



**NATIONAL MASS HOUSEHOLD SURVEY
FIELD STAFF MANUAL**



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CHAPTER 1

Survey Design

1.1 Introduction

The Africa Peer Review Mechanism (APRM) is a flagship programme of the New Partnership for Africans Development (NEPAD) for fostering governance in African Countries. It is basically a mutually adopted instrument for self-monitoring by African Countries, using agreed African and International standards, for enthroneing and deepening good governance in the continent. Accession to the ARPM is voluntary and open to all African Union (AU) member states. The mechanism carries neither punishment nor sanctions. Its primary mandate is to encourage acceding countries to adopt policies and practices that conform to the agreed political, economic and corporate governance values, codes and standards, as well as the socio-economic objectives enunciated in the NEPAD Declaration on Democracy, Political, Economic and corporate Governance document (2002). Thus, the ARPM presents the collective expression of African leaders for sustainable good governance.

Its ultimate focus is on cross-country experience sharing, comparison, capacity building and peer learning by experience exercise constructive peer dialogue and persuasion in order to achieve improvement in all aspect and at all levels of governance.

This manual is specifically meant for the training of the enumerators and supervisors for the APRM Survey 2006 in Nigeria and will also serve as a reference document during the entire survey exercise.

Objective of the Survey:

The key objective of the survey is to cover perception of the general population on issues of governance in the four thematic areas using a household based sample survey. It will also seek to assess and monitor progress towards good governance.

1.2 Survey Design:

1.2.1 Coverage:

The survey will cover 111 Local Government Areas (LGAs) in the country. Three LGAs will be selected in each of the states of the Federation and also three LGAs in FCT (Abuja).

1.2.2 Scope:

The scope of the survey will be the four thematic areas: Socio-Economic Development, Economic Governance and Management, Corporate Governance, Democracy and Political Governance.

1.2.3 Survey Instruments:

Two main survey instruments will be used for the training and data collection.

These are:

- The questionnaire
- The interviewer and supervisor's manual.

While these two instruments will be used during the training, the interviewer's/supervisors manual will further serve as reference materials to the interviewers and supervisors during the fieldwork.

1.3 Sample Design:

The frame will be the demarcated EA maps for the country produced by the National Population Commission in 1991 Census. This was adopted by NBS for her survey but regularly updated for survey taking.

The sample design proposed in the document in Nigeria APRM Country Self-Assessment Process will be adopted but modified to reflect what is obtainable in the National Bureau of Statistics (NBS). In line with the APRM proposal, the modified sample design is presented as follows:

Three Local Government Areas (LGAs) will be selected from the three Senatorial Districts in each state of the Federation. One of the LGAs will be from the senatorial districts in which the state capital is located and the other two LGAs will come from one of the remaining two senatorial districts based on some demographic or geophysical differences from the LGA in the state capital. Examples of such differences include: farthest from the LGA in the state capital; soil erosion; communal differences; sharing border with other state; having urban-rural features; being upland or riverine etc.

Selecting three LGAs from each state will yield a national sample size of 111 LGAs out of the 774 LGAs in the country. This translates into a sample size of about

fourteen percent (14.3%). This sample size is large enough to give a robust estimate at the national level. The sample can also be designed to give a robust estimate at the LGA level. However, this sample size will not give a robust estimate at the state level.

It was further proposed that two communities would be selected from each of the two LGAs already selected. The design has to be modified at this point to reflect what is obtainable in NBS. The reason is that NBS is not using community as a sampling unit in its sample design because the frame of communities in the state or LGA is not available.

In view of the above, the design will be modified to piggy-ride on NBS sample design infrastructure. The Bureau has an infrastructure by which it gets to the households (HHs) and this is through the Enumeration Area (EA). The EAs are scientifically selected to represent the LGA. Specifically the Core Welfare Indicators Questionnaire (CWIQ) sample design will be adopted for the survey. In the CWIQ design, 10 EAs are selected in each of the LGAs in a state. In each EA also, 15 households will be canvassed. It is envisaged that selecting 15 households in each of the 10 EAs in an LGA will give a better representative of that LGA than taking two communities from the LGA.

1.3.1 Sample Size:

Given that 10 EAs will be selected in each of the three LGAs selected in a state with 15 HHs from each EA, a total of 1,110 EAs will be selected for the survey with an expected 16,650 households. The size is robust at the National, LGA and Senatorial levels.

1.4 Training for Fieldwork:

For a better understanding and effective service delivery, a two-level training workshop will be organized. The first level training will be at the headquarters which is the training of the trainers (TOT) while the second level will be at the zones to train the field staff. The training will cover discussions and explanations on the survey objectives, survey design, the roles of interviewers and supervisors and interviewing techniques. The training will also involve classroom sessions on how to complete the questionnaire and its administration in the field. More importantly, classroom practices will be done on mock interview and role-playing in local languages.

1.5 Data Collection Arrangement:

The field staff of the National Bureau of Statistics will carry out the data collection. In each state, 12 interviewers and 3 supervisors will be required for the data collection. They will be constituted into 6 roving teams. Each team will comprise of 2 interviewers. One will man two teams. The 30 EAs selected in each state will be equally allocated to each team at 5 EAs per team. Working at the rate of 2 days per EA, the data collection is expected to be concluded within 12 days (including travel time).

1.5.1 Supervision/Quality Control:

In order to ensure good quality of the data collected, the following quality assurance measures will be put in place:

The training for the interviewers and supervisors will be well packaged and will be delivered by competent senior staff of the Bureau in order to produce field staff that collect accurate and reliable data from respondents. There will be series of classroom lectures and field practices to prepare the interviewers and supervisors for a good work.

As part of the quality control supervisory layers will be mounted starting from the supervisors who will be on the field regularly with interviewers to ensure good quality work. This layer will be followed by the senior supervisors (state officers) who will also check the quality of the work. Apart from the above measures, the monitoring officer from the NBS headquarters will also carry out independent monitoring/supervision in the field.

1.5.2 Retrieval of Records:

The supervisor will bring the completed and edited records (questionnaires) to the state office on weekly basis. First retrieval of records to the Headquarters, Abuja will be done by 6 monitoring officers from Headquarters, Abuja after 5 days of the fieldwork. The second retrieval will be done by the 6 zonal controllers at the end of the fieldwork. State officers are to ensure the first batch of records reach the zone on the 16th of September, 2006 unfailingly with reasonable returns. The second batch must also reach the zones through the state officers on the 23rd of September 2006 unfailingly.

1.6 Data Processing:

The data processing for the survey will be done centrally in Abuja. The data processing will be organized such that it will start a few days after the

commencement of the fieldwork and continue concurrently with the data collection so that it will be completed few days after the data collection is completed. The data processing activities will comprise the following inter-related operations, namely:

1.6.1 Manual Editing:

As part of the data preparation, the collected data will first be checked and edited manually by a team of editors before entry to ensure that all entries are accurate, consistent and the questionnaire is ready for processing. The aim of the checking is to ensure that the data are as accurate and reliable as possible, that they are consistent with other secured facts, that all instructions had been followed, that they are as complete as possible and had been arranged to facilitate coding and tabulation. In carrying out this singular operation, diligent effort will be made to minimize the number of changes to be made to the originally recorded data, eliminate absurd and inconsistent data.

1.6.2 Data Entry and Verification:

A data entry screen will be developed using either EPIData 2.1a or IMPS software. This data management software displays the questionnaire on the screen to be filled out by the data entry operator using the entries in the completed survey questionnaire. The screen will be designed in such a way that the data entry operators could key-in the data at a high production rate without loss of data quality. The screens in addition have in-built range checks that format and correct skip or filter errors at the point of entry.

1.6.3 Computer Editing and Correction:

A verification exercise will be carried out after the data entry to detect and correct errors that frequently enter the data during data entry. Some of the errors include wrong figures because the responses in the questionnaires are not entered properly or because the wrong keys are press during the data entry operation. Apart from the range and consistency checks built into the data entry program, record duplication and omissions will also be detected. These editing and correction are to ensure that all codes are within specified ranges and all consistency checks are successfully effected.

1.6.4 Computer Tabulation/Data Analysis:

As part of the data analysis statistical tables will be generated using CSPRO, SAS or SPSS.

CHAPTER 2

ROLE OF FIELD STAFF

2.1 Role of the Enumerator:

The success of any survey depends on each enumerator's ability to collect accurate information from the respondents.

The role of the enumerator includes the following:

- Locating structures and housing units in the sample Enumeration Areas (EAs) which are assigned to him/her by the supervisor;
- Identifying all persons in each household and conducting interview with them;
- Carrying on the interviews in accordance with the procedures described in this manual;
- Going throughout the questionnaire, after completing an interview and ensuring that all questions are properly filled-in and that questions not meant to be filled-in are completely clean and free of marks;
- Visiting again the households for which information on some members were not available at the first visit;
- Verifying questionnaires completely before handing them over to the supervisor and above all before leaving the locality.
- The enumerator should never correct a questionnaire, apart from minor errors, without asking the respondents the questions again. The enumerator should never copy information obtained during an interview on a new questionnaire.

2.1.1 Building rapport with the respondent

The respondent's first impression of the enumerator determines his/her willingness to cooperate in the survey.

- Introduction: To introduce himself/herself, the enumerator will clearly state his/her name, show the enumerator's identification card and request politely to talk to the head of the household/family.
- First Impression: When an enumerator is approaching a respondent for the first time he/she should:
 - a) Choose words that will make the respondent feel free and at ease for the interview.

- b) Open the interview with a smile and salutation: *“Good Morning Sir/Madam, my name is (NAME). I am an interviewer of the National Bureau of Statistics. We are conducting a survey on the household’s welfare. Your household has been selected through a random sampling process and we would like to interview you about your household welfare”*.
- c) Proper clothing and attire are strictly required as a sign of respect to the respondents and to represent properly the institution hiring the enumerator for the survey.
- Neutrality during Interview: Most respondents are polite and will tend to give answers they think the enumerator wants to hear. It is therefore very important that the enumerator remains absolutely neutral as he/she asks questions. The enumerator should not either by facial expression or by tone of voice allow the respondent to think he has given the right or wrong answers to the questions. Enumerator should not show any form of surprise, approval or disapproval to the respondent’s answers in any way.
 - Maintain word and sequence of the questions: The wording and the sequence in the questionnaire must be maintained. If the respondent misunderstands a question, the enumerator should read the question again slowly and clearly. To follow the sequence of the questions the enumerator should respect the filter and skip instructions indicated in the questionnaire.
 - Be tactful: In a situation where the respondent shows no interest, acts bored, detached, contradicts previous answers or refuses to answer the questions, the enumerator must tactfully bring back the respondent’s interest in the interview. You should always be honest in your approach. If the respondent does not have the time, make an appointment for a return visit.

Call-back and Appointment Procedures: It is important that you attempt to complete interviewing your respondent during your first visit to the household. However, you may at times need to make further visits, especially if both the head of the household and the spouse are either absent or are busy. In that case you need to make an appointment for a suitable time to interview the respondent. You should never try to compel the respondent to attend to you at a time that would obviously

inconvenience him/her. Try to be punctual for appointments. Being late for an appointment will inconvenience the respondent.

- **Confidentiality:** Always stress confidentiality on the information volunteered by the respondent. If a respondent is unwilling to respond to the interview or asks what the data will be used for, explain how the data will be used and stress that such information will be treated as very confidential. Because some of the questions to be asked are confidential, **the interview should not be conducted in the presence of visitors unless the respondent has no objection.** Also, you should never mention what was given in other interviews or show completed questionnaires to other enumerators or supervisors in front of a respondent or any other person.
- **Do not Hurry the Interview:** The enumerator should ask questions slowly and give the respondent time to think to ensure that he/she understands what is being asked. If the respondent is not allowed to think and formulate his/her opinion the response may be «don't know» or he/she may give an inaccurate answer. If the respondent seems to be responding slowly there is no need to hurry or to discontinue the interview.

Review of Questionnaires

Before the enumerator leaves the household, the questionnaire must be checked carefully to see that all the answers are complete. In some cases it may be necessary to re-visit the respondent for complete information and this is the time to do it.

Ending the Interview

After completing the interview, thank the respondent for his/her time and co-operation and leave the way open for a future interview. Even if the respondent is very friendly, you should always avoid over-staying your welcome. Some respondents will usually want to entertain you to refreshments or meals at the end of the interview. You should always tactfully excuse yourself and promise to come back another day in the future.

2.1.2 Interview Procedure

2.1.2.1 Arrival in the Community:

The team will arrive in the community a day before the start of the survey. Accompanied by the interviewers the supervisor will visit the chief, and other

prominent individuals to explain the purpose of the survey, and introduce the members of the team and discuss the survey program.

2.1.2.2 Finding the Address:

First, you should look for the address written on the page of the list of households and make sure that it is the household whose head was indicated on the sample household sheet. Sometimes you will have difficulties in finding a household. You may be unable to find either the dwelling or the household:

- The dwelling at the address may be abandoned, the household having moved without being replaced by another,
- The household head whose name is on the sheet may have left and another household may be living in the dwelling

If any of these happens, you should stop and ask for advice from your supervisor.

2.1.2.3 Explanation of the Survey:

When you enter a household the first thing you should do is to greet everyone, introduce yourself and say that you are working for the government. You should automatically show your interviewer's card in all cases

You must explain that:

- You are conducting a survey of Nigerian and non-diplomatic households living in Nigeria, and that the purpose is to find out about the present patterns of household characteristics, employment, and living conditions in the country. The survey is thus very important for planners to know how to improve the quality of people's living standards.
- The communities and the households that will be interviewed have been selected at random. Other neighbouring communities and households have been selected in the same way.

2.1.2.4 Introducing the Survey to the Household:

The enumerator should comprehensively explain all of the contents of the survey objectives to the head of the survey household, making sure to answer any questions that he or she might have. If the head of household is unwilling to proceed with the interview, please contact the field supervisor as soon as possible. The field supervisor should then talk to the household head to make an effort to obtain their cooperation. While awaiting the field supervisor intervention in contacting the household head, which may require time (hours to several days),

continue administering the questionnaire to other survey households in the Enumeration Area (EA).

2.2 Roles of Supervisor:

The supervisor is directly responsible for the technical execution of the fieldwork. He/she should give a permanent support to the personnel he/she is responsible for, control and evaluate the enumerator's work as well as the driver (when it is the case) and take direct instructions from the State Officer. Where need arises, the supervisor could conduct interviews.

The supervisor has to ensure the quality of the work executed by the field staff. He has to verify that the responses are consistent and valid throughout the questionnaires, before sending them for processing. He should coordinate all activities for collecting the information in the selected households.

The supervisor is responsible for the control and maintenance of the survey equipment.

As head of the field team, the supervisor should carry out the following tasks:

- Direct the data collection work in the selected areas and monitor its execution;
- Present the field team to the local authorities and request for their cooperation;
- Ensure that the interviewers have all necessary documents and supplies to carry out their work (questionnaires, pencils, eraser etc.)
- Locate the EAs selected in the areas assign to his/her team;
- Allocate lists of selected housing units for each enumerator;
- Accompany interviewers to the selected housing units to verify if the interviews are executed in conformity with the given instructions;
- Do rigorous monitoring of interviewers' work in order to solve problems that may occur and to avoid non-responses;
- Verify if the information correspond to the selected housing units;
- Review the questionnaires already filled in order to control the quality of the information collected;
- Maintain permanent contact with the State Office and remit there the questionnaires filled and verified for further transmission to the data processing team;

- Make regular reports on the development of the data collection process and send them to the state office;
- Have full knowledge of the supervisor and enumerator manuals and the control forms and be able to apply the instructions during the interviews;
- Conduct the spot interviews on the basis of a sub-sample of households for controlling data quality;
- The supervisor should never delegate his/her function to another person;
- The supervisor should never make gifts and promises in the name of NBS.
- The supervisor should not make any comments about the respondents to anyone, nor divulge any information collected. This way, he/she guarantees the confidentiality of the data collected.

CHAPTER 3

IDENTIFICATION & DEMOGRAPHIC INFORMATION

Explanations are provided on how to complete the questionnaire. It is important that the instructions provided are observed Strictly to enable collection of good quality data.

3.1 Procedures:

This section has two components: Interview Particulars and Demographic Information on Respondent.

3.2 Purpose of Section:

This section deals with individual details of all household members. Section of the questionnaire concerning demographics, education, health, employment, child health and gender will collect information on individuals. The remaining sections will collect information pertaining to the household as a whole.

3.3 Procedure for filling-in Demographic Section:

The interviewer will first record the names of all household members. It is only after the listing of all members has been completed that the interviewer will proceed to ask questions in column 3 through column 12 for the first person listed. After asking all the questions for the member in line number 01, the interviewer will begin to ask questions from column 3 through column 12 for the next member. The interviewer will ask the questions in this section for all household members before proceeding to next section. Interviewers will be mindful to fill the correct column for each member, perhaps using a ruler or other straight edge to guide the completion of columns.

3.3.1 Household definition

A household is:

- A person or a group of people living in the same compound (fenced or fenced)
- Answerable to the same head
- Sharing a common source of food and/or income.

It is important to note the three elements of this definition namely; do they live in the same compound? Are they answerable to the same and one head? Do they share a

common source of food and/or income? If any of the responses is NO, then this is not one household but several.

3.3.2 Listing Members:

The first step in Section B is to list the names of all members of the household. The person listed in the first column will always be the head of the household. If the respondent to the questionnaire is not the head of the household, the head of the household will still be listed in the first column (not the respondent). If the head of the household is absent at the time of interview, he/she will still be listed in the first column.

The process of listing household members should be done carefully to ensure that no one is missed. List the children after their mother. In case of polygamous households or households with several mothers, list all children following their respective mothers. To ensure complete coverage, the interviewer should explicitly ask about four types of persons, which are commonly overlooked by survey respondents:

- Persons who are temporarily absent; they should be included.
- Persons who have come to stay in the household permanently are usual household members even if they have just moved in.
- Servants or lodgers; it is possible that these individuals are members of a separate household that have been included during the listing exercise. If this is the case, they should not be included as members of the household being interviewed. If, on the other hand, there is no obvious indication that they belong to another household, then they should be included.
- Finally, the interviewer should ask whether there are any infants or small children who have not been listed, as very young children are often overlooked in accounting of household members.

As many as 18 persons can be listed on page 3 if there are more than 18 household members, the interviewer will need to use an extra questionnaire.

3.3.3 Sex of Household Member:

The sex of each household member will be indicated. The interviewer should be mindful not to assume the sex from the name, but be sure to ask about persons

especially for children under five years if in doubt. However, some caution in asking this is important in order not to offend the respondent.

3.3.4 Relationship to Head:

The first person on the line number should always be coded '1' since the head of the household should always be listed first, regardless of whether or not the head is present at the time of interview. Each household must have one and only ONE head. Other members should be identified in one of the thirteen categories.

Particular care must be taken in recording relationship information when the respondent is someone other than the head of the household; clarification must be made to the respondent that we are interested in the relationship of the person to the head of the household, not to the respondent.

3.3.5 Age at last Birthday:

Age is an important variable for most socio-economic analyzes and must be established as accurately as possible.

The age of each person will be recorded in completed years. This is the age of the person at their last birthday. If someone will be 25 years old in two weeks after the date of interview, the recorded age would be 24. Ages of nine years or less will be recorded with a leading zero for example '03'; infants less than one year old will be recorded '00'. For older individuals who may have trouble determining their exact age, the interviewer will probe to obtain an estimate. Try to make the best possible estimate. Please make use of the national calendar of events to assist in determining the ages of such individuals. The Field Supervisor should also be of great help in determining the age of the elderly.

3.3.6 How to use the historical calendar:

- Ask of any historical event (National or local) which occurred around the time of birth or childhood.
- Ask how old respondent was when that event occurred or how many years elapsed before his/her birth.
- Then use the information obtained to calculate the age. For example, if respondent was 15 when Nigeria obtained independence, this person should be $15 + 45$ (i.e. 1st October 1960 to 23rd September 2005) = 60 years. If still this methodology fails try the next approach.

- Simply estimate how old the respondent may be based on some district historical events, some events which occurred.

Only as a last resort is the interviewer to record a response of “don’t know”.

3.4 Identification Information/Interview Particulars

This covers information on the Enumeration Area and households identification particulars. These particulars uniquely identify each selected E.A. and household.

3.5 Demographic Information on Respondent

This part is to be completed for all members of the household. It gives a listing of all members of the household. The enumerator is required to list all the usual residents of the household recording at least two names of each member. Each member of the household will be assigned a line number (serial number) in column 1. For example, 01 is the line number for the first member of the household. It is recommended that this should be reserved for the head of household followed by the spouse for married couples) and the first born in case of a couple and so on.

3.5.1 Filling in the Rows

Eighteen rows have been provided for members of the household. If however, there are more than Eighteen members in a household, use additional sheet. In this case the first member on the second questionnaire will be 19. In column 5, record the relationship of each member of the household to the head of the household. This should conform to the codes provided in the code list. Wrong assignment of the codes will lead to wrong interpretation. It should therefore be treated with extreme care. For cases where a responsible member of the household provides answers for the demographic information in the absence of the head of the household, the head of the household who is temporarily absent should still be indicated.

3.5.2 Filling in the Columns

Write in Column 3 the sex of each member of the household using the codes given in codes section of the next page. Make sure the appropriate code for sex is recorded correctly. There should be no confusion of recording male person as female and vice versa.

In Column 4 you should record the age of each member of the household. If the respondent does not know or is not sure of his/her age, ask for the date of birth and then compute the respective age. Please make sure that you obtain information relating to the age of the members. For most analyses involving socio-economic

characteristics, age is a very important variable and must be obtained. In most cases, many people will remember their years of birth.

Main Occupation should be provided in column 9. You should note that many people could be engaged in many occupations. A farmer could also be a business person. In this context, occupation should mean the main work that he/she is mainly involved in. It should be noted that pastoralists are livestock farmers but with no fixed abode. Other livestock farmers should be indicated as farmers. Formal employment relates to skillful work where someone is working in a registered organization. Informal employment will include all other sectors where the organization is not registered and mostly involve manual work. Domestic workers will include houseboys, maids, etc who are employed to do household work in homesteads.

Marital status of the members of the households should be indicated in column 6. It should be noted that 'single' strictly refers to persons aged 15 years and above who are considered to have matured for marriage. For girls aged 12 years it is observed in some cases that they are married, so they should be coded as such.

For young persons who are not expected to be married, you should record code 02 i.e. 'Never Married'. It should be noted that divorced is different from separated, the former is where the separation has been determined by a court of law whereas the latter has not been legally defined. In both cases probe further to clearly distinguish between the two.

In Columns 7, you are expected to provide information regarding educational level. For children who have not yet gone to school and those who have not gone to any formal education should be indicated as 01.

Column 11 should be filled appropriately according to religious status. You should note that most Christian denominations, apart from catholic, would fall under 'Protestants'. You should not unnecessarily place some denominations under 'other' if they are part of Protestants.

In column 12, the serial number of the responding member should be recorded. It is very important to get this detail, because the respondent is the one providing information and his/her views are the objectives of this survey. Enter code 1 for the main respondent and code 2 for all other members of the household.

CHAPTER 4

4.1 Questions under General Knowledge about APRM:

Two options are provided for this question, Code 1 for Yes and 2 for No.

Q1 Interviewer should record the code that corresponds to the option in the box provided.

Q2 The Interviewer should tick the box(es) as appropriate.

Q3 Interviewer should record the code in the box.

4.2 Questions under Instruments and Standards

Q4 Interviewer should write the code in the space provided.

Q5 Interviewer should record the code corresponding to the response in the box provided.

Q6 Interviewer should record the code in the box provided.

Q7 This question carries four options, ranging from good to very poor with code 1 to 4 respectively. Interviewer should record the codes that correspond to the response as given by the respondent in the box provided.

Q8 Interviewer should record the code in the box provided.

Q9 Interviewer should write the challenges in the space provided.

4.3 THEMATIC AREAS

4.3.1 SOCIAL ECONOMIC DEVELOPMENT

Objective 1: Self Reliance in Development and building Capacity for Self-Sustaining Development.

Self reliance in development implies ownership and leadership and participation by all sectors of society on all development issues. Ownership and leadership of the development process include issues such as development priorities, origins of the resources mobilized for the implementation of the development programmes and origins of the private investments.

- Q1** Interviewer should record the code that corresponds to the options in the box. Where code 1 or 2 is chosen, the interviewer should proceed to Q3.
- Q2** For a respondent who gave option 3 in Q1, interviewer should tick one or more of the options provided.
- Q3** Interviewer should record suggestion for improving the poverty reduction programmes and projects mentioned in Q2.
- Q4-6** These questions seeks to know from the respondent if he/she is aware of the government's National Economic Empowerment and Development Strategy (NEEDS), State Economic Empowerment and Development Strategy (SEEDS) and the Local Economic Empowerment and Development Strategy (LEEDS).
- Q7** The question seeks the options of the respondent on whether the NEEDS, SEEDS and LEEDS have effect on the immediate community by addressing the needs of the poor, the private sector and the civil society group by choosing from '1' = Yes, '2' = No and '3' = Don't Know.
- Q8** This covers issues on projects within the village and the services provided. The question seeks to capture information on whether there are any projects or facilities providing essential services such as education, health, water and sanitation, electricity and financial services. Interviewer is required to record code 1 if there are projects/facilities providing the said services. Otherwise, indicate code 2 for 'NO' or code 3 for 'Don't Know' and then skip to Q14.
- Q9** The question seeks to know if the respondent is aware of where the funds/the sources for the said projects are raised. You are required to put "1" for YES, implying you are aware of the way resources used to set up the said projects

are mobilized. Otherwise, indicate a “2” for NO. Note that in case of a NO for an answer proceed to Question 10.

Q10 Enquire about the sources of financing of the said projects. Indicate a “1” if the respondent says that the financing of the services are provided by the government, “2” if by development partners, “3” if by NGOs, “4” if through the community and/or faith-based organization “5” if by any other.

Development partner as used in this question are World Bank, UNDP, Oil Company and UNICEF.

Q11 This question seeks to establish the reasons why the respondent is not aware of how the resources of the said services are mobilized. You are supposed to establish the reason and check which of the choices provided best describes the reason then enter it in the box provided accordingly.

Q12 The question concerns how the respondent rates the performance of the different stakeholders in provision of services listed in Q7/Q9. The ranking should either be “1” for excellent, “2” for good, “3” for fair, “4” for poor or “5” very poor, under each stakeholder. For example, if government performed excellently in the provision of any of the services, then code 1 will be entered in the box provided for government.

Q13 This question refers to the ranking of the role of the community in setting up the following facilities: Schools, health, Water and sanitation, Electricity and Financial services. Enter “1” if the community is Very Active, “2” Active, “3” Moderate, “4” Weak or “5” Very weak, for each type of service.

Q14 Question seeks to get evidence in terms of opportunities to influence decisions by the respondent. Enter codes 1 if respondent has opportunity to influence decision or code 2 for No or code 3 for Don’t Know.

Q15 Record decisions as provided by the respondent if you have coded 14 as “1”. By recording ‘1’ for moderate, ‘2’ for weak, ‘3’ very weak.

Q16 This question refers to the rating of the benefits emanating from the facilities to the respondent or the community. Code “1” for Excellent, “2” Good, “3” Fair, “4” Poor or “5” for Very poor benefits.

Q17 This question refers to respondent’s knowledge/awareness about Community-Based Organizations (CBOs). If the respondent says no or Don’t Know then the interviewer should go to Q21

- Q18** If the respondent is aware of any CBO in the community, he/she should tick one or more of the objectives provided.
- Q19** Mention the services listed here to the respondent and tick accordingly the service provided by the CBO as given by the respondent. In case of any other service, please specify.
- Q20** This question seeks to get the extent of CBOs in enabling members to know and demand their rights and identification of their needs. Code “1” Larger Extent, “2” Large Extent, “3” Lesser Extent, “4” Not at All or “5” Don’t Know.
- Q21** This question seeks to get the extent to which NEEDS, SEEDS and LEEDS have been accepted and incorporated into the development process and help to promote service delivery and sustain local livelihood (means of earning money in other to live). Interviewer should record the ranking given by the respondent for each of the strategy. This question is asked in the light of the answers that have been given by the respondent under objective 1.

Objective 2: Accelerate socio-economic development to achieve sustainable development and poverty eradication.

The need to accelerate socio-economic development is vital in addressing poverty. There is thus the need to know what is being accomplished to ease access to food, shelter, health services, education, etc. It also requires actions to increase capacity to generate income in order to face the needs.

- Q1** Current main sources of livelihood could be: Subsistence agriculture, Commercial agriculture, Small and Medium scale Entrepresis (SME), formal employment, unpaid family worker, etc. rank them in order of importance using a scale of 1-5 where “1” Very important, “2” Important, “3” Moderate, “4” Not important or “5” Not applicable. Read through the options to respondent and rank each source accordingly.
- Q2** Due to certain circumstances it’s possible that the importance of the sources of livelihood in Q1 could have changed in the last 5 years. Code “1” significantly, “2” moderately, “3” constant, “4” moderately or “5” no impact.
- Q3** Access to services in the last five years can be ranked as either having: “1” Increased significantly, “2” Increased moderately, “3” remained constant, “4” Declined moderately or “5” Declined significantly. **Note** that Productive Resources are the natural (e.g. land), human, and capital (e.g. money,

machinery or buildings) resources that are used to produce goods and services. Read out the services to the respondent and rank accordingly.

- Q4** Record code '1' for Yes or code '2' for No or '3' for don't know.
- Q5** If Yes to **Q4**, respondent should rate the benefits which the Socio-economic and poverty eradication programmes have brought to the categories of people listed on a scale of 1-4 where '1' is very significant, '2' is significant, '3' is moderate, '4' is weak and '5' is very weak.
- Q6** In this question, the rating is from 1-4 where '1' is very high, '2' is high, '3' is moderate or '4' is low. Interviewer should record the code for the poverty level in the box provided.
- Q7** The respondent is expected to provide one or more reasons as the cause(s) of poverty in his/her community.

Objective 3: Strengthen policies, delivery mechanisms and outcomes in key social areas.

There are areas of concern that needs to be looked into in order to strengthen policies, delivery mechanism and outputs in key socio development areas. These include education, health, HIV/AIDS, child status, gender equity, protection of vulnerable groups (i.e. those who are weak or easily harmed), etc. Their improvement is both a development objective as well as a key impetus for accelerating the development process.

Q1 The interviewer should record the appropriate code for the response in the box.

Q2 If the respondent indicated having children in primary school in Q1, interviewer should record number of children in primary school.

Q3, Q7 & Q11

In these questions the respondent is expected to rank Government policies on primary, secondary and tertiary education using the following indicators: '1' is very good, '2' is good, '3' is fair, '4' is bad. Interviewer should record the appropriate code for each question.

Q4 The respondent is expected to provide one or more reasons from the options provided for strength and weakness of the current policy on primary education in Nigeria.

Q5 & Q9

Interviewer should record the appropriate codes in the boxes provided for each of these questions.

Q8 & Q12

In these two questions, the respondent is expected to give the advantages/strengths and disadvantages/weaknesses of government policies on secondary and tertiary/university education respectively.

Q13 This question allows for one or more options. Interviewer is expected to tick appropriately.

Q14 The appropriate code that represents a level of satisfaction of the respondent from the services received from the health facilities/outlets should be recorded in the box provided.

Q15 One of the government health reform programmes is the provision of health services at local/community level in order to take health services to the reach of the citizens. The respondent is expected to rate the government policy and action on primary health care within the community. Interviewer should record the code for the rating in the box provided.

Q16 This question is asking the respondent for the main source of drinking water for members of your household. Interviewer is required to record the code for the main source of drinking water in the box provided. This is the source from which for most part of the year the household draws its drinking water. The sources are as listed in the questionnaire. A POND is a small area of still water, usually formed after rains or through an underground drainage. DAM is a reservoir formed by building a barrier river to hold back water and control its flow. SPRING refers to a place where water comes out from the earth. WELL is a man made shaft dug in the ground from which water is obtained.

Q17 The purpose of this question is to obtain a measure of the sanitation level of the household. The kind of toilet facilities in use is important for disease control and health improvement. A FLUSH TOILET is one in which water carries the waste down pipes. A VENTILATED IMPROVED PIT LATRINE is one that has been improved through some kind of construction to allow route for fumes to escape other than the hole itself. A TRADITIONAL PIT TOILET is not ventilated. The interviewer should record the code corresponding to the type of toilet facility used by the household in the box provided.

- Q18** The question seeks the respondent's assessment of the government performance in ensuring access to proper and hygienic sanitation. Rank as "1" Very good, "2" Good, "3" Fair, "4" Poor, or "5" Very poor and the interviewer should record the code for the rank given by the respondent in the box provided.
- Q19** Information on the type of energy used for cooking is collected as another measure of the socio-economic status of the household. Use of some cooking fuels can have some adverse health consequences. BIOGAS includes gases produced by fermenting manure in an enclosed pit. Lignite is a derivative of coal that produces more smoke when burned but produces less heat than coal. This question seeks information concerning the main type of fuel used for cooking only. Record the appropriate code in the box provided.
- Q20** This question seeks the respondent's assessment of the government performance in ensuring access to affordable energy for domestic use i.e. kerosene, electricity, firewood etc. Rank as "1" Very good, "2" Good, "3" Fair, "4" Poor, or "5" Very poor. Record the appropriate code in the box provided.
- Q21** This question seeks to know the major source of alternative to electricity supply used by the household for lighting apart from electricity. Interviewer should record the appropriate code in the box provided.
- Q22** The respondent is expected to indicate if he/she or any member of the household acquires credit/loan from any financial institution in the last twelve months. Note that the question is not meant for only the respondent but to all member of the household. Therefore if the respondent does not acquire credit/loan but any member of the household does, the response will be Yes. Interviewer should record the appropriate code in the box provided.
- Q23** If the response in Q22 is Yes the source of the credit i.e. the financial institution that granted the credit should be indicated. Where the option 'Others' is chosen, the type of financial institution should be specified. Interviewer should record the appropriate code in the box provided.
Non-banking financial institution means insurance company while micro-finance institutions refer to Esusu and Adashi.
- Q24** The role of the financial sector in the development process is to mobilize financial resources and to allocate those resources efficiently in the economy.

Affordable credit to all, especially the poor, is an important ingredient in reducing poverty and improving means of livelihood. The question seeks the respondent's assessment of the government performance in ensuring that there affordable credit to those who need it. Rank as "1" Very good, "2" Good, "3" Fair, "4" Poor, or "5" Very poor. Interviewer should record the appropriate code in the box provided.

- Q25** For this question the respondent is expected to give the type of tenure of where the household live in. The options are already given with their codes. Interviewer should record the appropriate code in the box provided.
- Q26** This question seeks information on land ownership by the household. Interviewer should note that the question is meant for the respondent who has code 1 (owner occupier) in Q25. Interviewer should record the appropriate code in the box provided.
- Q27** The question seeks the respondent's assessment of the government performance in ensuring adequate housing. Rank as "1" Very good, "2" Good, "3" Fair, "4" Poor, or "5" Very poor and record the appropriate code in the box provided.
- Q28** The view of the respondent regarding the government policy on land (whether it has consideration for the poor) is being asked for in this question. Interviewer should record the appropriate code in the box provided.
- Q29** Information and Communications technology services are vital to economic well being of a people. This question seeks information on accessibility of ICT and telecommunication facilities by the household. For any of the facility/household asset that the household have access to, the interviewer should record code 1 and for those that the household does not have access, the interviewer should record code 2 in the box provided for each of the facility/asset.

Objective 4: Ensuring Affordable Access to Water, Sanitation, Energy and Finance

- Q1** The interviewer should record the codes for the ranking of government performance against each of the basic needs listed in this question.

- Q2** The respondent is asked if he/she is aware of policies initiated by the government to ensure access to the basic needs listed in Q1. Interviewer should record the appropriate code in the box provided.
- Q3** One of the policies of the present government is to charge the economic/market price for public utilities (that have not been fully privatized). Interviewer should record the appropriate codes corresponding to the response in the box provided.
- Q4** The code for the ranking of the affordability of the respondent in terms of the provision of the facility/services listed in this question entered under each tier of government accordingly.

Objective 5: Progress towards gender equality especially in access to education for girls.

Progress towards gender equality is required, particularly equal access to education for girls and boys at all levels. Promoting gender equality requires change in legal and customary laws as well as measures to eradicate inequalities due to past policies and social practices. Land ownership, schooling and employment are some of the areas where gender inequalities are frequent. Progress is assessed in three aspects of gender equality: education, employment and political decision-making. Data in these three areas highlight the persistence of gender inequality.

Women throughout the world play critical roles in economic growth and development and their contributions have an impact on households, communities and national economies. It is also women who have the most direct influence on family nutrition, the health and education of children, and the use of basic hygiene, among other important factors in development.

Eradicating gender gaps in education - especially at secondary level - is critical to developing skills and competencies necessary to participate in the global economy and for accessing wider opportunities for effective participation in public life. Reducing gender inequality in the labour market - as manifested in occupational segregation, gender wage gaps, women's disproportionate representation in informal employment and higher relative unemployment rates - is key to increasing women's economic security and contributes to economic development and growth. Ensuring gender equality in property rights and access to resources is a key element in the fight against extreme poverty. Full gender equality at all levels of decision-

making represents in itself a basic human right and is critical for achieving development and peace.

Q1. This question has multiple indicators for assessing government policy and programmes for promoting gender equality. It seeks the respondent's assessment of the country's performance in reducing gender inequality in some key areas. Rank as "1" Very good, "2" Good, "3" Fair, "4" Bad, or "5" Very Bad. Interviewer should record the appropriate code under each tier of government.

Institutional is an organization or structure or regular ways of doing things.

Framework is defined as the network of structures that shape and support the organizations and rules/regulations governing ~

Objective 6: Promote and encourage broad based participation in development by all stakeholders at all levels

Women's equal participation with men in power and decision-making is part of their fundamental right to participate in political life, and at the core of gender equality and women's empowerment. It allows women to exercise the right to take part, together with men, in the management of public affairs.

Development within a developing society aims at building into society the mechanisms that will ultimately permit self-reliant growth and at providing equal and appropriate opportunities to take part in development to overcome income gaps, regional disparities, and inequalities between men and women.

For this to be possible, the central focus of development is not necessarily to boost production of material goods; instead, it should be to foster and enhance people's capability to have a role in their society's development. To this end, people should be willingly involved in a wide range of development activities, as agents and beneficiaries of development. It is this participation that is important. It is needed both as a goal and as a tool of development.

Participatory development is regarded as an approach to development that is designed to enhance sustainability and self-reliance and to achieve social justice through improvements in the quality of people's participation. The focal point of participatory development should be the qualitative enhancement of participation in local societies which can be defined as groups of rural communities and as administrative and developmental units.

Q1. The respondent is expected to express his/her view on the approach used by government for planning and development. Ground-up means the planning and development process emanate from the grassroots while Top-down means that the planning and development process emanate from the government. Interviewer should record the appropriate code in the box provided.

Q2. In this process the respondent is expected to say if government is encouraging broad-based participation and ownership of the development process by the people. Interviewer should record the appropriate code in the box provided.

Broad-based – Generally means that the budgeting processes are inclusive and participatory.

Q3. If Yes in Q2 In this process the respondent is expected to say if government is encouraging broad-based participation and ownership of the development process by the people. Interviewer should record the appropriate code in the box provided.

Institutional framework is the network of structures that shape and support the organizations and rules or regulations governing “the issue at hand”

Mechanism – Means method of procedure for doing something.

Q4. Here the respondent is expected to say if there is a wider participation (i.e. all stakeholders are involved) on budgeting process.

Q5. If the response in Q4 is No, then the respondent is expected to tick one or more options.

4.4 Economic Governance and Management

Governance in broad terms signifies the exercise of political, economic and administrative authority to manage a nation's affairs comprising the complex range of mechanisms, processes, relationships and institutions through which citizens and groups articulate their interests, exercise rights and obligations and mediate differences.

Good governance is considered synonymous with sound development management. Good, effective public governance helps to strengthen democracy and human rights, promote economic prosperity and social cohesion, reduce poverty, enhance environmental protection and the sustainable use of natural resources, and deepen confidence in government and public administration.

This section on Economic Governance and Management revolves around the following five objectives:

- Promotion of macro-economic policies that support sustainable development;
- Implementation of transparent, predictable and credible government economic policies;
- Promotion of sound public finance management;
- Fighting of corruption and money laundering;
- Acceleration of regional integration through participation in the harmonization of monetary, trade and investment policies between the participating states.

Objective One: Promoting macroeconomic policies that support sustainable development

The concept of governance in the context of promotion of sound and sustainable economic development comprises of efficient government, effective civil society and successful private sector. Good governance is based on participatory and democratic traditions, promotion of equity and equality, gender balance and promotion of synthesis of diverse perspectives and mobilization of resources for social purposes, and in the final analysis based on the rule of law.

Several factors can affect the rate at which the economy grows. Key among these is the rate of investment, increase in the size of the workforce, and changes in economic policies. A country's macroeconomic policies will affect its growth performance through their impact on certain economic variables.

The aim of this objective is to establish respondent's views on government's policies on promoting sustainable macroeconomic development.

- Q1** Inflation can be defined as an increase in money in circulation where the production is decreasing. Ask the respondent if the prices of the commodities have been increasing, decreasing or stable over time.
- Q2** Ask the respondent how the exchange of the Naira with other currencies has been over the last five years.
- Q3** Ask the respondent if there has been increase in the production of goods and services in Nigeria in the last five years.
- Q4** Ask the respondent if the goods and services brought to the country (imported) are more than those sold to other countries (exported) in Nigeria
- Q5** Ask the respondent if he/she buys more of imported goods than those produced in Nigeria
- Q6** This question is for the respondent that answers yes to question 5. The reasons should be read out to the respondent to support his/her preference to imported goods.
- Inferior refers to comparison of two items, if one is better than the other but may not mean that the inferior one is not working or functioning.
- Sub-standard is referring to a situation where the item does not have the standard expected of such item.
- Q7** Budget can be defined as a statement that expresses future plans in financial term. This question wants to know if the Nigerian Govt. had been spending more than what she planned to spend at the beginning of the year in the last five years.
- Q8** The respondent who answered yes to question 7 should be asked for his/her reasons as indicated in the options why govt. spend more.
- Q9** The respondent should be asked if he/she knows of any organized structure, established agents or traditional outline put in place by the govt. to gather revenue in the country. For example, EFCC, VAT, ICPC, NDLEA, NAFDAC, etc.
- Q10** If the respondent answers yes to question 9, he/ she should mention the laws and agencies. The enumerator can read out the options to assist the respondent.

Q11 Shocks in this content can be seen as problems and constraints surprise or disturb. Here the respondent should be asked of those things he/she feels that could disturb (shocks) growth of Nigeria economy from the given options.

- Current account balance is the sum total of differences between import and export goods & services and transfers (grants to overseas countries, subscriptions and contributions to international organizations) less investment (profits in overseas branches, interest and dividends on stocks and shares held in overseas securities, interest on borrowing and lending abroad) income at the international market
- Export and import domestication measures are ways of controlling our export and import internally, e.g. Tariffs, excise
- Terms of trade can be defined as the quantities of domestic goods that a country must give up to obtain a unit of imported goods. The terms of trade of a country continually change as export prices and import prices change.
- Changes in net foreign asset can be referred to as the increase or decrease in the assets of a country abroad compared to what was there initially

Q12 The respondent should tick among the options provided about the ways Nigeria takes to reduce the exposures to economic distressed mentioned in Q11.

Q13 Macroeconomics is the study of the aggregate (Total) effects of the decisions of households or producers. It looks at national economy or international economy system as a whole, e.g. total output, income and expenditure, unemployment, inflation etc and what economic policies a government can pursue to influence the national economy. The respondent should tick from the options provided on those things (measures) that govt. put in place to promote good national economic (i.e. to increase national productivity, improve exchange rate, and increase resource mobilization).

Q14 This question is asking the respondent to judge the adequacy of the measures he mentioned in Q13.

Q15 The respondent should be asked about the reasons why the policies and programmes put in place by the govt. to promote good national economy do not yield the required result perfectly.

Q16 This question is to ask the respondent if he/she is satisfied with the way govt. takes to the citizens' advice in determining national economy (total production) performance. The response should be recorded against the options.

Q17 Ask the respondent how he/she would judge the government's performance in the last 2 years in dealing with the following issues listed below and rank them according to the scale

1 = Very good/excellent; 2= Good; 3 =Fair; 4= Poor; 5= Very poor

- Economic reform
- Unemployment
- Disasters (e.g. floods, fire, famine)
- Management of local authorities (Ensuring accountability and transparency)
- Industrial disputes and labor issues (employee strikes)
- Infrastructure development (e.g. roads, electricity, Telecommunications)
- Education
- Environmental management (e.g. deforestation,
- Land degradation, pollution
- Land reform and ownership (e.g. settling squatters)
- Corruption
- Security

Q18 Income is in general the money that is received as a result of the normal business activities of an individual or a business. The interviewer should establish the respondents view of his/her income over the last two years by asking him/her whether his/her income has; *1= Increased a lot; 2 = Increased; 3 = Not changed; 4 = Decreased; or 5 = Decreased a lot* and code accordingly

Q19 Value of Money is otherwise referred to as purchasing power; this is what a certain amount of money can purchase at a particular time. The interviewer should find out based on the respondent's judgment whether the goods and services he/she can buy now has; *1 = Increased a lot; 2 = Increased; 3 = Not changed; 4 = Decreased; or 5 = Decreased a lot* compared to 2 years ago.

- Q20** The level of material comfort in terms of goods and services available to someone is called the standard (quality) of living. Standard of life is highly depended on the cost of living. Cost of living is based on the prices of such essential goods and services. The interviewer should seek the respondent's opinion on the cost of living over the last 2 years if it has; *1 = Decreased a lot; 2 = Decreased; 3 = Not changed; 4 = Increased; 5 = Increased a lot*
- Q21** This is a follow up question to 20 above, which seeks to confirm the answer given. Ask the respondent whether he/she feels his/her living standard/quality of life has improved or not over the past 2 years and code *1= Improved a lot; 2= Improved; 3= Not changed; 4= Become worse; 5= Become a lot worse.*
- Q22** Tax is a compulsory charges levied by the government for the purpose of financing services performed for the common benefit of the people. Ask the respondent's opinion on the tax he/she paid either it is higher or lower and code; *1=A lot less; 2= Less; 3=the same as before; 4= More; 5= A lot more; 6= Don't Know*
- Q23** Credit can be refereed to as loan taken from bank or other micro credit source when there is need for it. The interviewer should ask if the respondent ever borrowed money (any amount) in the past 2 years for any needs. If the answer is no, skip to question 28.
- Q24** For those who obtained loan/credit in Q23 above, find out the source of the loan/credit by either reading the options if he can not say directly the sources of credit.
- Bank (*commercial, merchant, chartered etc*)
 - Micro credit institution (*community bank, Esusu etc*)
 - Co-operatives (*within offices, outside/community, associations like Motor mechanics, tailoring, okada etc*)
 - Moneylender
 - Relative
 - Friend
 - Other (*Specify*)
- Q25** Ask the respondent the amount borrowed in Naira and record.

- Q26** Ask the reason why he/she borrowed or took the credit and code accordingly. E.g. Business purposes, school fees, subsistence, farm inputs/equipments or any other purpose which you should specify.
- Q27** Find out what was paid in excess of the amount borrowed and record it as interest. Then skip Q28 for such respondent
- Q28** For those respondents who have not borrowed or took loan for the past 2 years, find out the main reason why they have not borrowed; was it Lack of collateral (what to stand with); Lack of guarantors (somebody to recommend or stand for them); Lack of information on where and how they can borrow or take loan; the processing of loan takes longer time to complete; amount of interest charged is too high; fear of defaulting; or any other reason which you should be specify.
- Q29** The interviewer should ask the respondent how easy he/she could obtain credit any time it is required over the past 2 years. *1= Very easy, 2=Easy, 3=Difficult, 4=Very difficult or 5= Cant tell*
- Q30** The interviewer should ask the respondent about the distance (in kilometers) the respondent has to cover to where he could obtain loan/credit if the need arise (e.g. banks, micro credit institutions, co-operative). Is it up to; 1 - 10km, 11 - 20km, 21 - 30km, 31- 40km or more than 40km
- Q31** The interviewer should ask the respondent about access to credit over the past 2 years with a view to establish cost of credit in terms of interest rates whether it has been *1=Very affordable, 2=Affordable, 3=Not affordable or 4= If the respondent does not know*
- Q32** This question is aimed at establishing the respondents rating of the public servants (civil servants) efficiency in service delivery. The interviewer should ask the respondent, how he/she would rate the time taken by civil servants to provide the following services: - Registration of Business; licenses and other permits (e.g. driving license, birth certificate, passports); Attendance of patients in public hospitals;
- Q33** The interviewer should ask the respondent how he/she would rate the service received from the government workers over the last 2 years. Has it *1=Improved a lot; 2=Improved; 3=No change; 4=Become worse or 5= Become a lot worse*

- Q34** The interviewer should ask the respondent if his/her household was negatively affected by the following events in the last 2 years; Flood, Drought, Famine, Illness, Drastic price increases of essential commodities (e.g. sugar), Fires, Commodity price fluctuations (e.g. coffee), International trade disputes (disagreement, difference of opinion, argument etc) , Banning of commodity exports to other countries, Ethnic clashes, Theft of household assets/Robbery or any other event that should be specified. Code appropriately.
- Q35** This is a follow up to Q34 above which seeks to establish whether the respondent received any assistance following any of the events answered yes above. If no, skip to 38.
- Q36** For those who received assistance in Q35, the interviewer should ask the respondent, who offered it and code the appropriate box either for Government, Non-Governmental Organizations (NGO), Church, Individuals or any other in which case you specify.
- Q37** For those who report they received assistance, ask whether the assistance was *1= Very adequate; 2= Adequate; 3= Fairly adequate; 4= Inadequate; 5=Not adequate at all*
- Q38** Ask the respondent's opinion on government's response with regard to assisting victims of disasters/shocks over the past 2 years. This will have, either: *1=Improved a lot; 2= Improved; 3= Not changed; 4=Become worse; 5=Become a lot worse*
- Q39** Different types of disasters/shocks affect people differently depending on his/her socio-economic status. This question seeks the respondent's level of Vulnerability (resistance) in the event of the various disasters/shocks such as Floods, Drought, Famine, Illness, Drastic price increases of essential commodities (e.g. sugar), Fires, Commodity price fluctuations (e.g. coffee), International trade disputes (disagreement, difference of opinion, argument etc), Banning of commodity exports to other countries, Tribal clashes, Theft of household assets/Robbery or any other event that should be specified. Code appropriately. *1= Not at all vulnerable; 2 = Vulnerable to a small extent; 3 = fairly vulnerable; or 4 = Very vulnerable*

Objective Two: Implementing sound, transparent and predictable government economic policies

This objective aims to capture key measures taken in terms of legislation, policies and programmes, institutional development and resource allocation to ensure the effective and transparent functioning of the public administration, legislative system and fiscal authorities. It also seeks to capture evidence of the effectiveness and transparency of the above mentioned entities with respect to the following indicators:

- Timeliness, comprehensiveness and frequency in dissemination of information on the core activities of these entities,
- Existence of procedures including legislation to conduct external and internal assessments of the activities of these entities;

Q1 The respondent is to tick one or more options of those policies and programmes that affect individual citizen which government had implemented in the last five years, e.g. Housing policy, education, communication, electricity etc.

Q2 The respondent should say in his/her view the effectiveness/ performance of the listed services to the Nigerian citizen.

Q3 The respondent is to give his/her view about government performance using the listed micro economic indices.

Q4 The respondent is to give his/her opinion on how much the government policies and programmes affects the male and female interest.

Q5 The question seeks the opinion on how government policies and programmes gave power to women development in the last five years.

Empowerment – Means strengthening the capability of women to be able to do whatever they want to do.

Q6 The respondent is to tick one or more options on measures put in place by government to achieve gender equality (equal right for male and female)

Q7 The interviewer should tick among the options on the difficulties/ problems affecting the promotion of micro economic policies and programmes in the last five years as explained by the respondent.

Q8 The respondent is asked to rate the listed government institutions in the way they perform their functions in term effectiveness, transparency and predictability.

- Q9** The respondent is being asked to rate the government on how information about government spending is made available to the Nigerian public.
- Q10** The respondent is asked to indicate accordingly the open measures used in Nigeria in handling government business.
- Q11** The respondent is required to suggest ways by which the Nigerian economy can be better manage.
- Q12** In an effort to put the economy on the recovery path, the government has instituted various measures considered key in restoring economic growth. Establish how the respondent rates the government's effort in promoting growth in the following areas: Access to agricultural inputs, Marketing of agricultural produce, Access to agricultural extension services, Access to credit, Marketing of products from Small and Micro enterprises, Licensing of Small and Micro Enterprises and Marketing of livestock products. Code against each either 1. *For very adequate*; 2. *Adequate*; 3. *Fairly adequate*; 4. *Inadequate*; or 5. *Very inadequate*
- Q13** Ask if the respondent saves in a financial institution (i.e. in a bank, micro credit institutions).
- Q14** For those who said they save in 13 ask where they save, i.e. Bank, Micro credit institution, co-operative or any other and tick appropriately
- Q15** Seeks the respondent's rate of saving currently compared to 2 years back. Depending on the response, code either: 1. *For increased a lot*; 2. *Increased*; 3. *Remained the same*; 4. *Decreased*; or 5. *Decreased a lot*
- Q16** In case the respondent does not save (i.e. If the answer is NO.) enquire the reason for not saving and tick accordingly whichever is appropriate.
- Q17** The local government ministry through local authorities such as local government councils plays an important role in providing essential services and mobilization of resources for the same. Similarly, the state government is another structure the government uses to propagate its policies up to the lowest level. The efficiency and integrity of both the local authorities and the state government are major indicators of good governance and resource mobilization. This question seeks the respondent's evaluation of the services provided by either or both in certain selected areas. Code either 1. *For*

improved a lot; 2. Improved 3. Fairly improved; 4. Become worse; 5. Become a lot worse.

- Q18** Various local councils charge rates and levies differently. These could be low or high. Establish the respondent's opinion on the level of rates and levies charged by the local councils. Code either: *1. for Very low; 2. Low; 3. Fair; 4. High; 5. Very high.*

Objective 3: Promoting sound public finance management

This part is meant to capture key measures taken (in terms of legislation, policies and programmes, institutional development and resource allocation) to implement a predictable medium-term fiscal framework.

- Q1** The question seeks to know from the respondent what the government has done or put in place to increase resource mobilization including public and private savings and capital formation. The interviewer should read out the options to the respondent.
- Q2** The question intends to know if the respondent is aware of any laws and institutions put in place by government in promoting effective resource mobilization, distribution and allocation.
- Q3** If the response in Q2 is Yes, the respondent is expected to mention the laws and institution.
- Q4** Here the respondent is expected to say how favourable is the resource/revenue allocation to his/her state, LGA and community.
- Q5** If not favourable in Q4 the respondent is expected to suggest a more favourable allocation framework to federal, state, LGA and community.
- Q6** The respondent is asked to say the key measures adopted by government to ensure effectiveness and openness of its public finance management.
- Q7** The question seeks the respondent's self evaluation of the level of popular participation in government affairs at the local level areas such as identifying development projects, planning for the development projects, prioritizing the development projects, Community policing, and Building and maintaining roads. Using a scale of 1-5, code the answer as: *1 =Very involved; 2 = Involved; 3 = Fairly involved; 4 = Not involved; 5 = Not at all involved*
- Q8** Usually, the Federal and State government releases money to Senator, House of Representative and State House of Assembly member for

- constituency development project. Ask the respondent if the management of such fund should be left in the hand of the Senators, House of Representative member, State Assembly or there should be a committee within the constituency to manage such fund.
- Q9** Seek the respondent's rating of the degree of transparency of the Constituency Development Fund in his/her constituency. This could either be: 1. *Fully transparent*; 2. *Fairly transparent*; 3. *Transparent to a small extent*; 4. *Not at all transparent*; or 5. *Don't Know*
- Q10** The question seeks information concerning use of CDF money. Ask the respondent whether he/she feels that the CDF is used to fund deserving and useful development projects in his/her community and tick appropriately in the relevant box.
- Q11** Seek the respondent's opinion on the adequacy of the money given to his/her local authority by the government from the Federation account. Code: 1. *Very adequate*; 2. *Adequate* 3. *Fairly adequate*; 4. *Inadequate*; 5. *Not at all adequate*; or 6. *Don't Know*
- Q12** This question seeks to establish the respondent's rating of the level to which the Local Government Allocation money is used on projects that improve service delivery in his/her council. Code: 1. *Fully used*; 2. *Used to a large extent*; 3. *Used to a moderate extent*; 4. *Used to a small extent*; 5. *Not at all used*; 6. *Don't Know*
- Q13** This question establishes how financially informed individuals are about development projects in their local government area. Ask the respondent how he/she would rate his/her degree of information about the development projects in his/her locality, is he/she?
1. *Fully informed*; 2. *Informed to a large extent*; 3. *Fairly informed*; 4. *Informed to a small extent*; 5. *Not at all informed*
- Q14** Here the respondent is expected to rank the listed principles of revenue allocation in order of importance.
- Q15** The respondent is expected to express his/her view on the effect of resource control on the listed impacts.

- Q16** The question requires to know from the respondent if the system of resource mobilization and distribution is spread out among the three tiers of government.
- Q17** If Yes to Q16, the respondent is expected to state the extent of the power sharing in Resource Mobilization and distribution.
- Q18** The respondent is expected to judge the effectiveness of sharing of power among the three tiers of government in Nigeria.

Objective Four: Fighting Corruption and Money Laundering

“Corruption” is most often termed as abuse of public power by politicians and civil servants for personal gain, is motivated by greed and by the desire to retain or increase one’s power. Controlling corruption has emerged as one of the most important concerns within the international community.

“Money laundering” is the practice of engaging in financial transactions in order to conceal the identity, source and destination of the money [in question](http://en.wikipedia.org/wiki/Money). It encompasses any financial transaction which is not transparent based on law. Drug dealers, mafia members and members of organized crime are examples of instances where money laundering takes place.

Corruption and money laundering are impediments to political and economic development. This objective seeks to explore how the fight against corruption is faring on with regard to frequency of asking for bribes and the amount being demanded.

- Q1** The respondent should be asked if there is corruption seeks as bribery, use of influence or gifts to get what he or she wants in Nigeria.
- Q2** The respondent here should be asked if government is doing well in the way things are done in Nigeria by telling the citizens.
- Q3** The respondent should be asked if the laws put in place by government in Nigeria are working well. The respondent should be asked answer to accordingly.
- Q4** Due Process reform is one of the mechanism governance has put in place to fight corruption in Nigeria Public Sector. Due Process in the way of doing things right without bribing anybody to get what you want. The respondent should be asked if this process is working well.

- Q5** The respondent should be asked to tick those things that bring about corruption in Ministries and Companies.
- Q6** The respondent should be asked if those that are working in government who steal government money and other things are punished according to the laws used in fighting corruption.
- Q7** The respondent should be asked if the fight of government against corruption (magomago) is applied to everybody or sector that is corrupt.
- Q8** The respondent should be asked if his/her opinion whether government is really fighting corruption.
- Q9** The respondent should be asked if he/she knows of any influential person in government that has been imprisoned.
- Q10** The respondent should be asked if corruption or illegal way of doing this in Nigeria is the course of poverty in the country.
- Q11** The respondent should be asked if corruption affects the distribution of economic resources in Nigeria.
- Q12** The respondent should be asked to rate how large the carrying of out and in of Nigeria illegally.
- Q13** The respondent should be asked to list the laws, policies and programmes that government has put in place to which the carrying out and in of illegal money.
- Q14** The respondent should be asked if in the last two years the rate of corruption has changed by choosing from the options i.e. '1' Decrease a lot to '5' Increase a lot.
- Q15** This part seeks information on corruption in some specific departments of the public sector. Ask the respondent's view of corruption in the following public sector departments:-Police department, Civil service, Immigration department, licensing departments (Local authorities, Government institutions), Parastatals (e.g. Nigeria revenue Authority), Public hospitals, Law courts, Public Schools/ colleges or any others. Code against each either: *1. Decreased a lot; 2. Decreased; 3. Remained the same; 4. Increased or 5. Increased a lot.*

Q16 Over a number of years, the government has instituted various measures aimed at fighting corruption in the country. Enquire from the respondent how he/she evaluates corruption over the past 2 years.

Q17 This involves a comparison of the frequency of demand for bribes through services rendered by government offices, this year and 2 years back. Code either: 1. *Bribes are not demanded*; 2. *Less frequently than before*; 3. *Just as frequently as before*; 4. *More frequently than before*

Objective Five: Accelerating regional integration by participating in the harmonization of monetary, trade and investment policies

This objective is about membership of the country in regional political and economic integration arrangement. It aims to establish the advantages and disadvantages of regional economic and political integration.

Q1 The question seeks to know from the respondent which of the listed Regional/political organization he/she is aware of the interviewer should read out the Regional/political organization to the respondent and record accordingly.

Q2 In case the respondent did not mention Economic Community for West African Countries (ECOWAS), confirm whether he/she is aware of its existence. If the respondent is not aware of ECOWAS, skip to Section 4 on “Corporate Governance”.

The following questions are to be answered only by those who are aware of ECOWAS.

Q3 The question seeks to establish whether the respondent is aware of the benefits arising from the formation of Economic Community for West Africa Countries (ECOWAS). Ask the respondent to name and rank three major benefits emanating from the ECOWAS co-operation.

Q4 The respondent is to rank three major/serious challenges arising from ECOWAS Corporation.

Q5 Based on the challenges and benefits mentioned above, ask the respondent how he/she would rate the pace with which the government should move with regional co-operation initiatives. Code either: ‘1’ *Very fast*; ‘2’ *Fast*; ‘3’ *Fairly fast*; ‘4’ *Slow*; ‘5’ *Very slow*.

- Q6** The question seeks to know from the respondent if all member states of ECOWAS should use one currency.
- Q7** The question tends to know from the respondent if adoption of single currency by ECOWAS countries will promote sub-regional economic trade or exchanges in the regions.

4.5 Corporate Governance

Introduction:

In an effort to revive the economy and improve Nigerians' good living conditions, the government emphasizes that the starting point is good governance, improved security and the restoration of the rule of law. This would create an environment, which would promote the private sector- led growth and development in the country as it would increase the country's competitiveness as an investment destination for both local and foreign investors. Improved corporate governance enhances confidence of both domestic and foreign investors, and thus attracting the much needed investment to the economy.

Thus the Nigeria government, through the National Economic Empowerment Development, recognizes that within the government's overall poverty - reduction effort and wealth creation, the importance of effective governance and reduction of crime rates to promote opportunity, empowerment and security must be addressed. In this light, several measures have been proposed and put in place by the government to improve on governance issues in the country.

What is corporate governance? This is a system by which corporations or enterprises in both private and public sectors are directed, controlled and held accountable to the shareholders. Good corporate governance provides a level of disclosures and transparency regarding conduct of corporations, their boards and directors. It ensures that corporations comply with their legal obligations and remissions and that they are accountable to shareholders and responsible to stakeholders (i.e. employees, suppliers, creditors, customers and communities). In addition, corporate governance requires that they act responsibly regarding the environment.

Characteristics of good corporate governance:

Good corporate governance has seven distinguishing characteristics: discipline, transparency, independence, accountability, responsibility, fairness and social responsibility. The seven traits are important because they increase investor confidence, making it easier for corporations to raise equity capital and finance investment.

Nigeria relies heavily on agriculture and industries manufacturing such products as paper, hides and skins, chemicals etcetera. These industries have advance effects on our environment. Thus corporate citizenship and corporate responsibility have to

be complied with to ensure that corporations manage the environment sustainably and impact positively on the communities within which they operate.

Objective one: Promotion of enabling environment and effective regulatory framework for economic activities

This objective focuses on the legal and administrative measures that are in place to facilitate economic activities. The questions aim at assessing the effectiveness of both government authorities (particularly in banking, insurance and security markets) and self - regulatory authorities (including stock exchange, professional and trade associations) in regulation, monitoring and supervision.

Q1. Ownership of Business: Ask the respondent whether he/she owns a business and tick the correct answer accordingly in the given box. If the answer is “NO”, then go to 7.

Q2. Type of Business: If the answer in **Q1** is “YES”, ask what type of business is owned by the respondent and enter the code number corresponding to the answer in the box. If the respondent gives an answer not reflected in the choices, code 6 for others and then specify.

Note: 1. *Professional services include those provided by doctors, lawyers, nurses, accountants, auditors, surveyors etc.*

2. *Manufacturing: Refers to turning of raw materials into semi or finished products such as making orange juice from oranges or sugar from sugarcane.*

Q3-5 Business Performance: In **Q3**, ask the respondent how his/her business is performing and rate it on a scale of 1 to 5 and indicate the answer in the box. Question **4**, seeks to find the opinion of the respondent in reference to the performance of his/ her business today in comparison to 3 years ago. If the response is No or Don't know skip to Q7. In question **5** seek to find out if the respondent knows why the business is better today that it was 3 years ago. This question will only be answered if the answer in **Q4** is “YES”.

Q6. Help obtained to support business: This question seeks to find out whether the business owner gets any help to support his/ her business from the institutions listed. Please rate the business accordingly.

Note: 1. Business owners have associations bringing together those that operate business in particular locality. They all conglomerate to form one umbrella

body called Nigeria National Chamber of Commerce and Industry. The main objective of this body is to help business owners to develop or improve business environment by negotiating with the government to have good laws/ regulations.

2. End customer/ supplier support refers to assistance given to the distributor in terms of marketing and packaging of the product.

End customer/supplier support relates to customer feedback or supplier backward linkage. For example, in some big organizations, their customers/suppliers do advice or initiate the way the products should be produced or designed to attract better sales.

Q7. Impact of Various Factors on Business Activities: This question is a multi-response one that seeks the respondent's opinion on the various factors that are likely to affect business performance in the community such as bank interest rates, foreign exchange rates, taxation, roads, etc.

Note: 1. Telecommunications includes Internet, fixed and mobile phones and fax machines.

2. Factors that would impact positively on the business would have ranks 1 and 2 while those that have negative impact are coded 4 and 5.
3. Judicial process and system refers to the independence, capacity and efficiency of Judiciary in enforcing commercial laws.
4. Efficient communication system and access to information is vital for business performance or growth.
5. Investors will not put their money where there is insecurity or where corruption is rampant. Likewise, official bureaucracy (i.e many bottlenecks in acquiring licenses) could act as an impediment in doing business.
6. Unfair competition refers to selling of counterfeit (i.e. goods similar to the originals or imitations) goods within a country and dumping (i.e. goods destined to another country are disposed off in a country of transit without paying duty) cheaper goods in the local market.

Q8. What ought to be done to Improve Business Climate: This question seeks the opinion of the respondent about what should be done to improve the existing business or business climate for investment in this country.

Codes 1 & 2 are best options while 3 & 4 are worst choices. You will only code 5 if the respondent says he/she does not know the answer.

Objective 2: Corporate Social Responsibility and Environmental Sustainability

Corporation refers to any form of entity that conducts commercial activity in an incorporated or registered form.

Corporate social responsibility refers to responsive interaction between corporations and the community within which they operate. It is the distinctive contribution a corporation makes to the advancement of society or alleviation of social concerns, usually through some form of investment in partnership with the community.

This objective, therefore, seeks to answer questions that ensure that corporations act as good corporate citizens with regard to human rights, social responsibility and environmental sustainability. Some of the specific issues covered include: employee rights, provision of safe working environment and fair wages, the degree of corporations' responsiveness to community needs such as education, health, skills development; and responsible behaviour with regard to the environment including environmental rehabilitation projects, environmental assessments etc.

Q1. Involvement of corporations in social issues: This question seeks to find out from the respondent what his/ her opinion is about provision of social services by corporation as part of their social duties to the community. Such responsibilities include health services, environmental conservations (protecting environment), education services, maintenance of roads and financial contributions to the needy cases of the community such as bursaries etc. this question is a multi - response one requiring the respondent to be given all the options listed in the table so that he/she can mention the level of involvement.

Q2-3 Observance of labour laws: These questions seek to find out whether labour laws are observed in this country. In question 2, code **yes or no** according to the response given. If the respondent doesn't know then code 3. Question 3 is only answered if the answer in **Q2 is no**. In this case, ask the respondent in what ways corporations in this country don't observe the labour laws. The respondent has been given a list of what is expected to be observed in accordance with labour laws. Code the appropriate ranks in the given table.

- Q4. Observance of Human Rights:** Ask the respondent to give you his/her opinion in relation to whether corporations in this country observe human rights. The list of human rights has been given to the respondent in a tabular form. Rank the human rights accordingly as mentioned by the respondent.
- Q5. Response to Communities' Concerns:** Ask the respondent to rate Nigeria's corporations' response to the concerns of communities in which they operate. Such concerns have been mentioned in objective 2 above.
- Q6. Actions Necessary to Control Human Rights Abuses:** The respondent has been given several actions that are likely to be taken to control human rights abuses in the corporations. Ask him/her to rank these actions.
- Q7. Observance of Labour Laws and Human Rights:** The respondent has been given several sectors of the economy in this country. Ask him/ her to rank these sectors in respect to observance of human rights and labour laws.
- Q8** Ask from the respondent whether workers in Nigeria are adequately protected in their place of work.
- Q9** Question 9 is only answered if Q8 is No.
- Q10** The question expects the respondent to rate/score from '1' very good to '5' very bad, the state of environmental protection in the listed areas.
- Q11** The respondent is asked to rate the seriousness of the given environmental issues in Nigeria.
- Q12** The respondent is asked to give an opinion on whether he/she thinks Nigeria has adequate laws and institutions to protect the environment.
- Q13** The respondent is asked to rate the given mechanism in protecting the environment.
- Q14** The respondent is required in his/her opinion to rate/score the extent to which the listed activities affect the environment.
- Q15 Prosecution for Damaging Environment:** This question seeks to find out if the respondent is aware of any person who has ever been prosecuted for damaging and polluting the environment.

Objective 3: Codes of good business ethics

Business ethics is defined as “the principles, norms and standards that guide an organization’s conduct of its activities, internal relations and interactions with external stakeholders”.

This section seeks to answer questions related to self - regulation and development of voluntary codes on business ethics by public and private sectors. It also seeks to determine observance and enforcement of these codes by concerned bodies. In addition, mechanisms for sanctioning ethics violators and their effectiveness will also be determined as well as access to information on corporations in both private and public sectors.

Q1-8 Corruption in Organizations: Questions in this section address the issues of corruption in organizations and their level and causes. In question **1**, the respondent is asked whether he/she is working in any organization in the formal employment. If the answer is **yes**, then the respondent is asked to answer **Q2**. If the answer is **no**, skip to question **4**.

Q2 This question tries to determine the level of corruption in the organization where the respondent works. Thus the respondent is asked to rate the level of corruption in his/her organization.

Q3 Determines the type of corruption that exists in the respondent's organization. The respondent is given several types of corruption cases and is asked to rank each one of them.

Q4 Seeks the opinion of the respondent about the overall assessment of corruption in the country.

Q5 This question tries to find out whether in the opinion of the respondent, corruption in Nigeria in the past 2 years has been increasing or decreasing.

Q6 The respondent is given various organizations/ departments and is asked to rate the level of corruption in each one of them.

Q7 The respondent is given various agencies and is asked to rank them according to their effectiveness in tackling corruption in Nigeria.

Q8 The respondent is given various institutions/ Agencies and asked to rank them according to whether they are to blame for the continuing corruption in the country.

Q9 The respondent is asked to give an opinion on what he/she considers to be the main causes of corruption in the country. A list of these causes is given in the table and the respondent is expected to rank each one of them.

Q10 The respondent is asked to rate the role of the media in the war against corruption.

Objective 4: Rights of shareholders and stakeholders

Questions under this objective will elicit answer that address corporate governance concepts of accountability to shareholders and stakeholders (employees, customers, suppliers etc). Questions will cover shareholders rights to information, voting, meetings, profits sharing, etc. in addition, questions also focus on legislation and codes of conduct of business.

- Q1** The question tries to determine whether the respondent owns shares in any company or cooperative movement. If the answer is **Yes**, proceed to **Q2** else, skip to the next thematic”.
- Q2** This question tries to find out if the respondent gets regular information from his/her organization through annual reports, newsletters or meetings.
- Q3** The question is to determine whether the information gotten is adequate to enable him/her to know what is happening.
- Q4** If the answer to **Q3** is No. The respondent is asked whether he/she has ever asked for more information from the organization/ cooperative.
- Q5** The question seeks to know from the respondent if his/her company treat him/her and other shareholders with respect and fairness.
- Q6** The question seeks to know from the respondent if there is a policy for dealing with stakeholders’ grievances in his/her company.
- Q7** The question require to know the option available to the respondent in case of poor treatment from his/her organization.
- Q8** The question tries to find out the opinion of the respondent, whether the company/organization treat the listed stakeholders with respect and fairness.

Objective 5: Accountability of Corporations, Directors and Officers

This objective relates to the effectiveness of the corporate governance framework regulating disclosure requirements, the enforcement thereof and the adequacy of remedies for breach.

Q1-4. Getting Information and Audited Accounts: These questions try to determine whether the shareholder gets any information or audited accounts pertaining to the company/cooperative/society in which he/she belongs.

- Q1** The question tries to find out how often the shareholder gets information about the company/organization in which he/she is a shareholder.

- Q2** Question tries to find out whether the respondent gets audited accounts from his/her company/organization.
- Q3** This question asks the respondent whether the accounts of the company represent the correct position of the company.
- Q4** The respondent is asked if he/she received other information about his/her company/organization apart from the accounts.
- Q5** This is applicable if the answer in **4** is **Yes**. The respondent is given a list of information. He/she is asked if received any of them.
- Q6** The question tries to determine the participation of various authorities in appointment of auditors for the company. The respondent is asked to tick whichever is applicable.
- Q7** The respondent is asked whether he/she is satisfied with the role of auditors in protecting his/her interest as a shareholder.
- Q8** The question tries to determine whether there is an auditor or supervisory committee in the organization of the respondent.
- Q9** The question tries to determine whether the company/organization has ever been in problems for failure to file statutory or mandatory reports and tax returns.
- Q10** The question seeks to find out who appoints the board of directors or management. The respondent is given various options from which he/she will indicate **yes or no**.
- Q11** The question seeks to find out from the respondent who appoints the chairman of the board.
- Q12** The question tries to find out from the respondents, who appoint the Chief Executive in his/her company/organization. The respondent is given various options from which he/she will indicate **yes or no**.
- Q13** The respondent is asked whether the roles and functions of the Chairmen and directors are clear and well defined.
- Q14** The question tries to establish from the respondent whether the best people in reference to training, qualifications, skills and integrity are often appointed as chairmen, directors and chief executives.
- Q15** Question **15** is only answered if the answer in **Q14** is **NO**. Thus it seeks to establish from the respondent the considerations that are put in place in

making appointments of directors and management committees. The respondent is given a choice of various considerations or criteria. He/she is expected to tick against each of them.

- Q16** The question is to indicate how good the boards of directors or management committees are in steering the companies to success.
- Q17** The respondent is asked whether, in his/her opinion; the board of directors or management committee always acts in the best interest of the company/organization.
- Q18** Question **18** is only answered if the answer in **Q17** is **Yes** then the respondent is asked to tick one or more of the options provided.
- Q19** Tries to find out from the respondent whether the board always acts in good faith and without conflict of interest.
- Q20** The question tries to finds out from the respondent whether in his/her opinion or experience, the board of directors or management committee complies with the law.

4.6 Democracy and Political Governance

This section addresses issues to do with promotion of democracy and good political governance as a basis for the reduction of poverty and the attainment of sustainable development. It is generally acknowledged that development is impossible in the absence of true democracy, respect for human rights, peace and good governance, the core components of which include political pluralism, allowing for the existence of several political parties and workers' unions, and fair, open and democratic elections periodically organized to enable people to choose their leaders freely.

Objective 1: Prevention and Reduction of Intra- And Interstate Conflicts

This objective addresses issues pertaining to preventing and reducing intra- and inter-state conflicts with particular attention to the extent to which the country strives to sustain peace and security within its borders as well as contributing to peace and stability in its neighborhood.

Q1. Conflict could be of several forms. These include: Ethnic differences, Religious differences, Inequality in the distribution of resources, unequal economic opportunity, poverty and unemployment, political manipulation. Establish which type of conflict and tick the rank against each type accordingly.

Note: Political manipulation could be in form of political incitement, election rigging, result falsification etc.

Q2. The question seeks to evaluate the respondent point of view on the effectiveness of the measures taken by governments in the prevention and management of internal conflicts. Rank against each measures on a scale of 1-5, where '1' = Very effective; '2' = Effective; '3'= Moderately effective; '4' = Not Effective; '5' = Don't Know.

Q3 The question requires the respondent opinion on the role played by the listed stakeholders in the prevention and management of internal conflicts.

Q4. The question require the respondent to access the security of live and property in the country by ranking from 1 - 3 where '1' is very secure or '2' fairly secure or '3' not secure.

Q5. Conflicts among African countries could be of several forms, these include colonial boundaries, drugs trafficking, illicit arm trade, organized crimes,

political imposition, Resources. Establish which type of conflict and tick against each type accordingly.

- Q6.** The interviewer should tick appropriately the respondent assessment of the government involvement in ECOWAS peace operation in the West Africa Sub-region.

Objective 2: Constitutional Democracy, Political Competition, the Rule of Law, Citizens Rights and the Supremacy of the Constitution

Constitutional democracy and the rule of law are treated as two separate but related sub-issues. On the one hand, constitutional democracy refers to constitutionally established provisions and institutions which enable citizens to enjoy their rights of freedom of membership of political associations of their choosing and the free participation of these political groups and other associations in open political competition. Constitutional democracy is also empowering people at the grassroots level through the decentralization mechanism that allows local communities to participate in decision-making affecting their destiny. On the other hand, the rule of law and the supremacy of the Constitution ensure that all the law, and that no one is exposed to arbitrary treatment by the state. The rule of law also means that all authorities, including armed forces and security forces must obey the law. Furthermore, the legislative Acts of government should be enacted in conformity with the Constitution which is both the supreme law at the domestic level and the foundation on which the exercise of all powers within the state is based.

- Q1.** The interviewer should tick appropriately the respondent view about the positive effect of the laws made by the legislative on the lives of the people.
- Q2.** The respondent is expected to indicate how well the elected political office holders represent their interest. Interviewer should record the code corresponding to the response.
- Q3.** The rule of law can be restated to mean that all authorities, including armed forces and security forces must obey the law, and all individuals are subjected to and treated equally according to the law. The respondent should state according to his/her opinion whether the rule of law is applied equally to all individuals in Nigeria or not. If yes, skip to **Q4**.

- Q4.** If the rule of law is not applied equally (i.e. according to the respondent), then the respondent should state the ways in which partiality is manifested. Tick where applicable.
- Q.5** The question seeks to know if the creation of states and local government councils has made it possible to provide services to the people and allow them to participate in governance. The interviewer should record appropriately the response from the respondent.
- Q.6** The respondent is to state in his/her opinion whether or not the allocation (revenue) available to the state and local government is enough for them to carry out their functions.
- Q.7** Here the respondent is to evaluate the freedom/independent enjoyed by each tiers of government in carrying out its function.
- Q.8** The question seeks to know from the respondent if more powers and resources (revenue) should be given to state and local government.

Objective 3: Promotion and Protection of Political, Civil, Economic, Social and Cultural Rights

The promotion of economic, social, cultural, civil and political liberties ensures that the integrity and rights of people are respected by the state which should also take necessary steps to protect citizens' rights from violation either by its agents and/or a third party. Indicators related to this objective are underpinned by the principle of ensuring that the will of the people constitutes the basis of authority of the government. The popular will is measured, inter alia, through the right of citizens to participate directly and freely in the election of representatives and the equality of access to public service. Other indicators that are relevant for consideration include the capacity of the state to provide people with an adequate standard of living, education, housing and health care.

The responses to questions on objectives 3 to 9 are two types. The first type is on the extent of agreement by respondent to the questions being asked while the second type involves ranking of the options to the questions. The interviewer is expected to either write the code or tick the options that corresponds to the response in the bcx(es) provided.

- Q.1** The diverse nature of Nigeria is that it has people with different cultural, historical background and religion affiliate living together within a Nation. The

- question seeks to know if the respondent agrees that this has promotes democracy and good political governance in the country.
- Q.2** The respondent is to assess all the elections conducted in 1999 in term of free and fairness.
- Q.3** The same as in Question 2 except for the reference period (i.e. 2003)
- Q.4** The respondent is to assess the local government election conducted in 2004 in term of free and fairness.
- Q.5** The respondent is to rank each of the factors as it affects conduct of free and fair elections in Nigeria.
- Q.6** The question seeks to know from the respondent if the practices of democracy have been narrowed by the dominance of one powerful political party. The respondent is to given his/her opinion by choosing from 1 to 5.
- Q.7** The question here seeks to know if the government considers the views of the opposition in the process of policy decision making.
- Q.8** Here the respondent is to rank the awareness and reaction of government to public opinion in all the three tiers of government.
- Q.9** The question seeks to find out if the community leaders are finally involved in the democratic process (democratic procedure/practice).
- Q10** The question is seeking the opinion of the respondent on the important of the traditional rulers to democratic governance.
- Q.11** The respondent is required to assess the effect of each of the 'Impact of' on the democratic process by ranking each of the 'impact of' from 1 to 5.
- Q.12** The question is to assess how well the three tiers of government obey the rule of law and the supremacy of the constitution.
- Q.13** The respondent is required to rate the protection and promotion of the mentioned rights.
- Q.14** As in 13, the respondent is required to rate the listed organization in the protection and promotion of the rights mentioned in Q.13.
- Q.15** The respondent is to assess the influence of the listed actors on the violation of fundamental human rights.
- Q.16** The question seeks to find out if all citizens enjoy equal access to the decision making organs.

Q.17 The question required the respondent to state to what extent people from all ethnic groups or sub-ethnic groups in state and local government are represented in government agencies, parastatals and departments at all tiers of government in accordance with the federal character principle.

Objective 4: Separation of Powers and Protection of the Independence of the Judiciary and Legislature

This objective ensures the establishment of a functioning system of separation of powers among the Judiciary, the Legislature and the Executive. The separation of power evaluates the system of checks and balances within the branches of government. An independent Judiciary gives confidence to citizens - individual, group, and corporate - that their rights will be protected by the courts; it also helps to foster the kind of enabling environment that can promote economic growth and the reduction of poverty. An independent parliament that is alive to its oversight responsibilities is critical to the successful reduction of public sector corruption and the abuse of power by the Executive.

Q.1 The question seeks to know from the respondent, if the executive does not interfere with the activities of both the legislative and the judiciary arms of government.

Q.2 The question is to find out from the respondent, if the judiciary operates freely without any interference.

Q.3 Here the respondent is required to rate the performance of the judiciary in performance of its statutory functions.

Q.4 The question is to seek from the respondent if the legislative arm of government is free from interference from the executive.

Q.5 The question seeks to find out if the legislators represent and protect the interest of their people.

Q.6 The question is to find out how effective is the legislative arms of government in checking or control the excess of the executive arm through monitoring of their activities (i.e. monitoring of Capital Project executed by the executive arm of government).

Objective 5: Accountable, Efficient and Effective Civil Service

The indicators under this objective are meant to establish the quality of service delivery and ensure the accountability of public officials to the public. Good public

service delivery enables citizens to express their views on the performance of the government, and to hold civil servants accountable for their actions.

- Q.1** The respondent is expected to give his/her opinion on whether enough measures (steps) have been taken to ensure continuous accountability of appointed public officials.
- Q.2** Just as in Q1, the question aims to find out if enough action has been taken to ensure the continuous accountability of elected public officials.
- Q.3** The respondent is asked to what extent he/she agrees that there are strong laws for the evaluation of the performance of civil servants.
- Q.4** The respondent is asked if he/she agree that there are ways of rewarding good public officers, to encourage accountability and transparency.
- Q.5** If Code 1 or 2 in Q4, does the respondent agree that such incentives or recognition have help in increasing workers performance.

Objective 6: Corruption in the Public Sphere

Corruption misrepresents the real state of a country's economy and therefore is a disincentive for attracting much needed investment. Under this objective an attempt is made to assess the level of corruption in the country and the mechanisms that have been put in place to contain such practices

- Q.1** The question is to find out from the respondent if the government efforts in fighting corruption since 1999 had been on the increase. The respondent is expected to choose from 1 (strongly agree) to 5 (Don't know).
- Q2** The question seeks to know from the respondent if the government effort in fighting corruption has been directed at the listed people.
- Q.3** The question is seeking the opinion of the respondent on whether the Government has the power to fight corruption.
- Q.4** Here the question is to measure the level of corruption in Nigeria today, the respondent is to choose between very high i.e. code 1 to very low code 5.
- Q.5** The respondent is to judge or score the contribution of each of the factors as a possible cause of corruption.
- Q.6** The respondent is to score the performance of each of the listed institutions established by the government to fight corruption.

Objective 7: Promotion and Protection of the Rights of Women

The concern here is to ensure that women have a meaningful status in the country and to explore the frameworks necessary to further deepen their participation - political, economic, cultural and social. The indicators also seek to encourage governments to provide evidence of women's empowerment in the domain of access to and control of productive resources and services, as well as their role in decision-making, including conflict prevention and resolution.

- Q.1** The question seeks to know if the respondent agrees that there are laws, rules and institutions, put in place to promote gender equality in Nigeria.
- Q.2** The respondent is to judge the effectiveness of the listed measures in the promotion of gender equality.
- Q.3** More women are now involved in government at all levels as a way of empowerment. The respondent is expected to judge the participation/ involvement of 'women' in governance at all levels.
- Q.4** The respondent is to rank each of the factors in preventing gender balance in Nigeria.

Note: Gender balance means having equal considerations for male and female.

Objective 8: Promotion and Protection of the Rights of Children and Young Persons

This objective is about promotion and protection of the rights of the child and young persons. It aims at addressing the issues of children in armed conflict, child slavery, other abuses that prevent children from realizing their full potential and rehabilitation mechanisms put in place.

- Q.1** The respondent is to rank the commonest or the occurrence of the practices concerning the child in Nigeria.
- Q.2** The respondent is to rate the negative effect of the listed factors on the promotion of child rights.
- Q.3** The question seeks to know from the respondent if there are adequate laws for the protection and promotion of child rights.
- Q.4** The respondent is expected to score from 1 to 5 the contribution of each of the listed organizations in the promotion of child rights.
- Q.5** The question seeks the opinion of the respondent on the youth active involvement in government decision making unit especially as it affects their future.

Objective 9: Promotion and Protection of the Rights of Vulnerable Groups, Including Internally Displaced Persons and Refugees.

The failure to protect vulnerable groups represents an under-utilization of a country's capacities through the exclusion of a part of the society. The questions under this objective seek to address the rights of displaced persons and refugees through their integration into the existing communities, thus contributing to regional stability.

- Q.1** The respondent is to judge the attitude and actions of government at all levels towards the protection of rights of the disabled.
- Q.2** Just as in Question 1, the respondent is to judge the attitude and actions of government all levels towards the protection of rights of the internally displaced persons.
- Q.3** The respondent is to score the attitude and actions of government at all levels towards the protection of rights of refugees.
- Q.4** Here, the respondent is to score from 1 to 5 the possibility or chances of a lasting democracy in Nigeria.

CHAPTER 5

EDITING GUIDELINES

Introduction:

Field review or edit of completed questionnaire by the enumerators, field supervisors and other control personnel is one of the approaches that can be used for purposes of quality control. The main objective of such an exercise is to try and identify obvious errors such as omissions, inconsistencies, incomplete entries, unreasonable entries, impossible entries, etc. The usefulness of the exercise is particularly enhanced when it is carried out in the field, at a point where preventive actions can be more easily taken. This manual is therefore designed to help expedite actions can be more easily taken. This manual is therefore designed to help expedite such a review.

Types of Errors:

Errors likely to be detected include those of:

- a) Omissions: Cases in which an entry is required in an item but none was made.
- b) Inconsistencies: Cases in which entries in two or more items are not consistent with each other e.g. a household member classified as a housewife and her sex provided as a male whilst the person is elsewhere presented as currently pregnant. In each case element of inconsistency has arisen and would require correction.
- c) Unreasonable Entries: Cases in which an entry is beyond the reasonable limits of an item e.g. a woman aged 95 years is recorded as currently using contraceptive.
- d) Impossible Entries: Instances in which, for example, a code "6" appears for marital status, when provision was made only for codes 1 to 5.
- e) Double Entries: Cases where more than one response given to an item when only one is expected.
- f) Transcription Error: Cases where a piece of information is wrongly copied from one part of the questionnaire to another.
- g)

When to Check for Errors:

As a general practice, it is important to conduct these reviews in the field at an early point during the data collection stage. The enumerator should, after completing a questionnaire, quickly review the entries therein before leaving the vicinity of the household. This is the first level of editing. The supervisor, at the next level, should review promptly the work of interviewers under him/her. This should be very intensive during the first few days of the data collection since early detection and further instruction on how to proceed can prevent the repetition of the same kind of error(s).

Where necessary, return visit(s) should be made by the interviewer to correct any error which cannot be corrected after referring to the information in the questionnaire.

CHAPTER 6

Concepts and Definitions

- **Household head:** The member who makes key decisions in the household and whose authority is acknowledged by other members. It should be borne in mind that the key decision maker may not necessarily be the oldest. Other factors within the household can determine who the head is, such as what proportion of income is member's to total household income.
- **Spouse:** is the married or partner by mutual consent of the head
- **Child** refers to biological child.
- **Step-child** is an adopted child by either marriage or other reason will be classified.
- **Parents** of the head of household will be identified as "parent".
- All other relatives will fall in the "other relative" category.
- **Domestic help** (servant, guard, cook, baby-sitter among others) refers to a person who is paid for services rendered (cash or in-kind e.g. training skills, board and lodging) even if they are related to the head of household.
- **None relative** include friends living in household regularly.

Marital Status:

The term 'married' may have different meanings in different countries. Married refers to both formal and informal unions such as common-law marriages, free unions, living together. These have been classified further into polygamous, monogamous and living together unions. Check for consistency in married unions.

Marital status for couples must be identical.

- Polygamous unions exclude relationships that are not officially recognized such as mistresses, concubines.
- Informal/loose union refers to relationship contracted by two adults living together without civil or traditional recognition. Such people may report that they are married, so probe carefully to find out the actual relationship.
- Fiscal decentralization/fiscal federalism – Means transfer of more financial responsibilities and resources to states and local governments.
- Faith-based organizations are the churches, mosques and any other religious based organization.

- Money laundering is the concealing of the origin/source of money, usually from illicit business or illegal transaction.
- Nepotism – the practice among people with power or influence of favouring their own relative especially by giving them job.
- Creditors (Secured) – People or organization you owe against your property i.e. if you take a loan and you use your car as a security, if you default you lose your car.
- Creditor (Unsecured) – For example, if you take a loan without a collateral, if you default your creditor is at a loss.
- Gender balance means having equal considerations for male and female.
- Political manipulation could be in form of political incitement, election rigging, result falsification etc.
- Inferior refers to comparison of two items and one is better than the other but may not mean that the inferior one is not working or functioning.
- Sub-standard is referring to a situation where the item does not have the standard expected of such item.
- Current account balance is the sum total of differences between import and export goods & services and transfers (grants to overseas countries, subscriptions and contributions to international organizations) less investment (profits in overseas branches, interest and dividends on stocks and shares held in overseas securities, interest on borrowing and lending abroad) income at the international market
- Export and import domestication measures are ways of controlling our export and import internally, e.g. Tariffs, excise
- Terms of trade can be defined as the quantities of domestic goods that a country must give up to obtain a unit of imported goods. The terms of trade of a country continually change as export prices and import prices change.
- Changes in net foreign asset can be referred to as the increase or decrease in the assets of a country abroad compared to what was there initially.
- Macroeconomics is the study of the aggregate (Total) effects of the decisions of households or producers. It looks at national economy or international economy system as a whole, e.g. total output, income and expenditure,

unemployment, inflation etc and what economic policies a government can pursue to influence the national economy.

- Value of Money is otherwise referred to as purchasing power; this is what a certain amount of money can purchase at a particular time.
- Tax is a compulsory charges levied by the government for the purpose of financing services performed for the common benefit of the people.
- Credit can be refereed to as loan taken from bank or other micro credit source when there is need for it.

Socio-economic Development - implies continuous improvement in the well-being and/or in the standard of living of the people.

Notes: The broad objective of the social sector is to reduce poverty and narrow inequality through employment, empowerment and improving access, affordability and quality of social services. This cuts across education, gender, health and nutrition among other social services.

Community: Refers to all the people who live in a particular area and share some Socio-cultural characteristics.

Respondent: Refers to a member of the household who provides information to the interviewer.

Education: Refers to formal education. It is a key determinant of earnings and therefore an important exit route from poverty. It improves people's ability to take advantage of the opportunities that improve their well-being as individuals and be able to participate more efficiently in the community and markets.

Health: The condition of a person's body or mind. Achievement of good health is critical in enhancing human development. Improving health conditions reduces production losses caused by worker illnesses, increases enrolment of children in schools and also increase learning ability among others. Human capital is improved by increasing their access to basic health care and nutrition.

Water and Sanitation: Refers to affordable access to water and sanitation.

Electricity: Access to energy. Electricity used for lighting, heating, driving machines, cooking, etc. Reliable supply of electricity is the livelihood of any modern economy.

Financial services: Role of the financial sector in development process is to mobilize financial resources and allocate those resources efficiently in the economy

Infrastructure is identified as one of the pillars of any economic recovery program and includes road network, improved safety of urban transport, increased access to water resources, increased availability, reliability and affordability of energy and vibrant information technology.

Development partners: These are mainly the external donors, both bilateral and multi-lateral.

NGO: Refers to Non Governmental Organization. These are organizations established with the main objectives of helping communities to address societal problems and are not for profit.

CBO: These are community-established organizations registered with the ministry of Culture, Sport and Social services.

Stakeholders: All persons or organizations that have an interest in what is at stake. They include; government, civil society, trade unions, youth, private sector, women groups and religious organizations.