

ENUMERATOR'S INSTRUCTION MANUAL ON HOLDING QUESTIONNAIRE

1.0 GENERAL

This booklet contains instructions that will guide the enumerator in filling the Holding Questionnaire of the National Survey on Agricultural Export commodities 2007/2008. The Holding Questionnaire will be used to collect relevant information from sample holders (farmers) found to be cultivating any of sixteen (16) export crops during this agricultural season. The crops are: oil palm, cocoa, groundnuts, cotton, cashew, rubber, coffee, tea, ginger, sesame seed (or beniseed), gum arabic, sugar cane, garlic, sheanut, cassava and kolanut.

Please endeavor to take along this booklet when you are going for enumeration/interview because it will help you a lot. You will need to refer to it from time to time if you encounter difficulties.

1.1 Pre-coded versus open-ended Questions:

The questions in the questionnaire are a mixture of both types. A pre-coded question has responses (with codes) listed in the questionnaire. To record a respondent's answer, you simply circle the number (code) which corresponds to the reply.

Example:

S/N	Question and Filter	Response	Code	Skip
Qu. 25	Have you used fertilizer on any of your farm(s) this agricultural season?	Yes No	(1) (0)	31

Since the respondent answer "Yes", code "1" is circled. Open-ended questions require that respondent's answers be written in the spaces provided in the questionnaire. For instance a farmer who has two cocoa farms and one rubber farm has a total of three export crop farms. His response to question 8 should be written as three (or 3) on the dotted line under "number" in the "response" column.

1.2 "Other" Category

This is usually found in pre-coded questions. The "Other" category occurs when the respondent's answer differs from any of the listed options. When this happens, you should write the respondent's answer in the space provided. This response should be written against (4) after the word "specify" and the code "1" corresponding to yes circled also.

1.3 Single Versus Multiple Choice

A single choice allows only one option. Here, codes are listed serially i.e.

1.2.3.....and you are expected to circle only one number (for the code that corresponds to the farmer's answer. Questions 3 and 23 are examples of single choice questions.

Multiple choice questions permit more than one response each. Such questions carry a "yes" and "no" response for each option listed in the questionnaire. The corresponding codes a "1", and "(0)", one of which must be circled for each option. For instance a farmer who uses hoe, cutlass and animal-draw plough for "ploughing" will have question 11 for him as follows:

S/N	QUESTION AND FILTER	RESPONSE CODE	
11	Which of the following implements do you use for ploughing?	Yes	No
	(a) Hoe	1	0
	(b) cutlass	1	0
	© Animals-drawn plough	1	0
	(d) Motorized plough	1	0
	(e) Other (Specify)	1	0

1.4 Skip to:

This command allows you to jump over question(s) which becomes unnecessary because of the response received for current question: For instance, if a farmer's response to question 25 is "no" meaning he has not used fertilizers, and then it is not necessary to ask him for the type (Qu.27) and so forth. The next relevant question is Qu.31 (reason(s) for not using fertilizers) and the interviewer (enumerator) should skip to it.

1.5 OBJECTIVES OF THE SURVEY

It is to provides national data on agricultural export commodities, on socio-economic data and demographic characteristics of holders within household and production estimates at national and state levels

1.6 COVERAGE

The survey covers all the 36 states and Abuja (FCT) and it is also a household-based to cover peasant farmers

1.7 SAMPLE DESIGN

The design to be employed is a 3-stage sample design, in the 1st –stage 192 LGAs will be selected throughout the country out of frame of 774 LGAs, the LGAs will be selected based on availability of any of the listed export crops in the LGA.

In the 2nd stage, 10 EAs will be selected from each of the selected LGAs i.e. a total of 1920 EAs will be selected nationally. Also, in the 3rd stage 10 export crop farming housing units will be selected in each EA giving a total of 19,200 HUs to be canvassed across the country and all the households within the selected HU will be covered.

1.8 SCOPE

The holding questionnaire is divided into thirteen (13) section: as follows
Holding identification (front page)

Section (i)	Holding Characteristics (Qu. 1-3)
Section (ii)	Access to land (Qu.4-6)
Section (iii)	Sources of fund (Qu.7)
Section (iv)	Export-crop farming (Qu.8-10)
Section (v)	Farm implements (Qu.11-14)
Section (vi)	Storage/Processing (Qu.15-18)
Section (vii)	Employment in export crop farms (Qu.19)
Section (viii)	Market channels (Qu.20)
Section (ix)	Farm gate sales (Qu.21)
Section (x)	Open market sales (Qu.22&23)
Section (xi)	Consumption from own production (Qu.24)
Section (xii)	Use of fertilizers (Qu.25-31)
Section (xiii)	Use of pesticides, insecticides/herbicides (Qu.32-37)
Section (xiv)	Use of improved seedlings/seeds (Qu.38-43)

2.0 HOLDING IDENTIFICATION:

State, LGA, and EA names and codes should be written as appropriate e.g. Niger State (26), Minna north local government (06), Abubakar enumeration area (0014). Sector is either urban (code 1) or rural (code 2). Other information such as HH serial number will be obtained in the Listing form.

Master Sample Household No:

This should correspond to Col. (1) of the Listing Questionnaire (Household Listing and Sample Form).

No. of Holders in HH:

This should correspond to Col.8 page 2 of the Listing Questionnaire.

Serial No. of the Holding:

This will depend on No. of holders (farmers) in the household. If the household has 3 farmers, then it should be served 3 questionnaires with serial nos. 1, 2&3

Relationship to Head of HH:

The holder may be the head of household, his wife, his son, his brother or other relation.

Size of Holder's Household:

This is the total number of persons in the household to which the farmer belongs.

SECTION 1: HOLDING CHARACTERISTICS

Question 1: This allows only one option. A holding may be owned solely by one person (individual) or jointly by two or more members of one household (code 2) or a member of this household with one or more members of another household (code 3).

QUESTION 2: Multiple choice is allowed here. For each of the 16 crops listed in col. 2 circle either 1 or 0 in col. 3 as appropriate.

Question 3: Only one option is allowed here out of the three options. Inside the holder's premises (1) or In the field around holder's premises or locality (2) or In a different locality, E.A., L.G.A. (but has no residence there)-(3)

SECTION II: ACCESS TO LAND:

Question 4: This relates to the tenure pattern under which the holding is being operated. It can belong to one or more options specified in Col. (2). For each option that applies, give the area of land (in local units) e.g. heaps, stands in Col. 3 (no codes are required).

(a) **Owner like possession** confers on the holder the **right of transfer** of land. It includes land acquired through inheritance, purchase and gift.

Inherited Land: is land operated under hereditary tenure as well as long lease ranging from 30-99 years.

Purchased land: transfers right of ownership to the holder. It includes land or long-term lease from 30-99 years.

Given Land: is land operated peacefully for a long term by the holder without legal ownership or title. It is normally got rent-free from tribal or communal land.

(b) **Squatter land** may either be private or public property but occupancy occurs without the consent of the owner even though it is tolerated by him.

(c) **Family land** is held under an arrangement which provides for joint or communal use by traditional or tribal conditions. The holder has no right to transfer it.

(d) **Rented land** may be for a fixed amount of amount of money or/ and produce or in exchange for services. Its administration and management are the responsibility of the holder except that he has no right to transfer it.

(e) **Other Land:** is land held under a tenure different from those described above.

Question 5: The land under rented category in Qu. 4 is now- sub- divided into the various modes of payment. For any mode that is applicable, indicate area of land in local units. This is a multiple choice question, just like Qu. 4 above.

Question 6: The land-typed used for crop-farming is required here. Three are enumerated here one or more of which is applicable. Circle “1” for yes and “0” for No.

(a) **Upland** refers to land that gets water solely from rainfall.

(b) **Lowland** is land –type mostly found in swampy areas and gets its water through rainfall and flooding, but is not irrigated.

(c) **Irrigated Land** is land that receives additional water apart from rain water through man-made efforts (e.g. from rivers, ponds, lakes, wells etc.)

SECTION III: SOURCES OF FUNDS

Question 7: All sources of funds available to the farmer are listed in col.2.

The enumerator should read out the sources, one after the other and for whichever source(s) that is applicable, record the amount (in Naira) and interest (in Naira), where applicable, in cols,(3) and (4) respectively.

(a) Own fund-total amount contributed by the holder himself for the purpose of running the holding. It attracts no interest, so col.4 should be blank.

(b) Loan- funds borrowed from others for which interest is payable.

SECTION IV : EXPORT CROP FARMING

QUESTION 8 : Write the total number of export-crop farms being operated by the holder this agricultural seasons in Col 3 below the word “Number” e.g. 4.

QUESTION 9: Against each export crop that the farmer cultivated in the agricultural season, record the name of in local units in Cols.3 e.g. heap while Col.4 is for “number in local units” of area: e.g. 11,500: **Note** This are only acceptable units; **heap, stand, ridge, plot, acre and hectare.** Col.6 should be left for office use.

QUESTION 10: Production (in local unit) is required for each export crop or its by – product listed in Col. (2) . The definitions of the unfamiliar terms among them will be given in a separate document .Cols: 4&5 are as in Question 9.above. Col. 5 is for equivalent weight or volume of local unit in standard form while Col. 4. is for the local name of local units.

Note Leave Col. 6 for office use.

SECTION V: FARM IMPLEMENTS

QUESTIONS 11 -14: Deal with “ploughing” and “harvesting” implements respectively. Each implements should be read out to the farmer and his response recorded by circling ‘1’ for yes and ‘(0) for no as case may be. (See table attached to section 1,3 of this manual on multiple –choice questions

SECTION V1: STORAGE / PROCESSING:

QUESTION 15 – 18 : Should be treated as **in section v** (ques. 11-14).

SECTION V11: EMPLOYMENT EXPORT CROP FARMS

QUESTION 19: The total number of people that regularly work on the holding should be entered in the top segment of the table thus: males (under ‘M’) in Col. 4 and females (under ‘F’) in Col. 5.

Detailed information of each worker should be given in the bottom segment of the table. Thus if 9 workers were indicated in top segment (4 males and 5 females for instance) , then 9 rows will be filled in the bottom segment, one row for each worker.

Cols. 1-3 will be filled for each worker; Col.1 for serial nos. ranging from 1-18 in this case, Col.2 for name and Col.3 for age . Cols. 4&5 are for unpaid members of household while Cols. 5 &6 are for paid employees.

Note : for each worker, only one Cols. 4-7 will be ticked . Thus if a worker is a female unpaid member of household, you should tick Col .4 ‘F’ .

Cols. 6 is for number of hours worked on the farm per week. Fill if the worker concerned is a male, “M” and if the worker is a female, “F” Fill as appropriate .

Col. 7 is for paid workers whose wages per week should be entered to the nearest naira.

Note: for each paid employee.

SECTION V111: MARKET CHANNEL:

QUESTION 20: This allows for multiple responses. Seven market channels are listed (From Cols. 3-9) For each channel that the farmer adopts. Tick as applicable. Col. 2 is the list export produce .

SECTION 1X: FARMGATE SALES/NEAREST POINT TO THE FARM

QUESTION 21: The table has eight columns .

Col 1. – crop code

Col 2. – Name of crop

Col 3 – Name of local unit e.g. Basket, Keg

Col 4 – Quantity sold in local in local unit e.g. 17

Col 5 – Equivalent weight of local unit e.g. 25kg, 20 lt.

Col 6 – Total quantity i.e. col 4 multiply by col 5

Col 7 – Price per kg e.g. N100

Col 8 – Local market value i.e. col 4 multiply by col 7

SECTION X: OPEN MARKET SALES

QUESTION 22: A list of crops/produce are given in Col.2. Each is either in unprocessed form like “fresh fruit bunch “ or processed form like “palm oil”. Their respective code are given in Col.1. The name of the local unit (of sale) should be given in Col.3 and the number of local units (sold) in Col.4. In Col.5, the equivalent weight (in kg/litre standard measure) of local unit should be written and its price (in naira) in Col.7. The value of sales in naira should be given in Col. 8.

QUESTION 23: This requires the total annual sale (in naira). Six options are listed in Col. (a) – (f) with their corresponding codes 1-6 in Col.3 Circle the code corresponding to the chosen option, it can be completed by respondents that make sales.

Note: Only one choice is allowed .

SECTION X1: CONSUMPTION FROM OWN PRODUCTION

QUESTION 24: The table should be filled in like manner as Qu.21 (and Qu.22)

The only difference here is that we are asking for quantity consumed by the farmer out of his production as against quantity sold in the earlier questions.

SECTION X11: USE OF FERTILIZERS

QUESTION 25: Circle the code in Col.3 appropriate to the response in Col.2.

Note: If (2) is circled (meaning fertilizer has not been used) , go to Qu.31.

Otherwise continue with the sequence of questions.

Question 26: Record the number of farms treated with fertilizers and those not treated with fertilizers in Col. 3 as subdivided. Note the sum of both treated and untreated farms should correspond to the number given in Qu. 8.

Question 27: This is a single- choice question that allows you to circle only one code in Col. 3.

Note: If chemical fertilizer was used (either 1 or 3), continue with the sequence of questions (skip to 28 in Col. 3.) If only farmyard manure was used, go straight to Qu. 32.

Question 28: This is a multiple- choice question seeking the source(s) of supply of chemical fertilizers(s) against each source in Col.2, circle code 1 if used and code (0) if not used in Col. 3.

Question 29: Distance traveled in order to obtain chemical fertilizer(s) is required. Four options are listed in Col.2. Circle the code that corresponds to the given option.
Note: Only one choice is allowed.

Question 30: For each type of chemical fertilizer used by the farmer (Col.2), give the quantity in Col.3 and the cost in Col.4 Note Qu.31 and go to question 32. Col 1 is for office use.

Question 31: To be answered by those farmers who answered “No” to Qu. 25. Six reasons why the farmers not using fertilizers are listed in Col.2. Read out each reason; circle code “1, (Col.3) if the reason applies and “code” “(0)” if it does not in Col 3.

SECTION XII: USE OF PESTICIDES INSECTICIDES AND HERBICIDES

Question 32: Circle “1”, if the farmer says he has used pesticide or herbicide and code “(0)” otherwise in Col 3.

Note: If “(0)” is circled; proceed to Qu. 37 (Col. 3).

Question 33: Fill as in Qu.26

Question 34: Fill as in Qu. 30

Question 35: Fill as in Qu. 28

Question 36: Fill as in Qu. 29

Question 37: Fill as in Qu. 31

