locations,  
Example, the plot is located at Mahameni area, home, grazing areas etc.

Question 4: Area (Acre)

Ask the size of the plots in acres. Area of the acre should be recoded into two digits with one decimal point, eg 02.5, 34.2. etc

Qn 5: What year was the last completed short rainy season?

Ask what year was the last completed short rainy season?, either 2007 or 2008 by filling in code 1 or 2. Remember that the short rainy season starts from September to December every year in areas receiving rainy seasons for two seasons per year (short rainy season and long rainy season). The short rainy season is completed when the majority of crops from the season have been harvested. When you return to the field from re-training in Tanga (April 2009) most households should have completed the short rainy season 2008. Thus you will answer 2008 to this question, and the agriculture questionnaire will focus on two seasons: long rainy season 2008 (harvested in Aug-Sep 2008) and short rainy season 2008 (harvested Jan-Feb 2009).

Qn6: In addition to the plots above, did you or anyone in your household own or cultivate any plots during the last completed short rainy season [YEAR]

Ask the interviewee if there is any household member who cultivate/own any plot during short rainy season in the year concerned, other than the plots listed in Table A for the long rainy season. If the answer is no skip to qn 10. If plots are cultivated in both long and short rainy season, list them in Table A and do NOT repeat them in Table B.

**Table B.** Despite the plots listed above, please list plots cultivated or owned by this household during short rainy season(.....), (see table A). Ask for extra plots that are not listed in table A: This means that in most cases table B will be left blank

**Qn 7, qn 8 and 9: Information on these questions are the same as those in table A (Qn 2, 3 and 4).**

**Definition of a plot:** A contiguous piece of land is a single plot in almost every case. However, if the farmer thinks of the plot as multiple separate plots **and** these plots have different tenure status you should treat them as separate plots.

**Example 1:** If the household owns four acres farmed primarily by the husband, and an adjoining acre farmed primarily by the wife, these should be treated as separate plots.

**Example 2:** If a farmer has two acres for which he has a title of some sort and also farms an adjacent two acres with no title these should also be treated as separate plots.

**Example 3:** On the other hand, if a farmer has 10 acres of land in one piece but farms only 2 of these acres, this is still one plot of 10 acres.

Minimum size for a plot: In rural areas the idea of a plot is usually clear. Most households will also grow something around the house (shamba la nyumbani) which should also be counted as a plot. In urban areas, households may have a few trees or plants around the house. Use the following rules when deciding whether to count these as a plot.

| Tree/plant   | Minimum quantity for a plot |
|--|-----------------------------|
| mango, avocado, passion, guava, orange, mandarin, lime/lemon, jack fruit | 1 tree                      |
| Banana, papaya   | 4 trees                     |
| tomatoes, carrots, cabbage, spinach, etc.                                | 4 square meters             |

#### Map plotting

Please sketch a map showing where the plot is located from the house. In the sketch, make sure you show its location from home and other plots of the household using direction (North, East, South and West). Also estimate distance and time from house to the plot (walking/bicycle etc) or distance depending on the capability of the interviewee.

**Qn 10:** This question should not be asked but has to be investigated if there is any household member having any plot during both seasons (short and long rainy seasons). ***These are directives to the interviewer.***

# Overall Structure of Sections 2 – 7

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## **MAKE SURE SECTIONS 2 – 7 ARE CONSISTENT WITH EACH OTHER**

Plots listed in Section 2 must be followed-up in 3 (and possibly 4 and 6)

- All plots list in 2a should appear in 3a.
- All plots listed in 2a AND 2b should appear in 3b.
- All plots listed in 2a should appear in 4a or 6a. Additionally, any plot listed in 3b for which the answer to 3b Question 36 was "yes" should also appear in 4b or 6b.
- Any crop listed in 4a for which the answer to 4a Question 1 is "yes" should appear in 5a.
- All crops listed in 4b should appear in 5b if the answer to 4b Question 1 is "yes".

If you harvested maize from any plot, you need to at least tell us in section 5 that you did/didn't sell any of that maize. You can skip the post-harvest questions (S5) if the respondent said they didn't harvest any of the crop in question in section 4, question 1. (But make sure they said "no" to question 1 for all plots with that crop.)

- All fruits/crops list in Section 6a should appear in 7a. All fruits/crops in Section 6b should appear in 7b.
- All plots listed in 2b should appear in 4b or 6b if the answer to 3b Question 3 was "yes". Additionally, any plot listed in 3b for which the answer to 3b Question 36 was "yes" should also appear in 4b or 6b. Same logic as for 2a, but it doesn't fully work in reverse. If you had a plot in the short season and you farmed it in the short season, then you should report a crop on it. But farming a plot in the short season does not imply it should've been listed in 2b -- as these are only the plots which are exclusive to the short season.

**Do not add new plots after Section 2. Do not add new crops in Section 5 or Section 7.**

- Section 2 should list all plots mentioned anywhere in the questionnaire. Do not add new plots in section 3, section 4 or section 6.

- Section 4 should list all annual crops. Do not add new crops in section 5 that were not in section 4.
- Section 6 should list all fruit trees and permanent crops. Do not add new crops in section 7 that were not listed in section 6.

### **Avoid double counting**

- A given plot should not be repeated within 3a or within 3b.
- A given plot-crop combination should not be repeated within 4a or 4b.
- A given crop should not be repeated within section 5a or within 5b or within 7a within 7b.
- All plots listed in 2a should appear in 4a or 6a if the answer to 3a Question 3 was "yes". (NB: plots can be repeated in 4a and 6a. A given plot-crop combination should not be repeated though.) 2a is a list of plots you owned or farmed. If you tell us in Section 3 that you did in fact cultivate the plot, then you should report either an annual (S4) or perennial (S6) crop on that plot.

### **Example**

Suppose has the plots shown below in the picture. The crops growing in each plot are shown for both masika and vuli seasons. Fallowed plots are shown in gray. Crops that were planted but did not yield any harvest are crossed out.

The following page shows how the questionnaire would be filled in for these plots. The diagram on the next page shows only the beginning of each section, to show which plots and which crops should be listed. Note the following:

Mtembeni is listed in 2B because it was NOT **owned or** cultivated in masika – only in vuli.

2A plots are listed in 3A. All the plots are listed in 3B.

Mlimani plot was dropped from vuli after section 3B because it was not cultivated in vuli.

Waziri plot is listed twice in 4A and twice in 4B, because there were multiple annual crops (mahindi and maharage) growing on this plot in both masika and vuli.

Mahindi is grown on two plots in Section 4A, but only listed once in 5A. For each crop, combine all plots into one line for section 5.

In vuli season, the Maharage is dropped after section 4B because none was harvested.

Fruit trees (like mwembe) and permanent crops (like muhogo) are listed in section 6.

Muhogo was dropped after 6B because none was harvested.

## Masika

Waziri

mahindi  
maharage  
mwembe  
~~mihogo~~

Mlimani

mahindi

## Vuli

Waziri

mahindi  
~~maharage~~  
mwembe  
~~mihogo~~

Mlimani

lilipumzishwa

Mtembeni

mahindi

2. ORODHA YA MASHAME

A.

|    |                |
|----|----------------|
| 2. | JINA LA SHAMBA |
|----|----------------|

3. TAARIFA ZA SHAMBA

3A. MASWALI YOTE KWENYE SEHEMU HII YANAHUSU MSIMU WA MASI

|                                    |   |     |  |
|------------------------------------|---|-----|--|
| 1.                                 | ORODHESHA MASHAMBA YOTE YALİYOLIMWA AU KUMILIKIWA NA KAYA KATIKA MSIMU WA KILIMO WA MASIKA 2008 | 3.  | Je! Shamba hili lilitumikaje msimu wa kilimo uliopita? |
| TUMIA TAARIFA KUTOKA SEHEMU YA 2A. |   |     |  |
| L                                  | LILILIMWA   | 1 ▶ | 5  |
| A                                  | LILIKODISHWA  | 2   |  |
| S                                  | LIMEGAWIWA  | 3 ▶ | 7  |
| H                                  | LILIPUMZISHWA   | 4 ▶ | 20   |
| A                                  | MSITU   | 5 ▶ | 21   |
| M                                  | NYINGINE  | 6 ▶ | 19   |

4. MAZAO KATIKA SHAMBA

MSIMU WA MASIKA 2008

|   |   |  |                     |
|---|---|--|---------------------|
| S | Z | 1.   | Je [ZAO] lilivunwa? |
| H | A | ORODHESHA MASHAMBA YOTE ULİYOLIMA KATIKA MSIMU WA MASIKA 2008. |                     |
| A | O | KWA KILA SHAMBA ORODHESHA MAZAO YOTE YALİYOLIMWA.              |                     |
| G | G | JINA LA SHAMBA   | JINA LA ZAO         |
| S | S |  |                     |
| H | H |  |                     |
| O | O | NDIYO 1 ▶  | 3                   |
|   |   | HAPANA   | 2                   |

5. JUMLA YA MAUZO NA HIFAI

5A. MSIMU WA MASIKA

|   |                     |   |
|---|---------------------|---|
| Z | 1.                  | ORODHESHA MAZAO YOTE YALİYO KATIKA SEHEMU YA 4A |
| A | GERESHO JINA LA ZAO |   |

6. MAZAO YA KUDUMU & MITI YA MATUND.

6A. MITI YA MATUNDA

|   |    |  |          |                                  |
|---|----|--|----------|----------------------------------|
| S | 1. | ORODHESHA MASHAMBA YOTE ULİYOLIMA KATIKA MIEZI 12 ILIYOPITA. | 8.       | Milivuna kiasi gani cha [TUNDA]? |
| H | Z  | KWA KILA SHAMBA ORODHESHA MATUNDA YOTE YALİYOLIMWA.          | KILOGRAM |                                  |
| A | A  | JINA LA TUNDA  |          |                                  |

7. JUMLA YA MAUZO NA HIFADHI YA

7A. MITI YA MATUNDA

|   |                       |  |                      |  |
|---|-----------------------|--|----------------------|--|
| T | 1.                    | ORODHESHA MITI YOTE YA MATUNDA KAMA ILIVYO KATIKA SEHEMU 6A. | 2.                   | Mliuza sehemu yoyote ya [TUNDA] mliyovuna? |
| U | GERESHO JINA LA TUNDA |  | NDIYO 1 HAPANA 2 ▶ 6 |  |

|    |         |  |
|----|---------|--|
| M1 | WAZIRI  |  |
| M2 | MLIMANI |  |
| M3 |         |  |
| M4 |         |  |
| M5 |         |  |
| M6 |         |  |
| M7 |         |  |

|    |         |   |
|----|---------|---|
| M1 | WAZIRI  | 1 |
| M2 | MLIMANI | 1 |
| M3 |         |   |
| M4 |         |   |
| M5 |         |   |
| M6 |         |   |
| M7 |         |   |

|    |    |         |          |   |
|----|----|---------|----------|---|
| M1 | 11 | WAZIRI  | MAHINDI  | 1 |
| M1 | 31 | WAZIRI  | MAHARAGE | 1 |
| M2 | 11 | MLIMANI | MAHINDI  | 1 |
|    |    |         |          |   |
|    |    |         |          |   |
|    |    |         |          |   |
|    |    |         |          |   |
|    |    |         |          |   |
|    |    |         |          |   |
|    |    |         |          |   |

|    |          |  |
|----|----------|--|
| 11 | MAHINDI  |  |
| 31 | MAHARAGE |  |
|    |          |  |
|    |          |  |

|    |    |        |     |
|----|----|--------|-----|
| M1 | 73 | MWEMBE | 115 |
|    |    |        |     |
|    |    |        |     |
|    |    |        |     |
|    |    |        |     |
|    |    |        |     |
|    |    |        |     |
|    |    |        |     |
|    |    |        |     |

|    |        |   |
|----|--------|---|
| 73 | MWEMBE | 1 |
|    |        |   |
|    |        |   |
|    |        |   |

B.

|    |                |
|----|----------------|
| 7. | JINA LA SHAMBA |
|----|----------------|

3B. MSIMU WA VULI ULIOPITA

|  |   |    |  |
|--|---|----|--|
| 1.                                       | ORODHESHA MASHAMBA YOTE YALİYOLIMWA AU KUMILIKIWA NA KAYA KATIKA MSIMU WA KILIMO WA MASIKA 2008 AU VULI ULIOPITA. | 3. | Je! Shamba hili lilitumikaje msimu wa kilimo uliopita? |
| TUMIA TAARIFA KUTOKA SEHEMU YA 2A NA 2B. |   |    |  |
|  |   | ▶  | 1  |

4B. MSIMU WA VULI ULIOPITA

|   |   |  |                     |
|---|---|--|---------------------|
| S | Z | 1.   | Je [ZAO] lilivunwa? |
| H | A | ORODHESHA MASHAMBA YOTE ULİYOLIMA KATIKA MSIMU WA VULU ULIOPITA. |                     |
| A | O | KWA KILA SHAMBA ORODHESHA MAZAO YOTE YALİYOLIMWA.                |                     |
| G | G | JINA LA SHAMBA   | JINA LA ZAO         |
| S | S |  |                     |
| H | H |  |                     |
| O | O |  |                     |
|   |   | ▶  | 1                   |

5B. MSIMU WA VULI

|   |                     |   |
|---|---------------------|---|
| Z | 1.                  | ORODHESHA MAZAO YOTE YALİYO KATIKA SEHEMU YA 4B |
| A | GERESHO JINA LA ZAO |   |

6B. MAZAO YA KUDUMU

|   |    |  |          |                              |
|---|----|--|----------|------------------------------|
| S | 1. | ORODHESHA MASHAMBA YOTE ULİYOLIMA KATIKA MIEZI 12 ILIYOPITA. | 8.       | Milivuna kiasi gani cha ZAO? |
| H | Z  | KWA KILA SHAMBA ORODHESHA KUDUMU YOTE YALİYOLIMWA.           | KILOGRAM |                              |
| A | A  | JINA LA ZAO  |          |                              |

7B. MAZAO YA KUDUMU

|   |                     |  |                      |  |
|---|---------------------|--|----------------------|--|
| Z | 1.                  | ORODHESHA MAZAO YOTE YA KUDUMU KAMA ILIVYO KATIKA SEHEMU 6B. | 2.                   | Mliuza sehemu yoyote ya zao mliyovuna? |
| A | GERESHO JINA LA ZAO |  | NDIYO 1 HAPANA 2 ▶ 6 |  |

|    |          |  |
|----|----------|--|
| V1 | MTEMBENI |  |
| V2 |          |  |
| V3 |          |  |
| V4 |          |  |
| V5 |          |  |

|    |          |   |
|----|----------|---|
| M1 | WAZIRI   | 1 |
| M2 | MLIMANI  | 4 |
| V1 | MTEMBENI | 1 |
|    |          |   |
|    |          |   |
|    |          |   |
|    |          |   |
|    |          |   |
|    |          |   |

|    |    |          |          |   |
|----|----|----------|----------|---|
| M1 | 11 | WAZIRI   | MAHINDI  | 1 |
| M1 | 31 | WAZIRI   | MAHARAGE | 0 |
| V1 | 11 | MTEMBENI | MAHINDI  | 1 |
|    |    |          |          |   |
|    |    |          |          |   |
|    |    |          |          |   |
|    |    |          |          |   |
|    |    |          |          |   |
|    |    |          |          |   |

|    |         |  |
|----|---------|--|
| 11 | MAHINDI |  |
|    |         |  |

|    |    |        |   |
|----|----|--------|---|
| M1 | 21 | MUHOGO | 0 |
|    |    |        |   |
|    |    |        |   |
|    |    |        |   |
|    |    |        |   |
|    |    |        |   |
|    |    |        |   |
|    |    |        |   |

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|--|--|--|
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|  |  |  |
|  |  |  |
|  |  |  |

# Network Roster

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**The “network roster” is a list of all the people, companies or organizations that the respondent has done business with. Throughout the entire agricultural questionnaire, everytime a question asks “who”, it will ask you to record their network roster ID code.**

When the respondent lists a person they do business with for the first time, add their name to the network roster. Use their new code (N1, N2, etc.) to fill in the answer to the question.

The next time they mention the same person or company, use the same code.

**The network roster should be filled out gradually during the interview – you cannot complete it all at once at the end.**

## **Qn 1: NAME**

Enter the name of the individual, company or organization you are referring to. Do not write “relative”, “neighbor” or any of the other codes from the box at the right. This should be more specific. For instance, perhaps the respondent rents land from “Frank Mhando” or sold their crops at “Korogwe Market Place” or received inputs from the “Tanga Sisal Growers Cooperative.”

## **Qn 2: CODE**

Select one of the codes from the box to the right, labeled “Qn 2 Codes”. These codes divide the individuals and organizations in the network roster into categories. Note that this question is in caps (CODE). You do not need to read it to the respondent if it is clear from their answer that this is, say, a neighbor or relative.

## **Qn 3: LOCATION**

Select one of the codes from the bottom of the page labeled “Qn 3 Codes”. These codes simply state where the individual or organization is located. The location should be measured at the time the transaction took place. If a farmer in a village in Tanga region says he sold sisal to a certain buyer whose office is in Tanga town, but who came with his truck to the village to collect the sisal, then record the location as 1, “WITHIN THE VILLAGE”.

## Example

Suppose I get both fertilizer (samadi) and seed (mbegu) for my maize from my neighbor, Frank Mhando. In this case, when I come to question 42 in section 3 I should add Frank's name to the network roster in the next available line (N2) then put this code as the response to question 42. When I come question 21 in section 4, I should put the SAME CODE because I bought the seeds from the SAME PERSON.

|  |                                 |  |  |   |
|--|---------------------------------|--|--|---|
| <p>42. Ni wapi minunua/kupewa sehemu kubwa ya samadi?</p> <p>ORODESHA<br/>WATOAHUDUMA<br/>HADI WAWILI</p> <p>1   2</p> | <p>4A. MSIMU WA MASIKA 2008</p> | <p>S<br/>H<br/>A<br/>M<br/>B<br/>A</p> <p>GERES<br/>HO</p> | <p>Z<br/>A<br/>O</p> <p>GERES<br/>HO</p> | <p>21. Ni wapi minunua/kupewa sehemu kubwa ya mbegu?</p> <p>ORODESHA<br/>WATOAHUDUMA<br/>HADI WAWILI</p> <p>1   2</p> |
| <p>N2</p>  |                                 |  |  |   |
|  |                                 |  |  |   |
|  |                                 |  |  |   |
|  |                                 |  |  |   |
|  |                                 |  |  |   |
|  |                                 |  |  |   |
|  |                                 |  |  |   |
|  |                                 |  |  |   |

### NETWORK ROSTER CARD

|    | 1. JINA          | 2. GERESHO | 3. MAHALI |
|----|------------------|------------|-----------|
| ID |                  |            |           |
| N1 | Soko ya Korogwe  | 3          | 3         |
| N2 | Frank Mhando     | 2          | 1         |
| N3 | Tanga Sisal Coop | 5          | 4         |

## Section 3: Plot Details

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Fill in the plot flap before beginning this section. Use the flap to make sure you keep the correct plot on the correct line.

**Section 3A:** Questions in this section are concerned with long rainy season and all plots listed in table A section 2.

**Section 3B-**Questions in this section are concerned with short rainy season for all plots listed in table A and B in section 2. Question in Section 3A and 3B are similar but are asked in different seasons that are 3A which is long rainy seson 2008 and 3B is the last short rainy season.

**Qn1:** List all plots owned or cultivated by the household in long rainy season 2008, use information from 2A, *these are directives to the interviewer*

Qn 2: What is the distance from (plot) to:

Ask interviewee the distance in kilometer from plot to home, road and market. Ask them to estimate if they are unsure. If the respondent gives distances in minutes walking, assume that it takes approximately 10 min to walk a kilometer. (So 15 min would be 1.5 km.)

Qn 3: How did you use this plot during the last long rainy season 2008?

The purpose of this question is to know how the plot was used during the last rainy season.

Example, the plot was cultivated, rented, given out for free etc. If the response is “given out”, this means the respondent’s household received none of the crops from this land and no other payments in cash or kind from the person who cultivated it.

Qn 4: What was the total income from renting out this plot during the long rainy season 2008?

Ask the interviewee the total income earned from renting that plot. (Include: in-kind income, income by crop output, future/planned incomes within last 12 months.)

Qn5: What was the main crop cultivated on this plot in the long rainy season 2008?

Ask the interviewee the main crop cultivated on the plot during the long rainy season 2008. Main crop is the one that has covered a large portion of the plot or is the targeted crop in the respective plot. Write crop and its ID code found at the last page of the agricultural questionnaire

Qn 6: Who decided what to plant on this plot in the long rainy season 2008?

Ask who decided on what crop planted during long rainy season 2008. Record up to 3 ID codes from household roster and non household member. Write zero if irrelevant. Example: if the household head and spouse decide together what to plant, write their ID numbers from Section 1 (perhaps "01" and "02").

Qn 7 What is the soil type of this plot?

Ask the interviewee about the type of soil in the plot. Write the relevant ID code

Qn 8: What is the soil quality/fertility of this plot?

Ask the interviewee to comment on the quality/fertility of the soil in the plot. Then write the relevant ID code

Qn9: How did you know the quality of the soil?

Ask the interviewee to tell on the method used to determine soil fertility/quality. Write the relevant ID Code. In most cases soil quality will be based on "own experience", unless an extension agent has come and tested the farmer's land.

Qn 10: Were there any problems with erosion on this plot during long rainy season 2008?

Erosion refers to the loss of top soil from rain, wind, etc. Ask the interviewee if there were problems on soil erosion on the plot during the long rainy season 2008. If the answer is yes continue with the next question and if no then skip to Qn 12

Qn11: What was the cause of these erosion problems?

Write the relevant ID code.

Qn12: Was there any erosion control/water harvesting facility on this plot in the long rainy season 2008?

Ask the interviewee if used any erosion control/water harvesting facility on this plot in the long rainy season 2008. If the answer is yes continue with the next Qn, if no skip to Qn14

Qn13: What type of erosion control/water harvesting facility was used on this plot?

Write the relevant ID code (list major two ways to prevent soil erosion)

Qn 14: How steep is the slope of this plot?

Ask the interviewee how steep slope is of the plot; Write the relevant ID code depending on the answer given by the respondent

Qn15: Was this plot irrigated in the last completed short rainy season?

Ask if the plot concerned was irrigated during the rainy season 2008/last short rainy season? If yes, continue to Qn 15, if no skip to Qn 19

Qn 16: What was the type of irrigation?

Ask the interviewee what type of irrigation used on the plot, write the relevant ID code

Qn17: What was the method of obtaining water?

Ask the interviewee on what kind of method employed to get water for plot irrigation. Write the corresponding ID code

Qn18: What was the source of water?

Ask about the source of water for irrigation, write the corresponding ID code

Qn19: What was the most recent year in which the plot was left fallow?

Fallowing refers to leaving land empty, usually to improve the soil quality. Ask the recent year when the plot was left fallow (the year must be written in 4 digits, example 2005, 2007 etc), If no write 0 and proceed to Qn 21, but if don't know write 98 and skip to Qn21

Qn20: For how many consecutive years was this plot left fallow for last time?

Write the number of the consecutive years of which the plot was left fallow

Example: Suppose a plot was left fallow for 2 years, from 2003 to 2004. It was planted in both 2002 and again in 2005. The answer to Qn 19 should be "2004", and the answer to Qn 20 should be "2".

Qn21: What would the value of this plot be if it were sold today?

Ask the interviewee on the worth value of the plot if it was to be sold today. In this Qn the worth value should not involve the temporary crops recently grown in that plot, However the worth value of trees for fruits and permanent crops must be included. Make sure that all the interviewees are educated on this clarification when asked to give the worth value of the plots

Please explain this question carefully to avoid any misunderstanding that there is a government plan to buy/sell the respondent's plot.

**NOTE:** The question of land ownership is very important in our society. Here we would like to know how much land is owned by the household and how it was obtained. This question is crucial, so ask it carefully. It is crucial because the head of the household may think that the government has strategies to confiscate his land or, alternatively, to compensate the household if they have only a small plot.

Qn22: What was the ownership status of this plot in the long rainy season 2008?

If the plot is owned by the household write 1 and skip to Qn 25, if the plot is used freely write 2 and skip to Qn 33, if the plot is rented write 3 and skip to Qn 30, if the plot is co-owned and rented write 4 and skip to Qn 29, if it is co-owned write 5. "Owned" implies that the land cannot be taken without the household's permission. Land that is "used free of charge" might be taken back by the owner or the village leaders at some time in the future.

Qn 23: With whom do you co-own this plot?

Ask if the household co-own the plot. Remember that this Qn is about those responded to plot being co-owned. Enter the Network Roster ID of the individual or household who co-owns the plot. Example: if I co-own the plot with my brother, I should find his name (or add his name) in the network roster and put his network roster ID (N1, N2, etc.) in Qn 23.

Qn24: What share does your household get of the output?

If the plot is co-owned, it is likely that they share a part of all crops. Ask if the household shares crops in which ratio and write the corresponding code

Qn 25: Did anyone in the household have a title for this land?

If yes, proceed to Qn 26; if no skip to Qn 27.

Qn 26: What type of title deed your household have for this plot?

For the purpose of this research, the following title deeds are acceptable

Granted right of occupancy

Certificate of customary

Right of occupancy

Residential license

Village-government-witnessed/Purchase agreement

Local-court-certified/Purchase agreement

Inheritance letter

Letter of allocation from village gov't

Official correspondence

Utility or other bill

Qn 27: Who in the household owns this plot?

List up to two owners.

Qn 28: Did/Does the owner/household have the right to sell this plot or use it as collateral?

A household owns a plot if they have the right to farm it without paying rent to anyone else and if the plot has no other owner who can reclaim it. However, often village leaders will not permit households to sell their plots even if they own them.

Using a plot as collateral means that you list the plot as a guarantee that you will re-pay a loan from the bank or other source. If you fail to repay the loan, the bank or individual who lent you the money can take the land.

Qn 29: With whom do you co-rent this plot?

Renting refers to paying money or in-kind payments to the owner of land for the right to use and cultivate it. Qn 29 refers to situations where the household rents a plot together with another individual or household. For example, My brother and I both pay rent to the land owner and we cultivate the land together. In this case, I co-rent the plot with my brother.

Qn 30: How much did you pay to the plot owner for the use of this land in the long rainy season 2008?

Include all payments not in terms of cash, payments in terms of crop harvests, and other pre/post payments during the long rainy season. If no write 0 and skip to Qn 32

Qn 31: What period of time did this payment cover?

Qn 30 listed an amount of money paid to rent the land. Qn 31 asks whether this payment covered the whole year, only part of the year, multiple years, etc.

Qn 32: What share of output from this plot did you give as rent, if any, in the long rainy season 2008?

If I farm a plot that is owned by someone else, I may pay the owner a portion of the crops from the land. This question asks how much of the crop was given to the owner.

Qn 33: Who owns the plot?

List all service providers and skip to Qn 35

Qn 34: In which year was the plot acquired?

Ask in which year was the plot obtained, write year in four digits. If the plot has always belonged to the respondent's household since before he/she was born, list 1900.

Qn 35: Would you feel comfortable leaving this plot uncultivated for several months without being worried of losing it?

Sometimes village leaders may want to allocate land to people who need it the most. If a plot is not cultivated, they may decide to give it to someone else. Or another person may take over the land and claim it as their own if it is not being used. Ask the household member if they could leave that plot uncultivated for several months without being worried of losing it.

Qn 36: Did the household cultivate this plot in the long rainy season 2008?

These are directives to the interviewer.

## Organic Fertilizer

Qn 37-42 are about the use of organic fertilizer, organic fertilizers are fertilizers from animal waste products. These questions are only asked once for each plot. In some cases, there may be more than one crop on a single plot. In this case, give the total amount for all crops on the plot. (The same rule applies to inorganic fertilizers, pesticides, herbicides, etc.)

Qn 37: Did you use any ORGANIC FERTILIZER on [PLOT] in the long rainy season 2008?

Ask the interviewee if applied organic fertilizer in (PLOT) during the long rainy season 2008/ the last short rainy season. If the answer is yes, write 1 and proceed to Qn 38 and if no write 2 and skip to Qn 43. If fertilizer was applied to ANY crop on this plot, answer yes.

Qn 38: What was the quantity of organic fertilizer used?

Ask the interviewee the amount of organic fertilizer applied. Write weight in kilogram.

Qn 39: Was any of this organic fertilizer purchased?

If the interviewee or the household purchased organic fertilizer from any place write 1 and proceed to the next Qn, otherwise write 2 and skip to Qn 43

Qn 40: How much was purchased?

Ask the interviewee the amount of organic fertilizer purchased. Make sure the value is in kilogram

Qn 41: What was the total value of organic fertilizer purchased?

Ask the interviewee the worth value of the organic fertilizer purchased

Qn 42: Where did you buy most of the organic fertilizer?

Ask the interviewee where mostly purchased the organic fertilizer. List the network roster ID of the person or company that should the fertilizers.

## **Inorganic Fertilizer**

Qn 43-48 are concerned with the use of inorganic fertilizers such as DAP, urea, etc.

Qn 43: Did you use any INORGANIC FERTILIZER on [PLOT] in the long rainy season 2008?

Ask the interviewee if they used inorganic fertilizer on the (PLOT) during the long rainy season 2008. If the answer is Yes, write 1 and ask next Qn, if no write 2 and skip to Qn 49.

Qn 44: What type of INORGANIC FERTILIZER did you use?

Ask the interviewee the type of inorganic fertilizer used in the plot, see the codes for types of fertilizers on page 10 section 3

Qn 45: What quantity of this inorganic fertilizer did you use?

Ask the interviewee the amount of inorganic fertilizer used. Write the amount in kilogram

Qn 46: What was the total value of inorganic fertilizer purchased?

Ask for the total worth value of the inorganic fertilizer purchased

Qn 47: Why did you choose to use this specific type of inorganic fertilizer?

The interviewee should give you reasons on using the selected fertilizer. Code 1 is Professional consultation, Code 2 is normal practices, code 3 is neighbour advices or any reason

Qn 48: Where did you buy most of the INORGANIC fertilizer?

It is likely that the household purchased inorganic fertilizer from more than one place, insist the place mostly purchased their inorganic fertilizer. List the service providers not more than two

## **Pesticides / Herbicides**

Qn 49-54 are concerned with the use of pesticides/herbicides.

Qn 49: Did you use any pesticide/ herbicide on [PLOT] in the long rainy season 2008?

Ask the interviewee if used pesticides/herbicides on (PLOT) during the long rainy season 2008. If the answer is yes, write 1 and proceed to Qn 50, if no write 2 and skip to Qn 55

Qn 50: What type of pesticide/herbicide did you apply?

Ask the interviewee the type of pesticide/herbicides used, See the codes on different pesticides/herbicides given.

Qn 51: What quantity of this pesticide/herbicide did you use?

Ask the interviewee the amount of pesticide/herbicide used. Write the amount used in kilogram.

Qn 52: What was the total value of pesticides/herbicides purchased?

Ask the interviewee to give the total worth value of the pesticide/herbicide purchased. If the respondent purchased MORE pesticides/herbicide than was used, list the price of the full amount purchased. (For example, a farmer may purchase 50kg for 100,000, but only use 10kg this season. List 10kg used for question 51, but list the full price of 100,000 for question 52.)

Qn 53: Why did you choose to use this specific type of pesticide/herbicide?

Write the codes on the reasons lead the interviewee to use pesticide/herbicide mentioned.

Qn 54: Where did you buy most of the pesticides/ herbicides?

List the service providers not more than two.

## **Inputs on Credit**

This section intends to know the availability of loans for agricultural activities. Loans may be in terms of cash or in kind (example seeds, inorganic fertilizers, organic fertilizers, pesticides or any) for the purpose of productivity. Loans may be repaid in cash or from the harvested crops

PROBE: The respondent may not think of the inputs as a loan. However, if they received inputs without paying the FULL price ahead of time, but are expected to repay later or to sell the crops to the person who gave them inputs, this is credit.

Qn 55: Did you receive any seeds, fertilizers, pesticides or herbicides for [PLOT] on credit to be paid later on during the last completed short rainy season?

If the answer is yes, write 1 and proceed, if no write 2 and skip to Qn 61

Qn 56: What were the types of input you received on credit?

Ask the interviewee if has received inputs on credit and list all

Qn 57: How much did you pay up front for these inputs?

Ask the interviewee how much paid up front for the inputs

Qn 58: How much did you repay in cash later on for the inputs?

Ask the interviewee the cash paid/will pay later on for the inputs

Qn 59: How much did you repay in kind later on for the seeds?

Ask the interviewee the amount paid later not in terms of cash for the inputs. Ask for the the amount paid, and write the code, if harvested crop write code 1, if man power code 2 and any other code 3

Qn 60: From whom did you receive these inputs on credit?

Ask the interviewee who gave these inputs on credit, Use the list of service provider (N1, N2, etc.)

## **Household Labour**

This section seeks to know the employment and labour on plots

Qn 61: During the long rainy season 2008, how many days did [NAME] spend on the following activities on this plot?

Ask the interviewee if during the long rainy season 2008, how many days did (NAME) work, like farm preparation, weeding and harvesting. Write his/her code as is on the household roster and how many days spent on working

Example: The household of Mr Juma code 01 and his wife, 02. Mr Juma worked for 10 days on land preparation and 4 days on planting, 13 days on weeding, his wife used 7 days on land preparation, 5 days on planting, also his grandchild Ali (who lives in a different household) assisted them on land preparation for 14 days, 4 days for planting and 10 days for weeding

|   |    |    |    |    |    |         |    |    |    |    |    |
|---|----|----|----|----|----|---------|----|----|----|----|----|
| 61. During the long rainy season 2008, how many days did [NAME] spend on the following activities on this plot? |    |    |    |    |    |         |    |    |    |    |    |
| Land preparation and planting?  |    |    |    |    |    | Weeding |    |    |    |    |    |
| ID  | ID | ID | ID | ID | ID | ID      | ID | ID | ID | ID | ID |
| 01  | 02 |    |    |    |    | 01      |    |    |    |    |    |
| 14  | 12 |    |    |    |    | 13      |    |    |    |    |    |
|   |    |    |    |    |    |         |    |    |    |    |    |

**NOTE.**

For the non household member who worked on plots without payments (eg Ali who lives in other area has helped his grandfather in plot work), this situation should be filled in Qn 63 as payment labour. If the household did not pay this labour, then put zero for the total cost

Qn 62: Did you hire any labor to work on this plot in the long rainy season 2008?

Ask the interviewee if the household did employ any person to work in the plots for payments during the long rainy season 2008. If yes code 1 and if no code 2 and skip to Qn 6.

Qn 63: During the long rainy season 2008, how many days did your household have hired labor for this plot for [...]?

Ask the interviewee during the long rainy season 2008, how many days did the household hire a person to work in the plot for land preparation and planting, weeding and harvesting. Write the women number/men number in the appropriate column and their total cost in the Column for total wage paid

NB: Non household member who worked on the household plot without being paid, enter 0 for the total wage paid.

“Man days” equals the total number of men working times the number of days they worked. For example, suppose I hired 4 people to work on my first plot only to do land preparation and planting and that I paid each of them 2,000 per day. If I hired 2 men and 2 women and man A worked for 3 days, man B worked for 2 days, woman C worked for 7 days and woman D worked for 1 day, I would enter the following information.

|  |               |                 |          |               |                 |
|--|---------------|-----------------|----------|---------------|-----------------|
| 63.<br>During the long rainy season 2008, how many days did your household hire labor for this plot for [...]? |               |                 |          |               |                 |
| LAND PREPARATION AND PLANTING  |               |                 | WEEDING  |               |                 |
| MAN<br>DAYS  | WOMAN<br>DAYS | TOTAL WAGE PAID | MAN DAYS | WOMAN<br>DAYS | TOTAL WAGE PAID |
| 5  | 8             | 26,000          | 0        | 0             | 0               |
|  |               |                 |          |               |                 |

If the household hired a person and plough for three days for the cost of Tsh 30,000/=, this is not a wage paid, other than this information should be filled in section 11 'Agricultural equipments'. This format should be considered to all people who are being hired and their agricultural equipments

## Short Rainy Season

Qn 64-74 SECTION 3A are different from section 3B (Qn 64-67)

Qn 64: WHAT YEAR WAS THE LAST COMPLETED SHORT RAINY SEASON?

This Qn is the directives to the interviewer, remember CAPITAL LETTERS are for Interviewers directives. Use information from qn 3 section 2

Qn 65: Did you cultivate this plot in the short rainy season 2007?

Ask if cultivated the plot in the short rainy season 2008

Qn 66: What was the main crop cultivated on this plot in the short rainy season 2007?

This Qn intends to know the crop cultivated in the plot during short rainy season 2007. It is likely the farmer may have cultivated different crops on the plot, then you should ask which crop dominated the plot

Qn 67: Did you own this plot in the short rainy season 2007

This Qn intends to know if the household owned this plot during short rainy season 2007. If the answer is yes, skip to Qn 69, if the answer is no proceed to Qn 68

Qn 68: How did you acquire this plot for the long rainy season 2008?

This Qn aims at knowing the availability of this plot during rainy seasons 2008

Qn 69: How did you use this plot during the short rainy season 2007?

Ask the interviewee how he/she used the plot during short rainy season 2007

Did you cultivate this plot in the short rainy season 2008?

If the answer is yes, proceed with Qn 71, if no skip to Qn 72

Qn 71: What was the main crop cultivated on this plot in the short rainy season 2008?

If there was any cultivated plot during short rainy season 2008 write corresponding code and continue to the other plot

Qn 72: Did you own this plot in the short rainy season 2007?

If the household owned the plot during short rainy season 2008, skip to Qn 74, if no continue with the next question

Qn 73: Why did you not have this plot (owned or cultivated) in the short rainy season 2008?

Write the corresponding code then go to another line and ask for another plot

Qn 74: How did you use this plot during the short rainy season 2008?

Ask the interviewee on the use of his/her plots during short rainy season, then ask for another plot

### **Section 3B:**

Begin by filling in the crop flap. Section 3B should include ALL plots owned or cultivated by the household, in both short and long rainy season. Most of section 3B is identical to section 3A, however the beginning and end are different.

Qn 1b: ENUMERATOR: DID YOU ALREADY LIST THIS PLOT ABOVE IN 3A?

Remember, you will REPEAT the plots from 3A here in 3B. You should answer yes if the plot was already listed in section 3A. In this case you will skip the first half of 3B.

**NOTE:** Questions 2-35 in Section 3B are about the plot in general. They don't refer to a specific season. However, questions 36-63 refer to the short rainy season specifically. It is possible, for example, that a household used inorganic fertilizer on a given plot the long rainy season but not in the short rainy season. So these questions are repeated in the long and short season for the same plots.

Qn 64: ENUMERATOR: DID YOU ALREADY LIST THIS PLOT ABOVE IN 3A?

This repeats question 1b. You should answer yes if the plot was already listed in section 3A. In this case you will skip the first half of 3B.

Qn 65: WHAT YEAR WAS THE LAST COMPLETED SHORT RAINY SEASON?

This repeats the information from Section 2, question 5.

Qn 66: Why did you not have this plot (own or cultivate) during the long rainy season 2008?

Respondents will only reach this question if the plot was owned/farmed in the short rainy season 2007 but NOT owned or farmed in the long rainy season 2008. This should be rare. List the explanation for this, using the options listed. Perhaps the plot was sold after vuli 2007 so not owned during masika 2008, etc.

Qn 67: How did you acquire this plot for the short rainy season 2008?

Respondents will only reach this question if the plot was owned/farmed in the short rainy season 2008, but NOT owned or farmed in the long rainy season 2008. This should be rare. Ask them how they got the plot for vuli season, since they did not have it during masika season.

# Section 4. Crops by Plot

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In section 3, one line referred to one plot. In section 4 one line refers to a specific crop on a specific plot. If the household grows multiple crops on the same plot, they should be listed separately (for example, maize and beans on the same plot will be on different lines). If the household grows the same crop on different plots (for example, cassava on two plots) these should be on different lines.

**NOTE.** Section four is about annual crops. Do NOT include fruits, trees, cassava or any other perennial crops

**Begin by filling in the flap.** Use the flap to make sure you keep the correct plot-crop combination on each line.

**In section 4a, list all crops cultivated in masika 2008.** This includes all crops listed in section 2A and/or 3A. For each plot, list all crops grown in masika on a separate line.

**In section 4a, list all crops cultivated in the relevant vuli season.** This includes all crops listed in section 2B AND all crops for which you said “yes” to question 36 in section 3B. For each plot, list all crops grown in vuli on a separate line.

**Column one:** List all plots and their respective ID codes, see section of table A and B

**Column two:** List of all crops cultivated during the last short/long rainy season

Qn1: Did you harvest any [CROP] on this plot in the long-rainy season 2008

This question needs to know whether the planted crop was harvested, if yes, go to Qn 3, if no ask next Qn 2

Qn 2: Why didn't you harvest any [CROP] on this plot?

Ask the interviewee the reason for not harvesting the crop, if the answer has code 1 ask the other crop, code 2 to 4 go to Qn 19. Codes are on page 16 section 4.

Qn 3. Was (crop) planted in entire area of plot?

Ask the interviewee if the crop was planted in the entire plot, if yes, got to Qn 6, if no continue to Qn 4

Qn 4: Approximately, how much of the plot was planted with [CROP]

Ask the portion of the plot of which crops were planted. Write the required code

Qn 5: Why didn't you plant the entire plot with [CROP]?

Ask the interviewee why did not plant crop in the entire plot. Write the appropriate code

Qn 6: Was cultivation intercropped?

If yes, write 1 and if no write 2

Qn7: What is the reason for this intercropping?

## Harvests

**Qn 8: What was the area harvested in the long rainy season 2008?**

Ask the area (acreas) of the plot harvested during 2008 long rainy season. Check that this area is not greater than the total area of the plot listed in section 2.

**Qn9: Was area harvested less than area planted?**

If yes, ask next Qn, if no skip to Qn 11

**Qn 10:What was the reason lead to less than the area planted?**

Use codes beside of Qn 10

**Qn 11: What was the first and last month of the harvest period**

Write the start and finish month of the harvest. Write 0 if yet finished harvesting on the finishing part. Note: this does NOT refer to the start and finish of the season (planting to harvesting). It only refers to when the household started harvesting and when they finished harvesting.

**Qn 12: Have you finished the harvest?**

If yes go to Qn 1 and if No ask next Qn

**Qn 13: How many more days do you expect the harvest to last?**

If Qn 12 is no, how many extra days do you expect to complete harvesting?

**Qn 14:What fraction of the crop remains to be harvested in this period?**

Ask the interviewee to get the fraction in percentage

**Qn 15: What was the quantity harvested?**

The interviewee has to mention the amount harvested in Mass measurement or any local or modern measurement and the interviewer has to convert the units mentioned into kilograms

**Qn 16: What is the estimated value of the harvested crop?**

Ask the interviewee the crops market price during the harvesting period. They should answer this question even if they did NOT sell any of the crop. Ask them to estimate the price of the crop at the time of the harvest.

## Losses

**Qn 17: Were there any losses of crops before the harvest?**

Losses refer to any crops that were destroyed by disease, animals etc.

**Qn 18: What was the cause of these losses?**

Ask the interviewee the reasons for such loss. In most cases may be due to Pests, animals etc. Let the interviewee mention

## Seeds

**Qn 20: Did you purchase any SEED for [CROP] in the long rainy season 2008?**

If Yes, ask for the next Qn, if no skip to Qn 21

**Qn 20: What was the total value of seeds purchased?**

Ask the interviewee on the total cash used for purchasing seeds

**Qn21: Where did you buy most of the seed?**

The interviewee should mention the service provider who sold/gave seeds – use the network roster ID. If the seeds were purchased from the same place as, say, fertilizer, make sure the network roster IDs match the ones used in Section 3 for the fertilizer questions.

**Qn 22: What type of seed did you purchase?**

If the interviewee purchased local seeds ask other crops, otherwise continue to the following question.

**Qn 23: What type of improved seed did you purchase?**

If the interviewee purchased improved seeds he/she may have been told the specific name of the seed type or brand by the dealer.

# Section 5. Crop Production and Sales

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Section 5A refers to crops cultivated during the long rainy season, and section 5B refers to crop cultivated during the short rainy season. All the crops listed in previous sections should also appear in this section. No crops that do not appear in early sections should appear here.

## Sales

### **QN.1: Did you sell any of the [CROP] produced in the long rainy season 2008?**

Indicate if the respondent sold any of the [CROP] produced during the long rainy season 2008. If yes, code 1 and continue to the next question. If no, code 2 and skip to Qn 14.

### **QN.2: What was the quantity sold?**

Indicate the amount sold in kilograms. If the respondent gives a measure in local units, convert into kilograms.

### **QN.3: What was the total value of sales?**

Write the amount of money received from sales in TSH.

### **QN.4: To which persons, firms or institutions did you sell most of the [CROP]?**

Ask the respondent to list up to two buyers of the [CROP] using the network roster on the last page of the questionnaire.

### **QN.5: What quantity of [CROP] did you sell to [CUSTOMER #1]?**

Ask the respondent the amount that he or she sold to the first buyer. Indicate the amount in kilograms.

### **QN.6: What was the total value of these sales to [CUSTOMER #1]?**

Indicate the total value of these sales (the price paid by the first buyer to the respondent) in TSH.

### **QN.7: What quantity of [CROP] did you sell to [CUSTOMER #2]?**

Ask the respondent the amount that he or she sold to the second buyer. Indicate the amount in kilograms.

### **QN.8: What was the total value of these sales to [CUSTOMER #2]?**

Indicate the total value of these sales (the price paid by the second buyer to the respondent) in TSH.

QN.9: Did you transport [CROP] for sale?

Ask if he/she transported crop for the purpose of selling into other markets. If yes code 1 and continue to the next question. If no code 2 and skip to QN.14

QN.10: What is the average distance you transported [CROP] for sale?

Ask the respondent how far he has sent the crops for the purpose of selling. Record the distance in kilometers. If the respondent gives you the name of a place, ask them to indicate that distance to that place in kilometers.

QN.11: How many times did you transport [CROP] for sale during the long rainy season 2008?

Ask him how many times did he send crops to the market.

QN.12: How did you transport [CROP]?

Ask the respondent to identify how they transported the good to market. If they used more than one method, probe to find out which method is the most important. Use the codes listed in the questionnaire. If the respondent gives a method that is not listed in the questionnaire, mark 5 "OTHER" and write down the method in words.

QN.13: How much did you pay to transport [CROP] during the long rainy season 2008?

Ask the respondent the total amount that he or she had to pay to transport their crops during the long rainy season 2008. If they transported their crops more than once, get the total price of all the trips.

## Losses

QN.14: Was any portion of the production lost post-harvest to rotting, insects, rodents, theft, etc?

Some part of the crop may be lost after the harvest but before the crops can be sold, such as due to rotting, or to being eaten by insects or rats, or by theft. This question does not include losses before the harvest, such as being insects or birds while still in the field. If the respondent indicates having experienced such losses, code 1 and continue to the next question. If no, code 2 and skip to Qn 18.

QN.15: Reason for loss.

If more than one reason exists, probe to find out which reason was the most important. Use the codes listed in the questionnaire. If the respondent gives a reason that was not listed on the questionnaire, code 5 "OTHER" and write the reason in words.

QN.16: Out of ten units of [CROP], how many were lost?

This response should be an integer between 1 and 10. For example, if a maize farmer lost 5 out of every 10 ears of maize (or 50%) to birds before they could be sold, then 5 should be the response. If the farmer lost 3 out of 10 (or 30%), 3 should be the response. If the respondent gives a percentage that does not easily translate, 25% for example, round the number to the nearest integer (in this case 3) and record that response.

QN.17: What was the value of this lost crop?

Ask the value of harvest was lost in TSH. The respondent should estimate if they are not sure.

## Storage and Harvest

QN.18: Do you have any of the harvest from the long rainy season 2008 in storage now?

Ask the respondent if there is any crop in the storage facility, either at home or at another location. If yes, code 1 and continue with the next question. If no, code 2 and skip to Qn 21.

QN.19: How much of the harvest do you still have in storage?

Indicate what amount of the crop storage is still in storage at this time. This amount should be recorded in kilograms, not in local units.

QN 20: What is your main method of storage?

Ask the respondent what the main type of storage facility that they use for storing their fruit. Use the codes listed in the questionnaire. If more than one type of storage facility is used, probe to find out which kind is used most. If the respondent lists a type of storage facility that is not included in the list, code 8 "OTHER" and write the type of storage facility in words.

QN 21: Did you do anything to protect the stored crop?

This question asks if the respondent took any steps to protect the crop from rotting or pests. If yes, code 1 and continue with the next question. If no, code 2 and skip to the next fruit on the list.

QN 22: What did you do?

Indicate the method that the respondent used to protect the crop. Use the codes listed on the questionnaire. If the respondent gives a method that is not included on the list, code 3 "OTHER" and write the name of the method in words.

QN 23: When you store [CROP], what is usually the main purpose of storing it?

Ask the respondent the main reason for storing the crop using the codes listed on the questionnaire. If the respondent gives a reason that is not listed on the questionnaire, code 4 "OTHER" and write the reason in words.

SECTION 5B REPEATS THE QUESTIONS ASKED IN SECTION 5A FOR CROPS CULTIVATED DURING THE SHORT RAINY SEASON

# Section 6. Permanent Crops by Plot

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Section 6 is very similar to section 4. One line refers to a specific crop on a specific plot. If the household grows multiple permanent crops on the same plot, they should be listed separately. If the household grows the same permanent crop on different plots (for example, cassava on two plots) these should be on different lines.

## 6A. Fruit Trees

This section refers on fruit trees cultivated within last 12 months in the respective plot. List all fruit trees on the household's land.

### Column 1:

Write the ID code of the plot as indicated in the sketch, example M1, M2, M3 etc

### Column 2

Write the ID code of the crop grown in the plot listed in the first column

### Qn 1: PLEASE LIST ALL PLOTS CULTIVATED DURING THE LAST 12 MONTHS. FOR EACH PLOT, LIST ALL FRUITS CULTIVATED

These are directives to the interviewers, *do not read to the interviewee*

### Qn2: How many of these plants/ trees are on this plot?

Write the number of trees present in the plot listed

### Qn3: In what year were most of these plants/ trees planted?

Write the year in 4 digits in which larger part of fruit trees were grown in the plot. If the trees were planted before the respondent was born, list 1900.

### Qn 4: How many trees/ plants were planted during the last 12 months?

Ask about the number of fruit trees PLANTED in the last period of 12 months. These are new trees only.

**Qn5: Was cultivation intercropped during the past long rainy season?**

Ask if there is a plot in which intercropped were done in the last period of 12months. If the plot has intercropped write code 1, if the plot was not intercropped write code 2. Check that the answers are consistent with what you have recorded on the questionnaire. For any plot with more than one crop listed, the answer should be yes.

**Qn6: Reason for intercropping**

Write the relevant ID Code

**Qn7: What was the last completed production period for the [FRUIT]?**

Ask the season for harvesting all the fruits listed. Write a month and a year for fruit harvesting. If there is no specific season ask which out of the past 12 months did the fruit harvesting start and which it ended

**Qn8: What was the total amount of [FRUIT] harvested in the past 12 months?**

Ask the amount of fruits harvested in terms of kilogram

**Qn9: Were there any losses of [FRUIT] before the harvest?**

Ask if there is any loss of fruits when are still at the plot (before harvesting). If the answer is Yes, ask the next Qn but if the answer is no ask for the information for another crops

**Qn 10: What was the cause of these losses?**

Write the relevant code.

## **6B: Permanent Crops**

Permanent crops are crops in which when planted takes many years in plots and doesn't need to be be planted again after harvesting of every year, Cassava is considered as permanent crop as it can be harvested from 6 to 12 months depending on the species (type. In most cases permanent crops are in form of trees e.g coconuts, grapes, pineapples, apples etc.

**All of the questions in 6B are identical to 6A.**



# Section 7. Permanent Crops by Crop

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**NOTE:** All permanent and fruit crops that are listed in section 6 should appear in section 7. No permanent or fruit crops should be listed in section 7 that did not appear in section 6.

**Qn1: LIST ALL FRUIT TREES/PERMANET CROPS AS REPORTED IN SECTION 6A.**

This question should not be asked to the respondent. Copy the list from section 6. No crops that do not appear in section 6 should appear in section 7.

**Qn2: Did you sell any of the [FRUIT] collected?**

Indicate if the respondent sold any of the fruit harvest. Code 1 for yes and continue with the next question. Code 2 for no and skip to Qn 6.

**Qn3: What was the total portion of (fruit/crop)harvested and sold?**

Ask interviewee the amount of [FRUIT] harvested and sold. Record the amount in kilograms, not in local units.

**Qn 4: What was the total value of [FRUIT] sold?**

Write the total value in TSH of [FRUIT] sold. In some cases the respondent may have sold the crop in small amounts over a long period of time. In this case he or she should estimate the total amount sold over the last 12 months and record this amount in shillings.

**Qn 5: Where did you sell most of the fruit?**

Indicate where the respondent sold the majority of their fruit crop. List up to two places using the network roster on the last page of the questionnaire.

## Losses

**Qn6: Was any portion of the production lost postharvest to rotting, insects, rodents, theft etc**

Some part of the crop may be lost after the harvest but before the crops can be sold, such as due to rotting, or to being eaten by insects or rats, or by theft. This question does not include loses before the

harvest, such as being insects or birds while still on the tree. If the respondent indicates having experienced such losses, code 1 and continue to the next question. If no, code 2 and skip to Qn 10.

**Qn7: What was the reason for this loss?**

Ask for the major reason which caused the loss of crops. If more than one reason exists, probe to find out which reason was the most important. Use the codes listed in the questionnaire. If the respondent gives a reason that was not listed on the questionnaire, code 5 "OTHER" and write the reason in words.

**Qn 8: Out of 10 units of [FRUIT], how many were lost?**

Ask the interviewee the portion out of 10 harvested crops were lost. This response should be an integer between 1 and 10. For example, if a mango farmer lost 5 out of every 10 mangoes (or 50%) to rot before they could be sold, then 5 should be the response. If the farmer lost 3 out of 10 (or 30%), 3 should be the response. If the respondent gives a percentage that does not easily translate, 25% for example, round the number to the nearest integer (in this case 3) and record that response.

**Qn9: What was the value of this lost [FRUIT]?**

Write the value (TSH) of the lost [FRUIT]. The respondent should estimate if they are not sure.

**Qn10: Do you have any of this harvest in storage now?**

Ask the interviewee if there is any crop in the storage facility, either at home or at another location. If yes, code 1 and continue with the next question. If no, code 2 and skip to the next fruit on the list.

**Qn 11: How much of this harvest do you still have in storage?**

Indicate what amount of the crop storage is still in storage at this time. This amount should be recorded in kilograms, not in local units.

**Qn12: What is your main method of storage?**

Ask the respondent what the main type of storage facility that they use for storing their fruit. Use the codes listed in the questionnaire. If more than one type of storage facility is used, probe to find out which kind is used most. If the respondent lists a type of storage facility that is not included in the list, code 7 "OTHER" and write the type of storage facility in words.

**Qn 13: Did you do anything to protect the stored crop?**

This question asks if the respondent took any steps to protect the crop from rotting or pests. If yes, code 1 and continue with the next question. If no, code 2 and skip to the next fruit on the list.

**Qn14: What did you do?**

Indicate the method that the respondent used to protect the crop. Use the codes listed on the questionnaire. If the respondent gives a method that is not included on the list, code 3 "OTHER" and write the name of the method in words.

**7B: Permanent Crops**

**All of the questions in 7B are identical to 7A.**

# Section 8. Outgrower Schemes & Contract Farming

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**Qn1: Did you cultivate any crops, permanent crops or fruit trees as part of an outgrower scheme or contract farming system at any time over the last 12 months? (List crops if received inputs or agreed price in advance with large buyer)**

If the answer is yes, proceed on the next Qn, if no skip to next section. Explain what contract farming is. If a large farmer gave or sold inputs to the respondent (seed, fertilizer, etc.), and promised to buy back their crops, this is contract farming. This is very common for certain commercial crops. Probe about any relationship the respondent may have had with nearby large farms.

**Repeat Questions 2 – 9 for long rainy season, short rainy season, and permanent crops**

**Qn2: What crops were grown as part of an outgrower scheme or contract farming system in the long rainy season 2008?**

List those crops grown and their codes in this column. If no skip to 8B (short rainy season questions).

**Qn3: What farm/company did you work with in this scheme?**

See the list of service providers found in the network roster on the last page of the questionnaire. **If the farm/company has not been listed, add it to the network roster.**

**Qn4: What did you agree in advance (before planting) with the buyer as part of this scheme?**

Ask for their agreement with the buyer before planting. You should list all that apply. For example, if the respondent agreed with a coffee buyer to produce 120 kilos of grade A robusto coffee at a price of 1500 TSH per kilo, then “CROP SALE PRICE,” “AMOUNT YOU PRODUCE,” and “QUALITY OF CROP” are all valid. You should indicate numbers 1, 2 and 4 on the questionnaire. If the respondent indicates a term of the agreement that is not listed in the questionnaire, code the response as 6 “OTHER” and write the response in words.

**Qn5: Did you sign a written contract with the buyer before planting?**

Ask the interviewee if they had a written contract before planting. If yes write code 1, and if no write code 2.

**Qn 6: Would you say that the buyer complied with the original agreement?**

Ask the interviewee if the buyer fulfilled the terms of the original agreement as understood by the respondent. If yes, go to Qn 8 if no continue to Qn 7.

**Qn7: What were the main problems?**

Ask the respondent what are the main reasons that they feel the buyer did not comply with the original agreement. Use the codes listed in the questionnaire. If the respondent indicates a reason that is not included in the list, code 4 "OTHER" and write the reason in words.

**Qn 8: Would you say that YOU complied with the original agreement?**

Ask the respondent if they, as the seller, complied with the agreement with the buyer. If the respondent says they complied, write code 1 then ask next crop. If the respondent indicates that they did not comply with the terms, continue to Qn 9.

**Qn9: How/why did you break the agreement**

Ask the respondent the reasons for breaching the contract. Use the codes listed in the questionnaire. If the respondent indicates a reason that is not listed on the questionnaire, code 4 "OTHER" and write the reason in words.

**This series of questions is then repeats for short rainy season crops (Section 8B) and fruit trees and permanent crops (Section 8C).**

# Section 9. Processed Agricultural Products and Agricultural By-Products

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This section asks about processed agricultural products and agricultural by-products. The codes for these products are listed on the questionnaire. Note that some of the products appear twice, once under “Agricultural Products” and once under “Agricultural By-Products.” If the good was produced purposely for sale this is an agricultural product. For example, if the household pounds maize grain grown on the farm into flour and sells the flour, this would be an agriculture product. If the good is produced as a consequence of processing another good, but is sold anyway, this is an agricultural by-product. An example of an agricultural by-product would be if the husks from the maize production are sold as animal fodder.

It is important for these good to make the distinction between the two. For example, squeezing apple juice for sale in the market from the apples grown on the respondent’s farm would be an agricultural product. If the household producted dried apple slices for sale, but before the apple slices can be dried all the juice must be squeezed out, and this juice is then sold in the market, it is an agricultural by-product. The important thing in making the distinction is the primary goal of the production.

## **Qn 1: Did the household process any of the products harvested on the farm in the last 12 months?**

Probe to make sure that the respondent understands all the possible agricultural products and by-products. If the answer is yes, write code 1 and ask next Qn, and if the answer is no write code 2 skip to next section

## **Qn 2: Crop name**

Write the name of the original crop from which the product or by-product comes. Indicate the appropriate crop code, and then mark if a product or by-products is produced.

## **Qn 3: What is the by-product produced from this crop?**

Indicate what product or by-product is procuded, using the codes listed on the questionnaire – being careful to distinguish between agricultural products and by-products for items that appear on both lists. If the respondent lists a product that does not appear on the list on the questionnaire, decide if the item is a product or by-product and chose the appropriate “OTHER” code. Write the name of the item in words.

## **Qn4: What is the quantity produced in the last 12 months?**

Ask the interviewee the amount of product or by-product produced within 12 months, write weight in kilogram/liter. Be careful to convert the amount into either kilograms or liters. For example, if the respondent produced a tonne of fodder, indicate 1000 kilograms.

**Qn 5: Was any [BY-PRODUCT] sold?**

Ask the respondent if any amount of the by-products produced in the past 12 months were sold. If the answer is yes, continue to Qn 6, if the answer is no skip to Qn 10.

**Qn 6: How much was sold?**

Ask the amount of by products sold by the respondent. Write the amount and the code of the unit in kilogram or liter within 12 past months. Be careful to convert the amount into either kilograms or liters. For example, if the respondent sold a tonne of fodder, indicate 1000 kilograms.

**Qn7: How much [CROP] did you use as input for the sold [BY-PRODUCT]?**

Ask the respondent the amount of [CROP] that was used as inputs for the [BY-PRODUCT]. For example, if 60 kilograms of maize grain was used to produce 20 kilograms of flour, indicate the amount of the input, 60 in this case, on the questionnaire.

**Qn8: What were the total sales in shillings?**

Ask the respondent for the amount of the sales of each by-product, and write the amount in shillings.

**Qn 10: Where did you sell most of the [BY-PRODUCT] that you sold?**

Ask the respondent where such by products were sold. List up to two places using the network roster on the last page of the questionnaire.

**Qn 11: Did you incur any other expenses such as labor costs, additional inputs etc in the production of [BY-PRODUCT]?**

This question relates to other costs used in production of those products/by products. For example, wages for workers, fuel for machines, etc. If the answer is yes continue to Qn 11, if the answer is no go to the next crop.

**Qn11: What were the total costs of these additional expenses?**

Ask the respondent for the amount spend on the additional expenses listed in Qn 10, and record this amount in TSH.



## Section 10A. Livestock

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### **Qn1: Did this household own any animals in the last 12 months (cow, goat, chicken etc)?**

Ask the respondent if anyone in the household has kept any livestock in the past 12 months. If the answer is yes write code 1 then go to Qn2. If the answer is no, write code 2 then go to next section.

### **Qn2: Did this household own any [ANIMAL] in the last 12 months?**

For each [ANIMAL] listed on the questionnaire, ask the respondent if anyone in the household has owned any of the [ANIMAL] in the last 12 months? Livestock or animals should only be those kept at the respective household, not those kept outside of the household by other people. If the answer is no write code 2 then ask next animal. If the answer is yes, continue to Qn 3. If the household names a type of animal not included on the list, write the name of the animal in words in row 16 and continue to Qn 3.

### **Qn3: Number of [ANIMAL] owned on October 1, 2008.**

Ask the respondent for the number of each type of [ANIMAL] owned by the household as of October 1, 2008. If additional animals have been added since this time, they should be excluded from the count. If animals have been sold or slaughtered since this time, they should be included. It is important for estimates of livestock population that we know how many animals were owned by each household at a particular moment in time, as the populations fluctuate over the course of the year (animals being born, slaughtered for particular holidays, etc.) In this question, all types of [ANIMAL] should be included. For example, under cows, the total number of cows should be recorded, including traditional and modern or hybrid breeds, those which will be used for milk production as well as those for meat, etc. If the column is shaded, these questions do not apply to this type of animal, and you should leave these sections blank.

### **Qn4: How many [ANIMAL] does this household currently own?**

This question asks the respondent to break down the number of animal owned into three categories, "Indigenous," "Improved Beef," and "Improved Dairy." Record the number of animals that belong in each category, with the total of the three categories being the same as the response in Qn 3. Notice also that some sections are shaded for the improved categories. In this special case where two of the columns are shaded, the response in the first column of Qn 4 should be the same as Qn 3.

### **Qn5: In principal, who is responsible for keeping [ANIMAL]?**

Ask the interviewee the roster number of household members primarily responsible for the keeping of each type of animal.

**Qn6: How many [ANIMAL] were born in the past 12 months?**

Ask the interviewer on the number of [ANIMAL] born in the last 12 months. In the cases where the box is shaded, do not ask this question to the respondent.

**Qn7: Have you sold any [ANIMAL] alive in the last 12 months?**

This question refers to the sale of any live [ANIMAL] in the past 12 months. Do not include animals that had been slaughtered prior to sale in this question. If the answer is yes, code 1 and continue to question 11. If the answer is no, code 2 and skip to Qn 11.

**Qn8: How many [ANIMAL] have you sold alive in the past 12 months?**

Record the number of live [ANIMAL] that have been sold in the last 12 months.

**Qn 9: What was the total value of sales?**

Record the total value of live animal sales in the last 12 months for each type of animal sold.

**Qn 10: Where did you sell most [ANIMAL] that you sold?**

This question refers to the buyer of the live animals sold in the past 12 months. Use the network roster from the last page of the questionnaire to record the buyers.

**Qn 11: Did you slaughter any [ANIMAL] in the past 12 months?**

This question refers to the slaughter of each type of animal on the list. If the answer is yes, continue to Qn 12. If the answer is no, go to Qn 15.

**Qn12: How many [ANIMAL] did you slaughter in the past 12 months?**

Indicate the number of slaughtered animals by the household within the last 12 months.

**Qn 13: How many of the [ANIMAL] slaughtered did you sell?**

For each type of animal that was slaughter, indicate the number of animals that were sold. This question refers only to animals that slaughtered for sale only. Do not include those which were slaughtered for other purposes (such as funerals, vocations, etc.) If none of the animals slaughtered were sold, indicate 0, and skip to Qn 15.

**Qn 14: What was the total value of the sold slaughtered [ANIMAL]?**

Record the total value of sales for each type of animal sold.

**Qn 15: Did you hire any labor to help you with the [ANIMAL] in the last 12 months?**

This question asks the respondent if they hired any labor from outside the household to help with the [ANIMAL] in the last 12 months. Include both those laborers that were paid in cash and those paid with in-kind payments. If any labor was hired, code 1 and continue to the next question. If no labor was hired, code 2 and skip to question 17.

**Qn 16: What was the total cost of this labor for [ANIMAL] in the past 12 months?**

Record the amount paid to labor from outside the household that assisted with each type of animal. This amount should be recorded in shillings. Therefore the value of in-kind payments will have to be estimated in shillings.

**Qn 17: Did you purchase any fodder for your [ANIMAL] in the last 12 months?**

Include only fodder purchased outside of the household. If fodder was purchased, continue to next question. If no fodder was purchased, skip to Qn 19.

**Qn 18: What was the total cost of this fodder for [ANIMAL] in the last 12 months?**

Record the total cost of fodder over the last 12 months purchased for each type of animal.

**Qn 19: Have you lost any [ANIMAL] to DISEASE in the last 12 months**

Ask the respondent if there any animal has died within last 12 months, excluding those that were intentionally slaughtered. If no code 2, and skip to Qn 22. If yes, code 1 and continue to next question.

**Qn 20: How many [ANIMAL] have you lost to DISEASE in the past 12 months**

Record the number of animals that have died of diseases in the last 12 months.

**Qn 21: What was the value of these [ANIMAL]s lost to disease?**

Ask the respondent to estimate the value of animals which dies of disease in the last 12 months. This amount should be recorded in shillings.

**Qn 22: Have you lost any [ANIMAL] to THEFT in the last 12 months**

Ask the respondent if any animal has been stolen in the past 12 months. If no, code 2 and skip to Qn 25. If the answer is yes, code 1 and continue to next question.

**Qn 23: How many [ANIMAL] have you lost to THEFT in the last 12 months?**

Ask the respondent to indicate the number of [ANIMAL] stolen over the past 12 months.

**Qn 24: What was the value of these [ANIMALS] lost to THEFT?**

Ask the respondent to estimate the total value of [ANIMAL] stolen, and record this amount in shillings.

**Qn 25: What kind of diseases did [ANIMAL] suffer in the last 12 months?**

Ask the respondent if the [ANIMAL] has suffered from any disease in the past 12 months. Use the codes listed in the questionnaire to code these responses, recording up to 4 responses.

**Qn 26: Are your [ANIMAL] vaccinated?**

Ask the respondent if the [ANIMAL] has been vaccinated. If all of the [ANIMAL] have been vaccinated, code 1. If only some of the [ANIMAL] have been vaccinated, code 2. If all or some of the animals have been vaccinated, continue to the next question. If none of the animals have been vaccinated, code 3 and move on to the next row.

**Qn 27: Which part did you vaccinate on your [ANIMAL]?**

Indicate where the [ANIMAL] was vaccinated, using the codes listed on the questionnaire. If the respondent lists a place that is not included on the list, code 4 "OTHER" and write the name of the place in words.

**Qn 28: Against which diseases did you vaccinate your [ANIMAL]**

Ask the respondent against which types of diseases the [ANIMAL] was vaccinated. Use the codes listed in the questionnaire, recording up to 4 responses.

# Section 10B. Livestock By-Products

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This section asks about products that are produced by the raising of different types of animals. Be sure to make the distinction between traditional and improved cow milk, and traditional and improved chicken eggs. As there are many different produces that can be produced, and these things may vary by region, many items might not be on the list. Rows 7 to 9 are available to record products that do not appear on the list. Write the name in words and continue with the section.

**Qn1: Did your household produce any [PRODUCT] in the last 12 months?**

Ask respondent if the household produced each of the items on the list, making sure to distinguish between improved and traditional varieties. Additional products not appearing on the list should be added in columns 7, 8 and 9.

**Qn2: During the last 12 months, for how many months did your household produce any [PRODUCT]?**

This question asks for how many months out of the year the household produced the [PRODUCT]. For example, if the chickens only lay eggs for 8 out of 12 months, the response to this question should be 8. Or, if the household only spends two months a year working on skins and hides, the response to this question should be 2.

**Qn3: During these months, what was the average quantity of [PRODUCT] produced per month?**

This question estimates the production of [PRODUCT] for an average month of production. These measurement should be in standard international units (such as liters or kilograms), not in local units. Note also that there is a unit labeled “pieces.” This should be used only where appropriate. For example, a household can produce 6 skins (or “pieces”), but it cannot produce 6 pieces of honey or milk. Liquid measures should always be recorded in liters.

**Qn4: Did you sell any of the [PRODUCT] that you produced in the last 12 months?**

Code 1 if the household sold [PRODUCT] in the last 12 months. Code 2 if none of the product was sold, and skip to the next row.

**Qn5: How much of the [PRODUCT] produced did you sell in the last 12 months?**

This question estimates the total sales of [PRODUCT] in the last 12 months. These measurement should be in standard international units (such as liters or kilograms), not in local units. Note also that there is a unit

labeled “pieces.” This should be used only where appropriate. For example, a household can sell 6 skins (or “pieces”), but it cannot sell 6 pieces of honey or milk. Liquid measures should always be recorded in liters.

**Qn 6: What was the total value of sales of [PRODUCT] in the last 12 months?**

Ask the respondent the total value of sales of each [PRODUCT] in the last 12 months. This value should be recorded in shillings.

**Qn 7: Where did you sell most [PRODUCT] that you sold?**

Ask the respondent to whom most of the [PRODUCT] was sold. Use the network roster on the last page of the questionnaire.

# Section 11. Farm Implements & Machinery

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## **Qn 1: How many [ITEM] does the household own?**

Indicate how many of each [ITEM] the household owns. If the household does not own any of the item, code 0 and skip to Qn 3.

## **Qn 2: What is the value of the [ITEM] if sold?**

This question asks the respondent to estimate the worth of the [ITEM] now, not when the item was purchased. For example, if a household has owned an item for many years, it may be worth much less now than when the household bought it. This question asks the respondent to estimate the value of the item now if they sold it.

## **Qn 3: Did the household own [ITEM] during the last agricultural season?**

This question asks, even if the household does not own [ITEM] now, did they own any during the last agricultural season. Some items may have been bought or sold during the year, but it is important to know if the household owned the item for the last season (about which we have asked the agricultural production questions.) If yes, continue with the next question. If no, skip to Qn 6.

## **Qn 4: Did you use [ITEM] in the last agricultural season?**

Similar to Qn 3, this question asks if the household used the item. The household can own agricultural equipment but not use it, or the household may not own agricultural equipment but use them in agricultural activities. It is important to know whether the household had access to and used the item. If the answer is yes, skip to Qn 6. If the answer is no, continue to the next question.

## **Qn5: What was the reason for not using [ITEM]?**

Ask the respondent why the household did not use the equipment it owns for farming activities during the last agricultural season. Use the codes listed on the questionnaire. If the respondent gives a reason not on the list, code 5 "OTHER" and record the reason in words.

## **Qn 6: Did your household rent or borrow any [ITEM] for use in the last agricultural season?**

Ask the respondents if they rented or borrowed the equipment and used it for farming activities in the last agricultural season. If the answer is no, skip to the next item. If the answer is yes, continue with the next question.

**Qn7: How many [ITEM] did the household rent or borrow in the last agricultural season?**

Record the number of items that the household rented or borrowed in the last agricultural season.

**Qn8: Where did your household rent or borrow [ITEM] from last agricultural season?**

Record from whom the household rented or borrowed the equipment. Use the network roster on the last page of the questionnaire.

**Qn9: How much did your household pay to rent or borrow [ITEM] last agricultural season?**

Ask for the amount of money that was spent for hiring the (equipment) in the last agricultural season. If the respondent made in-kind payments for the use of this equipment, estimate value of these payments and record the total in shillings.

# Section 12. Fishing & Aquaculture

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Qn 1: Did anyone in this household do any fishing or operate a fish farm in the last 12 months?

Ask if there is any household member had conducted fishing or fish keeping in the last 12 months. If the answer is yes, write code 1 and continue. If the answer is no, write 2 and skip to next section.

## Ownership of Fishing Equipment

Qn 2: In the last 12 months, did you own part or all of any of the following fishing equipment?

Ask the respondent if they owned all or part the following fishing equipments within the last 12 months. Code yes even if the respondent owned only part of the equipment listed. If the answer is yes write code 1, then to the next question. If the answer is no, write code 2, and skip to the next piece of equipment.

Qn 3: If you wanted to sell your [ITEM] (or your share of it) how much could you get for it/them?

Ask the respondents if they were to decide to sell the equipment, how much could they sell the equipment. Ask this question with much care and very humbly because the respondent might refuse to reply thinking that perhaps you have a plan to sell their equipments

Qn 4: Did you sell any of [ITEM] (or your share of it) in the last 12 months?

Qn 5: How much did you receive for the sale of the(se) [ITEM] of your share of it/them?

Ask the respondent If they sold any equipment in the last 12months, if the answer is yes, fill in code 1, then proceed, if the answer is no fill in code 2, then go to question 6,Write the actual amount of money for which the equipment was sold in question 5

Qn 6: Did you purchase any [ITEM] (or a share of it/them) in the past 12 months?

Indicate if the respondent has purchased any of the [ITEM] in the last 12 months.

Qn 7: How much did it cost you for the purchase of [ITEM]?

Indicate the total amount paid of each type of [ITEM] in the last 12 months.

Qn 8: Did you have any expenses of the repair of this [ITEM] in the past 12 months?

Indicate if the household had to spend any money to pay for repairs on this item. Indicate yes if any money was spent on materials or labor for the repair of this item. If yes, code 1 and continue to the next section. If no, code 2 and skip to the next row.

Qn 9: How much did you spend on the repair of [ITEM] in the past 12 months?

Indicate if the amount of money the household has had to spend to pay for repairs on this item. Include the price of all replacement parts and labor. Do not include the price of labor performed by household members.

## **Fishing Methods: Income & Location**

Qn 10: In the past 12 months (since...) did your household do any fishing?

In the past 12 months, has anyone in the household engaged in fishing using the [METHOD] listed in the questionnaire. Include also if the fishing was done by household members other than the respondent or by employees. If yes, code 1 and continue to the next question. If no, code 2 and continue to the next method.

Qn 11: In how many of the last 12 months did your household engage in [METHOD]?

Indicate the number of months out of the last twelve that the household engaged in each fishing [METHOD]. For example, if they only fished from June to December, this would be 7 months, and 7 should be indicated as a response.

Qn 12: During those months, how many days per week did your household fish using [METHOD] on average?

Indicate the number of days in an average week that the household engaged in fishing using [METHOD].

Qn 13: What was the average quantity of your daily catch using [METHOD] during those months?

For this question, the respondent will have to estimate. The average daily catch might vary from day to day or from season to season. The respondent should try to estimate the average daily catch of all the month in which they were fishing with [METHOD]. This amount should be indicated in kilograms, not in the number of fish or in local units.

Qn 14: How much, if any, of the daily catch using [METHOD] did you sell, either as fresh fish or as smoked or dried fish?

Indicate how much of the average daily catch was sold, either as fresh or dried or smoked fish. This amount should be recorded in kilograms, not in the number of fish or in local units. For example, if the respondent caught 7 kilograms of fish on an average day, and sold 6 kilograms, keeping 1 kilogram for his family, the response should be 6. This number should always be lower than the value in Qn 13, as the respondent cannot sell more fish than he caught. If the fish are dried or smoked for later sale, include the fresh fish value in this question. For example, if the respondent dries 5 kilos of fresh fish, only 1 kilo may remain after the drying process. You should record the amount as 5 kilos, the original weight of the fresh fish.

Qn 15: How much did you and other household members receive per day for the sale of fresh fish on the days that you used [METHOD] before subtracting expenses?

This response should indicate the total average daily income of the household members from the sale of fresh fish. Do not include what was earned by employees, or income from dried or smoked fish. Also, indicate the amount before expenses. For example, if a boat owned by the household catches 100 kilograms of fish, which are then sold for 100,000 TSHs, but 50,000 shillings must be used to pay the labor on the boat, and 20,000 shillings used for fuel, you should still indicate 100,000 TSH as the response to this question.

Qn 16: Where does your household undertake this fishing?

Indicate where the household fishes using this [METHOD]. Use the codes listed on the questionnaire. If the respondent names a place that is not on the list, code 6 "OTHER" and write the type of place in words (not the name of the place). If the household fishes in a natural location, such as a river, natural lake or the sea, which cannot be owned by anyone, skip to question 20. If they indicate a man-made place, such as an artificial lake or pond or a reservoir, continue to the next question.

Qn 17: Who owns this location?

Indicate who owns the location using the codes on the questionnaire. If the household indicates someone that is not on the list, code 3 "OTHER" and write the type of person in words (not the name of the person).

Qn 18: What is the source of the fingerlings?

Ask for the source of seeded fish. Use the codes listed in the questionnaire. If the respondent indicates a source that is not on the list, code 6 "OTHER" and write the name of the source in words.

Qn 19: How many times per year is the location stocked?

Ask the respondent how many times per year this area is stocked with new fingerlings. Record the response in number of times. For example, if the natural lake is stocked every month, the response should be 12.

Qn 20: Who does your household mainly sell the fish from this location to?

Ask the respondent where they usually sell the fish that are produced in this location. If they do not sell their fish, write 98. If they do sell their fish, record the buyer using the network roster on the last page of the questionnaire indicating up to 2 responses.

Qn 21: In addition to selling fresh fish, did you, or any members of your household, smoke or dry for sale any fish caught by any method in the last 12 months?

Indicate whether the household engaged in smoking or drying fish for sale in the last 12 months. Do not include fish smoked or dried for consumption within the household. Include all methods of fishing. If yes, continue to the next question. If no, skip to Qn 23.

Qn 22: In the last 12 months, how many kilograms of fish that were smoked or dried were sold?

Indicate the amount in kilograms of fish that were smoked or dried for sale. Indicate the amount in fresh fish, and record it in kilograms, not in number of fish or local units. For example, if 50 kilos of fresh fish were dried, perhaps only 10 kilos of dried fish would remain. The correct response to this question should be 50 kilograms.

Qn 23: In the last 12 months, how much did you earn per month from selling smoked/dried fish before deducting expenses?

Record the amount of money gained from the sale of smoked or dried fish. Indicate the total amount in shillings before deducting expenses.

## **Input Expenditures**

There are different extra costs associated with fishing activities. Examples of these expenses are listed in this section.

Qn 24 & Qn 27: In how many of the past 12 months did your household purchase [ITEM] for the household's fishing activities?

Some items are only necessary to purchase a few times during the year. For example, such as licences or taxes, and some that must be paid all the time, such as labor and petrol. This question asks for the number of months which the each type of expense must be paid. If these items were not purchased, indicate 0.

Qn 25 & Qn 28: During those months, about how much did your household spend on [ITEM] per month?

This question asks, for the months in which these expenses were necessary, how much did the household pay for each of these types of expense for every month. If nothing was paid for these items, indicate 0.

Qn 26: How many man-days did this payment cover in the average month?

This question only applies to labor costs. The other rows are shaded and should not be answered. The question asks specifically about “man-days” per month. This is the number of days times the number of men working. For example, if the household employed a crew of 10 for 20 days a month, the total number of man days would be 200. If the household employed a crew of 12 for 12 days a month, the total number of man days would be 144. These questions exclude labor by household members. If no man days of labor were employed, indicate 0.

## Section 13. Extension

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Qn1: Did you receive advice for your agricultural/livestock activities from any of the following sources in the past 12 months?

The question relates only to advice on agricultural and livestock activities. Do not include other types of training or information, such as women's health or child nutrition. If answer is yes, write code 1 and then proceed to the next question. If answer is no, write in code 2 then go to the next [SOURCE].

Qn 2: Did you receive any advice from [SOURCE] about...?

This question asks the different types of advice that the household may receive from the [SOURCE]. If yes, code 1, and if no, code 2. For example, perhaps a household received advice about increasing maize production and marketing from the government, about livestock raising and vaccinations advice from an NGO, and no other advice. Row 1 "Government extension" should have 1's in columns A and C, and row 2 "NGO" should have 1's in columns E and F. All the other boxes in this question should have 2's. If the respondent indicates a source that is not on the list, code 5 "OTHER" and record the source in words.

Qn3: How would you rate the advice received?

Ask the respondent on his opinion about the quality of the advice he/she received. Use the codes indicated in the questionnaire.

Qn 4: Did you pay anything for order to receive the advice?

Ask the respondent if they were required to pay anything for the advice they received. If yes, code 1 and continue to the next question. If no, code 2 and skip to Qn 6.

Qn5: How much did you pay?

Ask for the amount, in TSH, that the respondent was required to pay for the extension advice that they received.

Qn 6: How many times did someone from [SOURCE] visit your farm in the past 12 months?

Indicate the number of visits received from each [SOURCE] to the household. Do not include visits made to the village in general, or information sessions given for groups.

Qn 7: In the past 12 months, did anyone in your household receive any information about agricultural prices from [SOURCE]?

This question is the same as Qn 2 but refers specifically to price information. If the respondent indicates a source that is not on the list, code 8 "OTHER" and record the source in words.

Qn 8: Did you pay anything in order to received the advice?

This question is the same as Qn. 4 but asks specifically about price information.

Qn 9: How much did you pay?

This question is the same as Qn. 5 but asks specifically about price information.

Qn 10: Have you received a government voucher to purchase any inputs in the last 12 months?

This question asks if the household has received any vouchers from the government for agricultural production. If yes, code 1 and continue to the next question. If no, the questionnaire is finished.

Qn 11: What type voucher did you received?

This question asks what type of voucher was received. If the household lists a type of fertilizer voucher that is not on the list, code as 4 "OTHER" and write the name in words. Similarly, if the household lists a type of seed voucher that is not on the list, code as 4 "OTHER" and write the name in words. List up to three types of vouchers received by the household.

Qn 12: When did you received the voucher?

Indicate the day and month the voucher was received. If the respondent cannot remember the exact day, ask them to guess if it was in the beginning, middle or end of the month. Use day 1 for the beginning of the month, day 15 for the middle of the month, and day 30 for the end of the month.

Qn 13: Have you redeemed the voucher?

Indicate if the household has yet redeemed the voucher. If yes, continue to the next question. If no, the questionnaire is complete.

Qn 14: Where did you redeem the voucher?

Indicate where the household redeemed the voucher using the network roster on the last page of the questionnaire.

Qn 15: How much did you pay in cash for the inputs covered by the voucher?

Indicate how much additional money it was necessary to pay in cash at the time that you redeemed the voucher. For example, if the total cost of fertilizer was 90,000 TSH and the voucher covered only 40,000 TSH, the correct response to this question would be 50,000 TSH.

**THE INTERVIEW IS NOW OVER. PLEASE THANK THE RESPONDENT AND REMEMBER TO INDICATE THE END TIME OF THE INTERVIEW.**

# Guide to Using the TerraSync Program on the Trimble GPS

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This is a quick “guided tour” on how to do plot measurements using the TerraSync program on your Trimble GPS devices. It is a good idea to practice with the “guided tour” further down below until you understand the basics of how the program works. To refresh your memory, you can then refer to the “Very quick guide” you find immediately below this.

## Very Quick Guide

To measure a plot:

Click START → TerraSync

Click Status → Data

Enter full Household ID code (13 digits) → Create → OK

Stand at the border of the plot

Click Area\_generic → Create

Enter Plot ID and Plot Name

Follow the borders of the plot around the plot until you reach the starting point again

Click OK

To view collected data:

If TerraSync is not started, click START → TerraSync, then click Status → Data, then click New → Existing file. Choose appropriate household → Open → OK

If the TerraSync and the household data file is already open, choose Data in the top menu and then choose Update features in the menu under the Data menu.

To view collected data in map view:

Do the same as when viewing collected data above, but then click the top menu and choose Map.

## Guided tour

To start TerraSync, press “Start” in the top left corner of the screen and choose “TerraSync”.

When TerraSync starts it shows its *Status* section by default. You can see this in the drop-down menu at the top left of the screen.

When started up, you can see all satellites that the device receives signals from. They appear as numbers in the large circle. Just after start up you will see a blinking “0” to the right of the menu that says *Status*. This is an indication that the device has not found any satellites yet. This will change in a few moments if you are outdoors, as the device will find new satellites.

The features of the TerraSync program are divided into five sections, *Map*, *Data*, *Navigation*, *Status*, and *Settings*. You can choose which section you want to work with in the drop down menu that says *Status* just after start up. To do plot measurements, you will need to use two of these sections: *Data* and *Map*.

To start measuring a plot, you will first have to create a data file in which the measurement data will be stored. Click *Status* and choose *Data*. The menu label now says *Data* to show you that you are in the data section. Under the section menu is a sub-menu that varies depending on which section you are in. Click it and choose “New” to create a new data file (if you have followed the steps above the device already shows the “New” sub-section).

In the File Name field you can now enter the name of the file that you want to create. This is where you will store your data for this household. In this field, enter the full Household ID code for the household for which you are measuring plots. This code consists of the codes for Region, District, Ward, Village/EA, and Household ID. For example, in region 08, district 1, ward 045, village 219, household 0459 this code could be 0810452190459. Then click “Create” in the top right corner, and click OK in the dialog box that appears after that.

As you can see, the sub-menu that is specific to the *Data* section (where you just clicked “New”) now says “Collect”. Under the “Collect” sub-section you collect new data to store in the data file (household) you are currently working with.

To measure the area of a plot, select “Area\_generic” in the list and click “Create” in the top right corner. This will start the plot area measurement. Important: the device will start logging your position as soon as you click “Create”, so make sure you are standing on the border of the plot you want to measure when you click “Create”.

In the “Comment” field that you now see, enter the ID code and Plot name of the plot that you are about to measure (e.g. “M1 – Liverpool plot”). You will find these in Section 2 in the Agricultural Questionnaire of the household. NOTE: do not press “OK” yet.

With the trimble in your hand, follow the border of the plot around the whole plot until you reach the spot where you started. When you do this, the device will collect data on your position and so is able to determine where the borders of the plot are. When you have returned to your starting point, press “OK”. This will stop the measurement and store the data in your data file.

To take a look at the data that you have just collected, click the sub-menu that now says “Collect” and choose “Update features”. You will now see a list of the recording you have done in this data file, i. E. for this household. This far there is only one recording with the name “Area\_generic”. If you click it, you will see information on this record at the bottom of the screen. You can see that at “Comment” you can see the Plot ID and Plot name that you entered before. In this way you can easily identify which plot you are looking at. Where it says “Area”, you can see the area of the plot measured in square meters. This is the area that should be entered into the GPS Plot Measurement Form.

To view a map of the area that you have measured, click the Section menu that now says *Data* and click *Map*. You will now see a map of the plots that you have measured for this household. To see which plot you are looking at, click on its border and you will see a text box. On the second row is the ID and name of the plot that you entered for this plot.

**Important:** Always look at this map as soon as you have finished measuring a plot to make sure that the shape of the plot on the map is consistent with the shape of the real world plot. If it is not, you will have to try to measure the plot again.

To find out the location of the plot and enter this in the GPS form, go to the map view and simply click in the middle of the plot. Try to click in the center, not too close to any border if possible. You will now see a text box with the latitude and longitude of the spot where you clicked. (If you don’t see it, click again.) Record this spot as the location of the plot on the GPS form.

To measure a new plot for the household, simply click the Section menu that now says *Map* and choose *Data*. To start a new measurement, click the sub-section menu (that says *Update* or *Collect*) and click *Collect Features*. To measure the area of a new plot, start over from point 8. above.

## Checking or adding data to an existing Household data file

If you have measured some plots for a household and then exited the program, you can easily find the data from your measurements again. Just start Terrasync, click the Section menu that say *Status* and click *Data*. Now click the section specific sub-menu that says “New” and choose “Existing file” to choose an existing household file instead of creating a new one. In the list that you now see, choose the appropriate household and click “Open” in the top right corner. Click OK in the dialog box that appears. You are now at the equivalent of the start of point 11 above, and you can start viewing your data or create new measurements in the same way as before.

**TIP:** If you don't see the whole HH ID codes, click on the black border between “Name” and “Start Time” and drag it to the right to make the “Name” field larger.

## Doing a Point Measurement

To find the location of a household using the Trimble, you follow the same steps as when measuring the area of a plot. The only difference is that you choose “Point\_generic” instead of “Area\_generic” and that you do not move after you have clicked “Create”. Instead you stand still a few moments and then click “OK” to stop the Point measurement. To the right of the battery symbol in the top of the screen you can see the number of positions that the GPS has recorded since you started measuring. Wait until these are at least five before clicking “OK”.

To see the location of the measured spot, go to the Map section again. Measured points appear on the map as a small square with an x and a dot inside. If you click on it, you will see your comment from the measurement in a text box, together with the latitude and longitude of that point.

# The GPS Plot Measurement Form

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## General information

When you measure the plots of a household, you should always start with a new GPS Plot Measurement Form. To start with, you need to fill out the information on who is doing the measurement, the date of measurement, and the household ID code. You shall copy the Household ID Code from the front page of the Agricultural Questionnaire by entering Region, District, Ward, Village and Household ID, in this order. Be careful not to confuse this with the HBS ID Code that is found on the bottom of the Household Questionnaire.

## Plot information

To start measuring the plots of the households, copy all plot names and plot IDs into one PLOT-box each. In this way there is less risk that you will forget to measure a plot.

In the “Description of Location”-box, give as much information as is needed to easily find your way back to the plot again in coming years. Remember that it may not be the same person who will show an enumerator the plot next year! Things you can include are for example directions from the house, distances, landmarks, etc.

In the “Descriptions of the Plot”-box, give information so that it is possible to identify the plot once you have found your way to it. In coming years when you have found your way to a plot it is important that you can distinguish which of the five plots you find there that is the one you are looking for! Here you can enter such things as the shape of the plot, other characteristics (“a hill in the middle”), etc. The more information you give this year, the easier will your job be next year!

Once you have measured the plot (see the TerraSync Guide on how to do this), enter the area of the plot in square meters under “AREA”. Then enter the latitudes and longitudes of the center of the plot into their respective fields.

**Note 1:** To find the GPS location of the center of the plot you do not need to walk out to the middle of the field. Instead, under the map-view on the Trimble device you can simply click in the middle of the field to get the co-ordinates. In this way it is even easier to find the middle of the plot since you get a good overview on the screen (but be careful to note that you are looking at the right one!). (See the TerraSync Guide for more information.)

**Note 2:** In Tanzania latitudes will always be south and longitudes will always be east, so you do not need to record this on this form.

The GPS form is printed on both sides and has room for four plots. If the Household has more than four plots, use more forms. Remember to always fill out the number of forms you have used for the household on all forms used!

# Random Number Table

Instructions for using this table:

Enter the household number in the column labeled "Household". You should record every household you interview in this sheet, starting at the top of the page and proceeding in line by line in chronological order.

To choose an individual to answer the section on 'Governance', count the number of adults (over 18) in the household and read down that column until you come to the line of the household you are interviewing.

To choose the appropriate gift to give the respondent, read down the 3<sup>rd</sup> column. 1=Radio, 2=Bed net, 3=Hoe.

Number of Adults

|    | Household | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|----|-----------|---|---|---|---|---|---|---|---|---|----|----|----|
| 1  |           | 1 | 2 | 2 | 2 | 5 | 2 | 1 | 7 | 1 | 7  | 3  | 8  |
| 2  |           | 1 | 1 | 2 | 4 | 1 | 2 | 1 | 1 | 9 | 9  | 7  | 7  |
| 3  |           | 1 | 1 | 3 | 4 | 3 | 6 | 6 | 7 | 5 | 9  | 5  | 3  |
| 4  |           | 1 | 2 | 2 | 2 | 3 | 5 | 4 | 3 | 3 | 3  | 11 | 10 |
| 5  |           | 1 | 2 | 3 | 2 | 1 | 4 | 5 | 6 | 2 | 5  | 7  | 2  |
| 6  |           | 1 | 1 | 1 | 4 | 1 | 1 | 5 | 3 | 8 | 10 | 7  | 10 |
| 7  |           | 1 | 1 | 3 | 3 | 3 | 3 | 4 | 7 | 9 | 3  | 4  | 3  |
| 8  |           | 1 | 1 | 1 | 4 | 2 | 6 | 1 | 3 | 4 | 6  | 2  | 5  |
| 9  |           | 1 | 2 | 3 | 1 | 5 | 5 | 4 | 4 | 5 | 5  | 4  | 3  |
| 10 |           | 1 | 2 | 3 | 4 | 5 | 3 | 7 | 2 | 7 | 3  | 4  | 3  |
| 11 |           | 1 | 1 | 1 | 1 | 4 | 2 | 6 | 6 | 5 | 2  | 3  | 11 |
| 12 |           | 1 | 1 | 3 | 4 | 3 | 3 | 1 | 2 | 1 | 1  | 1  | 11 |
| 13 |           | 1 | 1 | 1 | 3 | 3 | 4 | 7 | 1 | 2 | 2  | 11 | 1  |
| 14 |           | 1 | 2 | 3 | 4 | 2 | 2 | 6 | 4 | 2 | 2  | 10 | 6  |
| 15 |           | 1 | 1 | 3 | 3 | 5 | 3 | 2 | 3 | 5 | 3  | 9  | 6  |
| 16 |           | 1 | 2 | 2 | 3 | 4 | 6 | 3 | 1 | 7 | 9  | 6  | 11 |
| 17 |           | 1 | 1 | 1 | 4 | 2 | 4 | 2 | 7 | 3 | 8  | 5  | 1  |
| 18 |           | 1 | 1 | 3 | 4 | 5 | 6 | 2 | 4 | 7 | 1  | 2  | 12 |
| 19 |           | 1 | 2 | 2 | 4 | 3 | 3 | 1 | 6 | 5 | 5  | 11 | 7  |
| 20 |           | 1 | 2 | 1 | 1 | 4 | 2 | 1 | 2 | 6 | 4  | 10 | 5  |

|    |  |  |  |  |   |   |   |   |   |   |   |   |   |   |    |    |
|----|--|--|--|--|---|---|---|---|---|---|---|---|---|---|----|----|
| 21 |  |  |  |  | 1 | 1 | 2 | 2 | 5 | 1 | 1 | 3 | 8 | 4 | 9  | 11 |
| 22 |  |  |  |  | 1 | 1 | 3 | 4 | 1 | 5 | 2 | 7 | 9 | 8 | 9  | 9  |
| 23 |  |  |  |  | 1 | 1 | 2 | 1 | 2 | 4 | 7 | 6 | 8 | 4 | 3  | 11 |
| 24 |  |  |  |  | 1 | 2 | 2 | 4 | 4 | 4 | 3 | 7 | 2 | 7 | 3  | 4  |
| 25 |  |  |  |  | 1 | 1 | 1 | 2 | 2 | 4 | 5 | 8 | 6 | 2 | 5  | 11 |
| 26 |  |  |  |  | 1 | 1 | 3 | 2 | 1 | 3 | 5 | 6 | 6 | 9 | 1  | 10 |
| 27 |  |  |  |  | 1 | 1 | 3 | 1 | 2 | 1 | 2 | 8 | 6 | 9 | 1  | 10 |
| 28 |  |  |  |  | 1 | 1 | 1 | 1 | 1 | 3 | 4 | 5 | 8 | 8 | 3  | 3  |
| 29 |  |  |  |  | 1 | 2 | 2 | 1 | 5 | 6 | 7 | 8 | 1 | 7 | 11 | 6  |
| 30 |  |  |  |  | 1 | 1 | 2 | 3 | 4 | 4 | 4 | 7 | 4 | 5 | 4  | 8  |
| 31 |  |  |  |  | 1 | 2 | 2 | 1 | 4 | 4 | 7 | 4 | 2 | 5 | 4  | 5  |
| 32 |  |  |  |  | 1 | 1 | 3 | 4 | 2 | 6 | 2 | 7 | 6 | 7 | 7  | 7  |
| 33 |  |  |  |  | 1 | 1 | 3 | 1 | 5 | 3 | 1 | 4 | 3 | 8 | 11 | 2  |

Number of Adults

|    | Household | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |   |    |    |    |
|----|-----------|---|---|---|---|---|---|---|---|---|----|----|----|---|----|----|----|
| 34 |           |   |   |   |   | 1 | 1 | 1 | 1 | 1 | 5  | 1  | 1  | 5 | 10 | 8  | 8  |
| 35 |           |   |   |   |   | 1 | 2 | 2 | 4 | 4 | 2  | 6  | 8  | 6 | 2  | 1  | 2  |
| 36 |           |   |   |   |   | 1 | 2 | 2 | 4 | 3 | 6  | 2  | 2  | 6 | 2  | 7  | 5  |
| 37 |           |   |   |   |   | 1 | 2 | 1 | 2 | 3 | 3  | 1  | 4  | 6 | 2  | 9  | 6  |
| 38 |           |   |   |   |   | 1 | 1 | 3 | 2 | 2 | 3  | 6  | 8  | 1 | 3  | 8  | 6  |
| 39 |           |   |   |   |   | 1 | 1 | 1 | 2 | 1 | 4  | 3  | 1  | 1 | 7  | 11 | 7  |
| 40 |           |   |   |   |   | 1 | 1 | 1 | 3 | 2 | 5  | 6  | 3  | 1 | 4  | 9  | 11 |
| 41 |           |   |   |   |   | 1 | 2 | 3 | 2 | 2 | 5  | 4  | 7  | 1 | 3  | 7  | 10 |
| 42 |           |   |   |   |   | 1 | 2 | 3 | 4 | 5 | 6  | 2  | 6  | 4 | 2  | 7  | 10 |
| 43 |           |   |   |   |   | 1 | 1 | 2 | 2 | 5 | 1  | 6  | 2  | 4 | 10 | 8  | 3  |
| 44 |           |   |   |   |   | 1 | 2 | 3 | 2 | 4 | 2  | 1  | 5  | 5 | 7  | 8  | 5  |
| 45 |           |   |   |   |   | 1 | 2 | 2 | 1 | 5 | 3  | 7  | 7  | 6 | 3  | 4  | 10 |
| 46 |           |   |   |   |   | 1 | 2 | 1 | 2 | 2 | 5  | 6  | 1  | 3 | 2  | 2  | 4  |
| 47 |           |   |   |   |   | 1 | 1 | 2 | 2 | 4 | 2  | 3  | 2  | 2 | 1  | 11 | 6  |
| 48 |           |   |   |   |   | 1 | 2 | 3 | 1 | 1 | 6  | 1  | 2  | 3 | 9  | 3  | 2  |
| 49 |           |   |   |   |   | 1 | 2 | 3 | 1 | 3 | 2  | 7  | 6  | 5 | 10 | 4  | 8  |
| 50 |           |   |   |   |   | 1 | 2 | 2 | 3 | 2 | 4  | 2  | 2  | 4 | 3  | 9  | 4  |
| 51 |           |   |   |   |   | 1 | 1 | 2 | 4 | 4 | 6  | 5  | 4  | 3 | 2  | 6  | 4  |

|    |  |  |  |  |   |   |   |   |   |   |   |   |   |    |    |    |
|----|--|--|--|--|---|---|---|---|---|---|---|---|---|----|----|----|
| 52 |  |  |  |  | 1 | 1 | 3 | 4 | 3 | 4 | 2 | 8 | 5 | 6  | 8  | 3  |
| 53 |  |  |  |  | 1 | 2 | 3 | 2 | 3 | 6 | 1 | 5 | 5 | 1  | 10 | 2  |
| 54 |  |  |  |  | 1 | 2 | 3 | 4 | 4 | 4 | 2 | 3 | 8 | 6  | 2  | 11 |
| 55 |  |  |  |  | 1 | 2 | 3 | 3 | 5 | 2 | 4 | 3 | 5 | 7  | 10 | 1  |
| 56 |  |  |  |  | 1 | 1 | 1 | 3 | 3 | 4 | 4 | 3 | 7 | 6  | 2  | 9  |
| 57 |  |  |  |  | 1 | 1 | 2 | 2 | 4 | 6 | 1 | 7 | 1 | 2  | 1  | 9  |
| 58 |  |  |  |  | 1 | 2 | 2 | 2 | 5 | 2 | 6 | 4 | 8 | 6  | 6  | 5  |
| 59 |  |  |  |  | 1 | 1 | 1 | 4 | 2 | 5 | 7 | 4 | 8 | 6  | 7  | 9  |
| 60 |  |  |  |  | 1 | 2 | 3 | 3 | 5 | 1 | 5 | 7 | 1 | 6  | 2  | 6  |
| 61 |  |  |  |  | 1 | 1 | 3 | 1 | 3 | 6 | 1 | 4 | 6 | 10 | 7  | 9  |
| 62 |  |  |  |  | 1 | 2 | 1 | 4 | 1 | 3 | 7 | 7 | 4 | 2  | 4  | 4  |
| 63 |  |  |  |  | 1 | 1 | 3 | 1 | 5 | 5 | 7 | 2 | 4 | 6  | 10 | 11 |
| 64 |  |  |  |  | 1 | 2 | 1 | 3 | 4 | 4 | 1 | 7 | 3 | 9  | 7  | 7  |
| 65 |  |  |  |  | 1 | 1 | 3 | 3 | 2 | 4 | 3 | 8 | 9 | 6  | 5  | 1  |
| 66 |  |  |  |  | 1 | 1 | 1 | 1 | 2 | 4 | 6 | 2 | 5 | 5  | 10 | 3  |
| 67 |  |  |  |  | 1 | 1 | 2 | 3 | 3 | 1 | 3 | 3 | 7 | 2  | 10 | 3  |
| 68 |  |  |  |  | 1 | 2 | 1 | 3 | 2 | 1 | 4 | 7 | 6 | 8  | 5  | 12 |
| 69 |  |  |  |  | 1 | 2 | 1 | 1 | 4 | 6 | 3 | 7 | 6 | 3  | 5  | 9  |
| 70 |  |  |  |  | 1 | 1 | 1 | 3 | 5 | 4 | 4 | 4 | 3 | 2  | 8  | 6  |
| 71 |  |  |  |  | 1 | 2 | 3 | 3 | 1 | 5 | 4 | 1 | 4 | 4  | 10 | 10 |
| 72 |  |  |  |  | 1 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 6 | 9  | 8  | 3  |
| 73 |  |  |  |  | 1 | 1 | 3 | 1 | 1 | 5 | 2 | 1 | 4 | 5  | 8  | 7  |
| 74 |  |  |  |  | 1 | 1 | 1 | 1 | 2 | 5 | 7 | 6 | 5 | 8  | 3  | 3  |
| 75 |  |  |  |  | 1 | 1 | 2 | 2 | 5 | 5 | 3 | 8 | 9 | 4  | 3  | 3  |
| 76 |  |  |  |  | 1 | 1 | 2 | 1 | 1 | 6 | 3 | 4 | 8 | 1  | 7  | 1  |
| 77 |  |  |  |  | 1 | 2 | 2 | 4 | 4 | 6 | 6 | 4 | 7 | 3  | 10 | 1  |
| 78 |  |  |  |  | 1 | 1 | 1 | 2 | 2 | 4 | 5 | 3 | 1 | 9  | 4  | 6  |
| 79 |  |  |  |  | 1 | 1 | 1 | 1 | 4 | 1 | 7 | 4 | 1 | 6  | 11 | 1  |
| 80 |  |  |  |  | 1 | 2 | 1 | 3 | 5 | 4 | 6 | 2 | 5 | 5  | 11 | 12 |
| 81 |  |  |  |  | 1 | 1 | 1 | 3 | 5 | 1 | 1 | 5 | 3 | 10 | 5  | 12 |
| 82 |  |  |  |  | 1 | 1 | 3 | 4 | 5 | 2 | 5 | 4 | 5 | 10 | 4  | 8  |
| 83 |  |  |  |  | 1 | 2 | 3 | 4 | 1 | 5 | 7 | 4 | 6 | 2  | 4  | 12 |

Number of Adults

|     | Household | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
|-----|-----------|---|---|---|---|---|---|---|---|---|----|----|----|
| 84  |           | 1 | 2 | 2 | 2 | 5 | 4 | 6 | 7 | 4 | 9  | 9  | 4  |
| 85  |           | 1 | 1 | 3 | 3 | 2 | 4 | 2 | 3 | 5 | 8  | 11 | 10 |
| 86  |           | 1 | 2 | 3 | 1 | 3 | 1 | 6 | 3 | 7 | 7  | 1  | 8  |
| 87  |           | 1 | 1 | 1 | 1 | 3 | 5 | 4 | 5 | 4 | 8  | 6  | 9  |
| 88  |           | 1 | 1 | 2 | 3 | 3 | 2 | 1 | 5 | 1 | 5  | 3  | 5  |
| 89  |           | 1 | 2 | 1 | 1 | 5 | 2 | 5 | 3 | 6 | 10 | 6  | 11 |
| 90  |           | 1 | 1 | 2 | 1 | 1 | 5 | 5 | 4 | 3 | 4  | 11 | 11 |
| 91  |           | 1 | 1 | 2 | 4 | 3 | 4 | 1 | 2 | 9 | 2  | 10 | 7  |
| 92  |           | 1 | 1 | 2 | 3 | 2 | 6 | 6 | 7 | 2 | 1  | 6  | 3  |
| 93  |           | 1 | 1 | 1 | 4 | 5 | 5 | 6 | 1 | 8 | 3  | 1  | 6  |
| 94  |           | 1 | 1 | 3 | 3 | 5 | 5 | 2 | 5 | 1 | 2  | 4  | 7  |
| 95  |           | 1 | 1 | 3 | 4 | 5 | 1 | 3 | 5 | 8 | 1  | 8  | 7  |
| 96  |           | 1 | 1 | 3 | 1 | 4 | 1 | 2 | 6 | 1 | 8  | 6  | 6  |
| 97  |           | 1 | 1 | 2 | 2 | 5 | 4 | 5 | 5 | 4 | 9  | 8  | 4  |
| 98  |           | 1 | 1 | 3 | 1 | 5 | 3 | 2 | 6 | 5 | 5  | 6  | 9  |
| 99  |           | 1 | 1 | 2 | 3 | 3 | 5 | 2 | 4 | 5 | 8  | 6  | 5  |
| 100 |           | 1 | 2 | 3 | 4 | 2 | 1 | 4 | 1 | 7 | 5  | 1  | 9  |