



Federal Republic of Nigeria

National Bureau of Statistics Abuja, Nigeria



GENERAL HOUSEHOLD PANEL SURVEY

THE WORLD BANK

SUPERVISOR INSTRUCTION MANUAL

JULY, 2010

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Chapter 1: Introduction

In the past decades, Nigeria has experienced substantial gaps in producing adequate and timely data to inform policy making. In particular, the country is lagging behind in producing sufficient and accurate agricultural production statistics. The current set of household and farm surveys conducted by the NBS cover a wide range of sectors, usually in separate surveys, except for the Harmonized National Living Standard Survey (HNLSS) which covers multiple topics. However, none of these surveys is conducted as a panel. As part of the efforts to continue to improve data collection and usability, the NBS plans to streamline two of its current surveys into one panel survey that covers multiple sectors with a focus to improve data from the agriculture sector. The NBS plans to implement the Nigerian General Household Panel Survey (NGHPS) which will be integrated into the current General Household Survey (GHS) and will be conducted every 2 or 3 years.

Towards the goal of improving agricultural statistics, the World Bank, through funding from the Bill and Melinda Gates Foundation (BMGF), will support 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.

You have been selected as a field supervisor for the General Household Panel Survey. This is a big responsibility, but you were selected because it was thought that you were fully capable of doing this job. Below we describe your tasks and responsibilities. If you have any questions, you should ask these questions during the training, if possible. If you find yourself in the field with questions, don't hesitate to ask NBS State, Regional or Headquarters staff. We are all part of the field work team and it is better to resolve issues before they become problems which disrupt the work or damage the quality of the data!!!

Objectives

The specific objectives of this survey are:

- Allowing welfare levels to be produced at the state level using small area estimation techniques resulting in state-level poverty figures
- With the integration of the longitudinal panel survey with GHS, it will be possible to conduct a more comprehensive analysis of poverty indicators and socio-economic characteristics
- Support the development and implementation of a Computer Assisted Personal Interview (CAPI) application for the paperless collection of GHS
- Developing an innovating model for collecting agricultural data
- Capacity building and developing sustainable systems for the production of accurate and timely information on agricultural households in Nigeria.
- Active dissemination of agriculture statistics

Chapter 2: Role and Responsibility of the Supervisor

Your primary responsibility is to manage the interviewers and data entry personnel to ensure the successful completion and quality of data collected in the given time period for the field work. You are expected to record information about the field work by completing the field work forms which track the status of completion of the work in the field, document problems in the field and solutions taken to resolve these problems, and track the data entry process. Specifically, your tasks include:

1. Introduce the survey and interviewers in the communities and households where the survey is administered.
2. Review questionnaires and check that it has been correctly filled in.
3. Monitor and attend some interviews and make comments on the worker's performance.
4. Meet frequently with each member of the group to discuss, improve and organize work.
5. Help workers to solve the problems they encounter in dealing with respondents who are not responsive to questions or refuse to be interviewed.
6. Manage the team's work schedule, including tracking questionnaires completed in the field, questionnaires assigned to the data entry team, and questionnaires that require correction by interviewers.
7. Carry out the community survey in every Enumeration Area.
8. Communicate with NBS State, Regional and Headquarters staff regarding field issues, as necessary.

Unlike previous surveys, this survey will have field teams comprised of yourself, the supervisor, two to four interviewers and one data entry operator. You are responsible for the work allocated to your team and to help each member of the team to carry out his or her job to the highest level. You will provide feedback to the NBS management team at all stages of the work.

You will be responsible for helping the interviewers to identify the households that have been allocated to them, resolving any problems with reluctant households, observing interviews and making checks by visiting the households after the survey to verify data. Interviewers will give you their filled in questionnaires which you will give to the data entry operator for entry. Once the data entry operator enters the data from the survey, he or she will return the questionnaire to you with a list of errors. You will need to work with the interviewer to discuss these errors. The interviewer will return to the household to re-ask any problematic questions or to obtain any missing information. The corrected questionnaire will be returned to you for you to send back to data entry. This process continues until there are no errors or none that can be resolved. At this point the questionnaire /interview is considered complete. As you can see, there are a lot of responsibilities.

In the subsequent sections, we explain these responsibilities in more detail. Before turning to these responsibilities, we discuss characteristics of a good supervisor that will help you accomplish your tasks.

Chapter 3: Characteristics of a Good Supervisor

As the supervisor of the General Household Panel Survey, your leadership and attention to detail will play a big role in the quality of the data produced and ultimately the success of this project. You will be the leader in the field managing interviewers and data entry operators, 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 behavior in the field are provided. As you take on this role, remember that you are working on an assignment for the National Bureau of Statistics. You must observe the following rules at all times:

- Be courteous towards everyone (the survey respondents their and friends, the interviewers and data entry operator, 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 favoritism.
- 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 to always treat everyone with respect, your team as well.
- Avoid involving yourself in politics and religious discussion 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.

Chapter 4: Managing Fieldwork

As the supervisor, you have four primary areas of leadership which will ensure the success of the fieldwork: Establishing good relationships with communities and panel households, supervising interviewers, supervising data entry operators, 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 interviewer should do is arrange a meeting with the local authorities to clarify the purpose and importance of the survey. The contents of the meeting include:

- 1) Introduction of the interviewer to the local authorities.
- 2) Explanation of the following specific issues:
 - a) The National Bureau of Statistics is conducting the General Household Panel Survey. 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 and so on.
 - 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 interviewers as they provide information to them.

You must request assistance from the local authorities in order to create the conditions that will enable the interviewer to complete his or her work efficiently.

Supervising Interviewers

In supervising interviews, you are responsible for observing and monitoring interviews, re-interviewing select households, supervising the data entry operation, maintaining the link between the interviewers and the data entry operator, coordinating with NBS state, regional and Headquarters staff, and managing problems in the field. Each of these tasks is described below. There is a set of fieldwork forms that we refer to in this section that are contained in the Appendix I of this manual.

Checking Error Reports and Questionnaires

The supervisor has responsibility for the following steps as this relates to checking the questionnaires for error and the coordination of the activities between the interviewers and the data entry operator. The supervisor will:

1. Collect questionnaires from the interviewers on a daily basis. The supervisor is not required to do a detailed check of the questionnaires at this stage

2. Ensure that the basic administrative data on the cover pages have been entered by the interviewer.
3. Insert the required supervisor level information in the administrative section on the cover of the questionnaire, i.e. on page Cover-3.
4. Note receipt of the questionnaire in the appropriate form and pass questionnaires on to the data entry operator for entry.

After a questionnaire has been entered the data entry operator will run a batch edit program which will produce an error report. The error report should be printed and the questionnaire(s) along with the error report returned to the supervisor. It will be the responsibility of the supervisor to review the error report along with the questionnaire to identify:

- Parts (or sections) of the questionnaire that have not, or have only been partially, completed
- Answers that are outside set (reasonable) bounds. This could be money amounts or other measurement values
- Inconsistent entries
- Erroneous entries
- Missing entries

During the stage of examining the questionnaire in the conjunction with the error report, the supervisor will also have responsibility to check:

- Questions 13 and 25 in Section 3- labour, to ensure that the occupation code that has been entered by the interviewer correctly matches with the description that was written in that question. The occupation codes are in the appendix of the interviewer Instruction Manual. If there seems to be a mismatch between the description and the occupation code, the supervisor should discuss the case with the interviewer in order to get a clear understanding of what the respondent said in the interview.
- Questions 14 and 26 to ensure that the sector of main activity has been correctly selected. Arriving at the correct answer will sometimes require consultation with the interviewer.
- Question 2 in Section 6 – Nonfarm Enterprises and Income Generating Activities, to ensure that the industry code (see Appendix 2) correctly corresponds to the type of activity described.

Based on the results of the questionnaire review, the supervisor will decide if it is necessary for the interviewer to return to the household in order to either complete the questionnaire, or to correct or confirm entries through direct information from the respondents(s). There will be instances where errors indicated on the error report can be resolved without a revisit to the household. For example, in some cases out of range values might be genuine but this can only be decided through discussion with the interviewer and assessment of the additional information that the interviewer may be able to provide.

In some instances reported errors may not require any action such as in the case of a message indicating a missing value but where the missing value is not compulsory. For example,

Question 2 in Section 4 (page 20) of the household questionnaire might have missing values for Bank 2 and Bank 3. This would appear as a warning/error on the error report but this should be identified as not a genuine error because it could be a case where the respondent has an account at only one bank.

Generally decisions about returning to the household should be made in collaboration with the interviewer. The exception to this is where the interviewer has scheduled a revisit to the household in order to complete a questionnaire or to administer the agriculture questionnaire

Structure of the Error Report and Error Messages

The error report is made up of a header and a body of error messages (see Appendix 1). The header information is useful to the data entry operator while the error messages section is where the supervisor should focus attention.

The structure of the error message is explained below:

The body of the error messages is started with the heading: “Process Messages”. This is followed by a line that identifies the questionnaire and gives basic information about the set of error messages that follow.

For example, the “case” line is generated for each questionnaire. The number in the bracket is the unique identifier of the questionnaire. The first 6 digits is the HHID of the questionnaire (which can be found at the top right hand corner of the cover page). So in the example below, 370001 is the HHID. The last digit in the string of numbers is the questionnaire’s position in the set of all questionnaires that have been collected for the household. For example, if two questionnaires were administered in the household (i.e. one household questionnaire and an agriculture questionnaire) then the questionnaires will be labeled on the cover:

1 of 2 Total (for the household questionnaire)

2 of 2 Total (for the agriculture questionnaire)

So the last digit for these questionnaires will be “1” which means the first questionnaire (or household questionnaire) and the case number for the other questionnaire will end with “2” (which is the agriculture questionnaire).

The next part of this line indicates how many messages have been generated for this questionnaire. In this case there are a total of 31 messages. Finally, in the brackets is a breakdown of the type of messages. There are 31 error messages (designated by “E”), there are 0 out of range messages (designated by “W”) and 0 unknown or other error (designated by “U”). There are others, but these are the main ones. The breakdown of errors in the brackets is equal to the total number of messages reported

Process Messages

*** Case [370001111373701102351105067] has 31 messages (31 E / 0 W / 0U)

The error message is broken into a number of parts:

1. The actual error message starts with one of the designated codes (E, W, etc). The first line below shows an out of range designation (W).
2. The code for the designation (88870).
3. The offending value or character. In this case it is an asterisk (*).
4. A statement within the error message line then tells what type of error is being reported “out of range – check”.
5. The section and question number: Section 6 and Question 16A.
6. The row and column of the error. In this error: row 1 and column 1 (1,1).

W 88870 Value '*' out of range - check S6Q16A(1,1)

As an exercise, Identify the parts of the two messages below and explain what they mean.

E 88180 Inconsistent field detected following a SKIP command in Var Q19
PostProc... Q21(1) should be blank (currently '27')

Observing and Monitoring Interviews

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

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

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

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

Immediately upon completion of the interview, you should meet and discuss the interview with the interviewer. 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 interviewers resolve the problems, and (b) bring them to the attention of the zone supervisor for general synthesis and guidance for all interview teams.

Re-interview of Selected Households

In each EA, you must randomly select 2 to 4 households to visit and to again ask a selection of the questions asked by interviewers. This exercise is done to assess the quality and consistency of the data recorded by the interviewer. The households chosen for re-interview must not be the same as those used for direct observation by you or NBS monitors who comes to the field to observe the administration of the survey.

It should be noted that if there is a difference in an answer collected by you and an interviewer, the conclusion should not necessarily be that the interviewer made a mistake in the interview. You will need to discuss any differences with the interviewer and based on the re-interview, you must assess whether or not the responses in the original questionnaire are correct. If there is a major difference in some of the responses, you must work closely with the interviewer to identify the reason for these differences.

Supervising Data Entry Operators

The data entry person will have a laptop (desktop in some cases) and a printer. This person's job is to enter the data on the questionnaires **EXACTLY AS IT APPEARS ON THE QUESTIONNAIRE**. In short, the data entry operator is not allowed to 'correct' anything on the questionnaire. You, the supervisor, are the only person who can give the data entry operator questionnaires for data entry. The interviewers must give you the questionnaires. The data entry operator is only allowed to return questionnaires and error reports to you. You will review these on a daily basis and return them to the interviewers as needed. This sequence of questionnaires is critical: you the supervisor are responsible for knowing at all times where each and every questionnaire is and what its completion status is. You will only be able to do this if you follow this pattern.

You will need to ensure that the data entry operator has a suitable location to work, which may include resolving electricity issues, that the data entry is done quickly and accurately and that work does not back up. At no time is the data entry person to attempt to resolve problems with the questionnaires him or herself: this is your job.

Fieldwork Forms

The fieldwork forms are the organizational tools that will allow you to stay on top of your responsibilities in the field and have an accurate account of the fieldwork when NBS staff or monitoring staff visit your team. All of these forms will be maintained on a daily basis and turned into the NBS monitoring team. The contents of the forms will be data entered and used to monitor the success of the field work. Completing these forms accurately and consistently is your responsibility.

The fieldwork forms are for recording and documenting problems you may have in the field as well as the solutions you took to resolve these problems. There are three primary fieldwork forms for which you will be responsible.

S-1: Questionnaire Management

This form helps you track the questionnaires assigned to each interviewer, their status (complete or incomplete), and reasons why incomplete questionnaires have occurred. One form is required to be completed for each EA.

S-2: Questionnaire, Materials, Maps

This form helps you track the materials that you have allocated to your team, including, most importantly, the actual questionnaires. This is the form that you will use to know where each questionnaire is at any given moment. It will also be used to be sure that supplies are distributed appropriately and for a few items, it will help you track if you are running low on any items, so that you can communicate this to the NBS staff to avoid delays in the implementation of the survey.

S-3: Control of Data Entry and Corrections

This form helps you track the data entry process. It gives you the status of questionnaires in data entry and tracks the questionnaires that require a re-visit from interviewers which require clarification or due to unacceptable amounts of errors.

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 interviewer should arrange a time to return to

the household when the respondent can be present. The interviewer must not collect information from other household members or neighbors for this absent respondent. After the interviewer 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

Interviewers 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 refusal, the interviewer 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:

1) **PROBLEM:** 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. In order to avoid this problem, during the interview, the interviewer should pay attention to:

SOLUTION: Explain to the household that the statistical information and data collected through the GHS Panel are to 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.

b) These 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.

Often, households do not want to waste time answering the survey. In order to avoid taking up too much time or making multiple visits, the interviewer 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 interviewer 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. Households should be replaced only after all methods to convince them to participate have been used.

Replacement Households

Having to replace a household should be a relatively infrequent event. Every effort to find the household originally selected to be interviewed should be made. The quality of the data generated from this survey depends on interviewing the households originally selected.

When you arrive in the community, gather as much information as you can about the location and availability of the households you are required to interview as possible. Relevant sources of information could include community leaders, knowledgeable store owners in the market, leaders of social or community groups, and employers. If you gather information about one of the households that leads you to believe that they are no longer located in the community, ask where the household used to live. Upon receiving this information visit this location to verify if the initial information you received was correct or whether your initial informant may have been misinformed, confused about the household in question, or suspicious of giving information about the household to a stranger. Ask several of the household's neighbors to verify your initial information. If you find that several different sources of information and your own visit to the household's previous residence confirm that the household has moved, use the list of sampled replacements to determine the replacement household.

All information that you collect regarding the displacement of the household should be recorded on the coversheet of the originally selected household's questionnaire. This information should also be shared with your supervisor when you inform him/her about the missing household. You are the only person who can authorize an interviewer to substitute one household for another. You can only do this once you, personally, have determined that the selected household cannot be found or, for valid reasons, cannot be interviewed. You will keep careful records of each and every replacement as these will all have to be discussed and justified with the NBS management.

Chapter 5: 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) in regards to food prices, labor cost and other community characteristics.

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

In urban locations, identifying a local leader is more problematic. Make inquiries as to who might be considered local leaders when you first come to an urban location. These may be local business, religious, community policing or political leaders.

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 interviewer are to do is, to a large degree, dependent on the level of cooperation you receive from the members of the communities in which you will be working. If the general community attitude towards your work is negative, you likely will experience problems as you attempt to conduct your work. Do all you can to cultivate a courteous relationship with the community as a whole.

While you should not be secretive about the work being done, you must respect the confidentiality and privacy of the respondents when administering the questionnaire.

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

COVER PAGE

It contains COMMUNITY IDENTIFICATION characteristics which include the following:

1. **COMMUNITY NAME:** The name of community where this questionnaire is administered should be clearly written out.
2. **ZONE:** Information should be 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). The Interviewer must provide the appropriate information into the cell.
3. **STATE:** The interviewer needs to provide the **Name** and **Code** for a state in which this community can be found in related to above zone accordingly.
4. **LGA:** The **Name** and **Code** of a Local Government Area (LGA) where the community is settled within the above named state should be provided by Interviewer.
5. **SECTOR:** The sector can either be Urban (1) or Rural (2) settlement in the named LGA. Record the code per community accordingly.
6. **EA:** An Enumeration Area (EA) which must belong to any of the selected ones for this Panel Survey. Record the most appropriate **Name** and **Code**.
7. **RIC:** means **Replicate Identification Code** which must be among the selected ones for this Panel Survey. This should be recorded in **four unique digits' code**.

SURVEY STAFF DETAILS:

QUESTION 1: NAME OF FIELD SUPERVISOR: Your name: should be written into the provided space.

QUESTION 2: FIELD SUPERVISOR CODE: The code assigned to you (that uniquely identifies you) is written here.

QUESTION 3: DATE OF INTERVIEW: The date of this interview must be recorded accordingly.

QUESTION 4: NAME OF COMMUNITY HEAD: Name of community head can be provided if possible into available space.

QUESTION 5: DATE OF QUESTIONNAIRE INSPECTION: The date when this completed questionnaire was checked must be given.

QUESTION 6: NAME OF DATA ENTRY CLERK: Name of a data entry clerk in a state should be written into the provided space.

QUESTION 7: DATA ENTRY CLERK CODE: A code must be assigned to the name mentioned in Question 6 in a unique order.

QUESTION 8: DATE OF DATA ENTRY: The date of the data entry must be recorded accordingly.

QUESTION 9: NAME OF DATA VALIDATION CLERK: Name of a data validation clerk in a state should be written into the provided space.

QUESTION 10: DATA ENTRY CLERK CODE: A code must be assigned to the name mentioned in Question 10 in a unique order.

QUESTION 11: DATE OF DATA VALIDATION: The date of the data validation must be recorded accordingly.

SECTION 1: RESPONDENT CHARACTERISTICS

SELECTION OF INDIVIDUALS FOR COMMUNITY QUESTIONNAIRE

RIC: This should be recorded in **four unique digits' code** as indicated on top right side of each page.

QUESTION 1: ID CODE- This is pre-coded unique number assigned to each individual respondent to this community Questionnaire within a community.

QUESTION 2: The name of all individual respondents that provided information to complete the questionnaire should be written in the space provided.

QUESTION 3: The sex of each informant in question 2 must be recorded as 1 for male or 2 for female accordingly.

QUESTION 4: Record the age of each informant in question 2 to available space provided.

QUESTION 5: The respondent should provide information that matched the listed options. Record TWO RESPONSES.

QUESTION 6: The respondent should provide information on the total number of years he/she lived in the named community. Record the response in absolute year excluding months and days.

QUESTION 7: The respondent should provide information that matched any of the listed options of highest educational level completed. Record the appropriate code in the space provided.

SECTION 2: FOOD PRICES

RIC: This should be recorded in **four unique digits' code** as indicated on top right side of each page.

COLUMN 1: contains a list of **item names** is provided.

COLUMN 2: contain a pre-coded unique number which is assigned to each of items from preceding column. This pre-coded unique number is called **Item code**.

COLUMN 3: contains information that the interviewer should ask the respondent item by item in response of Yes or No. Record the response to each item either 1 for “Yes” or 2 for “No” accordingly.

COLUMN 4: contains three sub-divided columns labeled Naira; Number of Units and Unit code respectively. The interviewer should ask the respondent item by item in response to each sub-column per item as follows:

SUB_COLUMN 1: Naira that amount paid (or expected to be paid) for each item listed.

SUB_COLUMN 2: Number of Units of the quantity bought (or expected to be bought).

SUB_COLUMN 3: Unit codes of quantity written in sub-column 2. The list of unit code is provided for entering into sub-column 3 accordingly. If not available ask for it. Repeat the interview for each item as listed.

SECTION 3: LABOR

RIC: This should be recorded in **four unique digits' code** as indicated on top right side of each page.

Spinner Head: Note that it is important for every interviewer to take note of the content of all spinner heads in this questionnaire.

QUESTION 1: Ask the respondent “Do individuals in the village hire Laborers to work in their fields?” Record the response as 1 for “Yes” or 2 for “No” in the provided box.

QUESTION 2: contains three sub-divided columns labeled Activity; Crop and CODE respectively. The interviewer should ask the respondent item by item in response to each sub-column per item as follows:

SUB_COLUMN 1: Activity is given as a list. Ask the respondent each of the listed activities performed in his/her field corresponding to the crop given in sub-column 2.

SUB_COLUMN 2: Crop is the **name** of crop(s) grown in his field.

SUB_COLUMN 3: CODE is crop code given to each crop. A list of crop code is provided for entering into sub-column 3 accordingly. If not available ask for it. Repeat the interview for each item as listed.

QUESTION 3: Response in Question 2 will surely help you to ask the respondent Question 3. Record the response as 1 for “Yes” or 2 for “No” in the provided spaces.

SKIP INSTRUCTION: When the response to Question 3 is “No”, then the Interviewer skips to the next activity on the activity list. Otherwise, the interview continues to question 4.

QUESTION 4: When the response to question 3 is “Yes”, then question 4 asks the origin of the workers, either within the village, outside of the village, or both from within and outside the village. Mark the appropriate code from the list.

QUESTION 5: Ask whether people in the village hire men for this activity. Record the response as 1 for “Yes” or 2 for “No” in the provided spaces.

SKIP INSTRUCTION: When the response to Question 5 is coded 2 (No), the Interviewer must skip to Question 7. Otherwise, the interview must continue from Question 6.

- QUESTION 6:** If the response(s) in Question 5 is “Yes”, ask the respondent how much a man can be paid per day. Record the response in **Naira** only.
- QUESTION 7:** Ask whether people in the village hire women for this activity. Record the response as 1 for “Yes” or 2 for “No” in the provided spaces.
- SKIP INSTRUCTION:** When the response to Question 7 is coded 2 (No), the Interviewer must skip to Question 9. Otherwise, the interview must continue from Question 8.
- QUESTION 8:** If the response(s) in Question 7 is “Yes”, ask the respondent how much a woman can be paid per day. Record the response in **Naira** only.
- QUESTION 9:** Ask the respondent whether people in the village hire children for this activity. Record the response as 1 for “Yes” or 2 for “No” in the provided spaces.
- SKIP INSTRUCTION:** When the response to Question 9 is coded 2 (No), the Interviewer must skip to Question 11. Otherwise, the interview must continue from Question 10.
- QUESTION 10:** If the response(s) in Question 9 is “Yes”, ask the respondent how much a child can be paid per day. Record the response in **Naira** only.
- QUESTION 11:** Response in Question 2 will surely help you to ask the respondent about payment according to the size of the field and/or by heap/row. Record the response as 1 for “Yes” or 2 for “No” in the provided spaces.
- SKIP INSTRUCTION:** When the response to Question 11 is coded 2 (No), the Interviewer must move to the NEXT activity on the activity list in question 2. Otherwise, proceed to question 12.
- QUESTION 12:** If the response in Question 11 is “Yes”, asks the respondent how much are workers paid per activity per acre. Record the response in **Naira** only. If workers are not paid per activity per acre, mark zero.
- QUESTION 13:** If the response in Question 11 is “Yes”, asks the respondent how much are workers paid per activity per heap/row. Record the response in **Naira** only. If workers are not paid per activity per heap/row, mark zero.
- SKIP INSTRUCTION:** The Interviewer must move to the NEXT activity on the activity list in question 2 until all activities are completed. Otherwise, proceed to question 14.
- QUESTION 14:** The interviewer should ask the respondent to give any other common activities for which labor is hired in the community. Record the responses in the space provided activity by activity.

QUESTION 15: Response in Question 14 will surely help you to ask the respondent whether individuals in the community hire men to do the activity mentioned in Question 14. Record the response as 1 for “Yes” or 2 for “No” in the provided spaces.

SKIP INSTRUCTION: When the response to Question 14 is coded 2 (No), the Interviewer must skip to Question 17.

QUESTION 16: Response in Question 15 is “Yes”. Ask the respondent how much a man is paid per Activity in a day. Record the response in **Naira** only.

QUESTION 17: Response in Question 14 will surely help you to ask the respondent whether individuals in the community hire women to do the activity mentioned in Question 14. Record the response as 1 for “Yes” or 2 for “No” in the provided spaces.

SKIP INSTRUCTION: When the response to Question 17 is coded 2 (No), the Interviewer must skip to Question 19.

QUESTION 18: Response in Question 17 is “Yes”. Ask the respondent how much a woman is paid per Activity in a day. Record the response in **Naira** only.

QUESTION 19: Response in Question 14 will surely help you to ask the respondent whether individuals in the community hire children to do the activity mentioned in Question 14. Record the response as 1 for “Yes” or 2 for “No” in the provided spaces.

SKIP INSTRUCTION: When the response to Question 19 is coded 2 (No), the Interviewer must skip to Question 21.

QUESTION 20: Response in Question 19 is “Yes”. Ask the respondent how much a child is paid per Activity in a day. Record the response in **Naira** only.

QUESTION 21: Response in Question 14 will surely help you to ask the respondent about payment according to the size of the field or by heap/row. Record the response as 1 for “Yes” or 2 for “No” in the provided spaces.

SKIP INSTRUCTION: When the response to Question 21 is coded 2 (No), the Interviewer must move to the NEXT activity in Question 14.

QUESTION 22: If the response(s) in Question 21 is “Yes”, asks the respondent how much are workers paid per Activity per acre. Record the response in **Naira** only.

QUESTION 23: If the response(s) in Question 21 is “Yes”, asks the respondent how much are workers paid per Activity per heap/row. Record the response in **Naira** only. Return to the next activity in question 14 until all information for each activity listed is complete, before moving to the next section.

SECTION 4: LAND PRICES AND CREDIT

RIC: This should be recorded in **four unique digits' code** as indicated on top right side of each page.

QUESTION 1: Ask the respondent “Do households in the village acquire access or rights to land?” Record the response as 1 for “Yes” or 2 for “No” against the listed items in one item after another.

QUESTION 2: Information needed is listed accordingly ask the respondent. Record the response by the given code against the listed items.

QUESTION 3: Ask the respondent “Among these land arrangements do women also acquire access or rights to land?” Record the response as 1 for “Yes” or 2 for “No” against the listed items in one item after another.

QUESTION 4: Response(s) in Questions 1 is “Yes”. Ask the respondent “how much does it cost to obtain an acre of this type of land?” Record the response in **Naira** only.

QUESTION 5: Ask the respondent “Do individuals in the village borrow money from the listed sources?” Record the response as 1 for “Yes” or 2 for “No” against the listed items in one item after another.

QUESTION 6: Response in Questions 5 is “Yes”. Ask the respondent about collateral required for these loans. Record the response as 1 for “Yes” or 2 for “No” against the listed items in one item after another.

QUESTION 7: Ask the respondent “Do women have access to these loans?” Record the response as 1 for “Yes” or 2 for “No” against the listed items in one item after another.

QUESTION 8: Ask the respondent the normal number of months an individual has to reimburse a 10,000 Naira loan. Record the response in two digits only per the listed items.

QUESTION 9: In response to Question 8 will surely help you to ask the respondent about payment of interest rate on a 10,000 Naira loan. Record the response in maximum of **three** digits only per the listed items.

QUESTION 10: Ask the respondent about the amount of money an individual normally has to reimburse for a loan of 10,000 Naira. Record the response in maximum of **six** digits only per the listed items.

QUESTION 11: Ask the respondent the normal number of months an individual has to reimburse a 50,000 Naira loan. Record the response in two digits only per the listed items.

QUESTION 12: In response to Question 11 will surely help you to ask the respondent about payment of interest rate on a 50,000 Naira loan. Record the response in maximum of **three** digits only per the listed items.

QUESTION 13: Ask the respondent about the amount of money an individual normally has to reimburse for a loan of 50,000 Naira. Record the response in maximum of **six** digits only per the listed items.

QUESTION 14: Ask the respondent the normal number of months an individual has to reimburse a 100,000 Naira loan. Record the response in two digits only per the listed items.

QUESTION 15: In response to Question 14 will surely help you to ask the respondent about payment of interest rate on a 100,000 Naira loan. Record the response in maximum of **three** digits only per the listed items.

QUESTION 10: Ask the respondent about the amount of money an individual normally has to reimburse for a loan of 100,000 Naira. Record the response in maximum of **six** digits only per the listed items.

Appendix 1: Error Report

HOUSEHOLD Questionnaire

Application C:\Users\saliu\Desktop\Panel Survey Final\Panel Cspro Programme\Training
Traing\ANEL_HOUSEHOLD Final\CSPRO_Test.bch

Type BATCH

Input Data C:\Users\saliu\Desktop\Panel Survey Final\Panel Cspro Programme\Training
Traing\ANEL_HOUSEHOLD Final\HH

Date Jul 01,2010

Start Time 13:26:07

End Time 13:26:07

CSPRO Process Summary

```
+-----+
|      128 Records Read ( 100% of input file)      |
|          0 Ignored (          0 unknown,          0 erased) |
|      1027 Messages (          0 U,          16 W,       1011 E) |
+-----+-----+-----+-----+
| Level | Input Case | Bad Struct | Level Post |
+-----+-----+-----+-----+
|      1 |          6 |          1 |          5 |
+-----+-----+-----+-----+
```

Process Messages

*** Case [37011373701110002000] has 151 messages (135 E / 16 W / 0U)

W 88870 Value ' 23' out of range - check S3Q13(1,1)

W 88870 Value ' 1' out of range - check S3Q25(1,1)

W 88870 Value '*****' out of range - check S3Q35A(1,1)

W 88870 Value '0' out of range - check S3Q1(2,1)

W 88870 Value '***' out of range - check S6Q8A(1,1)

W 88870 Value '***' out of range - check S6Q8B(1,1)

W 88870 Value '*' out of range - check S6Q13(1,1)

W 88870 Value '*' out of range - check S6Q14(1,1)

W 88870 Value '*' out of range - check S6Q15(1,1)

W 88870 Value '*' out of range - check S6Q16A(1,1)

W 88870 Value '*****' out of range - check S6Q17(1,1)

W 88870 Value '*****' out of range - check S6Q21(1,1)

W 88870 Value '*****' out of range - check S6Q24(1,1)

W 88870 Value '*****' out of range - check S6Q25A(1,1)

W 88870 Value '*****' out of range - check S6Q25D(1,1)

W 88870 Value '303' out of range - check S8(3,1)

E 88182 Inconsistent field detected... QNO is not a skipped field, however
is NotAppl

E 88182 Inconsistent field detected... QNO1 is not a skipped field, however
is NotAppl

E 88182 Inconsistent field detected... SAQ12 is not a skipped field, however
is NotAppl

E 88182 Inconsistent field detected... AG2 is not a skipped field, however
is NotAppl

E 88182 Inconsistent field detected... AG3 is not a skipped field, however
is NotAppl

E 88180 Inconsistent field detected following a SKIP command in Var Q19

PostProc... Q21(1) should be blank (currently '27')

E 88180 Inconsistent field detected following a SKIP command in Var Q19
PostProc... Q22(1) should be blank (currently '14')

E 88180 Inconsistent field detected following a SKIP command in Var Q4
PostProc... Q5(1) should be blank (currently '11')

E 88180 Inconsistent field detected following a SKIP command in Var Q10B
PostProc... Q11(1) should be blank (currently '7')

E 88180 Inconsistent field detected following a SKIP command in Var Q10B
PostProc... Q11B(1) should be blank (currently 'TRTRY ')

E 88180 Inconsistent field detected following a SKIP command in Var Q10B
PostProc... Q12(1) should be blank (currently '8')

E 88180 Inconsistent field detected following a SKIP command in Var Q10B
PostProc... Q12B(1) should be blank (currently 'GFRXCGH ')

E 88180 Inconsistent field detected following a SKIP command in Var Q10B
PostProc... Q13(1) should be blank (currently '6')

E 88180 Inconsistent field detected following a SKIP command in Var Q10B
PostProc... Q14(1) should be blank (currently '1')

E 88180 Inconsistent field detected following a SKIP command in Var Q10B
PostProc... Q15(1) should be blank (currently ' 100')

E 88180 Inconsistent field detected following a SKIP command in Var Q10B
PostProc... Q16(1) should be blank (currently '56')

E 88180 Inconsistent field detected following a SKIP command in Var Q10B
PostProc... Q17A(1) should be blank (currently '7')

E 88180 Inconsistent field detected following a SKIP command in Var Q10B
PostProc... BQ17(1) should be blank (currently 'GGFGF ')

E 88180 Inconsistent field detected following a SKIP command in Var Q10B
PostProc... Q18A(1) should be blank (currently ' 100')

E 88180 Inconsistent field detected following a SKIP command in Var Q10B
PostProc... AQ19(1) should be blank (currently '2')

E 88180 Inconsistent field detected following a SKIP command in Var Q10B
PostProc... AQ20(1) should be blank (currently '28')

E 88180 Inconsistent field detected following a SKIP command in Var Q10B
PostProc... AQ21(1) should be blank (currently '9')

E 88180 Inconsistent field detected following a SKIP command in Var Q10B
PostProc... AQ21B(1) should be blank (currently 'FGHFHGH ')

E 88180 Inconsistent field detected following a SKIP command in Var Q10B
PostProc... AQ22(1) should be blank (currently '7')

E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
PostProc... S3Q13(1) should be blank (currently ' 23')

E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
PostProc... S3Q14(1) should be blank (currently '14')

E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
PostProc... S3Q14B(1) should be blank (currently 'gfhghgh ')

E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
PostProc... S3Q15(1) should be blank (currently '11')

E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
PostProc... S3Q15B(1) should be blank (currently 'ftrffgh ')

E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
PostProc... S3Q16(1) should be blank (currently '12')

E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
PostProc... S3Q17(1) should be blank (currently '45')

E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
PostProc... S3Q18(1) should be blank (currently '45')

E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
PostProc... S3Q19(1) should be blank (currently '2')

E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
PostProc... S3Q20(1) should be blank (currently '1')

E 88180 Inconsistent field detected following a SKIP command in Var S3Q1

PostProc... S3Q20B(1) should be blank (currently 'rtdtftyfty
')

E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
PostProc... S3Q21A(1) should be blank (currently ' 500')

E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
PostProc... S3Q21B(1) should be blank (currently '7')

E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
PostProc... S3Q22(1) should be blank (currently '1')

E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
PostProc... S3Q23A(1) should be blank (currently ' 100')

E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
PostProc... S3Q23B(1) should be blank (currently '8')

E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
PostProc... S3Q24(1) should be blank (currently '1')

E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
PostProc... S3Q25(1) should be blank (currently ' 1')

E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
PostProc... S3Q26(1) should be blank (currently '14')

E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
PostProc... S3Q26B(1) should be blank (currently 'gfghgfhgfyg
')

E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
PostProc... S3Q27B(1) should be blank (currently
'12122327hjdshjdjh ')

E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
PostProc... S3Q32(1) should be blank (currently '7')

E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
PostProc... S3Q32B(1) should be blank (currently 'gfghgfhgfh
')

E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
PostProc... S3Q34(1) should be blank (currently '1')

E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
PostProc... S3Q35A(1) should be blank (currently '*****')

E 88182 Inconsistent field detected... S3Q38B(1) is not a skipped field,
however is NotAppl

E 88180 Inconsistent field detected following a SKIP command in Var S3Q9B
PostProc... S3Q10(2) should be blank (currently '2')

E 88180 Inconsistent field detected following a SKIP command in Var S3Q9B
PostProc... S3Q11(2) should be blank (currently '7')

E 88180 Inconsistent field detected following a SKIP command in Var S3Q9B

AGRIC Questionnaire

Application C:\HouseHold and Agric Panel Survey\PANEL_AGRIC Final\CSPRO_Test.bch
Type BATCH
Input Data C:\HouseHold and Agric Panel Survey\PANEL_AGRIC Final\AGRIC

Date Jul 01,2010
Start Time 11:59:02
End Time 11:59:02

CSPRO Process Summary

```
+-----+
|      47 Records Read ( 100% of input file)      |
|      0 Ignored (      0 unknown,      0 erased) |
|      202 Messages (      0 U,      0 W,      202 E) |
+-----+
| Level | Input Case | Bad Struct | Level Post |
+-----+
|      1 |          2 |          0 |          2 |
+-----+
```

Process Messages

*** Case [370001111373701102351105067] has 31 messages (31 E / 0 W / 0U)

E 88182 Inconsistent field detected... S11CQ34(1) is not a skipped field,
however is NotAppl

E 88182 Inconsistent field detected... S11DQ33(1) is not a skipped field,
however is NotAppl

E 88182 Inconsistent field detected... S11EQ35(1) is not a skipped field,
however is NotAppl

E 88182 Inconsistent field detected... S11GQ5C(1) is not a skipped field,
however is NotAppl

E 88182 Inconsistent field detected... S11GQ5D(1) is not a skipped field,
however is NotAppl

E 88182 Inconsistent field detected... S11GQ8B(1) is not a skipped field,
however is NotAppl

E 88182 Inconsistent field detected... S11HQ19A(1) is not a skipped field,
however is NotAppl

E 88182 Inconsistent field detected... S11HQ19B(1) is not a skipped field,
however is NotAppl

E 88182 Inconsistent field detected... S11HQ21(1) is not a skipped field,
however is NotAppl

E 88182 Inconsistent field detected... S11IQ4B(1) is not a skipped field,
however is NotAppl

E 88182 Inconsistent field detected... S11IQ5A(1) is not a skipped field,
however is NotAppl

E 88182 Inconsistent field detected... S11IQ5B(1) is not a skipped field,
however is NotAppl

E 88182 Inconsistent field detected... S11IQ6(1) is not a skipped field,
however is NotAppl

E 88182 Inconsistent field detected... S11IQ7(1) is not a skipped field,
however is NotAppl

E 88182 Inconsistent field detected... S11IQ8(1) is not a skipped field,
however is NotAppl

E 88182 Inconsistent field detected... S11IQ9(1) is not a skipped field,
however is NotAppl

E 88182 Inconsistent field detected... S11L2Q1(1) is not a skipped field,
however is NotAppl

E 88182 Inconsistent field detected... S11L2Q2A(1) is not a skipped field,

however is NotAppl
E 88182 Inconsistent field detected... S11L2Q2B(1) is not a skipped field,
however is NotAppl
E 88182 Inconsistent field detected... S11L2Q2C(1) is not a skipped field,
however is NotAppl
E 88182 Inconsistent field detected... S11L2Q2D(1) is not a skipped field,
however is NotAppl
E 88182 Inconsistent field detected... S11L2Q3(1) is not a skipped field,
however is NotAppl
E 88182 Inconsistent field detected... S11L2Q4(1) is not a skipped field,
however is NotAppl
E 88182 Inconsistent field detected... S11L2Q5(1) is not a skipped field,
however is NotAppl
E 88182 Inconsistent field detected... S11L2Q6(1) is not a skipped field,
however is NotAppl
E 88182 Inconsistent field detected... S11L2Q7(1) is not a skipped field,
however is NotAppl
E 88182 Inconsistent field detected... S11L2Q8(1) is not a skipped field,
however is NotAppl
E 88182 Inconsistent field detected... S11L2Q9(1) is not a skipped field,
however is NotAppl
E 88182 Inconsistent field detected... S12C1(1) is not a skipped field,
however is NotAppl
E 88182 Inconsistent field detected... S12Q2(1) is not a skipped field,
however is NotAppl
E 88182 Inconsistent field detected... S12Q3(1) is not a skipped field,
however is NotAppl

APPENDIX 2: ACTIVITIES CODES

Appendix 3: Field Work Forms

Questionnaire S-1 SUPERVISOR	General Household Survey Post-Planting 2010 Questionnaire Management	Report by EA
------------------------------------	--	--------------

DATE of data collection: From _____ to _____

EA IDENT. NUMBER	ZONE	STATE	LGA	SECTOR	EA	RIC

Supervisor Code	
Data entry Code	
Name of coordinator	

	Interviewer Name	LGA	EA	RIC	Dwellings visited	complete	Surveys incomplete	To do	Hhlds without informati on	Price questionnaire
1										
2										
3										
4										

Reasons for non-response/lack of information from hhlds										
Inter- viewer Code	TOTAL	Refusal	HHld temporarily absent	No one home	No appropriate respondents	Seasonal dwelling	Unoccupied dwelling	Dwelling under construction	Non- residential building	Other reason
1	2	3	4	5	6	7	8	9	10	11

Problems Encountered: _____

Questionnaire S-2 SUPERVISOR	General Household Survey Post-Planting 2010 Questionnaires, Materials and Maps	Report by EA
------------------------------------	--	--------------

DATE of data collection: From _____ to _____

EA IDENT. NUMBER	ZONE	STATE	LGA	SECTOR	EA	RIC

Supervisor Code	
Interviewer Code	

Materials

1 Briefcase _____ 3 Maps _____ 5 Erasers _____ 7
2 ID Card _____ 4 Pens _____ 6 _____ 8

Given to Interviewer		In Data Entry		Returned to Interviewer For corrections		In Data Entry		Returned to Interviewer For corrections		In Data Entry		Date finalized (ready to be sent to HQ)	
Household QQ. No.	Agric QQ. No.	Household QQ. No.	Agric QQ. No.	Household QQ. No.	Agric QQ. No.	Household QQ. No.	Agric QQ. No.	Household QQ. No.	Agric QQ. No.	Household QQ. No.	Agric QQ. No.	Household QQ. No.	Agric QQ. No.

