

**PROJECT: "ATTAINING SUSTAINABLE SERVICES FROM  
ECOSYSTEMS THROUGH TRADE-OFF SCENARIOS"**

**FIRST HOUSEHOLD SURVEY ON LIVELIHOODS, PRODUCTIVE ACTIVITIES AND  
NATURAL RESOURCES**



**ENUMERATOR'S MANUAL**

**Zomba, Malawi - Colombia**

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## 1. ROLES AND RESPONSIBILITIES

### a. Enumerator:

The main responsibility of the enumerating team consists mainly of completing the household questionnaire for a total of 565 households in the district of Zomba, Malawi. The individual quota of households per each team member will be assigned by the supervisors—Dalitso Kafumbata and Joseph Nagoli—according to local circumstances and work progress.

It will also be each member's responsibility to make sure that the household surveyed is, in fact, part of the communities previously selected to be included in the sample. For that reason, the list of households to be surveyed will be provided to the team, as well as the identification codes corresponding to each household. The list of households with complete names must be kept under lock and key and must not be distributed to anyone other than to the members of the team.

The field team will also be responsible for carrying out anthropometric measurements of the children who are 59 months old or younger (i.e., younger than 5 years of age). To do so, the team will be provided with the necessary scales and the instruments to measure the corresponding length, height, and mid-upper arm circumference. In coordination with their supervisors, they will also be responsible for scheduling the anthropometric measuring sessions of the eligible children in the sampled households.

### b. Field supervisors

The supervising team will be integrated by Joseph Nagoli and Dalitso Kafumbata. Their responsibility will be to do the necessary coordination so that the survey team will count with the necessary conditions and information to work adequately. They will also be in charge of verifying that the information gathered, and the procedure followed to access it, are correct. If necessary, they will be present during certain interview sessions with the members of the household for the purpose of evaluating the enumerators' work.

Once the survey information is gathered, it is expected that the supervisors will submit their questionnaires to a rigorous examination to evaluate the quality of the information.

The field supervisors must be notified of problems that may come up, whether due to the administration of the survey, or concerning problems of a logistical nature or concerning coordination with local authorities.

## 2. THE SAMPLE

### 2.1. Characteristics

The aim of this study is to obtain information of a representative number of households that inhabit the 6 villages that take part of the ASSETS project. The total sample consists of 565 households. However, given that some households may decide that it is not in their interest to be part of this process, the sample selection considered also a number of replacements. The overall sample is distributed as follows:

Community	No. of households
Kasonga	68
Makombe	65
Mpheta	243
Mtogolo	14
Mtuluma	29
Mtwiche	177
<b>TOTAL</b>	<b>565</b>

Exhaust every mean possible to try to locate a household and to convince the head of household and other responsible adults to participate in the survey. These actions, however, must be governed by the ethical principles that guide the project (i.e., provide accurate information about the time the survey will take, the amount of compensation to be provided by the project, the nature of the project and the potential benefits it can accrue in favour of the community).

In the survey, information must be collected from all the members of the household for various modules, although differentiating among individuals according to how they meet the inclusion criteria for each section (e.g., age, sex, or occupation). *The head of household, assisted by other informed adults, if necessary, must respond to the questions concerning the household as a whole.*

The following persons must not be considered in this survey:

- People who live outside the study area;
- Residents who live in the zone, but who do not reside in private residences but rather in other institutions such as hospitals or army barracks.
- Members of the armed forces or police forces who reside within a military base
- Personnel of NGOs, research centres, or other development organizations who are not from the zone but who live there temporarily for reasons of work or study.
- Foreign or national tourists who are visiting the zone.

## 2.2. Inclusion criterion

**This is a survey of households, not of families or persons.** A **household** can be a person or a group of people, whether or not they are related, who live together as a single unit, in the sense that they have arrangements of a domestic type in common (such as cleaning) and coordinate their economic activities (participation or support for a common budget).

A standard definition of a household is the following:

***“A group of people who live under the same roof, combine their resources, and eat at least one meal together every day”***

Take into consideration, however, that it is possible that people who are not members of the household may be residing within the dwelling at the time of the survey. Likewise, it is important to recognize that the members of a household do not necessarily have to be related by blood or marriage. A distinction must be made between family and household. The first alludes to social relationships, bonds of blood and matrimony; the second one alludes fundamentally to an economic unit.

On the other hand, not all people who are related to each other and who live under the same roof are necessarily members of the same household. For example, two brothers who live in the same housing unit with their wives and children may cook separately and manage their resources independently. In this case, it is considered that they constitute two distinct households.

The **head of household**, in turn, is the person who is commonly seen by the members of the household as their “head.” Generally, this is the main economic contributor to the household and the one who makes the main decisions. Nonetheless, remember that you must abide by the decisions of the members regarding who will be named head of household.

Note that there must be only one head of household. If more than one person is recognized by the members of the household as a potential head, or if the members of the household give different versions of who assumes this role, it is very probable that we have two distinct households living in the same house.

In such cases, it is extremely important to use the appropriate inclusion criteria to correctly identify the members of a household. Take the following into consideration:

- It is possible that the head of household is not living in the dwelling at the time of the interview for reasons related to work.
- Students in residential schools or other institutionalised individuals (for example, hospitalised) who reside in another place but are dependent on the household must be listed as members of the household.
- Do not include military or police personnel, prisoners, or other institutionalized persons who live in another place if they are largely independent of the household for their support.
- Some members of the household may not be related to the head of household. They will be considered to be part of the household only if they reside in the same housing unit and share the domestic and economic responsibilities.
- Servants, workers, or renters must not be considered as members of the household if they have their own household or depend on that household for their subsistence.
- Children who live with other parents must not be listed.

### 3. HOW TO ADMINISTER THE QUESTIONNAIRE

#### 3.1. Procedure

Once the interview has been started, the survey must be administered to one individual from the household at a time until all the questions of the modules of education, health, maternity, use of time, and occupation have been completed, as appropriate given their age, sex, and occupation. That is, once the questions of

one of the socioeconomic modules have been administered to an individual, you must go on to apply the questions corresponding to the following module to this same person.

The survey must not be applied by completing one module at a time, but rather until being done with obtaining the corresponding socioeconomic data for all the members of the household (Modules B to G). Filling out one module at a time involves a greater investment of time for the members of the household, since a person who was released upon finishing one module may be called to the interview again to proceed with the subsequent module. The objective is rather to release the members of the household as soon as possible so that they may make use of their time freely (with the exception of the head of household, who must participate in the majority of the modules).

### **The only exceptions are modules A and B.**

Remember to always guarantee the necessary confidentiality to the informants. Use a room or space which is relatively private and do not allow other people, other than the field supervisor (with permission of the informant), to be present during the interview.

No person who is not related to the study or the household in question may be present during the interview.

If such people are present when the interview is started, gently ask them to move away to respect the informant's privacy. If, for some reason, this is not possible, try to set a new appointment with the informant in question. If, on the other hand, the informant asks to be accompanied by another person, you should respect his or her wish.

**Persons older than 10 years of age can answer the questions of the questionnaire. If, for some reason, you need information about younger children, you should ask their mother or guardian.**

## **3.2. Interaction with the population:**

Above all, your attitude towards the interviewees in the survey households must be one of respect. You must always be patient towards the members of the survey household. Under no circumstances should you adopt an intimidating attitude to obtain the information desired. During the interviews, you must work efficiently and relatively quickly, but you should not rush the interviewees or pressure them to obtain a response, because this could lead to errors.

After each interview, you must always go quickly through your questionnaire and thank each interviewee for their help and their time. Keep in mind that ALL the households surveyed at this time will be visited once again six (6) months in the future, and that some of them will participate in the weighing of meals. Therefore, it is vital that your conduct be irreproachable since otherwise, some households may withdraw from the study.

Keep the following considerations in mind:

- Be ready to respond to any question that the interviewees ask you about the survey and its contents. In the majority of cases, at the time of obtaining the informed consent, the informant will be provided with enough information. Nevertheless, check with your field supervisor if you have any doubts.
- The implementation of the survey will take an extended amount of time. Make every effort to make this process easy for the informant household. If necessary, you can divide the interviews of the members of the household and hold them at different times (no more than three or four).  
Nevertheless, under no circumstances should the interview be prolonged for more than 1.5 days.

- At the beginning of the interview, make sure that the informant has enough time to complete a significant part of the survey. If the informant must go out later, organize a new interview for later that day or the next day. Remember, however, that the team will have a limited amount of time to finish all the surveys in each community.
- Try to maintain a fluid conversation with the interviewee so that you can obtain all the required information from one person as efficiently as possible. Do not abuse the patience of the interviewee; avoid excessive repetition of questions about matters that he or she considers that they have already responded to according to their possibilities and knowledge.
- *If it is clear that the interviewee has understood the question, you should accept the response that is provided.* You may sound out the answer to make sure that the interviewee has provided an informed response; however, note that **the function of the census taker is not to verify that the information provided is correct.** It is always possible that the interviewee will lie or provide inaccurate information; but, as a census taker, you must not make any judgment about the information provided.

### 3.3. How to apply the questions:

In principle, *the enumerator must read the question as it is written in the questionnaire, following the established order.* Nevertheless, note that even though this rule applies to the great majority of cases, there are various types of questions in the questionnaire:

- There are questions in which the enumerator does not read the question, but rather records the information based on his or her personal observation. In these cases, the text of the question is written completely in blue.

- THE NEXT QUESTIONS SHOULD BE ANSWERED BY THE ENUMERATOR  
- IF MORE THAN ONE CONSTRUCTION MATERIAL, RECORD THE PREDOMINANT ONE.

Q.2 WHAT IS THE PREDOMINANT MATERIAL USED FOR THE <u>OUTER WALLS</u> OF THE MAIN DWELLING OF THIS HOUSEHLD?	Please select...
Q.3 WHAT IS THE PREDOMINANT MATERIAL USED FOR THE <u>ROOF</u> OF THE MAIN DWELLING OF THIS HOUSEHOLD?	Please select...
Q.4 WHAT IS THE PREDOMINANT MATERIAL USED FOR THE <u>FLOOR</u> OF THE MAIN DWELLING OF THIS HOUSEHLD?	Please select...

- In the great majority of cases, the enumerator only reads the question and waits for the response. The responses may be pre-coded, with which he or she selects an option from the menu offered, or they may be open, in which case he or she has to write the response in the corresponding box.

In the text, you will find that some pre-coded answers have a translation attached. These translations are for guidance. It is not necessary that the respondent answers the question exactly in the same manner in which it is written in the drop down menu.

I. Fuel

Q.1 What is the main source of lightning fuel?  
Mumagwiritsa ntchito chiyani pounika m'nyumba mwanu nthawi zambiri?

Q.2 What is the main source of cooking fuel?  
Mumagwiritsa ntchito moto wanji pophika nthawi zambiri

**Firewood**

Q.3 Do you ever use firewood as fuel?  
Mumaphikirako nkhu?

☐ Yes (Eya) (1) ☐ No (Ay) (2)

**In the last 7 days**, how much firewood did your household use?  
M'masiku 7 apitawa ndi nkhu zochuluka bwanji zimene mumagwiritsa ntchito pakomho pano?  
**TRY TO USE THE SAME MEASUREMENT UNIT THROUGHOUT THE REST OF RELATED QUESTIONS**

Firewood - total use: **QUANTITY**

Q.4 - REFUSES= -998  
- DO NOT KNOW= -999

Remember that many questions have the option Other (SPECIFY). In This case a new window will open up, in which you must write the response not covered by the options available in the menu.

**Other Value**

Enter Other value

Ok Cancel

- c. In a few questions, the enumerator will take charge of **reading the question and the answers equally**. The responses in these cases will all be pre-coded.

How satisfied are you with your family life?  
Q.2 Ndinu wokhutira bwanji ndi moyo wa banja lanu?  
**READ THE ANSWERS**

How satisfied are you with the friendships of the household members?  
Q.3 ndinu wokhutira bwanji ndi ubale wapakati pa anthu apakhomo pano ndi ena akunja?  
**READ THE ANSWERS**

How satisfied are you with the school(s) your household members attend?  
Q.4 Ndinu wokhutira bwanji ndi sukulu zimene anthu a pakomho pano amapitako?  
**READ THE ANSWERS**

Please select...

Please select...

Very satisfied (wokhutira kwambiri) (1)  
Somewhat satisfied (wokhutira choncho) (2)  
Neither satisfied nor insatisfied (wosakhutira komonso wosakhumudwa) (3)  
Somewhat insatisfied (wosakhutira kweneikweni) (4)  
Very unsatisfied (wokhutira kwambiri) (5)

Please select...

## 4. IMPLEMENTATION OF THE SURVEY

### 4.1. MODULE A. Information about the household being surveyed

#### INFORMANTS:

- ☞ This section should be filled in by the enumerator.

#### Initial Screen

- **Q.1:** Identify in detail the head of the household to be [surveyed]. This information will be used both to identify the household and to obtain the details necessary to contact the head of household again in case it is necessary for cross-examination and a subsequent round of surveys.
- **Q.2- Q.3:** It is essential to record the confirmation that the informed consent was obtained, both from the head of household and from the mothers or guardians of the children younger than 5 years old whose anthropometric measurements will be taken. If you do not record these data, the survey will not be enabled for its application. The module that contains the anthropometric measurements



will be enabled only if the consent of the mothers or guardians is confirmed. Do not, for any reason, record a consent that was not actually obtained.

- **Q.5:** Adequately describe the location of the household surveyed. This description should help the field supervisor visit this housing unit without your company or help other team members find this location for the second round of surveys.
- **Q.6 – Q.7:** If the household being interviewed is used to replace another household initially sampled, record the one being substituted and the reasons that describe why it was replaced. Replacements **MUST BE** approved and assigned by the field supervisors.
- **Q.8:** Do not forget to fill out your data appropriately; you must have the name of the enumerator for supervision tasks.
- **Q.9 – Q.12:** Record the date and time that you ***started*** to apply the survey at each visit that you made to the household. Try to have this completed in no more than three visits. Check the time and date of your computer so that the information will be correct.
- **Q.13:** Include in the OBSERVATIONS section any information that helps to understand the data recorded in the survey, especially notable features that explain the composition of the household (e.g., "the head of household is absent for three months due to seasonal migration for work" or "head of household is in the process of separation from your partner"). Record as well any relevant information related to productive activities (e.g. "home is devoted almost exclusively to production for self-consumption.")

## 4.2. MODULE B. Socio-demographic data of the household:

### **INFORMANTS:**

This section applies to all the members of the household.

- ☞ *Persons 10 years old or older may be direct informants.*
- ☞ *Mothers or guardians of children younger than 10 years of age must respond for them.*

### **Initial Screen:**

The first four questions must be answered by all the members of the household before applying any other.

- **Q.1:** The head of household must be the first person listed in the table of members of the household.  
Upon recording the names of the members of the household **complete surnames must not be collected** in order to protect the privacy of the informants. These names are used to distinguish the various members of the household, not to collect detailed personal data. If one or more persons have the same name, use some additional form of identification (for example, nicknames that their family uses daily).
- **Q.3:** Record the relationship of each household member with the head of the household. Whatever other relationship this individual may have with any other member should be set aside.
- **Q.4 – Q.5:** Remember that for children 5 years old or younger you must enter the months as well. In particular, note the following:

- Consult a vaccination card or other official document that records the child’s date of birth to verify his or her age.
- Round the months up or down if the child is younger or older than 15 days, respectively.

### **‘General Background’ Screen**

- **Q.1- Q.2:** Confirm that the date of birth recorded on the survey agrees with the date declared by the informant.
- **Q.3 – Q.5:** Remember that the period of absence to declare is cumulative. For example, if a person was absent from the village for three weeks, and then, two months later, for another 4 weeks; it is assumed that the person has been absent from the household for 7 weeks. Likewise, if this person ate outside the household each other day in the past 7 days, you add them all and record them in the survey.
- Round the period of absence up or down if the period is greater than or less than two weeks (or 15 days), respectively. Following the example above, for the person absent for 7 weeks you should record an absence of 2 months in total.
- **Q.6 – Q.9:** These questions refer to the birthplace of the respondent and whether s/he is native to the area or not. All the districts of Malawi are included in the list. If born in another country, register only the name of the country of birth.
- **Q.10:** Remember that when asking for the reason that the informant moved to the study zone, we are only interested in the main reason.

### **‘Cultural Profile’ Screen**

- **Q.1 – Q.5:** This section will be answered only by the head of household. The objective is to obtain a profile of the cultural characteristics of the household as a whole, not of the head of household in particular.
- **‘Civil Status’ Screen**
  - This section will be answered by those members of the household who are 12 years old or older.
  - **Q.1:** Remember that declaring oneself to be “married” does not necessarily imply a formal or legal union; it may also be an informal type.
  - **Q.2 – Q.5:** In this section you have to identify which members of the household are the partners of the respondent.
  - **Q.6 – Q.7:** It might be the case that the respondent’s partner lives outside the household and that s/he may have more than one. Record in this section how many partners of the respondent live outside the household.

## **4.3. MODULE C. Education:**

### **INFORMANTS:**

This section applies to members of the household who are 5 years old or older.

- ☞ *Persons 10 years old or older may be direct informants.*
- ☞ *Mothers or guardians of children younger than 10 years old must answer for them.*

### **Initial Screen:**

You must administer the module by completing one column at a time, as each informant takes their turn.

The persons to be included in the initial table are selected by the program automatically. Make sure that the age collected in the previous module is correct in order to avoid excluding someone from the survey unnecessarily.

- **Q.1 – Q.2:** With regards to the identity of the informant (when the information is not self-reported), it is possible that there are two members of the household instead of one who provide the information. In this case, record only the person who provides the greatest information as the informant.

### ***“Previous Education” Screen***

- **Q.1 – Q.2:** Establish if the HH member is able to read and write (in any language).
- **Q.3 – Q.5:** When asking about the highest educational level attended, it is not necessary to have passed that grade of studies, but simply to have attended classes.
- **Q.6:** Regarding the educational level or highest degree attained; in this case we do refer to having completely passed the grades necessary to have reached this level.
- Verify that the highest level of studies or qualification attained corresponds to what is declared about the highest level of studies attended.

### ***“Current Education” Screen***

- **Q.1 – Q.3:** When asking about the past academic year, take as reference the academic year that is used in the Zomba district. Next, identify the class in which the HH member was registered and if it is currently studying or, if in holidays, whether s/he aims to return to class.

### ***“Expenditure” Screen***

- **Q.1 – Q.7:** When asking about education expenditure, include not only what the household paid itself, but also all those contributions of family members or friends outside the household which have been used to pay for the education of the HH member.

However, contributions or transfers from the government or any NGOs MUST NOT be included. These will be recorded in another module.

When determining the value of all the contributions, make sure to include any form of payment in goods or services. When estimating the monetary value of these contributions, ask the informant how much he believes he would pay for the item provided.

If necessary, help the informant to calculate the total expenditure for each topic by listing the different components associated to them. For instance, if s/he cannot calculate how much they spent in books or stationary, list with the informant the different books and other basic material they purchased and obtain the monetary value of each of them. After that, proceed to add them all to calculate the total. Likewise, if they cannot estimate the total transportation cost, proceed to calculate the average number of trips made in the period and their cost for a similar calculation.

- **Q.8:** If the person is not able to give a break-down of the expense but rather an approximation of the total expense, fill in the option DOES NOT KNOW (-999) in all the prior cells to activate the window corresponding to the last page.

## 4.4. MODULE D. Health

### INFORMANTS:

This section applies to ALL the members of the household.

- ☞ *Persons who are 10 years old or older can be direct informants.*
- ☞ *Mothers or guardians of children younger than 10 years old must answer for them.*

### Initial Screen:

- **Q.1 –Q.2:** If the information is not self-reported and there are more than two informants, record the identity of the person who provides the most information as the informant.

Note that the periods of recall for illnesses and health expenses vary continually (from four weeks to 6 months). Pay close attention to reading the questions contained in the questionnaire just as they are written.

### “Diseases” Screen

- **Q.1:** It is important that you not assign a status of health to the informant unless he himself allows you to identify whether or not he is sick. If the person reports being healthy even when he appears to be visibly delicate, you must record the person’s response.
- **Q.2-Q.4:** Select the illness that has affected the informant as reported. Select one of the codes listed in the menu (there are more than 30 codes, please study the table below). If the person had one illness that was not listed, record it in the subsequent question (q.3). If the informant cannot name it but only provide a general description, register the testimony there as fully as possible.

Finally, you need to identify who diagnosed the disease being reported (Q.4). If more than one person has seen the sick person to diagnose his illness, identify the one who has had the most medical training.

Code	Disease
1	fever (Kutentha thupi)
2	malaria (malungo)
3	pneumonia (Chibayo)
4	stomach-ache (Kupweteka m’ mimba)
5	diarrhoea (kutegula m’ mimba)
6	sore throat (zilonda zapakhosi)
7	upper respiratory problems: sinuses (chimfine)
8	lower respiratory problems: chest, lungs (chifuwa)
9	flu
10	asthma (Mphumo)
11	headache (Mutu )
12	fainting (Kukomoka)
13	skin problem (M atenda akhungu)
14	dental problem (vuto la mano)
15	eye problem (Vuto la maso)

16	Ear / nose / throat (Diso/mphuno/Kukhosi)
17	backache (Msana)
18	heart problem (Mtima)
19	blood pressure: BP
20	pain when urinating (Ululu pokodza)
21	diabetes (Matenda a shuga)
22	mental disorder (Misala)
23	tuberculosis (Chifuwa chachikulu)
24	STDs (Matenda opatisrana pogonana)
25	burn (Kuotcha pamtima)
26	fracture (Kutchoka chiwalo)
27	wound (Chilonda)
28	poisoning (Kumwa/kudya poyizoni)
29	blood deficiency (Kupelewera magazi)
30	vomiting (Kusanza)
31	unspecified long-term illness (matenda amgonamgona)
32	other (specify)

- **Q.5 – Q.8:** These questions allude to the presence of any second illness or injury that the HH member may have endured in the past 4 weeks. The instructions to follow are similar to the ones described for illness 1.
- **Q.9 – Q.10 (*beneath sub-screens on treatment*):** These questions refer to the number of days that the ill person had to stop conducting his / her normal activities and the number of days that another member of the household had to stop doing his/her activities in order to look after the ill person.

#### ***“Treatment for Illness 1” Sub-Screen***

- **Q.1-Q.6:** In the event that people have used medicinal plants, ask them to list which ones they used in order of importance, starting with those that are the most important for this treatment. It is not necessary for the individual to list all the plants in a perfectly-ordered ranking, simply that he start with those that he considers to be most important.

If the informant lists a series of plants, record information about whether or not he used the leaf, the fruit, stem, etc. as appropriate.

If the patient used preparations, brews, or other types of concoctions AND DOES NOT KNOW THE INGREDIENTS USED, then record the name of the preparations and their source. If the informant does know the ingredients, then record normally the plants or products that make up part of the brew.

Information will be gathered about only the first two plants that have been named as being the most important.

- **Q.7 - Q.17:** Record here what other measures did the household take (if any) to treat or alleviate the symptoms of the illness endured by the informant. If the HH did not do anything because it was not

serious or lacked of any resources, you can only choose either one of those two options and nothing else.

**Sub-sub screens: “Medicinal Plant / Product 1” and “Medicinal Plant / Product 2”:**

- **Q.1 – Q.9:** For this module, it is assumed that there is only one source for the resource/natural product. This has been bought, collected, obtained from the field, or received as a donation. Therefore, record the main source reported by the informant(s):

In the event that the person has bought plants in the market or has obtained them through exchange, obtain the monetary value of any payment in currency. Ask the informant how much he or she paid for this item to facilitate this estimate. Establish the time required to travel to the marketplace (in minutes) and record the form of transport used.

If the medicinal plant / product resource has been obtained from more than one type of field or area in the landscape, choose the one from which the greatest quantity of the product was obtained. Similarly to the previous question, establish the time required to travel to the source and record the form of transport used.

If the medicinal plant / product was obtained from other sources, register the source and quantity obtained in the option “Others” from the list of options in Q.1.

**“Expenditure” Screen**

- **Q.1 – Q.12:** Be aware that that *in this screen there are two different recall periods: 4 weeks and 6 months*. Adequately distinguish which period corresponds to which group of questions: Q.1. – Q.4 refer to health expenditure in the past 4 weeks (due to illnesses and other health issues) whilst Q.5- Q.12 allude to expenses either because of hospitalisation or time spent in the house of a traditional healer.

Make sure that the expenses reported are directly related to the topics listed. Do not mix expenses of various types together (for example, do not include transportation expenses in the cost of medicines).

Obtain the monetary value of any form of payment in money carried out for medicines, consultations, transportation, hospitalization, etc. Ask the individual how much he would pay for the items used as means of payment to facilitate this estimate.

Help the informant to calculate the total amount of money spent for each topic. For example, if s/he cannot calculate the total money spent in medicines, make a list of the ones consumed and proceed to establish the cost of each of them. In a similar fashion, if necessary, calculate the number of trips taken to hospital and the cost of each of them in order to calculate the transportation costs

- **Q.13:** Note that at the end of the section there is a question about ALL the health expenses by themes of illness or lesion *for the past 6 months*. For this purpose, recall with the informant the illnesses that the person suffered in the past half year, how they were treated, and, for what purposes the expenses were incurred. Remember to include the transportation expenses. As this estimate is for the past 6 months as a whole, the expenses associated with the illness reported for the past 4 weeks may be included.

Use this opportunity to identify any discrepancy with the information reported in previous sections.

**“Disabilities” Screen**

This section applies only to individuals 5 years old or older.

- **Q.1 –Q.3:** Chronic illnesses allude to those illnesses which are of relatively long duration, usually of slow development, and negative effects of long duration on the person's health.

If the person suffers from more than one chronic illness, report the one which is the most severe or debilitating. Generally, when more than one chronic illness is present, it is due to the fact that there is a main source which has negative implications; if necessary, look for the cause of the other illnesses to distinguish the importance among more than one type of chronic illness present.

- **Q.4- Q.9:** In the case of disabilities, record as many as are reported by the informants.

## 4.5. MODULE E. Maternity

### INFORMANTS:

- ☞ *This section applies only to female members of the household between 12 and 49 years of age (fertile years).*

**Fill in the corresponding information ONLYT with the direct informant.**

### Initial Screen:

The format is different this time. Identify tom the module applies because the questions and colours of the screen will be enabled for this person.

This module is of a sensitive nature; reassure the informants that the data of their case will be held in strictest privacy.

### “Maternal history” Screen

- **Q.1:** Establish firs if the respondent gave birth before.
- **Q.2 – Q.4:** Record in this section the children who were born alive AND live with the respondent. If the woman has no children living with her, record zero. This will help the computer to generate later calculations.
- **Q.5- Q.7:** Record in this section the children who were born alive but DO NOT live with the informant. The same as in the previous section, fill in with zeros if no sons and daughters of the informant are absent from the household.
- **Q.8 – Q.10:** These questions refer to the children who were born alive but who later died. If the respondent had no deceased children, record zero.
- **Q.11:** Use the information provided by the computer regarding the total sum of childbirths, and verify the results with the informant.
- **Q.12-Q.13:** Record here if the woman had any pregnancy that terminated in loss and how many of her pregnancies ended this way.

### “Current pregnancy” Screen

- **Q.1:** This question aims to estimate the number of months the woman is pregnant. Due to cultural issues, ask the woman to tell you when she expects to deliver the baby. If she is not sure about it, try to obtain an approximation.

- **Q.2 – Q.17:** Record the details of the antenatal control received by the informant. Remember to take note of ALL the types of health personnel that attended the pregnant woman as well as ALL the places at which she sought ante-natal care and the number of visits she made.

### **“Birth in last 12 months” Screen**

- **Q.1 – Q.16:** Just as in the previous case, take note of ALL the types of health staff who attended the pregnant woman as well as ALL the centres at which she sought pre-natal care and the number of visits she made.
- **Q.17 – Q.25:** For the case of the place where the woman gave birth, record only one place. Nevertheless, you should note ALL the types of persons who assisted with the birth.
- **Q.26:** Establish if the child is currently alive.
- **Q.27 – Q.28:** Record the time the informant breastfed the newborn.

### **“Medicinal plants” Screen**

- **Q.1- Q.5:** In the case that there are people who have used medicinal plants, ask them to list those that they used in order of importance, starting with those that they consider the most important to alleviate the symptoms of the pregnancy or to guarantee an adequate birth. It is not necessary for the person to list all the plants in a perfectly ordered ranking, but rather that she start with those that she considers to be most important.

If the informant mentions medicinal plants, establish whether the leaf, the fruit, the stem, etc. was used.

If the patient used preparations, brews, or other types of medicine AND DOES NOT KNOW THE INGREDIENTS USED, then record the name of the preparations. If the informant does know the ingredients, then record the plants or products normally.

### **“Medicinal Plant / Product 1” Sub-screen**

- **Q.1- Q.9:** Just as in the case with medicinal plants, in this module it will be assumed that there is only one source of the plants or natural resources. The information about these sources will be gathered for the first two plants that have been named as being the most important ones.

In case that the person has bought plants in the market or has obtained them through exchange, obtain the monetary value of any payment in-kind. Ask the informant how much he/she would have paid for this item to facilitate this estimate. In addition, establish the time required to access the market place (in minutes) and record the form of transport used.

If a plant/resource has been obtained from more than one type of field or non-farm area, choose the one from which the greatest quantity of the product was obtained. Establish next, the time required to reach the source and the form of transportation used.

If she obtained medicinal plants through other sources, record it by choosing the option ‘Others’ from the list of options within Q.1

### **“Medicinal Plant / Product 2” Sub-screen**

The structure of this sub-screen is the same as the one described in the previous section. Follow the same steps and recommendations as the one described for the sub-screen “Medicinal Plant / Product 2”.



## 4.6. MODULE F. Time Use

### **INFORMANTS:**

This section applies only to members of the household who are 5 years old or older.

- *Persons who are 10 years old or older can be direct informants.*
- *Mothers or guardians of children younger than 10 must answer for them.*

### ***“Domestic Activities” Screen***

- **Q.1-Q.12:** These questions refer to the activities performed on a daily basis in the household.

Record the option “Never” only when the household carried out this activity in the week prior to the interview, but the respondent did not do it (for example, the household carried out hunting activities but the woman did not go out to hunt; for her you record “Never” went out to hunt in the past 7 days). If the household does not carry out an activity in particular, whether because it lacks the resources or because it is not the season, record “Not Applicable” (for example, the household does not use firewood to cook, thus “Not Applicable” is recorded for all the members of the family).

Note that we are interested in the approximate time spent in an activity when this one constitutes the main action being performed. Do not include the time dedicated to intervening factors that are not directly related to the task. For example, if a person went out to gather firewood but was gone 2 hours more than usual because they got into a conversation with a neighbour, these two extra hours should not enter into the accounting of time.,

If there are activities that are carried out completely in parallel and cannot be distinguished from each other (for example, caring for children while cooking), record the time dedicated to each one in the respective questions according to how each informant estimates it.

### ***“Productive Activities” Screen***

- **Q.1-Q.14:** Follow the same instructions are the ones listed in the Domestic Activities screen.
- **Q.15 – Q.20:** Note that for the questions related to jobs (either casual, waged or free) the option “Not Applicable” should not be used. In this case you need to record if the informant worked or not in the past week (i.e., we assume that all household members are able to work).

## 4.7. MODULE G. Labour

### **INFORMANTS:**

This section applies only to those members of the household who are at least 5 years of age.

- *Persons 10 years of age and older can be direct informants.*
- *Mothers or guardians of children younger than 10 years of age must answer for them.*

### **Initial Table:**

Note that the format of this screen has changed with respect to the previous module. Verify that the person to be interviewed is selected for this module (the name of the respondent will be written in blue at the top of the screen).

When talking about the main occupation, note that this refers to the only paid occupation of the person or, if he or she has more than one, to the one to which more time is dedicated. If, for some reason, the informant has two occupations to which equal time is dedicated, the main occupation will be the one which generates the most income. The other occupations will be recorded at a later time.

Remember that **the following occupations MUST NOT be listed in this section:**

- Work conducted by household members in the family farm and the money obtained from that activity is not considered a job.
- Hunting or fishing activities (and the income they generate) are not considered paid jobs.
- Time dedicated to and the income obtained from businesses carried out in the household is not considered a job.
- Any work the respondent may have conducted (even if paid) for another member of the household.

Take into consideration that the survey is not only interested in listing paid work but also those part time occupations for people of another household, companies, or the state that generates an income for the household.

Note that the screen has a final section about non-remunerated work

### ***“Main Job” and “Secondary Job” Screens***

**This section DOES NOT INCLUDE GANYU (i.e., casual part-time labour)**

- **Q.1:** When describing the person’s occupation, provide complete descriptions. It is not sufficient to say that a person is a “teacher”, for instance. Enquire if he or she is a teacher at the primary or secondary level. Provide a description that makes it possible to specify what the specific responsibilities of the worker are, and their area of work/specialty.
- **Q.2:** Identify the type of employer that hired the respondent.
- **Q.3- Q.5:** Take note that when asking about the number of months and weeks of work, you ask about the number of hours per week that the person has worked in an occupation in particular. If he or she has a schedule that varies from week to week, get the corresponding average.

In case that the payment was provided in exchange for the completion of a particular project, record the amount received and the time it took to complete the work/project for which this payment was received.

- **Q.6 – Q.9:** Distinguish between salary and benefits. The first refers to payments for work done while the second refers to goods and services which have been received as an extra to facilitate the carrying out of said activity (for example, meals, lodging, etc.).

Estimate the monetary value of the pay received as salary or benefits including any form of payment in kind. Estimate the value of the latter by asking the informant how much he would pay for the item received as a form of payment.

### ***“Ganyu” Screen***

- **Q.1 – Q.3:** Start by describing the main forms of ganyu that the respondent conducted. List up to three options (if applicable) in no particular order.

Make sure that the respondent provides an adequate description of the work conducted. It is not enough to state “labourer”, for example. Enquire if this person worked construction, agricultural work, or at a saw mill. Provide a description that makes it possible to specify what the specific responsibilities of the worker are, and their area of work/specialty.

- **Q.4:** Identify the MAIN type of employer that hired the respondent. For ganyu the respondent may have been hired by different employers, ask him/her to choose the most important one (i.e., the one that granted them the most of the income obtained through casual part-time work).
- **Q.5 – Q.6:** Ask the respondent to state the number of months in which they conducted ganyu work in the past 6 months. If necessary, go through each month one at the time to help the respondent. For this question, it is not necessary that the respondent worked the entire month in a given activity, it is enough that they worked one or two days in a given month to count the latter as part of the reply for Q.5.

Next, ask the respondent to state how many days, on average, they worked in ganyu for each of those months they identified in the previous question.

- **Q.7:** Record next the average daily wage received during the time they work as ganyu. It is probable that some labourers worked in exchange for food. Ask them to estimate the monetary value of the products received (as well as any other form of in-kind payment).

In case that the payment was provided in exchange for the completion of a particular project, record the amount received and the time it took to complete the work/project for which this payment was received so as to calculate the daily wage.

#### ***“Non-remunerated Work” Screen***

- **Q.1:** Record how many days in total has the person worked without receiving a payment in exchange in the last 6 months. Do not consider the provision of meals as payment
- **Q.2- Q.6:** When recording the number of days that the person worked for various types of households or institutions, take the following into consideration:
  - If he or she worked for relatives who at the same time are neighbours in the community, record this work for the section of relatives.
  - If the head or captain of the village is a relative or neighbour, in all cases record it as work for the chief’s household.
  - Do not consider work in favour of the village chief as work in favour of the community. The latter alludes to work on communal areas or of collective use.

## **4.8. MODULE H. Housing**

### **INFORMANTS:**

- ☞ *This section must be answered by the head of household.*
- ☞ *The informant may be assisted by some other adult who is informed about the maintenance of the housing unit and related domestic activities.*

### **Initial Screen:**

- **Q.1:** This first question aims to identify who is the owner for the dwelling occupied by the household. Note that in the discussion about the property refers to the dwelling in which the surveyed household resides; we do not refer to the land on which said construction is found.
- **Q.2-Q.4:** If the household owns or is in process of purchasing the dwelling, ask about the value of the building in case they would need to sell it and how much they would expect to receive if they want to rent it.

Note that when asking about the value of the property we are interested in obtaining the estimated monetary value of the dwelling, not of the land on which it resides. If the land is communal property, it would be difficult for the interviewee to estimate an appropriate value if this distinction is not made.

Obtain the estimate of the possible rent that the people would make from their living unit as well as possible. Take the same precaution mentioned in the previous section to avoid difficulties (i.e., do not include land renting). If it is impossible for the interviewee to estimate a possible value of rent, record the code corresponding to DOES NOT KNOW (-999). Nevertheless, this is a last recourse.

When inquiring about the value of the living unit and about the potential rent value that could be obtained from it, emphasize that it is a hypothetical situation. Make it clear that we do not want to find out if the person is willing to sell or rent the living unit for some personal type of use.

- **Q.5-Q.6:** If the dwelling does not belong to the household, proceed to ask how much they pay for renting it. If they do not pay anything, record zero.

### ***“Characteristics” Screen***

- **Q.1:** Ask the informant about the age of the dwelling. If s/he is unable to remember in detail, record an approximation.
- **Q.2 – Q.4:** Remember that the questions about the dwelling’s construction materials are answered by the enumerator, not by the interviewee.

If two or more construction materials have been used for the roof, living unit, or floor, you should report the material that predominates in these parts of the living unit.

### ***“Fuel” Screen***

- **Q.1-Q.2:** It is possible that the households surveyed use more than one type of fuel to cook or light the household. In this situation, you should record the type of fuel most commonly used.
- **Q.3:** This question verifies if the household consumes any type of firewood as fuel, even if in small quantities.
- **Q.4 – Q.19:** These questions refer to the details of firewood consumption by the household for the last 7 days. Start first by enquiring about the TOTAL consumption for that period. If the respondent does not remember in detail, review with him / her consumption for each day of the last 7 and then calculate the sum.

Use the same unit of measurement to record the quantities of firewood used by the household.

Proceed next to disaggregate the consumption of firewood according to its different sources. In this case, you can report quantities for as many sources as used by the informant: through purchases , obtained from the farm, collected from non-farm areas or from another source. The total consumption registered initially must equal the sum of consumption recorded by each source.

- If the household purchased part of the firewood that was used, establish the monetary value of the amount paid and the amount of firewood obtained in this way. Note that the firewood obtained by exchange is considered purchases through payment in kind. After establishing the value of the purchase, record the place of purchase receipt level .
  - If the household uses firewood collected from more than one type of non-farm area or farmland, record the source that is used more regularly.
  - If the household has collected firewood from non-farm areas, establish the travel time ( in minutes) required to access the source of wood in that area, also recording the mode of transport used .
  - In the final section (such as donations or gifts , etc.) , record the remainder of the wood consumed. These could be obtained for grants or by any other means other than the ones listed above.
- **Q.20-Q.21:** When inquiring about the access to electricity service, include those cases that have electricity by means of a generator or solar panels.

When inquiring about the payments for electricity service, however, do not count the cost of fuel to run a generator. Record only what the households pay for the electricity service; the cost of fuel will be obtained in other modules.

### ***“Communications” Screen***

- **Q.1-Q.2:** Remember that you have to record ALL the cell phones present in the household and the respective monthly payment for this service. This question alludes only to airtime charges (i.e., does not include the cost of recharging batteries).

Do not record only the information for the mobile phone that belongs to the head of household.

### ***“Water” Screen***

- **Q.1-Q.3:** Identify first the main water source used by the household for human consumption. Record next the time it takes the household members to reach this source. Note that we need to find out only the travel time, not the time it takes to gather all the water used.
- **Q.4- Q.5:** When asking about the quantity of water transported, it is probable that the informant will mention the container in which the water is transported as the unit of measure (buckets, gallon jugs, etc.). If this occurs, mention the type of container and try to estimate the volume of water that this container can contain (for example, 20-liter bucket).
- **Q.6:** Since this is a rural zone, it is probable that the household does not pay for access to water. Nevertheless, do not assume that the cost is zero and always inquire about the presence or absence of some expense for that.

### ***“Sanitation” Screen***

- **Q.1:** When recording the number of rooms that there are in a living unit, count all those spaces that are separated by fixed structures (even if they are made of a different material to the one used for the wall), the criterion is that the division between spaces is fixed). Likewise, follow the following indications:
  - Do not count hallways, entries, bathrooms, showers, or storerooms as rooms.

- A room that is used for multiple purposes is counted as one room (that is, it is not counted again for each use)
- If a space is divided by / removable unstable material, such as a cloth, cloth panels, sheets of plastic, or cardboard, count it as only one room.
- Rooms which are in the dwelling but not used by the household members may be included.

If the household occupies various separated structures (that is, a complex made up of various constructions, each one occupied or used by the members of the household), all the spaces differentiated from each other within those different structures should be counted as rooms (for example, if a household is made up of two constructions, one with two rooms for human use and another one built beside it which contains four rooms that meet the selection criteria, it is considered that the household has 6 in all).

- **Q.2:** Of the total number of rooms identified in the previous question, register the number of rooms that are used by the HH members to sleep. Note that you must include those rooms that are regularly used for sleeping as well as for other activities (e.g., if a person sleep in the kitchen on a regular basis, this is considered a bedroom since that its other customary use)
- **Q.3 – Q.4:** The differences between the various types of latrines is as follows:
  - VIP latrines: latrines with sanitary ware covering the excrement storage pit which also has a system of ventilation in the form of pipes which go up to the roof of the latrine.
  - Traditional latrine with roof: refers to a latrine made up of a pit which is not necessarily covered and which, in addition, lacks a system of ventilation.
  - Traditional latrine without roof: ordinary latrine with a pit system, but which lacks a roof (exposed to the elements).
- **Q.5:** This question enquires about the presence of a separate structure / room where the HH members can use to wash their bodies.
- **Q.6- Q.8:** If the household eliminates the various types of trash in more than one way, choose the one which is most commonly used.

### ***'Improvements and Maintenance' Screen***

- **Q.1 – Q.5:** These questions ask about household's expenses in materials, labour and services used to expand, improve or repair the home in the last 6 months. If necessary, help the respondent to establish the amount paid listing various products or services used for the improvement or expansion of housing and then summing the individual payments (in cash or kind) for each of these.
- **Q.6:** Identify if the household used of natural resources / products as building material for the improvement, repair or expansion of dwelling. These products may have been purchased or obtained in a different way.
- **Q.7 – Q.11:** Ask the respondent to list the products used in order of importance for the expansions or repairmen work conducted (e. g. if the roof was repaired, the thatch used as roofing material would be most important). Remember it is not necessary to establish a detailed ranking but to identify which products are considered the most important.

### ***'Natural Resource / Product 1" Sub-screens***

- **Q.1-Q.2:** These questions refer to the details of consumption of natural product listed first in the list generated in the previous screen. Start by investigating TOTAL consumption of the product concerned to the work done in the last six months.

Use the same measurement unit throughout this section

- **Q.3 – Q.16:** Proceed to disaggregate the detailed use of this product according to the various sources from where it was obtained. In this case, you can use more than one source: purchases, farmland, non-farm areas or from another source (donations, gifts, etc.).

The total consumed initially registered must equal the sum of consumption per source.

- **Q.2- Q.6:** If the household purchased the product, establish the quantity purchased and the value of the product. Note that the goods obtained by exchange are considered purchases paid in-kind. Record next the place of purchase.
- **Q. 7- Q.9:** If the households obtained of the product from the farm, record the quantity obtained from that source as well as the kind of farmland from where it was obtained. If different types of farmland were used within the same farm, choose the most used.
- **Q.10 – Q.14:** If the households obtained the product / resource from non-farm areas, identify the area in the landscape where it was obtained from. If more than one area was used, then record the one from where most of the product was obtained. Record the travel time next and the form of transport used to access this site.
- **Q.15 – Q.16:** These questions record the amount of the product used that was obtained from other sources such as donations or gifts, etc.. These could be obtained for donations or by any other means other than the ones listed above.

#### **'Natural Resource / Product 2' sub-screen**

- This sub-screen contains the same structure as outlined for 'Natural Product / Resource 1'. Use the same instructions for recording data as the ones detailed above.

### **4.9. MODULE I. Food**

#### **INFORMANTS:**

➡ *This section must be answered by the person in charge of the preparation of food for the household.*

#### **Initial Screen:**

The screen is structured in various sections according to the type of food in question (meats, fish, poultry, fruits, etc.) and a series of control questions towards the end. You will enquire about food consumption for ALL types of food listed in each screen.

#### **For all sub-screens:**

- Within each screen there is a list of foods that correspond to each food group. Begin by identifying with the informant whether or not he or THE HOUSEHOLD consumed each of the items listed in the table corresponding to the type of food. This will enable (or disable) the sub-sub screen about the details of consumption.

- Note that the food lists for each group are not comprehensive (i.e., they do not include all the foods possible). Use the food lists to motivate the informant to detail if there were any other similar foods that were consumed in the past 7 days (e.g., which other types of tubers aside from the ones listed).
- At the end of each list there is always a space for “others” of the same type of food (Other meats, poultry, fruits, etc.) where you will need to record this information.
- **ALWAYS ASK TOWARDS THE END OF EACH SECTION ABOUT Other similar foods:** “Has your household eaten some other type of [Name of the type of food] in the past 7 days?”
- Make note of the following indications when filling out the section about details of consumption:

- Note that this section starts by asking about the TOTAL quantity of each product CONSUMED in the past 7 days. This means that we are interested in the data specifically about what **the household CONSUMED, NOT what it OBTAINED**, whether by purchase, collection, hunting, fishing, or gifts/donations, or any other source.

For example, a household purchased 5 kilos of meat and paid 5,000 monetary units for this quantity and did not obtain more meat by other sources. Nevertheless, 1 of these 5 kilos was given to a relative. In this case, in the survey, it should be recorded that a total of 4 kilos was consumed and that the quantity that was obtained by purchase was 4 kilos, for which 4,000 monetary units were paid.

Note that this also applies for the topics of hunting, fishing, and collection. Members of the household may have caught 3 dozen of a type of fish, two of which were sold and one of which was for the household’s consumption. In this case only the dozen consumed is recorded in the food module.

- There are various measurement units used in this section; however, some others may be used by the local households. In case there is a new measurement unit try to obtain an estimate of the quantity equivalent to the unit being reported, whether in grams or kilograms, as appropriate. If the unit is a container, try to establish its capacity using standard measurement units (for example, 50-kg sacks).
- It is possible that some people of the household have consumed their meals independently from other members of the household. You must remind the informant at the start of each section that s/he should consider not only the meals consumed together but also the types of food that the individuals may have consumed on their own (e.g., an individual may take some food from home for a short-trip).
- For each section, enquire about the quantity consumed that came from various sources: purchases self-supply/self-production (that is, obtained from the farm), collected from non-farm areas (that is, fishing, hunting, and forest collection), and donations/gifts. Remember that we are interested in only the quantity that was consumed that had such sources, not what was obtained overall (for example, how much of kind of fish obtained from the rivers or streams was eaten in the past week, not how many of that fish were caught in the period of time).
- Note that those acquisitions based on exchange are considered to be purchases-paid-in-kind. Just as in the previous sections, obtain the monetary value of the in-kind payment, asking how much the informant believes that he or she would pay for the product that was given in exchange.



- Likewise, be aware that it is not always possible to self-provide or self-produce certain types of food (e.g., soft-drinks or canned goods). In this case, simply record zero in the corresponding question (if present).
- On that subject, note that the question about self-supply for fish only applies for when the household has ponds where fish are raised. The activities of fishing in rivers, streams, and other communal zones is recorded in the subsequent question: *"How much of the [FISH] that you consumed was hunted / fished/ collected from non-farm areas?"*
- The section about food consumed outside the household has an implementation that is different from the other modules. Note the following considerations:
  - Remember that this sections applies for ALL household members, it is not about registering each of the meals consumed outside for every HH member independently.
  - Identify first the products and meals consumed outside home. If the household consumed a single prepared product (e.g., potato chips), you will choose that option. If, instead, the household consumed a prepared meal, record the name of it
  - If you cannot estimate the exact quantity of each product consumed outside the household or its exact price, give an approximation.
  - For this module the questions about self-production and self-supply do not apply; the source has to be by purchase or donations/gifts.

### ***"CONTROL QUESTIONS" Screen***

- After gathering information about the products consumed in the past 7 days, you will find a final section with additional questions that will help to estimate the exact food consumption of the household and to validate the information obtained. This requires that you enquire about the following:
  - How many days a week did the household consume some product from each one of the food groups mentioned above. That is, if the household has consumed meat of some type in 3 of the past 7 days or if it consumed some kind of tuber or roots 1 of the 7 past days, etc. You cannot record a frequency greater than 7 days for any reason.
  - Use this opportunity to verify whether one of the food groups that was previously reported as not consumed actually was consumed (or vice versa).
  - Record whether or not the household had some extra person or someone no sharing its food for the past week. This will help to verify what quantity of food corresponded to some members of the household and how much to others. To do this, first record the number of persons, according to age, with whom they shared food. Next, record the number of days they shared food with these people.
  - Finally, add up the total of shared meals for each extra person who may have been present in the household.

For example, if there was a reunion and a single meal was shared with 8 additional people, 2 10-year-old children and 6 adults younger than 66 years old, report 2 meals for the age group corresponding to the children and 6 meals for the adults from 16 to 65 years of age.

If, on the other hand, the household was visited by two 8-year-old children for two days and they shared all the meals of the day, and the household had three meals daily, record 6 shared meals.

#### 4.10. MODULE J. Food Security

##### **INFORMANTS:**

☞ *This section should be answered by the person in charge of food preparation.*

##### **Initial Screen:**

- **Q.1 – Q.5:** Note that in the first question about the section of food security (“Which of the following statements best describes the food situation of your household for the past 6 months?”) should have only one response. Read each one of the sentences of this question to the interviewee and select one of them.
- **Q.6 – Q.9:** The following three questions will act like a filter; in them you will inquire if the household has been worried with the provision of food, if they did not eat enough, or if they did not consume a varied and nutritious diet. Point out to the household that this applies to any time in the past 6 months.

If the person responded “sometimes” or “rather often” to any of the 3 questions about food problems (Q5 – Q7), the following questions will apply; otherwise, go on to the next module. The computer will help you make the calculation.

- **Q.10 – Q.19:** In the event that it applies, the informant will identify in which of the past 6 months any of the aforementioned problems were encountered. That is, if they were preoccupied with not being able to obtain enough food, if they did not eat enough, and if their diet was not adequate. Record the months in which these problems were present, independently of which one in particular.
  - If the household had any of these problems, select “Yes”, otherwise select “No”.
  - If there are months that do not correspond to the data-gathering period of 6 months, select the option “Not Applicable”.
- **Q.20 – Q.22:** Ask about the factors that caused that the household faced those food security problems in the past 6 months. With regards to the potential causes, these could be up to three but it is not necessary to fill in all these options.

##### ***“Coping Strategies” Sub-Screen***

Note that for the sub-screen about coping strategies uses a recall period of 1 month.

- **Q.1- Q.2:** Ask for one CS at the time, recording the frequency of use of each and every one of the ones reported. There is no limit to the number of coping strategies that can be registered.

#### 4.11. MODULE K. Non-Food Expenditure

##### **INFORMANTS:**

- ☞ *This section must be answered by the head-of-household.*
- ☞ *The head-of-household may be assisted by another adult who is informed about the household expenses.*

### Initial Screen:

- Note that this section is divided into four different screens according to the collection period: 1 week; 1 month; 3 months; or 6 months.

There are some general patterns that apply for the screens in question:

- Remember that we are only interested in recording the monetary value of the expenditure for each item listed. We are not trying to record the quantity of use for any element of the list.

Take into consideration that acquisitions based on exchange are considered to be purchases with payment in-kind. In this case, estimate the monetary value of the goods exchanged.

- If necessary, provide some examples corresponding to each category so that the informant can estimate the corresponding expense more rapidly.
- Note that for some categories we ask the informant to provide an aggregate value. In this case, help the informant total up the value of the various items contained in the category by listing each of the goods that belong to the category (for example, for the case of clothing for women and girls, list the various pieces of clothing that were bought for the women and girls of the household, ask for their individual cost and then add them all up).
- When estimating the monetary value of the expenditure in weddings, be aware that you do not need to consider the value of gifts made to members of another household. The information about gifts will be collected in another module.

## 4.12. MODULE L. Durable Goods Expenses

### INFORMANTS:

- ☞ *This section must be answered by the head of household.*
- ☞ *The head of household may be assisted by some other adult who is informed about the household expenses.*

### Initial Screen:

- Q.1-Q.2:** Establish first if the household owns any of the goods listed and how many of them are property of the HH.
- Q.3:** If the household possesses more than one of the items listed, obtain the average value of them all. If they have various ages, enquire about the current sales price of each one, add them up, and calculate the average.

Just as in the case of the sale and rental value of the housing unit, emphasize to the informants that the questions about the value of the property of the household are purely hypothetical, that there is no interest in buying on the part of anyone in the project.

- Q.4 – Q.5:** Register any recent acquisition of any of the durable goods listed (past 6 months). The same as in previous sections, remember that acquisitions based on exchange are considered purchases based on in-kind payments). Estimate the monetary value of the goods provided as payment.

## 4.13. MODULE M. Business

### **INFORMANTS:**

- ☞ *This section must be answered by the adults in charge of the management of the various businesses of the household.*

### **Initial Screen:**

- The businesses or companies of the household constitute a commercial activity, a commercial establishment, of property of or managed by the members of the household surveyed. It may be informal or formal and may not necessarily contract personnel for its operations.
- The main criterion for a household business to be included in the list is that it was in operation at some time in the last 6 months, whether it had been operating in these 6 months and then stopped operating, whether it has operated in a continuous manner for all this time, or whether it has operated intermittently, for some months and not others.
- Each column in the table provided represents a distinct business of the household.
- Household businesses include any income-generating activity that results from the sale of products (self-produced or not) or services, whether in an establishment, in the street, or in the household. These businesses can include, for example, production of handicrafts for sale; collection and sale of firewood; construction or carpentry services; tailor; processing of products from the woodland for sale; etc.,
- Do not include among the list of the household's businesses the direct sale of the products from the farm (crops or livestock) or from hunting, or activities fishing. The sale of crops, livestock, game, and fish will be recorded in later modules.

However, the direct sale of products **collected** from the forest (e.g., berries, firewood, etc.) can be considered a business.

### **'Filter Questions' Screen**

- **Q.1- Q.8:** Ask the filter questions one at a time. Any affirmative response will bring about the application of the complete module.

### **Main Table**

- **Q.1:** Establish first if the informant answered positively to at least one of the filter questions listed before. The computer will provide you with the confirmation of how many times the informant responded affirmatively.
- **Q.2:** The description of the business must be short and succinct. You should provide enough information so that the field supervisor can identify (i) the main product or service that is sold and (ii) the type of activity that the informant carries out/executes. Some examples are: *bicycle repair, production and sale of cassava/flour in the market, production and sale of handicrafts; manufacture of vegetable charcoal for sale; etc.*

### **"Operations" Screen**

- **Q.1 – Q.2:** identify first the HH members that manage the business.

- **Q.3:** Record the identity of the (main) respondent for this section. Ideally it should be one of the two people listed before.
- **Q.4 – Q.5:** The people who administer or manage the business are not always the owners of the business. Make the correct distinction between both responsibilities when recording the information.

There must be at least one person listed as the owner of the business. If the property is not clearly recognized in the household, record the person with most authority over the operation of the business and the administration of its capital, resources, and revenue.

- **Q.6 – Q.7:** Record if the household is the exclusive owner of the business or if, instead, it is shared with another. If so, record what percentage of the profit remains with the household being interviewed.
- **Q.8:** When asking about the place where the household sells its products, take into account that there may be more than one place in particular. If this is the case, record the main place where the business operates.
- **Q.9:** When asking if the business is officially registered with the Chamber of Commerce, do not be too incisive with the informant. The majority of the businesses are informal in the zone, so do not inquire any more than necessary about this to prevent mistrust.
- **Q.10 – Q.11 :** Record when the household began with this business. If the informant does not remember the precise month and year, obtain an approximation.
- **Q.12 – Q.21:** For the 6 months immediately preceding the date of the survey, record whether the business was operating and whether the sales were high, medium, or low. If the business was not in operation, record “Did not carry out activity.” Select the option “Not Applicable” only when the month in question is outside the period about which inquiry is made.
- **Q.22 – 23:** Establish if the household business has been running continuously for the past 6 months. If not, indicate the MAIN reason why it did not operate all the time.

### ***“Inputs” Screen***

- Note that the quantities and prices to be recorded in the section refer to the last month of operations, not to the total 6-month period. Be aware that the last month of operations is not necessarily the last calendar month since the business may not be in operation at this time.
- **Q.1 – Q.5:** List the natural resources that have been used as a supply for the household’s business. Include up to five distinct resources according to their importance for the operation of the business. It is not necessary to establish an exact ranking; just start with those that are considered to be most essential for the business in question.

### ***‘ Natural Resource / Product 1’ Sub-screens***

- **Q.1-Q.2:** These questions refer to the details of consumption of natural product listed first in the list generated in the previous screen. Start by investigating TOTAL consumption of the product used as input for the business DURING THE LAST MONTH OF OPERATIONS.

Use the same measurement unit throughout this section

- **Q.3 – Q.16:** Proceed to disaggregate the detailed use of this product according to the various sources from where it was obtained. In this case, you can use more than one source: purchases, farmland, non-farm areas or from another source (donations, gifts, etc.).

The total consumed initially registered must equal the sum of consumption per source.

- **Q.2- Q.6:** If the household purchased the product, establish the quantity purchased and the value of the product during the last month of operations. Note that the goods obtained by exchange are considered purchases paid in-kind. Record next the place of purchase.
- **Q. 7- Q.9:** If the households obtained of the product from the farm, record the quantity obtained from that source as well as the kind of farmland from where it was obtained. If different types of farmland were used within the same farm, choose the most used.
- **Q.10 – Q.14:** If the households obtained the product / resource from non-farm areas, identify the area in the landscape where it was obtained from. If more than one area was used, then record the one from where most of the product was obtained. Record the travel time next and the form of transport used to access this site.
- **Q.15 – Q.16:** These questions record the amount of the product used that was obtained from other sources such as donations or gifts, etc. during the last month of operations. These could be obtained for donations or by any other means other than the ones listed above.

- ***'Natural Resource / Product 2' sub-screen***

This sub-screen contains the same structure as outlined for 'Natural Product / Resource 1'. Use the same instructions for recording data as the ones detailed above.

***"Labour" Screen***

- With regards to household labour, note that the work dedicated is estimated from two distinct periods of collection: (i) the time dedicated (in days and hours) to the business in the last month of operations and (ii) the number of months dedicated to the business in the last 6 months.
- With regards to hired labour, in this case we are interested only in the last month of operations. Also note that the structure of the form is partially different. In this case, we are interested in finding out how many days and the daily hours worked by a TYPICAL adult or child (that is, on average) for the last month of operations.
- In relation to the TOTAL expenditure incurred in when hiring children and adult labour, record both the monetary payments and the in-kind payments. To estimate the monetary value of the latter, ask the informant how much he or she would be willing to pay for the items given in payment.

***"Income – Expenditure" Screen***

- **Q.1:** The section of TOTAL income requires the recording of the value of all sales generated in the last month of operations. This requirement includes those sales over which no payment may have been received yet, whether in money or in-kind.
- **Q.2 – Q.5:** Note that next, you must describe the volume of sales for the last month of operations. Specifically, if it can be described as high, average, or low sales. Next you will proceed to describe what it would consist of a typical sales volume for seasons different to the last month of operations

Verify that you will fill in the information only for those months that are different from what was reported for the last month of operations (for example, if the last month of operations is considered to be low sales, you will report the volume of sales for the last month of high sales and average sales).

- **Q.6:** Help the informant calculate the profit obtained when declaring the total volume of sales for the last month of operations. This will help the informant later detail the break-down of his expenses.
- **Q.7 – Q.8:** Establish which members of the household kept the profits or decided what to do with it.
- **Q.9 – Q.13:** Just as in the previous sections, detail the expense for each separate section including both the monetary and non-monetary expense.

Remind the informant that he must not include labour costs in this section.

#### 4.14. MODULE O. Other Income

##### **INFORMANTS:**

- ☞ *The head of household.*
- ☞ *The head of household may be assisted by an informed adult.*

##### **Initial Screen:**

- In this module, information is gathered about the income of the household through sources other than those reported in the other sections of the survey about work, businesses, or productive activities on the farm. In consequence, this module MUST NOT include income from:
  - Salaried employment or paid work;
  - Income from household businesses;
  - Income from sales of agricultural products, fishing, or hunting;
  - Any income from donations or gifts received from members of the same household (for example, gifts received by the head of household or his wife from children who, for their part, have been listed as members of the household).

Note that the period of collection is similar for all the elements listed: 6 months.

- **Q.1 – Q.2:** Establish first if the household has perceived any income from any of the sources listed in the computer. Remember that if the HH perceived any income from the government, they should state the name of the public programme that generated that income (Remember that income due to pensions are registered separately in the same screen).
- **Q.3 – Q.5:** Record the frequency with which these payments are received and how much was received on average per month. Record finally the total amount perceived independently of whether the payment covered a period of greater length (e.g., a person may have perceived a single payment for the whole year; in this case we record the total perceived even though it refers to a 12-month period).

## 4.15. MODULE P. Transfers

### **INFORMANTS:**

- ☞ *The head of household.*
- ☞ *The head of household may be assisted by an informed adult.*

### **Initial Screen:**

- While the previous module collects information about the transfers RECEIVED by the household; this module obtains information about the gifts, transfers, and donations made TO OTHER HOUSEHOLDS for the past 6 months.
- In this section YOU SHOULD NOT declare information already reported in the section about non-food expenses such as expenses for food, money, or food given to other households for the purpose of weddings or funerals.
- Note that the collection period is similar for all the elements listed (6 months), independently of whether we refer to monetary transfers, food, or other goods.
- **Q.1- Q.2:** Establish if the household has transferred any money or goods to another household in the past 6 months.
- **Q.3- Q.5:** Record the frequency of the transfer and the amount donated / transferred per month. Finally, register the total transferred in the past 6 months, even if the transfer intended to cover a lengthier period of time.

## 4.16. MODULE Q. Loans

### **INFORMANTS:**

- ☞ *The people who have received the loans.*

### **Initial Screen:**

- This module collects information about the loans obtained or sought after by the household in the past 6 months. By loan we refer to those transfers of money or goods received from relatives, friends, lenders, etc., with the explicit agreement between the borrower and the lender that the money / goods must be returned in a determined period of time, on which certain interest may be applied. Thus, the following are not included in this module:
  - Gifts received from friends, relatives, or others
  - Transfers in money or in-kind received, whether from state entities or friends, parents, or neighbours (already recorded in "Other income").
  - Minor short-term food, durable or non-food goods, supplies, or tools that are returned after use (e.g., a shovel that was borrowed for the day).
- List all the loans in money and goods that have been used to buy supplies or products, whether for consumption, business, or agricultural or hunting activities.
- **Q.2:** You must list all the loans in money received by the members of the household, one at a time, in the initial table. Each column is related to one loan.



- **Q.3:** Record here the HH member who asked for and received the loan and is responsible for paying it back. Note that the survey does not ask about the person who benefited from the loan (e.g., the head of HH may have obtained the loan to pay for the health treatment of his/her son; the latter is the final beneficiary but the borrower is the head of HH).
- **Q.4:** Upon asking for the identify of the lender, keep in mind the following considerations: (i) if the lender is, at the same time, a relative and neighbour, give precedence to the closest degree of proximity: relative; (ii) in turn, when choosing between "lender" and "Grocery / local trader", choose "lender" (grocery / local trader applies only when this person does not regularly engage in lending money to residents).
- **Q.5:** When possible, try to discuss the terms of the loan directly with the borrower.

#### **'Details' Screen**

- **Q.1:** Record in the first place the total value of the monetary loan obtained.
- **Q.2:** Establish how much was received as part of the loan. If the loan was in goods, estimate their monetary value.
- **Q.3 – Q.4:** Establish when the person received the loan in the past 6 months.
- **Q.5 – Q.7:** Establish if the person has already repaid the loan and, if s/he is yet to do it, when s/he expects to do it.
- **Q.7:** Record how much the person paid / will pay in TOTAL (initial sum plus interest) in order to repay the loan. If the person has only paid part or has not paid any of the loan, record what is expected to be paid at the end so that the loan will be considered paid off. Remind the informant to consider the interest that will be applied to the loan.

#### **Final Section (beneath the initial table):**

- **Q.6 – Q.9:** When filling out the table, note that there are some extra questions (beneath) to be answered. These inquire first if the household requested a loan and was rejected. If positive, record who rejected it (if it was more than one) and what the main reason was for the loan that was being sought.
- **Q.10:** Only if the household has not received or requested any loan should the final question apply. For this case, record the reasons for NOT asking to borrow anything in the past 6 months.

### **4.17. MODULE R. Subjective Wellbeing**

#### **INFORMANTS:**

☞ *Head of household.*

#### **Initial Screen:**

- This module is structured in three different screens, each one with a different dynamic. Nevertheless, remember that it is the head of household who must respond to all the questions.

#### **Happiness and Satisfaction Screen:**

- **Q.1:** The first question refers to the theme of happiness. Make the interviewee aware that we are asking about all things together, not about one theme in particular.

The graphic of smiles can also be used to orient the interviewee about the question regarding happiness

- **Q.2 – Q.11:** Have the interviewee note that the questions about satisfaction refer to his opinion about the characteristics of the household in various dimensions of daily life. **They do not refer to his individual condition.** Ask him to give sufficient thought to each question before giving an answer.

For each question on satisfaction, read the responses to the interviewee. Show him / her the graph with smiley faces if necessary.

- **Q.12:** Ask the interviewee to choose which of the options mentioned reflect best the predominant condition of the household. It does not have to be a precise description since the household may have gone through various stages recently.

#### ***'Material Wellbeing' Screen:***

- **Q.1 – Q.3, Q.7:** With regards to the prospective and retrospective questions, note that these operate at two different levels: at the household and community levels. The second demands from the head of household to reflect about how things have been and will be for the local population altogether.
- **Q.4- Q.6:** Note that before giving an opinion about how he informant believes that things will be in the community, he must first mention what are the three most important problems that affect the community as of TODAY.
- **Q.8 – Q.9:** For the final question of the section, about self-classification in socioeconomic terms, it is essential that you show the drawing of the stairway to the informant. He or she must visualize where the most rich and the most poor are located in order to locate himself or herself and the community appropriately.

#### ***'Economic Shocks' Screen:***

- **Q.1 – Q.2:** In this case, the screen asks for information for a total of 16 types of emergencies. Note that the period of collection for the 16 emergencies listed is 6 months. Identify with the informant which of these 16 emergencies has been suffered by the household. If they did endure a problem that is not included in the list, add this emergency through the option "Others".
- **Q.3 – Q.5:** After identifying the emergencies suffered by the household, under the table, go on to ask which strategies they used to cope with these problems. Put them in order according to their importance. Remember that it is not necessary to choose 3 options.
- **Q.6:** Note that when asking if these strategies helped the person recover, we refer exclusively to an economic recovery, not in terms of health or emotional stability.

### **4.18. MODULE S. Anthropometry**

#### **INFORMANTS:**

☞ *Mother/guardian of children younger than 5 years of age.*

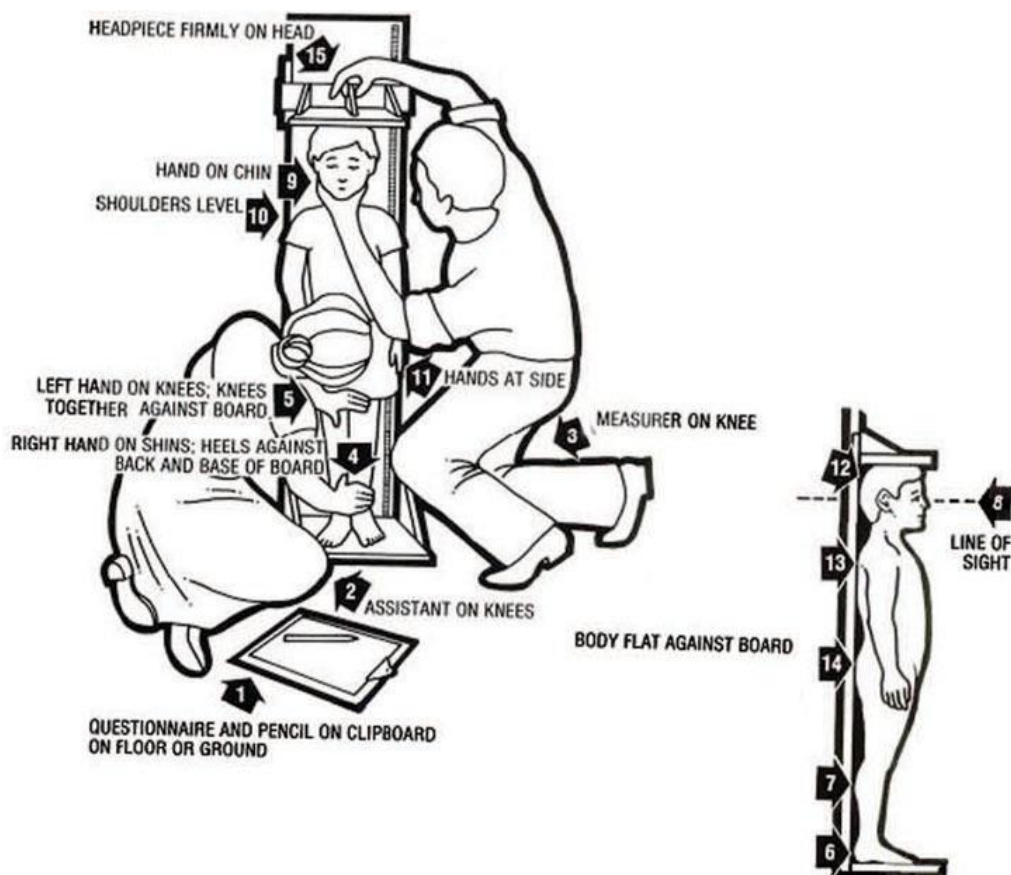
#### **Initial Screen:**

- Remember that it is essential to obtain the informed consent from the mothers or guardians of the children to be measured.

- This module applies only to children younger than 5 years of age (from 0 to 59 months of age). Verify the information of the ages of the members of the household to make sure that only the children with the correct age are included in the measuring.
- In order to carry out the measurements appropriately, it is necessary for the mother or guardian to be close by to calm the child if necessary.
- For this work, it is necessary for the census takers to work in pairs. If two members of the field team are not present in the place, you may ask for assistance from a member of the household. But explain the exercise beforehand to this person so that he or she does not influence the measurements.

### **Height for children 24 months old or older**

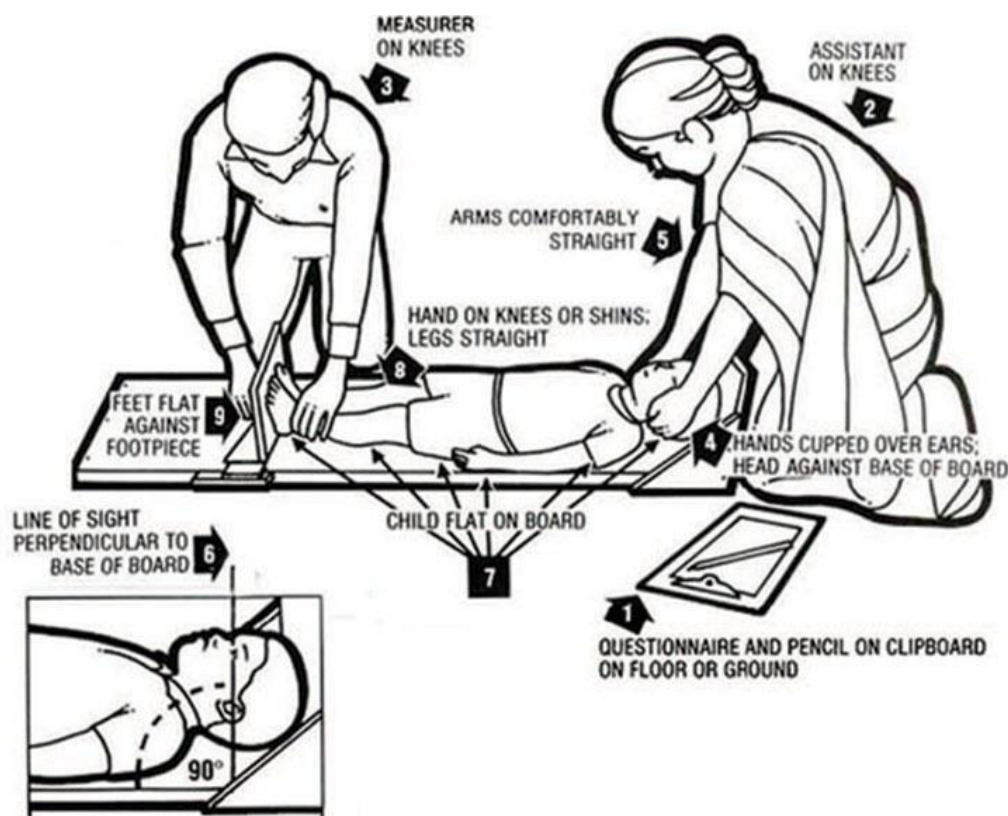
- Place the stadiometer on a hard, flat surface. Preferably against a wall. Make sure that the stadiometer does not move.
- Ask the mother/guardian to take off the child's shoes and untie his or her hair, if necessary. Make sure there is nothing on the child's head that could interfere with the measurement.
- With the help of the mother/guardian, place the child in the centre of the stadiometer, oriented vertically.
- The assistant should kneel next the child and place the computer or recording notes on the floor. At the other side, the enumerator must also bend his or her knees in order to place his line of sight with that of the child.
- Place the child's feet together in the centre and his back against the stadiometer or wall. The assistant should place his right hand just above the child's ankles, on the shins, the left hand on the child's knees, and push against the board/wall. Make sure that the child's legs are straight and the heels and the calves are against the back of the stadiometer or wall. Tell the person in charge of the measurement when the placement of the feet and legs has been completed.
- Tell the child to look straight ahead at his or her mother, who should be in front of the child. Make sure that the child's line of vision is parallel to the ground. Place the open left hand under the child's chin. Do not cover the child's mouth or ears. Make sure that the shoulders are level, the hands at the sides, and the head, shoulders, and hips are against the stadiometer/wall. With the right hand, lower the headboard to the upper part of the child's head. Make sure to push the child's hair until firm contact is made with the head.
- Verify that the child is positioned adequately (see image).
- Make the measurement and read the result, rounded to 1 decimal place.
- The assistant should take note of the result in centimetres and show it to the enumerator to verify that it is the correct number.



### **Height for children younger than 24 months of age**

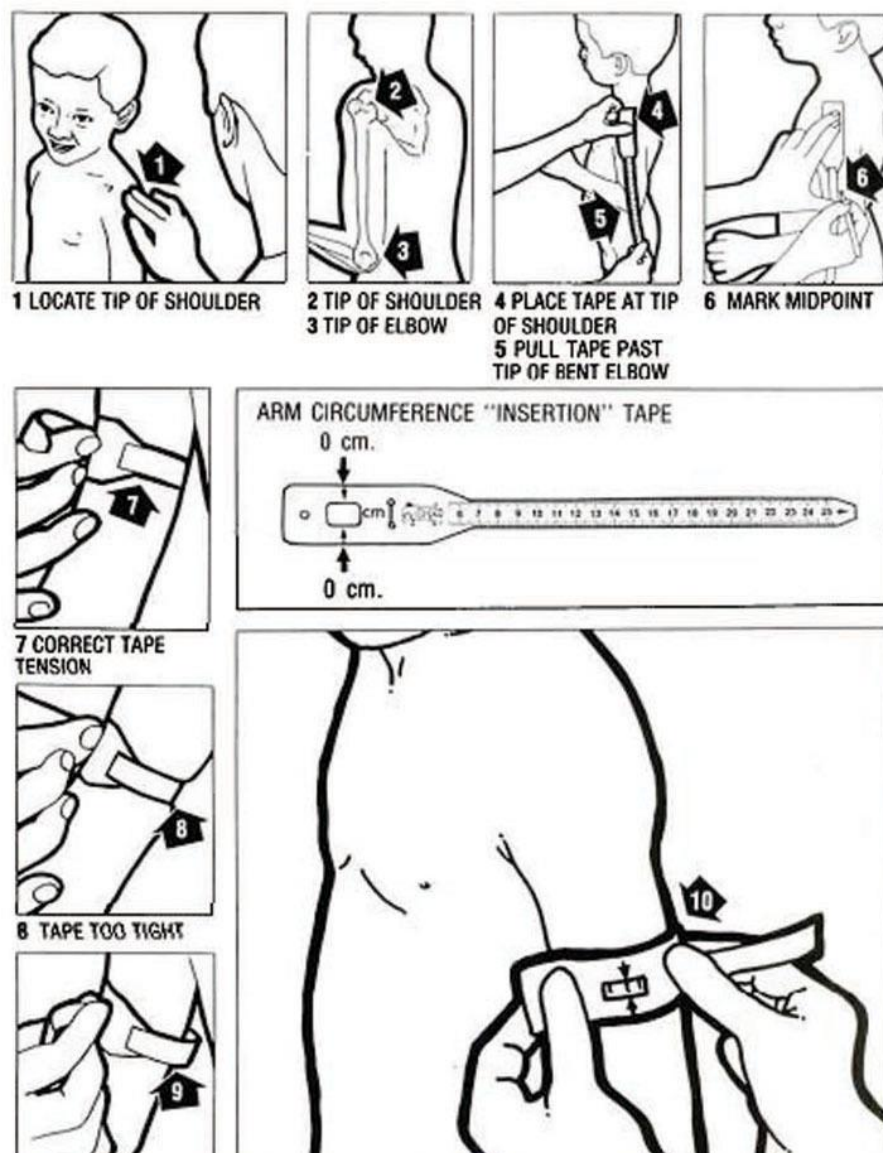
- Place the measuring mat on a flat surface, whether the floor or a table.
- If the child is located on the floor, the enumerator must kneel at the child's feet to position his legs and make the measurement while the assistant places his head in position. The assistant will locate the notebook/computer on the floor, to one side.
- With the mother's help lay the child down on the height meter, supporting the back of the head with one hand and the trunk with the other. Slowly lay the child in the centre of the instrument.
- Ask the mother to place herself at the child's side to keep him calm during the measurement
- The assistant should place his or her hands on the child's ears. With the arms comfortably straight, place the child's head against the base of the plate so that he is looking upwards. The child's line of vision should be perpendicular to the ground. The assistant's head should be directly above the child's head. The assistant should align her line of sight with the child's eyes to make sure they are perpendicular.
- Make sure that the child is lying down completely and located in the centre of the instrument. Place the left hand on the child's ankles or knees. With your right hand, raise the measuring piece and press it firmly against the soles of the child's feet.
- Verify that the child is positioned adequately (see image).

- Take the measurement and read the result, rounding to 1 decimal place.
- The assistant should note the result in centimetres and show it to the census taker to verify that it is the correct value.



### ***Measurement of the circumference of the midpoint of the arm***

- Take the measurement with the child in his mother's arms or sitting by himself. In both cases, make sure the child is sitting erect and with his side turned toward the census taker.
- Ask the mother/guardian to remove any piece of clothing that may cover the child's **LEFT** arm.
- Estimate the midpoint of the child's left arm. To do this, locate the point of the shoulder and the elbow. Use the MUAC tape to measure the distance and, with a ball-point pen, mark the midpoint.
- Straighten the child's arm and place the tape around the midpoint of the arm. Make sure that the numbers printed on the tape are facing the census taker.
- Make sure that the tape makes full contact with the skin of the child's arm. The tape must have the correct tension and must neither squeeze the arm nor remain too loose.
- Once the tape is adjusted and it has been confirmed that it is at the midpoint, read the measurement to 1 decimal place.
- Record the measurement, rounding to the closest decimal place.



### **Weight measurement of children under 5**

- The child's weight can be measured in two ways:
  - with the help of the mother carrying the child in his arms
  - with the child only up to the balance.

The second method can only be carried out if the child is 24 months or older AND is quiet enough to climb to the balance alone.

- In both cases, be sure to place the scale on a hard, level surface.
- Ask the mother to remove any attachment that can increase the weight of the child. Try to weigh with the least clothing.
- Whether despite the mother or the child, wait until the number on the scale is stable to record the weight. Record the weight to the nearest 1 decimal KG..



- Measurements for mothers, mothers with children in arms and children alone must be performed at least twice.
- Measure mothers or children a third time if the difference between the recorded weight is over 100 grams.

#### 4.19. MODULE T. Migration

##### **INFORMANTS:**

- ☞ *The head of household.*
- ☞ *The head of household can be assisted by an informed adult.*

##### **Initial Screen:**

- **Q.1:** When asking if a household member migrated, be aware that the reference period for this section is 12 months
- **Q.2:** Remember that it is not necessary to obtain the complete surnames of the person who has left the household.
- **Q.3:** When obtaining the relationship with the head of household, remember that we refer to the CURRENT head of household. If the migrant was the prior head of household, report the relationship that this person has with the person who currently fulfils this role.
- **Q.4 – Q.6:** Record the sex of the migrant and his / her age AT THE TIME S/HE LEFT THE HOUSEHOLD.
- **Q.7:** Record the number of the district or small town to which the person moved if it does not appear on the list.
- **Q.8:** In this case, we are interested only in the MAIN reason for which the person emigrated.

#### 4.20. MODULE U. Deaths

##### **INFORMANTS:**

- ☞ *The head of household.*
- ☞ *The head of household can be assisted by an informed adult.*

##### **Initial Screen:**

- **Q.1:** When asking about any deaths in the household, be aware that the reference period for this section is 12 months
- **Q.2:** This may be a sensitive subject for the members of the household. Take precautions not to make the informant uncomfortable. If s/he feels affected by the question, give time to the informant to recover. If s/he cannot continue with the interview, ask if there is another member of the household who can provide the information necessary.  
If the deceased is a baby who died before being named, record it as “baby” or “child”.
- **Q.3:** Record the relationship of the deceased with the CURRENT head of household.
- **Q.4-Q.6:** Record the sex of the deceased and his/her age at the time of death.

### 'Causes' Screen

- **Q.1 – Q4:** Ask if the deceased died because of an illness or age. Record the illness endured and who diagnosed that death. If the person died because of another reason, record it on question 2.

### 'Economic Impact' Screen

- **Q.1 – Q4:** Establish if the death of the household member meant the loss of land for the household. If so, record the extension of the land lost and its monetary value.

Obtain information about local common inheritance practices in order to decide whether the information provided needs to be confirmed or not.

## 5. PRODUCTIVE MODULES

### 5.1 Module AG.A. PLOTS OF LAND

#### **INFORMANTS:**

- ☞ *The head of household.*
- ☞ *Adults in charge of the management of the parcels of land.*

#### **Initial Considerations:**

- A plot of land is a continuous piece of land that can contain one or more crops. There are three key criteria that must be considered (together) to establish the existence of a parcel in particular:
  - **Continuity:** The plot must constitute a continuous area of land and must not be divided by roads or gaps more than one meter width.
  - **Crops:** The parcel *must have a single crop or a unique mixture of crops* that distinguishes it from other extensions of land (although this does not mean that it is necessarily exclusive to this plot).
  - **Management:** the parcels must have a system of management and different operators.

#### *Examples:*

An extension of land of 1 hectare is planted in maize. The area is divided into two sections by a creek 2 meters wide. Both spaces are managed by the same person. *In this case we have two parcels; even though there are similarities in both crops and management systems, the separation of the space by the creek makes the distinction.*

A piece of land is continuous and totals 2 hectares. In one half of the land you find mixed-crops, with maize, beans, and lentils. The other half of the land is dedicated exclusively to tomatoes. The head of household participates in the management of both sectors; nevertheless, the members of the household who help in the care of the field generally collaborate with the first half of the land but not with the second. *In this case, since (i) there are two types of crops, with different products in each and (ii) two distinct groups of operators, we can consider that we have two distinct plots.*

A piece of land of 1 hectare is planted in cassava as it is the only crop. The land has no separation and can be considered to be continuous. Since  $\frac{3}{4}$  of the land is dedicated to sale and  $\frac{1}{4}$  to self-consumption, however, the largest area is managed by the head of household and the household members, while the smaller part is the responsibility of his spouse and minor children. *In this case we*



have two plots. The reason is that we have two distinct management systems, in spite of the spatial continuity and single type of crop.

### **Initial Screen:**

- **Q.1:** It is not necessary that household cultivated any crops to answer this first question positively. The land we refer to may be cultivated, left fallow, covered with woodland, or used for other non-agricultural activities. We are interested primarily in identifying the plots that the household owned / managed in the past 6 months.
- **Q.2:** You must list all the parcels identified that are the property of the household or that have been managed by the household in the past 6 months. Each line of the initial table corresponds to an individual plot.
- The names of the plots must be unique and include their location. Try to use the names that the members of the household themselves give to these plots of land (for example, *corn field next to the pond*).
- **Q.3 – Q.4:** When asking about the extension of the plot, allow the informant to choose the measurement unit that seems most appropriate to him / her. You must, however, encourage the informant to use a recognized measurement unit (for example, hectares). You may record the tract area declared up to two decimal places if necessary.

Take note of the following conversions:

**1 acre = 4000 square meters = 0.4 hectares**

**1 hectare = 10,000 square meters = 2.5 acres**

### **“Characteristics” Screen**

- **Q.1 – Q.2:** Identify the person or persons in the household who make the decisions about the activities to be carried out on the plot, whether it is the type of crop to sow, the season of harvest, or about whether or not to let it fallow, or give it a use other than agriculture. Do not assume that the head of household is the one who makes the decisions.
- **Q.3:** Identify the person who gave the information for this plot of land. If there is more than one informant, record the ID of the person who provided most of the information.
- **Q.4 – Q.8:** When inquiring about the physical characteristics of the parcel of land, read the responses to the interviewee.
- **Q.9 – Q.10:** Note that you must declare the time that it takes the informant to ARRIVE at the plot of land (that is, the one way travel time only). If the time varies according to weather conditions (for example, because of the rain), obtain the average time of the trip.

### **“Ownership” Screen**

- **Q.1:** When asking about the manner in which the household acquired the parcel in question, remember that we are not interested in knowing if the person has documents that confirm his / her ownership of the land.
- **Q.2 – Q.3:** Remember that the owner(s) of the land are not necessarily the same as those who manage it.

- **Q.4 – Q.5:** Enquiring about the possibility of renting or selling the parcel may be a difficult question because it is possible that the land is community property. Despite this challenge, ask an estimate of how much the informant thinks the household could obtain by renting or selling a plot of land of these characteristics.

Emphasize that this is a hypothetical situation, and that the project has no interest in buying it.

If the person cannot give a figure, record the code for Does Not Know (-999).

- **Q.6 (beneath sub-screens on rented plots of land):** Note that when reporting the use given to a plot in the past 6 months, if you choose the option “rented to others”, you must select the following sub-screen to record the details of the rental. After filling out this section, go on to fill out the “FALLOW” sub-screen in the initial table without answering the sections about “crops” and “work force” since they do not apply.

If, instead, you choose the option “given out for free”, “fallow”, “forest / woodlot”, “pasture”, or “other”, go on to fill out the sub-screen “FALLOW” in the initial table without answering any other question of this module (at least for this particular plot of land).

### ***Rented In Plots” Sub-screen***

- **Q.1 – Q.4:** If at the time to ask about any payment in-kind made the respondent state that no payment has been made, in the “ CROP ” option select the last category : “Not Applicable ” . This will invalidate the remainder cells associated with this question.

If the household paid in-kind, identify first what type of crop was used as payment. If more than one crop was used, record information ONLY for the one used the most.

When recording the quantity provided as payment, use a measurement unit that can be converted later into a standard measurement unit (e.g., indicate the capacity of any container mentioned as kind of measurement unit: 50Kg bags).

Finally, record if the amount of crops given by as a form of payment were given shelled or unshelled. If the product used cannot be unshelled (e.g , cassava), select “Not Applicable ”.

- **Q.5 - Q.6:** In these questions record the cash payments made for renting the plot. Include the monetary value of any other crops used as form of payment except for the one listed in Question 1. Record next how many months this payment covered (it can cover more than 6 months).

### ***“Rented Out Plots” Sub-screen***

- **Q.1 – Q.4:** Record any payment in-kind received as form of payment for the plot rental. If no crops were given to the household for this reason, choose in the “ CROP ” drop down list the last category : “Not Applicable ” . This will invalidate the remainder cells associated with this question.

If the household was paid in-kind, identify the type of crop used as form of payment. If more than one crop was used, record information ONLY for the one used the most.

When recording the quantity received as payment, use a measurement unit that can be converted later into a standard measurement unit (e.g., indicate the capacity of any container mentioned as kind of measurement unit: 50Kg bags).

Finally, record if the amount of crop received were shelled or unshelled. If the product received cannot be unshelled (e.g , cassava), select “Not Applicable ”.

- **Q.5 - Q.6:** In these questions record the cash payments received for renting out the plot. Include the monetary value of any other crops used as form of payment except for the one listed in Question 1. Record next how many months this payment covered (it can cover more than 6 months).

### **"Crops" Screen**

- This screen will only apply if the plot of land is used to cultivate any crops, bushes or fruit trees either for sale or self-consumption.
- Explain the distinction between types of crops to the informant before listing them.
  - **Annual crops** (seasonal) are those whose life cycle (from seed to flowering) is completed within a specific time period or season. All the roots, stems, and leaves die annually and need to be replanted (e.g., maize).
  - **Perennial crops** are those that endure for several seasons. At times, some portion of the plant dies each winter (for example, leaves), but they grow again later in warmer weather from the same root stem. As a consequence, these crops can be harvested at different times of the year.
- Note that trees (not timber) and bushes cared for by the household will be included in the list of perennial crops.

### **"Annual Crops" Sub-screen**

- **Q.1 – Q.8:** List ALL the crops that there are cultivated on the plot of land, including those that are considered to be minor. Locate in the first places of the list those crops that are considered to be most important, whether because of yield or income generation.
- **Q.1 – Q.8:** Establish the area of the plot destined to those crops. It is not necessary to be exact.

### **"Perennial crops / trees" Sub-screen**

- **Q.1 – Q.5:** List ALL the perennial crops or trees (non-timber) that are cultivated on the plot of land, including those that are considered to be minor. Locate in the first places of the list those crops / trees that are considered to be most important, whether because of yield or income generation.
- **Q.6 – Q.10:** Establish the area of the plot destined to those crops. It is not necessary to be exact.

Code	CROP
101	Maize ( <i>CHIMANGA</i> )
102	Tobacco ( <i>FODYA</i> )
103	Groundnut ( <i>MTEDZA</i> )
104	Rice ( <i>MPUNGA</i> )
105	Ground Bean ( <i>Nzama</i> )
106	Sweet Potato ( <i>MBATATA</i> )
107	Irish (Malawi) Potato ( <i>MBATATESI/KACHEWERE</i> )
108	Wheat ( <i>TIRIGU</i> )
109	Finger millet ( <i>mawere</i> )
110	Sorghum ( <i>MAPIRA</i> )
111	Pearl Millet ( <i>mchewere</i> )
112	Beans
113	Soyabean ( <i>SOYA</i> )
114	Pigeonpea ( <i>nandolo</i> )

115	Cotton (THONJE)
116	Sunflower (MPENDADZUWA)
117	Sugar cane (NZIMBE)
118	Cabbage (KABICHI)
119	Tanaposi
120	Nkhawani
121	Therere / Okra
122	Tomato (MATIMATI)
123	Onion (ANYEZI)
124	Pea
125	Paprika (TSABOLA)
201	Cassava (CHINANGWA)
202	Tea (TIYI)
203	Coffee (KHOFI)
204	Mango
205	Orange (MALALANJE)
206	PawPaw / Papaya
207	Banana (NTHOCHI)
208	Pineapple (NANADZI)
209	Avocado (MAPEYALA)
210	Guava (GUWAFI)
211	Tangerine (Naartje)
212	Custard apple (Mpoza)
213	Mexican apple (Masuku)
214	Lemon (MANDIMU)
215	Peach (MAPICHESI)
216	Masau
217	Macadamia
300	Other (specify)
999	Not Applicable

### ***“Labour” Screen***

- This section is split into three sections: i) Household labour, which registers the details of the household members that collaborate with farm activities; ii) hired labour, which accounts for the number of adults and children who worked on the plot of land for a wage (in-kind or money); and iii) free labour, which refers to those members of another household that worked on the plot for no payment.
- Note that for each kind of labour you will differentiate between non-harvesting and harvesting activities: the first one refers to any work on land preparation, ridging, planting, fertilisation, etc whilst the latter refers exclusively to the work conducted to collect the harvest of a given crop.

### ***“Household Labour” Sub-Screen***

- For non-harvesting work: land preparation, cleaning, planting, fertilisation and maintenance
- **Q.1 – Q.3:** Be aware that dedication to farm work on a particular plot of land varies from one member of the household to another according to various factors (sex, age, occupation, etc.). Therefore, start by identifying who in the household collaborated in conducting activities of cleaning, preparation, planting, fertilisation and maintenance.

- **Q.4- Q.15:** Identify first the number of weeks each household member worked on a given plot. Then, ask, on average, the numbers of days and hours a week dedicated to these activities.

Be aware that dedication to agricultural work varies according to season. Therefore, when asking about non-harvesting activities, obtain a estimated average for the past 6 months

- For harvesting activities: Follow the same instructions as the ones listed in the previous paragraphs only that on this occasion you will enquire only about the work conducted when obtaining the harvest of the crops / trees being cultivated on the plot.

### ***"Hired Labour" Sub-screen***

- For non-harvesting activities: land preparation, cleaning, planting fertilisation and maintenance.
- **Q.1 – Q.2:** Hired labour includes those who have worked for payment in cash as much as those who have worked for some type of in-kind payment. Note that in this case, we are interested in recording the CUMULATIVE number of days worked among all the contracted labour. For example, if a household contracted 3 adults who worked for 8 days, we are talking about a cumulative total of 24 days of work among them. This same procedure is used to record the work of children.

We consider "adults" any person who is 15 or older and "children" any person younger than 15.

- **Q.3 – Q.4:** Record next the total value of ONE working day conducted by a typical adult and children (i.e., what an average individual of those ages received as payment) conducting non-harvesting activities such as land preparation, ridging, planting, fertilisation or maintenance. Include the value of any form of in-kind payment.
- **Q.5 – Q.8:** Record next the details of the kind of crop and quantities given to the hired labour as form of payment. If the household used more than one type of crop for this purpose, record the information for the crop most used.
- For harvesting activities: Follow the same instructions as the ones listed in the previous paragraphs. The only change in the structure and phrasing of the questions is that we will now proceed to ask about harvesting work.

### ***"Free labour" Sub-screen***

- **Q.1 – Q.2; Q.4- Q.5:** For the case of free labour, we will record first the number of days that members of other households (adults and children) worked for no payment conducting non-harvesting activities (land clearing, ridging, planting, fertilisation and maintenance) as well as harvesting activities.

The sum of days of work for adults and children applied for hired labour is also applied for the case of free labour. For example, if 2 children, aged 12 and 13 years, collaborated with the cleaning of a parcel for 4 days, a total of 8 days of work is recorded between them.

- **Q.3 , Q.6:** Remember that you must also enquire about how much the household spent in providing meals to those who collaborated for no payment at that time.

### ***"Fallow" Screen***

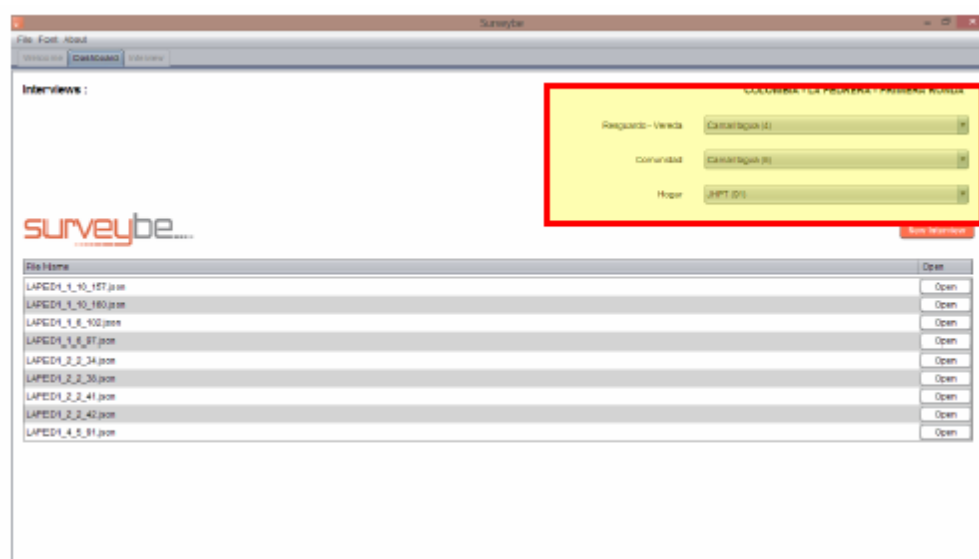
- This screen must be filled out for ALL the plots listed.
- **Q.1:** Record the year in which the household cultivated the plot for the first time. If the person cannot remember, obtain an approximation.

- **Q.2, Q.3:** Record the most recent year in which the plot was left fallow and the number of consecutive years that this occurred. If the plot was given a rest, record 0.
- **Q.4 – Q.5:** Record next the reasons why this plot was left fallow. It is not necessary to record 2 reasons.

## ONCE THIS MODULE IS FINISHED, RESTART THE SURVEY

This is necessary so that certain information recorded in the plots module is properly processed by the software for subsequent modules. For this to happen, do the following:

- **IN THE MAIN MENU, CHOOSE “FILE” AND THEN “BACK TO DASHBOARD”. YOU CAN ALSO USE THE OPTION CTRL + B.**
- **ONCE YOU ARE BACK TO THE SCREEN THAT LISTS ALL THE SURVEYS CARRIED OUT, CHOOSE THE ONE YOU ARE CURRENTLY WORKING ON.**
- **THE START SCREEN MAINTAINS THE DATA OF THE LAST SURVEY CARRIED OUT IN THE IDENTIFICATION CELLS. YOU CAN TAKE THIS AS A REFERENCE IN ORDER TO CHOOSE THE CORRECT SURVEY FROM THE LIST (SEE GRAPHIC BELOW).**



File Name	Open
LAPEDI_1_10_15T.jpg	Open
LAPEDI_1_10_160.jpg	Open
LAPEDI_1_10_100.jpg	Open
LAPEDI_1_10_1T.jpg	Open
LAPEDI_2_2_24.jpg	Open
LAPEDI_2_2_30.jpg	Open
LAPEDI_2_2_41.jpg	Open
LAPEDI_2_2_42.jpg	Open
LAPEDI_4_5_91.jpg	Open

## 5.2. Module AG.B INPUTS

### **INFORMANTS:**

➡ *Adults in charge of the management of the parcels of land.*

### **Initial Screen:**

- **Q.1:** This module is related to all the different types of inputs used during the past 6 months. These include the following 3 types:
  - organic fertilisers: consists of adding nutrients to the soil by means of the application of organic material (for example, manure, compost, etc.).

- inorganic fertilisers: consists of adding nutrients to the soil by means of the application of artificial materials of a chemical nature.
- herbicides / insecticides and pesticides: Herbicides are chemical products used to prevent the invasion of weeds or other plants in the crop areas. Insecticides and pesticides are products (artificial or not) used to protect the crops from fungi and pests.
- **Q.2 - Q.3**: Record ALL the organic and inorganic fertilisers as well as the pesticides and insecticides used in ALL the plots managed by the household during the past 6 months. Each input must be listed in the corresponding section of the table. The content of a cell must not be repeated in any other section of the table.

List all the various types of fertilizers, herbicides, and pesticides used independently of whether they were applied in pure form or mixed with others. If the household used various combinations, identify the products combined and note them separately.

### ***“Sources and Uses” Screen***

- **Q.1 – Q.2**: Estimate with the informant the TOTAL quantity of inputs applied in the past 6 months, considering the quantity applied to ALL the cultivated parcels of land. To facilitate the total estimated, ask the informant how many times he or she applied the input to each plot of land that and what quantities were used in each application. Make the total calculation and verify with the informant whether the TOTAL estimate is correct.

For example, if a person declared having used urea as a fertilizer, first ask how many times this fertilizer was applied on each parcel. This person has 2 plots and on the first one s/he made two applications while on the second one only one. The first application was of equal quantity on both plots (100 kg) while the second one was an additional application for the first plot of the same quantity (50 kg). In this case, you should record that the total quantity used was 100 kg + 100 kg + 50 kg = 150 kg.

- Try to use the same measurement unit throughout the section. Take the measurement unit recorded in the first two questions as reference.
- **Q. 3- Q.27**: Once the quantity used has been established, go on to enquire about the sources where this quantity of supplies was obtained.
  - **Q.3 – Q.6**: Record first how much of the input used was obtained by redeeming State coupons. Have in mind the following considerations:
    - In case the household shared the coupons with another household, record only the share of the input that went to the household being interviewed.
    - All purchases obtained through coupons are recorded here, whether the household obtained them through formal or informal ways (e.g., paying for it).
    - Coupons that were sold cannot be considered as redeemed (even if the money obtained from sales was used to purchase inputs; cash purchases should be recorded in Q.7 onwards).
    - Coupons that are being kept to be used in the future cannot be considered as redeemed.

Next, record any transportation costs faced by the household in order to acquire the input redeemed. Include all transportation costs, including those trips that were unsuccessful (i.e., travelling to visit a distribution centre that was closed).

In addition, obtain information about the COSTS of the inputs obtained through state coupons. Here you should include all payments (in-kind or cash), aside from transportation, that the household did in order to redeem the coupons (e.g., paying for coupons or paying for accessing the inputs)

- **Q.7 – Q.11:** Record how much of the input was obtained through purchases or on credit. Remember that any input obtained through exchange is considered a purchase. For the latter, estimate the monetary value of any in-kind payments.

At the time you establish the amount paid, record first how much was paid up-front (either in cash or in-kind) and, next, the remainder to be paid in the coming weeks / months (in case the product was obtained on credit; if not, record zero). Finally, record any expenses related to transporting the input to the farm.

- **Q.12– Q.15:** Record next the amount of input that was received as gifts or donations (for free) from members of another household.

Once the quantity has been established, ask the interviewee what is the monetary value of that gift. Take as reference what the interviewee considers it would have cost him / her to purchase it in the market.

Similarly to previous sections, estimate the transportation costs associated with bringing the donation over to the household.

- **Q.16 – Q.21:** Now, proceed to enquire about the amount of input that was obtained for free through donations or gifts from the community, government programmes (different from state coupons) or NGOs. If the household received any donation of this kind, identify the donor. It is not enough to just mention 'NGOs' or 'the government', try to obtain enough information that will allow us to identify which institution or programme in particular is responsible for such donations, including the name of the government programmes that may have done it. Afterwards, enquire about the cost of transporting the input to the household.
- **Q.22 – Q.24:** Enquire next about the input obtained from leftovers of the previous season. The same as in previous topics, record first the quantity obtained and its associated value. On this occasion you will not ask about transportation costs since it is assumed that the input is already at the farm.
- **Q.25 – Q.27:** Ask finally about the amount of input that was self-produced by the household. This question only applies for organic fertilisers and herbicides / plaguicides. Since the item would be self-produced, then there are no transportation costs associated to this question.

### ***'ES Benefits' Screen***

- This section will be activated ONLY if the household reported having self-produced some kind of agricultural input in the past 6 months.
- **Q.1 – Q.5:** In case the household has self-produced any kind of organic fertiliser or herbicide / plaguicide, ask the informant to list the natural resources / products used in order of importance for its production.. If the input is applied directly on the plot (i.e., they are not mixed), ask to mention



those most commonly used. Remember that the ranking does not need to be precise, what matters is that the most important resources / products are mentioned first.

### ***'Natural Resource / Product 1' Sub-screens***

- **Q.1-Q.2:** These questions refer to the details of consumption of the natural product / resource listed first in the list generated in the previous screen. Start by asking about the TOTAL consumption of the product used for self-producing the input in question.

Try to use the same measurement unit throughout this section

- **Q.3 – Q.16:** Proceed to disaggregate the detailed use of this product according to its various sources: purchases, farmland, non-farm areas or from another source (donations, gifts, etc.).

The total consumed initially registered must equal the sum of consumption per source.

- **Q.2- Q.6:** If the household purchased the product, establish the quantity purchased and the value of the product. Note that the goods obtained by exchange are considered purchases paid in-kind. Record next the place of purchase.
- **Q. 7- Q.9:** If the household obtained of the product from the farm, record the quantity obtained from that source as well as the kind of farmland from where it was obtained. If different types of farmland were used within the same farm, choose the most used.
- **Q.10 – Q.14:** If the households obtained the product / resource from non-farm areas, identify the area in the landscape where it was obtained from. If more than one area was used, then record the one from where most of the product was obtained. Record the travel time next and the form of transport used to access this site.
- **Q.15 – Q.16:** These questions record the amount of the product used that was obtained from other sources such as donations or gifts, etc.. These could be obtained for donations or by any other means other than the ones listed above.

### ***'Natural Resource / Product 2' sub-screen***

This sub-screen contains the same structure as outlined for 'Natural Product / Resource 1'. Use the same instructions for recording data as the ones detailed above.

## **5.3. Module AG.C. SEEDS**

### **INFORMANTS:**

☞ *Adults in charge of the management of the parcels of land.*

### **Initial Screen:**

- This module gathers information about all the various types of seeds and seedlings or plantlets used by the household in the last 6 months.
- **Q.1:** For this module, start by confirming that some member of the household has planted some crop, tree, or bush in any of the parcels of land listed in the past 6 months.
- **Q.2 – Q.3:** After confirming this, list again each and every one of the crops reported by the informants in the module about plots. Identify the code that corresponds to each crop and select it in the table provided. Include both annual crops (seasonal) and perennial crops, trees, or bushes.

To facilitate the process, you can start listing only that crops that were planted in the past 6 months. It is necessary, however, that you list afterwards ALL the crops that were planted in every plot in the past 6 months and that you confirm if indeed was not planted as initially reported.

Add ALL the crops identified in module AG.A PLOTS in the relevant questions about annual and perennial crops / trees.

### ***“Sources and Uses” Screen***

- **Q.1 – Q.2:** The same as in the INPUT module, it can happen that various quantities of seeds or plantlets have been used on various plots of land. Hence, ask the informant to list the number of plots in which a particular plot has been planted in the past 6 months. Then go on to enquire the amount of seeds/plantlet that have been used in each one of them. Finally, calculate the sum of the final quantity.

For example, a person has 3 plots of land. Of these three, corn was planted on two of them. On the first one, a 50-kg sack of seed was used while for the other parcel 2 sacks of the same quantity were used. The harvest has not yet been obtained since the corn was sown approximately three months ago. In this case, it is considered that 3 50-kg sacks have been used. For the final notation, you may write that 150 kg or 3 50-kg sacks were used. Note that when possible, the capacity of the sack in question should be specified.

Remember that when inquiring about the “*quantity of seeds*” for crops, we do not ask the informant to identify the quantity of INDIVIDUAL seed used (this could be thousands). In the case of trees and bushes, however, the count of plants, seedlings, or plantlets can be done individually (for example, how many mango or banana trees were planted in the past 6 months).

- **Q.3 – Q.24:** Once the information has been collected, go on to inquire about the sources where this quantity of supplies was obtained.
  - **Q.3 – Q.6:** Record first the quantity of seeds that was obtained by redeeming state coupons. Have in mind the following considerations:
    - In case the household shared the coupons with another household, record only the share of the input that went to the household being interviewed.
    - All purchases obtained through coupons are recorded here, whether the household obtained them through formal or informal ways (e.g., paying for it).
    - Coupons that were sold cannot be considered as redeemed (even if the money obtained from sales was used to purchase inputs; cash purchases should be recorded in Q.7 onwards).
    - Coupons that are being kept to be used in the future cannot be considered as redeemed.

Next, record any transportation costs faced by the household in order to acquire the input redeemed. Include all transportation costs, including those trips that were unsuccessful (i.e., travelling to visit a distribution centre that was closed).

In addition, obtain information about the COSTS of the inputs obtained through state coupons. Here you should include all payments (in-kind or cash), aside from transportation, that the household did in order to redeem the coupons (e.g., paying for coupons or paying for accessing the inputs)

- **Q.7 – Q.11:** Record the amount of seeds / plantlets that was obtained through purchases or on credit. Remember that any seeds / plantlets obtained through exchange is considered a purchase. For the latter, estimate the monetary value of any in-kind payments.

At the time you establish the amount paid, record first how much was paid up-front (either in cash or in-kind) and, next, the remainder to be paid in the coming weeks / months (in case the product was obtained on credit; if not, record zero). Finally, record any expenses related to transporting the seeds/ plantlets to the farm.

- **Q.12– Q.15:** Record next the amount of seeds /plantlets that was received as gifts or donations (for free) from members of another household.

Once the quantity has been established, ask the interviewee what is the monetary value of that gift. Take as reference what the interviewee considers it would have cost him / her to purchase it in the market.

Similarly to previous sections, estimate the transportation costs associated with bringing the donation over to the household.

- **Q.16 – Q.21:** Now, proceed to enquire about the amount of seeds/ plantlets that was obtained for free through donations or gifts from the community, government programmes (different from state coupons) or NGOs. If the household received any donation of this kind, identify the donor. It is not enough to just mention 'NGOs' or 'the government', try to obtain enough information that will allow us to identify which institution or programme in particular is responsible for such donations, including the name of the government programmes that may have done it.

Afterwards, enquire about the cost of transporting the seeds/ plantlets donated to the household.

- **Q.22 – Q.24:** Enquire next about the seeds/ plantlets obtained from leftovers of the previous season. The same as in previous topics, record first the quantity obtained and its associated value. On this occasion you will not ask about transportation costs since it is assumed that the input is already at the farm.

#### 5.4. Module AG.D. Harvest

##### **INFORMANTS:**

➞ *Household members in charge of the management of the parcels of land.*

##### **Initial Screen:**

This module gathers information about the use the household given to the harvests obtained from the various crops (seasonal and perennial) in the past 6 months (except for what is intended for household consumption).

- **Q.1:** Start by confirming whether or not some member of the household has harvested some of the crops that he or she maintains on the parcels listed previously. Note that it is not necessary for a harvest to have been entirely completed in order to respond affirmatively to this question. As long as the informants indicate that they have obtained some quantity of the product grown on their parcels, the module should be applied.

- **Q.2 –Q.3:** For this module, begin by listing again each and every one of the crops reported by the informants in the module about Parcels. Identify the code that corresponds to each crop and select it in the table provided.

To facilitate the process, you can start by listing all the crops that the interviewee reports that have been harvested. However, it is necessary that you list next all the other crops that apparently have not been harvested and confirm whether or not some harvest has been obtained from them. .

After listing all the crops identified, go on to ask the informant if these were harvested or not in the past 6 months. Do not apply any question until after having identified whether some crop has been gathered (whether partially or totally) in the past 6 months.

### ***“Harvest” Screen***

- **Q.1 – Q.3:** This section starts by asking the informant how much harvest he or she was expecting to obtain from the crop for the past 6 months. Make the informant aware that this question refers to the expectations that s/he had in relation to what was sown, do not try to verify if this is true or not.

Be aware that for this module the measurement units reported may have no direct equivalence as they will depend on whether the crop was shelled or unshelled.

- **Q.4- Q.6:** Next, record the quantity of harvest that was actually obtained from the specific crop being discussed in the past 6 months.
- **Q.7 – Q.10:** Once you obtained an estimate of how much harvest was obtained, enquire whether the area harvested was less than the area sown (that is, if some cultivated areas did not produce any yield or did not do it as expected) and what were the causes. Record UP TO 3 possible reasons; remember that there can always be fewer.

### ***“Uses” Screen***

- **Q.1 – Q.8:** First obtain the quantity of the harvests intended for sale and the value of the sale, specifying if the harvest was sold shelled or unshelled.

Estimate next the value of any payment obtained in-kind for the harvest in addition to any other cash payments. If it is difficult to obtain a monetary estimate for -in-kind payments, ask the informant how much he or she would pay for this quantity of harvest.

Establish as well where the sale took place and the transportation costs faced in order to get the produce to the selling place. Record the name of the town market where the sale took place (if applicable). If more than one selling place was used, record the one where the most produce was sold. In turn, if the household did not spend any money in transportation, record zero.

Finally, for this section, identify which household members kept or decide what to do with the income generated from crop sales. It is not necessary to record more than one member.

- **Q.9 – Q.11:** Obtain information about the quantity of the harvest obtained that was used as input for household businesses. For this, the computer will provide you with information about the household’s reported businesses. Remind the informant about these businesses to verify if some part of the harvest was used for these purposes.
- **Q.12 – Q.14:** Ask the interviewee to estimate how much of the harvested crop was used as animal feed. To help the interviewee with this question, you can ask him / her to list the livestock the household possesses and check how much was consumed for each type of animal being reared.

- **Q.15 – Q.20:** Distinguish between the use of the harvest as a method of payment and as reimbursement for loans. The first one refers to payments in kind made in exchange for some goods or services while the second one is related to the paying down of debts for loans or credits (whether for productive activities or for household consumption). Then, proceed next the amount of harvested crop that was destined to these both purposes.
- **Q.21 – Q.23:** Record in these questions the amount of harvest that was given away to another household.
- **Q.24 – Q.26:** When inquiring about the harvest stored by the household, consider as well those quantities that are kept in buildings separate from the family dwelling but that are managed by members of the household. Do not necessarily record only what is stored exclusively in one single storage place.
- **Q.27 – Q.31:** Record next the losses from the harvest due to theft, pests, plagues or any natural disaster. For the case of pests, specify (if possible) what kind of pest was the one that affected the harvested crop.
- **Q.32 – Q.36:** Finally, record the amount of the harvest that is being kept in storage and the uses the household intends to give to this stock.
- After filling out this module, check each one of the figures reported by the informant to confirm whether or not he or she agrees with them.

## 5.5. Module AG.E. LIVESTOCK

This module gathers information about the ownership and use of livestock for the past 6 months. Each column represents a different type of livestock.

### **INFORMANTS:**

☞ *Household members in charge of the care and management of the livestock/poultry.*

### **Initial Screen:**

- **Q.1:** Start this module by asking whether the household has owned or raised livestock or poultry in the past 6 months. If the household does not have any livestock at the time of the interview but had some during the recall period (for example, they have no pigs now but had 2 which later died of illness three months ago), apply the questions of this module.
- **Q.2 – Q.3:** Identify first the types of livestock that this household owned or raised in the past 6 months. Do not apply other questions from the module until this section has been answered.

### **“Ownership” Screen**

- **Q.1:** Start by recording the current number of the type of livestock or poultry that the household possesses. If the household had this livestock but no longer owns it at the time of the interview, record zero.
- **Q.2:** When recording the estimated price for a unit of livestock/poultry in question, let the informant know that we are interested in obtaining the average sales price per unit of livestock/poultry that is usually used in the study zone (adjusting for age, weight, health, etc.). If there is a great deal of variety of one type of animal, obtain the value for a typical animal.

- **Q.3 – Q.4:** Next record the person(s) in the household who is/are responsible for caring for this type of livestock. List UP TO two members.
- **Q.5 – Q.6:** Next record who is considered to be the owner(s) of the livestock. Remember that this person / these people are not necessarily the head of household or the people in charge of their care. If there is no clear owner, ask who in the house has the ability to decide what to do with the animal (sell it, slaughter it, give it away, etc.)

### ***“Acquisitions” Screen***

- This section gathers information about the various sources that have allowed the household to increase the number of units of the type of livestock in question.
- **Q.1:** Start by recording how many animals the household had at the START of the past 6 months.
- **Q.2:** Record how many animals were born in the past 6 months.
- **Q.3:** Record how many animals were received as form of payment for goods or services rendered
- **Q.4:** Record how many animals were received as reimbursements for loans provided to other households.
- **Q.5 – Q.7:** Remember that in this section we are interested in recording the animals received or bought by the household in the past 6 months, independently of whether they are alive or not at this time.

The acquisitions by means of exchange are considered to be a purchase. Make note of any acquisition made in this manner and enquire about the monetary value of the in-kind payment.

- **Q.8: - Q.11:** Note that we are interested in distinguishing between the donations and transfers received from other households as compared to those obtained from NGOs, State-run programs, or other development institutions. If the interviewee reported having obtained some animals from an NGO or government’s programme, record the necessary details to identify the institution and/ or programme responsible.
- Check towards the end of the section if the quantities recorded are the correct ones.

### ***“Uses / Losses” Screen***

- **Q.1 - Q.5:** Record the number of animals that were sold alive and record the value of the sale. Estimate the value of any in-kind payment received by the livestock in addition to any cash payments. If it is difficult to obtain a monetary estimate for payments in-kind , ask the respondent how much he or she would pay for the animal in question.

Also establish in what place that livestock was sold and identify which household members saved or decided what to do with the revenue generated. There is no need to register more than one household member.

- **Q.6 - Q.7:** Distinguish between the livestock given away as a form of payment method for goods and services received and those that were given as reimbursement for the amortization of loans or credit.
- **Q.8:** Record the number of animals that were lost or stolen.
- **Q.9:** Record the number of animals slaughtered for sale or for use / consumption.

- **Q.10 :** Record the number of animals that were given away to another household for no payment (gifts or donations).
- **Q.11 - Q.14:** Record the number of animals that were lost due to diseases, pests and natural disasters. For the last two specify which pests or disasters affected the livestock in question.
- Check towards the end of the section if the quantities recorded are the correct ones.

### ***“Expenditure” Screen***

- **Q.1 – Q.5:** Obtain all the expenses related to the raising and management of the livestock. Note, however, that the expense for maintenance or erection of new structures for the livestock (for example, a pig-sty) will be gathered in a later module.
- **Q.6 – Q.11:** Record the number of the resources or natural products used as feed for the livestock in order of importance according to the volume of use to feed the livestock. Do not record activities of pasturage. Record UP TO 5 products, but it is not necessary to mention 5 in all.

### ***“Natural Resource / Product 1”***

- Take note that different from other sections on use of natural resources, on this occasion we are interested on the AVERAGE MONTHLY CONSUMPTION of natural resources / products as animal feed for the last 6 months, not on the aggregated total for that period of time.
- **Q.1 – Q.2:** Ask first for the average amount of the natural resource in question that was used as animal fodder each month.

Try to use the same measurement unit throughout the section.

- **Q.3 – Q.16:** Once the information has been collected, go on to inquire about the sources where this quantity of animal fodder was obtained from:
  - **Q.3 – Q.6:** Record first the amount of the product / resource in question that was obtained through purchases. Remember that any resource obtained through exchange is considered a purchase. For the latter, estimate the monetary value of any in-kind payments.
  - **Q.7– Q.9:** If the household obtained any part of the resource / product from the farmland, establish the quantity obtained, on average, per month and the kind of farmland from where it was obtained. If various types of farmland were used as source, choose the one most used.
  - **Q.10 – Q.14:** If the households obtained the product / resource from non-farm areas, identify the area in the landscape where it was obtained from. If more than one area was used, then record the one from where most of the product was obtained. Record the travel time next and the form of transport used to access this site.
  - **Q.15 – Q.16:** These questions record the amount of the product used that was obtained from other sources such as donations or gifts, etc.. These could be obtained for donations or by any other means other than the ones listed above.

### ***‘Natural Resource / Product 2’ sub-screen***

- This sub-screen contains the same structure as outlined for 'Natural Product / Resource 1'. Use the same instructions for recording data as the ones detailed above.

### **'Pasture' sub-screen**

- This section is trying to identify the location of where people take their livestock to graze in local non-farm areas.
- **Q.1 – Q.2:** Establish first which household members are usually responsible for taking this particular type of livestock to graze to non-farm areas.
- **Q.3 – Q.12:** Establish first in which months of the past 6 the respondent took his / her livestock to pasture in non-farm areas. Choose the option 'Not Applicable' only for those months that are not part of the 6-month recall period.
- **Q.13 – Q.15:** For the FIRST half of the 6-month period, identify where the respondent took his/ her livestock the most to pasture. If no grazing activities took place during that time, choose "Not Applicable" in the drop down menu. The respondent can identify UP to 3 areas where the livestock was taken to graze.
- **Q.16 – Q.18:** For the SECOND half of the 6-month period, identify where the respondent took his/ her livestock the most to pasture. If no grazing activities took place during that time, choose "Not Applicable" in the drop down menu. The respondent can identify UP to 3 areas where the livestock was taken to graze.
- Grazing: First and Second Half Details: For each 3-month period established, you have to enquire the time spent visiting each of the local non-farm areas used to pasture:
  - **Q.1; Q.6; Q.11:** For each 3-month recall period, ask the informant to state, on average, how many **weeks per month** they went to a non-farm area to graze.
  - **Q.2; Q.7; Q.12:** For each 3-month recall period, ask the informant to state, on average, how many **days a week** they went to a non-farm area to graze.
  - **Q.3; Q.8; Q.13:** For each 3-month recall period, ask the informant to state, on average, how many **hours a day** they spent grazing in non-farm areas. Make sure that the informant does not include the travelling time in the estimation.
  - **Q.4-Q.5; Q.9-Q.10; Q.14-Q.15:** Identify next how long does it take the informants to reach each of the grazing areas identified in previous questions.

## **5.6. Module AG.F. LIVESTOCK PRODUCTS**

### **INFORMANTS:**

- ➡ *Household members in charge of the care and management of the livestock/poultry.*

### **Initial Screen:**

- This section will be enabled only if the household has had some type of livestock in the past 6 months.
- This module gathers information about the production and sale of unprocessed products obtained from the livestock that the household owns or raises. Each column of the initial table represents one type of product.



- **Q.1 – Q.2:** Just as in the previous sections, start by identifying whether the household has generated some of the products included in the table, independently of whether they have been used for self-consumption or sale. Do not apply any question until having identified these products.

### ***“Production/Uses” Screen***

- **Q.1 – Q.2:** Identify first which household members are responsible for producing the product in question. It is not necessary to record two HH members.
- **Q.3 – Q.7:** First of all, establish the quantity of each product produced in the past 6 months. To do that, first inquire in how many of the past 6 months the household produced the product in question. Then obtain the average monthly production for this period of time.

Remember that the production may not be continuous. In this case, ask the informant to try to obtain the average for this period in particular. If the activity is continuous, you may inquire about the production of the last month.

Once these data have been obtained, the computer will generate the multiplication to estimate the total produced in the past 6 months. Confirm whether the results seem reasonable to the informant and go on to fill out the following questions. If they are not, revise the previous estimates again.

- **Q.8 - Q.13:** Record the amount of the livestock by-products produced that were on sale and the value of these sales. Estimate the value of any in-kind payment obtained in addition to any other cash payments. If it is difficult to obtain a monetary estimate for payments in kind, ask the respondent how he or she would pay for it .

Also establish where this product was (mostly) sold. Record the name of the place where it was sold outside the village. Next, identify which household members saved or decided what to do with the revenue generated. There is no need to register more than one household member.

- **Q.14 - Q.15:** Establish the amount of the by-product used as input for any of the household businesses reported. For this, the computer will provide information on home business identified in the relevant section. Remind the informant about these businesses to see if something produced was used for those purposes.
- **Q.16 - Q.17:** Ask the respondent to make an estimate of the amount of the by-production was used for household consumption.
- **Q.18 - Q.21:** Distinguish between the use of the by-product as a method of payment as compared to a reimbursement for loans. The first refers to payments in kind made in exchange for some good or service while the second relates to the amortization of debt loans or credit.
- **Q.22 - Q.23:** Record the amount of the total production was transferred or donated in favour of another household.
- **Q.24 - Q.27:** Record the losses endured because of theft, pests or some natural disaster. In the case of pests, specify which one was the responsible for the losses.
- Verify the quantities reported with the informant at the end of this section.

### ***“Expenditure” Screen***

- **Q.1 – Q.2:** When inquiring about the expenses for the production of the item, ask about the TOTAL spent for the last 6 months. If there are various expenditure categories (labour, transport, inputs,

machinery, etc.); review each one with the informant apart and estimate the individual costs for each topic, add them up and then report the total in the survey.

## 5.7. Module AG.G. FARM STRUCTURES

### **INFORMANTS:**

- ☞ *The head of household*
- ☞ *Adult household members may assist the head of household.*

### **Initial Table:**

- **Q.1 – Q.3:** Start by asking the informant if his or her farm has any of the structures listed.

### ***“Details” Screen***

- **Q.1:** Record the number of structures that are owned by the household.
- **Q.2:** Remind the informant that when enquiring about the sale value of the machinery or tools, we are interested only in obtaining the value of those items not in acquiring any of these products.  
  
If the household owns various structures of the same type, but in different state of preservation, obtain the average value of the structure in question.
- **Q.3 – Q.4:** Remember that in this case, the acquisitions or rentals of any products have a reference period of 6 months only.
- **Q.5 – Q.6:** Establish if the household rented or borrowed any of the structures listed and how much they paid for the right of use.
- **Q.7 – Q.8:** Establish if the household built any structures listed in the past 6 months and estimate the cost of this work.

When estimating the cost of the new structure, obtain the TOTAL cost. If there are various categories to consider: labour, materials, transport, etc., record the amounts separately with the informant and then add them up.

### ***‘Improvements and Maintenance’ Screen***

- **Q.1 – Q.6:** Ask the respondent to list the natural resources / products used to provide themselves with constructions materials for a farm structure. Make sure they list them in order of importance for the work conducted. Remember that it is not necessary to establish a detailed ranking.

### ***‘Natural Resource / Product 1’ Sub-screens***

- **Q.1-Q.2:** These questions refer to the details of consumption of natural product listed first in the list generated in the previous screen. Start by investigating TOTAL consumption of the product concerned to the work done in the last six months.

Try to use the same measurement unit throughout this section.

- **Q.3 – Q.16:** Proceed to disaggregate the detailed use of this product according to the various sources from where it was obtained. In this case, you can use more than one source: purchases, farmland, non-farm areas or from another source (donations, gifts, etc.).

The total consumed initially registered must equal the sum of consumption per source.

- **Q.2- Q.6:** If the household purchased the product, establish the quantity purchased and the value of the product. Note that the goods obtained by exchange are considered purchases paid in-kind. Record next the place of purchase.
- **Q. 7- Q.9:** If the households obtained of the product from the farm, record the quantity obtained from that source as well as the kind of farmland from where it was obtained. If different types of farmland were used within the same farm, choose the most used.
- **Q.10 – Q.14:** If the households obtained the product / resource from non-farm areas, identify the area in the landscape where it was obtained from. If more than one area was used, then record the one from where most of the product was obtained. Record the travel time next and the form of transport used to access this site.
- **Q.15 – Q.16:** These questions record the amount of the product used that was obtained from other sources such as donations or gifts, etc.. These could be obtained for donations or by any other means other than the ones listed above.

#### **'Natural Resource / Product 2' sub-screen**

- This sub-screen contains the same structure as outlined for 'Natural Product / Resource 1'. Use the same instructions for recording data as the ones detailed above.

### **5.8. Module AG.H. FISHING**

#### **INFORMANTS:**

☞ *Household members in charge of fishing.*

#### **Initial Screen:**

- This module collects information about fishing carried out by the households surveyed. Each column of the initial table represents one type of fish usually caught in the past 6 months, **INCLUDING THOSE OBTAINED FROM FISH PONDS.**
- **Q.1:** This section will be enabled only if the household has carried out some type of fishing activities *in the past six months*. When asking the informant(s) about the topic, verify whether it is truly the case that the household has not fished at all in the preceding half year.
- **Q.2:** Start by listing the species of fish most frequently obtained in the past 6 months. Note that certain fish may have more than one name. Verify that the fish listed are actually different from each other.
- It is not necessary to fill the initial table with 5 species unless required. For example, if the household caught essentially 4 species and a minor species was caught accidentally in nets or baskets in miniscule quantities, record only 4 types of fish.

#### **"Catchment" Screen**

- **Q.1 – Q.2:** Identify first the members of the HH responsible for fishing a particular species.
- **Q.3 – Q.12:** For the 6 months immediately before the survey, record whether or not the household fished the species in question. If the household did not fish this species in one month in particular, record "No." Select the option "Not Applicable" when the month in question is outside the period covered by the survey (i.e., 6 months).

- **Q.13 – Q.18:** These questions attempt to identify where respondents fished in the first and second half of the last 6 months. Note that these apply only if the household has actually conducted some fishing activity in the reference period for which he asks. If the question does not apply, choose option 99 in the drop down menu. In turn, if more than one source of fish was used in a given 3-month period, record the most commonly visited.

Then, set the travel time to that fishing spot. Note that the travel time can vary from season to season by the rise or fall of the water. Do not assume that travel times are similar throughout the period.

**Note that after this question, all the rest refer to the last month of fishing as a reference period.**

### ***Volume 'Caught' Screen***

- **Q.1 – Q.5:** To estimate the quantity of fish obtained in the last month of fishing, you will first ask on how many weeks in the past month of fishing they obtained this species of fish in particular and, later, what quantity of fish was obtained per week. The computer will automatically generate the total for the month.
- **Q.5 – Q.6:** Verify with the informant whether the quantity of fish reported for the last month of fishing is correct, and then copy it to the corresponding section.

### ***"Uses" Screen***

- Use the same unit of measurement used to establish the amount of fishing in the various sections of this module.
- **Q.1 - Q.6 :** Record the amount of fish caught IN THE LAST MONTH OF FISHING that was sold and the value of the sale . Estimate the value of any in-kind payment obtained in addition to cash payments . If it is difficult to obtain a monetary estimate for in-kind payments, ask the respondent how much he or she would pay for this volume of fish.

Remember that when it comes to selling fish, we refer to the sale of raw fish . If the fish has been cooked and sold as food, for example, in a restaurant owned by the household, this sale it should be registered in the household business module. The fish used for this purpose, in turn, should be recorded in this section as " input for the production of derived products" ( Q.7 - Q.8 ) .

Identify as well where this production was sold. Record the name of the market where the fish was sold outside the village. Then, identify which household members saved or decide what to do with the revenue generated. There is no need to register more than one household member unless required.

- **Q.7 - Q.8:** Set the amount of fish used as input to any of the household businesses. For this, the computer will provide information on home business previously reported. Remind the informant about these businesses to see if something caught in the LAST MONTH FISHING was used for such purposes. If none, record zero.
- **Q.9 - Q.10 :** Ask the respondent to make an estimate of how much of the fish obtained in the last month of fishing was used for household consumption.
- **Q.11 - Q.14:** Distinguish between the use of fish as a method of payment and as reimbursement for loans. The first refers to payments in kind made in exchange for some good or service while the second relates to the amortization of debt loans or credit.

- **Q.15 - Q.16 :** Record the amount of the total production was transferred or donated in favour of another household.
- **Q.17 - Q.18 :** Record the losses because of theft, or some pest or natural emergency. In the case of pests, specify which was the one that affected the home.
- Check with the informant reported amounts at the end of this section.

### **"Expenditure " Section**

- **Q.3 - Q.7 :** Note that we are interested in estimating the TOTAL expense for each category of fishing, independently of the type of fish obtained, for THE LAST 6 MONTHS.

## **5.9 Module AG.I. HUNTING**

### **INFORMANTS:**

☞ *Household members in charge of hunting*

### **Initial Screen:**

- This module gathers information about the hunting activities carried out by the household. Each column of the initial table represents a type of game hunted.
- **Q.1:** This section will be enabled only if the household has carried out some kind of hunting activity in the past six months.
- **Q.2:** Start by listing UP TO 5 species of game most frequently hunted in the past six months. Just as in the case with the fish, verify that the animals listed are actually different from each other.

### **"Capture" Screen**

- **Q.1 - Q.2:** Identify first which household members were responsible for hunting the game listed.
- **Q.3 - Q.12:** For the 6 months preceding the date of the survey, record if the household manage to hunt the species in question or not (unsuccessful hunting trips are not considered). If the household did not hunt that species in a particular month , enter "No " . Select " Not Applicable" only when the month in question is outside the 6-month period being investigated .
- **Q.13 - Q.18:** These questions try to identify where respondents hunted the animal in the first and second half of the last 6 months. Note that these questions apply only if the household had actually conducted some hunting activity during the recall period. If the household did not hunt during the period being asked about, choose "Not Applicable" in the drop down menu.

If, in turn, the household used more than one hunting place, record the most frequently used for each period. Next, record the travel time to that hunting ground. Note that the travel time can vary from season to season. Do not assume that travel times are similar throughout the period.

- **Q.19 - Q.21 :** These questions attempt to establish how many animals, on average, the household hunted each month of those declared in questions 3 to 12.

First, ask the informant to estimate, on average, on how many occasions they managed to capture at least one animal each month, independently of whether they captured many, only a few or just one.

Next, ask the respondent to estimate, on average, how many animals they captured each time they hunted a particular species.

For example, a household declared that in 4 of the past 6 months they hunted mice. Then, on average they declared that each month they capture these animals approximately on 4 occasions. Finally, they inform that, on average, they approximately captured 20 mice during each hunting occasion. In consequence, it is estimated that during each month of those 4 the household approximately captured 80 mice.

Verify the estimates produced by the computer before moving on to the following section. If the informant disagrees, ask the previous questions again.

### **" Meat " Screen**

- **Q.1 - Q.2 :** THESE 2 QUESTIONS DO NOT APPLY FOR SMALL RODENTS. For those case (mice, rats, moles, etc.) record "999" in the quantity question but apply the rest of the questions using the name of the animal as measurement unit.

For the other kinds of animals, establish first the amount of meat obtained from the game hunted, on average, each month. For this, first estimate with the informant the average amount of meat you can get from an animal of the species in question and then multiply it by the number of animals hunted per month (obtained in the previous section). If no meat was obtained from hunted animals record zero and proceed to the next screen.

- **Q.3 - Q.8:** Record the amount of meat from hunted animals that was sold (on average, for each month of hunting) and the value of the sale. Estimate the value of any in-kind payments obtained in addition to monetary payments. If it is difficult to obtain a monetary estimate for payments in kind , ask the respondent how he or she would pay .

Also, establish where the meat was sold. Record the name of the place where it was sold (outside the locality ). Then , identify which household members kept or decided what to do with the revenue generated. There is no need to register more than one household member unless required.

- **Q.9 - Q.10:** Establish the amount of meat used as input to any of the household businesses. For this, the computer will provide information on home business previously reported. Remind the informant about these businesses to see if some of the game caught was used for such purposes. If none, record zero.
- **Q.11 - Q.12:** Ask the respondent to make an estimate of how much of the game obtained on average each month was used for household consumption.
- **Q.13 - Q.15:** Distinguish between the use of meat as a method of payment and as reimbursement for loans. The first refers to payments in kind made in exchange for some good or service while the second relates to the amortization of debt loans or credit.
- **Q.16 - Q.17 :** Record the amount of the total amount of meat transferred or donated in favour of another household.
- **Q.18 - Q.19 :** Record the losses because of theft, or some pest or natural emergency. In the case of pests, specify which was the one that affected the home.
- Check with the informant reported amounts at the end of this section.

### **Screen " Other Uses "**

- **Q.1 - Q.5:** Record below if the household used other animal parts aside from meat and what other parts were used.

- **Q.6 - Q.10:** For each of these parts, establish the MAIN use given to that part of the animal.

### **“Expenses” Screen**

Note that when inquiring about the expenses for hunting, we are interested in the TOTAL expense for each category for THE LAST 6 months in general.

## **5.10. Module AG.J. TOOLS AND EQUIPMENT**

### **INFORMANTS:**

- ☞ *The head of household.*
- ☞ *The head of household may be assisted by another informed adult.*

### ***Initial Screen:***

- **Q.1 – Q.3:** Start by asking the informant whether the household has tools or machinery listed.
- **Q.4:** Remind the informant that when enquiring about the sales value of the machinery or tools, we are interested in obtaining the value of the items. The project is not interested in acquiring any of these products.

It may be that the household possesses the tools listed in various quantities and in diverse states of preservation. If there are differences between the products that the household possesses, obtain the average value of the item in question.

### **“Buy / rent” Screen**

- **Q.1 - Q.3:** Identify if the home has purchased any new equipment or tools of the ones listed in the initial table. Record next the number of units acquired the total value of the purchase. As in previous sections, in-kind payments are considered purchases. Obtain the monetary value of such payments by asking the respondent how much would pay for the assets transferred as payment.
- **Q.4 - Q.6:** Identify if the home has rented one of the listed tools or utensils, how many and what was the total cost for such rental in the past 6 months.

## **6. MEASUREMENT UNITS**

The questions on food, crops, inputs, livestock by-products among others may be reported in a varied number of measurement units. This constitutes a significant challenge for the present household survey since the use of non-standard units of measurements is common across Malawi particularly for agricultural produce.

Cassava, for example, could be reported in pieces (representing 1 tuber), but there exists a significant difference in the size of cassava tubers. Thus, the kilogram-equivalent consumption of one piece of cassava by a household is not the same as the kilogram-equivalent one piece of cassava consumed by another (even if from the same village).

In the same direction, non-standard units of measurements may vary greatly even within the unit. A plate of beans may be sold flat or heaped. If the beans on the plate are heaped, the overall quantity of beans is greater than that of a plate where the beans are flat. Another example is that of buckets, which come in different sizes.

In order to facilitate this data-collection process, the present survey will make use of visual aids to differentiate between the following types of non-standard measurement units:

- a. Pieces (of cassava, maize, tomatoes, etc.) will be differentiated between large, medium and small (see visual aid booklet).
- b. Pails / buckets will be differentiated between large, medium and small.
- c. Heaps and bunches of diverse products will also be distinguished between large, medium and small.
- d. Plates of foods will be distinguished between No. 10 and No. 12 plates. The first one is smaller than the latter, and refers to plates in between 8 to 9 inches of diameter. No. 12 plates refer to dinner plates of 10 inches of diameter or more.
- e. The content of No. 10 and No. 12 plates will be distinguished between flat or heaped content.

Remember that if a non-standard measurement unit is reported but is not contained in the list, ask for a detailed description of it, including an approximation of its content (e.g., 20Lt box).

In order to familiarise yourself with the various measurement units, study the ones used for the food, crops, inputs / seeds and livestock products sections.

– **Measurement Units used for Food:**

Code	Food Unit
1	Kilogramme
2	50Kg bags
3	90 Kg bags
4	Pail (small)
5	Pail (medium)
6	Pail (large)
7	No. 10 plate (flat)
8	No. 10 plate (heaped)
9	No. 12 plate (flat)
10	No. 12 plate (heaped)
11	Bunch (small)
12	Bunch (medium)
13	Bunch (large)
14	Piece (small)
15	Piece (medium)
16	Piece (large)
17	Heap (small)
18	Heap (medium)
19	Heap (large)
20	Bale
21	Basket (shelled)
22	Basket (unshelled)
23	Ox-cart (unshelled)
24	Litre
25	Cup
26	Tin



27	Gram
28	Millilitre
29	Teaspoon
30	Basin
31	Sachet / tube (small)
32	Sachet / tube (medium)
33	Sachet / tube (large)
34	Other (specify)

– **Measurement Units used for Crops:**

Code	Crop Unit
1	Kilogramme
2	50 Kg. bag
3	90 Kg. bags
4	Pail (small)
5	Pail (medium)
6	Pail (large)
7	No. 10 plate (flat)
8	No. 10 plate (heaped)
9	No. 12 plate (flat)
10	No. 12 plate (heaped)
11	Bunch (small)
12	Bunch (medium)
13	Bunch (large)
14	Piece (small)
15	Piece (medium)
16	Piece (large)
17	Heap (small)
18	Heap (medium)
19	Heap (large)
20	Bale
21	Basket
22	Pulled cart
23	Other (specify)

– **Measurement Units used for Inputs / Seeds:**

Code	Inputs / Seeds Unit
1	Gram
2	Kilogram
3	2 Kg bag
4	3 Kg. bag
5	5 Kg. bag
6	10 Kg. bag
7	50 Kg. bag

8	Litre
9	Millilitre
10	Seedling / Plantlet
13	Other (specify)

– **Measurement Units used for Livestock Products:**

Code	Livestock Product Unit
1	Litre
2	Kilogram
3	Piece
4	Bucket (small)
5	Bucket (medium)
6	Bucket (large)
7	Wheelbarrow
8	Ox-cart
9	Other (specify)

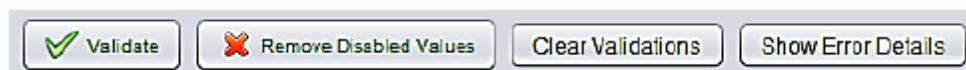
## 7. GENERAL RECOMMENDATIONS

Each survey is converted into a *.json* file, stored in a specific sub-directory in your user folder. The path to follow to find it is the following:

C: \Users\Username\surveybe\_interview\_files\NameofSurvey

**Do not, for any reason, delete any .json file contained on your computer. When sending it to your supervisor for review, only COPY the file.**

During the interview, do not forget to validate each screen to verify that no information has been forgotten to be gathered. To do this, press the **Validate** icon in the lower menu of the screen. If you want to see the exact location of the errors, press "Show Error Details."



The errors are marked with red circles and the warnings with yellow circles. If you wish to see the nature of the error that the computer is indicating, place the cursor over the corresponding icon. For example, in the case below, the computer indicates that the amount recorded (567) is greater than what should have been recorded (24) since it exceeds the number of hours available in an entire day.



Once the corrections have been made, select "Validate" again to verify the status of the information.