



Federal Republic of Nigeria
National Bureau of Statistics (NBS)

GENERAL HOUSEHOLD SURVEY - PANEL (GHS-PANEL)

Wave 5 (2023/2024)
Post-Planting Visit

SUPERVISOR MANUAL

JULY 2023

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Introduction

The General Household Survey Panel (GHS-Panel) is a longitudinal survey in Nigeria that (i) provides critical information for production of a wide range of socio-economic and demographic indicators, including for benchmarking and monitoring of SDGs, (ii) collects data on household income-generating activities (agricultural and nonagricultural activities), as well as household expenditure and consumption, to enable the link to other facets of household behavior and characteristics (iii) provides statistical evidence and measure the impact on households of current and anticipated government policies. It is the only nationally representative panel survey in Nigeria that allows reporting and analysis across the poverty and agriculture space, and to date, four waves of the have been implemented and all the data are publicly available (2010/11, 2012/13, 2015/16, 2018/19). The post-planting visit of wave 5 will be conducted between July and September 2023.

The ability to follow the same households over a number of years makes the GHS-Panel a powerful tool for studying and understanding household welfare over time, which has been used extensively to investigate key policy questions that could only be addressed with longitudinal data. This capability was particularly useful during the COVID-19 pandemic when the COVID-19 National Longitudinal Phone Survey (NLPS) was established to measure impacts of the pandemic on Nigerian households. The information collected in the GHS-Panel just over a year prior (2018/19) to the onset of the pandemic provided a wealth of background information to the NLPS. In addition, the GHS-Panel allowed for more robust sample selection and weighting adjustments which reduced biases that can plague phone surveys. In **Phase 1 of the NLPS**, 12 rounds of monthly phone interviews with more than 1700 households were conducted from April 2020 to April 2021. **Phase 2 of the NLPS** commenced in November 2021 with bi-monthly phone interviews to continue monitoring in real-time how the Nigerian households are coping with national and global crises and their effects on the welfare and livelihoods of the households.

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

OBJECTIVES

- To allow welfare levels to be produced at the state level using small area estimation techniques resulting in state-level poverty figures
- To create opportunities to conduct more comprehensive analysis of poverty indicators and socio-economic characteristics
- To support the development and implementation of a Computer Assisted Personal Interview (CAPI) application for the paperless collection of GHS-P
- To develop an innovating model for collecting agricultural data
- To build capacity and develop sustainable systems for producing accurate and timely information on agricultural households in Nigeria.
- To actively disseminate agriculture statistics

Sample Design

The sample for the GHS-P W5 Post Planting Visit consists of the households that were interviewed during the GHS-P W4, an approximate sample of 5,000 households. All the households that were interviewed during the GHS-P W4 will be reached out. The survey will cover all 36 states and the Federal Capital Territory (FCT). Both urban and rural enumeration areas (EAs) will be canvassed.

Training for Fieldwork

- **Two levels of training will be conducted**
 - 1st level training at the NBS Headquarters, Abuja (TOT)
 - 2nd level training at Ibadan Business School (TOE)
- **1st level training for trainers (TOT)**
 - Participants to be trained will include:
 - 42 trainers
 - 28 Data editors
 - 4 Data assistants
 - 6 CAPI Staff: (3 CAPI Managers, 2 CAPI HQ, 1 CAPI Admin)
 - Training will last for six days
- **2nd level training will take place in the two designated zonal training centres**
 - Participants to be trained will include:
 - Zonal Controllers
 - State officers
 - Supervisors
 - Interviewers
 - Field staff will be trained for data collection and CAPI
 - Training will last for 10 days

Field Procedures

FIELD SUPERVISION

The supervisor will manage all initial interactions with the community include meeting with the community leader or chief. The supervisor will also assist the interviewers with locating the assigned households and obtaining cooperation and consent from the households. Supervisors will be in touch with the interviewers regularly to observe them while conducting the interviews and ensure that it was properly done while still carrying out data collection on community questionnaire. The supervisor should take note of any issues observed during the course of an interview and discuss them with the team so the issue can be rectified. Any serious issues with an interviewer should be reported to the State Officer and HQ so appropriate action can be taken.

MONITORING OF FIELDWORK

To ensure that good quality data is collected, a monitoring exercise will be mounted. One monitor will be assigned to each state. There will be 3 levels of monitoring, the first and third by the state officers and zonal controllers

while the second level would be carried out by the technical team comprising National Bureau of Statistics (NBS) headquarters staff, and the World Bank

The monitors will ensure proper compliance with the laid down procedures as contained in the manual, effect necessary corrections and tackle any problems that may arise. The monitoring exercise will be arranged such that the first level would take off during the commencement of the fieldwork, and the third one not later than a week to the end of the data collection exercise. In between these two, the technical team will embark on another round of monitoring throughout the country. While the state officer will monitor in his/her own state, the zonal controller will mount it in at least 2 states (the zonal headquarters state and one other state of the same zone).

The first-round monitoring by State Officers/Zonal Controllers/Coordinators will last for 6 days. Following this, the second-round monitoring which will be done by the technical team/coordinators that will visit the states twice during data collection. Each visit will last for 5 days. Finally, the third round of monitoring by State Officers/Zonal Controllers/Coordinators exercise will last for 4 days. Monitoring instruments will be developed and discussed during training of trainers.

REMOTE MONITORING OF FIELDWORK

Besides the in-person monitoring of quality of the data collection by the monitors, there will also be remote monitoring by NBS ICT team and the World Bank. Each day, the World Bank team shall download the data from the server, run error checks on them, and communicate the results of the error checks to NBS ICT team. NBS ICT team shall in-turn send these communications to the field teams to take the required actions.

COORDINATION

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

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

S/No	Activity	Duration/ Period
1	Training of Trainers	June 21 – June 26
2	Training of Enumerators	July 3 – July 12
3	Fieldwork – Post-Planting	July 19 – August 31
4	1st Monitoring (HQs Monitors/ Coordinators)	July 19 – July 24
5	2 nd Monitoring (Zonal Controllers)	July 23 – July 27
6	3 rd Monitoring (HQs Monitors)	August 7 – August 11
7	Data Processing and Analysis	September & October
8	2 nd Visit: Fieldwork – Post Harvest	January – February 2024

Role and Responsibilities of the Supervisor

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

Your primary responsibility is to manage the enumerator by ensuring the successful completion and quality of data collected in a given time period for the fieldwork, document problems in the field and solutions taken to resolve these problems. Specifically, your tasks include:

1. Introduce the survey and enumerators in the communities and households where the survey is administered.
2. Monitor and attend some interviews and make comments on the enumerator's performance.
3. Meet frequently with each member of the group to discuss, improve, and organize work.
4. Help enumerators to solve problems they encounter in dealing with respondents who are not responsive to questions or refuse to be interviewed.
5. Manage the team's work schedule, including tracking questionnaires completed in the field.
6. Carry out the community survey in every Enumeration Area or community.
7. Communicate with NBS State, Regional and Headquarters staff regarding field issues, as necessary.
8. Ensure that all his/her team members have synchronized before starting fieldwork each day
9. Ensure that all completed questionnaires are sent to the server on a regular basis
10. Coordinate activities between enumerators and monitors and data editors

The survey will have field teams comprised of yourself, with two to four enumerators. You are responsible for the completion of work assigned to your team by the data editor by assisting each member of the team in carrying out his or her job. You will provide feedback to the NBS management team at all stages of the work.

In addition, you are charged with the responsibility of helping the enumerators identify households that have been assigned to them, resolving any problems with reluctant households, observing interviews and making checks by visiting the households after the interview to verify some of the data.

CHARACTERISTICS OF A GOOD SUPERVISOR

As a supervisor in GHS-Panel, your leadership and attention to issues plays a big role in the quality of the data produced and the ultimate success of this project. As a leader, you are responsible for managing the field enumerators, as well as the primary connection between the field and NBS State, Regional and Headquarters staff. To help you in this role, several recommendations for how to undertake this leadership role and rules for professional behaviour in the field are provided. As you take on this role, remember that you are working on an assignment for NBS. You must observe the following rules at all times:

- Be courteous towards everyone (the survey respondents and their friends, the enumerators, other members of the team and anyone else involved). **YOUR BEHAVIOR** can have a significant influence on the opinions of people in the areas covered by the survey as to the value of the whole project.
- Avoid disturbing or upsetting anyone by **YOUR BEHAVIOR**.
- Mediate problems fairly between members of your team without favouritism.

- Be properly dressed, so that the respondent will be inclined to trust you, as a reliable and responsible person.
- Exercise patience and tact when observing interviews or carrying out short re-interviews to avoid antagonizing the respondents or leading them to give answers that are not accurate and always treat everyone with respect, your team as well.
- Avoid involving yourself in politics and religious discussions in any case. Symbols related to a political party or religion should be avoided as much as it is possible. The project covers a large part of the country which exercises different norms and customs. ***Without compromising your freedom of speech and dress, maintain professionalism at all times.***
- ***Never ever*** discuss the answers given by one household with members of another household or with any other person except the team supervisor and the project management team. The management team has promised the Government, the village leaders and the households that no data that directly identifies them or links them to any response will be shared: this information will be held in strict confidentiality and all team members must conduct themselves according to this code.

MANAGING FIELDWORK

As the supervisor, you have three primary areas of leadership, which would ensure the success of the fieldwork: establishing good relationships with communities and panel households, supervising enumerators, and resolving problems as they occur in the field. Below we examine each of these areas in turn.

Establishing Good Relationships with Communities and Panel Households

One of your most important responsibilities as a supervisor is to communicate the importance of the survey to local leaders and sampled households. On arrival at the EA, the first thing you and the enumerator should do is arrange a meeting with the local authorities to clarify the purpose and importance of the survey. The contents of the meeting should include:

- 1) Introduction of the enumerators to the local authorities.
- 2) Explanation of the following specific issues:
 - a) The NBS is conducting the GHS-Panel: This survey aims to produce an in-depth assessment of the actual status of living conditions of all segments of the population. It is of great significance to provide the information needed to form the basis of policy development in order to improve and upgrade the living conditions of all Nigerians across all sectors.
 - b) The data collected from the survey will be used for the analysis of current important socio-economic issues of the nation such as: living standard disparities; poverty rates; social services for people's daily needs; labor and employment; lack of employment among youth; agricultural production among others.
 - c) All information and data collected from the households is absolutely confidential and is to be used for research purposes only. It will not be used for tax imposition or for other purposes.
 - d) Ask the village leaders to encourage the survey households in their area to cooperate with the enumerators as they provide information to them.

You must request assistance from the local authorities in order to create the conditions that will enable the enumerators to complete their work efficiently.

Supervising Enumerators

In supervising enumerators, you are responsible for observing and monitoring interviews, re-interviewing selected households, coordinating with NBS state, regional and Headquarters staff, and managing problems in the field. Each of these tasks is described below.

Observing and Monitoring Interviews

Each week, you should make unannounced visits to each enumerator. The day that you visit each enumerator should change every week so that you are not visiting the same enumerator on the same day of each week. Those enumerators who you believe are in need of the most supervision should be visited more often. Any problems that you encounter with the enumerators or the administration of the questionnaires should be reported immediately to your zonal supervisor.

In the time spent in each EA, you have to go with each enumerator to at least 2 households to evaluate the enumerator's interviewing method. The main purpose of these evaluations is to help the enumerator to do a better job. You should provide comments to the enumerator that will help them improve their interviewing method.

When attending a household interview, you should introduce yourself to the household and explain your responsibility to the family and collect data. You should not participate in the interview or suggest things to the enumerator during the interview, but rather let the enumerator complete the interview with the household. You should not comment on the enumerator's performance in the presence of household members. You should instruct the enumerator in advance that if there are any difficulties in the upcoming interview, the enumerator may only ask for clarification after the interview is completed.

You should pay attention to difficult questions or concepts that the enumerators have difficulty in presenting clearly or household members have difficulty in understanding. You should also make note of those modules that the enumerator administers well.

Immediately upon completion of the interview, you should meet and discuss the interview with the enumerator. This is done in order to draw lessons from the experience together, and to address weaknesses and shortcomings in data collection in order to guarantee good quality.

During the interview, you must also pay attention to the respondents. By observing and assessing the process of how survey household members respond to the questions, you will be able to help in the assessment of the questions. It is possible that some of the questions are not clearly understood by some respondents and so their responses may not be appropriate. You should focus on the following factors:

- 1) Was the wording used in the questionnaire appropriate?
- 2) Were any concepts posed to the respondent ambiguous?
- 3) Were there any questions left unanswered or to which evasive answers were given because they dealt with private matters or sensitive issues?

Attention should be paid to these aspects and any other problems that arise during the interview so that you will be in a position to (a) help enumerators resolve the problems, and (b) bring them to the attention of the zone supervisor for general synthesis and guidance for all interview teams.

MANAGING COMMON PROBLEMS ENCOUNTERED IN THE FIELD

Respondents unavailable

Each part in the questionnaire is directly linked to specific household members. If during the interview, the required respondent is absent, the enumerator should arrange a time to return to the household when the respondent can be present. **The enumerator must not collect information from other household members or neighbours for this absent respondent.** After the enumerator has returned to the household several times without being able to contact the specific respondent, some other household member may respond for the absent respondent. You must closely monitor and check these cases.

Refusal from household

Enumerators may face some cases of complete refusal to participate:

- 1) Household refuses to answer a particular part of the questionnaire.
- 2) Household refuses to answer the entire questionnaire.

In order to avoid refusals, the enumerator must be good at presentation, clearly stating the purposes and demands of the survey before putting specific questions to the household.

The following are the main reasons leading to refusal:

- a) *The respondent thinks that information on the income and income sources of his or her household is to be used as the basis for tax collection or income regulation.*

Explain to the household that the statistical information and data collected through the GHS Panel will be kept confidential. The data collected and aggregated from the household will be used primarily for research, and to prepare national economic development policies. No data that identifies the household will be used in any way nor given to any other entity or government organization.

The data are used to assess the current status of people's living standards. Analyses of the data will help the government have a clear basis for developing programs and projects to improve and raise people's living standards.

- b) *Often, households do not want to waste time answering the survey.* To avoid taking up too much time or making multiple visits, the enumerator should develop good interview plans, producing specific timetables for each household. If necessary, they can contact and work with the household at any time at the convenience of the survey household members (including noon, evening and Sunday). In the case that the enumerator has tried to explain and convince the household, but they remain hesitant and worried, you should further attempt to persuade the household to participate, probing as to the reasons why the household will not participate.

Computer-Assisted Personal Interview (CAPI): Survey Solutions

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

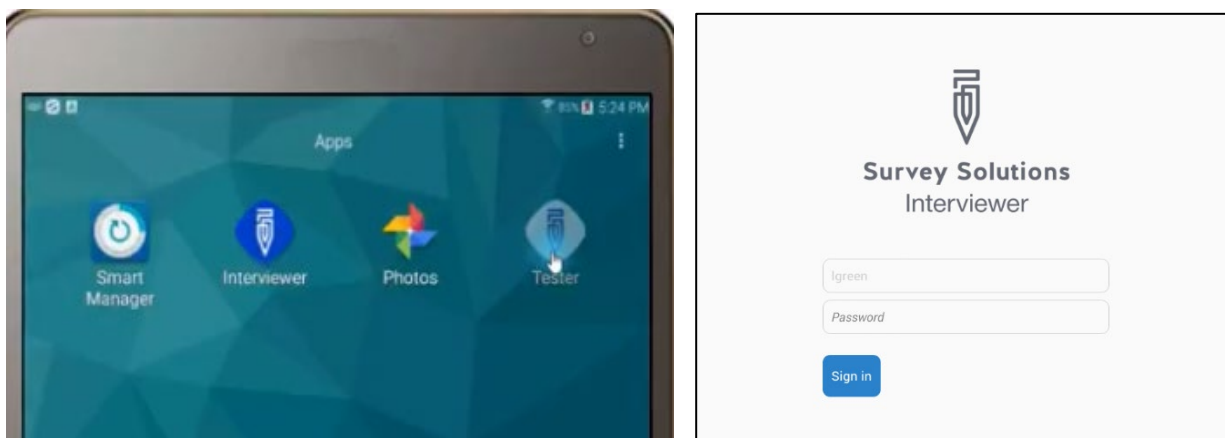
GETTING STARTED IN SURVEY SOLUTIONS INTERVIEWER

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

LOGIN/LOGOUT

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

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



SYNCHRONIZATION: RECEIVING NEW INTERVIEWS AND SENDING COMPLETED ONES

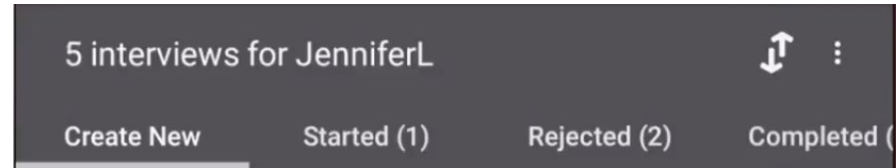
The Interviewer application is used for sending and receiving new interviews in Survey Solutions. This process is through Synchronization. Tapping the **Synchronization** button (shown in the figure below) at the upper right of your screen initiates communication between your tablet (device) and the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



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

DASHBOARD: MANAGING WORKLOAD

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



interviewer (see the figure below).

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

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

CREATE NEW INTERVIEWS (GRAY TAB)

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

STARTED INTERVIEWS (BLUE TAB)

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

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

COMPLETED INTERVIEWS (GREEN TAB)

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

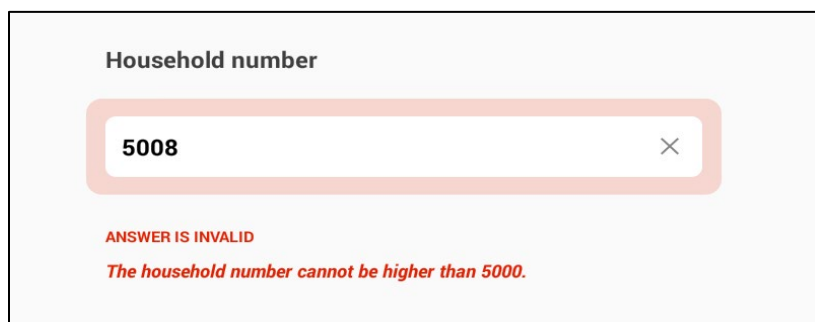
REJECTED INTERVIEWS (RED/AMBER TAB)

Contains assignments that you have uploaded (through synchronization), and supervisors have reviewed, found issues, and returned to you for corrections or clarifications. To open a rejected assignment, navigate to the “Rejected” tab on the dashboard, find the assignment you would like to open and tap the red/amber “VIEWISSUES” bubble to open it.

INSIDE AN INTERVIEW

ERROR AND WARNING MESSAGES

HOW TO KNOW IF YOU HAVE MADE A MISTAKE



The screenshot shows a form field labeled "Household number" with the value "5008" entered. The field is highlighted with a red border, indicating an error. Below the field, a red message states: "ANSWER IS INVALID" followed by "The household number cannot be higher than 5000." in a smaller red font.

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

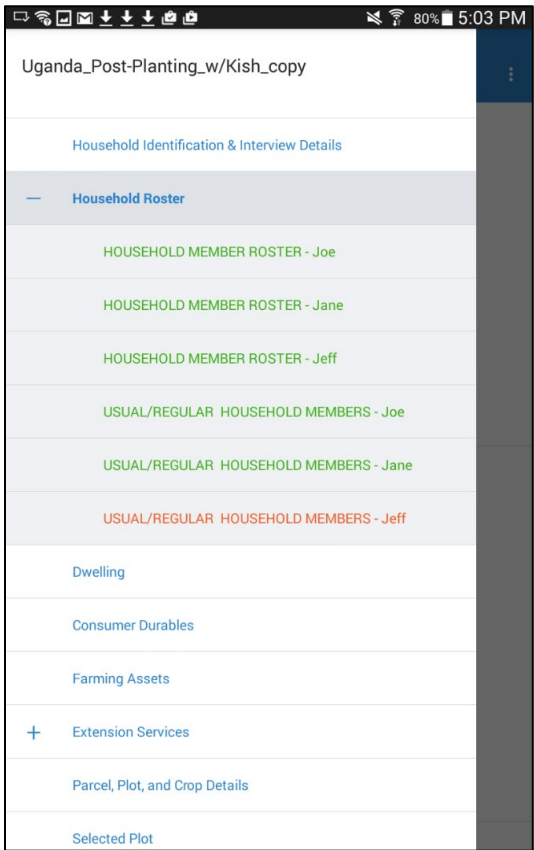
Please note that an invalid answer does not necessarily mean that the answer is incorrect. If an invalid answer is indeed a wrong answer, check your work and correct the issue. Sometimes, you will need to probe the respondent further to correct the invalid answer. If the invalid answer is the correct answer, then please leave an explanatory

comment for your supervisor and headquarter staff. (Please see the Comments section on how to leave comments for your supervisor.

CHECKING WHETHER ALL QUESTIONS HAVE BEEN ANSWERED

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

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



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

CHECKING THAT ALL ANSWERS ARE VALID

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

LEAVING COMMENTS THE FOR SUPERVISOR/DATA EDITOR

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

Alternatively, your supervisor or data editor can also leave comments on questions for you. These comments will likely be questions about the answers you have recorded. The comments will appear next to commented questions. To find the comments, simply navigate to the question with comments.

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

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

5

YOUR COMMENT

This is a large house

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

1 2 3 4 5 6 7 8 9 0 Del

q w e r t y u i o p

a s d f g h j k l Done

↑ z x c v b n m , . ? ↑

Ctrl Sym English(US) ⌂ ⬅ ➡

QUESTION TYPES

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

NUMERIC QUESTIONS

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

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

MONTHS

Tap to enter number

B06. If j
main re

○ N
○ N
d

1 2 3 ✕
4 5 6 Done
7 8 9 -
SYM 0 **0

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

TEXT

A09. NAME OF HOUSEHOLD HEAD:

John

1 ~ 2 @ 3 # 4 / 5 % 6 ^ 7 & 8 * 9 (0) Del
q w e r t y u i o p ✕
a s d f g h j k l Done
↑ ° z x c v b n m , ! . ? ↑
Ctrl Sym English(US) ⌂ ⬅ ➡

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

SINGLE SELECT

B04. What is the residential status of joe?

- ☒ **USUAL MEMBER PRESENT**
- ☐ USUAL MEMBER ABSENT
- ☐ REGULAR MEMBER PRESENT
- ☐ REGULAR MEMBER ABSENT
- ☐ GUEST
- ☐ USUAL MEMBER WHO LEFT HOUSEHOLD MORE THAN 6 MONTHS AGO
- ☐ LEFT PERMANENTLY/DIED

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

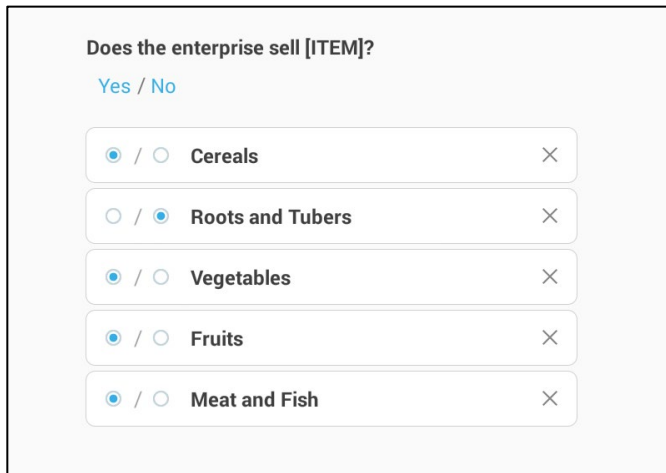
MULTIPLE SELECT

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

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

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

MULTIPLE SELECT, YES/NO QUESTIONS



The screenshot shows a question titled "Does the enterprise sell [ITEM]?" with a link "Yes / No" in blue text. Below the title are five rows, each representing a category. Each row contains two radio buttons: a blue one on the left and a grey one on the right, separated by a slash. The categories are "Cereals", "Roots and Tubers", "Vegetables", "Fruits", and "Meat and Fish". Each row also has a grey 'X' button on the right. The "Yes" radio button is selected for all categories.

Item	Yes	No
Cereals	<input checked="" type="radio"/>	<input type="radio"/>
Roots and Tubers	<input type="radio"/>	<input checked="" type="radio"/>
Vegetables	<input checked="" type="radio"/>	<input type="radio"/>
Fruits	<input checked="" type="radio"/>	<input type="radio"/>
Meat and Fish	<input checked="" type="radio"/>	<input type="radio"/>

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

LIST

Household Roster

IN ORDER TO MAKE A COMPREHENSIVE LIST OF INDIVIDUALS CONNECTED TO THE HOUSEHOLD, USE THE FOLLOWING PROBE QUESTIONS:

Just to make sure that I have a complete listing:

- a) Are there any other persons such as small children or infants that we have not listed?
- b) Are there any other people who may not be members of your family such as domestic servants, lodgers or friends who usually live here?
- c) Are there any guests or temporary visitors staying here, or anyone else who stayed here last night, who have not been listed? IF YES, what are their names?

B01. NAME

MAKE A COMPLETE LIST OF HOUSEHOLD MEMBERS IN THE LAST 12 MONTHS INCLUDING GUESTS WHO SLEPT HERE LAST NIGHT AND THOSE THAT LEFT THE HOUSEHOLD PERMANENTLY

- Joe
- Jane
- Jeff

Tap to enter new item

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

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

DATE: CURRENT TIME

Start time and date of the interview

Tap to record current time

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

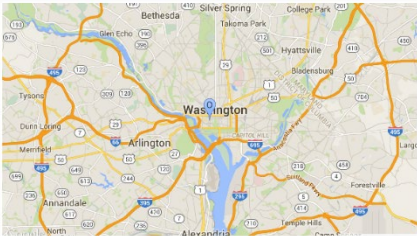
GPS

GPS location of the household

Tap to record GPS

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

GPS location of the household


-77.0425279, 38.8983335

Tap to record GPS

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

Administering the Community Questionnaire

INTRODUCTION

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

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

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

Do not be secretive about the work being done. Explain what it is you are doing to all community members who ask about your activities. You should be respectful, courteous and patient with all community members. The quality of the work you and the enumerators are to do to a large degree, depends on the level of cooperation you receive from the members of the communities in which you would be working. If the general community attitude towards your job is negative, you would likely experience problems as you attempt to conduct your work. Do all you can to cultivate a courteous relationship with the community as a whole. While you should not be secretive about the work being done, you must respect the confidentiality and privacy of the respondents when administering the questionnaire. This means you are not to divulge any information shared by a household you visit with anyone outside the household, even if the person identifies themselves as a family member or friend.

COMMUNITY

Although the household survey selected households in this area on the basis of EAs. **Do not use the EA in conducting this community survey.**

Rather, you should use **a village or group of villages in rural areas that are found within the EA** to define the community for this questionnaire. In urban areas, **use an urban location that is within the EA selected** for the survey. The village(s) or urban location chosen should have boundaries which most residents recognize. Do not worry if the village(s) or urban location you choose does not cover the entire EA or if portions of its territory extend outside the EA. However, the village(s) or urban location in which you administer this questionnaire **should be representative of the EA as a whole.**

You will administer the questionnaire to a group of several knowledgeable residents of the village(s) or urban location, such as the village/community head and spouse, headmaster of the local school, agricultural field assistant, religious leaders, businessmen/women, health workers, or simply long-term knowledgeable residents. choose informants who have lived in the community for a number of years. a minimum of 5 respondents should

make up the group that completes this questionnaire with you. The group should be as diverse as possible with respect to sex, age, religion, and ethnicity, so that it is representative of the population in the community.

The group should respond to the questions here through consensus.

COVER

PRE-FILL QUESTIONS: These set of questions have been prefilled on the device and the supervisor should select the applicable list to where the interview is being conducted.

These prefilled questions contain the COMMUNITY IDENTIFICATION information, which include the following:

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

Other Cover information

Some of the cover information that are not prefilled are:

9. **Ward:** The ward is a political demarcation in which the community falls, and the supervisor is must type the name of the ward.
10. **START TIME OF INTERVIEW:** The start time of interview requires the supervisor to tap the time button and it automatically fills up together with start time, it picks from system i.e., the system date and time need to be set to current.

11. **GPS LOCATION OF COMMUNITY INTERVIEW:** Tap on “Tap to record GPS” on this interface. Click on allow and wait for few minutes and the GPS location of the position will be selected and supervisor is expected to tap in open location i.e., not under a shade.

SECTION C1: RESPONDENT CHARACTERISTICS

SELECTION OF RESPONDENTS FOR COMMUNITY QUESTIONNAIRE INTERVIEW

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

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

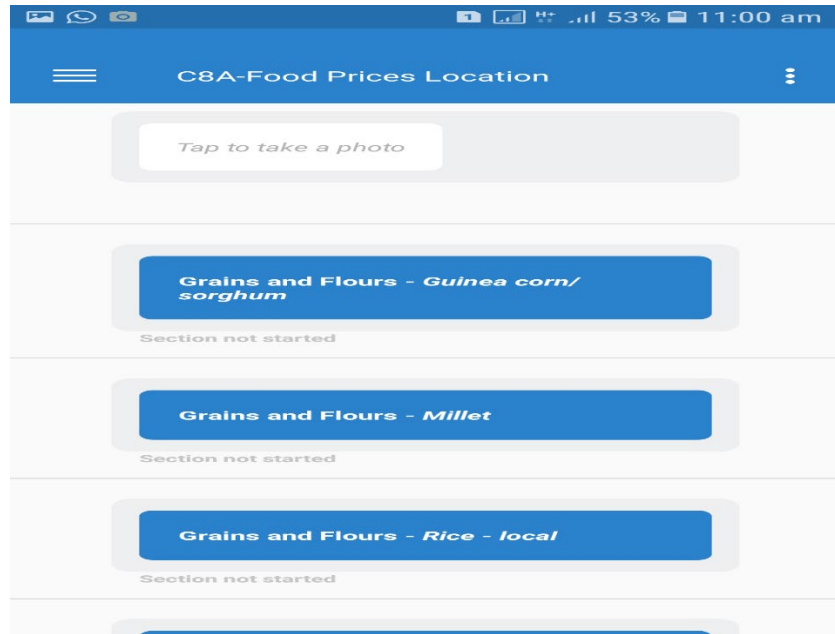
Question 2-6 should be answered for all informants of the community until all members turn to green by going to main menu and picking each informant bubbles.

SECTION C2: FOOD PRICES

Information on food prices is collected from a single market or location. These sources refer to the main market/location where the community transacts business. This part of the community questionnaire should be filled at the market or location where the information will be obtained. It **SHOULD NOT** be asked to the respondents (focus group) selected for the community survey. You can only ask them for the location of the

market or shop so you can go there and administer this section of the questionnaire. If these items are in the market or shop, you should ask for its price and specify an appropriate unit.

- 0a.** Refers to the main source from which the information is obtained. It is the main market/shop where households in the community transact business compared to any other market/shop. You should specify whether this information is collected from the marketplace or shops/stalls. *The CAPI program will list all three options so you can choose only one.*
- 0b.** You should specify the name of the location where the food price data is being collected. *On the CAPI device, tap the space beneath the Location and it will give you the option to type the name of the location where the price information is being collected.*
- 0c.** Provide a brief description of the location where the price data is being collected. *As in the previous, tap the space beneath the Description of Location on the CAPI to type a brief description of the location so it will easily be located.* Enter as much information as possible for anyone else to easily locate the market/shop if necessary.
- 0d.** We want the date and time when the price data collection started. The day, month, and year will automatically be entered once you tap on the box beneath question.
- 0e.** This question concerns the GPS coordinates of the location where the price data was collected. It is *NOT* the location where the focus group interview was conducted. *These coordinates will automatically be picked by the CAPI machine once you have tapped Tap to record GPS.*
- 0f.** For this question, take a picture of the market where the price data is being collected. After tapping the box beneath the instruction, select “Take photo”, and then position the camera in such a way that it focuses on a greater part of the market or the shop, and then take the picture. Please **DO NOT** select from gallery.
- 1.** For each displayed food item, please indicate if the item is available in the market or not. It is important that you walk through the entire market to ensure that a given food item is available in the market or not before choosing an answer option for the food item. You must answer YES or NO for each displayed food item. All items with a YES response will pop up a bubble, and you must tap to open each bubble and answer the rest of the questions for each specific item.
- 2.** For each available food item in the market, indicate the UNIT for ONE quantity. Do not consider more than one quantity. For some of the non-standard units, it will ask for the SIZE. Please indicate the appropriate size for the selected UNIT in 7a.
- 3.** For the selected UNIT and SIZE (where applicable), record the price for ONE quantity. Ensure you collect the prevailing market price of the item.



52% 11:12 am

C8A-FOOD PRICES LOCATION /

Grains and Flours - Guinea corn/sorghum

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

☒ Yes

☐ No

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

☐ Kilograms (Kg)

☐ Grams (g)

☐ Litres (l)

☐ Centilitres (cl)

☐ Bin/basket

SECTION C3: LABOUR

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

1. The supervisor should find out whether individuals in the community hire labourers to work on their respective plots. **If the response to the question is 'NO', the supervisor moves to the next section and continues with the interview.**
- 2b Ask the informants for the two main crops cultivated in the community. These crops should be cultivated by most individuals in the community. Once the two main crops have been selected, two blue bubbles pertaining to the selected crops will pop up. Scroll down to open each individual bubble, where the rest of the questions can be seen.
3. Read out the question and the ACTIVITY listed. For each activity, select YES or NO, depending on the informants' response.
- 4 This seeks to know whether the labour hired by individuals in the community come only from inside (local), only outside (not local) the community, or both inside and outside the community. READ OPTIONS.
5. Supervisor should find out whether individuals in the community hire men (15 years and older) to perform ACTIVITY and select the appropriate response.
- 6 Seeks to know how much on average a man is paid per day to perform ACTIVITY.
- 7 Ask if individuals in the community hire women to perform ACTIVITY.
- 8 Ask for the daily wage on average paid to a woman (15 years and older) to perform ACTIVITY.
- 9 You should find out whether individuals in the community hire children (under 15 years) to do ACTIVITY.
- 10 Seeks to know how much on average a child is paid per day to perform ACTIVITY.
- 11 Ask if workers are paid per hectare to undertake ACTIVITY.
- 12 Seeks to know how much workers are paid per hectare to perform ACTIVITY.

SECTION C4: LAND AND CREDIT PRICES

This section collects information on community land prices and credit acquisition. We want to know how individuals/households acquire access or rights to land. In addition, we want to know how land is being used in the village and information on the access that people in the village have, to obtain credit. **Responses to this section should be given by the focus group members.**

1. Seeks to know how households/individuals in the community acquire access or rights to lands they use, and the nature of these rights. For each item, indicate YES if individuals/households in the community have access to that. Otherwise, select NO.
2. Seeks to know the proportion of households that have access to the selected access option. READ OPTIONS.
3. Ask if women in the community also have access to the selected access option. Note that this question is asked irrespective of the answer option chosen for question 2 above.
- 4a. Ask how much it costs (in Naira) to buy one hectare of land where the buyer would have **formal or legal right** to that land.
- 4b. Ask how much it costs (in Naira) to buy one hectare of land where the buyer would have **no formal or legal right** to that land.
- 4c. Ask how much it costs (in Naira) to rent one hectare of an agricultural land for **ONE YEAR**.
- 4d. If there is a sharecropping arrangement in the community, ask for the **proportion** of harvested crop given to a landowner for a sharecropping arrangement and record accordingly, otherwise, select "SHARECROPPING IS NOT PRACTICED IN THIS COMMUNITY."
5. From the list of credit sources (banks, cooperatives informal savings groups or money lender), ask if households/individuals in the community borrow money from the source. Select YES for each source if individuals in the community does that, otherwise, select NO. All options/sources in question 5 be must answered with a YES or NO response, noting that with a YES response, a bubble will be created for that source. Open that bubble so that the rest of the credit questions will be activated and answered.
6. Ask if collateral is required to access loans from SOURCE. Select YES if collateral is required to do that, otherwise select NO.
7. Ask if women in the community have access to loans from the specified credit source. Select YES if women have access to loans from the specified source, otherwise select NO.
9. For a given 10,000 Naira loan borrowed from a given source, ask for the interest rate (in percent (%)) that is paid on that loan in **ONE YEAR**. Note that the interest rate should be at most 100, and that the figure to be recorded cannot be more than 100. It is also possible that there would be no interest rate, in that case record 0.
10. For a given 10,000 Naira loan borrowed from a specified source, ask for how much in **ONE YEAR** an individual has to payback (principal plus interest) for that loan. If the loan is for more than one year, then we want to know what on average is paid to the creditor in ONE year.
12. For a given 50,000 Naira loan borrowed from a given source, ask for the interest rate (in percent (%)) that is paid on that loan in **ONE YEAR**. Note that the interest rate should be at most 100, and that the figure to be recorded cannot be more than 100.
13. For a given 50,000 Naira loan borrowed from a specified source, ask for how much in an individual has to payback (principal plus interest) for that loan in **ONE YEAR**.
15. For a given 100,000 Naira loan borrowed from a given source, ask for the interest rate (in percent (%)) that is paid on that loan **ONE YEAR**. Note that the interest rate should be at most 100, and that the figure to be recorded cannot be more than 100.

16. For a given 100,000 Naira loan borrowed from a specified source, ask for how much an individual has to payback (principal plus interest) for that loan in **ONE YEAR**.

SECTION C5: INFRASTRUCTURE AND TRANSPORTATION

This section captures information on infrastructure and transportation in the community. The infrastructure does not necessarily have to be located in the community.

1. Indicate whether the INFRASTRUCTURE TYPE exists in the community or individuals in the community have access to it. Select YES if the INFRASTRUCTURE TYPE is located in the community or is located elsewhere but members of the community can access it, and NO otherwise.
3. Ask for the distance from the centre of the community to the location of the INFRASTRUCTURE TYPE. If the INFRASTRUCTURE TYPE is located in the community, then record zero. Also, if the distance is less than one kilometre, then record the decimal equivalent, such as 0.2km etc.
4. Ask for the mode of transportation that members of the community mostly use to access the INFRASTRUCTURE TYPE. If the community is too small and the INFRASTRUCTURE TYPE is located within the community, then the best answer option should be walking.
5. This question asks for the transport cost, NAIRA, to access the INFRASTRUCTURE TYPE using the most popular form of transport specified in QC5.4 above. This question is not asked if options 1, 2 or 3 is selected in QC5.4.
- 5a. This question wants to know if the recent removal of fuel subsidy has affected the cost of QC5.4 TRANSPORT. Select if it increased, stay the same or decreased. READ OPTIONS.
6. Ask for the time it takes (one way) to travel to access the INFRASTRUCTURE TYPE using the mode of transport specified in QC5.4. If applicable, record HOUR and MINUTES. Thus, if it takes one hour thirty minutes, then record 1 under HOUR and 30 under MINUTES.
7. Select YES if the INFRASTRUCTURE TYPE has electricity (from any source) and NO if otherwise.
8. Record the number of days in a week, members of the community usually have access to the INFRASTRUCTURE TYPE. It can only be a minimum of 1 and a maximum of 7.

SECTION C6: COMMUNITY ORGANIZATIONS

This section collects information on community-based organizations that are currently active and operational in the community. If the organization used to be active and operational in the community, but has collapsed or no longer operational, the response should be NO for that organization

1. For each organization answer YES if it exists in the community and NO if otherwise. Ensure that each item is answered with either a YES or NO. If the organization exists in other communities for which people of the community you are interviewing are members of, then the response should be NO since that organization does not exist in the community you are interviewing in.

2. Ask how many of this type of ORGANIZATION exist in this specific community and record accordingly
3. Record the frequency at which the members of the ORGANIZATION meet. If there is more than one type of the ORGANIZATION, then ask for the one with the greatest number of members.
4. Ask for the total number of individuals that are members (executives and non-executives) of the ORGANIZATION and record accordingly. Ask them to estimate if they cannot give the actual number.
5. Ask for the total number of women that are members of the ORGANIZATION. Ask them to estimate if they cannot give the actual number. Note that some organizations cannot have female members, in that case record zero.
6. Record the number of all members of the ORGANIZATION that are not up to 30 years of old.

SECTION C7: COMMUNITY RESOURCE MANAGEMENT

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

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

SECTION C8: CONTACT INFORMATION

This section collects up to date contact information for household members and reference persons, to facilitate future contacts with the participants.

2. Ask informants of the focus group to provide phone numbers they can be reached on for future call backs. Each person should provide at least one phone number they have access to.
- 2b. Ask informants to provide a physical home address. Please be careful on collecting all the details provided by the informants. If possible, include landmarks in the address description
3. The question is trying to find out who in the community would still have access to the informant if they were to leave the community. Record the name of the informant's contact person.
4. Enter the relationship of the informant's contact person to the informant.
5. Ask for the contact person's phone number.
6. If the informant has another contact person that would still have access to them if they left the community, select YES.
7. Enter the name of the additional contact person.
8. Enter the relationship of the additional contact person to informant.
9. Enter additional contact person's phone number.

COMPLETE

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

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

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

On the RIGHT, in RED you see the count of questions with outstanding ERROR(s). BEFORE submitting and interview file, MAKE SURE you have **ADDRESSED ALL ERRORS**, by looking at the error message and the answer(s) given, making sure the answer(s) have been recorded correctly, and checking with the respondent that the answer(s) given are correct. If the error still persists after going through the steps, you MUST LEAVE a **COMMENT** to confirm

and/or explain more details about the answer. After having addressed all outstanding questions with errors, they should either not display an error message or have a comment.

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

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

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