Federal Republic of Nigeria
National Bureau of Statistics Abuja, Nigeria

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

SUPERVISOR INSTRUCTION MANUAL

AUGUST 2015

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Chapter 1: Introduction

In the past decades, Nigeria has experienced substantial gaps in producing adequate and timely data to inform policy making. In particular, the country is lagging behind in producing sufficient and accurate agricultural production statistics. The current set of household and farm surveys conducted by the NBS cover a wide range of sectors, usually in separate surveys, except for the Harmonized National Living Standard Survey (HNLSS) which covers multiple topics. However, none of these surveys is conducted as a panel. As part of the efforts to continue to improve data collection and usability, the NBS has revised the content of the annual General Household Survey (GHS) and added a panel component. The GHS-Panel is conducted every 2 years covering multiple sectors with a focus to improve data from the agriculture sector. In 2010, the NBS implemented the post-planting round of the first wave of General Household Survey (GHS-Panel). The post-harvest round of the first wave of the survey was conducted between February and April 2011. By design, this survey is integrated fully into the current GHS. The post-planting and post-harvest rounds of the second wave of the survey were fielded in September 2012 and February 2013 respectively. In the wave 3, the post-planting will be implemented in August – October 2015 while the post-harvest will be fielded in February – April 2016.

As part of our team in this survey, you have been given a crucial role of a field supervisor in the Nigerian General Household Panel Survey. This is a big responsibility, but you have been selected because we believe you are capable of performing in this capacity. Below we have set your tasks and responsibilities. If you have any questions, you should ask your questions during the training, if possible. If you find yourself in the field with questions, don't hesitate to ask NBS State, Regional or Headquarters staff. We are all part of the field work team and it is better to resolve issues before they become problems which disrupt the work or damage the quality of the data.

Objectives

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

Chapter 2: Role and Responsibility of the Supervisor

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

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

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

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

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

Chapter 3: Characteristics of a Good Supervisor

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

- Be courteous towards everyone (the survey respondents and their friends, the interviewers and data entry operator, other members of the team and anyone else involved). *YOUR BEHAVIOR* can have a significant influence on the opinions of people in the areas covered by the survey as to the value of the whole project.

- Avoid disturbing or upsetting anyone by *YOUR BEHAVIOR*.

- Mediate problems fairly between members of your team without favouritism.

- Be properly dressed, so that the respondent will be inclined to trust you, as a reliable and responsible person.

- Exercise patience and tact when observing interviews or carrying out short re-interviews to avoid antagonizing the respondents or leading them to give answers that are not accurate and to always treat everyone with respect, your team as well.

- Avoid involving yourself in politics and religious discussion in any case. Symbols related to a political party or religion should be avoided as much as it is possible. The project covers a large part of the country which exercises different norms and customs. *Without compromising your freedom of speech and dress, maintain professionalism at all times.*

- *Never ever* discuss the answers given by one household with members of another household or with any other person except the team supervisor and the project management team. The Management team has promised the Government, the village leaders and the households that no data that directly identifies them or links them to any response will be shared: this information will be held in strict confidentiality and all team members must conduct themselves according to this code.

Chapter 4: Managing Fieldwork

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

Establishing Good Relationships with Communities and Panel Households

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

1) Introduction of the interviewers to the local authorities.

2) Explanation of the following specific issues:

a) The National Bureau of Statistics is conducting the General Household Panel Survey: This survey aims to produce an in-depth assessment of the actual status of living conditions of all segments of the population. It is of great significance to provide the information needed to form the basis of policy development in order to improve and upgrade the living conditions of all Nigerians across all sectors.

b) The data collected from the survey will be used for the analysis of current important socio-economic issues of the nation such as: living standard disparities; poverty rates; social services for people's daily needs; labor and employment; lack of employment among youth; agricultural production among others.

c) All information and data collected from the households is absolutely confidential, and is to be used for research purposes only. It will not be used for tax imposition or for other purposes.

d) Ask the village leaders to encourage the survey households in their area to cooperate with the interviewers as they provide information to them.

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

Supervising Interviewers

In supervising interviewers, you are responsible for observing and monitoring interviews, re-interviewing selected households, supervising the data entry operation, maintaining the link between the interviewers and the data entry operator, coordinating with NBS state, regional and Headquarters staff, and managing problems in the field. Each of these tasks is described below. There is a set of fieldwork forms that we refer to in this section that are contained in Appendix 3 of this manual.

Checking Error Reports and Questionnaires

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

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

2. Ensure that the basic administrative data on the cover pages have been entered by the interviewer.

3. Insert the required supervisor level information in the administrative section on the cover of the questionnaire, i.e. on page Cover-3.

4. Note receipt of the questionnaire in the appropriate form and pass questionnaires on to the data entry operator for entry.

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

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

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

- Questions 13 and 26 in Section 3 – labour, to ensure that the occupation code that has been entered by the interviewer correctly matches with the description that was written in that question. The occupation codes are in the appendix of the interviewer Instruction Manual. If there seems to be a mismatch between the description and the occupation code, the supervisor should discuss the case with the interviewer in order to get a clear understanding of what the respondent said in the interview.
- Questions 14 and 27 to ensure that the sector of main activity has been correctly selected. Arriving at the correct answer will sometimes require consultation with the interviewer.

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

be decided through discussion with the interviewer and assessment of the additional information that the interviewer may be able to provide.

In some instances, reported errors may not require any action such as in the case of a message indicating a missing value but where the missing value is not compulsory. For example, Question 2 in Section 4A (page 22) of the household questionnaire might have missing values for Bank 2 and Bank 3. This would appear as a warning/error on the error report but this should be identified as not a genuine error because it could be a case where the respondent has an account at only one bank.

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

Structure of the Error Report and Error Messages

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

The structure of the error message is explained below:

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

For example, the "case" line is generated for each questionnaire. The number in the bracket is the unique identifier of the household: HHID (which can be found at the top right hand corner of the cover page). So in the example below, 370001 is the HHID.

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

 Process Messages

*** Case [370001] has 31 messages (31 E / 0 W / 0U)

The error message is broken into a number of parts:
1. The actual error message starts with one of the designated codes (E, W, etc). The first line below shows an out of range designation (W).
2. The code for the designation (88870).
3. The offending value or character. In this case it is an asterisk (*).

4. A statement within the error message line then tells what type of error is being reported "out of range – check".
5. The section and question number: Section 6 and Question 16A.
6. The row and column of the error. In this error: row 1 and column 1 (1,1).

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

As an exercise, identify the parts of the two messages below and explain what they mean.
E 88180 Inconsistent field detected following a SKIP command in Var Q19
PostProc... Q21(1) should be blank (currently '27')

Observing and Monitoring Interviews

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

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

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

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

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

During the interview, you must also pay attention to the respondents. By observing and assessing the process of how survey household members respond to the questions, you will be able to help in the assessment of the questions. It is possible that some of the questions are not

clearly understood by some respondents and so their responses may not be appropriate. You should focus on the following factors:

1) Was the wording used in the questionnaire appropriate?

2) Were any concepts posed to the respondent ambiguous?

3) Were there any questions left unanswered or to which evasive answers were given because they dealt with private matters or sensitive issues?

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

Re-interview of Selected Households

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

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

Supervising Data Entry Operators

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

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

All data collected in the field must be submitted to head office while the survey is in progress. This submission should take place three times per week, that is, every other day. This data will be checked and where there are problems the field team will be informed through a message from HQ.

The Following steps should be taken in sending data to HQ
Whenever, an operator is ready to send data to the HQ, he/she is expected to:
1. Slot in the internet modem (such as MTN modem) in any of the Laptop USB drives
2. Double click on modem's _@link (e.g. MTN F@stLink) icon on the desktop, and wait till the MTN windows F@stLink appears.
3. Check that, there is network signal bars on the modem's (e.g. MTN F@stLink) windows task bar.
4. Then click on Connect button and click on OK, and wait until the connection is established.
NB: Connection is said to be established when both sending and receiving signal is up and reading. *If you are having network signal, and you cannot connect to internet, it may be that*
   i. internet data bundle you subscribed for has finished or expired
   ii. as a result of network service problem
5. You may gently minimized MTN windows or leave it as it is while you may continue doing any other job as case may be.
6. During this period, Synchronization is automatically established, by seeing dropbox *Blue circle and arrows* rotating in continuous manner
7. This rotation continues until dropbox *Green circle and check* shown, which signify that the data is completely updated/synchronized.
8. As soon as dropbox *Green circle and check* is shown, you can gently click on Disconnect button on the modem's (e.g. MTN F@stLink) windows task bar.
9. Click on '**X**' at the extreme right corner of the MTN F@stLink windows to close the MTN window.
10. Gently remove the modem from the Laptop USB drive and keep properly.
11. Repeat the steps 1 – 10 any time **you are ready to send data to HQ**

Instructions and warning
   i. You are advised to be connected to internet only when you are ready to send data to the HQ so as to minimize the waste of internet time.
   ii. Do not mistakenly or intentionally tamper with the Dropbox and GoodSync icons located on the extreme below right corner of windows task bar so as not to disturb the operation of the system setup for online transferring of data.
   iii. In no circumstances will you remove the modem from the Laptop USB drive without following due process as stated in steps 8 – 10 above.
   iv. Be warned not to engage the modem for personal use. It is purely meant for official assignment.

Fieldwork Forms

The fieldwork forms (see Appendix 3) are the organizational tools that will allow you to stay on top of your responsibilities in the field and have an accurate account of the fieldwork when NBS staff or monitoring staff visit your team. All of these forms will be maintained on a daily basis and turned into the NBS monitoring team. The contents of the forms will be data entered and used to monitor the success of the field work. Completing these forms accurately and consistently is your responsibility.

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

S-1: Questionnaire Management

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

S-2: Questionnaire, Materials, Maps

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

S-3: Control of Data Entry and Corrections

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

EA Batch Cover Sheet

Two batch cover sheets should be filled for each EA by the supervisor. The first batch cover sheet should be placed on top of the batch of completed EA questionnaires. The second batch cover sheet should be filed in the state office by the state officer.

Notes on Filling the Batch Cover Sheet

The location information on the cover sheet can be copied from any of the questionnaires in the batch.
The number of household and agriculture questionnaires is a simple count of questionnaires in the batch.
The total number of individuals: this is a count of the entries on all FLAP A

The total number of plots: this is a count of the number of entries on all FLAP B in the batch

The total number of crops: this is a count of all the entries on FLAP C

The total number of animals: this is a count of all the entries on Flap D

Managing Common Problems Encountered in the Field

Respondents unavailable

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

Refusal from household

Interviewers may face some cases of complete refusal to participate:
    1) Household refuses to answer a particular part of the questionnaire.
    2) Household refuses to answer the entire questionnaire.

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

The following are the main reasons leading to refusal:
    a) PROBLEM: The respondent thinks that information on the income and income sources of his or her household is to be used as the basis for tax collection or income regulation. In order to avoid this problem, during the interview, the interviewer should pay attention to:

    SOLUTION: Explain to the household that the statistical information and data collected through the GHS Panel are to be kept confidential. The data collected and aggregated from the household will be used primarily for research, and to prepare national economic development policies. No data that identifies the household will be used in any way nor given to any other entity or government organization.
    b) These data are used to assess the current status of people's living standards. Analyses of the data will help the government have a clear basis for developing programs and projects to improve and raise people's living standards.

Often, households do not want to waste time answering the survey. In order to avoid taking up too much time or making multiple visits, the interviewer should develop good interview plans, producing specific timetables for each household. If necessary, they can contact and work with the household at any time at the convenience of the survey household members (including

noon, evening and Sunday). In the case that the interviewer has tried to explain and convince the household, but they remain hesitant and worried, you should further attempt to persuade the household to participate, probing as to the reasons why the household will not participate.

Tracking of Households

Attrition of the panel households is expected and it is recognized that, if not addressed, this attrition will increase over time. Some of the common reasons for the attrition of households are:

- Household moves from its original location and failure to track the household to the new location
- Household members move to another household, thus altering the composition of household originally sampled
- Household refuses to continue to participate
- Death of household member(s)

In the GHS-Panel survey, efforts will be made to prevent attrition that could potentially arise through households moving from one location to another. These efforts will include:

- Collecting tracking information when interviewers visit households during the survey and discover that they have moved. Household relocation could present as one of two possible scenarios:
  - o All members of the household moved together from the original location to a new location
  - o All members of the household did not move to the same new location (i.e. household moved and split)
- Tracking of households to their new location
- Reintegration of tracked households into the sample for the following visit

In the next visit, a tracking questionnaire will be administered for households that have moved or moved and split. The tracking questionnaire to be used is presented in the section below.

Household that moved between any visit between the Wave 1 post-planting visit and the Wave 2 post-harvest visit, were tracked following the post-harvest visit in 2013. All households underlined during any visit will be included in this Wave 3 post-planting visit. This includes the tracked households which will be visited in the state to which they have moved.

Administering the Tracking Questionnaire

The tracking Questionnaire (see Appendix 2) should be administered when the ENTIRE household is no longer located at the address where it was found in the previous visit (i.e. Post-Harvest, 2013). If any members are present from the previous visit, then the household should be interviewed normally and not tracking form filled out. In cases where individuals have left the household, this information will be captured in the household questionnaire, i.e. Section 1: Household Roster question 30.

There are a number of scenarios that could be encountered which could be clear indications that the household has moved from its original location. These are:

1. The dwelling that was occupied by the household in the previous survey is now vacant
2. The dwelling is now occupied by a completely different household
3. The dwelling previously housing the household no longer exists (i.e. demolished, converted to a business etc.)

In any of these circumstances, the interviewer should report to the supervisor that it appears that the household has relocated. The interviewer, under the guidance of the supervisor, should make efforts to confirm that the household has moved. These efforts will include enquiring from:

- neighbours, community members or the leadership of the community, in that order
- the new occupant of the household, in cases where the dwelling is occupied by a completely new household. If information is not available from the occupant of the dwelling, then persons identified in the categories above should be approached
- neighbours, community members or the leadership of the community, in that order in the case where the dwelling previously occupied by the household no longer exists

The information received about the relocation of the household should be ideally confirmed from alternate sources in the community. **Note, if the household has moved to a location within the same compound or EA, then the household should be found and the questionnaire administered; and the relocation (new address) noted in the comments section on page 3 of the household questionnaire.**

If the supervisors and interviewer are satisfied that the household has moved or moved and split, then:

1. This should be indicated by opening the household questionnaire on page 3 and placing a '6' as a response to question 1: Status of Questionnaire. No further entry will be made in the household questionnaire
2. A Tracking Form should be completed for the moved household

The Tracking Form

The Tracking Form consists of three sections:

1. Household Identification
2. Relocated Household Information, and
3. Informant Identification

Section 1: Household Identification

The household identification section (up to question 9) should be filled from the household questionnaire that was prepared for the household.

Question 9 should be filled based on information gathered from the community

Section 2: Relocated Household Information

This section collects information about the date and nature of the move.

Question 1. Note how the date should be entered. Effort should be made to get the most detail i.e. day, month and year. If exact day is not available, try to get month and year and if that is not available enter the year only.

Question 2. If the move is not permanent, then this household has not relocated and we only need to know the **date** when the household will be returning (**Question 3**) and the person(s) providing the information (**Section 3**). If the move is permanent then we need to know the type of relocation.

Question 4. If household members have all moved together, then we need to know if this is within Nigeria (**Question 6**). If they have not all moved together (move and split), then we need to know how many parts they have split into (**Question 5**)

Question 6. Whether households have moved as a whole or moved and split, we need to know whether the move(s) are within Nigeria. If there is no move within that Nigeria to track, then we terminate this section and record information on the informant(s) (Section 3).

If there is/are a move(s) in Nigeria to track then answer **Questions 7-12** about the first new location of the household.

Question 12. If household has moved as a whole, terminate this section and provide information on the informant(s) (Section 3)

If household did not move together, first identify the household member that moved to the first location (**Questions 13 – 17**), then provide information on the locations (within Nigeria) and the household members that went to these subsequent locations. Start with the household head and spouse(s) of the household head

Section 3: Informant Information

This section must be filled irrespective of the status of the household. Every effort should be made to obtain the information from multiple informants (provision has been made for up to three).

Phone number contacts for these informants is critical and of utmost importance. Supervisors and interviewers should make all effort to obtain phone contact information for all informants and to verify that the number is correct. Ask the informant if they will allow the interviewer to flash the number given to ensure it is correct.

Final Step

Tracking questionnaires should be returned to the State Officer. The State officer will complete the shaded, "FOR STATE OFFICE USE ONLY", section on the cover page by:

- Ticking the appropriate boxes,
- Writing the state(s) and state code(s) to which the household has moved.

The State Officer will then give these forms to the data entry operator for immediate entry. NOTE: Wave 3 is the first wave where tracking forms will be entered in the field. After entry, the State Officer will file these forms with their corresponding questionnaire for return to NBS Headquarters.

Chapter 5: Administering the Community Questionnaire

Introduction

The main purpose of this questionnaire is to discover and link some community activities to the households' welfare within the related settlement(s). A community questionnaire must be completed for all the enumeration areas where the survey is conducted.
In order to obtain information for the community questionnaire, it is vital that you establish a good working relationship with community leaders and other community members. The behaviour of the interviewer in the EA would also be key to maintaining a good relationship with the community leaders.

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

Do not be secretive about the work being done. Explain what it is you are doing to all community members who ask about your activities. You should be respectful, courteous and patient with all community members. The quality of the work you and the interviewer are to do to a large degree, depends on the level of cooperation you receive from the members of the communities in which you would be working. If the general community attitude towards your job is negative, you would likely experience problems as you attempt to conduct your work. Do all you can to cultivate a courteous relationship with the community as a whole. While you should not be secretive about the work being done, you must respect the confidentiality and privacy of the respondents when administering the questionnaire.

COMMUNITY: Can be defined as a village, group of villages or urban location in which this questionnaire is being administered.
Sources of Information for the Community Questionnaire
There are two main sources from which data can be obtained to fill out the community questionnaire – the focus group, and the market or location where price information is obtained. The focus group which comprises the leaders or elders of the community will provide information that will be used to fill out the labour, land and credit sections. For the food prices on the other hand, the supervisor has to go to the market or the applicable location to obtain such information. Two separate market or location price information for the food items are required where necessary. Note also that the GPS coordinates of the market or location for the price information should be taken. This means that the price information cannot be provided by the focus group which was the case in previous waves.

CAPI

It must be noted that the community questionnaire will be filled out entirely in the Computer-Assisted Personal Interviewing (CAPI) mode using the World Bank's Survey Solutions CAPI package. Though this is the first time in our rounds of surveys that we are using the CAPI technology, we expect all the community questionnaires to be administered using the CAPI.

The success of the CAPI exercise in the community questionnaire administration will allow us to implement subsequent surveys using this technology. **So please be aware that you are pioneers with this technology in Nigeria. Your effort is important to have a successful implementation of this advanced technology.**

In effect, the following sections of the community questionnaire have been programmed in the CAPI mode. The CAPI way of data collection is user friendly, and ensures that the survey administration and data entry are done concurrently.

To access the CAPI questionnaire, you have to open the INTERVIEWER PROGRAM. From your zonal supervisor you received a USERNAME and a PASSWORD. If you log in the first time, you will see the following screen. In the first line you type: https://nigeria1.mysurvey.solutions This is the place where your assignments are stored. The program needs to know where it has to get your assignments from.

If you login for the first time, you first have to enter the server and your user name and password.
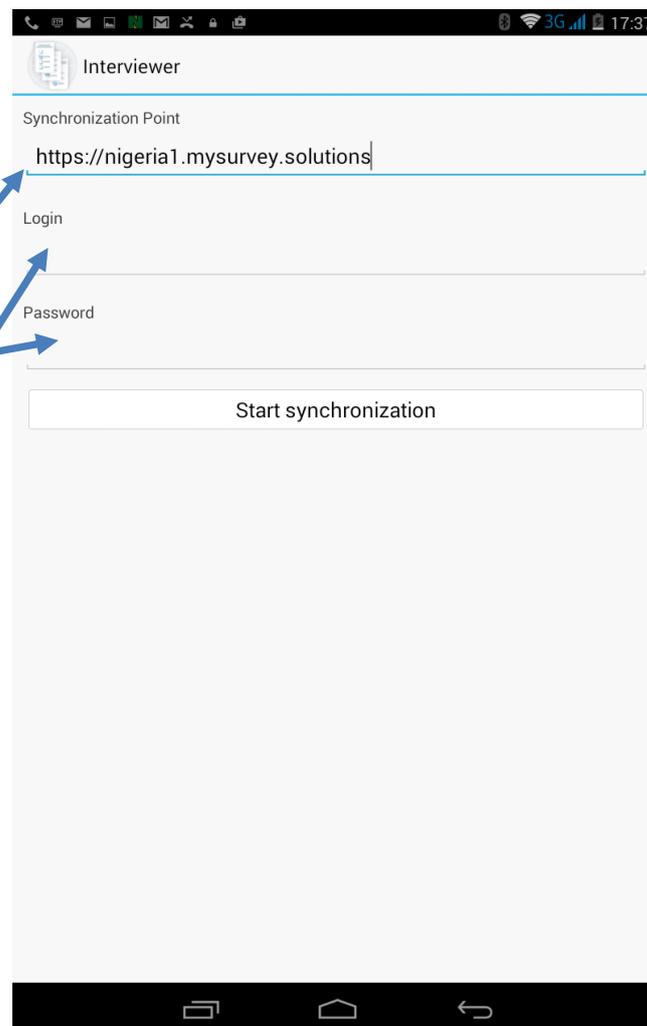
If you have **entered server, username and password, the device is assigned to you and stays with you.** NEVER CHANGE YOUR TABLET DEVICE WITH ANY OTHER INTERVIEWER, ALL THE DATA COLLECTED WILL BE LOST!!!

The device is exclusively assigned to you, and if you log off for any reason, you will see the following screen.
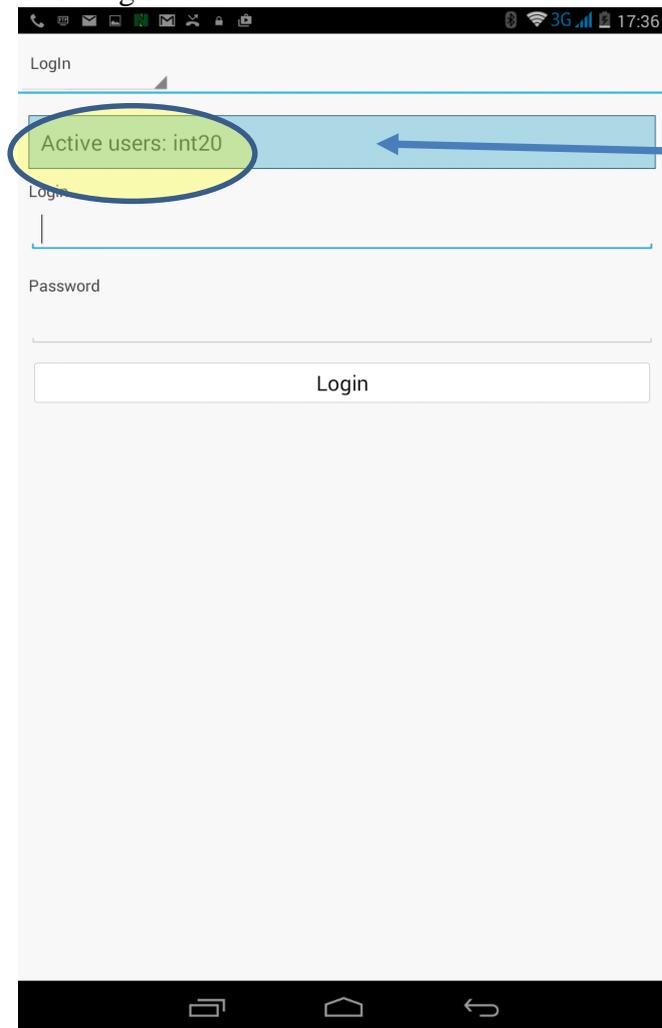
Here you see your Interviewer name. This confirm the device is assigned to you. Login again with your Interviewer name and password. You can just log in again. All the data you collected is saved on the device. **For this action, no connection is necessary.**

Opening the Community Questionnaire/Entry on the CAPI Machine: Once the CAPI machine has been switched on, and you have accessed the device by swiping over the start screen, tap on the INTERVIEWER icon to launch the program **dashboard.** Your community questionnaire assignments will show up. Once launched, you will see a template "Pre-filled questions".

|									
Dashboard ◢								Hello, int20	

Post Planting Community Final - v.1 ②

| Comple ted | Comm unity Identifi cation: 2011 | Comm unity Name: GAHU MBA B | Zone: north east | State: adama wa | LGA: gombi | Sector? : rural | Enumer ation Area: 712 | RIC: 1303 | ▷ |
| Restart ed | Comm unity Identifi cation: 2010 | Comm unity Name: MALA M ADAM U | Zone: north east | State: adama wa | LGA: hong | Sector? : rural | Enumer ation Area: 1302 | RIC: 1304 | ▷ |
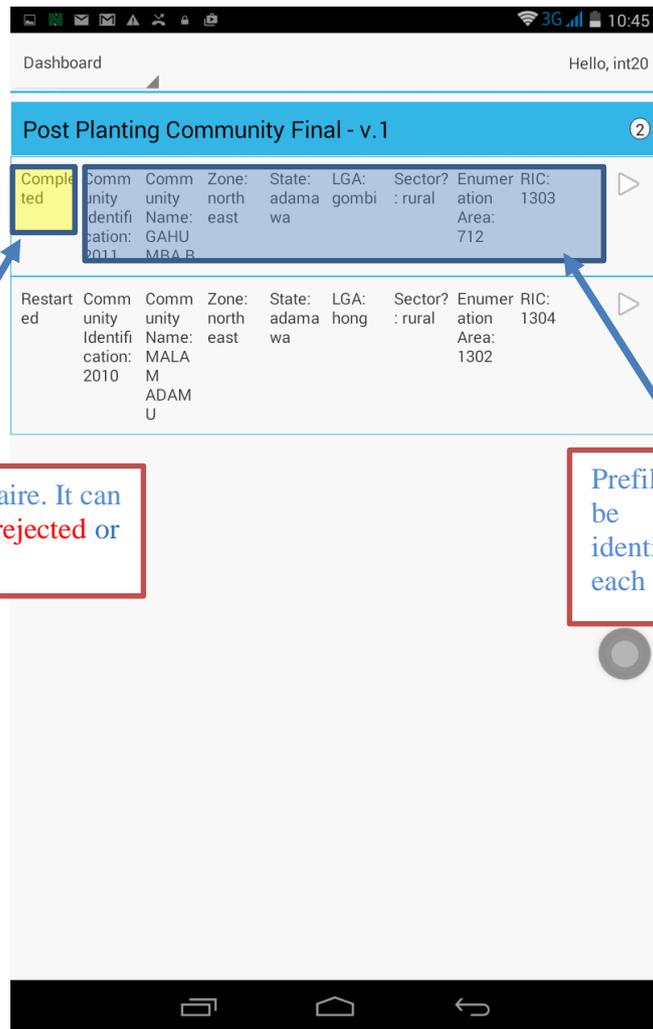
Status of your questionnaire. It can be initiated, completed, rejected or restarted

Prefilled questions which cannot be changed. They provide identification information, for each assignment.

Once you have opened on of your assignments, then you can also see the following menu, by tapping in the upper left corner. It shows you the individual chapters, and the enabled questions (=the one you must answer), as well as the answered questions. If you have answered all of the question, the little bubbles besides each chapter name turn green, otherwise they remain white.
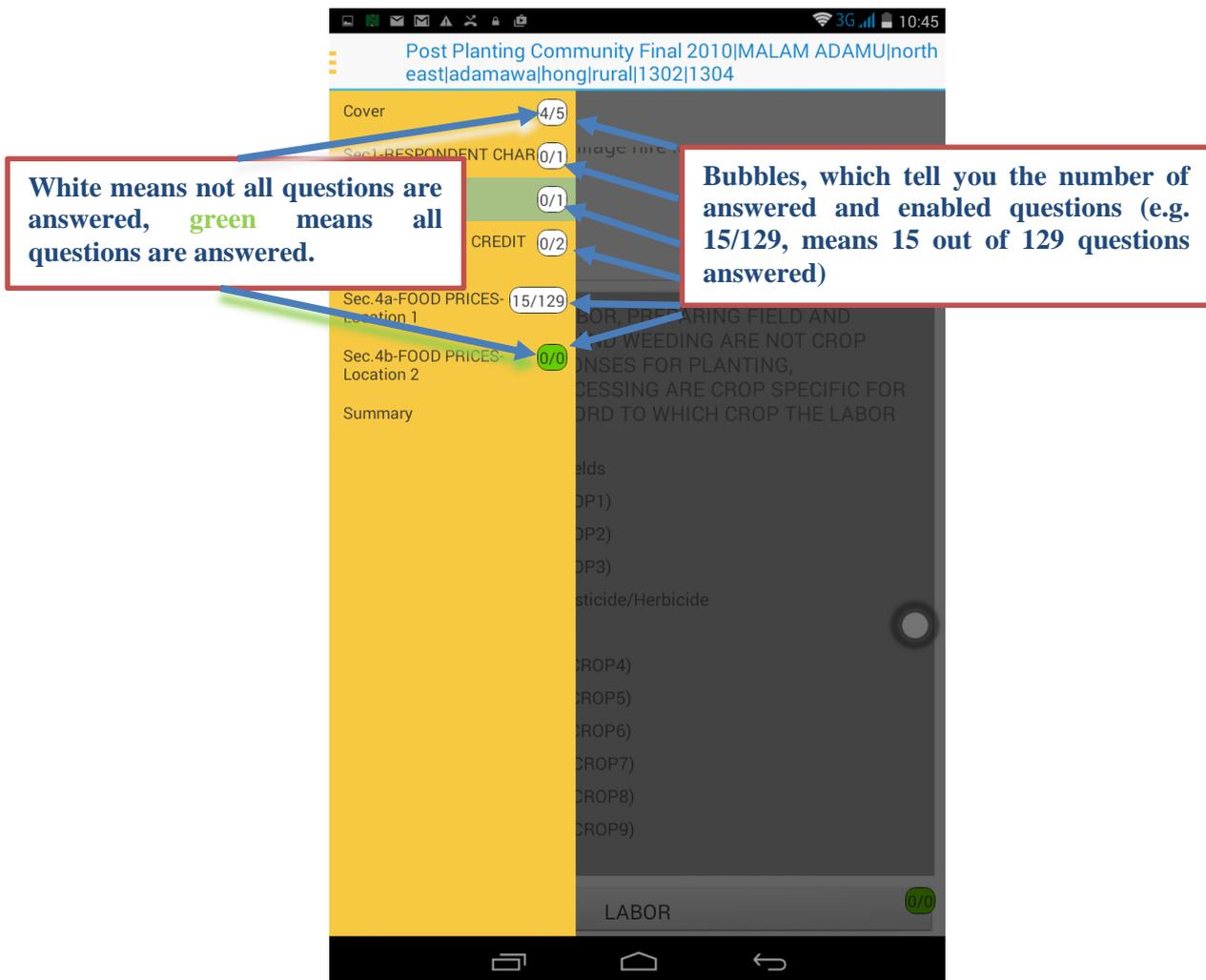
Cover Page

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

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

1. COMMUNITY IDENTIFICATION: This is a 5 digit unique code that identifies the community where the interview is being conducted.

2. **COMMUNITY NAME:** The name of community where this questionnaire is administered should be clearly written out. This is prefilled and the community where the supervisor is conducting the interview should be selected from the list of community options.

3. **ZONE:** Information should be provided for **Name** and **Code** of the geographical zone in which the mentioned community can be found. There are six identifiable zones with codes (North Central (1); North East (2); North West (3); South East (4); South South (5) and South West (6). The Interviewer must provide the appropriate code in the cell provided.

4. **STATE:** The interviewer needs to provide the **Name** and **Code** for the state in which this community can be found in relation to the above zone accordingly.

5. **LGA:** The **Name** and **Code** of the Local Government Area (LGA) in which the community is located. You are supposed to write the code corresponding to the LGA the community is located since the name of the LGA has been prefilled.
6. **SECTOR:** The sector can either be urban (1) or rural (2).
7. **EA:** The Enumeration Area (EA) must be one of the selected Panel Survey EAs and the **code** corresponding with the EA where the interview is been conducted.
8. **RIC:** means **R**eplicate **I**dentification **C**ode, which must be among the selected ones for this Panel Survey. This should be recorded in **four digits.**
9. **NAME OF FIELD SUPERVISOR**: Your name and your code should be written here clearly.
10. **DATE OF FIRST INTERVIEW**: The date of the first interview must be written down here Day, Month and Year. Tap "Select date" on the CAPI machine and the Set date sub-template will pop up. Now tap on done beneath the calendar and the date will be set.
11. **GPS LOCATION OF COMMMUNITY INTERVIEW:** Tap on "Get Location" on this interface. A dialog box with Security warning will appear. Click on allow and wait for few minutes and the GPS location of the position will be selected.

Once this is done, swipe left to read the information on the definition of community and what is supposed to be done in this community questionnaire.
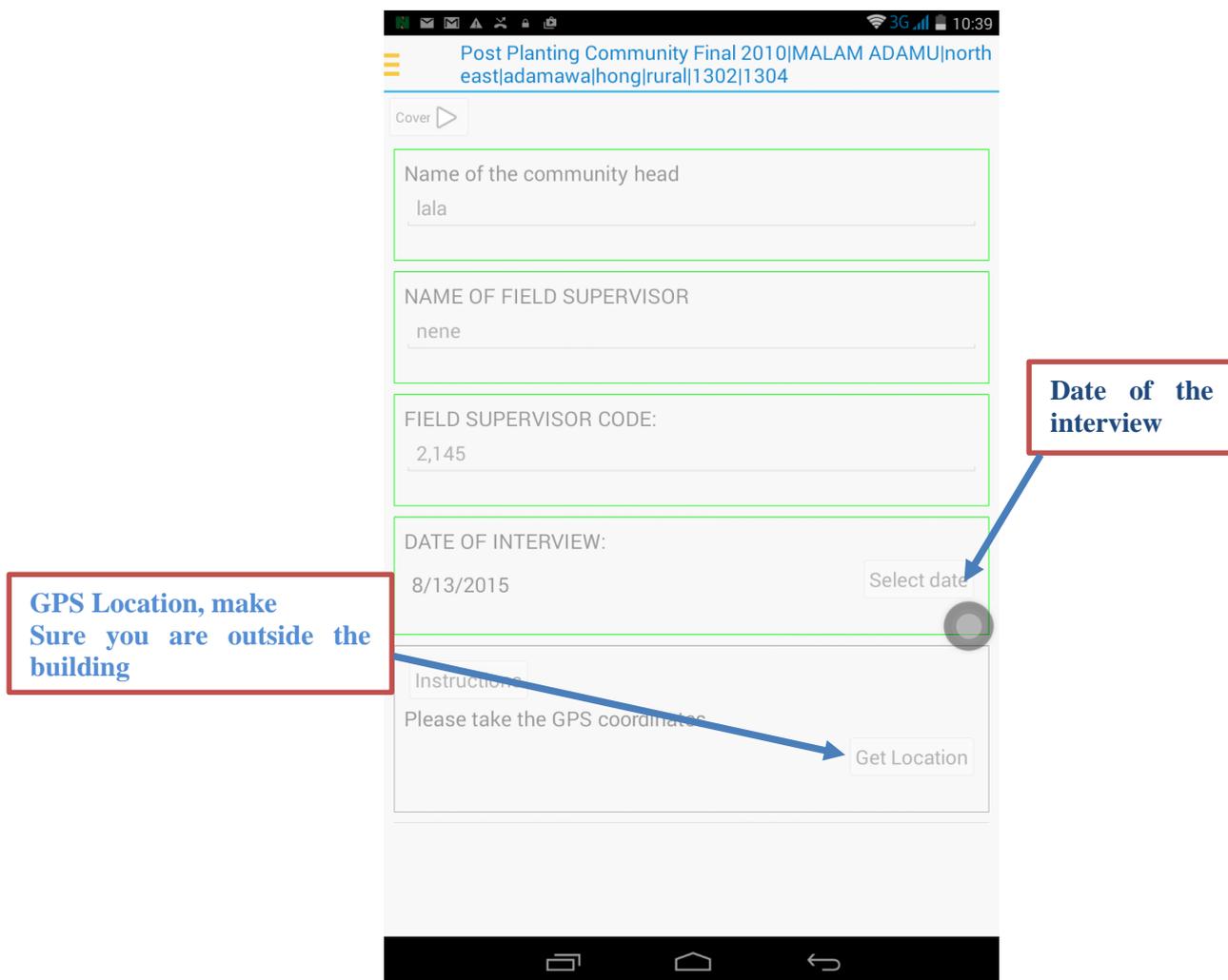
Section 1: Respondent Characteristics

SELECTION OF RESPONDENTS FOR COMMUNITY QUESTIONNAIRE INTERVIEW

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

QUESTION 1: *Tap on the + icon to enter the names of the individuals responding to the community survey.* Names of at least five persons from the community should be written here, starting with the leader of the group from the community. To add another person, you should tap + sign again till all the members have been listed. Once all the names of the members have been captured, tap on **Member_characteristics** to move to the next page to provide the characteristics of the members.

QUESTION 2: The code of the sex would be provided here; 1 for male and 2 for female. Tap on the "member sex" and a dialog box containing *RECORD_[NAME] SEX* with Male (1) and Female (2) will pop up. Tap on the appropriate sex and it will automatically be selected in the box. You should repeat this for all the other members and continue to the next question.

QUESTION 3: The age of each informant in question 1 would be provided here. Tap the box corresponding to the person whose age you want to capture. Type the age in the pop-up box and then tap *Done* on the keyboard.

QUESTION 4: We want to know the position held in the community by each of the informants from the listed options. Follow the same approach as above to select the position of each member from the listed options.

QUESTION 5: How long each of the informants has lived in the community. If the informant was living outside the community for a number of years, those years should not be included when adding-up the years. Tap and type the number in the form as done for age.

QUESTION 7: We want to know the highest educational level completed by each of the informants from the options provided in this question. Tap on box a list of educational levels will pop up. Select the applicable educational levels for each individual.

You can select the roster view, and answer the question row by row, or cell by cell…

The OTHER questions are conditional, they only open up, when you select other

OR you select the item view, and answer for each member a separate questionnaire.

By tapping on the white boxes on top you can move back to the roster, or to the main questionnaire.

Section 2: Labour

The purpose of this section is to collect information on the use of agricultural labour in the community. In the context of this survey, we seek to know whether individuals in the village hire labourers to work on their fields. The different types of labour activities are presented in the rows. That is, each row is for a specific labour activity. Reponses to this section should be given by the focus group members.
The approach for filling this section in the CAPI machine is the same as the above – swiping, tapping, etc.

QUESTION 1: The supervisor should find out whether individuals in the community hire labourers to work in their respective fields. **If the response to the question is 'NO', the supervisor moves to the next section and continues with the interview.** *On the CAPI, if option Yes is chosen, the grey box below this question will be made active for the rest of the questions on Labour to appear. Otherwise, tap on the three yellow lines at the top left of the screen to select the next section.*
QUESTION 2: seeks to know to which of the activities related to planting of crop(s) the labour pertains. *Once option Yes is chosen in question 1, you will select the activities for which the labour hiring pertains by tapping the appropriate options. If you select Planting(Specify crop1,*

crop2, crop3), Harvesting(specify crop4) etc., you will be asked to indicate the name of the crop. When done specifying the names and activities, tap on Labour to move to the next page.

QUESTION 3: *Once the specific crops/activities have been specified in question 2, you will be asked if individuals in the community hire labour for […] activity. A Yes/No will be provided and you have to select one per activity. If an option is selected, the next applicable questions will be made active. Otherwise, the rest of the questions concerning this activity will be inactive, indicating that these questions are not applicable to this activity. Swipe up and down to move to the next questions.*

QUESTION 4: seeks to know whether the workers come from inside or outside the community. *Tap the box and the full length of the question will pop up with the options. Select the applicable option for each activity.*

QUESTION 5: supervisor should find out whether the individuals in the community hire men for each activity.

QUESTION 6: seeks to know how much a man is paid per day to each category of activity.

QUESTION 7: supervisor should find out whether the villagers hire women for each activity.

QUESTION 8: seeks to know how much a woman is paid by day to each category of activity.

QUESTION 9: supervisor should find out whether the villagers hire children for each activity.

QUESTION 10: seeks to know how much a child is paid by day to each category of activity.

QUESTION 11: should find out whether the workers are paid according to the size of the field and/or by heap/row.

QUESTION 12: Seeks to know how much workers are paid by acre.

QUESTION 13: Seeks to know how much workers are paid by heap/row.

QUESTION 14. In this question the supervisor can list other common labour activities that were not listed in the rows of question 2. The questions that follow this question are exactly the same as those that follow question 2.

QUESTION 15: supervisor should find out whether the villagers hire men for each activity.

QUESTION 16: seeks to know how much a man is paid by day to each category of activity.

QUESTION 17: supervisor should find out whether the villagers hire women for each activity.

QUESTION 18: seeks to know how much a woman is paid by day to each category of activity.

QUESTION 19: supervisor should find out whether the villagers hire children for each activity.

QUESTION 20: seeks to know how much a child is paid by day to each category of activity.

QUESTION 21: should find out whether the workers are paid according to the size of the field and/or by heap/row.

QUESTION 22: seeks to know how much workers are paid by acre.

QUESTION 23: seeks to know how much workers are paid by heap/row.

Select the activities

You can drag and shift this dot, if it stands in your way. It is not the program but the device

The number of activities determines the number of questions you must answer. If the bubble turns green you have answered all questions.

These have to be different crops, they can never be the same

For the general activities no crops have to be specified. This is indicated by the grey fields
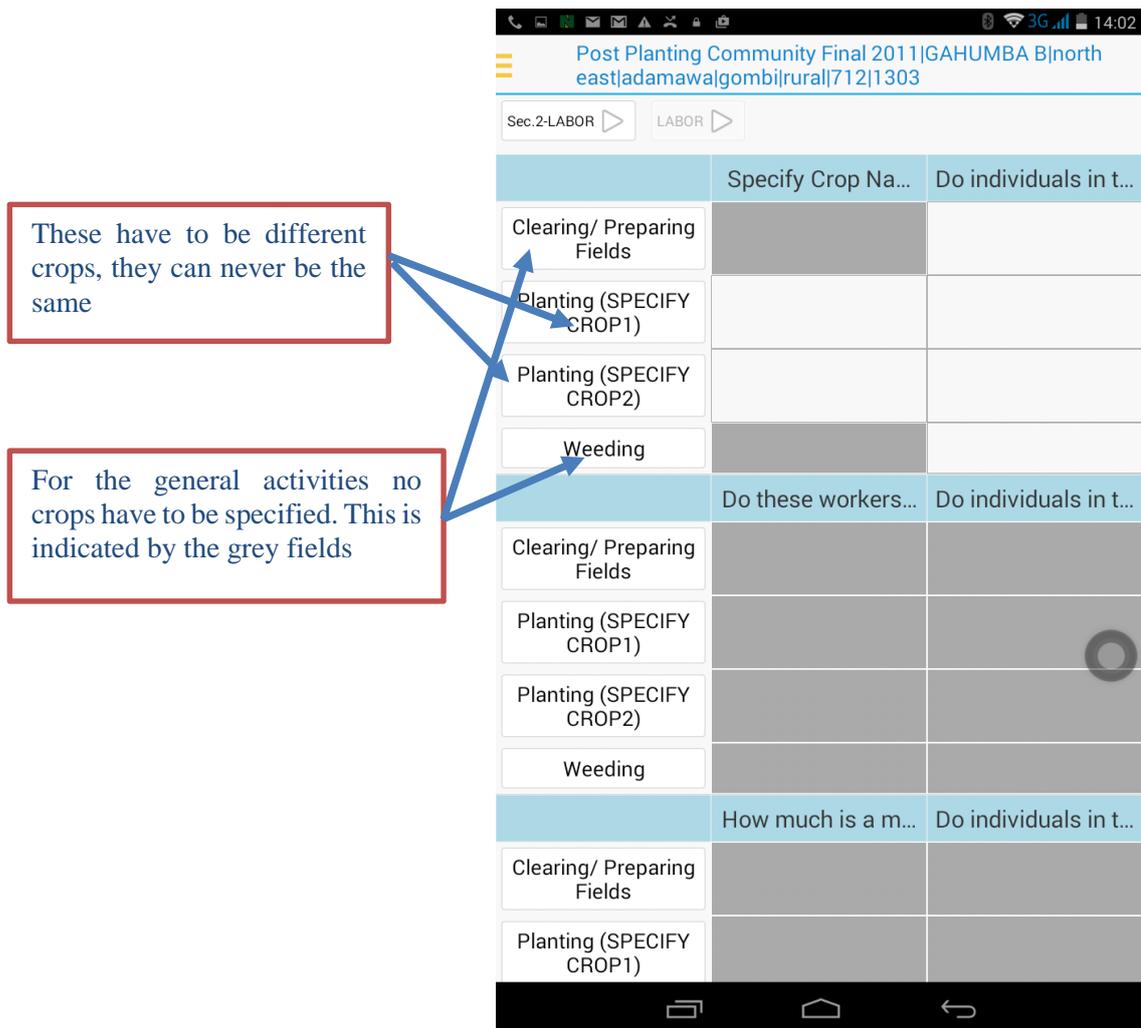
Section 3: Land Prices and Credit

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

QUESTION 1: Seeks to know if the households in the community/village have property rights to the plots they use and the nature of these rights.
QUESTION 2: Seeks to know if the households that have any of the listed rights falls into the options given below.
QUESTION 3: is seeking to know if among the land arrangements, women also fall into any of the listed options.
QUESTION 4: enquires how much it cost to obtain an acre of land.
QUESTION 5: seeks to know whether individuals in the village borrow money from any of the listed options.
QUESTION 6: enquires if collateral is required for these loans.
QUESTION 7: seeks to determine if women also have access to these loans.

QUESTION 8: is asking to know the number of months an individual has to reimburse a 10,000 Naira loan.

QUESTION 9: in this question the interviewer should find out the interest rate on a 10,000 naira loan.

QUESTION 10: how much an individual has to reimburse for a loan of 10,000 naira.

QUESTION 11: Seeks to know the number of months an individual has to reimburse a 50,000 Naira loan.

QUESTION 12: Seeks to know how much an interest rate will be paid on a 50,000 Naira loan.

QUESTION 13: We want to know how much an individual has to reimburse for a loan of 50,000 naira.

QUESTION 14: Seeks to know the number of months an individual has to reimburse a 100,000 Naira loan.

QUESTION 15: Seeks to know how much an interest rate will be paid on a 100,000 Naira loan. Note that this cannot be more than 100%.

QUESTION 16: We want to know how much an individual has to reimburse for a loan of 100,000 naira.

Section 4a and 4b: Food Prices

Information on food prices are collected from two separate markets or locations. These sources refer to the main market/location where the community transacts business. Unlike in previous waves, this part of the community questionnaire should be filled at the market or location where the information will be obtained. It ***SHOULD NOT*** be asked to the respondents (focus group) selected for this community survey. You can only ask them for the location of the market or shop so you can go there and administer this section of the questionnaire. If these items are in the market or shop, you should ask for its price and specify an appropriate unit.

QUESTION 1: refers to the main source from which the information is obtained. It is the main market/shop where households in the community transact business compared to any other market/shop. You should specify whether this information is collected from the marketplace or shops/stalls. If you choose option 3, you should specify this other source. *The CAPI program will list all three options so you can choose only one from among them.*

QUESTION 2: You should specify the name of the location of this source of price information. *On the CAPI machine, tap the space beneath the Location and it will give you the option to type the name of the location where the price information is being collected.*

QUESTION 3: Provide a brief description of the location where the price data is being collected. *As in the previous, tap the space beneath the Description of Location on the CAPI to type a brief description of the location so it will easily be located.*

QUESTION 4: We want the date when the price data was collected. Provide the day, month, and year as they appear in the questionnaire respectively. *For CAPI, this will automatically be picked up by the machine once you have tapped SELECT DATE*

QUESTION 5 and 6: These questions concern the GPS coordinates of the location where the price data was collected. It is *NOT* the location where the focus group interview was conducted. *These coordinates will automatically be picked by the CAPI machine once you have tapped GET LOCATION*

ITEM NAME AND CODE: We have pre-coded/filled the food items from 1 to 164 on the CAPI machine. The pre-coding has been done in blocks as it appears in the paper questionnaire. The first block of food items is *Grains and Flour*. For each food item, you check for its availability at the local market. If it is available, you answer yes. This will take you to the unit and price questions concerning each food items.

Sec.4a-FOOD PRICES- 15/129 Location 1

Following this approach, you will be able to complete the rest of the food items – item by item - in each category.

QUESTION 7: We want to know whether the food item is available for sale in the community or nearby community at the present time. You have to answer yes or no.

QUESTION 8: Answer this question and question 3 ONLY if the answer to question 1 for this item is Yes (1). We want to know the price of the food item in the community or in a nearby community. The price of the item will be given for a single (1) unit and this question seeks to determine the unit. If you choose other Unit, then the question for other unit will open up. Only use other unit, if the unit cannot be found in the list provided.

QUESTION 9: This question collects information on price of a single unit of the item.

NOTE THAT THESE SET OF QUESTIONS ARE REPEATED FOR THE SECOND MARKET OR LOCATION OF PRICE INFORMATION
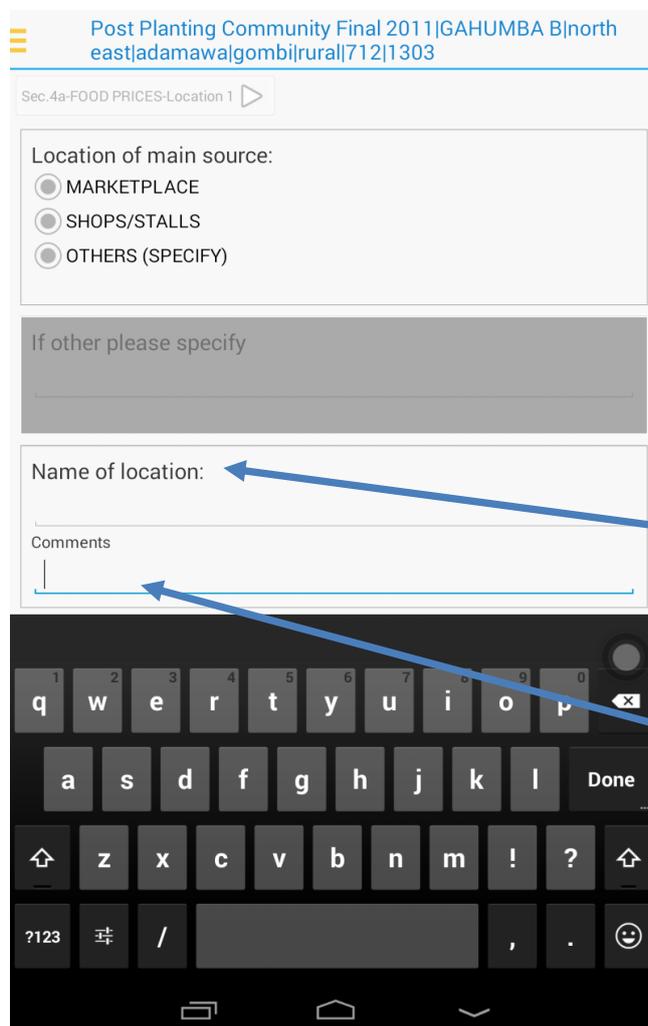
If you want to write a comment for a single question, just put your finger on the question text and type your comments in the question section. Your zonal supervisor can read the comment after sync.

Put your finger for 5 seconds on the question text

And write your comment here. This works with every question the same way.

Sec.4a-FOOD PRICES-Location 1 ▷   Grains and Flours ▷

	Item available	unit of measurem...
Guinea corn/ sorghum	Yes	
Millet		
ice - local		
e - imported		
Maize flour		
Yam flour		
Cassava flour		
Wheat flour		
Maize (Unshelled/ On the cob)		
Maize (Shelled/On the cob)		
Maize (Shelled/Off the cob)		
Other grains and flour		
	price of the item	
Guinea corn/ sorghum		

Choose **YES** and the next field (unit of measurement) opens up. If you choose **NO** it remains grey

Sec.4a-FOOD PRICES-Location 1 ▷   Grains and Flours ▷

	Item available	unit of measurem
Guinea corn/	Yes	STALK
	al	
Rice - imported		
Maize flour		
Yam flour		
Cassava flour		
Wheat flour		
Maize (Unshelled/ On the cob)		
Maize (Shelled/On the cob)		
Maize (Shelled/Off the cob)		
Other grains and flour		
	price of the item	
Guinea corn/ sorghum		

STALK LARGE

If a non-suitable unit is chosen, the box around the response turns red. Please choose a proper unit

Notice the red borders. They tell you when a question contains a non-suitable reply. By taping on this question you will see in red, why the reply is wrong.

Wrong Unit Code. Please adjust!
PLEASE USE A QUANTITY OF ONE (1) FOR Guinea corn/ sorghum AND THE UNIT OF MEASURE YOU ARE USING.

- KILOGRAMS (KG)
- GRAMS (G)
- LITRES (L)
- CENTILITRES (CL)
- BIN/BASKET
- PAINT RUBBER
- MILK CUP
- CIGARETTE CUP
- TIN
- CONGO SMALL
- CONGO LARGE
- MUDU LARGE
- MUDU SMALL
- DERICA LARGE
- DERICA SMALL
- DERICA MEDIUM
- DERICA VERY LARGE
- TIYA SMALL
- TIYA MEDIUM
- TIYA LARGE
- KOBIOWU SMALL
- KOBIOWU MEDIUM
- KOBIOWU LARGE
- BOWL SMALL

Section 5: Completing the questionnaire.

When you have answered ALL the questions (you can see this in the bubbles next to the chapter names, they must all be green indicating that you can go to complete the questionnaire.

Cover	4/5
Sec1-RESPONDENT CHAR	0/1
Sec.2-LABOR	0/1
Sec.3-LAND AND CREDIT PRICES	0/2
Sec.4a-FOOD PRICES-Location 1	15/129
Sec.4b-FOOD PRICES-Location 2	0/0
Summary	

BOR, PREPARING FIELD AND AND WEEDING ARE NOT CROP NSES FOR PLANTING, CESSING ARE CROP SPECIFIC FOR RD TO WHICH CROP THE LABOR

elds
P1)
P2)
P3)
sticide/Herbicide

ROP4)
ROP5)
ROP6)
ROP7)
ROP8)
ROP9)

LABOR   0/0
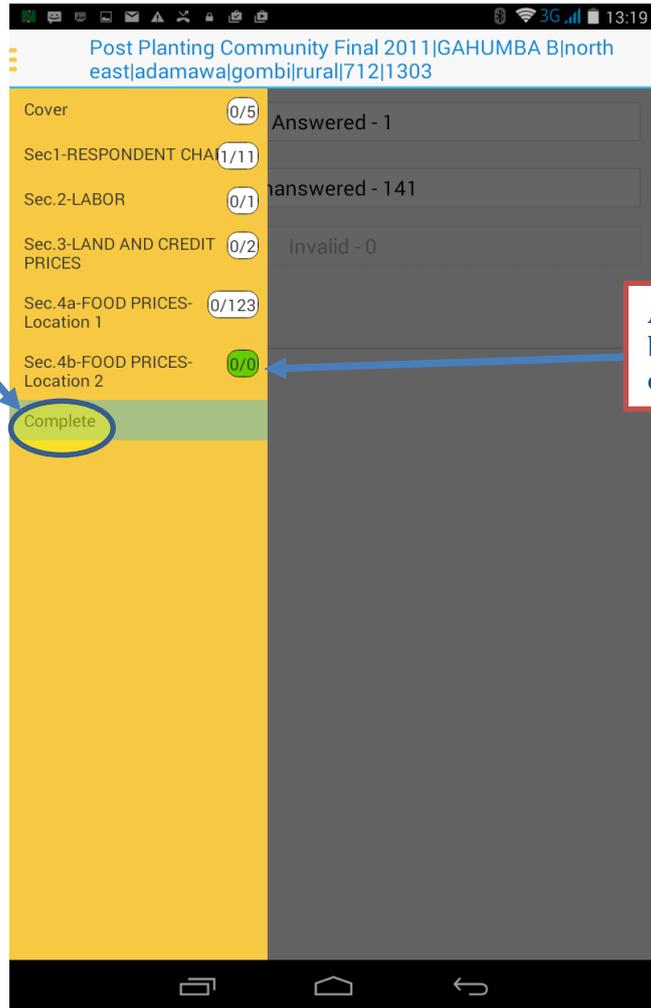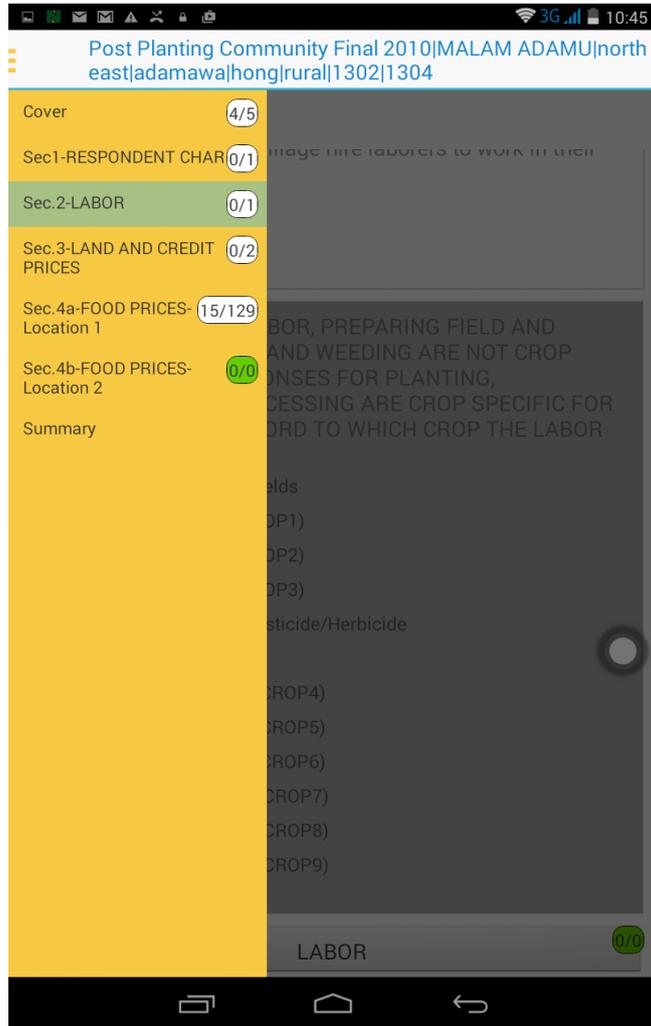
Post Planting Community Final 2011|GAHUMBA B|north east|adamawa|gombi|rural|712|1303

Answered - 4

Unanswered - 156

Please fix invalid questions!

Invalid - 1

Need attention comments:

Complete

Here you can type a comment regarding the interview. E.g. "Respondent was not very cooperative". Your supervisor can read this. So he knows why some questions remain unanswered

Invalid questions. Also check the invalid questions. Just tap on the bar

All must be answered, Unanswered must be 0. If not, then tap on the unanswered bar and you will see, the unanswered questions. By taping on the unanswered questions you will be directly directed there. So you can correct one by one.

After all this is done you HAVE TO PRESS COMPLETE!!

g

After you have answered all the questions and provided a comment for invalid ones (if you can't correct them, it is time to SYNCHRONIZE. To do this you leave the questionnaire and go back to the dashboard first, by tapping TWO times on the RETURN arrow on your device. With this return arrow, you can always move back to the dashboard.

Here you see the return button. Tap on **it 2 times**
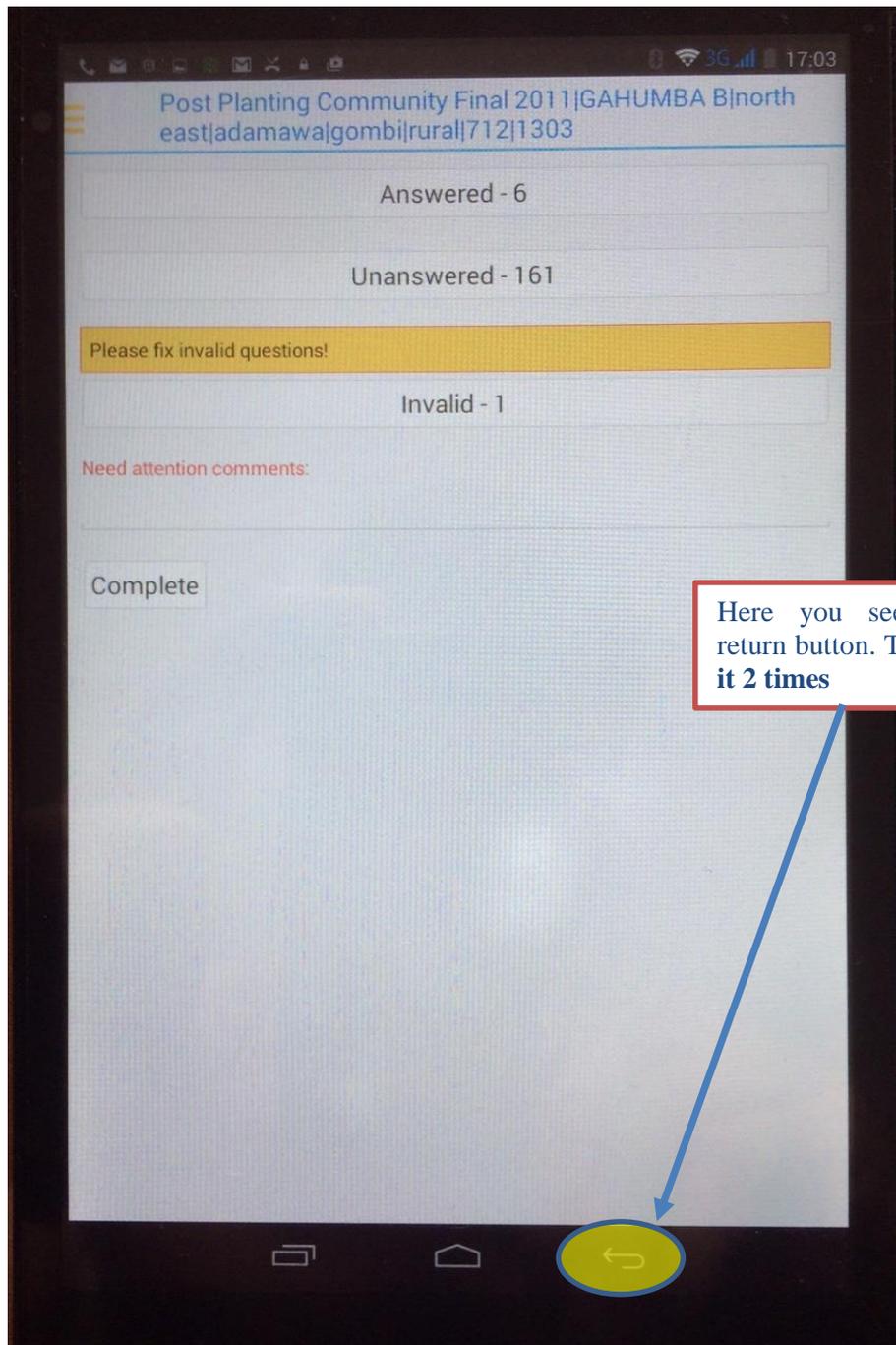
Now you are on back on the DASHBOARD again. Tap in the upper left corner and the selection menu opens up. Select SYNCHRONIZATION
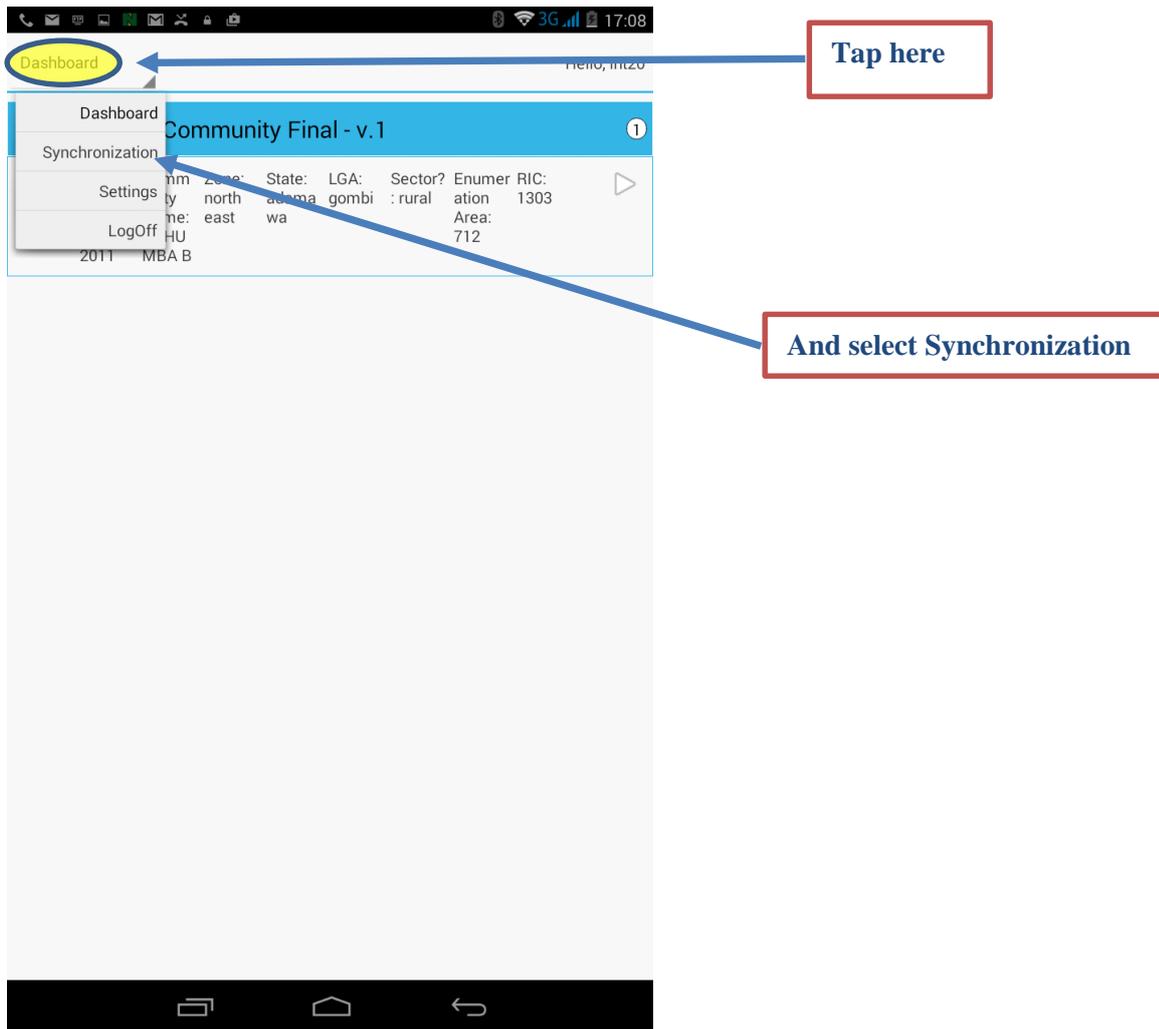
When you are in the Synchronization section, then you press Sync.

Now you tap on **Sync**
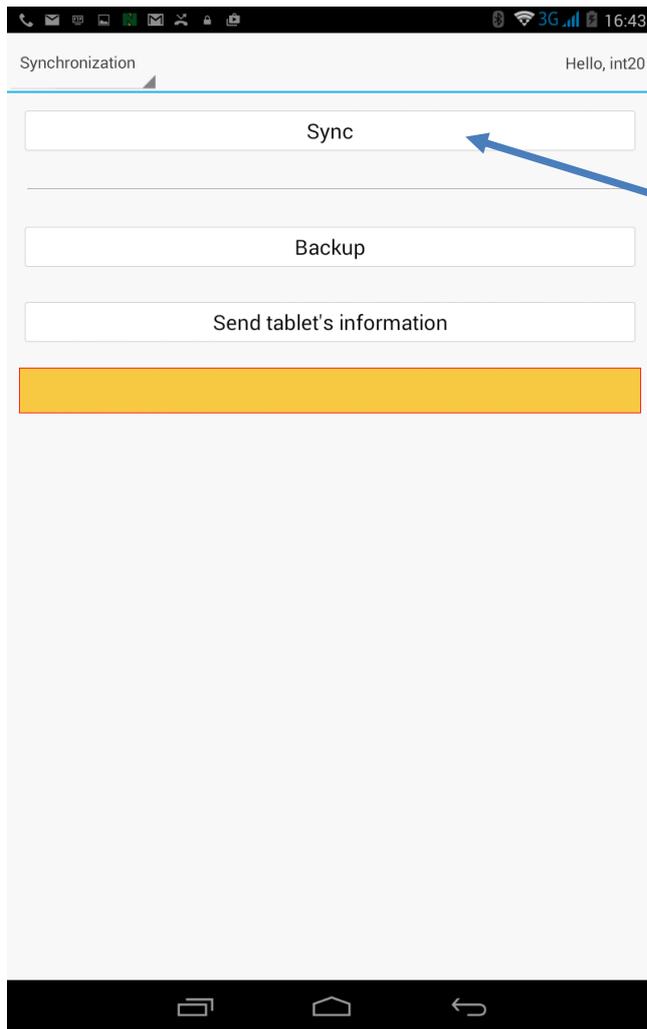
You will get a series of messages like this:
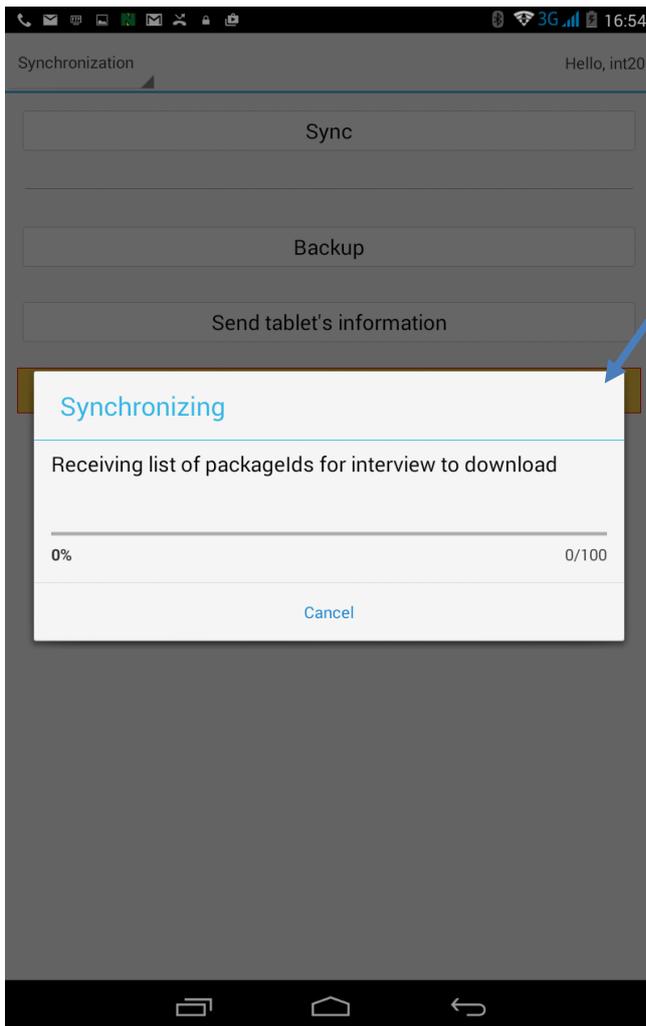
You will get messages like this, after synchronization.

After Synchronization is finished, the yellow bare on the same screen will tell you: SYNC IS FINISHED. The assignments which had the Status "Completed on your dashboard are now gone. They are on the server, and safely stored. If the yellow bar says "Network unavailable", then there is no connection. This is no problem, the data is stored on your tablet and will be uploaded when you press Synchronization the next time (and you have connection)**. If you get any other error message, please call you Zonal supervisor.**

Synchronization   Hello, int20

Sync

Backup

Send tablet's information

Network is unavailable
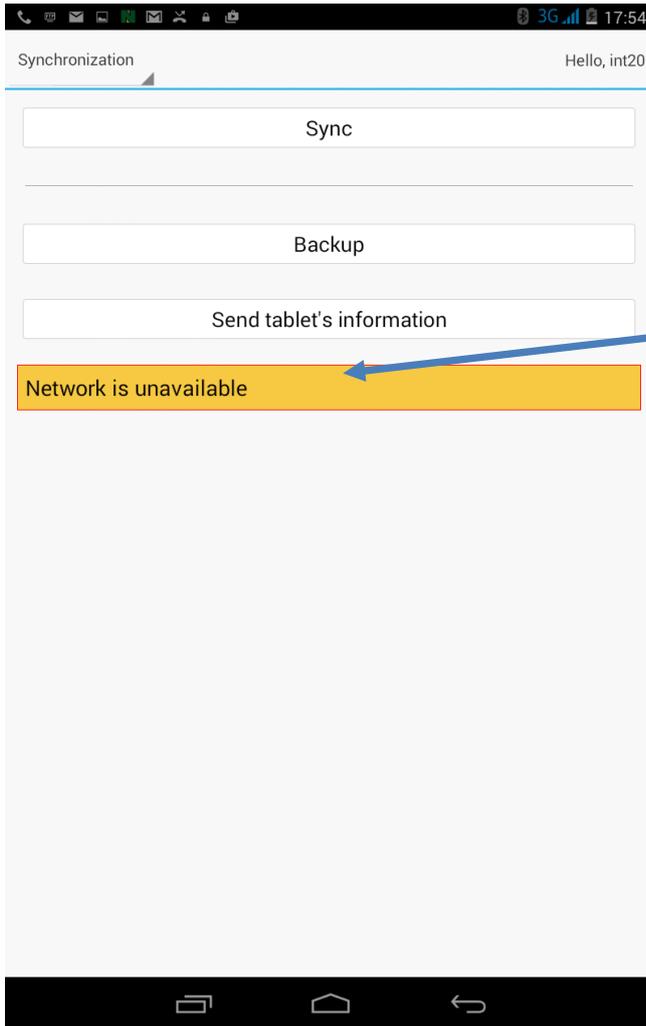
No Network available (or No connection), you get this message after you pressed Sync, and there is no connection. For all other error messages call your

That's all folks. Wish you good luck, and a successful survey.

PLEASE MAKE SURE TO CHARGE TABLET EVERY EVENING

Appendix 1: Sample Error Reports

HOUSEHOLD Questionnaire
Application   C:\NGHS3\ENTRY\PP\PP.ENT
Type   BATCH
Input Data   C:\NGHS3\WORK\PP\HH\HH-2-08-21-1-1448.FDE
External (OVERRIDE): C:\NGHS3\WORK\PP\HH\HH-2-08-21-1-1448.FOS
External (NOTEBLANK): C:\NGHS3\WORK\PP\HH\HH-2-08-21-1-1448.FNB
External (OTHERS): C:\NGHS3\WORK\PP\HH\HH-2-08-21-1-1448.FOC
External (DENOTE): C:\NGHS3\WORK\PP\HH\HH-2-08-21-1-1448.FDN
External (ITEMUNITS): C:\Users\FLORENCE\AppData\Local\Temp\ITEMUNITS_20150815_132809.dat
External (HOUSEHOLDS): C:\NGHS3\SCF\Households.dat
<File Name > VERS=

Date   Aug 15, 2015
Start Time   13:28:09
End Time   13:28:09

CSPRO Process Summary

```
+---------------------------------------------------+
|   342 Records Read ( 100% of input file)       |
|     0 Ignored (      0 unknown,     0 erased) |
|    59 Messages (     0 U,     8 W,    51 E) |
+---------+-------------+-------------+------------+
| Level | Input Case  | Bad Struct | Level Post |
+---------+-------------+-------------+------------+
|  1   |    1   |     0   |     1  |
+---------+-------------+-------------+------------+
```

Process Messages

*** Case [080001] has 59 messages (51 E / 8 W / 0U)
   W 88870 Value '21' out of range - check LGA_S2
   W 88870 Value '000' out of range - check S11C1Q6(1,1)
   W 88870 Value '   0' out of range - check S11C1Q7(1,1)
   W 88870 Value ' 0' out of range - check S11C1Q9(1,1)
   W 88870 Value '   0' out of range - check S11EQ24(1,1)
   W 88870 Value '5060' out of range - check S11EQ2(3,1)
   W 88870 Value '   0' out of range - check S11EQ24(3,1)
   W 1008 Invalid subscript: S1Q20(0) -- Var S1Q22 PreProc
   E 88182 Inconsistent field detected... S3Q6C(1) is not a skipped field, however is NotAppl
   E 88182 Inconsistent field detected... S3Q6C(2) is not a skipped field, however is NotAppl
   E 88182 Inconsistent field detected... S3Q13B(1) is not a skipped field, however is NotAppl
   E 88180 Inconsistent field detected following a SKIP TO NEXT (by reference) command in Var
        S4BQ10C PreProc... S4BQ10C(2) should be blank (currently '2')
   E 88180 Inconsistent field detected following a SKIP TO NEXT (by reference) command in Var
        S4BQ10C PreProc... S4BQ10D(2) should be blank (currently '1')
   E 88180 Inconsistent field detected following a SKIP TO NEXT (by reference) command in Var
        S4BQ10C PreProc... S4BQ10E(2) should be blank (currently '1')
   E 88180 Inconsistent field detected following a SKIP TO NEXT (by reference) command in Var
        S4BQ10C PreProc... S4BQ10F(2) should be blank (currently '1')
   E 88180 Inconsistent field detected following a SKIP TO NEXT (by reference) command in Var
        S4BQ10C PreProc... S4BQ10G(2) should be blank (currently '2')
   E 88180 Inconsistent field detected following a SKIP TO NEXT (by reference) command in Var

S4BQ10C PreProc... S4BQ10H(2) should be blank (currently '2')
E 88180 Inconsistent field detected following a SKIP TO NEXT (by reference) command in Var
S4BQ14 PreProc... S4BQ14(2) should be blank (currently '2')
E 88182 Inconsistent field detected... S11C1Q10(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11EQ30B(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11EQ31(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11EQ32A(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11EQ33(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11EQ34(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11EQ35(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11EQ36(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11EQ30B(3) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11EQ31(3) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11EQ32A(3) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11EQ33(3) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11EQ34(3) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11EQ35(3) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11EQ36(3) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11FC5(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11FQ1A(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11FQ1B(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11FQ2(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11FQ3A(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11FQ3B(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11FQ5(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11FQ6(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11FQ7(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11FQ8A(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11FQ8B(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11FQ8C(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11FQ8D(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11FQ9(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11FQ10A(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11FQ11A(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11FQ11B(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11FQ12A(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11FQ12B(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11FQ13(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11FQ14A(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11FQ14B(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11FQ14C(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11FQ15(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11IQ19B(15) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... S11JQ2B(2) is not a skipped field, however is NotAppl

System messages:

Number	Frequency	Message text
1008	1	Invalid subscript: %n(%d) -- %p
88180	7	%s
88182	44	%s
88870	7	Value '%s' out of range - check %s%s

CSPRO Executor Normal End

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

Date   Jul 01,2015
Start Time   11:59:02
End Time   11:59:02

CSPRO Process Summary

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

Process Messages

*** Case [37000111137370110235110507] has 31 messages (31 E / 0 W / 0U)
  E 88182 Inconsistent field detected... S11CQ34(1) is not a skipped field,
      however is NotAppl
  E 88182 Inconsistent field detected... S11DQ33(1) is not a skipped field,
      however is NotAppl
  E 88182 Inconsistent field detected... S11EQ35(1) is not a skipped field,
      however is NotAppl
  E 88182 Inconsistent field detected... S11GQ5C(1) is not a skipped field,
      however is NotAppl
  E 88182 Inconsistent field detected... S11GQ5D(1) is not a skipped field,
      however is NotAppl
  E 88182 Inconsistent field detected... S11GQ8B(1) is not a skipped field,
      however is NotAppl
  E 88182 Inconsistent field detected... S11HQ19A(1) is not a skipped field,
      however is NotAppl
  E 88182 Inconsistent field detected... S11HQ19B(1) is not a skipped field,
      however is NotAppl
  E 88182 Inconsistent field detected... S11HQ21(1) is not a skipped field,
      however is NotAppl
  E 88182 Inconsistent field detected... S11IQ4B(1) is not a skipped field,
      however is NotAppl
  E 88182 Inconsistent field detected... S11IQ5A(1) is not a skipped field,
      however is NotAppl
  E 88182 Inconsistent field detected... S11IQ5B(1) is not a skipped field,
      however is NotAppl
  E 88182 Inconsistent field detected... S11IQ6(1) is not a skipped field,
      however is NotAppl
  E 88182 Inconsistent field detected... S11IQ7(1) is not a skipped field,
      however is NotAppl
  E 88182 Inconsistent field detected... S11IQ8(1) is not a skipped field,
      however is NotAppl
  E 88182 Inconsistent field detected... S11IQ9(1) is not a skipped field,
      however is NotAppl
  E 88182 Inconsistent field detected... S11L2Q1(1) is not a skipped field,
      however is NotAppl
  E 88182 Inconsistent field detected... S11L2Q2A(1) is not a skipped field,
      however is NotAppl
  E 88182 Inconsistent field detected... S11L2Q2B(1) is not a skipped field,

however is NotAppl

E 88182 Inconsistent field detected... S11L2Q2C(1) is not a skipped field, however is NotAppl

E 88182 Inconsistent field detected... S11L2Q2D(1) is not a skipped field, however is NotAppl

E 88182 Inconsistent field detected... S11L2Q3(1) is not a skipped field, however is NotAppl

E 88182 Inconsistent field detected... S11L2Q4(1) is not a skipped field, however is NotAppl

E 88182 Inconsistent field detected... S11L2Q5(1) is not a skipped field, however is NotAppl

E 88182 Inconsistent field detected... S11L2Q6(1) is not a skipped field, however is NotAppl

E 88182 Inconsistent field detected... S11L2Q7(1) is not a skipped field, however is NotAppl

E 88182 Inconsistent field detected... S11L2Q8(1) is not a skipped field, however is NotAppl

E 88182 Inconsistent field detected... S11L2Q9(1) is not a skipped field, however is NotAppl

E 88182 Inconsistent field detected... S12C1(1) is not a skipped field, however is NotAppl

E 88182 Inconsistent field detected... S12Q2(1) is not a skipped field, however is NotAppl

E 88182 Inconsistent field detected... S12Q3(1) is not a skipped field, however is NotAppl

Appendix 2: Field Work Forms

Questionnaire	General Household Survey	
S-1	Post-Planting 2015	Report by EA
SUPERVISOR	Questionnaire Management	

DATE of data collection: From _____ to _____

							Supervisor Code	
EA IDENT.	ZONE	STATE	LGA	SECTOR	EA	RIC	Data entry Code	
NUMBER							Name of coordinator	

	Interviewer Name	LGA	EA	RIC	Dwellings visited	Surveys			HH without information	Price questionnaire
						complete	Incomplete	To do		
1										
2										
3										
4										

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

Problems Encountered: _____

_____

_____

_____

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Questionnaire	General Household Survey	
S-2	Post-Planting 2015	Report by EA
SUPERVISOR	Questionnaires, Materials and Maps	

DATE of data collection: From _____ to _____

EA IDENT.	ZONE	STATE	LGA	SECTOR	EA	RIC		Supervisor Code	
NUMBER								Interviewer Code	

Materials

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

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

Questionnaire S-3 SUPERVISOR	General Household Survey Post-Planting 2015 Control of Data Entry and Corrections	Report by EA

DATE of data collection: From _____ to _____

EA IDENT. NUMBER	ZONE	STATE	LGA	SECTOR	EA	RIC

Supervisor Code	
Interviewer Code	
Date entry code	

QQ No.	Identification of the Question				Original Information	Corrected Information	Reason for correction	Data Entered	
	Page	Section	Part	Question				Date	Signature