



Federal Republic of Nigeria
National Bureau of Statistics Abuja, Nigeria

GENERAL HOUSEHOLD SURVEY – PANEL

WAVE FOUR – POST HARVEST VISIT

SUPERVISOR MANUAL

DECEMBER 2018

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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 Standard 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 plans to streamline two of its current surveys into one panel survey that covers multiple sectors with a focus to improve data from the agriculture sector. In 2010, the NBS implemented the post-planting round of the first wave of the Nigerian General Household Panel Survey (NGHPS). The post-harvest round of the first wave of the survey was conducted between February and April 2011. Post-planting and post-harvest visits were also conducted in 2012/13 and 2015/16. The post-planting visit of wave 4 was conducted between July and September 2018, while the post-harvest visit is scheduled for January and February 2019.

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

Objectives

- 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 agriculture statistics

Coverage

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

Sample Design

The GHS sample from 2010 has consisted of 500 EA with 10 households selected in each EA giving a sample of 5,000 households. However, over time the sample has reduced due to attrition of some households that refused to continue or moved and could not be located. This attrition means the sample is less representative of the current makeup of the country. Therefore, in wave 4, the sample is partially refreshed, thus, there are two separate samples that make up the total wave 4 sample.

First, 160 EAs comprising about 1,504 households will be retained from the old sample. That is, households that have been visited in waves 1, 2, and 3 of the GHS-Panel. This portion of the sample is distributed across all 36 states plus FCT. The distribution of the old panel sample is presented in Table 1. The sample also includes some households that were tracked previously and thus have moved from their original location

The second portion of the sample will consist of fresh households that have never been visited before. This sample will consist of 360 EAs consisting of 3,600 households. Each Zone will have 60 EAs and 600 households spread across all states within the zone. The distribution of households and EAs are displayed in Table 1. A fresh listing was conducted in May for within the 360 EAs and subsequently 10 households were randomly selected in the EA.

Training for Fieldwork

There shall be two levels of training. The first level training (training of trainers (ToT)) shall occur at NBS headquarters, Abuja, and shall consist of the following participants – 24 senior technical staff of NBS from headquarters, 35 data editors, 7 ICT persons, and 6 coordinators from NBS. The ToT shall focus on equipping participants with detailed technical understanding of the survey instruments, including CAPI and field practice, so that they can train the field personnel in the second level training. At the end of the ToT, the technical staff and the data editors shall be examined on different aspects of the questionnaire and the survey. Selection of the technical staff to be trainers in the second level training shall be based on performance in the exam, in-class performance, training and presentation skills, and individual's ability to explain difficult concepts and manage a class. Overall, 20 technical staff shall be selected as trainers. The selection of the 28 data editors, however, shall be based performance in the exam, and where applicable, past editing performance. The ToT shall last for 7 days.

The second level training (training of enumerators (ToE)) shall comprise NBS personnel from the states, and shall include the following – zonal controllers, state officers, supervisors, and interviewers. The trainers, data editors, coordinators and other stakeholders shall also participate in this training. The ToE shall last for 15 days and shall focus on providing participants with detailed understanding of the survey and CAPI, elucidation of important concepts and questions in the questionnaire, in-class exercises, field practice and evaluation. At the end of the training, participants shall be evaluated, and the best performers, selected to participate in the main fieldwork.

Zone	State	TOTAL		# of interviewers	# of extra interviewers	# of supervisors	# of fieldwork days
		# of HH	# of EA				
North Central	Plateau	80	9	4	1	1	20
	Kwara	203	21	8	1	2	25
	Niger	141	12	5	1	1	28
	Kogi	99	11	5	1	1	20
	Benue	175	19	8	1	2	22
	Nasarawa	23	2	1	1	1	23
	FCT Abuja	126	13	5	1	1	25
	Sub- Total	847	87	36	7	9	
North East	Borno	48	5	2	1	1	24
	Yobe	70	7	3	1	1	23
	Bauchi	229	23	10	1	2	23
	Gombe	135	14	6	1	2	23
	Taraba	111	11	5	1	1	22
	Adamawa	235	24	10	1	2	24
	Sub- Total	828	84	36	6	9	
North West	Kaduna	217	22	10	1	2	22
	Jigawa	110	11	5	1	1	22
	Katsina	152	16	6	1	2	25
	Kano	148	15	6	1	2	25
	Kebbi	88	9	4	1	1	22
	Sokoto	70	7	3	1	1	23
	Zamfara	80	8	4	1	1	20
	Sub- Total	865	88	38	7	10	
South East	Enugu	169	18	8	1	2	21
	Anambra	124	12	5	1	1	25
	Ebonyi	110	12	5	1	1	22
	Abia	263	27	10	1	2	26
	Imo	170	17	8	1	2	21
	Sub-Total	836	86	36	5	8	
South South	Cross River	103	11	4	1	1	26
	Akwa-Ibom	218	22	10	1	2	22
	Rivers	106	12	5	1	1	21
	Bayelsa	77	8	3	1	1	26
	Edo	166	17	8	1	2	21
	Delta	158	16	6	1	2	26
	Sub- Total	828	86	36	6	9	
South West	Oyo	147	16	6	1	2	25
	Osun	81	9	4	1	1	20
	Ogun	144	15	6	1	2	24
	Lagos	230	25	10	1	2	23
	Ekiti	143	14	6	1	2	24
	Ondo	96	10	4	1	1	24
	Sub-Total	841	89	36	6	10	
Total		5045	520	218	37	55	

CHAPTER 2: FIELD PROCEDURES

Field Supervision

The supervisor will manage all initial interactions with the community include meeting with the community leader or chief. The supervisor will also assist the interviewers with locating the assigned households and obtaining cooperation and consent from the households. 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. The supervisor should take note of any issues observed during the course of an interview and discuss them with the team so the issue can be rectified. Any serious issues with an interviewer should be reported to the State Officer and HQ so appropriate action can be taken.

Monitoring of Field work

To ensure that good quality data is collected, a monitoring exercise will be mounted. One headquarters monitor will be assigned to 1 – 2 states, and all states including FCT, Abuja will be covered. The monitors shall conduct a single visit to their assigned state(s) and shall spend 9 days per assigned state during the visit, excluding travel days from Abuja. The visit shall occur immediately following the start of the field work (within the first 2 days of field work).

The monitors will ensure the highest compliance with the laid down procedures as contained in the manual, effect necessary corrections and tackle any problems that may arise. During the monitors visit to the states, they shall be given a monitoring questionnaire to complete and upload to the project server. This is a good way of ensuring that the monitors actually visit the teams, spend the required number of days with the teams, and report vividly and accurately, their observations in the field. The monitors shall continue to follow-up with the teams in their respective states during the course of the fieldwork, address any issues or challenges that they might have, and filter unsurmountable issues to management and senior technical persons to address. The monitor shall also act as a liaison between the data editors and the field teams,

During the periods when the monitors are not with the teams, the state officers and zonal controllers shall take monitoring responsibilities (first and second level monitoring), and they shall report directly to headquarters any issues/challenges that could mar the quality of the data collected. While the state officers will monitor in their 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). Monitoring instruments will be developed and discussed during training of trainers.

Remote Monitoring of Fieldwork

Besides the in-person monitoring of quality of the data collection by the monitors, there will also be remote monitoring by NBS ICT team and the World Bank. Each day, the World Bank team shall download the data from the server, run error checks on them, and communicate

the results of the error checks to NBS ICT team. NBS ICT team shall in-turn send these communications to the field teams to take the required actions.

Coordination

Directorate members of staff of NBS will coordinate the survey. Activities to be coordinated will include zonal Training, fieldwork, remote monitoring, fieldwork monitoring, finance, etc. Coordination shall last throughout the duration of the survey.

The table below shows the different activities and their respective timelines for the project

S/No	Activity	Duration/ Period
1	Training of Trainers	Nov 28 – Dec 5
2	Training of Enumerators	Dec 7– Dec 20
3	Fieldwork	Jan 7 – Feb 7
4	1st Monitoring (HQs Monitors/ Coordinators)	Jan 7 – Jan 17
5	2 nd Monitoring (Zonal Controllers)	Jan 14 – Feb 7
6	Tracking	March 4 – 20
7	Data Processing and Analysis	April – May 2019

Conducting an Interview

Successful interviewing is an art and not a mechanical process and each interview is a new source of information to be made interesting and exciting. Although the art of interviewing develops with practice, there are basic principles e.g. on how to build rapport, conducting interviews etc., which are followed. It is essential for enumerators to develop the correct attitude in carrying out interviews. Some of the essential and necessary attributes of a good enumerator are: *politeness*, *patience* and *perseverance*. These terms are defined in more detail in subsequent paragraphs.

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 texts 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.**

Establishing Rapport with the Respondent

The enumerator and the respondent are strangers to each other and one of the main task is to establish rapport. The first impression a respondent has of you is formed through your appearance. The way you dress, your voice, gender and age may determine whether your interview is successful or not. The enumerator's demographic characteristics i.e. gender, and age play a role, in combination with similar respondent characteristics and the survey topic. Several refusals in a row might affect an enumerator's ability to approach the next household. So, the respondent and enumerator interaction determines the decision of the respondent to cooperate or refuse. Dress neatly and simply. A positive attitude enhances the chances of gaining cooperation from respondents. The enumerator should assess each situation and tailor his or her approach based on prior information, perhaps obtained at the initial contact.

Always carry your official identification card with you so the respondent knows you are coming from NBS and be comfortable that you are authorized.

Approaching the Dwelling

Use a direction that appears to be well used as an entrance. Do not straddle fences or any other property boundaries. Ask locals or neighbours your way to the next dwelling unit when in doubt. Try not to arrive at the selected household at an inconvenient time of the day, such as mealtimes, or too late or too early in the morning. Try to arrive when the respondents will not be too busy to answer questions.

Make a Good First Impression

Always do your best to make the respondent feel at ease on your first visit. With a few well-chosen words you can put the respondent in the right frame of mind for the interview. Open the interview with a smile and greetings and then proceed with your introduction as specified on your questionnaire. A good introduction of yourself, the organization you are representing, the purpose of your visit and what sort of demands you are going to place on the respondent should all be briefly articulated to the respondent. You must be well versed in the local traditional forms of greetings (especially in rural settings). Avoid mumbling and waffling. By the end of this training session it is hoped that these equally important aspects would have been covered fully.

Make sure that the respondents do not confuse you with others who might be visiting households for other reasons; for instance, malaria campaign.

If the respondents refuse to be interviewed, note the reasons and inform your supervisor who will take an appropriate decision. In such a circumstance, remain calm and polite at all times. Prior to declaring a household a total refusal, the enumerator must have applied the three Ps which stand for *Politeness*, *Patience*, and *Perseverance*.

- *Politeness* is best expressed as the practical application of good manners. The goal of politeness is to make all parties relaxed and comfortable with one another. It is a cultural phenomenon and therefore what is considered polite in one culture can sometimes be quite rude in another culture. Politeness must therefore seek to establish a positive relationship between parties.
- *Patience* is the state of enduring under difficult circumstances which can mean perseverance in the face of delay or provocation without acting on annoyance in a negative way, especially when faced with difficulties.
- *Perseverance* is the maintenance of effort in spite of difficulties encountered, it implies steadfastness, unrelenting continuance in spite of problems or challenges faced.

Always adopt a positive approach

Never be apologetic and do not use words like, "Are you too busy?" "Would you spare a few minutes?" or "Would you mind answering some questions?" Such questions obviously invite refusals before you start. "I would like to ask you a few questions" or "I would like to talk to you for a few minutes" Such statements may mislead the respondent to think that your mission is unimportant and invite refusal. You can proceed as follows:

"Hello, I am (Name) from the National Bureau of Statistics (NBS) and I am here to collect data on the General Household Survey Post Harvest, as a follow-up to the previous visit. All the data collected in the Survey is strictly confidential and will be published in aggregated form where personal information of the individual such as names and addresses will not be recognized."

Note again that, a positive attitude increases the chances of gaining cooperation from respondents.

- It is essential that you stress the confidentiality of all responses. You should never mention other interviews or show completed questionnaires to other enumerators or supervisors in front of a respondent or any other person.
- Avoid the presence of persons other than members of the household during the interview.

The presence of third parties during the interview may prevent you from getting honest and frank responses from the respondent. It also violates the rule of confidentiality. It is necessary

that the interview is conducted as privately as is possible. A tactful attempt should be made to excuse third parties.

Answer any questions from the respondent frankly

The respondent may ask a few questions before agreeing to be interviewed. Be direct and pleasant and display your knowledge and understanding of all aspects of the questionnaire and the survey.

Tips on Conducting the Interview

Be neutral throughout the interview. People are generally polite and may give answers they think you want to hear. Never allow the respondent to think that s(he) has given a right or wrong answer by an expression on your face or tone of your voice. Never appear to approve or disapprove any of the respondent's answers. Refer any questions raised by the respondent to the end of the interview. Note that questions are carefully worded to be neutral and do not suggest that one answer is more likely or preferable to another. Failing to read the complete question may destroy that neutrality. If an ambiguous answer is given, try to probe in a neutral way by asking like this: *"Can you explain a little more, I did not quite get you, could you please repeat what you said again?"*

- a) *Never ever suggest answers to the respondents.* For example, *"I suppose you mean that -----, is that right?"* Rather probe, that is, asking questions in such a manner that the respondent comes up with the relevant answer.
- b) *Do not change the wording or sequence of questions.* The wording and sequence of the questions must be maintained. If the question has been misunderstood, repeat it slowly and clearly. If it is not clear, you may reword the question but without altering the meaning of the original question.
- c) *Handle hesitant respondents tactfully.* A respondent may simply say, *"I don't know"*, or may give an irrelevant answer or may act bored or detached or may contradict themselves or may refuse to answer. Try to instill interest of the respondent by spending a few moments talking about things unrelated to the interview. In doing so, please avoid engaging in potentially controversial topics or subjects such as politics, football, religion, etc. Confine your conversation to neutral topics such as the weather, agriculture and livestock, comments on the garden, etc. Do not interrupt the respondent or show any signs of impatience (*remember the 3 Ps*) when the respondent is giving irrelevant or elaborate answers. Listen to what she or he has to say and try to steer her or him back to the original question. Listening is an essential part of a two-way communication.
- d) *Do not form expectations.* You must not form expectations as to what is supposed to be the agricultural activities of the households. Also remember that differences between you and the respondent can influence the interviewee.

- e) *Do not hurry the interview.* Hurrying the interview may lead to errors in recording responses. You may also not get the correct and accurate answers from the respondent as he or she might not have fully understood or digested your question(s).

Language of Interview

The questionnaire for the GHS Post-Harvest is only available in English. It is therefore imperative, that each team works out translations that fit the local dialects and culture where possible. It is very important not to change the meaning of the questions when you rephrase or interpret them. These additional translations should be done during the training and before the commencement of field work. State teams should discuss the questionnaire as a group to agree on appropriate translation of each question into the local language.

CHAPTER 3: SURVEY SOLUTIONS CAPI

CAPI is an interviewing tool or technique in which the interviewer uses a computer—instead of paper and pen—to answer the questions during the interview. Survey Solutions is a CAPI software developed by the World Bank to assist governments, statistical offices and non-governmental organizations in conducting complex surveys with dynamic structures using tablet devices. Survey Solutions has two parts: The Designer and Interviewer. In the Designer, the administrator creates a questionnaire; design skips and specify quality controls. The Interviewer application is where the survey interviews are conducted in the field and completed interviews are sent to the survey server. Multiple communications will take place between the interviewers and their supervisors in the Interviewer. More on this in the Synchronization Section.

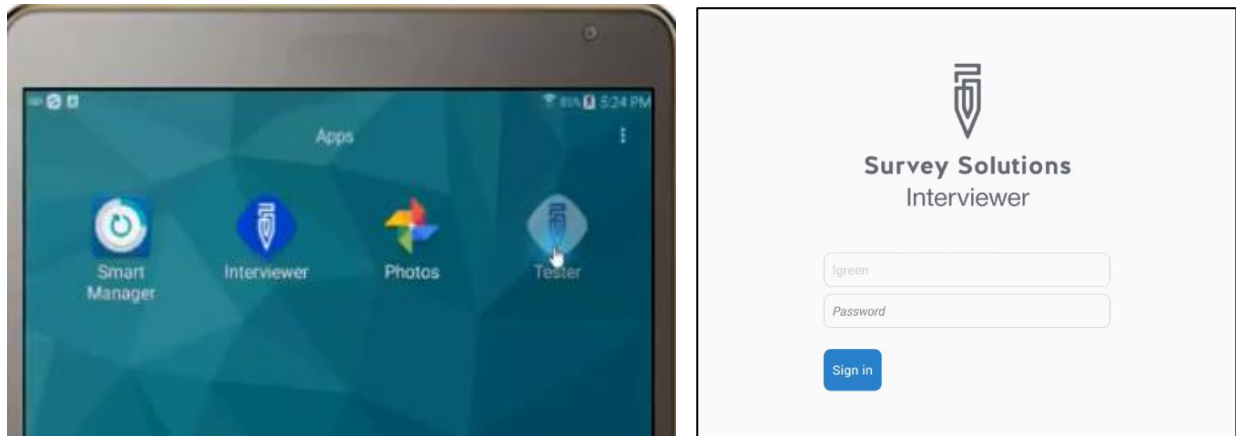
Getting Started in Survey Solutions Interviewer

Survey Solutions Interviewer has been installed on the tablets for this survey, otherwise, you will need to download and install the application on your device. To get started, simply find the Survey Solutions Interviewer icon on your home screen or in the apps page of the Android device. Tap (equivalent of click on a computer) this icon to start Survey Solutions Interviewer. Once you open the Interviewer application, you will see a login screen.

Login/Logout

On the login page (shown in the figure on the right below), use your unique login and password to log in to see all your interviews. The login and password prevent others, particularly people outside of the survey, from accessing the sensitive data recorded on the device. At the end of the day, or whenever you are not using the tablet for an extended period, you should click on the menu button in the upper left-hand corner of the screen and select Sign out. This will make it so that no one can see the data recorded on the tablet.

To start work again, you should enter your unique Login and Password to continue collecting, editing or submitting data for the assignments on your account.



Synchronization: Receiving New Interviews and Sending Completed Ones

The Interviewer application is used for sending and receiving new interviews in Survey Solutions. This process is through Synchronization. Tapping the **Synchronization** button (shown in the figure below) at the upper right of your screen initiates communication between your tablet (device) and the survey server (called **Supervisor**). Synchronizing (“Synching”) will send completed interviews to the survey server and will download new assignments and all rejected interviews. It also removes all assignments that have been assigned to another interviewer off your tablet. Upon completion of synchronization, the number of completed interviews will be uploaded, number of interviews deleted, number of rejected interviews returned, and the number of new assignments downloaded are clearly displayed in a status box.

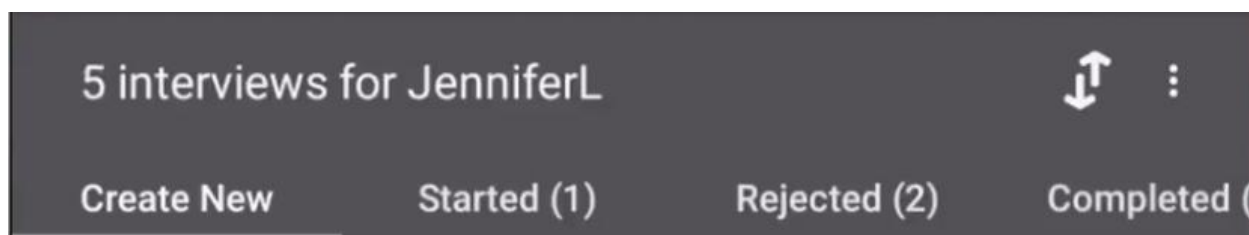


Note: Please note that the whole synchronization process requires a form of wireless network access. If you are unable to synchronize or synchronization is unsuccessful, please follow the instructions given in the error message or contact your field supervisor for further assistance.

Dashboard: Managing Workload

The Interviewer dashboard offers a functional overview of the interviewer’s assignments and their status. At the top of the dashboard, you will find four possible statuses: *Create New*, *Started*, *Rejected* and *Completed*. That is, on the dashboard, the interviewer can see how many interviews assigned to him/her, how many have been started, completed or even

rejected (by the supervisor after submitting the interview) to be reviewed by the interviewer (see the figure below).



Each status on the dashboard is called a tab. To navigate between the different tabs, the interviewer can either tap on the tabs on top of the bar or swipe left or right, depending on desired movements. To help differentiate between the tabs, each tab is color coded as in the table below.

Dashboard Tabs:	Create New	Started	Rejected	Completed
Color Coding:	Gray	Blue	Red/Amber	Green

Create New Interviews (Gray Tab)

Lists all assignments that you need to start. Each assignment has a unique number and title of the questionnaire assigned by Supervisor/Headquarters. To open a new interview, simply tap on "START NEW INTERVIEW", a blue rectangular bubble, to open a new interview for that assignment.

Started Interviews (Blue Tab)

Contains interviews that you have started, but not marked as completed. To resume an assignment or interview, navigate to the "Started" tab on the dashboard and find the assignment you would like to resume. Tap on this assignment to expand it and tap the blue "OPEN" bubble to open it. All your previous work will appear in the assignment.

Note: *Survey Solutions automatically saves all work throughout the interview*

Completed Interviews (Green Tab)

Contains interviews that you have marked as completed. Each completed interview is listed under the Completed tab until the interviewer synchronizes to upload it. To open a completed assignment, navigate to the "Completed" tab on the dashboard, find the assignment you wish to open. Tap once to expand the assignment card and tap the green "REOPEN" bubble to open it. All your previous work will appear in the assignment.

Rejected Interviews (Red/Amber Tab)

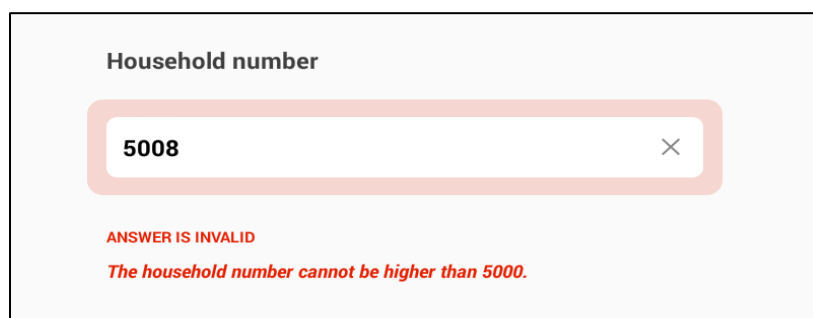
Contains assignments that you have uploaded (through synchronization), and supervisors have reviewed, found issues, and returned to you for corrections or clarifications. To open a

rejected assignment, navigate to the “Rejected” tab on the dashboard, find the assignment you would like to open and tap the red/amber “VIEWISSUES” bubble to open it.

Inside an Interview

Error and Warning Messages

HOW TO KNOW IF YOU HAVE MADE A MISTAKE



The screenshot shows a form field labeled "Household number". Inside the field, the number "5008" is entered. To the right of the number is a small "X" icon. Below the field, there is a red error message that reads: "ANSWER IS INVALID" followed by "The household number cannot be higher than 5000." The entire field and error message are enclosed in a red border.

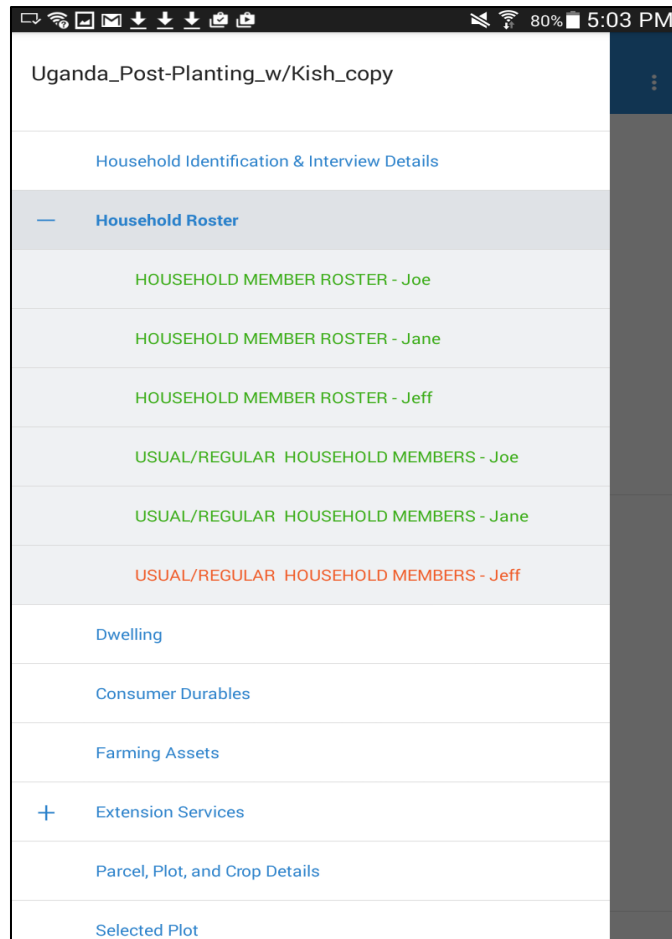
After an answer is recorded, the Interviewer application automatically assesses whether the answer is consistent with other answers in the questionnaire or plausible based on what is known about the survey population. If an answer is inconsistent or implausible, that answer is considered invalid. If an answer is invalid, the tablet will vibrate and the questions will be outlined in red (the tablet will also vibrate if the feature is enabled). An error message will appear to describe the problem (as shown above). **You should try to correct all errors as soon as they arise.**

Please note that an invalid answer does not necessarily mean that the answer is incorrect. If an invalid answer is indeed a wrong answer, check your work and correct the issue. Sometimes, you will need to probe the respondent further to correct the invalid answer. If the invalid answer is the correct answer, then please leave an explanatory comment for your supervisor and headquarter staff. (Please see the Comments section on how to leave comments for your supervisor.

Checking Whether All Questions Have Been Answered

You should always answer all the questions. There are several options on how to check if you have answered all the questions in the questionnaire.

A section will turn **green** when all questions have been answered and none have invalid answers. **Blue** means that there are unanswered questions. **Red** indicates that one or more questions in the answer have an invalid answer. **Ensure that the section is green before you move onto the next section.**



Navigate to the Complete Screen using the navigation pane. Once on that screen, the number of unanswered and invalid questions are displayed. You can identify the unanswered questions by looking for blue sections in the navigation pane.

Checking That All Answers Are Valid

In addition to showing you the number of questions that are unanswered, the complete screen will also show you the number of questions that have errors. You can navigate to errors flagged by pressing on it in the list. **You should correct as many answers as you can before marking the interview as complete.**

Leaving Comments for Supervisor/Data Editor

Comments can be left on any question. They may be useful to explain answers that you have confirmed with the respondent but that may appear strange or wrong to anyone that will be checking the data from your interview. To leave a comment, press for a few seconds on the question you would like to leave a comment for. After a few seconds, a comment field will appear, into which you can type any arbitrary long comment.

Alternatively, your supervisor or data editor can also leave comments on questions for you. These comments will likely be questions about the answers you have recorded. The

comments will appear next to commented questions. To find the comments, simply navigate to the question with comments.

Your supervisor/data editor can also leave a comment for the whole questionnaire. Any comment left on the whole questionnaire will appear on the card for that household in the Dashboard.

B2_3. How many rooms does your household use for sleeping?

5

YOUR COMMENT

This is a large house

B2_4. What type of material is mainly used for construction of the roof?

Question Types

The questionnaire will have several different types of questions: numeric, text, single-select, multiple select, list, and date. As an interviewer, you must know how to answer each of them. To help you with that text, each question type is briefly explained below with visual aids.

Numeric Questions

B05. During the past 12 months, how many months did joe live here?

WRITE 12 IF ALWAYS PRESENT OR IF AWAY LESS THAN A MONTH.

MONTHS

Tap to enter number

1 2 3 4 5 6 7 8 9 0 Del

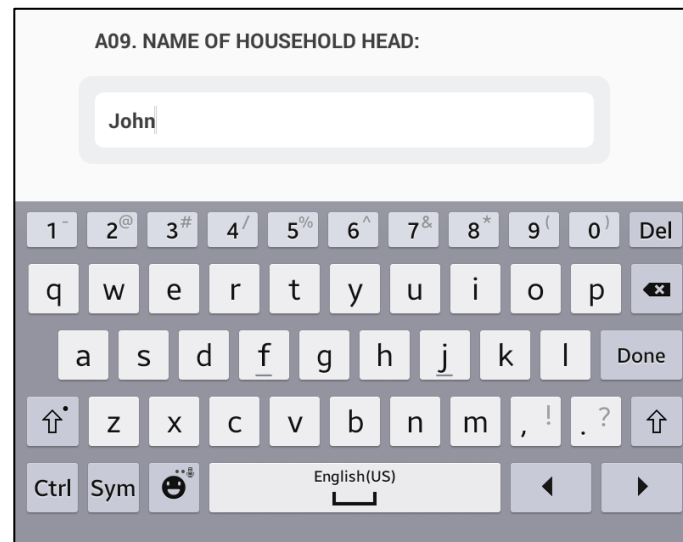
q w e r t y u i o p

a s d f g h j k l Done

Ctrl Sym English(US)

Questions that take a numeric response have a field for an open numeric answer. When that field is tapped, the numeric keyboard will appear so you can enter the numeric answer. Use the decimal button to enter a decimal number as an answer. For example, 2.5.

Text



A09. NAME OF HOUSEHOLD HEAD:

John

1 2 3 4 5 6 7 8 9 0 Del

q w e r t y u i o p

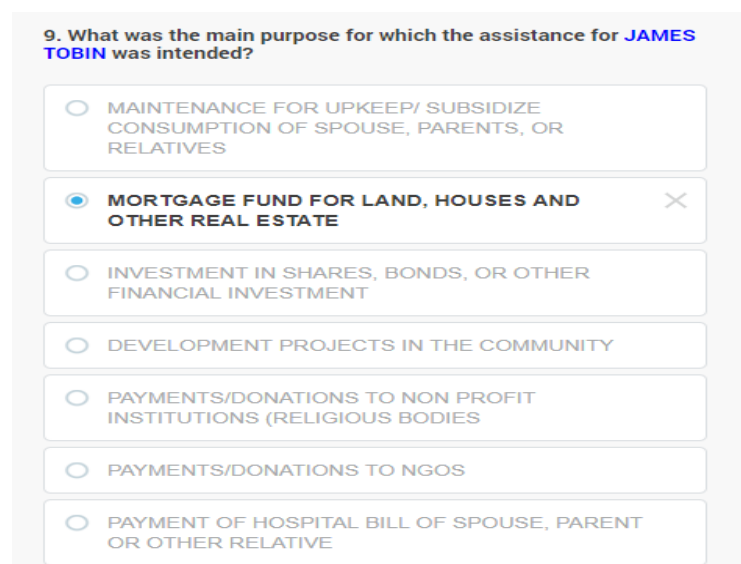
a s d f g h j k l Done

↑ z x c v b n m , ! . ? ↑

Ctrl Sym English(US) ⌂ ⬅ ➡

Text questions have a field for an open text response. When that field is tapped, the text keyboard appears so that the interviewer can enter a text answer.

Single Select



9. What was the main purpose for which the assistance for **JAMES TOBIN** was intended?

☐ MAINTENANCE FOR UPKEEP/ SUBSIDIZE CONSUMPTION OF SPOUSE, PARENTS, OR RELATIVES

☒ MORTGAGE FUND FOR LAND, HOUSES AND OTHER REAL ESTATE

☐ INVESTMENT IN SHARES, BONDS, OR OTHER FINANCIAL INVESTMENT

☐ DEVELOPMENT PROJECTS IN THE COMMUNITY

☐ PAYMENTS/DONATIONS TO NON PROFIT INSTITUTIONS (RELIGIOUS BODIES)

☐ PAYMENTS/DONATIONS TO NGOS

☐ PAYMENT OF HOSPITAL BILL OF SPOUSE, PARENT OR OTHER RELATIVE

Single-select categorical questions have answer options with round buttons. This type of question allows you to select only one option as an answer. To answer this type of question, you should select the button next to the answer that you want to choose.

Multiple Select

I03. What was the advice from NATIONAL AGRICULTURAL ADVISORY SERVICES (NAADS) about?

- ☒ Agricultural production
- ☐ Agricultural prices
- ☒ Agro-processing
- ☒ Crop Marketing
- ☐ Livestock Marketing
- ☐ Fishing production
- ☐ Livestock production: Meat
- ☐ Livestock production: Milk
- ☐ Prevention of Livestock diseases

Multi-select questions have answer options with check boxes. This question allows you to select many options as an answer. To answer this type of question, you should select the check box next to the answer that you want to choose. Follow the interviewer instructions to know how many options you can select. If there are no instructions, then select all the options corresponding to what the respondent answers.

Multiple Select, Yes/No Questions

GRAINS AND FLOURS

1a. Within the past 7 days, did any members of your household eat/drink any of this [ITEM] within the household?

INSTRUCTION
PLEASE ONLY LIST ITEMS CONSUMED WITHIN THE HOUSEHOLD AND EXCLUDE FOOD CONSUMED OUTSIDE THE HOUSEHOLD.

Yes / No

- ☒ / ☐ Guinea corn/sorghum
- ☐ / ☒ Millet
- ☐ / ☒ Rice - local
- ☒ / ☐ Rice - imported
- ☒ / ☐ Maize flour
- ☒ / ☐ Yam flour
- ☐ / ☒ Cassava flour

Multi-select categorical questions in yes/no mode have two radio buttons for each item—the left one that denotes “Yes” and the right one that denotes “No”. To answer this type of question, the interviewer taps the radio button associated with Yes or No for every item to answer the question.

List

ALL HOUSEHOLD MEMBERS RECORDED DURING PP ARE PRE-FILLED IN Q1.

FOR ALL PRE-FILLED MEMBERS ANSWER THE QUESTIONS IN THE SUBSECTION ABOUT THE CURRENT MEMBERSHIP STATUS AND THEIR DETAILS.

AFTER YOU HAVE ANSWERED FOR ALL PRE-FILLED MEMBERS, THEN ASK: PLEASE GIVE ME THE NAMES OF ANY NEW MEMBERS THAT HAS JOINED YOUR HOUSEHOLD SINCE THE LAST VISIT.

LIST ALL NEW MEMBERS, AND RECORD THEIR DETAILS.

DEFINITION OF A HOUSEHOLD

A HOUSEHOLD IS A GROUP OF PEOPLE WHO HAVE USUALLY SLEPT IN THE SAME DWELLING AND SHARE THEIR MEALS TOGETHER. EXAMPLES OF HOUSEHOLDS ARE:

1. A HOUSEHOLD CONSISTING OF A MAN AND HIS WIFE/WIVES AND CHILDREN, FATHER/MOTHER, NEPHEW AND OTHER RELATIVES.
2. A HOUSEHOLD CONSISTING OF A SINGLE PERSON
3. A HOUSEHOLD CONSISTING OF A COUPLE OR SEVERAL COUPLES WITH OR WITHOUT CHILDREN.

ALL LISTED PERSONS THAT HAVE BEEN AWAY FROM THE HOUSEHOLD FOR MORE THAN SIX MONTHS ARE NOT CONSIDERED TO BE HOUSEHOLD MEMBERS EXCEPT:

1. THE PERSON IDENTIFIED AS THE HEAD OF HOUSEHOLD EVEN IF HE OR SHE HAS NOT BEEN WITH THE HOUSEHOLD FOR MORE THAN 6 MONTHS
2. NEWLY BORN CHILDREN (OR NEWLY ADOPTED)
3. STUDENTS AND SEASONAL WORKERS WHO HAVE NOT BEEN LIVING IN OR AS PART OF ANOTHER HOUSEHOLD
4. NEW SPOUSES

1. NAME AND SURNAME

×

Tap on the empty text box and use the keyboard to input an answer. Additional, elements can be added to the list until the maximum allowable number of items is reached.

To delete elements from the list, tap on the X mark. **Be careful:** Tapping on the X will delete data if the elements of a list question are linked to a roster (e.g., names of household members, each of which has their own row in the household demographics roster).

Date: Current Time

Start time and date of the interview

Tap once on the “Tap to record current time” button. Then, the current time on the tablet will automatically be recorded and displayed above the button. If you would like to record the time again, tap on the button again.


GPS

GPS location of the household

Tap to record GPS

First, tap on the “record GPS” button. Then, the tablet automatically records the GPS coordinates. The GPS location is displayed immediately below the question text, showing the longitude, latitude, accuracy, and altitude.

GPS location of the household



-77.0425279, 38.8983335

Tap to record GPS

If GPS reading is not accurate enough, you may tap on the “record GPS” textbox again. Doing so will replace the old GPS reading with the new GPS reading. You can continue in this fashion until you obtain an adequately precise GPS reading.

CHAPTER 4: ADMINISTERING THE COMMUNITY QUESTIONNAIRE

Introduction

The main purpose of this questionnaire is to discover and link some community activities to the households’ welfare within the related settlement(s). A community questionnaire must be completed for all the enumeration areas where the survey is conducted.

In order to obtain information for the community questionnaire, it is vital that you establish a good working relationship with community leaders and other community members. The behaviour of the interviewer in the EA would also be key to maintaining a good relationship with the community leaders.

When you first enter a rural EA, you must first present yourself to the local group village headman and to the headmen of the villages in the EA to explain why you and the interviewers are going to be working in the area. In urban locations, identifying a local leader is more problematic. Make inquiries as to who may be considered as a local leader when you first come to an urban location. This may be a local business, religious, community policing or political leader.

Do not be secretive about the work being done. Explain what it is you are doing to all community members who ask about your activities. You should be respectful, courteous and patient with all community members. The quality of the work you and the interviewers are to do to a large degree, depends on the level of cooperation you receive from the members of the communities in which you would be working. If the general community attitude towards your job is negative, you would likely experience problems as you attempt to conduct your work. Do all you can to cultivate a courteous relationship with the community as a whole. While you should not be secretive about the work being done, you must respect the confidentiality and privacy of the respondents when administering the questionnaire.

Community

Can be defined as a village, group of villages or urban location in which this questionnaire is being administered.

Sources of Information for the Community Questionnaire

There are two main sources from which data can be obtained to fill out the community questionnaire – the focus group, and the market or location where food price information is obtained.

The focus group which comprises the leaders or elders of the community will provide information that will be used to fill out the labour, land and credit sections. For the food prices on the other hand, the supervisor has to go to the market or the applicable location to obtain such information. Two separate market or location price information for the food items are required where necessary. Note also that the GPS coordinates and the picture of the market or location for the price information should be taken. This means that the price information cannot be provided by the focus group which was the case in previous waves.

Computer Assisted Personal Interviewing

It must be noted that the community questionnaire will be filled out entirely in CAPI mode using the World Bank's Survey Solutions CAPI package. This is the fourth time in our rounds of surveys that we are using the CAPI technology in administering community questionnaire, and we expect all the community questionnaires to be administered using the CAPI. The decision to use Survey Solutions CAPI for the entire GHS wave was prompted by the successful outcome of using same in the previous rounds of the GHS and other surveys.

In effect, the following sections of the community questionnaire have been programmed in the CAPI mode. The CAPI way of data collection is user friendly.

To access the CAPI questionnaire, you have to open the INTERVIEWER APPLICATION



From your zonal supervisor (or data editor) you received a USERNAME and a PASSWORD. If you log in the first time, you will see the following screen. In the first line you type: <https://ghsphw4.mysurvey.solutions> this is the place where your assignments are stored. The program needs to know where it has to get your assignments from.

A screenshot of the Survey Solutions Interviewer login screen. The title bar at the top says 'Survey Solutions Interviewer'. The main area has the Survey Solutions Interviewer logo and text. Below the logo are three input fields: 'Synchronization endpoint', 'Your login', and 'Password'. There is a 'Sign in' button and a 'Diagnostics' link. At the bottom, a small note says 'This is first boot on this device. User and domain are not set yet.'

Thus, as a first time user, the supervisor is expected to enter the server address on the synchronisation end point as well as login and password to download the community assignment.

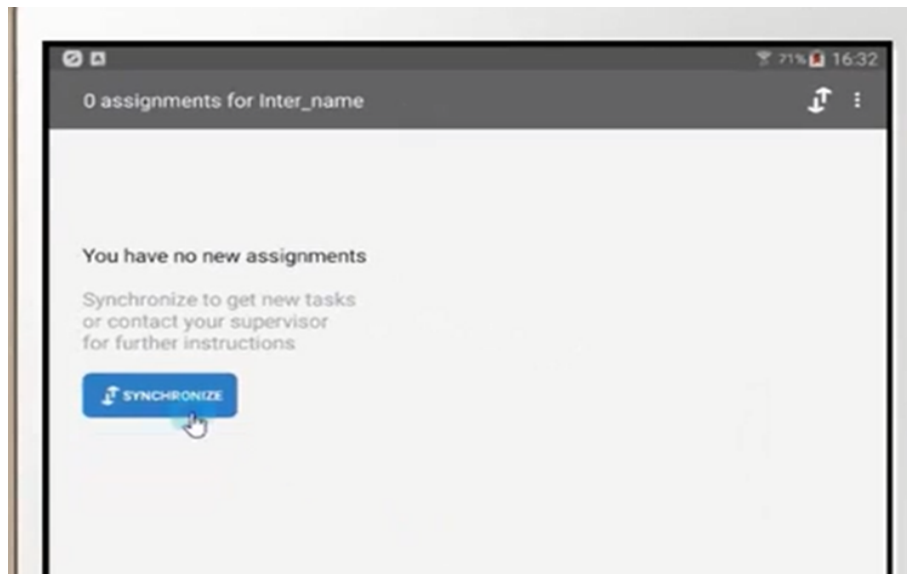
Example :

Synchronisation end point: ghsphw4.mysurvey.solutions

Your login: [KadunaSup](#)

Password: [GhsphkadQf](#)

Note that the login and password details should be kept confidential by the supervisor, and should not be shared with anyone, not even the State Officer.



When the login is successful the above screen will come up then click on synchronize to have list of community questionnaire assignment for administration.

Opening the Community Questionnaire/Entry on the CAPI Machine: Once the CAPI machine has been switched on, and you have accessed the device by swiping over the start Screen, tap on the INTERVIEWER icon to launch the program **dashboard**. Your community questionnaire assignments will show up. Once launched, you will see a template “Pre-filled questions” as appeared below.

Interview ID	Questionnaire Title	Community Identification Number	Community Name	Zone
#5971	GHS - Community Questionnaire (DRAFT) (v3) Single interview assignment	500011	TASHAN DUTSE	North East
#5980	GHS - Community Questionnaire (DRAFT) (v3) Single interview assignment	500011	TASHAN DUTSE	North East

CHAPTER C0: IDENTIFYING INFORMATION

PRE-FILL QUESTIONS: These set of questions have been prefilled on the device and the supervisor should select the applicable list to where the interview is been conducted. These prefilled questions contain the COMMUNITY IDENTIFICATION information, which include the following:

1. **COMMUNITY IDENTIFICATION NUMBERS:** This is a 5-digit unique code that identifies the community where the interview is being conducted.
2. **COMMUNITY NAME:** The name of community where this questionnaire is administered should be clearly written out. This is prefilled and the community where the supervisor is conducting the interview should be selected from the list of community options.
3. **ZONE:** Information is provided for **Name** and **Code** of the geographical zone in which the mentioned community can be found. There are six identifiable zones with codes (North Central (1); North East (2); North West (3); South East (4); South South (5) and South West (6)).
4. **STATE:** The interviewer needs to provide the **Name** and **Code** for the state in which this community can be found in relation to the above zone accordingly.
5. **LGA:** The **Name** and **Code** of the Local Government Area (LGA) in which the community is located.
6. **SECTOR:** The sector can either be urban (1) or rural (2).
7. **EA:** The Enumeration Area (EA) is one of the selected Panel Survey EAs and the **code** corresponding with the EA where the interview is being conducted.
8. **RIC:** means **Replicate Identification Code**, is a four-digit code which is among the selected ones for this Panel Survey.
9. **NAME OF FIELD SUPERVISOR:** Your name and your code should be selected from the list displayed on the screen.

1 interviews for Pilottrainer58

Create New Rejected (1)

Create new interview using templates

#5971 GHS - Community Questionnaire (DRAFT) (v3)
Single interview assignment

Community Identificati... 500011

Community Name: TASHAN DUTSE

Zone: North East

State: Bauchi

LGA: 501

Sector: Rural

EA Code: 370

RIC: 102

START NEW INTERVIEW

#5980 GHS - Community Questionnaire (DRAFT) (v3)
Single interview assignment

Other Cover information

Some of the cover information that are not prefilled are:

10. **Ward:** The ward is a political demarcation in which the community falls, and the supervisor is must type the name of the ward.
11. **START TIME OF INTERVIEW:** The start time of interview requires the supervisor to tap the time button and it automatically fill up together with start time, it picks from system i.e. the system date and time need to be set to current.
12. **GPS LOCATION OF COMMUNITY INTERVIEW:** Tap on “Tap to record GPS” on this interface. Click on allow and wait for few minutes and the GPS location of the position will be selected and supervisor is expected to tap in open location i.e. not under a shade.

CHAPTER C1: RESPONDENT CHARACTERISTICS

SELECTION OF RESPONDENTS FOR COMMUNITY QUESTIONNAIRE INTERVIEW

Now swipe up from the bottom of this interface till you get to an instruction where it asks for the list of members for the community questionnaire administration. Note that these set of questions are not prefilled but has to be asked and filled by the supervisor.

1. ***Tap on the cell “Tap to enter item” to enter the names of the individuals responding to the community survey.*** Names of at least five persons from the community should be written here, starting with the leader of the group from the community. To add another person, another cell will open when first member is entered and tap on done from the keypad. Once all the names of the members have been captured, tap on each member details to provide the characteristics of the members.
2. The response for sex would be provided here; male or female is to be provided i.e. only a single response is required to be entered here.
3. Ask for the age of each informant and record
4. We want to know the position held in the community by each of the informants from the listed options. Follow the same approach as above to select the position of each member from the listed options.
5. How long each of the informants has lived in the community. If the informant was living outside the community for a number of years, those years should not be included when adding-up the years. Tap and type the number in the form as done for age.
6. We want to know the highest educational level completed by each of the informants from the options provided in this question.

Question 2-6 should be answered for all informants of the community until all members turn to green by going to main menu and picking each informant bubbles.

CHAPTER C2: INFRASTRUCTURE AND TRANSPORTATION

This section captures information on infrastructure and transportation in the community. The infrastructure doesn't necessarily have to be located in the community.

1. Indicate whether the facility exists in the community or individuals in the community have access the infrastructure. Select YES if the infrastructure is located in the community or is located elsewhere but members of the community can access it, and NO otherwise.
2. Ask for the distance from the centre of the community to the location of the facility. If the facility is located in the community, then record zero. Also, if the distance is less than one kilometre, then record the decimal equivalent, such as 0.2km etc.
3. Ask for the mode of transportation that members of the community mostly use to access the facility. If the facility is located within the community, then the best answer option should be walking.
4. This question asks for the transport cost, NAIRA, to access the facility using the most of transport specified in Q3 above. If the most frequently used transport means is walking, then the best response for this question is NOTHING/FREE
5. Ask for the time it takes (one way) to travel to access the facility using the mode of transport specified in Q3. If applicable, record HOUR and MINUTES. Thus, if it takes one hour thirty minutes, then record 1 under HOUR and 30 under MINUTES
6. Select YES if the facility has electricity and NO if otherwise.

CHAPTER C3: COMMUNITY ORGANIZATIONS

This section collects information on community-based organizations that are currently active and operational in the community. If the organization used to be active and operational in the community, but has collapse or not operational, the response should be NO for that organization

1. For each organization answer YES if it exists in the community and NO if otherwise. Ensure that each item is answered with either a YES or NO. If the organization exists in other communities for which people of the community you are interviewing are members of, then the response should be NO since that organization does not exist in the community.
2. Ask for how many ORGANIZATION exist in this specific community and record accordingly
3. Ask for the total number of individuals that are members of the ORGANIZATION and record accordingly. Ask them to estimate if they cannot give the actual number.
4. Ask for the total number of women that are members of the ORGANIZATION. Ask them to estimate if they cannot give the actual number. Note that some organizations cannot have female members.

CHAPTER C4: COMMUNITY RESOURCE MANAGEMENT

This section collects information on community resource management. A communal resource, also called common access resource is one that is owned by the community as a group, in which access to it by a member of the community or group is restricted by laid down rules. In this section, we want to know how the community have been making efforts to manage some of the natural resources such as arable land (land used mainly for crop farming), forest, pasture, water body (river, lake, ocean), and other natural endowments likely to be found in the community. We also want to know if there are community policies guarding the use of communal resources and how effective are the community policies at ensuring that people are complying with the laid down rules on the communal resources.

1. We want to know if the community has or own any communal resources. If the community has other communal resource not listed, the interviewer should list them under other (specify).
2. In a common access resource, access is conditioned on laid down rules and regulations governing the resource's access. These rules are generally set by the group (in the case of community, the elders of the community can set the rules of access). In this question, we want to know if the community has been able to set rules of access to the RESOURCE independently, without having to rely on any external form of assistance to set these rules.
3. Besides the rules of access, is the RESOURCE recognized by the traditional authorities in the community? Do the traditional authorities in the community see the resource as a communal type resource, or belonging to a certain group of people in the community? Select YES if the RESOURCE is recognized by the community, and NO otherwise.
4. To ensure that all members of the community, who are supposed to have access to the RESOURCE actually access it, some restrictions of rules are meant to be enforced. Thus, in this question, we want to know the type of restrictions the community has placed on its members regarding access to and using the RESOURCE. Select ALL that apply in order of importance.
5. For the set of rules governing access to the common RESOURCE in the community, this question seeks to know how the community ensures that members of the community comply with the rules of using the communal resource. Up to three responses are required in order of importance.

CHAPTER C5: COMMUNITY CHANGES

This section contains a single question that seeks to establish changes that have occurred in the community over the past 3 years. Emphasis is placed on access to specific social amenities. It is a like a scale question and thus, must be asked carefully, and the response chosen using different combinations of the response that the participants give, and their body language. Answer option NOT APPLICABLE should be selected if the amenity is not available or applicable to the community in general.

CHAPTER C6: COMMUNITY EVENTS

The objective of this section is to identify some key events that happened in the community that affected the livelihoods of people in the community positively or negatively. The section is also interested in the year in which the event occurred, as well as the proportion of the people in the community that were affected by the specific event. Examples of events that can affect people's lives negatively are epidemic diseases, crop failure, natural disaster, price fluctuations, or the loss of key social services. On the other hand, we have other examples of events that can improve the well-being of people positively and these are building of new schools, hospitals, creation of employments, the construction of new roads etc.

1. The interviewer should ask the group to describe an important event that has taken place in the community since the last five years, including the one that has just occurred this year. We are mostly interested in the events that have changed the well-being of the people in that community, whether it is better or worse now. The answer options have both good and bad events, and the interviewer is to ensure that the right option is selected from the list of options.
2. The interviewer should ask the group what year the EVENT occurred in the community since 2016.
3. The objective of this question is to find out the proportion of community members that were affected by the occurrence of the event mentioned. If half of the population in the community were affected by the event, then you enter 50 under percentage. If the event affected everyone in the community, then you enter 100.

CHAPTER C7: COMMUNITY NEEDS AND ACTIONS

In as much as the government and other development partners implement projects and programs that facilitate the development of a community and the citizenry, the community for which that project is intended for should first of all have a need for this project. The objective of this section is to ascertain the needs and actions of the community in the last 3 years. Specifically, the section is interested in knowing whether the community has held

discussions about certain key developmental needs of the community, including deliberating on construction of infrastructures such as road, health facility, piped water, school, etc. The section is also interested in how involved the members of the community are, as well as the leadership of the community in these deliberations.

1. This question makes reference to the past 3 years (since 2016) and intends to know whether the community has deliberated on some development projects and programs that are vital for the community's development. The enumerator should ask if anyone in the community has discussed or initiated a discussion on the need for any of the development projects listed over the last 3 years.
2. The emphasis of this question is to know the group, individual or agency that first brought the idea of a need for PROJECT/PROGRAM in the community. The interviewer should choose from the list of options, the main group that originated that idea or initiated the discussion of PROJECT/PROGRAM.
3. The interviewer should find out if discussions have been held in the community about PROJECT/PROGRAM, when the first group in Q2 brought the idea within the last 3 years. Record YES or NO.
4. We are interested in who in the community (or outside the community) have ever participated in the discussions held about PROJECT/PROGRAM. The interviewer should find out who among the listed groups participated in the discussions. Select ALL that apply from the list of options.

CHAPTER C9: LABOUR

The purpose of this section is to collect information on the use of agricultural labour in the community. In the context of this survey, we seek to know whether individuals in the village hire labourers to work on their plots and the specific crop farming activities that hired labour perform. Distinction is made between male and female farmers hire of labour in the community. Emphasis is also placed on the daily wages received by men, women, and children. Given that some activities are crop-specific, information on planting, harvesting and processing labour are captured for the two main crops cultivated by the household. However, activities such as land preparation, weeding, fertilizer application, etc. information is captured at the activity level. Responses to this section should be given by the focus group members.

- 1m. The supervisor should find out whether male farmers in the community hire labourers to work on their respective plots/farms. Select YES or NO.
- 1f. Select YES if female farmers in the community hire labourers to work on their plots/farms, and NO otherwise.
- 4m. This seeks to know whether the labour hired by MEN in the community come from inside or outside the community. Select YES or NO
- 2am. This seeks to know to which of the activities related to planting of crop(s) the labour pertains. *Select the activities for which the labour hiring pertains by tapping the*

appropriate options. If you select for example yes for “clear fields”, it will create a bubble for that activity. The respondents must give details of each activity in Q5m – Q10m depending on the response to Q3 under each activity.

- 5m.** supervisor should find out whether MALE farmers in the community hire MEN to perform ACTIVITY and select the appropriate response.
- 6m.** Seeks to know how much a MAN is paid per day to perform ACTIVITY for a MALE FARMERS.
- 7m.** Ask if MALE FARMERS in the community hire WOMEN to perform ACTIVITY.
- 8m.** Ask for the daily wage paid to a TYPICAL WOMAN to perform ACTIVITY on plots of MALE FARMERS.
- 9m.** You should find out whether MALE FARMERS in the community hire children (under 15 years) for ACTIVITY on plots of MALE FARMERS.
- 10m.** Seeks to know how much a CHILD is paid per day to for ACTIVITY on plots of MALE farmers.
- 2m.** Ask the informants for the MAIN CROP cultivated by MALE FARMERS in the community. The crop should be cultivated by most MALE FARMERS in the community.
- 2bm.** Select the activities that MALE FARMERS in the community hire labour to perform on CROP. The activities displayed include planting, harvesting and processing. Once the activities have been selected, blue bubbles pertaining to the selected activity will pop up. Scroll down to open each individual bubble, where the rest of the questions can be seen.
- 5bm.** Select YES if MALE FARMERS in the community hire MEN to perform ACTIVITY on CROP.
- 6bm.** Ask how much a TYPICAL MAN is paid to perform ACTIVITY on CROP of MALE FAMERS in the community.
- 7bm.** Select YES if MALE FARMERS in the community hire WOMEN to perform ACTIVITY on CROP.
- 8bm.** Ask how much a TYPICAL WOMAN is paid to perform ACTIVITY on CROP of MALE FAMERS in the community.
- 9bm.** Select YES if MALE FARMERS in the community hire CHILDREN (less than 15 years) to perform ACTIVITY on CROP.
- 10bm.** Ask how much a TYPICAL CHILD is paid to perform ACTIVITY on CROP of MALE FAMERS in the community.
- 4f – 10bf.** The information captured in these questions are the same as those captured in questions 4m – 10bf. above, but also refers to a specific FEMALE FARMERS.

CHAPTER C8A: FOOD PRICES

Information on food prices are collected from a single market or location. This source refers to the main market/location where the community transacts business. Unlike in previous waves, this part of the community questionnaire should be filled at the market or location where the information will be obtained. It **SHOULD NOT** be asked to the respondents (focus group) selected for the community survey. You can only ask them for the location of the market so you can go there and administer this section of the questionnaire. If these items are in the market or shop, you should ask for its price and specify an appropriate unit.

1. Refers to the main source from which the food price information is obtained. It is the main market where households in the community transact business compared to any other market. You should specify whether this information is collected from the marketplace or shops/stalls. *The CAPI program will list all three options so you can choose only one from among them.*
2. You should specify the name of the location where the food price data is being collected. *On the CAPI device, tap the space beneath the Location and it will give you the option to type the name of the location where the price information is being collected.*
3. Provide a brief description of the location where the price data is being collected. *As in the previous question, tap the space beneath the Description of Location on the CAPI to type a brief description of the location so it will easily be located.*
4. We want the date and time when the price data collection started. The day, month, and year will automatically be entered once you tap on the box beneath question.
5. This question concerns the GPS coordinates of the location where the price data was collected. It is **NOT** the location where the focus group interview was conducted. *These coordinates will automatically be picked by the CAPI machine once you have tapped Tap to record GPS.*
- 5b. For this question, take a picture of the market where the price data is being collected. After tapping the box beneath the instruction, select “Take photo”, and then position the camera in such a way that it focuses on greater part of the market or the shop, and then take the picture. Please **DO NOT** select from gallery.
6. For each displayed food item, please indicate if the item is available in the market or not. It is important that you walk through the entire market to ensure that a given food item is available in the market or not before choosing an answer option for the food item. You must answer YES or NO for each displayed food item. All items with a YES response will pop up a bubble, and you must tap to open each bubble and answer the rest of the questions for each specific item.
- 7a. For each available food item in the market, indicate the UNIT for ONE QUANTITY. Do not consider more than one quantity.
- 7b. For some of the non-standard units, it will ask for the SIZE. Please indicate the appropriate size for the selected UNIT in 7a.
8. For the selected UNIT and SIZE (where applicable), indicate the price for ONE quantity ONLY.








52%

11:12 am

CBA-FOOD PRICES LOCATION /


Grains and Flours - Guinea corn/sorghum


1. Is **Guinea corn/sorghum available in this market?**

☒ **Yes** 

☐ **No**

2. PLEASE USE A QUANTITY OF ONE (1) FOR **Guinea corn/sorghum AND THE UNIT OF MEASURE YOU ARE USING.**

☐ Kilograms (Kg)

☐ Grams (g)

☐ Litres (l)

☐ Centilitres (cl)

☐ Bin/basket

CHAPTER 10: COMPLETING THE QUESTIONNAIRE

Description: The section “Complete” is a Survey Solutions generated section that allows you to verify and submit the interview. BEFORE submitting the interview, first VERIFY that you have completed all sections and questions that needed to be completed and that there are no errors that can be fixed. Under the header QUESTION STATUS, you find three numbers in different colors that help you do that.

On the left, in blue you find the total number of questions that have been answered in the interview file. You will see that the number differs between interviews, and depends on how many members, consumption items, plots, etc. a household had.

In the MIDDLE, in BLACK you see the number of UNANSWERED questions. At the end of an interview the number should normally be 0, meaning you have answered all questions. There are however circumstances where it is OK to submit interview files with missing questions, for example if the respondent refused half way through the interview. To FIND the unanswered questions, click on the navigation menu on the left and look for sections that are marked in BLUE, they are the sections that have unanswered questions or subsections. After you have answered all questions on one section, the section will turn green and the questions will not be counted as unanswered in the Complete screen.

On the RIGHT, in RED you see the count of questions with outstanding ERROR(s). BEFORE submitting an interview file, MAKE SURE you have ADDRESSED ALL ERRORS, by looking at the error message and the answer(s) given, making sure the answer(s) have been recorded correctly, and checking with the respondent that the answer(s) given are correct. If the error still persists after going through the steps, you MUST LEAVE a COMMENT to confirm and/or explain more details about the answer. After having addressed all outstanding questions with errors, they should either not display an error message or have a comment.

You can FIND questions with outstanding errors in two ways: First, they are listed under the heading ENTITIES WITH ERRORS. Clicking at each item will take you to the question with an error. Second, you can click on the navigation menu on the left and look for sections that are marked in RED. Whenever a section or subsection contains at least one question with an error message the section or subsection will turn RED in the navigation menu and in the header.

You can report any irregularities with the interview in the field NOTE FOR SUPERVISOR. This is optional. Report anything that might be of interest to the supervisor and data verifier, e.g. that the interview was conducted late in the evening, or that the respondent was not very cooperative.

AFTER you have verified that ALL required questions are answered and have addressed all errors you can SUBMIT the interview file by marking it as COMPLETE. You do this by clicking at the COMPLETE button. After having clicked, Survey Solutions will take you back to the dashboard and the file will be listed in the COMPLETE tab. NOTE that this complete button is DIFFERENT to the complete STATUS in the Section Result of Interview. To submit ANY interview file you have to click on the complete button, including interviews that were refused, unable to track, etc.

Complete

You are about to complete interview 34-67-92-24

QUESTIONS STATUS

212
Answered

No
Unanswered

No
Error(s)

NOTE FOR SUPERVISOR

Tap to enter text

COMPLETE

AFTER YOU FINISH THIS INTERVIEW IT WILL BE MARKED AS COMPLETED AND WILL BE
UPLOADED TO SUPERVISOR DURING YOUR NEXT SYNCHRONIZATION

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