**PROJECT: “ATTAINING SUSTAINABLE SERVICES FROM**

**ECOSYSTEMS THROUGH TRADE-OFF SCENARIOS”**

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



**ENUMERATOR’S MANUAL**

**Zomba, Malawi**

**December 2015**

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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 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.

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| 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 550 households. **You must complete all the requested surveys until fulfilling each village quota as detailed below:**

|  |  |  |
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| **Community** | **Round 1: No. of households interviewed** | **Round 2: No. of households to be interviewed** |
| Mtwiche | 138 | **172** |
| Mtogolo | 10 | **14** |
| Kasonga | 59 | **66** |
| Mtuluma | 29 | **29** |
| Makombe | 62 | **62** |
| Mpheta | 202 | **207** |
| **TOTAL** | **500** | **550** |

Before conducting any survey, you must updated the household list for each village. Confirm the presence of those households that participated in the first round, whether some households initially listed as belonging to a village are no longer present and add any new households that became part of a village in between 2015 and now. Make sure you have one single individual code per each household identified.

You should chose the additional cases to those interviewed in the first round, or replacements, **randomly** (e.g., through a lottery). **Use as many replacements as necessary until you reach the quota for each village.**

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.

**Be aware that for this round of data-collection there will be two different versions of the survey. The following survey modules will NOT be active for the villages of Makombe and Mpheta:**

* **O. OTHER INCOME**
* **M. HH Business**
* **AG.D. Harvest**
* **AG.K. Model Validation**
* **AG.F Livestock Products**
* **AG.H Fishing**
* **AG.I Hunting**

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| 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.

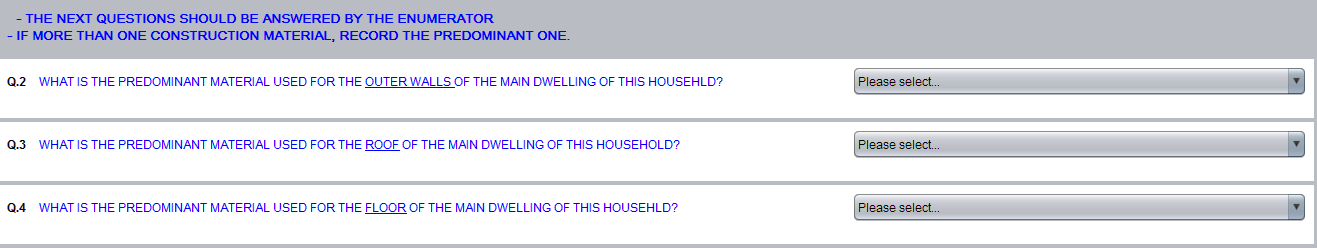
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| 3. HOW TO ADMINISTER THE QUESTIONNAIRE |
| 3.1. Procedure |

1. Start by verifying the list of households and confirming that the information corresponds to the head of household recorded and the assigned ID code.
2. Before starting the interview make sure that the informant has enough time to complete a significant part of the survey. If the respondent must leave soon, arrange for a new meeting later that day or the next day. Give all the necessary facilities to facilitate this process. If necessary you can split the interviews at various times (no more than three). **However, the interview should not prolong for more than 1.5 days**.
3. Remember to obtain the informed consent from the head of household and mothers or guardians of children under 5.
4. The procedure adopted to deliver the appropriate compensation should be reviewed and agreed upon before starting the survey.
5. If the household to be surveyed is new (i.e., it was not interviewed in round 1), choose one of the household lists labelled as “New Case".
6. Always confirm with other team members to ensure they are not using similar identification numbers.
7. Household members over 10 years old may be direct reports (i.e., answer questions). Be sure, however, that they are adequately informed about the subject in question (e.g., a child can know details of attendance at school but hardly about economic costs). If for some reason you need information on younger children, you should ask the mother or guardian.
8. **Remember to always secure the confidentiality of the case with informants.** Use a room or space that is relatively private and do not allow other persons present, besides the field supervisor (with permission of the informant). If such people are present when you start the interview, kindly ask them to go out to respect the privacy of the informant. **These are essential questions about motherhood among women of childbearing age and on use of contraceptives.**
9. If it is clear that the respondent understands the question, you should accept the answer that they provided. You can monitor the response to ensure that the respondent has provided an informed response but note that **it is not the role of the enumerator to verify that the information provided is correct.** It is always possible that the respondent will lie or provide inaccurate information. As an enumerator, you should not make any judgment on the information provided.
10. After each interview you should always go quickly through the questionnaire  
    and thank each interviewee for your help and time.
11. Be willing to answer any question asked by respondents about the survey and its content. In most cases, when obtaining informed consent sufficient information is provided to the informant. However, refer any questions in advance with the field supervisor.

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| 3.2. How to apply the questions: |

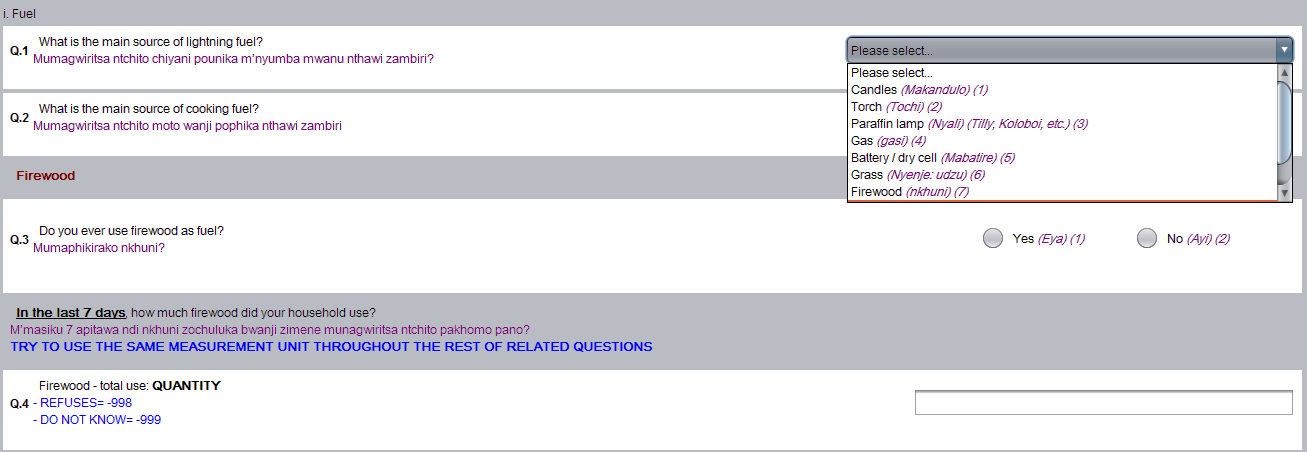
In principle, *the enumerator must read the question as it is written in the questionnaire, following the established order.* Nevertheless, note that even though this rule applies to the great majority of cases, there are various types of questions in the questionnaire:

1. 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.



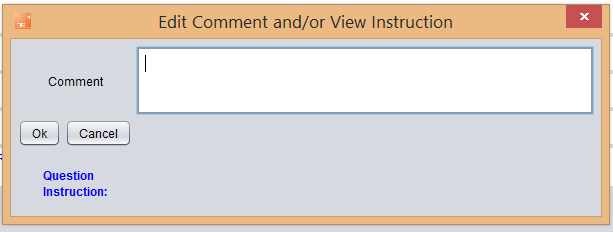
1. In the great majority of cases, the enumerator only reads the question and waits for the response. The responses may be pre-coded, with which he or she selects an option from the menu offered, or they may be open, in which case he or she has to write the response in the corresponding box.

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.

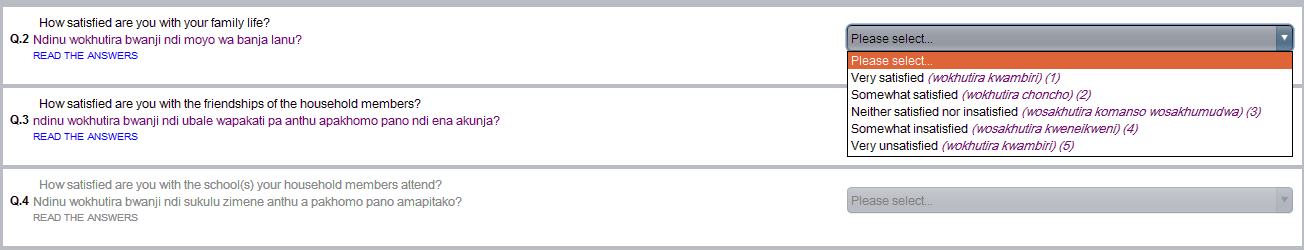
Remember that many questions have the option Other (SPECIFY). In This case a new window will open up, in which you must write the response not covered by the options available in the menu.



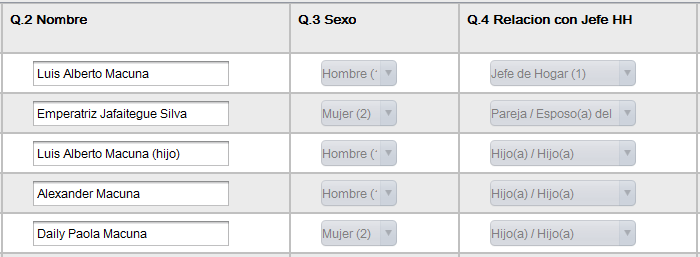
1. For open questions (those without pre-codified options), you can always add comments or observations that may help to understand the answer in a better way. To do this, make “double click” over the response’s field.



1. 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.



1. Some questions in the survey will be filled in advance based on information from the first round. If some cells are disabled, that is because the information is provided as reference only. The cell cannot be changed. If the cell is activated (i.e., blank) it means that you can change the information if necessary.



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| 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:** Establish first if this is the FIRST time this household is being interviewed or not of it is instead being interviewed for a second time. **This question is key as it will affect the implementation of certain questions in the modules housing, durable goods, buildings and tools.**
* **Q.2:** 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.3 – Q.5:** 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.6- Q.7:** 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.8:** Do not forget to fill out your data appropriately; you must have the name of the enumerator for supervision tasks.
* **Q.9 – Q.10:** 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.11:** 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.")

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| 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 – Q.4:** **For those households that are being re-interviewed**, the first four questions will be filled in beforehand. These include, name, sex, and relationship with head of household. In this case, you should proceed to confirm the information registered for the previous household members and head of household. You MUST NOT erase any name of any previous household member.

**If there are any new household members,** add them manually to the list. Be aware of the criteria listed in section 2.2. to define whether a person is a household member or not.

**For those households being interviewed for the first time**, revise the criteria listed in section 2.2 and record the names of all household members listed **starting with the head of household.** Proceed next to record the information for questions 2 to 4 before asking any other questions.

Upon recording the names of the members of the household**, it is not necessary to collect all surnames**. 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.5:** Establish if the people being listed are new cases in the survey (i.e., they had not being interviewed before because they are new household members, such as new-borns).

**For a household being interviewed for the first time, you should declare all members as New Members**

* **Q6:** **This question only applies for those cases that had been interviewed in 2014**. Establish here if the person is still considered part of the household or not.

***Screen ‘New Member’***

* This screen should only become active for any members being added to the list of household members in case the household has been interviewed before.
* **Q.1- Q.3:** Record the date of birth for each household member. For small children, use the health passport to obtain their details.
* **Q.4 – Q.5:** Establish the age of the informant. If younger than five at the time of the interview, record the months of their age (4 years, 3 moths).
* **Q.6 – Q.8:** 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.9:** This section will be answered by those members of the household who are 12 years old or older. Remember that declaring oneself to be “married” does not necessarily imply a formal or legal union; it may also be an informal type.

***Screen: ‘Left HH’***

* This screen only activities if it is stated that the former member of the household is no longer part of it.
* **Q.1**: Identify first if the former member of the household **emigrated** at any time since the first interview.
* **Q.2:** Record the name of the district or country where the individual moved to and the main reason for moving there.
* **Q.4:** If the former member of the household has not migrated, then ask if he died at some time since the first interview.

This can be a sensitive issue for household members. Take precautions to avoid disturbing the informant. If he feels affected by the question, give him some time to recover. If s/he cannot continue with the interview, ask if there are any other household member who can provide the necessary information.

* **Q.5 - Q.8:** Find out if the deceased died of disease or old age. Record the disease and identity who gave the diagnosis. If s/he died for another reason to disease or old age, record the reason in question 6.
* **Q.9 - Q.11:** Establish if death of a household meant a loss of land for the household. If so, record the area of the land lost.

***Screen: ‘Old Members’***

* **This screen activates only for former household members who remain part of it and who are over 12 or under 5.**
* **Q1. - Q3.** First you will see some information collected in the first round of surveys: Age and date of birth. This information is only for reading.
* **Q4. - Q6:** For children under 5 years (at the time they were surveyed in the first round), confirm the exact date of birth. Check that date any document, either a birth certificate or immunization record.
* **Q7. - Q8:** For all household members over 12 years, check the marital status declared in the first round it remains the same.

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| 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.

***Screen: ‘New Member’***

* This screen is automatically activated for all members listed in the previous module that have been identified as new members of the household and which also meet the criteria appropriate age.
* **Q.1-Q.2:** Record whether the respondent is able to read and write (in any language).
* **Q. 3:** Record if the respondent has ever attended school in his entire life. If you did not receive any formal education, other questions will be disabled and proceed to the end of the questions for this informant.
* **Q.4:** When asked about the highest level of education **attended**, it is not necessary to have passed this level of education but simply attending classes.
* **Q.5:** Ask for the highest grade or academic level achieved. For this, the respondent MUST have passed the entire course (e.g., complete primary, technical higher education, etc.).

Verify that the level of education or qualification higher / obtained correspond to the statement on the highest course taken.

***Screen: ‘ALL MEMBERS: Current Education’***

* This section applies to both old and new interviewees.
* **Q1**: This information is referential only for old cases. It reports the highest level of studies completed by the individual, as reported in the first round of surveys.
* **Q.2 - Q.4:** These questions ask whether the individual received formal education in the last academic year and if s/he is currently enrolled in a course. If the survey is conducted outside the academic year, confirm whether the respondent plans to return to school after the holidays on duty.

***Screen: ‘Expenses’***

* **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.

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| 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.

* **Q.3:** Record if the informant has been ill at any point in the previous four weeks. 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.

***“Illnesses” Screen***

* **Q.1-Q.3:** 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.4 – Q.7:** 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***

* **This screen should be filled in for ALL respondents, independently of whether or not they were ill in the past 4 weeks.** Other health relates expenses (e.g., permanent illnesses, pregnancies, etc.) need to be reported here.
* **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-Q12 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.

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| 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***

* **THIS SCREEN WILL BE ENABLED ONLY FOR NEW HOUSEHOLD MEMBERS OR MEMBERS OF A HOUSEHOLD BEING INTERVIEWED FOR THE FIRST TIME WHO ARE WOMEN AND ARE BETWEEN 12 AND 49 YEARS OF AGE.**
* **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.

***“Contraception” Screen***

* **This screen becomes active only for women between 12 and 49 who have declared being married or in a informal stable union.**
* **Q1. – Q.19:** This first question is to establish of the informant has ever used any contraception method in the past. Ask the general questions as stated on the questionnaire and wait for a spontaneous list of methods the person may have used. If the person cannot name the method, ask for a description to put it into the right category. For those methods that the person did not name specifically, ask directly to confirm their lack of use.

Q.13 to Q.16 ask about the use of medicinal plants. Merely ask for the person to list the plants used to this effect. If the person drinks a concoction and does not know the ingredients, record the name of the preparation. If she knows the ingredients, list them.

* **Q.20:** If the person has used any contraception method in the past, record the number of children she had at the time of first use.
* **Q.21 – Q.39:** Confirm if the women is at present using any contraceptive method, even though she may have declared not using one in the past. Follow the instructions mentioned in Q1.-Q.19

***“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.

***“Contraception: NOT Pregnant” Screen***

* **Q.1 – Q.3:** This question aims to find out if the informant intends to have more children or not and how long would she like to wait. Q.2 and Q.3 only apply if the woman states she would like to have another. You should record the length of time she wants to wait in months if she mentions a period less than 2 years and in years if she mentions a period of more than 2 years (e.g, “18 months” should be recorded for a year and a half).
* **Q.4 – Q.6:** This question aims to identify the type of reaction of the informant to falling pregnant at the moment. Emphasise that this is a hypothetical situation. Help women to decide on a score of happiness or sadness by stating the extreme situations mentioned in the question.
* **Q.7 – Q.28** If the woman reports she wants to wait for more than 2 years or if she does not want to have any more children, but had previously reported not using any contraceptive method, you will ask these questions. Expect women to give you spontaneously any reason for not using a contraceptive method.Choose as many as reported, options are not mutually exclusive.
* **Q.29 – Q.47:** For all women who are not pregnant, next, ask if they intend to use any contraceptive method in the future. If the woman cannot name a particular method, ask for a description to choose the correct option. If the method the woman mentions cannot be identify, record the description in the “Others” category. If she intends to use medicinal plants, record the plants she intends to use.
* **Q.48 – Q.49:** If the woman does not intend to use a contraceptive method, ask the main reasons for such a decision. You can list up to two options.

**“Birth” Screen**

* Make sure to make the distinction according to the type of household. For OLD cases being re-interviewed for a second time, ask if “since the last interview” the woman in question had any children. For NEW households, being interviewed for the first time, confirm if the woman had any deliveries in the past 12 months.
* **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 new-born.

***“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.

***Sub-screen: “Medicinal Plant / Product 1” & “Medicinal Plant / Product 2”***

* **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

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| 4.6. MODULE: Men’s Questionnaire |

* **Q.1 – Q.2:** Confirm the spouse of the informant and if she was a respondent to the maternity section. That is, **we will not implement the Men’s questionnaire to men who are not married to women of fertile age.**

***Current Contraception Screen***

* **Q1. – Q.19:** This first question is to establish of the informant has ever used any contraception method in the past. Ask the general questions as stated on the questionnaire and wait for a spontaneous list of methods the person may have used. If the person cannot name the method, ask for a description to put it into the right category. For those methods that the person did not name specifically, ask directly to confirm their lack of use.

Q.13 to Q.16 ask about the use of medicinal plants. Merely ask for the person to list the plants used to this effect. If the person drinks a concoction and does not know the ingredients, record the name of the preparation. If she knows the ingredients, list them.

* **Q.20:** If the person has used any contraception method in the past, record the number of children she had at the time of first use.
* **Q.21 – Q.39:** Confirm if the women is at present using any contraceptive method, even though she may have declared not using one in the past. Follow the instructions mentioned in Q1.-Q.19
* **Q.40:** Be aware that there is a last question to this screen. Here you need to confirm how many children the man has with the woman who is his current spouse.

**Main Screen**

* **Q.3. – Q.9:** These questions will apply only if the informant has a spouse who is currently pregnant. If she is currently pregnant enquire if either the husband or any member of a different household would have liked the woman to have a baby now, wait or not to have any more children. If they would have liked to wait, record for how long would they prefer to do it. Record the length of time in months if the period was less than 2 years and in years if the period prolongs for a lengthier period of time.

***Screen: “Not pregnant Contraception Plans”***

* **Q.1 – Q.3:** This question aims to find out if the informant intends to have more children or not and how long would she like to wait. Q.2 and Q.3 only apply if the woman states he would like to have another. You should record the length of time she wants to wait in months if he mentions a period less than 2 years and in years if she mentions a period of more than 2 years (e.g, “18 months” should be recorded for a year and a half).
* **Q.4 – Q.6:** This question aims to identify the type of reaction of the informant to falling pregnant at the moment. Emphasise that this is a hypothetical situation. Help women to decide on a score of happiness or sadness by stating the extreme situations mentioned in the question.
* **Q.7 – Q.28** If the man reports he wants to wait for more than 2 years or if he does not want to have any more children but had previously reported not using any contraceptive method, you will ask these questions. Expect men to give you spontaneously any reason for not using a contraceptive method.Choose as many as reported, options are not mutually exclusive.

***Main Screen***

* **Q.10 – Q.28:** For all men, ask if they intend to use any contraceptive method in the future. If the informant cannot name a particular method, ask for a description to choose the correct option. If the method the man mentions cannot be identify, record the description in the “Others” category. If he intends to use medicinal plants, record the plants she intends to use.
* **Q.28 – Q.29:** If the man does not intend to use a contraceptive method, ask the main reasons for such a decision. You can list up to two reasons.

## 4.7. MODULE W. Free Time

* *You only need two informants to this module.* ***It should NOT be applied to all household members.***
* *Randomly pick an informant from the household members who are between 15-49 years and then, an informant between 8-14 years old.*

***Screen "Art"***

* This screen consists of three sections: (i) Music, (ii) Public performances, presentations; and (iii) visual arts and crafts. Do not forget to ask for all of them.
* **Q.1 - Q.5:** Enquire first if the informant, in the last 12 months, played an instrument or practice playing an instrument in their free time. **That is, find out about the musical activities performed without pay**. Therefore, when you need information about how often you practice or play musical instruments, refer to activities performed for free.
* **Q.6 - Q.9:** Many musical instruments are made with natural resources (e.g., leather, wood, etc.). As the informant whether any of the instrument s/he used was made, maintained or fixed with local natural resources.
* **Q.10 - Q.14:** This section enquires about respondents’ participation in any public presentation, either individual or collective, that can be linked to an artistic performance. These include plays, dance, singing, etc. Do not include musical performances as they should have been included in the previous section. None of the performances should have been made in exchange for some form of payment.

These activities may include school presentations since they are not paid but as long as it they were not part of the school’s curricula (i.e., do not include any artistic performance done as part of coursework).

The question of how often the person participated in such activities includes presentations of themselves as any trial or practice associated with it.

* **Q.15 - Q.18:** These questions enquire about the use of resources and natural products that the respondent may have used for presentations in the last 12 months. These products can be used as elements of clothing (eg., costumes), stages (e.g., wood for the stage) or any other use that has helped to complete the presentation.
* **Q.19 - Q.25:** These questions refer to any work of plastic or craft that the informant has made in the last 12 months arts. These include work in textiles, paintings, leather tanning, palm weaving, wood carving, sculptures, etc. These activities must have been undertaken without expecting payment. If the informant has conducted some of them to produce handicrafts for sale, it means that the activity is actually part of a business, not a leisure activity. The ultimate goal of this activity is crucial to make the distinction (ie, even if the person keeps his craft production could not sell because the final goal was always to conduct a business).

Along the same lines, be careful not to include activities that are really productive purposes. For example, a boat shop or a canoe for fishing actually has a functional / productive purpose which does not correspond with the idea of ​​"free time" to try to capture this module.

With regard to the frequency with which the respondent is engaged in such activities, note that this question refers to the frequency of production of handicrafts, carvings, etc. But often the research is dedicated to producing the work, regardless of whether just or not.

* **Q26 - Q.27:** Register here resources and natural products that the informant has most frequently used for the production of handicrafts and other arts.

***Screen: SPORT***

* Remember that “sports” refer to some form of competition between individuals or groups that involves some level of physical activity and following certain basic rules (eg., which moves are allowed and which are not, what is the valid way to define who wins or loses, etc.).
* **Q.1 - Q.7:** Establish, first, if the informant has practiced a sport in the last 12 months and how often you practice it. The practice of sport may include both organized activities (eg., Tournaments) and unorganized (eg., Football matches played after school).
* **Q.8 - Q.10:** For each of the sports the informant had played, identify where it is practiced most frequently. Note the difference between type open public spaces, which may be natural or unnatural (eg., Parks, beaches, sports slabs, etc.) of those within a room or building (eg., Sports fields in stadiums , schools, churches, etc.). Try to be specific in your description of the wild type open space for proper classification afterwards (eg., Distinguish between streams, beaches, rivers, etc.).

***Screen: RECREATIONAL WALKS***

* These allude to actors’ visits to certain PUBLIC spaces, either natural or man-made for the specific purposes of entertainment or relaxation either on his/her own or in groups. Do not mix with private buildings people visit to meet with friends (e.g., restaurants, bars, etc.).
* **Q.2-Q3:** Record the two locations that the interviewee visits the most for recreation or entertainment purposes. Do not only record the name of the place but also some indication of where in landscape these sites can be found. **The open spaces can be within or outside the village**
* **Q.4 – Q.5:** If the informant did not mention any natural open scape (e.g., rivers, beaches, etc.), ask if there is any they like to visit for recreational purposes.
* **Q.6 – Q.11:** For each of the locations identified, specify first if they can be located within the village area or if they are located elsewhere. Next, establish the frequency of those recreational activities.

***Screen: CELEBRATIONS***

* **Q.1 - Q.3:** These questions ask about meetings or celebrations organized by the informant or the household organized for him/her. That is, these questions refer to meetings that have been previously agreed and which revolve around the informant (e.g., birthdays, first communion, etc.). Therefore, do not include informal meetings it has with your friends
* **Q.4 - Q.6:** These questions refer to the attendance to meetings and / or celebrations organized by members of another household (private). Again, these assume some level of agreement for which no prior informal meetings of routine nature are included.
* **Q.7 - Q.9:** These questions cover, in turn the informal meetings that the respondent has with friends and relatives to socialize without having a pre-established level of agreement. Given the quotidian nature of these activities, in this case you can identify up to 2 places that are the main points of contact between the respondent and friends. If necessary, these can include boxes or private establishments (eg., Bars, clubs, etc.).
* **Q.10-Q.12:** These ask for the attendance to public or communal celebrations. These refer to events or meetings organised for the purpose of entertainment, recreation or celebration that sets no restrictions on membership (ie, not by invitation) and it gathers a large number of residents. These can include both communal activities (eg., the feast of the patron saint of a village) or open activities to which community members may freely attend (eg., school open celebrations).
* **Q.13 - Q.21:** These questions inquire about the respondent's participation in traditional rituals ceremonies taking place in the community. Do not include religious ceremonies organized by established churches in the area (Christian or non-christian). If the community in which you are working there are no traditional rituals, select "Not Applicable" and skip these questions.  
  When identifying the ceremony, try to give a specific name to the ceremony. If it has no name, provide a description of it.

When identifying where the corresponding rituals were performed, if they took place in a natural environment, you need not give the specific name of the place but rather to identify the type of natural space where the ceremony was carried out (ex., forest, river areas, etc.).

* **Q.22:** Record attendance to church or mosque. No matter the religion in question.

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| 4.8. 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).

* **Q.1. – Q.2:** Establish if the information is self-provided or, alternatively, the informant’s ID.

***Screen: Occupation***

* This section refers to time dedication to certain productive activities (paid or unpaid) over the course of a year.
* **Q.3-Q.4:** These questions are divided according to season: rainy and dry. For each of them, ask first what activity informants dedicate the most time to. Informants should state their view on time dedication in general, they should not give precise information.

**Initial Table**:

* **Q.3 – Q.6:** These questions enquire about any **paid jobs** conducted by the informant **in the previous** **6 months. Notice the difference in the recall periods with the previous 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 types of economic activities 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.

If interviewee conducted the same type of work in repeated occasions (e.g., labourer for planting crops), you can group them together.

***Screens “Main Job”, “Second Job”, “Third Job” and “Fourth Job”***

**This section 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.4:** Record the approximate time dedicated to the job mentioned. If it is a full-time job, record the number of months spent in this activity. If it is paid by piecemeal, record the time spent until job was completed.

This question constitutes an aid to estimate payments. It is not necessary to provide an exact time allocated to this work.

* **Q.5 – Q.6:** 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.).

For both, record the TOTAL amount of money received in the past 6 months for that job in particular. If s/he worked 3 months only and received monthly wages, multiply the latter by three to estimate the amount.

Include the monetary value of salaries or benefits provided 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.

***“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.

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| 4.9. MODULE H. Housing |

**INFORMANTS:**

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

**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.*

***Screen "NEW HHS: Dewlling’s Characteristics"***

* **This section is only enabled for homes that are being visited for the first time.**
* **Q.1. - Q.2:** Ask who owns the house being occupied by the household and their age. If the age is not known, you can enter a rough estimate
* **Q.3 - Q.5:** These questions about construction materials are answered by the interviewer, not the interviewee. If two or more building materials have been used for the roof, house or apartment, you must report material that is predominant in those parts of the house.
* **Q.6:** In recording the number of rooms in a dwelling there count all those spaces which are separated by fixed structures (even if they are of different wall materials, the criterion is that the division between spaces is fixed). Follow these steps:
* Do not count or passages, entrances, bathrooms, showers, warehouses.
* Rooms of a multipurpose nature are registered only as one (ie, do not count as use).
* If a space is divided by precarious material such as cloth, fabric panels, plastic or cardboard, it counts as a room.
* You can include rooms that are inside the house but are not used by the household.
* If the household consists of several separate structures together (ie, a complex consisting of several buildings, each occupied or used by household members), all different spaces together are counted as rooms (eg ., if a household is made up of two buildings, one with two rooms for human use and the other raised side has four rooms that meet the selection criteria, it is considered that the home has 6 in total).
* **Q.7:** In the rooms identified in the previous question, record how many are used to sleep. Note that you must always include those multipurpose rooms as they are also used for sleep (eg., If a person sleeps in the kitchen, this is considered a room used for sleeping).
* **Q.8 - Q.9:** Record the type of toilet used by the household and if it is used exclusively by the same or if shared. **The differences between various types of toilets is as follows:**
* VIP latrines: latrines have a concrete slab covering the pit and also have a ventilation system in the form of pipe that goes up to the roof of the latrine.
* Traditional latrine with roof: refers to a latrine without a covered pit that also lacks ventilation system.
* Traditional latrine without roof: ordinary pit latrine system exposed to the elements.

**Main Screen**

* **Q.1-Q.2:** Establish if the household has made any payments for renting the dwelling they occupy and the TOTAL amount paid for the past 6 months. Include the monetary value of any in-kind payments.
* **Q.3-Q.4:** Enquire next about cooking and lightning fuels. 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.5:** This question verifies if the household consumes any type of firewood as fuel, even if it in small quantities.

***Screen Firewood***

* **Q.1 – Q.9:** 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.

If you have a market scale, estimate the weight of the wood consumed daily (i.e., first Typical consumption from morning to evening) by weighting the wood declared they consume each day or a model stick and then multiplying for day’s use and then by 7 days. If the logs are too heavy, weigh them one at a time.

If the informant cannot make a total daily estimate, ask first for the typical morning’s consumption; for the afternoon’s and finally for the remaining of the day.

**Record all weight estimates in Kg.**

Then proceed to disaggregate the consumption of firewood according to its different sources. In this case, you can use more than one source: through purchases, obtained from the farm, collected from forest areas or from another source. For this we will work with estimated proportions at a level of 10%. Use 10 seeds or stones, pass them on to the informant and ask "assuming that the total wood consumed is represented by those 10 seeds / stones, how much came through purchases?" Then the same question for collection chagra, then to Mount collection and then for donations and / or gifts.

Notice the following considerations:

* 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.

**THESE QUESTIONS HAVE NO ENABLING RULES, CONFIRM THE FILTERS MANUALLY AND BY VALIDATING THE SCREEN.**

* **Q.10 – Q.12:** These questions also ask about firewood consumption but as **general estimates or averages.** Make use of the consumption estimated in the past 7 days as reference and ask first, in general, how much firewood the household consumes over a 7 day period.

Next, ask, on average, how many trips either to forest areas or farmland areas the household has to make in order to gather the amount of firewood they typically consume over week. Do not confound with the number of trips they usually make over a week since they may gather more than the amount consumed for storage purposes. Enquire specifically for the amount estimated as consumption only.

Finally, enquire about the amount of time they usually spend in each trip to collect the firewood plus the travelling time involved. If more than one source of firewood is visited along the year; ask them to estimate an approximate average.

***Screen: “Communications”***

* **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.
* **Q.3:** Estimate the TOTAL amount of money spent in recharging batteries for ALL mobile phones for the last month.

***Screen: “Water and Electricity”***

* **Q.1 - Q.2:** When inquiring about the access to electricity service, include those cases that have electricity by means of a generator or solar panels.

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.

* **Q.3:** Identify first the main water source used by the household for human consumption.
* **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). **Record the total amount in litres ONLY.**
* **Q.5:** 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.
* **Q.6 – Q.9:** **These questions are about GENERAL estimates or averages, not about the last 7 days or month.** Ask first about the number of trips the household usually make to fetch water over a week. These are likely to change according to season (rainy as compared to dry). However, ask for a general average. If the informant cannot make a weekly estimate, ask for a daily one first and multiply it by 7.

Next, ask about the amount of water the household collect during each trip. If the informant cannot provide a specific amount, make the estimating adding up the volume of the containers typically carried to collect water.

Finally, ask the number of boreholes that the household typically visit in order to collect water. Again, this is likely to change from season to season. Ask thus for an average for the year. Taking this as reference, estimate the amount of time the household typically spent travelling to the water sources, going back home, and filling in the containers.

***Screen: “Improvements and Maintenance”***

* **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.

***Sub-screen: “Natural Resources / Products 1” & “Natural Resources / Products 2”***

* **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.6:** Record the different sources the household used in order to obtain the natural resource or product mentioned. You can tick on as many sources as reported by the informant.

**THESE QUESTIONS HAVE NO ENABLING RULES, CONFIRM THE FILTERS MANUALLY AND BY VALIDATING THE SCREEN.**

* **Q.7-Q.8:** If household declared having purchased the product, record the quantity and the place they went to purchase item.
* **Q.9:** If collected from the farm, establish the type of farmland type visited in order to collect item.
* **Q.10:** If foraged from the wild, record the non-farm public space visited to obtain item.

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| 4.10. MODULE I. Food |

**INFORMANTS:**

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

**Screen ‘Frequency of Food Consumption’**

* **Q1 – Q.13:** This section enquires about the frequency of consumption in the last 7 days for major food groups. Under no circumstances you can record more frequently than 7 days.

**Note that these questions will act as a filter for the detailed list of foods**. Then make sure that the answers are correct. For example, if the person reported not having consumed any meat either the market or the mountain, then you will not ask later about chicken, pork, beef, etc. Enquire thus at least twice for each group to be sure that the answer is correct.

***Screens for Types of Food***

* **Q.1 – Q.2:** 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.
* **Be aware that there are not enabling or disabling rules activated for these sections.**  Make sure to enquire about each food item mentioned as consumed by validating each screen towards completion of this section. This will highlight any missing data.
* 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 motive 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?”
* **Q.3 – Q.4:** Ask 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). **Use non-standard measurement units only as your last resource, try by all means possible to get an estimate in gr or Kg.**
* 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).

***Sub-screen “Sources***

* For each section, enquire about the various sources used to acquire the food item reported: 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.
* **Use the “seeds / stones system” described for the housing module.** Use a total of 10 seeds or stones, pass them on to the informant and ask "assuming that the total product X that consumed their home is represented by these 10 seeds / stones, how much came through purchases?" Then the same question for self-production, then for wild-products and then for donations and / or gifts. No need to use the stones or seeds all the time, it is likely that the informant learn the system soon and do not need this visual aid.
* For each source of food record specific details. For purchases, record the amount spent in food and the market the informant went to acquire the product. 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.
* For farm production or foraging, record the specific land use area that was the food source. Be aware, however, 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.

***Screen “Presence of non-household members during meals”***

* 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:
* 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.

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| 4.11. MODULE J. Food Security |

**INFORMANTS:**

* *This section should be answered by the person in charge of food preparation.*
* **Q.1:** Look for the informant mentioned in the instructions so as to have the same informant as in the first round (in case of panel cases).

***Screen ‘Food Security: Validation of Models’***

* **Q.1 –Q.4:** These questions are related to **food availability** (i.e., amount of food that are physically present in the study area) including all possible food sources. The latter include those produced in the farm, present in the market, obtained from non-farm areas as well as those available through government programmes.

Questions 2 to 4 refer to those factors leading to a reduction in the amount of food available from all sources considered. **You must to answer the three ranked questions**: identify first the most important factor reducing the food available, next the second most important factor and finally the third one. The options considered as potential factors affecting food availability are the following:

* 1. Droughts or irregular rains?
  2. Floods or landslides?
  3. Pests or diseases affecting crops or livestock?
  4. A severe increase in food prices?
  5. A severe increase in prices of farm inputs, like seeds, fertilisers, forage, etc.?
  6. Absence of jobs in the area?
  7. Insufficient government support either in food, subsidies or other programmes?
  8. Lack of land available to cultivate?
  9. Loss of soil fertility?
  10. Other (describe)
* **Q.5 – Q.8:** These questions refer to **households’ capacity to access food** (i.e., if they can obtain any of the food available through the different sources listed above: farm, markets, government programmes, non-farm areas, etc.). Enquire, first, about the informant’s assessment regarding the amount of food they can access and, next, which factors they consider to negatively affect their capacity to access food. The same as in the previous case, **you must need to rank the three most important factors** reducing households’ capacity to access food. The options listed are the same mentioned in questions 2 to 4.
* **Q.9 to Q.13:** Ask the informant about who they resource to in order to ask for some help in order to obtain food when needed. **These questions refer to unconditional support**; that is, those material donations people receive without giving anything in exchange and without assuming any formal commitment to return the amount received in the near future.
* **Q.14- Q.17:** These questions allude to the basic materials people need in order to cook their meals: water and cooking fuel, including firewood. Enquire, first, if the household apparently has good, regular or poor access to those materials and, next, which factors negatively affect their access to those essentials. The same as in the first two sections, you must **rank the first three factors**, starting with the most detrimental one. On this occasions, the list of factors considered are as follows:

1. Droughts or irregular rains?
2. Floods or landslides?
3. A severe increase in food prices?
4. A severe increase in prices of cooking inputs, like water fares, cooking fuel prices like charcoal, electricity, gas and paraffin, etc.?
5. Absence of jobs in the area?
6. Political protests, unrest, or elections?
7. Legal restrictions for entering forest areas and using forest resources?
8. Legal restrictions for the commercialisation of firewood and charcoal?

* **Q.18 – Q.35:** These questions refer to whether or not the household consume products that belong to certain food groups. In order to consider an answer positive, **the household should normally consume during the season in question** (dry or rainy). It is not enough to consume an item once or twice but to do it on a regular basis, as part of the household’s diet. Additionally, please note that **these questions have no recall period of time,** they allude to a scenario that can be considered “normal” for a household in the recent past.
* **Q.36 – Q.39:** These questions are concerned with **the variety of food items** that a household normally consume as part of their core diet. It is not particularly relevant that the household consumes a lot or a little of different food groups but that it combines items from different groups (meats with eggs, grains and fruits, etc.). Questions 37 and 39 allude to factors that limit the variety of items that a household can access. Identify the first three most important factors that affect negatively the household; these are the same as the ones listed for questions 1 to 4 above.

***Initial Screen – ‘Food Security: Experiences in the past 6 months’***

* **Q.2 –Q.6:** 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.10:** 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.

* **Q.11 – Q.20:** 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.21 – Q.23:** 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.

**These questions have not automatic filters**, be careful to validate the screen once you completed data-collection on CS to identify any missing data.

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| 4.12. 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.
* **These questions have not automatic filters**, be careful to validate the screen once you completed data-collection on CS to identify any missing data.
* 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.

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| 4.13. 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**:

* **These questions have not automatic filters**, be careful to validate the screen once you completed data-collection on CS to identify any missing data.
* **Q.1 – Q.2:** Establish firs if the household owns any of the goods listed and how many of them are property of the HH.
* **Q.3 – Q.5:** Register any recent acquisition of any of the durable goods listed. **Distinguish between households that were interviewed during round 1 and those households who are being interviewed for the first time**. For the latter, the recall period is the last 6 months, for those being interviewed a second time, ask for any purchases since the last time they were interviewed. Q.5 will confirm later for those using a longer recall period if the purchase took place in the 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.

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| 4.14. MODULE M. HH Businesses |

**INFORMANTS:**

* *This section must be answered by the adults in charge of the management of the various businesses of the household.*
* 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 household businesses to be included must have been 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.

***Screen ‘Filter Questions’***

* **Q.1- Q.8:** Ask the filter questions one at a time. Any affirmative response will bring about the application of the complete module.
* **Q.9:** Read all the responses from the informant. If the respondent answered ‘yes’ to any of the previous questions, then the HH business module will be implemented.

***Main Table***

* **Q.1:** Provide a 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.*
* **Q.2 – Q.3:** Establish, first, if this business has been reported before or if it is the first time it has been reported in this study. If this business has been recorded before, proceed to confirm if it is still in operation

***Screen “New Businesses***

* **Q.1 – Q.2:** identify first the HH members that manage the business.
* **Q.3:** 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.4-Q.5:** 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.6 – Q.7 :** Record when the household began with this business. If the informant does not remember the precise month and year, obtain an approximation.

***Screen “Operations”***

* **Q.1 – Q.10:** For the 6 months immediately preceding the date of the survey, record whether the business was operating and whether the sales were “a lot” (high), “regular” (medium), or “a little” (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.
* 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 thatthe last month of operations is not necessarily the last calendar month since the business may not be in operation at this time.
* **Q.11:** 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.12 – Q.15:** 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 consider to be low sales, you will report the volume of sales for the last month of high sales and average sales).

* **Q.16 – Q.17:** Establish which members of the household kept the profits or decided what to do with it.

***Sub-Screen ‘Natural Products”***

* **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.

***Sub-screens: ‘Natural Resource / Product 1’ & ‘Natural Resource / Product 2’***

* **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.
* **Be aware that these questions have not automatic filters or enabling rules.** Validate the screen towards the end of data-collection to confirm no data was left unrecorded
* **Q.3 – Q. 6:** Proceed to identify the different sources of inputs the household used. In this case, you can use more than one source: purchases, farmland, non-farm areas or from another source (donations, gifts, etc.).
* **Q.7- Q.8:** If the household purchased the product, establish the amount spend and the markets visited.
* **Q. 7- Q.9:** If the households obtained of the product from the farm, record from which different type of farmland was the product obtained. For products obtained from non-farm areas, establish the landscape area used as source. If informants relied on more than one type of farm or non-farm area, mention the most regularly used.

***Screen “Expenditure”***

* **Q.1 – Q.7:** Just as in the previous sections, detail the expense for each separate section including both the monetary and non-monetary expense. **I**n this case we are interested only in the last month of operations.

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| 4.15. 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 or an NGO, 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).

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| 4.16. 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.

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| 4.17. 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 loan obtained.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.

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| 4.18. 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.
* Look for the informant reported in the instructions section. To the extent it might be possible, it should be the same person as reported in Round 1.

**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.

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| 4.19. MODULE Y. Social Capital |

**INFORMANTS:**

* *Head of household.*

***Screen“Assemblies”***

* **Q.1**: Start by reminding the respondent about the definition of community assemblies we use: “**MEETINGS ORGANISED BY LOCAL AUTTHORITIES TO WHICH ALL OR MOST RESIDENTS ARE ASKED TO COME IN ORDER TO DISCUSS ISSUES THAT AFFECT THE VILLAGE AS A WHOLECOMMUNITY ASSEMBLIES REFER TO MEETINGS ORGANISED BY LOCAL AUTTHORITIES TO WHICH ALL OR MOST RESIDENTS ARE ASKED TO COME IN ORDER TO DISCUSS ISSUES THAT AFFECT THE VILLAGE AS A WHOLE**.” Then ask if anyone in the household has attended a community meeting in the last 12 months.
* **Q.2-Q.4:** If any household member attend any community meeting, write down the reasons. These do not necessarily have to be three.

***Sub-screen "Attendance"***

* **Q.1 - Q.6:** Identify which household members are those who have attended community meetings in the last 12 months first. Members should not record simply accompany the representatives of the home (eg. toddler), but only the representatives themselves. Then, for each of these, record the frequency of attendance at such meetings.
* **Q.7 - Q.16:** Identify whether any household member also has some position of authority within the community. Record the position s/he has and identify the method used to appoint this person as a local authority. If more than one method was used, choose the most critical for making the final decision (eg, the general assembly can may ratify a candidate already chosen by the chief ; in this case cannot be said that he was elected by general vote).

***Sub-screen “Discussion topics”***

* **Q.1 – Q.2:** Identify the two topics of discussion that the informant believes have been the ones most discussed in community meetings for the past 12 months. Try to be precise in the description on the above topics (ie, register a precise description of the subject).
* **Q.3 - Q.8:** First, record the decision-making mechanisms that have been used in assembly to discuss what to do about these issues. There is no need to register two methods of decision making for each topic, it can be just one as well. If, instead, the community used more than two, choose the ones used for making the final decision on a particular matter (i.e., the most decision methods).

Next, ask the informant if s/he considers that their interests were adequately taken into account in this decision-making process. Read out the options to the respondent ("something", "pretty", "a little", "nothing"). If the subject has no relationship with the household and did not affect it in any way, choose "The issue does not affect the home."

***Screen "Community Work"***

* **Q1:** Read the informant the definition of community service given in the survey: **ACTIVITIES IN WHICH HOUSEHOLDS COLLABORATE WITH LABOUR AND OTHER RESOURCES TO FIX, MAINTAIN OR BUILD STRUCTURES IN COMMUNAL AREAS OR TO PROVIDE SERVICES IN FAVOUR OF THE COMMUNITY (E.G., COMMUNITY CELEBRATIONS).** Only after reading out the definition you can proceed to ask if anyone in the household worked in any of these activities in the last 12 months.
* **Q.2-Q.3:** Ask the informant to describe up to two community work activities in which the household has been involved in the last 12 months.
* **Q.4-Q.6:** If the household has not been involved in any community work, investigates the reasons for this situation. If the community has not conducted any kind of community work, and indicate this on the first line of response options.

***Sub-screen "Community Work 1" and "Community Work 2"***

* **Q.1 - Q.6:** Record the various forms of collaboration the household was involved for this activity. Record as many options as reported.
* **Q.7 - Q.9:** If the household contributed in labour, identify the household members who contributed to this activity with their physical effort. Do not record small children (younger than 10).
* **Q.10 – Q.11:** If there was a monetary contribution, register the total amount given. If this has occurred at various times, estimate the cumulative total for the last 12 months. If the household made some in-kind contributions (e.g., food or raw material), ask the informant to make a general estimate of the monetary value. If various in-kind contributions took place, estimate the value for each of them to calculate the total

***Screen "Associational activity"***

* **Q.1 - Q.2:** Ask the informant whether any household member belongs to one of the types of organizations listed. To belong to it, you registe the name of the organization. Remember that we are interested in the membership of any household member, not only the informant.
* **These questions have no automatic enabling rules, validate the screen after data-collection to confirm you are not missing any data.**

***Sub-screen "Details of participation"***

* **Q.1 - Q.2:** Identify the household members who are or were involved in the organisation reported. Some memberships can be at the household level (eg, beneficiaries of NGO projects.); in this case, register the name of the household member most actively involved in the activities.
* **Q.3 - Q.10:** For each household member belonging to the organisation, enquire what the role they play within the organization is. If they are a leader, ask how s/he was elected to that position. If membership is nominal because the household member is merely registered as beneficiary of a project or organization, choose the appropriate option.

After establishing the type of membership, record the frequency with which the person attends the meetings and activities of the organization and the types of contribution made to the organization.

* **Q.11 - Q.13:** Ask the informant what are the benefits that the household member obtains from its membership. These benefits do not necessarily have to be material, may also be emotional or social (eg., make friends, spiritual, artistic expression, etc.). You can mention up to 3 reasons, but it is not necessary to fill all the cells in this case.

***Screen "Social Resources"***

* Apply this battery of questions one item at a time until you cover all 30 items.
* **This section does not have automatic enabling or skipping rules, validate the screen after data-collection to confirm there is no missing data.**
* **Q.1 - Q4:** Start this by asking the informant if the head of household or his / her partner know someone who can give them each of the 30 items listed. Then enquire, first, about the relationship the head of household or partner has with the person who can do the favour. If the person can be registered with more than one category (eg., a relative can also be a resident of the home), record the level closest proximity.

Regarding the level of kinship, distinguish between immediate relatives (eg., dad, mom, brother, etc.) of the household head or his wife from extended family members (2nd degree of consanguinity and up).

Note that when **asking about a possible second contact that may make them the same favour, the second contact must be a member of a different household that was registered at first instance** (Q.2).

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| 4.20. MODULE S. Anthropometry |

**INFORMANTS:**

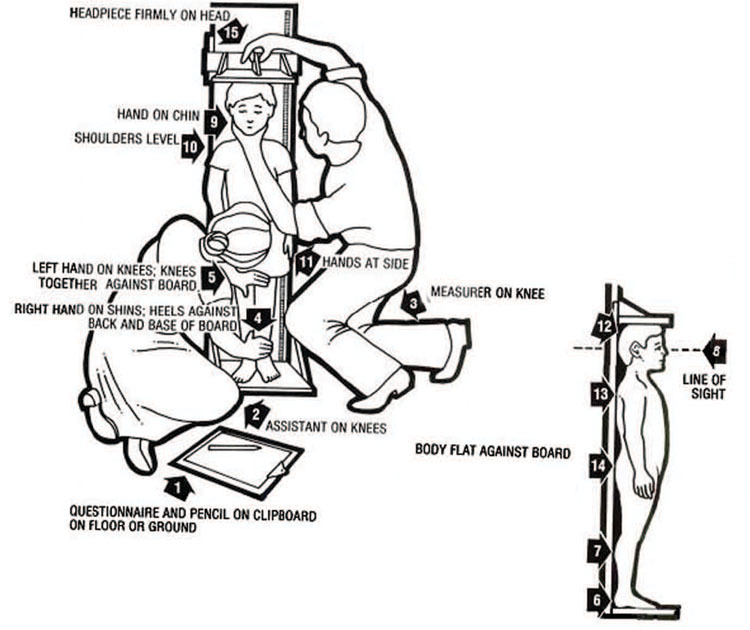
* *Mother/guardian of children younger than 5 years of age.*

**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) at the time of the interview or at the time they were interviewed during Round 1. If a child is currently older than 5 but was measured during Round 1, s/he should be measured again.**
* 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.

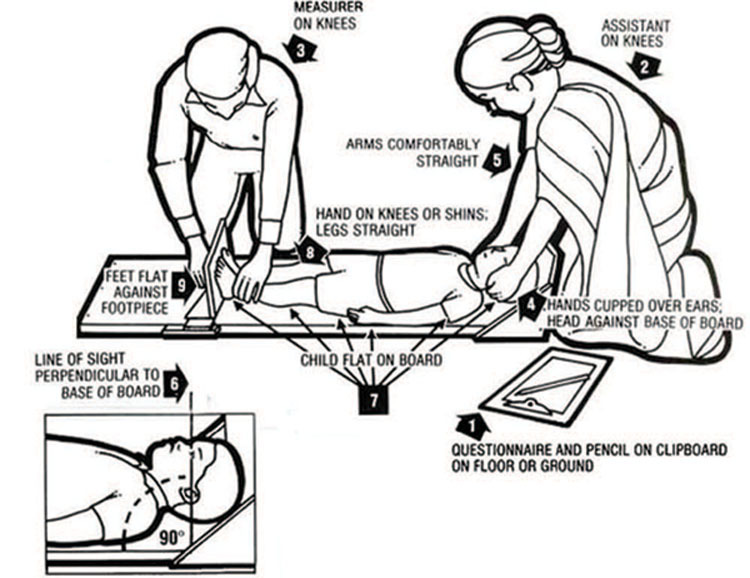
***Height for children 24 months old or older***

* 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.



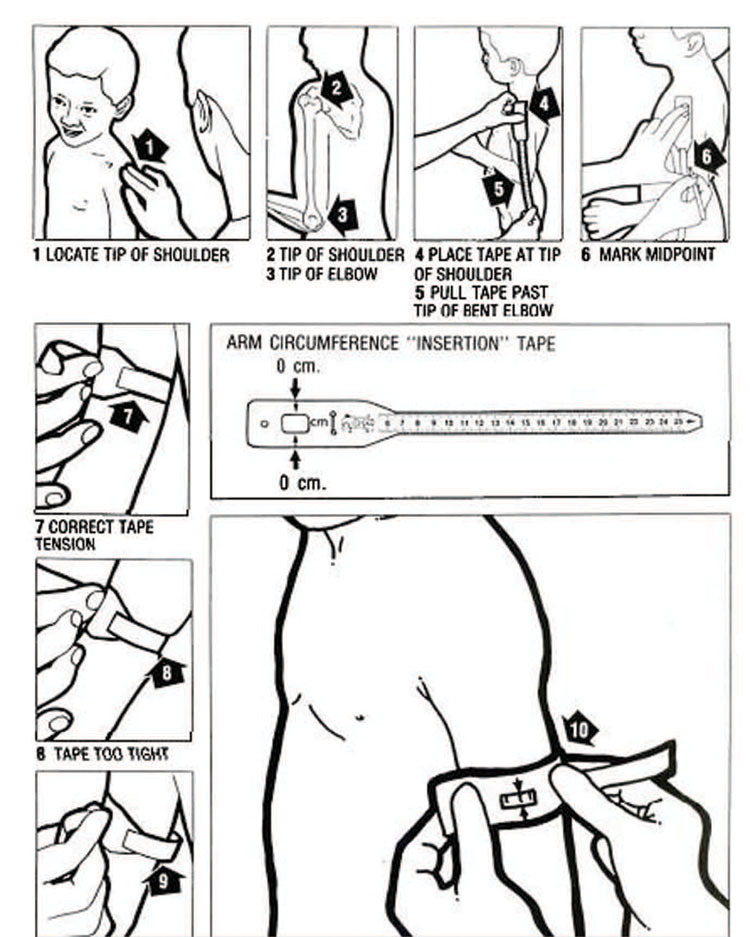
***Height for children younger than 24 months of age***

* Place the measuring mat on a flat surface, whether the floor or a tale.
* 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:

(i) with the help of the mother carrying the child in his arms

(ii) 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.

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| 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 ¾ of the land is dedicated to sale and ¼ 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.3: For those households that are being interviewed for a second time, the list of plots will be partially filled in with information collected previously.**
* 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.4 – Q.5:** 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 nit (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**

* **Q.6:** Identify the person who gave the information for this plot of land. I f there is more than one informant, record the ID of the person who provided most of the information.

***Screen “New Plots: Details”***

* **Q.1 – Q.5:** When inquiring about the physical characteristics of the parcel of land, read the responses to the interviewee.
* **Q.6:** 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.

***Screen “ALL PLOTS: Details”***

* **Q.1 – Q.3:** Establish if the household had to pay any rent over the use of the plot of land. Record the monetary payment done in the last 6 months as well as any in-kind payment done as part of a rental payments. For the latter, estimate their monetary value.

The value of rent declared could cover a period over or less than 6 months. Specify in Q.3 the number of months covered by that payment.

* **Q.4:** 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 filled in questions 5 and 6 screen to record the details of the rental. After filling out this section you have completed filling in all information necessary for this plot. If, instead, you choose the option “given out for free”, “fallow”, “forest / woodlot”, “pasture”, or “other”, you can stop filling in data for this plot. All remaining sections are only applicable for plots being cultivated with crops.
* **Q.5 – Q.6:** **For rented out plots,** record the amount of money received as part of that land rental in the past 6 months, including the monetary value of any in-kind payment. Be aware that the payment could cover more or less than 6 months, specific in Q.6 the actual length of time covered with that payment.

**Sub-screen “Cultivated Plots”**

* 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.
* **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.9 – Q.14:** 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.

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

***Sub-Screen “Non-harvesting work” & “Harvesting***

* 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.
* Non-harvesting work includes land preparation, cleaning, planting, fertilisation and maintenance
* **Q.1 – Q.4:** 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 either of cleaning, preparation, planting, fertilisation and maintenance or, in the second section, of harvesting.
* **Q.5- Q.6:** 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. We consider “adults” any person who is 15 or older.

Record next the total value of ONE working day conducted by a typical adult (i.e., what an average individual of those ages received as payment) conducting non-harvesting or harvesting activities. Include the value of any form of in-kind payment.

* **Q.7:** For the case of free labour, we will record first the number of days that members of other households worked for no payment either conducting non-harvesting (land clearing, ridging, planting, fertilisation and maintenance) or 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 adults collaborated with the cleaning of a parcel for 4 days, a total of 8 days of work is recorded between them.

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| 5.2. 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 heir 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 cultivated in the past 6 months**, 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.

***Screen “Harvest”***

* **Q.1 – Q.4:** Enquire if some amount of crops were lost before being harvested by the household (either 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.
* **Q.5- Q.7:** Next, record the quantity of harvest that was actually obtained from the specific crop being discussed in the past 6 months. Specify if the amount reported was shelled or unshelled. If that particular question is not relevant to the crop in question (e.g., tomatoes), select ‘Non Applicable’.
* **Q.8 – Q.14:** 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.

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| 5.3. Module MODEL VALIDATION |

This module gathers information about farm production in general. A first section concerns with the use of organic fertilisers whilst another refers to labour and resource investments.

**INFORMANTS:**

* *Household members in charge of looking after farm crops.*

**Screen: “*Organic Fertilizers”***

* **Q.1 – Q.3:** Identify the MAIN organic fertilizer the household used in the past 6 months. That is, you must record only one type of fertilizer. Next, estimate the amount used in TOTAL for all plots, crops and for the entire 6 month period. It may be that the household applied the fertiliser on different occasions, estimate the amount used each time and add them up to obtain the total.
* **Q.4 – Q.8:** List the main natural resources or products used for this organic fertilizer. You do not need to list 5 ingredients. You must mention the most important ingredients in the first two positions since that would affect subsequent questions.

***Sub-screen “Natural Resource 1” & “Natural Resource 2”***

* **Q.1 – Q.8:** Report, first, the different sources from where the household obtained the natural resources and products mentioned. Record as many different sources as reported. Next, if the informant reported having purchased the item, identify the amount spent and the market visited. If, instead, the informant reported having collected the products from farmland or non-farm landscape areas. Identify which specific of land use areas were visited to this effect. If more than one area was visited, select the one that provided most of the input.

***Screen: ‘Crops Labour and Storage’***

* These questions attempt to establish, first, how households set different priorities to invest labour and resources for different crops along a year. For this, questions are split according to trimesters.
* **Q.1:** Confirm, first, if the household cultivates any crops either sale or self-consumption. You will skip this section if the household does not conduct any agricultural work.
* **Q.2 – Q.9:** These questions confirm if the household conducts any work in relation to an specific type of crop (e.g., cereals, tubers, etc.) during a specific time of the year. If they do some agricultural work, proceed to ask which priority they give to those crops **in terms of labour and resource investments.** That is, the importance assigned to a crop is NOT based in terms of income or yields but in terms of household investments. Make sure the informant is aware of this and assign a proper score.
* **Q.10 – Q.12:** These questions are about storage of crops and animal-based food groups (meat, fish and eggs). Ask, first, if the product in question can last at least for a week stored in the household. If the product can last for as long, ask if it can be stored for up to a month period. Finally, if the product can last stored at least one month, ask for how many months can it be stored at most. There are no conditions in terms of storage conditions. These could be of any type (from grain stores to open areas).

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| 5.4. 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 bud 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 – Q.3:** Start by recording the current number of the type of livestock or poultry that the household possessed 12 months ago, 6 months ago, and how many they have now. If the household had this livestock but no longer owns it at the time of the interview, record zero.
* **Q.4 – Q.5:** 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.6 - Q.9:** 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.

***Screen “Fodder & Grazing”***

* **Q.1 – Q.6:** 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.

***Sub-Screens “Natural Resource / Product 1” & “Natural Resource / Product 2”***

* **Q.1 – Q.4**: Report first all the different sources the household used in order to access the aforementioned products / items. Record all those mentioned.
* **Q.5 – Q.8:** Once the information has been collected, go on to inquire about the sources where this quantity of animal fodder was obtained from:
* **Q.5 – Q.6:** If it was purchased, record the amount paid. Remember that any resource obtained through exchange is considered a purchase. For the latter, estimate the monetary value of any in-kind payments. Next, record the market visited for this.
* **Q.7 – Q.8:** If the household obtained any part of the resource / product from the farmland or non-farm areas, report the kind of farmland or landscape area from where it was obtained.

***Sub-screen ‘Grazing’***

* This section is trying to identify the location of where people take their livestock to graze in local non-farm areas.
* **Q.1 – Q.10**: Establish first in which moths 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.11 – Q.12**: 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.13 – Q.14:** 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:

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| 5.5. 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.

***“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.

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| 5.6. 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 and how many they have.
* **Q.4:** Confirm if the household has acquired (purchased or built) any farm structures since the last time they were interviewed (for old cases) or since the last 6 months (for new HHs).

***“Details” Screen***

* **Q.1 – Q.3:** If the household purchased any new structure, record the amount paid and, for formerly interviewed households, if the purchased took place in the last 6 months.
* **Q.4 – Q.7:** 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.

Next, confirm if they used any construction materials using local natural resources.

***‘Natural Resources’ Sub-Screen***

* **Q.1 – Q.5:** List all natural resources / products used in order of importance for the work conducted. Remember that it is not necessary to establish a detailed ranking.

***‘Natural Resource / Product 1” & ‘Natural Resource / Product 2’ Sub-screens***

* **Q.1-Q.4:** Identify the different sources for the two most important natural products / resources mentioned.

**This section has no automatic filters or enabling rules.** Validate the screen after completing data-collection to confirm there is no missing data.

* **Q.5 – Q.6:** If the household made any purchases, report the amount paid. Include the monetary value of any in-kind payments made. Record the market visited to acquire the product.
* **Q.7- Q.8:** If the households obtained of the product from the farm or from non-farm areas, record the specific farmland and landscape areas visited to this effect. If more than one area has been used as a source of natural products, mention the one most commonly visited.

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| 5.7. 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 hear.
* **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.**

***Screen “Catchment”***

* **Q.1 – Q.7:** Establish first the fishing methods commonly used by the household in order to capture the type of fish reported. You can record as many as normally used.
* **Q.8 – Q.9:** Identify first the members of the HH responsible for fishing a particular species.
* **Q.10 – Q.19:** 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.20 – Q.21:** 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.

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

***Screen: ‘Sales’***

* **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.6 - Q.11 :** 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 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.

***Screen ‘Other Uses’***

* **Q.1 - Q.7:** As the informant if, aside from their meat, they used any fish parts for any other purposes (e.g., scales, spines, fat, etc.). If any part was used, list them and next detail the main use given to those parts.

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| 5.8 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.

***Screen “Catchment”***

* **Q.1 – Q.5:** Record first the different hunting techniques the household normally uses to capture the animal reported. These could be more than one, record as many as reported.
* **Q.6 - Q.7:** Identify first which household members were responsible for hunting the game listed.
* **Q.8 - Q.17:** For the 6 months preceding the date of the survey, record if the household mange 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.18 - Q.19:** 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.

* **Q.20 - 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.

***Screen: " Meat "***

* **Q.1 - Q.2 :** T**HESE 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.

***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.

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| 5.9. 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.2:** Start by asking the informant whether the household has tools or machinery listed. If they have none, record zero.
* **Q.3:** 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.

* Be aware that this section has not automatic filters or skipping rules. **Validate the screen after finalising data-collection to confirm you did not miss any data.**
* **Q.4 - Q.6:** 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.7:** This question will become active only for households being interviewed for a second time. Then confirm if the purchase being reported took place in the last 6 months.

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| 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.

The present survey provides the option of reporting certain products in non-standard measurement units. However, **you MUST try first to obtain an estimate in either grams or kilograms before reporting quantities using a different measurement unit.** The latter should be used as a last resource.

On this occasions, 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 (when no other measurement estimate is possible):

1. Pieces (of cassava, maize, tomatoes, etc.) will be differentiated between large, medium and small (see visual aid booklet).
2. Pails / buckets will be differentiated between large, medium and small.
3. Heaps and bunches of diverse products will also be distinguished between large, medium and small.
4. 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.
5. 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, Fishing and Hunting (i.e., meat):**

|  |  |
| --- | --- |
| 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, Housing and HH Businesses:**

|  |  |
| --- | --- |
| 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 Organic Fertilizers (Model Validation Module):**

|  |  |
| --- | --- |
| 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 (Livestock Products Module):**

|  |  |
| --- | --- |
| 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) |

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| 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.