

## GUIDELINES FOR CROSSCHECKING COMPLETED QUESTIONNAIRES PRIOR TO LEAVING THE DISTRICT OR VILLAGE

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### DISTRICT QUESTIONNAIRES

**Objective:** Prior to leaving the District, the Team Leader **MUST** ensure that the District Questionnaire has been completed correctly, and that the information collected has been crosschecked. The Team Leader must ensure that the rest of the team assists in this task.

**Questions must be crosschecked as follows:**

**District Questionnaire:** All the identification codes from A1 to A8 in Section B, Section C (Kuchis) and for the Prices data have been filled in and match up.

**Section B – District Information:**

- All agro-ecological zones listed in question **B1** have been completed either with a Yes or a No code. Where an agro-ecological zone has been identified as occurring in the District (code Yes), then all questions from **B2** to **B22** must be answered for those agro-ecological zones.
- In questions **B2**, **B3**, and **B4**, make sure that the percentages **ADD UP** to **100%**.

**Section C – Kuchis:**

- Make sure that the questionnaire identification codes have been correctly filled in and that they match the District Questionnaire codes on the first page.
- Make sure that the areas drawn on the map are **CLEARLY** coded, and that the information listed against the map codes in the questionnaire match up.
- Make sure that the Kuchis summary at the end of the questionnaire is completed correctly, and that the Kuchi types to be surveyed are clearly understood. Make sure that you do not select **MORE** Kuchi villages to survey than has been allocated for Kuchi's in the District village list given by the Area Supervisor.

**District Prices Questionnaire:**

- Make sure that the questionnaire identification codes have been correctly filled in and that they match the District Questionnaire codes on the first page.
- Make sure that the market prices have been collected for May, June, and July.
- All prices from C1 to C4 **MUST** be filled in.

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### SHURA QUESTIONNAIRES

**Objective:** Prior to leaving the village, the Team Leader **MUST** ensure that the Shura Questionnaire has been completed correctly, and that the information collected has been crosschecked. If the questionnaires do not always correspond, that does not mean that they are wrong – you will just need to clarify this with the community before you leave. The Team Leader must ensure that the rest of the team assists in this task.

**Questions must be crosschecked as follows:**

- Identification codes in Section A - questions **A1** to **A12** – must be completed correctly and match between the male and female Shura questionnaires.

- **Section B:** Make sure that all 3 readings have been collected and filled in correctly.
- Check that wealth group breakdowns have been done correctly. Check that the values collected for the very poor, poor, medium and better-off groups **ADD UP** to the **TOTAL** given by the Shura in each column of the questionnaire.
- Check the units of measure and Kg's in **K1** and **K2**, and that **K3** and **K4** have been recorded correctly in Afghanis against the unit of measure in **K1**.
- Check that the percentages collected for the very poor, poor, medium and better-off groups in **K8** and **K12** **ADD UP** to **100%**.
- Check that **ANY HEALTH FACILITIES** identified in Section C (C4 – Female Shura) by the women, are also identified in Section H (H1 – Male Shura) by the men.

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## WEALTH GROUP QUESTIONNAIRES

**Objective:** Prior to leaving the village, the Team Leader **MUST** ensure that the Wealth Group Questionnaire has been completed correctly, and that the information collected has been crosschecked. If the questionnaires do not always correspond, that does not mean that they are wrong – you will just need to clarify this with the community before you leave. The Team Leader must ensure that the rest of the team assists in this task.

### Questions must be crosschecked as follows:

- Identification codes in Section A - questions **A1** to **A6** – must be completed correctly and match between the male and female wealth group, and to the Shura questionnaires.
- That 1 questionnaire for the 3 wealth groups - Medium, Poor, and Very Poor – have been completed by both the male and female surveyors, and that the codes **A7** and **A8** have been filled in correctly.
- **Male Wealth group - SECTION D LIVESTOCK:** check that ranges have been filled correctly. You will then crosscheck whether the livestock numbers for the larger animal types (sheep, goats, cows, donkeys, and camels) are **SIMILAR** to the total number of animals collected in the Shura interview (**SECTION L**). To do this, calculate what the total number of animals you can get from the range both as a minimum and a maximum (*minimum number in the range X number of households in the wealth group; and maximum number in the range X number of households the wealth group*). If the answer is **SIMILAR** to the total given by the Shura, then its fine. If the numbers are very different – say for example that you calculate approximately a total of 100 to 150 sheep in the poor group, yet the Shura has told you that the poor group owns 500 sheep, then investigate further.
- **Male Wealth group - SECTION C MARKETS AND HEALTH:** Check that **ANY HEALTH FACILITIES** identified in Section C question C4 by the wealth group are also identified in Section H question H1 by the Male Shura.
- **Male Wealth group - SECTION H 1<sup>st</sup> CEREAL CROP PRODUCTION:** check that ranges have been filled correctly. You will then crosscheck whether the jeribs for irrigated and rainfed wheat are **SIMILAR** to the total number of jeribs collected in the Shura interview (**SECTION K – questions K5 and K9**). To do this, calculate what the total number of jeribs you can get from the rainfed and irrigated ranges both as a minimum and a maximum (*minimum number in the range X number of households in the wealth group; and maximum number in the range X number of households the wealth group*). If the answer is **SIMILAR** to the total given by the Shura, then its fine. If the numbers are very different – say for example that you calculate approximately a total of 400 to 500 jerib in the poor group, yet the Shura has told you that the poor group owns 100 jerib, then investigate further.
- **Male wealth group – SECTION H and SECTION F:** check that the ranges given for cereal and other crop/cash crop production in **Section H** are similar to the ranges in given in **Section F question F1**.

- **Male wealth group – LABOUR SECTIONS:** check that the labour tables are completed correctly, and that **SECTION K** labour opportunities for **WOMEN** has been completed by men if there are no women surveyors in the team.
- **Coping Strategies and Priorities:** check that the ranking in **SECTION O** and **Q** (**MALE** wealth group) and **SECTION E** and **H** (**FEMALE** wealth group) has been done correctly.

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## HOUSEHOLD QUESTIONNAIRES

**Objective:** Prior to leaving the village, the Team Leader **MUST** ensure that the Household Questionnaire has been completed correctly, and that the information collected has been crosschecked. If the questionnaires do not always correspond, that does not mean that they are wrong – you will just need to clarify this with the community before you leave. The Team Leader must ensure that the rest of the team assists in this task.

**Questions must be crosschecked as follows:**

### SECTION B TO K: HOUSEHOLD

- Check coding and household registration has been filled correctly.
- Check question **E6** for any **HEALTH FACILITY** used by the household which has **NOT** been identified by the Shura in **SECTION H – Male Shura questionnaire**.
- Check question **H3** for any **DRINKING WATER SOURCE** used by the household which has **NOT** been identified by the Shura in **SECTION F – Male Shura questionnaire**.

### SECTION L TO O: CROP PRODUCTION AND LIVESTOCK

- Check coding has been filled correctly.
- Check that the total of **BOTH** the irrigated and rainfed land **OWNED**, **SHARECROPPED**, and **RENTED** in **SECTION L** is similar to, or falls within, the ranges given in **SECTION E – question E1 – MALE WEALTH GROUP** questionnaire.
- Check that the answers in **SECTION L** questions **L10** to **L13** are similar to the answers given in **SECTION E – questions E2 to E5 – MALE WEALTH GROUP** questionnaire.
- Check that the livestock numbers owned in Section O are similar to or fall within the ranges of the livestock ownership given in **SECTION D – MALE WEALTH GROUP** questionnaire.

### SECTION P: DIETARY DIVERSITY

- Check coding has been filled correctly.

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**END GUIDELINES**

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