

Federal Republic of Nigeria

National Bureau of Statistics Abuja, Nigeria



**GENERAL HOUSEHOLD SURVEY - PANEL
POST PLANTING (3rd WAVE, August 2015)**



INTERVIEWER

INSTRUCTION MANUAL

AUGUST 2015

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Chapter 1: Introduction

Over the last few decades, Nigeria has experienced substantial gaps in producing adequate and timely data to inform policy making. In particular, the country is lagging behind in the production of sufficient and accurate agricultural production statistics. Except for the Harmonized National Living Standards Survey (HNLSS) which covers multiple topics in a single survey, all other household and farm surveys conducted by the NBS which also cover a wide range of sectors, do so in separate surveys, none of which is conducted as a panel. As part of the efforts to continue to improve data collection and usability, the NBS has revised the content of the annual General household survey (GHS) and added a panel component. The GHS-Panel is conducted approximately every 2 years covering multiple sectors with a focus to improve data from the agriculture sector. By design, this survey is integrated fully into the current General Household Survey (GHS). The first wave of the GHS-Panel was implemented in 2010/2011 followed by the second wave in 2012/2013. The wave three post-planting visit will be conducted between August and October 2015.

Objectives of the GHS-Panel

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

Coverage

- The survey will cover all the 36 states and the Federal Capital Territory (FCT)
- Both urban and rural enumeration areas (EAs) will be canvassed

Scope

The survey will cover a wide range of socio-economic topics which are highlighted in three different questionnaires to be used for data collection. These are Household Questionnaire, Agricultural Questionnaire and Community/Prices Questionnaire.

- Household Questionnaire will be used to collect information on:
 - Household identification
 - Household member roster, demographic and migration
 - Labour and Time use (Adults and children 5 years and above)
 - Savings and Insurance
 - ICT – Mobile phone banking

- Credit
 - Household Assets
 - Meals outside the home
 - Food consumption expenditure (recall)
 - Non-food consumption expenditure
 - Food security
 - Subjective wellbeing
 - Housing
- The Agriculture Questionnaire will collect information on:
 - Basic crop, livestock, poultry, fishery, forestry production, storage and sales
 - Productivity of main crops, with emphasis on improved measures of:
 - Quantification of production
 - Plot size
 - Production stocks (pest, etc)
 - Land Holdings
 - Size and ownership
 - Transaction
 - Access to and use of services, infrastructure and natural resources
 - Agricultural Extension Services
 - Infrastructure (including roads)
 - Credit (both for agriculture and other purposes)
 - Education and health
 - Market access
 - Access to information
 - Access to natural and common property resources
 - Input use and technology adoption
 - Family and hired labour
 - Use of technology and farming implements
 - Seed varieties
 - Fertilizer, pesticides etc.
 - GPS measure of plot size, etc.
- **Community/Prices Questionnaire.** This will be used to collect data on community and prices components.
 - Community component
 - Assess to community characteristics including infrastructure

- Access to public services, social networks, governance, investment projects and necessary community empowerment etc.
- Prices component
 - Item specification
 - Unit of measure
 - Observation/market 1
 - Price
 - Quantity
 - Outlet
 - Observation/market 2
 - Price
 - Quantity
 - Outlet, etc.

Chapter 2: Sample Design

The frame of EAs of 2006 Housing and Population Census conducted by National Population Commission (NpopC) will be used. The National Integrated Survey of Households (NISH) – 2007/2012 Master Sample Frame (MSF) will be adopted for the survey. However, the NISH 2007/2012 master sample was constructed from LGA master sample which may be called master frame. In order to select the NISH sub-sample of EAs in each state, the 30 master sample EAs in each LGA for that state were pooled together. Hence, the total number of EAs in the LGA master sample for each state is equal to 30 times the number of the LGAs in the state except in FCT, Abuja where it is 40 times. Then, a systematic sample of 200 EAs were selected with equal probability across all LGAs within the state. The NISH EAs in each state were divided into 20 replicates of 10 EAs each. The sample EAs for most national household surveys such as the GHS are based on a subsample of the NISH master sample, selected as a combination of replicates from the NISH frame. However, the GHS Panel will be subset of the GHS EAs 2010.

A stratified multi-stage sample design is used for the GHS 2010. As mentioned earlier, the GHS is based on a subsample of replicates from the NISH frame. A total of six (6) NISH replicates with 60EAs for each state are identified in the frame with NISH RIC 10 to 15. At the second sampling stage, 10 households are selected in each sample EA for the GHS systematically with equal probability. The GHS is designed to have a 50% rotation of the replicates of sample EAs each year, providing a 50% overlap in the sample from one year to the next. This sample rotation scheme will improve the estimates of trend over time when comparing the GHS results from one year to the next. However, there is no overlap in the sample EAs for GHS rounds of two (2) years apart.

A longitudinal methodology is used for the GHS Panel. This involved selecting a subsample of EAs and households that are included in GHS 2010/2011 and following this sample in 2011 and subsequent years. However, one limitation of a panel of sample households is that it suffers from attrition over time as some households move, split or cease to exist. Households that moved between visits were tracked in wave 1 and 2. However, when households split, only the household containing the head was interviewed. There are plans to follow the households that moved between wave 2 and 3 in order to reduce the level of attrition and measure the characteristics of these households. But given the costs of following households that move, certain criteria will have to be established to determine which cases can be followed

Pretesting

The FCT was used to pretest the household questionnaire. Given the adjustments made in the household questionnaire, pretesting was necessary. Indeed, the pretesting helped reformulate and structure some modules in the questionnaire. In all 10 households from two enumeration areas in urban and rural sectors were interviewed during pretesting.

Main Survey

The main survey covers all 36 states and the Federal Capital Territory (FCT), Abuja

- 500 EAs will be canvassed throughout the Federation and FCT, Abuja
- Ten (10) HHs were originally selected in each EA, making a total of 5000 HHs to be interviewed nationally
- Number of EAs / HHs to be covered varies from state to state
- In the 1st wave, attrition rate of 3% was recorded in the HH and 6% in the members between post planting and post-harvest visits. Attrition between waves 1 and 2 was an additional 4% of households.

Survey Instruments

- The survey instruments to be used are:
 - Household questionnaire
 - Agricultural questionnaire
 - Community/Prices questionnaire
 - Instruction Manual
 - EA line Maps and selected HH lists
 - 1st wave GHS – Panel (Post – Planting) and (Post – Harvest) questionnaires with HHs listed
 - Tracking forms

Training for Fieldwork

- **Two levels of training will be mounted**
 - 1st level training at the NBS Headquarters, Abuja (TOT)
 - 2nd level training at the three (3) designated zonal training centres
- **1st level training for trainers (TOT)**
 - Participants to be trained will include:
 - 18 Senior staff of NBS and FMA&RD from headquarters
 - 9 Coordinators comprising of Directorate staff members of NBS
 - Training will last for four (4) days
- **2nd level training will take place in the three (3) designated zonal training centres**
 - Participants to be trained will include:
 - Zonal Controllers
 - State officers
 - Supervisors
 - Interviewers
 - Data entry operators
 - Field staff will be trained for data collection and data entry
 - Training will last for nine (9) days (see Table 1 for the four (4) designated zonal training centres and their corresponding states)

Table 1: GHS PANEL SURVEY 2015
Distribution of State/Centre, Number of participant/ Zone and Number of Centre to be created per Zone

S/No	Training Centres	States	No of Participants	No of centres to be created
1	North East/ North West (Nasarawa)	Borno, Yobe, Bauchi, Gombe, Taraba, Adamawa, Jigawa, Katsina, , Kano, Kaduna, Kebbi, Sokoto, and Zamfara	130	2 (63, 67)
2	South East/South – South (Enugu)	Enugu, Anambra, Ebonyi, Abia, Imo, Cross-River, Akwa- Ibom, Rivers, Bayelsa, and Delta	107	2(54,53)
3	South West/North Central (Ibadan)	Ekiti, Lagos, Ondo, Ogun, Osun, Oyo, Plateau, Kwara, Niger, Kogi, Benue, Nasarawa and FCT Abuja and Edo	134	2(71,63)

Fieldwork Arrangement for Data Collection

As planned, there will be two stages of data collection during the main household panel survey. At the 1st stage of the 3rd wave, all the three (3) questionnaires; household, agriculture and community will be used to collect information on post-planting period (farming input) – September/October, 2015. At the 2nd stage, all the three (3) questionnaires will be used as well – February/March 2016. A team comprising supervisor, interviewer(s) and data entry operator will be used per state and FCT, Abuja, although number of team(s) will vary from state to state (*see Table below*). The teams will move in roving manner. Data collection and data entry is expected to last for 22-32 days. It has been proposed that the household panel survey be conducted every two years. Also, in a non-panel year, the selected panel household will not be included in the core GHS programme so as not to over burden the panel households.

Table 2: Distribution of sample size, Allocation of EAs, HHs to be covered, Field Personnel and Number of Days for Fieldwork by Zone and State for GHS Panel Main Survey 2015

S/n	Zone	State	No of EAs Allocated	No of HHs Selected	No of Zonal Controller	No of State Officer	No of Interviewers	No of Supervisor	Data Entry Operators	No of Extra Interviewer(s)	No of Days for Fieldwork
1	North Central	Plateau	11	110	1	1	4	1	1	1	27
		Kwara	12	121		1	4	1	1	1	27
		Niger	18	183		1	6	2	2	1	25
		Kogi	12	121		1	4	1	1	1	27
		Benue	16	161		1	6	2	2	1	25
		Nasarawa	7	70		1	2	1	1	1	32
		FCT Abuja	4	39		1	1	1	1	1	27
		Sub- Total	80	805	1	7	27	9	9	7	
2	North East	Borno	21	209	1	1	8	2	2	1	23
		Yobe	13	129		1	4	1	1	1	30
		Bauchi	17	173		1	6	2	2	1	25
		Gombe	8	79		1	3	1	1	1	27
		Taraba	9	91		1	3	1	1	1	27
		Adamawa	12	120		1	4	1	1	1	25
		Sub- Total	80	801	1	6	28	8	8	6	
		3	North West	Kaduna	12	117	1	1	4	1	1
Jigawa	13			129		1	4	1	1	1	27
Katsina	18			180		1	6	2	2	1	29
Kano	20			199		1	8	2	2	1	23
Kebbi	10			99		1	3	1	1	1	27
Sokoto	8			81		1	2	1	1	1	32
Zamfara	9			91		1	4	1	1	1	22
Sub- Total	90			896	1	7	31	9	9	7	
4	South East	Enugu	14	139	1	1	4	1	1	1	32
		Anambra	22	221		1	8	2	2	1	25
		Ebonyi	14	140		1	4	1	1	1	32
		Abia	11	109		1	4	1	1	1	25
		Imo	19	190		1	6	2	2	1	29
		Sub-Total	80	799	1	5	26	7	7	5	
		5	South South	Cross River	13	128	1	1	4	1	1
Akwa-Ibom	15			151		1	4	1	1	1	32
Rivers	21			211		1	8	2	2	1	22
Bayelsa	7			69		1	2	1	1	1	32
Edo	10			100		1	4	1	1	1	25
Delta	14			141		1	6	2	2	1	22
Sub- Total	80			800	1	6	28	8	8	6	
6	South West	Oyo	23	228	1	1	8	2	2	1	25
		Osun	18	181		1	6	2	2	1	29
		Ogun	11	117		1	3	1	1	1	27
		Lagos	17	166		1	6	2	2	1	27
		Ekiti	8	79		1	3	1	1	1	24
		Ondo	13	126		1	4	1	1	1	32
		Sub-Total	90	897	1	6	30	9	9	6	
		7	Total	500	4998	6	36	170	50	50	37

Field Supervision

Apart from the cross-checks (minor editing) that the interviewers will carry out on completing an interview, the supervisors will be in touch with the interviewers regularly to observe them while conducting the interviews and ensure that it was properly done while still carrying out data collection on community questionnaire.

Monitoring of Field work

To ensure that good quality data is collected, a monitoring exercise will be mounted. One monitor will be assigned to 2-3 states and all states and FCT, Abuja will be covered. There will be 3 levels of monitoring, the first and third by the state officers and zonal controllers while the second level would be carried out by the technical team comprising National Bureau of Statistics (NBS) and Federal Ministry of Agriculture & Rural Development (FMA&RD) headquarters staff, and the World Bank

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

The first round monitoring by State Officers/Zonal Controllers/Coordinators will last for six (6) days. Following this, the second round monitoring which will be done by the technical team/coordinators will last for six (6) days as 2-4 states will be covered at a time by an officer. Finally the third round of monitoring by State Officers/Zonal Controllers/Coordinators exercise will last for four (4) days. Monitoring instruments will be developed and discussed during training of trainers.

Coordination

- Directorate members of staff of NBS will coordinate the survey
- Activities to be coordinated will include:
 - Zonal Training
 - Fieldwork
- Coordination will last for five (5) days

Retrieval of Records

- All completed and edited questionnaires by each team will remain in the custody of the field supervisor even after the data has been captured by data entry operators
- The supervisor will submit the completed and edited questionnaires to the NBS state officer. He /she will coordinate the forwarding of all completed questionnaires, softcopy records, laptops and printers to the NBS Headquarters in Abuja.

Data Capture/ Supervision

The Interviewer does the job of the data capture because the result of the interview is entered directly into the mini computer. The work will also be reviewed by the data entry program which will carry out checks on the answers to various questions, parts and sections of the questionnaire.

Report Writing

Senior and experienced report writers from NBS and collaborative agencies will write the report.

Report will be written in such a way to make it useful to:

- Users
- Policy makers
- Planners
- Researchers
- General public

Documentation/ Dissemination/Archiving

Data management toolkit will be used to:

- Document
- Disseminate data

The results will be published and written on CD and hosted on NBS websites for further dissemination

Work Plan

S/n	Activity	Duration/ Period
1	Planning and Preparation	June 2015.
3	Pretesting	June, 2015.
4	Training of Trainers (TOT)	4 th – 8 th August, 2015.
5	Zonal Training	10 th August – 20 th August, 2015.
6	1 st Visit: Fieldwork – Post-Planting	22 nd August. –10 th Oct., 2015.
7	1 st Monitoring (State Officers/HQ Monitors/Coordinators)	22 nd Aug. – 29 th Aug., 2015.
8	2 nd Monitoring (State Officers/Zonal Controllers/Coordinators)	22 nd Aug. – 10 th Oct., 2015.
9	3 rd Monitoring (State Officers/HQ Monitors/Coordinators)	28 th Sept. – 4 th Oct., 2015.
10	Tracking	20 th – 30 th Oct., 2015.
11	Data Processing and Analysis	November – December, 2015.
12	2 nd Visit: Fieldwork – Post Harvest	February – March, 2016.

Chapter 3: General Survey Procedures

The Structure of the Questionnaire

The survey will use three questionnaires: the household questionnaire, the agricultural questionnaire, and the community questionnaire. The community questionnaire is described in a separate manual because it is administered by the supervisor. The content of the household and agriculture questionnaires are described below.

Table 3.1 Household Questionnaire

Section	Section Name	Description of Areas Covered
Cover	Cover	Identification of household and location. Administrative data about field staff and the conducting of the survey at the household
1	Roster	This section provides a list of household members and is used to record basic demographic information about these members
3	Labour	This section collects information on the labour activities of all household members five years and older. Information on the type of work that individuals do, either on their own account (as their own boss), for others, or in household enterprises will be collected. The hours and income earned will also be recorded in this section. The section is concerned with labour activities in the last 7 days.
4A	Savings and Insurance	This section collects information on savings practices of individuals 15 years and older within the household. Information about individuals insurance will also be collected.
4B	ICT – Mobile Phone Banking	Information on individual’s use of mobile phones and internet is collected in this section. It also contains access to e-wallet fertilizer and improved seed on mobile phone by the individuals within the household
4C	Credit	This section is divided into two parts. The first collects information on the individual’s access to credit. Loan refusals and reasons for making no borrowing attempt at the household level are contained in the second half of this section.
5	Household Assets	Measurement of household asset holdings, who within the household owns these items and the current value of the assets.
7A	Meals Away From Home	Food consumption that is taken away from the home by individuals within the household
7B	Household Food Expenditures	Food consumption of household members over the past 7 days, including food consumed, food purchased, food consumed from own-production, and food received as gifts.
8	Household Non-food Expenditures	Non-food expenditures of all household members including frequent and non-frequent purchases.
9	Food Security	Information regarding the regularity of food consumption and vulnerability of household to food insecurity are collected here.
9B	Subjective wellbeing	Information on the respondent’s subjective assessment of the household’s welfare situation. Respondent to this section is

Section	Section Name	Description of Areas Covered
		restricted to senior female or person most knowledgeable about food consumption in the household.
11	Housing	Information on characteristics of the dwelling the household occupies including structure (walls, roof, floors), facilities (water, sanitation, refuse disposal), number of rooms, etc.
	Contact Information	Information to follow up with the household on subsequent visits.

Table 3.2 Agriculture Questionnaire

Section	Section Name	Description of Areas Covered
Cover	Cover	Identification of household and location. Administrative data about field staff and the conducting of the survey at the household
11A	Plot Roster	Details on size and location of each plot
11B1	Land Inventory	Identification of the land holdings of the household and the characteristics of the land including size and water source for irrigation.
11C1	Planting Labor	Data on labour that has been used on plots for preparation of land and planting activities. Information on tractor use for land preparation is also collected.
11E	Seed Acquisition	Information about seeds and how they were acquired is collected in this section.
11F	Planted Field and Tree Crops	Information about the field and tree crops grown by the household over the last planting season.
11I	Animal Holdings	Information on the animal holdings including livestock, fish, and other draft animals by the household.
11J	Animal Costs	The costs of holding these animals, including vaccinations and food supply to animals.
11K	Agricultural By-Products	Information on agricultural by-products such as eggs, milk, honey, etc are collected
11L1	Extension Services I	Information on where households receive agricultural information.
11L2	Extension Services II	Information on where households receive agricultural information.
12	Network Roster	Characteristics of the social networks of households.

General Instructions on Filling-Out the Questionnaire

How to Use the Flaps

There is one flap in the Household Questionnaire. After the cover has been completed, the next step is to open Flap A. All the information on this flap should be completed for the household. The row where a person's name is placed on the flap will be the row in which all the information about that person will be given in sections 1, 3, 4A and 4B,. The flap is kept open so that the row that corresponds to the person will always be visible. The flap is also kept open for questions that reference a member's ID, for example when reporting which member owns a certain household asset (section 5) or which member is responsible for a loan (section 4C).

Figure 3.3

PREFILL THIS FLAP BEFORE INTERVIEW AND USE WITH SECTIONS 1, 3, 4A, & 4B						PLEASE OPEN FLAP A			
1.	2.	3.	4.	5.	6.	7.	8.	9.	
I N D I V I D U A L I D	NAME	What is the sex of [NAME]?	What is [NAME]'s relationship to the head of household?	Is [NAME] still a member of this household?	How old is [NAME] (IN COMPLETED YEARS)?	In what day, month and year was [NAME] born?	What is [NAME]'s marital status?	INTERVIEWER: IS THIS PERSON A MALE IN A POLYGAMOUS MARRIAGE?	
	MAKE A COMPLETE LIST OF ALL INDIVIDUALS WHO NORMALLY LIVE AND EAT THEIR MEALS TOGETHER IN THIS HOUSEHOLD. (CONFIRM THAT HOUSEHOLD HEAD HERE IS SAME AS HOUSEHOLD HEAD LISTED ON IDENTIFICATION PAGE.)	MALE.....1 FEMALE..2	HEAD.....01 SPOUSE.....02 OWN CHILD.....03 STEP CHILD.....04 ADOPTED CHILD.....05 GRANDCHILD.....06 BROTHER/SISTER..07 NIECE/NEPHEW...08 BROTHER/ SISTER-IN-LAW..09 PARENT.....10 PARENT-IN-LAW..11 DOMESTIC HELP (RESIDENT).....12 DOMESTIC HELP (NON RESIDENT)..13 OTHER RELATION (SPECIFY).....14 OTHER NON-RELATION (SPECIFY).....15 FORMER HEAD.....16	YES...1 NO...2 (► Q29)	D R O P P E D IF RESPONDENT DOESN'T KNOW, USE YEAR OF BIRTH TO CALCULATE AGE OR USE MAJOR EVENTS LISTED IN ENUMERATOR MANUAL TO PROMPT RESPONDENT.	YEARS	WRITE "99" FOR MONTHS AND DAYS IF RESPONDENT DOES NOT KNOW. IF THE AGE IS GIVEN AND THE YEAR IS NOT KNOWN, THE YEAR SHOULD BE ESTIMATED FROM THE AGE IN Q6. CHECK THAT AGE IN QUESTION 6 AND YEAR OF BIRTH IN THIS QUESTION ARE CONSISTENT.	Married (monogamous)..1 (► Q12) Married (polygamous)..2 Informal Union.....3 Divorced.....4 (► Q13b) Separated.....5 (► Q13b) Widowed.....6 (► Q14) Never Married..7 (► Q14)	YES..1 NO...2 (► Q12)
						DAY (DD) MONTH (MM) YEAR (YYYY)			
1	EMMA EZE	1	1	1		1	1	1970	1
2	MARY EZE	2	2	1		5	4	1972	1
3	OCHI EZE	1	3	1		7	7	2007	7
4	AKI EZE	1	3	1		2	1	2010	7
5									

Listing Members

The first step in Section 1 is to list the names of all members of the household on the flap (this will be prefilled at the NBS headquarters). The person listed in the first row will usually be the head of the household unless the head has died prior to the current visit.

Previous members of the household interviewed in any prior visit will be prefilled in the flap. However, new members not previously interviewed should be added to the flap starting with the next available line. **The order in which members are listed in the roster must not be**

changed. This is necessary to link the wave 3 data with previous waves. The process of listing household members should be done carefully to ensure that no one is missed. All person who usually eat and sleep in the dwelling are considered to be household members. To ensure complete coverage, the interviewer should explicitly ask about three types of persons which are commonly overlooked by survey respondents. The first is persons who are temporarily absent; they should be included. The second are servants, and 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 for household members. As many as 12 persons can be listed in the Household Roster. If there are more than 12 household members, the interviewer will need to use a follow-up questionnaire. Note: Children at boarding school are to be included.

The space provided after the individual number is for you to write member names. Note that the supervisor will give the interviewer the name of the ‘household head’ so that you can search for the household. If the respondent identifies a different household head to that which was provided by the supervisor, then double check that you are interviewing the right household. Once you have established that this is the right household, continue the interview with the household head indicated by the respondent (not the one given by the supervisor). In such cases always provide a comment in the comments box, thus making sure that there is an explanation for the confusion. In addition, if the previous head has died, a new household head must be identified in the household. The relationship to head (question 3) should be corrected to reflect this change. That is, the new head should be listed as the head (q3=1) and the relationship with all other members adjusted as necessary to reflect their relation to the new head. The head who has died should be assigned code 16 (added in this wave) which is for “Former head”.

How to Read the Questions

Each question should be read clearly and exactly as presented in the questionnaire. You should make sure that the way the question is read preserves the sense of the English question, rather than a word by word translation. If you have questions about how to phrase a question, you should ask your supervisor and refer to your notes from the training where the phrasing of questions in local language will be discussed in detail. After reading the question, time should be allowed for the respondent to answer. If it appears the respondent did not hear the question, it should be read again and time allowed for a response. In cases where there has to be a translation, the question should be translated as literally as possible.

Upper and Lower Case Texts (Capital letters and Small letters)

Text written in UPPER case (CAPITAL) letters are *instructions* to the interviewer and should not be read to the respondent. Other text that you will see written with upper case letters are lists and codes. These also should NOT be read to the respondent.

Text written in lower case (small) letters SHOULD be read directly to the respondent.

For example, in Question 11 (see Figure 3.4 below), you should read: *“In what year did you get married to each of your wives, respectively?”* You should not read the text below that because it is written with UPPER case (CAPITAL) letters. The text in upper case letters is an instruction to you.

Figure 3.4

11. In what year, did you get married to each of your wives respectively? LIST THE YEAR FOR YOUR FIRST WIFE AND THEN THE YEAR OF MARRIAGE FOR UP TO 3 OTHER MOST RECENT WIVES.				12. Does [NAME]'s spouse/ partner live in this household now? [ASK ABOUT FIRST WIFE FOR RESPONDENT WITH MULTIPLE WIVES]. YES...1 NO...2 (► Q13b)	13. WRITE ID CODE OF CURRENT SPOUSE (OR IN THE CASE OF A POLYGAMOUS MARRIAGE, FIRST WIFE AMONG THOSE) WHO LIVE(S) IN THE HOUSEHOLD. COPY SPOUSE ID FROM ROSTER
WIFE 1	WIFE 2	WIFE 3	WIFE 4		ID CODE

Data Collection Strategy

- 1. Different number of visits:** the questionnaire modules can be filled during one or more visits, depending on the level of cooperation from the household, household size, time, and availability of direct respondent at the time of interview.

Where certain household members are not at home, the interviewer should schedule another visit to the same household when that person is expected to be home and available for interview. That other visit should be scheduled during the period when it is envisaged that the interviewer would be in that area.

- 2. Direct Respondent Interviews:** In this survey, unlike many other surveys, we collect data directly from the respondents. This is in contrast to surveys where the head of household or his/her spouse are the only respondents who answers on behalf of all household members. Instead, in the GHS Panel Survey, each person 5 years and above should respond directly to the interviewer for him/herself. For children under 5, a parent or care giver is the respondent. The only exception to the age limit rule is where there are other respondent age restrictions as indicated in the various sections of the questionnaire.

In some cases a household member may be away from home during the whole period when the interviewer is in that area, or the member might be in poor health/disability and cannot

answer the questions for him/herself. It might also be that the individual is not allowed to answer. In such cases, the interviewer can ask the most knowledgeable person to answer instead of household member that is unavailable.

In order to collect information directly from each household member, interviewers should visit the household as many times as necessary to get information from each individual member. Compliance with these procedures would ensure quality, reliability and accuracy of collected and entered questionnaire data.

- 3. Data entry and correction of inconsistencies:** Immediately after each visit, data will be entered and checked for consistency and completeness. Information would be revealed on any inconsistency, error or omissions, and the supervisor would inform the interviewer on all such corrections which are to be made on a return visit. This system enables data correction by the ones who are most competent to do it: the respondents who gave the original answers themselves.
- 4. Organization of work:** In order to enable implementation of this methodology, workload by interviewer per certain period of time is to be defined. The interviewer is responsible for completing such work during the specified time.

Keep in mind that the households to be interviewed could have different cultural background and different reactions, attitudes and behavior in terms of the survey. The interviewer would have to interact with households of different structure, social and economic status, different levels of education, employment status, habits, religion, etc. It means that the interviewer should have to develop significant capability of understanding and communicating in order to establish good relation with different persons. In addition, this will help achieve success in different situations which he/she could face during the survey, particularly difficult ones. Besides the above mentioned, the interviewer must establish confidence with the respondent, which would enable him/her get reliable and positive survey results.

- 5. Access to information:** The moment when the interviewer and respondent meet for the first time is crucial for interview success. Thus, first impression is important, interviewer's appearance; his/her attitude at the very beginning and what he/she says is crucial for further work. Interviewers should be properly and professionally dressed for their work.

Once selected households are located, the interviewer should ask to speak with the head of the household or his/her spouse. He/she should kindly and in a friendly manner greet the person and introduce him/herself. Then the interviewer should explain briefly and concisely the purpose of the survey, importance of the project and the need for cooperation by all household members in carrying out the GHS Panel Survey in Nigeria.

An example of how the interviewer could introduce him/herself, is as follows:

“Good morning/afternoon, I work for National Bureau of Statistics (NBS), which is implementing General Household Panel Survey. Your cooperation and answers would be extremely important since they reflect status of many of our citizens who live in similar conditions. I would appreciate if you and your household members participated in this survey, answering to a group of questions on different topics. We would ask for your cooperation in providing information about your household and services you receive, as well as about individual members of your household. We would also like information about your expenditures on food, as well as your family’s enterprise and agricultural activity.”

It is important that the interviewer has a friendly attitude towards the respondent with self-confidence. If the interviewer gives the impression of nervousness or insecurity, he/she would not provide enough confidence to the respondent in order to obtain the necessary cooperation, participation and attention.

The interviewer should always try to maintain the same mood throughout the interview: if the respondent for any reason gets tired or disturbed, allow a few minutes break or offer to return the following day or the next most convenient time.

- 6. Communication:** Communication is to be established after the interviewer introduces him/herself. Explain that this survey is being implemented throughout the country, and inform the respondent of the value of cooperation for those who would analyze options for addressing existing problems in the country, until the interviewer becomes ready to start filling the questionnaire. During this short period, the interviewer must explain the purposes of the survey, and **emphasize that collected data are confidential**. The latter is crucial to avoid any fear of misuse of the answers given. All data would be used for statistical purposes, and the data which identify directly any person or household would not be used.

Keep in mind that at the beginning of the interview, level of attention, communication, confidence, participation and data provision is low. The interviewer’s task is to gradually increase the respondent’s attention and interest and to maintain it at the highest possible level throughout the interview. The rhythm of the survey, tone of questions, adequate speed in question formulation, dynamics of the interview itself, knowledge about the questions and their order are all factors that determine success of the interview. If the interviewer reads questions with monotonous or nervous voice, or without any rhythm, the obtained information are likely to be of poor quality and the respondent would not be interested in answering.

The interviewer should not give the impression that he/she considers him/herself an important person because of the assignment he/she performs on behalf of the government institution. He/she should be open, friendly and decisive and show that he/she is an experienced professional person. He/she should not be authoritative or aggressive. Best

communication can be established when the respondent sees that the interviewer is honest and up to his/her task.

7. The Interview: When the interview starts, try to comply continuously with the following instructions:

- Plan sufficient time for the interview,
- Behave appropriately throughout the interview,
- Do not give any information about which you are not sure, it is better to seem uninformed, but honest. To avoid any conversation or attitude which could lead to a discussion or argument with the respondent, limit the conversation to the survey topics only.
- Give neither promises nor offer anything as an incentive for the respondent to participate in the survey,
- To the extent possible, try to avoid conducting the interview in the presence of a person who is not a household member; the respondent could give different answers in the presence of another person,
- Do not show surprises by any answer given by the respondent, either by the tone of your voice or action.
- Comply strictly with the order and format in asking questions from the questionnaire. In other words, comply strictly with instructions given. Any modification could jeopardize the integrity of the information.
- Read questions without applying any pressure on the respondent in any way. Never say something like: “You worked last week, right?” Never assume that you know the answer in advance.
- In terms of the rhythm of the interview, keep in mind that the interview consists of questions, answers, moment of silence and breaks. Read questions trying to keep the same rhythm all the time, give the respondent time to think about the answer. The interviewer must assess the level of respondent’s understanding: question reading speed would depend on this. Besides the interviewer must pronounce every single word he/she reads clearly.
- Read obligatory questions literary as they are written in the questionnaire (without any modification). In the case that the respondent does not understand it, read it again. If the respondent does not understand it after the second reading, explain carefully to him/her the purpose of the question, taking care not to amend in any way the original meaning of the question and without any influence on the answer.
- Allow the respondent enough time to answer the question. Try to ensure that respondent does not amend the meaning of the question. Do it in a friendly way: experience will show which are best ways to achieve this,

- To complete the interview, express thanks for the information received: be kind. Try to make good impression during the first visit to the household, keep in mind that you would have to come again to the same household,
- Do not offer copies of the questionnaire or any other material or anything else, that the interviewer is not authorized to distribute,
- When leaving the household, thank all the respondents for their cooperation in the survey, time they spent and the efforts they invested.

8. Concepts and main definitions: In order to manage the survey properly, a list of key terms have been established, which should help interviewers in carrying out their work. Detailed definitions are provided in relevant Chapters on individual Modules.

- **Population:** Set of elements which make the whole. That could be all the people in a country or an entity, all households, all household, etc.
- **Sample:** a part of population representing the whole population. Sample selection is a subject of statistical methods that take into account characteristics of both the population and individual members of the population.
- **Direct interview:** Procedure by which information on certain person is collected directly from the person. The person giving information on him/herself is a “direct respondent”.
- **Reference period:** Period about which the respondent is asked questions. The survey uses different reference periods depending on type of required information, respondent’s ability to remember and objectives of each topic to be analyzed.
- **Household** is social unit consisting of one or more persons who use joint accommodation and food. In other words, a household is a group of person who normally live in the same household unit (“live under the same roof”), who are or are not related and who eat together (“eat from the same pot”).
- **Head of the household:** is a person defined as such for the purpose of the survey, irrespective of reason (the oldest by age, decision maker in the household, a person who earns the most income, based on tradition, etc.).
- **Guest:** a person who use joint accommodation and food free of charge together with household members. Guest who stays longer than six months is considered household member.
- **Tenant of the household:** a person who pays for accommodation in a part of a household. This person is not a member of the household whether they eats on his/her own or prepare food separately. Such tenant is considered a separate household.
- **Students who study in another town,** but they are supported by the household are treated as household members, although they more than six months absent.
- **Household members:** Anybody who meets the following criteria:

Members	Non-members
A household member is present at the moment of interview, if that is the place where he/she spent at least 6 months of the previous 12 months. The household head should be listed as a member even if they did not spend 6 of the previous 12 months in the household.	Person absent from the household longer than 6 months (including ones serving military service, in prison, religious service, etc.)
Person absent at the moment of interview, if he/she is absent less than six months during the previous 12 months.	Those who live elsewhere, visitors or tourists who are in the household less than six months.
Guests or other persons who live in the household longer than six months during the previous 12 months.	Tenants who eat and who do not eat with the household.
Newborn babies irrespectively of duration of their stay in the household as well as the head of the household.	Those who eat in the household but live elsewhere or live in the household but eat elsewhere.
Students who are absent longer than six months but are supported by household members.	Similar to tenants, students who pay for accommodation and food to the household.

9. **Type of information:** the GHS Panel questionnaire requires different types of information depending on the topic which is to be analyzed, age, and level of details and accuracy of required information. In all cases, the interviewer asks for **DIRECT RESPONDENT**

In case of persons older than 12, such person is the direct respondent.

In sections on specific topics, such as consumption, agriculture and family business, the direct respondent is the person who is most knowledgeable about this subject (enterprise owner, person who does farming, person in the household in charge of supply, etc.).

See Tables 3.1 and 3.2 for information on the most suitable respondent for each Module of the questionnaire.

10. **Organization of the questionnaire.** In order to maintain respondent's attention, to achieve good rhythm of the interview, get information in a form that facilitates questionnaire filling, the questionnaire is designed with specific structure and order by which the topic on which

questions are asked, are organized. The questions in the questionnaires are organized into Sections which are ordered in sequence with each focusing on one of the survey's research question.

The Interviewer's Task

Specific Responsibilities

- To participate actively in and to complete training course.
- To study this Manual and other instructions carefully in order to understand them fully.
- To comply with instructions and recommendations contained in the Manual and any instruction given by persons responsible for the survey, including the supervisor and Survey Management Team.
- To carry out interviews through personal visits to households to interview each individual as it is specified in certain modules, and that way to collect the information directly. Do not forget that interviewer's task cannot be delegated or transferred to anybody else.
- To complete interview with all household members. To visit household as many times as necessary, in order to find the direct respondent, to correct inaccurate information or to complete incomplete information. **Remember:** the interviewer is obliged to make him/herself fully available for work in the Panel Survey, thus he/she must be available for carrying out the survey tasks at any time the respondent specifies as the most convenient for him/her: weekend, holidays, evenings, etc.
- During the interview, to behave professionally and formally in accordance with the important work he/she performs.
- To visit households in decent and professional outfit, bearing in mind that this is an important aspect of ensuring cooperation from the household and good quality data.
- To come to work on time according to the supervisor's instructions.
- To make him/herself available at the times he/she is needed during the survey implementation.
- To insert occupation and other codes after the interview, as instructed in this manual
- To complete given assignment on a daily basis and to hand over to the supervisor all filled questionnaires with information obtained properly recorded, every day.
- To perform all scheduled interviews at the time they are planned. Where it is not possible to interview any of the selected households, the interviewer should inform his/her supervisor, who will take the decision on necessary changes in accordance with appropriate procedures.

Activities that are NOT Allowed

- The work of the interviewer cannot be transferred to anyone else. In other words, no one else can do the interviewer's work.
- No one involved in the survey (interviewer, supervisor, data entry operator) can be engaged in any other job during the survey. Work on the survey is a full-time job throughout the duration of the survey.
- The interviewer is not allowed to amend any information obtained from the respondent.
- The interviewer must not disclose, repeat or comment on any information obtained from the respondent, nor show a completed questionnaire to any other person besides his/her supervisor, or other project staff. Remember that information given by the respondent is *confidential*.
- Do not bring anybody who is not a work team member to any interviews with respondents.
- Do not pressure respondents nor entice them to answer by making false promises or offers.
- All collected information must be handed over to the supervisor without any amendments such as changing, adding (except in the case of occupation and other codes) or erasing information.

Material for the Interviews

Documents and material, which the interviewer needs for his/work, is given to him/her by the supervisor at the beginning of the field work.

It includes:

- ID card provided by the National Bureau of Statistics
- A map of the area where interviews will take place.
- List and addresses of households to be interviewed.
- GHS Panel Survey questionnaires
- Interviewer Instruction Manual
- Auxiliary forms
- Stationary needed for work.

Maps

Before starting household interviews, the interviewer should, together with his/her supervisor, familiarize themselves with selected enumeration areas and exact location of the selected households. To that end, the interviewer should study the maps of all enumeration areas together with the list of households.

The interviewer should understand the distribution of the sample (selected households), how they are located in relation to each other and the roads and paths that will have to be used. This will help plan his/her field work appropriately.

Flow of material and reports

The interviewer will hand over to his/her supervisor properly filled questionnaires and detailed report, in the required format, on completed field work, which would include:

1. Summary results of conducted interviews: number of completed questionnaires, list of households which could not be located, or which have partly or completely refused (and at which stage) cooperation.
2. Any issue or problem faced in the field, e.g. in terms of maps, household identification, incomplete questionnaires, respondents behavior and opinion, scheduled subsequent visits, absent household members, etc. in order to resolve problems in the field.
3. Any other observation that the interviewer thinks the supervisor should be informed about for the sake of successful work.

Concurrent Data Entry of Questionnaires

The data entry operation will be part of the general field work activities. The field team in each state will be made up of a field supervisor, interviewers and a data entry operator. The data entry person will be provided with a laptop computer and printer, and will be available to enter the questionnaires each day as they are returned. Ideally the data entry person will be located at a place where it will be convenient for the delivery of most of the questionnaires as the interviewers move across the state. This might include being based at the state NBS office at some stage of the field work operations.

In the concurrent data entry method, whenever data is received from a household, complete or not, the questionnaire involved should be submitted to the data entry person for entry. The data entry program will be designed to provide an error report based on the entered questionnaire. This report will include discrepancies such as inconsistencies, incomplete households or sections, and out-of-range values. The data entry system will also produce a report which will show where there is satisfactory completion of a questionnaire.

Interviewers will receive a report along with the questionnaires that have been entered and returned each day. This will be used to guide the interviewer action for that day. The error reports will be given to the team supervisor who will review and approve the work that has to be done before passing it on to the interviewer. The supervisor will have the facility to override errors indicated on the report where these have been examined and certified as valid entries by the supervisor.

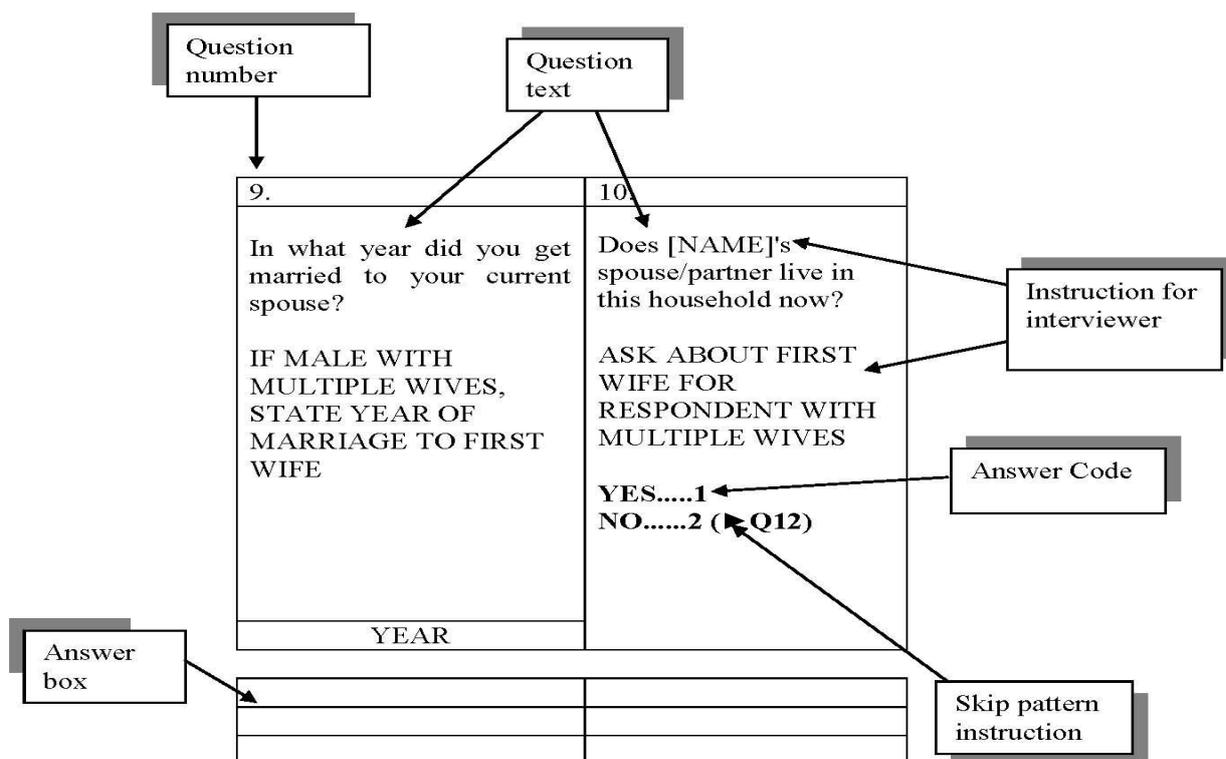
Editing of Questionnaires

This model of concurrent data entry does not include a person dedicated to the responsibilities of editing and coding of questionnaires. Several questions will need to be coded by the interviewer before handing the questionnaire to the supervisor. For example, in Section 3 of the Household Questionnaire, questions 13 and 26 require that occupation information be given in descriptive terms. These descriptions will need to be coded into the standard occupation classification codes before the questionnaire is delivered to the data entry operator for entry. This coding must be done by the interviewer. At the time of the interview, the interviewer will write-in the description of the respondent's occupation and, immediately after the interview, insert the appropriate code for that occupation from a listing that will be provided to each interviewer. The supervisor will double-check the code entry made by the interviewer and will generally include the occupation code as a check when reviewing the error report with the questionnaire.

Questionnaire filling

The questionnaire includes different elements:

- **Question:** it is to be literarily read to the respondent based on which information required in the survey is obtained. Each question is numbered.
- **Answer modality or core:** these are possible answers, the interviewer selects answer code which is closest to the respondent's answer. Particular attention must be paid to questions with no offered modalities, but measure units be used in answer (year, KM, kg, etc.).
- **Answer box:** it is a place envisaged to enter given answer
- **Instruction for interviewer:** these are printed in CAPITAL letters, which facilitates survey implementation.
- **Skip patterns:** Questions are normally asked in an orderly one after another. In some cases however, given answer defines which question to ask next, or which question is to be skipped. Questionnaire uses certain marks which show which question is to be skipped.



Question types

There are two types of questions used in the GHS Panel questionnaire:

- **Closed questions**
 - **Both question text and question code are read:** for this type of questions the interviewer must literally read both question and, slowly, one by one, list of offered answers. In such questions both question and code are printed in small letters.
 - **Only question text is read:** for this type of questions, the interviewer reads only the text of the question, waits for the answer and then selects corresponding code and enters it. In this type of questions, question text is printed in small letters and question codes are printed in CAPITAL letters.
- **Open questions:** for this type of questions, the interviewer reads only question text and then enters answer *exactly* as given by the respondent. For such questions there are no offered answers, and the interviewer enters either words or numbers depending on the question and answer. “Respondent’s name” is an example of open question where the interviewer enters words.

Note for the interviewer

Anything printed in CAPITAL letters presents instruction for the interviewer and should not be read loudly. CAPITAL letters are used in three cases:

- **Instructions for interviewer:** these are instructions for the interviewer on how to ask question, how to enter data, and what to do after the answer is given.

Example: As it could be seen in the question 12 from the Credit Section below, the whole question is printed in small letters. It means that the interviewer reads whole question exactly as it is written.

12.
Did you try to borrow money from a during the last 12 months but all yo attempts were refused or turned down?

Example: Unlike the question above, the whole text taken from question 1 of the Labor Section is printed in CAPITAL letters. This question should not be read loudly – this is an instruction for the interviewer and the interviewer has to do what he/she is requested and then move to the next question which requires information from the respondent.

INDIVIDUAL ID	1.
	IS THE HOUSEHOLD MEMBER 5 YEARS OLD OR OLDER? YES..1 NO...2 (▶ NEXT PERSON)

1	
2	

- **Brackets and capital letters:** it means that the interviewer has to replace the word in the brackets by another word, when he/she asks the question. In certain sections of the questionnaire, the word “name” is often written in brackets [NAME]. In such cases this word should be replaced by actual name of the person interviewed at that moment.

Figure 3.5 shows Flap A open with a part of Section 1 – Roster, shown.

If Mr. Onyido is the respondent for this section of the questionnaire then following the rules of filling-out the questionnaire, you would seek answers for the person in the first row of the section, in this case Mr. Onyido. In asking the question, you should replace [NAME] with the name of the person on the Flap. You would read question 12 as follows:

“What is Mr. Onyido’s main religion?”

Figure 3.5

USE THIS FLAP WITH SECTION 1 TO SECTION 4

INDIVIDUAL ID	1.	2.	3.	4.	12.	13.	14.
	NAME LIST HOUSEHOLD HEAD ON LINE 1. MAKE A COMPLETE LIST OF ALL INDIVIDUALS WHO NORMALLY LIVE AND EAT THEIR MEALS TOGETHER IN THIS HOUSEHOLD, STARTING WITH THE HEAD OF HOUSEHOLD. (CONFIRM THAT HOUSEHOLD HEAD HERE IS SAME AS HOUSEHOLD HEAD LISTED ON IDENTIFICATION PAGE.)	What is the sex of [NAME]? MALE...1 FEMALE..2	What is [NAME]'s relationship to the head of household? HEAD.....1 SPOUSE.....2 OWN CHILD.....3 STEP CHILD...4 ADOPTED CHILD..5 GRANDCHILD....6 BROTHER/SISTER..7 NIECE/NEPHEW..8 BROTHER/ SISTER-IN-LAW..9 PARENT.....10 PARENT-IN-LAW..11 DOMESTIC HELP (RESIDENT).....12 DOMESTIC HELP (NON RESIDENT)..13 OTHER RELATION (SPECIFY).....14 OTHER NON-RELATION (SPECIFY).....15	How old is [NAME] (COMPLETED YEAR)? IF RESPONDENT DOESN'T KNOW, USE YEAR OF BIRTH TO CALCULATE AGE OR USE MAJOR EVENTS LISTED IN ENUMERATOR MANUAL TO PROMPT RESPONDENT. CHECK THAT AGE IN QUESTION 4 AND YEAR OF BIRTH IN QUESTION 4 ARE CONSISTENT. YEARS	What is [NAME]'s main religion? CHRISTIANITY....1 ISLAM.....2 TRADITIONAL....3 OTHER (Specify) ..4	Does [NAME]'s biological father live in this household? YES..1 NO...2 (► Q15)	What is the person ID of [NAME]'s biological father? COPY ID FROM ROSTER (► Q18)
	1	1	1	44	1		
	2	2	2	43	2		
	3	1	3	17	3		

If the person is answering for him or herself, the [NAME] should be replaced with either “You” or “Your” as appropriate

Example: As it is shown in question 1 (see Figure 3.6 below), the word animal is written in capital letters in brackets. It means that the word [ANIMAL] should be replaced by the name of specific animal from the list below that question. Which means, when this question is asked first time it would read: “Since the New Year, have you or any member of your household raised or owned any Calf Female?”, when asked for the first line.

Figure 3.6

	1	
	Since the new year, have you or any member of your household raised or owned any [ANIMAL]? ASK FOR EACH ANIMAL AND THEN ASK Q. 2-23 FOR EACH. IF NONE, (▶ SECTION 11k) YES.....1 NO.....2 (▶ NEXT ANIMAL)	
101	CALF FEMALE	
102	CALF MALE	
103	HEIFER	
104	STEER	
..		

- Preventing influence on the answer:** In questions where an opinion is requested, answer modalities are often written in capital letters (that is the other type of closed question). It means that the interviewer does not read answer modalities and waits for the respondent to answer him/herself. In other questions, modalities are written in small letters and interviewer should read them loudly.

Example: In this case we want to make sure that respondent gives the main reason why he/she did not look for job in the past 7 days. If the interviewer starts reading answer modalities, the respondent might agree with some other modality. But the reason 9 might be the reason why he/she did not look for a job in the past 7 days.

9.
What is the main reason you did not look for a job in the past 7 days? MOST IMPORTANT REASON STUDENT.....01 HOUSEWIFE/CHILDCARE...02 TOO OLD/RETIRED.....03 SICKNESS/ILLNESS.....04 DISABILITY.....05 WAITING FOR REPLY FROM EMPLOYER.....06 WAITING FOR RECALL BY EMPLOYER.....07 ON LEAVE.....08 WAITING FOR BUSY SEASON.....09 OTHER (SPECIFY).....10
(▶ Q38)

Order of Asking Questions and Skip pattern.

In order to maintain logical sequence of filling questionnaire a system of skip patterns, which enables interviewer to follow course of the interview depending on received answers from the respondent, has been developed. Depending on the answer given by the respondent some questions would be asked, others would be skipped. To ensure this, the questionnaire is to be filled in order moving from left to right. It helps interviewer carry out interview without going back and forth and checking previous answers.

The questionnaires are to be filled in order question by question, except in cases of special instruction, everybody is to be asked question 1, then question 2, 3 etc, see Figure 5.

For example, in section where a flap is used, you should record the data one row (or person) at a time. At the end of the section, or where you are instructed to go to the **next person**, you should record information for the next person in the row below. This should be done until you have completed all persons for that section.

Figure 3.7

PREFILL THIS FLAP BEFORE INTERVIEW AND USE WITH SECTIONS 1, 3, & 4A									
1.	2.	3.	4.	6.	7.	8.			
N D I V I D U A L LIST HOUSEHOLD HEAD ON LINE 1. MAKE A COMPLETE LIST OF ALL INDIVIDUALS WHO NORMALLY LIVE AND EAT THEIR MEALS TOGETHER IN THIS HOUSEHOLD, STARTING WITH THE HEAD OF HOUSEHOLD. (CONFIRM THAT HOUSEHOLD HEAD HERE IS SAME AS HOUSEHOLD HEAD LISTED ON IDENTIFICATION PAGE.)	What is the sex of [NAME]? MALE...1 FEMALE..2	What is [NAME]'s relationship to the head of household? HEAD.....01 SPOUSE.....02 OWN CHILD.....03 STEP CHILD.....04 ADOPTED CHILD..05 GRANDCHILD....06 BROTHER/SISTER.07 NIECE/NEPHEW...08 BROTHER/ SISTER-IN-LAW.09 PARENT.....10 PARENT-IN-LAW..11 DOMESTIC HELP (RESIDENT).....12 DOMESTIC HELP (NON RESIDENT).13 OTHER RELATION (SPECIFY)...14 OTHER NON-RELATION	Is [NAME] still a member of this household? YES...1 NO...2 (► Q29)	How old is [NAME] (IN COMPLETED YEARS)? IF RESPONDENT DOESN'T KNOW, USE YEAR OF BIRTH TO CALCULATE AGE OR USE MAJOR EVENTS LISTED IN ENUMERATOR MANUAL TO PROMPT RESPONDENT. YEARS	N D I V I D U A L In what day, month and year was [NAME] born? WRITE "99" FOR MONTHS AND DAYS IF RESPONDENT DOES NOT KNOW. IF THE AGE IS GIVEN AND THE YEAR IS NOT KNOWN, THE YEAR SHOULD BE ESTIMATED FROM THE AGE IN Q6. DAY (DD) MONTH (MM) YEAR (YYYY)	What is [NAME]'s marital status? Married (monogamous) ..1 Married (polygamous) ..2 Informal Union.....3 Divorced.....4 (► Q13b) Separated.....5 (► Q13b) Widowed.....6 (► Q14) Never Married..7 (► Q14)			
1	EMMA EZE	1	1	1	40	1	15	06	
2	MARY EZE	2	2	1	38	2			
3	OCHE EZE	1	3	1	8	3			
4	AKI EZE	1	3	1	5	4			
5					5				

But, not all respondents should answer all the questions. For example, if a person is not employed, he/she should not be asked about his/her job- such questions would be inappropriate. Besides, it would make interview longer and annoy the respondent. For these reasons, the questionnaire includes clear skip patterns, which indicate to the interviewer, which person should not be asked which questions, depending on the answer to previous question.

There are numerous instructions for skipping questions and moving to another part of the questionnaire in the most efficient and logical way. Examples of such questions are given

below: since they present key component of the questionnaire, their proper understanding would have significant impact on the quality of the answers and duration of the interview.

The following signs are used to identify skip patterns:

- If there is no sign, then all the respondents are asked the next question, irrespective of their answer to the previous question.

Example: If there is no skip pattern, irrespective of ‘yes’ or ‘no’ answer to this question, the respondent should be asked the following question 4.

3.
Do you have health insurance?
YES.....1
NO.....2

- If there is arrow ► followed by ‘Q’ and a number ► **Q18**, it means that the interviewer should move directly to the question with the number, in this particular case, question number 18.

Example: If person answers question 8 that he/she has taken steps to find a job in the past 7 days the skip pattern indicates that he/she should not answer question 9, but instead should skip to and answer question 10. After posing question 10 to the respondent, s/he replies that they were available for work. This means the enumerator should skip to question 38. The enumerator then asks question 12b and record whether the respondent has done any wage/salaried work for pay in the last 7. If the worker has never done any work for pay, then the enumerator should skip to question 37b.

<p>8. Have you taken any steps within the past 7 days to look for work?</p> <p>YES..1 (▶ 10) NO...2</p>	<p>9. What is the main reason you did not look for a job in the past 7 days?</p> <p>MOST IMPORTANT REASON</p> <p>STUDENT.....01 HOUSEWIFE/CHILDCARE..02 TOO OLD/RETIREED.....03 SICKNESS/ILLNESS.....04 DISABILITY.....05 WAITING FOR REPLY FROM EMPLOYER.....06 WAITING FOR RECALL BY EMPLOYER.....07 ON LEAVE.....08</p> <p>(▶ Q38)</p>	<p>10. Were you available for work during the last 7 days?</p> <p>YES..1 (▶ 38) NO...2</p>	<p>11. Why were you not available for work during the last 7 days?</p> <p>IN SCHOOL1 BUSY WITH HOUSEHOLD DUTIES2 TOO YOUNG TO WORK....3 TOO OLD TO WORK.....4</p>	<p>12b. Have you done any wage/salaried work for pay in the past 7 days?</p> <p>YES..1 NO...2 (▶ 37b)</p>

- Sometimes all persons asked certain question skip to another question, Section or Person. In that case instruction in the box is printed in capital letters.

Example: Question 28, everybody who answers this question has no further questions in this section and the interviewer goes to the next person irrespective of the answer.

<p>28.</p> <p>What was the industry of occupation of [NAME'S] biological mother?</p> <p>AGRICULTURE..... 01 MINING..... 02 MANUFACTURING..... 03 PROFESSIONAL, SCIENTIFIC, TECHNICAL ACTIVITIES..... 04 ELECTRICITY..... 05 CONSTRUCTION..... 06 TRANSPORTATION..... 07 BUYING AND SELLING..... 08 FINANCIAL SERVICES..... 09 PERSONAL SERVICES..... 10 EDUCATION..... 11 HEALTH..... 12 PUBLIC ADMINISTRATION..... 13 OTHER, SPECIFY..... 14</p> <p>(▶ NEXT PERSON)</p>
<p></p>

Types of data to be entered

There are two types of data to be recorded based on the information – *direct and transcript*.

- **Direct:** Direct is when the interviewer needs to enter verbatim what the respondent says. It could be numerical data (quantity or price) or textual data (respondent's name, employment sector).
- **Transcript:** It is when there are predetermined codes for expected different answers. The interviewer should identify corresponding code and enter it in the relevant box.

In order to avoid errors in transcription, the interviewer must be particularly careful, taking due care to enter data in the box envisaged for the interviewed person. Since answer box envisaged for interviewed person is distant from individual's ID and distant from the place where question text and modality are loaded, the interviewer must take care to make proper entry.

The purpose of shadowed rows is to facilitate this and to separate rows belonging to different household members which are interviewed.

Measurement Units

For all questions where the respondent is asked to specify certain quantity, amount, frequency, etc., different measure units are offered (e.g. kilogram-sack, month-year, meter-kilometer, etc.). The respondent can choose the most suitable measure unit that is easiest for him/her to give answers to required questions. The respondent can choose, within the same section, to give answers for different items in different measure units (e.g. seed use for different crops could be expressed in different measure units).

Households or individuals should first choose the unit of measure in which they want to respond in, and then give answer on quantity, amount or frequency. The interviewer enters measure unit code in the corresponding column, followed by the amount, quantity or frequency.

The interviewer enters data on such measure unit as the respondent says and does not do any conversion. All necessary conversions would be done by computers during data entry or survey analysis process. Questions would be answered either by whole numbers or by decimal numbers. Decimal is to be separated from the whole number by dot (.).

Lack of Information

When the respondent, for any reason, gives no answer to the asked question, the interviewer should record 9999 if the respondent does not know or cannot remember the answer or refuses to answer in the relevant box.

Entering “0” as an Answer

If the question is about quantity (e.g. number of days, hectares, value, KM, etc.) zero is correct answer and should always be entered if the respondent gives such an answer.

If the question contains categories, rather than value, zero is not valid answer. The interviewer should enter number, or in case of no answer 9999.

In case there are more answers offered for asked question, and the respondent gives only one answer, the interviewer should enter hyphen (-) in the other columns, to indicate that only one answer was given.

Correcting Errors in the Questionnaire

The questionnaire is to be filled by pen. In case of error, the interviewer should strikethrough the data so that one is still able to see the original and enter correct answer in the same box.

The following Chapters provide instruction for filling-out the Questionnaires and their individual sections.

Chapter 4: The Household Questionnaire

Cover

Household Identification (HOUSEHOLD ID): six (6) cells provided

The first two cells are for the state code and next cells are for serial number of the questionnaire used in the particular state. Let us use Abia State as an example. The State Code for Abia state is 01. If this is the 1st questionnaire, then it will have code 0001. You should enter the information as 010001. If you use more than 1 questionnaire in a particular household then you must copy the HOUSEHOLDID of the HOUSEHOLD questionnaire to all other questionnaire in that particular HOUSEHOLD.

Questionnaire of Total: This refers to number of questionnaires administered in each selected household. E.g. one questionnaire in a household should be filled in as 1 of 1, while two questionnaires in a household should be filled in as 1 of 2 for the household questionnaire and 2 of 2 for the other questionnaire.

The information for filling out the Questions below should be copied from the EA Line Map and Selection sheet

Zone: The name and code of the zone where the interview was conducted should be recorded in the space and box provided

State: The name and code of the state where the interview was conducted should be recorded in the space and box provided

L.G.A: This is the Local Government Area (LGA): the name and code of the LGA where the interview is being conducted should be written in the space and box provided

Sector: A sector can be either Urban or Rural; one box is provided for entry of 1 for Urban and 2 Rural.

E.A Code: The E.A. name should be written first follow by the code E.A. The EA code is make up of four digits and if it less than four digits there should be leading zero.

RIC: This is the replicate identification code number of the E.A.

Household Number:

The household number is also represented by three digit code. This is the serial number obtained from the listing form in each selected EA and can be copied from the listing form or selection sheet.

Name and address of the household head

This can be confirm from the selection sheet and should be printed boldly in the space provided.

Supervisor/Interviewer Name:

The interviewer/supervisor will write his/her own name and the code assigned to him/her during training as a form of control to ensure the quality of data collected.

There is a large box on the right hand side of the cover page of the questionnaire. In the box we have questions AG1 to AG3. The questions AG1-AG3 are used to determine if the Agriculture questionnaire should be administered to the household. Questions AG1 and AG2 should be completed by Interviewer based on responses from the HOUSEHOLD head.

Questions AG3: PLEASE PAY ATTENTION TO THIS PARTICULAR QUESTION. If response to questions AG1 and AG2 is NO, then make sure the household has no other agriculture activity including any livestock or fishery activities. Recall that the definition of an agricultural activity is: *Agriculture is the system of cultivating soil for production of crops, horticulture, livestock/poultry, fishing, forestry and in varying degrees.* If the response of AG1 and AG2 is 2 **AND THE HOUSEHOLD HAS NO OTHER AGRICULTURAL ACTIVITY**, place “2” as response to this question. In the case of all other responses to AG1 and AG2 response to AG3 must be “1”

Date of interviews (First, Second and Third)

This is a six digit number to represent the Day, Month, and Year that the first, the second and the third interviews were carried out. This is applicable when you visit a household multiple times in order to complete the questionnaire.

Time of interview (first, second and third): These questions seek to determine the time spent conducting the interview. The starting and ending time must only include the period the interview is being conducted. Note: the times should be recorded in GMT (24 hours) e.g. if the time is 1pm the correct recording will be 13: 00.

Questions 15a, 18a and 21a: These questions serve as a check list for the sections of the questionnaire yet to be completed at the first visit, second visit and the third visit. At the end of the first day of interview in a household, the interviewer should mark the sections yet to be completed. At the second or third visit the check list will guide the interviewer to know the sections to concentrate upon in order to complete all the sections of the questionnaire required in that household.

Cover Page 3: There are two questions. These questions should be answered when the field work for the HOUSEHOLD has been completed.

Question 1: This gives the status of the interview process with the household. That is, it relates to all questionnaires for that particular household.

Question 2: This gives the status of data entry for all questionnaires from that particular household.

SECTION 1 – Roster

Main objective of this section is to identify all persons who should be considered household members and collect general demographic information on them, such as age, gender, marital status, etc.

Flap A has already been pre-filled from the Head Quarters.

Respondent: This person should preferably be the head of the household. If the head is absent, then a responsible and knowledgeable adult, preferably the spouse of the household head should be interviewed. This person should be a member of the household and must be capable of providing all the necessary information on each household member. The interviewer may have to ask a few questions to be able to identify suitable respondent. Note that other members of the household can help by adding information or details in the questions concerning themselves.

Household: In this survey, a household will be defined as a group of people who have usually slept in the same dwelling and taken their meals together for at least 6 of the 12 months preceding the interview. The following are examples of a household: -

- A household consisting of a man and his wife/wives and children, father/mother, nephew and other relatives or non-relatives;
- A household consisting of a single person;
- A household consisting of a couple or several couples with or without their children.

All listed persons who have been away from the household for more than six months are not considered to be household members *except*:-

- Person identified as the head of household even if he/she has not been with the household for 6 months or more;
- Newly born children;
- Students and seasonal workers who have not been living in or as part of another household.

Head of household: Usually the head of the household is the person who provides most of the needs of the household and is familiar with all the activities and occupations of the household members. He will be the person named when you ask the question "Who is the head of this household?"

INSTRUCTIONS FOR FILLING-OUT THE ROSTER

The household roster must be filled out with the greatest care. The following steps must be followed:

Completion of FLAP A

1. The names of all the members of the household have been pre-filled from the Head Office
2. Question 2 (sex of the household member) and question 3 (relationship code) have also been prefilled.
3. If there are new members in the household the interviewer will add them at the end of the list of names in question 1

Making Changes When There is a New Household Head

If the household head has died or changed for some other reason, adjustments must be made in the prefilled FLAP A of the questionnaire. The relationship code (see question 3) of the former household head should be changed from “1” to “14”. If the household head has died, “DEAD” should be written alongside the new code “14”.

The new, or replacement, household head should be identified and the relationship code for that individual should be changed to “1”. With this change, the relationship code of the other household members should be changed to indicate relation to the new head.

Specifically:

QUESTION 1: Flap A will have a complete list of all individuals that normally live and eat their meals together in the household, starting with the head of the household (see Figure 1 below). This question is already prefilled when the interviewer visits the household. The number to the left of the household member’s name is the individual ID for that member. Provision is made for 12 household members. If there are more than 12 household members, a second household questionnaire should be used and the first person on that questionnaire should be number 13 and so on.

New household members should be added to the end of the list of household members already prefilled.

The interviewer should confirm that household head here is the same as household head listed on the Cover page.

QUESTION 2: Against each of the names listed in Question 1 indicate the sex by putting the correct code. For instance, if you write Queen as a wife and Naomi, as daughter to the head of household, then you will write code “2” for their sex. The interviewer must also ask the sex of small children when in doubt. For example, in communities where some names are unisex such as Inobong, Iniobong, Toyin, Tayo, Ngozi, Ifeanyi and yemi etc, always ask for the sex of a child before recording it.

QUESTION 3: Against each of the names listed, indicate the relationship to the head of household by printing the appropriate code. For instance, Cletus and Helen are members of the

household and they are children of the head of the household. In this case, the interviewer should write code 3 in question 3 against the names of these two persons. Mabel is the sister of the head of household so code 7 should be entered in her case; while Justina who is Lawrence’s mother will have code 10 as the entry for this question.

Figure 4.1

	1.	2.	3.	4.
INDIVIDUAL	<p>NAME</p> <p>LIST HOUSEHOLD HEAD ON LINE 1. MAKE A COMPLETE LIST OF ALL INDIVIDUALS WHO NORMALLY LIVE AND EAT THEIR MEALS TOGETHER IN THIS HOUSEHOLD, STARTING WITH THE HEAD OF HOUSEHOLD.</p> <p>(CONFIRM THAT HOUSEHOLD HEAD HERE IS SAME AS HOUSEHOLD HEAD LISTED ON IDENTIFICATION PAGE.)</p>	<p>What is the sex of [NAME]?</p> <p>MALE....1</p> <p>FEMALE..2</p>	<p>What is [NAME]'s relationship to the head of household?</p> <p>HEAD.....01 SPOUSE.....02 OWN CHILD.....03 STEP CHILD.....04 ADOPTED CHILD..05 GRANDCHILD.....06 BROTHER/SISTER..07 NIECE/NEPHEW...08 BROTHER/ SISTER-IN-LAW.09 PARENT.....10 PARENT-IN-LAW..11 DOMESTIC HELP (RESIDENT).....12 DOMESTIC HELP (NON RESIDENT)..13 OTHER RELATION (SPECIFY).....14 OTHER NON- RELATION (SPECIFY).....15</p>	<p>Is [NAME] still a member of this household?</p> <p>YES...1</p> <p>NO...2 (► Q29)</p>
1	LAWRENCE AKHIDENOR	1	1	1
2	ELIZABETH AKHIDENOR	2	2	1
3	CLETUS AKHIDENOR	1	3	1
4	HELEN AKHIDENOR	1	3	1
5				

Definition of Relationships

- 1- *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.
- 2 - *Spouse* is the married or partner by mutual consent of the head.
- 3 - *Own Child* refers to biological child.
- 4 - *Stepchild*: The biological child of a spouse in a previous union (marriage).
- 5 - *Adopted child*: A child acquired from orphanage
- 6 - *Grandchildren* Children from your son(s) or daughter(s)
- 7 - *Brother/Sister*: A male/female children born of the same parent
- 8 – *Niece/Nephew*: The daughter/Son of the brother/sister of the head of the household.
- 10 - *Brother/sister in –law*: Brother/sister of the spouse of the household head.
- 11 - *Parent in-law*: Parent of the spouse of the household head.
- 12 - *Domestic help (resident)*: (servant, guard, cook, baby-sitter among others) refers to a person who lives with the household and who is paid for services rendered in the household either in cash or kind.

13 - *Domestic help (non-resident)*: (servant, guard, cook, baby-sitter among others) refers to a person who DOES NOT live with the household and who is paid for services rendered in the household either in cash or kind.

14 – *Other Relation*: Other relatives of the head of the household.

15 – *Other Non-Relation*: Other non-relatives.

QUESTION 4: We want to find out in question 4 if the person prefilled in question 1 is still a member of the household at the time of the current interview. If the response is no, code 2 should be printed and skip to Q29 for that individual.

QUESTION 6: Age is an important variable for most socio-economic analysis and must be established as accurately as possible. *This is the age of the person at their last birthday.* The age of each person will be recorded in completed years. 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 problem 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. Information supplied in QUESTION 4 above should be a guide here. Note also that for children aged 5 years and less, the age is very important in interpreting child malnutrition. The age of persons 100 years and older should be recorded as 98.

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 + 55 (i.e. 1st October 1960 to 23rd October 2015) = 70 years. If still this methodology fails try the next approach.*
- *Simply estimate how old the respondent may be based on some district historical events, or some other events which occurred.*

QUESTION 7: Ask household members in what day, month, and year was the person born. Record “99” for months & “9999” for years if the respondent states that they DON’T KNOW. But try as much as possible to establish the year the person was born by probing. The date of birth should match with the age that the respondent has stated in Question 5. The interviewer can use event to determine what year and it should be in four digits.

Figure 4.2

INDIVIDUAL	7.			8.	9.	10.	11.			
	In what day, month and year was [NAME] born? WRITE "99" FOR MONTHS AND DAYS IF RESPONDENT DOES NOT KNOW. IF THE AGE IS GIVEN AND THE YEAR IS NOT KNOWN, THE YEAR SHOULD BE ESTIMATED FROM THE AGE IN Q6.			What is [NAME]'s marital status? Married (monogamous) ..1 Married (polygamous) ..2 Informal Union.....3 Divorced.....4 (▶ Q13b) Separated.....5 (▶ Q13b) Widowed.....6 (▶ Q14) Never Married.7 (▶ Q14)	INTERVIEWER: IS THIS PERSON A MALE IN A POLYGAMOUS MARRIAGE? YES..1 NO...2 (▶ Q12)	How many wives do you currently have?	In what year, did you get married to each of your wives respectively? LIST THE YEAR FOR YOUR FIRST WIFE AND THEN THE YEAR OF MARRIAGE FOR UP TO 3 OTHER MOST RECENT WIVES.			
	DAY (DD)	MONTH (MM)	YEAR (YYYY)			NUMBER	WIFE 1	WIFE 2	WIFE 3	WIFE 4
1	15	06	1964	2	1	3	1970	1984	2009	

QUESTION 8: Present marital status refers to the respondent's marital status on the day of interview.

Definition of Marital Status

1 - Married (monogamy) includes all types of marriages e.g. civil, traditional and common law to only one woman. It is also a state of having only one sexual partner at any one time. The word monogamy comes from the Greek word *Mono* which means one or alone and the Greek word *Gamos* which means marriage or union.

2 - Married (polygamy) includes all types of marriages e.g. civil, traditional and common law to more than one woman. It is also defined as having more than one wife or husband at the same time, usually a man with several wives.

3 - Informal/Loose Union refers to a relationship contracted by two adults living together without civil or traditional recognition. Such people may report that they are married, so probe carefully and sensitively to find out the actual marriage contract.

4 - Divorce: When a marriage is legally dissolved

5 - Separation: Living apart without legal backing

6 - Widowed: A situation where one of the couple is dead.

7 - Never Married: A situation where the respondent is single and has never been married before.

QUESTION 9: This question seeks to know if this person is a male in polygamous marriage. If No the interviewer should skip to question 12.

QUESTION 10: The objective of this question is to know how many wives are currently living with the respondent at the time of interview. E.g. if the respondent has two wife the interviewer will write 2 in the space provided and if more than two, the interviewer will write 3, 4 or the appropriate number in the space provided.

QUESTION 11: This question applies to males in polygamous marriage. It seeks to know the years in which the marriages took place, and the wives must be alive. For example, the year of the first marriage may be 1970, the second, 1984 and the third marriage, 2009. The interviewer should record the year of marriage to the first wife and the other most recent wives the interviewer should record appropriately the year of marriage in the box provided.

QUESTION 12: This question seeks to determine if the household member's spouse is currently a member of the household. In the case of a male in a polygamous relationship, the interviewer should enquire of the first wife only. If Yes write 1 and if No write 2 and Skip to Question 13b.

QUESTION 13: Write the Individual ID code of the spouse that has been identified as living in the household in Question 12.

QUESTION 13b and 13c: These questions concern previous marriages that have ended before the current marriage or union. Question 13b asks if the respondent has had past marriages that ended. For divorced and separated individuals, we ask for past marriage before the one just ended. If the respondent has had previous marriages that ended (i.e. respondent gives a Yes answer), then question 13c asks for how those marriages ended. These questions are not intended for polygamists who have lost a wife or so.

QUESTION 14: This question seeks to know if the respondent has been interviewed (or information has been collected on this individual) in the previous round of survey (FEBURARY – APRIL 2013). If Yes, write 1 in the space provided and if No write 2 and Skip to Question 16.

QUESTION 16: This question is for people that have not been captured in the last time the interviewer visited the household. Thus, we want to know when the person joined the household. The interviewer should write only the month code in the space provided for month and the year in which the person joined the household. The year should be four digit and not be less than 2013 and more than 2015.

QUESTION 17: This question seeks to know why the respondent joined this household. Write the code that is applicable to the response. The last option 12 – fled problem area or internally displaced persons (IDPs) – refer to persons who relocated to this household as a result of conflicts or problems in their previous location. A possible problem or conflicts might be terrorist attack in previous community.

QUESTION 18: This question should be answered by all persons in the household. The religion of the household member is required. As there are countless large and small religions, many of which cannot be verified to be real or legitimate, do not try and query what denomination as this creates friction and may result in non-response to the rest of the interview. Note that the religion of small children should also be recorded although this is normally the same as their parents.

QUESTION 19: Asks if the household member's biological father lives in the household. This information is useful for determining whether the child's (natural) father is alive and to measure the prevalence of orphan-hood and child fostering in the population. The response is either Yes or No; if No skip to question 21.

QUESTION 20: Copy ID of the biological father from the household roster and skip to Question 24.

QUESTION 21: Asks if the respondent's biological father is alive. Two options are provided i.e. Yes or No. Print the appropriate code against the respondent.

QUESTION 22: Record the highest educational level reached by the father of the respondent by printing the code for the response. You may need to probe for the type of school attended. Then ask, "*WHAT IS THE HIGHEST LEVEL (NAME)'S BIOLOGICAL FATHER COMPLETED*"

The highest educational qualification achieved is that attained after completing an educational level or course by sitting for the qualifying examinations. A student who dropped out from school will not achieve the qualification for that level. For instance, if one dropped out in JSS 3 then one would probably have achieved the Primary 6.

None: The person went to school but never completed any level.

FSLC: First School Leaving Certificate is attained after spending six (6) years in primary school.

MSLC: Modern School Leaving Certificate is attained after spending six (6) years in the primary school and three years of Modern school

VOC/COMM.: Vocational/Commercial is a certificate obtained after going through artisan/art craft training e.g. Mechanic, Tailoring etc.

JSS: Junior Secondary School is a certificate obtained after completion of the first three (3) years in secondary school.

SSS (O' Level): Senior Secondary School is a certificate obtained after completion of six (6) years in secondary school.

A Level: Advance Level is a certificate obtained after two (2) years completion of higher secondary school (HSC)

NCE/OND: (NCE) National Certificate of Education is a certificate obtained after completion of three (3) years in college of education. (OND) Ordinary National Diploma is the certificate obtained after completion of first two (2) years in the Polytechnic.

School of Nursing: This is a certificate obtained after spending three (3) years in the school of nursing.

BA/BSc./HND: Bachelor of Arts/Bachelor of Science/Higher National Diploma are obtained after three (3), four (4), five (5) or six (6) years of university or polytechnic education

Technical or Professional Diploma: It refers to a Diploma Certificate obtained from any Polytechnic or University.

Masters: Refers to any Masters degree. It is the second degree obtained in the university after Bachelors (first degree). Examples include Master of Science (MSc), Masters of Business Administration (MBA), Masters of Arts (MA).

Low Lower Six refers to the old education system and this is six years of Secondary education.

Upper Six refers to the old education system and this is seven years of secondary education, i.e. three years of Junior secondary and three years of Senior secondary.

Modern schooling is six years in the primary school and three years secondary schooling after obtaining First School Leaving Certificate (FSLC).

Doctorate: Refers to PhD: Doctor of Philosophy is the third level degree obtainable in the university after Masters

QUESTION 23: Ask if the biological father of the respondent is engaged in economic activities; record the code corresponding to the industry of the occupation of the respondent's father. If the father is late or deceased or retired, we would like to know what employment they were engaged in when they were working.

QUESTION 24: Asks if the respondent's biological mother lives in the household. This information is useful for determining whether the child (natural) mother is alive and to measure the prevalence of orphan-hood and child fostering in the population. If NO, skip to 26.

QUESTION 25: Copy ID of the biological mother from the household roster and skip to next person

QUESTION 26: Asks if the respondent's biological mother is alive. Two options are provided i.e. Yes or No. Print the appropriate code against the respondent.

QUESTION 27: Record the highest education level reached by printing the code for the response. You may need to probe for the type of school attended. Then ask, "*WHAT IS THE HIGHEST LEVEL (NAME)'S BIOLOGICAL MOTHER COMPLETED?*" THE CODES ARE GIVEN AS IN QUESTION 22.

QUESTION 28: Ask if the biological mother of the respondent is engaged in economic activities; record the code corresponding to the industries of the occupation of the respondent's mother. If

the biological mother is late or deceased or retired, we would like to know what employment she was engaged in when they were working

QUESTION 29: This question concerns those members who had left the household from question 4. We are interested in knowing the main reason why the person left the household. There are possible options offered with codes. Please probe for the main reason why the person left the household and print the appropriate code for the given reason.

QUESTION 30: This question seeks to know the month and year in which the person left the household. The interviewer should write the month code in the space provided, and a four digit year in the cell beneath the YYYY. Note that the year cannot be less than 2013 and more than 2015.

QUESTION 31: This question seeks to know if the person resides in Nigeria or outside Nigeria at the time of the interview. If the person leaves outside Nigeria, the interviewer should skip to question 34.

QUESTION 32: The interviewer should write the name of the State, the Code as well as the name and code of the LGA that the relocated person lives. The list of the LGA Code and State Code will be given to each interviewer for proper coding and the supervisors will check what the interviewer has written.

QUESTION 34: This question is asking how many months has the respondent been out of Nigeria. The interviewer should record only in months. This is the number of months with leading zeros for single months. E.g. One month should be recorded as **01** and ten months should record as **10**. **The interviewer should know that the question is asking from date of the last visit. If less than one month the interviewer should write 01.**

SECTION 3: Labour

In this section, we collect information on the labor activities of men, women and children in the household. It is important not to confuse labor activities with a person's main activity. These are not the same. A person's main activity may be a housewife or a student, but they may have other labor activities that should be recorded in this section. For example, a wife who has her own plots or her own small business should not be excluded from this section, even if she primarily works in domestic activities. Domestic activities are not included in this section of the questionnaire, but her other activities would be included, even though she may consider being a housewife her "job". A child who is a student may consider themselves to be primarily a student without a job, but they may help their parents as unpaid family labor with their businesses or agricultural activities. For example, if a child works on his parent's farm or in their carpentry shop, the child's farming or carpentry activities should be included, even if the child does not receive payment directly for the work. We are concerned with labour activities of members in the past 7 days only.

Respondent: This section concerns all household members aged 5 and above. You should confirm eligibility of the household members to respond to the questions. For children under 12, the parents or adult member of the household could answer on their behalf. Where some household members are absent, proceed with the interview for all those present but make the necessary arrangements to call back and continue the interview with absentee members after ascertaining the appropriate time that they would be available. If it is not possible to interview the person directly, a proxy response is possible.

QUESTION 1: This is a filter question to confirm eligibility of the household member to provide information in this section. Only household members 5 years and older are allowed to answer the rest of the questions in this section.

QUESTION 2: This question is to confirm whether information is being provided in proxy or by the household member himself/herself.

QUESTION 3: If response is given by proxy, then the ID of the respondent should be written in this column.

QUESTIONS 4 – 6c: These questions seek to capture information on the various types of work that each eligible member of the household was engaged in for the past 7 days. The respondent should answer each question. While *Question 4* asks about engagement in paid work, *Question 5* seeks information about engagement in farming activity owned or rented by a member of the household and *Question 6* asks if there was engagement in own account work or business in enterprise belonging to him or someone in the household e.g. trader, carpenter, etc. *Question 4b*, *5b* and *6b* ask for the number of HOURS worked in each employment in the last 7 days. For question 5c and 6c, indicate the main use of the product from this employment by printing the appropriate code. Take note of the skips in question 4, 5, and 6.

QUESTION 7: Interviewer should check if there is any “Yes” response in Questions 4 or 5 or 6. If there is a ‘Yes’ response, the interviewer should skip to question 12b. Otherwise, he should continue to Question 8.

QUESTIONS 8: Those who were not engaged in any economic activities (wage/salaried, non-farm enterprise, and agricultural employment) in the last 7 days should indicate whether they took any steps to look for job. And for those who did, the interviewer should skip to Q10.

QUESTIONS 9: The household members who did not look for work in the last 7 days will give the main reason why they did not look for job and the interviewer should thereafter skip to Q38.

QUESTIONS 10: Those who took steps to look for job should again indicate whether they were available for work in the last 7 days. For those members who were available for work, the interviewer should skip to Q38.

QUESTIONS 11: Those who were not available for work should indicate the main reason why they were not available. The interviewer should then print the appropriate code.

QUESTIONS 12b: Everybody who was engaged in any economic activity in the last 7 days should indicate whether they have ever done any wage/salaried work for pay in the last 7 days. This question refers strictly to wage/salaried work owned by non-members of the household including company, or other employers outside of the household. The last time the work was done should be given and if no wage/salaried work has been done in the last 7 days, the interviewer should skip to Q37b.

Some definitions and terminology used in the questionnaire include: -

Main occupation: This is the work to which most time is devoted to when a respondent has more than one job. For instance, the main occupation for the past 7 days of a respondent who farms mostly and also goes fishing during the dry season is farming.

The last 12 months: This refers to the period of 12 consecutive months just before and including the interview day. During the interview, you should be specific. For example, if the interview takes place on September 10, 2015 then we refer to all the preceding months down to September 9, 2014.

QUESTIONS 13: Those who have ever worked in Q12b, the description of the primary activity in the main job should be given by the respondent. The interviewer should thereafter code the activities using the occupation codes provided at the end of this manual.

QUESTIONS 14 - 15: The economic activities in the main jobs and the employers should be indicated by the respondents by printing the appropriate sector and employer codes.

QUESTION 15b: This question asks for whether the employment that the member was engaged in is an apprenticeship job. This is meant to separate paid apprenticeship from unpaid apprenticeship employments.

QUESTION 15c: Here we are interested in capturing the size of the enterprise that the individual is engaged in as well as learning the person's knowledge about where he works. The appropriate code should be written for the number of employees in this enterprise.

QUESTION 15d: We are interested in knowing whether the individual employee is enrolled a pension scheme for this job. The focus here is *this* job. The individual might have enrolled in pension plans for different jobs but we are interested in the job under investigation. The interviewer should probe to ensure he/she gets the right answer. A Yes or No answer is required for this question.

QUESTION 15e: This questions seeks to separate contract works or casual works from permanent works. This asks if the individual has a letter of appointment or agreement for this very

job. A letter of appointment here refers to any written document that qualifies the individual to be an employee of that entity. A Yes or No answer is required for this question.

QUESTION 15f: This question is interested in uncovering employer-provided health insurance for the individual employee, either fully or partially. This is not the same as the individual being personally enrolled in a health insurance scheme with employer contribution. A Yes or No answer is required for this question.

QUESTIONS 16 - 18: The number of months in the last 12 months and the number of weeks during these months as well as the number of Days in the last 7 days did the employed respondent actually worked. Note that q16 requires not more than 12 months.

QUESTIONS 21: The respondents are required to provide information on the payment they have received. The first part requires the last payment amount in Naira while the second part seeks the time unit in which the payment was honoured.

Secondary occupation: This is the work to which much of the respondent's time is devoted after the main occupation. In the example given above, fishing would be the secondary occupation of the farmer in the last 7 days.

QUESTION 22: The respondent is to indicate the people in the household who decides how the payments received from this employment should be used. Interviewer can ask for up to two people and write the individual IDs of these members.

QUESTION 23 – 24: Besides regular salary, does the individual employee receive any in-kind payment or allowance for this employment? If Yes, the interviewer should write code 1 for question 23 and proceed to question 24 to answer the amount and time unit of payment.

QUESTIONS 25 – 37: Details about the status of the respondent's second job are asked in these questions. These questions are the same as that of the main job but with reference to the second job. For somebody who says yes in questions 4, 5 or 6

QUESTIONS 38: Eligible members of the household are required to confirm whether they contribute to the National Health Insurance Scheme (NHIS).

QUESTIONS 38a: This is a filter question to verify whether the individual respondent did collect/ chop firewood the previous day. A Yes or No answer is required for this question. A No answer skips to question 39a.

QUESTIONS 39: The respondent is required to state the number of minutes spent during the previous day of the interview to collect or chop firewood or other fuel materials for the household use. Option codes are given and the interviewer is supposed to print the appropriate code for the response.

QUESTIONS 39a: This is a filter question to verify whether the individual respondent did collect/fetched water the previous day. A Yes or No answer is required for this question. A No answer skips to next section of the questionnaire.

QUESTIONS 40: The respondent is required to state the number of minutes spent during the previous day of the interview to collect or fetch water for the household use. Option codes are given and the interviewer is supposed to print the appropriate code for this question.

SECTION 4A: Savings and Insurance

In this section, we are interested in finding out the savings and insurance practices of individual members in the household that are 15 years or older. We also intend to collect data on the members' information gathering concerning the type of account to open. Here a bank account can be savings, current, or checking that the individual has opened with the specified financial institution.

QUESTION 1a: This is a filter question to ensure that the individual is 15 years or older. It is an instruction question for the interviewer to determine using the age in the roster. If the member is less than 15 years of age, this section is not to be asked to him/her. A Yes response implies the rest of the questions are to be asked while a No response skips to the next person until finally the next section.

QUESTION 1: We are interested in knowing if the member has a bank account with any of the banks in the country. This question is restricted to BANKS and *DO NOT* include other formal or informal financial institutions such as cooperative society, micro-finance etc. Some examples of banks are listed under Question 2. If the individual has no account with any bank, then you skip to question 7, otherwise, you proceed to question 2.

QUESTION 2: Here we want to know the name of the bank in which the individual has an account with. A list of banks that are currently operating in Nigeria with codes are provided. The interviewer should write the *code* corresponding to the bank provided by the respondent. If the respondent has accounts with more than 3 banks, list up to only three.

QUESTION 3: We want to know if the respondent did any search about the bank(s) account(s) before opening the account. A Yes/No response is required.

QUESTION 4: Here also, we want to know if the respondent considered alternative banks before deciding on which bank(s) to open an account with. A Yes/No answer is needed as the interviewer writes the appropriate code in the space provided.

QUESTION 5: Knowledge about a bank's terms and conditions is necessary to obtain the best service from the bank and understand the responsibilities of the individual as a customer. In this question, we want to know if the individual checked the detailed terms and conditions of the bank before opening the account with bank. If the response is No, you skip to question 7, otherwise, you continue to question 6.

QUESTION 6: asks for the intensity of check for the details of the banks' terms and conditions. If the respondent checked CAREFULLY for the detailed terms and conditions of the bank, a code of 1 is printed in the space provided. Otherwise, a code of 2 is printed for just checking the details for a ROUGH IDEA.

QUESTION 7: This question is for both those who has no bank accounts and those who have one. We are interested in knowing if there is someone either in the household or outside the household who allows the individual to use their bank accounts to make banking transactions such as cashing check, transfer funds, etc. A Yes/No response is required.

QUESTION 8: This question concerns the LAST 12 MONTHS. It seeks to find out if the respondent has used non-bank financial institutions such as micro-finance, savings associations and cooperatives to save money in the last 12 months. A Yes/No response is needed. If the respondent has not used these institutions in the last 12 months, skip to question 10.

QUESTION 9 asks about the type of institution that the individual used to save money besides banks in the last 12 months. A maximum of three options is required and the corresponding codes printed in the spaces provided.

QUESTION 10: This question is about use of informal savings group such as Adashi/Esusu/Ajo in the last 12 months. This applies to all members 15 years or older irrespective of whether or not they have formal bank accounts. A Yes/No response is required for this question.

QUESTION 16: The focus of this question is on insurance of the individual member for health, property in the last 12 months. This can be insurance policy purchased from a private insurance company for any of the listed items. The interviewer should mention these items for the respondent to understand and answer accordingly. A Yes response continues to the next question while a No answer skips to the next section of the questionnaire.

QUESTION 17a: In this question, two things are required – the name of the insurance company and the type of insurance policy purchased by the household member. The appropriate insurance company and insurance type codes are supposed to be written. A maximum of three options are allowed if the respondent has more than three.

It must be emphasized that the individual can purchase different insurance policies (type) from the same company. For example, the Head of the household with ID 01 might have purchased Health and motor vehicle insurance policies from ALICO Insurance Company. In this case, interviewer should write code 3 in the space provided for insurance company 1 and code 1 under the insurance type code. For insurance company 2, code 3 should be printed while code 4 written for the insurance type.

SECTION 4B – ICT

In this section, we are interested in collecting information about mobile phone and internet usage by individual members of the household. Information on access to the Ministry of Agriculture's e-wallet fertilizer and improved seed on individual's mobile phones are also collected. The section is administered to household members that are 10 years or older.

QUESTION 1 is a filter question to ensure that the section is administered to those that are 10 years and above. If the individual is less than 10 years, you skip to next person.

QUESTION 8: We want to know if the individual has access to a mobile phone. If the individual does not have access, you skip to next person. Otherwise, you continue with the interview for this person.

QUESTION 9 asks about the main source of access to mobile phones by the individual. Six options are provided and the interviewer is supposed to print only one code. If the response is 2 -6, the interviewer should skip to the next person, otherwise, continue to question 10.

QUESTION 10 seeks to know how many mobile phones the individual owns. This question is for only those who own mobile phones. Only the number of phones owned by the individual should be recorded. It is not the cumulative number of phones owned in the household but the person whose ID corresponds with this specific row in this section.

QUESTION 10b: The objective of this question is to ascertain whether the individual performs any banking activity using a mobile phone. Some of the banking-specific activities that can be performed using mobile phone include payment of utility bills (electricity, water, DSTV, TV); money transfer to one's personal account or to another person's account; checking bank account; etc. This can also be mobile banking where the individual uses their bank's application to perform financial transactions on their mobile phones. Here a Yes/No response is required. If the individual uses mobile phone to perform any of these transactions, then code 1 is printed and the interview continue to the next question; otherwise, write code 2 and skip to question 10h.

QUESTION 10c – 10f: These block of questions seek to get detailed information about the main uses of mobile phone for banking activities. In *question 10c*, we want to know if the individual uses mobile phone to pay utility bills which include electricity, water, DSTV, TV, and internet. Likewise in *question 10d*, we ascertain whether the individual uses mobile phone to transfer money between his/her accounts or to other people accounts. This can involve using a banks application or internet browser on the phone. *Question 10e* is likened to that of question 10d but here there is no monetary transfer been undertaken. The individual just checks the account to know his balance or know if there is some transaction that demands attention. Finally in *question 10f*, the individual is asked if he/she uses mobile phone to purchase phone credit either for personal use or for other persons.

Note that these block of questions require a Yes/No response and ALL must be answered. There is no skip for these questions. Once the appropriate codes have been printed for each individual question, we then proceed to question 10g.

QUESTION 10g: This question goes a step further to explore the intensity of use of mobile phone for the above specified banking activities. Five options are given and the appropriate response code should be printed. The code 3 – biweekly means that the individual uses mobile phone for banking activities every two weeks (every other week). If other is selected, please specify.

QUESTION 10h concerns the Ministry of Agriculture’s e-wallet fertilizer and improved seed program. We want to assess the number of household members who had access to this program or received information about this program via their mobile phones. A Yes/No response is required and the appropriate code must be printed.

QUESTION 14 – 15a: These questions access the uses of internet services by individual members of the household. Internet can be from the phone or computer and the interviewer should take this into account when asking these block of questions. *Question 14* is a filter to learn whether the individual has access to internet. A Yes/No response is required and the appropriate code must be printed. If a No response of code 2 is given, then the interviewer should skip to the next person. For a Yes response, we proceed to the next question for this person. In *question 15* we want to know the main source of internet for this person. A list of options with codes are provided and the interviewer should write the code corresponding to the given response. If code 6 is selected, the interviewer should write that response in the space provided. Finally in *question 15a*, we are interested in knowing the most common uses of internet by the individual. If the individual has more than three uses of the internet, list the three most common ones by writing the appropriate codes corresponding to these uses under USE 1, USE 2, and USE 3. If code 8 is written for any use, then the interviewer should specify.

SECTION 4C – Credit

This section explore household’s access to and use of credit from different sources. Emphasis is placed on loan at different stages of the application process where we differentiate between loans that have been received by the household, and those loan applications that are pending. In addition, the section investigates whether the household has ever been refused a loan application in the last 12 months by any source and the reason for the refusal. Finally, the section seeks information why some households made no borrowing attempt if there was a need for a loan.

It must be emphasized that this section seeks information about the household and NOT about the individual members of the household. Note also that the ID column is LOAN ID and not individual ID.

QUESTION 1: This is a filter question to establish if any member of the household has borrowed money or applied for a loan from any source (banks, cooperative societies, savings associations, micro-finance institutions, money lenders, etc.) in the last 12 months. Note that things purchased on credit is accommodated in this question. Also this question is applicable to households that have received a loan or those whose applications are pending, but not to

those who have been refused a loan application. A Yes/No response is required by printing the appropriate code in the box provided. A code of 2 skips to question 12, otherwise we continue to question 2.

QUESTION 2: For those households that borrowed money or have pending loan applications within the last 12 months, this questions wants to know the names of the lenders. The lender names can be person, banks, or institution. Once the name of the lender is written, we want to know which category the lender falls in. Thus, the interviewer should write applicable code in the space provided for TYPE CODE. If type code 9 is printed, the interviewer should not forget to specify. The interviewer must write ALL the names of the lenders BEFORE proceeding to the next section. The LOAN ID on the row of the lender name becomes the loan number for this loan, which we make reference to in the subsequent questions.

QUESTION 3: Here we are interested in learning which member(s) of the household was(were) responsible for this particular loan. If more than 3 members are responsible for this specific loan, the interviewer should list up to only three ID code of the members from the household roster.

QUESTION 4: Here we want to know the MAIN reason why the household applied for the loan. There might be multiple reasons for applying for the LOAN but the interviewer should ask for the main reason and print the corresponding code. For code 11, the interviewer should specify.

QUESTION 5 seeks to establish the state of the loan application process as received or pending. A loan received is one that the money has been given to the household while a pending loan is one where the monetary component of the loan has not been honoured to the household. Likewise for items purchased on credit, a pending loan will be one for which the item has not been received by the household though it has been agreed upon by the two parties to be delivered. If the loan is pending, skip to next loan or section.

QUESTION 6 – 11 concerns only loans that have been received by the household.

QUESTION 6: seeks to know how much money was borrowed under this specific loan also called principal. The interviewer should write the value of the loan in Naira.

QUESTION 7: Here we are interested in knowing the adequacy of this specific loan to meet the main need for its application given in question 4. A Yes/No response is required by printing the appropriate code in the space provided.

QUESTION 8 is about when this loan was received by the household within the last 12 months. Write the month code, and year in which the loan was received in the last 12 months. Note that the month code be two digits even for January – September.

QUESTION 9 – 11 is about loan repayment. First we want to know if the loan has been fully paid – both principal and interest in *Question 9*. If the loan has been fully paid, skip to question 11, otherwise continue to *question 10* to specify the month and year in which final payments are expected to be made. In question 11 give the total cost of the LOAN at completion of

repayment. The total cost of the loan is the principal (how much was borrowed) plus the interest (additional charge on the principal by the lender). The interviewer should help the respondent estimate this total cost. The figure should be written in Naira. There might be instances where the respondent will quote the interest in percentages. In this case, the interviewer should calculate the percent value of the interest and add to the principal to give the total repayment amount. For example if the household borrowed 2000 Naira from NBS cooperative at 20 percent interest, then the total repayment amount is $2000 + (0.2*2000) = 2400$.

QUESTION 12 – 15 concerns loan refusals. These block of questions is NOT asked for individual loans but just to ascertain if the household was unsuccessful at borrowing. Note that these questions are applicable to only those who made borrowing attempts but was refused. If they made several attempts but was successful at one, these questions are not applicable to them. *Question 12* filters to ensure that the household made borrowing attempts in the last 12 months but was refuse by the lender. In *question 13*, we want to know the main reason why they applied for the loan. Don't forget to specify if you print code 11. *Question 14* intends to find out who refused them the loan. If multiple attempts were made in the last 12 months, the interviewer should ask for the most recent attempts. Finally in question 15, we want to know the two main reasons why the loan application was refused by the lender(s). The appropriate codes should be printed for the stated reasons. After answering this question, skip to the next section of the questionnaire.

QUESTION 16 – 17 are asked to households that made no borrowing attempt in the last 12 months. First, in *question 16* we establish if the household needed a loan in the last 12 months. Indeed, there should be a need of a loan for someone to make borrowing attempt. If the household had no need of a loan, skip to the next section. For those who had a need of a loan in the last 12 months, we want to know in *question 17* why they did not attempt to borrow. Up to two reasons are allowed and the interviewer should write the codes corresponding to the stated reasons in the space provided.

SECTION 5: Household Assets

This section captures information on the current durable goods possessed by the household. The possession of durable household goods such as furniture, mattresses, sewing machine, TV, etc., are important in measuring household welfare and standards of living. The item may be owned by any member of the household and must be in good working condition

Respondent: The main respondent is the head of the household and or an adult household member currently living in the household.

Question 1: This question seeks to determine the number of the listed items that are owned by the household. The item must be in good working condition. The number of items owned should be entered in the row corresponding to that item. If the household owns none of these

items, then write “0” in Question 1 and move to the next item. Obtain a response on ALL items before moving to Question 2. See Figure below

		1.	2.		3.	4.
		How many of the following items does your household own? WRITE THE TOTAL NUMBER OF ITEMS THAT THE HOUSEHOLD POSSESSES. IF NONE	Who is the person that owns this item? WRITE THE ID OF THE PERSON WHO OWNS THE ITEM. IF THE ITEM IS OWNED BY THE HOUSEHOLD IN COMMON, WRITE "98".		How long ago was [ITEM] acquired? (IF LESS THAN ONE YEAR, PUT '0') IF MORE THAN ONE, REFER TO NEWEST	If you wanted to sell one of this [ITEM] today, how much would you receive? IF MORE THAN ONE, REFER TO NEWEST
ITEM CODE	ITEM	NUMBER OF ITEMS	ID CODE	ID CODE	NUMBER OF YEARS	NAIRA
301	Furniture (3/4 piece sofa set)					
302	Furniture (chairs)					
303	Furniture (table)					
304	Mattress					
305	Bed					
306	Mat					
307	Sewing machine					
308	Gas cooker					
309	Stove (electric)					
310	Stove gas (table)					
311	Stove (kerosene)					
312	Fridge					
313	Freezer					
314	Air conditioner					
315	Washing Machine					
316	Electric Clothes Dryer					
317	Bicycle					
318	Motorbike					
319	Cars and other vehicles					
320	Generator					
321	Fan					
322	Radio					
323	Cassette recorder					
324	Hi-Fi (Sound System)					
325	Microwave					
326	Iron					
327	TV Set					
328	Computer					
329	DVD Player					
330	Satellite Dish					
331	Musical Instrument					
332	Mobile Phone					
333	Inverter					
334	Other (Specify):					
334	Other (Specify):					
334	Other (Specify):					
334	Other (Specify):					
334	Other (Specify):					
334	Other (Specify):					
334	Other (Specify):					
334	Other (Specify):					

Question 2: write the Individual ID(s) of the person(s) who owns (own) the household asset. If the item is owned by more than two persons in the household, then enter “98”

Question 3: this question seeks to determine the age of the most recent item. This will have bearing on its current value. If the household has more than one of the said item, then the age

of the newest should be recorded in the space provided. In addition, if the item was purchased within the past 12 months, then the interviewer must write “00”.

Question 4: is aimed at coming to some reasonable current value of the most recent item. The question is asked to obtain a reasonable current market value for the item by posing the questions in terms of selling the item. That is, if the item was put up for sale today, how much would you have received? Similar to question 3, if the household has more than one of the said item, the value of the newest one should be recorded.

Definitions of some special terminologies used in this section include:

- *Furniture (3/4 piece sofa set)* is the three or four piece settee with or without coffee tables. This has the long arm chair and two single seats or a love seat.
- *Furniture (chairs)* just regular chairs, not the sofa type.
- *Gas cooker* is a combination of stove that has both burners and oven i.e. a range with gas rings/burner which can have 4 or 6 burners and an oven for cooking/baking with gas. It is also known as a gas range or gas stove
- *Stove gas (table)* is the stove that has the burners only. It is the table top kind of stove and has no oven.
- *Radio* is the simple small transmitter type as well as just a basic radio
- *Hi-Fi* is the radio combination with cassette and/or CD player that possesses high fidelity

SECTION 7A: Meals Away from Home Expenditures

This section is designed to capture information on the food that any household member bought that was prepared outside of the household. ***If the food was prepared outside the household, whether it was consumed outside the home or inside the home, it is considered as a meal taken outside the home.*** For example, food bought from Mama put, Bukatarian, Canteen or any other eatery. This will include all that was purchased in the joint, when relaxing e.g. drinks, pepper soup, isiewu, nkwobi, etc. Note that it is those food items bought outside and consumed within the last seven (7) days that are to be recorded here.

NOTE: Food prepared inside the home and consumed outside the home MUST NOT be captured in this module.

NOTE:

Reference period: Past seven (7) days

Respondent: Most knowledgeable adult member of the household.

The interviewer should endeavor to give the respondent sufficient time to think and recall what has been spent on these items.

The prepared meals have been listed with their codes (1-9). The interviewer should allow the respondent to differentiate the time that the meals are consumed so that it can be categorized as follows:

Breakfast: this is food taken in the morning

Lunch: food consumed in the afternoon

Dinner is food eaten in the evening/night

Other items are listed that are not dependent on the time of day (food item code 4 – 9).

Question 1: This question captures all items that are purchased and consumed outside the home by all household members during the past 7 days. Items that were purchased and consumed outside the home should be indicated using the code “1”. If the item was not purchased and consumed outside the home by any household member then enter code “2” and continue down the list. There should be a response for all the items before moving to question 2.

Question 2: Give the value of each item that was purchased and consumed by the household outside the home. The value of the purchase for each item should be the total that was spent by all household members on that item. If the food item was given for free, the estimated value of the food should be entered.

Example:

Mr. and Mrs. Lawal live with their two children. Mr. Lawal ate lunch at his office on Monday. This lunch cost N550. On Wednesday he left his office very late and on his way home he decided to buy some snacks and drink at Tantalizer. The cost of the snacks and drink was N400.

Mr. Lawal eldest son went out on Thursday evening and decided to buy drink to cool himself. He bought 2 bottles of star and pepper soup, both amounting to N1,600. Friday morning Mrs. Lawal decided to buy Akara (beans cake) and pap for breakfast for the family which cost her N500.

Note that this breakfast was consumed at home and this entire event took place within the reference period.

SECTION 7B: Food Expenditures

This section covers expenditure of the household on various food items purchased and/or consumed in the past 7 days. A complete list of food item has been given in the section and the household must provide a response about all items on this list. *Food item codes are provided on the flip side of the preceding page.*

Respondent: Adult male/female in the household responsible for food preparations or food purchases made by the household in the past 7 days.

QUESTION 1: Ask for each item if the household consumed any of these items during the past 7 days. If the respondent answer is “YES” about any item then code “1” for the item. Otherwise code “2” should be inserted as the response, and no further questions should be ask for this item. Ask about all items before moving to Question 2.

QUESTION 2: Write the quantity of item consumed and the unit code. For example, if 3 Congo of guinea corn was consumed by the household within the past 7 days, write 3 under the Quantity column and code 11 in Unit column.

QUESTION 3 – 4: These questions seek to determine the quantity and value of the listed items purchased within the past 7 days. Write the quantity and enter the unit code as appropriate. For example, if the household purchased a 4 litter keg of palm oil during the past seven days and this costs 3000 naira, the interviewer must record 4 under Quantity and code 03 under unit, while the price will be recorded under **QUESTION 4** as 3000. If **none** of the items was purchased in the past 7 days write 0 under quantity and leave unit naira amount blank and then skip to question 5.

NOTE: It is possible to purchase an item within the past seven days and not consume out of it within the past seven days, but if there is a purchase in the past seven days the quantity and the price should be captured and written in appropriate columns.

QUESTION 5: Ask the respondent how much of the [ITEM] consumed came from purchases made during the past 7 days or before. The quantity and code must be written in the appropriate cells of this question.

QUESTION 6: This question seeks to determine the proportion of the consumed item that came from the household’s own production (own production is where the household has planted and harvested the crop and/or raise animals). Write the quantity and code the unit of the items where applicable, but if NONE record 0 in the quantity and leave unit blank

QUESTION 7: How much of consumption of this [ITEM] came from gifts and other sources during the past 7 days

NOTE: This did not include party food and food taken outside the home

The OWN PRODUCTION and GIFT items may not necessarily be past seven days, but the quantity consumed from the item is in the past seven days

Interviewers should take note of the following:

- Check the combo sheet too know what unit to use for which item.
- QUESTIONS 2 must be related to Q5, 6 and 7.
- In case of items in pieces, heaps, etc. show the pictures to the respondent and let them show you the size they have consumed and use it to record the weight

- Record whatever local unit given to you by the respondent
- Check the weight list given to you before you record any weight
- All liquid content is expected to be in liters or centiliters. If you have it in milliliters it should be converted to liters or centiliters. e.g. 500ml is 50cl, 710ml is 71cl , 325ml is 32.5cl
- When you are recording for sachets, tins, packets etc, make sure that the weight is written as it appears on the content e.g. bornvita 450g, butter 250g, etc. If it is more than one then you multiply by the quantity, which means if 2 bornvita was purchased you will write 900 under quantity and 02 under unit
- When you are reporting in grams, do not add decimal point. Thus, 0.900g is different from 900g *0.900g is incorrect*
- If any unit of measurement is mentioned apart from the ones in the options, interviewer should try and find out how many commonly used measurement can be found in it

Example

1. A family of six consume 3 mudu of millet and purchased 5 mudu at the rate of 200 naira per mudu, two days prior to the interview, but did not consume out of it. Four milk cups were consumed from the purchases made in July. Another one mudu was taken from the previous harvest season, and one mudu and six cups was consumed from the millet grandma sent to them 2 months ago, all these took place within the last 7 days. Assuming one mudu contains 10 milk cups.
2. This family consumed 3 tubers of yams (two medium size and one large size) and ¼ schnapps bottle of palm oil all the consumption came from purchases made yesterday the 3 yam cost 500 naira, while the 4 liters of palm oil cost 1500 naira. How will you complete this respondent who consumed the following items in the past 7 days?

Items consumed *price*

Sachet peak powdered = 40 (purchased)

Peak Chocó powdered = 35 ”

1pkt of sugar = 220 ”

Cowbell powdered = 450 ”

Peak milk = 130 ”

One medium butter = 200 ”

½ kilogram of meat (gift)

Fuju milk 500ml (gift)

½ bottle of palm oil (schnapps' bottle) (own production)

Two kilogram one hundred and fifty gm (2 tubers of yam, from previous harvest season)

SECTION 8: Non-food Expenditures

This section relates to general expenditure of the household on non-food items. The section is sub-divided into three modules. The grouping is done on the basis of items purchased in the past 7 days, one month, and 6 months. Generally the household reports on the items purchased and the amount that was paid.

Respondent: *These are persons mainly responsible for household purchases. It might not necessarily be the person who goes to the market but the one who controls the purchases.*

Recall Period: *The recall period differs from one module to another*

The first module with item code 101-104 uses a 7 days recall period.

The following instructions pertain to the question pairs: 1 and 2, 3 and 4, and 5 and 6.

The interviewer should ask the respondent if the household has purchased any of these items during the reference period (i.e. the last 7 days, one month, etc.). If Yes, "1" should be recorded as the response to this question and the total amount spent on this item written in the **Second Question** under NAIRA. If No ("2") i.e. the household did not spend anything on the particular item during the reference period, skip to the next item. If there is a response of "1" to the first question, then the amount spent must be stated in the second question. The first question should be asked for all items in the module before moving to the second question.

NOTE

The amount of items should be recorded in absolute value e.g. if it is one thousand five hundred. It should be written as 1500. If there is no purchase the interviewer should record 0 under item and leave the amount space blank. Let us consider, this example, if an item cost 1500.40 naira, and then round down to 1500 naira.

SECTION 9 – Food Security

Food security refers to the availability of food and one's access to it. A household is considered food secure when its members do not live in hunger or fear of starvation.

Respondent: Female in the household responsible for food preparation and/or food purchases or a person knowledgeable about the household's food consumption.

Question 1 The question is divided into parts (a) to (i) and the interviewer is to enter in each of the cases the number of days and if none, zero. Example: if one has to rely on less preferred food for three days out of the last seven days, you enter 3.

Question 2 The interviewer has to find out how many meals including breakfast are taken by (a) adults (b) children (6-59 months) per day. Example if the adults eat three meals you enter 3 under adults and if the children (6-59 months) eat five times you enter 5 under (6-59 months).

Question 3 In this question if every member of the household eats roughly the same diet the interviewer should enter 1 for yes and skip to question 5. Otherwise, enter 2 and continue.

Question 4: The interviewer is to find out from the respondent who in the household eats a more diverse variety of foods among the three groups – men, women and children (6-59 months). There are ranks 1 to 3. If children eat more diverse variety of foods you enter 1; if the women are next you enter 2, and finally enter 3 for men.

Question 5: The interviewer is to find out if household has had a situation where there was not enough food to eat within the past 12 months. If the response to this question is yes you enter 1 and continue. Otherwise, enter 2 and end the interview for this section.

Question 6: The months of the year is coded from January (1) February (2).....December (12). The interviewer is to enter in the column provided for 2014 and 2015. If it occurred more than once you enter the codes and separate with a coma in both 2014 and 2015.

Question 7: The possible causes are coded from 1 to 10 you are to list them according to the order of importance in spaces (a), (b), (c) for 1st, 2nd and 3rd reasons respectively. Example if floods/water logging is the most possible cause, enter 8 as the first reason; inadequate household food stocks due to lack of farm input, code 4 should be entered as second reason; and food in the market was very expensive, 5 must be entered as the third reason.

SECTION 9B: Subjective Wellbeing

Subjective wellbeing refers to the individual's self-assessment of the wellbeing/welfare or food consumption situation of the household. We examine the subjective impact of lack of money or other monetary resources on the household welfare/wellbeing. The reference period for this section is the past 12 months defined in previous sections.

Respondent: Senior female in the household responsible for food preparation and/or food purchases, or a person most knowledgeable about the household's food consumption.

QUESTION 1: Here the interviewer is supposed to print the person ID of the individual responding to this section. If the respondent is the spouse of the household head with ID 2, then 02 must be written under ID CODE.

QUESTION 2: This question ask if in the last 12 months there was a time when the individual was worried they would not have enough food to eat because the household was liquidity constrained or other resources necessary for household food provision was lacking. A Yes response demands a code 1, and a No response, code 2.

QUESTION 3: Similarly, we ask if there was a time in the past 12 months that the individual thinks they were unable to eat healthy and nutritious foods because there was lack of money in the household or other food provision resources.

QUESTION 4: We are interested in knowing if there was a time in the last 12 months that the individual feels the household ate only selected food items because of lack of money or other resources. A Yes/No answer is required for this question.

QUESTION 5: Whether there was time that the household skipped a meal because there was not enough money or other resources to facilitate the purchase of food. A Yes/No answer is required here.

QUESTION 6: A Yes/No question of whether or not there was a time when the household ate less than usual due to lack of money or other resources.

QUESTION 7: If there was a time that the household run out of food because the household did not have money. A Yes/No answer of whether or not there was a time when the household ate less than usual due to lack of money or other resources.

QUESTION 8: A Yes/No question of whether or not there was a time when the household went hungry but did not eat because there was not enough money or other resources.

QUESTION 9: A time when the household went without food for a whole day due to lack of money or other resources.

QUESTION 10 – 12: These series of questions concern children below 5 years living in the household for the past 12 months. These are necessary to help conduct subjective assessment of child malnutrition in the household. *Question 10* asks if there are children under 5 years living in the household. A No answer skips to the next section of the questionnaire. A Yes response continues to question 11. In *Question 11*, we ask if there was a time in the last 12 months that children under 5 years did not eat healthy and nutritious foods because of lack of money or other food provision enhancing resources. Finally, *question 12* seeks to find out if there was a time in the last 12 months that these below 5 years children were hungry but did not eat because there was not enough money or other resources in the household.

SECTION 8: Housing

This section aims at measuring the quality of housing occupied by the household and determining housing related costs. It seeks information on the ownership of the dwelling, rent expenditures, as well as the physical characteristics of the dwelling. It also deals with the measure of the degree of access to a number of basic infrastructures believed to be particularly important for economic conditions such as water, sanitation, fuel, etc.

Respondent: The main respondent is the head of the household and/or an adult household member living in the household who has adequate knowledge about the household. It is a face to face interview.

QUESTION 1: Seeks information on the ownership of the dwelling and to determine whether the dwelling is owned by the household; provided by the employers; free, authorized; free, not authorized; or rented. The interviewer is expected to record only one option in the space provided. Only one option is expected. If code 1, i.e. **owned** the interviewer should continue to Q2. **If it is code 2, 3, or 4, the interviewer should skip to Q3, and if code 5, skips to Q4.**

Definitions

Dwelling: This includes all types of structures occupied by members of a household. It may consist of room(s) inside a house, a group of houses, a multi-storeyed house, and a hut or group of huts.

Owned means that the dwelling/building is owned by the household, either built personally or purchased by the household.

Employer Provides: It means that the employer provided the dwelling for the household because he/she is the employee of the employer.

Free Authorized means that the household lives in the dwelling with full permission of the owner of the dwelling with the household not paying rents.

Free, Not Authorized means that the household lives in the dwelling without the permission of the owner of the dwelling and thus pays nothing as rent. The owner of the dwelling can eject the household any time without any legal implication.

Rented means that the household pays an agreed amount to the owner of the dwelling regularly based on the terms agreed on, either yearly, quarterly, or monthly.

QUESTION 2: This helps to know the current market value of the dwelling if the dwelling is to be sold. The interviewer is to write the amount in absolute value to the nearest whole number in Naira.

QUESTION 3 helps to estimate the rents the household would receive if it rented out the dwelling. The amount should be recorded in absolute value in naira. In addition, the time unit code must be indicated to know whether it is monthly or yearly rent in the space provided.

QUESTION 4 seeks to know the amount the household pays as rent for the dwelling if the response is code 5 in question 1. The amount should be recorded in naira. In addition, the time unit code must be indicated whether it is monthly or yearly in the space provided.

QUESTION 5 seeks to know the year the dwelling/house was built. The interviewer is expected to ask and write the year the dwelling/house was built. The year should be written with 4 digits, e.g. 1975. If the dwelling was built in phases, then the year in which it was completed should be recorded. If the year of completion is not known write '9999'.

QUESTIONS 6-8 deal with physical characteristics of the dwelling that are easily observed without necessarily posing the questions to the respondent. However, the interviewer is always encouraged to check from the respondent if in doubt or not sure.

QUESTION 6 deals with the **outer (exterior) walls** of the main dwelling of the household. It is to know the **main/predominant** material used for the outer wall. For instance, one part of the wall could be of bamboo, another part of earth and yet another part of concrete, **choose the main/predominant material and only one option is expected to be chosen.**

- **Mud** includes all materials such as wet clay used for the outer wall of a dwelling.
- **Compacted Earth** is the type of outer wall made of earth mixed with stone, bamboo, wood and other readily available materials to form walls.
- **Mud Brick (unfired)** is the local mud bricks or blocks that is not smoked or fired.
- **Burnt Bricks** is the block or mud that was smoked or fired.
- **Concrete** is the block made of cement as well as wall made of pre-fabricated concrete panel.
- **Wood** includes timber, cardboard and plank wall.
- **Iron sheets** are processed or galvanized iron or steel sheets.

Note: If there is more than one type of material used for walls, the interviewer will record the **main/predominant one**.

QUESTIONS 7: Type of the roofing material: The interviewer will record the **main/predominant** roofing material.

- *Grass includes thatch or any form of natural vegetation for roofing.*
- *Iron sheets are processed or galvanized iron or steel sheets or aluminium sheets.*
- *Clay tiles are the type of roofing using wood/bamboo first before covered it with blocks.*
- *Concrete roofing is roofing done with cement and stone.*
- *Plastic Sheeting is the type of modern day roofing that is transparent in nature.*
- *Asbestos sheets/tiles are roofing sheets that are made from cement and other materials. When made into solid sheets, they become good protection or insulation against fire and heat. They are also used for industrial purposes as protection against perishable things.*
- *Other includes cardboard, etc.*

Note: If there is more than one type of material used for roofing, the interviewer will record the **main or predominant** one.

QUESTIONS 8: Type of the floor material: The interviewer will record the **main or predominant** floor material. Interviewer can easily observe it, but for clarity, it could be confirmed from the respondent if in doubt.

- *Sand/Dirt/Straw is a type of floor made of different materials such as straw, palm fronds mixed together with sand to smoothen it, commonly found among nomadic dwellings.*
- *Smoothed Mud is a mud floor smoothened very well without concrete on top.*
- *Smoothed Cement is a floor with cement on top of it.*
- *Tiles and ceramic are also laid on some floors.*

Note: If there is more than one type of material used for floor, the interviewer will record the **main predominantly** one.

QUESTION 9 is about the number of living rooms that the household members occupy. This **does not** include bath-rooms, toilets, store-rooms or garage. If the house is a rented in/out, the interviewer should record only the number of rooms that the household occupy. Interviewer should record the number of rooms in the space provided.

QUESTIONS 10 – 11 deal with main source of fuel for lighting and cooking in the household.

QUESTION 10 asks for the **main source** of lighting fuel the household uses. The interviewer should ask for only the **main source** of lighting fuel and record in the space provided. Only one option is required.

QUESTION 11 deals with the **main source** of cooking fuel and only one option is required. Interviewer should record the answer in the space provided.

QUESTION 12 is to find out whether the household ever collects firewood. If the answer is No, the interviewer should skip to Q15. If yes, continue with the subsequent questions.

QUESTION 13 asks where the household *usually* goes to collect firewood. Only one option is expected here.

QUESTION 14 asks how long it takes the respondent to walk from the dwelling to where he/she usually goes to collect firewood - *just one way*. The time taken to go and collect firewood just one way is required and should be recorded in the space provided. The unit must be recorded either in minute=1 or hour =2, in the unit space provided.

QUESTION 15 is about the quantity of firewood purchased out of the quantity used by the household in the past week. Interviewer should ask only the quantity of firewood purchased in the past week and record it in the space provided. If it is code 1, i.e. did not use firewood, interviewer should skip to Q17b. It must be noted that a household can collect and purchase firewood at the same time. On the contrary, the fact that a household did not collect firewood does not necessarily mean they did not purchase some.

QUESTION 16 is about the total value of the firewood the household used in the past week, whether gathered or purchased. Estimate the total cost of gathered firewood and add it to the total cost of firewood purchased and record the Naira amount in the space provided.

QUESTION 17b seeks to find out if the household's electricity source is from the main public/community grid. If the response is **No**, the interviewer skips to Q26, otherwise, continues to questions 18 to 25 which collects information on public electricity supply.

QUESTION 18 seeks to know the source of energy used by the household for lighting and cooking whenever there is a **blackout**. The interviewer should record the main source of energy the household uses for lighting and cooking in the space provided for lighting and cooking respectively. **Blackout** means without electricity from the public/community grid for some period of time.

QUESTION 19b asks about the main source of the household's electricity supply. Only one option is expected here. We are interested in knowing whether the source is from the PHCN or the Rural Electrification grids.

QUESTION 19c seeks to find out if the electricity meter that the household uses is the pre-paid type or the other type. A Yes/No response is required.

QUESTION 20 seeks to know whether the household had to apply to get electricity connection in the household. The response is either Yes or No. If No, skip to Q23.

QUESTION 21 seeks to know how many weeks the household had to wait for a technician to come connect the house to the public grid following his/her application to PHCN.

QUESTION 22 is seeking information on whether the household had to pay an unofficial fee to get connected. The response is either yes or no. *An unofficial fee* means a tip, kickback, or bribe before you get your right.

QUESTION 23 seeks to know how frequently the household experience blackouts in their area. Only one option is expected here. The interviewer should record the answer in the space provided.

QUESTION 24 seeks to know how many hours of electricity supply the household had from the main public system during the last 7 days. It should be recorded in hours in the space provided.

QUESTION 25 seeks to know how much was paid for electricity use by the household. The interviewer should try to ask for the bill or evidence, if the respondent does not remember the amount. Also the time period must be indicated - either paid daily, weekly, monthly or yearly. The response must be recorded in the space provided. After recording the response, the interviewer should skip to Q28b.

QUESTION 26 is directed to households that do not have electricity in the dwelling from the public/community grid, yet the interviewer should ask the respondent whether the village/neighbours have access to electricity. If the response is No, then the interviewer skips to Q28b, if yes the interviewer continues to Q27.

QUESTION 27 seeks to know why the household does not have electricity from the public system. The interviewer is to list up to **two reasons** and record it in the space provided. There are six options to choose from. If any of these options 1, 2, 3, 5, 6 are selected the interviewer skips to Q28b. If option 4 is selected the interview continues with Q28.

QUESTION 28 wants to know how many weeks the household had to wait to be connected to the public electricity supply. The interviewer should record the response in weeks in the space provided.

QUESTION 28b – 28e: These set of questions ask about the household's ownership of generator(s) and the purchase price as well as the capacity of the generator(s).

QUESTION 28b: Here we ask if the household has a generator for the households' use. A Yes/No answer is required here. If the household has no generator, the interviewer should skip to question 28f, otherwise, continue to question 28c.

QUESTION 28c: The interviewer should ask for the year in which the generator was purchased. This should be a four digit number. If more than one generator, ask for the year in which the newest one was purchased.

QUESTION 28d: We are interested in knowing the price at which the generator was purchased. Refers to the newest one if there are more than one generators in the household.

QUESTION 28e: We want to know the capacity of the generator in terms of Kilo Volt Amps (KVA) or Kilowatts. The interviewer should record the quantity figure and an appropriate code printed for this quantity.

QUESTION 28f– 28i: These set of questions ask about the household's ownership of solar panel(s) and the purchase price as well as the capacity of the(se) panel(s).

QUESTION 28f: Here we ask if the household has solar panel source of electricity for the households' use. A Yes/No answer is required here. If the household has no solar panel, the interviewer should skip to question 31, otherwise, continue to question 28g.

QUESTION 28g: The interviewer should ask for the year in which the solar panel was purchased and installed. This should be a four digit number.

QUESTION 28h: We are interested in knowing the total cost of the solar panel including installation and device costs at purchase time.

QUESTION 28i: We want to know the capacity of the solar panel in terms of Kilo Volt Amps (KVA) or Kilowatts. The interviewer should record the quantity figure and an appropriate code printed for this quantity.

QUESTION 31 seeks to know if there is any member of the household who owns a GSM phone (Cell Phone) that is **in working condition**. If No, interviewer skips to Q33, if yes, continue.

QUESTION 32 seeks to know the total estimated cost for cell phone services for all household members last month. The interviewer should try as much as possible to collect the total cost of cell phone services of all members of household last month from the respondent, add them together and record it in naira in the space provided.

QUESTION 33 seeks to know the main source of drinking water for the household during the dry and wet seasons respectively. If more than one source is used, ***only the main one should be recorded in the space provided.***

Wet season means raining season.

QUESTION 34 wants to know how long it will take to walk to the source of water (**ONE WAY**) from the dwelling. Interviewer should record the response in the space provided. ***IF WATER IS IN DWELLING OR IN YARD, WRITE '0' IN TIME AMOUNT AND LEAVE TIME UNIT BLANK.***

QUESTION 35 deals with total cost of **drinking water** for the household last month. The total cost must be estimated and recorded the naira amount recorded in the space provided. The interviewer should enter '0' zero if there is none i.e. if the household did not spend money on drinking water last month.

QUESTION 36 is to determine the type of toilet facility used in the household and record the **main one in the space provided.**

Definitions

- **Flush toilet:** A flush toilet or Water Closet (WC) is one that disposes off human waste by using water to flush it through a drainpipe unto another location. It uses a cistern or holding tank for flushing water. The concept is FLUSHING.
- **A sewer system** is an artificial conduit (or pipe) or system of conduits used to remove sewage (human liquid waste) and to provide drainage.
- **A septic tank** is a single-story, watertight, system for domestic sewage, consisting of one or more compartments, in which sanitary flow is detained. Septic tanks have limited use in urban areas where sewers and municipal treatment plants exist.

- **Flush to pit latrine** is where sewer is flushed straight to a pit latrine via pipe connection.
- **Flush to somewhere** else exists where sewer is flushed to a river, hanging toilet or some place.
- **Pour flush toilet:** uses a water seal, but unlike a flush toilet, it uses water poured by hand for flushing (no cistern is used).
- **Ventilated Improved Pit latrine (VIP):** The primary features of VIP latrines consist of an enclosed structure (roof and walls) with a large diameter (110mm), PVC vertical ventilation pipe running outside the structure from the pit of the latrine to vent above the roof. They often will have concrete slabs containing the latrine hole.
- **Pail/Bucket:** This is a bucket in a residential area and is emptied or drained by pouring water to flush out contents or by disposing the contents somewhere else.
- *If the respondent answers that they use the bush, the fields, or a cleared corner of the compound, the interviewer will record none and skip to Q38*

QUESTION 37 wants to know from the respondent if the toilet facility is for the household members only – code 1, or for other households, code 2.

QUESTION 38 deals with the kind of refuse disposal facilities the household uses. Interviewer will ask the kind of refuse disposal and record the appropriate answer given by respondent. If answer is none, skips to next section.

A household may have several methods of disposal, ask the commonly used method.

- *Collected by government: refers to collection services provided by the government i.e. local Council.*
- *Government bin refers to the provision of bin by the government.*
- *Disposal within compound: Pit dug for holding rubbish. The rubbish may be treated chemically to decompose it.*

QUESTION 39 is about the amount spent on refuse disposal in the last month. The interviewer should ask the respondent and record the answer in the space provided in naira.

Contact Information

This section of the Household questionnaire is very important to the Panel Survey. By virtue of the Panel Survey, it is required that any respondent that has moved away from the former residence, be tracked or followed up as a matter of necessity. Therefore, the interviewers should obtain the Head of household contact information as requested in the questionnaire such as:

Question 1: the interviewer should obtain from the head of household, his or her mobile phone number, or landline/cell phone or both. This would be useful to track him if there is the need to do so in subsequent years.

Questions 2A-2C: the interviewer should go a step further, to obtain the same information as above from at most three members of the household. Other information needed are the person's name, ID from the household roster, telephone number as requested in the questionnaire. Having collected contact information on the household members, the interviewer would ask the head of household to provide two reference persons who can help trace him (Head of household) if the need arises.

Questions 3A1-3B5: we need the following contact information about the two reference persons: name, relationship to the head of household, telephone number and contact address. Note that one of the two reference persons must be living in the same village or town with the Head of the household as requested in the questionnaire. The second of the two reference persons must be a contact that lives outside the village or town of the head of household. The essence of the reference person's information is that this can be used to track the household Head, if he moves away in the near future to another place, unknown to the interviewers. These reference persons should know the household and its members very well to be able to provide information about the household in the future.

Chapter 5: Agriculture Questionnaire

Introduction

The purpose of this section is to collect data on the household's agricultural activities to link with non-agricultural activities for household welfare. Agriculture is the system of cultivating soil for production of crops, horticulture, livestock/poultry, fishing, forestry and in varying degrees. Any household who engages in these activities should be administered this questionnaire. The agricultural inputs and marketing of the agricultural products are also covered in this survey. Agriculture plays a vital role in many developing countries like Nigeria and therefore it is very important that this section be accurately administered.

Agricultural Activity Questionnaire

Section	Topic	Respondent
Cover	Cover	To be completed by field Staff. HOUSEHOLD ID must be copied from HOUSEHOLD to Agriculture Questionnaire.
SECTION 11a	Plot Roster	Farmer, owner or manager of plot
SECTION 11b1	Land Inventory	Farmer, owner or manager of plot
SECTION 11c1	Planting Labor	HH members, Hired workers on the plot
SECTION 11e	Seed Acquisition	Farmer, owner or manager of plot
SECTION 11f	Planting Field and Tree Crops	Farmer, owner or manager of plot
SECTION 11i	Animal Holdings	Owner or caretaker of animals
SECTION 11j	Animal Costs	Owner or caretaker of animals
SECTION 11k	Agricultural By-Products	Owner or caretaker of animals
SECTION 11L1	Extension Services I	Farmer, owner or manager of plot
SECTION 11L2	Extension Services II	Farmer, owner or manager of plot
SECTION 12	Network Roster	Completed by the field staff
SECTION 13	Use of GPS	By the field staff
SECTION 14	Crop Cutting Exercise	By the field staff

Respondent: Respondent is the person best informed about the agricultural activities of the household. This may be household head if he/she farms, raises livestock or fish and/or it may be the individual holders of the land. In only extreme circumstances should people not managing/owning the plots or engaged in the raising of animals be interviewed for these sections as the quality of the information will be much lower. You will need to note the reasons why each plot owner/manager was not interviewed. In some parts of this questionnaire related to animals, the owner or caretaker of the animals identified in the household can be invited to give the answers.

Spanner Head: Contains a statement of intention to be communicated to the respondent by the interviewer. This is to assist the interviewer to follow the sequence of the interview and to get his or her mind prepared on the next issue to be addressed. Note that it is important for every interviewer to take note of the content of all spanner heads in this questionnaire.

Note: Skip instructions must be strictly adhered to and must not be abused.

Cover

COVER PAGE: SECTION A-1: HOUSEHOLD IDENTIFICATION is the cover page of the Questionnaire. This **cover page** contains the same identification which corresponds to the Household Questionnaire cover page. All the information on the cover page of the Household questionnaire must be copied to the Agriculture questionnaire cover page.

QUESTIONNAIRE _ OF _ TOTAL: This is to give the total number of Questionnaires used per household in **serial** arrangement when it is more than one. For example, if three Questionnaires were used in a farming household, the Interviewer must complete **QUESTIONNAIRE _ OF _ TOTAL** as **QUESTIONNAIRE 1_ OF 3 _ TOTAL**, **QUESTIONNAIRE 1_ OF 3 _ TOTAL**, **QUESTIONNAIRE 3_ OF 3_/ TOTAL**.

The agriculture questionnaire has three flaps – B, C, and D.

FLAP B ROSTER

RESPONDENT: Farmer, owner or manager of plot

FLAP B is the first page with an extension. Just like **FLAP A** in the household questionnaire, it opens on the left side of the questionnaire. When the flap is filled it will show the list of all **PLOTS (or Land)** owned or cultivated by the household with names and description of such listed **PLOTS**. All information about plot one is entered in row one. Then all information on plot 2 is entered in row two, etc. **The Interviewer must open FLAP B before the commencement of the interview.**

- A **Plot** is a piece of farmland (or a part of farmland) on which a single set of farm management is practised i.e. on which a single type (mixed) of crop(s) is(are) grown.
- **The PLOT ID** is a unique serial number that is printed against each row of the flap. When the plot name and description is written in a row, the plot will take the number of that row as the PLOT ID. This will enable the interviewer to continue the interview on each PLOT independently in an orderly manner.
- **PLOT NAME AND DESCRIPTION:** This is a unique **local NAME** given to the location of a specific PLOT with a **brief DESCRIPTION** of such a named PLOT for easy identification.

QUESTION 1: This question seeks to determine if any member of the household has engaged in **land cultivation** since this planting season.

QUESTION 2: This question enquires if any member of the household owns any land that could be used for farming that has not been cultivated since this planting season. When the responses to **both** Questions 1 and 2 were coded 2 (No), the Interviewer must skip to SECTION 11i. Otherwise, continue with Question 3.

QUESTION 3: List all PLOT(s) cultivated and not cultivated land owned by any household member since this planting season.

SECTION 11a – Plot Roster

QUESTION 4: Request for the cultivated area of PLOT in local unit of measurement and record the appropriate code. For example a farmer can give **586 stands** of Maize; the interviewer should record **586** under **Number** and **3** under **Unit**.

QUESTION 4a and 4b seek to know if the plot was measured with the GPS by the field staff and the reason if the plot was not measured by the GPS. For question 4a, if the answer is code 1, skip to question 5, otherwise continue to question 4b. Once the reason for not measuring the plot by the GPS is specified in question 4b, skip to question 6.

Please note that PLOTS (unit code 4), is also one of the local units of measuring crop farm area. Fifteen PLOTS (unit measure) is equivalent to one HECTARE.

Then use the GPS to take the measurement of the PLOT in SQUARE METER (m²).

QUESTION 5: Take the Coordinates at center of the PLOT by using GPS device. Assign **PLOT LABEL** to such a located PLOT by combining the **Household Number** on the cover

page of agriculture questionnaire with the **PLOT ID** printed on the first column of FLAP B. For example, PLOT LABEL is **23700501** which is a combination of Household ID (**237005**) and PLOT ID (**01**).

Reading on the GPS screen: **Latitude (North) N 007⁰ 25.567** and **Longitude (East) E004⁰ 12.294**. For recording on the space provided see an example below.

The recording is as follows:

LATITUDE (North)	LONGITUDE (East)	PLOT LABEL
N 07 ⁰ 25.567	E 04 ⁰ 12.294	23700501

QUESTION 6 seeks for the person that manages each [PLOT]. Such a PLOT manager ID must be taken from **HOUSEHOLD ROSTER** and copied to the column provided. The manager might not necessarily be the owner of the plot.

SECTION 11b1 – Land Inventory

RESPONDENT: Farmer, owner or manager of plot.

PLOT ID: The previous PLOT ID must be maintained.

QUESTION 1: This is to confirm whether the [PLOT] manager or not is the one answering this Section. The Interviewer must check **SECTION 11a, Question 6** to confirm whether the same person is responding as PLOT manager here. When Yes is given in Question 1 as response, move to Question 3. Otherwise, the interview must continue with Question 2.

QUESTION 2: If the response is 2 (No) in Question 1 i.e. different person apart from PLOT manager is responding, the respondent ID must be copied from HOUSEHOLD ROSTER to the column provided.

QUESTION 3: The response must be a four digit year for each PLOT acquired by the household. For example, if the PLOT was acquired in **1997**, it must be written as such and *NOT* 97.

QUESTION 4: This question enquires how the [PLOT] was acquired. The options had been listed. The response must be one option to one PLOT and its code must be written in the column provided. If the plot was acquired by more than one means, the main mode of acquisition must

be recorded. **SKIP INSTRUCTIONS:** When Code 2 is given as a response, **move** to Question 13. If Code 4 or 5 is given as response, move to Question 6. For code 3, skip to question 11. If however, code 1 is given, the interview must continue with Question 5.

Note:

***Rented plot** is when a plot owner gives a plot to another person for a period of time on agreed amount. We can have two types of rented plots – rented in or rented out.*

QUESTION 5 – 12 concerns plots that are owned by the household either by outright purchase, distributed by community, or family inheritance.

QUESTION 5: This question is for plots that the household acquired through outright purchase (code 1 for question 4). In this case the total amount (Naira) paid for each specific PLOT must be given. This must include both cash and in-kind payment i.e. payment in-kind must be converted and valued in Naira. For example, cash (₦ 275, 000) plus **50 bags** of Millet (₦ 200,000). The total amount paid will be 475,000 (275,000 + 200,000) which should be recorded in the space provided.

QUESTION 6: The PLOT owner(s) ID(s) must be copied from the HOUSEHOLD ROSTER into the space provided. **Maximum** of two persons' ID are allowed.

QUESTION 7: This is to find out whether at least one household member had obtained LEGAL TITLE of occupancy to this [PLOT]. If the response is Yes, record 1 and continue with Question 8. Otherwise record 2 and **skip** to Question 9.

QUESTION 8: This question seeks for the type of legal title acquired for this specific plot. A list of possible response is provided. Record the appropriate code for the given response. If **option 4 (other specify)** is chosen as answer, the response should be written out clearly in the space provided.

QUESTION 8a asks for the total payment made to obtain the legal title for this plot. The amount should be recorded in Naira.

QUESTION 8b asks for ID of household member(s) in whose name(s) the legal title was acquired. List up to three household member IDs.

QUESTION 9 asks for the reason why the household has not acquired legal title for this plot. Only one reason should be given and the interviewer should print the appropriate code.

QUESTION 9a: This is to find out whether there is any other ownership document to this [PLOT] apart from the options listed in question 8. **Skip** to Question 11 after recording either 2 (No) or 3 (Don't know). If the response is yes, record **1** and continue with Question 10.

QUESTION 10: Make further enquiry on other type of ownership documents listed as options if code 1 was given in Question 9a. Record the appropriate response(s). **Maximum** of four options are allowed from the list. Don't forget to specify if code 8 is chosen.

QUESTION 11: The enquiry is on other household members who cultivate crops for which they are the primary decision makers on this [PLOT].

SKIP INSTRUCTION: When 2 (No) is recorded, **move** to Question 19. Otherwise, continue with Question 12.

QUESTION 12: If the response is Yes in Question 11, get the **person ID** of the PRIMARY DECISION MAKER from the HOUSEHOLD ROSTER. **Maximum** of four persons are allowed for a PLOT.

SKIP INSTRUCTION: Record the **person ID** in the columns provided, **move** to Question 19.

QUESTION 13 – 18 is about RENTING IN of plots by the household. Renting in is the situation where the household rents a plot from another household for farming purposes. It normally applies to those households that do not own personal lands or have insufficient lands and therefore resorts to external sources for farming lands.

QUESTION 13: The question is on the amount of money paid in cash by any household member for renting in this [PLOT] since this planting season. Write the total amount (Naira) paid in cash for renting each PLOT e.g. **200,000**.

QUESTION 14: Payment in-kind for renting in each PLOT must be converted and valued in Naira. For example **950 tubers of Yam valued at ₦ 150,000**. Record 150,000 in the column provided.

QUESTION 15: Find out the owner of this [PLOT]. Make use of Network Roster code appropriately.

Note:

Land lord is a person that owns a plot

QUESTION 16: Find out the person that had use rights/negotiated the contract to this rented [PLOT]. Make use of **person ID** in the Household Roster appropriately. **Maximum** of two persons are allowed for a PLOT.

QUESTION 16b asks for the ID(s) of the primary decision maker(s) for this plot. Maximum of two person are allowed for each plot.

QUESTION 17: Make enquire based on the listed options on how the contract was done. Record the most appropriate response. For **option 5 (other specify)** the response should be written out clearly in the column provided.

QUESTION 18: Ask for the listed options on the type of rental agreement reached with [PLOT] owner. Record the most appropriate response. Record the most appropriate response from the list and then **go** to Question 26. For **option 4 (other specify)** the response should be written out clearly in the column provided.

Note:

Share crop refers to when plot owner agrees to give out his/her land to a farmer for farming operation on the basis of sharing the proceeds from the farm with the farmer after the harvest.

QUESTION 19: This question wants to find out if the respondent has the right to sell this [PLOT]. Record the response either 1 for Yes or 2 for No.

QUESTION 19a enquires if the respondent has ever used the [PLOT] as a collateral. A Yes/No response is required.

QUESTION 20: This is to find out if the respondent has the right to use this [PLOT] as collateral security. Record the response either 1 for Yes or 2 for No.

Note:

Collateral Security refers to something of value given or pledged as surety for payment of a loan, a negotiation, bond etc. if there would be disappointment in fulfillment. E.g. a loan of 1.5 million naira obtained from a deposit bank and submitted the C of O of your plot as collateral security in case the loan could not be repaid as agreed.

QUESTION 21: This is to find out whether any other member(s) in the household have right to sell this [PLOT] or use it as collateral security. Record the response either 1 for Yes or 2 for No.

SKIP INSTRUCTION: If the response in Question 21 is 2 (No), **move** to Question 23. Otherwise continue with Question 22.

QUESTION 22: Write the person(s) ID from HOUSEHOLD ROSTER if the response in Question 21 is Yes. **Maximum** of three persons' ID are allowed.

QUESTION 23: This is to find out the person that would inherit this [PLOT]. Use the person's ID in Household Roster for members or Network roster for non-member of the household.

Note:

Inherit plot means take over the ownership of the plot in the absence of the present owner as a result of death.

QUESTION 24: The question is seeking for member(s) of the household who have right to BEQUEATH this [PLOT]. Record the response either 1 for Yes or 2 for No.

Note:

Bequeath means to hand down or pass on or enlist personal property (plot) as will to a person before dying in a legal form.

*WILL means to transfer the ownership of the plot to anyone else in writing in the presence of a lawyer so that when the present owner dies, the ownership of the plot automatically goes to the person whose name is written in the **WILL**.*

QUESTION 25: The question is seeking for the person who can approve to BEQUEATH this [PLOT]. For the response, get the person's ID from HOUSEHOLD ROSTER as a member or pick the most appropriate option in the Network Roster provided for non-member of the household.

QUESTION 26: This question seeks for the current value of the plot by posing the question "if the [PLOT] were to be sold today, how much could it be sold for?" The amount must be recorded in Naira e.g. **450,000**.

QUESTION 27: We are interested in knowing whether or not the plot was cultivated by any member of the household since the beginning of the year. Record either 1 for Yes or 2 for No. If the response is yes, **skip** to Question 39; otherwise, continue with Question 28.

QUESTION 28: inquires about the main use of this PLOT. A list of possible uses is provided and the interviewer should record the MAIN use of the PLOT. For options 4 – 7, skip to question 39. If option 2 is chosen, skip to question 29. For option 3, skip to question 36.

QUESTION 28a asks for the length of the fallow period for those PLOTs that were left fallow. The number of years has to be written and then skip to question 44.

QUESTION 29 – 35: these block of questions concerns rented out PLOTs. A rented out land is that which the household or member of the household gives to an external person or household at an agreed rate over a specified period of time.

QUESTION 29: This is to find out the year when the land from this [PLOT] was last rented out. The year must be written in four digits e.g. **2003, 1999**, etc.

QUESTION 30: Ask for the size of each PLOT rented out in Question 28. Write the size number and the unit code in the appropriate spaces.

QUESTION 31: This question asks for the rental value of the plot to the household. Therefore make enquiry for the amount received in cash for the rental of this land [PLOT] in Naira e.g. **356,000**.

QUESTION 32: Ask for the period that the payment in Question 30 covered. Only one response is allowed for each plot from the listed options. For **option 5 (other specify)** the response must be written out clearly in the space provided.

QUESTION 33: Ask for the payment received in-kind for the renting out of this [PLOT]. Convert the amount received in kind to cash equivalent (Naira) e.g. **20 bags** of Groundnuts (₦ 120,000). This estimated amount (₦ 120,000) should be written in the column provided as **120,000**.

QUESTION 34: Inquire for the period that the payment in-kind in Questions 33 covered. Only one response is allowed for each plot from the listed options. For **option 5 (other specify)**, the response must be written out clearly in the space provided.

QUESTION 35: This question seeks to know the duration of the contract in Question 33 in years. Record one year to be 1, two years to be 2, and so on. But if the duration covered was less than 1 year, record zero (**0**). If unknown period, record ninety nine (**99**).

QUESTION 36: This question asks about the person who joined either as a partner or a tenant on this plot. Make use of Network Roster as appropriate as possible.

QUESTION 37: This question seeks to find out how the rental agreement was established. Ask respondent the listed options how the contract was done. Record the most appropriate response. For **option 5 (other specify)** must be written out clearly in the space provided.

QUESTION 38: Seek for the type of rental agreement reached with renter/partner in regards to the listed options. Record the most appropriate response. For **option 4 (other specify)**, the response must be written out clearly in the space provided.

QUESTION 39: This is to find out whether this [PLOT] is irrigated or not. Write the response either 1 for Yes or 2 for No. If the response is 2 (No), **move** to question 44; otherwise, continue with Question 40.

QUESTION 40: Enquire for the source of water for irrigation on this [PLOT]. Only one option is allowed per PLOT among the listed options. For **option 6 (other specify)**, the response must be written out clearly in the space provided.

QUESTION 41: This question is seeking for the type of irrigation system used on this [PLOT]. **Maximum** of two options are allowed per PLOT among the listed options.

QUESTION 42: This question seeks for whether the irrigation is seasonal or year round. Only one option is allowed. Record either 1 for “seasonal” or 2 for “year round”.

QUESTION 43: This question seeks for the person who manages the irrigation system. Only one option is allowed per PLOT among the listed options.

QUESTION 44: This question seeks for the type of soil predominantly found on this [PLOT]. Only one response is allowed for each plot from the listed options. For **option 6 (other specify)**, the response must be written out clearly in the space provided.

Note:

Sandy Soil – the soil is very porous to water with color brown having tiny granite.

Clay Soil – the soil is heavy, muddy and thick when wet. It also looks brown/red in color having capacity of retaining water. But the soil is very hard to dig during dry season.

Mainly mixture of sand and clay – the soil looks brownish in a mixture of sand and clay soil colors.

Forest Soil (rich clayey loam) – the soil is commonly found where forest grows.

Loam – the soil looks blackish in nature which is very fertile for agriculture. It is a mixture of sand, clayey and silt with organic composition.

QUESTION 45: This is to find out the individual's subjective assessment of the quality of the soil on this [PLOT]. Read the list of options to the respondent and wait for a response. Only one response is allowed for each plot from the listed options.

QUESTION 46: This is to find out the slope of this [PLOT]. Read the list of options to the respondent and wait for the response. Only one response is allowed for each plot from the listed options.

QUESTION 47 – 51: These questions seeks to find information about erosion on this plot.

Question 47 is a filter question to learn if there was erosion problem on this plot in the past season. If there was not erosion problem for this plot, skip to the next plot, otherwise continue with question 48.

Question 48 wants to establish the main cause of erosion on this plot. Only one option is required for this question.

Question 49 concerns measures put in place to control erosion on this plot. The control mechanism can be water harvesting. A Yes/No response is required. If there is a control facility in place, continue with question 50, otherwise, skip to next plot.

Question 50: we are interested in the two main erosion control/water harvesting facility on this plot. Print the corresponding codes in the spaces provided under first and second.

Finally in *Question 51*, we are interested in knowing when the erosion control investment was made. Choose only one answer from the list of options given and print code as appropriate.

SECTION 11c1: Planting Labour and Tractor Services

QUESTION 1: Compile comprehensive list of all house members that worked on each PLOT during this planting season. Copy the **persons' ID** from household Roster. If there are more than four family workers per [PLOT], attach any extra sheet used. Get information on total number of weeks, days per week, and hours per day that each person did the land preparation and planting activities on each [PLOT]. The interviewer should pay special attention to the instruction in **CAPITAL LETTERS** before writing the response.

Note:

Weeks should cover only weeks in this planting season. This can be a minimum of one (1) and to a maximum of thirty (30)..

Days should cover a minimum of one (1) to a maximum of seven days in a week.

Hours can be a minimum of one (1) to a maximum of eighteen (18) hours per day.

QUESTION 2 – 10 is about HIRED LABOR for land preparation and planting activities at different levels of disaggregation.

QUESTION 2: This question seeks for the total number of hired men involved in the planting activities on each PLOT during this planting season. Record the response in the column provided.

QUESTION 3: Enquire for the number of days that hired men were involved in planting activities on each PLOT during this planting season.

QUESTION 4: Find out the average daily wage paid to men hired for planting and land preparation activities on each PLOT during this planting season. Record the response in Naira e.g. **2500**.

Note:

Average daily wage paid: should cover the amount of money given to an individual (a person) for the work done in a day even though there might be two persons or more in a group paid.

QUESTION 5: This question seeks for the total number of hired women involved in the planting activities on each PLOT during this planting season. Record the response in the column provided.

QUESTION 6: Enquire for the number of days that hired women were involved in planting activities on each PLOT during this planting season.

QUESTION 7: Find out the average daily wage paid to women hired for planting activities on each PLOT during this planting season. Record the response in Naira e.g. **2500**.

QUESTION 8: This question seeks for the total number of hired children (<15 years) involved in the planting activities on each PLOT during this planting season. Record the response in the column provided.

QUESTION 9: Enquire for the number of days that hired children (<15 years) were involved in planting activities on each PLOT during this planting season.

QUESTION 10: Find out the average daily wage paid to hired children (<15 years) for planting activities on each PLOT during this planting season. Record the response in Naira e.g. 500.

QUESTION 11- 12 ask for the use of tractor services for land preparation and the reason if tractor was not used in land preparation.

SECTION 11e – Seed Acquisition

RESPONDENT: Farmer, owner or manager of plot

FLAP C – PLOT/CROP ROSTER: This FLAP C – PLOT /CROP ROSTER must be opened before the commencement of the interview for Section 11E. **FLAP C** is the second page with an extension. Just like FLAP B, it opens on the left side of the questionnaire. When the flap is filled it will show the list of all **PLOT ID** covered with **CROP ID** that links to crop name and crop code per row.

CROP ID: is a unique serial number assigned to each **CROP** within a **PLOT ID**. This will enable the interviewer to continue the interview on each CROP per PLOT in an orderly manner.

For example, if the first PLOT has Maize, Yam and Melon, and the second PLOT consists of Groundnut and Maize, then these can be completed in FLAP C – PLOT/CROP ROSTER as follows:

PLOT ID	CROP ID	CROP NAME	CODE
1	1	Maize	1080
1	2	Yam	1120
1	3	Melon	1090
2	1	Ground nut	1060
2	2	Maize	1080

QUESTION 1: Open flap B and flap C to ensure that list in **SECTION 11a, Question 3** is agreed with the list in flap C before the commencement of interview. The crop name arrangement must start from field crop to tree crop per PLOT.

QUESTION 2: Write the **CROP CODE** of each named crop per row in question 1 accordingly. See the comprehensive list of crop codes provided **in this questionnaire**.

QUESTION 3: Ask whether any SEED was planted on the PLOT since this planting season. Record the response as 1 for “Yes” or 2 for “No”. If the answer to Question 3 is No, **jump** to NEXT SECTION. Otherwise, proceed to Question 3a.

QUESTION 3a – 3b is about seed certification and type of crop seed planted on this plot. *Question 3a* asks whether the seed of the planted crop was certified. A certified seed in this context is one that has been approved for sale and planting by the appropriate seed certification authority such as the ministry of agriculture. A Yes/No response is required here

Question 3b asks whether the type of seed planted is improved, hybrid, traditional or local. A single answer is required the interviewer is instructed to read the options to the respondent.

QUESTION 4: Enquire whether there was any leftover [SEED] from the previous season used for this planting season. Record the response as 1 for “Yes” or 2 for “No”. If the response is No, **move** to Question 8. Otherwise proceed to Question 5.

QUESTION 5: If Question 4 is Yes, ask for the type of the leftover seed used on [PLOT] since this planting season. Only one response is allowed for each crop per row from the list of crop codes provided.

QUESTION 6: Having completed Question 5, ask for the quantity of the leftover seed used on [PLOT] since this planting season. Record the quantity of leftover seed and fix the appropriate unit from the options provided. See the seed unit codes on the right side of the flip page.

QUESTION 7: Find out the reason for the choice of seed used on this [PLOT]. Record the appropriate code from the options provided. For **option 5 (other specify)**, the response must be written out clearly in the column provided.

QUESTION 8: This question explores whether the respondent received the seeds used on this plot from sources other than those leftover from previous season. The interviewer must pay special attention to this instruction “EXCLUDE ANY [SEED] LEFTOVER FROM PREVIOUS SEASON”. Record the response as 1 for “Yes” or 2 for “No”. If response is No, **move** to Question 14. Otherwise, proceed to Question 9.

QUESTION 9: If Question 8 is yes, ask for the type of the [FREE SEED] used on this [PLOT] since this planting season. Only one response is allowed for each crop per row from the list of crop codes provided.

QUESTION 10: ask for the quantity of the free seed used on this [PLOT] since this planting season. Record the quantity of free seed used on each plot and fix the appropriate unit from the seed codes provided.

QUESTION 11 seeks for the source of the free SEED used since this planting season. Record maximum of **TWO** source(s) against each PLOT ID with the appropriate Network Roster codes.

QUESTION 12: Ask for the amount paid for transportation to acquire the [FREE SEED] received since this planting season. Pay special attention to the instruction in upper case “INCLUDE ALL TRIPS TO AND FROM YOUR FARM” before writing the response in Naira e.g. **250**.

QUESTION 13: This question seeks for the main mode of transportation used to bring back the SEED received for free since this planting season. Record the appropriate code from the options provided. For **option 8 (other specify)**, the response must be written out clearly in the column provided.

QUESTION 14: Ask whether any of the [SEED] used on this [PLOT] was purchased since this planting season. Record the response as 1 for “Yes” or 2 for “No”. If response is No, **move** to NEXT SECTION. Otherwise, proceed to Question 15.

QUESTION 15: Having completed Question 14 with a yes, ask for the person who paid for this SEED in the household. Copy the person’s ID from Household Roster. Record a maximum of **TWO** HOUSEHOLD ID codes against each PLOT/CROP ID.

QUESTION 16: Seek for the **MAIN SOURCE** of this SEED purchased since this agricultural season. Record a maximum of **ONE** source against each PLOT ID with the appropriate Network Roster code.

QUESTION 17 asks for the type of the purchased [SEED] used on this [PLOT] since this planting season. Only one response is allowed for each crop per row from the list of crop codes provided on the left side of the flip page.

QUESTION 18: Seek for the quantity of the purchased seed used on this [PLOT] since this planting season. Record the quantity of purchased seed used on each plot and fix the appropriate unit code from the seed codes on the flip side of the page.

QUESTION 19: Seek for the amount paid for transportation to acquire the [SEED] from **FIRST SOURCE** since this planting season. Pay special attention to the instruction in upper case “INCLUDE ALL TRIPS TO AND FROM YOUR FARM” before writing the response in Naira e.g. **250**.

QUESTION 20: Request for the main mode of transportation used to bring back the SEED purchased from **FIRST SOURCE** since this planting season. Record the appropriate code from the options provided. For **option 8 (other specify)**, the response must be written out clearly in the column provided.

QUESTION 21: Enquire for the total value of the SEED purchased from FIRST SOURCE since this planting season. Record the response in NAIRA e.g. **300** in the column provided.

QUESTION 22: Ask for the source of finance for the [SEED] purchased from [FIRST SOURCE]. Record the appropriate code from the list of options provided.
If the response is option is 1, **skip** to Question 26. Otherwise, proceed to Question 23.

QUESTION 23: Request for the amount paid up-front for this purchased [SEED]. Pay special attention to the instruction in **upper case** “**INCLUDE: CASH PAYMENT AND ESTIMATED VALUE OF IN-KIND PAYMENTS** before writing the response in Naira e.g. **2500. IF NOTHING, RECORD ZERO (0)**”

QUESTION 24: Seek for the amount repaid or would be repaid. Pay special attention to the instruction in **upper case** “**INCLUDE: CASH PAYMENT AND ESTIMATED VALUE OF IN-KIND PAYMENTS** before writing the response in Naira e.g. **2500**.

QUESTION 25: Request for the source of credit for the purchase of this [SEED]. Record a maximum of **ONE** source against each PLOT ID with the appropriate Network Roster code.

QUESTION 26: Apart from **FIRST SOURCE** in Question 16, ask whether there was any **SECOND SOURCE** from whom the [SEED] was purchased since this planting season. Record the response as 1 for “Yes” or 2 for “No”. If Question 26 is No, **skip** to **NEXT SECTION**. Otherwise, proceed to Question 27.

QUESTION 27: If Question 26 is yes, ask for the person that paid for the **SECOND SOURCE** of SEED purchased in the household. Copy the person’s ID from Household Roster. Record a maximum of **TWO** ID codes against each PLOT ID.

QUESTION 28: Ask for the **SECOND SOURCE** of purchased SEED used on this [PLOT] since this planting season. Record a maximum of **ONE** source against each PLOT ID with the appropriate Network Roster code.

QUESTION 29: Seek for the type of the purchased [SEED] from **SECOND SOURCE** used on this [PLOT] since this planting season. Only one response is allowed for each crop per row from the list of crop codes provided.

QUESTION 30: Ask for the quantity of the purchased SEED used on this [PLOT] from [SECOND SOURCE] since this planting season. Record the quantity of SEED used on each PLOT and fix the appropriate unit code from the flip page.

QUESTION 31 asks for the amount paid for transportation to acquire the [SEED] from **SECOND SOURCE** since this planting season. Pay special attention to the instruction in upper case “**INCLUDE ALL TRIPS TO AND FROM YOUR FARM**” before writing the response in Naira e.g. **250**.

QUESTION 32: Request for the main mode of transportation used to bring back the SEED purchased from SECOND SOURCE since this planting season. Record the appropriate code from the options provided. For **option 8 (other specify)**, the response must be written out clearly in the space provided.

QUESTION 33: Ask for the value of the purchased SEED used on this [PLOT] from [SECOND SOURCE] since this planting season. Record the amount of SEED used on each PLOT in NAIRA e.g.1700 in the column provided.

QUESTION 34: Ask for the financed source of the [SEED] purchased from [SECOND SOURCE]. Record the appropriate code from the options provided in the column provided.
SKIP INSTRUCTION: If the response is option is 1, **skip** to NEXT SECTION. Otherwise, proceed to Question 35.

QUESTION 35: Request for the amount paid up-front for this [SEED] purchased from [SECOND SOURCE]. Pay special attention to the instruction in **upper case “INCLUDE: CASH PAYMENT AND ESTIMATED VALUE OF IN-KIND PAYMENTS** before writing the response in Naira e.g. **2500. IF NOTHING, RECORD ZERO (0)”**

QUESTION 36: Seek for the amount repaid or would be repaid from [SECOND SOURCE]. Pay special attention to the instruction in **upper case “INCLUDE: CASH PAYMENT AND ESTIMATED VALUE OF IN-KIND PAYMENTS** before writing the response in Naira e.g. **2500.**

QUESTION 37: Request for the source of credit for this [SEED] from [SECOND SOURCE]. Record a maximum of **ONE** source against each PLOT ID with the appropriate Network Roster code.

SECTION 11f – Planting Field and Tree Crops

*Planted Field Crops: a practice of growing plant that has leaves and roots, especially one that is smaller than a tree e.g. Maize, Beans, Cassava, Groundnut, Onion, etc.
The field crops questionnaire delved more on cowpea/beans.*

RESPONDENT: Farmer, owner or manager of plot

FLAP C: PLOT/CROP ROSTER: Open flap C to start interview on **Section 11F.**

The first question before question 1 instructs the interviewer to select a field or tree crop from the two options. If you select tree crop, skip to question 4; otherwise, continue to question 1.

QUESTION 1: Find out the total area planted on this [PLOT] with the [CROP] since this planting season. Record the quantity (QTY) in number and fix the appropriate unit from the available options. Record zeros to the right of the decimal as needed. Pay special attention to the instruction **in UPPER CASE** before writing the response.

QUESTION 2 seeks for the method used in cropping. Record the response from the list of units provided. For **option 7 (other specify)**, the response must be written out clearly in the column provided.

Note:

- **MONO-CROPPING:** *is the agricultural practice of growing the same crop year after year on the same piece of land, without crop rotation through other crops which allow specialization in equipment and crop production e.g. a maize farm.*
- **MIXED CROPPING:** *as the name implies is the most basic form in which the component crops are totally mixed in the available land space. This pattern can be in form of two or more crops i.e. a PLOT has Maize, Yam and Melon grown together.*
- **INTER-CROPPING:** *is the practice of sowing a fast growing crop with a slow growing crop so that the fast growing crop is harvested before the slow growing crop starts to mature e.g. Yam and Plantain.*
- **RELAY CROPPING:** *refer to the agricultural practice of cultivating two crops where the second crop is planted following harvest of the first crop to get more benefits i.e. having harvested Melon, Yam is planted.*
- **ALLEY CROPPING:** *also known as row cropping involves the crops arranged in alternate rows e.g. in a ridge where Groundnut is planted in alternate rows with Melon.*
- **STRIP CROPPING:** *A variation of row cropping is strip cropping - where multiple rows (or a strip) of one crop are alternated with multiple rows of another crop. This design can provide shade (reducing water loss from evaporation), ensures retention of soil moisture, and can also produce fruit, fuel wood, fodder, or trimmings to be made into mulch e.g. a Yam farm having tree crops.*

QUESTION 3: This question determines the time when the SEEDs were planted on this [PLOT] since the planting season. Record the response according to the list of time units given for months and write the year in four digits. For all responses, **skip** to question 12.

QUESTION 4 – 11 is about Tree crops grown on this PLOT.

Planting Tree Crops: *can be described as perennial or permanent crops that generate income for many years. Examples of these tree crops are Gum Arabic, Cocoa, Oil Palm, Orange, Cashew, etc. Many tree crops can last over one hundred years and even be inherited from generation to generation.*

QUESTION 4: asks for the area of [PLOT] covered by trees. Record the QUANTITY in number with appropriate UNIT from the listed options. For Example, if the farmer has **5000 stands** of oranges in his orchard, then **5000** will be entered under QUANTITY and **3** under UNIT.

QUESTION 5: we are interested in knowing how many plants/trees (TREE/PERMANENT CROP) the individual owns on this plot irrespective of the year in which it was planted. The number of plants/trees should be written. You can help the respondent quantify the number of plants/trees on this plot. If however, the respondent is unable to quantify, write 999.

QUESTION 6 asks for the year in which the plants/trees were planted on this PLOT. The answer should be printed in four digits as in previous questions.

QUESTION 7 is concerned with the number of plants/trees planted on this PLOT since the beginning of this agricultural season. This question differs from that of question 5 in that here we are interested in the number of trees planted on this PLOT since the beginning of this agricultural season.

QUESTION 8 concerns the most recent **completed** production cycle for the TREE/PERMANENT CROPS on this PLOT. The beginning month and year should be printed as well as the ending month and year. Interviewer should pay particular attention to the instructions printed in CAPITAL LETTERS.

QUESTION 9: Enquire whether there was any loss of TREE/PERMANENT CROP before the harvest. Record the response as 1 for “Yes” or 2 for “No”. For a No answer, **jump** to Question 11. Otherwise, proceed to Question 10.

QUESTION 10: If Question 9 is yes, ask for the main cause of the losses. Record the response according to the options listed. For **option 11 (other specify)**, the response must be written out clearly in the space provided.

QUESTION 11: Find out the total quantity of [TREE/PERMANENT CROP] harvested during the last completed harvest period. Record the QUANTITY in NUMBER and fix UNIT code from the production codes on the flip page.

QUESTION 12 – 15: This block of questions concerns expectations of the respondent concerning the CROP planted on this PLOT. Note that the skip is from question 3 for all crops planted on this plot. These questions refer to **both** FIELD and TREE/PERMANENT CROPS. In addition, the interviewer should be careful at asking these questions since they refer to a future occurrence. It may be difficult for respondents to answer these questions, but encourage them to provide their best estimate.

QUESTION 12 is about expected output of this crop during the main rainy season. The interviewer should ask the respondent about how much CROP they expect to harvest during

the main rainy season. The quantity should be written and the appropriate code from the list of production codes printed under UNIT.

QUESTION 13 is about intention to sell the expected harvest during the main rainy season. If the respondent does not intend to sell any of the expected harvest, skip to next crop. Otherwise, continue to the question 14.

QUESTION 14 seeks to find out how much the respondent intend to sell of the expected harvest of [CROP]. The answer can be reported either as share (%) of total expected harvest or quantity. If the interviewer decides to report in quantities, then the appropriate unit from list of production codes on the flip page should be affixed under UNIT.

QUESTION 15 is about expected revenue from the anticipated sales in Naira. Once the monetary value has been written, skip to Next CROP.

SECTION 11i – Animal Holdings

In this section, all information about animal holdings and production of the household is collected. We also introduced a new flap – Flap D to aid the collection of the animal data of the household.

FLAP D: This is a new flap added to the list of flaps for the agricultural questionnaire. Note that this flap was not in the agricultural questionnaire for the past waves. Unlike the other flaps where the interviewer is supposed to write the name/description of the item, this flap has the list of animals printed for the interviewer. The interviewer should use this flap to answer all the questions about animal holdings in section 11i.

Note: Skip instructions must be strictly adhered to and must not be abused.

ANIMAL HOLDING: Animal owned by a person or jointly owned with another member of the household.

RESPONDENT: Owner or caretaker of animals.

QUESTION 1 asks whether a member of the household raised or owned any of the listed animals. Record the response as 1 for “Yes” or 2 for “No” against each of the listed animals. Animal(s) owned that is/are not listed should be recorded in front of other specify. Pay special attention to the instruction **in upper case letter** before writing the response.

SKIP INSTRUCTION: If the response to Question 1 is **No**, **move** to NEXT ANIMAL until the list of options is exhausted or **skip** to NEXT SECTION if the entire listed animals are **No**. But if the response to Question 1 is yes, continue with question 2.

Note:

- **CALF:** This is a young cow or bull.
- **HEIFER:** This is a young cow that has not yet given birth to a calf.
- **COW:** This is adult female cattle for producing milk, meat and calf.
- **STEER:** This is a young male cow whose sex organs have been removed (castrated).
- **BULL:** This is adult male cattle.

QUESTION 2: If the response to any of the listed animals in Question 1 is 'Yes', ask for the number of [ANIMALS] owned by the household now either at farm or away. Record the number of each animal accordingly.

QUESTION 3: This question seeks the current market value of **one** of the ANIMALS by posing the question in terms of today. Though there are different age and sizes of the ANIMAL, we are interested in the average sale value of the ANIMAL. Record the amount in NAIRA e.g. **6,000**.

Question 4: We are interested in knowing who in the household owns the ANIMAL(S). Write the ID of the person who owns the ANIMAL from the household roster. List a maximum of **TWO** persons from HOUSEHOLD ROSTER and then copy the **persons' ID** into column against each animal accordingly.

Question 5: Ask for the person (s) in the household that is responsible for keeping the [ANIMAL]. A maximum of **TWO** persons from HOUSEHOLD ROSTER is required. Print the **persons' ID** into column against each animal accordingly.

QUESTION 6: Request to know the number of [ANIMALS] owned by the household from the very beginning of this agricultural season. Record the number for each identified animal.

QUESTION 7: Asks for the number of [ANIMALS] born since the beginning of this agricultural season. Record the number for each animal identified. If none, record zero (0). Pay special attention to the instruction **in upper case letter** before writing the response.

QUESTION 8: Enquire for the number of [ANIMALS] received as gifts since the beginning of this agricultural season. Record the number for each animal identified. If none, record zero (0). Pay special attention to the instruction **in upper case letter** before writing the response.

QUESTION 9: Ask for the number of [ANIMALS] received as payment for services rendered since the beginning of this agricultural season. Record the number for each identified animal. If none, record zero (0). Pay special attention to the instruction **in upper case letter** before writing the response.

QUESTION 10: Get the number of [ANIMALS] bought to be raised this agricultural season. Record the number for each animal identified. If none, record zero (0). Pay special attention to the instruction **in upper case letter** before writing the response. Complete Question 10 for all the listed animals. If NONE, **skip** to Question 13. Otherwise, continue to Question 11.

QUESTION 11 asks for the total value of the purchased animals this agricultural season. Record the total amount in NAIRA for both cash and in-kind payments against each of the identified animals. Pay special attention to the instruction **in upper case letter** before writing the response.

QUESTION 12 seeks to know the source of the purchased animal using the network roster. Record a maximum of **TWO** sources against each [ANIMAL] with the appropriate Network Roster code.

QUESTION 13: Get the number of [ANIMALS] that were *given out* as **gifts** since this agricultural season. Record the number for each animal. If none, record zero (0). Pay special attention to the instruction **in upper case letters** before writing the response.

QUESTION 14: Ask for the number of [ANIMALS] that were *given out* as **payment for services rendered** since the beginning of this agricultural season. Record the number for each animal identified. If none, record zero (0). Pay special attention to the instruction **in upper case letters** before writing the response.

QUESTION 15: Asks for the number of [ANIMALS] that were lost or stolen since the beginning of this agricultural season. Record the number for each owned/raised animal. If none, record zero (0). Pay special attention to the instruction **in upper case letters** before writing the response.

QUESTION 16: Ask for the number of [ANIMALS] sold **alive** since the beginning of this agricultural season. Record the number for each owned/raised animal. If none, record zero (0). Pay special attention to the instruction **in upper case letters** before writing the response. If NONE, **skip** to Question 19. Otherwise, continue with Question 17.

QUESTION 17: Determine the total value of sales of live [ANIMAL]. Record the total amount in NAIRA for both cash and in-kind payments against each of the identified animals. Estimate the value of payments in-kind for sales. Pay special attention to the instruction **in upper case letter** before writing the response.

Total value = number of animal sold **multiplied by** unit price.

QUESTION 18: asks for the point of sale of most of the animals that were sold alive. Record a maximum of **TWO** sources against each [ANIMAL] with the appropriate Network Roster code.

QUESTION 19: Seeks the number of [ANIMAL] slaughtered since the beginning of this agricultural season. Separate the number of animals slaughtered for **sale** and the number slaughtered for household **consumption**. Record the number of any slaughtered animals in

columns of FOR SALE or FOR CONSUMPTION accordingly. If none, record zero (0). Pay special attention to the instruction **in upper case letter** before writing the response.

QUESTION 20: This question determines whether any [ANIMAL] suffer from any disease since the beginning of this agricultural season. Record the response as 1 for “Yes” or 2 for “No”. If the response is No for any of the listed animals, **move** to Question 22. Otherwise, continue with Question 21. Make sure that all animals were completed before continuing from Question 21.

QUESTION 21: For yes response in Question 20, ask for the kind of diseases [ANIMAL] suffered **most** according to the available list of diseases by the side of question 24 (NEXT page) and the number of lost animal from any of the diseases since the beginning of this agricultural season. Decide the response through the list of options and record the number of animals lost to a maximum of **TWO** diseases in the provided columns respectively.

QUESTION 22: Ask for the number of [ANIMAL] currently vaccinated. Record the number against each of the listed animals. If none, record zero (0). If NONE for all animals, **skip** to NEXT SECTION. Otherwise, proceed to Question 23.

QUESTION 23: For the number of vaccinated animals recorded in Question 22, ask for the main provider(s) of the vaccination services. Record a maximum of **TWO** sources against each [ANIMAL] with the appropriate Network Roster code. Pay special attention to the instruction **in upper case letter** before writing the response.

QUESTION 24 asks for the main diseases the animals were vaccinated against. Record a maximum of **three types** of disease codes in the spaces provided. Use the disease code shown by the side of Question 24. Pay special attention to the instruction **in upper case letters** before writing the response.

SECTION 11j – Animal Costs

RESPONDENT: Owner or caretaker of animals

Note: Ensure that the answer to a particular question is appropriately recorded before acting on the skip instruction. This section should be administered horizontally.

QUESTION 1: Enquire whether anything was spent on the list of items in the last 12 months for livestock/poultry. Record the response as 1 for “Yes” or 2 for “No” against each item. Pay special attention to the instruction **in upper case letter** before writing the response.

SKIP INSTRUCTION: If the response is No for any of the listed items, **jump** to NEXT ITEM. Ensure that all items were completed before proceeding to Question 2. If response to the entire list is No, **skip** to NEXT SECTION.

QUESTION 2: This question seeks the amount spent in cash and in-kind in the last 12 months for any of the listed items for poultry/livestock activities. Record the amount in NAIRA for both cash and in-kind expenses in the respective columns. Respondents should estimate the value of expenses paid in-kind in NAIRA.

QUESTION 3 asks for the source of the item for livestock/poultry activities in the last 12 months. An appropriate code from the network roster should be recorded. A maximum of **TWO** sources against each [ITEM] with the appropriate Network Roster code should be recorded. Pay special attention to the instruction **in upper case letters** before writing the response.

QUESTION 4: Ask whether there was any time in the last 12 months that the identified item was not available for the household need. Record the response as 1 for “Yes” or 2 for “No” against the identified [ITEM].

SECTION 11k – Agricultural by- Product

RESPONDENT: Owner or caretaker of animals

BY-PRODUCT CODE: *Unique serial number was assigned to each listed BY-PRODUCT in Question 1 to enable the interview continue orderly.*

QUESTION 1: Ask whether any member of the household produced any of the listed [BY-PRODUCT] in the last 12 months. Record the response as either 1 for “Yes” or 2 for “No” against each listed items. Pay special attention to the instruction **in upper case letters** before writing the response. If the response is No for any of the listed items, **move** to NEXT ITEM. Ensure that all items were completed before continuing from Question 2. If response to the entire list is No, **escape** to NEXT SECTION.

QUESTION 2 we are interested in knowing the number of months within the last 12 months that the household produced the listed by-product. Record the number of the months. E.g. for three months, record **3** in the provided column. The response should never be more than 12.

QUESTION 3: the focus here is on the average monthly production of the specified by-product in the last 12 months. Record the average quantity produced per month and the corresponding unit code from the listing on the flip page.

QUESTION 4 asks whether or not the household sold the specified by-product in the last 12 months. A Yes/No response is required here. If no sales of this by-product were made in the last 12 months, skip to the next by-product, otherwise continue to question 5.

QUESTION 5 asks for the quantity of the by-product sold in the last 12 months. Write the total quantity sold within the last 12 months beneath quantity and fix the appropriate unit from the food item unit codes.

QUESTION 6: Ask for the total value of sales of **[BY-PRODUCT]** in the last 12 months. Record the amount in NAIRA for both cash and in-kind payments in the provided column. Add cash amounts and estimated value of in-kind payments. Pay special attention to the instruction **in upper case letter** before writing the response.

QUESTION 7: Ask which member(s) of the household controlled these earnings. List a maximum of **TWO** persons from HOUSEHOLD ROSTER and then copy the **persons' ID** in the space provided accordingly. Pay special attention to the instruction **in upper case letters** before writing the response.

SECTION 11L1 – Extension

RESPONDENT: Farmer, owner or manager of plot.

Note:

- ***Agricultural Extension Service:** technical assistance/advice (or a demonstration of new agricultural techniques) given to a farmer or group of farmers to improve productivity.*
- ***Topic Code:** unique serial number was assigned to each of the listed **TOPICS** in question 1 to continue the interview orderly.*

QUESTION 1: Asks whether anyone in the household received any advice on **[TOPIC]** since the New Year. Receiving “advice” here includes both sharing information and providing training to anyone in the household. Households can received advice from the same source on more than one topic. Record the response as either 1 for “Yes” or 2 for “No” against each topic. Pay special attention to the instruction **in upper case letters** before writing the response.

SKIP INSTRUCTION: If the response is No for any of the listed topics, **move** to NEXT TOPIC. If response to the entire list is No, **end** the interview.

QUESTION 2: We are interested in knowing the source of the information about the TOPIC since the beginning of the New Year. Record the code from available list of options. For **option 14 (other specify)**, the response must be written out clearly in the column provided.

SECTION 11L2 – Extension

RESPONDENT: Farmer, owner or manager of plot

Note:

- ***Source Code:** a serial number is assigned to each listed **SOURCE** in question 1 to continue the interview orderly.*
- ***Peer Farmer:** A group of farmers who grow the same type of crop in a single community.*

- **Lead Farmer:** A farmer who is the most active in growing certain crop or who has the largest PLOT of a certain crop or an outstanding farmer in a community that most farmers look up to. They might also be the first to try a new agricultural technology.
- **Farmer Field Day/School:** A day that both the extension worker and a group of farmers agree for training and practicing new farming procedures.

QUESTION 1: Mark “X” to each identified source of advice against each topic that the response was Yes in the previous page. Ensure that all topics were completed by marking “X” against the identified source(s) before proceeding to Question 2. Pay special attention to the instruction **in upper case letters** before writing the response.

QUESTION 2: For each source marked “X”, enquire for the member of the household that received advice/information through [SOURCE] in the last 12 months. List a maximum of **FOUR** persons from HOUSEHOLD ROSTER and then copy the **persons’ ID** in the provided columns accordingly. Pay special attention to the instruction **in upper case letters** before writing the response.

QUESTION 3: Find out the number of times someone from this [SOURCE] visited any household member’s farm in the last 12 months. Record the **NUMBER of VISITS** per source accordingly. If there is no visit made, record Zero (0). Pay special attention to the instruction **in upper case letters** before writing the response. **Do not** complete the **block cells**. If is **NONE**, **skip** to Question 5. Otherwise continue the interview with Question 4.

QUESTION 4: The interest here is to decipher the number of the visits out of the total that the household solicited (requested). Get the number of solicited visits. Record the **NUMBER of SOLICITED VISITS** per source accordingly. If there is no solicited visit made, record Zero (0). **Do not** complete the block cells. Pay special attention to the instruction **in upper case letters** before writing the response.

QUESTION 5: This question is seeking the number of times in the last 12 months that a member of the household visited or met this SOURCE at a location different from the household’s dwelling or farm plots. Record the **number** for the entire household per **SOURCE** accordingly. If there is no visit/meeting made, record Zero (0). **Do not** complete the block cells. Pay special attention to the instruction **in upper case letter** before writing the response.

QUESTION 6: Enquire for the number of times any member of the household attended a meeting with this [SOURCE] in the last 12 months. Record the **TOTAL NUMBER for the entire household** per source accordingly. If there is no visit made, record Zero (0). **Do not** complete the block cells. Pay special attention to the instruction **in upper case letters** before writing the response.

QUESTION 7: Ask whether any of the household members paid anything for receiving advice or information from this [SOURCE] since the New Year. Record the response as either 1 for “Yes” or 2 for “No” against each source. **Do not** complete the block cells. If the response is

No for any of the listed sources, **skip** to Question 9. Ensure that all sources were completed before continuing from Question 8.

QUESTION 8: Get the total amount paid by the household for receiving advice or information from this [SOURCE]. Enter the total amount in NAIRA for the entire household including the cash and in-kind payments. Ask the respondent to estimate the value of any in-kind payments. Pay special attention to the instruction **in upper case letters** before writing the response.

QUESTION 9 asks how useful the information/advice from this [SOURCE] to the household farming practices. Only one response is required here and the interviewer should be careful at which option to choose.

Once done, the interview ends.

SECTION 12 – Network Roster

The purpose of this section is to identify the individuals, organizations, firms, shops and government offices that individuals deal with, particularly around agricultural production. Two of the most important aspects of this section are to collect the sources of inputs for farmers as well as the sources of market outlets for farm outputs. *The responses in the network roster will be obtained as the interviewer and respondent work through the other sections of the agriculture questionnaire.*

During the interview, you will come across a question that would refer to [SEE NETWORK ROSTER]. For example question 16 in Section 11e (Seed roster) asks “Who/Which institution was the MAIN SOURCE of the [SEED] that you purchased since the beginning of the agricultural season?” Below the question is a note: ENUMERATOR: LIST THE SOURCE IN THE NETWORK ROSTER AND THEN COPY THE NETWORK CODE HERE”. If the respondent said, “I got the seed from Mr. Kareem in Wuse Market, Abuja.” then instead of writing this response verbatim, the enumerator should flip to the NETWORK ROSTER and enter/interpret this information. In this case, the enumerator would enter the name of the network (“Mr. Kareem”), the network type (local market=Code 9) and the location of the network (Within the town=Code 3). Note that there is a network code printed and listed to the left of name which started with N1. This **N1** code should be written in the answer cell as a response to the question.

In another question, the same respondent may say that he sold crops to Mr. Kareem. The enumerator should then check the network roster for an entry for Mr. Kareem. Since it was already entered, the enumerator should find Mr. Kareem in Wuse market in the network roster already assigned network code N1 which should be recorded in the answer cell for the relevant question. This N1 code could be repeated since the sources are from the same person.

Assume a third question was from SECTION 11I-Question 23 “who was your main provider for the vaccination services? ENUMERATOR: LIST UP TO TWO SOURCES IN THE

NETWORK ROSTER AND THEN COPY THE NETWORK CODES HERE”. If the respondent indicates that the vaccination services were obtained from Moba LGA, then the enumerator would look for a previous entry for Moba LGA in the network roster. Since it was not previously a response, the enumerator would enter the Name (“Moba LGA”), Network type (Government –code 17) and Location (Within the state –code 6) for this network on the next available line in the network roster, in this case the line for N2. N2 should then be recorded in the appropriate column(s) for question 23 mentioned above.

NETWORK ROSTER TABLE

Network Code	Name	Network Name Code	Location Name Code
N1	Mr. Kareem	9	3
N2	Moba LGA	17	6

Appendix 1: List of Occupations and Codes

S/N	International Standard Classification of Occupations	Code
1	Legislators	1110
2	Senior Government Officials	1120
3	Traditional Chiefs & Head of Villages	1130
4	Senior Officials of Political Party Organization	1141
5	Senior Official of Employers, workers and other Economic interest Organizations	1142
6	Senior Officials of Humanitarian and other Special-Interest Organizations	1143
7	Directors & Chief Executives	1210
8	Production & Operations Managers	1221
9	Finance and Administration Managers	1222
10	Personnel and Industrial Relations Managers	1223
11	Sales and Marketing Managers	1224
12	Advertising and Public Relations Managers	1225
13	Supply and distribution Managers	1226
14	Computing Services Managers	1227
15	Research and Development Managers	1228
16	Other Specialized Managers	1229
17	General Managers in Agriculture	1311
18	General Managers in Manufacturing	1312
19	General Managers in Construction	1313
20	General Managers in Retail & Wholesale Trade	1314
21	General Managers in Restaurants and Hotels	1315
22	General Managers in Transportation	1316
23	General Managers in Business Services Firms	1317

S/N	International Standard Classification of Occupations	Code
24	General Managers in Personnel Care, Cleaning Repairs and Related Services	1318
25	Physicists and Astronomers	2111
26	Meteorologists	2112
27	Chemists	2113
28	Geologists and Geophysicists	2114
29	Mathematicians and Related Professionals	2121
30	Statisticians	2122
31	System Designers and Analysts	2131
32	Computer Programmers	2133
33	Other Computing Professionals	2139
34	Architects, Town and Traffic Planners	2141
35	Civil Engineers	2142
36	Electrical Engineers	2143
37	Electronic and Telecommunications Engineers	2144
38	Mechanical Engineers	2145
39	Chemical Engineers	2146
40	Mining Engineers, Metallurgists and Related Professionals	2147
41	Cartographers and Surveyors	2148
42	Other Architects, Engineers and Related Professionals	2149
43	Biologists, Botanists, Zoologists & Related Professionals	2211
44	Bacteriologists, Pharmacologists & Related Professionals	2212
45	Agronomists and Related Professionals	2213
46	Medical Doctors	2221
47	Dentists	2222
48	Veterinarians	2223
49	Pharmacists	2224
50	Other Health Professionals (Except Nursing)	2229
51	Nursing and Midwifery Professionals	2230
52	Colleges, University & Higher Education Teaching Professional	2310
53	Secondary Education Teaching Professionals	2320
54	Primary Education Teaching Professionals	2331
55	Pre-primary Education Teaching Professionals	2332
56	Special Education Teaching Professionals	2340
57	Education Methods Specialists	2351
58	School Inspectors	2352
59	Other Teaching Professionals not Elsewhere Classified	2359
60	Accountants	2411
61	Personnel and Careers Professionals	2412
62	Other Business Professionals	2419

S/N	International Standard Classification of Occupations	Code
63	Lawyers	2421
64	Judges	2422
65	Other Legal Professionals	2429
66	Archivists and Curators	2431
67	Librarians and Related Professionals	2432
68	Economists	2441
69	Sociologists, Anthropologist & Related Professionals	2442
70	Psychologist	2445
71	Social Work Professionals	2446
72	Authors, Journalist & Other Writers	2451
73	Sculptors, Painters & Related Artists	2452
74	Composers, Musicians & Singers	2453
75	Choreographers and Dancers	2454
76	Film, Stage and Related Actors and Directors	2455
77	Religion Professionals	2460
78	Chemical & Physical Science Technicians	3111
79	Civil Engineering Technicians	3112
80	Electrical Engineering Technicians	3113
81	Mechanical Engineering Technicians	3114
82	Chemical Engineering Technicians	3116
83	Mining and Metallurgical Technicians	3117
84	Other Physical Science & Engineering Technicians	3118
85	Computer Assistants	3121
86	Computer Equipment Controllers	3122
87	Photographers & Image & Sound-Recording Equipment Controllers	3131
88	Broadcasting and Telecommunications-Equipment Controllers	3132
89	Medical Equipment Controllers	3133
90	Other Optical & Electronics Equipment Controllers not elsewhere classified	3139
91	Ships' Engineers	3141
92	Ships' Deck Officers & Pilots	3142
93	Aircraft Pilot & Related Workers	3143
94	Air Traffic Controllers	3144
95	Air Traffic Safety Technicians	3145
96	Building & Fire Inspectors	3151
97	Safety, Health & Quality Inspectors (Vehicles, Processes & Products)	3152
98	Life Science Technicians	3211
99	Agronomy & Forestry Technicians	3212
100	Farming & Forestry Advisers	3213
101	Medical Assistants	3221

S/N	International Standard Classification of Occupations	Code
102	Sanitarian	3222
103	Dieticians and Nutritionists	3223
104	Optometrists & Opticians	3224
105	Dental Assistants	3225
106	Physiotherapists and Related Workers	3226
107	Veterinary Assistants	3227
108	Pharmaceutical Assistants	3228
109	Other Health Associate Professionals (Except Nursing)	3229
110	Primary Education Teaching Associate Professionals	3310
111	Pre-Primary Education Teaching Associate Professionals	3320
112	Special Education Teaching Associate Professionals	3330
113	Other Teaching Associate Professionals	3340
114	Securities, Finance Dealers & Brokers	3411
115	Insurance Representatives	3412
116	Estate Agents	3413
117	Travel Consultants Organizers	3414
118	Technical & Commercial Sales Representatives	3415
119	Buyers	3416
120	Appraisers & Values	3417
121	Auctioneers	3418
122	Other Finance & Sales Associate Professionals	3419
123	Trade Brokers	3421
124	Clearing & Forwarding Agents	3422
125	Labour Contractors & Equipment Agents	3423
126	Other Business Services Agent & Trade Brokers	3429
127	Administrative & Related Associate Professionals	3431
128	Legal & Related Business Associate Professionals	3432
129	Other Administrative Associate Professionals	3439
130	Custom & Border Professionals	3441
131	Government Tax & Excise Officials	3442
132	Government Welfare & Pension Officials	3443
133	Government Licensing Officials	3444
134	Commissioned Police Officers & Detectives	3445
135	Other Government Associate Professionals	3449
136	Social Work Associate Professionals	3450
137	Decorators & Commercial Designers	3461
138	Radio, Television & Other Announcers	3462
139	Street, Night Club & Related Musicians, Singers & Dancers	3463
140	Clowns, Magicians, Acrobats & Related Workers	3464
141	Athletes & Related Workers	3465

S/N	International Standard Classification of Occupations	Code
142	Non-Ordained Religion Associate Professionnels	3470
143	Statistical & Finance Clerks	4122
144	Stock Clerks	4131
145	Production Clerks	4132
146	Transport Clerks	4133
147	Library & Filling Clerks	4141
148	Mail Carriers & Sorting Clerks	4142
149	Coding, Proof-Reading & Related Clerks	4143
150	Scribes	4144
151	Flight Attendants & Travel Stewards	5111
152	Transport Conductors	5112
153	Travel Guides and Ground Hosts	5113
154	House Stewards and House Keepers	5121
155	Waiters and Bartenders	5122
156	Institution-based Personal Care Workers	5131
157	Home-Based Personal Care Workers	5133
158	Other Personal Care Workers	5139
159	Hairdressers, Barbers, Beauticians & Related Workers	5141
160	Companions and Valets	5142
161	Undertakers and Embalmers	5143
162	Other Personal Services Workers not Elsewhere Classified	5149
163	Fashion and Other Models	5210
164	Shop Sales Persons & Demonstrators	5220
165	Stall and Market Salespersons	5230
166	Field Crops & Vegetable Growers	6111
167	Tree Shrub Crop Growers	6112
168	Gardeners, Horticultural; Nursery Growers	6113
169	Mixed Crop Growers	6114
170	Dairy & Livestock Producers	6121
171	Poultry Products	6122
172	Mixed Animal Producers	6123
173	Market Oriented Crop & Animal Producers	6130
174	Forestry Worker and Loggers	6141
175	Charcoal Burners & Related Workers	6142
176	Aquatic Liege Cultivation Workers	6151
177	Inland & Coastal Waters Fishery Workers	6152
178	Deep-Sea Fishery Workers	6153
179	Hunters and Trappers	6154
180	Subsistence Agricultural and Fishery Workers	6210
181	Miners & Quarry Workers	7111

S/N	International Standard Classification of Occupations	Code
182	Short Fires and Blasters	7112
183	Stone-Splitters, Cutters and Carvers	7113
184	Builders Traditional Materials	7121
185	Bricklayers, Stonemason & Tile Setters	7122
186	Concrete Placers, Concrete Finishers and Terrazzo-Workers	7123
187	Carpenter and Jointers	7124
188	Other Building Frames and Related Workers	7129
189	Roofers	7131
190	Plasterers	7132
191	Insulators	7133
192	Glaziers	7134
193	Plumbers and Pipe Fitters	7135
194	Building and Related Electricians	7136
195	Painters and Paperhangers	7141
196	Metal Moulds and Core Makers	7211
197	Welders and Flame-Cutters	7212
198	Sheet-Metal Workers	7213
199	Structural Metal Prepares and Erector	7214
200	Riggers and Cable Splices	7215
201	Under-Water Workers	7216
202	Blacksmiths, Hammersmith's, Forging-Press Workers	7221
203	Tool Maker, Metal Patter Makers and Metal Makers	7222
204	Machine Tool Setter Operators	7223
205	Metal Grinder, Polishers and Tool Sharpeners	7224
206	Motor Vehicle Mechanics and Filters	7231
207	Air Craft Engine Mechanics and Fitters	7232
208	Electrical Mechanics and Fitters	7241
209	Electronic Fitters and Services	7242
210	Radio and Television Service	7243
211	Telegraph and Telephone Installers	7244
212	Electrical Line Installers Repairs & Cable Jointers	7245
213	Precision Instrument Makers Repairs	7311
214	Acoustical Musical Instrument	7312
215	Jewelry and Precious metal Trade Workers	7313
216	Potters and Related Clay and Abrasive Formers	7321
217	Glass Formers, Cutters Grinder and Finishers	7322
218	Glass Engrave and Etchers	7323
219	Glass and Ceramic Painters and Decorators	7324
220	Handicraft Workers in Wood and Related Materials	7331
221	Handicraft Workers in Textile, Leather and Related Materials	7332

S/N	International Standard Classification of Occupations	Code
222	Compositors and Type Setters	7341
223	Stereotypes and Electrotypers	7342
224	Bookbinders and Related Workers	7344
225	Silk Screen, Block and Textile Printers	7345
226	Meat and Fish Butchers and Preparers	7411
227	Bakers, Pastry Cooks and Confectionery Makers	7412
228	Food Beverage Testers and Graders	7413
229	Tobacco Preparers and Tobacco Products Markers	7414
230	Wood Treaters	7421
231	Cabinet Makers & Related Workers	7422
232	Wood Working Machine Setter Operators	7423
233	Basketry Weavers, Brush Markers and Related Workers	7424
234	Fibre Preparers	7431
235	Weavers, Knitters and Other Hand Textile Products Makers	7432
236	Tailors, Dress Makers and Hatters	7433
237	Fur Tailor and Related Workers	7434
238	Textile Patternmakers and Cutters	7435
239	Sewers, Embroiderers and Related Workers	7436
240	Upholsterers and Related Workers	7437
241	Pelt Dressers, Tanners and Fell mongers	7441
242	Shoe Makers and Related Good Workers	7442
243	Mining plant Operators	8111
244	Mineral Ore and Stone-Treating Plant Operators	8112
245	Well Drillers and Borers and Related Workers	8113
246	Ore Smelting Metal Converting and Refining Furnace Operators	8121
247	Metal Melters, Casters and Rolling-mill Operators	8122
248	Metal Heat - Treating Plant Operators	8123
249	Metal Drawers and Extruders	8124
250	Glass and Ceramic Kiln Operators	8131
251	Other Glass & Ceramic Plant Operators	8132
252	Sawmill, Wood Panel and Related Wood-Processing Plant Operators	8141
253	Paper Pulp Preparation Plant Operators	8142
254	Paper Making Plant Operators	8143
255	Crushing Mixing & Grinding Equipment Operators	8151
256	Cooking, Roasting & Related Heat - Treating Plant Operators	8152
257	Filtering and Separating Equipment Operators	8153
258	Still Reactor Operators	8154
259	Petroleum Refining Plant Operators	8155
260	Other Chemical-Processing Plant Operators	8159
261	Power-Generating Plant Operators	8161

S/N	International Standard Classification of Occupations	Code
262	Steam Turbine, Boiler & Engine Operators	8162
263	Other Power Generating & Related Operators	8169
264	Automated Assembly-Line Operators	8171
265	Industrial Robot Operators	8172
266	Cement and Other Mineral Processing Machine Operators	812
267	Pharmaceutical & Toiletry Products Machine Operators	8221
268	Ammunition and Explosive Products Machine Operators	8222
269	Metal Finishers, Plasters and Coaters	8223
270	Photographic Products Machine Operators	8224
271	Other Chemical Products Machine Operators	8229
272	Type Making & Vulcanizing Machine Operators	8231
273	Other Rubber and Plastics Machine Operators	8239
274	Wood Products Machine Operators	8240
275	Printing Machine Operators	8251
276	Binding Machine Operators	8252
277	Paper and Paperboard Product Machine Operators	8253
278	Spinning and Winding Machine Operators	8261
279	Weaving and Knitting Machine Operators	8262
280	Sewing and Knitting Machine Operators	8263
281	Textile Bleaching, Dyeing & Cleaning Machine Operators	8264
282	Other Textile Product Machine Operators	8269
283	Meat & Fish Processing Machine Operators	8271
284	Dairy Products Machine Operators	8272
285	Baked Goods Producing & Cereals Processing Machine Operators	8275
286	Sugar Processing and Refining Machine Operators	8276
287	Tea Coffee Cocoa & Chocolate Preparing & Producing machine Operators	8277
288	Tobacco Products Processing Machine Operators	8278
289	Brewers, Wine & Other Beverage Machine Operators	8279
290	Electrical Machinery Assemblers	8282
291	Metal, Rubber & Plastic Products Assemblers	8284
292	Wood Related Materials Products Assemblers	8285
293	Other Stationery Machine Operators & Assemblers	8290
294	Railway Engine Driver	8311
295	Railway Barkers, Signalers & Shutters	8312
296	Motorcycle Drivers	8321
297	Cart, Taxi & Light Van Drivers	8322
298	Bus & Train Drivers	8323
299	Heavy Truck Drivers	8324
300	Motorized Farm & Forestry Machinery Operators	8331

S/N	International Standard Classification of Occupations	Code
301	Earth-Moving & Related Machinery Operators	8332
302	Crane, Hoist & Related Material Moving Equipment Operators	8333
303	Lifting -Truck Operators	8334
304	Ship's Deck Crews & Related recruits	8340
305	Street Foods Vendors	9111
306	Street Vendors, Other Products	9112
307	Door-to-Door & Telephone Sales Persons	9113
308	Shoe Cleaning & Other Street Services	9120
309	Domestic helpers and Cleaners	9131
310	Helpers and Cleaners in Offices & Hotels & Related Workers	9132
311	Hand Launderers and Pressers	9133
312	Building Caretakers	9141
313	Windows Cleaners	9142
314	Messengers Package & Luggage	9151
315	Watchers and Doorkeepers	9152
316	Private Security Guards	9153
317	Vending Machine Money Collectors and Meter Readers	9154
318	Garbage Collectors	9161
319	Sweepers and Related Labourers	9162
320	Farmland & Labourers	9211
321	Forestry Labourers	9212
322	Fishery, Hunting & Tapping Labourers	9213
323	Mining & Related Labourers	9311
324	Construction & Maintenance Labourers Road, Dams & Similar Constructions	9312
325	Building Construction Labourers	313
326	Assembling Labourers	9321
327	Hand Packers and Other Manufacturing Labourers	9322
328	Freight Handlers	9331
329	Hand and Pedal Vehicle Drivers	9332
330	Drivers and Operators of Animal-Drawn Vehicles and Machinery	9333

Appendix 2: International Standard for Industrial Classification

INTERNATIONAL STANDARD INDUSTRIAL CLASSIFICATION OF ALL ECONOMIC ACTIVITIES (ISIC)

Notes: This is the International Standard Industrial Classification of Economic Activities (ISIC) Rev. 3.1. This classification becomes final after being approved by the Statistical Commission.

A - Agriculture, forestry and fishing

01 - Crop and animal production, hunting and related service activities

02 - Forestry and logging

03 - Fishing and aquaculture

B - Mining and quarrying

05 - Mining of coal and lignite

06 - Extraction of crude petroleum and natural gas

07 - Mining of metal ores

08 - Other mining and quarrying

09 - Mining support service activities

C - Manufacturing

10 - Manufacture of food products

11 - Manufacture of beverages

12 - Manufacture of tobacco products

13 - Manufacture of textiles

14 - Manufacture of wearing apparel

15 - Manufacture of leather and related products

16 - Manufacture of wood and of products of wood and cork, except furniture; manufacture of articles of straw and plaiting materials

17 - Manufacture of paper and paper products

18 - Printing and reproduction of recorded media

19 - Manufacture of coke and refined petroleum products

20 - Manufacture of chemicals and chemical products

21 - Manufacture of basic pharmaceutical products and pharmaceutical preparations

22 - Manufacture of rubber and plastics products

23 - Manufacture of other non-metallic mineral products

24 - Manufacture of basic metals

25 - Manufacture of fabricated metal products, except machinery and equipment

26 - Manufacture of computer, electronic and optical products

27 - Manufacture of electrical equipment

28 - Manufacture of machinery and equipment

29 - Manufacture of motor vehicles, trailers and semi-trailers

30 - Manufacture of other transport equipment

31 - Manufacture of furniture

32 - Other manufacturing

33 - Repair and installation of machinery and equipment

D - Electricity, gas, steam and air conditioning supply

35 - Electricity, gas, steam and air conditioning supply

E - Water supply; sewerage, waste management and remediation activities

36 - Water collection, treatment and supply

37 - Sewerage

38 - Waste collection, treatment and disposal activities; materials recovery

39 - Remediation activities and other waste management services

F - Construction

41 - Construction of buildings

42 - Civil engineering

43 - Specialized construction activities

G - Wholesale and retail trade; repair of motor vehicles and motorcycles

45 - Wholesale and retail trade and repair of motor vehicles and motorcycles

46 - Wholesale trade, except of motor vehicles and motorcycles

47 - Retail trade, except of motor vehicles and motor cycles

H - Transportation and storage

49 - Land transport and transport via pipe lines

50 - Water transport

51 - Air transport

52 - Warehousing and support activities for transportation

53 - Postal and courier activities

I - Accommodation and food service activities

55 - Accommodation

56 - Food and beverage service activities

J - Information and communication

58 - Publishing activities

59 - Motion picture, video and television programme production, sound recording and music publishing activities

60 - Programming and broadcasting activities

61 - Telecommunications

62 - Computer programming, consultancy and related activities

63 - Information service activities

K - Financial and insurance activities

64 - Financial service activities, except insurance and pension funding

65 - Insurance, reinsurance and pension funding, except compulsory social security

66 - Activities auxiliary to financial service and insurance activities

L - Real estate activities

68 - Real estate activities

M - Professional, scientific and technical activities

69 - Legal and accounting activities

70 - Activities of head offices; management consultancy activities

71 - Architectural and engineering activities; technical testing and analysis

72 - Scientific research and development

73 - Advertising and market research

74 - Other professional, scientific and technical activities

75 - Veterinary activities

N - Administrative and support service activities

77 - Rental and leasing activities

78 - Employment activities

79 - Travel agency, tour operator, reservation service and related activities

80 - Security and investigation activities

81 - Services to buildings and landscape activities

82 - Office administrative, office support and other business support activities

O - Public administration and defense; compulsory social security

84 - Public administration and defense; compulsory social security

P - Education

85 - Education

Q - Human health and social work activities

86 - Human health activities

87 - Residential care activities

88 - Social work activities without accommodation

R - Arts, entertainment and recreation

90 - Creative, arts and entertainment activities

91 - Libraries, archives, museums and other cultural activities

92 - Gambling and betting activities

93 - Sports activities and amusement and recreation activities

S - Other service activities

94 - Activities of membership organizations

95 - Repair of computers and personal and household goods

96 - Other personal service activities

T - Activities of households as employers; undifferentiated goods and Services – producing activities of household for own use

97 - Activities of households as employers of domestic personnel

98 - Undifferentiated goods - and services -producing activities of private households for own use

U - Activities of extraterritorial organizations and bodies

99 - Activities of extraterritorial organizations and bodies

The Classifications registry keeps updated information on Statistical

Classifications maintained by the United Nations Statistics Division (UNSD).

Appendix 3: Field Work Form

General Household Panel Survey
Field Report Form

Date: _____ INTERVIEWER: _____

STATE: _____ LGA: _____

EA Code	HH NO.	Total Number of Questionnaires	Questionnaire Number in HH	Questionnaire	Status	Explanation and Comments
				<input type="checkbox"/> Household <input type="checkbox"/> Agriculture	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete <input type="checkbox"/> HH Refused <input type="checkbox"/> Not Located <input type="checkbox"/> HH Replaced <input type="checkbox"/> Vacant	
				<input type="checkbox"/> Household <input type="checkbox"/> Agriculture	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete <input type="checkbox"/> HH Refused <input type="checkbox"/> Not Located <input type="checkbox"/> HH Replaced <input type="checkbox"/> Vacant	
				<input type="checkbox"/> Household <input type="checkbox"/> Agriculture	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete <input type="checkbox"/> HH Refused <input type="checkbox"/> Not Located <input type="checkbox"/> HH Replaced <input type="checkbox"/> Vacant	