

REPUBLIC OF ZAMBIA

2008 RURAL INCOME AND LIVELIHOODS SURVEY

THE THIRD SUPPLEMENTAL SURVEY TO THE
1999/00 POST HARVEST SURVEY
(for small and medium scale holdings)

INTERVIEWERS INSTRUCTION MANUAL

CENTRAL STATISTICAL OFFICE
(AGRICULTURE AND ENVIRONMENT DIVISION)

in conjunction with

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

commissioned by

FOOD SECURITY RESEARCH PROJECT

(May 9, 2008)

2008 Third Supplemental Survey, corrections to be made in this :
HOUSEHOLD INSTRUCTION MANUAL.

Page 13 in the middle – Definition of a household member. **The words “for the last six months” should be crossed out.** The operative word is “lived”. We now calculate the full time equivalent of the member taking into account the number of months they were away from the household. The “last six months” no longer applies.

Page 15 – definition of “Garden”, should reference “vegetables” instead of “fruit”.

Page 15 – add definition of “rented out land” – This is land that a household has allowed another person to use for a fee for one or more seasons temporarily without claiming ownership.”

Print the table for cassava conversion that was sent via email and staple to end of manual as Appendix 1

Page 21 at bottom

7c. Isstill the HH head? Second sentence of this paragraph "...enter "1" and skip to question **9a NOT 9b**"

Page 24 toward the bottom. **NDA10** – change “0” to “**12**” – if the member has been away for **12** months. If less than 1 month, record 0.

Page 26 –

1) **DA03** – “**stayed**” must be changed to “**stayed away**”. Change in 2 places. Modify the skip instruction to say “**If DA03 = 12, ask DA04 to DA09 and go to next member**”.

2) DA04 and DA05 are pre-entered. The information must be confirmed during the interview.

3) DA11: change reference from DA11 to DA10 so that it reads “ask only if **DA10** = 1 (yes).

Page 27 – cross out “or who were children in 2001/2004” in first paragraph.

Page 28 – Panel households for children.

1) Paragraph 2, DA04 should be **DC02**; DA05 should be **DC03**.

2) Paragraph 3, **remove the skip for DC01A if the response is 2.**

3) DC01B. The skip should be **if DC01B = 2 or DC01B = 7, go to next member.**

Page 29 Section 1.3, third paragraph, skip for HH01 should read “**go to Q 1.4**”.

Page 30 - Q 1.4.1 – This question refers to Kinship ties of anyone who is a member in the household Q1.4.5 – should refer to the head. Is the head local or non-local.

Page 37 – 8th line, should read “If you do not record “**3**” (high)....” Replace the “1” with “**3**”.

Page 38 – Table 2.4.1 and Table 2.5.2: other (specify) should be treated as a “**non-food**” item, even if it is a food item. The total value should be given in G06 (Table 2.4.1) or R06 (Table 2.5.2).

Page 39 – 2.5.1 Cash received.... 3rd line from the end of that paragraph, **scratch out (including food aid and food for work).**

Page 40 – **R01.** second line should read ... (**RNUM > 27**) **go to R06.**

Page 43 – **FL01** second line should read “**If FL01 > 22 go to FL15**”. We are excluding gardens (23) from all questions except FL01 FL15 and FL16.

FL06 and FL07. **Scratch** the “Ask this question for all crops other than garden F01=23”.
The skip does not apply now.

Pages 45 & 46 – all variables should have an X inserted, e.g. CMX01, CMX02, CMX03, etc.

Page 46 – Item 4.1.1, the skip should be changed from Q4.4 to **Q4.1.4**

Page 50 – Q4.3.3 – last line correct the skip, “go to **Q4.3.5**”.

Change the variable name from CSX02 to **CSX01** at the bottom of page 50,

At the top of page 51, change CSX03 to **CSX02**, change CSX04 to **CSX03**.

Page 52 – Middle of the page, change December 2008 to December 2007 in two places

Page 53 – If the household **did not** use a hammer mill record the following:

HH25_NAME record “NONE”.

HH26 enter 0 ;

HH27 enter 0 ;

HH28 leave blank or enter -9.

Page 54 – Q6.2 should be Q6.1 and Q6.1 should be Q6.2 since we switched to ask first about 2007/2008.

In the new Q6.1 (formerly Q6.2)

all the HH29b should be HH29a.

The skip should be to Q6.2, not Q6.6

In the new Q6.2 (formerly Q6.1)

all the HH29a should be HH29b.

The skip should be to the next page, not to Q6.6

Page 55 – 1) Q6.4a - last line should be Q6.7 (not section 6.8)

2) Q6.7 – delete “FSP” from the second line.

Page 59 – Instruction – if the items (milk or eggs) for all months were bartered, then ask for the value it would have been, if it had been sold.

Page 60 –

1) For **Q11.5** - Replace what was written with “**Find out from the respondent in which year the household settled at this location. Record the year reported in HH61.**”

2) For Q11.6 – scratch this question.

3) For Q11.7 – scratch this question.

1 - INTRODUCTION

1.1 Background and Purpose

The Rural Incomes and Livelihood survey is the third Supplemental Survey to the 1999/2000 Post Harvest Survey which was conducted in August/September 2000. This survey is a fourth visit to the households who were interviewed during the Post Harvest Survey in 2000. The second visit was in 2001 during the first Supplemental Survey and the third visit was in 2004 during the second Supplemental Survey. The same respondents are to be interviewed in 2008.

The Food Security Research Project (FSRP) has identified specific survey data needs pertaining to rural households in support of its various research activities. The purpose of the third Supplemental Survey is to obtain information from the 1999/00 PHS respondent households which will provide panel data to the supplemental information already collected in 2001 and 2004. This survey is aimed at studying options to improve crop production and marketing, and food consumption among small scale farmers. Information to be collected includes demographic data, off-farm income activities and earnings, land holdings, actual estimates of crop sales and purchases, fertilizer purchases, services offered by farmer organizations, farmer adoption of conservation farming practices, milk and egg production/sales, asset holdings and general perceptions. **The third Supplemental Survey to the 1999/2000 Post Harvest Survey asks the respondent to recall events primarily for 2006/2007 agricultural season.**

1.2 Scope and Coverage

This Supplemental survey will cover the whole country and will be conducted in the same sample areas used in the first and second Supplemental Survey in 2001 and 2004, respectively. The Survey will cover all the respondents who were interviewed during the 2001 and 2004 Supplemental Survey. Those SEAs that were not included in the 99/00 PHS due to accessibility problems, **will not be included** in this supplemental survey.

1.3 Sample Design

A sample of 407 Standard Enumeration Areas (SEAs) was drawn using probability proportional to size sampling scheme. The measure of size of the SEAs is the number of households located within each SEA on the area sampling frame as per the 1990 Census of Population.

Following the 1990 Census of Population, Housing and Agriculture among whose objectives was the creation of a sampling frame for agricultural surveys, a Master Sample of agricultural SEAs was set up and this sample was used in collecting Census of Agriculture data during the period 1990/91 to 1991/92 and during the Post-Harvest Surveys of 1992/93 to 2001/02.

Each sample SEA had its households listed and a sample of twenty (20) households were selected: 10 from category 'A' and 10 from category 'B' was selected. If there were not enough category B households the remainder of the sample of 20 was selected from category A. These households were canvassed for the Post-Harvest Survey 1999/2000, the first Supplemental Survey in 2001, and the second Supplemental Survey in 2004. The same households will be canvassed for the third Supplemental Survey in 2008. **If a household cannot be re-visited, another household will be selected from the same category to assure that 20 households are interviewed in each SEA for this survey. Supervisors will verify cases of non-contact.**

1.4 Survey instrument

The Survey Instrument will include household-specific data from the first (2001) and second (2004) supplemental survey as referenced for specific sections of the instrument. In order to find the exact same households, the instrument will include the household head's name and household identification particulars. The reference information sheets for each household will be pasted on to the questionnaire for each panel household.

2 - ORGANIZATION OF THE SURVEY

2.1 Structure

The Supplemental Survey field operations will be organized as follows:

Survey Manager - The major task is to coordinate all the survey activities by servicing the various provincial teams. The survey manager shall be the Deputy Director (Agriculture and Environment Division), assisted by the Principal Statistician.

Master Trainer - He/She shall be in charge of the recruitment process and the training program in the province and shall oversee the training process and field operations in the province. His/Her duties and responsibilities are outlined below.

Regional Statistician - He or she shall be the link between the CSO Headquarters and field staff. His or her duties and responsibilities are outlined below.

Supervisor - He/she shall be in charge of carrying out supervision of field work. His/Her duties and responsibilities are outlined below.

Interviewer (Enumerator) - He/she shall carry out the administering of the questionnaire with sampled households in selected Standard Enumeration Areas (SEA). His/Her duties and responsibilities are outlined below.

Data entry supervisor - He/she shall be responsible for receiving and sorting the questionnaires. He/she shall review the questionnaires for completeness before distributing a batch to the data entry clerk. He/she shall maintain logs tracking the progress of the data entry and assure that all questionnaires are entered and verified.

Data entry clerk - He/she shall be responsible for data entry and data verification.

FSRP Staff - The client shall work in conjunction with the Survey Manager, Master Trainers and Regional Statisticians to provide technical and logistical back-up during training and actual field operations.

2.2 Reporting System

In the operation of this survey, a clearly defined reporting system is very crucial. This means a bottom-up and top-down reporting system has to be adhered to strictly.

The following is the reporting system to be followed:

The interviewers shall report all the problems being encountered in the field to their supervisors quickly. The supervisors in turn shall offer solutions to their problems. Where the supervisor has no solutions to the problems, he/she shall report to the master trainer who will liaise with the Regional Statistician for possible solutions.

The Master Trainer shall from time to time brief the Regional Statistician on the logistical aspects of the field operations in the respective districts. The Master Trainer shall from time to time brief the Survey Manager on the technical aspects of the field operations in the respective districts.

The Regional Statistician shall from time to time brief the Survey manager on the field operations. The Regional Statisticians are expected to send progress reports to the Survey Manager office.

Information from the Survey Manager's office shall be sent to the Regional Statisticians for dissemination to the other field staff.

3 - DUTIES AND PERFORMANCE OF ACTIVITIES

3.1 Survey Manager - The survey manager will be in-charge of the overall operations. His duties and responsibilities will be mainly administrative. He will be required to see to it that the field operations run smoothly. This entails attending to problems and making quick decisions.

Duties and responsibilities

- Oversee the survey operations in all the provinces and ensure that the survey program succeeds.
- Mobilize adequate transport for the survey operations in collaboration with the Regional Statisticians.
- Monitor the recruitment of both Supervisors and Interviewers by ensuring that proper procedures are followed.
- Ensure that all field staff have been trained and deployed in accordance with the survey program.

3.2. Regional Statistician - The Regional Statistician will be in charge of coordinating all the survey activities in the province in collaboration with the Survey Manager. He/She shall be the link between the Survey Manager and districts. His/her role in the survey operations is crucial in that she/he is expected to ensure that the survey operations in the province are being carried out according to the program.

Duties and responsibilities

He/She will be the link between the field staff and the Survey Manager in the procurement and provision of accommodation, transport and general well being of Survey officials.

Their offices will be centers of coordination between the Survey Manager and field staff.

- Liaise with the Survey Manager in arranging for adequate transport for the survey operations and ensure that adequate fuel, oil, and lubricants are distributed to the districts on time.
- Facilitate deployment of Supervisors and Interviewers to their work areas after training
- Ensure that all the survey materials are distributed to the districts in adequate amounts and on time.
- Brief the Survey Manager on the progress of the survey operations on a regular basis and alert him about any field problems
- Provide logistical and administrative support to Master Trainers in the training of Supervisors and Interviewers and during the field operations

3.3 Master Trainer - The Master Trainer will help in the recruitment process, training program and field operations. Specifically, the master trainer will perform the following duties and have responsibilities:

- Help to recruit Supervisors and Interviewers in the province
- Develop and implement a training program for the province
- Train Supervisors and Interviewers and oversee the training program
- Allocate Census Supervisory Areas (CSA) to Supervisors and Standard Enumeration Areas to Interviewers.
- Deploy Supervisors and Interviewers to their respective work areas in the province
- Work closely with the supervisors in all matters pertaining to the survey operations
- Ensure complete enumeration of sampled households in all SEAs
- Attend to technical and administrative problems
- Report on the progress of the Survey to the Regional Statistician from time to time
- Hold occasional briefs with the Regional Statistician and Supervisors

- Ensure that all questionnaires are properly edited, accounted for, batched and dispatched to the Provincial CSO office
- Ensure that all other Survey materials such as manuals, pamphlets and questionnaires etc. are returned to the CSO provincial office.
- Perform, as the situation will demand, any such duties that will facilitate as far as possible the smooth execution of the survey activities.

3.4 Supervisor - Supervision of Interviewers is very important in the whole survey process. His/Her role is to act as the link between the Interviewers, who will be conducting the actual interviews in the field and the Survey organizers, through the Master Trainers. The supervisor will be required to:

- Lead and guide Interviewers, seeing to it that they are performing their work according to instructions.
- Ensure that interviewers go to the same households that were interviewed during the 99/00 PHS, the 2001 Supplemental Survey, and the 2004 Supplemental Survey, and verify cases of non-contact and dissolved/moved households.
- Check each questionnaire for completeness and consistency before submitting the questionnaires to the master trainer.
- Carry out the day-to-day supervision of enumeration work.
- Ensure that each person taking part in the survey under his supervision carries his full load of work and that all work is completed quickly and accurately as specified by this manual.
- Perform, as the situation will demand, any such duties that will facilitate as far as possible the smooth execution of the survey activities.
- Good performance will depend on how closely interviewers are supervised, correcting mistakes as they occur.

3.5 Interviewer (Enumerator) - Field interviewers are the eyes and ears of the data collection team. The interviewer serves as a link between those who analyze and use the data and the respondents who furnish the data. The information collected in any survey is only as good as the interviewers working on the survey. Quality depends on all interviewers following the same procedures. Only when the same techniques have been used for all interviews can the data be effectively analyzed and interventions confidently implemented.

(a) Ethics and Rules of Conduct of Interviewers

As an interviewer, it is your responsibility to **keep completely confidential** anything you learn and observe during an interview. Never disclose any facts about anyone you interview to someone else. Respondents should be told that the information they provide will be used in statistical form only and that their names will not be associated with their answers when the data are analyzed.

Things You Must Do

- You must introduce yourself on every visit and explain to the respondent the reason for your visit before starting the interview.
- You must read and intensively study your manual to become thoroughly familiar with its contents in order to do your work efficiently.
- You must ask the questions in exactly the same way to each respondent and in the same order in which they are presented in the questionnaire, since, if the interviews are to be comparable the question order needs to be standard from respondent to respondent.
- You must make every effort to write legibly, and keep the documents you are working on clean and free from damage.
- You must attend to all 'call-backs' as early as possible, and must be punctual in keeping all appointments made.
- You are solely responsible for all documents issued to you in connection with the survey, and you

must ensure that they are secure at all times. Remember that absolutely no one not employed by CSO/MACO/FSRP to work on this survey can be allowed to see the information you collect, nor must you discuss such information with anyone.

Things You Must Not Do

- You must not solicit or permit any unauthorized person to assist you with your work. No matter how intelligent they are, they will not have had the training you have or the authority to participate in interviewing.
- You must not combine with the survey work any canvassing for personal gains, church, political party or any other organization.
- You must **NEVER** become involved in religious or political discussions while you are on the job.

(b) List of Basic Duties and Responsibilities

You, the interviewer, are the key to the success of the survey. You alone have a direct influence on the accuracy of the data collected. Since it is more practical and economical to concentrate on collecting accurate data than correcting inaccurate data after collection, you must make every effort to become familiar with this survey and follow its instructions carefully. It will be of utmost importance that you:

- Attend the training course and all other scheduled meetings.
- Study this manual very carefully and remember the main points which are explained here. Become fully familiar with the questionnaire.
- Complete all the data collection activities as required.
- Review each completed questionnaire for accuracy and completeness.
- Submit the questionnaires to your Supervisor shortly after the interview has completed.
- Enumerate all the households sampled in the SEA
- Ensure that all survey materials are looked after properly and returned to the supervisor after the survey exercise is over
- Perform any other functions which the supervisor may assign from time to time
- Keep all information received completely confidential.

At times you will find that the actual situation in the field will make your job somewhat difficult. For example, you may run out of pencils or your bicycle may break down temporarily. It is very important that you do not allow these obstacles to stand in your approach to this job. You should seek common-sense solutions to the kind of difficulties you are sure to encounter. If you are temporarily out of pencils, for example, borrow one from a friend; or if your bicycle breaks down, consider another form of transportation until you are able to have it repaired. It will be up to you to find temporary solutions to the problems you face until a more permanent solution is found.

(c) Timeliness of the submission of questionnaires

Prompt submission of the questionnaires is absolutely crucial for timely processing. If submission of the forms is delayed, it will be impossible to process them on a timely basis. The value of the data for planning and decision making is directly related to its timeliness.

3.6 The role of Food Security Research Project staff

The Survey Manager, Regional Statistician and Master Trainers will work in conjunction with the FSRP staff. The performance of Master Trainers will be monitored and evaluated by FSRP staff as an input to the final evaluation at the end of the survey. During the enumerator training the FSRP staff will participate and assist the Master Trainers. During the survey operations, FSRP staff will oversee all technical and logistical matters including use of resources. FSRP staff will monitor progress and influence the actions taken by Master Trainers and Regional Statistician. Overall, FSRP staff will be in the field as a quality control link between field staff and the Survey Manager.

4 - GENERAL INTERVIEWING PROCEDURES

4.1 Preparing for the interview

There are four very important steps which must be taken before you visit the household.

Review the Interviewer's Manual

This includes reviewing the general interviewing procedures, the specific field procedures and the question-by-question instructions.

Review the Questions on the Survey Questionnaire

Before you begin interviewing, practice using the questionnaire to build up your confidence. A successful interview requires an interviewer who fully understands the survey questionnaire and can use it easily and correctly. Stumbling through the questionnaire (losing your place, shuffling papers, etc.) can disturb the person being interviewed.

Organize Survey Materials

Be sure you know what survey materials you need and that you have them with you before going into the field to interview.

Appearance and Behavior

The first thing a respondent notices about the interviewer is his/her appearance. It is important to create a good impression by being polite, neat and courteous.

4.2 Establishing a good relationship

A comfortable relationship between the interviewer and the respondent is the foundation for good interviewing. The respondent's impression of you during your visit will largely determine the atmosphere during the interview. If you seem bored, uninterested or hostile, the respondent will probably act in a similar way.

Remember that people tend to react favorably if they think the interviewer is someone with whom they will enjoy talking to. This means that you have to impress the respondent as being someone who is friendly and understanding. Through your behavior you can create an atmosphere in which the respondent can talk freely.

4.3 Using the survey questionnaire and asking the questions

The goal of the interview is to collect accurate information by using the questionnaire and following standard interviewing practices. To reach this goal, the interviewer needs to understand the survey questionnaire, including how to ask the questions, how to follow the instructions in the questionnaire and how to identify the various types of questions.

In asking the questions, observe the following rules:

Remaining Neutral

You must maintain a neutral attitude with the respondent. You must be careful that nothing in your words or manner implies criticism, surprise, approval, or disapproval of either the questions asked or the respondent's answers.

You can put respondents at ease with a relaxed approach and gain their confidence. The respondent's answers to the questions should be obtained with as little influence as possible by you, the interviewer. Another interviewer should be able to obtain the same answers as you.

The questions are all carefully worded to be neutral. They do not suggest that any answer is preferable to another. When a respondent gives an ambiguous answer, probe further to obtain a precise answer. Never assume what the respondent means by saying something like `Oh, I see, I suppose you mean ..., is

that right?' If you do this, very often the respondent will agree with your interpretation, even though it is not correct.

Asking Questions in the Order Presented

Never change the order of the questions in the questionnaire. The questions follow one another in a logical sequence; to change that sequence could alter the intention of the questionnaire. Asking a question out of sequence can affect the answers you receive later in the interview.

Asking Questions as Worded

Do not change the question. If the respondent does not seem to understand the question, simply repeat it. In order that the information from the questionnaire is collected consistently, each question must be asked in exactly the same way by each interviewer.

In some unusual cases, the respondent may simply not be able to understand a question. If it is apparent that a respondent does not understand a question after you have repeated it using the original language, you can rephrase it in simpler or colloquial language. However, you must be careful not to alter the question when doing this.

Sometimes, respondents will ask you to define words in a question or explain some part of a question. When this occurs, consult the 'Specific Data Collection Procedures' in Chapter 5 of this manual. All the important words and terms are defined there. If a word is not defined, tell the respondent to answer using his or her own definition. Say, 'Whatever it means to you - just answer that way.'

Avoid Showing the Questions to the Respondent

Respondents can be influenced by knowing what questions are coming next or by seeing the answer categories which are not asked together with the questions.

4.4 Instructions in the questionnaire

In addition to the questions you must ask, the questionnaire contains instructions for you, the interviewer. The instructions are for you to use the questionnaire correctly and must be followed closely.

'Skip' Instructions

'Skip' instructions usually are written out. You must read the 'Skip' instructions with care, so that you do not skip questions which should have been asked. Likewise, it is important that you skip to the correct question when necessary. If you are careless, you may skip some questions incorrectly and miss some essential questions. When questions are not asked because of a 'Skip' instruction, leave the response boxes blank. The questionnaire has a good example of an important skip pattern.

EXAMPLE: Question 1.1:

INTERVIEWER:

| | | |
|--|-------------|--|
| Since April 2008 has there been anyone - child or adult member of the household - who died? <i>1=Yes 2=No -----> Go to SECTION 2</i> | HH01 | |
|--|-------------|--|

A 'No' response leads to Section 2 as indicated by the instruction to the right of the 'No'.

Question-specific Instructions

In addition there are 'question-specific' instructions for you in the questionnaire. These instructions usually alert you to a consistency check that has to be made at the time of the interview, or tell you how to record an answer. In all cases, these instructions are printed in italics.

4.5 Probing

(a) *Probing and Why It Is Necessary*

Probing is the technique of questioning by the interviewer to obtain a full, complete and relevant answer. An answer is probed whenever it is not meaningful or complete, that is when it does not adequately answer the question.

In everyday social conversation, people normally speak in vague and loose terms. Therefore, it is understandable that respondents may at first answer questions in a way which is not clear or specific. It is essential, however, to encourage respondents to express themselves more precisely and in very specific terms.

Respondents sometimes miss the point of a question. They will provide an answer of a kind but they do not answer the question. It is easy to be misled by a respondent who is talkative and gives a full and detailed response - a response, however, which is quite beside the point and irrelevant. In most cases, respondents give an irrelevant answer because they have missed an important word or phrase in the question.

Sometimes, respondents will think that they are answering a question when all they are doing is simply repeating an answer which was already given, or repeating parts of the answer. A respondent can talk a great deal and still be merely repeating the already given answer in different words.

Probing therefore, has two major functions:

- To motivate respondents to expand upon or clarify their answers;
- To make the respondent's answer precise so that irrelevant and unnecessary information can be eliminated.

Probing must be done without introducing bias or antagonizing the respondent. Respondents must never be made to feel that you are probing because their answer is incorrect or unacceptable.

(b) *Understanding the Intention of the Questions*

The kind of probe to use must be adapted to the particular respondent and the particular answer given. There are some general types of probes that are frequently useful but the most important point is to avoid getting into the habit of using the same probe. Instead, you must seek to understand what the intention of each question is, so that you will always know in what way a particular answer falls short of being satisfactory. The probe, then, should be devised to meet this gap. This will require ingenuity, tact and persistence.

(c) *Neutral Probing Methods*

It is always very important to use neutral probes. By 'neutral', we mean that you must not imply to the respondent that you expect a particular answer or that you are dissatisfied with an answer.

The reason for probing is to motivate the respondent to answer more fully or more precisely without introducing bias. Bias is the distortion of responses caused by the interviewer favouring one answer to another.

EXAMPLE of a biased probe: Question S06

S06 How much of this crop did you sell for cash?

ANSWER: 50 or 60 bags.

PROPER PROBE: Was it 50 or 60 bags?

IMPROPER PROBE: Oh, you mean 60 bags?

(This improper probe is pushing the respondent to say 60 bags when it may be 50 bags!)

Some respondents have difficulty putting their thoughts into words. Others may give unclear or incomplete answers; still others may be reluctant to reveal their attitudes. You must deal with such factors and use procedures which encourage and clarify responses. The following kinds of probes might help you obtain more accurate responses.

Repeat the Question

When the respondent does not seem to understand the question, when he misinterprets it, when he seems unable to make up his mind, or when he strays from the subject, the most useful technique is to repeat the question just as it was asked the first time.

An Expectant Pause

The simplest way to convey to a respondent that you know he has begun to answer the question, but that you feel he has more to say, is to be silent. A pause - often accompanied by an expectant look or a nod of the head - gives the respondent time to gather his thoughts.

Repeating the Respondent's Reply

Simply repeating what the respondent has said as soon as he has stopped is often an excellent probe.

Neutral Questions or Comments

Neutral questions or comments are frequently used to obtain unbiased, clearer and fuller responses. The following are examples of the most commonly used probes:

- Repeat question
- Anything else?
- Any other reason?
- How do you mean?
- Any other?
- Could you tell me more about your thinking on that?
- Would you tell me what you think?
- What do you mean?
- Why do you feel that way?
- Which would be closer to the way you feel?

These probes indicate that the interviewer is interested and they make a direct request for more information.

(d) Asking For Further Clarification

In probing, it will sometimes be useful to appear slightly puzzled by the respondent's answer and intimate with your probe that it might be you who failed to understand. For example, 'I am not quite sure I understand what you mean by that - could you please tell me a little more?' This technique can arouse the respondent's desire to co-operate with someone he thinks is trying to do a good job. It should not be overplayed, otherwise the respondent will get the feeling that you do not know when a question is properly answered. Occasionally, a respondent will give an 'I don't know' answer. This can mean any number of things. For instance,

- The respondent does not understand the question and answers 'I don't know' to avoid saying he does not understand.
- The respondent is thinking the question over and says 'I don't know' in order to fill the silence and to give him/herself time to think.
- The respondent may be trying to evade the issue, or he may feel that the question is too

personal and does not want to hurt the feelings of the interviewer by saying so in a direct manner.

- The respondent really may not know, or may not have an opinion or attitude on the subject.

Try to decide which of the above is happening. Do not immediately settle for a 'don't know' reply. If you sit quietly, but expectantly - the respondent will usually think of something to say. Silence and waiting are frequently your best probes for an 'I don't know' answer. You will also find that other useful probes are, 'well, what do you think?' or 'I just want your own ideas on that'. If you feel that the respondent has answered 'I don't know' because he was afraid of admitting ignorance, you should say that there are no right or wrong answers to the questions and that you just want the respondent's answer or opinion.

Likewise, if you think the respondent says 'I don't know' because a question is too personal, you should remind the respondent that the survey information is confidential.

Always probe at least once to obtain a response to a "don't know" before accepting it as the final answer, but be careful not to antagonize the respondent or force an answer if he says again 'I don't know'.

(e) When to Stop Probing

You should stop probing when you have a clear, relevant answer. However, if at any time the respondent becomes irritated or annoyed, stop probing that question. We do not want the respondent to refuse to complete the rest of the interview.

4.6 Controlling the Interview

While it is important to maintain a pleasant, courteous manner in order to obtain the respondent's cooperation, you must also be able to control the interview so that it may be completed in a timely and orderly fashion. For example, when answering questions, the respondent may offer a lengthy explanation of problems or complaints. In this situation, you must be able to bring the discussion to a close as soon as possible so that the interview may continue. Politely, tell the respondent that you understand what he is saying but that you would like to complete the interview. If necessary, you may try to postpone any outside discussion by saying 'Please, let's finish this interview first and we can talk about that later'.

In some cases, the respondent may start to provide information about some aspect of his farm which is covered at a later time during the interview. Again, you must control the interview by telling the respondent that you must ask other questions first and that he should wait until later to provide information on that particular aspect.

4.7 Recording the Answers

Asking the questions correctly and obtaining clear answers is only part of your job. Equally important is recording the answers given by the respondents.

(a) Legibility

It should be obvious to you that all the entries you make in the questionnaire must be legible. If your Supervisor cannot read an entry, the questionnaire will be returned to you for correction. When this happens, much time will be wasted. Since you must spend a great deal of time to go to a household and obtain the information in the first place, why not take care in recording information so that no one else will have difficulty in reading it later.

All responses which require written words should be clearly printed in block letters rather than script. All numbers should be clearly written so that one number is not confused with another. Decimal numbers must be clearly written. Remember that the numbers will be used in both hand and computer calculations. If they are not legible, mistakes will be made in hand calculations and during data entry.

(b) Recording information in the proper place

There are two types of responses required, either writing words or recording numbers

Writing words

In some cases, you are required to write in the questionnaire; this may be the name of the head of the household, the village/locality name, or comments concerning the problems encountered. To avoid the difficulty of reading script, you should print all words in block letters.

Recording numbers

Special care must be taken when entering numerical responses because they will be used in calculations and some will be key-punched directly from the questionnaire for computer processing. Special care should be taken with some numbers such as a '1' and a '7', a '4' and a '7', or an '8' and a '9' which can be misinterpreted.

Recording Fractions

In most cases, only whole numbers (for example: 4, 6, 7, 15, 21, etc.) will be recorded since this is the kind of information usually required. Sometimes, however, the respondent might provide you with an answer in fractions. This is especially the case with area. For example, if the respondent tells you that he has $2\frac{1}{2}$ hectares of crop land which he cultivated during the 1999/00 agricultural season, make sure that when you record his answer, you convert it to decimal numbers. That is, change the fraction $\frac{1}{2}$ to 0.5 and record 2.5 hectares. Never record a fraction, always convert it. Be sure the decimal is clear. The following are some commonly used fractions and their decimal equivalents rounded to the nearest tenth.

$$1/4 = 0.25 \quad 1/2 = 0.50 \quad 3/4 = 0.75 \quad 1/3 = 0.33 \quad 2/3 = 0.67$$

Recording dashes

If the quantity reported is "0", record "0" for the quantity and "-" (dash) for the unit.

4.8 Interviewer comments/calculations

The only kinds of entries which should be made in the spaces provided for answers are writing names or recording numbers. If any other notes or explanations are necessary or if you must do some arithmetic, use the spaces around the table or below the questions. Do not make any comments or calculations inside a space provided for an answer. If you require more space for comments / calculations, use any available space on the page with reference to the item number on which the comments / calculations are being made. The use of the spaces around the table for comments or calculations is very important. **Do not** rub any calculations that are made.

If you have any problems of any kind in obtaining the information which is required, make a note explaining it in the open space available on that page.

An important phrase to remember is 'When in doubt, write it out'. If you cannot understand what a respondent means, write out his response in the open space. This will be of great use to your Supervisor and to office staff in trying to resolve any problems in the questionnaire. Any arithmetic should also be done in the open space. When making a comment in the open space, always indicate the question to which the comment relates. If there are several parts to the question such as 1.1, 1.2, etc., be sure to indicate the part also of the question referred to.

4.9 Ending the interview

It is important that you leave the respondent with the idea that you are grateful for his or her co-operation. After all the questions have been asked, thank the respondent and mention that his or her co-operation has been most helpful in providing the information for the survey. Also inform the respondent that you may possibly be returning to collect more information.

5 - GENERAL SURVEY CONCEPTS AND DEFINITIONS

It is important that you acquaint yourself with the general concepts and definitions used for this survey before embarking upon the fieldwork.

Definitions

Household

A household consists of a group of persons related by blood, marriage, or adoption, including other persons, such as house-help or farm laborers, if any, who *normally* live together in one house or closely related premises and take their meals from the same kitchen. This group of persons looks to one person whom they regard as the head of the household. The household may also consist of just one member.

The household is our unit of enumeration and you have to be clear about what constitutes a household. A household is not necessarily a family. You should have a look at the composition of the household and be satisfied that this group of persons live together and eat together from the same kitchen. Some respondents have pride in showing how large their families are and will include persons who do not live there as members of the household. Please be mindful of such situations.

In the case of polygamous households, what will qualify this family as a single household is whether there is common provision for food and other necessities. If this family makes common provision for food and share production resources e.g., land, equipment, labor, all the family members will be considered as belonging to one household. The responsibility of cooking for everyone is shared between the wives although the cooking may take place in different kitchens. Typically there is a duty roster to cook for the rest of the household members.

If each wife cooks and eats with her children separately, each wife and children constitute an individual household.

A Polygamous husband is considered a member at the home of the first wife. If there are difficulties with the first wife then put him with another wife.

Household Member

A household member is:

- any individual who in the last 12 months has lived with the household for at least six months regardless of whether they have intentions to stay or not;
- an individual attending school away from home;
- newly born babies;
- individuals who are newly wedded-in;
- individuals who have stayed for less than six months but have come to stay with the household.

A non-household member is:

- an individual who may have left the household with no intention of rejoining the household;
- individuals who are married away.
- all other individuals who do not meet the criteria for household membership

Head of Household The head of the household is a person who is considered to be the head by the members of the household. The husband, in a matrimonial household is usually taken as the head of the household. In his absence it is the wife or the eldest member of the household who assumes responsibility of head of household. A Polygamous husband is considered a member at the home of the first wife. If

there are difficulties with the first wife then put him with another wife.

You have to have a member of the household which is coded "1" as you cannot have a household without a head. If the head has passed way some time ago you need to register a new head.

Adult An individual member of a household is considered an adult if he or she is 12 years and above (born in or before 1996). Members below 12 years of age are considered children.

Chronic Illness This is an illness which fails to respond to treatment and frequently recurs leading the victim to being bed-ridden and requiring nursing or special care for feeding and other needs for at least three months.

Employment, payment & loans

Formal business or formal employment This include activities like fishing and selling, charcoal burning and selling, buying and selling different products, running "Kantemba" or grocer's shop. *Do not include* income from wage labor, selling of own agricultural produce, or remittances.

Off-Farm Income Off-farm income is all cash or goods earned from working outside one's own farm, i.e., another farm or non-farm business. This is a broad category that includes all the individual components listed below. It covers wage labor, casual labor, formal employment and pension; off-farm business activities; and remittances. These data are collected in three separate sections within the Off-Farm Section. Selling one's own agricultural produce is not an Off-Farm Income earning activity.

Wage Labor Work which entitles the member to be gainfully engaged for a specified period of time usually 1 - 3 months and to be paid weekly, fortnightly or monthly.

Casual Labor Work whose contract entitles the employer to pay the household member a remuneration in cash or in-kind for completing a particular assignment.

Pensions Income received from employment after retirement.

Formal Salaried A job for which the member is entitled to receive a salary regularly, **employment** e.g., every month usually in cash.

Payment in Cash is payment made in cash and/or by cheque (in Zambian Kwacha). If payment is made in cash a currency other than Zambian Kwacha, convert to Zambian Kwacha.

Payment in kind is payment made not in cash or by cheque but in form of goods or services.

Micro credit institutions These are institutions that provide small-scale entrepreneurs/farmers access to credit services. These institutions are registered with the Central Bank and their transactions are written and legal. Usually they give small amount of credit to small-scale farmers/entrepreneur. Examples: PRIDE Africa-Zambia, FINCA Zambia.

Informal money This is an individual who lends money to another person. He/she is not

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| lender | registered with the Central Bank and his/her dealings are illegal. Usually there is no written contract between the lender and the borrower in their transaction. |
| <u>Land</u> | |
| Fields | A field is a piece of land with distinct boundaries defined by land-use. |
| Crop Land | This is land on which field crops e.g., maize, cassava etc. are planted. This includes crop land found on wet plains in Western Province. This land does not include the garden or orchard land. |
| Fallow land | Fallow land includes land that has been cropped before but is not being cropped now. This could be intentional to allow the land regain its fertility. This land could be fallowed unintentionally because the household does not have tools and labour to work on it. If a household abandons land because it has lost its original fertility but still maintain a claim on it, this land will also be considered to be under fallow. |
| Improved Fallow Land | The practice of planting a crop such as <u>sesbania sesban</u> for the sole purpose of rejuvenating the soil fertility. |
| Virgin Land | This is land that the household has never cultivated but belongs to the household. This land is often uncleared. |
| Garden Land | This is land designated or allocated for growing fruit trees only. Usually this land is located in a dambo, wetland or stream-bank. |
| Orchard Land | This is land designated or allocated for growing fruit trees only. If the trees are scattered around on some undefined area, they do not constitute an orchard. |
| Rented-in Land | This is land that a household has, at cost, brought under its use temporarily (for one or more seasons) without claiming ownership. |
| Borrowed-in Land | This is land that a household has, at no cost, brought under its use temporarily (for one or more seasons) without claiming ownership. |
| Borrowed-out Land | This is land that a household has, at no cost, borrowed out to others for temporarily use (for one or more seasons) without claiming ownership. |
| Unallocated Arable | This is land that is suitable for crop growing and has not been allocated to Land any household and is not being utilized. |
| Land Preparation | refers to all activities such as clearing the land, tree stumping, ploughing, etc. |
| Tillage Method | refers to land preparation activities just before planting such as, ploughing, ridging (by hand or plough), potholing, zero tillage etc. |
| Conventional hand-hoeing | A tillage method where a hand hoe is used to turn the soil in the field. |
| Pot-holing/ Planting Holes | A land preparation practice where the crop is planted in planting holes or basins, with the latter also serving as a moisture retention device. This practice does not involve use of plough or conventional ploughing. |

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| Zero tillage | A land preparation method where the land is left undisturbed, with the exception of planting stations. |
| Ploughing | A land preparation method that involves turning the soil with a plough |
| Ripping | A form of minimum tillage where land is left undisturbed, with the exception of planting lines, which are ripped with a ripper. |
| Ridging | A form of land preparation that involves making ridges with a ridger or hand-hoe |
| Bunding | A form of land preparation that involves making mounds, with hand-hoe |
| Chitemene system | This is a form of land preparation on virgin fields where trees/branches are cut and heaped in one place and then burnt. The burnt area is the only area to be planted. |
| Tenure Status | This is the condition under which a household has use of land. Owning land without title deeds means the household has customary possessions of the land. |

Crops & seeds

Mixed Cropping is a cultivation practice whereby two or more different crops are grown simultaneously in the same field.

The apportionment of area under crops in mixture may be approached through asking the respondent what proportion of the field would be covered by each crop in mixture, if these were to be planted as pure stand on parts of the field. Another way would be to ask the respondent how much seed was used for each crop in the mixture, e.g., how many pockets and of what size (kg)? how many kilogrammes? or how many 20 litre tins? etc. **Exception:** If cassava is grown in mixture with millet, each of the two crops should be assigned the area of the entire field. E.g. 1 lima of cassava/millet should be recorded as 1 lima of cassava and 1 lima of millet.

Inter-cropping is a cultivation practice whereby a crop is planted between the rows of another crop, e.g., sorghum between cotton rows, or sorghum between groundnut rows, or groundnuts between maize rows. For apportionment of the area to the individual crops, follow the same procedure as that for mixed cropping.

Area under mixed crops is the area of the field in which two or more crops are grown almost simultaneously. This area has to be apportioned to the constituent crops in proportions occupied by the crops in the field. Thus, the area under each of the crops in mixture when added together will be equal or almost equal to the area of the field.

Mixed beans Include all kinds of beans except soybeans and bambara nuts (ground beans). The quantities of production and sales should relate to dried seed.

Cassava Cassava is brought to the market in several forms, i.e., tuber, chips, flour. For statistical reporting, only one form is adopted as the standard form. Accordingly, quantities of production and sales of cassava should relate to raw cassava in 50kg bags and decimal fractions of a bag.

When a respondent reports these quantities in the form of flour and/or chips, they should be converted to raw equivalents before recording. A conversion table is provided in **Appendix 1 & 2**. A note must be written indicating that the quantity was converted and all work must be shown on the questionnaire.

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| Seed-cotton | Seed-cotton production and sales should be recorded in kilograms. Where the quantity is reported in bales/wool packs, it should be converted to kilograms before recording. Ask the respondent how much a bale weighs and convert all the bales to kilograms. |
| Groundnuts | Groundnuts are brought to the market in shelled as well as unshelled form. When a respondent reports these quantities in unshelled form, record them as such. If the quantities are reported in shelled form, record the quantity as such as well. If the respondent reports quantities in both shelled and unshelled form, use the conversion table in Appendix 3 to convert unshelled to shelled. |
| Maize | Maize production and sales should be recorded in dried grain form. |
| Rice | Rice production and sales should relate to paddy (i.e., rice in husk). Where quantities are reported in the form of milled or hand-polished rice (i.e., rice not in husk) record them as such. Whenever the respondent reports the quantity in paddy form, record the quantity as such. |
| Sorghum | Sorghum production and sales should be recorded in threshed grain form. |
| Millet | Millet production and sales should be recorded in threshed grain form. |
| Soybeans | Soybean production and sales should be recorded in dried seed form. |
| Sunflower | Sunflower production and sales quantities should be recorded in dried seed form. |
| Cowpeas | The quantities of production and sales should relate to dried seed form. |
| Velvet Beans | Velvet beans production and sales should be recorded in dried seed form. |
| Coffee | The quantities of production and sales should be recorded in dried seed form. |
| Irish potatoes | Irish potatoes production and sales quantities should be recorded in fresh tuber form. |
| Sweet Potatoes | The quantities of production and sales should be recorded in fresh tubers form. |
| Paprika | The quantities of production and sales should be recorded in dried pod form. |
| Bambara nuts (Ground beans) | The quantities of production and sales should be recorded in dried seed form. |
| Tobacco (Burley and Virginia) | Production and sales should relate to cured tobacco in kilograms. When the respondent reports the quantity in bundles/bales/packs, this should be converted to kilograms before recording. Find out the weight of each pack and report the quantity in kilograms. |

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| Fruits | Includes oranges, tangerines and mandarins, grapefruit and lemons, bananas, pineapples, mangoes, etc. |
| Vegetables | Includes all leafy crops e.g., cabbage, rape, etc. Green maize, fresh groundnuts, fresh ground (round) beans will also be included under vegetables. |
| Crop sale | This is the selling of field crops for cash or in exchange for goods and services including loans, labor etc. |
| Food crops | This includes all crops listed under crop code in the questionnaire table 4.2 EXCEPT for Kenaf, cotton seed, coffee, virginia and burley tobacco. |
| Hybrid seed | refers to an improved type of seed whose progeny is not recommended to be used as seed. Hybrid seeds are popular with maize. |
| Improved seed | refers to seed that has been improved by research but is not hybrid seed. Examples are open pollinated varieties (OPVs). The progeny of OPVs can be used in the next seasons without loss of vigor. There are also improved varieties for sorghum, cassava and sweet potatoes. |
| Local varieties | refers to seed that is recycled season after season. Examples include varieties for groundnuts and also maize. OPVs that have been recycled become local seed varieties over time. |

Livestock and Poultry

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| Livestock | include cattle, pigs, goats, sheep and donkeys. |
| Cattle | include bulls, oxen, tollies, cows, heifers, and calves. |
| Bulls | bulls are uncastrated adult male cattle. |
| Oxen/Tollies | are castrated male cattle. Not all oxen are trained to pull the plough. |
| Cows | are female cattle that have given birth at least once. Include female cattle that have not yet given birth but are beyond the stage of being termed heifers. |
| Heifers | are female cattle that have not yet given birth and have not reached the stage of being termed cows. |
| Calves | are both male and female cattle that are not yet weaned. |
| Poultry | includes chickens, ducks, geese, guinea fowls and rabbits. |
| Chickens | includes cocks, cockerels, hens, pullets, and chicks. |

Miscellaneous

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| Government Organizations | Organizations which are under the different government ministries. They represent units under different government departments. Examples are MACO extension, DACO etc. There are also government agencies which are connected to individual ministries e.g. Food Reserve Agency (FRA) etc. |
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| Farmers Association/ cooperative | This is an Association or group of persons who voluntarily come together with an objective of promoting the economic and social welfare of its members. |
| Private Trader | This is usually an individual or firm (company) involved in buying and selling commodities (in this case agricultural commodities). |
| Agricultural Processor | This is an individual or firm that adds value to agricultural commodities by way of processing them. This category includes ginners, millers, vegetable oil producers, rice polishers, groundnut shellers, etc. |
| Out-grower Scheme | This is where individuals or firms enter into an agreement with farmers to undertake an agricultural activity/venture like growing of a particular crop, on condition that the individual or firm facilitates the agricultural venture by supplying inputs and know-how while the farmer produces the crop. The understanding is that the farmer will sell the produce to the financier. Examples are: Dunavant, Zambia Leaf Tobacco Company, Cargill Cotton, Alliance Cotton etc. |
| NGO | A Non-Governmental Organization (NGO) is a group of individuals in a non-profit making organization, whose purpose is to render assistance materially and in some cases financially to the households. Their main objective is alleviation of poverty and the uplifting of the living standards of the households. Their efforts are also supported by Government. Examples of NGOs are: Program Against Malnutrition (PAM), NGO-CC, Women for Change, etc. |
| MACO and its Agencies | Includes Government Agricultural Research stations (excluding GART), agricultural training colleges such as ZCA, NRDC etc, the Food Reserve Agency operating under the Ministry of Agriculture and Cooperatives |

Fertilizer acquisition

GOVERNMENT

Govt. Fertilizer Support Programme (FSP) - Cash program through cooperatives and farmer associations

This is a 50% subsidy program that the government implemented in 2002/03 and has been running through 2007/08 seasons through local distributors, local cooperatives and farmer associations. This is strictly a cash program and did not involve loans. Farmers who benefit are members of local cooperatives or farmer associations which work in collaboration with the District Agricultural Coordinator's (DACO's) office to access this subsidized fertilizer.

Two years ago the subsidy programme changed so that the farmers now pay 40% while the government pays 60%.

Government Food Security Pack - Programme Against Malnutrition (PAM)

The household can be a recipient of fertilizer from government through the PAM food security pack. This is distributed by PAM. This fertilizer is a 100% grant.

COMMERCIAL

Cash purchase of fertilizer

Farmers with ready cash can purchase fertilizer from traders or other farmers.

Commercial fertilizer loans

Farmers can get a loan in cash or in kind to obtain fertilizer from a local supplier. The provider of the loan can be a trader, a neighbor or relative. This loan is different from the government loan.

Direct commercial exchange/barter for fertilizer

Farmers can exchange their maize or other crop for fertilizer with traders. Some traders prefer to get farm produce instead of cash. Traders can organize a group of farmers to bulk their produce in one location where the trader will deliver the fertilizer and pick up the grain. Farmers can also deliver their grain to the trader and load the fertilizer on the return trip.

Commercial Price of Fertilizer

This is the full market price for a bag of fertilizer from a shop/trader or other farmers.

GIFT/FREE/GRANT

Other Sources of Free Fertilizer

The household can be a recipient of a fertilizer gift from a non-household member or NGO, which assists farmers.

6 - SPECIFIC INSTRUCTIONS & PROCEDURES FOR THE INSTRUMENT

Section 0: Front Page Instructions

6.1 Informed consent form -

You are expected from the onset to identify yourself and explain the purpose of the visit. The informed consent statement is a legal requirement for Michigan State University, Food Security Cooperative Agreement Surveys in Africa. You are not expected to read this statement word for word. You are expected to explain the purpose of the visit, the confidential nature of the interview, and the expected time the interview will take. The purpose of the interview is to collect data which when processed will provide information which will assist policy makers plan and make better decisions. You should not make promises. Just stick to the purpose. You can mention that "we are merely the eyes and ears of government".

**** Enumerator:** Before starting the interview you must explain the contents of the question. E.g., what subject you will start with and what subject you will end with so that the respondent gets an overview of the questionnaire. **Note:** According to the Statistical Act people are required to participate in surveys. You should therefore just emphasize the purpose of the visit, importance of confidentiality, and expected time for the interview. Do not include the statement about choosing to participate in the survey. This statement is there because it is a requirement from Michigan State University.

6.2 Instructions for PANEL households

Pre-entry of 2001/2004 supplemental survey data

The main part of the questionnaires are personalized for each household in the sense that you in most cases are going back to the same households which were interviewed for the first and second (2001/2004) Supplemental Surveys. The cover sheet and the demography tables will be pasted onto the appropriate pages in the survey instrument. These data will guide you to verify whether you are interviewing the same household as was interviewed in 2001/2004. Pasting of these data will take place during training. Each supervisor is expected to make sure that the pasting is completed prior to commencing interviews. **For Table 1.2a and 1.2c**, if during the course of the interview the respondent indicates the name is slightly different but is the same person, write the correct name on top. **A new person must be entered in the additional persons table and not in the previous members list.**

Identification information

Questions 1 - 7b, 9a and 10 will already be filled for the specific panel household and pasted into the questionnaire during enumerator training - prior to deployment. Also pages 5, 6 and 8 on demographic characteristics will be pasted. The Supervisor will assist the interviewer in verifying that the demography pages pasted correspond with the front page information that has been pasted.

Please note: No alterations should be made on the information already pre-entered on the pages.

During the actual interview ask the following:

Note to question 7b: If a name is pre-entered in the 2004 column this means that the household was interviewed in 2004. No name will then be pre-entered in the 2001 column even though the household was interviewed there. If there is a name pre-entered in the 2001 column this means that the household was a non-contact household in 2004 (Question 7a = 2). In question 7c you will need to confirm that the head of the household is still the same as the one pre-entered either in the 2004 or 2001 column.

7c. Is.....still the Household Head?

Ask the respondent if the household head listed in 7b for the appropriate year is still the household head. If the household head is the same, enter "1" and skip to **question 9b**. If the person is no longer head, enter "2". If the household head is dead or is no longer a member of the household or is still a member of household but no longer the head, the household may still be there. Write the reason why

the old head is no longer head against the old name. Example would be "dead" or "moved" against the old name, depending on the circumstances obtaining at the time of the interview and then proceed to next question.

7d. Name of current Household Head

If 7c is "2", then ask the respondent for the name of the current household head and enter his/her name in the space provided.

8. Is the same household head listed in the 2004 Survey

Find out by referring to the member list (page 5) if the new Household Head was present in the 2001/2004 survey and if the members listed are still members in the household. If the members listed on page 5 are no longer members, probe to find why these members are no longer in the household. If the members listed on page 5 does not belong to this household, ask if there is another household with the same name and look for that household. Confirm it is not the same household, **end** the interview. Proceed to locate the correct household that was interviewed in the previous surveys. If the household is no longer a household, skip to **Q11** to record the reason.

9b. Is this person, the same main respondent who participated in the previous Survey?

Confirm whether the respondent was the same main respondent in the previous survey by reading the pre-entered respondent name in 9a. This name refers to the respondent in 2004 unless this was a non-contact household. In that case the name refers to the respondent in 2001. If the response is no, ask if the same respondent could be present during the interview.

If the response is yes, skip to **Q11** to record the response status as 1 and then go to **section 1**.

9c. Name of the Current main Respondent

Write the name of the new main respondent in the space provided.

11. Response Status

Record the response status for the questionnaire by using the following codes:

1 - Complete Response: i.e., you will be able to complete the questionnaire.

2 - Refusal: i.e., the household refused to co-operate.

3 - Household moved out of SEA: i.e., the household reestablished itself and settled outside the SEA and is not reachable. If the household moved to another location within the SEA we will still cover the household. If the household moved to another SEA but is reachable, you have to cover the household.

4 - Household members living here but currently away from home: Non-contact: i.e., for some reason, no responsible adult member was available during the period of the survey. The Supervisor is expected to investigate all non-contacts. The Supervisor has to ensure that the interviewer visits these non-contact households at least three times during the course of the survey.

5 - Household dissolved due to death of adult: e.g., after death of the head of the household, the remaining members may be absorbed in other households (and in the case of a one member household, when this person dies, the household is no longer there).

Ask neighbors or headman why the household was dissolved.

6 - Household dissolved due to other reasons: e.g., after divorce of the head, the remaining members may be absorbed in other households.

Ask neighbors or headman why the household was dissolved.

7 - Household moved out of SEA, but completed: e.g. if the household have relocated but is still reachable.

Supervisors should confirm that the household indeed refused to co-operate, the household moved out of SEA, the household was dissolved and the household was not contacted before entering the codes "2", "3", "4", "5" or "6", respectively.

Enter the appropriate code in the box provided. If the response is 1 (complete) go to **section 1**.

12. Assignment Record

Write your name against "**Name of Enumerator**" your code against **ENCODE** and the date on which you completed the interview against "**Date completed**". Leave the spaces for "**Name of Supervisor**", **SPCODE**, "**Name of DEO**", and **DECODE** blank. The Supervisor will complete this part.

6.3 Instructions for NEW households

1. Province - Enter, in the space provided, the name of the province in which you are conducting this survey, and enter the province code in the box provided.

2. District - 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) - Enter the number of the CSA in the boxes provided.

4. Standard Enumeration Area (SEA) - 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. Household Serial Number - Enter the household serial number as shown on the data sheet in the boxes provided.

6. Village/Locality - Enter the name of the village/locality in which the household is located. This is also indicated on the data sheet.

6a. Panel or new household - This information is pre-entered

7d. Name of current Household Head - Ask the respondent for the name of the current household head and enter his/her name in the space provided.

9c. Name of the current main Respondent - Write the name of the current main respondent in the space provided.

10. Category - Enter, in the box provided, the category of the new household included in the Third Supplemental Survey 2008.

11. Response Status - The response code here will always be "*1 - Complete Response*" as this is a new household.

12. Assignment Record - Write your name against "**Name of Enumerator**" your code against **ENCODE** and the date on which you completed the interview against "**Date completed**". Leave the spaces for "**Name of Supervisor**", **SPCODE**, "**Name of DEO**", and **DECODE** blank. The Supervisor will complete this part.

Section 1: Demographics Instructions

This part of the questionnaire tries to obtain basic information and characteristics of household members.

SECTION 1: DEMOGRAPHIC CHARACTERISTICS OF HOUSEHOLD MEMBERS FOR NEW SAMPLE HOUSEHOLDS.

Note: MEM numbers cannot be changed

Table 1.1a: NEW SAMPLE HOUSEHOLDS - Adult members born in or before 1996 (12 years and above)

We start by gathering information about the members of the new household. Note: for panel households, skip to page 5, section 1.2a.

We want to ask about each Adult member of the household born in or before 1996 (12 years and above).

NName: First, enter all the names of the adults born in or before 1996 (12 years and above). Start with the head of the household as member 1. There are 2 pages available to list the members.

NDA04: Ask the year in which each member was born and record the response in four digits, e.g., 1986. This year should be 1996 or earlier. If the person is very old you should write a comment so that it is clear that this is not just a typing mistake. E.g. 1912 could be a typing mistake and should have been 1972 or it could be the real year in which case there should be a note on that.

NDA05: Complete the gender status of the household members. If you can observe the gender status, you should record the response without asking. If you are in doubt, ask for the gender status. Enter "1" if the response is male and "2" if the response is female.

NDA06: Ask about the member's relationship to the current household head. Enter the appropriate response code. The codes for possible answers are listed at the bottom of the table. There may be need to probe further to ascertain the exact relationship, e.g., to differentiate between step son/daughter and own son/daughter.

NDA07: Ask about the current marital status of each adult household member and record the code corresponding to the response. For those household members who are married, establish whether they are married monogamously or polygamously. Enter the appropriate response code.

NDA08: Ask whether each member is still attending formal schooling. Enter "1" if the response is yes and "2" if the response is no. Pre-school is informal. Formal schooling refers to the coding in NDA09. Reference period here is current.

NDA09: Ask for the highest level of education the member has completed. For example, a member who is attending Grade 10 will have completed Grade 9. We are interested in knowing the course level that has been **completed**. We are not counting the number of years spent at school. Enter the appropriate response code. If a household member is currently at university and have not completed a degree enter either code 15 if the member is a college student or code 16 if the member is an undergraduate student.

NDA10: Ask (by referring to the name) how many months from the beginning of June 2007 to the end of May 2008 each member has been away from this household. If the member comes and goes, estimate the total months the member has stayed in the household. Record the response to the nearest month, e.g., 4. If the response to NDA10 is 0 months, go to the next household member. Remember that the reference period is from the beginning of June 2007 to the end of May 2008.

NDA11: Ask for each member if he/she has been chronically ill and unable to perform household duties for **the 3 months preceding** the survey date. Enter "1" if response is yes. Enter "2" if response is no and go to the next member.

NDA12: Ask only if NDA11 = 1 (yes). Ask for each member how many months ago they became chronically ill. Record the number of months this person has been chronically ill and go to the next member.

Section 1.1b: NEW SAMPLE HOUSEHOLDS - Demographic characteristics of Children born after 1996 (11 years and below)

We would like first to obtain specific demographic information of the children in the new household who are below the age 12.

NNAME1: Find out the names of all the children under 12 years of age and write these names in the column "NNAME1". The recommended order of listing is to list the oldest child first. Please check that you get names of only those household members born after 1996. After listing all the children under 12 years you can begin asking **NDC01**.

NDC01: Ask about the child's relationship to the current household head. Enter the appropriate response code. The codes for possible answers are listed at the bottom of the table. There may be need to probe further to ascertain the exact relationship, e.g., to differentiate between step son/daughter and own son/daughter. Shaded codes should not be used.

NDC02: Ask the year in which each child was born and record the response in four digits, e.g., 1996.

NDC03: Complete the gender status of the household members. If you can observe the gender status, you should record the response without asking. If you are in doubt, ask for the gender status. Enter "1" if the response is male and "2" if the response is female.

NDC04: Ask whether each child is attending formal schooling. Enter "1" if the response is yes and "2" if the response is no. Pre-school is informal. Formal schooling refers to the coding in NDC05. Reference period here is current.

NDC05: Ask the highest level of education the child has completed. For example, a child who is attending Grade 5 will have completed Grade 4. We are interested in knowing the course level that has been completed. We are not counting the number of years spent at school. Enter the appropriate response code. Please note that a child who has not completed grade 1 or has never attended formal school will be assigned the code "0"= none.

NDC06: Ask if the biological mother of the child is still living. Enter "1" if the response is yes. Enter "2" if the response is no and "3" if the response is "do not know" and go to **NDC08**.

NDC07: Ask if the biological mother of the child is a member of this household. Enter "1" if the response is yes and "2" if the response is no and go to **NDC08**.

NDC07A: If DC07=1 record the MEM number of the mother by transferring the mem number from table 1.1a

NDC08: Ask if the biological father of the child is still living. Enter "1" if the response is yes. Enter "2" if the response is no and "3" if the response is "do not know" and go to **NDC10**.

NDC09: Ask if the biological father of the child is a member of this household. Enter "1" if the response is yes and "2" if the response is no and go to **NDC10**.

NDC09A: If NDC09=1 record the MEM number of the father by transferring the mem number from table 1.1a

NDC10: Ask if the child has been chronically ill for the **past 3 months preceding** the survey date. Enter "1" if the response is yes and "2" if the response is no.

Section 1.2a: PANEL HOUSEHOLDS Adults born in or before 1996 (12 years and above)

We want to ask about each adult member of the panel household born in or before 1996 (12 years and

above). Data in the columns NAME, DA04 (year born), and DA05 (sex) is pre-entered. Ask only questions for these members. Additional member will be entered in table 1.2b.

Name; This data will be **pre-entered**. Check with the respondent to make sure that it is the correct name.

DA01: Ask (by referring to the name) if the individual member is a current member of the household. Enter "1" if the response is yes and go to **DA03** and ask all the questions. Enter "2" if the response is no. Use the definition of a household to guide you and the respondent to answer this question. Do not ask the respondent if he/she is still a member.

DA02: Ask this question if DA01 = "No". Find out why this particular person is not a member of the household anymore. Enter the appropriate response code. Then go to the next household member.

DA03: Ask (by referring to the name) how many months from the beginning of June 2007 to the end of May 2008 each member has stayed in the household. If the member comes and goes, estimate the total months the member has stayed in the household. Record the response to the nearest month, e.g., 4. If the response to DA03 is 12 months, go to the **next household member**. Remember that the reference period is from the beginning of June 2007 to the end of May 2008.

Ask only if the response to DA01 = 1 (yes)

DA04: This data will be **pre-entered**. Check with the respondent to make sure that it is the correct year.

DA05: This data will be **pre-entered**. Check with the respondent to make sure that it is the correct sex.

DA06: Ask about the member's relationship to the current household head. Enter the appropriate response code. The codes for possible answers are listed at the bottom of the table. There may be need to probe further to ascertain the exact relationship, e.g., to differentiate between step son/daughter and own son/daughter.

DA07: Ask about the current marital status of each adult household member and record the code corresponding to the response. For those household members who are married, establish whether they are married monogamously or polygamously. Enter the appropriate response code.

DA08: Ask whether each member is still attending formal schooling. Enter "1" if the response is yes and "2" if the response is no. Pre-school is informal. Formal schooling refers to the coding in DA09. Reference period here is current.

DA09: Ask for the highest level of education the member has completed. For example, a member who is attending Grade 10 will have completed Grade 9. We are interested in knowing the course level that has been **completed**. We are not counting the number of years spent at school. Enter the appropriate response code. If a household member is currently at university and have not completed a degree enter either code 15 if the member is a college student or code 16 if the member is an undergraduate student. If DA03 = 12 (away from the household for 12 months) go to **next member**.

DA10: Ask for each member if he/she has been chronically ill and unable to perform household duties for **the 3 months preceding** the survey date. Enter "1" if response is yes. Enter "2" if response is no and go to the next member.

DA11: Ask only if DA11 = 1 (yes). Ask for each member how many months ago they became chronically ill. Record the number of months this person has been chronically ill and go to the next member.

Section 1.2b: PANEL HOUSEHOLDS Additional Adults born in or before 1996 (12 years and above) not listed in table 1.2a

In this section we record information on any additional adults born in or before 1996 who are members but were not listed in 2001/2004 or who are new members, or who were children in 2001/2004.

ANAME: First, enter all the names of the additional adults born in or before 1996 but not listed in the 2001/2004 survey. These people could be adults missed during the 2001/2004 survey or new adults or children who are now considered adults.

AD01: Ask (by referring to the name) how many months from the beginning of June 2007 to the end of May 2008 each member has stayed outside the household. If the member comes and goes, estimate the total months the member has stayed outside the household. Record the response to the nearest month, e.g., 4

AD02: Ask (by referring to the name) if each of the individual members was a member of the household in either the 2001 or the 2004 survey. Enter "1" if the response is yes and go to **AD04**. Enter "2" if the response is no. Use the definition of a household to guide you and the respondent to answer this question.

AD03: Ask this question if AD02 = 2 (No). Find out why this particular person joined the household since the past survey. Enter the appropriate response code.

AD04: Ask the year in which each member was born and record the response in four digits, e.g., 1986.

AD05: Complete the gender status of the household members. If you can observe the gender status, you should record the response without asking. If you are in doubt, ask for the gender status. Enter "1" if the response is male and "2" if the response is female.

AD06: Ask about the member's relationship to the current household head. Enter the appropriate response code. The codes for possible answers are listed at the bottom of the table. There may be need to probe further to ascertain the exact relationship, e.g., to differentiate between step son/daughter and own son/daughter.

AD07: Ask about the current marital status of each adult household member and record the code corresponding to the response. For those household members who are married, establish whether they are married monogamously or polygamously. Enter the appropriate response code.

AD08: Ask whether each member is still attending formal schooling. Enter "1" if the response is yes and "2" if the response is no.

AD09: Ask the highest level of education the member completed. For example, a member who is attending Grade 10 will have completed Grade 9. We are interested in knowing the course level that has been completed. We are not counting the number of years spent at school. Enter the appropriate response code.

AD10: Ask for each member if they have been chronically ill and unable to perform household duties for **the 3 months preceding** the survey date. Enter "1" if response is yes. Enter "2" if response is no and go to **next member**.

AD11: If AD10=1 (yes) Ask for how many months ago did each member become chronically ill. Record the number of months a member has been chronically ill.

Section 1.2c: PANEL HOUSEHOLDS Children born after 1996 (11 years and below) that were listed in 2001 or 2004

Instructions are the same as for Section 1.1b for Children in NEW HOUSEHOLDS except for question DC01A and DC01B.

Data in the columns NAME, DA04 (year born), and DA05 (sex) is pre-entered. Ask only questions for these members. Additional member will be entered in table 1.2b.

DC01A: Ask (by referring to the name) if the individual child member is a current member of the household. Enter "1" if the response is yes and go to **DC01** and ask all the questions. Enter "2" if the response is no and go to next member. Use the definition of a household to guide you and the respondent to answer this question.

DC01B: Ask this question if DC01A = "No". Find out why this particular child is not a member of the household anymore. Enter the appropriate response code. Then go to the next household member.

For instructions for the rest of the questions see Section 1.1b for NEW HOUSEHOLDS.

Section 1.2d: PANEL HOUSEHOLDS Additional Children not listed in either 2001 or 2004, born After 1996 (11 years and below)

In this section we record information on any additional children born after 1996 who are members but were not listed in either 2001 or 2004 or who are new members.

ADCNAME: First, enter all the names of the additional children born after 1996 not listed in either 2001 or 2004 surveys. These could be children missed during the 2001 and 2004 surveys or new children.

ADC01A: Ask (by referring to the name) how many months from the beginning of June 2007 to the end of May 2008 each member has stayed outside the household. If the member comes and goes, estimate the total months the member has stayed outside the household. Record the response to the nearest month, e.g., 4

ADC01B: Find out why this person joined the household. Enter the appropriate response code.

ADC01: Ask about the child's relationship to the current household head. Enter the appropriate response code. The codes for possible answers are listed at the bottom of the table. There may be need to probe further to ascertain the exact relationship, e.g., to differentiate between step son/daughter and own son/daughter. Shaded codes should not be used.

ADC02: Ask the year in which each child was born and record the response in four digits, e.g., 1996.

ADC03: Complete the gender status of the household members. If you can observe the gender status, you should record the response without asking. If you are in doubt, ask for the gender status. Enter "1" if the response is male and "2" if the response is female.

ADC04: Ask whether each child is attending formal schooling. Enter "1" if the response is yes and "2" if the response is no.

ADC05: Ask the highest level of education the child completed. For example, a child who is attending Grade 5 will have completed Grade 4. We are interested in knowing the course level that has been completed. We are not counting the number of years spent at school. Enter the appropriate response code. Please note that a child who has not completed grade 1 or has never attended school will be assigned the code "0"= none.

ADC06: Ask if the biological mother of the child is still living. Enter "1" if the response is yes. Enter "2" if the response is no and "3" if the response is do not know and go to **ADC08**.

ADC07: Ask if the biological mother of the child is a member of this household. Enter "1" if the response is yes. Enter "2" if the response is no and go to **ADC08**.

AD07A: If AD07=1 record the MEM number of the mother by transferring the mem number from table 1.2a or 1.2b.

ADC08: Ask if the biological father of the child is still living. Enter "1" if the response is yes. Enter "2" if the response is no and go to **ADC10**. Enter "3" if the response is do not know.

ADC09: Ask if the biological father of the child is a member of this household. Enter "1" if the response is yes. Enter "2" if the response is no and go to **ADC10**.

AD09A: If AD09=1 record the MEM number of the father by transferring the mem number from table 1.2a or 1.2b.

ADC10: Ask if the child has been chronically ill for the **past 3 months preceding** the survey date. Enter "1" if the response is yes and "2" if the response is no.

Section 1.3: Previous deaths within the household since May 2004

Please note that in this section you ask about members who have died **since May 2004**. The identification numbers (*MEM*) and names of household members who passed away after the 2004 Supplemental Survey (DA02 = 4) should be transferred from Table 1.2a to table 1.3.

If a member came to the household after May 2004 and passed away before the survey date, that person will not appear in any of the tables above and will not have a MEM number. Be sure to record the person's name in the NAME field, but leave the MEM number blank.

Ask all these questions for all household members (adult and children) who have passed away **since May 2004**.

If there is no member who died since May 2004, skip the rest of the questions and go to **SECTION 2**, otherwise ask the following questions starting from the most recent death.

This is a sensitive section and you are advised against using crude phraseology which could disturb the atmosphere. You should empathize and look sorry as you complete this section.

1.3.1: Ask if there is any household member - child or adult - who passed away since May 2004. Enter in **HH01** "1" if response is yes. Enter "2" if response is no and go to **section 1.4**. If there is an adult or child who died **since May 2004** (from previous tables), do not ask this question. The reference period also apply for the non-contact households in 2004. Record the response "1" and continue with the rest of the questions in Table 1.3.

Table 1.3 Deaths within the household

MEM: If this person was mentioned in the demographics table for adults or children (Panel households only), please put his or her identification number (*MEM*).

NAME: Record the name of the deceased and refer to it when asking questions that follow.

PD01: Ask for the gender of the deceased. Enter "1" if the deceased was male and "2" if the deceased was female. For panel households this is recorded in tables on demographics and should therefore be checked after asking the question.

PD02: Ask for the year in which the member died. Please record the year and make sure that the year is 2004 or later.

PD03: Ask for the month in which this member died. Enter the appropriate response code.

PD04: Ask for the year in which this household member was born. Record the year, e.g., 1980. For panel households this is recorded in tables on demographics and should therefore be checked after asking the question.

PD05: Ask what the major cause of death was. Enter the appropriate response code. Witchcraft is not a choice. If the response is witchcraft, probe and find out the form in which the witchcraft manifested itself and record the new cause given. If another cause is given, record 32 and specify the reason.

PD12: Ask whether the deceased was the household head at the time of his or her death. Enter "1" if the response is yes and go to **PD15**. Enter "2" if response is no.

PD13: Ask what the relationship of the deceased was to the **head of the household at the time of death**. Enter the appropriate response code.

PD14: Ask what the relationship of the deceased was to the **current head of the household**. Enter the appropriate response code.

Ask PD15 to PD19 only if the year of birth (PD04) is 1996 or earlier

PD15: Ask the highest level of education the deceased completed. For example, a member who was attending Grade 10 will have completed Grade 9. We are interested in knowing the course level that was **completed**. We are not counting the number of years spent at school. Enter the appropriate response code.

PD16: Ask only if the deceased was born in 1996 or earlier. Find out if the deceased was involved in salaried employment or other wage activities prior to his/her death. Enter "1" if the response is yes. Enter "2" if the response is no and go to **PD18**

PD17: Find out where the deceased carried out most of his/her salary or wage employment. Record the appropriate code.

PD18: Ask whether the deceased was involved in a formal or informal business activity prior to his/her death. Enter "1" if the response is yes. Enter "2" if response is no and go to **PD20**.

PD19: Find out where the deceased carried out most of his/her formal or informal business activity. Record the appropriate code.

PD20: Ask if PD16 = 1 (yes). Ask only for members who died from the beginning of June 2007 to the end of May 2008 & year of birth (PD04) is 1996 or earlier. Ask whether the deceased received cash or payment in kind from salaried employment, wage activities, or pensions from the beginning of June 2007 to the end of May 2008. Enter "1" if the response is yes. Enter "2" if the response is no.

PD21: Ask if PD18 = 1 (yes). Ask only for members who died from the beginning of June 2007 to the end of May 2008 & year of birth (PD04) is 1996 or earlier. Ask whether the deceased received cash from a formal or informal business activity from the beginning of June 2007 to the end of May 2008. Enter "1" if the response is yes. Enter "2" if the response is no.

1.4.1: Find out whether the household has any kinship ties (closely related) to the chief or village headman. Closely related could for example be people having the same surname. Enter "1" in **HH02** if the response is yes. Enter "2" if the response is no and go to **section 1.4.3**.

1.4.2: If the response to Q1.4.1 is yes, ask for each of the people listed if that person is/was closely linked to the chief or headman. Record the appropriate code in **HH03A** or **HH03B** or **HH03C** or **HH03D**.

1.4.3: Find out for each of the people listed what the tribal group of that person is/was. Enter the appropriate code in **HH04A** or **HH04B** or **HH04C** or **HH04D** from the code list provided at the bottom.

1.4.4: Find out whether the household is considered a local or non-local household. Enter "1" for Local and go to **section 2**. Enter "2" for Non-local in **HH05a**. A local household is one that is belonging to a clan which originally occupied this area. A non-local household is that is not belonging to a clan which originally occupied this area. You need to probe to get the right answer so that the respondent does not just say "local".

1.4.5: Find out in which district the respondent is considered local. Record the appropriate name and code.

Section 2: Off-Farm Income and Remittances Instructions (From the beginning of June 2007 to the end of May 2008)

Section 2.1: Wage Labor, Casual Labor, Formal Salaried Employment and Pensions

Depending on the type of economic livelihood a household and its members are engaged in, wages from off-farm work can be an important source of income. Section 2.1a estimates the total wage income that individual household members earned from the beginning of June 2007 to the end of May 2008. Section 2.1 asks about the off farm income activities the household members were involved in from the beginning of June 2007 to the end of May 2008. This income does not include cash or goods earned from operating a business, nor does it include remittances - each of these is obtained in subsequent sections.

The types of income earning activities that should be entered into this table are wage labor, casual labor (which are both informal wage labor activities), pension, and formal salaried employment.

Section 2.1: Find out whether any adult household members worked for a salary or a wage from the beginning of June 2007 to the end of May 2008 if there were "no" to all the activities go to section 2.2

Ask whether any of the household members worked for a salary or a wage as **the listed employments/activities** from June 2007 to May 2008. Ask item by item. Enter "1" if response is yes and ask for the names of the household members earning from this activity. Enter "2" if response is no and go on to the **next activity**. Any members who have died and is therefore listed in table 1.3 should also be listed here if he/she was participating in salaried or informal wage labour activities during the period from beginning of June 2007 to the end of May 2008.

Employments/activities

SFARM: Ask whether any of the household members worked on a smallholder farm. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

CFARM: Ask whether any of the household members worked on a commercial farm. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

FACTORY: Ask whether any of the household members worked in a factory. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

MINE: Ask whether any of the household members worked in a mine. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

INDUSTRY: Ask whether any of the household members did any other industrial work. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

TEACH: Ask whether any of the household members worked as a teacher. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

CSERVANT: Ask whether any of the household members worked as a civil servant. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

CLERK: Ask whether any of the household members worked as a clerk in private business. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

SHOPKEEP: Ask whether any of the household members worked as a shop attendant. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

NONAGRIG: Ask whether any of the household members did any non agricultural piece work. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

PENSION: Ask whether any of the household members earned any income by receiving a pension. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

PRICOM: Ask whether any of the household members worked in a private company. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

LODGE: Ask whether any of the household members worked in lodges or camps. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

PSAFARI: Ask whether any of the household members worked on photo safari. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

GAME: Ask whether any of the household members worked for any safari and/or game hunting company. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

CURIO: Ask whether any of the household members earned any income by selling craft or curio. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

OTHER (Specify): Ask whether any of the household members worked for any other salary or wage

beside the ones specified here. Record the name of the activity for which a salary or wage was earned and record the names of the adult household members earning from this activity

Table 2.1a: Salaried Employment or Informal Wage labour Activities or Pensions

MEM & Name: We already know from the previous page which members received cash or goods from selling labor from the beginning of June 2007 to the end of May 2008. Copy the names from the previous table to the second column in table 2.1a. If there is no household member who received cash or goods from selling labor, go to **Section 2.2**. Mem numbers should be entered and checked with the names in the tables on demographics (Table 1.1a, 1.2a, 1.2b, and 1.3) right after the interview to make sure that the member is listed in the demographics.

WACT: Transfer the WACT numbers from the previous page.

W01: Ask where this activity took place. The respondent is going to identify locations by name. You should record the location using the codes listed. For example, if the interview takes place in Kabwe rural and the respondent mentions that he did some part time work in Lusaka, the appropriate code would be 5 = other district (urban). For pension you should enter the place where the person collects his/her pension. Enter the appropriate response code. The codes for W01 are listed at the bottom of the data table.

W02-W13: Find out the amount received for each activity for each month. Record the amount received. If cash was not received in a specific month, enter zero.

W14: Ask whether the household member received some wages in kind **from the beginning of June 2007 to the end of May 2008**. Enter "1" if the response is yes. Enter "2" if the response is no.

Table 2.1b: Members earning in-kind wages

MEM & Name: Transfer MEM & Name of all household members who earned in-kind wages from Table 2.1a where **W14 = 1** (yes).

WACTK: Transfer WACT from Table 2.1a where **W14 = 1** (yes) for all members who earned salary or wage income in-kind from the beginning of June 2007 to the end of May 2008. If a person receives different types of commodities for the same type of work, put in the WACTK number again and enter the next commodity received. The given lines separating the persons receiving in-kind wage can be changed if more space is needed for that person.

WK01: Ask where this activity took place. The respondent is going to identify locations by name. You should assign the name of the location between the codes listed. For example, if the interview takes place in Kabwe rural and the respondent mentions that he did some part time work in Lusaka, the appropriate code would be 5 = other district (urban). If there is uncertainty about whether the workplace should be considered urban or rural, probe to find out whether the respondent would consider the workplace in a rural or urban area.

Enter the appropriate response code. The codes for W01 are listed at the bottom of the data table.

Ask WK02 and WK03 for the period: June 2007 - September 2007

WK02: Ask what commodity the household member received as an in-kind wage for the income activity performed from June 2007 to September 2007. If no commodity is received in this period enter "0" (none) and skip to **WK04**.

WK03: Ask the respondent to estimate the total cash value of the commodities received.

Ask WK04 and WK05 for the period: October 2007 - January 2008

WK04: Ask what commodity the household member received as an in-kind wage for the income activity performed from October 2007 to January 2008. If no commodity is received in this period enter "0" (none) and skip to **WK06**.

WK05: Ask the respondent to estimate the total cash value of the commodities received.

Ask WK06 and WK07 for the period: February 2008 - May 2008

WK06: Ask what commodity the household member received as an in-kind wage for the income activity performed from February 2007 to May 2008. If no commodity is received in this period enter "0" (none) and skip to **next activity/member**.

WK07: Ask the respondent to estimate the total cash value of the commodities received.

Section 2.2: Formal or Informal Business Activities

This section obtains information about all the business or self-employment activities that household members were involved in **from the beginning of June 2007 to the end of May 2008**. Ask item by item. It will include activities like fishing and selling, charcoal burning and selling, buying and selling different products, running "Kantemba" or grocer's shop. **Do not include** income from wage labor, selling of own agricultural produce, or remittances other than beekeeping and selling.

Table 2.2a: Find out whether any adult household members earned any income from any formal or informal business activities from the beginning of June 2007 to the end of May 2008

Ask whether any of the household members participated in any of **the listed formal or informal activities** from the beginning of June 2007 to the end of May 2008. Enter "1" if response is yes and ask for the names of the household members earning from this activity (**not** selling own labour for wage). Enter "2" if response is no and go on to the **next activity**. Any members who have died should also be listed here if he/she was participating in formal or informal business activities during the period from the beginning of June 2007 to the end of May 2008.

Activities

ATRADE: Ask whether any of the household members participated in agricultural trading. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

LTRADE: Ask whether any of the household members participated in livestock trading. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

ONSHOP: Ask whether any of the household members were retailer or shop owners. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

VENDOR: Ask whether any of the household members are marketers / hawkers / vendors. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

CHARCOL: Ask whether any of the household members participated in firewood or charcoal production and selling. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

CAPNTER: Ask whether any of the household members participated in carpentry. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter

"2' if the response is no.

BUILDER: Ask whether any of the household members worked as a builder/constructor. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2' if the response is no.

LBREW: Ask whether any of the household members participated in local brewing and selling. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2' if the response is no.

BCHERY: Ask whether any of the household members had a butchery. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2' if the response is no.

AGSERV: Ask whether any of the household members did any agricultural services such as ploughing, planting or spraying. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2' if the response is no.

MILL: Ask whether any of the household members participated in milling and selling. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2' if the response is no.

OILP: Ask whether any of the household members worked in cooking oil processing and selling. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2' if the response is no.

AGROP: Ask whether any of the household members worked in agro-processing and selling (**not** own farm produce). Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2' if the response is no.

TAILOR: Ask whether any of the household members had a tailoring business. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2' if the response is no.

BREPAIR: Ask whether any of the household members had a bicycle repairing business. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2' if the response is no.

WEAVE: Ask whether any of the household members worked in weaving (cloth and reed/basketry) and selling. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2' if the response is no.

BSMITH: Ask whether any of the household members work as a blacksmith. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2' if the response is no.

TDOCTOR: Ask whether any of the household members worked as a traditional healer (doctor). Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2' if the response is no.

FISH: Ask whether any of the household members did fishing and selling. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2' if the response is no.

SMINE: Ask whether any of the household members worked in precious stone mining (small scale) and selling. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

CATEP: Ask whether any of the household members gathered ants and caterpillars and selling. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

MUSHR: Ask whether any of the household members collected mushrooms as a business and selling. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

HONEY: Ask whether any of the household members collected wild honey as a business (selling). Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

BEE: Ask whether any of the household members worked as a beekeeper and selling the honey. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

CURIOB: Ask whether any of the household members earned any income by producing and selling craft or curio. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

HAIR: Ask whether any of the household members have a hair salon/barbershop business. Enter "1" if the response is yes and record the names of the adult household members earning from this activity. Enter "2" if the response is no.

OTHERB (Specify): Ask whether any of the household members worked for any other business or informal activity besides the ones specified here. Record the name of the activity for which a salary or wage was earned and record the names of the adult household members earning from this activity.

Table 2.2b: Formal or Informal Business Activities

MEM & Name: We already know from the previous table (Table 2.2a) which members received cash from a formal or informal business activity from the beginning of June 2007 to the end of May 2008. Copy the names from table 2.2a to the second column in table 2.2a. If there is no household member who received cash or goods from formal or informal business activities, go to **Section 2.3**. Mem numbers should be entered and checked with the names in the tables on demographics (Table 1.1a, 1.2a, 1.2b, and 1.3) right after the interview to make sure that the member is listed in the demographics.

BACT: Transfer the BACT numbers from the previous page.

B01: Ask where the formal or informal business activity took place. The respondent is going to identify locations by name. You should assign the name of the location between the codes listed. For example, if the interview takes place in Kabwe rural and the respondent mentions that he did some business in Lusaka, the appropriate code would be 5 = other district (urban). If there is uncertainty about whether the workplace should be considered urban or rural, probe to find out whether the respondent would consider the workplace in a rural or urban area. Enter the appropriate response code. The codes for B01 are listed at the bottom of the data table.

B02-B13: Ask the respondent which months he/she **did not get any income** from this business activity. Mark the months of **inactivity** as "1". Follow up and identify the months when business was **low**. Mark the low business months as "2". Follow up and identify which month's business was **high**. Mark the

peak business months as "3". If earnings are constant for all months, probe further.

Note for B14 - B17:

In the following columns, we are interested in getting the margins between gross earnings and total expenses. If expenses are incurred once over a four month period, estimate the average operating expenses for a month. Be prepared to encounter losses where total earnings are less than expenses as not all business activities yield positive margins. Do not include capital expenditures, e.g. buying a tractor.

If you do not record "1" (high) in any of the boxes from B02 - B13, B14 and B15 do not apply.

B14: Ask the respondent how much he/she earned in total in a typical month when earnings were high. Enter the total gross income in Kwacha. If an individual member of the household was in partnership with other persons of different households, apportion the total income from the business amongst the total number of partners. Enter this individual's apportioned gross income in Zambian Kwacha. However if two or more members of the same household do business together, assign the whole amount to the member who mostly runs that business.

B15: Ask the respondent how much his/her operating costs or expenses were in total in a typical month when earnings were high. Enter the total cost in Zambian Kwacha. If an individual member of the household was in partnership with other persons of different households, apportion the total expenses of the business amongst the total number of partners. Enter this individual's apportioned gross expense in Zambian Kwacha. However if two or more members of the same household do business together, assign the whole amount to the member who mostly runs that business.

If you do not record "2" (low) in any of the boxes from B02 - B13, B16 and B17 do not apply.

B16: Ask the respondent how much he/she earned in total in a typical month when earnings were low. Enter the total gross income in Kwacha. If an individual member of the household was in partnership with other persons of different households, apportion the total income from the business amongst the total number of partners. Enter this individual's apportioned gross income in Kwacha. However if two or more members of the same household do business together, assign the whole amount to the member who mostly runs that business.

B17: Ask the respondent how much his/her operating costs or expenses were in total in a typical month when earnings were low. Enter the total cost in Kwacha. If an individual member of the household was in partnership with other persons of different households, apportion the total expenses from the business amongst the total number of partners. Enter this individual's apportioned gross income in Kwacha. However if two or more members of the same household do business together, assign the whole amount to the member who mostly runs that business.

For example if Mr. Nyasulu spends ZK 50,000 on his goods for his Kantemba and he sells the goods and realizes ZK 60,000 this means that his gross income is ZK 60,000, his operating expenses are ZK 50,000. If Mr. Musonda and Mr. Kabwe (of different households) were running a business together, and spent ZK 80,000 on goods for their shop and they sold the goods and realized ZK 100,000, this means that the gross income for each is ZK 50,000 (100,000/2), their operating expenses for each are ZK 40,000 (80,000/2). If a wife and a husband have a shop and mostly the wife runs it, the all the income and expenses will be allocated to the wife.

Section 2.3: Cash Sent/Given to others

We would like to capture the flow of cash from the household to non-household members or charitable organizations during the past 12 months (From the beginning of June 2007 to the end of May 2008).

2.3.1: Ask if any of the household members sent cash to any non-household member or charitable organization from the beginning of June 2007 to the end of May 2008. Record the response in **HH06:**

Enter "1" if response is yes and enter "2" if response is no and go to **section 2.4**.

Table 2.3: Cash Sent/Given out to others

We are interested in the cash sent/given from the household **from the beginning of June 2007 to the end of May 2008**. You have to ask the respondent to tell you the individual amounts of cash sent/given and list them in the open space. Sum these for the total cash sent/given to this non household member **from the beginning of June 2007 to the end of May 2008**. You should not do the calculations while interviewing the respondent. The summing up of amounts in each list can be completed after the interview.

Cash sent to children attending school away from home are not to be considered in this table since these children are household members. Also taxes, fines, utility bills, and dowry are not to be considered in this table.

CS01: This shows the type of recipient of the cash transfer made by any of the household members. For example, a household member may give money to a church.

CS02: Ask if any of the household members sent/gave cash to any of the listed recipients. Ask about each recipient. Enter "1" if response is yes. Enter "2" if response is no and go to next recipient.

CS03: Record the total amount of cash in Zambian Kwacha sent/given to each person/household or organization by all household members from the beginning of June 2007 to the end of May 2008.

2.4: In-kind commodities sent/given to others

This section is concerned with capturing information on commodities sent/given by any member of the household to another person/household or organization from the beginning of June 2007 to the end of May 2008. In-kind payments for service should not be included in this section.

2.4.1: Ask the respondent if the household sent or gave any commodities to non-household members, government or NGOs from the beginning of June 2007 to the end of May 2008. Enter in **HH07** "1" if the answer is yes and enter "2" if the answer is no **and go to Q2.5.1**.

Table 2.4.1: In-kind commodities sent/given to others

Order of Questioning

It is recommended that the questions are asked for the combination of commodity (**GNUM**) and recipient (**G01**). For example if the household gave maize to two different non-household relatives, that entry will constitute one case and the other questions will be asked row-wise. If however maize was sent to non-household relatives and also to an NGO these will constitute two cases, one for maize to non-household relatives and one for maize to the NGO.

GNUM: Ask the respondent to mention the commodities (food and non food) that the household sent to others from the beginning of June 2007 to the end of May 2008. Enter the appropriate commodity name and code for commodity (**GNUM**) from the code list provided at the bottom of the table.

G01: For each commodity ask the respondent to whom the household sent the commodity. Record the appropriate code.

Ask the following questions for food items only (GNUM 1- 27)

G02: Ask the respondent what quantity of the food item was sent by all members of the household. Record the reported quantity.

G03: Record the unit of measure used for the quantity of food items in **G02**. Enter the appropriate unit code from code sheet.

G04: Ask the respondent how much the food item would fetch (per unit) if they were to sell. Enter the value per unit reported.

G05: Record the unit of measure used for the quantity of food items. Enter the appropriate unit code from code sheet.

G06: Ask this question only for non food items (GNUM > 27). Ask the respondent what would have been the total value of the item (s) sent/given. Enter the value reported.

2.5.1: Cash received by household from others

We are interested in the cash received by the household and/or any household member from another household, person or organization **from the beginning of June 2007 to the end of May 2008**. Exclude any cash received from any household members listed on the household roster. Ask the respondent to tell you the individual amounts of cash received and list them in the open space. Sum these for all the cash received by this household and/or household member **from the beginning of June 2007 to the end of May 2008**. You should not do the calculations while interviewing the respondent. The summing up of amounts in each list can be completed after the interview.

2.5.1: Ask if any of the household members received cash from any non household member or charitable organization (including food aid and food for work) from the beginning of June 2007 to the end of May 2008. Enter in **HH08** "1" if response is yes and enter "2" if response is no and go to **section 2.5.2**.

There is need for serious probing in this section. It is not easy to get a household to accept that they received help or a gift from a non household member. There might be a perception that it is not a good sign to be dependent on outside help.

CR01: This shows the type of provider of the cash sent to any household member. For example, a church may give money to the household and/or household member.

CR02: Ask if any of the household members received cash from any non household member or charitable organization. Ask about each provider of cash. Enter "1" if response is yes. Enter "2" if response is no and go to the next cash provider.

CR03: Find out from the respondent the kind of main economic activity the cash provider was involved in that allowed them to send this cash. Record the appropriate codes. Note that CR01=4 to 8 are shaded in column CR03. Don't ask for economic activities for these cash providers.

CR04: Ask where the person carried out this economic activity. Record the appropriate codes. Note that CR01=4 to 8 are shaded in column CR04. Don't ask for economic activities for these cash providers.

CR05: Ask only if **CR02 = 1** (yes). Record the total amount of cash in Zambian Kwacha received from each cash provider by all household members from the beginning of June 2007 to the end of May 2008.

2.5.2: In-Kind commodities received by household from others

This section is concerned with capturing information on commodities received any member of the household from another person/household or organization from the beginning of June 2007 to the end of May 2008. This includes food aid and food for work which is considered food aid. In-kind payments for service should not be included in this section.

Q2.5.2: Ask the respondent if the household received any commodities (food and non-food) from any other households (including relatives), government or NGOs from the beginning of June 2007 to the end of May 2008. Enter in **HH09** "1" if the answer is yes and enter "2" if the answer is no and go to **section 3**.

Table 2.5.2: Commodities received

Order of Questioning

It is recommended that the questions are asked for the combination of commodity (**RNUM**) and source (**R01**). For example, if the household received maize from two different non-related individuals, that entry will constitute one case and the other questions will be asked row-wise. If however maize was given by non related individual and also by an NGO, these will constitute two cases, one for maize from a non related individual and one for maize from an NGO.

RNUM: Ask the respondent to mention the commodity (food and non food) that the household received from any person (excluding members listed on the household member roster) /household or organization from the beginning of June 2007 to the end of May 2008. Enter the appropriate code for the commodity from the code list provided at the bottom of the table.

R01: For each commodity ask the respondent what the source of gift received was. Enter the appropriate code. If the commodity is a non-food item (**RNUM 1 - 27**) go to **R06**.

Ask the following questions for food items only (GNUM 1- 27)

R02: Ask the respondent what quantity of the food item received was. Enter the appropriate code.

R03: Record the price per unit of measure used for the quantity of food item reported in R02. Enter the appropriate unit code.

R04: Ask the respondent how much the food item would fetch if they were to buy it (price per unit). Enter the value reported.

R05: Record the unit of measure used for the quantity of food item reported. Enter the appropriate unit code.

R06: Ask this question only for non food items (**RNUM > 27**). Ask the respondent what would have been the total value of the item(s) received.

Section 3: Farmland and Use Instructions

Section 3.1: Sketching Field

This sketching is not to be done to scale. We are only interested in indicating where the fields are in relation to the homestead in the space provided. We would like to capture the situation as it was in the 2006/2007 agricultural season. Please ensure that you are capturing the situation as it was in the previous season, NOT now. The following steps will guide you in putting up this sketch.

A. First ask whether the household had any listed types of land (cultivated/cropped field, garden, fallow fields, rented out fields, orchards, etc). Enter "1" if the response is yes and ask how many fields the household had of that type in the 2006/2007 agricultural season. Enter "2" if the response is no and go to the next field type.

B. Remind the respondent that you are asking about the 2006/2007 agricultural season, not the current season. Sketch the crop fields first. Then the gardens and orchards, then the fallow, rented out and rented in fields. All fields are to be included. There is no minimum size. A unit for square meters is provided in the table.

Step 1: Ask which **crops** the farmer grew in 2006/2007 agricultural season. List these crops.

Step 2: Ask in how many fields he/she grew each crop.

Step 3: Ask the direction in which each of the fields indicated in Step 2 is in relation to the homestead.

Step 4: Sketch the fields in that direction and write the crop(s) grown in it. Mark the primary crop if the field has more than one crop.

For fallowed, rented out and rented in fields, do the following:

Step 5: Ask the direction in which each of the fields is located in relation to the homestead.

Step 6: Sketch the field in that direction.

Numbering the fields:

Step 7: Assign a number to each field, numbering the fields with crops (except for cassava fields) first and then number fallowed, rented out, and rented in fields.

Step 8: Number the cassava fields last.

C. Once all the fields have been identified and numbered, establish what the area for each field was. **Do not** ask about the area **before** you have identified all the fields. The respondent may not be very keen to identify all the fields for you if he feels concerned about such an enumeration of his/her fields. Write the area of each field against each sketch.

In some instances, the respondent may not be able to give the area. Use some alternative ways to get the area. Write a note indicating which fields were estimated. For example, if the respondent presents an estimate of the size of the field in terms of 'number of lines', you should probe to get a feel of the length of each line/row and the number of such lines/rows. You can also attempt to get a feel of the distance between rows (inter-row spacing). Using all this information you can then estimate the area of the field. Multiply the number of rows times the distance between the rows times the length of the lines/rows. If the farmer had 30 lines/rows with 1.5 meter between rows and the length of the line/row was 25 meters, the computation would be $30 \times 1.5 \times 25 = 1125$ sq. meters. The details of the calculations can be accomplished after the interview. Also, the farmer could present the size of the field in terms of "number of steps" (assumption: one step = 1 metre), e.g. 40 steps by 80 steps. If this is the case, you can estimate roughly the length of the farmer's step in meters and multiply this by the number of steps to get the distance in meters. You can then use these estimated distances to compute the area in meter squared. If the farmer's step is .75 meters then the computation would be: $40 \times 80 = 3200$ square meters.

DO NOT CONVERT ANY AREAS TO ANOTHER UNIT. LEAVE THE AREA IN THE UNIT SPECIFIED BY THE RESPONDENT.

Calculating crop area in intercroops:

There are instances when crops are intercropped. When this happens, the apportionment of the area to each of the intercroops will be done as follows:

If a field was in crop mixture, the area of such a field should be apportioned to the constituent crops. For example, if a field was planted with maize and groundnuts in mixture, ask the respondent what part of the area would be under maize or groundnuts if these two crops were to be planted separately within the same field. If the respondent reports that the area of the field is 4 lima and that maize occupies three-quarters of the field, then the apportionment of this area to the two constituent crops will be:

Maize is $\frac{3}{4}$ of 4 lima

Groundnuts is $\frac{1}{4}$ of 4 lima

The area under maize is $\frac{3}{4} \times 4$ lima = 3 lima

The area under groundnuts is $\frac{1}{4} \times 4$ lima = 1 lima

Show all calculations for such fields against their sketches.

Section 3: Farm land and use

3.2: Confirm the number of fields that the respondent indicated having in the 2006/2007 agricultural season from the previous page (the table and sketch).

Table 3.2: This table asks field level questions. We would like to know the land use of the fields, the areas, the tenure status, how the field was acquired and from whom. We would like also to know whether the household can sell or rent out the field.

FIELD: Match the field numbers on the sketch (**Section 3.1**) with the hard-coded entries under the variable **FIELD** in Table 3.2

F01: Transfer the "land- use" information on the sketch to **F01**.

F02: Transfer the area given on the sketch to **F02**. **DO NOT CONVERT THE AREA** to hectares. Record exactly the quantity of the area and the unit the respondent gave.

F03: Record the unit of measure used for the quantity area reported. Enter the appropriate unit code. **AGAIN, DO NOT CONVERT THE AREA TO HECTARES**, the quantity and unit should match the sketch information.

F04: Ask what the tenure status of this field is. Enter the appropriate code.

F05: Ask how the household acquired each field. Enter the appropriate code.

F06: Find out from whom the household obtained each field. Enter the appropriate unit code.

F07: Ask about whether the household can sell the field if they wanted to. Enter "1" if the response is yes, but only with approvals (from local authorities, such as chiefs/headman and local government authorities), enter "2" if the response is yes, no need for approval, and enter "3" if the response is no.

F08: Ask only if **F01 = 3** (fallow). Ask what the main reason was for not cultivating the fallowed field in 2006/07. Pick the code that most closely matches the response.

F09: Ask only if **F01 = 4** (field rented out). Ask how the household was paid or waiting to be paid. Enter the appropriate code.

F10: Ask only if **F01 = 4** (field rented out). Ask for each rented out field how much in **total** the household received or expected to receive. Record the reported amount in **Zambian Kwacha**. If the household was paid in-kind, ask how much they would have received if they had been paid in cash.

F11: Ask only if **F01 = 7** (field rented in). Ask how the household paid for the rented in land or is waiting to pay. Enter the appropriate code.

F12: Ask only if **F01 = 7** (field rented in). Ask for each rented in field how much in **total** the household paid. Record the reported amount in **Zambian Kwacha**. If the household paid in-kind, ask how much they would have paid if they had paid in cash.

Section 3.3: Land Use

Table 3.3a This table is also at the field-level. We would like to know the cropping system used (monocrop or intercrop) and the tillage method used on each field. Knowledge of tillage method and timing of land preparation (before or during the rainy season) will help us to understand the extent of adoption of conservation tillage technologies. This information coupled with information on crop residue management and extent to which the household practices nitrogen-fixing crop rotations will help us make judgments on the extent of adoption of conservation agriculture.

We would also like to know if the households applied manure, inorganic fertilizer and/or lime to their

field. Finally, we would like to establish how early after planting households are able to complete the first weeding. The soil fertility programs and timing of completion of the first weeding after emergence are critical to achieving good yields.

Several questions allow for a response of "other (specify)". If this response is made, please write out briefly what the "other" is. This information will be entered by the data entry operator at the time of data entry.

Match the field numbers on the sketch (**Section 3.1**) with the hard-coded entries under the variable **FIELD** in Table 3.3 and transfer the "main crop or use" information on the sketch to **FLO1**. Include all fields. Cassava fields and gardens should also be included.

Questions **FLO2 through FL14** will be asked for each field only if the field was cropped, i.e. **only if FLO1 > 23**. It is advisable that you ask the following questions (**FLO2-FL16**) for each field (row-wise) first before moving to another field.

FLO1: Find out what main crop or use the household put the field to in 2006/2007 agricultural season. Enter the appropriate response code. If FLO1 > 23, go to **FL15**.

FLO2: Transfer from the sketch whether the field is a mixture or monocrop. Enter "1" if the response is mixture and "2" if the response is monocrop.

FLO3: Find out the main tillage method used in each field. Enter the appropriate response code. Note that for cassava you should ask for the method used when first planted.

FLO4: Find out the main type and source of power used in the field. Enter the appropriate response code.

FLO5: Find out when the tillage was done. Enter "1" if the response is before the rains and "2" if the response is during the rainy season.

FLO6: Ask this question for all crops other than garden F01=23. Find out the number of weeks after planting the household finished the **first** weeding in that field. If the household **did not** ever weed the field, record **-9** (did not weed) and skip to **FLO8**.

FLO7: Ask this question for all crops other than garden F01=23. Find out the number of **COMPLETE** weedings that were done in that field and enter the response. Enter 0 if they did not weed.

FLO8: Find out if the household applied animal manure in that field in 2006/07. Enter "1" if the response is yes and "2" if the response is no.

FLO9: Find out if the household applied plant manure in that field in 2006/07. Enter "1" if the response is yes and "2" if the response is no.

FL10: Find out the quantity of lime applied in the field. Enter the response in kilograms (**kg**). If the response is given in bags, write a note to indicate the unit and convert to kgs. The response must be in Kgs. If the household did not apply any lime, enter "0".

Note to FL11 - FL14: Make sure that the amount of fertilizer is reasonable compared with the area.

FL11: Find out the type of basal dressing fertilizer applied. Enter the appropriate code. If the household did not apply any basal dressing fertilizer, enter "0" (i.e. **FL11=0**). The question refers to macro-nutrients only - not micro-nutrients like solubar.

FL12: Find out the quantity of basal dressing fertilizer applied in the field (referred to in F11). Enter

the response in kilograms (kg). If the household did not apply any basal dressing fertilizer, enter "0". If the quantity is given in bags by the respondent, write a note and convert to kgs. The recorded number must be in KGs.

FL13: Find out the type of top dressing fertilizer applied. Enter the appropriate code. If the household did not apply any top dressing fertilizer, enter code "0" (i.e. **FL13=0**).

FL14: Find out the quantity of top dressing fertilizer applied in the field (referred to in **F13**). Enter the response in kilograms (kg). If the household did not apply any top dressing fertilizer, enter "0". If the quantity is given in bags by the respondent, write a note and convert to kgs. The recorded number must be in kgs.

FL15: Find out from the respondent the main crop or use the household put the field to in the 2005/2006 agricultural season, which was 2 years ago. Enter the appropriate code. If the field was new to the household enter code "50".

FL16: Find out from the respondent the main crop or use the household put the field to in the 2004/2005 agricultural season, which was 3 years ago. Enter the appropriate code. If the field was new to the household enter code "50".

Section 3.4 Crop Management - Planting and harvesting (MONOCROP excluding cassava)

Table 3.4 asks crop-level questions where there is only one crop in the field. Monocropped cassava is not to be included. We would like to know the crops planted to each of the fields; the area of the field; type, quantity and source of seed planted; timeliness of planting; and quantity of the crop harvested in the 2006/07 cropping season. This table is exclusively for **MONOCROPPED** fields. That is, you are expected to list only those cropped fields with **FO2=2** (Table 3.3a).

FIELD, CROP: Copy from Table 3.3a the field and crop codes corresponding to each of the monocropped fields. Enter the appropriate field and crop codes.

CM01: Transfer the area allocated to each field-crop monocrop combination from the sketch of fields on page 24 to here. You must not do any conversions to hectares. Record the area exactly as it is recorded on the sketch.

CM02: Transfer the unit of measure used for the area reported in **CM01**. Enter the appropriate unit code (codes are listed in the **CM02** column). You must not do any conversions to hectares. Record the unit code as it is recorded on the sketch.

CM03: Find out the main seed variety the household used. Enter the appropriate seed variety response code.

Note: **CM04** and **CM05** are linked. First question asks about which place the respondent got the seed from and the second question asks about how the respondent acquired the seed (cash purchase, loan, own seed etc).

CM04: Find out the source of most of the seed. Enter the appropriate response code. If the response is other (specify).

CM05: Find out the main transaction used to obtain the seed referred to in **CM04**. Enter the appropriate response code.

CM06: Ask this question for all crops except tubers and tobacco. Find out the quantity of the seed first planted. Enter the quantity as reported.

CM07: Record the unit of measure used for the quantity reported in **CM06**. Enter the appropriate unit

code. The codes are listed on the code sheet.

CM08: Find out the month that the household finished the first planting of the crop in the 2006/2007 agricultural season. If there was a major crop failure and the crop was planted again refer to the second planting. Enter the appropriate month code. The codes are listed below the table.

CM09: Find out the week of the month (CM08) that the household finished planting the crop in the 2006/07 agricultural season. Enter the appropriate week code, e.g. "1" if first week, "2" if second week, etc.

CM10: Find out the quantity of the crop harvested from each field. Enter the response as reported. If the household did not harvest anything, enter "0".

CM11: Record the unit of measure used for the quantity reported in CM10. Enter the appropriate unit code.

Section 3.5 Crop Management – Planting and Harvesting (CROP MIXTURE EXCLUDING CASSAVA)

Table 3.5 asks crop-level questions. We would like to know the crops planted to each of the fields; the area of the field; type, quantity and source of seed planted; timeliness of planting; and quantity of the crop harvested in the 2006/07 cropping season. This table is exclusively for **MIXED CROP** fields. That is, you are expected to list only those fields with **F02=1** (Table 3.3a). Thus, more than one crop should be listed for each field, under variable **CROP**, except where the crop is mixed with cassava. The crop planted with cassava must be listed. Do not include cassava in this table. Three rows have been provided for this purpose.

Note: Virgin and fallow fields should not be included here.

It is advisable that you ask the following questions for each field-crop combination (row-wise) first before moving to the next field-crop combination.

FIELD: Field numbers should be transferred from table 3.3a where F02 = 1 to variable FIELD.

CROP: Find out all intercroppings in each of the fields. Enter the appropriate code of each of the intercroppings under each field.

CM01: Transfer the area allocated to each field-crop combination from the sketch of the fields on page 24 to here.

CM02: Record the unit of measure used for the area reported in CM01. Enter the appropriate unit code (codes are listed in the CM02 column).

CM03: Find out the main seed variety the household planted. Enter the appropriate seed variety response code.

Note: CM04 and CM05 are linked. First question asks about which place the respondent got the seed from and the second question asks about how the respondent acquired the seed (cash purchase, loan, own seed etc).

CM04: Find out the main source of most of the seed. Enter the appropriate response code. If the response is other (specify).

CM05: Find out the main transaction used to get the seed referred to in CM04. Enter the appropriate response code.

CM06: Ask this question for all crops except tubers and tobacco. Find out the quantity of seed first planted. Enter the quantity as reported.

CM07: Record the unit of measure used for the quantity reported in CM06. Enter the appropriate unit code.

CM08: Find out the month that the household finished the first planting of the crop in the 2006/07 agricultural season. If there was a major crop failure and the crop was planted again refer to the second planting. Enter the appropriate month code. The codes are listed below the table.

CM09: Find out the week of the month (CM08) that the household finished planting the crop in the 2006/2007 agricultural season. Enter the appropriate week code, e.g. "1" if first week, "2" if second week, etc.

CM10: Find out the quantity of the crop harvested from that field. Enter the response. If the household did not harvest anything, enter "0".

CM11: Record the unit of measure used for the quantity reported in CM10. Enter the appropriate unit code.

Section 4: Crop Stocks and Sales Instructions

In this section we are interested in capturing the current stocks from previous harvest and selling transactions that the households engaged in for the 2006/07 harvest and 2007/08 marketing season. We would like to learn how much of each crop the household sold for cash, the price received for the largest cash transaction, and how much the household bartered for goods and services. These sales will not include reselling of crops the household purchased as these are captured in the business section.

Crop Concepts: The unit names used to record quantities do not necessarily reflect the weight for each crop. Rather, they reflect the volume which when filled with maize weighs the weight shown in the unit codes.

Section 4.1: Maize sales and storage from own production

4.1.1: Find out whether since the beginning of May 2007 the household sold or exchanged maize from own production. Record in HH11 "1" if the response is yes. Enter "2" if the response is no and go to Q4.4.

4.1.2: Ask the number of different times the household sold or barter large quantities of maize (what the respondent think is a large quantity) from the beginning of May 2007 to the end of April 2008 (this is the maize from the 2006/2007 harvest). Record the reported times in HH12.

Table 4.1.3: Households selling maize from last year's (2007) Harvest

MS01: The sale transaction numbers are already entered in the questionnaire.

MS02: Find out in which year the household sold/bartered maize for each of the different transactions. Record the reported year starting with the first transaction.

MS03: For this transaction find out in which month the maize was sold/bartered. Record the reported month.

MS04: Find out the quantity of the maize sold/bartered the time the transaction took place. Enter the response as reported.

MS05: Record the unit of measure used for the quantity reported in MS04. Enter the appropriate unit code.

MS06: For this transaction find out to whom the household sold/bartered maize to. Enter the appropriate code.

MS07: For this transaction find out where the maize was sold/bartered (place of sale). Enter the appropriate code.

MS08: For this transaction find out how far the transaction location is from the household's homestead. Enter the reported distance. If it is sold at the homestead enter "0". The distance should be in kilometers. The assumption is that 1 hour on foot is about 5 km. This means that 12 min on foot is about 1 km.

MS09: Find out whether this transaction was a sale or barter transaction. Enter "1" if the response is sales. Enter "2" if the response is barter and go to **next transaction**.

MS10: Ask for the price per unit for this cash transaction. Record the reported price per unit in Zambian kwacha.

MS11: Record the unit of measure used for the price per unit for this cash transaction. Try to use the same unit as recorded in MS05 for this transaction.

Table 4.1.4: Maize in storage

HH13: Find out whether the household had any maize from last season in storage by the end of April 2008. Enter "1" if the response is yes. Enter "2" if the response is no and go to **HH16**.

HH14: Find out the quantity of maize the household had in storage by the end of April 2008. Enter the reported quantity.

HH15: Record the unit of measure used for the quantity reported in HH14.

HH16: Ask only if the household ran out of stock by the end of April 2008. Find out in what year the household ran out of maize stocks from own production. Record the reported year.

HH17: Ask only if the household ran out of stock by the end of April 2008. Find out in what month the household ran out of stocks from own production. Record the reported month.

Section 4.2: All Other Crop sales and storage EXCLUDING MAIZE AND CASSAVA

Ask all the questions for all crops harvested in the 2006/2007 agricultural season (2007/2008 marketing season), excluding cassava and maize. Payments made with commodities in exchange for labor and other services are considered as sales. Include them in the sales estimate.

CROP: Enter the code for each of the crops (EXCLUDING maize and cassava) the household harvested last agricultural season (2006/2007). You can obtain these from tables 3.4 and 3.5.

S01: Find out if the household has sold or bartered out for goods and/or labor and other services any of each of the crop listed in CROP from the beginning of May 2007 to the end of April 2008. Enter "1" if the response is yes and "2" if the response is no and go to **S11**.

S02: Ask this question only if S01=1 (yes). Find out the total quantity of each crop that the household has sold/bartered (for cash or in exchange for other commodities and services) from the beginning of May 2007 to the end of April 2008. Enter the appropriate response.

S03: Record the unit of measure used for the quantity reported in S02. Enter the appropriate response code.

Ask the following questions for the largest cash/barter transaction

S04: Find out the year (2007 or 2008) in which the household sold the largest quantity of the crop (either by cash or barter for goods and services) from the 2007/2008 harvest. Enter the appropriate year.

S05: Find out the month of the year referred to in S04 in which the household sold the largest quantity of the crop (either by cash or barter for goods and services) from the 2007/2008 harvest. Enter the appropriate month code.

S06: Find out to whom the household made the largest sell referred to in S05. Enter the appropriate buyer type code. If the response is other (specify) write the response for the data entry person to key.

S07: Find out where the largest sale/barter transaction occurred, which is referred to in S04-S06. Enter the appropriate location-of-transaction code.

S08: Find out how far the location of the largest transaction (referred to in S07) is from the homestead. Record the response in kilometers (km). To help with distance conversions, remember that 1 mile = 1.6 kilometers. See also Appendix 4. The assumption is that 1 hour on foot is about 5 km. This means that 12 min on foot is about 1 km.

S09: Find out the price per unit for the largest **cash** transaction. Enter the value in Zambian Kwacha. Check Enter -9 if all the transaction was bartered.

S10: Record the unit of measure used for the price reported in S09.

S11 - S15: Ask for food crops only

S11: Find out if by the end of April 2008 the household still had this crop in storage from the **harvest of 2006/07 agricultural season**. Enter "1" if the response is yes. If the response is no, enter "2" and go to **S14**.

S12: If the household had some stocks of this crop from the **harvest of 2006/07 agricultural season** by the end of April 2008, find out what quantity the household had by the end of April 2008. Record the quantity.

S13: Record the unit of measure used for the quantity reported in **S12**.

S14: Ask only for FOOD crops where S11 = 2, the household had run out of stocks by the end of April 2008 (S11=2). Find out the year (2007 or 2008) in which the household ran out of stocks from own production. Enter the appropriate year code.

S15: Find out the month in which the household ran out of stocks from own production. Enter the appropriate month code.

Section 4.3: Cassava Production and Marketing

In this section, we are interested in capturing cassava production and marketing for the 2006/2007 agricultural season. We would like to know the area allocated to cassava; cassava varieties grown; quantity of mature cassava, quantity of cassava harvested and could be harvested; cassava stocks and sales. These sales will not include reselling of cassava the household purchased as these are captured in the business section.

4.3: By looking at the sketch on page 24 record whether the household had any cassava fields in the 2006/2007 agricultural season. Enter "1" in **HH18** if the response is yes. Enter "2" if the response is no and go to **section 4.4**.

4.3.1 Ask the respondent to tell you about the household's cassava production and proceed to ask the following questions, in Table 4.3.1

Table 4.3.1: Cassava production and marketing

FIELD: Enter the field number from the sketch (Section 3.1 - page 24) for all fields that had cassava as one of the crops.

CS01: Find out the **main** cassava variety planted in the field. Enter the appropriate variety code.

CS02: Find out the area planted to cassava in this field. Enter the quantity for the area. If cassava is intercropped with another crop, use the procedure described in Section 3.1 to estimate the size of the portion of the field allocated to cassava. Do not convert the value to hectares. Record the information as it is recorded on the sketch.

CS03: Record the unit measure for the area referred to in CS02. Do not convert to hectares. Record the information as it is recorded on the sketch.

CS04: Find out the year in which this cassava was planted. Enter the appropriate year.

CS05: Find out the month of the year reported in CS04 in which the cassava was planted. Enter the appropriate month code. If the year is 2008, the month cannot be later than May.

CS06: Find out if the cassava in this field was mature. Enter "1" if the response is yes. Enter "2" if the response is no and go to the next field/row. A "2" could mean not mature or complete harvested.

QCS07a - CS07e: Find out what quantity of raw cassava the household harvested from the beginning of **May 2007 to the end of April 2008**. If the respondent cannot give a total harvest, follow up with how a question on how the respondent harvested this field. Enter "0" if not harvested and go to CS08.

CS07a: Find out the number of containers and record it for the particular field.

CS07b: Find out the name of the container and record it for the particular field.

CS07c: Find out the time period and record it for the particular field.

CS07d: Find out the most common number of times per month and record it for the particular field.

CS07e: Find out the number of month per year and record it for the particular field.

CS08: Find out the quantity of raw cassava that the household could have harvested if it had decided to harvest everything from this field. Record the number of containers.

Q4.3.1a: Find out how many containers will fit into a 50 kg bag. Enter the number in **HH19**.

Table 4.3.2: Cassava sales from own production

CS09: Find out if the household sold or exchanged any cassava with other commodities since **May 2007**. Enter "1" if the response is yes. Enter "2" if the response is no and go to **CS19**.

CS10: Find out the quantity of cassava sold for cash or in kind since May 2007. Enter the appropriate code.

CS11: Record the unit of measure for the quantity referred to in **CS10**.

Ask the following questions for the largest cash/barter transaction

CS12: Find out the year in which the household sold or bartered out the largest quantity of cassava. Enter the appropriate code.

CS13: Find out the month in which the household sold or bartered out the largest quantity of cassava. Enter the appropriate month code.

CS14: Find out the type of buyer that the household sold/bartered the largest quantity of cassava to. Enter the appropriate buyer-type code.

CS15: Find out where the largest cassava sale transaction referred to in **CS14** took place. Enter the appropriate location-of-transaction code.

CS16: Find out how far the location of the largest transaction is from the homestead. Record the response in kilometers. Remember, 1 mile = 1.6 kilometers. The assumption is that 1 hour on foot is about 5 km. This means that 12 min on foot is about 1 km.

CS17: Find out what the price per unit was for the largest **cash** transaction. Record the answer in Zambian Kwacha.

CS18: Record the unit measure for the price referred to in **CS17**.

CS19: Find out if at the **end of April 2008** the household had in storage some dried cassava chips. Enter "1" if the response is yes. Enter "2" if the response is no and go to **cassava type**.

CS20: Find out the quantity of dried cassava chips the household had at the end of April 2008. Enter the appropriate response.

CS21: Record the unit measure for the quantity referred to in **CS20**.

Q4.3.3: Find out if the household ever ran out of mature cassava in the field (from the beginning of May 2007 to the end of April 2008). Enter "1" in **HH20** if the response is yes. Enter "2" if the response is no and go to **Section 4.4**.

Q4.3.4: Find out the month in which the household ran out of mature cassava in the field. Enter the appropriate month code in **HH21**.

Section 4.3.5: Seasonality of Raw Cassava Harvesting

In this section we gather information on the seasonality of cassava harvesting. We want to know how the quantities of cassava harvested varied since May 2007.

Table 4.3.5a: Seasonality of cassava harvesting since May 2007

CSS0507 to CSS0408: Find out about the relative quantity of fresh cassava that was harvested by the household each month from the beginning of May 2007 to the end of April 2008. Enter "0" if they did not harvest in a particular month. Enter 1 for a minor harvest amount; enter 2 for a heavy harvest amount.

Table 4.3.5b: Size of Cassava harvested

To quantify the relative terms of "heavy" and "minor" we want to know approximately how much was harvested for these heavy or minor months.

CSX02: Find out the quantity of raw cassava the household harvested in a typical heavy harvest month and in a typical minor harvest month. Enter the quantity reported.

CSX03: Record the number of times per month for the quantity referred to in **CSX02**. Enter the appropriate code.

CSX04: Find out how frequently the household harvested the quantity referred to in **CSX02** during the heavy harvest month and minor harvest month (daily, weekly, monthly). Enter the appropriate code.

Section 4.4: Fruit and vegetable production and sales

We wish to find out the value of fruits and vegetables that the household sold from the household's own production from the beginning of May 2007 to the end of April 2008.

4.4: Ask whether the household produced any fruits and/or vegetables from the beginning of May 2007 to the end of April 2008. Enter "1" in **HH22** if the response is yes. Enter "2" if the response is no and go to **section 5**.

Vegetable/Fruit Name: Find out all the fruits and vegetables that the household produced from the beginning of May 2007 to the end of April 2008. Enter the name of fruit/vegetable in the questionnaire.

VFCODE: For each vegetable name listed in the **Vegetable/Fruit Name** column, enter the corresponding vegetable/fruit code.

VF01: Find out in how many months the household harvested the fruit/vegetable from the beginning of May 2007 to the end of April 2008.

VF02: Find out the average quantity of the reported crop the household harvested from the beginning of May 2007 to the end of April 2008. Record the figure as reported.

VF03: Record the unit of measure reported for the quantity harvested in VF02.

VF04: Find out if the household sold any of this fruit/vegetable **from the beginning of May 2007 to the end of April 2008**. Enter "1" if the response is yes. Enter "2" if the response is no and go to **next fruit/vegetable**.

VF05: Find out in how many months the household sold/bartered this fruit/vegetable **from the beginning of May 2007 to the end of April 2008**. Enter the appropriate response code.

VF06: Find out the average quantity of the fruit/vegetable sold for cash or in exchange each month.

VF07: Record the unit of measure used for the quantity sold as reported in VF04.

VF08: Find out the approximate average price per unit in **Zambian Kwacha** which was received during those months. Enter -9 if all the transaction was bartered.

VF09: Record the unit of measure used reported in VF08.

VF10: Find out who was the main buyer. Enter the appropriate buyer type code. If the response is other (specify in words).

Section 5: Food Purchases and Processing (for home consumption)

While some households are self-sufficient in the production of main food crops, others purchase food to satisfy their food requirements. We would like to know which households purchase main foods and

the quantities purchased from the beginning of May 2007 to the end of April 2008. We would like to capture the total purchases only for home consumption. **Purchases for resale are captured in the business section. Working for food is not considered a purchase but earnings in kind.**

We would also like to find out about the household's choice of and access to processing facilities.

Section 5.1. Food Purchases (for home consumption)

This table should include all food purchases made for home consumption. Do not include in this table household food procured as in-kind payment for labor and other services.

Product/Purch: All the food products that you should ask about are listed in the questionnaire.

P01: Find out if the household purchased any of these specified products from the beginning of May 2007 to the end of April 2008, either with cash or in kind. First identify what products the household purchased and then ask the product specific questions later after you have marked each of products that were purchased. Enter "1" if the response is yes. If the response is no, enter "2" and go to the next product.

Ask about each of the two periods, May 2007-December 2007 and January 2008-April 2008

Ask P02 - P05 for the period: May 2007 - December 2008

P02: Find out all the quantities purchased with cash and bartered-in between May 2007 and December 2008. Add these quantities and record the sum in one unit.

P03: Record the unit of measure for the quantity recorded in P02. The codes for the units of measure are provided at the bottom of the data table.

P04: Find out what the price per unit (recorded in P03) was in the period between May 2007 and December 2007. Record the price in Kwacha.

P05: Find out the most important type of supplier of the commodity during May 2007 through December 2007. Enter the code chosen from the list below the table.

Ask P06 - P09 for the period: January 2008 - April 2008

P06: Find out all the quantities purchased with cash and bartered-in **between January 2008 and April 2008**. Add these quantities and record the sum in one unit.

P07: Record the unit of measure for the quantity recorded in P06. The codes for the units of measure are provided at the bottom of the data table.

P08: Find out what the price per unit was during the period January 2008 through April 2008. Record the price in Zambian Kwacha.

P09: Find out the most important type of supplier of the commodity between January 2008 and April 2008. Enter the code from the list below the table.

Section 5.2. Maize Grain Processing

Q5.2.1 Find out if the household had any maize grain (from harvest, purchases, gifts etc.) processed (pounding or processed at the grinding mill) for own use at any time **from the beginning of May 2007 to the end of April 2008**. Enter "1" in HH23 if the response is yes. Enter "2" if the response is no and go to **Q5.3**. Remember to also ask and include those who process the grain immediately.

Table 5.2 Maize grain processing

Note: Product code 5 is "meal rice made from maize" also known as insembe.

PR01: Find out if the household obtained any of each of the listed maize products from processing its maize grain **from the beginning of May 2007 to the end of April 2008**. Enter "1" if the response is yes. Enter "2" if the response is no and go to the next product.

PR02: Ask only if PR01=1 (yes). Find out the processing method that the household used most frequently. Enter the appropriate method of processing code.

Ask only if PR02 = 1 or 2 or 3 or 4

PR03: Find out if the household paid cash or in maize grain or both the last time the household milled maize. Enter the appropriate code. If the code entered is "4" did not pay or paid in other in-kind, go to **next product**.

Ask only if PR03 = 1 (cash) or 3 (cash and maize grain).

PR04: Find out how much the respondent paid in Kwacha per unit. Record the price in Zambian Kwacha.

PR05: Record the unit of measure for the quantity paid for in **cash**. Enter '1' if the response is Meda. Enter "2" if the response is 20 litre tin.

Ask only if PR03 = 2 (maize grain) or 3 (cash and maize grain).

PR06: Find out the total quantity of maize grain that was used to pay for the processing a bucket. Record the figure as reported.

PR07: Record the unit of measure used for the quantity of maize grain paid with. Enter "1" if the unit is kg. Enter "2" if the unit is meda.

Q5.3: Find out the number of hammer mills that are there for the household to choose from within 10 km of this homestead. Enter the response in **HH24**. If there are no hammer mills, enter "0" and go to **section 6**.

Table 5.4.1: Hammer mill frequently used by household

For the hammer mill that the household uses most frequently, ask the questions in the table.

Name: Find out the identity of the hammer mill most frequently used by the household. Enter the response in **HH25_NAME**.

HH26: Find out the number of times per month, on average, that the household used the hammer mill referred to in **Name** (above) between **May 2007** and **December 2007**. Enter the number here.

HH27: Find out the number of times per month, on average, that the household used the hammer mill referred to in **Name** (above) between **January 2008** and **April 2008**. Enter the number in the questionnaire.

HH28: Find out how many kilometers this hammer mill is from this homestead. Record the number in kilometers. The assumption is that 1 hour on foot is about 5 km. This means that 12 min on foot is about 1 km.

Section 6: Fertilizer Acquisition Instructions, 2006/2007 and 2007/2008 Agricultural Seasons

We would like to know whether the household acquired any fertilizer during the 2006/2007 and 2007/2008 agricultural seasons. We would like to find out how much fertilizer was acquired even for the smallest quantities used for vegetables. If the household did not procure any fertilizer, we would like to know the reasons why. We would also like to know specific characteristics of each transaction or channel the household used to obtain fertilizer. These transactions should include fertilizer acquired through cash, credit, barter and gift or grant. In this section we would also like to know about the biggest quantity of commercial fertilizer the household purchased by cash and in 50 kilogram bags. We would also like to know the price paid by the household per 50kg bag purchased in cash terms.

Q6.1: Ask the respondent if the household acquired fertilizer from any source during the 2006/2007 agricultural season. Enter "1" in **HH29a** if the response is yes and ask questions in table 6.3 for the 2006/2007 agricultural season (see instructions for table 6.3 below). After asking the questions for this agricultural season go to **Q6.2**. Enter "2" if the response is no and go to **Q6.2**.

Q6.2: Ask the respondent if the household acquired fertilizer from any source during the 2007/2008 agricultural season. Enter "1" in **HH29b** if the response is yes and ask questions in table 6.3 for the 2007/2008 agricultural season (see instructions for table 6.3 below). Enter "2" if the response is no and go to **Q6.6**.

Table 6.3: Acquisition of fertilizer from any source

Note: The assumption is that 1 hour on foot is about 5 km. This means that 12 min on foot is about 1 km.

For the 2007/2008 season where HH29a = 1, ask the following:

FR07: Find out if in the 2007/2008 agricultural season the household acquired fertilizer from each type of source listed. Enter "1" if the response is yes. Enter "2" if the response is no and go to the **next source**.

FR08: Find out how far the point of collection is from the household's homestead. Enter the reported distance in kilometers.

FR09: Find out the quantity of Basal dressing fertilizer the household acquired in 2007/2008 agricultural season. Record the figure reported in Kilograms. If the respondent reports in bags, convert the bags to kgs.

FR10: Find out the quantity of Top dressing fertilizer the household acquired in 2007/2008 agricultural season. Record the figure reported in Kilograms. If the respondent reports in bags, convert the bags to kgs.

FR11: Find out whether the Basal dressing fertilizer from a particular source was available at the time it was needed in 2007/2008 agricultural season. Enter "1" if the response is yes. Enter "2" if the response is no. Enter "3" if the response is not applicable.

FR12: Find out whether the Top dressing fertilizer from a particular source was available at the time it was needed in 2007/2008 agricultural season. Enter "1" if the response is yes. Enter "2" if the response is no. Enter "3" if the response is not applicable.

For the 2006/2007 season where HH29b = 1, ask the following:

FR01: Find out if in the 2006/2007 agricultural season the household acquired fertilizer from each type of source listed. Enter "1" if the response is yes. Enter "2" if the response is no and go to the **next source**.

FR02: Find out how far the point of collection is from the household's homestead. Enter the reported distance in kilometers.

FR03: Find out the quantity of Basal dressing fertilizer the household acquired in 2006/2007 agricultural season. Record the figure reported in kilograms. If the respondent reports in bags, convert the bags to kgs.

FR04: Find out the quantity of Top dressing fertilizer the household acquired in 2006/2007 agricultural season. Record the figure reported in kilograms. If the respondent reports in bags, convert the bags to kgs.

FR05: Find out whether the Basal dressing fertilizer from a particular source was available at the time it was needed in 2006/2007 agricultural season. Enter "1" if the response is yes. Enter "2" if the response is no. Enter "3" if the response is not applicable.

FR06: Find out whether the Top dressing fertilizer from a particular source was available at the time it was needed in 2006/2007 agricultural season. Enter "1" if the response is yes. Enter "2" if the response is no. Enter "3" if the response is not applicable.

Q6.4a: Of the FSP fertilizer, ask only if the household acquired fertilizer in 2007/08 agricultural season. Find out if the household sold any fertilizer to others from what it acquired in the 2007/08 agricultural season. Enter "1" in **HH30a** if the response is yes. Enter "2" if the response is no and go to **section 6.8**.

Ask only if Q6.4a is yes

Q6.4b: Find out what the quantity sold in kilograms was. Record the figure reported in **HH30b**.

Q6.5: Find out to whom the household sold the fertilizer. Enter the appropriate code in **HH31**.

6.6: Ask only if **HH29a** = 2 or **FR07** = 2 for **FERTCH** = 1 (if the household did not acquire FSP fertilizer). Find out why the household has not acquired fertilizer under the fertilizer Support Programme (FSP) in 2007/2008. Enter the appropriate response code in **HH32**.

6.7: Ask only if **HH29b** = 2 or **FR07** = 2 for **FERTCH** = 3, 4, 5, and 6 (if the household did not acquire FSP fertilizer). Ask the respondent the most important reason the household did not acquire fertilizer from private trader in 2007/2008. Record the appropriate response code in **HH33**.

Section 6.8: Commercial Market Price of Fertilizer

The following questions seek to establish the price that farmers paid for commercially priced fertilizer. This question will be asked only if the household purchased fertilizer on commercial cash terms (Table 6.3: **FERTCH** = 3, 4, 5 or 6 and **FR01**=1 or **FR07**=1) as opposed to subsidized fertilizer. These questions are only applicable to purchases in 50 kg bags.

Q6.8.1: Find out what price the household paid for a 50kg bag of basal dressing fertilizer at the point of purchase for the biggest basal dressing fertilizer purchase for each of the two seasons. Record the price in Kwacha in **HH34a** for the 2006/2007 agricultural season and **HH34b** for the 2007/2008 season.

Q6.8.2: Find out what price the household paid for a 50kg bag of top dressing fertilizer at the point of purchase for the biggest top dressing fertilizer purchase for each of the two seasons. Record the price in Kwacha in **HH35a** for the 2006/2007 agricultural season and **HH35b** for the 2007/2008 season.

Q6.8.3: Ask the respondent how much the household paid on transport per 50kg bag of fertilizer from the point of purchase to the homestead for the biggest fertilizer purchase for each season. If he used his own transport, ask the respondent to tell you how much he could have charged someone if he/she used that vehicle. Record the cost of transportation in Kwacha in **HH36a** for the 2006/2007 agricultural season and **HH36b** for the 2007/2008 season.

Section 7: Agricultural Loans Excluding Fertilizer Instructions

We would like to find out if the household obtained a loan, either cash or in kind, from an individual or company to support any agricultural production (including livestock, poultry and fish ponds) during the 2006/2007 agricultural season. We would like to find out the source of the loan as well as the repayment method for the largest loan.

Q7.1: Find out if the household borrowed money or obtained a loan in cash or in kind from an individual or a company to support agricultural production (including livestock) in the 2006/2007 agricultural season. If yes, record "1" in **HH37**. If no, record "2" and go to **section 8**.

Q7.2: Find out from the respondent what the source of the largest loan was. Record the appropriate response in **HH38**.

Q7.3: Find out from the respondent which main crop/livestock/poultry production the loan was in support of. This also includes fish farming and beekeeping. Record the appropriate response in **HH39**.

Q7.4: Find out from the respondent what the Kwacha value of the loan was. Record the response in ZMK in **HH40**.

Q7.5: Find out from the respondent what method was used by the household to repay the credit for most of the largest loan. Record the appropriate response in **HH41**.

Section 8: Service Provision Instructions

This section of the survey captures basic information on farmers' access to services and information. The key characteristic is that at least some of the services provided assist in agricultural production. An organization can be government, non-government or private/commercially based. Our interest is not to find out if households are members of these organizations but whether they get any services from these mediatory role players. In cases where organizations overlap, ask the respondent for the organization which plays the most important or broadest role. For example, where a group receives assistance on conservation farming from Agricultural Support Programme (ASP), ASP might be cited as the type of group providing the services.

We would like to find out about the services the household received from organizations, private agents or individual farmers.

Section 8.1: Service provision

We would like the household to tell us what advice(s) they obtained and from whom they obtained the service(s). We would like to know the most important service provider for each service.

SR01: Find out if the household has ever received each of the listed types of advice/information. Enter "1" if the response is yes. If the response is no, enter "2" and go to the **next service/advice**. Note for advice code 5: This advice does not apply for cotton where the advice is to burn the residues in the field to avoid pests.

SR02: Find out who was the most important supplier/organizer of this advice. Enter the appropriate response code. Use the codes provided for advice providers.

SR03: Find out how the household received each advice or information. Enter the appropriate code. See listed codes. Code 9 - Training programme - includes course programmes being followed e.g. at a college.

SR04: Find out if the household used/applied this advice in the **2007/08 season**. Enter "1" if the response is yes and "2" if the response is no.

SR05: Find out if the household used/applied this advice in the **2006/07 season**. Enter "1" if the response is yes and "2" if the response is no.

Section 8.2: We would like to get information about agricultural information, distances to and cost of agricultural services.

Q8.2.1a: Find out if the household gets access to information about maize prices. If yes, record "1" in **HH42a** and if no record "2".

Q8.2.1b: Find out if the household gets access to information about other agricultural commodity prices. If yes, record "1" in **HH42b** and if no record "2".

Enumerator, ask question 8.2.2 if the response to question 8.2.1a or 8.2.1b is yes.

Q8.2.2: Find out what the **MAIN** source of the information of agricultural commodity prices was. Record the appropriate response in **HH43**.

Q8.2.3: Find out from the respondent if the household head/spouse belongs to any local Radio Forum Group. If yes, record "1" in **HH44** and if no, record "2".

Q8.2.4: Find out if the household owns a **functioning** radio. If yes, record "1" in **HH45**. If no record "2" and go to **Q8.2.7**.

Q8.2.5: Find out from the respondent when the **household head** listens to the radio most. Record the appropriate response in **HH46**. If the response is "5 - Never" go to **Q8.2.7**.

Q8.2.6: Find out from the respondent the name of the radio station the **household head** listen to most frequently for information about agricultural information. Record the appropriate response in **HH47**. If the response is Other (specify), record "4" in **HH47** and specify.

Q8.2.7: Find out if any household member owns a cell phone. Enter "1" in **HH48** if the response is yes and go to **8.2.9**. Enter "2" if the response is no.

Q8.2.8: Find out if it is possible to get access to use a cell phone. Enter "1" in **HH49** if the response is yes. Enter "2" if the response is no.

Note: The assumption is that 1 hour on foot is about 5 km. This means that 12 min on foot is about 1 km.

Q8.2.9: Find out from the respondent how far in kilometers the homestead is from the point where household members can get vehicular transport. Record the number of km in **HH50**.

Q8.2.10: Find out from the respondent how far in kilometers the homestead is to the nearest fertilizer retailer. Record the number of km in **HH51**.

Q8.2.11: Find out from the respondent how far in kilometers the homestead is to the nearest FRA buying point (FRA could mean NAMBOARD also). Record the number of km in **HH52**.

Q8.2.12: Find out from the respondent the amount in **Zambian Kwacha** they would pay if he/she were to hire someone to weed a 1 lima field. If the respondents give another measure you have to convert it to 1 lima. Record the reported amount in **HH53**.

Section 9: Household Assets or Implements Instructions

We would like to establish the asset base the household has control over and how the stock level of these assets has changed over the past twelve months. We also would like to establish the current value of these assets. The assets of interest are identified in the first column **ASSET**. Note: for each asset, replace the "... " with the name of the asset. All non-working assets that are/were serviceable should be considered as working.

Non serviceable assets will not be included. Non serviceable assets are those that are in disrepair and the household has no intention of repairing them.

Section 9.1: Assets

Ask the respondent to tell you about the type and number of assets/implements owned by the household since June 2007 and NOW.

AST01: Ask the respondent if the household owned each of the listed assets/implements under this section since 1st of June 2007. This includes all assets also those that are not working. Enter "1" if the response is yes. If the response is no, enter "2" and go to the **next asset**.

AST02: Ask the respondent how many of the named asset the household had in **working condition** as at 1st of **June 2007** (within the month of June 2007). Enter the numbers reported. Enter "0" if the household had none.

AST03: Ask the respondent to give you the number of the named asset owned by members of the household that are in a **working condition NOW**. Enter the number reported.

AST04: Ask the respondent to estimate the **total** value of the named assets that are in working condition **NOW** if he/she were to sell all of them. Enter the **CURRENT** total value in Kwacha. For the standard well (Asset code: 25) the definition is that it is a protected well.

Section 10: Livestock, Poultry and Fish Farming Instructions.

We would like to understand more about the types of livestock the household owned over the past year. We would also like to understand more about the contribution of livestock to total household income. In addition we would like to know whether the household produced any milk and/or eggs for sale during the same period as well as whether the household harvested and sold any fish from ponds owned by the household. Note that no information should be recorded in the shaded spaces.

Table 10.1: Livestock, poultry and stocked ponds

Ask the respondent to tell you about the type of livestock that the household owned from the beginning of May 2007 to the end of April 2008.

Note that nothing should be entered in the shaded areas.

LS00: Find out from the respondent if the household raise/own any type of livestock from the beginning of May 2007 to the end of April 2008. Enter "1" if the response is yes. Enter "2" if the response is no and go to the **next livestock/poultry/fish ponds**.

Enumerator: Put in a comment if the household is only raising livestock/poultry and **NOT** owning.

Ask only if the livestock/poultry/stocked fish ponds were OWNED by the household.

LS01: Ask the respondent how many of each of the listed kinds of livestock **except for poultry and rabbits (codes 13-16)** were **owned** by any member of the household as of 1st of May 2007. Record the number in the appropriate space. If none, record "0".

LS02: Find out how many livestock of the listed kinds are owned by members of the household as of 30th of April 2008. Record the number. Include livestock temporarily away to grazing grounds and those purchased or received and are on their way to the holding. Exclude livestock sold/given away. Enter "0" if none.

LS03: Ask the respondent how many of each of the listed kinds of livestock died due to disease from the beginning of May 2007 to the end of April, 2008. Record the number. Enter "0" if none died.

LS04: Find out how many of each of the listed kinds of livestock were sold for cash as live animals or for slaughter from the beginning of May 2007 to the end of April 2008. Record the number. Enter "0" if none were sold and go to the **next livestock**.

LS05: For each of the kinds of livestock reported in LS04 to have been sold, find out how many were sold in the LAST sales transaction. Record the number.

LS06: For each of the kinds of livestock reported in LS05 to have been sold in the last sales transaction, find out how much money in total the household received. Record the reported amount.

Section 10.2: Milk, Egg and Fish Production and sales from the beginning of May 2007 to the end of April 2008

Income generated from sales of milk, eggs and fish is a critical element of a household's welfare. We would like to know the quantities of eggs and milk products the household produced and the value of sales in from the beginning of May 2007 to the end of April 2008.

Note that nothing should be entered in the shaded areas.

If the household had cattle or goats ask the following:

Q10.2.1: Ask if the household livestock produced any milk products **from the beginning of May 2007 to the end of April 2008**. Enter "1" in **HH 54** if the response is yes. If the response is no, enter "2" and go to **10.2.2**.

MEF=1: Find out how many liters of milk were produced by the household in each of the months. **LV01 - LV12:** Record the quantity in the appropriate month. Note that there should be **NO** value entered for LV13.

MEF=2: Find out how many liters of fresh milk were sold for cash or barter by the household in each of the months. **LV01 - LV12:** Record the quantity in the appropriate month. **LV13:** Find out what the price per liter was the last time the household sold fresh milk. Record the price in Kwacha.

MEF=3: Find out how many liters of sour milk were sold for cash or barter by the household in each of the months. **LV01 - LV12:** Record the quantity in the appropriate month. **LV13:** Find out what the price per liter was the last time the household sold sour milk. Record the price in Kwacha.

NOTE

If the response is in units other than liters convert the quantity and price to liter equivalents. For example if a 750ml bottle of milk was sold at ZMK 1,000 the quantity will be recorded as 0.75 liters. The price per liter is obtained by multiplying the price by the liter equivalent, in this case $ZMK\ 1,000/750 \times 1000 = ZMK\ 1333$ per liter.

If the household had poultry ask the following:

10.2.2: Ask if the household produced any eggs for any purpose (e.g. eating or selling) **from the beginning of May 2007 to the end of April 2008**. Enter "1" in **HH55** if the response is yes. If the response is no, enter "2" and go to **Q10.2.3**.

MEF=4: Find out how many eggs for eating and selling the household produced in each of the months, **LV01 - LV12**. Record the number in the appropriate month. Note that there should be **NO** record for LV13.

MEF=5: Find out how many eggs were sold for cash by the household in each of the months, **LV01 - LV12**. Record the number in the appropriate month. **LV13:** Find out what the price per egg was the last time the household sold some eggs. Record the price in Kwacha.

If the household stocked fish ponds ask the following:

10.2.3: Ask if the household harvested any fish from the household's fish ponds **from the beginning of May 2007 to the end of April 2008**. Enter "1" in **HH56** if the response is yes. If the response is no, enter "2" and go to **section 11**.

MEF=6: Find out how much revenue the household received from selling fish from fish ponds owned by the household in each of the months, **LV01 - LV12**. Record the amount in Kwacha in the appropriate month.

MEF=7: Find out what would have been the value of the fish from fish ponds consumed by the household if they were to sell that fish in each of the months, **LV01 - LV12**. Record the amount in Kwacha in the appropriate month.

Section 11: Inheritance and Extended Family Instructions

We would like to understand more about inheritance and extended family. For example the number of brothers of the household head may be an important factor in determining the amount of land a household has. Also payment of marriage dowry can be a significant factor explaining changes in household wealth. In addition, we would like to understand more about the household's perception of any unallocated arable land in the village.

Note: For a polygamous household only enter the brothers of the first wife.

11.1a: Find out from the respondent the number of **living** brothers the **male** household head/male spouse has. Record the number reported in **HH57a**. Enter -99 if there is no current male household head/spouse.

11.1b: Find out from the respondent the number of **deceased** brothers the **male** household head/male spouse has. Record the number reported in **HH57b**. Enter -99 if there is no current male household head/spouse.

11.2a: Find out from the respondent the number of **living** brothers the **female** household head/female spouse has. Record the number reported in **HH58a**. Enter -99 if there is no current female household head/spouse.

11.2b: Find out from the respondent the number of **deceased** brothers the **female** household head/female spouse has. Record the number reported in **HH58b**. Enter -99 if there is no current female household head/spouse.

11.3: Ask only if the household had a death of male head in the last 4 years. Look at Table 1.3 PD12 =1. Find out from the respondent the number of brothers the deceased male head had. Record the number reported in **HH59**. Enter -99 if there is no deceased male household head.

11.4: Ask only if the household had a death of female household head in the last 4 years. Look at Table 1.3, PD12 =1. Find out from the respondent the number of brothers the deceased female head had. Record the number reported in **HH60**. Enter -99 if there is no deceased female household head.

11.5: Find out from the respondent in which year this household was allocated land and he/she started to live on this land as a household. Record the number of years reported in **HH61**.

11.6: Find out from the respondent whether the household has moved to another location onto new farm land after being formed. E.g. the location in which the household is in at present may be either the first or second since it was formed. Enter in **HH62**, "1" if the response is yes. Enter "2" if the response is no and go to **11.8**.

11.7: Ask only if 11.6 =1 (yes). Find out from the respondent the year in which the house hold moved to this current location. Record the number of years reported in **HH63**.

11.8: Find out from the respondent which spouse was required to move to join the family at the time of the marriage of the head. Record the appropriate code in **HH64**.

11.9: Find out from the respondent whether the household is matrilineal or patrilineal. Explain to the respondent what the meaning of matrilineal and patrilineal household.

Matrilineal=This is a household where descent is established by tracing descent exclusively through females from a founding female ancestor.

patrilineal=This is a household where descent is established by tracing descent exclusively through males from a founding male ancestor.

Enter the appropriate code in **HH65**.

11.10: Find out from the respondent if the household had to pay a marriage dowry/lobola in the past 4 years. Enter in **HH66a**, "1" if the response is yes. Enter "2" if the response is no.

11.11: Find out from the respondent if the household received a marriage dowry/lobola from another household in the past 4 years. Enter in **HH66b**, "1" if the response is yes. Enter "2" if the response is no.

11.2.1: Find out in the household's perception whether the village authorities still have unallocated arable land. Enter "1" in **HH67** if the response is yes. Enter "2" if the response is no and go to **section 12**.

11.2.2: Find out whether the unallocated land could be allocated to this household for farming purposes if the household wanted more land. Enter "1" in **HH68** if the response is yes. Enter "2" if the response is no.

Section 12: HIV/AIDS AWARENESS

Note that this has to be done after the end of the interview. Read the HIV/AIDS message given in the questionnaire. Leave the respondent with the HIV/AIDS information if the respondent agrees to this. Don't go into discussions about this subject but tell the respondent to refer any questions and queries to the health care provider. Thank the respondent and leave.

APPENDIX 3: CONVERSION TABLE FOR GROUNDNUTS UNSHELLED TO SHELLED

| <u>STANDARD BAGS</u> <u>UNSHELLED</u> | <u>QUANTITY SHELLED</u> <u>80KG BAGS</u> |
|--|---|
| $\frac{1}{4}$ | 0.06 |
| — | 0.08 |
| $\frac{1}{2}$ | 0.11 |
| — | 0.15 |
| $\frac{3}{4}$ | 0.18 |
| 1 | 0.23 |
| 2 | 0.46 |
| 3 | 0.69 |
| 4 | 0.92 |
| 5 | 1.15 |
| 6 | 1.39 |
| 7 | 1.61 |
| 8 | 1.85 |
| 9 | 2.08 |
| 10 | 2.31 |
| 11 | 2.54 |
| 12 | 2.78 |
| 13 | 3.00 |
| 14 | 3.23 |
| 15 | 3.46 |
| 16 | 3.69 |
| 17 | 3.92 |
| 18 | 4.15 |
| 19 | 4.39 |
| 20 | 4.62 |

APPENDIX 4: METRIC INFORMATION CONVERSION TABLE

| Imperial measures | | Metric measures | Imperial measures | | Metric measures | Imperial measures | | Metric measures |
|--------------------------|----|------------------------|--------------------------|----|------------------------|--------------------------|----|------------------------|
| Inches | | Centimetres | Yards | | Metres | Miles | | Kilometres |
| 0.394 | 1 | 2.540 | 1.094 | 1 | 0.914 | 0.621 | 1 | 1.609 |
| 0.787 | 2 | 5.080 | 2.187 | 2 | 1.829 | 1.243 | 2 | 3.219 |
| 1.181 | 3 | 7.620 | 3.281 | 3 | 2.743 | 1.864 | 3 | 4.828 |
| 1.575 | 4 | 10.160 | 4.374 | 4 | 3.658 | 2.485 | 4 | 6.437 |
| 1.969 | 5 | 12.700 | 5.468 | 5 | 4.572 | 3.107 | 5 | 8.047 |
| 2.362 | 6 | 15.240 | 6.562 | 6 | 5.486 | 3.728 | 6 | 9.656 |
| 2.756 | 7 | 17.780 | 7.655 | 7 | 6.562 | 4.350 | 7 | 11.265 |
| 3.150 | 8 | 20.320 | 8.749 | 8 | 7.655 | 4.971 | 8 | 12.875 |
| 3.543 | 9 | 22.860 | 9.843 | 9 | 8.230 | 5.592 | 9 | 14.484 |
| 3.937 | 10 | 25.400 | 10.936 | 10 | 9.144 | 6.214 | 10 | 16.093 |

Example: The central figures (between **imperial measures** and **metric measures**) represent either of the two adjacent columns. E.g. 1 centimetre = 0.394 inch, 1 inch = 2.540 centimetres etc.