



REPUBLIC OF ZAMBIA

COMMUNITY/HEADMAN SURVEY ADD-ON TO THIRD
SUPPLEMENTAL SURVEY
(for small and medium scale holdings)

INTERVIEWERS INSTRUCTION MANUAL

HEADMAN INSTRUMENT

CENTRAL STATISTICAL OFFICE
(AGRICULTURE AND ENVIRONMENT DEPARTMENT)

in conjunction with

MINISTRY OF AGRICULTURE AND CO-OPERATIVES
(POLICY AND PLANNING BRANCH)

commissioned by

FOOD SECURITY RESEARCH PROJECT

JUNE 2008

INTRODUCTION

1.1 Background and Purpose

1.2 Informed consent form

Identification information

1. Province

Pre-enter, in the space provided, the name of the province in which you are conducting the community/headman survey, and enter the province code in the box provided.

2. District

Pre-enter, in the space provided, the name of the district in which you will be conducting this survey, and enter the district code in the boxes provided.

3. Census Supervisory Area (CSA)

Pre-enter the number of the CSA in the boxes provided.

4. Standard Enumeration Area (SEA)

Pre-enter the number of the SEA in the boxes provided. If the SEA is a single SEA, enter "0" in the first box and the SEA number in the second box. If the SEA is composite, then enter the first digit in the first box and the second digit in the second box.

5. Village/Locality

Pre-enter the name of the village/locality in which the household is located.

6. Is there a headman in the area?

Find out if the area has a headman. Enter "1" if the answer is yes. If the response is no, enter "2" and skip to **question 12**.

7. Name of headman

If the answer to question 6 was yes, find out the name of the headman. Write it in the space provided.

8. How long has this person been the headman?

Find out the number of years he/she has been headman for that area. Enter the number the years in the box provided.

9. Is the headman among the group of respondents?

Find out if the headman is among the people responding to survey questions. Enter "1" if the response is yes. If the response is no, enter "2".

10. Main respondent's relationship to the headman

If the response is no (2) to question 9, find out the relationship between the main respondent and the headman. Enter the appropriate response code.

11. Is the name of the headman the same as the village name?

Find out if the name of the headman is the same as the name of the village. Enter "1" if the answer is yes. If the answer is no, enter "2".

Enumerator: after asking question 11, go to section 1 of the instrument.

12. Name of the respondent

Ask only if the answer to question 6 is "2" (no). Find out the name of the main respondent. Write it in the space provided.

Enumerator: ask question 13 if there is no headman in the locality.

13. Respondent's position in the village

Find out the position of the main respondent in the village. Enter the appropriate response code.

14. Assignment Record

Write your name against `NAME OF Interviewer' your code against ENCODE and the date on which you completed the interview against `DATE COMPLETED'. Leave the spaces for `SUPERVISOR' and SPCODE blank. The Supervisor will complete this part.

SECTION 1 Basic information

Enumerator: Thank the respondents for spending some time to tell you about their village. Tell them that you would like to get their assessment of problems and opportunities for their village. Tell them that the survey is part of a team effort at the Central Statistical Office aimed at studying options to improve crop production and marketing, and food consumption for smallholder farmers.

1.1: Find out the name of their constituency. Write the name in the space provided.

1.2: Find out the name of their ward. Write the name of the ward in the space provided.

1.3: Find out the year the village was formed in that area. Enter the year given in the space given. E.g. 1960

Enumerator: Tell respondents that we would like to now know about the main different ethnic groups living in village and their proportional representation.

1.4: Find out if there are any people living in that village who are from Bemba (COM04a), Ngoni (COM04b), Tonga (COM04c), Lozi (COM04d), Luvala (COM04e), Kaonde (COM04f) and Lunda (COM04g). Enter "1" if the response is yes. Enter "2" If the response is no.

Enumerator: Tell respondents that we would like to now know about the main different ethnic groups living in village and their proportional representation. The respondent should allocate 50 stones/beans in proportion of the tribes that exist in the village as indicated in Q 1.4

1.5: Assuming the 50 beans represent the total population in that area, ask the respondents to allocate the beans based on the proportional representation of the ethnic groups in the village. *Enumerator, enter the number of beans in each of the ethnic groups listed in table 1.5. Enter '0' if answer to Q1.4 is =2 for those ethnic groups*

Enumerator: Tell respondents that we now would like to know about some common practices of this village for marriage and inheritance of land use rights

1.6: Find out from the respondent the dominant custom in this village regarding spousal movement after marriage. Enter the appropriate response code.

1.7: Find out the side of the family which makes most of the decisions regarding the welfare of the children. Enter "1" in COM07a if it is the husband's family or enter "2" if it is the wife's family.

1.8: Find out which family assumes responsibility for handling inheritance issues when a parental death occurs. Enter "1" COM07b if it is the husband's family or enter "2" if it is the wife's family.

1.9: In the case where a male head of a household dies, find out who would get the rights to the homestead and crop land assuming he had a wife and adult children. Enter the appropriate response code.

1.10: In the case where a male head of a household dies, find out who would get the rights to the homestead and crop land assuming he had only young children and a wife. Enter the appropriate response code.

1.11: Find out who would inherit most of the homestead and crop land upon the death of a female household head with young children. Enter the appropriate response code.

SECTION 2

Distance to services and infrastructure

Enumerator: Tell respondents that we would now want to know about how far key services and facility are from the centre of the village. Record distances in Kilometers.

Table 2.1 Distance to key services

Find out the number of kilometers from the central part of this village to the nearest services and facility listed in the table. Record the number of kilometers for each service or facility in **COM09a** to **COM09n**. If the service or infrastructure is within the village enter "0".

SECTION 3

Village assets and business activities

Enumerator: Tell respondents that you would like to know more about the people living in this village with vehicles.

Table 3.1: Village assets

COM10a: Find out the number of people living in this village who have a working truck bigger than a pickup. Enter the number in the space provided.

COM10b: Find out the number of people living in this village who have a working pickup. Enter the number in the space provided.

COM10c: Find out the number of people living in this village who have a working car. Enter the number in the space provided.

Enumerator: Tell respondents that you would like to know more about the people living in this village who are involved in the business as traders selling crops and fertilizer.

Table 3.2a: Business activities

COM10d: Find out the number of people living in this village who are in business of buying and selling maize during the hungry season (December to mid March). Enter the number in the space provided. If none, enter "0".

COM10e: Find out the number of people living in this village who are in business of buying and selling cassava from farmers. Enter the number in the space provided. If none, enter "0".

COM10f: Find out the number of people living in this village who are in business of buying and selling fruits and vegetables from farmers. Enter the number in the space provided. If none, enter "0".

COM10g: Find out the number of people living in this village who are in business of buying and selling fertilizer to other farmers. Enter the number in the space provided. If none, enter "0".

Table 3.2b: Business activities 5 years ago

COM11a: Find out the number of people living in this village who made a business as traders buying and selling maize from farmers five (5) years ago. Enter the number in the space provided. If none, enter "0".

COM11b: Find out the number of people living in this village who made a business as traders buying and selling cassava from farmers five (5) years ago. Enter the number in the space provided. If none, enter "0".

COM11c: Find out the number of people living in this village who made a business as traders buying and selling fruits and vegetables from farmers five (5) years ago. Enter the number in the space provided. If none, enter "0".

COM11d: Find out the number of people living in this village who made a business as traders buying and selling fertilizer to other farmers five (5) years ago. Enter the number in the space provided. If none, enter "0".

3.3: Find out the number of grain millers that operate within 10 kilometers of this village. Enter the number in the space provided.

3.4: Find out the number of places within 10 kilometers where farmers can go and sell crops in the harvest season. Enter the number of those places in the space provided.

3.5: Find out if it is easier, more difficult or the same now for farmers to find private buyers for grain in this village than 5 years ago. Enter the appropriate response code in the space provided.

SECTION 4

Government fertilizer and maize marketing programmes

Table 4.1: Fertilizer support program (FSP) and the private fertilizer market

Enumerator: Tell respondents that we would like you to help us understand how well the fertilizer support program (FSP) and the private fertilizer market are serving the households in your village currently and in the recent past.

AGSEA: This column shows the agricultural season since the FSP started. The question should be asked for each season.

COM15a: Find out if the Government delivered or distributed FSP fertilizer in this village during each of the agricultural seasons mentioned in COM15a. Enter "1" if the response is yes. If the response is no, enter "2" and go to the **next agricultural season (AGSEA)**.

Enumerator: Ask these question below if answer to COM15a = 1 (Yes)

COM15b: Find out (as far as the respondents can recall) if FSP fertilizer was delivered on time or late during each of the agricultural seasons mentioned in AGSEA. Enter the appropriate response code.

COM15c: Find out (as far as the respondents can recall) if fertilizer was available for purchase from traders or businesses who routinely sold fertilizer during each agricultural season. Enter "1" if the response is yes. If the response is no, enter "2". If the response is do not recall, enter "3".

COM15d: Find out (as far as the respondents can recall) if fertilizer was available for purchase from private individuals/farmers who sold fertilizer during each agricultural season. Enter "1" if the response is yes. If the response is no, enter "2". If the response is do not recall, enter "3".

COM15e: Find out (as far as the respondents can recall) if security packs with fertilizer and seeds, were distributed to any farmers in that village during each of the agricultural seasons. Enter "1", if the response is yes. If the response is no, enter "2".

4.2: Bases on what the respondents know about private traders, find out if farmers in this village can have more fertilizer available at competitive prices if there was no fertilizer support program. Enter "1" if the response is yes. Enter "2" if the response is no.

Question 4.3: Headman's responsibility

COM17a: Find out if it is part of the headman's responsibility to monitor the government fertilizer program and help the village farmers get fair access to fertilizer from the program. Enter "1" if the response is yes. If the response is no, enter "2".

COM17b: Find out if it is part of the headman's responsibility to promote improved performance of the programme (e.g. promote timely delivery of fertilizer). Enter "1" if the response is yes. If the response is no, enter "2".

Question 4.4: Performance of the Government Fertilizer Subsidy Program

Enumerator: *Ask the responded whether they agree or disagree with each of the following statements about the performance of the Government Fertilizer Subsidy Program*

COM17a: Find out whether the respondents agree or disagree that the number of villagers receiving Government program fertilizer was greater the past 2 years than in the previous 3 years. Enter the appropriate response code.

COM17b: Find out whether the respondents agree or disagree that the price of fertilizer from private traders is lower when Government FSP fertilizer is available. Enter the appropriate response code.

COM17c: Find out whether the respondents agree or disagree that fertilizer quality has improved compared to 3-5 years ago. Enter the appropriate response code.

COM17d: Find out whether the respondents agree or disagree that fertilizer is reaching only the better off villagers in that village compared to 3-5 years ago. Enter the appropriate response code.

COM17e: Find out whether the respondents agree or disagree that fertilizer is reaching only the same farmers' year in and year out in the village. Enter the appropriate response code.

Enumerator: *Ask the responded whether they agree or disagree with each of the following statements about the performance of the Food Reserve Agency*

Question 4.5: Performance of the Food Reserve Agency FRA

COM18a: Find out whether the respondents agree or disagree that selling to FRA has become easier now compared to 3-5 years ago. Enter the appropriate response code.

COM18b: Find out whether the respondents agree or disagree that on average FRA is paying farmers on time compared to 3-5 years ago. Enter the appropriate response code.

COM18c: Find out whether the respondents agree or disagree that the price offered by FRA is better now compared to 3-5 years ago. Enter the appropriate response code.

COM18d: Find out whether the respondents agree or disagree that the FRA price is now encouraging private traders to raise prices paid to local farmers for their crop. Enter the appropriate response code.

COM18e: Find out whether the respondents agree or disagree that FRA is buying more maize now from farmers in that village compared to 3-5 years ago. Enter the appropriate response code.

COM18f: Find out whether the respondents agree or disagree that FRA is now grading too closely and rejecting too much product for bad quality. Enter the appropriate response code.

COM18g: Find out whether the respondents agree or disagree that it is impossible to know when FRA will begin buying grain. Enter the appropriate response code.

COM18h: Find out whether the respondents agree or disagree that FRA only bought maize from a few of the farmers in the village who want to sell. Enter the appropriate response code.

4.6: Find out if during the past hungry season (December 2007 - March 2008) grain was available to buy. Enter "1" if the response is yes and "2" if the response is no.

4.7: Find out if in normal seasons (no floods, heavy rains etc.) grain is available to buy during the hungry season. Enter the appropriate response code.

4.8: Find out if most households in that area own more or less livestock than 5 years ago. Enter the appropriate response code.

SECTION 5

Access to government agricultural extension service

Enumerator: *Tell respondents that you would like to now know more about access to government agricultural extension services in this village*

5.1: Find out how often the government extension officer visited the village in the past 12 months. Enter the appropriate response code.

5.2: Find out whether the respondents think that the extension agent's advice has contributed to improved maize yield in that village. Enter the appropriate response code.

5.3: If the response in COM23a is improved, ask the respondent(s) to give specific examples of the advice that improved maize yields. Enumerator, tick in the appropriate box for "yes" or "no" for each advice.

SECTION 6

Land

Enumerator: Tell respondents that you would like to know more about land assets of the village

Question 6.1: Land availability

Enumerator: Assuming these 10 stones/beans represent the total land under the jurisdiction of this village:

COM24a: Ask the respondent to allocate the stones/beans based on how much of that land is allocated to individual households. Enter the number of stones/beans allocated to individual households

COM24b: Ask the respondent to allocate the stones/beans based on how much of that land is under trust of chief (communal). Enter the number of stones/beans allocated to communal.

COM24c: Ask the respondent to allocate the stones/beans based on unallocated land (under village authorities). Enter the number of stones/beans allocated to village authorities).

Enumerator: Assuming 10 stones/beans represent the total unallocated land and land under the trust of chief;

6.2: Ask the respondent to allocate the number of stones/beans that represent the land suitable for crop production used by individual households. Enter the number of stones/beans allocated.

6.3: Find out if land suitable for cultivation exists within the chiefdom to start new village if the demand for land exceeds the land available within the boundaries of the village. Enter "1" if the response is yes and enter "2" if the response is no.

6.4: Find out if someone currently farming in the village would be able to obtain additional land for crop production. Enter "1" if the response is yes and "2" if the response is no.

Enumerator: Tell respondents that we would like them to help us understand better the conditions that influence the allocation of more land to different households who live in this area

Table 6.5: Conditions that influence the allocation of more land to local households

Find out how the following factors listed in table 6.5 are likely to influence the decision to allocate additional land to households residing in that village. For each factor enter "1" if the response is not important. Enter "2" if the response is average important. Enter "3" if the response is highly important.

6.6: Find out if someone from outside this village can be allocated land by the headman or another village authority as a grant. Enter "1" if the response is yes. Enter "2" if the response is no.

Enumerator: Tell respondents that we would like them to help us to better understand the conditions that influence the allocation of village land as a grant to people from outside this village.

Table 6.7: Conditions that influence the allocation of village land as a grant to people from outside this village?

Find out how the following factors listed in table 6.7 are likely to influence the decision to allocate land as a grant to people from outside that village. For each factor enter "1" if the response is not important. Enter "2" if the response is average important. Enter "3" if the response is highly important.

6.8: Find out if someone outside that village can buy land in that village. Enter "1" if the response yes. Enter "2" if the response is no.

Enumerator: Tell respondents that we would like them to help us understand the conditions that influence the allocation of village land for sale to people from outside this village.

Table 6.9: Conditions for factors influencing the allocation of land to local households

Find out how the following factors listed in table 6.9 are likely to influence the decision to allocate land as a grant to local households residing in that village. For each factor enter "1" if the response is not important. Enter "2" if the response is average important. Enter "3" if the response is highly important.

6.10: Find if the respondents believe the Government program for private ownership of land under the lease title is a good or bad policy. Enter "1" if the response is good and go to the next question. Enter "2" if the response is bad and skip to **question 6.12**.

6.11: Find out the main reason why the respondents believe land title is a good policy. Enter the appropriate response code.

6.12: Find out the main reason why the respondents believe land title is a bad policy. Enter the appropriate response code.

SECTION 7

Trends

Enumerator: Tell respondents that we would like to ask some questions about the trends influencing the well-being of the people in your village.

Table 7.1: Trends influencing the well being of rural people

COM36a: Find out if crop yields are improving in the village now compared to ten years ago. Enter the appropriate response code.

COM36b: Find out if the villagers are using improved seeds that improve yields now compared to ten years ago. Enter the appropriate response code.

COM36c: Find out if more of the residents of the village are using ripping techniques now compared to 10 years ago. Enter the appropriate response code.

COM36d: Find out if more of the residents of the village are using potholing techniques now compared to 10 years ago. Enter the appropriate response code.

COM36e: Find out if more of the residents of the village are planting on time now compared to 10 years ago. Enter the appropriate response code.

COM36f: Find out if more of the residents of the village are weeding on time now compared to 10 years ago. Enter the appropriate response code.

COM36g: Find out if the wood for charcoal and cooking is becoming more difficult to find in the village now compared to 10 years ago. Enter the appropriate response code.

COM36h: Find out if employment outside the village is more available now compared to 10 years ago. Enter the appropriate response code.

COM36i: Find out if there are increasing numbers of households in the village that cannot produce enough food to eat and have to rely on the market now compared to 10 years ago. Enter the appropriate response code.

COM36j: Find out if there are increasing numbers of households in the village that cannot produce or buy sufficient food to meet their needs now compared to 10 years ago. Enter the appropriate response code.

COM36k: Find out if women's access to land property rights have improved compared to 10 years ago. Enter the appropriate response code.

COM36l: Find out if more girls are enrolled in school now compared to 10 years ago. Enter the appropriate response code.

COM36m: Find out if the difference between the better-off and worst-off households in this village are widening now compared to 10 years ago. Enter the appropriate response code.

COM36n: Find out if the number of households experiencing AIDS related death has increased compared to 10 years ago. Enter the appropriate response code.

COM36o: Find out if the health services to assist households with members afflicted by AIDS is improving now compared to 10 years ago. Enter the appropriate response code.

COM36p: Find out if there are more crop buyers in this area now than 5 years ago. Enter the appropriate response code.

COM36q: Find out if there are more sellers of fertilizer in this area now than 5 years ago. Enter the appropriate response code.

COM36r: Find out if education is providing new opportunities for our young people to earn higher incomes now compared to 10 years ago. Enter the appropriate response code.

COM36s: Find out if more people are moving from this village to cities than people moving to this village compared to 10 years ago. Enter the appropriate response code.

COM36t: Find out if more farmers are accessing FSP fertilizer now than 10 years ago. Enter the appropriate response code.

COM36u: Find out if more farmers in this village are selling more maize to FRA than private traders compared to 10 years. Enter the appropriate response code.

SECTION 8

Food assistance

8.1: Assuming there are 50 stones representing the total number of households in the village, find out the number of households that are unable to produce or buy enough food to meet the needs of the household. Enter the response in COM37.

Enumerator: *Using the number of stones/beans reported in 8.1 ask the respondent to assign the proportion*

COM38a: Assuming there are 50 stones representing the total number of households in the village, find out the number of households that are unable to meet their needs because of too little land.

COM38b: Assuming there are 50 stones representing the total number of households in the village, find out the number of households that are unable to meet their needs because of not enough resources to obtain needed inputs as fertilizer, seeds etc.

COM38c: Assuming there are 50 stones representing the total number of households in the village, find out the number of households that are unable to meet their needs because of not enough knowledge or unwilling to work hard.

COM38d: Assuming there are 50 stones representing the total number of households in the village, find out the number of households that are unable to meet their needs as a result of labor shortage due to poor health of household members.

COM38e: Assuming there are 50 stones representing the total number of households in the village, find out the number of households that are unable to meet their needs because of labor shortage in general.

Enumerator: *Tell respondents that we would like to ask some questions about food assistance received in the village in the past 5-7 years*

8.2: Find out if the community has received food aid from outside the village in the past 5-7 years. Enter "1" if the response is yes and "2" if the response is no.

Ask question 8.3, 8.4, and COM42 only if the response to question COM39 (8.2) is yes

Question 8.3: Recipients of food aid

COM40a: Find out if elderly people received food aid. Enter "1" if the response is yes and "2" if the response is no.

COM40b: Find out if orphans received food aid. Enter "1" if the response is yes and "2" if the response is no.

COM40c: Find out if widow headed households received food aid. Enter "1" if the response is yes and "2" if the response is no.

COM40d: Find out if child headed households received food aid. Enter "1" if the response is yes and "2" if the response is no.

COM40e: Find out if only households registered as needy received food aid. Enter "1" if the response is yes and "2" if the response is no.

COM40f: Find out if all household received an equal share of food aid. Enter "1" if the response is yes and "2" if the response is no.

Question 8.4: Allocation decisions (food aid)

COM41a: Find out if the agency providing the aid was involved in the allocation decision. Enter "1" if the response is yes and "2" if the response is no.

COM41b: Find out if the government agency the aid was involved in the allocation decision. Enter "1" if the response is yes and "2" if the response is no.

OM41e: Find out if the community from the village had involved in the allocation decision. Enter "1" if the response is yes and "2" if the response is no.

COM42: Find out if food aid was distributed in proportion of the need. Enter "1" if the response is yes. Enter "2" if the response is no. Enter "3" if the response is mostly

SECTION 9

Rural development investment priorities

Table 9.1 Rural development investment priorities

Enumerator: Tell respondent that we would like him/her to assist in ranking various alternative development investments if the village was given a grant. Use 50 beans/stone to represent the amount of the total grant which need to be allocated to various investment projects in Table 9.1. The number stones/beans will be used to measure the relative importance of various investments. Please note: Zero is acceptable

Enumerator: Read out list to respondent and tick project to fund in table 9.1.

Assuming 50 stones/beans represent the total grant; find out how the respondents would distribute 50 stones/beans to those projects ticked in column COM43. Record the number of stones apportioned to each project chosen in the space provided.

COM44: Find out the most important thing the President of the Republic of Zambia could do to improve the conditions of the village. Write the response code in the space provided in the questionnaire.