

**FIELD GUIDE FOR
ENUMERATORS AND SUPERVISORS
UNDP Liberia Ex-Combatant Survey #1
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1 Background Information (Questions 1-27)

This section seeks to collect basic characteristics and attributes that are associated with the respondents. Three sub-categories of questions are contained within this section: general questions, employment status, and occupation and income.

General Characteristics. (Q1-16, 25-27)

These questions are basic one-item questions that address the basic demographics of the respondents. Fill in bubbles are to be used except in the case of Q3 and 4 where the enumerator will find respondent answer locations in the enumerator code book. The Codebook will also be used to identify the appropriate code for the respondent's political party in Q26. It is very important to find the appropriate codes, as it will greatly assist the data entry portion of the research. Q27 is unique in that we wish to identify what part of their life that they hold most dear and how they would call themselves. They might consider themselves as strongly involved in all categories, but we want to know the single strongest identity that they hold.

Employment Status. (Q12-17)

This is one of the most important sections to fill out properly! Q17 is most important to the study as it identifies the respondent as belonging to one of nine "unique" Employment Status categories. It is VERY important that ONLY one bubble is identified for each respondent. You will determine the employment status through a series of questions that will either tell you to go and mark a particular "employment status" or to continue and ask more details questions to assess the "status."

Occupation and Income. (Q18-24)

This will most likely be a difficult section to get through as occupations and income are difficult to quantify or articulate. This will be especially true of the self-employed whose income varies quite a bit. For Q18 we want to know the kind of occupation that they do today even if they are unemployed. If they are a "teacher" but not teaching we want to know that. If they are working, we want to know the occupation that they are currently working; e.g. that "teacher" may be a "petty trader." For Q19 and 21 please ensure that the question is answered in LIBERIAN DOLLARS. If the respondent gives US\$ please use a 1 US\$=50 L\$. For Q20, the minimum answer will always be one and that is themselves. If they support others, the number will be bigger.

2 Your Geographic Location During The Conflict

These questions seek to determine the geographic location of the respondents throughout the course of the war. It is important to be completed if for those periods that they weren't fighting. Q28-72 consist of groupings of four-item questions that ask about a specific, recognizable period of time within the Liberian conflict. These periods are identified by a description of the snapshot period along with a letter designation that can be seen along the right hand side of the questionnaire. Enumerators will again use the codebook along with maps to record the best answer in the survey. The four-item question is summarized as follows:

"Where were you..."

A snapshot in time is given to the respondent – both an event AND a date – in order to get the respondent in the right frame of mind for answering the question. Use the codebook to record the location answer appropriately.

"Did you join..."

During this time period, did the respondent join/take part in a faction? Mark the appropriate faction or 'none' if they didn't participate.

“Which sub-faction or battalion?”

Many respondents associate themselves with a smaller unit within one of the larger factions. Each sub-unit will have a unique name. Please clearly hand-write this in the space provided.

“Were you active...”

This question is important and will be used in the randomization process discussed below for follow on question sections.

Q73 asks the respondent to remember when and where he first joined a faction. This is a unique point in time and not covered by the above questions in some instances. Use the codebook to address this. For Q74, please mark ALL countries that the respondent has fought in.

Randomization Results

In order to appropriately fill in Q75, please follow the instructions on the unique Randomization “cheatsheet” that is attached to each survey. These sheets are numbered 1-11 and the enumerators will eventually most likely use all eleven during the duration of the study. Please remember to record the number of the randomization sheet on the front cover of the survey form.

The following instructions will provide you with information required to fill in the bubble at Q75 and to fill in information required to ask questions of the respondents during specific points in time.

After completing section 2 “Your Geographic Location During The Conflict”, STOP and fill out the Randomization Table Cheatsheet attached to the survey. You will need to have information from the randomized sheet in order to ask the respondent questions in Sections 3 – 5. When the cheatsheet has been filled out, transcribe the information onto the survey in the spaces provided within the headers of each section 3 – 5.

Step #1: Place the cheatsheet next to pages 4-5 (Section 2 “Your Geographic Location During The Conflict”) and circle each letter on the cheatsheet that the respondent was active.

Step #2: Count the number of periods or letters circled in the cheatsheet column AND find the Randomization Table with the same amount of boxes.

Step #3: IN ORDER from top to bottom, transcribe each of the letters that were circled in the cheatsheet column into the identified Randomized Table.

Step #4: For item #1 Randomized results, mark the letter that corresponds to the boxed letter that is highlighted in the Randomization Table AND ***mark the same random letter on Question #75*** of the respondent’s survey form.

Step #5: From the respondents survey pages 4-5 (Section 2 “Your Geographic Location During The Conflict”) TRANSCRIBE the “Faction” corresponding to the randomized period selected onto item #2 Faction to be asked about for the “Section 3: Recruitment”.

Step #6: For item #3, Faction and Period for “Section 4: Inside Organization&Patterns”:
Enter the same faction as in item #2. The start date is the date in the Date Table on the same line as the letter of the time marked in item #1. The end date is the time in the following line in the Date Table or (when K is selected), August 2003. The exception to this is for cases where the person left the faction before this end date, in this case the end date for the period is whatever date the person left the faction, this end date should be marked on the answer sheet.

Step #7: For item #4, enter the same “From” date as listed in item #3.

3 Recruitment and Participation

The FIRST thing to do in this section is to TRANSCRIBE or copy the “faction” selected through the randomization worksheet into the space provided in the box above Q77. ALL questions in this section will be asked as they pertain ONLY to the respondents’ experiences with this faction.

All questions are one-item with simple responses. Under each question, there is a direction for the enumerator to either “prompt” or “do not prompt” the answers to the right of the questions. Please note that in Q78 and Q81 the respondent may answer with more than one response and these must be marked. ALL others require only one response to be marked. Please note that Q84 will utilize the same numbers (codes) for the ranks as Q83 – simply write the number in the space that corresponds to the rank. Code-book for location will again be utilized in this section.

4 Inside the Organization & Patterns of Military Operations

AGAIN, you will FIRST start out this section by filling in the appropriate information required in the header box of this section Four. From the “randomization” process the worksheet will provide you with the “Faction” to be discussed and it will all frame the period which will cover the time between TWO of the periods mentioned in section Two. Fill these events in the box above Q85 (you can use the associated letter as well as long as the enumerator reads the event and not the letter to the respondent for instructions).

Code-book will be utilized for Q87 and Q88 “tribes”. For Q86, please try to get the respondent to think about which tribe was the predominate one within the group. In many cases, many different tribes will be associated with the group and it will be difficult to pick one single tribe. For Q89 please mark as many as the respondent answers. Q90 and Q91 are important in that we are looking to find the FIRST and LAST instances of combat that the respondents participated in.

“What soldiers sometimes do during conflict...”

Q93-95 are VERY important to this study. They will help us determine the level of abusiveness that a particular unit had towards the civilian population. Key to these questions is that we are NOT asking the respondents if they actually did these things, we are asking them general questions about what they observed. They will not be associating these questions with their actions in any way to us directly – it is what they saw. The three different scenarios will most likely be answered differently in different locations and that’s why we ask about the three actions committed in three different locations (in/during combat, near the base, and within the unit itself).

5 Interaction with Civilians

AGAIN, the FIRST thing to do in this section is to fill in the box above Q100 with the appropriate information determined through the randomization process. For this section, the enumerator will ask about the time around a specific point in time. For this section, please also transcribe the location that the respondent was in and how long (in either weeks, months, or years). The only unique instruction for this section is that Q101 can have up to two responses.

6 Intervention Programs

VERY important questions in this section as it discriminates the samples we are attempting to study. Q112 identifies the respondents as valid members of the population under study. This population is then separated into two unique populations – those who received training and benefits Q116: answered “YES” and those who have not Q116” answered “NO”. Those that answered YES can be in the program or completed it to qualify.

This section can get a little complex and the enumerators must understand the flow of the questioning here. There are many if YES then goto another question, if NO goto another line of questions. Follow this closely and for all questions not answered because they didn’t apply, mark NA along the left-hand side (next to the question number).

7 Individual Feelings

This is another VERY important section of the study. All ten questions will be used to determine a single score that will rate the respondents’ individual feeling about themselves. It very important that this section is completed correctly. All questions should be answered with one of the responses provided. None of these questions should be NA, they are applicable – respondents might refuse (RF) the question but none should be NA. Please present this section in a way that the respondents can provide an answer for all ten questions if possible.

8 Social Integration and Political Expression

Q147-Q158 asks simple one-item, one-response questions about social integration and political expression. Two sub-sections of questions follow, one that asks how the respondents feel about the impact that certain institutions, organizations, or actions will help to address the issues facing their respective communities (Q159-Q168). The second sub-section seeks to understand how frequently different types of conflict occur within their communities (Q169-Q182). Both sections are characterized by single responses for each item.

9 Post-Interview Section to be Completed by Enumerator

VERY IMPORTANT! When the interview is complete, note the STOP time and enter it on the front of the survey sheet. Next complete Q183-Q186 without the respondent present. These questions will help us assess the answers that were given by the respondent.

IMPORTANT! Before turning the survey into the supervisor, check EVERY question on the survey sheet to ensure that a response was marked...these include having a NA or RF. EVERY question needs to be completed in some way if this survey is going to be valid – one missed question means a waste of time!