Federal Republic of Nigeria

National Bureau of Statistics Abuja, Nigeria

GENERAL HOUSEHOLD SURVEY - PANEL

POST PLANTING (2nd WAVE, August 2012)

THE WORLD BANK

INTERVIEWER

INSTRUCTION MANUAL

AUGUST 2012

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Chapter 1: Introduction

Over the last few decades, Nigeria has experienced substantial gaps in producing adequate and timely data to inform policy making. In particular, the country is lagging behind in the production of sufficient and accurate agricultural production statistics. Except for the Harmonized National Living Standards Survey (HNLSS) which covers multiple topics in a single survey, all other household and farm surveys conducted by the NBS which also cover a wide range of sectors, do so in separate surveys, none of which is conducted as a panel. As part of the efforts to continue to improve data collection and usability, the NBS has revised the content of the annual General household survey (GHS) and added a panel component. The GHS-Panel is conducted every 2 years covering multiple sectors with a focus to improve data from the agriculture sector. In 2010, the NBS implemented the post-planting round of the first wave of General Household Survey (GHS-Panel). The post-harvest round of the first wave of the survey was conducted between February and April 2011. By design, this survey is integrated fully into the current General Household Survey (GHS). The post-planting round of the second wave will be fielded in September 2012.

Objectives
- To allow welfare levels to be produced at the state level using small area estimation techniques resulting in state-level poverty figures
- To create opportunities to conduct more comprehensive analysis of poverty indicators and socio-economic characteristics by integrating the longitudinal panel survey with GHS. To support the development and implementation of a Computer Assisted Personal Interview (CAPI) application for the paperless collection of GHS
- To develop an innovating model for collecting agricultural data
- To build capacity and develop sustainable systems for producing accurate and timely information on agricultural households in Nigeria.
- To actively disseminate 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
  - Financial Capability
  - Household Assets
  - Non-Farm Enterprises
  - Consumption of food (recall)
  - Non-food consumption expenditure
  - Food security

- Other non-labour income

- The Agriculture 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

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 GHS Panel 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 GHS Panel. This will involve selecting a subsample of EAs and households that are included in GHS 2010/2011 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

Pilot Test
A total of two (2) states were covered for the pilot test. The states for the pilot were Nasarawa and Osun which represented the northern and southern states of the country. Twenty (20) Households, were studied in each state, in which twelve (12) were farming households in each state. Two levels of training were adopted, that is training of trainers (TOT) for headquarters staff with field practice exercises on GPS measurements and objective measurements state training for the field personnel. The 1st level training lasted for 2 days while the 2nd level last for 2 days as well. A team comprising of one (1) supervisor , 3 interviewers carried out data collection in each selected state Data entry staff were excluded due to the fact that the data were entered at the HQ to test-run the developed program. Data collection lasted for 7 days.

Main Survey
The main survey covers all 36 states and the Federal Capital Territory (FCT), Abuja
➢ 500 EAs will be canvassed throughout the Federation and FCT, Abuja
➢ Ten (10) HHs will be studied in each EA, making a total of 5000HHs to be interviewed nationally
➢ Number of EAs / HHs to be covered varies from state to state
➢ In the 1st wave, attrition rate of 3% was recorded in the HH and 6% in the members between post planting and post-harvest visits.

Survey Instruments

- The survey instruments to be used are:
  - Household questionnaire
  - Agricultural questionnaire
  - Community/Prices questionnaire
  - Instruction Manual
  - EA line Maps and selected HH lists
  - 1st wave GHS – Panel (Post – Planting) and (Post – Harvest) questionnaires with HHs listed

Training for Fieldwork

- **Two levels of training will be mounted**
  - 1st level training at the NBS Headquarters, Abuja (TOT)
  - 2nd level training at the four (4) designated zonal training centres

- **1st level training for trainers (TOT)**
  - Participants to be trained will include:
    - 18 Senior staff of NBS and FMA&RD from headquarters
    - 9 Coordinators comprising of Directorate staff members of NBS
  - Training will last for four (4) days

- **2nd level training will take place in the four (4) designated zonal training centres**
- Participants to be trained will include:
  - Zonal Controllers
  - State officers
  - Supervisors
  - Interviewers
  - Data entry operators
- Field staff will be trained for data collection and data entry
- Training will last for nine (9) days (see Table 1 for the four (4) designated zonal training centres and their corresponding states)

Fieldwork Arrangement for Data Collection

As planned, there will be two stages of data collection during the main household panel survey. At the 1st stage, of the 2nd wave, all the three (3) questionnaires; household, agriculture and community will be used to collect information on post-planting period (farming input) –September/October, 2012. At 2nd stage, all the three (3) questionnaires will be used as well – February/March 2013. 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*). The teams will move in roving manner. Data collection and data entry is expected to last for 22-32 days. It has been proposed that the household panel survey will be conducted in every two years. 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.

Field Supervision

Apart from the cross-checks (minor editing) that the interviewers will carry out on completing an interview, the supervisors will be in touch with the interviewers regularly to observe them while conducting the interviews and ensure that it was properly done while still carrying out data collection on community questionnaire.

Table 1: GHS PANEL SURVEY 2012
Distribution of State/Centre, Number of participant/ Zone and Number of Centre to be created per Zone

S/N	Training Centre	State	No of Participant	No of centre to be Created
1	North Central, North-East and North-West (Nasarawa)	Plateau, Kwara, Niger, Kogi, Benue, Nasarawa, FCT Abuja, Borno, Yobe, Bauchi, Gombe, Taraba, Adamawa, Kaduna, Jigawa, Katsina, Kano, Kebbi, Sokoto, Zamfara	177	3 (60, 56, 61)
2	South East (Enugu)	Enugu, Anambra, Ebonyi, Abia, Imo,	51	1 (51)
3	South-South (Calabar)	Cross-River, Akwa- Ibom, Rivers, Bayelsa, Edo, Delta	57	1 (57)
4	South West (Ibadan)	Oyo, Osun, Ogun, Lagos, Ekiti & Ondo	61	1(61)
	Total		**346**	**6**

Table 2: **Distribution of sample size, Allocation of EAs, HHs to be covered, Field Personnel and Number of Days for Fieldwork by Zone and State for GHS Panel Main Survey 2012**

S/n	Zone	State	No of EAs Allocated	No of HHs Selected	No of Zonal Controller	No of State Officer	No 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	27
		Kwara	12	120		1	4	1	1	1	27
		Niger	18	180		1	6	2	2	1	25
		Kogi	12	120		1	4	1	1	1	27
		Benue	16	160		1	6	2	2	1	25
		Nasarawa	7	70		1	2	1	1	1	32
		FCT Abuja	4	40		1	1	1	1	1	27
		Sub- Total	**80**	**800**	**1**	**7**	**27**	**9**	**9**	**7**	
2	North East	**Borno**	21	210	1	1	8	2	2	1	23
		Yobe	13	130		1	4	1	1	1	30
		Bauchi	17	170		1	6	2	2	1	25
		Gombe	8	80		1	3	1	1	1	27
		Taraba	9	90		1	3	1	1	1	27
		Adamawa	12	120		1	4	1	1	1	25
		Sub- Total	**80**	**800**	**1**	**6**	**28**	**8**	**8**	**6**	
3	North West	**Kaduna**	12	120	1	1	4	1	1	1	27
		Jigawa	13	130		1	4	1	1	1	27
		Katsina	18	180		1	6	2	2	1	29
		Kano	20	200		1	8	2	2	1	23
		Kebbi	10	100		1	3	1	1	1	27
		Sokoto	8	80		1	2	1	1	1	32
		Zamfara	9	90		1	4	1	1	1	22
		Sub- Total	**90**	**900**	**1**	**7**	**31**	**9**	**9**	**7**	
4	South East	**Enugu**	14	140	1	1	4	1	1	1	32
		Anambra	22	220		1	8	2	2	1	25
		Ebonyi	14	140		1	4	1	1	1	32
		Abia	11	110		1	4	1	1	1	25
		Imo	19	190		1	6	2	2	1	29
		Sub-Total	**80**	**800**	**1**	**5**	**26**	**7**	**7**	**5**	
5	South South	**Cross River**	13	130	1	1	4	1	1	1	30
		Akwa-Ibom	15	150		1	4	1	1	1	32
		Rivers	21	210		1	8	2	2	1	22
		Bayelsa	7	70		1	2	1	1	1	32
		Edo	10	100		1	4	1	1	1	25
		Delta	14	140		1	6	2	2	1	22
		Sub- Total	**80**	**800**	**1**	**6**	**28**	**8**	**8**	**6**	
6	South West	**Oyo**	23	230	1	1	8	2	2	1	25
		Osun	18	180		1	6	2	2	1	29
		Ogun	11	110		1	3	1	1	1	27
		Lagos	17	170		1	6	2	2	1	27
		Ekiti	8	80		1	3	1	1	1	24
		Ondo	13	130		1	4	1	1	1	32
		Sub-Total	**90**	**900**	**1**	**6**	**30**	**9**	**9**	**6**	
		Total	**500**	**5000**	**6**	**36**	**170**	**50**	**50**	**37**	

Monitoring of Field work

To ensure that good quality data is collected, a monitoring exercise will be mounted. One monitor will be assigned to 2-3 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) and Federal Ministry of Agriculture & Rural Development (FMA&RD) 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 round monitoring – State Officers/Zonal Controllers/Coordinators will last for six (6) days and 3rd round monitoring - State Officers/Zonal Controllers/Coordinators exercise will last for four (4) days while the 2nd rounds by the technical team/coordinators which will last for six (6) 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

Coordination:
- Directorate members of staff of NBS will coordinate the survey
- Activities to be coordinated will include:
  - Zonal Training
  - Fieldwork
- Coordination will last for five (5) days

Retrieval of Records
- All completed and edited questionnaires by each team will remain in the custody of the field supervisor even after the data has been captured by data entry operators
  The supervisor will submit the completed and edited questionnaires to NBS state officerHe /she will coordinate the forwarding of all completed questionnaires, softcopy records, laptops and printers to the NBS Headquarters in Abuja.

Data Capture/ Supervision
The Interviewer does the job of the data capture because the result of the Interview is entered directly into the mini computer. The work will also be reviewed by the data entry program which will carry out checks on the answers to various questions, parts and sections of the questionnaire.

Report Writing
Senior and experienced report writers from NBS and collaborative agencies will write the report. Report will be written in such a way to make it useful to:
- Users
- Policy makers
- Planners
- Researchers

Documentation/ Dissemination/Archiving
Data management toolkit will be used to:
- Document
- Disseminate data
The results will be published and written on CD and hosted on NBS websites for further dissemination

Work Plan

S/n	Activity	Duration/ Period
1	Planning and Preparation	June 2012.
3	Pilot Survey	July, 2012.
4	Training of Trainers (TOT)	22nd – 25th August, 2012.
5	Zonal Training	28th August – 7th Sept., 2012.
6	1st Visit: Fieldwork – Post-Planting	10th Sept. – 16th Oct., 2012.
7	1st Monitoring (State Officers/Zonal Controllers/Coordinators)	12th – 18th Sept., 2012.
8	2nd Monitoring (HQ Monitors/Coordinators)	24th – 29th Sept., 2012.
9	3rd Monitoring (State Officers/Zonal Controllers/Coordinators)	8th – 12th Oct., 2012.
10	Data Processing and Analysis	November – December, 2012.
11	2nd Visit: Fieldwork – Post Harvesting	February – March, 2012.

Chapter 3: General Survey Procedures

The Structure of the Questionnaire

The survey will use three questionnaires: 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 content of the household and agriculture questionnaires 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 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.
3A	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.
3B	Labour Options	These are four separate modules. Each household will answer only one of these modules. The modules are: 1.12 months 2. 6 months 3. Labour activity table over a 6 month period 4. Summary of Labour Activities during the past 12 months
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.
4B	Financial Capability	
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.

Section	Section Name	Description of Areas Covered
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 Agriculture 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	Details on size and location of each plot
11B1	Land Inventory	Identification of the land holdings of the household and the characteristics of the land including size and water source for irrigation.
11B2	Land Tenure	Land holdings and ownership status
11C1	Planting Labor	Data on labour that has been used on plots for preparation of land and planting activities
11C2	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	Planted Field Crops	Information about the field crops grown by the household over the last planting season.
11G	Planted 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.

Section	Section Name	Description of Areas Covered
11J	Animal Costs	The costs of holding these animals, including vaccinations and food supply to animals.
11K	Agricultural By-Products	Information on farming by-products
11L	Extension Services	Information on where households receive agricultural information.
12	Network Roster	Characteristics of the social networks of households.

Questionnaire Flaps

There is one flap in the Household Questionnaire (Flap A) and two flaps in the Agriculture Questionnaire (Flap B and Flap C). These flaps are designed to help in the efficient use of the questionnaires.

How to Use Flap A in the Household Questionnaire

The flap in the household questionnaire will be pre-filled at NBS Head Office. 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 4B. The flap must be kept open while filling sections 1 to 4B so that the row that corresponds to the person will always be visible when asking questions in these sections.

Figure 1

	1. NAME	2. What is the sex of [NAME]?	3. What is [NAME]'s relationship to the head of household?	4. How old is [NAME] (IN COMPLETED YEARS)?	5. IS THIS PERSON A **NEW MEMBER** OF THE HOUSEHOLD (ADDED ON THIS VISIT)?		6. In what day, month and year was [NAME] born?			7. What is [NAME]'s marital status?	8. INTERVIEWER: IS THIS PERSON A MALE IN A POLYGAMOUS MARRIAGE?
I N D I V I D U A L I D	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	MALE....1 FEMALE..2	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	IF RESPONDENT DOESN'T KNOW, USE YEAR OF BIRTH TO CALCULATE AGE OR USE MAJOR EVENTS LISTED IN ENUMERATOR MANUAL TO PROMPT RESPONDENT	YES.1 NO..2 (►Q7)	I N D I V I D U A L I D	WRITE "99" FOR MONTHS AND DAYS IF RESPONDENT DOES NOT KNOW. IF THE AGE IS GIVEN THE YEAR IS NOT KNOWN, THE YEAR SHOULD BE ESTIMATED FROM THE AGE IN Q4. CHECK THAT AGE IN QUESTION 4 AND YEAR OF BIRTH IN THIS			Married (monogamous)..1 Married (polygamous)..2 Informal Union.........3 Divorced......4 (► Q13) Seperated.....5 (► Q13) Widowed.......6 (► Q13)	YES.1 NO..2 (►Q11)
				YEARS			DAY	MONTH	YEAR		
1	EMMA EZE	1	1	40	2	1	1	1	1970	1	2
2	MARY EZE	2	2	38	2	2	5	4	1972		
3	OCHE EZE	1	3	8	2	3					
4	AKI EZE	1	3	5	2	4					

How to Read the Questions

Each question should be read clearly and exactly as presented in the questionnaire. You should make sure that the 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/herself. 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 such a 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.

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.

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.

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.

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

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 the 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

1. **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.

2. **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/herself. 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.

3. **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.

4. **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.

5. **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.

6. **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 latter is crucial to avoid any fear of misuse of the answers given. All data

would be used for statistical 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.

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7. **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.

8. **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".
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- *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").
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- *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.

9. **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.

10. **Questionnaire filling:** The questionnaire includes different elements:
   - _Question:_ it is to be literally 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.
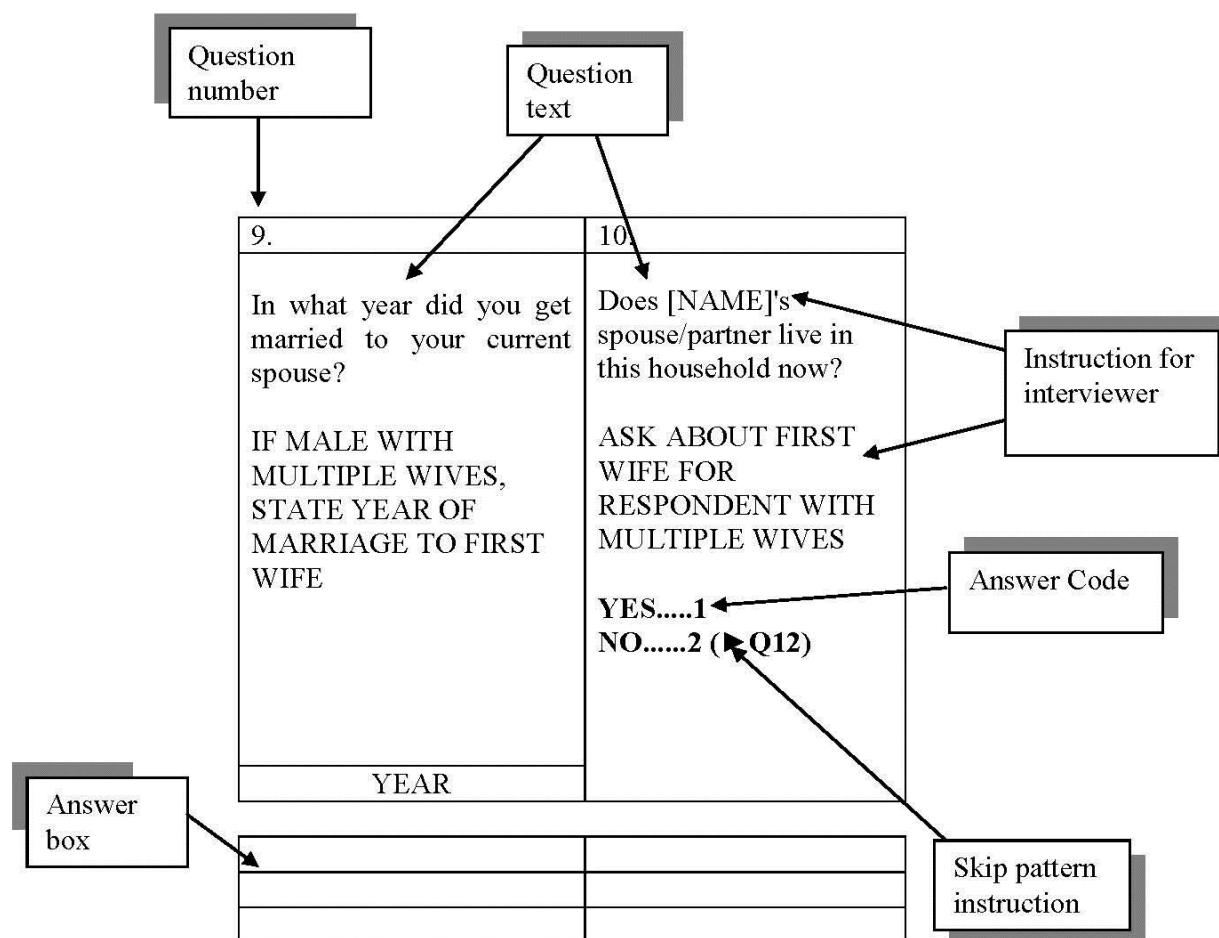
11. Question types: There are two types of questions used in the GHS Panel questionnaire:

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.

12. 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.

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.	
	DESCRIPTION	ITEM CODE

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 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

USE THIS FLAP WITH SECTION 1 TO SECTION 4

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
(► 24)

13. 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

USE THIS FLAP WITH SECTION 1 TO SECTION 4 | PLEASE OPEN FLAP A

INDIVIDUAL ID	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	INDIVIDUAL ID	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?	7. IS THIS PERSON A MEMBER OF THE HOUSEHOLD? EXCLUDE DOMESTIC HELP (NON RESIDENT) FROM Q3. EXCLUDE INDIVIDUALS WHO HAVE NOT BEEN RESIDENT IN THE HOUSEHOLD FOR MORE THAN 6 MONTHS (Q6). INCLUDE NEW BABIES AND NEW SPOUSES IN THE HOUSEHOLD. YES....1 NO.....2	8. What is [NAME]'s marital status? MARRIED (MONOGAMOUS)...1 MARRIED (POLYGAMOUS)...2 INFORMAL UNION.3 DIVORCED........4 (► Q12) SEPERATED......5 (► Q12) WIDOWED........6 (► Q12) NEVER MARRIED..7 (► Q12)
1	Abiola Onyido	1	1	44	1	17 / 2 / 1966			
2	Omorose Onyido	2	2	43	2				
3	Lawrence Onyido	1	3	17	3				
4					4				

Data should be recorded in the direction of the arrow

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
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.	9.	10.	11.	12.	
Have you taken any steps within the past 7 days to look for work?	What is the main reason you did not look for a job in the past 7 days? MOST IMPORTANT REASON STUDENT............ ...1 HOUSEWIFE/CHILDCARE ...2 TOO OLD/RETIRED.......3 SICKNESS/ILLNESS... ...4 DISABILITY......... ...5 WAITING FOR REPLY	Were you available for work during the last 7 days?	Why were you not available for work during the last 7 days? 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	When was the last time you did work for pay, profit or gain (if any)? 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           (►NEXT·PERSON)
```

14. **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.

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15. 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 (,).

16. 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.

17. 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.

18. 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 is a large box on the right hand side of the cover page of the questionnaire. In the box we have questions AG1 to AG3. The questions AG1-AG3 are used to determine if the Agriculture questionnaire should be administered 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. This is applicable when you visit a household multiple times in order to complete the questionnaire.

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 answered 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 relates 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
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.

Flap A has already been pre-filled from the Head Quarters.

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 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 six 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. **The names of all the members of the household have been pre-filled from the Head Office.**
2. **If there are new members in the household the interviewer will include them in the roster.**

Specifically:

QUESTION 1: Flap A will have 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 1 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 Queen as a wife and Naomi, 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.

Figure 1

	1.	2.	3.	4.
INDIVIDUAL ID	**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	*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	Is [NAME] still a member of this household? YES.1 NO..2 (► Q29)

1	LAWRENCE AKHIDENOR	1	1	1
2	ELIZABETH AKHIDENOR	2	2	1
3	CLETUS AKHIDENOR	2	3	1
4	HELEN AKHIDENOR	1	10	2

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: We want to find out in question 4 if the person prefilled in question 1 is still a member of the household at the time of the current interview. If the response is no, code 2 and end the interview on that individual.

QUESTION 5: We want to find out in question 6 if the person mentioned in question 1 is a new member of the household at the time of the current visit. Against each member, the response should be 1 or 2.

QUESTION 6: Age is an important variable for most socio-economic analysis and must be established as accurately as possible. This is the age of the person at their last birthday. The age of each person will be recorded in completed years. . 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.*

QUESTION 7: 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 5. The interviewer can use event to determine what year and it should be in four digits.

INDIVIDUAL ID	7. In what day, month and year was [NAME] born? WRITE "99" FOR MONTHS AND DAYS IF RESPONDENT DOES NOT KNOW. IF THE AGE IS GIVEN THE YEAR IS NOT KNOWN, THE YEAR SHOULD BE ESTIMATED FROM THE AGE IN Q4. CHECK THAT AGE IN QUESTION 4 AND YEAR OF BIRTH IN THIS QUESTION ARE CONSISTENT.			8. What is [NAME]'s marital status? Married (monogamous)..1 Married (polygamous)..2 Informal Union....|....3 Divorced......4 (► Q14) Separated.....5 (► Q14) Widowed.......6 (► Q14) Never Married.......7 (► Q14)	9. INTERVIEWER: IS THIS PERSON A MALE IN A POLYGAMOUS MARRIAGE? YES.1 NO..2 (►Q12)	10. How many wives do you currently have?	11. In what year, did you get married to each of your wives respectively? LIST THE **YEAR** FOR YOUR FIRST WIFE AND THEN THE YEAR OF MARRIAGE FOR UP TO 3 OTHER MOST RECENT WIVES.			
	DAY	**MONTH**	**YEAR**			**NUMBER**	**WIFE 1**	**WIFE 2**	**WIFE 3**	**WIFE 4**
1	15	06	1964	2	1	3	1970	1984	2009	

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 question seeks to know if this person is a male in polygamous marriage. If No the interviewer should skip to question 12.

QUESTION 10: *The objective of this question is to know how many wives are currently living with the respondent at the time of interview. E.g. if the respondent has one wife the interviewer will write 1 in the space provided and if more than wives the interviewer will write 2 or 3 in the space provided.*

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QUESTION 11: These are the years in which the marriage took place and they must all be living wives e.g. If the first marriage is 1964, the second is 1982 and while the third marriage was in 1999. If this question concerns a male respondent with multiple wives, the interviewer should record the year of marriage to the first wife and the other most recent wives the interviewer should record appropriately the year of marriage in the box provided. This is how to record it.

QUESTION 12: This question 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. If Yes write 1 and if No write 2 and Skip to Question 14

QUESTION 13: Write in the Individual ID code of the spouse that has been identified as living in the household in Question 12.

QUESTION 14: These questions seek to know if the respondent has been interviewed (or information has been collected on this individual) in the previous round of the survey (FEBURARY – APRIL 2011). If Yes write (1) in the space provided and if No write (2) and Skip to Question16.

QUESTION 15: This question seeks to know if the respondent still lives in the household. If it is yes that means we have there pervious information in the first wave but if it is no, in question 29 we want to know the reason while they live.

QUESTION 16: This question is for people that have not been captured in the last time the interviewer visited the household, so we want to know when the respondent join the household. the interviewers should write only the code in the space provided.

QUESTION 17: This question seeks to know why the respondent joined this household. write the code that is applicable to the response.

QUESTION 18: 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 19: 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 21)

QUESTION 20: Copy ID of the biological father from the household roster and skip to Question 24.

QUESTION 21: 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 22: Record the highest educational 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.

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 23: 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 24: 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 26.

QUESTION 25: Copy ID of the biological mother from the household roster and skip to next person

QUESTION 26: 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 27: 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 28: 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

QUESTION 29: This question seeks to know while the respondent leaves the household. We want to know while the respondent was not around during the first visit to the household. Whatever reasons the respondent gives please code the one that is applicable.

QUESTION 30: This question seeks to know the month the respondent left the household. The interviewers should write only the code in the space provided.

QUESTION 31: This question seeks to know if the respondent resides in Nigeria or outside Nigeria at the time of interview. If outside Nigeria the interviewer should skip to question 33.

QUESTION 32: The interviewer should write the name of the State, the Code as well as the name of the LGA and the Code the respondent move to. The list of the LGA Code and State Code will be given to each interviewer for proper coding and the supervisors will check what the interviewer has written.

QUESTION 33: This question seeks to know what Country the respondent reside in at present. The aim of this question is to know the number of people that are not Nigeria. Country Codes will be provided to all the interviewers.

QUESTION 34: This question is asking how many months has the respondent been out of Nigeria. The interviewer should record only in months. This is the number of months E.g. One month should be recorded **01** and Ten months should record in **10. The interviewer should know that the question asking from date of the last visit. If less than one month the interviewer should write 1.**

QUESTION 35: This question is seeking what was the most important reason while the respondent migrated abroad. Migrated means living Nigeria to another country. Write the appropriate code for the respondent.

QUESTION 36: This question is asking why in abroad has the respondent started working or has he found work. If Yes **code 1** and continued but if it No or don't know (code 2 or 3) the interviewer should (skip to question 39).

QUESTION 37: This question is asking of the occupation of the respondent in that household. The interviewer is going to describe what kind of work the person is doing and write down the code after the interview. If the respondent cannot describe the occupation, the interviewer should put dash in the space provided.

QUESTION 38: This question seek to know the main economic activity of the enterprise the respondent is working or if the respondent is the owner of the business, we want to know the economic activity he or she belong.

QUESTION 39: These questions seek to know who provided respondent information on where to go and how he or she can find work. The (MAIN SOURCE) is what we need in this question.

QUESTION 40: The main objective of this question is to know from who did the respondent collect the money in order to migrate for this move. What we need is the (MAIN SOURCE).

QUESTION 41: The interviewer should ask why travelling or on getting to the final destination did anyone assisted him or her. If the response is Yes write 1, if No write 2 skip to (Next Person) and Don't know write 3 skip to (Next Person).

QUESTION 42: These questions want to know who helped the respondent. That is the second source. after writing the code skip to Next Section.

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.

The interviewer will open flap A on page 32 to interview all the members of that particular household and the interviewer should know that this is an individual question.

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.

QUESTION 1: It is very important to note if this respondent is five (5) years old or older. If YES write (1) but if No write (2) and skip to next person.

QUESTION 2: 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 4 but if NO indicate by writing (2) and continue to Q3.

QUESTION 3: 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 4: 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 5: Is for every member of the household whose response is either Yes or No to Question 4, the interviewer should ask the respondent if He/She has ever attended school.

QUESTION 6: 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 7: 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 8and 9: 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 9** 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. this vocational school did not include the road side apprentice.

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 10: This ascertains respondent who were in school 2011-2012 school year. 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 11).**

QUESTION 11: 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 12: 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 13: 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 14: 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 15: The interviewer should ask the respondent if he/she received any scholarship during the 2011-2012 school years, a Yes or No response is required. If **No** skip to Question 19, but if yes continue the interview.

QUESTION 16: 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 2011-2012 school years 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.

QUESTION 17: This question seeks to know how many school years did 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.

QUESTION 18: Seeks to know the organisation that provides the respondent with the scholarship. Multiple responses is not allowed, please probe further to get the main/major one. Only one option should be recorded here, know multiple options.

QUESTION 19: These questions are intended to determine education expenses for all household members that were in school at any time during the 2011-2012 school years. 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 and column H.
> **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.

QUESTION 20 -23 SCHOOL REPETITIONS

QUESTION 20: This question seeks to know if the respondent ever repeated any class in primary or secondary school. 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 **none skip to Question 24**. 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 21: 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 22: The interviewer should ask the main reason for repeating the grade specified in **Q.21**

QUESTION 23: The interviewer should asks the respondent how many times he or she repeated the class specify in **Q.21**

QUESTION 24: 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. A person's main activity may 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.

Section 3 Labour (7 Days)

QUESTION 1: This question will be asked to confirm the eligibility of the household member 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.

QUESTION 3: The ID of the respondent should be written in this column.

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 24-35: 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 24-30: 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 <u>months</u> in the past 12 months did the respondent worked in the employment, question 28 asked the number of <u>weeks</u> in total did he/she worked in the employment and question 29 asked the number of <u>hours</u> that he/she worked in the job in the last 7 days.

QUESTION 31-35: Ask for information on payments received from secondary job either in cash or in kind if any.

QUESTIONS 36: Eligible members of the household are required to confirm whether they contribute to the National Health Insurance Scheme (NHIS).

QUESTIONS 37: 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 38: 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 3 Labour (12 Months)

QUESTIONS 1 - 3: These questions seek to capture information on the various types of work that each eligible member of household is engaged in the last 12 months. 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 4: Interviewer should check if there is any "Yes" response in Questions 1 or 2 or 3. If there is a 'Yes' response, the interviewer should skip to next section. Otherwise, he should continue in Question 5.

QUESTIONS 5: Those who have ever worked in Q4, the description of the primary activity in the main job should be given by the respondents. The interviewer should thereafter code the activities.

QUESTIONS 6 The economic activities in the main jobs should be specified here\

QUESTIONS 7: The number of months in the last 12 months the working respondents actually worked should be specified.

QUESTIONS 8: The respondents should specify the employer in the primary

> *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 12 months days.

> *Second Job*:

QUESTIONS 9--13: Details about the status of the respondent's second job are asked in these questions.

Section 3 Labour (6 Months)

QUESTIONS 1 - 3: These questions seek to capture information on the various types of work that each eligible member of household is engaged in the last 6 months. 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 4: Interviewer should check if there is any "Yes" response in Questions 1 or 2 or 3. If there is a 'Yes' response, the interviewer should skip to next section. Otherwise, he should continue in Question 5.

QUESTIONS 5: Those who have ever worked in Q4, the description of the primary activity in the main job should be given by the respondents. The interviewer should thereafter code the activities.

QUESTIONS 6 The economic activities in the main jobs should be specified here\

QUESTIONS 7: The number of months in the last 6 months the working respondents actually worked should be specified.

QUESTIONS 8: The respondents should specify the employer in the primary

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 6 months days.

Second Job:

QUESTIONS 9--13: Details about the status of the respondent's second job are asked in these questions.

Section 3 Labour (6 Months, 3 main jobs done in a specific month- March-August 2012)

QUESTIONS 1: This question seek to capture information on the various types of jobs done in a specific month different from farming and weekend jobs.

QUESTION 2: The respondent should specify the primary activity out of the activities engaged in the past 6 months beginning from March

QUESTIONS 3: The description of the primary activity in the main job should be given by the respondents. The interviewer should thereafter code the activities.

QUESTIONS 4: The number of months in the last 6 months the working respondents actually worked should be specified.

QUESTIONS 5: The respondents should specify the employer in the primary

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 6 months days.

Second Job:

QUESTIONS 6--10: Details about the status of the respondent's second job are asked in these questions.

Section 3 Labour (All jobs done in the last 12 months)

QUESTIONS 1: This question seeks to capture information on the all jobs done in the last 12 months.

QUESTION 2: The respondent should specify the primary activity out of the activities engaged in the past 12 months.

QUESTIONS 3: The description of the primary activity in the main job should be given by the respondents. The interviewer should thereafter code the activities.

QUESTIONS 4: The number of months in the last 6 months the working respondents actually worked should be specified.

QUESTIONS 5: The respondents should specify the employer in the primary

> *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 6 months days.

> *Second Job*:

QUESTIONS 6--9: Details about the status of the respondent's second job are asked in these questions.

SECTION 4B FINACIAL CAPABILITY

Financial capability is the ability to manage core monthly expenses with household income, tracking of expenses, planning ahead and saving for future.
The section is designed to capture some information on money management, financial understanding, and the ability to make effective decisions regarding finances.
RESPONDENT: Individual 15 years and above

Definitions
BUDGET: Can be defined as a financial plan or list of all planned expenses and revenue. It could be for savings, borrowing, or spending.
LOAN: A loan is a type of debt or arrangement in which a lender gives money to somebody (borrow) and agrees to be paid over a period of time either with or without interest
OVERDRAFT: This is when money is withdrawn from ones account and the available balance is below zero
SALARY ADVANCE: When certain amount of monthly salary is given in advance and deduction is been made on monthly basis.
DAY-TO-DAY: A day to the next (on a daily basis)

QUESTIONS 1: This question tries to find out if the respondent contributes money toward the household budget.

Q2: Some household members participate in making plans on how the household expenses are paid and source of funds to make payments. This question seeks to determine if the respondent takes part in the decisions concerning these financial matters in the household.

QUESTION 3: This question seeks to know if this person is mainly or partly responsible   for his/her own personal spending. For example, the household head who collect salary and spends it the way he/she likes, that person is mainly responsible for their own personal spending. In the case of someone who is given money for a specific purpose e.g. maybe a housewife to do some shopping, a student to pay for school fees or buy books, such persons are NOT mainly responsible for their own spending. As another

example, if somebody is given pocket money and spends it how he/she likes, that person is partly responsible because this money is given to him/her by another person but there is no instruction on how it should be spent.

QUESTION 4: The questions following question 4 should only be asked when the respondent participates in decision making concerning the household budget or is responsible for their own spending. Any respondent for which this is not true should be skipped to NEXT PERSON, or to Section 5 when the last person is being interviewed.

QUESTION 5 and 6: These questions want to determine if the respondents plan how they spend their money and if they do, whether or not they keep to this plan.

QUESTION 7: Interviewers, be patient with the respondent and allow them time to think. If he/she always has some money left over after paying for food and necessary items then the response is YES, REGULARLY. If this happens only once in a while then the response is YES, SOMETIMES. If never, code (3)

QUESTION 8 and 9: These questions ask about "running out of money" for food and necessary items, and if yes, the reasons.

QUESSTION 10 and 11: This question seeks is trying to find out if use credit or borrow money to buy food or pay for other necessary items when they run short of money. Even if they only used credit once, it should still be considered as (yes sometimes). Loan of any form should be included here except informal loans from family or friends. Items picked up in a local shop without payment is also included

QUESTION 11: The question here is asking if respondents borrow money to pay off debt. Money borrowed here includes money borrowed from family or friends with or without interest, cooperative loans, overdraft, salary advance etc. Please exclude Esusu, gift of any kind, daily contributions or when someone helps in paying off the debt

QUESSTION 12: Interviewer allow the respondent to think of whether he/she spent money in the past seven days. Do not include any money spent from other household member (this includes expenses of any kind, either the money is borrowed or not, or by use of credit card. Money that was used to settle debt or given out as gift should also be calculated. This does not include things bought on credit or gift received. Note that the amount of money should not be written if he/she knows actual amount then code 1 but if it is just the estimate code 2 and if did not know code 3

QUESTION 13: This question seeks to know if the respondent knows how much money they have available for day to day spending. This includes money from household member as at the time of interview, the respondents should be given enough time to think. Note that the amount of money should not be written. If he/she knows the actual amount then write code 1, if it is just the estimate, write code 2, and if "did not know" write code 3

QUESTION 14: The word currently here should be put into consideration. The money the respondent just paid a few minutes before your arrival should not included. The money that is yet to be paid even if she wanted to pay the money few minutes after you have left is acceptable.

QUESTION 15: Read the statement along with options to the understanding of the respondent. When asking this question from the household head use the plural statement otherwise use singular statement

QUESTION 16: The question seeks to know how strict the respondent is when it comes to managing money. If the respondent is always conscious of his/her spending (does not spend loosely) then code 1 "agree strongly" should be written. If the respondent is most times conscious of his/her spending, then

code 2 "Agree to some extent" should be written. If the respondent is only conscious a few times about their spending, then code 3 "Disagree to some extent" should be written. If the respondent is never conscious of his/her spending, then code 4 "Disagree strongly" should be written.

QUESTIONS 17-18: This question seeks to know if respondents satisfy their wants before buying things that are needed. Interviewer should read the statements as it written in the questionnaire including the options and let the respondent respond and code accordingly.

QUESTION 19: The person who is mainly responsible for managing the day-to-day money in the household may not necessarily be the household head, it could be another household member. So the interviewer should not assume but rather ask the respondent. Sometimes one person gives out money why another person monitors how the money will be spend judiciously. Listen to the response and code with the appropriate code

QUESTION 20: Read the question as it is written and note that the next twelve months starts the day you are interviewing the household. Let him/her understand that you are not referring to major expenses he/she has carried out already but the one yet to be done.

QUESTIONS 21: Ask this question from person that says YES (1) in Q20, from what he/she mentioned earlier. This major expense is the expected ones as you all know such as Christmas, Eid or other religious holidays etc. It cannot be an emergency. Ask if the amount earned by the respondents in months e.g. (salary earner) in four weeks, or days for daily paid worker,(four weeks) of the household can cover up the expenses.

QUESTION 22: Interviewer let the respondent understands what you mean by unexpected bill (what he/she did not budget for). These do not include regular payment of any bill. If the response is yes (1)

QUESTIONS 23-24: Q23 seeks to know if any step has been taken to cover any unexpected bill. For example, if the household has some money set aside in case they have unexpected expenses, or if they have some assets that they plan to sell if any unexpected expenses arise. If NO step/s has been taken (done) ask Q24. Q24 seeks to know if the respondent has had some thoughts (having something in mind) about doing anything to make sure he/she could cover unexpected expenses in full without borrowing money

QUESTIONS 25-28: Interviewer read the questions as it is. Do not read out the options or put words in the respondent mouth. Let him describe him/her self personally and code what best describe him/her.

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 in 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. See Figure 1

ITEM	ITEM CODE	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' NUMBER OF ITEMS	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. DESCRIPTION	ITEM CODE	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". ID CODE	3. How long ago was [ITEM] acquired? (IF LESS THAN ONE YEAR ENTER 0) YEARS	4. If you wanted to sell one of this [ITEM] today, how much would you receive? 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 piece 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 burners and oven i.e. a range with gas rings/burner which can have 4 or 6 burners and a oven for cooking/baking with 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

Note: Further information on how to record items under the description column, if a member has for instance, five chairs bought at the time and the cost of each chair is the same. You will write down or describe the chair once and write down its code once since, they belong to the same person .If on the other hand, another member owns one or two of the five chairs, use another row to write down the chairs owned by the second person with item code and ID code once if the cost of the item is the same. If the cost is not the same, use one row to record each item with item code and ID code of the person who owned it, respectively.

SECTION 6: NON-FARM ENTERPRISES

This section obtains information on Non-Farm income generating activities or enterprises of the household. We want to identify changes that have taken place since the last post-harvest visit. For example, is there any enterprise that has stopped functioning, since the last visit? Or is there a new enterprise in the household after the first visit interview? To accomplish this task, it is important to pre-fill all the non-farm enterprises existing during the last post-harvest visit into this current post-planting questionnaire, second wave with their industry code and the original enterprise ID code. There is also need to update the roster with new enterprises that are likely to be found in the household in this current visit.

In the context of this survey, 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 tends 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-planting 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: In question 1, the interviewer will pre-fill the roster with information from post-harvest questionnaire indicating respectively, industry code and enterprise ID code. For each pre-filled enterprise, interviewer will provide information from questions 2 to 28, accordingly. In addition, the interviewer will list in, new enterprises that are likely to be found in the household, during this current visit and provide information from questions 2 – 28, appropriately.

QUESTION 2: The interviewer should also find out from the respondent, whether this is a new enterprise or not. If yes, skip to Question 5.

QUESTION 3: Asks to know whether this enterprise is currently operating or it has closed down. If it is currently operating after coding 1, skip to question 5. If the enterprise is seasonally operated, move to next activity or enterprise.

QUESTION 4: If the enterprise has stopped operating, the interviewer should find out why the enterprise is not operating now. There are 8 options listed from which to pick one.

QUESTION 5: The interviewer should find out who in the household owns the enterprise. There is provision for a maximum of two persons in case more than one person owns the enterprise. Interviewer should not enter more two persons ID in Question 5.

QUESTION 6: The interviewer should find out who manages the enterprise, because the owner may leave the enterprise to another person to manage it for him or her. Like in Question 5, there is a provision for a maximum of two persons.

QUESTION 7: The interviewer should find out, if the current manager of the enterprise is the same person who was managing the business during the post-harvest interview.

QUESTION 8: If the ownership of the enterprise has changed between the post-harvest visit and now, the interviewer should find out, by picking one of the options listed here.

QUESTION 9: The interviewer is required to record the ID of the respondent that is providing the information about this enterprise in question 1.

QUESTION 10: The interviewer should find out how many months the enterprise operated since last interview. The response must be in month; if the response is given in year, please, convert to months.

QUESTION 11: asks about the location of the enterprise from the options provided and record one option.

QUESTION 12: We want to know 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.

QUESTION 13 We want to know the household members engaged in this enterprise. The interviewer should probe to know those who are being paid for engaging in the enterprise and those, who do not receive

payment on the business. If more than one household member in each category, pull all ID codes separated by comma eg. 1,2 in the appropriate column.

QUESTION 14: We want to know the number of employees who are not household members engaged in the enterprise, male and female.

QUESTION 15: We want to know the main source of income used to start the enterprise. If more than one source, mention a maximum of the three sources from the options listed.

QUESTION 16: Seeks to know if the owner of the business tries to get loans on the enterprise since the last visit. If, it is no, skip to Q18.

QUESTION 17: Seeks to know if the enterprise eventually got the credit sought for; either from a bank or other financial agencies. We expect a Yes or No response here.

QUESTION 18: Seeks to know if in the last visit this enterprise used credit to operate. If it is no, skip to Q21.

QUESTION 19: Seeks to know the source of credit that was used in operating the enterprise since last visit. Please, pick two options only from the options listed.

QUESTION 20: We want to know much money borrowed to finance this enterprise since the last visit e.g. #35,000.

QUESTION 21: We want to know if the enterprise has any loan that is being repaid either in cash or kind, since the last visit. If it is no, skip to Q23.

QUESTION 22: The interviewer should write down the amount of loan that has been repaid (include loans in kind) e.g. #12,000. Convert income in kind to money value equivalent and record it.

QUESTIONS 23: We want to know, who the buyers of the product or services are. Please, pick a maximum of two options from the listed options in order of importance.

QUESTION 24: We want to know if generator is used to operate the business in the absence of public electricity. If no, write 2 and skip to Q26

QUESTION 25 : We want to know if the generator is owned by the owner of the business or rent or other specify

QUESTION 26: We want to know the current value of physical capital stock, including all tools, equipment, buildings, land, vehicles that are used for the business. Calculate all capital stocks in monetary value and record in the space provided e.g. #250,000

QUESTION 27: We want to know the total value of your current stock of inputs or supplies on the business, e.g. #1,000,000.

QUESTION 28: We want to know the total value of current asset stock of finished merchandise (goods for sales) from the business, e.g. #1,000,000.

QUESTION 29: We want to know the total sales of the enterprise during the last month e.g. #500,000.

QUESTION 30: We want to know the business costs last month on the listed items such as wages & salaries , purchase of goods for sale, transport, insurance, rent, interest, raw materials, others. For instance, the amount spent on renting of shop or any other kind of rent in the course of running the business last month, put the total amount together and record under the rent. With respect to transport, we want to know the money spent on transport in running the business last month, this may including moving about on business trips, money spent transporting raw materials and finished products to and from market for instance. Put these expenses under transport together and record, eg N20, 000.

QUESTION 31: The business is likely to be experiencing some constraints militating against its operation and growth. Interviewer should find out if there are constraints and write down a maximum of three constraints from the list of options provided for Q31.

QUESTION 32: Generally, we want to know at most, three primary   constraints preventing Household members from opening a non-farm enterprise. Interviewer should find out and write down a maximum of three constraints from the list of options provided for Q32.

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. drinks, pepper soup, isiewu, 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: Food prepared inside the home and consumed outside the home, party food, food eaten in a

friend's house MUST not be captured in this module.

NOTE:
Reference period: Past seven (7) days

Respondent: Most knowledgeable adult member of the household.

The interviewer should endeavor to give 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 meals are consumed so that it can categorize 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. Lawal live with their two children. Mr. Lawal ate lunch at his office on Monday. This lunch cost N550. On Wednesday he left his office very late and on his way home he decided to buy some snacks and drink at Tantalizer. The cost of the snacks and drink was N400.

Mr. Lawal eldest son went out on Thursday evening and decided to buy drink to cool himself. He bought 2 bottles of star and pepper soup both of these amounted to N1, 600. Friday morning Mrs. Lawal decided to buy Akara (beans cake) and pap for breakfast for the family which cost her N500.

Note that this breakfast was consumed at home and this entire event took place within the reference period.

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 items on this list.

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

QUESTION 1: Ask for each item if the household consumed any of these items during the past 7 days. If the respondent answer is "YES" about any item then code "1" for response of the item. Otherwise code "2" should be inserted as the response, and no further questions should be ask 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 3 Congo of guinea corn was consumed by the household within the past 7 days, write 3 under the Quantity column and code 07 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 03 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 blank, and amount blank and skip to question 5.

NOTE: Interviewer note that it is possible to purchased an item within the past seven days and not consumed out of the items within the past seven days, but if there is a purchased in the past seven days the quantity and the price should be captured and written in appropriate columns

QUESTION 5: Ask from the respondent how much of this [ITEM] consumed came from purchases made during the past 7 days or before.

QUESTION 6: 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/or raise animals). 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 7: How much of consumption of this [ITEM] came from gifts and other sources during the past 7 days
NOTE: This did not include party food and food taken outside the home
The OWN PRODUCTION and GIFT items may not necessarily be past seven days, but the quantity consumed from the item is in the past seven days

Interviewers should take note of the followings
➢ QUESTIONS 2 must be related to Q5,6 and 7
➢ In case of items in pieces, heaps, etc show the pictures to the respondent and let them show you the size they have consumed and use it to record the weight
➢ Record whatever local unit given to you by the respondent
➢ Check the weight list given to you before you record any weight
➢ All liquid content is expected to be in liters or centiliters, if you have it in milliliters it should be converted to liters or centiliters. e.g. 500ml is 50cl, 710ml is 71cl , 325ml is 32.5cl
➢ when you are recording for sachets, tins packets etc make sure that the weight is written as it appears on the content e.g. bornvita 450g, butter 250g etc if it is more than one then you multiply by the quantity, which means if 2 bornvita was purchased you will write 900 under quantity and 02 under unit
➢ When you are reporting in gm do not add decimal point. (0.900g is different 900g) 0.900g is incorrect
➢ If any unit of measurement is mentioned apart from the ones in the options interviewer should try and find out how many commonly used measurement can be found in it

   Example
A family of six consume 3 mudu of millet and purchased 5 mudu at the rate of 200 naira per mudu, two days prior the interview, but did not consume out of it. 4milk cups was consumed from the purchased made in july , another one mudu was taken from the previous harvest season, and one mudu and six cups was consumed from the millet grandma sent to them 2 months ago, all this took place within the last 7 days
Assuming one mudu contains 10 milk cups.

2. This family consumed 3 tubers of yams (two medium size and one large size) and ¼ schnapps bottle of palm oil all the consumption came from purchases made yesterday the 3 yam cost 500 naira, while the 4 liters of palm oil cost 1500 naira
How will you complete this respondent who consumed the following items in the past 7 days?

Items consumed   price
Sachet peak powdered   = 40(purchased)
Peak Chocó powdered   = 35   ''

1pkt of sugar = 220 ”
Cowbell powdered = 450 ”
Peak milk = 130 ”
One medium butter = 200 ”
½ kilogram of meat (gift)
Fuju milk 500ml (gift)
½ bottle of palm oil (schnapps' bottle) (own production)
Two kilogram one hundred and fifty gm (2 tubers of yam, from previous harvest season)

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 S**econd 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 naira, and 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 (6-59 months) 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 2b: The interviewer will like to know who in the household decides on the use of this income received from savings, interest or investment. The I D code(s) of the person should be recorded.

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 5b: The interviewer will like to know who in the household decides on the use of this income received from rental of property. The I D code(s) of the person should be recorded.

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.

Question 8b: The interviewer will like to know who in the household decides on the use of this income received. The I D code(s) of the person should be recorded.

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.

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 11b1	**Land Inventory**	Farmer, owner or manager of plot
SECTION 11b2	**Land Tenure**	Farmer, owner
SECTION 11c1	**Planting Labor**	HH members, Hired workers on the plot
SECTION 11c2	**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
SECTION 13	**Use of GPS**	Use by the field staff
SECTION 14	**Crop Cutting Exercise**	Carry out by the field staff

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.

Note: Skip instructions must be strictly adhered to and must not be abused.

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 **1**_ OF **3** _ TOTAL, QUESTIONNAIRE **3**_ OF **3** / TOTAL.

FLAP B ROSTER

RESPONDENT: Farmer, owner or manager of plot

The agriculture questionnaire has two flaps, FLAP B and FLAP C.

FLAP B is the first page with an extension. Just like FLAP A in the household questionnaire, it opens on the left side of the questionnaire. When the flap is filled it will show the list of all **PLOTs (or Land)** owned or cultivated by the household with names and description of such listed PLOTs. All information about plot one is entered in row one. Then all information on plot 2 is entered in row two, etc. **The Interviewer must open FLAP B before the commencement of the interview.**

- A **Plot** is a piece of farmland (or a part of farmland) on which a single set of farm management is practised i.e. on which a single type of crop (mixture) is grown.

- **The PLOT ID** is a unique serial number that is printed against each row of the flap. When the plot name and description is written in a row, the plot will take the number of that row as the PLOT ID. 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.

QUESTION 1: This question seeks to determine if any member of the household has engaged in **land cultivation** since this planting season.

QUESTION 2: This question enquires if any member of the household owns any land that could be used for farming that has not been cultivated since this planting season.

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

QUESTION 3: List all PLOT(s) cultivated and not cultivated land owned by any household member or since this planting season.

SECTION 11a – Plot Roster

QUESTION 4: Request for the cultivated area of PLOT in local unit of measurement and record the appropriate code. For example a farmer can give **586 stands** of Maize; the interviewer should record **586** under **Number** and **3** under **Unit**.

Please note that PLOTS (unit code 4), is also one of the local units of measuring crop farm area. Fifteen PLOTS (unit measure) is equivalent to one HECTARE.

Then use the GPS to take the measurement of the PLOT in SQUARE METER (M^2).

QUESTION 5: Take the Coordinates at center of the PLOT by using GPS device. Assign **PLOT LABEL** to such a located PLOT in a combination of **Household Number** on cover page of agriculture questionnaire with the **PLOT ID** printed on the first column of FLAP B. For example, PLOT LABEL is **23700501** which is a combination of Household ID (**237005**) and PLOT ID (**01**).

Reading on the GPS screen: **Latitude (North) N 007^0 25.567**and **Longitude (East) E004^0 12.294.** For recording on the space provided see an example below**.**

The recording is as follows:

LATITUDE (North)	LONGITUDE (East)	PLOT LABEL
N 07^0 25.567	E 04^0 12.294	23700501

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

SECTION 11b1 – 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.

SKIP INSTRUCTION: When Yes is given in Question 1 as response, move to Question 3. Otherwise, the interview must continue with Question 2.

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

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

QUESTION 4: This question enquired on how the [PLOT] was 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.

SKIP INSTRUCTION: When Code 2 is given in Question 4 as a response, **move** to Question 13. If Code 3 or 4 is given as response, move to Question 19. If Code 1 is given, the interview must continue with Question 5.

Note:

> **Rented plot** is when a plot owner gives a plot to another person for a period of time on agreed amount.

QUESTION 5: For option 1 as response to 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 (275,000 + 200,000) which should be recorded on the provided column.

QUESTION 6: The PLOT owner ID must be copied from the HOUSEHOLD ROSTER into the column provided. **Maximum** of two persons' ID are allowed.

QUESTION 7: This is to find out whether at least one household member had obtained LEGAL TITLE of occupancy to this [PLOT].

SKIP INSTRUCTION: If the response is yes, record 1and continue with Question 8. Otherwise record either 2 (No) or 3 (Don't know) and **jump** to Question 9.

QUESTION 8: Ask for the type of legal title according to the listed options if Code 1 is given in Question 7 as a response. Record the most appropriate response. For **option 4 (other specify)** the response should be written out clearly in the column provided.

QUESTION 9: This is to find out whether there is any other ownership document to this [PLOT] apart from the options listed in question 8.

SKIP INSTRUCTION: Go to Question 11 after recording either 2 (No) or 3 (Don't know). If the response is yes, record **1** and continue with Question 10.

QUESTION 10: Make further enquiry on other type of ownership documents listed as options if code 1 is given in Question 9. Record the appropriate response(s). **Maximum** of four options are allowed from the list.

QUESTION 11: The enquiry is on other house members who cultivated crops for which they are the primary decision makers on this [PLOT].

SKIP INSTRUCTION: When 2 (No) is recorded, **move** to Question 19. If 1 (Yes) is given, continue with Question 12.

QUESTION 12: If the response is yes in Question 11, get the **person ID** of the DECISION MAKER from the HOUSEHOLD ROSTER. **Maximum** of four persons are allowed for a PLOT.
SKIP INSTRUCTION: Record the **person ID** in the columns provided, **move** to Question 19.

QUESTION 13: The question is on the amount of money paid in cash by any household member for renting this [PLOT] since this planting season. Write the total amount (Naira) paid in cash for renting each PLOT e.g. **200,000**.

QUESTION 14: Payment in-kind for renting each PLOT must be converted and valued in Naira. For example **950 tubers of Yam valued at ₦ 150,000. R**ecord 150,000 in the column provided.

QUESTION 15: Find out the owner of this [PLOT]. Make use of Network Roster code appropriately.
Note:
> *Land lord is a person that owns a plot/ a holding who can be called land owner or holder.*

QUESTION 16: Find out the person that had used rights/negotiated the contract to this rented [PLOT]. Make use of **person ID** in the Household Roster appropriately. **Maximum** of two persons are allowed for a PLOT.

QUESTION 17: Make enquire based on the listed options how the contract was done. Record the most appropriate response. For **option 5 (other specify)** the response should be written out clearly in the column provided.

QUESTION 18: Ask for the listed options on type of rental agreement reached with [PLOT] owner. Record the most appropriate response.
SKIP INSTRUCTION: Record the most appropriate response from the list, **go** to Question 26. For **option 4 (other specify)** the response should be written out clearly in the column provided.
Note:
> *Share crop refers to when plot owner agrees to give out his/her plot to a farmer for farming operation on the bases of sharing the proceed from the farm with the farmer after the harvest.*

QUESTION 19: This question wanted to find out if the respondent has right to sell this [PLOT]. Record the response either 1 for Yes or 2 for No.

QUESTION 20: This is to find out if the respondent has right to use this [PLOT] as collateral security. Record the response either 1 for Yes or 2 for No.
Note:
> *Collateral Security refers to something of value given or pledged as surety for payment of a loan, a negotiation, bond etc if there would be disappointment in fulfillment e.g. a loan of 1.5 million naira obtained from a deposit bank and submitted the C of O of your plot as collateral security in case the loan could not be repaid as agreed.*

QUESTION 21: This is to find out whether any other member(s) in the household have right to sell this [PLOT] or use it as collateral security. Record the response either 1 for Yes or 2 for No.
SKIP INSTRUCTION: If the response in Question 20 is 2 (No), **move** to Question 23. Otherwise continue with Question 21 if it was yes.

QUESTION 22: Write the person(s) ID from HOUSEHOLD ROSTER if the response in Question 20 is 1 (Yes). **Maximum** of three persons' ID are needed.

QUESTION 23: This is to find out the person that would inherit this [PLOT]. Use the person's ID in Household Roster for members or Network roster for non-member of the household.
Note:
> *Inherit plot means take over the ownership of the plot in the absence of the present owner as a result of death.*

QUESTION 24: The question is seeking for member(s) of the household who have right to BEQUEATH this [PLOT]. Record the response either 1 for Yes or 2 for No.
Note:

> **Bequeath** *means to hand down or pass on or enlist personal property (plot) as **will** to a person before dying in a legal form.*
> **WILL** *means to transfer the ownership of the plot to anyone else in writing in the presence of a lawyer so that when the present owner dies, the ownership of the plot automatically goes to the person whose name is written in the **WILL.***

QUESTION 25: The question is seeking for the person who can approve to BEQUEATH this [PLOT]. For the response, get the person's ID from HOUSEHOLD ROSTER as a member or pick the most appropriate option in the list provided for non member of the household.

QUESTION 26: Make proper enquiry in regards to total amount of money for each PLOT worth whether it is for sale or not. The amount must be recorded in Naira e.g. **450,000**.

QUESTION 27: Ask if any member of the household did cultivate the PLOT since the beginning of the year. Record either 1 for Yes or 2 for No.
SKIP INSTRUCTION: If the response is yes, **jump** to Question 39. If it is No, continue with Question 28.

QUESTION 28: This is to seek for the main use of this [PLOT] in regard to the list of options provided.
SKIP INSTRUCTION: If the response is 'LEFT FALLOW', **move** to NEXT SECTION. If the response is 'SHARECROPPED OUT', **skip** to Question 36. If the response is 'RENTED OUT', continue with Question 29.

QUESTION 29: This is to find out the year when the land from this [PLOT] was last rented out. The year must be written in four digits e.g. **2003**, **1999**, etc.

QUESTION 30: Ask for the size of each PLOT rented out in Question 28. Complete the columns as applicable.

QUESTION 31: Make enquiry for the amount received in cash for the rental of this land [PLOT] in Naira e.g. **356,000**.

QUESTION 32: Ask for the period that the payment in Question 30 covered. Only one response is allowed for each plot from the listed options. For **option 5 (other specify)** the response must be written out clearly in the space provided.

QUESTION 33: Ask for the payment received in-kind for the rental of this land [PLOT]. Convert the 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 as **120,000**.

QUESTION 34: Inquire for the period that the payment in-kind in Questions 33 covered. Only one response is allowed for each plot from the listed options. For **option 5 (other specify),** the response must be written out clearly in the space provided.

QUESTION 35: This question was seeking to know the duration of the contact in Question 33 in years. Record one year to be 1, two years to be 2, and so on. But if the duration covered was less than 1 year, record zero (**0**). If unknown period, record ninety nine (**99**).

QUESTION 36: This question was seeking to know the person that joined as either a partner or a tenant on this plot. Make use of Network Roster as appropriate as possible.

QUESTION 37: Ask respondent the listed options how the contract was done. Record the most appropriate response. For **option 5 (other specify)** must be written out clearly in the space provided.

QUESTION 38: Seek for the type of rental agreement reached with renter/partner in regards to the listed options. Record the most appropriate response. For **option 4 (other specify),** the response must be written out clearly in the space provided.

QUESTION 39: This is to find out whether this [PLOT] is irrigated or not. Write the response either 1 for Yes or 2 for No.
SKIP INSTRUCTION: If the response is 2 (No), **move** to NEXT SECTION. For yes response, continue with Question 40.

QUESTION 40: Enquire for the source of water on this [PLOT]. Only one option is allowed per PLOT among the listed options. For **option 6 (other specify),** the response must be written out clearly in the space provided.

QUESTION 41: This question was seeking for the type of irrigation system used on this [PLOT]. **Maximum** of two options are allowed per PLOT among the listed options.

QUESTION 42: This question was seeking to know whether the irrigation is seasonal or year round. Only one option is allowed. Record either 1 for "seasonal" or 2 for "year round".

QUESTION 43: This is to seek for the person that was managed the irrigation system. Only one option is allowed per PLOT among the listed options.

QUESTION 44: This question seeks for the type of soil predominantly found on this [PLOT]. Only one response is allowed for each plot from the listed options. For **option 6 (other specify),** the response must be written out clearly in the space provided.
 Note:
Sandy Soil – the soil is very porous to water with color brown having tiny granite.

Clay Soil – the soil is heavy, muddy and thick if wet which looks brown/red in color having capacity of retaining water. But, the soil is very hard to dig during dry season.

Mainly mixture of sand and clay – the soil looks brownish in a mixture of sand and clay soil colors.

Forest Soil (rich clayey loam) – the soil is commonly found where forest grows.

Loam – the soil looks blackish in nature which is very fertile for agriculture. It is a mixture of sand, clayey and silt with organic composition.

QUESTION 45: This is to find out the soil quality of this [PLOT]. Read the list of options to the respondent and wait for the response. Only one response is allowed for each plot from the listed options.

QUESTION 46: This is to find out the slope of this [PLOT]. Read the list of options to the respondent and wait for the response. Only one response is allowed for each plot from the listed options.

SECTION 11b2: Land Tenure

QUESTION 1: This question is seeking whether this [PLOT] is clearly demarcated. For the response, record either 1 for "Yes" or 2 for "No".

 SKIP INSTRUCTION: If the response is "No", **jump** to Question 4. If it is yes response, continue with question 2.

Note:

> **Demarcation** *here means creating a clear boundary showing the beginning and the end of a plot or farm.*

QUESTION 2: Seek for those household members that were involved in demarcation of this [PLOT]. Record either 1 for "Yes" or 2 for "No".

 SKIP INSTRUCTION: If the response is "No", **skip** to Question 4. If it is yes response, continue with question 3.

QUESTION 3: If question 1 was yes, use the list of options provided to ask for the major demarcation objects on this [PLOT]. Record the most appropriate response. For **option 5 (other specify),** the response must be written out clearly in the column provided.

QUESTION 4: This is to find out whether someone may likely come to dispute ownership or use right over this [PLOT]. Make the enquiry through the list of options provided. Record the most appropriate response. For **option 5 (other specify),** the response must be written out clearly in the column provided.

QUESTION 5: This is to find out the level of confident from the owner of this [PLOT] that owner will not lose this [PLOT] to government expropriation in the next five (5) years. Use the listed options for the enquiry.

Note:

> **Government expropriation** *means officially taking away one's property for Government use.*

QUESTION 6: This is to find out the level of confident from the owner of this [PLOT] that owner will receive compensation if this [PLOT] is expropriated. Use the listed options for the enquiry.

Note:

> **Compensation** *means payment of money in an exchange for taking away someone's property.*

QUESTION 7: This question seeks for any dispute or disagreements with anyone over this [PLOT]. Record either 1 for "Yes" or 2 for "No".

SKIP INSTRUCTION: If the response is "No", **jump** to Question 11. If it is yes, continue with question 8.

QUESTION 8: Enquire for the year when the most dispute or disagreement occurred on this [PLOT] if the response in question 7 is "Yes". Record the year in four digits e.g. **2010** clearly in the space provided.

QUESTION 9: Enquire for the cause when the most dispute or disagreement occurred on this [PLOT] if the response in question 7 is "Yes". Use the listed options for the enquiry. Record the most appropriate response.

QUESTION 10: Ask for the relationship of the disputant of this [PLOT] to the household head. If the disputant is a member of the household, pick **person's ID** from Household Roster or use Network Roster for non-member of the household or code ninety nine (**99**) for unknown. Record the response in the column provided.

QUESTION 11: This question seeks for the most likely people/institutions to dispute the ownership or use rights over this [PLOT] with the owner. Use the listed options for the enquiry. **Maximum** of two options from the list are allowed. Record the most appropriate response.

QUESTION 12: This question seeks for the most likely people/institutions to be approached for mediation regarding any dispute over this [PLOT]. Use the listed options for the enquiry. **Maximum** of two options from the list are allowed. Record the most appropriate response.

Note:

> **People/Institution approached for mediation** *over the dispute means people or organization called to settle the problem of the ownership of the plot..*

QUESTION 13: Enquire for the most likely issue that might cause dispute in regarding to this [PLOT]. Use the listed options for the enquiry. **Maximum** of two options from the list are allowed. Record the most appropriate response.

SECTION 11c1: Planting Labor

QUESTION 1: Compile comprehensive list of all house members that worked on each PLOT during this planting season. Copy the **persons' ID** from household Roster. If they are more than four family workers per [PLOT], attach any extra sheet used. Get information on total number of weeks, days per week and hours per day that each person did the planting activities on each [PLOT]. The interviewer should pay special attention to the instruction **in capital letter** before writing the response.

Note:

> **Weeks** *should cover only weeks in this planting season. This can be a minimum of one (1) to a maximum of thirty (30) weeks.*
> **Days** *should cover a minimum of one (1) to a maximum of seven days in a week.*
> **Hours** *can be a minimum of one (1) to a maximum of ten (10) hours per day.*

QUESTION 2: This question seeks for the total number of hired men involved in the planting activities on each PLOT during this planting season. Record the response in the column provided.

QUESTION 3: Enquire for the number of days that hired men were involved in planting activities on each PLOT during this planting season.

QUESTION 4: Find out the average daily paid to men hired for planting activities on each PLOT during this planting season. Record the response in Naira e.g. **2500**.

Note:

> **Average daily wage paid:** *should cover the amount of money given to an individual (a person) for the work done in a day even though they were two persons or more in a group paid.*

QUESTION 5: This question seeks for the total number of hired women involved in the planting activities on each PLOT during this planting season. Record the response in the column provided.

QUESTION 6: Enquire for the number of days that hired women were involved in planting activities on each PLOT during this planting season.

QUESTION 7: Find out the average daily paid to women hired for planting activities on each PLOT during this planting season. Record the response in Naira e.g. **2300**.

QUESTION 8: This question seeks for the total number of hired children (<15 years) involved in the planting activities on each PLOT during this planting season. Record the response in the column provided.

QUESTION 9: Enquire for the number of days that hired children (<15 years) were involved in planting activities on each PLOT during this planting season.

QUESTION 10: Find out the average daily paid to hired children (<15 years) for planting activities on each PLOT during this planting season. Record the response in Naira e.g. **500**.

SECTION 11c – Input Costs

RESPONDENT: Farmer, owner or manager of plot

QUESTION 1: The question determines whether pesticide was used on the PLOT since the beginning of the New Year. Record the response as 1 for Yes or 2 for No.
SKIP INSTRUCTION: If the response in Question 1 is No, **move** to Question 9. If the response is yes continue with Question 2.
Note:
> *Pesticide: A substance for destroying pests, especially insects and small animals like rat.*

QUESTION 2: If Question 1 is yes, enquire for the quantity of pesticide used on the respective PLOTs since the beginning of the New Year. Only one response is allowed for each plot from the listed options. The appropriate quantity and unit code should be recorded for each PLOT.

QUESTION 3: Find out the source(s) of pesticide used on the respective PLOTs since the the beginning of the New Year. Maximum of **TWO** sources against each PLOT ID with the appropriate network Roster codes.

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.*

How to use the Network Roster: For sources of pesticide, 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: This question enquires for the amount of money spent in each source to obtain the pesticide used on the respective PLOTs since the beginning of the New Year. The amount should be recorded in NAIRA e.g. **3000** and **4500** respectively.

QUESTION 5: Enquire for the in-kind expenses incurred in each source to obtain the pesticide used on the respective PLOTs since the beginning of the New Year. If there is any in-kind payment, estimate and record the value of these non-cash items in NAIRA e.g. **10 tubers** of yam is equivalent to 2700 naira, write **2700** in one of the columns accordingly.

QUESTION 6: Find out whether any of the used pesticide was received for free since the beginning of the New Year. Record the response as 1 (Yes) or 2 (No).
SKIP INSTRUCTION: If the answer to Question 6 is No, **skip** to Question 9. Otherwise, proceed to Question 7.

QUESTION 7: If the response to Question 6 is 1 (Yes), enquire for the quantity of pesticide used for free on the respective PLOTs since the beginning of the New Year. Only one response is allowed for each plot from the listed options. The appropriate quantity and unit code should be recorded for each PLOT.

QUESTION 8: This question determines who gave most of the free pesticide since the beginning of the New Year. Maximum of **TWO** sources against each PLOT ID with the appropriate network Roster codes.

QUESTION 9: Find out whether there was any time since this planting season that pesticide was not available when it was needed. Record the response as 1for "Yes" or 2 for "No".

QUESTION 10: This question seeks whether herbicide was used on the PLOT since this planting season. Record the response as 1 for "Yes" or 2 for "No".
SKIP INSTRUCTION: If the answer to Question 10 is No, **skip** to Question 18. Otherwise, proceed to Question 11.

Note:
   Herbicide: is a *toxic substance to plants used to destroy unwanted vegetation called weeds.*

QUESTION 11: If the response to Question 10 is yes, enquire for the quantity of herbicide used on the respective PLOTs since the beginning of the New Year. Only one response is allowed for each plot from the listed options. The appropriate quantity and unit code should be recorded for each PLOT.

QUESTION 12: Find out the source(s) of herbicide used on the respective PLOTs since the beginning of the New Year. Maximum of **TWO** sources agaianst each PLOT ID with the appropriate network Roster codes.

QUESTION 13: Find out the amount of money spent in each source to obtain the herbicide used on the respective PLOTs since the beginning of the New Year. Each amount should be recorded in NAIRA.

QUESTION 14: Ask for in-kind expenses incurred in each source to obtain the herbicide used on the respective PLOTs since the beginning of the New Year. If there is any in-kind payment, estimate and record the value of these non-cash items in NAIRA e.g. **10 tubers** of yam is equivalent to 2700 naira, write **2700** in one of the columns accordingly.

QUESTION 15: Find out whether any of the used herbicide received since the beginning of the New Year for free. Record the response as 1 for "Yes" or 2 for "No".
SKIP INSTRUCTION: If the response to Question 15 is No, **move** to Question 18. Otherwise, proceed to Question 16.

QUESTION 16:   If Question 15 is 1 (Yes), ask for the quantity of herbicide used for free on the respective PLOTs since the beginning of the New Year. Only one response is allowed for each plot from the listed options. The appropriate quantity and unit code should be recorded for each PLOT.

QUESTION 17:   This question enquires for the person that gave most of the free herbicide since the New Year. Maximum of **TWO** sources against each PLOT ID with the appropriate network Roster codes.

QUESTION 18:   Find out whether there was any time since the New Year that herbicide was not available when it was needed. Record the response as 1 for "Yes" or 2 for "No".

QUESTION 19:   This question seeks if there was any animal used for traction on the PLOT in the last 12 months". Record the response as 1 for "Yes" or 2 for "No".
SKIP INSTRUCTION: If response in Question 19 is No, **skip** to Question 26. Otherwise, proceed to Question 26.
 Note:
> *Animal Traction: is a process of using animal tied with ox-drawn implement to make ridges in the field for the purpose of farming activities.*

QUESTION 20:   If Question 19 is Yes, find out number of days used own animal for traction since the beginning of this planting season. Record the number of days e.g. **8** in the column provided appropriately.

QUESTION 21:   Seek for number of days that rental animal was used for traction since the beginning of this planting season. Record the number of days e.g. **4** in the column provided appropriately.

QUESTION 22:   Having completed Question 21, ask for the source(s) of rented animal(s) used. Record maximum of **TWO** source(s) against each PLOT ID with the appropriate Network Roster codes.

QUESTION 23:   Ask for the amount of money spent on renting the animal(s) from each source on the respective PLOTs since this planting season. Each amount should be recorded in NAIRA with the corresponding unit code listed. For **option 7 (other specify),** the response must be written out clearly in the column provided.

QUESTION 24:   Enquire for the in-kind expenses incurred in each source to rent the animal(s) for traction on the respective PLOTs since this planting season e.g. **10 tubers** of yam is equivalent to 2700 naira. Write **2700** with the corresponding unit code listed in the columns accordingly. For **option 7 (other specify),** the response must be written out clearly in the column provided.

QUESTION 25:   Seek for the amount spent on feeding the animals used for traction since this planting season. The amount should be recorded in NAIRA for each PLOT.

QUESTION 26: This question determines whether there was any time since this planting season that animal(s) was/were not available for rent when it was needed. Record the response as 1 for "Yes" or 2 for "No".

QUESTION 27:   Seek whether any owned equipment/ machine were used on PLOT in the last 12 months. Record the response as 1 (Yes) or 2 (No) against each PLOT ID.
SKIP INSTRUCTION: If question 27 is No, **skip** to SECTION 11d. Otherwise, proceed to Question 28.
Note:
> *Equipment/Machine: A tool that is needed to do any farming activities either mechanically or manually e.g. Tractor, Harvester, etc.*

QUESTION 28: If Question 27 is Yes, seek for the number of own machines or equipment used on this PLOT since this planting season. A maximum of **THREE (3)** types of Machine are allowed from the list

of options with the number of such own machines or equipment used and record appropriately. For **option 11 (other specify),** the response must be written out clearly in the column provided.

QUESTION 29: Seek whether any rented equipment/ machine were used on PLOT in the last 12 months. Record the response as 1 (Yes) or 2 (No) against each PLOT ID.
SKIP INSTRUCTION: If question 29 is No, **skip** to question 34. Otherwise, proceed to Question 30.

QUESTION 30: If the response to question 29 is yes, ask for the number of machines or pieces of equipment rented since this planting season. A maximum of **THREE (3)** types of Machine are allowed from the list of options with the number of such rented machines or equipment used and record appropriately. For **option 11 (other specify),** the response must be written out clearly in the column provided.

QUESTION 31: Having completed Question 30, ask for the source(s) of rented machine or equipment used. Record maximum of **TWO** source(s) against each PLOT ID with the appropriate Network Roster codes.

QUESTION 32: Seek for the amount of money spent on renting equipment/machines from each source on the respective PLOTs since this planting season. Each amount should be recorded in NAIRA per PLOT.

QUESTION 33: Ask for the in-kind expenses incurred in each source to rent the equipment/machines on the respective PLOTs since this planting season e.g. **10 tubers** of yam is equivalent to 2700 naira. Write **2700** in the columns accordingly.

QUESTION 34: This question determines whether there was any time since this planting season that the equipment/machines was/were not available for rent when it was needed. Record the response as 1 for "Yes" or 2 for "No".

SECTION 11d – Fertilizer Acquisition
INTRODUCTION: This section is to obtain information on fertilizer acquisition used on the plot. Take note of PLOT ID column in this section and carefully read each question.

RESPONDENT: Farmer, owner or manager of plot

QUESTION 1: Enquire whether there was fertilizer used on the PLOT since this planting season. Record the response as 1 for "Yes" or 2 for "No".
SKIP INSTRUCTION: If Question 1 is No, **jump** to NEXT SECTION. Otherwise, proceed to Question 2.
 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.*

QUESTION 2: If Question 1 is Yes, ask whether there was any leftover of the [FERTILIZER] used on [PLOT] from a previous season since this planting season. Record the response as 1 for "Yes" or 2 for "No".
SKIP INSTRUCTION: If Question 2 is No, **skip** to Question 6. Otherwise, proceed to Question 3.

QUESTION 3: If Question 2 is Yes, seek for the type of the leftover fertilizer used on [PLOT] since this planting season. Only one response is allowed for each plot from the listed options. For **option 4 (other specify),** the response must be written out clearly in the column provided.

QUESTION 4: Having completed Question 3, ask for the quantity of the leftover fertilizer used on [PLOT] since this planting season. Record the quantity of leftover fertilizer used on each plot in Kilograms (Kg) e.g. **6** in the column provided.

QUESTION 5: Find out the reason for the choice of fertilizer used on this [PLOT]. Record the appropriate code from the options provided. For **option 5 (other specify),** the response must be written out clearly in the column provided.

QUESTION 6: This question determines who gave any of the free [FERTILIZER] used on [PLOT] since this planting season. The interviewer must pay special attention to this instruction "EXCLUDE ANY [FERTILIZER] LEFTOVER FROM PREVIOUS SEASON". Record the response as 1 for "Yes" or 2 for "No".
SKIP INSTRUCTION: If Question 6 is No, **move** to Question 12. Otherwise, proceed to Question 7.

QUESTION 7: If Question 6 is Yes, ask for the type of the fertilizer used most. Record the appropriate code from the options provided. For **option 4 (other specify),** the response must be written out clearly in the column provided.

QUESTION 8: Seek for the quantity of the free fertilizer used on [PLOT] since this planting season. Record the quantity of free fertilizer used on each plot in Kilograms (Kg) e.g. **2** in the provided column.

QUESTION 9: Seek for the source of the free FERTILIZER used since this planting season. Record maximum of **TWO** source(s) against each PLOT ID with the appropriate Network Roster codes.

QUESTION 10: Ask for the amount paid for transportation to acquire the [FERTILIZER] received for free since this planting season. Pay special attention to the instruction in upper case "INCLUDE ALL TRIPS TO AND FROM YOUR FARM" before writing the response in Naira e.g. **250**.

QUESTION 11: This question seeks for the main mode of transportation used to bring back the FERTILIZER received for free since this planting season. Record the appropriate code from the options provided. For **option 8 (other specify),** the response must be written out clearly in the column provided.

QUESTION 12: Ask whether any of the [FERTILIZER] used on [PLOT] was purchased since this planting season. Record the response as 1 for "Yes" or 2 for "No".
SKIP INSTRUCTION: If Question 12 is No, **move** to NEXT SECTION. Otherwise, proceed to Question 13.

QUESTION 13: Having completed Question 12 as yes, ask for the person that paid for this FERTILIZER in the household. Copy the person's ID from Household Roster. Record a maximum of **TWO** ID codes against each PLOT ID.

QUESTION 14: Seek for the MAIN SOURCE of this FERTILIZER purchased since this planting season. Record a maximum of **ONE** source against each PLOT ID with the appropriate Network Roster code.

QUESTION 15: Enquire for the type of the fertilizer used. The respondent is to provide information on the type of fertilizer used. Record the appropriate code from the options provided. For **option 4 (other specify),** the response must be written out clearly in the column provided.

QUESTION 16: Ask for the quantity of the purchased fertilizer used on this [PLOT] since this planting season. Record the quantity of fertilizer used on each PLOT in Kilograms (Kg) e.g. **7** in the column provided.

QUESTION 17: Seek for the amount paid for transportation to acquire the [FERTILIZER] from FIRST SOURCE since this planting season. Pay special attention to the instruction in upper case "INCLUDE ALL TRIPS TO AND FROM YOUR FARM" before writing the response in Naira e.g. **250**.

QUESTION 18: Request for the main mode of transportation used to bring back the FERTILIZER purchased from FIRST SOURCE since this planting season. Record the appropriate code from the options provided. For **option 4 (other specify),** the response must be written out clearly in the column provided.

QUESTION 19: Enquire for the amount of FERTILIZER purchased from FIRST SOURCE since this planting season. Record the response in NAIRA e.g. **300** in the column provided per PLOT.

QUESTION 20: Ask for the financed source of the [FERTILIZER] purchased from [FIRST SOURCE]. Record the appropriate code from the options provided in the column provided.
SKIP INSTRUCTION: If the response is option is 1, **skip** to Question 24. Otherwise, proceed to Question 21.

QUESTION 21: Request for the amount paid up-front for this [FERTILIZER] purchased. Pay special attention to the instruction in **upper case "INCLUDE: CASH PAYMENT AND ESTIMATED VALUE OF IN-KIND PAYMENTS** before writing the response in Naira e.g. **2500**. **IF NOTHING, RECORD ZERO (0)"**

QUESTION 22: Seek for the amount repaid or would be repaid. Pay special attention to the instruction in **upper case "INCLUDE: CASH PAYMENT AND ESTIMATED VALUE OF IN-KIND PAYMENTS** before writing the response in Naira e.g. **2500**.

QUESTION 23: Request for the source of credit for this [FERTILIZER]. Record a maximum of **ONE** source against each PLOT ID with the appropriate Network Roster code.

QUESTION 24: Apart from **FIRST SOURCE** in Question 14, ask whether there was any SECOND SOURCE from whom [FERTILIZER] was purchased since this planting season. Record the response as 1 for "Yes" or 2 for "No".
SKIP INSTRUCTION: If Question 24 is No, **escape** to NEXT SECTION. Otherwise, proceed to Question 25.

QUESTION 25: If Question 24 is yes, ask for the person that paid for the SECOND SOURCE of FERTILIZER purchased in the household. Copy the person's ID from Household Roster. Record a maximum of **TWO** ID codes against each PLOT ID.

QUESTION 26: Ask for the SECOND SOURCE of purchased FERTILIZER used on this [PLOT] since this planting season. Record a maximum of **ONE** source against each PLOT ID with the appropriate Network Roster code.

QUESTION 27: Enquire for the type of the fertilizer used on this [PLOT]. The respondent is to provide information on the type of fertilizer used. Record the appropriate code from the options provided. For **option 4 (other specify),** the response must be written out clearly in the column provided.

QUESTION 28: Ask for the quantity of the purchased fertilizer used on this [PLOT] from [SECOND SOURCE] since this planting season. Record the quantity of fertilizer used on each PLOT in Kilograms (Kg) e.g. **7** in the column provided.

QUESTION 29: Ask for the value of the purchased fertilizer used on this [PLOT] from [SECOND SOURCE] since this planting season. Record the amount of fertilizer used on each PLOT in NAIRA e.g.1**700** in the column provided.

QUESTION 30: Request for the main mode of transportation used to bring back the FERTILIZER purchased from SECOND SOURCE since this planting season. Record the appropriate code from the options provided. For **option 4 (other specify),** the response must be written out clearly in the column provided.

QUESTION 31: Seek for the amount paid for transportation to acquire the [FERTILIZER] from SECOND SOURCE since this planting season. Pay special attention to the instruction in upper case "INCLUDE ALL TRIPS TO AND FROM YOUR FARM" before writing the response in Naira e.g. **250**.

QUESTION 32: Ask for the financed source of the [FERTILIZER] purchased from [SECOND SOURCE]. Record the appropriate code from the options provided in the column provided.
SKIP INSTRUCTION: If the response is option is 1, **skip** to NEXT SECTION. Otherwise, proceed to Question 33.

QUESTION 33: Request for the amount paid up-front for this [FERTILIZER] purchased from [SECOND SOURCE]. Pay special attention to the instruction in **upper case "INCLUDE: CASH PAYMENT AND ESTIMATED VALUE OF IN-KIND PAYMENTS** before writing the response in Naira e.g. **2500**. **IF NOTHING, RECORD ZERO (0)"**

QUESTION 34: Seek for the amount repaid or would be repaid from [SECOND SOURCE]. Pay special attention to the instruction in **upper case "INCLUDE: CASH PAYMENT AND ESTIMATED VALUE OF IN-KIND PAYMENTS** before writing the response in Naira e.g. **2500**.

QUESTION 35: Request for the source of credit for this [FERTILIZER] from [SECOND SOURCE].. Record a maximum of **ONE** source against each PLOT ID with the appropriate Network Roster code.

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.

FLAP C is the second page with an extension. Just like FLAP B, it opens on the left side of the questionnaire. When the flap is filled it will show the list of all **PLOT ID** covered with CROP ID that links to crop name and crop code per row.
CROP ID: is a unique serial number assigned to each **CROP** within a **PLOT ID.** This will enable the interviewer to continue the interview on each CROP per PLOT in orderly manner.

For example, if the first PLOT has Maize, Yam and Melon. Also, second PLOT consists of 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
1	2	Yam	1120
1	3	Melon	1090
2	1	Ground nut	1060
2	2	Maize	1080

QUESTION 1: Open flap B and flap C to ensure that list in **SECTION 11 a, Question 3** is agreed with the list in flap C before the commencement of interview. The crop name arrangement must start from field crop to tree crop per PLOT.

QUESTION 2: Write the **CROP CODE** of each named crop per row in question 1 accordingly. See the comprehensive list of crop codes provided **in this questionnaire**.

QUESTION 3: Ask whether any SEED was planted on the PLOT since this planting season. Record the response as 1 for "Yes" or 2 for "No".
SKIP INSTRUCTION: If the answer to Question 3 is No, **jump** to NEXT SECTION**.** Otherwise, proceed to Question 4.

QUESTION 4: Enquire whether there was any leftover [SEED] from the previous season since this planting season. Record the response as 1 for "Yes" or 2 for "No".
SKIP INSTRUCTION: If the response to Question 4 is 2 No, **move** to Question 8. Otherwise, proceed to Question 5.

QUESTION 5: If Question 4 is Yes, seek for the type of the leftover seed used on [PLOT] since this planting season. Only one response is allowed for each crop per row from the list of crop codes provided.

QUESTION 6: Having completed Question 5, ask for the quantity of the leftover seed used on [PLOT] since this planting season. Record the quantity of leftover seed in Kilograms (Kg) e.g. **6** and fix the appropriate unit from the options provided in the columns provided respectively.

QUESTION 7: Find out the reason for the choice of seed used on this [PLOT]. Record the appropriate code from the options provided. For **option 5 (other specify),** the response must be written out clearly in the column provided.

QUESTION 8: This question determines who gave any of the free [SEED] used on this [PLOT] since this planting season. The interviewer must pay special attention to this instruction "EXCLUDE ANY [SEED] LEFTOVER FROM PREVIOUS SEASON". Record the response as 1 for "Yes" or 2 for "No".
SKIP INSTRUCTION: If Question 8 is No, **move** to Question 14. Otherwise, proceed to Question 9.

QUESTION 9: If Question 8 is yes, seek for the type of the [FREE SEED] used on this [PLOT] since this planting season. Only one response is allowed for each crop per row from the list of crop codes provided.

QUESTION 10: Seek for the quantity of the free seed used on this [PLOT] since this planting season. Record the quantity of free seed used on each plot in Kilograms (Kg) e.g. **2** and fix the appropriate unit from the options provided in the columns provided respectively.

QUESTION 11: Seek for the source of the free SEED used since this planting season. Record maximum of **TWO** source(s) against each PLOT ID with the appropriate Network Roster codes.

QUESTION 12: Ask for the amount paid for transportation to acquire the [FREE SEED] received since this planting season. Pay special attention to the instruction in upper case "INCLUDE ALL TRIPS TO AND FROM YOUR FARM" before writing the response in Naira e.g. **250**.

QUESTION 13: This question seeks for the main mode of transportation used to bring back the SEED received for free since this planting season. Record the appropriate code from the options provided. For **option 8 (other specify),** the response must be written out clearly in the column provided.

QUESTION 14: Ask whether any of the [SEED] used on this [PLOT] was purchased since this planting season. Record the response as 1 for "Yes" or 2 for "No".
SKIP INSTRUCTION: If Question 12 is No, **move** to NEXT SECTION. Otherwise, proceed to Question 15.

QUESTION 15: Having completed Question 14 as yes, ask for the person that paid for this SEED in the household. Copy the person's ID from Household Roster. Record a maximum of **TWO** ID codes against each PLOT ID.

QUESTION 16: Seek for the MAIN SOURCE of this SEED purchased since this planting season. Record a maximum of **ONE** source against each PLOT ID with the appropriate Network Roster code.

QUESTION 17: Seek for the type of the purchased [SEED] used on this [PLOT] since this planting season. Only one response is allowed for each crop per row from the list of crop codes provided.

QUESTION 18: Seek for the quantity of the purchased seed used on this [PLOT] since this planting season. Record the quantity of purchased seed used on each plot in Kilograms (Kg) e.g. **2** and fix the appropriate unit from the options provided in the columns provided respectively.

QUESTION 19: Seek for the amount paid for transportation to acquire the [SEED] from FIRST SOURCE since this planting season. Pay special attention to the instruction in upper case "INCLUDE ALL TRIPS TO AND FROM YOUR FARM" before writing the response in Naira e.g. **250**.

QUESTION 20: Request for the main mode of transportation used to bring back the SEED purchased from FIRST SOURCE since this planting season. Record the appropriate code from the options provided. For **option 4 (other specify),** the response must be written out clearly in the column provided.

QUESTION 21: Enquire for the amount of SEED purchased from FIRST SOURCE since this planting season. Record the response in NAIRA e.g. **300** in the column provided.

QUESTION 22: Ask for the financed source of the [SEED] purchased from [FIRST SOURCE]. Record the appropriate code from the options provided in the column provided.
SKIP INSTRUCTION: If the response is option is 1, **skip** to Question 25. Otherwise, proceed to Question 21.

QUESTION 23: Request for the amount paid up-front for this [FERTILIZER] purchased. Pay special attention to the instruction in **upper case "INCLUDE: CASH PAYMENT AND ESTIMATED VALUE OF IN-KIND PAYMENTS** before writing the response in Naira e.g. **2500**. **IF NOTHING, RECORD ZERO (0)"**

QUESTION 24: Seek for the amount repaid or would be repaid. Pay special attention to the instruction in **upper case "INCLUDE: CASH PAYMENT AND ESTIMATED VALUE OF IN-KIND PAYMENTS** before writing the response in Naira e.g. **2500**.

QUESTION 25: Request for the source of credit for this [SEED]. Record a maximum of **ONE** source against each PLOT ID with the appropriate Network Roster code.

QUESTION 26: Apart from **FIRST SOURCE** in Question 16, ask whether there was any SECOND SOURCE from whom the [SEED] was purchased since this planting season. Record the response as 1 for "Yes" or 2 for "No".
SKIP INSTRUCTION: If Question 26 is No, **escape** to NEXT SECTION. Otherwise, proceed to Question 27.

QUESTION 27: If Question 26 is yes, ask for the person that paid for the SECOND SOURCE of SEED purchased in the household. Copy the person's ID from Household Roster. Record a maximum of **TWO** ID codes against each PLOT ID.

QUESTION 28: Ask for the SECOND SOURCE of purchased SEED used on this [PLOT] since this planting season. Record a maximum of **ONE** source against each PLOT ID with the appropriate Network Roster code.

QUESTION 29: Seek for the type of the purchased [SEED] from SECOND SOURCE used on this [PLOT] since this planting season. Only one response is allowed for each crop per row from the list of crop codes provided.

QUESTION 30: Ask for the quantity of the purchased SEED used on this [PLOT] from [SECOND SOURCE] since this planting season. Record the quantity of SEED used on each PLOT in Kilograms (Kg) e.g. **7** and fix the appropriate unit from the options provided in the columns provided respectively.

QUESTION 31: Seek for the amount paid for transportation to acquire the [SEED] from SECOND SOURCE since this planting season. Pay special attention to the instruction in upper case "INCLUDE ALL TRIPS TO AND FROM YOUR FARM" before writing the response in Naira e.g. **250**.

QUESTION 32: Request for the main mode of transportation used to bring back the SEED purchased from SECOND SOURCE since this planting season. Record the appropriate code from the options provided. For **option 4 (other specify**)**,** the response must be written out clearly in the column provided.

QUESTION 33: Ask for the value of the purchased SEED used on this [PLOT] from [SECOND SOURCE] since this planting season. Record the amount of SEED used on each PLOT in NAIRA e.g.1**700** in the column provided.

QUESTION 34: Ask for the financed source of the [SEED] purchased from [SECOND SOURCE]. Record the appropriate code from the options provided in the column provided.
SKIP INSTRUCTION: If the response is option is 1, **skip** to NEXT SECTION. Otherwise, proceed to Question 35.

QUESTION 35: Request for the amount paid up-front for this [SEED] purchased from [SECOND SOURCE]. Pay special attention to the instruction in **upper case "INCLUDE: CASH PAYMENT AND ESTIMATED VALUE OF IN-KIND PAYMENTS** before writing the response in Naira e.g. **2500**. **IF NOTHING, RECORD ZERO (0)"**

QUESTION 36: Seek for the amount repaid or would be repaid from [SECOND SOURCE]. Pay special attention to the instruction in **upper case "INCLUDE: CASH PAYMENT AND ESTIMATED VALUE OF IN-KIND PAYMENTS** before writing the response in Naira e.g. **2500**.

QUESTION 37: Request for the source of credit for this [SEED] from [SECOND SOURCE].. Record a maximum of **ONE** source against each PLOT ID with the appropriate Network Roster code.

SECTION 11f – Planting Field Crops
> *Planted Field Crops: a practice of growing plant that has leaves and roots, especially one that is smaller than a tree e.g. Maize, Beans, Cassava, Groundnut, Onion, etc.*
> *The field crops questionnaire delved more on cowpea/beans*

RESPONDENT: Farmer, owner or manager of plot

FLAP C_ PLOT/CROP ROSTER: Open the flap to start interview on **Section F.**

QUESTION 1: Find out the total area planted on this [PLOT] with the [CROP] since this planting season. Record the quantity (QTY) in number and fix the appropriate units from available options appropriately. Record zeros to the right of the decimal as needed. Pay special attention to the instruction **in upper case** before writing the response.

QUESTION 2: Seek for the method used in cropping. Record the response from the list of units provided. For **option 7 (other specify),** the response must be written out clearly in the column provided. **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: This question determines the time when the SEEDs were planted on this [PLOT] since this planting season. Record the response according to the list of units given for months and write the year in four digits.

QUESTION 4: Ask for the quantity of expected harvest from the CROP planted on the [PLOT] since this planting season. Record the response for QUANTITY in number, fix the appropriate UNIT code from the option provided and select the most appropriate S/U from the list provided.

QUESTION 5: Determine whether cowpea/beans were planted on this plot by referring to list of crops on flap C. Record the response as 1 for "Yes" or 2 for "No".
SKIP INSTRUCTION: If Question 5 is No, **escape** to NEXT CROP/ SECTION. Otherwise, proceed to Question 6.

QUESTION 6: Enquire for the name of the cowpea/beans variety planted on this plot, if question 5 is yes. Record the name on the space provided

QUESTION 7: Find out the growth habit of the variety of cowpea/beans on this plot. Record the response from the list provided.

QUESTION 8: Seek for the size of the seed. Record the response from list of options provided.

QUESTION 9: Ask for the color of the seed eye. Record the response according to the listed options.

QUESTION 10: Request for the size of the seed eye. Record the response from list of options provided.

QUESTION 11: Find out the color of the seed eye. Record the response according to the listed options.
QUESTION 12: This question seeks for the first year of adoption or planting of this variety. Record the response in Year e.g. **2011**.

SECTION 11g – Planted Tree Crops
> **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: Enquire for the area of [PLOT] covered by trees. Record the QUANTITY in number with appropriate UNIT from the listed options. 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 for the number of plants/trees owned as [TREE/PERMANENT CROP] on this PLOT. Record the response for each crop in NUMBER. If it is not quantified, record **999.** Pay special attention to the instruction **in upper case** before writing the response.

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

QUESTION 4: Request for the number of plants/trees planted since this planting season on this PLOT. The response is to be entered in Number.

QUESTION 5: Enquire for the period at which the last (Harvest) production of the [TREE/PERMANENT CROP] on this {PLOT} would be completed. Pay special attention to the instruction **in UPPER CASE** before writing the response. Record the response appropriately in the columns provided.

QUESTION 6: Enquire whether there was any loss of TREE/PERMANENT CROP before the harvest. Record the response as 1 for "Yes" or 2 for "No".
SKIP INSTRUCTION: If Question 6 is No, **jump** to Question 8. Otherwise, proceed to Question 7.

QUESTION 7: If Question 6 is yes, ask for the main cause of the losses. Record the response according to the units listed. For **option 11 (other specify),** the response must be written out clearly in the column provided.

QUESTION 8: Find out the quantity of [TREE/PERMANENT CROP] harvested since this planting season. Record the QUANTITY in NUMBER and fix UNIT code from the listed options. Pay special attention to the instruction **in upper case** before writing the response.

SKIP INSTRUCTION: In Question 8,If there is nothing put 'zero "0" for the quantity and **move** to NEXT TREE/SECTION.

SECTION 11h – Marketing of Agricultural Surplus
> **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 before the commencement of Section F.

QUESTION 1: Enquire whether any of the harvested [CROP] was sold since the New Year. Record the response as 1 for Yes or 2 for No.
SKIP INSTRUCTION: If Question 1 is No, **skip** to Question 17. Otherwise, proceed to Question 2.

QUESTION 2: Seek for the total quantity sold from the harvested CROP since the beginning of the year. Record QUANTITY in NUMBER and fix code for UNIT from the list of units given.

QUESTION 3: Ask for the total value of CROP sold from the harvested since the beginning of the year. Record the response in NAIRA. Pay special attention to the instruction **in upper case** before writing the response.

QUESTION 4: The question determines the LARGEST BUYER/OUTLET for CROP sales since the New Year. Record a maximum of **ONE** source against each CROP ID with the appropriate Network Roster code.

QUESTION 5: Request for the total quantity of harvested CROP sold to [LARGEST BUYER/OUTLET] since the beginning of the year. Record QUANTITY in NUMBER and pick code for UNIT from the list of units provided.

QUESTION 6: Enquire for the total value of CROP sold from the harvest to [LARGEST BUYER/OUTLET] since the beginning of the year. Record the response in NAIRA. Pay special attention to the instruction **in upper case** before writing the response.

QUESTION 7: Find out the person that controlled these earnings. List a maximum of **TWO** persons from HOUSEHOLD ROSTER and then copy the **persons' ID** into provided column.

QUESTION 8: Ask for the total cost of transportation associated with the [CROP] sales to [LARGEST BUYER/OUTLET]. Pay special attention to the instruction **in upper case** before writing the response in Naira.

QUESTION 9: Seek for the main mode of transportation associated with the [CROP] sales to [LARGEST BUYER/OUTLET]. Record the response among the options provided. For **option 11 (other specify),** the response must be written out clearly in the column provided.

QUESTION 10: Enquire whether any of the harvested [CROP] was sold to source of outlet since the New Year. Record the response as 1 for Yes or 2 for No.
SKIP INSTRUCTION: If Question 10 is No, **skip** to Question 17. Otherwise, proceed to Question 11.

QUESTION 11: Seek for the [SECOND LARGEST BUYER/OUTLET] of the harvest [CROP]. Record a maximum of **ONE** source against each CROP ID with the appropriate Network Roster code.

QUESTION 12: Seek for the total quantity sold from the harvested CROP to [SECOND LARGEST BUYER/OUTLET] since the beginning of the year. Record QUANTITY in NUMBER and fix code for UNIT from the list of units given.

QUESTION 13: Ask for the total value of CROP sold from the harvest to [SECOND LARGEST BUYER/OUTLET] since the beginning of the year. Record the response in NAIRA. Pay special attention to the instruction **in upper case** before writing the response.

QUESTION 14: Find out the person that controlled these earnings. List a maximum of **TWO** persons from HOUSEHOLD ROSTER and then copy the **persons' ID** into provided column.

QUESTION 15: Ask for the total cost of transportation associated with the [CROP] sales to [SECOND LARGEST BUYER/OUTLET]. Pay special attention to the instruction **in upper case** before writing the response in Naira.

QUESTION 16: Seek for the main mode of transportation associated with the [CROP] sales to [SECOND LARGEST BUYER/OUTLET]. Record the response among the options provided. For **option 11 (other specify),** the response must be written out clearly in the column provided.

QUESTION 17: Request for the quantity of harvested CROP given out as gifts or reimbursements for land or labor since the beginning of the year. Record QUANTITY in NUMBER and pick code for UNIT from the list of units provided. Pay special attention to the instruction **in upper case** before writing the response in Naira.

QUESTION 18: Request for the quantity of harvested CROP given out reimbursements for inputs borrowed or acquired on credit since the new year. Record QUANTITY in NUMBER and pick code for UNIT from the list of units provided. Pay special attention to the instruction **in upper case** before writing the response in Naira.

QUESTION 19: Request for the quantity of harvested CROP used as input for [CROP] by-product since the beginning of the year. Record QUANTITY in NUMBER and pick code for UNIT from the list of units provided. Pay special attention to the instruction **in upper case** before writing the response in Naira.

QUESTION 20: Request for the quantity of harvested CROP lost to rooting, insects, rodents, theft, etc, since the beginning of the year. Record OPTION 1_QUANTITY in NUMBER and pick code for UNIT from the list of units provided with OPTION 2_PERCENTAGE in the provided columns appropriately. Pay special attention to the instruction **in upper case** before writing the response in Naira.
SKIP INSTRUCTION: If it is nothing record zero "0" for quantity and **move** to Question 22. Otherwise, proceed to Question 21.

QUESTION 21: Ask for the main reason for the loss. Record the response that is corresponding to any of the units listed. For **option 7 (other specify),** the response must be written out clearly in the column provided.

QUESTION 22: Find out whether any of the harvested [CROP] is put into storage now. Record the response as 1 for "Yes" or 2 for "No".
SKIP INSTRUCTION: If Question 22 is "No" against any crop in the appropriate row, **skip** to NEXT CROP. Otherwise, proceed to Question 23.

QUESTION 23: Ask for the main method of storage for the crop, if question 22 is yes. Record the response that is corresponding to any of the units listed. For **option 5 (other specify),** the response must be written out clearly in the column provided.

QUESTION 24: Ask for the quantity of the harvested [CROP] stored by the household. Record quantity (QTY) in Number and fix the appropriate code from the listed option.

QUESTION 25: Request for the action taken to protect the stored [CROP]. Record a maximum of two options to a CROP from any of the units listed. For **option 5 (other specify),** the response must be written out clearly in the column provided.

QUESTION 26: This question seeks for the main purpose for storing the [CROP]. Record a maximum of **TWO** MOST IMPORTANT purposes against each CROP according to any of the listed units. For **option 6 (other specify),** the response must be written out clearly in the column provided.
SKIP INSTRUCTION: Record a maximum of **TWO** MOST IMPORTANT purposes against each CROP and **skip** to NEXT CROP**.**

Note: Skip instructions must be strictly adhered to and must not be abused.

ANIMAL HOLDING: Animal owned by a person or a jointly owned with another member of the household.

RESPONDENT: Owner or caretaker of animals.

QUESTION 1: Seek whether there is any member of the household raised or owned any of the listed animals. Record the response as 1 for "Yes" or 2 for "No" against each of the listed animals. Animal(s) owned that is/are not listed should be recorded in front of other specify. Pay special attention to the instruction **in upper case letter** before writing the response.

SKIP INSTRUCTION: If the response to Question 1 is **No, move** to NEXT ANIMAL until the list of options is exhausted or **escape** to NEXT SECTION if the entire listed animals are **No.**

But if the response to Question 1 is yes, continue with question 2.

Note: **CALF:** This is a young cow or bull.
       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 (castrated).
       BULL: This is adult male cattle.

QUESTION 2: If the response to any of the listed animals in Question 1 is 'Yes", ask for 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 Question2, get the amount of money to be received from selling one of the [ANIMALS] today. Record the amount in NAIRA e.g. **6,000.**

Question 4: Get the person(s) in the household that own(s) the [ANIMAL]. List a maximum of **TWO** persons from HOUSEHOLD ROSTER and then copy the **persons' ID** into column against each animal accordingly.

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

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

QUESTION 7: Seek for the number of [ANIMALS] born since the New Year. Record the number for each animal identified. If none, record zero (0). Pay special attention to the instruction **in upper case letter** before writing the response.

QUESTION 8: Enquire for the number of [ANIMALS] received as gifts since the New Year. Record the number for each animal identified. If none, record zero (0). Pay special attention to the instruction **in upper case letter** before writing the response.

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

QUESTION 10: Get the number of [ANIMALS] bought to be raised since the New Year. Record the number for each animal identified. If none, record zero (0). Pay special attention to the instruction **in upper case letter** before writing the response.
SKIP INSTRUCTION: Complete Question 10 for all the listed animals. If NONE for all animals, **escape** to Question 13. Otherwise, continue with Question 11.

QUESTION 11: Request for the total amount of money spent for purchasing [ANIMALS] since New Year. Record the total amount in NAIRA for both cash and in-kind payments against each of the identified animals. Pay special attention to the instruction **in upper case letter** before writing the response.

QUESTION 12: Find out the source(s) where most of the animals were purchased. Record a maximum of **TWO** sources against each [ANIMAL] with the appropriate Network Roster code.

QUESTION 13: Get the number of [ANIMALS] that were given out as gifts since the New Year. Record the number for each animal. If none, record zero (0). Pay special attention to the instruction **in upper case letter** before writing the response.

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

QUESTION 15: Get the number of [ANIMALS] that got lost or stolen since the New Year. Record the number for each animal identified. If none, record zero (0). Pay special attention to the instruction **in upper case 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. If none, record zero (0). Pay special attention to the instruction **in upper case letter** before writing the response.
SKIP INSTRUCTION: If NONE for all animals, **escape** to Question 19. Otherwise, continue with Question 17.

QUESTION 17: Determine the total amount of sales. Record the total amount in NAIRA for both cash and in-kind payments against each of the identified animals. If none, record zero (0). Pay special attention to the instruction **in upper case letter** before writing the response.
Total value = number of animal sold **multiply by** unit price.

QUESTION 18: Find out the source(s) where most of the animals were sold alive. Record a maximum of **TWO** sources against each [ANIMAL] with the appropriate Network Roster code.

QUESTION 19: Seek for the number of animals slaughtered since New Year. Record the number of any slaughtered animals in columns of FOR SALE or FOR CONSUMPTION accordingly. If none, record zero (0). Pay special attention to the instruction **in upper case letter** before writing the response.

QUESTION 20: This question determines whether any of the animals suffer from any disease since New Year. Record the response as 1 for "Yes" or 2 for "No".
SKIP INSTRUCTION: If the response is No for any of the listed animals, **move** to Question 22. Otherwise, continue with Question 21. Make sure that all animals were completed before continuing from Question 21.

QUESTION 21: For yes response in Question 20, seek for the kind of diseases the animal suffered most according to the available list of diseases by the side of question 24 (NEXT page) and the number of lost animal from any of the diseases since New Year. Decide the response through the list of options and record the number of animals lost to a maximum of **TWO** diseases in the provided columns respectively.

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: If NONE for all animals, **escape** to NEXT SECTION. Otherwise, proceed to Question 23.

QUESTION 23: For the number of vaccinated animal recorded in Question 22, ask for the sources of main provider of the vaccination services. Record a maximum of **TWO** sources against each [ANIMAL] with the appropriate Network Roster code. Pay special attention to the instruction **in upper case letter** before writing the response.

QUESTION 24: Get the diseases of each vaccinated animal. Record a maximum of **three types** of disease codes to the space provided. Use the disease code shown by the side of Question 24. Pay special attention to the instruction **in upper case letter** before writing the response.

SECTION 11j – Animal Costs

RESPONDENT: Owner or caretaker of animals

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

QUESTION 1: Enquire whether anything was spent on the list of optional items in the last 12 months. Record the response as 1 for "Yes" or 2 for "No" against each item. Pay special attention to the instruction **in upper case letter** before writing the response.

SKIP INSTRUCTION: If the response is No for any of the listed items, **jump** to NEXT ITEM. Ensure that all items were completed before proceeding to Question 2. If response to the entire list is No, **skip** to NEXT SECTION.

QUESTION 2: This question seeks for the amount spent in cash and in-kind in the last 12 months on response (Yes) for each of the listed items in question 1. Record the amount in NAIRA for both cash and in-kind expenses in the respective columns.

QUESTION 3: Get the sources of the identified item(s). Record a maximum of **TWO** sources against each [ANIMAL] with the appropriate Network Roster code. Pay special attention to the instruction **in upper case letter** before writing the response.

QUESTION 4: Ask whether there was any time in the last 12 months that the identified item was not available for the household need. Record the response as 1 for "Yes" or 2 for "No" against the identified [ITEM].

SECTION 11k – Agriculture By- Product

RESPONDENT: Owner or caretaker of animals

> **BY-PRODUCT CODE:** *Unique serial number was assigned to each listed BY- PRODUCT in Question 1 to enable the interview continue orderly.*

QUESTION 1: Ask whether any of the household members produced any of the listed [BY- PRODUCT] since the New Year. Record the response as either 1 for "Yes" or 2 for "No" against each listed items. Pay special attention to the instruction **in upper case letter** before writing the response.

SKIP INSTRUCTION: If the response is No for any of the listed items, **move** to NEXT ITEM Ensure that all items were completed before continuing from Question 2. If response to the entire list is No, **escape** to NEXT SECTION**.**

QUESTION 2: If the response in Question 1 is 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 e.g. three (3) months: record **3** in the provided column.

QUESTION 3: If Question 2 is completed, get the average quantity of **[BY-PRODUCT]** produced per month. Record the number of QUANTITY and fix most appropriate unit from the list of available options in the respective columns.

QUESTION 4: Ask whether any of the **[BY-PRODUCT]** produced was sold since the beginning of the year. Record the response as either 1 for "Yes" or 2 for "No" against each identified item.
SKIP INSTRUCTION: If the response is No for any of the listed items, **jump** to NEXT ITEM. Ensure that all items were completed before proceeding to Question 5.

QUESTION 5: If the response in Question 4 is 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 and fix most appropriate unit from the list of available options in the respective columns.

QUESTION 6: Ask for the total value of sales of **[BY-PRODUCT]** since the beginning of the year. Record the amount in NAIRA for both cash and in-kind payments in the provided columns.
Pay special attention to the instruction **in upper case letter** before writing the response.

QUESTION 7: Get the member of the household that controlled these earnings. List a maximum of **TWO** persons from HOUSEHOLD ROSTER and then copy the **persons' ID** in the provided columns accordingly. Pay special attention to the instruction **in upper case letter** before writing the response.

SECTION 11(l_1) – Extension
RESPONDENT: Farmer, owner or manager of plot.
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.*
> ***Topic Code:*** *unique serial number was assigned to each of listed **TOPICS** in question 1 to continue the interview orderly.*

QUESTION 1: Ask whether anyone in the household receive any advice on **[TOPIC]** since the New Year. Record the response as either 1 for "Yes" or 2 for "No" against each topic. Pay special attention to the instruction **in upper case letter** before writing the response.
SKIP INSTRUCTION: If the response is No for any of the listed topics, **move** to NEXT TOPIC. Ensure that all topics were completed before continuing with Question 2. If response to the entire list is No, **end** the interview**.**

QUESTION 2: For **y**es response in question 1 for any of the listed topics, ask for the main source of advice on [TOPIC]. Record the code from available list of options. For **option 14 (other specify),** the response must be written out clearly in the column provided.

SECTION 11(l_2) – Extension
RESPONDENT: Farmer, owner or manager of plot
Note: ***Source Code:*** *a serial number was assigned to each listed **SOURCE** in question 1 to continue the interview 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 the response in the previous page was "Yes". Ensure that all topics were completed by marking "X" against the identified source(s) before proceeding to Question 2. Pay special attention to the instruction **in upper case letter** before writing the response.

QUESTION 2: For each source marked "X", enquire for the member of the household that received advice/information through **[SOURCE]** since New Year. List a maximum of **FOUR** persons from HOUSEHOLD ROSTER and then copy the **persons' ID** in the provided columns accordingly. Pay special attention to the instruction **in upper case letter** before writing the response.

QUESTION 3: Find out the number of times someone from this **[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). Pay special attention to the instruction **in upper case letter** before writing the response. **Do not** complete the **block cells.**
SKIP INSTRUCTION: If response to the entire list is **NONE**, **skip** to Question 5. Otherwise continue the interview with Question 4.

 QUESTION 4: Get the number of solicited visits. Record the **NUMBER of SOLICITED VISITS** per source accordingly. If there is no solicited visit made, record Zero (0). **Do not** complete the block cells. Pay special attention to the instruction **in upper case letter** before writing the response.

QUESTION 5: This question is seeking for any member of the household who met or visited this [SOURCE] apart from 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). **Do not** complete the block cells. Pay special attention to the instruction **in upper case letter** before writing the response.

QUESTION 6: Enquire for   the number of times any member of the household attends meeting with this [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). **Do not** complete the block cells. Pay special attention to the instruction **in upper case letter** before writing the response.

QUESTION 7: Ask whether any of the household members spent anything for receiving any advice or information from this **[SOURCE]** since the New Year**.** Record the response as either 1 for "Yes" or 2 for "No" against each source. **Do not** complete the block cells.
SKIP INSTRUCTION: If the response is No for any of the listed sources, **escape** to Question 9. Ensure that all sources were completed before continuing from Question 8. If response to the entire list is No, **skip** to Question 9.

QUESTION 8: Get the total amount paid by the household for receiving advice or information from this [SOURCE]. Enter the total amount in NAIRA for the entire household including the cash and in-kind payments. Pay special attention to the instruction **in upper case letter** before writing the response.

QUESTION 9: Ask for the level of the advice or information received from this [SOURCE] was useful to the household. Decide and enter the appropriate code from the list of options provided that best described the average.
The end of the Interview.

SECTION 12 – Network Roster
The purpose of this section is to identify the individuals, organizations, firms, shops and government offices that individuals deal with, particularly around agricultural production. This is to get the sources of inputs for farmers through mentioned businesses. Also to obtain the source of market outlets for farm outputs and so on. The response would be obtained during the interaction with respondent and enumerator.

During this interview, you will come across a question that would refer to [SEE NETWORK ROSTER]. For example a question in SECTION11D - Question 9, "Since the new year, from whom did you receive most of the [FERTILIZER] for free? ENUMERATOR: LIST UP TO TWO SOURCES IN THE NETWORK ROSTER AND THEN COPY THE NETWORK CODES HERE" If the respondent said, "I got the fertilizer from Mr. Kareem in Wuse Market, Abuja." Instead of writing the response raw, go the NETWORK ROSTER and interpret this information. Then transform the response to the name (Mr. Kareem), Network (local market-Code 9) and Location (Within the town). Note that there is a network code printed and listed to the left of name which started with N1. This **N1** code should be written in the answer cell as response to the question.

In another question, the response in the interview may be that he sold crops to Mr. Karee. Check the network roster to identify that Mr. Kareem in Wuse market has code N1. This N1 code could be repeated since the sources are from the same person.

Assume that the third question was SECTION 11I-Question 23 "who was your main provider for the vaccination services? ENUMERATOR: LIST UP TO TWO SOURCES IN THE NETWORK ROSTER AND THEN COPY THE NETWORK CODES HERE". If the response was the vaccination services obtained from Name (Moba LGA), Network (Government –code 17) and Location (Within the state – code 6). This would be written in the second line of the Network Roster against N2. Pick N2 as the Network code to be fixed into the appropriate column(s) in question 23 mentioned above.

NETWORK ROSTER TABLE

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

Appendix 1: 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 Organizations	1142
6	Senior Officials of Humanitarian and other Special-Interest Organizations	1143
7	Directors & Chief Executives	1210
8	Production & Operations Managers	1221
9	Finance and Administration Managers	1222
10	Personnel 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 Restaurants 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

S/N	International Standard Classification of Occupations	Code
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
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

S/N	International Standard Classification of Occupations	Code
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
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, Night Club & Related Musicians, Singers & Dancers	3463
140	Clowns, Magicians, Acrobats & Related Workers	3464
141	Athletes & Related Workers	3465
142	Non-Ordained Religion Associate Professionnels	3470
143	Statistical & Finance Clerks	4122
144	Stock Clerks	4131
145	Production Clerks	4132

S/N	International Standard Classification of Occupations	Code
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 Bartenders	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
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

S/N	International Standard Classification of Occupations	Code
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
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

S/N	International Standard Classification of Occupations	Code
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
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

S/N	International Standard Classification of Occupations	Code
296	Motorcycle Drivers	8321
297	Cart, Taxi & Light Van Drivers	8322
298	Bus & Train Drivers	8323
299	Heavy Truck Drivers	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 recruits	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	Domestic 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
328	Freight Handlers	9331
329	Hand and Pedal Vehicle Drivers	9332
330	Drivers and Operators of Animal-Drawn Vehicles and Machinery	9333

Appendix 2

INTERNATIONAL STANDARD INDUSTRIAL CLASSIFICATION OF ALL ECONOMIC ACTIVITIES (ISIC)

Notes: This is the International Standard Industrial Classification of Economic Activities (ISIC) Rev. 3.1. This classification becomes final after being approved by the Statistical Commission.

A - Agriculture, forestry and fishing

01 - Crop and animal production, hunting and related service a activities

02 - Forestry and logging

03 - Fishing and aquaculture

B - Mining and quarrying

05 - Mining of coal and lignite

06 - Extraction of crude petroleum and natural l gas

07 - Mining of metal o res

08 - Other mining and quarrying

09 - Mining support service activities

C - Manufacturing

10 - Manufacture of food products

11 - Manufacture of beverages

12 - Manufacture of tobacco products

13 - Manufacture of textiles

14 - Manufacture of wearing apparel

15 - Manufacture of leather and related products

16 - Manufacture of wood and o f products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials

17 - Manufacture of paper and paper products

18 - Printing and reproduction of recorded media

19 - Manufacture of coke and refined petroleum products

20 - Manufacture of chemicals and chemical products

21 - Manufacture of basic pharmaceutical products and pharmaceutical preparations

22 - Manufacture of rubber and plastics pro ducts

23 - Manufacture of other non-metallic mineral pro ducts

24 - Manufacture of basic metals

25 - Manufacture of fabricated metal products, except machinery and equipment

26 - Manufacture of computer, electronic and optical products

27 - Manufacture of electrical equipment

28 - Manufacture of machinery and equipment

29 - Manufacture of motor vehicles, trailers and semi-trailers

30 - Manufacture of other transport equipment

31 - Manufacture of furniture

32 - Other manufacturing

33 - Repair and installation of machinery and equipment

D - Electricity, gas, steam and air conditioning supply

35 - Electricity, gas, steam and air conditioning supply

E - Water supply; sewerage, waste management and remediation activities

36 - Water collection, treatment and supply

37 - Sewerage

38 - Waste collection, treatment and disposal activities; materials recovery

39 - Remediation activities and other waste management services

F - Construction

41 - Construction of buildings

42 - Civil engineering

43 - Specialized construction activities

G - Wholesale and retail trade; repair of motor vehicles and motorcycles

45 - Wholesale and retail trade and repair of motor vehicles and motorcycles

46 - Wholesale trade, except of motor vehicles and motorcycles

47 - Retail trade, except of motor vehicles and motor cycles

H - Transportation and storage

49 - Land transport and transport via pipe lines

50 - Water transport

51 - Air transport

52 - Warehousing and support activities for transportation

53 - Postal and courier activities

I - Accommodation and food service activities

55 - Accommodation

56 - Food and beverage service activities

J - Information and communication

58 - Publishing activities

59 - Motion picture, video and television programme production, sound recording and music publishing activities

60 - Programming and broadcasting activities

61 - Telecommunications

62 - Computer programming, consultancy and related activities

63 - Information service activities

K - Financial and insurance activities

64 - Financial service activities, except insurance and pension funding

65 - Insurance, reinsurance and pension funding, except compulsory social security

66 - Activities auxiliary to financial service and insurance activities

L - Real estate activities

68 - Real estate activities

M - Professional, scientific and technical activities

69 - Legal and accounting activities

70 - Activities of head offices; management consultancy activities

71 - Architectural and engineering activities; technical testing and analysis

72 - Scientific research and development

73 - Advertising and market research

74 - Other professional, scientific and technical activities

75 - Veterinary activities

N - Administrative and support service activities

77 - Rental and lea sing activities

78 - Employment activities

79 - Travel agency, tour operator, reservation service and r elated activities

80 - Security and investigation activities

81 - Services to buildings and landscape activities

82 - Office administrative, office support and other business support activities

O - Public administration and defence; compulsory social security

84 - Public administration and defence; compulsory social security

P - Education

85 – Education

Q - Human health and social work activities

86 - Human health activities

87 - Residential care activities

88 - Social work activities without accommodation

R - Arts, entertainment and recreation

90 - Creative, arts and entertainment activities

91 - Libraries, archives, museums and other cultural activities

92 - Gambling and betting activities

93 - Sports activities and amusement and recreation activities

S - Other service activities

94 - Activities of membership organizations

95 - Repair of computers and personal and household goods

96 - Other personal service activities

T - Activities of households as employers; undifferentiated goods - and services-producing activities of household s for own use

97 - Activities of households as employers of domestic personnel

98 - Undifferentiated goods - and services -producing activities of private households for own use

U - Activities of extraterritorial organizations and bodies

99 - Activities of extraterritorial organizations and bodies

The Classifications registry keeps updated information on Statistical Classifications maintained by the United Nations Statistics Division (UNSD).

Appendix 3: 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	