Federal Republic of Nigeria

National Bureau of Statistics Abuja, Nigeria

GENERAL HOUSEHOLD PANEL SURVEY

THE WORLD BANK

INTERVIEWER

INSTRUCTION MANUAL

JULY, 2010

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Chapter 1: Introduction

In the past decades, Nigeria has experienced substantial gaps in producing adequate and timely data to inform policy making. In particular, the country is lagging behind in producing sufficient and accurate agricultural production statistics. The current set of household and farm surveys conducted by the NBS cover a wide range of sectors, usually in separate surveys, except for the Harmonized National Living Standard Survey (HNLSS) which covers multiple topics. However, none of these surveys is conducted as a panel. As part of the efforts to continue to improve data collection and usability, the NBS plans to streamline two of its current surveys into one panel survey that covers multiple sectors with a focus to improve data from the agriculture sector. The NBS plans to implement the Nigerian General Household Panel Survey (NGHPS) which will be integrated into the current General Household Survey (GHS) and will be conducted every 2 or 3 years.

Towards the goal of improving agricultural statistics, the World Bank, through funding from the Bill and Melinda Gates Foundation (BMGF), will support seven countries in Sub-Saharan Africa in strengthening the production of household-level data on agriculture. The over-arching objective of the LSMS-ISA program is to improve our understanding of agriculture in Sub-Saharan Africa – specifically, its role in poverty reduction, and how innovation and efficiency can be fostered in the sector. This goal will be achieved by developing and implementing an innovative model for collecting agricultural data in the region.

Objectives

- Allowing welfare levels to be produced at the state level using small area estimation techniques resulting in state-level poverty figures
- With the integration of the longitudinal panel survey with GHS, it will be possible to conduct a more comprehensive analysis of poverty indicators and socio-economic characteristics
- Support the development and implementation of a Computer Assisted Personal Interview (CAPI) application for the paperless collection of GHS
- Developing an innovating model for collecting agricultural data
- Capacity building and developing sustainable systems for the production of accurate and timely information on agricultural households in Nigeria.
- Active dissemination of agriculture statistics

Coverage

- The survey will cover all the 36 states and Federal Capital Territory (FCT)
- Both urban and rural enumeration areas (EAs) will be canvassed

Scope

The survey will cover a wide range of socio-economic topics which are highlighted in three different questionnaires to be used for data collection. These are Household Questionnaire, Agricultural Questionnaire and Community/Prices Questionnaire.

- Household Questionnaire will be used to collect information on:
    - Household identification
    - Household member roster, demographic and migration
    - Education Status
    - Labour and Time use (Adults and children 5 years and above)
    - Credit and Savings
    - Household Assets
    - Non-Farm Enterprises
    - Consumption of food (recall)
    - Non-food consumption expenditure
    - Food security
    - Other non-labour income sources

- Agricultural Questionnaire will collect information on:
    - Basic crop, livestock, poultry, fishery, forestry production, storage and sales
    - Productivity of main crops, with emphasis on improved measures of:
        - Quantification of production
        - Plot size
        - Production stocks (pest, etc)
    - Land Holdings
        - Size and tenure/ titling
        - Transaction
    - Access to and use of services, infrastructure and natural resources
        - Agricultural Extension Services
        - Infrastructure (including roads)
        - Credit (both for agriculture and other purposes)
        - Education and health
        - Market access
        - Access to information
        - Access to natural and common property resources
    - Input use and technology adoption
        - Family and hired labour
        - Use of technology and farming implements
        - Seed varieties
        - Fertilizer, pesticides etc.
    - GPS measure of plot size, etc

- **Community/Prices Questionnaire.** This will be used to collect data on community and prices components.

- Community component
    - Assess to community characteristics including infrastructure
    - Access to public services, social networks, governance, investment projects and necessary community empowerment etc.
- Prices component
    - Item specification
    - Unit of measure
- Observation 1
    - Price
    - Quantity
    - Outlet
- Observation 2
    - Price
    - Quantity
    - Outlet, etc

Chapter 2: Sample Design and Organization of Field Activities

- The frame of EAs of 2006 Housing and Population Census conducted by National Population Commission NpopC will be used
- The National Integrated Survey of Households (NISH) – 2007/2012 Master Sample Frame (MSF) will be adopted for the survey
- However, the NISH 2007/2012 master sample was constructed from LGA master sample which may be called master frame
- In order to select the NISH sub-sample of EAs in each state:
    - The 30 master sample EAs in each LGA for that state were pooled together
    - Hence, the total number of EAs in the LGA master sample for each state is equal to 30 times the number of the LGAs in the state except in FCT, Abuja where it is 40 times
    - Then, systematic sample of 200 sample EAs were selected with equal probability across all LGAs within the state
    - The NISH EAs in each state were divided into 20 replicates of 10 EAs each
    - The sample EAs for most national household surveys such as the GHS are based on a subsample of the NISH master sample, selected as a combination of replicates from the NISH frame
    - However, the Household Panel Survey will be subset of the GHS EAs 2010

- A stratified multi-stage sample design is used for the GHS 2010
    - As mentioned earlier, the GHS is based on a subsample of replicates from the NISH frame
    - A total of six (6) NISH replicates with 60EAs for each state are identified in the frame with NISH RIC 10 to 15

- At the second sampling stage, 10 households are selected in each sample EA for the GHS systematically with equal probability
- The GHS is designed to have a 50% rotation of the replicates of sample EAs each year, providing a 50% overlap in the sample from one year to the next
- This sample rotation scheme will improve the estimates of trend over time when comparing the GHS results from one year to the next
- However, there is no overlap in the sample EAs for GHS rounds of two (2) years apart

- A longitudinal methodology will be used for the panel survey
  - This will involve selecting a subsample of EAs and households that are included in GHS 2010, and following this sample in 2011 and subsequent years
  - However, one limitation of a panel of sample households is that it suffers from attrition over time as some households move, split or cease to exist
  - Although, there are plans to follow the households that move or split in order to reduce the level of attrition and measure the characteristics of these households
  - But given the costs of following households that move or split, certain criteria will have to be established to determine which cases can be followed
  - Finally, in the case of a new household living in the same household as the original sample household that moved, it can automatically be selected for the survey; it will be treated as "natural" replacement , but it may not be considered part of the original panel of sample households for the longitudinal study

Pilot Test

- A total of six (6) states were covered for the pilot test
- Each of the six geo-political zones of the country were represented by a state
- Two (2) EAs, one (1) urban, one (1) rural were canvassed in each of the selected state
- Five (5) HOUSEHOLDs were studied in each EA
- Two levels of training were adopted, that is training of trainers (TOT) for headquarters staff and zonal/state training for the field personnel
- The 1st level training lasted for 3 days while the 2nd level last for 4 days
- A team comprising of one (1) supervisor , 4 interviewers carried out data collection in each selected state
- Data collection lasted for 5 days

Main Survey

- 500 EAs will be canvassed throughout the Federation and FCT, Abuja
- Ten (10) HOUSEHOLDs will be studied in each EA, making a total of 5000HOUSEHOLDs to be interviewed nationally
- Number of EAs / HOUSEHOLDs to be covered varies from state to state

Organization of Field Activities

Fieldwork Arrangement for Data Collection

As planned, there will be two stages of data collection during the main household panel survey

1. At the 1st stage, all the three (3) questionnaires; household, agriculture and community will be used to collect information on pre-planting period (farming input) –July/August, 2010
2. A team comprising supervisor, interviewer(s) and data entry operator will be used per state and FCT, Abuja, although number of team(s) varies from state to state (see Table 2 below)
3. The teams will move in roving manner
4. Data collection and data entry is expected to last for 25-35 days
5. It has been proposed that the household panel survey will be conducted in every two years
6. Also, in a non-panel year, the selected panel household will not be included in the core GHS programme so as not to over burden the panel households

The distribution of sample is shown below in Table 2. This data shows the size of the sample in each state, allocation of EAs, households to be covered, field personnel and number of days for fieldwork by zone and state for the GHS Panel Main Survey 2010

Table 2: Description of Sample

S/n	Zone	State	No of EAs Allocated	No of HOUSEHOLDs Selected	No of Zonal Controller	No of State Officer	Number of Interviewers	No of Supervisor	Data Entry Operator	No f Extra Interviewer	No of Days for Fieldwork
1	North Central	Plateau	11	110	1	1	4	1	1	1	30
		Kwara	12	120		1	4	1	1	1	30
		Niger	18	180		1	6	2	2	1	28
		Kogi	12	120		1	4	1	1	1	30
		Benue	16	160		1	6	2	2	1	28
		Nasarawa	7	70		1	2	1	1	1	35
		FCT Abuja	4	40		1	1	1	1	1	30
		Sub- Total	80	800	1	7	27	9	9	6	
2	North East	Borno	21	210	1	1	8	2	2	1	26
		Yobe	13	130		1	4	1	1	1	33
		Bauchi	17	170		1	6	2	2	1	28
		Gombe	8	80		1	3	1	1	1	30
		Taraba	9	90		1	3	1	1	1	30
		Adamawa	12	120		1	4	1	1	1	28
		Sub- Total	80	800	1	6	28	8	8	6	

S/n	Zone	State	No of EAs Allocated	No of HOUSEHOLDs Selected	No of Zonal Controller	No of State Officer	Number of Interviewers	No of Supervisor	Data Entry Operator	No f Extra Interviewer	No of Days for Fieldwork
3	North West	Kaduna	12	120	1	1	4	1	1	1	30
		Jigawa	13	130		1	4	1	1	1	30
		Katsina	18	180		1	6	2	2	1	32
		Kano	20	200		1	8	2	2	1	26
		Kebbi	10	100		1	3	1	1	1	30
		Sokoto	8	80		1	2	1	1	1	35
		Zamfara	9	90		1	4	1	1	1	25
		Sub- Total	90	900	1	7	31	9	9	7	
4	South East	Enugu	14	140	1	1	4	1	1	1	35
		Anambra	22	220		1	8	2	2	1	28
		Ebonyi	14	140		1	4	1	1	1	35
		Abia	11	110		1	4	1	1	1	28
		Imo	19	190		1	6	2	2	1	32
		Sub-Total	80	800	1	5	26	7	7	5	
5	South South	Cross River	13	130	1	1	4	1	1	1	33
		Akwa-Ibom	15	150		1	4	1	1	1	35
		Rivers	21	210		1	8	2	2	1	25
		Bayelsa	7	70		1	2	1	1	1	35
		Edo	10	100		1	4	1	1	1	28
		Delta	14	140		1	6	2	2	1	25
		Sub- Total	80	800	1	6	28	8	8	6	
6	South West	Oyo	23	230	1	1	8	2	2	1	28
		Osun	18	180		1	6	2	2	1	32
		Ogun	11	110		1	3	1	1	1	30
		Lagos	17	170		1	6	2	2	1	30
		Ekiti	8	80		1	3	1	1	1	27
		Ondo	13	130		1	4	1	1	1	35
		Sub-Total	90	900	1	6	30	9	9	6	
		Total	500	5000	6	37	170	50	50	37	

Field Supervision:

You should always follow the advice and instructions of your supervisor. Your supervisor will assign you your work at the start of each field visit. She/he will carry out the following checks in the field:

- Examining your questionnaires to make sure that each interview has been carried out

correctly and in full. If reports from the data entry require you to return to the household, your supervisor will communicate the necessary information that needs to be completed for the questionnaire;

- visiting some of the households that you have already interviewed. He/she will repeat some sections of the questionnaire in order to verify that you recorded that household's answers correctly;

- observing one or more of your interviews, to evaluate your method of asking the questions. You may or may not be informed of their "sitting-in" beforehand.

- discussing your work with you, and evaluating your work from the data entry reports; she/he will report on your performance to the monitoring team and NBS Regional and Headquarters office.

Your supervisor is the link between yourself and the field management team. You must inform her/him of any difficulties or problems that you encounter. If you do not understand a procedure, you should ask your supervisor for advice.

Monitoring of Field work

To ensure that good quality data is collected, a monitoring exercise will be mounted. One monitor will be assigned to 2-4 states and all states and FCT, Abuja will be covered. There will be 3 levels of monitoring, the first and third by the state officers and zonal controllers while the second level would be carried out by the technical team comprising National Bureau of Statistics (NBS), Federal Ministry of Agriculture & Rural Development (FMA&RD) and National Food Reserve Agency (NFRA) headquarters staff and World Bank

The monitors will ensure proper compliance with the laid dawn procedures as contained in the manual, effect necessary corrections and tackle any problems that may arise. The monitoring exercise will be arranged such that the first level would take off during the commencement of the fieldwork, and the third one not later than a week to the end of the data collection exercise. In between these two, the technical team will embark on another round of monitoring throughout the country. While the state officer will monitor in his/her own state, the zonal controller will mount it in at least 2 states (the zonal headquarters state and one other state of the same zone).

1st and 3rd rounds of the monitoring exercise will last for nine (9) days to be split in two by the state officers and zonal controllers while the 2nd rounds by the technical team which will last for eight (8) days as 2-4 states will be covered at a time by an officer

Monitoring instruments will be developed and discussed during training of trainers

Survey Instruments
- The survey instruments to be used are:
  - Household Questionnaire
  - Agricultural questionnaire

- Community/Prices questionnaire
- Instruction Manual
- EA line Maps and selected HOUSEHOLD lists

Retrieval of Records

- All completed and edited questionnaires by each team will be in custody of the field supervisor even after the data would have been data entered by data entry operators
- The supervisor will submit same to NBS state officer
- He /she will make arrangement of forwarding all the completed questionnaires and the softcopy of records including the laptops and printers to NBS Headquarters, Abuja

Data Capture/ Supervision

Data capture will utilise the concurrent data entry approach. Each team will consist of a field supervisor, interviewers and a data entry operator. Immediately after the data is obtained in the field by the interviewers, they will hand the questionnaires over to the supervisor who will collect all enumerators questionnaires for the day and given them to the data entry operator who will enter the questionnaires then and there. After the entry of each questionnaire (or set of questionnaires) the data entry operator will generate an error report which he/she will give to the supervisor along with the relevant questionnaires to be corrected.

The supervisor will check the error report along with the questionnaires and instruct the interviewer as to the next action to take with these questionnaires, if any. The supervisor will be responsible for managing the questionnaires and their correction between data entry and interviewers.

Chapter 3: General Survey Procedures

The Structure of the Questionnaire

The questionnaire is composed of the household questionnaire, the agricultural questionnaire, and the community questionnaire. The community questionnaire is described in a separate manual because this questionnaire is administered by the supervisor. The sections of the questionnaire are described below.

The Household Questionnaire

Section	Section Name	Description of Areas Covered
Cover	Cover	Identification of household and location. Administrative data about field staff and the

Section	Section Name	Description of Areas Covered
		conducting of the survey at the household
1	Roster	This section provides a list of household members and is used to record basic demographic information about these members
2	Education	Education and qualification of household members five years and older. Also collects information about students in school. This includes in the type of school, distance and mode of transportation, class level and costs.
3	Labour	This section collects information on the labour activities of all household members five years and older. Information on the type of work that individuals do, either on their own account (as their own boss), for others, or in household enterprises will be collected. The hours and income earned will also be recorded in this section.
4	Credit and Savings	This section collects information on the use and type of credit that individuals 15 years and older within the household have taken. Information about individuals savings practices are also collected.
5	Household Assets	Measurement of household asset holdings, who within the household owns these items and their value.
6	Non-farm Enterprises	Description of non-farm activities including the type of activity, the revenue from these activities, and the costs of operating these enterprises.
7A	Meals Away From Home	Food consumption that is taken away from the home by individuals within the household
7B	Household Food Expenditures	Food consumption of household members over the past 7 days, including food consumed, food purchased, food consumed from own-production, and food received as gifts.
8	Household Non-food Expenditures	Non-food expenditures of all household members including frequent and non-frequent purchases.
9	Food Security	Information regarding the regularity of food consumption and vulnerability of household to food insecurity.
10	Other Income	Savings interest and other income sources are collected in this section
	Contact Information	Information to follow up with the household on subsequent visits.

The Agricultural Questionnaire

Section	Section Name	Description of Areas Covered
Cover	Cover	Identification of household and location. Administrative data about field staff and the conducting of the survey at the household
11a	Plot Roster	
11b	Land Inventory	Identification of the land holdings of the household and the characteristics of the land including size and water source for irrigation.
11c	Input Costs	The inputs used for cultivation and their costs are collected in this section, specifically pesticides and herbicides.
11d	Fertilizer Acquisition	This section asks specific questions about fertilizer use and acquisition.
11e	Seed Acquisition	Information about seeds and how they were acquired is collected in this section.
11f	Planting Field Crops	Information about the field crops grown by the household over the last planting season.
11g	Planting Tree Crops	Information about the tree crops grown by the household over the last planting season.
11h	Marketing of Agricultural Surplus	This section asks collects information on the income generated when agricultural surpluses are sold and the characteristics of the sales and buyers.
11i	Animal Holdings	Information on the animal holdings including livestock, fish, and other draft animals by the household.
11j	Animal Costs	The costs of holding these animals, including vaccinations and food supply to animals.
11k	Extension	Information on where households receive agricultural information.
12	Network Roster	Characteristics of the social networks of households.

The Interviewer's Task

Specific Responsibilities

1. To participate actively in and to complete training course.
2. To study this Manual and other instructions carefully in order to understand them fully.
3. To comply with instructions and recommendations contained in the Manual and any instruction given by persons responsible for the survey, including the supervisor and Survey Management Team.
4. To carry out interviews through personal visits to households to interview each individual as it is specified in certain modules, and that way to collect the information directly. Do not forget that interviewer's task cannot be delegated or transferred to anybody else.
5. To complete interview with all household members. To visit household as many times as necessary, in order to find direct respondent, to correct inaccurate information or to complete incomplete information. **Remember:** the interviewer is obliged to make him/herself fully available for work in the Panel Survey, thus he/she must be available for carrying out the survey tasks at any time the respondent specifies as the most convenient for him/her: weekend, holidays, evenings, etc.
6. During the interview to behave professionally and formally in accordance with the important work he/she performs.
7. To visit households in decent and professional outfit, bearing in mind that this is an important aspect of ensuring cooperation from the household and good quality data.
8. To come to work on time according to the supervisor's instructions.
9. To make him/herself available at the times he/she is needed during the survey implementation.
10. To insert occupation and other codes after the interview, as instructed in this manual
11. To complete given assignment on a daily basis and to hand over to the supervisor all filled questionnaires with information obtained properly recorded, every day.
12. To perform all scheduled interviews at the time they are planned. Where it is not possible to interview any of the selected households, the interviewer should inform his/her supervisor, who will take the decision on necessary changes in accordance with appropriate procedures. **Remember that the interviewer is not allowed to select the replacement household for interview.**

Activities that are NOT Allowed

1. The work of the interviewer cannot be transferred to anybody else. In other words, no one else can do the interviewer's work.
2. No one involved in the survey (interviewer, supervisor, data entry operator) can be engaged in any other job during the survey. Work on the survey is a full-time job throughout the duration of the survey.
3. The interviewer is not allowed to amend any information obtained from the respondent.
4. The interviewer must not disclose, repeat or comment on any information obtained from the respondent, nor show completed questionnaire to any other person but his/her

supervisor or other project staff. Remember that information given by the respondent is *confidential.*

5. Do not bring anybody who is not a work team member to any interviews with respondents.
6. Do not pressure respondents nor entice them to answer by making false promises or offers.
7. All collected information must be handed over to the supervisor without any amendments such as changing, adding (except in the case of occupation and other codes) or erasing information.

Material for the Interviews

Documents and material, which the interviewer needs for his/work, is given to him/her by the supervisor at the beginning of the field work.

It includes:

- ID card provided by the National Bureau of Statistics
- A map of the area where interviews will take place.
- List and addresses of households to be interviewed.
- GHS Panel Survey questionnaires
- Interviewer Instruction Manual
- Auxiliary forms
- Stationary needed for work.

Maps

Before starting household interviews, the interviewer should, together with his/her supervisor, familiarize him/herself with selected enumeration areas and exact location of the selected households. To that end, the interviewer should study maps of all enumeration areas together with the list of households.

The interviewer should understand the distribution of the sample (selected households), how they are located in relation to each other and the roads and paths that will have to be used in order to be able to plan his/her work.

Flow of material and reports

The interviewer would hand over to his/her supervisor properly filled questionnaires and detailed report, in the required format, on completed field work, which would include:

1. Summary results of conducted interviews: number of completed questionnaires, list of households which could not be located, or which have partly or completely refused (and at which stage) cooperation. The same report should include number of replacements approved by the supervisor from the list of replacements.

2. Any issue or problem faced in the field, e.g. in terms of maps, household identification, incomplete questionnaires, respondents behavior and opinion, scheduled subsequent visits, absent household members, etc. in order to resolve problems in the field.

3. Any other observation that the interviewer thinks the supervisor should be informed about for the sake of successful work.

The report is to be produced in the forms designed for this purpose, see Appendix.

Interviews of the Household

The interviewer must follow all the instructions as laid out in this manual

Concurrent Data Entry of Questionnaires

The data entry operation will be part of the general field work activities. The field team in each state will be made up a field supervisor, interviewers and a data entry operator. The data entry person will be provided with a laptop computer and printer, and will be available to enter the questionnaires each day as they are returned. Ideally the data entry person will be located at a place where it will be convenient for the delivery of most of the questionnaires as the interviewers move across the state. This might include being based at the state NBS office at some stage of the field work operations.

In the concurrent data entry method, whenever data is received from a household, complete or not, the questionnaire involved should be submitted to the data entry person for entry. The data entry program will be designed to provide an error report based on the entered questionnaire. This report will include discrepancies such as inconsistencies, incomplete households or sections and out-of-range values. The data entry system will also produce a report which will show where there is satisfactory completion of a questionnaire.

Interviewers will receive a report along with the questionnaires that have been entered and returned each day and this will be used to guide the interviewer action for that day. The error reports will be given to the team supervisor who will review and approve the work that has to be done before passing it on to the interviewer. The supervisor will have the facility to override errors indicated on the report where these have been examined and certified as valid entries by the supervisor.

Editing of Questionnaires

This model of concurrent data entry does not include a person dedicated to the responsibilities of editing and coding of questionnaires. Several questions will need to be coded by the interviewer before handing the questionnaire to the supervisor. For example, in Section 3 of the Household Questionnaire, questions 13 and 25 require that occupation information be given in descriptive terms. These descriptions will need to be coded into the standard occupation classification codes before the questionnaire is delivered to the data entry operator for entry. This coding must be done by the interviewer. At the time of the interview, the interviewer will write-in the description of the respondent's occupation and, immediately after the interview, insert the appropriate code for that occupation from a listing that will be provided to each interviewer. The supervisor double-check the code entry made by the interviewer and will generally include the occupation code as a check when reviewing the error report with the questionnaire.

General Instructions on Filling-Out the Questionnaire

How to Use the Flaps

There is one flap in the Household Questionnaire. After the cover has been completed, the next step is to open Flap A. All the information on this flap should be completed for the household. The row where a person's name is placed on the flap will be the row in which all the information about that person will be given in sections 1 to 6. The flap is kept open so that the row that corresponds to the person will always be visible.

Figure 1

	USE THIS FLAP WITH SECTION 1 TO SECTION 4					PLEASE OPEN FLAP A			
I N D I V I D U A L I D	1. NAME LIST HOUSEHOLD HEAD ON LINE 1. MAKE A COMPLETE LIST OF ALL INDIVIDUALS WHO NORMALLY LIVE AND EAT THEIR MEALS TOGETHER IN THIS HOUSEHOLD, STARTING WITH THE HEAD OF HOUSEHOLD. (CONFIRM THAT HOUSEHOLD HEAD HERE IS SAME AS HOUSEHOLD HEAD LISTED ON IDENTIFICATION PAGE.)	2. What is the sex of [NAME]? MALE....1 FEMALE..2	3. What is [NAME]'s relationship to the head of household? HEAD...........1 SPOUSE.........2 OWN CHILD......3 STEP CHILD.....4 ADOPTED CHILD..5 GRANDCHILD.....6 BROTHER/SISTER.7 NIECE/NEPHEW...8 BROTHER/SISTER-IN-LAW..9 PARENT........10 PARENT-IN-LAW..11 DOMESTIC HELP (RESIDENT).....12 DOMESTIC HELP (NON RESIDENT).13 OTHER RELATION (SPECIFY)_____)..14 OTHER NON-RELATION (SPECIFY)_____)..15	4. How old is [NAME] (COMPLETED YEAR)? IF RESPONDENT DOESN'T KNOW, USE YEAR OF BIRTH TO CALCULATE AGE OR USE MAJOR EVENTS LISTED IN ENUMERATOR MANUAL TO PROMPT RESPONDENT. CHECK THAT AGE IN QUESTION 4 AND YEAR OF BIRTH IN QUESTION 4 ARE CONSISTENT. YEARS	I N D I V I D U A L I D	5. In what day, month, and year was [NAME] born? PUT "99" FOR MONTHS & "9999" FOR YEARS IF DON'T KNOW	DAY	MONTH	YEAR	6. For how many months during the last 12 months was [NAME] away from the household?
1	Abiola Onyido	1	1	44	1				
2	Omorose Onyido	2	2	43	2				
3	Lawrence Onyido	1	3	17	3				
4					4				

Listing Members

The first step in Section 1 is to list the names of all members of the household on the flap. The person listed in the first row will always be the head of the household. If the respondent to the questionnaire is not the head of the household, the head of the household will still be listed in the first row (not the respondent).

The process of listing household members should be done carefully to ensure that no one is missed. <u>All person who usually eat and sleep in the dwelling are considered to be household members</u>. To ensure complete coverage, the interviewer should explicitly ask about three types of persons which are commonly overlooked by survey respondents. The first is persons who are temporarily absent; they should be included. The second are servants. Finally, the interviewer should ask whether there are any infants or small children who have not been listed, as very young children are often overlooked in accounting for household members. As many as 12 persons can be listed in the Household Roster. If there are more than 12 household members, the

interviewer will need to use a follow-up questionnaire.

Note: Children at boarding school are to be included.

The space provide after the individual number is for you to write member names. First household member listed should always be **HOUSEHOLD HEAD**. Note that the supervisor will give the interviewer the name of the 'household head' so that you can search for the household. If the respondent identifies a different household head to that which was provided by the supervisor, then double check that you are interviewing the right household. Once you have established that this is the right household, then continue the interview with the household head indicated by the respondent (not the one given by the supervisor). In such cases always provide a comment in the comments box thus making sure that there is an explanation for the confusion.

How to Read the Questions

Each question should be read clearly and exactly as presented in the questionnaire. You should make sure that they way the question is read preserves the sense of the English question, rather than a word by word translation. If you have questions about how to phrase a question, you should ask your supervisor and refer to your notes from the training where the phrasing of questions in local language will be discussed in detail. After reading the question, time should be allowed for the respondent to answer. If it appears the respondent did not hear the question, it should be read again and time allowed for a response. In cases where there has to be translation, the question should be translated as literally as possible.

Upper and Lower Case Texts (Capital letters and Small letters)

Text written in upper case (capital) letters are instructions to the interviewer and should not be read to the respondent. Other text that you will see written with upper case letters are lists and codes. These also should NOT be read to the respondent.

Text written in lower case (small) letters SHOULD be read directly to the respondent.

For example, in Question 9 (see Figure 2 below), you should read: *"In what year did you get married to your current spouse"*. You should not read the text below that because it is written with upper case (capital) letters. The text in upper case letters is an instruction to you.

Figure 3

9. In what year did you get married to your current spouse? IF MALE WITH MULTIPLE WIVES, STATE YEAR OF MARRIAGE TO FIRST WIFE	10. Does [NAME]'s spouse/partner live in this household now? ASK ABOUT FIRST WIFE FOR RESPONDENT WITH MULTIPLE WIVES YES.1 NO..2 (▶Q12)	11. WRITE ID CODE OF CURRENT SPOUSE (OR FIRST WIFE) WHO LIVE IN THE HOUSEHOLD. COPY SPOUSE ID FROM ROSTER
YEAR		

Data Collection Strategy

Different number of visits: the questionnaire modules can be filled during one or more visits, depending on the level of cooperation from the household, household size, time and availability of direct respondent at the time of interview.

Where certain household members are not at home, the interviewer should schedule another visit to the same household when that person is expected to be at home and available for interview. That other visit should be scheduled during the period when it is envisaged that the interviewer would be in that area.

Direct Respondent Interviews: In this survey, unlike many other surveys, we collect data directly from the respondents. This is in contrast to surveys where the head of household or his/her spouse are the only respondents who answers on behalf of all household members. Instead, in the GHS Panel Survey, each person 5 years and above should respond directly to the interviewer for him/herself. For children under 5, a parent or care giver is respondent. The only exception to the age limit rule is where there are other respondent age restrictions as indicated in the various sections of the questionnaire.

In some cases a household member may be away from home during the whole period when the interviewer is in that area, or the member might be in poor health/disability and cannot answer the questions for him/hersef. It might also be that the individual is not allowed to answer. In such cases, the interviewer can ask the most knowledgeable person to answer instead of household member that is unavailable.

In order to collect information directly from each household member, interviewers should visit the household as many times as necessary to get information from each individual member. Compliance with these procedures would ensure quality, reliability and accuracy of collected and entered questionnaire data.

1. **Data entry and correction of inconsistencies:** Immediately after each visit, data will be entered and checked for consistency and completeness. Information would be revealed on any inconsistency, error or omissions, and the supervisor would inform the interviewer on all such corrections which are to be made on a return visit. This system enables data correction by the ones who are most competent to do it: the respondents who gave the original answers themselves.

2. **Organization of work:** In order to enable implementation of this methodology, workload by interviewer per certain period of time is to be defined. The interviewer is responsible to complete such work during the given time.

Keep in mind that the households to be interviewed could have different cultural background and different reactions, attitudes and behavior in terms of the survey. The interviewer would have to interact with households of different structure, social and economic status, different level of education, employment status, habits, religion, etc. It means that the interviewer should have to develop significant capability of understanding and communication in order to be able to establish good relation with different persons, and that way to achieve success in different situations which he/she could face during the survey, particularly difficult ones. Besides the above mentioned, the interviewer must establish confidence with the respondent, which would enable him/her to get reliable and positive survey results.

1. **Access to information:** The moment when the interviewer and respondent meet for the first time is crucial for interview success. Thus, first impression is important, interviewer's appearance; his/her attitude at the very beginning and what he/she says is crucial for further work. Interviewers should be properly and professionally dressed for their work.

   Once selected households are located, the interviewer should ask to talk to the head of the household or his/her spouse. He/she should kindly and in a friendly manner greet the person and introduce him/herself. Then the interviewer should explain briefly and concisely the purpose of the survey, importance of the project and the need for cooperation by all household members in carrying out the GHS Panel Survey in Nigeria.

   An example of how the interviewer could introduce him/herself, is as follows:

   "Good morning/afternoon, I work for National Bureau of Statistics (NBS), which is implementing General Household Panel Survey. Your cooperation and answers would be extremely important since they reflect status of many of our citizens who live in similar conditions. I would appreciate if you and your household members participated in this survey, answering to a group of questions on different topics. We would ask for your cooperation in providing information about your household and services you receive, as well as about individual members of your household. We would also like information about your expenditures on food, as well as your family's enterprise and agricultural activity."

It is important that the interviewer has a friendly attitude towards the respondent with self-confidence. If the interviewer gives the impression of nervousness or insecurity, he/she would not provide enough confidence to the respondent in order to obtain the necessary cooperation, participation and attention.

The interviewer should always try to maintain the same mood throughout the interview: if the respondent for any reason gets tired or disturbed, allow a few minutes break or offer to return the following day or the next most convenient time.

2. **Communication:** Communication is to be established after the interviewer introduces him/herself, explains that this survey is being implemented throughout the country, and inform the respondent's of the value of cooperation for those who would analyze options for addressing existing problems in the country, until the interviewer becomes ready to start filling the questionnaire. During this short period, the interviewer must explain the purposes of the survey, and **emphasize that collected data are confidential.** The later is crucial to avoid any fear of misuse of the answers given. All data would be used for statistic purposes, and the data which identify in any way any person or any household would not be used.

Keep in mind that at the beginning of the interview, level of attention, communication, confidence, participation and data provision is low. Interviewer's task is to gradually increase the respondent's attention and interest and to maintain it at the highest possible level throughout the interview. Rhythm of the survey, tone of questions, adequate speed in question formulation, dynamics of the interview itself, knowledge about the questions and their order are all factors that determine success of the interview. If the interviewer reads questions with monotonous or nervous voice, or without any rhythm, the obtained information are likely to be of poor quality and the respondent would not be interested to answer.

The interviewer should not give the impression that he/she considers him/herself an important person because of the assignment he/she performs on behalf of the government institution. He/she should be open, friendly and decisive and show that he/she is an experienced professional person. He/she should not be authoritative or aggressive. Best communication can be established when the respondent sees that the interviewer is honest and up to his/her task.

3. **The Interview:** When the interview starts, try to comply continuously with the following instructions:

- Plan sufficient time for the interview,
- Behave appropriately throughout the interview,
- Do not give any information about which we are not sure, it is better to seem uninformed, but honest. To avoid any conversation or attitude which could lead to a discussion or argument with the respondent. Limit the conversation to the survey topics only.
- Give neither promises nor offer anything as an incentive for the respondent to participate in the survey,
- To the extent possible, try to avoid conducting the interview in the presence of a person who is not a household member; the respondent could give different answers in the presence of another person,
- Do not show surprise by any answer given by the respondent, either by the tone of your voice or action.

- Comply strictly with the order and format in asking questions from the questionnaire. In other words, comply strictly with instructions given. Any modification could jeopardize the integrity of the information.

- Read questions without applying any pressure on the respondent in any way. Never say something like: "You worked last week, right?". Never assume that you know the answer in advance.

- In terms of the rhythm of the interview, keep in mind that the interview consists of questions, answers, moment of silence and breaks. Read questions trying to keep the same rhythm all the time, give the respondent time to think about the answer. The interviewer must assess the level of respondent's understanding: question reading speed would depend on this. Besides the interviewer must pronounce every single word he/she reads clearly.

- Read obligatory questions literary as they are written in the questionnaire (without any modification). In the case that the respondent does not understand it, read it again. If the respondent does not understand it after the second reading, explain carefully to him/her the purpose of the question, taking care not to amend in any way the original meaning of the question and without any influence on the answer.

- Allow the respondent enough time to answer the question. Try to ensure that respondent does not amend the meaning of the question. Do it in a friendly way: experience will show which are best ways to achieve this,

- To complete the interview, express thanks for the information received: be kind. Try to make good impression during the first visit to the household, keep in mind that you would have to come again to the same household,

- Do not offer copies of the questionnaire or any other material or anything else, that the interviewer is not authorized to distribute,

- When leaving the household, thank all the respondents for their cooperation in the survey, time they spent and the efforts they invested.

4. **Concepts and main definitions:** In order to manage the survey properly, a list of key terms have been established, which should help interviewers in carrying out their work. Detailed definitions are provided in relevant Chapters on individual Modules.

- *Population:* Set of elements which make the whole. That could be all the people in a country or an entity, all households, all household, etc.

- *Sample:* a part of population representing the whole population. Sample selection is a subject of statistical methods that take into account characteristics of both the population and individual members of the population.

- *Direct interview*: Procedure by which information on certain person is collected directly from the person. The person giving information on him/herself is a "direct respondent".

- *Reference period*: Period about which the respondent is asked questions. The survey uses different reference periods depending on type of required information, respondent's ability to remember and objectives of each topic to be analyzed.

- *Household* is social unit consisting of one or more persons who use joint accommodation and food. In other words, a household is a group of person who

normally live in the same household unit ("live under the same roof"), who are or are not related and who eat together ("eat from the same pot").

- *__Head of the household:__* is a person defined as such for the purpose of the survey, irrespective of reason (the oldest by age, decision maker in the household, a person who earns the most income, based on tradition, etc.).
- *__Guest__*: a person who use joint accommodation and food free of charge together with household members. Guest who stays longer than six months is considered household member.
- *__Tenant of the household__*: a person who pays for accommodation in a part of a household. This person is not a member of the household whether they eats on his/her own or prepare food seperately. Such tenant is considered a separate household.
- *__Students who study in another town__*, but they are supported by the household are treated as household members, although they more than six months absent.
- *__Household members__*: Anybody who meets the following criteria:

Members	Non-members
A household member is present at the moment of interview, if that is the place where he/she spent at least 6 months of the previous 12 months. The household head should be listed as a member even if they did not spend 6 of the previous 12 months in the household.	Person absent from the household longer than 6 months (including ones serving military service, in prison, religious service, etc.)
Person absent at the moment of interview, if he/she is absent less than six months during the previous 12 months.	Those who live elsewhere, visitors or tourists who are in the household less than six months.
Guests or other persons who live in the household longer than six months during the previous 12 months.	Tenants who eat and who do not eat with the household.
Newborn babies irrespectively of duration of their stay in the household as well as the head of the household.	Those who eat in the household but live elsewhere or live in the household but eat elsewhere.
Students who are absent longer than six months but are supported by household members.	Similar to tenants, students who pay for accommodation and food to the household.

5. **Organization of the questionnaire.** In order to maintain respondent's attention, to achieve good rhythm of the interview, get information in a such form which facilitates questionnaire

filling, the questionnaire is designed with specific structure and order by which the topic on which questions are asked, are organized.

The questions in the questionnaires are organized into Sections which are ordered in sequences one after another, and each is on one of the surveyed topics.

The interview must be carried out in exactly the same order defined in the questionnaire. The following tables provide a list of Sections and the topics covered. Detailed information on each section can be found in subsequent chapters of this Manual.

Household Questionnaire

Section	Topic	Respondent
Cover	**Cover**	To be completed by the field staff
Section 1	**Roster**	To be fill by the Head of HOUSEHOLD or spouse.
Section 2	**Education**	All individuals for themselves unless under age 12, then collect the information from parent or guardian
Section 3	**Labor**	All individuals for themselves unless under age 12, then collect the information from parent or guardian
Section 4	**Credit and Savings**	All individuals 15 years and above
Section 5	**Household Assets**	Head of HOUSEHOLD or eligible adult
Section 6	**Non-Farm Enterprises**	Owner or manager of enterprise
Section 7A	**Meals Away From Home expenditures**	Most knowledgeable person
Section 7B	**HOUSEHOLD Food Expenses**	Female in the household responsible for food preparation and/or food purchases
Section 8	**HOUSEHOLD Non-Food Expenses**	Most knowledgeable person or person who is responsible for household purchases
Section 9	**Food Security**	Female in the household responsible for food preparation

Section	Topic	Respondent
		and/or food purchases
Section 10	**Other Income**	HOUSEHOLD head or eligible adult
Contact Information	**Contact Information**	HOUSEHOLD head or eligible adult

Agricultural Activity Questionnaire

Section	Topic	Respondent
Cover	Cover	To be completed by field Staff. HOUSEHOLD ID must be copy from HOUSEHOLD to Agriculture Questionnaire.
SECTION 11a	**Plot Roster**	Farmer, owner or manager of plot
SECTION 11b	**Land Inventory**	Farmer, owner or manager of plot
SECTION 11c	**Input Costs**	Farmer, owner or manager of plot
SECTION 11d	**Fertilizer Acquisition**	Farmer, owner or manager of plot
SECTION 11e	**Seed Acquisition**	Farmer, owner or manager of plot
SECTION 11f	**Planting Field Crops**	Farmer, owner or manager of plot
SECTION 11g	**Planting Tree Crops**	Farmer, owner or manager of plot
SECTION 11h	**Marketing of Agricultural Supplies**	Farmer, owner or manager of plot
SECTION 11i	**Animal Holdings**	Owner or caretaker of animals
SECTION 11j	**Animal Costs**	Owner or caretaker of animals
SECTION 11k	**Agricultural By-Products**	Owner or caretaker of animals
SECTION 11l	**Extension**	Farmer, owner or manager of plot
Section 12	**Network Roster**	Completed by the field staff

6. **Type of information:** the GHS Panel questionnaire requires different types of information depending on the topic which is to be analyzed, age, and level of details and accuracy of required information. In all cases, the interviewer asks for **DIRECT RESPONDENT**
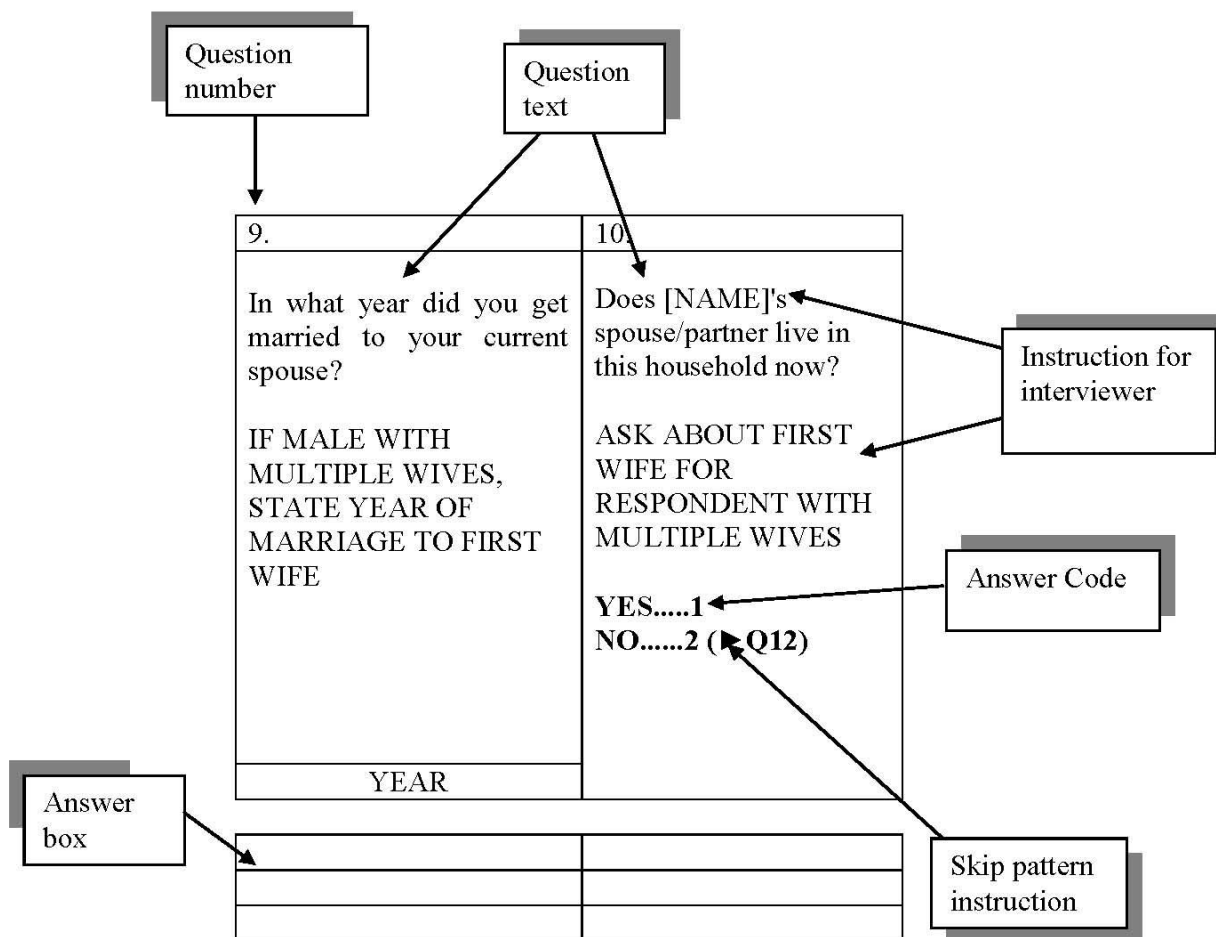
In case of persons older than 12, such person is the direct respondent.

Besides in sections on specific topics, such as consumption, agriculture and family business, direct respondent is person who is most knowledgeable about this subject (enterprise owner, person who does farming, person in the household in charge of supply, etc.).

See previous Table for information on the most suitable respondent for each Module of the questionnaire.

7. **Questionnaire filling:** The questionnaire includes different elements:

- *Question:* it is to be literarily read to the respondent based on which information required in the survey is obtained. Each question is numbered.

- *Answer modality or core:* these are possible answers, the interviewer selects answer code which is closest to the respondent's answer. (Pay attention that in many questions there are not offered modalities, but measure units to be used in the answer (year, KM, kg, etc.)).

- *Answer box:* it is a place envisaged to enter given answer

- *Instruction for interviewer:* these are printed in CAPITAL letters, which facilitates survey implementation.

- *Skip patterns:* Questions are normally asked in order one after another. However, in some cases given answer defines which question to ask next, or which question is to be skipped. Questionnaire uses certain marks which show which question is to be skipped.

9.	10.
In what year did you get married to your current spouse?	Does [NAME]'s spouse/partner live in this household now?
IF MALE WITH MULTIPLE WIVES, STATE YEAR OF MARRIAGE TO FIRST WIFE	ASK ABOUT FIRST WIFE FOR RESPONDENT WITH MULTIPLE WIVES
	YES.....1
	NO......2 (Q12)
YEAR	

Labels pointing to the figure: Question number, Question text, Instruction for interviewer, Answer Code, Answer box, Skip pattern instruction

8. **Question types:** There are two types of questions used in the GHS Panel questionnaire:

Closed questions a) both question text and question code are read: for this type of questions the interviewer must literally read both question and, slowly, one by

- one, list of offered codes. In such questions both question and code are printed in small letters.

  b) only question text is read: for this type of questions, the interviewer reads only the text of the question, waits for the answer and then selects corresponding code and enters it. In this type of questions, question text is printed in small letters and question codes are printed in CAPITAL letters.

- *Open questions:* for this type of questions, the interviewer reads only question text and then enters answer *exactly* as given by the respondent. For such questions there are no offered answers, and the interviewer enters either words or numbers depending on the question and answer. "Respondent's name" is an example of open question where the interviewer enters words.

9. **Note for the interviewer**

Anything printed in CAPITAL letters presents instruction for the interviewer and should not be read loudly. CAPITAL letters are used in three cases:

- *Instructions for interviewer:* these are instructions for the interviewer on how to ask question, how to enter data, what to do after the answer is given.

  Example: As it could be seen in the question 15 from the Education Section below, whole question is printed in small letters. It means that the interviewer reads whole question exactly as it is written.

15.
What was the amount of the scholarship you received in the 2009-2010 school year?

  Example: Unlike the question 15, whole text taken from the Assets Section is printed in CAPITAL letters. This question should not be read loudly – this is an instruction for the interviewer and the interviewer has to do what he/she is requested and then to move to the next question which requires information from the respondent.

| | LIST ALL THE ITEMS IN QUESTION 1 AND THE OWNER OF THE ASSET IN QUESTION 2. IF MORE THAN ONE ITEM, WRITE A DESCRIPTION OF THE ITEM BELOW, OTHERWISE WRITE ONLY THE CODE OF THE ITEM. | |
| I T E M | DESCRIPTION | I T E M C O D E |

1		
2		
3		

- **_Brackets and capital letters:_** it means that the interviewer has to replace the word in the brackets by another word, when he/she asks the question. In certain sections of the questionnaire, the word "name" is often written in brackets [NAME]. In such cases this work should be replaced by actual name of the person interviewed at that moment.

Figure 3 below shows Flap A open with a part of Section 1 – Roster, shown.

If Mrs. Onyido is the respondent on this section of the questionnaire then following the rules of filling-out the questionnaire, you would seek answers for the person in the first row of the section, in this case Mr. Onyido.

In asking the question, you should replace [Name] with the name of the person on the Flap. You would read question 12 as follows:

"What is Mr. Onyido's main religion?"

Figure 3

I N D I V I D U A L I D	1. NAME LIST HOUSEHOLD HEAD ON LINE 1. MAKE A COMPLETE LIST OF ALL INDIVIDUALS WHO NORMALLY LIVE AND EAT THEIR MEALS TOGETHER IN THIS HOUSEHOLD, STARTING WITH THE HEAD OF HOUSEHOLD. (CONFIRM THAT HOUSEHOLD HEAD HERE IS SAME AS HOUSEHOLD HEAD LISTED ON IDENTIFICATION PAGE.)	2. What is the sex of [NAME]? MALE....1 FEMALE..2	3. What is [NAME]'s relationship to the head of household? HEAD...........1 SPOUSE.........2 OWN CHILD......3 STEP CHILD.....4 ADOPTED CHILD..5 GRANDCHILD.....6 BROTHER/SISTER.7 NIECE/NEPHEW...8 BROTHER/ SISTER-IN-LAW..9 PARENT.........10 PARENT-IN-LAW..11 DOMESTIC HELP (RESIDENT).....12 DOMESTIC HELP (NON RESIDENT).13 OTHER RELATION (SPECIFY) _____)..14 OTHER NON-RELATION (SPECIFY) _____)..15	4. How old is [NAME] (COMPLETED YEAR)? IF RESPONDENT DOESN'T KNOW, USE YEAR OF BIRTH TO CALCULATE AGE OR USE MAJOR EVENTS LISTED IN ENUMERATOR MANUAL TO PROMPT RESPONDENT. CHECK THAT AGE IN QUESTION 4 AND YEAR OF BIRTH IN QUESTION 4 ARE CONSISTENT. YEARS
1	Abiola Onyido	1	1	44
2	Omorose Onyido	2	2	43
3	Lawrence Onyido	1	3	17

I N D I V I D U A L I D	12. What is [NAME]'s main religion? CHRISTIANITY....1 ISLAM...........2 TRADITIONAL.....3 OTHER (Specify) _____..4	13. Does [NAME]'s biological father live in this household? YES..1 NO...2 (► Q15)	14. What is the person ID of [NAME]'s biological father? COPY ID FROM ROSTER (► Q18)
1			
2			
3			

If the person is answering for him or herself, the [Name] should be replaced with either "You" or "Your" as appropriate

Example: As it is shown in question 1 (see Figure 4 below), the word animal is written in capital letters in brackets. It means that the word 'animal' should be replaced by the name of specific animal from the list below that question. Which means, when this question is asked first time it would read: "Since the new year, have you or any member of your household raised or owned any Calf Female?", when asked for the first line.

Figure 4

	1.
	Since the new year, have you or any member of your household raised or owned any [ANIMAL]? ASK FOR EACH ANIMAL AND THEN ASK Q. 2-23 FOR EACH. IF NONE, (►SECTION 11k) **YES.........1** **NO.........2 (►NEXT ANIMAL)**

101	CALF FEMALE	
102	CALF MALE	
103	HEIFER	
104	STEER	
..		

- *Preventing influence on the answer:* In question where an opinion is requested, answer modalities are often written in capital letters (that is the other type of closed question). It means that the interviewer does not read answer modalities and waits for the respondent to answer him/herself. (In other question modalities are written in small letters and interviewer should read them loudly)

Example: In this case we want to make sure that respondent gives the reason why he/she is not currently in school. If the interviewer started reading answer modalities, the respondent might agree with some other modality. But the reason 12 might be the reason why he/she is not currently in school.

10.
Why are you not currently in school?
HAD ENOUGH SCHOOLING...1 AWAITING ADMISSION.....2 NO SCHOOL/LACK OF TEACHERS ....3 NO TIME/NO INTEREST....4 LACK OF MONEY.........5 MARITAL OBLIGATION ....6 SICKNESS..............7 DISABILITY............8 SEPARATION OF PARENTS..9 DEATH OF PARENTS......10 TOO OLD TO ATTEND ....11 DOMESTIC OBLIGATION ..12 OTHERS (SPECIFY) _____.......13
(► 24)

10. **Order of Asking Questions and Skip pattern.**

In order to maintain logical sequence of filling questionnaire a system of skip patterns, which enables interviewer to follow course of the interview depending on received answers from the respondent, has been developed. Depending on the answer given by the respondent some questions would be asked, another would be skipped. In order to ensure this, the questionnaire is to be filled in order moving from left to right. It helps interviewer to carry out interview without going back and force and checking previous answers.

The questionnaires are to be filled, in order question by question, except in cases of special instruction, everybody is to be asked question 1, then question 2, 3 etc, see Figure 5.

For example, in section where a flap is used, you should record the data one row (or person) at a time. At the end of the section, or where you are instructed to go to the **next person,** you should

record information for the next person in the row below. This should be done until you have completed all persons for that section.

Figure 5

But, not all respondents should answer all the questions. For example, if person is not employed, he/she should not be asked about his/her job- such questions would be inappropriate. Besides, it would make interview longer and annoy the respondent. For these reasons, the questionnaire includes clear skip patterns, which indicate to the interviewer, which person should not be asked which questions, depending on the answer to previous question.

There are numerous instructions for skipping questions and moving to another part of the questionnaire in the most efficient and logical way. Examples of such questions are given below: since they present key component of the questionnaire, their proper understanding would have significant impact on the quality of the answers and duration of the interview.

The following signs are used to identify skip patterns:

- If there is no any sign, then all the respondents are asked the next question, irrespectively of their answer to the previous question.

Example: If there is no skip pattern, irrespectively of 'yes' or 'no' answer to this question, the respondent should be asked the following question 4.

3.
Do you have health insurance?
YES.......1

35

NO......,2

- If there is arrow ► followed by 'Q' and a number ► **Q18**, it means that the interviewer should move directly to the question with the number, in this particular case question number 18.

Example: If person answers question 8 that he/she has taken steps to find a job in the past 7 days the skip pattern indicates that he/she should not answer question 9, but instead should skip to and answer question 10. After posing question 10 to the respondent, s/he replies that they were available for work. This means the enumerator should skip to question 12. The enumerator then asks question 12 and records the month and year that the person did work for pay. If the worker has never done any work for pay, then the enumerator should skip to question 39. If the worker did not work in the past 12 months, then the enumerator should skip to question 50.

8. Have you taken any steps within the past 7 days to look for work?	9. What is the main reason you did not look for a job in the past 7 days?	10. Were you available for work during the last 7 days?	11. Why were you not available for work during the last 7 days?	12. When was the last time you did work for pay, profit or gain (if any)?
	MOST IMPORTANT REASON STUDENT...............1 HOUSEWIFE/CHILDCARE...2 TOO OLD/RETIRED.......3 SICKNESS/ILLNESS......4 DISABILITY...........5 WAITING FOR REPLY FROM EMPLOYER..............6 WAITING FOR RECALL BY EMPLOYER..............7 ON LEAVE.............8 WAITING FOR BUSY SEASON...............9 OTHER(SPECIFY) _____....10		IN SCHOOL ....1 BUSY WITH HOUSEHOLD DUTIES ....2 TOO YOUNG TO WORK.....3 TOO OLD TO WORK.......4 TOO SICK TO WORK......5 DISABLED..............6 OTHER (SPECIFY) _____......7	IF NEVER, LEAVE BLANK **(►Q37)**
YES..1 (►10) **NO...2**	**(►Q12)**	**YES..1 (►12)** **NO...2**		**IF YOU HAVE NOT WORKED IN THE LAST 12 MONTHS (►Q37)**

				MONTH	YEAR

- Sometimes all persons asked certain question skip to another question, Section or Person. In that case instruction in the box is printed in capital letters.

  Example: Question 22, everybody who answers this question has no further questions in this section and the interviewer goes to the next person irrespective of the answer.

22.

What is/was [NAME]'s biological mother's main industry of occupation?

```
AGRICULTURE.........1
MINING..............2
MANUFACTURING.......3
PROFESSIONAL/
SCIENTIFIC/TECHNICAL
ACTIVITIES..........4
ELECTRICITY.........5
CONSTRUCTION........6
TRANSPORTation......7
BUYING AND SELLING….8
FINANCIAL SERVICES..9
PERSONAL SERVICES..10
EDUCATION..........11
HEALTH.............12
PUBLIC
ADMINISTRATION.....13
OTHER, SPECIFY
_____.14
```

(►NEXT PERSON)

12. **Types of data to be entered:** There are two types of data to be recorded based on the information *direct and transcript.*

   Direct: Direct one is when the interviewer needs to enter verbatim what the respondent says. It could be numerical data (quantity or price) or textual data (respondent's name, employment sector).

   Transcript: It is when there are predetermined codes for expected different answers. The interviewer should identify corresponding code and enter it in the relevant box.

In order to avoid errors in transcription the interviewer must be particularly careful, taking due care to enter data in the box envisaged for the interviewed person. Since answer box envisaged for interviewed person is distant from individual's ID and distant from the place where question text and modality are loaded, the interviewer must take care to make proper entry.

13. Measurement Units

For all question when the respondent is asked to specify certain quantity, amount, frequency, different measure units are offered (e.g. kilogram-sack, month-year, meter-kilometer, etc.) among which the respondent can choose the most suitable measure unit to him/her, and which is easiest for him/her to give answer to required question. The respondent can choose, within the same section, to give answers for different items in different measure units (e.g. seed use for different crops could be expressed in different measure units).

After the interviewer asks, household or individual first chooses the unit of measure in which they want to answer, and then give answer on quantity, amount or frequency. The interviewer enters measure unit code in the corresponding column, and after that the amount, quantity or frequency.

The interviewer enters data on such measure unit as the respondent says and does not do any conversion. All necessary conversions would be done by computers during data entry or survey analysis process. Questions would be answered either by whole numbers or by decimal numbers. Decimal is to be separated from the whole number by comma (,).

14. Lack of Information

When the respondent, for any reason, gives no answer to the asked question, the interviewer should record 9999 if the respondent does not know or cannot remember the answer or refuses to answer in the relevant box.

15.   Entering "0" as an Answer

If the question is about quantity (e.g. number of days, hectares, value, KM, etc.) zero is correct answer and should be always entered if the respondent gives such an answer.

If the question contains categories, rather than value, zero is not valid answer. The interviewer should enter number, or in case of no answer 9999.

In case there are more answers offered for asked question, and the respondent gives only one answer, the interweaver should enter hyphen (-) in the other columns, to indicate that only one answer was given.

16. Correcting Errors in the Questionnaire

The questionnaire is to be filled by pen. In case of error, the interviewer should strikethrough the data so that one is still able to see the original and enter correct answer in the same box.

The following Chapters provide instruction for filling-out the Questionnaires and their Sections.

Chapter 4: The Household Questionnaire
Cover

Household Identification (HOUSEHOLDID): six(6) cells provided

The first two cells are for the state code and next cells are for serial number of the questionnaire used in the particular state. Let us use Abia State as an example the state code for Abia state is 01 if this is the 1st questionnaire then it will have code 0001. You should enter the information as 01001. If you use more than 1 questionnaire in a particular household then you must copy the HOUSEHOLDID of the HOUSEHOLD questionnaire to all other questionnaire in that particular HOUSEHOLD.

Questionnaire of Total: This refers to number of questionnaire administered in each selected household E.g. one questionnaire in an household should be filled in as 1 of 1, while two questionnaires in an household should be filled in as 1 of 2 for the household questionnaire and 2 of 2 for the other questionnaire.

The information for filling out the Questions below should be copied from the EA Line Map and Selection sheet

Zone: The name and code of the zone where the interview was conducted should be recorded in the space and box provided

State: The name and code of the state where the interview was conducted should be recorded in the space and box provided

L.G.A: This is the Local Government Area (LGA): the name and code of the LGA where the interview is being conducted should be written in the space and box provided

Sector: A sector can be either Urban or Rural; one box is provided for entry of 1 for Urban and 2 Rural.

E.A Code: The E.A. name should be written first follow by the code E.A. The EA code is make up of four digits and if it less than four digits there should be leading zero.

RIC: This is the replicate identification code number of the E.A.

Household Number:

The household number is also represented by three digit code. This is the serial number obtained from the listing form in each selected EA and this can be copied from the listing form or selection sheet.

 Name and address of head of household

This can be confirm from the selection sheet and should be printed boldly in the space provided**.**

Supervisor/Interviewer Name:

The interviewer/supervisor will write his/her own name and the code assigned to him/her during training as a form of control to ensure the quality of data collected.

There are two large boxes on the right hand side of the cover page of the questionnaire in the 1st box we have questions S1 to S3 in the second box questions AG1 to AG3.

Questions S1: The Supervisor will respond to the question indicating if this household is or is not replacement household. If this is not a replacement household the questions S2 and S3 should not be answered.

Questions S2: Only answer this question if response to S1 is Yes. The Supervisor will insert the ID of the HOUSEHOLD that this replacement household replaces.

Questions S3: The Supervisor will indicate the reason the selected household was replaced. This can be either that the selected household was vacant or could not be located.

The questions AG1-AG3 are use to determined if the Agriculture questionnaire should be administer to the household. Questions AG1 and AG2 should be completed by Interviewer based on responses from the HOUSEHOLD head.

Questions AG3:   PLEASE PAY ATTENTION TO THIS PARTICULAR QUESTION. If response to questions AG1 and AG2 is NO, then make sure the household has no other agriculture activity including any livestock or fishery activities. Recall that the definition of an agricultural activity is: *Agriculture is the system of cultivating soil for production of crops, horticulture, livestock/poultry, fishing, forestry and in varying degrees.* If the response of AG1 and AG2 is 2 **AND THE HOUSEHOLD HAS NO OTHER AGRICULTURAL ACTIVITY**, place "2" as response to this question. In the case of all other responses to AG1 and AG2 response to AG3 must be "1"

Date of interviews (First, Second and Third)
This is a six digit number to represent the Day, Month, and Year that the first, the second and the third interview were carried out.

Time of interview (first, second and third): These questions seek to determine the time spent conducting the interview. The starting and ending time must only include the period the interview is being conducted. Note: the times should be recorded in GMT (24 hours) e.g. if the time is 1pm the correct recording will be13: 00.

Questions 15a, 18a and 21a: These questions serve as a check list for the sections of the questionnaire yet to be completed at the first visit, second visit and the third visit. At the end of the first day of interview in a household, the interviewer should mark the sections yet to be completed. At the second or third visit the check list will guide the interviewer to know the sections to concentrate upon in order to complete all the sections of the questionnaire required in that household.

Cover Page 3: There are two questions. These questions should be answer when the field work for the HOUSEHOLD has been completed.

Question 1: This gives the status of the interview process with the household. That is, it relate to all questionnaires for that particular household.

Question 2: This gives the status of data entry for all questionnaires from that particular household.

SECTION 1 – Roster

The purpose of section is to: -

Main objective of this section is to identify all the persons who should be considered household members and collect general demographic information on them, such as age, gender, marital status, etc.

The first step in completing the Roster is to open FLAP A. FLAP A is on page 24 of the questionnaire and contains Question 1 to Question 4. This flap must be completely filled-out before answering any other question in the Roster.

Respondent: This person should preferably be the head of the household. If the head is absent, then a responsible and knowledgeable adult, preferably the spouse of the household head in the household should be interviewed. This person should be a member of the household and must be capable of providing all the necessary information on each household member. The interviewer may have to ask a few questions to be able to identify suitable respondent. Note that other members of the household can help by adding information or details in the questions concerning themselves.

Household: In this survey, a household will be defined as a group of people who have usually slept in the same dwelling and taken their meals together for at least 6 of the 12 months preceding the interview. The following are examples of a household: -

- A household consisting of a man and his wife/wives and children, father/mother,
- nephew and other relatives or non-relatives;
- A household consisting of a single person;
- A household consisting of a couple or several couples with or without their children.

All listed persons who have been away from the household for more than three months are <u>not</u> considered to be household members except:-

- Person identified as the head of household even if he has not been with the household for 6 months or more;
- Newly born children;
- Students and seasonal workers who have <u>not</u> been living in or as part of another household.

Head of household: Usually the head of the household is the person who provides most of the needs of the household and is familiar with all the activities and occupations of the household members. He will be the person named when you ask the question "Who is the head of this household?"

INSTRUCTIONS FOR FILLING-OUT THE ROSTER
The household roster must be filled out with the greatest care. The following steps must be followed:

Completion of FLAP A
1. Fill-in the name of the household head in the first row of Question 1. This should be done even if the household head is absent.
2. Next, enter the names of members of his/her immediate family (wife or wives/husband, and children) who sleep and also take their meals together in the dwelling. If he has more than one wife record their names according to their ranks with their children, i.e. the most senior wife followed by her children, and then the next wife and her children all in that order.
3. Enter the names of other persons who are related to the head of household and his/her wife or husband who also sleep in the dwelling and take their meals with the household.
4. Other persons unrelated to the head of household or his/her wife (or wives)/husband who sleep in the dwelling and take their meals with the household, e.g. servants, etc.
5. Also list those people who have slept under the same roof as the household during the night preceding the interview even if they do not normally live with the household.
6. Lastly, list all the persons not present at the time of interview, but who normally live, sleep and eat together with the household who have re, i.e. those who are temporarily away for schooling, temporarily left for marriage, vacation, seasonal work, illness, giving birth, etc.

Specifically:

QUESTION 1: The interviewer should make a complete list of all individuals that normally live and eat their meals together in the household, starting with the head of the household (see Figure XX below). The individual ID has already been filled for the interviewer at the left-hand side of the name. Provision is made for 12 household members. If there are more than 12 household members, a second household questionnaire should be used and the first person on that questionnaire should be number 13 and so on. **The interviewer should confirm that household head here is the same as household head listed on the Cover page**.

QUESTION 2: Against each of the names listed in Question 1 indicate the sex by putting the correct code. For instance, if you write Elizabeth as a wife and Helen, as daughter to the head of household, then you will write code "2" for her sex. The interviewer must also ask the sex of small children when in doubt. For example, in communities where some names are unisex such as Inobong, Iniobong, Toyin, Tayo, Ngozi, Ifeanyi and yemi.etc always ask for the sex of a child before recording it.

QUESTION 3: Against each of the names listed, indicate the relationship to the head of household by printing the appropriate code. For instance, Cletus and Helen are members of the household and they are children of the head of the household. In this case, the interviewer should write code 3 in question 3 against the names of these two persons. Mabel is the sister of the head of household so code 7 should be entered in her case; while Justina who is Lawrence's mother will have code 10 as the entry for this question.

Definition of Relationships

1- Household head: The member who makes key decisions in the household and whose authority is acknowledged by other members. It should be borne in mind that the key decision maker may not necessarily be the oldest. Other factors within the household can determine who the head is such as what proportion of income is member's to total household income.

2 - Spouse is the married or partner by mutual consent of the head.

3 - Own Child refers to biological child.

4 - Stepchild: The biological child of a spouse in a previous union (marriage).

5 - Adopted child: A child acquired from orphanage

6 - Grandchildren Children from your son(s) or daughter(s)

7 - Brother/Sister: A male/Female children born of the same parent

8 – Niece/Nephew: The daughter/Son of the brother/sister of the head of the household.

10 - Brother/sister in –law: Brother/sister of the spouse of the household head.

11 - Parent in-law: Parent of the spouse of the household head.

12 - Domestic help (resident): (servant, guard, cook, baby-sitter among others) refers to a person who lives with the household and who is paid for services rendered in the household either in cash or kind.

13 - Domestic help (non-resident): (servant, guard, cook, baby-sitter among others) refers to a person who DOES NOT live with the household and who is paid for services rendered in the household either in cash or kind.

14 – Other Relation: Other relatives of the head of the household.

15 – Other Non-Relation: Other non-relatives.

QUESTION 4: Age is an important variable for most socio-economic analysis and must be established as accurately as possible. This refers to age as at last birthday. The age of each person will be recorded in completed years. This is the age of the person at their last birthday. If someone will be 25 years old in two weeks after the date of interview, the recorded age would be 24. Ages of nine years or less will be recorded with a leading zero for example '03'; infants less than one year old will be recorded '00'. For older individuals who may have problem determining their exact age, the interviewer will probe to obtain an estimate. Try to make the best possible estimate. Please make use of the national calendar of events to assist in determining the ages of such individuals. The Field Supervisor should also be of great help in determining the age of the elderly. Information supplied in QUESTION 4 above should be a guide here. Note also that for children aged 5 years and less, the age is very important in interpreting child malnutrition. The age of persons 100 years and older should be recorded as 98.

> *How to use the historical calendar:*
> - *Ask of any historical event (national or local) which occurred around the time of birth or childhood.*
> - *Ask how old respondent was when that event occurred or how many years elapsed before his/her birth.*
> - *Then use the information obtained to calculate the age. For example, if respondent was 15 when Nigeria obtained independence, this person should be 15 + 45 (i.e. 1st October 1960 to 23rd September 2005) = 60 years. If still this methodology fails try the next approach.*
> - *Simply estimate how old the respondent may be based on some district historical events, some events which occurred.*

USE THIS FLAP WITH SECTION 1 TO SECTION 4

	1.	2.	3.	4.

INDIVIDUAL ID	LIST HOUSEHOLD HEAD ON LINE 1. MAKE A COMPLETE LIST OF ALL INDIVIDUALS WHO NORMALLY LIVE AND EAT THEIR MEALS TOGETHER IN THIS HOUSEHOLD, STARTING WITH THE HEAD OF HOUSEHOLD. (CONFIRM THAT HOUSEHOLD HEAD HERE IS SAME AS HOUSEHOLD HEAD LISTED ON IDENTIFICATION PAGE.)	What is the sex of [NAME]? MALE....1 FEMALE..2	What is [NAME]'s relationship to the head of household? HEAD...........1 SPOUSE.........2 OWN CHILD......3 STEP CHILD.....4 ADOPTED CHILD..5 GRANDCHILD.....6 BROTHER/SISTER.7 NIECE/NEPHEW...8 BROTHER/ SISTER-IN-LAW..9 PARENT.........10 PARENT-IN-LAW..11 DOMESTIC HELP (RESIDENT).....12 DOMESTIC HELP (NON RESIDENT).13 OTHER RELATION (SPECIFY) _____)..14 OTHER NON-RELATION (SPECIFY) _____)..15	How old is [NAME] (COMPLETED YEAR)? IF RESPONDENT DOESN'T KNOW, USE YEAR OF BIRTH TO CALCULATE AGE OR USE MAJOR EVENTS LISTED IN ENUMERATOR MANUAL TO PROMPT RESPONDENT. CHECK THAT AGE IN QUESTION 4AND YEAR OF BIRTH IN QUESTION 5 ARE CONSISTENT. YEARS
1	Lawrence Akhidenor	1	1	38
2	Elizabeth Akhidenor	2	2	30
3	Cletus Akhidenor	1	3	12
4	Helen Akhidenor	2	3	09
5	Mabel Imuede	2	7	43
6	Justina Akhidenor	2	10	60

QUESTION 5: Ask household members in what day, month, and year was the person born. Record ''99'' for months & ''9999'' for years if the respondent states that they DON'T KNOW. But try as much as possible to establish the year, the person was born by probing. The date of birth should match with the age that the respondent has stated in Question 4.

QUESTION 6: Asks the respondent how many months the household member has been away in the last 12 months. Probe to get the correct number of months and proceed to QUESTION 7.

QUESTION 7: Interviewer should determine who is a household member by following the criteria listed. Exclude domestic help (non resident) from Question 3 .Exclude individuals who have not been resident in the household for more than 6 months (Question 6). Include newborn babies and students who have not been living in or part of another household, and new spouses in the household.

QUESTION 8: Present marital status refers to the respondent's marital status on the day of interview.

Definition of Marital Status

1 - Married (monogamy) includes all types of marriages e.g. civil, traditional and common law to only one woman. It is also a state of having only one sexual partner at any one time. The word monogamy comes from the Greek word called Mono which means one or alone and the Greek word Gamos which means marriage or union.

2 - Married (polygamy) includes all types of marriages e.g. civil, traditional and common law to more than one woman. It is also defined as having more than one wife or husband at the same time, usually a man with several wives.

*3 - **Informal/Loose Union*** refers to a relationship contracted by two adults living together without civil or traditional recognition. Such people may report that they are married, so probe carefully and sensitively to find out the actual marriage contract.

*4 - Divorce***:** When a marriage is legally dissolved

*5 - **Separation:*** Living apart without legal backing

*6 - **Widowed:*** A situation where one of the couple is dead.

*7 - Never Married***:** A situation where the respondent is single and has never been married before.

QUESTION 9: This is the year in which the marriage took place e.g. 1982. If this question concerns a male with multiple wives, the interviewer should enquire and record the year of marriage to the first wife only.

QUESTION 10: this questions seeks to determine if the household member's spouse is currently a member of the household. In the case of a male in a polygamous relationship, the interviewer should enquire of the first wife only.

QUESTION 11: Write in the Individual ID code of the spouse that has been identified as living in the household in Question 10.

QUESTION 12: This question should be answered by all persons in the household. The religion of the household member is required. As there are countless large and small religions, many of which cannot be verified to be real or legitimate, do not try and query what denomination as this creates friction and may result in non-response to the rest of the interview. Note that the religion of small children should also be recorded although this is normally the same as their parents.

QUESTION 13: asks if the household member's biological father lives in the household. This information is useful for determining whether the child's (natural) father is alive and to measure the

prevalence of orphan-hood and child fostering in the population. The response is either Yes or No, (and if No skip to question 15)

QUESTION 14: Copy ID of the biological father from the household roster and skip to Question 18

QUESTION 16: record the highest education level reached by the father of the respondent by printing the code for the response. You may need to probe for the type of school attended. Then ask, "*WHAT IS THE HIGHEST LEVEL (NAME)'S BIOLOGICAL FATHER COMPLETED*

The highest educational qualification achieved is that attained after completing an educational level or course by sitting for the qualifying examinations. A student who dropped out from school will not achieve the qualification for that level. For instance, if one dropped out in JSS 3 then one would probably have achieved the Primary 6.

None: The person went to school but never completed any level.

FSLC: First School Leaving Certificate is attained after spending six (6) years in primary school.

MSLC: Modern School Leaving Certificate is attained after spending six (6) years in the primary school and three years of Modern school

VOC/COMM.: Vocational/Commercial is a certificate obtained after going through artisan/art craft training e.g. Mechanic, Tailoring etc.

JSS: Junior Secondary School is a certificate obtained after completion of the first three (3) years in secondary school.

SSS (O' Level): Senior Secondary School is a certificate obtained after completion of six (6) years in secondary school.

A Level: Advance Level is a certificate obtained after two (2) years completion of higher secondary school (HSC)

NCE/OND: (NCE) National Certificate of Education is a certificate obtained after completion of three (3) years in college of education. (OND) Ordinary National Diploma is the certificate obtained after completion of first two (2) years in the Polytechnic.

School of Nursing: This is a certificate obtained after spending three (3) years in the school of nursing.

BA/BSc./HND: Bachelor of Arts/Bachelor of Science/Higher National Diploma are obtained after three (3), four (4), five (5) or six (6) years of university or polytechnic education

Technical or Professional Diploma: It refers to a Diploma Certificate obtained from any Polytechnic or University.

Masters: Refers to any Masters degree. It is the second degree obtained in the university after Bachelors (first degree). Examples include Master of Science (MSc), Masters of Business Administration (MBA), Masters of Arts (MA).

Low Lower Six refers to the old education system and this is six years of Secondary education.

Upper Six refers to the old education system and this is seven years of secondary education, i.e. three years of Junior secondary and three years of Senior secondary.

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Modern schooling is six years in the primary school and three years secondary schooling after obtaining First School Leaving Certificate (FSLC).

Doctorate: Refers to PhD: Doctor of Philosophy is the third level degree obtainable in the university after Masters

QUESTION 17: Ask if the biological father of the respondent is engaged in economic activities; record the code corresponding to the industry of the occupation of the respondent's father. If the father is late or deceased or retired, we would like to know what employment they were engaged in when they were working.

QUESTION 18 asks if the respondent's biological mother lives in the household. This information is useful for determining whether the child (natural) mother is alive and to measure the prevalence of orphan-hood and child fostering in the population. If NO, skip to 20.

QUESTION 19: Copy ID of the biological mother from the household roster and skip to next person

QUESTION 20: asks if the respondent's biological mother is alive. Two options are provided i.e. Yes or No. print the appropriate code against the respondent.

QUESTION 21: record the highest education level reached by printing the code for the response. You may need to probe for the type of school attended. Then ask, **"WHAT IS THE HIGHEST LEVEL (NAME)'S BIOLOGICAL MOTHER COMPLETED? "THE CODE IS ALREADY GIVEN.**

QUESTION 22: Ask if the biological mother of the respondent is engaged in economic activities; record the code corresponding to the industries of the occupation of the respondent's mother. If the father is late or deceased or retired, we would like to know what employment they were engaged in when they were working.

SECTION 2 – Education

The objective of this section is to measure the level of education or formal schooling of all household members. The key educational indicators that are of interest are enrolment rates and dropout rates. Dropouts are persons not currently attending school, were attending school the previous year, and have not completed their studies. Additional educational indicators include the highest grade completed and the type of school attended (private or public). The section also collects information on literacy levels and education expenditure. Print the individual number (PERSON ID) of the person actually interviewed and responding on behalf of other household members.

There is flap attached to this section (FLAP A on page 24) and the interviewer should have this flap open for use with this section.

This part covers general information related to education in the past 12 months. Questions are asked on the highest grade and qualification attained, and the expenses incurred on education in the past 12 months.

Respondent: Information should be collected on all household members who are 5 years and above in the household. Proxy answers are allowed as parents/Guardians can answer for their children who are under 12years old.

QUESSTION 1: It is very important to note if this answers is being provided in proxy or not (i.e. is the person answering for HIM/Herself) if YES write 1 and skip to Question 3 but if NO indicate by writing 2 and continue to Q2.

Question 2: The interviewer should write the individual ID number of the person from household roster that is answering the Questions. (E.g. if Mrs Adebayo is answering for her husband and her individual I.D is 2 this 2 will be indicated in column 2.

QUESTION 3 This Question seek to know if the respondent is literate in any language, the interviewer should ask the respondent if He/she can read and write in any language, and record the response either Yes or No in the space provided. Any language here includes English language, local Nigerian language or other foreign languages.

QUESTION 4 Is for every member of the household whose response is either Yes or No to Question 3, the interviewer should ask the respondent if He/She has ever attended school. If Yes skip to **Q6** and if **NO** the interviewer is to ask **Q5**.

QUESTION 5 What was the main reason you never attended school multiple responses is not required. You should probe further to know the main reason, after the response the interviewer is to skip to Question 24 for further interview.

The term 'school' includes primary, secondary and post-secondary schooling, as well as any other intermediate levels of schooling in the *formal school system*. It also includes technical or vocational training beyond the primary-school level, such as long-term courses in mechanics or secretarial work.

Schools that carry out non-formal education are also included here. Ensure that respondents understand what is meant by 'non-formal education'. A non-formal education includes religious schools, such as Quranic schools, that do not teach a full, standard school curriculum. If a school teaches religious courses but also includes the standard curriculum – such as many Catholic schools – it would be coded as a standard school.

Pre-school' is listed for children who do not attend grade 1 at age 5, but do attend some form of organized learning or early childhood education programme, whether or not such a programme is considered part of the school system. The definition of organized early learning programme does not refer to programme offering only babysitting or child-minding.

QUESTION 6: The interviewer should ask the respondent at what age did He/She starts schooling. The interviewer is expected to probe further may be with stories, events and illustrations that happened for the elderly ones to assist them to recall from memory the age.

QUESTION 7and 8: If the person has been to school, record the highest educational level reached. by printing the code for the response e.g. for person in **JSS2,** code **22** will be recorded for him/her. The interviewer is to probe further in **QUESTION 8** to know WHAT *IS THE HIGHEST GRADE (NAME) ATTAINED?*
FROM THE EXAMPLE GIVEN EARLIER THE CODE FOR THIS QUESTION 8 WILL BE 2 THAT IS "FIRST SCHOOL LEAVING CERTIFICATE"

The highest educational qualification achieved is that attained after completing an educational level or course by sitting for the qualifying examinations. A student who dropped out from school will not achieve the qualification for that level. For instance, if one dropped out in JSS 3 then one would probably have achieved the Primary 6.

Enter the highest grade completed. If less than one grade, enter '00'. For instance, if a person has attended school but did not complete the first grade, then grade will be entered as '00'.

> 00- *None*: The person went to school but never completed any level
> 01- *N1* and *N2* refer to pre-school education level, i.e. before child beginning P1.
> 27- *Lower Six* refers to the old education system and this is six years of primary education.
> 28- *Upper Six* refers to the old education system and this is six years of secondary education, i.e. Three years of Junior secondary and three years of Senior secondary.
> 33- *Modern schooling* is six years in the primary school and three years secondary schooling after obtaining First School Leaving Certificate (FSLC).
> .*FSLC*: First School Leaving Certificate is attained after spending six (6) years in primary school.
> *MSLC*: Modern School Leaving Certificate is attained after spending six (6) years in the primary school and three years of Modern school

32- VOC/COMM.: Vocational/Commercial is a certificate obtained after going through artisan/art craft training e.g. Mechanic, Tailoring etc.

22- JSS: Junior Secondary School is a certificate obtained after completion of the first three (3) years in secondary school.

26- SSS (O' Level): Senior Secondary School is a certificate obtained after completion of six (6) years in secondary school.

A Level: Advance Level is a certificate obtained after two (2) years completion of higher secondary school (HSC)

34- NCE/OND: (NCE) National Certificate of Education is a certificate obtained after completion of three (3) years in college of education. (OND) Ordinary National Diploma is the certificate obtained after completion of first two (2) years in the Polytechnic.

School of Nursing: This is a certificate obtained after spending three (3) years in the school of nursing.

43- BA/BSc./HND: Bachelor of Arts/Bachelor of Science/Higher National Diploma are obtained after three (3), four (4), five (5) or six (6) years of university or polytechnic education

Technical or Professional Diploma: It refers to a Diploma Certificate obtained from any Polytechnic or University.

Masters: Refers to any Masters degree. It is the second degree obtained in the university after Bachelors (first degree). Examples include Master of Science (MSc), Masters of Business Administration (MBA).

Doctorate: Refers to PhD: Doctor of Philosophy is the third level degree obtainable in the university after Masters

QUESTION 9 This ascertains respondent who were in school 2009-2010. If the interview is carried out during the school year, then the question should be worded to refer to the current school year. (if response is Yes skip to QUESTION 11 and if NO=2 Proceed to **QUESTION 10**).

QUESTION 10: the interviewer should ask the respondent why He/She is not currently in school (**Main Reason**) only one response is required, after the response skip to Question 24.

QUESTION 11: the interviewer should ask the respondent what type of school is household member attending. For those currently in schools, the interviewer will record what type of organization that runs the school. The field supervisor will be advised to educate him/herself regarding the types of schools in the area, as some respondents may have difficulty reporting this information. The supervisor can then assist in properly coding the type of organization from the name of the school.

Do not expend too much effort in determining exactly what type of school the individual attends. As noted earlier, unless there is obvious evidence to the contrary, one should take the respondent's answers as sufficiently accurate.

If the respondent does not understand the question, ask what the name of the school is and try to assist by probing. Typically the name of the school may/will give you enough information to determine what type of school it is. Otherwise the Supervisor will have to assist the interviewer in this response as it is expected that the Supervisor will more be conversant

1- *Federal Govt* is a union comprising a number of partially self-governing states united by a central ("federal") government.
2- *State Govt* is the self-governing status of the state and is a component of the federal government. It is the second hierarchy of the government.
3- *Local Govt* is the political administration of the smallest subdivisions of a country's territory and population. It is the third level of the government.
4- *Community* based run schools may be public or private as they are managed by the community. However, most community run schools are public institutions.
5- *Religious Body* is a school managed and supported by a church or mosque (religious organisation). The question does not ask for denomination or sect so interviewer must be very careful when probing for a response.
6- *Corporate Organisation* is an institution that owns and manages a school. Example is Nigeria National Petroleum Company (NNPC), Nigeria Electric and Power Authority (NEPA)

Institutional are institutions that run primary and secondary schools. Examples are University of Ibadan staff school, University of Lagos staff school. This does not mean that students in these institutional managed schools get automatic admission to their respective university.

Non-Governmental Organization (NGO) is said to include a wide range of local organizations that are recipients of both local and foreign assistance. It is a voluntary non-profit grouping of individuals with a purpose of enhancing the legitimate economic, social and/or cultural development organization.

Group Partnership is a group of people or entities that come together to open and manage a school jointly.

Individual (sole) is a school that is owned by one person. It is a sole entity.

QUESTION 12: the interviewer should ask the respondent by what means does NAME go to school.

NOTE only one option is required (e.g. if a child always walks to school and just one day or sometimes his friends parents drop him with a car the means of that boy is foot =code1).

QUESTION 13: the interviewer should ask the respondent how much time does it take him/her to get to school and the recording should be in minutes. If it took him between 16-30minutes by foot the interviewer should use code 2).

QUESTION 14: the interviewer should ask the respondent if he/she received any scholarship during the 2009-2010 school years, a Yes or No response is required. If **No** skip to Question 18, but if yes continue the interview.

QUESTION 15: The interviewer should ask for an official document (if any) and copy out the amount, otherwise ask the respondents for the actual amount. The value of the scholarship for 2009-2010 may include one or two school years. However, the amount to be entered is the value for the year. If during the last academic year the student in question received a scholarship but is not receiving one for the current year, ask how much each term scholarship payments were, and the number of months in the past 12 months that the scholarship was received, and then calculate the total. If during the past 12 months the person had two scholarships of different amounts the total amount for each must be calculated taking into account the number of months in each case. For example, if the amount is N99, 000 then you enter it into the box provided as 99000.

QUESTIONS 16: Question 15 seeks to know how many school years that the scholarship covers. Only academic years should be recorded not months of scholarship. If a student receives a partial scholarship for the academic year, it is counted as having some scholarship for that year.

QUESTIONS 17: Seeks to know the organisation that provides the respondent with the scholarship. Multiple responses is allowed please probe further to get the main/major one. Only one option should be recorded here, know multiple options.

QUESTION 18: These questions are intended to determine education expenses for all household members that were in school at any time during the 2009-2010 school year. These expenditures may be in cash or kind and include all amounts that falls within the last 12 months. When the respondent is unsure of the amount, you should probe and, if possible, ask for an approximate value and enter in appropriate COLUMN. In most cases, the authorities of the school will send the parent/guardian a fee schedule, so you can ask for it and copy out the expenses under each category. But make sure that this fee schedule is for the whole academic session and not one school term. The amount should be recorded in absolute value.

> **Note**
>
> **Categories A-G:** If expenditure is reported in some (but not all) of these categories then the amounts should be recorded in the appropriate column and 0 entered in the other categories where no expenditure is reported.
>
> **Category H:** This category is used in order to report other education expenses that is not one of those identified in categories A-G. In entering values in columns A-G,
>
> **Category I:** This category should be used when the respondent cannot individually identify the areas of education expenditure. If the amount is stated in category I, no amount should be placed in any of the other columns. The spaces of the other columns should be filled with a dash.

QUESTIONS 19-22 SCHOOL REPETITION

QUESTION 19: This asks if the respondent ever repeated any schooling. To repeat a class mean studying in the same grade/class for 2 or more academic session instead of promotion to a higher grade/class. If the response is **No skip to Question 23**. But if Yes, primary school only use **code 1**, if Yes, secondary school only use **code 2**, but if both primary and secondary school use **code 3** and continue the interview.

QUESTION 20: The interviewer should ask the respondent what was the last class NAME repeated? If the person repeats primary 6 use **code 16** and if it is JSS2 use **code 22.**

QUESTION 21: The interviewer should ask the main reason for repeating the grade specified in **Q.20**

QUESTION 22: Asks for the number of times the respondent repeated the class specify in **Q.19**.

QUESTION 23: **The interviewer should ask the respondent if he/she has plans to go back to school in the next school year. The response is either Yes or No.**

SECTION 3: Labor

In this section, we collect information on the labor activities of men, women and children in the household. It is important not to confuse labor activities with a person's main activity. These are not the same things. A person's main activity may be to be a housewife or a student, but they may have other labor activities that should be recorded in this section. For example, a wife who has her own plots or her own small business should not be excluded from this section, even if she primarily works in domestic activities. Domestic activities are not included in this section of the questionnaire, but her other activities would be included, even though she may consider being a housewife her "job". A child who is a student may consider themselves to be primarily a student without a job, but they may help their parents as unpaid family labor with their businesses or agricultural activities. For example, if a child works on his parent's farm or in their carpentry shop, the child's farming or carpentry activities should be included, even if the child does not receive payment directly for the work.

Respondent: This section concerns all household members aged 5 and above. You should confirm eligibility of the household members to respond to the questions. For children under 12, the parents or adult member of the household could answer on their behalf. Where some household members are absent, proceed with the interview for all those present but make the necessary arrangements to call back and continue the interview with absentee members after ascertaining the appropriate time that they would be available. If it is not possible to interview the person directly, a proxy response is possible.

QUESTION 1: This question will be asked to confirm the eligibility of the household members to provide information in this section.

QUESTION 2: This question is to confirm whether information is being provided in proxy or by the household member himself.

QUESTIONS 4 - 6: These questions seek to capture information on the various types of work that each eligible member of household is engaged in the last 7 days. The respondent should answer each question. While Question 4 asks about engagement in paid work, Question 5 seeks information about engagement in farming activity owned or rented by a member of household and Question 6 ask if there is engagement in own account work or business in enterprise belonging to him or someone in the household e.g. trader, carpenter, etc.

QUESTION 7: Interviewer should check if there is any "Yes" response in Questions 4 or 5 or 6. If there is a 'Yes' response, the interviewer should skip to question 13. Otherwise, he should continue in Question 8.

QUESTIONS 8: Those who were not engaged in any economic activities in the last 7 days should indicate whether they took any step to look for job. And for those who did, the interviewer should skip to Q10.

QUESTIONS 9: The household members who did not look for work in the last 7 days will give the main reason why they did not look for job and the interviewer should thereafter skip to Q12.

QUESTIONS 10: Those who took steps to look for job should again indicate whether they were available for work in the last 7 days. For those members who were available for work, the interviewer should skip to Q12.

QUESTIONS 11: Those who were not available for work should indicate the main reason why they were not available.

QUESTIONS 12: Everybody who was not engaged in any economic activity in the last 7 days should say whether they have ever done any work for pay or profit or gain. The last time the work was done should be given and if no work has been done in the last 12 months, the interviewer should skip to Q50. However, if no any work has ever been done, the interviewer should leave the space blank.

Some definitions and terminology used in the questionnaire include: -

Main occupation: This is the work to which most time is devoted when a respondent has more than one job. For instance, the main occupation for the past 7 days of a respondent who farms mostly and also goes fishing during the dry season is farming.

The last 12 months: This refers to the period of 12 consecutive months just before and including the interview day. During the interview, you should be specific. For example, if the interview takes place on August 10, 2010 then we refer to all the preceding months down to August 9, 2009.

QUESTIONS 13: Those who have ever worked in Q7, the description of the primary activity in the main job should be given by the respondents. The interviewer should thereafter code the activities.

QUESTIONS 14 - 15: The economic activities in the main jobs and the employers should be indicated by the respondents.

QUESTIONS 16 - 18: The number of months in the last 12 months and the number of weeks during these months as well as the number of Days in the last 7 days did the working respondents actually worked.

QUESTIONS 19 - 23: The respondents are required to provide information on the payment they have received or give reasons if they did not receive payment.

> *Secondary occupation*: This is the work to which much of the respondent's time is devoted after the main occupation. In the example given above, fishing would be the secondary occupation of the farmer in the last 7 days.

> *Second Job*:

QUESTIONS 24-37: Details about the status of the respondent's second job are asked in these questions.

For somebody who says yes in questions 4, 5 or 6

QUESTION 24: Asked for primary occupation in the main job. The actual job the respondent is engaged in should be written followed by the occupational code. Question 27 asked the number of months in the past 12 months did the respondent worked in the employment, question 28 asked the number of weeks in total did he/she worked in the employment and question 29 asked the number of hours that he/she worked in the job in the last 7 days.

Other Activities:

QUESTIONS 38: Eligible members of the household are required to confirm whether they contribute to the National Health Insurance Scheme (NHIS).

QUESTIONS 39: The respondent is required to state the number of hours and minutes spent during the previous day of the interview to collect or chop firewood or other fuel materials for the use of the household.

QUESTIONS 40: The respondent is required to state the number of hours and minutes spent yesterday in collecting or fetching water, including waiting time, for the use of the household.

SECTION 4: Credit and Savings

Respondent: The main respondents are the household members who are 15 years and above. If an individual is not available to respond, a proxy response is possible from a person in the household who is most knowledgeable about the credit and savings activities of the person.

This section collects information on credit and savings received or sought for by household members over the past 6 months. The credit could be in form of cash or in-kind (goods), such as agricultural inputs. The credit may have been obtained from an informal source, such as relative or local money lender.

QUESTION 1: The question seeks to know the members of household who operate bank account. The interviewer should skip to Q3 if respondent did not operate bank account.

QUESTION 2: Information is sought on a maximum of three bank accounts operated by the respondent.

QUESTION 3: The question seeks to know if there is someone who permits the respondent to use his bank account to do banking transaction.

QUESTION 4: The respondent is expected to give information on where he keeps his money for sake keeping to be used at a later time. That is, whether he keeps his money with formal saving groups like the cooperative society or savings association or micro finance institution. If the respondent is not using any of the saving channels/groups above, the interviewer should skip to Q6.

- Cooperative society is an association that makes loan available to its members at reduced interest rate.
- Savings Association is a group of people that come together to form association for the interest of their members.
- Micro finance is a financial institution that supplies loans, savings and other basic financial services to small scale (informal sector) business men. As the financial services of the micro finance usually involve small amount of money (small loan, small savings etc.) the term "micro-finance" helps to differentiate these services from those of the commercial banks. For instance, someone may open an account with only ₦1000 or may likely obtain a loan of as low as ₦5000 with the micro-finance institution.

QUESTION 5: Apart from the commercial banks, if the respondent is using any of the savings channels above, the necessary information about at most two mostly used savings and loans institutions should be provided.

QUESTION 6: The question seeks to know whether the respondent is making use of informal savings groups like Adashi/Esusu/Ajo to save his money. Adashi/Esusu/Ajo mean the same thing and it refers to organized contributions between agreed persons that have no legal backing. For instance, a group of persons may decide to contribute some amount of money each month which

is then given to one of them. This resembles a merry-go-round where in each month, one person among the contributors gets the funds.

QUESTION 7: Many people borrow money to do their shopping or buy things on credit. Therefore, this question seeks to know whether the respondent has ever borrowed money from the formal saving institution or banks in the last 6 months.

QUESTION 8: The respondents who had borrowed money in the last 6 months are expected to provide the name and type of savings institution that he borrowed the money from. Information is required on at most three savings institutions that the respondent obtained the loans from.

QUESTION 9: The respondent is required to say whether he has also used any informal group or institution like Adashi/Esusu/Ajo to borrow money in the last 6 months.

QUESTION 10: The respondent is required to say whether he has ever borrowed money from friends or relatives or money lenders in the last 6 months.

QUESTION 11: The respondent is required to say whether in the last 6 months, he has tried to borrow money which he was not able to get or which he was denied.

QUESTION 12: Some people may insure themselves by taking up life or health insurance and they may also insure their properties like household good, house, vehicle and so on, against unexpected circumstances. The respondent is therefore, required to say whether he has ever insured either himself or his properties with any insurance institution in the last 6 months.

QUESTION 13: If the respondent has insured himself or his properties in the last 6 months, he should provide information on the name of the insurance institution he has used and the type of insurance he has taken up. Information on a maximum of three insurance institutions may be provided.

QUESTION 14: Many people enjoy money being remitted to them by relatives or friends living either within Nigeria or outside the country. The question therefore, seeks to know whether the respondent received any remittance from friends or relatives either within or outside Nigeria in the last 12 months.

QUESTION 15: The respondent who received remittances from friends or relatives who live either within or outside Nigeria, in the last 12 months, should be able to give information on the amount of money received and the source of the remittance as well as the frequency at which the money was received. Note, this can be more than three sources can be allowed per individual in the household.

SECTION 5: Household Assets

This section captures information on the current durable goods possessed by the household. The possession of durable household goods such as furniture, mattresses, sewing machine, T.V. etc., are important in measuring household welfare and standards of living. The item may be owned by any member of the household and must be in good working condition

Respondent: The main respondent is the head of the household and or an adult household member currently living the household.

Question 1: This question seeks to determine the number of the listed items that are owned by the household. The item must be in working condition. The number of items owned should be entered in the row corresponding to that item. If there is more than one item then each one should be listed in the columns to the right: under Description and Code. For example if the household has two televisions: Then the descriptions must be placed in the description column (see Figure) and the code written beside the descriptions in both cases. If there was just one of the item, then just the code needs to be written. If the household owns none of these items, then write "0" in Question 1 and move to the next item.

Obtain a response on ALL items before moving to Question 2.

Figure

		1. How many of the following items does your household own? WRITE THE TOTAL NUMBER OF ITEMS THAT THE HOUSEHOLD POSSESSES. IF NONE PUT '0'	ITEM	LIST ALL THE ITEMS IN QUESTION 1 AND THE OWNER OF THE ASSET IN QUESTION 2. IF MORE THAN ONE ITEM, WRITE A DESCRIPTION OF THE ITEM BELOW, OTHERWISE WRITE ONLY THE CODE OF THE ITEM.		2. Who is the person that owns this item? WRITE THE ID OF THE PERSON WHO OWNS THE ITEM. IF THE ITEM IS OWNED BY THE HOUSEHOLD IN COMMON, WRITE "98".	3. How long ago was [ITEM] acquired? (IF LESS THAN ONE YEAR ENTER 0)	4. If you wanted to sell one of this [ITEM] today, how much would you receive?
ITEM	ITEM CODE	NUMBER OF ITEMS		DESCRIPTION	ITEM CODE	ID CODE	YEARS	NAIRA
Furniture (3/4 piece sofa set)	301	1	1		301			
Furniture (chairs)	302	1	2		302			
Furniture (table)	303	0	3		304			
Mattress	304	1	4		305			
Bed	305	1	5		310			
Mat	306	0	6		321			
Sewing machine	307	0	7		322			
Gas cooker	308	0	8		326			
Stove (electric)	309	0	9	21 in Sharp Black & White	327			
Stove gas (table)	310	1	10	14 inch Phillips Colour	327			
Stove (kerosene)	311	0	11					
Fridge	312	0	12					
Freezer	313	0	13					
Air conditioner	314	0	14					
Washing Machine	315	0	15					
Electric Clothes Dryer	316	0	16					
Bicycle	317	0	17					
Motorbike	318	0	18					
Cars and other vehicles	319	0	19					
Generator	320	0	20					
Fan	321	1	21					
Radio	322	1	22					
Cassette recorder	323	0	23					
Hi-Fi (Sound System)	324	0	24					
Microwave	325	0	25					
Iron	326	1	26					
TV Set	327	2	27					

Question 2: write the Individual ID of the person who owns the household asset. If the item is owned by more than one person in the household, then enter "98"

Question 3: this question seeks to determine the age of the item. This will have bearing on its current value. If the item was purchased within the past 12 months, then the interviewer must write "00".

Question 4: is aimed at coming to some reasonable current value of the item. The question is asked to obtain a reasonable current market value for the item by posing the questions in terms of selling the item. That is, if the item was put up for sale, what reasonable amount would be received.

Some definitions of some special terminology used in this section include:

Furniture (3/4 piece sofa set) is the three or four ppiece settee with or without coffee tables. This has the long arm chair and two single seats or a love seat.

Furniture (chairs) just regular chairs, not the sofa type.

Gas cooler is a combination of stove that has both burers and oven i.e. a range with gas rings/burner which can have 4 or 6 burners and a oven for cooking/bakingwith gas. It is also known as a gas range or gas stove.

Stove gas (table) is the stove that has the burners only. It is the table top kind of stove and has no oven.

Radio is the simple small transistor type as well as just a basic radio

Hi-Fi is the radio combination with cassette and/or CD player that possesses high fidelity

SECTION 6: Non-farm Enterprises

This section is designed to elicit information on income of the household and in particular from Non-Farm Enterprises (NFE) and collects detailed information on the ownership and operation of any income generating enterprises. It is also aimed at identifying which household members are responsible for each non-farm enterprise in terms of decision making and the allocation of income it generates. To accomplish these aims, it is important to list (and obtain data on) all NFE that are currently operating and those that may be currently non-operational, but were operating sometime in the past 12 months.

This section is divided into (a) basic characteristics of non-farm enterprises (b) expenditures for enterprises (first, second and third) for enterprises operating and not operating last two weeks (c) enterprise assets for each (d) revenues from enterprises and (e) net income and inventory. All the questions in these sections (Part A, B, C, D, and E) should be completed for each enterprise before going to the next.

Enterprise refers to any trade (in food, clothes or various articles) or professional activity (like that of a private lawyer, doctor, a carpenter, mason, etc) offering services for payment in cash or in kind. This refers to an economic unit producing goods or providing services. Characteristics of defining a household enterprise are: -

A *household enterprise* is a segment of the economy typically comprised of small-scale producers and distributors of goods and services, and consisting largely of independent, self-employed producers. It is an informal-sector business and tend to operate with very little capital; to use a low level of technology and skills; and to provide low incomes and unstable employment.

Household non-agricultural income-generating enterprises include those that produce or trade goods or services, including owning a shop or operated a trading business, no matter how small.

However, post-harvest processing and trading of agricultural crops should be listed here.

Enterprises might include, for example, making mats, bricks, or charcoal; working as a carpenter; firewood selling; shoe shining; metalwork; tailoring; repair work; food processing, fish marketing, petty trading, and so on.

RESPONDENT: The respondent should be the owner or manager of the enterprise.

QUESTION 1: The reference period is 12 months, requesting whether any member of the household is involved in any non-farm enterprise. If 'yes' use section 3, Q6 to confirm response while if 'no' go to next section.

QUESTION 2: Is to list all type of nonfarm income-generating activities of individual in the household in the past 12 months. Making mats, firewood selling, food processing etc. The ISCO will be used for the industry code

QUESTION 3: It is to identify who in the household that owns the income generating activities. Provision is made for two owners, record their ID in the box provided.

QUESTION 4: The ID code of the person in the household who is directly in-charge or manages the enterprises should be entered in the space provided. On the other hand, If the enterprise is being co-managed, response should be provide by the manager(s).

QUESTION 5: The interviewer is required to find out who the respondent is providing this information and the ID of the respondent should be recorded.

QUESTION 6: This question want to know the number of months the ID have been running the income-generating enterprise during the past year.

QUESTION 7: asks about the location of the enterprise from the options provided in the questionnaire and record in the space provided.

```
Home (inside residence) .....1
Home (outside residence) ....2
Industrial Site .............3
Traditional Market ..........4
Commercial Area Shop ........5
Road side ...................6
Other fixed place ...........7
Mobile/No fixed location ....8
Others (specify) ............9
```

QUESTION 8: The number of years and months of the activity existence is to be recorded here i.e. 3 years 4 months

QUESTION 9: ask if the enterprise is registered with any government agency. Government Agency here includes the Internal Revenue, Registrar General, or any Union or Association acting on behalf of the government. The options is either a YES or NO.

QUESTION 10 asks who are the household members engaged in the enterprise. The interviewer is required to find out the number of workers in each category (household members, apprentices and hired labour) and make sure that the overall total agrees with the answer given in

QUESTION 11: How many persons have usually worked here' includes apprentices, labourers and those working for wages or salaries. The household member responsible for the enterprise must be excluded, but all other usual workers are included. Note that the number of persons "usually working" in the enterprise is not the same as those who "spend most of their time there". For example, a public servant with a shop may work there every night (a usual worker) but most of his time will be in the government job.

* List the numbers of employees of the enterprise that are not members of the households.

QUESTION 12: ask for the main source of start-up capital available for the commencement of the income-generating enterprise from the respondent from the list of sources provided and record in the space provided in order of importance. There is provision for a maximum three options.

```
Household Savings ........................ 1
NGO support ............................. 2
Loan from Bank (commercial, Micro finance,
Credit Union ............................ 3
Money Lender ............................ 4
Esusu/Adashi ............................ 5
Other Loans ............................. 6
District/Town Association Support ........ 7
Cooperative/Trade Association ........... 8
Remittances from Abroad .................. 9
Proceeds from family farm ................ 10
Church/Mosque Assistance ................ 11
Proceeds from family non-enter .......... 12
```

QUESTION 13: Ask if the income-generating activity sought for credit in the last 12 months; either from a bank or other financial agencies. The options provided is 'Yes' or 'No'. If 'no' go to Q15.

QUESTION14: Ask if the income-generating activity eventually got the credit sought for; either from a bank or other financial agencies. The options provided is 'Yes' or 'No'.

QUESTION 15: Requires to know if in the last 12 months the income generating activity makes use credit to operate. The response is either 'yes' or 'no', if 'no' go to Q18.

QUESTION 16: Seeks to know the source of credit that has been used for operation in the last 12 months. Provision is made for 2 options, record in the space provided.

```
Loan from Bank (commercial,
Micro finance,Credit Union ..... 1
Money Lender ................... 2
Esusu/Adashi ................... 3
Other Loans ................... 4
```

```
Cooperative/Trade Association .. 5
Relatives/Friends .............. 6
Others (specify) ............... 7
```

QUESTION 17: Ask for how much has been borrowed for this enterprise in the last 12 months e.g. #35,000

QUESTION 18: Requires to know if the enterprise has any loan that it is repaying either in cash or kind. The response is either 'yes' or 'no', if 'no' go to Q20

 QUESTION 19: Give the amount of loan that has been repaid (include loans in kind) e.g. #12,000 and record in the space provided.

QUESTIONS 20: Seeks to know the buyer of the products or services. List two buyers in order of importance in the space provided

```
Final consumer ......................................1
Traders ......................................... 2
Other small business ............................ 3
Large established business ....................... 4
Institutions (schools, hospitals, govt. ministry) .. 5
Export ........................................... 6
Manufacturers .................................... 7
Others (specify) ................................. 8
```

QUESTIONS 21: Requires information about the value of physical capital stock, including all tools, equipment, buildings, land, vehicles for the business. Calculate and record in the space provided e.g. #250,000

QUESTIONS 22: Record the total value of your current stock of inputs or supplies in the space provided e.g. #235,000

QUESTIONS 23: Requires to know the total value of current asset stock of finished merchandise (goods for sales). Record in the space provided e.g. #80,000

QUESTION 24: Record the total sales of the enterprise during the last month e.g. #34,350 in the space provided.

QUESTION 25: You are to record the business costs last month in the following categories; wages and salaries: #15,000, transport #2,900, and rent #1,000

SECTION 7A: MEALS AWAY FROM HOME EXPENDITURES

This section is designed to capture information on the food that any household member bought that was prepared outside of the household. *If the food was prepared outside the household, whether it was consumed outside the home or inside the home, it is considered as a meal taken*

outside the home. For example, food bought from Mama put, Bukatarian, Canteen or any other eatery. This will include all that was purchased in the joint, when relaxing e.g having drinks, pepper soup, isiewu and nkwobi, etc. Note that it is those food items bought outside and consumed within the last seven (7) days that are to be recorded here.

NOTE:
Reference period: Past seven (7) days

Respondent: Most knowledgeable adult member of the household.

The interviewer should endeavor to allow the respondent sufficient time to think (recall) what has been spent on the items.

The prepared meals have been listed with their codes (1-9). The interviewer should allow the respondent to differentiate the time that the meal are consume so that it can categorized as follows:

Breakfast this is food taken in the morning
Lunch food consumed in the afternoon
Dinner is food eaten in the night

Other items are listed that are not dependent on the time of day.

Question 1: This question captures all items that are purchased and consumed outside the home by all household members during the past 7 days. Items that were purchased and consumed outside the home should be indicated using the code "1". If the item was not purchased and consumed outside the home by any household member then enter code "2" and continue down the list. There should be a response for all the items before moving to question 2.

Question 2: Give the value of each item that was purchased by the household. The value of the purchase for each item should be the total that was spent by all household members on that item. If the food was given for free, the estimated value of the food should be entered.

Example:
Mr. and Mrs. Ike live with their three children. Mr. Ike ate lunch at his office on Monday. This lunch cost N350. On Wednesday Mr. Ike left his office very late and on his way home decided to buy some snacks and drink at Mr. biggest. The cost of the snacks and drink was N200.

Mr. Ike eldest son went out on Thursday evening and decided to buy drink to cool himself. He bought a bottle of 1759 (big stout) and after that he bought pepper soup both of these amount to N1,500. Friday morning Mrs. Ike decided to buy Akara (beans cake) and bread for breakfast for the family this cost N700. Note that this breakfast was consumed at home.

SECTION *7B*: FOOD EXPENDITURES

This section covers expenditure of the household on various food items purchased and/or consumed in the past 7 days. A complete list of food item has been given in the section and the household must provide a response about all item on this list.

Respondent: This is the female in the household responsible for food preparations and food purchases made by the household in the past 7 days**.**

QUESTION 1: Ask for each item if the household purchased, consumed, receive as gift or produced at home during the past 7 days. If the respondent answer is "YES" about any item then code "1" is response for the item. Otherwise code "2" should be inserted as the response. AND NO OTHER QUESTION SHOULD BE ANSWER FOR THIS ITEM Ask about all items before moving to Question 2 .

QUESTION 2: Write the quantity of item consumed and the unit code. For example, if 10 kilograms of guinea corn was consumed by the household within the past 7 days, write 10 under the Quantity column and code 1 in Unit column.

QUESTION 3- 4: This question seeks to know the quantity of listed items purchased within the past 7 days. Write the quantity and enter the unit code as appropriate. e.g. if the household purchased a 4 litter keg of palm oil during the past seven days and this cost 3000 naira, the interviewer must record 4 under Quantity and code 3 under unit, while the price will be recorded under **QUESTION.4** as 3000. If none of the items was purchased in the past 7 days write 0 under quantity and leave unit band Naira blank .

QUESTION 5: This seeks to know out of the items consumed how much of it came from own production (own production is where the household has planted and reap crop and raise animal their own consumption). Write the quantity and code the unit of the items where applicable, but if NONE record 0 in the quantity and leave unit blank

QUESTION 6: Enter the quantity and unit of items that were received as a gift from other sources and which were consumed during the past 7 days. If none of the item consumed fall within this category write 0 for quantity and leave unit blank.

Example

A family bought 50kg of guinea corn at the cost of 10000 Naira, and the household consumed 12kg before the mother-in-law came visiting and brought 3kg of guinea corn for the family. The household now stored the remainder of the guinea corn that was purchased and used the mother-in-law's own. In total, the family consumed 15kg of guinea corn. Also this HOUSEHOLD consumed local rice (5kg) but did not buy nor receive any as gift. All of this took place during the 7 day reference period.

SECTION 8: Non-food Expenditures

This section relates to general expenditure of the household on non-food items. The section is sub-divided into four modules. The grouping is done on the basis of items purchased in the past 7 days, one month, 6 months and 12 months. Generally the household reports on the items purchased and the amount that was paid.

Respondent: *These are persons mainly responsible for household purchases. It might not necessarily be the person who goes to the market but the one who controls the purchases.*

Recall Period: *The recall period differs from one module to another*

*The fist module with item code 101-104 uses a **7 days recall** period.*

The following instructions pertain to the question pairs: 1 and 2, 3 and 4, 5 and 6, and 7 and 8.

The interviewer should ask the respondent if the household has purchased any of these items during the reference period (i.e. the last 7 days, one month etc.). If Yes, "1" should be record as the response to this question and the total amount spent on this item written in the **Second Question** under NAIRA. If No ("2") i.e. the household did not spend anything on the particular item during the reference period, skip to the next item. If there is a response of "1" to the first question, then the amount spent must be stated in the second question. The first question should be asked for all items in the module before moving to the second question.

Question 9, 10 and 11 seeks to determine the value of a special group of items that may either have been purchased or acquired without cost. Question 9 asks if these items were consumed in the past 12 months. If the item was consumed, the respondent will be asked (in Question 10) to provide a value of the items consumed during the reference period. Question 11, enquires as to the amount spent during the reference period in cases where the item was purchased.

NOTE

The amount of items should be recorded in absolute value e.g. if it is one thousand five hundred. It should be written as 1500. if there is no purchase the interviewer should record 0 under item and leave the amount space blank. Let us consider, this example, if an item cost 1500.40 naire, then round down to 1500 naira.

SECTION 9 – Food Security

Food security refers to the availability of food and one's access to it. A household is considered food secure when its occupants do not live in hunger or fear of starvation.

Respondent: Female in the household responsible for food preparation and/or food purchases

Question 1 The question stretched from (a) to (l) and the interviewer is to enter in each of the cases the number of days and if none you enter zero. Example if one has to rely on less preferred food for three days out of the last seven days you enter (3)

Question 2 The interviewer has to find out how many meals including breakfast are taken (a) adults (b) children (6-59months) per day. Example if the adults eat three meals you enter (3) under adults and if the children (6-59 months) eat five times you enter (5) under (6-59 months).

Question 3 In this question if every member of the household eats roughly the same diet the interviewer should enter (1) for yes and skip to question 5 but if no you enter 2 and continue.

Question 4 The interviewer is to find out from the farmer who in the household eats a more diverse variety of foods among the three groups men, women and children (6-59 months) and there are ranked 1to 3. If it is the children that eat more diverse variety of foods you enter (1) and if the women are next you enter (2), finally you enter (3) for men.

Question 5 The interviewer is to find out if household has had a situation where there was no enough food to eat within the past 12 months. If the response to this question is yes you enter (1) and continue but if it is no you enter (2) and end the interview.

Question 6 The months of the year is coded from January (1) February (2)……..December (12). The interviewer is to enter in the column provided for 2009 and 2010. If it occurred more than once you enter the codes and separate with a coma in both 2009 and 2010.

Question7 The possible causes are coded from (1)to (9)you are to list them according to the order of importance in spaces (a),(b), (c)that is 1st,2nd and 3rd. Example if floods/water logging is the most possible you enter 8 as number one, inadequate household food stocks due to lack of farm input 4 enter as number two and food in the market was very expensive 5 is entered as the third.

SECTION 10 – Other Income

Other income refers to incomes earned by individuals in a household outside agricultural practice. In this section these questions should be asked to all individuals from fifteen years and above.

Respondent: Household head or other adult with most knowledge about other income sources.

Question1: The interviewer will like to know if any member of the household has received any regular income from savings, interests or other investment income if yes you enter (1) and continue, if no you enter (2) and go to question three.

Question 2: The household is to say how much in Naira they have earned in savings interest and other investment income since the New year. and it is to be entered in the column for Naira

Question 3: The interviewer is to find out if any member of the household has received any regular income from rental of property and if the response is yes record (1) and if no record (2) and skip to question 6

Question 4: The property is coded as follows; House (1), commercial building (2) and other property specify (3). You are to enter accordingly in the column provided. Note if Q1 was coded 1 and the respondent could not provide any information from Q2 – Q8, please, kindly change Yes to No, that is change 1 to 2 in Q1.

Question 5: The interviewer to find out the total earning of the household in rental since the New year and this is to be entered in Naira under the Naira column.

Question 6: This question has a yes or no if yes you enter (1) and continue the interview and if no enter (2) and skip to end the interview

Question 7: The interviewer is to enter all incomes earned and specify under the column

Question 8: In this column you are to state all the income the household received from this other income recorded and this are to be entered in Naira.

CONTACT INFORMATION

This section of the Household questionnaire is very important to the Panel Survey. By virtue of the Panel Survey, it is required that any respondent that has moved away from the former residence, must be tracked or followed up as a matter of necessity. Therefore, the interviewers should obtain the Head of household contact information as requested in the questionnaire such as:

Question 1: the interviewer should obtain from the head of household, his or her mobile phone number, or landline/cell phone or both. This would be useful to track him if there is need to do so in subsequent years.

Questions 2A-2C: the interviewer should go a step further, to obtain the same information as above from at most three members of the household. Other information needed are the person's name, ID from the household roster, telephone number as requested in the questionnaire. Having collected contact information on the household members, the interviewer would ask the head of household to provide two reference persons who can help to trace him (Head of household) if the need arises.

Questions 3A1-3A5: we need the following contact information about the two reference persons: name, relationship to the head of household, telephone number and contact address. Note that one of the two reference persons must be living in the same village or town with the Head of the household as requested in the questionnaire. The second of the two reference persons must be a contact that lives outside the village or town of the head of household. The essence of the reference person's information is that this can be used to track the Head of household, if he moves away in the near future to another place, unknown to the interviewers. These reference

persons should know the household and its members very well to be able to provide information about the household in the future.

Chapter 5: Agriculture Questionnaire

INTRODUCTION: The purpose of this section is to collect data on the household's agricultural activities to link with non agricultural activities for household welfare. Agriculture is the system of cultivating soil for production of crops, horticulture, livestock/poultry, fishing, forestry and in varying degrees. Any household who engages in these activities should be administered this questionnaire. The agricultural inputs and marketing of the agricultural products are also covered in this survey. Agriculture plays a vital role in many developing countries like Nigeria and therefore it is very important that this section is to be accurately administered.

Respondent: Respondent is the person best informed about the agricultural activities of the household. This may be the head of household if he/she farms, raises livestock or fish and/or it may be the individual holders of the land. In only extreme circumstances should people not managing/owning the plots or engaged in the raising of animals be interviewed for these sections as the quality of the information will be much lower. You will need to note the reasons why each plot owner/manager was not interviewed. In some parts of this questionnaire related to animals, the owner or caretaker of the animals identified in the household can be invited to give the answers.

Spanner Head: Contains a statement of intention to be communicated to the respondent by the Interviewer. This is to assist the Interviewer to follow the sequence of the interview and to get his or her mind prepared on the next issue to be addressed. Note that it is important for every interviewer to take note of the content of all spinner heads in this questionnaire.

COVER

COVER PAGE: SECTION A-1: HOUSEHOLD IDENTIFICATION is the cover page of the Questionnaire. This **cover page** contains the same identification which corresponds to Household Questionnaire cover page. All the information on the cover page of the Household questionnaire must be copied to the Agriculture questionnaire cover page.

QUESTIONNAIRE _ OF _ TOTAL: This is to give the total number of Questionnaires used per household in serial arrangement when it is more than one. For example, if three Questionnaires were used in a farming household, the Interviewer must complete **QUESTIONNAIRE _ OF _ TOTAL** as QUESTIONNAIRE **1**_ OF **3** _ TOTAL, **…,** QUESTIONNAIRE **3**_ OF **3_/** TOTAL.

SECTION 11a – Plot Roster

RESPONDENT: Farmer, owner or manager of plot

FLAP B ROSTER: This is a thin flat piece of paper that is fixed by one edge of this questionnaire which can be lifted up easily to get a comprehensive list of all **PLOTs (or Land)** cultivated in the household with names and description of such listed PLOTs.

To start the interview using the agricultural questionnaire, you must open the FLAP-B Roster.

This is a thin flat piece of paper that opens up to the left of the questionnaire. This is where you will list all of the plots of this household. This flap is used in the same way that the household roster flap was used: all information about plot one is entered in row one. Then all information on plot 2 is entered in row two, etc. This FLAP- B ROSTER can be found on **page 18** of this Agriculture Questionnaire. The Interviewer must open it before the commencement of interview.

QUESTION 1: The interviewer must ask the respondent in the household "since the beginning of the year, did you or any member of your household cultivate any land?" If the response to Question 1 is coded 1(Yes), continue the interview from Question 2. Otherwise, if the response is coded 2 (No), the interviewer must wait for the response to Question 2 before skip to SECTION 11i.

QUESTION 2: The interviewer must ask the respondent in the household "since the beginning of the year, did you or any member of your household own any land that you did not cultivate?" If the response to Question 2 is coded 1(Yes), continue the interview from Question 3. Otherwise, if the response is coded 2 (No), the interviewer must check Question 1 to ensure that it is also coded 2.

SKIP INSTRUCTION: When the responses to both Questions 1 and 2 were coded 2 (No), the Interviewer must skip to SECTION 11i. Otherwise, the interview must continue from Question 3.

QUESTION 3: Ask the respondent to mention all PLOTs owned or cultivated in the household since the New Year. The list of such PLOTs must start from the Head of the household.

PLOT ID: This is unique serial number given to each PLOT written on the opened FLAP B - PLOT ROSTER. This will enable the interviewer to continue the interview on each PLOT independently in an orderly manner.

PLOT NAME AND DESCRIPTION: This is a unique **local NAME** given to the location of a specific PLOT with a **brief DESCRIPTION** of such a named PLOT for easy identification.

 PLOTS (UNIT CODE 4): is also one of the local unit of measuring crop farm area. i.e. fifteen (15) PLOTS make one HECTARE.

QUESTION 4: Request for the cultivated area of PLOT in local unit of measurement and record the appropriate code. If the response is not among the list, record unit code 8 and write the response given in front of Other (Specify). For example a farmer can give **586 stands** of Maize; the interviewer should record **586** under **Number** and **3** under **Unit**.
Then use the GPS to take the measurement of the PLOT in SQUARE METER (M^2).

QUESTION 5: The Interviewer must be able to get the Coordinates for the center point of the PLOT by using GPS. **PLOT LABEL** is given to such a located PLOT in a combination of **Household Number** on cover page with the **PLOT ID** from FLAP B (PLOT ROSTER).

Reading and recording from the GPS: first column writes **Latitude (North)** and second column records **Longitude (East).** For instance, GPS coordinates are **N 007^0 25.567; E004^0 12.294** while PLOT LABEL is **00501** which is a combination of Household Number (**005**) and PLOT ID (**01**).

The recording is as follows:

LATITUDE (North/South)	LONGITUDE (East/West)	PLOT LABEL
N 007^0 25.567	E 004^0 12.294	00501

QUESTION 6: The interviewer must ask for the person that manages each PLOT. Such a PLOT manager ID must be from HOUSEHOLD ROSTER and copied to the column provided.

SECTION 11b – Land Inventory

RESPONDENT: Farmer, owner or manager of plot

PLOT ID: The previous PLOT ID must be maintained.

QUESTION 1: This is to confirm whether the PLOT manager or not is the one answering this Section. The Interviewer must check **SECTION 11a, Question 6** to confirm whether the same person is responding as PLOT manager here. If it is true, then record 1(Yes) for each listed PLOT ID, otherwise record 2 (No) must be given.

    SKIP INSTRUCTION: When Code 1(Yes) is given in Question 1 as response, then the Interviewer must move to Question 3. Otherwise, the interview must continue from Question 2.

QUESTION 2: If the response is 2 (No) in Question 1 i.e. different person apart form PLOT manager responded, the respondent ID must be copied from HOUSEHOLD ROSTER to the column provided.

QUESTION 3: The response must be in year when each PLOT was acquired by the household written in four digits. For example, the PLOT was acquired in **1997**.

QUESTION 4: Ask the respondent **"How was each PLOT acquired?"** The options had been listed. The response must be one option to one PLOT and its code must be written in the column provided e.g. If the response is 'Outright purchase' then, **1** must be written into the column provided.

SKIP INSTRUCTION: When Code 2 is given in Question 4 as a response, then the Interviewer must move to Question 9. Also, when Code 3 or 4 is given in Question 4 as response, He or She must move to Question 11. If Code 1 is given, the interview must continue from Question 5.

QUESTION 5: If yes is given in Question 4, then the total amount (Naira) paid for each PLOT must be given. This must include both cash and payment in-kind i.e. payment in-kind must be converted and

valued in Naira. For example, cash (₦275, 000) plus 50 bags of Millet (₦ 200,000). The total amount paid was ₦ 475,000 which should be recorded.

QUESTION 6: The PLOT owner ID must be copied from the HOUSEHOLD ROSTER into the column provided.

QUESTION 7: Apart from PLOT owner ID given in Question 6, other decision maker on each PLOT is expected to be identified. If it is true, the Interviewer must record 1 (Yes) otherwise write 2 (No) in the column provided.

SKIP INSTRUCTION: When 2 (No) is given in Question 7 as a response, then the Interviewer must move to Question 11. If 1 (Yes) is given, the interview must continue from Question 8.

QUESTION 8: If the response is yes in Question 7, then the Interviewer must get the **person ID** of the DECISION MAKER from the HOUSEHOLD ROSTER. Maximum of different four persons are for a PLOT.

> **SKIP INSTRUCTION:** After the completion of Question 8, then the Interviewer must move to Question 11. If no response in Question 8, then continue the interview from Question 9.

QUESTION 9: In the column provided, the interviewer must write the total amount (Naira) paid in cash for renting each PLOT.

QUESTION 10: Payment in-kind for renting each PLOT must be converted and valued in Naira. For example, if **950 tubers of Yam valued at N150,000,** record N150.000 in the column provided.

> **SKIP INSTRUCTION:** After the completion of Question 10, then the Interviewer must move to Question 15. Otherwise, He or She must continue the interview from Question 11.

QUESTION 11: Each identified PLOT owner or a decision maker in the household in Questions 6 and 7 must give a response. If it is true that the respondent has the right to sell the PLOT, the response should record 1 (Yes). Otherwise record 2 (No).

QUESTION 12:   Each identified PLOT owner or a decision maker in the household in Questions 6 and 7 must give a response. If it is true that the respondent has the right to use the PLOT as collateral, the response should code 1 (Yes). Otherwise, record 2 (No).

QUESTION 13: Ask the respondent whether any other person has the right to sell or use the Land (PLOT) as collateral security. The interviewer is to record 1 (yes) where the individual has the right and 2 (No) where he does not.

> **SKIP INSTRUCTION:** If the response in Question 13 is 2 (No), then the Interviewer must move to Question 15. Otherwise continue the interview from Question 14.

QUESTION 14: If the response in Questions 13 is 1 (Yes), get the person(s) ID from HOUSEHOLD ROSTER. A maximum of three persons' ID are needed.

QUESTION 15: It is the responsibility of the Interviewer to make proper enquiry from the respondent the total amount of money for each PLOT worth whether it is for sale or not. The amount must be given in Naira.

QUESTION 16: The interviewer is to ask if any member of the household has cultivated the PLOT since the beginning of the year. If yes record 1, if No record 2.

> **SKIP INSTRUCTION:** If the response in Question 16 is 1 (Yes), the Interviewer must move to Question 24. Otherwise, He or She continues the interview from Question 17.

QUESTION 17: When the response is 2 (No) in Question 16, take one option from listed items of THE MAIN USE OF EACH PLOT.

> **SKIP INSTRUCTION:** If the response in Question 17 is recorded as 1, the Interviewer must move to SECTION 11i. He or She must continue the interview from Question 18.

QUESTION 18: Ask the respondent the year when the land (PLOT) was last rented out. The year given must be written in four digits e.g. 2003, 1999, etc.

QUESTION 19: Ask the respondent the size of each PLOT rented out in Question 18. Complete the column in Question 19 as applicable.

QUESTION 20: This is a follow up to Questions 18 and 19. The amount received in cash for the rental of this land (PLOT) in Naira is to be provided by the respondent.

QUESTION 21: The Interviewer must ask for the period that the payment in Question 20 covered. Only one response is allowed out of the listed options.

QUESTION 22: This is still related to Questions 18 and 19. The payment received in-kind for the rental of this land (PLOT) should be obtained from the respondent. The Interviewer must convert what was received in kind to cash equivalent (Naira) e.g. 20 bags of Groundnuts (₦ 120,000). This estimated amount (₦ 120,000) should be written in the column provided.

QUESTION 23: The Interviewer must ask for the period that the payment in-kind in Questions 22 covered. Only one response is allowed out of the listed options.

> **SKIP INSTRUCTION:** If there is any response in Question 23, then the Interviewer must move to SECTION 11i. Otherwise, If there is no response in Question 23, then continue the interview from Question24.

QUESTION 24: The Interviewer should ask the respondent whether the PLOT is irrigated or not. then record 1 (Yes) and 2 (No).

> **SKIP INSTRUCTION:** If the response in Question 24 is 2 (No), then the Interviewer must move to NEXT SECTION (SECTION 11c). He or She must continue the interview from Question 25.

QUESTION 25: Ask the respondent the source of water for the irrigation system used for the PLOT referred to in Question 24. Only one option is allowed per PLOT among the listed options.

QUESTION 26: Ask the respondent the type of irrigation system used for the PLOT referred to in Question 24. Maximum of two options is allowed per PLOT among the listed options.

QUESTION 27: Ask the respondent whether the irrigation is seasonal or year round. Record 1 for "seasonal" or 2 for ":year round".

QUESTION 28: Ask the respondent the person who manages the irrigation system referred to in Question 24. Only one option is allowed per PLOT among the listed options.

SECTION 11c – Input Costs

RESPONDENT: Farmer, owner or manager of plot

PLOT ID: This is the same as the PLOT ID listed in **FLAP B-CROP ROSTER.**

QUESTION 1: Ask the respondent whether pesticide was used on the PLOT or not since the New Year. Record 1 (Yes) or 2 (No).

> **Note**: *Pesticide: A substance for destroying pests, especially insects and small animals like rat.*

> **SKIP INSTRUCTION:** If the response in Question 1 is 2 (No), then the Interviewer must move to Question 9. He or She must continue the interview from Question 2.

QUESTION 2: If Question 1 is yes, ask respondent the quantity of pesticide used on the respective PLOTs since the New Year. The unit of measurement of the quantity of pesticide used as listed and coded. The appropriate quantity and unit code should be recorded for each PLOT. If the respondent mentioned a unit of measurement that is not among the list, the Interviewer must record unit code 4 and write the name of such a unit of measurement in front of Other (Specify).

QUESTION 3: If the response to Question 1 is yes, ask respondent the source(s) of pesticide used on the respective PLOTs since the New Year. The interviewer is required to list maximum of **TWO** sources against each PLOT ID and write them into the appropriate network Roster and then copy the Network code to the corresponding PLOT ID in Question 3.

> *NOTE: Network Roster is a set of lists (i.e. a group-name to an Individual, a corporate body, and organization) that are connected to the listed locations so that they can share information. Also, it represents a list of items which are linked to a particular group and location in a serially arranged form. The Network Roster table must be completed by the Interviewer before assigning Network code(s) to any response to the questions.*

Using the Network Roster: "What was the source of pesticide?" If the responses obtained were Mr. Williams in Kado Market, Abuja; and Abuja Municipal Area Council, Garki. The Network Roster would be completed as shown below:

Network Code	Name	Network	Location
N1	Mr. Williams	9	5
N2	Abuja Municipal Area Council	17	6

Having completed the Network Roster table in respect of Question 3, the interviewer must flip back to the two cells provided for Network Code in Question 3 to record the responses captured in the Network Roster as N1 and N2 respectively.

QUESTION 4: Having completed Question 3, ask respondent the amount of money spent in each source to obtain the pesticide used on the respective PLOTs since the New Year. Each amount should be recorded in NAIRA.

QUESTION 5: Having completed Question 3, ask respondent the in-kind expenses incurred in each source to obtain the pesticide used on the respective PLOTs since the New Year. If there is any in-kind payment, record the value of these non-cash items in NAIRA accordingly.

QUESTION 6: Ask respondent whether any of the used pesticide was received for free since the New Year. Record 1 (Yes) or 2 (No) as applicable.

> **SKIP INSTRUCTION**: If Question 6 is 2 (No), skip to Question 9 to continue the interview. Otherwise, proceed to Question 7.

QUESTION 7: If Question 6 is 1 (Yes), ask respondent the quantity of pesticide used for free on the respective PLOTs since the beginning of the New Year. Record the appropriate quantity and unit code for each plot. If the respondent mentioned a unit of measurement that is not among the list, the Interviewer must record unit code 4 and write the name of such a unit of measurement in front of Other (Specify).

QUESTION 8: If Question 6 is 1 (Yes), ask respondent "from whom did he/she receive most of the free pesticide since the New Year?". The interviewer is required to list maximum of **TWO** sources against each PLOT ID and write them into the appropriate network Roster and then copy the Network code to the corresponding PLOT ID in Question 8.

QUESTION 9: If Question 6 is 1 (Yes), ask respondent if there was any time since the New Year that pesticide was not available when it was needed. Record 1 for "Yes" or 2 for "No". The interviewer is to continue on the next question irrespective of the option supplied.

QUESTION 10: Ask respondent whether herbicide was used on the PLOT or not since the New Year. Record 1 (Yes) or 2 (No).

> **Note**: *Herbicide: A toxic substance to plants and used to destroy unwanted vegetation, especially weeds.*
>
> If the response in Question 1 is 2 (No), then the Interviewer must move to Question 9. He or She must continue the interview from Question 2.

QUESTION 11: If Question 10 is yes, ask respondent the quantity of herbicide used on the respective PLOTs since the New Year. The unit of measurement of the quantity of herbicide used as listed and coded. The appropriate quantity and unit code should be recorded for each PLOT. If the respondent mentioned a unit of measurement that is not among the list, the Interviewer must record unit code 4 and write the name of such a unit of measurement in front of Other (Specify).

QUESTION 12: If the response to Question 10 is yes, ask respondent the source(s) of herbicide used on the respective PLOTs since the New Year. The interviewer is required to list maximum of **TWO** sources against each PLOT ID and write them into the appropriate network Roster and then copy the Network code to the corresponding PLOT ID in Question 12.

QUESTION 13: Having completed Question 12, ask respondent the amount of money spent in each source to obtain the herbicide used on the respective PLOTs since the New Year. Each amount should be recorded in NAIRA.

QUESTION 14: Having completed Question 12, ask respondent the in-kind expenses incurred in each source to obtain the herbicide used on the respective PLOTs since the New Year. If there is any in-kind payment, record the value of these non-cash items in NAIRA accordingly.

QUESTION 15: Ask respondent whether any of the used herbicide was received for free since the New Year. Record 1 (Yes) or 2 (No) as applicable.

> **SKIP INSTRUCTION**: If Question 15 is 2 (No), skip to Question 18 to continue the interview. Otherwise, proceed to Question 16.

QUESTION 16: If Question 15 is 1 (Yes), ask respondent the quantity of herbicide used for free on the respective PLOTs since the beginning of the New Year. Record the appropriate quantity and unit code for each plot. If the respondent mentioned a unit of measurement that is not among the list, the Interviewer must record unit code 4 and write the name of such a unit of measurement in front of Other (Specify).

QUESTION 17: If Question 15 is 1 (Yes), ask respondent the persons gave most of the free herbicide since the New Year. The interviewer is required to list maximum of **TWO** sources against each PLOT ID and write them into the appropriate network Roster and then copy the Network code to the corresponding PLOT ID in Question 17.

QUESTION 18: If Question 15 is 1 (Yes), ask respondent if there was any time since the New Year that herbicide was not available when it was needed. Record 1 for "Yes" or 2 for "No". The interviewer is to continue on the next question irrespective of the option supplied.

QUESTION 19: Ask respondent if there was any animal used for traction on the PLOT or not in the last 12 months". Record 1 (Yes) or 2 (No) against each PLOT ID. **Note**: *Animal Traction: A process of using animal tied with ox-drawn implement to make ridges in the field for the purpose of farming activities.*

> **SKIP INSTRUCTION**: If question 19 is 2 (No) **skip to Question 26** to continue the interview. Otherwise, proceed to Question 20.

QUESTION 20: If Question 19 is 1 (Yes), ask respondent how many days of own animal was used for traction since the New Year. The interviewer is to obtain information from the respondent the number of days that own animal(s) was/were used for traction and record the number appropriately.

QUESTION 21: If Question 19 is 1 (Yes), ask respondent how many days of rental animal was used for traction since the New Year. The interviewer is to obtain information from the respondent the number of days that rental animal(s) was/were used for traction and record the number appropriately.

QUESTION 22: If Question 21 is completed, ask respondent the source(s) of rented animal(s) used. The interviewer is required to list maximum of **TWO** sources against each PLOT ID and write them into the appropriate network Roster and then copy the Network code to the corresponding PLOT ID in Question 22.

QUESTION 23: Having completed Question 22, ask respondent the amount of money spent on renting the animal(s) from each source on the respective PLOTs since the New Year. Each amount should be recorded in NAIRA with corresponding listed unit code.

QUESTION 24: Having completed Question 22, ask respondent the in-kind expenses incurred in each source to rent the animal(s) for traction on the respective PLOTs since the New Year. If there is any in-kind payment, record the value of these non-cash items in NAIRA with corresponding listed unit code accordingly.

QUESTION 25: Having completed Question 22, asks respondent how much was spent on feeding the animals used for traction since the New Year. The amount should be recorded in NAIRA for each PLOT.

QUESTION 26: Having completed Question 22, ask respondent if there was any time since the New Year that animal(s) was/were not available for rent when it was needed. Record 1 for "Yes" or 2 for "No". The interviewer is to continue on the next question irrespective of the option supplied.

QUESTION 27: Ask respondent whether any equipment/ machine was used on PLOT in the last 12 months. Record 1 (Yes) or 2 (No) against each PLOT ID.

Note: ***Equipment/Machine:*** *A tool that is needed to do any farming activities either mechanically or manually e.g. Tractor, Harvester, etc.*

> **SKIP INSTRUCTION**: If question 27 is 2 (No), **skip to SECTION 11d** to continue the interview. Otherwise, proceed to Question 28.

QUESTION 28: If Question 27 is 1 (Yes), ask respondent how many of own machines or a piece of equipment was used on this PLOT since the New Year. The interviewer is to obtain information from the respondent the number of own machines or pieces of equipment used and record the number with corresponding listed machine code appropriately. A maximum of **THREE (3)** types of Machine are allowed.

QUESTION 29: If Question 27 is yes, ask respondent whether any equipment/machine was rented on the PLOT in the last 12 months. Record 1 (Yes) or 2 (No) against each PLOT ID.

> **SKIP INSTRUCTION**: If question 29 is 2 (No), **skip to Question 34** to continue the interview. Otherwise, proceed to Question 30.

QUESTION 30: If question 29 is 1 (Yes), ask respondent how many machines or pieces of equipment were rented since the New Year. The interviewer is required to list maximum of **THREE (3)** types of Machine code among the list with corresponding Quantity to each PLOT ID. If the response is not among the list, record code 11 and write the response in front of other (specify) in Question 30.

QUESTION 31: Having completed Question 30, ask respondent the source(s) of rented equipment/machines used. The interviewer is required to list maximum of **TWO** sources against each PLOT ID and write them into the appropriate network Roster and then copy the Network code to the corresponding PLOT ID in Question 31.

QUESTION 32: Having completed Question 31, ask respondent the amount of money spent on renting equipment/machines from each source on the respective PLOTs since the New Year. Each amount should be recorded in NAIRA per PLOT.

QUESTION 33: Having completed Question 31, ask respondent the in-kind expenses incurred in each source to rent the equipment/machines on the respective PLOTs since the New Year. If there is any in-kind payment, record the value of these non-cash items in NAIRA per PLOT.

QUESTION 34: Having completed Question 27, ask respondent if there was any time since the New Year that the equipment/machines was/were not available for rent when it was needed. Record 1 for "Yes" or 2 for "No". The interviewer is to continue on the next question irrespective of the option supplied.

SECTION 11d – Fertilizer Acquisition

INTRODUCTION: This section is to obtain information on fertilizer acquisition used on the plot of the respondent. The interviewer is to take note of the extended line in this section and carefully read the information provided as it applies to the affected questions.

RESPONDENT: Farmer, owner or manager of plot

PLOT ID: This is the same as the PLOT ID listed in **FLAP B-CROP ROSTER.**

QUESTION 1: Ask respondent whether fertilizer was used on the PLOT or not since the New Year. Record 1 (Yes) or 2 (No).

> **Note**: *Fertilizer: An artificially prepared substance or an organic mature containing nitrogen, phosphorus, or potassium added to soil in order to make plants grow and improve its yields.*

> **SKIP INSTRUCTION:** If Question 1 is 2 (No), skip to **SECTION 11e.** Otherwise, proceed to Question 2.

QUESTION 2: If Question 1 is 1 (Yes), ask respondent whether there was any left over of the [FERTILIZER] from a previous season used on [PLOT] since the New Year. Record 1 (Yes) or 2 (No) against each PLOT ID.

> **SKIP INSTRUCTION**: If Question 2 is 2 (No), skip to **Question 6** to continue the interview. Otherwise, proceed to Question 3.

QUESTION 3: If Question 2 is 1 (Yes), ask respondent the type of the left over fertilizer used on [PLOT] since the New Year. The respondent is to provide information on the type of left over fertilizer used on plot(s) since the New Year. The interviewer is to record the type of left over fertilizer used on plot(s) using the pre-coded list in question 3. If the respondent mentioned a type of fertilizer that is not among the list, record unit code 4 and write the name of such a type of fertilizer in front of Other (Specify).

QUESTION 4: Having completed Question 3, ask respondent the quantity of the left over fertilizer used on [PLOT] since the beginning of the New Year. Record the quantity of left over fertilizer used on each plot in Kilograms (Kg).

QUESTION 5: The respondent is to give reason for the choice of fertilizer used on the plot and then record the appropriate code from the options provided.

QUESTION 6: Ask respondent if he or she received any of the [FERTILIZER] that was used on [PLOT] for free since the New Year. The interviewer must pay special attention to this

instruction "EXCLUDE ANY [FERTILIZER] LEFT OVER FROM PREVIOUS SEASON". Record 1 (Yes) or 2 (No) as applicable.

> **SKIP INSTRUCTION:** If Question 6 is 2 (No), skip to **Question 12.** Otherwise, proceed to Question 7.

QUESTION 7: If Question 6 is 1 (Yes), ask respondent the type of the fertilizer used most. The respondent is to provide information on the type of fertilizer mostly used. The interviewer is to record the type of fertilizer mostly used using the pre-coded list in question 7. If the respondent mentioned a type of fertilizer that is not among the list, record unit code 4 and write the name of such a type of fertilizer in front of Other (Specify).

QUESTION 8: Having completed Question 7, ask respondent the quantity of the free fertilizer used on [PLOT] since the beginning of the New Year. Record the quantity of free fertilizer used on each plot in Kilograms (Kg).

QUESTION 9: Having completed Question 8, ask respondent, the source of the free FERTILIZER used since the new year. The interviewer is required to list maximum of **TWO** sources against each PLOT ID and write them into the appropriate network Roster and then copy the Network code to the corresponding PLOT ID in Question 9.

QUESTION 10: Having completed Question 9, ask respondent how much was paid for transportation to acquire the [FERTILIZER] received for free since the New Year. The interviewer should pay special attention to the instruction in capital letter before writing the response in Naira.

QUESTION 11: Having completed Question 10, ask respondent the main mode of transportation used to bring back the FERTILIZER received for free since the New Year. The response should be any of the options provided, if not among the list, the Interviewer must record unit code 8 and write the response given in front of Other (Specify) in Question 11.

QUESTION 12: Ask respondent if he or she purchased any of the [FERTILIZER] used on [PLOT] since the beginning of the New Year. Record 1 (Yes) or 2 (No) as applicable.

> **SKIP INSTRUCTION:** If Question 12 is 2 (No), skip to **SECTION 11e.** Otherwise, proceed to Question 13.

QUESTION 13: Having completed Question 12, ask respondent, the MAIN SOURCE of FERTILIZER purchased since the beginning of the new year. The interviewer is required to list maximum of **ONE** source against each PLOT ID and write them into the appropriate network Roster and then copy the Network code to the corresponding PLOT ID in Question 13.

QUESTION 14: If Question 12 is 1 (Yes), ask respondent the type of the fertilizer used. The respondent is to provide information on the type of fertilizer used. The interviewer is to record the type of fertilizer used using the pre-coded list in question14. If the respondent mentioned a type of fertilizer that is not among the list, record unit code 4 and write the name of such a type of fertilizer in front of Other (Specify).

QUESTION 15: Having completed Question 14, ask respondent the quantity of the purchased fertilizer used on [PLOT] since the beginning of the New Year. Record the quantity of purchased fertilizer used on each PLOT in Kilograms (Kg).

QUESTION 16: Having completed Question 5, ask respondent how much was paid for transportation to acquire the [FERTILIZER] from FIRST SOURCE since the beginning of the New Year. The interviewer should pay special attention to the instruction in capital letter before writing the response in Naira.

QUESTION 17: Having completed Question 16, ask respondent the main mode of transportation used to bring back the FERTILIZER purchased from FIRST SOURCE since the beginning of the New Year.. The response should be any of the options provided, if not among the list, the Interviewer must record unit code 8 and write the response given in front of Other (Specify) in Question 17.

QUESTION 18: Having completed Question 17, ask respondent the value of FERTILIZER purchased from FIRST SOURCE since the beginning of the New Year. The response should be recoded in NAIRA per PLOT.

QUESTION 19: Having completed Question 18, ask respondent how the [FERTILIZER] purchased from [FIRST SOURCE] was financed this The response should be any of the pre-coded options. The interviewer should write the code in the space provided.

> **SKIP INSTRUCTION:** If Question 19 is 1, skip to **Question 23.** Otherwise, proceed to Question 20.

QUESTION 20: Having completed Question 18, ask respondent how much was paid up-front for this [FERTILIZER] purchased The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response in Naira.

QUESTION 21: Having completed Question 19, ask respondent how much was repaid or would be repaid. The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response in Naira.

QUESTION 22: Having completed Question 19, ask respondent the source of credit for the [FERTILIZER].The interviewer is required to list maximum of **one** source against each PLOT ID and write it into the appropriate network Roster and then copy the Network code to the corresponding PLOT ID in Question 22.

QUESTION 23: Apart from **FIRST SOURCE** in Question 13, ask respondent if there was any SECOND SOURCE from whom [FERTILIZER] was purchased since the beginning of the New Year. Record 1 (Yes) or 2 (No) as applicable.

> **SKIP INSTRUCTION:** If Question 23 is 2 (No), skip to **SECTION 11e.** Otherwise, proceed to Question 24.

QUESTION 24: If Question 23 is 1 (Yes), ask respondent the SECOND SOURCE of FERTILIZER purchased since the beginning of the New Year. The interviewer is required to list maximum of **ONE** source against each CROP and write them into the appropriate network Roster and then copy the Network code to the corresponding CROP in Question 13.

QUESTION 25: If Question 23 is 1 (Yes), ask respondent the type of the fertilizer used. The respondent is to provide information on the type of fertilizer used. The interviewer is to record the type of fertilizer used using the pre-coded list in question14. If the respondent mentioned a type of fertilizer that is not among the list, record unit code 4 and write the name of such a type of fertilizer in front of Other (Specify).

QUESTION 26: Having completed Question 24, ask respondent the quantity of the purchased fertilizer from the SECOND SOURCE since the beginning of the New Year. Record the quantity of purchased fertilizer used on each PLOT in Kilograms (Kg).

QUESTION 27 Having completed Question 26, ask respondent how much was paid for transportation to acquire the [FERTILIZER] purchased from SECOND SOURCE since the beginning of the New Year. The interviewer should pay special attention to the instruction in capital letter before writing the response in Naira.

QUESTION 28: Having completed Question 26, ask respondent the main mode of transportation used to bring back the FERTILIZER purchased from SECOND SOURCE since the beginning of the New Year.. The response should be any of the options provided, if not among the list, the Interviewer must record unit code 8 and write the response given in front of Other (Specify) in Question 28.

QUESTION 29: Ask respondent the value of FERTILIZER purchased from SECOND SOURCE since the beginning of the New Year. The response should be recoded in NAIRA per PLOT.

QUESTION 30: Ask respondent how the [FERTILIZER] purchased from [SECOND SOURCE] was financed. The response should be any of the pre-coded options. The interviewer should write the code in the space provided.

> **SKIP INSTRUCTION:** If Question 30 is 1, skip to **SECTION 11e.** Otherwise, proceed to Question 31.

QUESTION 31: Having completed Question 30, ask respondent how much was paid up-front for this [FERTILIZER] purchased The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response in Naira.

QUESTION 32: Having completed Question 31, ask respondent how much was repaid or would be repaid. The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response in Naira.

QUESTION 33: Having completed Question 32, ask respondent the source of credit for the [FERTILIZER].The interviewer is required to list maximum of **one** source against each PLOT ID and write it into the appropriate network Roster and then copy the Network code to the corresponding PLOT ID in Question 33.

SECTION 11e – Seed Acquisition

RESPONDENT: Farmer, owner or manager of plot

FLAP C - PLOT-CROP ROSTER: This FLAP C- PLOT- CROP ROSTER must be opened before the commencement of interview for Section E.

PLOT ID: The previous PLOT ID must be maintained copied from FLAP B PLOT ROSTER.

CROP ID: Unique serial number assigned to each **CROP** within a **PLOT ID.** This will enable the interviewer to continue the interview on each PLOT with each crop grown in orderly manner. For example, if the first PLOT has Maize, Yam and Melon. And also, second PLOT has Groundnut and Maize. These can be completed in FLAP C _PLOT-CROP ROSTER as follows:

PLOT ID	CROP ID	CROP NAME	CODE
1	1	Maize	1080
	2	Yam	1120
	3	Melon	1090
2	1	Ground nut	1060
	2	Maize	1080

QUESTION 1: Make sure that **SECTION 11 a, Questions 3** and **6** are conformed with each listed PLOT ID and person ID before the interview continues. Make sure that each crop name in each PLOT is completed orderly by giving each of the named crops a number arranged serially. The crop name arrangement must start from field crop to tree crop per PLOT.

QUESTION 2: Write the **CROP CODE** as provided to each listed crop.

QUESTION 3: Ask respondent if any SEED was used on the PLOT since the beginning of the New Year. Record 1 (Yes) or 2 (No) as applicable.

> **SKIP INSTRUCTION:** If Question 3 is 2 (No), skip to **SECTION 11f.** Otherwise, proceed to Question 4.

QUESTION 4: Ask respondent whether any of the SEED used from the previous season was left over or not since the beginning of the year. Record 1 (Yes) or 2 (No) as applicable

> **SKIP INSTRUCTION:** If Question 4 is 2 (No), skip to **Question 8.** Otherwise, proceed to Question 5.

QUESTION 5: Ask the respondent the type of seeds used on the PLOT that was left over from previous season. Use the list of CROP **CODE** provided**.**

QUESTION 6: Having completed Question 5, ask respondent the quantity of **the LEFT OVER SEED** used on [PLOT] since the beginning of the New Year. Write the response for each crop of the plots in Kilograms (Kg) corresponding to appropriate unit code. If the response is not among the list, record unit code 3 and write the response in front of Other (Specify).

QUESTION 7: Having completed Question 6, ask respondent the reason for using this [SEED]. The response can be any of the options provided. If not among the list, the record unit code 5 and write the response in front of Other (Specify).

QUESTION 8: Ask respondent if any of the [SEED] used on [PLOT] was received for free since the New Year. The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response. Record 1 (Yes) or 2 (No) as applicable.

> **SKIP INSTRUCTION**: If Question 8 is 2 (No), skip to **Question 14.** Otherwise, proceed to Question 9.
> **QUESTION 9: if** Question 8 is 1 (Yes), ask respondent the type of the FREE SEED used on [PLOT] since the beginning of the New Year. Use the list of **CROP CODE** provided.

> **QUESTION 10:** Having completed Question 9, ask respondent the quantity of **this FREE SEED** used on [PLOT] since the beginning of the New Year. Write the response for each crop of the plots in Kilograms (Kg) corresponding to appropriate unit code. If the response is not among the list, record unit code 3 and write the response in front of Other (Specify).

QUESTION 11: Having completed Question 10, ask respondent the source of **this FREE SEED** used since the New Year. The interviewer is required to list maximum of **TWO** sources against each CROP of the PLOT ID and write them into the appropriate network Roster and then copy the Network code to the corresponding crop of each PLOT ID in Question11.

QUESTION 12 Having completed Question 11, ask respondent how much was paid for transportation to acquire the [**FREE SEED**] used on the PLOT since the New Year. The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response in Naira.

QUESTION 13: Having completed Question 12, ask respondent the main mode of transportation used to bring back the **FREE SEED** received since the New Year. The response should be any of the options provided, if not among the list, the Interviewer must record unit code 8 and write the response given in front of Other (Specify).

QUESTION 14: Ask the respondent whether any purchased SEED was used on the PLOT since the beginning of the New Year. Record 1 (Yes) or 2 (No) as applicable.

> **SKIP INSTRUCTION:** If Question 3 is 2 (No), skip to **SECTION 11f.** Otherwise, proceed to Question 15.

QUESTION 15: If Question 14 is 1 (Yes), ask respondent the MAIN SOURCE of **the SEED purchased** since the beginning of the New Year. The interviewer is required to list maximum of **ONE** source against each CROP of the PLOT ID and write them into the appropriate network Roster and then copy the Network code to the corresponding crop of each PLOT ID in Question15.

QUESTION 16: Ask the respondent the type of SEED used. Use the list of CROP **CODE** provided**.**

QUESTION 17: Having completed Question 16, ask respondent the quantity of **the SEED** used on [PLOT] since the beginning of the New Year. Write the response for each crop of the plots in Kilograms (Kg) corresponding to appropriate unit code. If the response is not among the list, record unit code 3 and write the response in front of Other (Specify).

QUESTION 18 Having completed Question 17, ask respondent how much was paid for transportation to acquire the [**SEED**] from FIRST SOURCE since the beginning of the New Year. The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response in Naira.

QUESTION 19: Having completed Question 18, ask respondent the main mode of transportation used to bring back the **SEED** purchased from FIRST SOURCE since the beginning of the New Year. The response should be any of the options provided, if not among the list, record unit code 8 and write the response given in front of Other (Specify).

QUESTION 20: Ask the respondent the value of SEED purchased from FIRST SOURCE since the beginning of the New Year. The response should be recoded in NAIRA per crop of each PLOT ID.

QUESTION 21: Having completed Question 20, ask respondent how the [**SEED**] purchased from [FIRST SOURCE] was financed this The response should be any of the pre-coded options. The interviewer should write the code in the space provided.

SKIP INSTRUCTION: If Question 21 is 1, skip to **Question 25.** Otherwise, proceed to Question 22.

QUESTION 22: Having completed Question 21, ask respondent how much was paid up-front for this [**SEED**] purchased. The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response in Naira.

QUESTION 23: Having completed Question 22, ask respondent how much was repaid or would be repaid. The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response in Naira.

QUESTION 24: Having completed Question 23, ask respondent the source of credit for the [**SEED**].The interviewer is required to list maximum of **one** source against each PLOT ID and write it into the appropriate network Roster and then copy the Network code to the corresponding PLOT ID in Question 24.

QUESTION 25: Apart from **FIRST SOURCE**, ask respondent if there was any SECOND SOURCE from whom [**SEED**] was purchased since the beginning of the New Year. Record 1 (Yes) or 2 (No) as applicable.

SKIP INSTRUCTION: If Question 25 is 2 (No), skip to **SECTION 11f.** Otherwise, proceed to Question 24.

QUESTION 26: If Question 25 is 1 (Yes), ask respondent the SECOND SOURCE of **SEED** purchased since the beginning of the new year. The interviewer is required to list maximum of **ONE** source against each crop of the PLOT ID and write them into the appropriate network Roster and then copy the Network code to the corresponding PLOT ID in Question 26.

QUESTION 27: If Question 25 is 1 (Yes), ask respondent the type of the **SEED** used. Record the type of fertilizer used using the pre-coded list of crop. If not among the list, record unit code 4 and write the name of such a type of fertilizer in front of Other (Specify).

QUESTION 28: Having completed Question 24, ask respondent the quantity of the purchased **SEED** from the SECOND SOURCE since the beginning of the New Year. Record the quantity of purchased **SEED** corresponding to the appropriate listed unit code.

QUESTION 29: Having completed Question 26, ask respondent how much was paid for transportation to acquire the [**SEED**] purchased from SECOND SOURCE since the beginning of the New Year. The interviewer should pay special attention to the instruction **in capital letter** before writing the response in Naira.

QUESTION 30: Ask respondent the main mode of transportation used to bring back the **SEED** purchased from SECOND SOURCE since the beginning of the New Year. The response should

be any of the options provided. If not among the list, record unit code 8 and write the response in front of Other (Specify).

QUESTION 31: Ask respondent the value of **SEED** purchased from SECOND SOURCE since the beginning of the New Year. The response should be recoded in NAIRA per PLOT.

QUESTION 32: Ask respondent how the [**SEED**] purchased from [SECOND SOURCE] was financed. The response should be any of the pre-coded options. The interviewer should write the code in the space provided.

> **SKIP INSTRUCTION:** If Question 32 is 1, skip to **SECTION 11f.** Otherwise, proceed to Question 33.

QUESTION 33: Having completed Question 32, ask respondent how much was paid up-front for this [**SEED**] purchased The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response in Naira.

QUESTION 34: Having completed Question 32, ask respondent how much was repaid or would be repaid. The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response in Naira.

QUESTION 35: Having completed Question 32, ask respondent the source of credit for the [**SEED**].The interviewer is required to list maximum of **one** source against each crop in of each PLOT ID and write it into the appropriate network Roster and then copy the Network code to the corresponding PLOT ID in Question 35.

SECTION 11f – Planting Field Crops

Note: *Planting Field Crops: a practice of growing plant that has leaves and roots, especially one that is smaller than a tree e.g. Maize, Cassava, Groundnut, Onion, etc.*

RESPONDENT: Farmer, owner or manager of plot

FLAP C_ PLOT-CROP ROSTER: Open FLAPC_PLOT-CROP ROSTER before the commencement of interview for **Section F.**

QUESTION 1: Ask respondent the total area planted on this [PLOT] with the [CROP] since the beginning of the New Year. Record the number in quantity (QTY) with corresponding units listed appropriately. If the response is not among the list, record unit code 8 and write the response given in front of Other (Specify). The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

QUESTION 2: Having completed Question 1, ask respondent the method used in cropping. Record the response from the list of units provided. If the response is not among the list, record unit code 7 and write the response given in front of Other (Specify).

> **Note**: ***MONO-CROPPING:*** *is the agricultural practice of growing the same crop year after year on the same land, without crop rotation through other crops which allow specialization in equipment and crop production e.g. a Maize farm.*
>
> ***MIXED CROPPING:*** *as the name implies is the most basic form in which the component crops are totally mixed in the available space. This pattern can be in form of two or more crops i.e. a PLOT has Maize, Yam and Melon grow together.*
>
> ***INTER-CROPPING:*** *is the practice of sowing a fast growing crop with a slow growing crop so that the fast growing crop is harvested before the slow growing crop starts to mature e.g. Yam and Plantain.*
>
> ***RELAY CROPPING:*** *refer to the agricultural practice of cultivating two crops where the second crop is planted following harvest of the first crop to get more benefits i.e. having harvested Melon, Yam was planted.*
>
> ***ALLEY CROPPING:*** *also known as row cropping involves the crops arranged in alternate rows e.g. in a ridge where Groundnut is planted in alternate rows with Melon.*
>
> ***STRIP CROPPING:*** *A variation of row cropping is strip cropping. Where multiple rows (or a strip) of one crop are alternated with multiple rows of another crop. This design can provide shade (reducing water loss from evaporation), ensures retention of soil moisture, and can also produce fruit, fuel wood, fodder, or trimmings to be made into mulch e.g. a Yam farm having tree crops.*
>
> **QUESTION 3:** Ask respondent the time when the SEEDs were planted on this [PLOT] since the beginning of the New Year. Record the response according to the list of units given for months and write the year in four digits.
>
> **QUESTION 4:** Ask respondent the quantity of harvest expected from the CROP planted on the [PLOT] since the beginning of the year. Record the response as Number for QUANTITY, UNIT and S/U are from the lists provided.

SECTION 11g – Planting Tree Crops

Note: ***Planting Tree Crops:*** *can be described as perennial or permanent crops that generate income for many years. Examples of these tree crops are Gum Arabic, Cocoa, Oil Palm, Orange, Cashew, etc. Many tree crops can last over one hundred years and even be inherited from generation to generation.*

RESPONDENT: Farmer, owner or manager of plot

QUESTION 1: Ask respondent the area of [PLOT] covered by trees. Record the number of QUANTITY with corresponding UNIT listed. If the response is not among the list, record unit code 8 and write the response given in front of Other (Specify).

For Example, if the farmer has **5000 stands** of oranges in his orchard the **5000** will be entered under QUANTITY and **3** under UNIT.

QUESTION 2: Ask respondent the number of plants/trees owned as [TREE/PERMANENT CROP] on this PLOT. Record the response in NUMBER for each crop. If the respondent is unable to quantify it, record **999.**). Pay special attention to the instruction (**in capital letter**) before writing the response.

QUESTION 3: Ask respondent the year when most of these plants/trees were planted on this PLOT. Record the response in four digit number for the year.

QUESTION 4: Ask respondent the number of plants/trees planted since the beginning of the New Year on this PLOT. The response is to be entered in Number.

QUESTION 5: Ask respondent the period at which the last (Harvest) production of the [TREE/PERMANENT CROP] on this {PLOT} would be completed. The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

Record the beginning of the Harvest and when it ends from the list of months given with corresponding year in four digits.

QUESTION 6: Ask respondent whether there was any loss of TREE/PERMANENT CROP before harvest or not. Record 1 (Yes) or 2 (No) as applicable.

> **SKIP INSTRUCTION:** If Question 6 is 2 (No), skip to **Question 8.** Otherwise, proceed to Question 7.

QUESTION 7: If Question 6 is "Yes", ask respondent the main cause of the losses. Record the response given according to the units listed. If the response is not among the list, record unit code 11 and write the response given in front of Other (Specify).

QUESTION 8: Ask respondent the quantity of [TREE/PERMANENT CROP] harvested since the New Year. Record the response in NUMBER of QUANTITY with corresponding UNIT code. If the response is not among the list, record unit code 4 and write the response given in front of Other (Specify). The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

> **SKIP INSTRUCTION**: In Question 8, each TREE/PERMANENT CROP must be completed before moving to **SECTION 11h**.

SECTION 11h – Marketing of Agricultural Surplus

Note: *Marketing: Marketing means the exchange of goods and services for money and in this contest it equally means the sale of crops for money.*

RESPONDENT: Farmer, owner or manager of plot

Open FLAP C - PLOT-CROP ROSTER before the commencement of Section F.

Question 1: Ask respondent if any of the harvested [CROP] was sold since the New Year. Record 1 (Yes) or 2 (No) as applicable.

> **SKIP INSTRUCTION:** If Question 1 is 2 (No), skip to **Question 17.** Otherwise, proceed to Question 2.

Question 2: If Question 1 is "Yes", ask respondent the total quantity sold from the harvested CROP since the beginning of the year. Record NUMBER of QUANTITY and write code for UNIT from the list of units given. If the response is not among the list, record unit code 4 and write the response in front of Other (Specify).

Question 3: Having completed Question 2, ask respondent the total value of CROP sold from the harvested since the beginning of the year. Record the response in NAIRA. The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

QUESTION 4: Having completed Question 3, ask respondent the LARGEST BUYER/OUTLET for CROP sales since the New Year. The interviewer is required to list maximum of **ONE** BUYER for each CROP and write it into the appropriate network Roster and then copy the Network code to the corresponding crop of each PLOT ID in Question 4.

Question 5: Ask respondent the total quantity of harvested CROP sold to [LARGEST BUYER/OUTLET] since the beginning of the year. Record NUMBER for QUANTITY and write code for UNIT from the list of units provided. If the response is not among the list, record unit code 4 and write the response in front of Other (Specify).

Question 6: Having completed Question 5, ask respondents the respondent the total value of CROP sold from the harvested to [LARGEST BUYER/OUTLET] since the beginning of the year. Record the response in NAIRA. The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

Question 7: Having completed Question 6, ask respondent the person that controlled these earnings. The interviewer is required to list maximum of **TWO** persons from HOUSEHOLD ROSTER and then copy the **persons' ID** into Question 7 accordingly.

QUESTION 8: Ask respondent the total cost of transportation associated with the [CROP] sales to [LARGEST BUYER/OUTLET]. The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response in Naira.

QUESTION 9: Having completed Question 8, ask respondent the main mode of transportation associated with the [CROP] sales to [LARGEST BUYER/OUTLET]. Record the response among the options provided. If not among the list, record unit code 7 and write the response in front of Other (Specify).

QUESTION 10: Apart from **FIRST BUYER/OUTLET** in Question 4, ask respondent whether there was another buyer/outlet for the sales of the [CROP] since the beginning of the New Year. Record 1 (Yes) or 2 (No) as applicable.

>   **SKIP INSTRUCTION:** If Question 10 is 2 (No), skip to **Question 17.** Otherwise, proceed to Question 11.

QUESTION 11: Having completed Question 10, ask respondent the [SECOND LARGEST BUYER/OUTLET for the [CROP] sales since the new year. The interviewer is required to list maximum of **ONE** BUYER against each CROP and write it in the appropriate network Roster and then copy the Network code to the corresponding crop in Question11.

Question 12: Having completed Question 10, ask respondent the total quantity of harvested CROP sold to [SECOND LARGEST BUYER/OUTLET] since the beginning of the year. Record NUMBER for QUANTITY and UNIT code from the list provided. If the response is not among the list, record unit code 4 and write the response in front of Other (Specify).

Question 13: Ask respondent the total value of CROP sold to [SECOND LARGEST BUYER/OUTLET] since the New Year. Record the response in NAIRA. The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response. Estimated value must be both cash and in-kind payments.

Question 14: Having completed Question 13, ask respondent the person that controlled these earnings. The interviewer is required to list maximum of **TWO** persons from HOUSEHOLD ROSTER and then copy the **persons' ID** into Question 7 accordingly.

QUESTION 15: Ask respondent the total cost of transportation associated with the [CROP] sales to [SECOND LARGEST BUYER/OUTLET]. The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response in Naira.

QUESTION 16: Having completed Question 15, ask respondent the main mode of transportation associated with the [CROP] sales to [SECOND LARGEST BUYER/OUTLET]. Record the response among the options provided. If not among the list, record unit code 7 and write the response in front of Other (Specify).

QUESTION 17: Apart from CROP sales, ask respondent the quantity of harvested [CROP] given out as gifts or reimbursements for land, labour since the new year. The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response. Record NUMBER for QUANTITY and UNIT code from the list provided. If the response is not among the list, record unit code 4 and write the response given in front of Other (Specify).

QUESTION 18: Ask respondent the quantity of the harvested [CROP] given out as reimbursement for inputs borrowed or acquired on credit since the New Year. Record the response in NUMBER for QUANTITY with corresponding UNIT code on the list. If the response is not among the list, record unit code 4 and write the response in front of Other (Specify) . The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

QUESTION 19: Apart from response in Question 18, ask respondent the quantity of the harvested [CROP] given out as used as inputs for CROP by-products since the New Year. Record NUMBER of with corresponding UNIT code on the list. If the response is not among the list, record unit code 4 and write the response given in front of Other (Specify) in Question 19. The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

QUESTION 20: Ask respondent the quantity of the harvested [CROP] loss to rotting, insects, rodents, theft, etc since the beginning of the New Year The respondent should provide Number for **OPTION 1 QUANTITY** or percentage for **OPTION 2 PERCENTAGE,** with corresponding to any of the units listed, if the response is not among the list, the Interviewer must record unit code 4 and write the response given in front of Other (Specify). The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

QUESTION 21: Ask respondent the main reason for the loss. The respondent should provide a response that should be corresponding to any of the units listed. If the response is not among the list, record unit code 7 and write the response given in front of Other (Specify).

Question 22: Ask respondent if any of the harvested [CROP] is put into storage now. If the response is yes, record (1) otherwise record 2 for No.

> **SKIP INSTRUCTION**: If Question 22 is 2 "No" against any crop in the appropriate row skip to **Question 27** to continue the interview. Otherwise, proceed to Question 23.

QUESTION 23: If Question 22 is 1 (Yes), ask respondent the main method of storage for the crop. Record a response that is corresponding to any of the units listed. If the response is not among the list, record unit code 5 and write the response given in front of Other (Specify).

QUESTION 24: Ask respondent the quantity of the harvested [CROP] stored by the household. Record Number of quantity (QTY) that should be corresponding to any of the units listed. If the response is not among the list, record unit code 4 and write the response given in front of Other (Specify).

QUESTION 25: Ask respondent what was done to protect the stored [CROP]. Record maximum of two options to a CROP from any of the units listed. If the response is not among the list, record unit code 5 and write the response given in front of Other (Specify).

QUESTION 26: Ask respondent the main purpose for storing [CROP]. Record maximum of **TWO** MOST IMPORTANT purposes against each CROP which are corresponding to any of the units listed. If the response is not among the list, record unit code 6 and write the response given in front of Other (Specify).

SECTION 11i – Animal Holdings

Note: Interviewer must ensure that the answer to a particular question is appropriately recorded before acting on the skip instruction.

ANIMAL HOLDING: Animal owned by a person or a joint holder

RESPONDENT: Owner or caretaker of animals

QUESTION 1: Ask respondent if any member of the household raised or owned any of the listed animals. Record 1 for "Yes" or 2 for "No" as appropriate against each of the listed animals one after the other. The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

   Note: **CALF:** This is a baby of a cow.

   HEIFER: This is a young cow that has not yet given birth to a calf.

   COW: This is adult female cattle for producing milk, meat and calf.

   STEER: This is a young male cow whose sex organs have been removed.

   BULL: This is adult male cattle.

   SKIP INSTRUCTION: If Question 1 is 2 (No) for any of the listed animals, skip to the NEXT animal one after the other and make sure that all animals were completed before continuing from Question 2. If response to the entire listed animal is **NO**, then continue the interview in **SECTION k.**

QUESTION 2: If response to any of the listed animals in Question 1 is 'Yes", ask respondent the number of [ANIMALS] owned by the household now either at farm or away. Record the number of each animal accordingly.

QUESTION 3: Having completed Question 2, ask respondent the amount of money to be received from selling one of the [ANIMALS] today. Record the amount in NAIRA.

Question 4: Ask respondent the person(s) in the household that own(s) [ANIMAL]. The interviewer is required to list maximum of **TWO** persons from HOUSEHOLD ROSTER and then copy the **persons' ID** into Question 4 against each animal accordingly.

Question 5: Ask for the person (s) in the household that responsible for keeping [ANIMAL]. The interviewer is required to list maximum of **TWO** persons from HOUSEHOLD ROSTER and then copy the **persons' ID** into Question 5 against each animal accordingly.

QUESTION 6: Ask for the number of [ANIMALS] owned by the household from very beginning of this New Year. Record the number for each animal identified.

QUESTION 7: Ask for the number of [ANIMALS] born since the New Year. Record the number for each animal identified. If none, record zero (0). The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

QUESTION 8: Ask for the number of [ANIMALS] received as gifts since the New Year. Record the number for each animal identified. If none, record zero (0). The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

QUESTION 9: Ask for the number of [ANIMALS] received as payment for rendered since the New Year. Record the number for each animal identified. If none, record zero (0). The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

QUESTION 10: Ask for the number of [ANIMALS] bought to be raised since the New Year. Record the number for each animal identified. If none, record zero (0). The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

> **SKIP INSTRUCTION**: Complete Question 10 for all the listed animals. If NONE for all animals, skip to **Question 13**. Otherwise, continue from Question 11.

QUESTION 11: Having completed Question 10, ask respondent the total amount of money spent for purchasing ANIMALS since New Year. Record the total amount (NAIRA) make sure in-kind payment estimation is included against each of the identified animals. The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

QUESTION 12: Ask for the place where most of the animals were purchased. The interviewer is to complete the network roster and enter the network code for **two** sources to appropriate cells in Question 12.

QUESTION 13: Ask for the number of [ANIMALS] given as gifts since the New Year. Record the number for each animal identified. If none, record zero (0). The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

QUESTION 14: Ask for the number of [ANIMALS] given out as payment for services rendered since the New Year. Record the number for each animal identified. If none, record zero (0). The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

QUESTION 15: Ask for the number of [ANIMALS] got lost or stolen since the New Year. Record the number for each animal identified. If none, record zero (0). The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

QUESTION 16: Ask for the number of [ANIMALS] sold alive since the New Year. Record the number for each animal identified. If none, record zero (0). The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

> **SKIP INSTRUCTION**: Complete Question 16 for all the listed animals. If NONE for all animals, skip to **Question 19**. Otherwise, continue from Question 17.

QUESTION 17: Having completed Question 16, ask respondent the total amount of sales. Record the total amount (NAIRA) make sure in-kind payment estimation is included against each of the identified animals. The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

QUESTION 18: Ask for the place where the [ANIMALS] sold alive. The interviewer is to complete the network roster and enter the network code for **two sources** in the appropriate cells for Question 18.

QUESTION 19: Ask for the number of animals slaughtered since New Year. Record the number of any identified animals slaughtered either under FOR SALE or FOR CONSUMPTION accordingly. If none, record zero (0). The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

QUESTION 20: Ask if any of the identified animals suffer from any disease since New Year. Record 1 for "Yes" or 2 for "No" as appropriate.

> **SKIP INSTRUCTION**: If Question 20 is 2 (No) for any of the listed animals, make sure that all animals were completed before continuing from Question 21. If response to the entire listed animal is **NO**, continue the interview in **Question 22.**

QUESTION 21: Having completed Question 20, ask for the kind of diseases the identified animals suffer most and the number of lost animal from any of the diseases since New Year.   Record the number of animals lost to two identified diseases separately using the Disease code on the NEXT page.

QUESTION 22: Ask for the number of animal currently vaccinated. Record the number against each of the listed animals. If none, record zero (0).

> **SKIP INSTRUCTION**: Complete Question 22 for all the listed animals. If NONE for all animals, skip to **SECTION 11j**. Otherwise, continue from Question 23.

QUESTION 23: Having completed Question 22, ask for the main provider of the vaccination services. The interviewer is to complete the network roster and enter the network codes for maximum of **two sources** per identified animal in the appropriate cells to Question 23.

QUESTION 24: Ask for the diseases of each identified animal vaccinated. Record maximum of **three types** of disease codes to the space provided. Use the disease code shown by the side of Question 24.

SECTION 11j – Animal Costs

Note: Interviewer must ensure that the answer to a particular question is appropriately recorded before acting on the skip instruction.
RESPONDENT: Owner or caretaker of animals

QUESTION 1: Ask respondent if anything was spent on the items listed in the Question 1 in the last 12 months. Record 1 for "Yes" or 2 for "No" against each item one after the other.

> **SKIP INSTRUCTION**: If Question 1 is 2 (No) for any of the listed items, make sure that all items were completed before continuing from Question 2. If response to the entire list is **NO**, skip to **SECTION 11k.**

QUESTION 2: If Question 1 is 1 (Yes) for any of the listed items, ask for the amount spent in cash and in-kind in the last 12 months. Record the amount (NAIRA) for in cash and the estimation from in-kind separately for each identified item.

QUESTION 3: Ask for the sources of the identified item. The interviewer is to complete the network roster and enter the network codes for maximum of **two sources** per item in the appropriate cells for Question 3.

QUESTION 4: Ask if there was anytime in the last 12 months that the item was not available for the household need. Record 1 for "Yes" or 2 for "No" as applicable to each identified item.

SECTION 11k – Agriculture By- Product

RESPONDENT: Owner or caretaker of animals

BY- PRODUCT CODE: *Unique serial number assigned to each listed BY- PRODUCT in Question 1. This will enable the interviewer to continue the interview on each BY- PRODUCT in orderly manner.*

QUESTION 1: Ask respondent if any of the household members produced any [BY- PRODUCT] since the New Year. Record 1 for "Yes" or 2 for "No" as applicable to each listed item.

SKIP INSTRUCTION: If Question 1 is 2 (No) for any of the listed items, make sure that all items were completed before continuing from Question 2. If response to the entire list is **NO**, skip to **SECTION 11l-1.**

QUESTION 2: If Question 1 is 1 (Yes) for any of the listed items, ask for the number of months the household produced any of the [BY- PRODUCT]. Record the number of the months. For instance, if the response is three (3) months: record 3 under **NUMBER**.

QUESTION 3: Having completed Question 2, ask for the average quantity of **[BY-PRODUCT]** produced per month. Record the number of QUANTITY with corresponding units. If the response is not among the list, record unit code 6 and write the response in front of Other (Specify).

QUESTION 4: Ask for if any of the **[BY-PRODUCT]** produced since the beginning of the year was sold. Record 1 for "Yes" or 2 for "No" as may be applicable to each item.

> **SKIP INSTRUCTION**: If Question 4 is 2 (No) for any of the listed items, make sure that all items were completed before continuing from Question 5. If response to the entire list is **NO**, skip to **SECTION 11l-1.**

QUESTION 5: If Question 4 is 1 (Yes) for any of the listed items, ask for **the quantity of [BY-PRODUCT] sold** since the beginning of the year. Record the number of quantity with corresponding to any of the units listed appropriately.

QUESTION 6: Ask for the **total value of sales** of **[BY-PRODUCT]** since the beginning of the year. Record the value in Naira including the estimation of payments in-kind. The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

SECTION 11(l_1) – Extension

Note: *Agricultural Extension Service: a technical assistance/advice (or a demonstration of new agriculture techniques) given to a farmer or group of farmers to improve productivity*.

RESPONDENT: Farmer, owner or manager of plot

*Topic Code: unique serial number assigned to each listed **TOPIC** in question 1. This code will enable the interview to continue smoothly and orderly.*

QUESTION 1: Ask respondent whether anyone in the household receive any advice on **[TOPIC]** since the New Year. Record 1 for "Yes" or 2 for "No" as may be applicable to each topic.

> **SKIP INSTRUCTION**: If Question 1 is 2 (No) for any of the listed topics, make sure that all topics were completed before continuing from Question 2. If response to the entire list is **NO**, end the interview**.**

QUESTION 2: If Question 1 is 1 (Yes) for any of the listed topics, ask the respondent the main source of advice on [TOPIC]. Record the code from available options. If the response is not among the list, record unit code 14 and write the response in front of Other (Specify).

SECTION 11(l_2) – Extension

RESPONDENT: Farmer, owner or manager of plot

Note: *Source Code: a serial number assigned to each listed SOURCE in question 1. This code will enable the interview to continue smoothly and orderly.*

PEER FARMER: *A group of farmers who grow the same type of crop in a single community.*

LEAD FARMER: *A farmer who is the most active in growing certain crop or who has the largest PLOT of a certain crop or an outstanding farmer in a community.*

FARMER FIELD DAY/SCHOOL: *A day that both the extension worker and a group of farmers agreed for training and practicing new farming procedures.*

QUESTION 1: Mark "X" to each identified source against each topic that has "Yes" response in the previous page**.** Make sure that all topics were completed by marking "X" against any identified source before continuing from Question 2.

QUESTION 2: For each source marked "X", ask if any of the household member received advice/information through **[SOURCE]** since New Year. The interviewer is required to list maximum of **FOUR** persons from HOUSEHOLD ROSTER and then copy the **persons' ID** to Question 2 against each identified source accordingly.

QUESTION 3: Having completed Question 2, ask respondent the number of times someone from identified [**SOURCE**] visited any household member's farm since the New Year. Record the **NUMBER of VISITS** per source accordingly. If there is no visit made, record Zero (0). If there is no solicited visit made, record Zero (0). If the response is not among the list, record unit code 14 and write the response given in front of Other Specify in Question 3. **Do not complete the block cells.** The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

> **SKIP INSTRUCTION**: If response to the entire list is **NONE**, skip to Question 5. Otherwise continue the interview from Question 4.

 QUESTION 4: Having completed Question 3, ask respondent the number of visits solicited for. Record the **NUMBER of SOLICITED VISITS** per source accordingly. If there is no solicited visit made, record Zero (0). If the response is not among the list, record unit code 14 and write the response given in

front of Other Specify in Question 4. **Do not complete the block cells.** The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

QUESTION 5: Ask respondent if any member of the household met or visited the identified SOURCE elsewhere other than their dwelling place or on their plots since the New Year. Record the **number** for the entire household per **SOURCE** accordingly. If there is no visit/meeting made, record Zero (0). If the response is not among the list, record unit code 14 and write the response in front of Other (Specify) in Question 5. **Do not complete the block cells.** The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

QUESTION 6: Ask respondent for he number of times any members of the household attend meeting with [SOURCE] in the last 12 months. Record the **TOTAL NUMBER for the entire household** per source accordingly. If there is no visit made, record Zero (0). If the response is not among the list, record unit code 14 and write the response in front of Other (Specify) in Question 6. **Do not complete the block cells.** The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

QUESTION 7: Ask respondent if any of the household members spent anything for receiving any advice or information from [**SOURCE]** since the New Year**.** Record 1 for "Yes" or 2 for "No" as may be applicable to each source. **Do not complete the block cells.**

> **SKIP INSTRUCTION**: If Question 7 is 2 (No) for any of the listed sources, make sure that all sources were completed before continuing from Question 8. If response to the entire list is **NO**, skip to **Question 9.**

QUESTION 8: If Question 7 is 1 (Yes) for any of the listed sources, ask respondent the total amount paid by the household for receiving advice or information from [SOURCE]. Enter the total amount in NAIRA for the entire household including the estimation from in-kind. The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

QUESTION 9: Ask respondent at which level the advice or information received from [SOURCE] was useful to the household. Enter the appropriate code from the option provided that best described the response.

The end of the Interview.

SECTION 12 – Network Roster

This is actually filled during the course of the interview with each respondent. The purpose of this section is to identify the individuals, organizations, firms, shops and government offices that individuals deal with, particularly around agricultural production. We are trying to understand the sources of inputs for farmers and businesses and where they sell their output, etc.

During this interview, you will come to questions that say, [SEE NETWORK ROSTER]. For example, during the interview, one of the questions is: 'What was the source of fertilizer used?' If the respondent answers, "I bought it from Mr. Kareem in Wuse Market, Abuja." Then, instead of writing all of this in the question cell itself, you should go the the NETWORK ROSTER and write this information. Then answer questions on the name and location code (type of person/firm and where located). Note that there is a network code listed to the left of Mr Kareem's name. This is N1. This code is what should be written in the answer cell for the question "What was the source of fertilizer used".

If in a later question, the respondent answers that he sold crops to Mr. Kareem, then you should check the network roster, identify that Mr. Kareem in Wuse market has code N1 and write N1 in the answer cell for this question.

If later, in another question, the respondent says that het obtained extension services from Moba LGA, then is would be written in the second line of the Network Roster. In the answer to 'where did you obtain extension services' you should write N2.

NETWORK ROSTER TABLE

Network Code	Name	Network Name Code	Location Name Code
N1	Mr. Kareem	9	3
N2	Moba LGA	17	6
N3			

THE SURVEY EQUIPMENNT
GLOBAL POSITIONING SYSTEM (GPS)
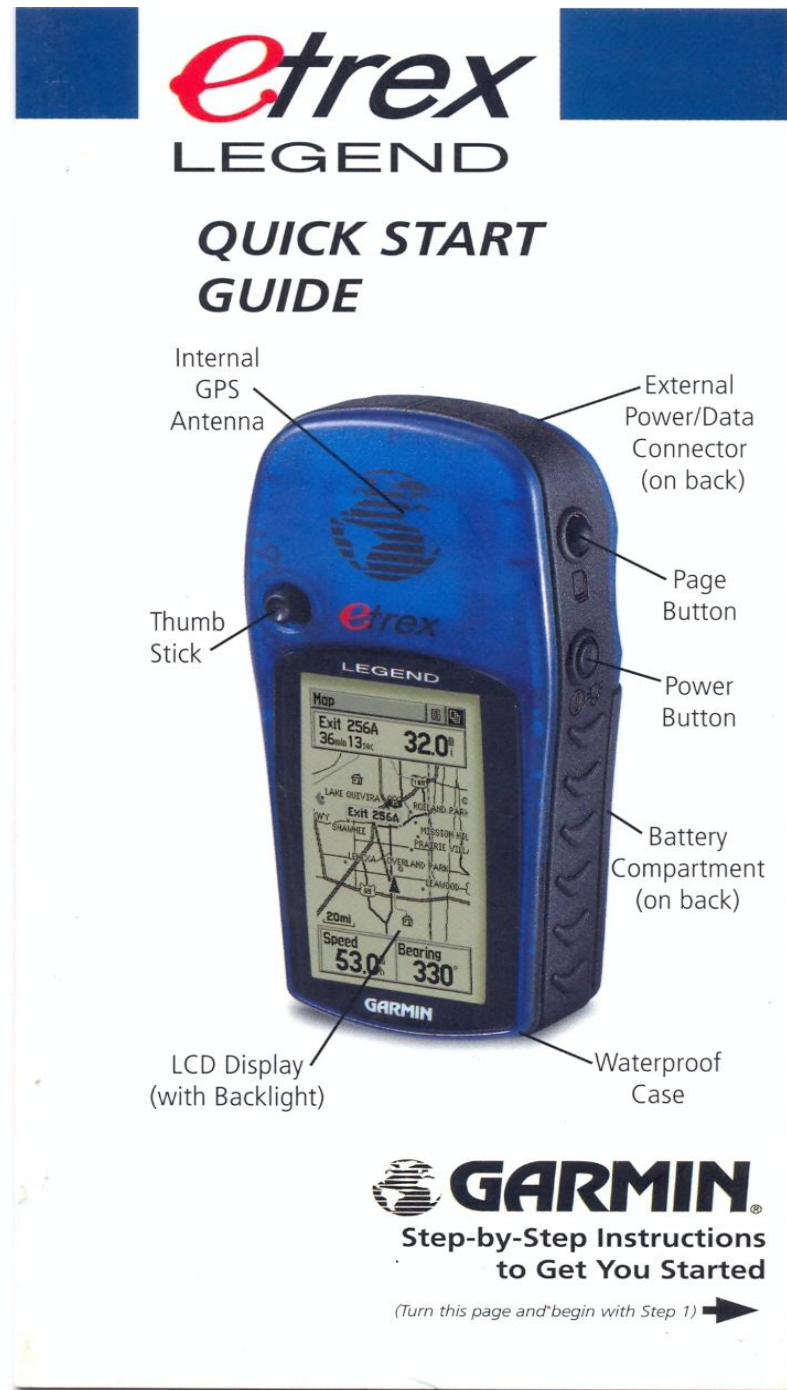
INTRODUCTION

The Global Positioning System (GPS) is a piece of technology equipment used for variety of activities (navigating, mapping, etc). The advantage of this technology over the old method of farm survey (i.e compass, pole and tape) is enormous. It is more accurate in measurement, faster, easier and requires less number of people to use.

THE USE OF GPS TO MEASURE PLOT (FARM) AREA

First walk round the farm boundary to observe the farm shape and possible obstacles on the farm

Step 1: Switch on the GPS by pressing the **POWER BUTTON** for 1-2 seconds.

Step 2: Wait for at least two (2) minutes for allowing the GPS to initialize and locate satellites just like when you wait for your computer to boot.

Step 3: Make sure that the satellites are good i.e. a minimum of four satellites are received and scattered on the screen.

Step 4: The GPS will indicate **READY** before you can start navigating or using.

Step 5: Move to the **main menu** (page) by pressing PAGE BUTTON key repeatedly.

Step 6: On the main menu select **TRACK.**

Step 7: On the **TRACK,** press **Thumb Stick** to enter track menu.

Step 8: On the **TRACK menu,** by using Thumb Stick moves the cursor to **OFF/ON** corner to click **OFF.** The cursor will move to **ON** then click it again. **ON** will look dull indicating it is ready for survey work and cursor will stay on OFF.

Step 9: Mark your starting point before you begin to walk round the farm boundary and make sure you return to your starting point.

Step 10: Stop and save, by moving the cursor to save mode and press, it will save by the current date.

Step 11: After saving, **a sketch map of the movement** round the PLOT will be shown on the screen. Then, move the cursor to the area of the surveyed PLOT shown on the screen and record the area in square metre (m^2).

Step 12: Before surveying another farm, move the cursor to **CLEAR** and press to rob off the previous PLOT. Otherwise there will be an overlapping.

Step 13: Repeat the same procedures to survey other Plots (Farms). Please, note that you are to save the last ten farms you surveyed.

THE USE OF GPS TO GET THE COORDINATES OF A LOCATION

Walk into the centre of a PLOT (a farm) or a point to read the coordinates from the GPS.

Step 1: Switch on the GPS by pressing the **POWER BUTTON** for 1-2 seconds.

Step 2: Wait for at least two (2) minutes for allowing the GPS to initialize and locate satellites just like when you wait for your computer to boot.

Step 3: Make sure that the satellites are good i.e. a minimum of four satellites are received **and scattered** on the screen.

Step 4: The GPS will indicate **READY** before you can start navigating or using.

Step 5: When **READY** is seen on the screen, the coordinates will be displayed on the screen as well. Make sure that you are **at the point** where you need to locate or track before recording the coordinates.

Step 6: Repeat the same procedures for other targeted locations (Points). Please, note that you must be at the point where you need to locate or track before recording the coordinates.

Appendix

List of Occupations and Codes

S/N	International Standard Classification of Occupations	Code
1	Legislators	1110
2	Senior Government Officials	1120
3	Traditional Chiefs & Head of Villages	1130
4	Senior Officials of Political Party Organisation	1141
5	Senior Official of Employers, workers and other Economic interest Organisations	1142
6	Senior Officials of Humanitarian and other Special-Interest Organisations	1143
7	Directors & Chief Executives	1210
8	Production & Operations Managers	1221
9	Finance and Administration Managers	1222
10	Personel and Industrial Relations Managers	1223
11	Sales and Marketing Managers	1224
12	Advertising and Public Relations Managers	1225
13	Supply and distribution Managers	1226
14	Computing Services Managers	1227
15	Research and Development Managers	1228
16	Other Specialized Managers	1229
17	General Managers in Agriculture	1311
18	General Managers in Manufacturing	1312
19	General Managers in Construction	1313
20	General Managers in Retail & Wholesale Trade	1314
21	General Managers in Resturants and Hotels	1315
22	General Managers in Transportation	1316
23	General Managers in Business Services Firms	1317
24	General Managers in Personnel Care, Cleaning Repairs and Related Services	1318
25	Physicists and Astronomers	2111
26	Meteorologists	2112
27	Chemists	2113
28	Geologists and Geophysicists	2114
29	Mathematicians and Related Professionals	2121
30	Statisticians	2122
31	System Designers and Analysts	2131
32	Computer Programmers	2133
33	Other Computing Professionals	2139
34	Architects, Town and Traffic Planners	2141
35	Civil Engineers	2142
36	Electrical Engineers	2143
37	Electronic and Telecommunications Engineers	2144
38	Mechanical Engineers	2145
39	Chemical Engineers	2146
40	Mining Engineers, Metallurgists and Related Professionals	2147
41	Cartographers and Surveyors	2148
42	Other Architects, Engineers and Related Professionals	2149
43	Biologists, Botanists, Zoologists & Related Professionals	2211
44	Bacteriologists, Pharmacologists & Related Professionals	2212
45	Agronomists and Related Professionals	2213
46	Medical Doctors	2221
47	Dentists	2222
48	Veterinarians	2223
49	Pharmacists	2224
50	Other Health Professionals (Except Nursing)	2229
51	Nursing and Midwifery Professionals	2230
52	Colleges, University & Higher Education Teaching Professional	2310

S/N	International Standard Classification of Occupations	Code
53	Secondary Education Teaching Professionals	2320
54	Primary Education Teaching Professionals	2331
55	Pre-primary Education Teaching Professionals	2332
56	Special Education Teaching Professionals	2340
57	Education Methods Specialists	2351
58	School Inspectors	2352
59	Other Teaching Professionals not Elsewhere Classified	2359
60	Accountants	2411
61	Personnel and Careers Professionals	2412
62	Other Business Professionals	2419
63	Lawyers	2421
64	Judges	2422
65	Other Legal Professionals	2429
66	Archivists and Curators	2431
67	Librarians and Related Professionals	2432
68	Economists	2441
69	Sociologists, Anthropologist & Related Professionals	2442
70	Psychologist	2445
71	Social Work Professionals	2446
72	Authors, Journalist & Other Writers	2451
73	Sculptors, Painters & Related Artists	2452
74	Composers, Musicians & Singers	2453
75	Choreographers and Dancers	2454
76	Film, Stage and Related Actors and Directors	2455
77	Religion Professionals	2460
78	Chemical & Physical Science Technicians	3111
79	Civil Engineering Technicians	3112
80	Electrical Engineering Technicians	3113
81	Mechanical Engineering Technicians	3114
82	Chemical Engineering Technicians	3116
83	Mining and Metallurgical Technicians	3117
84	Other Physical Science & Engineering Technicians	3118
85	Computer Assistants	3121
86	Computer Equipment Controllers	3122
87	Photographers & Image & Sound-Recording Equipment Controllers	3131
88	Broadcasting and Telecommunications-Equipment Controllers	3132
89	Medical Equipment Controllers	3133
90	Other Optical & Electronics Equipment Controllers not elsewhere classified	3139
91	Ships' Engineers	3141
92	Ships' Deck Officers & Pilots	3142
93	Aircraft Pilot & Related Workers	3143
94	Air Traffic Controllers	3144
95	Air Traffic Safety Technicians	3145
96	Building & Fire Inspectors	3151
97	Safety, Health & Quality Inspectors (Vehicles, Processes & Products)	3152
98	Life Science Technicians	3211
99	Agronomy & Forestry Technicians	3212
100	Farming & Forestry Advisers	3213
101	Medical Assistants	3221
102	Sanitarian	3222
103	Dieticians and Nutritionists	3223
104	Optometrists & Opticians	3224
105	Dental Assistants	3225
106	Physiotherapists and Related Workers	3226
107	Veterinary Assistants	3227

S/N	International Standard Classification of Occupations	Code
108	Pharmaceutical Assistants	3228
109	Other Health Associate Professionals (Except Nursing)	3229
110	Primary Education Teaching Associate Professionals	3310
111	Pre-Primary Education Teaching Associate Professionals	3320
112	Special Education Teaching Associate Professionals	3330
113	Other Teaching Associate Professionals	3340
114	Securities, Finance Dealers & Brokers	3411
115	Insurance Representatives	3412
116	Estate Agents	3413
117	Travel Consultants Organisers	3414
118	Technical & Commercials Sales Representatives	3415
119	Buyers	3416
120	Appraisers & Values	3417
121	Auctioneers	3418
122	Other Finance & Sales Associate Professionals	3419
123	Trade Brokers	3421
124	Clearing & Fowarding Agents	3422
125	Labour Contractors & Equipment Agents	3423
126	Other Business Services Agent & Trade Brokers	3429
127	Administrative & Related Associate Professionals	3431
128	Legal & Related Business Associate Professionals	3432
129	Other Administrative Associate Professionals	3439
130	Custom & Border Professionals	3441
131	Government Tax & Excise Officials	3442
132	Government Welfare & Pension Officials	3443
133	Government Licensing Officials	3444
134	Commissioned Police Officers & Detectives	3445
135	Other Government Associate Professionals	3449
136	Social Work Associate Professionals	3450
137	Decorators & Commercial Designers	3461
138	Radio, Television & Other Announcers	3462
139	Street, NightClub & Related Musicians, Singers & Dancers	3463
140	Clowns, Magicians, Acrobats & Related Workers	3464
141	Athletes & Related Workers	3465
142	Non-Ordained Religion Associate Professionals	3470
143	Statistical & Finance Clerks	4122
144	Stock Clerks	4131
145	Production Clerks	4132
146	Transport Clerks	4133
147	Library & Filling Clerks	4141
148	Mail Carriers & Sorting Clerks	4142
149	Coding, Proof-Reading & Related Clerks	4143
150	Scribes	4144
151	Flight Attendants & Travel Stewards	5111
152	Transport Conductors	5112
153	Travel Guides and Ground Hosts	5113
154	House Stewards and House Keepers	5121
155	Waiters and Banenders	5122
156	Institution-based Personal Care Workers	5131
157	Home-Based Personal Care Workers	5133
158	Other Personal Care Workers	5139
159	Hairdressers, Barbers, Beauticians & Related Workers	5141
160	Companions and Valets	5142
161	Undertakers and Embalmers	5143
162	Other Personal Services Workers not Elsewhere Classified	5149

S/N	International Standard Classification of Occupations	Code
163	Fashion and Other Models	5210
164	Shop Sales Persons & Demonstrators	5220
165	Stall and Market Salespersons	5230
166	Field Crops & Vegetable Growers	6111
167	Tree Shrub Crop Growers	6112
168	Gardeners, Horticultural; Nursery Growers	6113
169	Mixed Crop Growers	6114
170	Dairy & Livestock Producers	6121
171	Poultry Products	6122
172	Mixed Animal Producers	6123
173	Market Oriented Crop & Animal Producers	6130
174	Forestry Worker and Loggers	6141
175	Charcoal Burners & Related Workers	6142
176	Aquatic Liege Cultivation Workers	6151
177	Inland & Coastal Waters Fishery Workers	6152
178	Deep-Sea Fishery Workers	6153
179	Hunters and Trappers	6154
180	Subsistence Agricultural and Fishery Workers	6210
181	Miners & Quarry Workers	7111
182	Short Fires and Blasters	7112
183	Stone-Splitters, Cutters and Carvers	7113
184	Builders Traditional Materials	7121
185	Bricklayers, Stonemason & Tile Setters	7122
186	Concrete Placers, Concrete Finishers and Terrazzo-Workers	7123
187	Carpenter and Jointers	7124
188	Other Building Frames and Related Workers	7129
189	Roofers	7131
190	Plasterers	7132
191	Insulators	7133
192	Glaziers	7134
193	Plumbers and Pipe Fitters	7135
194	Building and Related Electricians	7136
195	Painters and Paperhangers	7141
196	Metal Moulds and Core Makers	7211
197	Welders and Flame-Cutters	7212
198	Sheet-Metal Workers	7213
199	Structural Metal Prepares and Erector	7214
200	Riggers and Cable Splices	7215
201	Under-Water Workers	7216
202	Blacksmiths, Hammersmith's, Forging-Press Workers	7221
203	Tool Maker, Metal Patter Makers and Metal Makers	7222
204	Machine Tool Setter Operators	7223
205	Metal Grinder, Polishers and Tool Sharpeners	7224
206	Motor Vehicle Mechanics and Filters	7231
207	Air Craft Engine Mechanics and Fitters	7232
208	Electrical Mechanics and Fitters	7241
209	Electronic Fitters and Services	7242
210	Radio and Television Service	7243
211	Telegraph and Telephone Installers	7244
212	Electrical Line Installers Repairs & Cable Jointers	7245
213	Precision Instrument Makers Repairs	7311
214	Acoustical Musical Instrument	7312
215	Jewelry and Precious metal Trade Workers	7313
216	Potters and Related Clay and Abrasive Formers	7321
217	Glass Formers, Cutters Grinder and Finishers	7322

S/N	International Standard Classification of Occupations	Code
218	Glass Engrave and Etchers	7323
219	Glass and Ceramic Painters and Decorators	7324
220	Handicraft Workers in Wood and Related Materials	7331
221	Handicraft Workers in Textile, Leather and Related Materials	7332
222	Compositors and Type Setters	7341
223	Stereotypes and Electrotypers	7342
224	Bookbinders and Related Workers	7344
225	Silk Screen, Block and Textile Printers	7345
226	Meat and Fish Butchers and Preparers	7411
227	Bakers, Pastry Cooks and Confectionery Makers	7412
228	Food Beverage Testers and Graders	7413
229	Tobacco Preparers and Tobacco Products Markers	7414
230	Wood Treaters	7421
231	Cabinet Makers & Related Workers	7422
232	Wood Working Machine Setter Operators	7423
233	Basketry Weavers, Brush Markers and Related Workers	7424
234	Fibre Preaparers	7431
235	Weavers, Knitters and Other Hand Textile Products Makers	7432
236	Tailors, Dress Makers and Hatters	7433
237	Fur Tailor and Related Workers	7434
238	Textile Patternmakers and Cutters	7435
239	Sewers, Embroiderers and Related Workers	7436
240	Upholsterers and Related Workers	7437
241	Pelt Dressers, Tanners and Fell mongers	7441
242	Shoe Makers and Related Good Workers	7442
243	Mining plant Operators	8111
244	Mineral Ore and Stone-Treating Plant Operators	8112
245	Well Drillers and Borers and Related Workers	8113
246	Ore Smelting Metal Converting and Refining Furnace Operators	8121
247	Metal Melters, Casters and Rolling-mill Operators	8122
248	Metal Heat - Treating Plant Operators	8123
249	Metal Drawers and Extruders	8124
250	Glass and Ceramic Kiln Operators	8131
251	Other Glass & Ceramic Plant Operators	8132
252	Sawmill, Wood Panel and Related Wood-Processing Plant Operators	8141
253	Paper Pulp Preparation Plant Operators	8142
254	Paper Making Plant Operators	8143
255	Crushing Mixing & Grinding Equipment Operators	8151
256	Cooking, Roosting & Related Heat - Treating Plant Operators	8152
257	Filtering and Separating Equipment Operators	8153
258	Still Reactor Operators	8154
259	Petroleum Refining Plant Operators	8155
260	Other Chemical-Processing Plant Operators	8159
261	Power-Generating Plant Operators	8161
262	Steam Turbine, Boiler & Engine Operators	8162
263	Other Power Generating & Related Operators	8169
264	Automated Assembly-Line Operators	8171
265	Industrial Robot Operators	8172
266	Cement and Other Mineral Processing Machine Operators	812
267	Pharmaceutical & Toiletry Products Machine Operators	8221
268	Ammunition and Explosive Products Machine Operators	8222
269	Metal Finishers, Plasters and Coaters	8223
270	Photographic Products Machine Operators	8224
271	Other Chemical Products Machine Operators	8229
272	Type Making & Vulcanizing Machine Operators	8231

S/N	International Standard Classification of Occupations	Code
273	Other Rubber and Plastics Machine Operators	8239
274	Wood Products Machine Operators	8240
275	Printing Machine Operators	8251
276	Binding Machine Operators	8252
277	Paper and Paperboard Product Machine Operators	8253
278	Spinning and Winding Machine Operators	8261
279	Weaving and Knitting Machine Operators	8262
280	Sewing and Knitting Machine Operators	8263
281	Textile Bleaching, Dyeing & Cleaning Machine Operators	8264
282	Other Textile Product Machine Operators	8269
283	Meat & Fish Processing Machine Operators	8271
284	Dairy Products Machine Operators	8272
285	Baked Goods Producing & Cereals Processing Machine Operators	8275
286	Sugar Processing and Refining Machine Operators	8276
287	Tea Coffee Cocoa & Chocolate Preparing & Producing machine Operators	8277
288	Tobacco Products Processing Machine Operators	8278
289	Brewers, Wine & Other Beverage Machine Operators	8279
290	Electrical Machinery Assemblers	8282
291	Metal, Rubber & Plastic Products Assemblers	8284
292	Wood Related Materials Products Assemblers	8285
293	Other Stationery Machine Operators & Assemblers	8290
294	Railway Engine Driver	8311
295	Railway Barkers, Signalers & Shutters	8312
296	Motorcycle Drivers	8321
297	Cart, Taxi & Light Van Drivers	8322
298	Bus & Train Drivers	8323
299	Heavy Truck Drivrs	8324
300	Motorized Farm & Forestry Machinery Operators	8331
301	Earth-Moving & Related Machinery Operators	8332
302	Crane, Hoist & Related Material Moving Equipment Operators	8333
303	Lifting -Truck Operators	8334
304	Ship's Deck Crews & Related Workers	8340
305	Street Foods Vendors	9111
306	Street Vendors, Other Products	9112
307	Door-to-Door & Telephone Sales Persons	9113
308	Shoe Cleaning & Other Street Services	9120
309	Domestice helpers and Cleaners	9131
310	Helpers and Cleaners in Offices & Hotels & Related Workers	9132
311	Hand Launderers and Pressers	9133
312	Building Caretakers	9141
313	Windows Cleaners	9142
314	Messengers Package & Luggage	9151
315	Watchers and Doorkeepers	9152
316	Private Security Guards	9153
317	Vending Machine Money Collectors and Meter Readers	9154
318	Garbage Collectors	9161
319	Sweepers and Related Labourers	9162
320	Farmland & Labourers	9211
321	Forestry Labourers	9212
322	Fishery, Hunting & Tapping Labourers	9213
323	Mining & Related Labourers	9311
324	Construction & Maintenance Labourers Road, Dams & Similar Constructions	9312
325	Building Construction Labourers	313
326	Assembling Labourers	9321
327	Hand Packers and Other Manufacturing Labourers	9322

S/N	International Standard Classification of Occupations	Code
328	Freight Handlers	9331
329	Hand and Pedal Vehicle Drivers	9332
330	Drivers and Operators of Animal-Drawn Vehicles and Machinery	9333

Field Work Form

General Household Panel Survey
Field Report Form

Date: _____   INTERVIEWER: _____

STATE: _____   LGA: _____

EA Code	HH NO.	Total Number of Questionnaires	Questionnaire Number in HH	Questionnaire	Status	Explanation and Comments
				□ Household □ Agriculture	□ Complete □ Incomplete □ HH Refused □ Not Located □ HH Replaced □ Vacant	
				□ Household □ Agriculture	□ Complete □ Incomplete □ HH Refused □ Not Located □ HH Replaced □ Vacant	
				□ Household □ Agriculture	□ Complete □ Incomplete □ HH Refused □ Not Located □ HH Replaced □ Vacant	