

ANNEX 5: SURVEY TRAINING MODULE



NAFAKA PROJECT BASELINE SURVEY
RICE AND MAIZE VALUE CHAINS
TANZANIA

ENUMERATOR TRAINING MANUAL
14th – 18th November 2011

Contents

1. Introduction	4
2. Sample Size and Team Organization	4
3. Role and Responsibilities as an Enumerator	4
4. Basic Field Data Collection Norms	5
Introduction	5
Courteousness and Respect for Interviewees	5
Cultural Sensitivity	5
Respect for Consent and Confidentiality	6
Confidentiality.....	6
Consent and Signature of Disclaimer	6
Enumerator Non-Disclosure	6
Interview Techniques.....	7
Basic Principles for Completing the Questionnaire	7
Important Definitions.....	9
Administering the Questionnaire.....	10
5. Sections of the Household Survey	10
Section 1: Interview Details	11
Section 2: Household Member Details	12
Section 3: Plot and Planting Details	14
Section 4: Cultivation, Harvesting and Threshing Details	17
Section 5: Maize/Rice Utilization Details	20
Section 6: Maize/Rice Marketing Sales	21
Section 7: Breakdown of Household labour use in farming	21
Section 8: Other Sources of Income	21
Section 9: Access to Credit, Savings and other Information	22
Section 10: Household Characteristics	23
Section 11: Household Assets	24
Section 12: Poverty and Food Security	24
Section 13: Household Decision Making.....	25
Section 14: How to Use the GPS Unit	25

1. Introduction

The Government of Tanzania with cooperation of USAID and donor partners plans to implement a five-year program focused on improving the smallholder-based maize and rice value chains. This program is called NAFKA and its objectives include:

- i) Improve the competitiveness and productivity of maize and rice value chains; facilitate improved domestic and regional trade;
- ii) Expand the depth and breadth of benefits from the growth of the maize and rice subsectors, including increased benefits to women and youth;
- iii) And enhance rural household nutrition by promoting women-focused value chain development and improved consumption of a quality diet.

The survey you will help enumerate will set the baseline level of program indicators and help determine targets from which to benchmark program success.

2. Sample Size and Team Organization

The sample size for the baseline Household Questionnaire is 2000. Information on household selection will be given by your supervisor every morning.

There will be 5 survey teams. Each team will be comprised of 7 enumerators, 1 supervisor and 1 driver. Each team is expected to administer 6 questionnaires per day. At this rate, including travel time, the fieldwork will take about 20 days to complete.

3. Role and Responsibilities as an Enumerator

Your job as an enumerator is to interview the identified households in the villages selected for the survey. Your task is to ask questions and to record the answers that are required. You must make every effort to obtain complete and accurate answers and then to record them correctly. The success of the survey depends on the respondents' willingness to co-operate and it is your job to obtain it by being polite, patient and tactful.

The information you obtain is very confidential and will be used to compile national statistics. You are not permitted to discuss it, gossip about it or show your records to anyone not employed on the survey project. At no time should questionnaires be left lying around where unauthorised people may have access to them.

Reasons for immediate dismissal may be on any of the following grounds:

- The enumerator is found cheating i.e. making up data and filling the questionnaire without actually interviewing the respondent
- The quality of his/her work does not meet Quality Assurance standards
- If an enumerator turns up for work drunk,
- If the enumerator is late for a pick up more than once
- Insubordination: if the enumerator fails to heed instructions, organizes strikes

- Absenteeism: If an enumerator does not show up for work for two or more days without prior notice to the supervisor, and failure to provide proof of doctor's letter in case of illness
- Abusive or inappropriate behaviour to respondents or other enumerators, in breach of basic NAFKA conduct
- Any illegal activities

You must travel to the homestead to conduct the interview. No interviews can be done at the market or elsewhere.

4. Basic Field Data Collection Norms

Introduction

This chapter explains basic procedures that should be followed by enumerators for all field data collection.

Courteousness and Respect for Interviewees

Field teams are expected to meet or exceed three sets of standards:

- Quality assurance standards (data)
- Accountability standards (human resources, cash handling, procurement and accounting)
- Standards of conduct

Field enumeration is a tiring and often stressful process. Enumerators can become frustrated and need to unwind. Nakafa expects the highest standards of conduct at all times. It goes without saying that all field staff must respect the law and we will not protect field team members who fail to do so. But we expect more.

It is extremely important for the NAFKA staff to be courteous with the respondents and any other officials/individuals they encounter in the field.

More importantly the enumerators should at all times put up a neutral appearance i.e. respondents should perceive interviewers as people who are likely to understand and accept them and what they have to say. Interviewers must be seen as people to whom respondents' reactions/ views will not sound foreign or offensive. Courteousness and unbiased reactions during the interviews will generate most accurate information from respondents.

Cultural Sensitivity

Bearing in mind that research covers a wide range of cultures and religions, it is important for enumerators to be impartial in their views and respect other cultures i.e. they should not let their personal beliefs bias the interviews in any way. In addition the local customs must always be adhered to for example if a lady interviewer is expected to wear a veil in an area with Muslim influence or a Kitenge with local community to respect local tradition, one should respect the custom.

Respect for Consent and Confidentiality

Confidentiality

Respondent's anonymity is a fundamental principle of research and it is believed to offer the public reassurance, which increases their willingness to participate in surveys. It must be strictly preserved. Enumerators will often have to reassure the interviewee of our commitment to confidentiality. The identity of respondents cannot be revealed to any third party. No personal data should be shared with anyone outside Nakafa unless there is specific authorisation from the senior management.

Consent and Signature of Disclaimer

All surveys conducted by Nakafa are VOLUNTARY. Although we take every effort to make sure that we attain the highest possible hit rates, respondents are not obliged to answer questions. No interview can take place without the consent of the respondent. Enumerators should not coerce respondents, threaten them or offer any inducement (unless an incentive payment is included in the survey design).

In most cases, the interviewee will be required to sign a consent form. The enumerator must explain what the consent means. It is important for the respondent to sign a disclaimer statement at the end of the interview. This may authorize Nakafa or the client to use the data collected for certain defined purposes.

Enumerators should never promise services or rewards for responding to questions or give the impression that our clients' services will improve as a result of our survey.

Enumerator Non-Disclosure

One key element in preserving confidentiality is to have all persons involved in the survey sign a non-disclosure statement before entering into employment. The non-disclosure agreement should:

- Restrict the Survey Staff (field and data entry) from discussing responses with colleagues unless expressly authorized by the Supervisor.
- Restrict the Survey Staff from discussing the responses with any intentions of malice.
- Restrict the Survey Staff from discussing the responses with non-survey team members.
- Restrict the Survey Staff to discussing responses only with the Respondent or the Supervisors only when seeking clarification.
- Clearly outline the consequences of non-adherence to the rules of confidentiality.

Interview Techniques

During the interviewing, let people take their time. **Do not suggest answers for them.** Work steadily and make sure that answers are clear to you before you record them down. Do not accept at once any statement you believe to be mistaken but tactfully ask further questions to obtain the correct answers.

Someone may refuse to be interviewed. Almost always this is because of a misunderstanding. Remain courteous. Stress the importance of the survey and that it has nothing to do with taxation or any similar government activity. Further, point out that the information will be kept confidential and that the survey results will be published as numerical tables in such a way that it will be impossible to identify characteristics of individual persons and households.

You should be able to clear any misunderstandings, but if you cannot persuade a person to respond, or if his/her refusal is deliberate, tell the person that you will report the matter to your supervisor and do so at the earliest opportunity.

Basic Principles for Completing the Questionnaire

There are a number of basic principles that the interviewer should observe in completing the HH questionnaire.

Coding answers

1. Always read the questions exactly as they are written in the questionnaire. After reading a question once in a clear and comprehensible manner, you should await the reply. If the respondent does not answer in the reasonable time, he has probably (i) not heard the question; or (ii) not understood the question; or (iii) does not know the answer. In any case, if there is no answer, repeat the question. If there is still no reply, you must ask whether the question has been understood. If the answer is 'No', you may reword the question. If the difficulty lies in finding the right answer, you should help the respondent to consider his/her reply.
2. Most answers in the questionnaires are entirely pre-coded. You must write the code corresponding to the answer given by the respondent in the appropriate box, either below or at the side of the question. If the answer is an amount or a figure, write the amount in the appropriate. If the answer is zero, make sure to write in zero. **You should not leave any question blank.**
3. If the reply by the respondent is not in the list of answers written in the questionnaires, use the code number for 'Other' and write in the response provided by the interviewee. When you use the code for 'Other', the box should contain two things: the letter code for "Other" and the unique response provided by the respondent. See example #1 below:

Example #1: Using "Other" Codes

If the farmer responds to the below question with “I drive it to the market in a truck”.

You should complete the box as follows:

What is the primary method of transporting maize?	F - by truck
---	--------------

Reason for Storage	
A	Head loading
B	Cart
C	Bicycle/motorcycle
D	Boat
E	Picked up by customer
F	Other, specify

- When you need to write the name of a person, place or thing, **always write very legibly in capital (BLOCK) letters**. This instruction is important for the household roster and other information, because the respective data has to be entered into the computer.
- When recording an amount of money in Tanzanian Shillings (TSH), write only the amount. Do not write TSH on the questionnaire. Also, do not write commas. For example, to write 5,000 Tanzanian Shillings write: 5000. Do not write 5,000 TSH. Always record the answer to the nearest whole shilling. Do not record cents.
Similarly record weight in Kilograms, write only the amount. Do not write Kgs or Kilograms or commas –for example do not write 1,000KGS, record as 1000.
- When recording any answer related to dates or months i.e. with a number, make sure /clarify if the respondent is referring to Muslim calendar or Christian calendar. Make sure **time** is recorded as per English clock for example ‘Saa sita asubhui’ means 6am and not 12 o’clock’. Sometimes respondents refer to month/year by referring to their religious events and/or Muslim calendar.
- Completeness of questionnaire: After finishing each interview, verify that all the sections of the questionnaire have been correctly completed. Check to see that your writing can be easily read. Be sure you have recorded the required information for all of the household members indicated in each section. You should review your questionnaires immediately after each interview, before you hand over the questionnaire to your supervisor, and most importantly before leaving the village. Otherwise, if you leave the village without checking, and if you have made a mistake, you will have to return to the village at your own expense – which will be a waste of our time and yours too.
- You can correct minor errors on the interview forms, like sloppy writing or light entries. But you should not make any other changes in the completed questionnaire without asking the respondent the questions again. **Also, you may not copy the information you have collected onto a new questionnaire.**
- Fill out the questionnaire with a **blue pen ONLY**. There will be no exceptions.
- All narratives (descriptive) should be written in CAPITAL LETTERS and IN ENGLISH.

11. If you make an error, put a single line across the incorrect answer and record the correct answer beside it.
12. Do not put dash marks in any response box. If the respondent does not know, put “DK”. If the answer is zero, put “0”. If the question is skipped because of a skip pattern, leave the answer box blank. Use the respective codes allotted for each question.
13. Remember the difference between ‘Not applicable’ (N/A) and ‘Don’t know’ (DK). DK is when the person does not know the answer to your question. However before recording DK as an answer, please probe again so that respondent makes an effort to recall whatever information we require. N/A means that the question is not applicable to the respondent. For example, if you ask who spends the women’s earned income in the household, but there are no women living in the household, then the answer would be N/A.

Important Definitions

Household: A household is defined as all persons, present or absent, which usually live and take their meals together in the dwelling and recognize the authority of the household head. All living persons who stayed in the household for 6 months or more are classified as members.

Head of Household: In most cases, the head of the household is the one who manages the income earned and expenses incurred by the household, and who is the most knowledgeable about other members of the household. He or she will be the person named when you ask the question “Who is the head of this household?”

Intercropping: An agricultural practice that involves growing more than one crop in the same field, usually alternating the crops by rows. The most common goal of intercropping is to produce a greater yield on a given piece of land by making use of resources that would otherwise not be utilized by a single crop.

Administering the Questionnaire

On arrival at a new household, exchange greetings and introduce yourself. During this introduction period you should go through the following points:

- Explain the purpose of the survey; if needed, use the introduction letters provided by USAID and/or the Regional Commissioner (Government of Tanzania)
- Explain that many of the questions are about agricultural production and ask if there is someone from the household knowledgeable about these issues who can speak with the respondent
- Let the person to be interviewed know that the survey will take about one hour and make sure they are available. If not, determine when they might be free so that you can return to the household.
- Ask the interviewee if he/she has any other questions **Make sure the respondent signs the Consent Form.**

Before you begin, make sure that no one else is present or is within hearing range when the respective interviews are being conducted. Interviews with respondents should always be private. If this is not followed, data quality will be compromised. The only exception to this rule is for infants/young children, or your supervisors.

5. Sections of the Household Survey

Most answers in the questionnaire are entirely pre-coded. You must write the code corresponding to the answer given by the respondent in the appropriate box. When writing in the code, make sure to use capital letters. For example, if the code corresponding to a response is an A. Record A in the box and not a.

All the codes for this survey are located within the questionnaire. When asked to enter a code from a list, refer to the code lists directly below that section of the questionnaire. In most cases these lists will be located on the same page as the question.

Section 1: Interview Details

Purpose:

The purpose of this section is to identify the household and identify its location within the program area.

Instructions:

#	Name	Instructions
	Region	<ul style="list-style-type: none"> Use the code boxes located directly beneath the section to fill in the Region. <u>For example</u>, if you are working in the Dodoma region, in the space provided you would put the letter A.
	District	<ul style="list-style-type: none"> Use the code boxes located directly beneath the section to fill in the District.
	Ward	<ul style="list-style-type: none"> Use the code boxes located directly beneath the section to fill in the Ward.
	Village/ Hamlet	<ul style="list-style-type: none"> Use the code boxes located directly beneath the section to fill in the Village/Hamlet.
	Household ID	<ul style="list-style-type: none"> The supervisor will provide a unique code for each questionnaire. This field should not be blank at the beginning of the interview. If blank please inform your supervisor before proceeding to a household.
	Date of Interview	<ul style="list-style-type: none"> Record the date of the interview in the space provided. The date should use the format dd/mm/year. <u>For example</u>, if the date of the interview is June 5th, 2011, in the space provided you would write: 05/06/2011.
	HH Head	<ul style="list-style-type: none"> Record the full name of the household head
	Spouse of HH Head	<ul style="list-style-type: none"> Record the full name of the spouse of the household head. If the household head does not have a spouse write "N/A" in the space provided. Do not leave the space empty.
	Mobile No. of respondent	<ul style="list-style-type: none"> A contact phone number for respondent is required –in case some questions have been missed out or the interview is to be back-checked. If respondent does not own a phone, ask for a household member's, a friend's or neighbor's mobile number .
	Name of Interviewer	<ul style="list-style-type: none"> Record your name in the space provided.
	GPS Coordinates	<ul style="list-style-type: none"> To get the household coordinates you will need to use your GPS unit (see section 14 on how to use the GPS). Fill in here how it appears on the screen and how to translate the Latitudes and longitudes.

The remaining part of the first section will be completed by the Supervisor. Please note each of your surveys will be rated by the Supervisor for quality. Quality is defined as follows:

- Completely filled out
- Legible answers

	Survey Quality	<ul style="list-style-type: none"> Supervisor enters a quality rating for the survey
	Supervisor Verification	<ul style="list-style-type: none"> Supervisor certifies that he has reviewed the survey and that it meets the set standards by printing his/her name and signing in the spaces provided. SUPERVISOR should also indicate the date he completed the review. This review must be done before the team leaves the area.

Section 2: Household Member Details

Purpose: The purpose of this section is to collect the names and other details of members of the household. Information is collected on members present or absent but who usually live and eat their meals in the household.

Instructions:

Make a list of all household members present or absent who usually live and eat their meals in this household.

Questions 2.1 -2.10 should be completed for each member of the household. It is faster to complete this section column by column. That means:

- i. First record the names of the all household members
- ii. The next question asks for the age of each household member, return to the first name on the list, say the name out loud and ask the respondent to provide his or her age. Then go to the next person on the list, say the name out loud and then ask the respondent to provide his or her age. Go through the whole list of family members in this manner and then continue to the next question, repeating the process.

The demographic details required are as follows:

#	Name	Instructions
Q2.1	Household Member Name	<ul style="list-style-type: none"> • The first person on the list must be the respondent –the person answering the survey.
Q2.2	Age in Years	<ul style="list-style-type: none"> • Record the age of each household member in years. • If the person is less than one year old, record 0.
Q2.3.	Sex	<ul style="list-style-type: none"> • Circle the sex of each household member. M stands for male and F stands for female.
Q2.4	Relationship to HH head	<ul style="list-style-type: none"> • For each household member, record the relationship of that member to the household head by entering the appropriate code in the space provided. • <u>Pay special attention when the respondent is not the head of the household because the respondent in this case may give the relationship of the person in question to him or herself rather than to that of the household head.</u> • Reconfirm the relationship before filling out the answer on the form.
Q2.5	Marital Status	<ul style="list-style-type: none"> • Record the person’s current marital status by entering the appropriate code in the space provided. • The definition of “Married” includes all types of marriages such as civil, traditions, and common law, with legal, religious or cultural obligations. • The option “Polygamy” refers to males having more than one wife even if the second wife does not stay in the same household. Also choose this option if females have more than one husband.
Q2.6	Maximum Education	<ul style="list-style-type: none"> • This question asks for the highest grade successfully completed. Enter the appropriate education code in the space provided.
Q2.7	Still in School	<ul style="list-style-type: none"> • If the household member is still attending school, enter a <u>1</u> in the space provided. If the household member is no longer in school, enter a <u>2</u> in the space provided.
#	Name	Instruction

Q2.8	Read/Write Kiswahili	<ul style="list-style-type: none"> • If the household member is able to <u>read and write</u> in Kiswahili, enter a <u>1</u> in the space provided. If the household member cannot both read and write in Kiswahili, enter a <u>2</u> in the space provided.
Q2.9	Read/Write English	<ul style="list-style-type: none"> • If the household member is able to <u>read and write</u> in English, enter a <u>1</u> in the space provided. If the household member cannot both read and write in English, enter a <u>2</u> in the space provided.
Q2.10	Primary Occupation	<ul style="list-style-type: none"> • Record the primary occupation of the household member. Use the occupation codes listed on the survey. For respondents with more than one occupation establish the occupation for which most time is spent overall.

Section 3: Plot and Planting Details

Purpose:

The purpose of this section is to collect information about all crops which were planted by the household. It refers to the 'most recent full crop cycle'.

Instructions:

Enter all the parcels ('shambas') of land owned or used by the household in the most recent full crop cycle, the number of plots per each parcel of land.

Include all plots –whether owned or used (i.e. owned/paid rent/ used free of charge) by the household. The respective information is required even if the plots were fallow i.e. not cultivated in the most recent full crop cycle. This excludes all plots rented out or given out by the household during the most recent full crop cycle.

List the plots according to size from the largest to the smallest in acres.

#	Name	Instruction
3.1/3.2	<ul style="list-style-type: none"> Parcel number/ Plot number 	Record all the parcels of land owned or used by household and the respective plot numbers per each parcel (shamba) during the most recent crop cycle.
3.2	<ul style="list-style-type: none"> 	
3.3	<ul style="list-style-type: none"> Size of Plot 	<ul style="list-style-type: none"> Record the size of the plot in Acres. If response is in hectares, convert to acres by multiplying by 2.5 (1 hectare = 2.5 acres). For example, 6 hectares : $(6) \times (2.5) = 15$ acres
3.4	<ul style="list-style-type: none"> Type of ownership 	<ul style="list-style-type: none"> Record the type of ownership arrangement of the plot by entering the code that matches the response.
3.5	<ul style="list-style-type: none"> Total area under cultivation 	<ul style="list-style-type: none"> Record the total area under cultivation for each plot in Acres. If the plot was not cultivated, enter 'A' in the space provided. When asking for total area under cultivation, make sure to ask the unit of measure i.e. ask the respondent whether he is giving you the size in hectares or acres. You must record write down the size in acres. If the respondent only knows the hectares , use the following formula to convert the acres to hectares: 1 hectare =2.5 acres For example, 6 hectares = 15 acres (i.e. 6×2.5)

3.6	<ul style="list-style-type: none"> Reason for not cultivating 	<ul style="list-style-type: none"> Record the reason why a field was not cultivated by entering the code that matches the response. If the field was cultivated make sure to select response <u>A</u> --none, cultivated.
3.7	<ul style="list-style-type: none"> Irrigation/ How plot was watered 	<ul style="list-style-type: none"> Record the type of irrigation used to water the plot by entering the code that matches the response.
3.8	<ul style="list-style-type: none"> Name of crop 	<ul style="list-style-type: none"> Record the primary crop grown on the field by entering the code that matches the response.
3.9	<ul style="list-style-type: none"> Intercropped 	<ul style="list-style-type: none"> Ask if the field was intercropped. If the response is yes, enter a <u>1</u> in the space provided. If the response is no, enter a <u>2</u> in the space provided. Intercropping is the practice of growing more than one crop on the same field.
3.10	<ul style="list-style-type: none"> Planting dates 	<ul style="list-style-type: none"> Enter the month, week of the month (1st/2nd/3rd/4th week) and year when planting commenced. Enter the month/week of the month (1st/2nd/3rd/4th Week) when planting process was completed. Establish which calendar the respondent is referring to –Muslim/ Christian?
3.11	<ul style="list-style-type: none"> Time spent on land preparation – HH labour used (person days) 	<ul style="list-style-type: none"> Land preparation includes digging/ ploughing of land before commencing planting and the actual planting process. Enter the total amount of time members of the household (including free help by neighbors or relatives) spent preparing and seeding the plot. Record the number of person-days. To calculate person days multiply the number of people by the number of days. The calculation is: (No. of people) x (No. of days) = person days. Example: 5 people worked 4 days each, the total person days= 20 days. (5 people) X (4 days each) = 20 person days Remember to record the amount spent by <u>all</u> household members.
3.11contd.	<ul style="list-style-type: none"> Land preparation – Waged labour used (person-days) 	<ul style="list-style-type: none"> Enter the amount of time in person days spent by hired labour (people who are paid to work) during land preparation and seeding the plot.
3.11 contd.	<ul style="list-style-type: none"> Land preparation – total amount paid 	<p>Enter the total amount of Tanzania Shillings paid to all waged labour for the land preparation and seeding. If the respondent only knows what he paid each laborer per day, you can calculate the total amount by multiplying the amount per day by the total number of person days.</p> <p>(Amount paid per day) x (total number of person days)</p>

3.11 contd.		<p>= total amount spent on paid labour.</p> <p>Example: A farmer paid 500TSH per day to labourers who worked for a total of 20 person-days. The total amount paid to labourers is 10000 (500 X 20 person-days) = 10000.</p>
3.12	<ul style="list-style-type: none"> • Main land preparation method 	<ul style="list-style-type: none"> • Record the primary method of land preparation by entering the code that matches the response. • If the land was not cultivated during the previous season, enter code A – none, not cultivated.
3.13	<ul style="list-style-type: none"> • Amount spent on Rental- applies to mechanized operations only 	<ul style="list-style-type: none"> • If a mechanized system was used to plough, establish the total amount spent on rental/fuel etc. Otherwise enter zero.
3.14	<ul style="list-style-type: none"> • Type of seed used 	<ul style="list-style-type: none"> • Record the primary type of seed used by entering the code that matches the response –they could be local seeds or hybrid seeds –saved from previous crop or bought. • If the land was not cultivated during the previous season, enter code A – none, not cultivated.
3.15	<ul style="list-style-type: none"> • Amount of seed used 	<ul style="list-style-type: none"> • Enter the weight of seed planted in Kilograms. Convert local units of measurement to Kilograms. • If the land was not cultivated during the previous season, enter 0
3.16	<ul style="list-style-type: none"> • Amount spent on seed 	<ul style="list-style-type: none"> • Enter the amount in TSH the household spent on seeds. • If the land was not cultivated during the previous season, enter 0.

Section 4: Cultivation, Harvesting and Threshing Details

Purpose: The purpose of this section is to collect information about all crops which were harvested by the household during the most recent full crop cycle. **It refers to the activities taking place after planting up to the harvest stage i.e. weeding after planting, use of pesticides, herbicide, fertilizers etc. after planting.**

Instructions:

Record/ bring forward the Parcel and Plot ownership information in this section in the same order used in the previous section. **Refer back to the previous section to identify the field/crop on each plot.**

#	Name	Instruction
4.1/4.2	<ul style="list-style-type: none"> Parcel number/ Plot number 	Bring forward the Parcel/Plot number exactly as recorded under section 3. (Most recent full crop cycle)
4.3.	<ul style="list-style-type: none"> Weeding and other processes after planting i.e. e.g. during use of pesticide, herbicides and fertilizers – Household labour (person hours) <p>NOTE: This does not include time spent on harvesting and threshing</p>	<ul style="list-style-type: none"> Enter the total amount of time members of the household /friends/relatives spent in weeding the plot. Record the number of hours. To calculate hours multiply the number of people by the number of hours worked each day The calculation is: (No. of people) x (no. of hours) = total no. of hours. Example: <ul style="list-style-type: none"> 5 people worked 6hours each, the total no. of hours are: (5 people) X (6 hrs each) = 30 hours. Remember to record the time spent by all household members not just the respondent.. Sometimes some members work for longer hours than others so please take this scenario into consideration.
4.3cont d.	<ul style="list-style-type: none"> Weeding and other processes as described above at 4.3– hired labour in hours 	<ul style="list-style-type: none"> Enter the amount of time in hours spent by hired labour (people you pay to do work) to weed the plot.
4.3cont d.	<ul style="list-style-type: none"> Weeding and other processes as described above at 4.3 – total amount paid in T SH. 	<p>Enter the total amount of Tanzania Shillings paid to all waged labour for weeding and other processes as described at 4.3 above –number only, not TSH.</p> <p>If the respondent only knows what he paid each laborer per day, you can calculate the total amount by multiplying the amount per day by the total number of person days. (Amount paid per day) x (total no. of person days) = total amount spent on paid labour.</p>
4.4.	<ul style="list-style-type: none"> Pesticide – total used (litres or Kilograms) 	<ul style="list-style-type: none"> Ask if the farmer used pesticide on the plot during the most recent full crop cycle. If NO, record a zero in space provided and continue to next question. If YES: Establish the quantity used on respective plots and the unit of measure i.e. Litres or Kilograms.
4.4cont d.	<ul style="list-style-type: none"> Pesticide – total spent 	<ul style="list-style-type: none"> Record the total amount spent in TSH either in cash or in-

	(TSH)	<p>kind to buy pesticide for the plot during the most recent full crop cycle.</p> <ul style="list-style-type: none"> • If the answer is zero, place a zero in the space provided. • Make sure to record what was spent on each plot.
4.5	<ul style="list-style-type: none"> • Herbicide – total used (litres or Kilograms) 	<ul style="list-style-type: none"> • Ask if the farmer used herbicide on the plot during the most recent full crop cycle. If the answer is NO record a zero in the space provided and continue on to the next question. • If YES: Establish the quantity used on respective plots and the unit of measure i.e. Litres or Kilograms.
4.5contd.	<ul style="list-style-type: none"> • Herbicide – total spent (TSH) 	<ul style="list-style-type: none"> • Record the total amount spent either in cash or in-kind to buy herbicide for the plot during the last season. • If the answer is zero, put a zero (0) in the space provided. • Make sure to record the amount in TSH spent on each plot.
4.6	<ul style="list-style-type: none"> • Fertilizer – type 	<ul style="list-style-type: none"> • Ask if the farmer used fertilizer on the plot during the most recent full crop cycle. If the answer is NO record a zero in the space provided and skip to Q4.7..
4.6contd.	<ul style="list-style-type: none"> • Fertilizer – Total used (Kg) 	<ul style="list-style-type: none"> • Record the amount of fertilizer in kilograms/ other unit of measure that farmer applied to plot during the agricultural season • If the answer is zero, put a zero (0) in the space provided
4.6contd.	<ul style="list-style-type: none"> • Fertilizer – Total spent (TSH) 	<ul style="list-style-type: none"> • Record the total amount spent either in cash or in-kind to buy fertilizer for the plot during the last season. • If the answer is zero, put a zero (0) in the space provided. • Make sure to record the amount in TSH specifically spent on each plot.
4.7	<ul style="list-style-type: none"> • Method of Harvesting 	<ul style="list-style-type: none"> • Record the primary method used by the farmer to harvest the crop by entering the code that matches the response.
4.8	<ul style="list-style-type: none"> • Harvest period 	<ul style="list-style-type: none"> • Enter the dates that the household began harvesting • Enter the date the household finished harvesting. • Use the date format dd/mm/yyyy. For example, if the farmer indicates he started planting on July 6, 2011 you would enter 06/07/2011.
4.9	<ul style="list-style-type: none"> • Harvest – HH labour (person hours) 	<ul style="list-style-type: none"> • Enter the total amount of time members of the household (including exchange labour) spent harvesting and threshing the plot. • Record the number of person-days. To calculate person days multiply the number of people by the number of days. The calculation is: (No. of people) x (No. of days) = person days. • Remember to record the amount spent by all household members not just the respondent.
4.9contd.	<ul style="list-style-type: none"> • Harvest – wage labour (person hours) 	<ul style="list-style-type: none"> • Enter the amount of time in person days spent by hired labour (people you pay to do work) to harvest and thresh the plot.
4.9contd	<ul style="list-style-type: none"> • Harvest – total spent on 	Enter the total amount in Tanzania Shillings paid to all

	labour (TSH)	<p>waged labour for harvesting/threshing.</p> <p>If the respondent only knows what he paid each laborer per day, you can calculate the total amount by multiplying the amount per day by the total number of person days.</p> <p>(Amount paid per day)x(total number of person days) = total amount spent on paid labour.</p>
4.9contd	<ul style="list-style-type: none"> • Harvest – Total amount spent on equipment and fuel in TSH 	<ul style="list-style-type: none"> • Only enter the number –do not record TSH.
4.10	<ul style="list-style-type: none"> • Actual Harvest (KG) 	<ul style="list-style-type: none"> • Paddy (refers to Rice) • Refers to Rice/Maize (i.e.grain)

Section 5: Maize/Rice Utilization Details

#	Name	Instruction
5.2	<ul style="list-style-type: none"> • Total quantity of maize harvested • Total quantity of Rice harvested 	<ul style="list-style-type: none"> • Record harvest in number of Kilograms –record number only (not Kgs)
5.3	Quantity consumed as food	<ul style="list-style-type: none"> • Record quantity consumed as food in Kilograms–record number only (not Kgs)
5.4	<ul style="list-style-type: none"> • Quantity used to settle loans 	<ul style="list-style-type: none"> • Record quantity used to settle loans
5.5	<ul style="list-style-type: none"> • Quantity lent out to relatives/neighbors/friends 	<ul style="list-style-type: none"> • Record quantity in kilograms–record number only (not Kgs)
5.6	<ul style="list-style-type: none"> • Quantity given out to relatives/ friend free of charge/gift 	<ul style="list-style-type: none"> • Record quantity in kilograms–record number only (not Kgs)
5.7	<ul style="list-style-type: none"> • Quantity retained in store 	<ul style="list-style-type: none"> • Record quantity in kilograms–record number only (not Kgs)
5.8	<ul style="list-style-type: none"> • Quantity spoilt or lost post harvest 	<ul style="list-style-type: none"> • Record quantity in kilograms–record number only (not Kgs)
5.9	<ul style="list-style-type: none"> • Quantity sold – whole 	<ul style="list-style-type: none"> • Record quantity in kilograms–record number only (not Kgs)
5.10	<ul style="list-style-type: none"> • Quantity sold – processed 	<ul style="list-style-type: none"> • Record quantity in kilograms–record number only (not Kgs)
5.11	<ul style="list-style-type: none"> • Reasons for not selling any harvest 	<ul style="list-style-type: none"> • Select from pre-coded list
5.12	<ul style="list-style-type: none"> • Reasons for crop spoilage 	<ul style="list-style-type: none"> • Select from pre-coded list
5.13	<ul style="list-style-type: none"> • Reasons for storage of some harvest 	<ul style="list-style-type: none"> • Select from pre-coded list
5.14	<ul style="list-style-type: none"> • Primary type of storage facility used 	<ul style="list-style-type: none"> • Select from pre-coded list
5.15	<ul style="list-style-type: none"> • Whether received a receipt from warehouse for storage. 	<ul style="list-style-type: none"> • Record 1 if YES and 2 if NO.

Section 6: Maize/Rice Marketing Sales

This section applies to respondents who sold part of their harvest in the most recent full crop cycle.
IF NOT SOLD ANY CROP SKIP TO NEXT SECTION.

IF SOLD establish sales information to **top three outlets/customers** as follows:

#	Name	Instruction
6.3	• Type of sale	• Whether the farmer sold it as an individual or as part of a group
6.4	• Type of sales outlet/ customer	• Select from list
6.5	• Name of firm	• Specify name of outlet produce was sold to
6.6	• Quantity sold	• Quantity in Kilograms
6.7	• Total value	• Value in TSH –record numerical number only, not Kgs
6.8	• Mode of transport used	• Select from list
6.9	• Whether sold on contract	• Record 1 if YES and 2 if NO.
6.10	• Type of contract	• Establish details, select from list

Section 7: Breakdown of Household labour use in farming

This section is a summary of the labour used by household members i.e. **person days** used at each stage of the most recent full crop cycle i.e. ranging from land preparation to marketing of the produce.

#	Name	Instruction
7.1	• Land preparation (before planting)	• Please establish number of days spent by the household members on each of the activities listed –separately for adult males, adult females, male and female children(aged under 18yrs)
7.2	• Planting	
7.3	• Water collection for crops – includes fetching water and watering the crops	
7.4	• Weeding (after planting)	
7.5	• Harvesting	
7.6	• Marketing/sales	

Section 8: Other Sources of Income

This section establishes other sources of household income apart from farming, within the last year' e.g. own farm livestock/poultry, casual labour on other peoples' farms, nonfarm casual labour etc.

In addition the importance of having household income from respective source is required. The responses are as follows - 'Very important', 'Somewhat important' and 'Not at all important' – single response only.

READ OUT EACH OF THE PRE-CODED POSSIBLE SOURCES OF INCOME ONE BY ONE. IF EARNED INCOME FROM A PARTICULAR SOURCE, RECORD THE SOURCE AND THE AMOUNT EARNED IN THE '**LAST YEAR**'.

Section 9: Access to Credit, Savings and other Information

This section establishes:

#	Name	Instruction
9.1 -9.9	<ul style="list-style-type: none"> Access to credit facilities (includes cash and kind) 	<ul style="list-style-type: none"> Extent to which respondent has access to various credit, savings facilities and loans Amounts borrowed, amounts payable including interest, purpose of the loan etc. Amount paid back When the remaining balance will be repaid – Responses : <ul style="list-style-type: none"> In 3 months In 6 months In 9 months In 12 months or over
9.10-9.14	<ul style="list-style-type: none"> Membership of Savings group i.e. Producer / Farmers' Organizations 	<ul style="list-style-type: none"> Whether respondent belongs to a Producer/Farmers' organization and reasons. These groups can be formal or informal groups.
9.15-9.17	<ul style="list-style-type: none"> Producer Organizations 	<ul style="list-style-type: none"> Membership of formal or informal producer/farmers' organizations , annual membership fees and 3 reasons for joining the groups
9.18-9.23	<ul style="list-style-type: none"> Extension Training 	<ul style="list-style-type: none"> Whether respondents have received Extension training i.e. from officers within government or NGO's or from AGRO dealers etc. Record details of the last trainings received by household i.e. agent who trained them, topic of training, method of training used and amount paid for training. Select responses from lists provided.
9.24-9.26	<ul style="list-style-type: none"> Knowledge areas 	<ul style="list-style-type: none"> Farmers' level of knowledge on various issues related to choice of seeds for planting, soil /crop management, irrigation, marketing and sales of crops etc. Note: Respondents will rate themselves on their level of knowledge on various areas related to crop production and soil management. Enumerators are not supposed to judge their level of knowledge.

Section 10: Household Characteristics

In this section the enumerator is required to first use **observation method for Q's 10.1 – Q10.5:**

Q10.1	Number of structures on their property	<p>These are structures on the compound i.e. where the interview is being conducted.</p> <p>A structure is a building or a construction e.g. the main dwelling, kitchen, toilet, shed for animals, grain store etc. In the above example there are 5 structures.</p>
Q10.2 -Q 10.4	Type of material used to build the household's dwelling i.e. roof, flooring, walls etc.	Most of these details can be observed i.e. do not ask the respondent unless you cannot see the interior of the dwelling.
Q10.5	The type of toilet facilities used by the household	<p>Please observe if you can see a toilet in the compound.</p> <ul style="list-style-type: none"> • IF SEEN establish type by asking to see • IF NOT SEEN ask politely if there is a toilet facility used by the household and location. If NONE record accordingly.
Q10.6 to Q 10.9	Source of drinking water, lighting, cooking fuel and access to water point within 30 minutes of walking distance from the homestead	Ask respondent for their main source used for the respective amenities. Select response from coded lists.

Section 11: Household Assets

This section establishes:

Q11.1 & Q11.2	Assets owned by the household - animals and household assets	Read out each of the assets listed one by one and establish quantities owned
Q11.3	Current value of the assets (if they were to be sold in the current condition) .	Make sure you establish the value of every asset within a particular group. Value calculations are needed for each asset. Example 1: A household may have two cows (different values) and two calves whose value will also be different from the adult cows. Example 2: Two radios –one being very old and another recently bought –thus they will have different values.
Q11.4 & Q11.5	Assets the household might have sold 'in the last one year' and reasons why they were sold.	This question is to be repeated for each of the assets as the household may not have an asset currently because they sold it 'in the 'past one year' . Important to establish why they sold the asset.

Section 12: Poverty and Food Security

This section tries to determine:

Q12.1	Respondent's perceptions of a 'poor' household i.e. characteristics of a 'poor' household -3 main characteristics.	DO NOT READ OUT ANY OF THE PRE-CODES The respondent will answer in his/her own words what they perceive as a poor household. The response should be recorded in the appropriate codes (A to R). If there is no appropriate code, only then is it recorded under 'others' and specify the response in exact words, e.g. lack of education falls under code 'j'.
Q12.2	Information on kitchen garden and community garden	Ask if respondent has a kitchen garden or participates in community garden and top three vegetables grown.

Section 13: Household Decision Making

This section tries to establish gender balance in decision- making in issues related to the household and the farm:

#	Name	Instruction
RECORD GENDER OF THE RESPONDENT IN THE ANSWER BOX (i.e. Male/ Female) AND ADMINISTER QUESTIONS 13.1 TO 13.17.		
Q13.1- to 13.10	Decision making on household issues	<ul style="list-style-type: none"> • Read out each statement under household issues one by one and ask the respondent who makes decisions on the particular issue. • Record only one response i.e. either 'Male' or 'Female' or 'Both'.
Q13.11 to 13.17	Decision making on farm-related issues	<ul style="list-style-type: none"> • Read out each statement under farm issues one by one and ask the respondent who makes decisions on the particular issue. • Record only one response i.e. either 'Male' or 'Female' or 'Both'. •
AFTER ADMINISTERING THIS QUESTION WITH THE RESPONDENT (Male/ Female), REPEAT THE QUESTION WITH A SENIOR HOUSEHOLD MEMBER OF OPPOSITE SEX –PREFERABLY THE SPOUSE OR ANY OTHER SENIOR MEMBER OF THE HOUSEHOLD I.E. OF OPPOSITE SEX. RECORD GENDER OF SECOND HOUSEHOLD MEMBER INTERVIEWED FOR THIS QUESTION.		

Section 14: How to Use the GPS Unit

Each morning you will check out a GPS unit from the Supervisor and each night you will check that unit back in. Each GPS unit is labeled with an identifier (put in an example). In the morning, the Supervisor will ask you to sign your name next to the GPS Unit that you take. Each night, when you return the GPS unit to the Supervisor he will note on the sheet that the GPS was returned. *Hint: often enumerators will try to check out the same unit each day.*

You are responsible for the GPS Unit that you check out each day. If you lose or break the unit you will be responsible for paying the price of replacement unit – currently **USD 85** (translate into local currency). So please be responsible for your equipment.

Setting up your GPS Unit

For whichever GPS unit that you have been assigned, you must ensure that the GPS settings are correct. The settings you must set include:

1. Units: Metric measurement units must be selected
2. Coordinate system: Decimal Degrees (hh.ddddd)
3. Map Datum: WGS 84

To set these parameters on your GPS unit, you will need to navigate to the settings page. If unfamiliar on how to do this please request your Supervisor or survey supervisor to set up the GPS unit for you.

How to record coordinates

For most GPS units that you will be using, recording of locations is known as “marking a waypoint”. You will need to ensure that the following are correct before you attempt to record a waypoint:

- The settings are as above
- The satellite page on your GPS unit indicates that there are four or more satellites in the map window.
- You know the Household Number where you are.
- You move away from very tall buildings or trees as this will distort the readings. Do not take readings when standing under the shade of a tall tree, as the tree will block satellite reception.

Once you are ready, you will need to navigate to the “mark way point page”. Note the following coordinates:

Latitude: Indicate whether it is South(S) or North(N) by including S or N before the coordinate on the questionnaire

Longitude: Indicate whether it is East(E) or West(W)

Altitude: Indicate the altitude reading on the questionnaire.

Exercise: An example, taken using a GPS in the NAFKA office is as follows (Record the readings for you to remember the format):

1. Latitude:
2. Longitude:

***Don't forget to include a negative (-) if the latitude position has a negative.
For your information, a negative in latitude means south of the Equator.***

How to double check coordinates

To check if the coordinates you recorded are correct:

1. Switch off your GPS unit
2. Switch it on again
3. Check the settings of the GPS on the settings page
4. Navigate to the satellite page and ensure you have enough satellites in the window
5. Navigate to the mark way point page and read the coordinates again
6. If they differ and the time is between 12pm and 2pm, make a note as you may have to repeat the reading at a later time.

PLEASE REMEMBER TO THANK RESPONDENT FOR THEIR PATIENCE AND TIME TAKEN TO RESPOND TO THE SURVEY