Federal Republic of Nigeria

National Bureau of Statistics Abuja, Nigeria

GENERAL HOUSEHOLD SURVEY - PANEL

POST HARVEST (3rd WAVE, February, 2016)

SUPERVISOR

INSTRUCTION MANUAL

FEBRUARY 2016

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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 was 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 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 innovative 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 as a supervisor is to manage the interviewers and data entry personnel to ensure the successful completion and quality of data collected in a given time period of 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 will include but not limited to:

1. Introduce the survey team 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 an 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 comprising 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 behavior in the field are provided. As you take on this role, remember that you are working on an assignment for the National Bureau of Statistics. You must observe the following rules at all times:

- Be courteous towards everyone (the survey respondents 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 favoritism.

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

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

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

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

Chapter 4: Managing Fieldwork

As the supervisor, you have four primary areas of leadership, which 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 interviewer to the local authorities.

2) Explanation of the following specific issues:

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

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

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

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

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

Supervising Interviewers

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

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

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

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

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

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

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

- Parts (or sections) of the questionnaire that have not, or have only been partially, completed

- Answers that are outside set (reasonable) bounds. This could be money amounts or other measurement values

- Inconsistent entries

- Erroneous entries

- Missing entries

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

- Questions 13 and 25 in Section 3a - labour, to ensure that the occupation code that has been entered by the interviewer correctly matches with the description that was written in that question. The occupation codes are in the appendix of the interviewer Instruction Manual. If there seems to be a mismatch between the description and the occupation code, the supervisor should discuss the case with the interviewer in order to get a clear understanding of what the respondent said in the interview.

- Questions 14 and 26 to ensure that the sector of main activity has been correctly selected. Arriving at the correct answer will sometimes require consultation with the interviewer.

- Question 2 in Section 9 – Nonfarm Enterprises and Income Generating Activities, to ensure that the industry code (see Appendix 2) correctly corresponds to the type of activity described.

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

In some instances reported errors may not require any action such as in the case of a message indicating a missing value but where the missing value is not compulsory. For example, Question 2 in Section 4 (page 20) of the household questionnaire might have missing values for Bank 2 and Bank 3. This would appear as a warning/error on the error report but this should be identified as not a genuine error because it could be a case where the respondent has an account at only one bank.

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

Structure of the Error Report and Error Messages

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

The structure of the error message is explained below:

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

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

1 of 2 Total   (for the household questionnaire)

2 of 2 Total   (for the agriculture questionnaire)

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

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

Process Messages

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

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

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

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

Observing and Monitoring Interviews

Each week, you should make unannounced visits to each interviewer. The day that you visit each interviewer should change every week so that you are not visiting the same interviewer on the

same day of each week. Those interviewers who you believe are in need of the most supervision should be visited more often. Any problems that you encounter with the interviewers or the administration of the questionnaires should be reported immediately to your zone supervisor.

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

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

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

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

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

1) Was the wording used in the questionnaire appropriate?

2) Were any concepts posed to the respondent ambiguous?

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

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

Re-interview of Selected Households

In each EA, you must randomly select 2 to 4 households to visit and to again ask a selection of the questions asked by interviewers. This exercise is done to assess the quality and consistency of the

data recorded by the interviewer. The households chosen for re-interview must not be the same as those used for direct observation by you or NBS monitors who comes to the field to observe the administration of the survey.

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

Supervising Data Entry Operators

The date 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 date 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.

Transmission of Data to Head Office

All data collected in the field must be submitted to head office while the survey is in progress. This submission should take place every 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 right bottom 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 2) 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 C in the batch
- The total number of plot-crops: this is a count of all the entries on FLAP D

- The total number of crops: this is the count of all the entries on FLAP E

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 neighbors 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 by the household:

o   Household refuses to answer a particular part of the questionnaire.

o   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.

- 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 Sundays). 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.

Chapter 5: Administering the Community Questionnaire

Introduction

The main purpose of this questionnaire is to discover and link some community activities to the households' welfare within the related settlement(s).

In order to obtain information for the community questionnaire, it is vital that you establish a good working relationship with community leaders and other community members. The behavior of the interviewer in the EA would also be key in 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 interviewer 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 is, to a large degree, dependent 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 work 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 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.

Computer-Assisted Personal Interviewing (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://nigeria2.mysurvey.solutions. This is the place where your assignments are stored. The program needs to know where it has to get your assignments from.

In what follows, we present screenshots of the current interface of the CAPI of the Post-Harvest community questionnaire of for the Nigeria GHS.

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!!!

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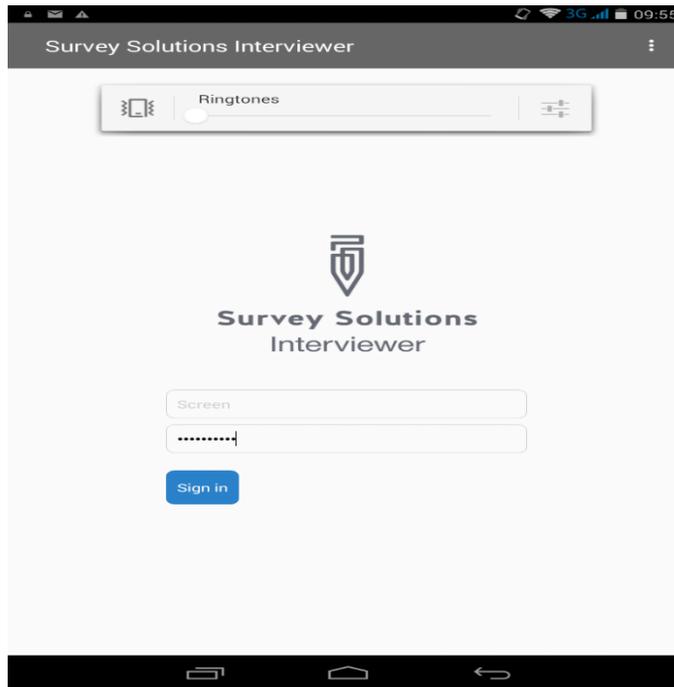
Once you have opened your assignments, you can also see the following menu, by tapping in the upper left corner. It shows you the individual chapters, and the enabled questions (=the one you must answer), as well as the answered questions. If you have answered all of the question, the little bubbles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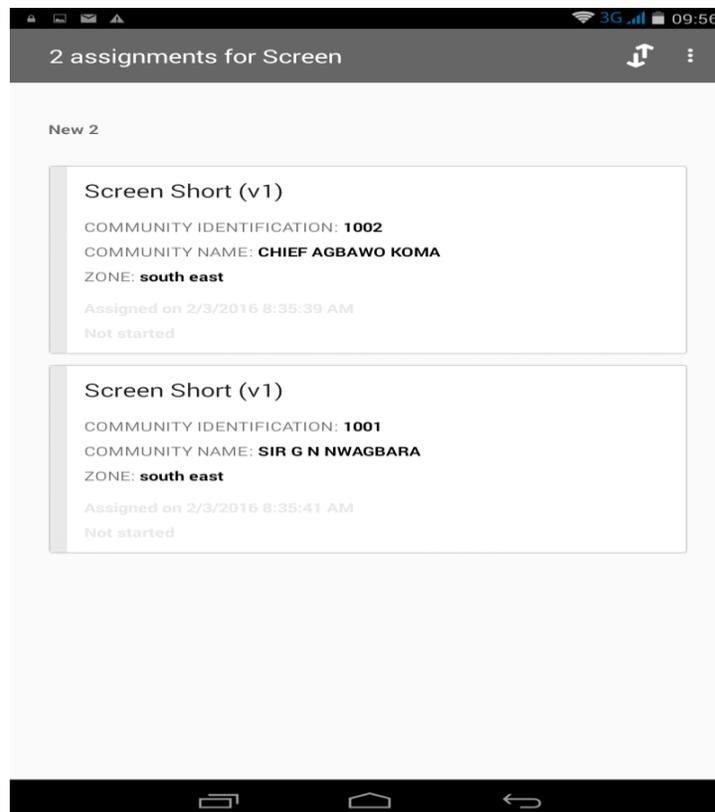
Cover Page

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 the **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 **Code** for the state in which this community can be found in relation to the above zone accordingly.
5. **LGA:** The **Name** of the Local Government Area (LGA) in which the community is located. You are not 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). Type the appropriate code here.
7. **EA:** The Enumeration Area (EA) number must be entered for the selected Panel Survey EAs in which 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 on "Tap to enter date" on this interface and then a dialogue box containing calendar will pop-up. Now tap on the appropriate date, followed by OK, beneath the calendar and the date will be set. Make sure the day, month and year of the interview are correctly entered.
11. **GPS LOCATION OF COMMMUNITY INTERVIEW:** Tap on "Tap to record GPS" 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.

The cover page information of the community questionnaire on CAPI is visualized as follows. Here you type the name of the community head and other relevant information as they appear on

the cover page. In addition, the date of the interview is entered by tapping on the "Tap to enter date." A calendar dialog box will open, and you are to select the appropriate day, month, and year of the interview. Similarly, the GPS coordinates of the location where the focus group interview is been conducted is taken by tapping on "Tap to enter GPS coordinates."
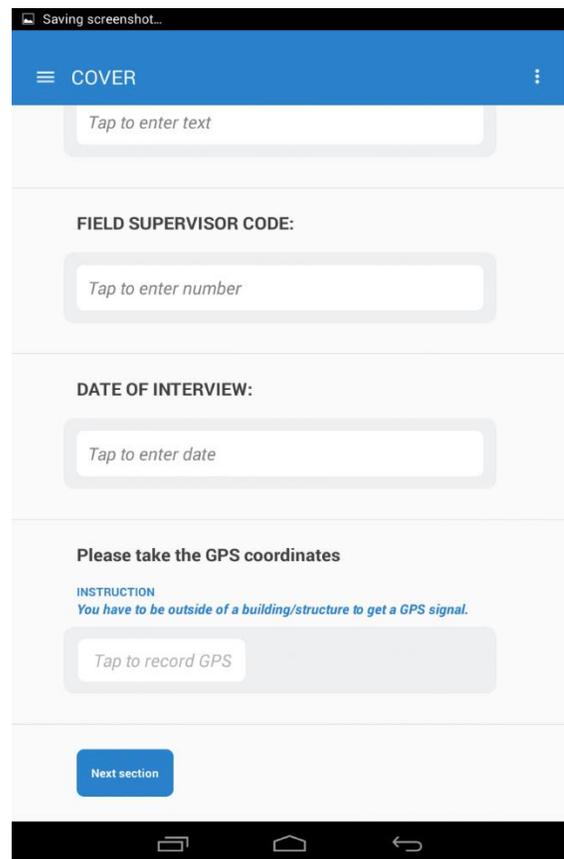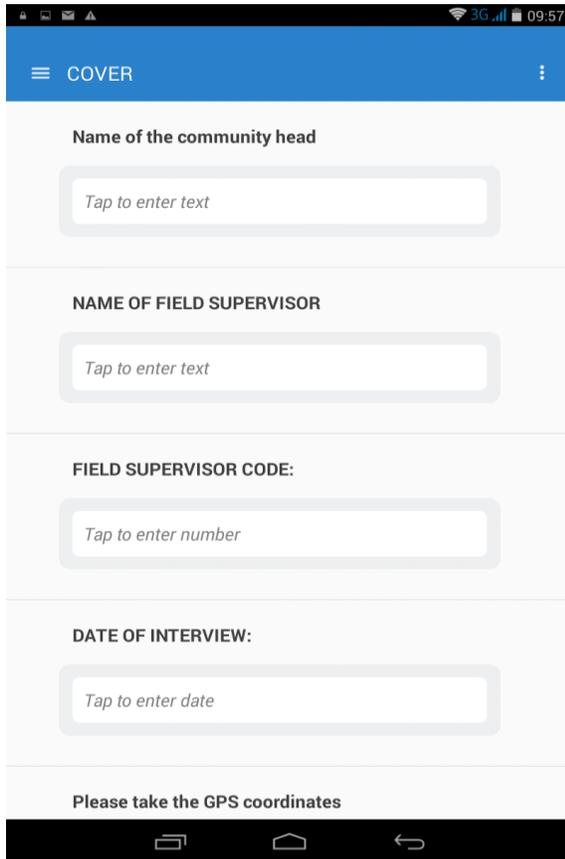

The picture below shows how the various sections of the community questionnaire are displayed in CAPI.
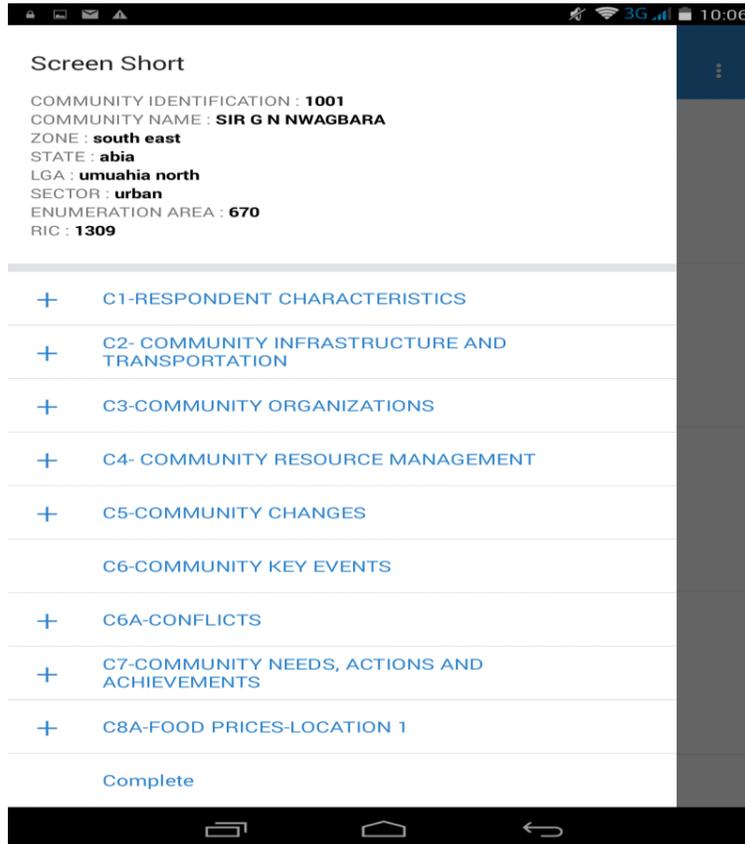
C1: Respondent Characteristics

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 "Tap to enter new item" to enter the names of the individuals responding to the community survey. Once the name of the first person has been entered, another space with same inscription will appear beneath the enter name. Do same for all till a complete list of the participating individuals have been made.*

Now you will see each person's name appearing as **Member_characteristics** in blue. Tap on the first blue to enter the characteristics details of the first member, then second, in that order.

For each individual member, enter the responses for the following questions. Note that you have to complete all information for person one before moving to the next person, in that order.

QUESTION 2: The code of the Gender would be provided here; 1 for male and 2 for female. Tap on the appropriate sex and it will automatically be selected in the box.

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 6: 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.
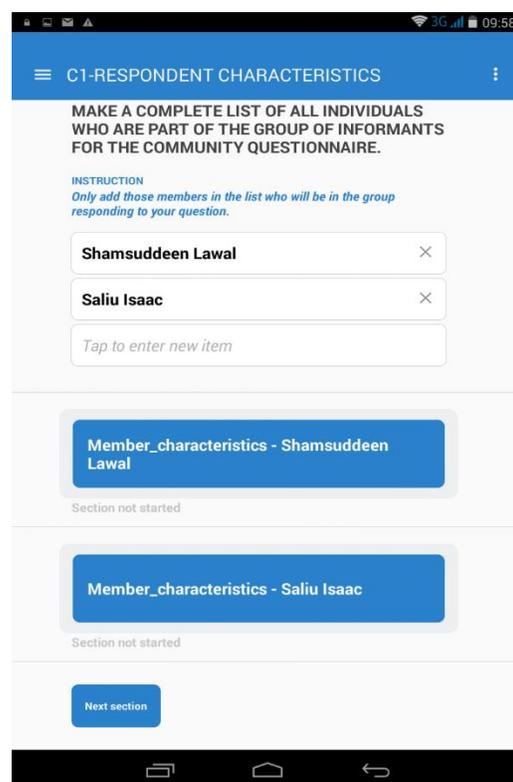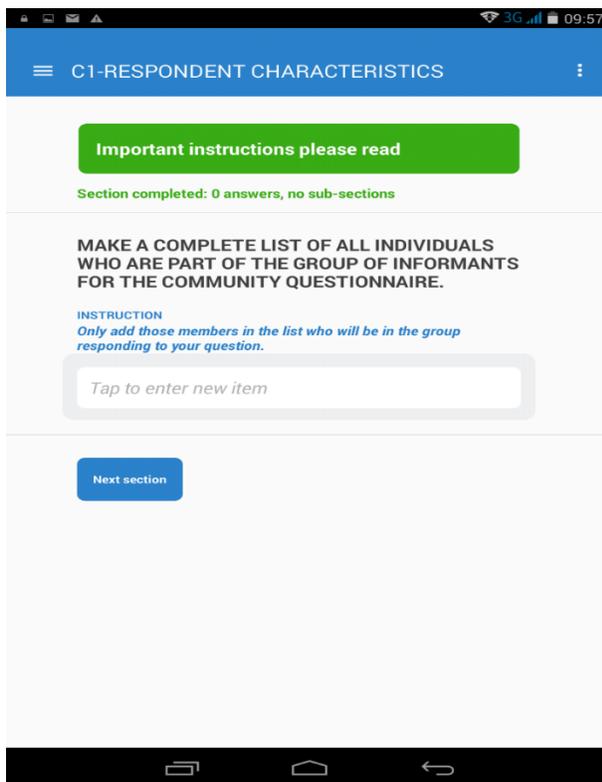
In the figures below, information for sex, age, and position of the first person (Shamsuddeen Lawal) have been entered. Once all information for the first person has been entered, you tap on the second person and provide the necessary information for each question. Ensure that you fill thee information for the rest of the members.
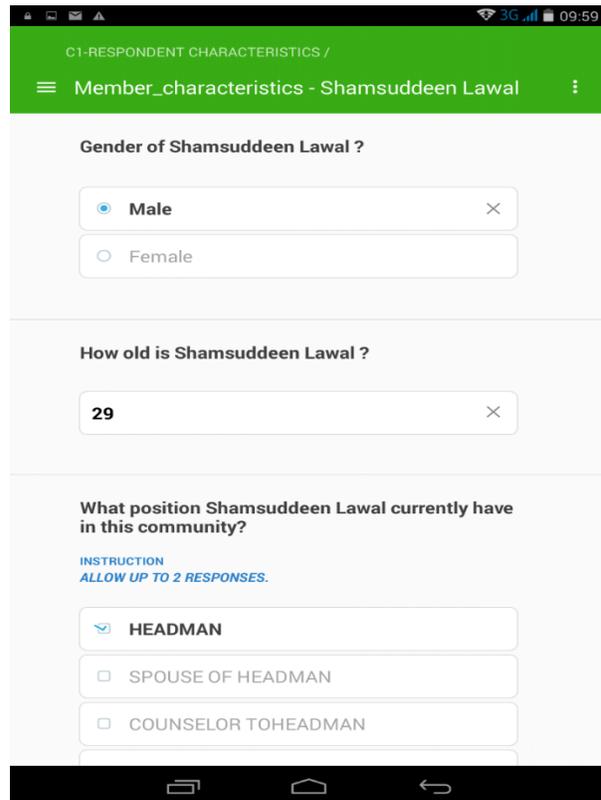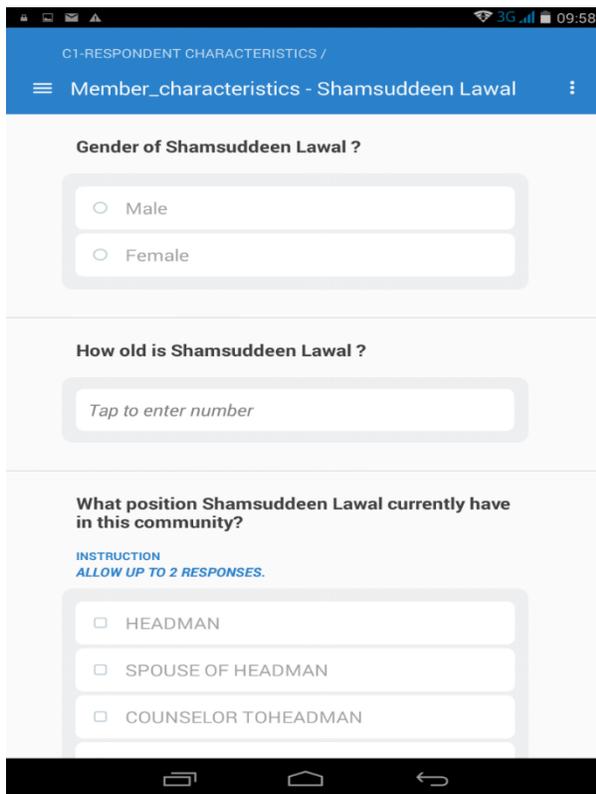
C2: Community Infrastructure and Transportation

The purpose of this section is to collect information on community infrastructure and transportation in a community. In the context of this survey, infrastructure simply means the availability of certain social amenities that improve the living standards of people in a settlement. Some examples of infrastructure are school, health, communications, bank, police station, market, religious building, and fire station. Transportation in the context of this survey means movement of people and goods from one destination to another. In a settlement, different types of transportations are used for the movement of people and goods. Some people may prefer to walk, moving by animals, bicycles, motorcycle, bus, car, train, boats, canoe airplane etc.

In every community, we want to know how many people have access to basic amenities and transportation. A selected group of people will provide information from the community with the interviewer (supervisor in this case) coordinating.

QUESTION 1: interviewer will find out whether the community has any of the prefilled social amenities (or infrastructure) in the questionnaire. There is a provision for a yes or no response here, and there is NO SKIP for this question. If the community doesn't have this amenity, record 2 and continue to the next question.

QUESTION 3: We want to know the distance in kilometers, from the center of the community to the nearest listed infrastructure. It must be noted that the facility might be in the community, but

located at the outskirt. In other cases, the facility might be located in the next town and the interviewer should find out how close is the location of the item from the center of the community.

QUESTION 4: If people in the community visit the facility or individual, what is the main means of transportation to this place? Note that only one option should be chosen. This question is important at helping us link the distance to the facility to the means of access.

QUESTION 5: We are interested in knowing the effect of transaction cost on access to the infrastructure, using the means of transportation listed in question 4. The total cost of transportation for one way to the facility should be written. Note that the emphasis is on ONE-WAY and not round trip.

QUESTION 6: This question is interested in examining the travel time to the facility by membersn of this community, using the means of transportation listed in question 4. The interviewer should calculate how much time in hours and minutes it will take using the means of transportation cited in question 4 to get to the amenity or item. If the time taken is 50 minutes, record 50 under MINUTES and 0 under HOURS.

QUESTION 7: The interest here is in finding out if the facility has electricity connected from the national or community grid. Note that some of the listed amenities, Bus/Mini bus stop and Main access road do not use electricity, and therefore, no response is required here.

QUESTION 8: seeks to know in which how many days per week people have access to this amenity or item. Note that the response here should not be more than 7.

In the figures below, a pictorial illustration of the procedure for selecting the education level of the participants is presented.

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In order to provide the characteristics of the second person, tap on the person's name and follow the same procedure as illustrated above.
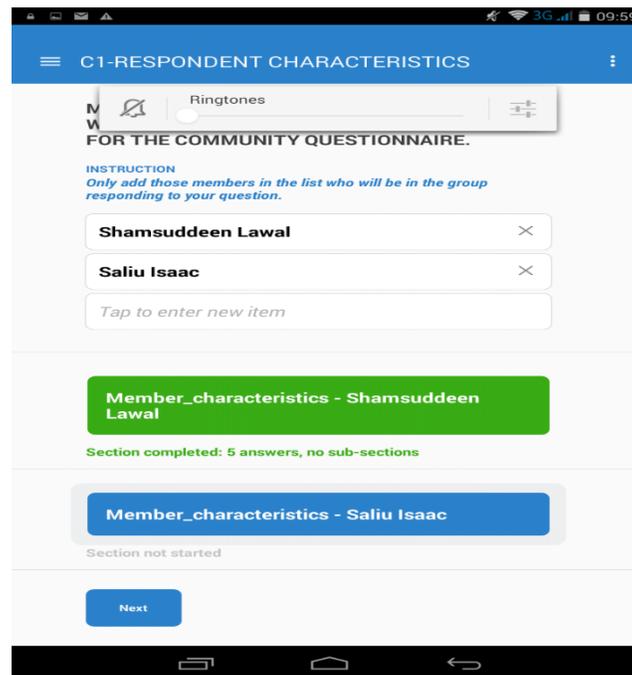
C3: Community Organizations

This section is collecting information on socio-political or non-political organizations existing in a community. We want to find out how people interact with one another in the community. How people work together towards the development of the community and the individuals. In addition, this section examines the existence of collective action in the community, and the possible impact of these collective actions on members of the community, both socially and economically.

QUESTION 1: Has a list of community organizations likely to be found in a community. The interviewer should indicate yes or no response against each type of the community organization. Go through all the listed organizations vertically in question 1, before asking question 2 – 6.

QUESTION 2: Interviewer should find out the number of that organization(s) currently active in the community.

QUESTION 3: This question seeks to know how often members of the cited community organization. There are four options to choose from. If more than one group exists in the community, ask about the one with the LARGEST number of members in the community.

QUESTION 4: Besides the frequency of meeting of the group, we are also interested in knowing the number of members the group has. This is important at examining the strength and capacity of

the organization. If more than one group exists, ask about the one with the LARGEST following in the community.

QUESTION 5: It is important to examine the gender inclusiveness and distribution of the organization. Thus, out of the total number recorded in Question 4, we want to know in Question 5, how many female members does this community organization have.

QUESTION 6: Again, it is important to know how youthful the group is in order to examine the longevity of the group. Note that some of the listed groups might have young people than others, but in general, we want to know if there are more young people in these organizations. Asks to know the number of members both males and females, who are under the age of 30 years in this community organization.

C4: Community Resource Management

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

QUESTION 1: We want to know if the community has or own any communal resources. If the community has other communal resource not listed, the interviewer should list them under other (specify).

QUESTION 2: In a common access resource, access is condition on laid down rules and regulations governing the resource's access. These rules are generally set by the group (in the case of community, the elders of the community can set the rules of access). In this question, we want to know if the community has been able to set the rules of access to the particular resource independently, without having to rely on any external form of assistance to set these rules.

QUESTION 3: Besides the rules of access, is the particular resource recognized by the traditional authorities in this community? Do the traditional authorities in this community see the resource as a communal type resource, or belonging to a certain group of people in the community?

QUESTION 4: To ensure that all members of the community, who are supposed to have access to the communal resource actually access it, some restrictions of rules are mean to be enforced. Thus, in this question, we want to know the type of restrictions the community has placed on its members regarding access to and using the communal resource. A maximum of three options should be provided here in order of importance.

QUESTION 5: For the set of rules governing access to the common resource in the community, this question seeks to know how the community ensures that members of the community comply with the rules of using the communal resource. Up to three responses are required in order of importance.

C5: Community Changes

Community changes come as a result of either social and/or economic interventions, changes in climate. A change can bring either positive or negative consequences to the members of the community. In this section, we want to know how the individuals' assessment of the current situation in the community compares to how it was 3 years ago.

QUESTION 1: There are different facilities/conditions of living in the community to which the interviewer will ask the group of discussants if their condition or state has either improved or degenerated compared to how they were 3 years ago. Only one response is required from the list of 6 options.

C6: Community Key Events

The objective of this section is to identify some key events that happened in the community that affected the livelihoods of people in the community positively or negatively. The section is also interested in the year in which the event occurred, as well as the proportion of the people who were affected by the specific event. Examples of events that can affect people' lives negatively are epidemic diseases, crop failure, natural disaster, price fluctuations, or the loss of key social services. On the other hand, we have other examples of events that can improve the well-being of people positively and these are building of new schools, hospitals, creation of employments, the construction of new roads etc.

QUESTION 1: The interviewer will ask the group to describe an important event that has taken place in the community since five years ago, including the one that has just occurred this year. We are mostly interested in the events that have changed and the well-being of the people in that community, whether it is better or worse now. The codes for this question are grouped into good and bad event codes, and the interviewer is to ensure that the right code is assigned to the event describe. For instance, a bad event code should be assigned to an event described as bad, and vice versa.

QUESTION 2: The interviewer should ask the group what year did this event in question 1 occurred. This should not be less than 2013, and more than 2016.

QUESTION 3: The objective of this question is to find out the proportion of community members that were affected by the occurrence of the event mentioned. If half of the population in the community were affected by the event, then you enter 50 under percentage. If the event affected everyone in the community, then you enter 100.

C6a: Conflict

In this section, we collect information on any violent event that members of the community have experienced directly or indirectly. We are interested in the occurrence to all the events that are related to a situation of conflict, violence and insecurity that may impact on the community members. The definition of violent events include death, physical aggression, injury, sexual aggression, being forced to work, kidnapping, robbery, displacement, and dwelling, land, and asset robbery or destruction. We also collect information on who was the perpetrator of the violence, which was the cause/reason of the violent event, and which have been the effects of the violent event on the members of the community.

We are interested in collecting information over a long period of time, starting from 2010. Since we expect these events to be few, it is extremely important that they are precisely recorded as for the time of occurrence.

QUESTION 1: This question seek to capture information on the various types of violent events that the community may have experienced since 2010. Ask if the community has been affected by any of the listed violent events since 2010. Go through the list and record 1 next to each event for which the response is "YES" and 2 next to events for which the response is "NO". Check the skip instructions.

QUESTION 2: Ask how many times each violent event has occurred in the community since 2010. If it never occurred, write 0.

QUESTION 3a – 8b: With these set of questions, we want to know in which year the events occurred and who the perpetrator was. For each event, ask if the violent event occurred in the years 2010, 2011, 2012, 2013, 2014 and 2015/2016. A NO answer in a column "a" (the column of a year) skip to another column "a" (the column of another year). For a YES answer in a column "a", go to the next question for that event and ask for the perpetrator of the event. Enter the correct perpetrator code. If one event occurred more than once, when asking to the perpetrator refer to the worst event. In case of death, report the perpetrator of the last event for that year. For example, if there were two community members killed, report the perpetrator of the second killing (the most recent one).

Fill questions 3a – 8b, for each event. Next, go to the following event. For instance, start from event 1 (any family member killed) and ask all question until 8b. Then, move to event 2 (any member suffered from physical aggression) and start again from 3a until question 8b.

QUESTION 9: From this question on, we focus on the *most recent* happening for each type of violent event. Start from event (1) and go through Q9 to question Q11. Then move to event (2) and so on, for all events (1-12).

For any violent event, ask for the year and month of the most recent happening of the event. Check that the year of the event referred as the most recent one corresponds to the responses in Questions 3a to 8b above. For example, if event occurred in 2014 but not in 2015/16, year in Q9 is 2014 and all the question Q10-Q17 will refer to the event in 2014.

QUESTION 10: Ask for the location where the most recent event occurred. Enter the correct code.

QUESTION 11: The interest here is in knowing the main cause of the most recent event. Use the codes provided on the flip page of the questionnaire to code the appropriate most important cause.

QUESTION 12: This question sought the opinion of the participants on the security of the members of the community and how well security agencies are doing to ensure that the community is safe and secure, using Likert scale.

QUESTION 13: Here we want to know the extent to which certain activities undertaken by the community as a group, and its members are affected by conflicts in general. Note that this question is general to all the conflicts mentioned earlier, instead of a specific conflict. Depending on the intensity of the event, the impact can range from sever, to less severe. Please use the codes provided.

QUESTION 14: We want to know the mindset of the participants on whose responsibility it is to keep their community safe. Make sure to allow the participants to tell you who is mostly responsible for keeping the community safe. Do not prompt the discussants.

QUESTION 15: The rationale for this question is to know the mindset of the people with regards to who poses the greatest threat to their community. Make sure to allow the participants to tell you who is mostly responsible for keeping the community safe. Do not prompt the discussants.

C7: Community Needs, Actions and Achievements

In as much as the government and other development partners implement projects and programs that facilitate the development of a community and the citizenry, the community for which that project is intended for should first of all have a need for this project

The objective of this section is to ascertain the needs, actions and achievements of the community in the last 3 years. Specifically, the section is interested in knowing whether the community holds discussions about certain key developmental needs of the community, including deliberating on construction of infrastructures such as road, health facility, piped water, school, etc. The section is also interested in how involved the members of the community are, as well as the leadership of the community in these deliberations. Again, whether or not the community sought technical or financial assistance in implementing the particular project, as well as the cash or in-kind contribution made by the community toward the implementation of the project.

QUESTION 1: This question makes reference to the past 3 years, and intends to know whether the community has deliberated on some development projects and programs that are vital for the community's progress. The enumerator should ask if anyone in the community has initiated a discussion on the need for any of the items listed in the last 3 years.

QUESTION 2: The emphasis of this question is to know the group, individual or agency that first brought the idea of a need of the listed project/program in the community. The interviewer should choose from the list of options, the main group that originated that idea.

QUESTION 3: The interviewer will find out if discussions had been held in the community about any of the listed items, when the first group mentioned in question 2 brought the idea. If the response is No, the interviewer will skip to Next item.

QUESTION 4: We are interested in who in the community (or outside the community) have ever participated in the discussions held about the listed item. The interviewer will find out who among the listed groups participated in the discussions. Up to five options can be selected.

QUESTION 5: This question seeks to know if the community finally attempted to implement the listed item following the deliberations held about it. Note that the project doesn't necessarily need to have been completed. Just an attempt to implement the idea is enough to qualify a Yes for this question.

QUESTION 6: To implement the stated option, we want to know if the community sourced any external assistance in the form of technical advice, financial resources, or other materials. These assistance can originate from the federal, state or local government, as well as other development agencies such as an NGO. Thus, the interviewer should ask the group if the community sought financial resources, technical advice or material goods from any source. The response is either Yes or No.

QUESTION 7: This question is interested in knowing whether the community received what it requested for in the executing the listed project. The interviewer should ask the group if the community received what it requested, either Completely, Partially or Not at all.

QUESTION 8: This question seeks to know the part played by the community in executing this project. E.g. Donate funds, serve as leaders, supply manual labor or any other option. A Yes/No answer should be provided for each of the listed sub-questions under this question.

C8: 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. *The CAPI program has been designed to help you type the correct name of the market or location where the price information is been collected.*

QUESTION 3: Provide a brief description of the location where the price data is being collected. Please give enough details as possible so that it can be easily traced by anyone who wants to visit the place.

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 "Tap to record GPS". Always ensure that you take the GPS coordinates in the premises of the for instance a stall instead of inside the building.*

PHOTO OF THE LOCATION: Please ensure that you take a picture of the market or stall where the price information is been collected.

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.

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. *On the CAPI machine, if the item is not in the community or nearby, and option 2 is entered, that item becomes unavailable for the rest of the questions for this section.*

QUESTION 8: Answer this question and question 9 ONLY if the answer to question 7 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.

A completed questionnaire in CAPI looks like the following. A completed questionnaire shows the community ID, the name of the community head, the zone of the community as well as the date and time the interview was completed.
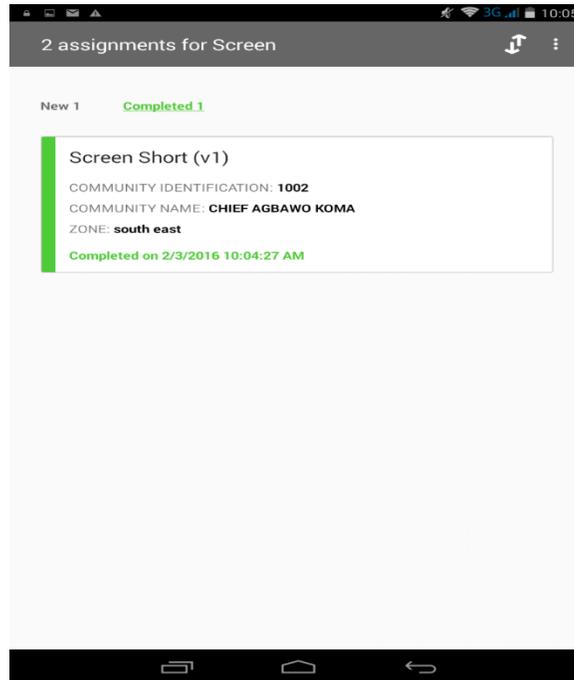
Appendix 1: Sample Error Reports

HOUSEHOLD Questionnaire
Application   C:\Users\salihu\Desktop\Panel   Survey   Final\Panel   Cspro   Programme\Training Traing\PANEL_HOUSEHOLD Final\CSPro_Test.bch
Type   BATCH
Input   Data   C:\Users\salihu\Desktop\Panel   Survey   Final\Panel   Cspro   Programme\Training Traing\PANEL_HOUSEHOLD Final\HH

Date   Jul 01, 2010
Start Time   13:26:07
End Time   13:26:07

CSPRO Process Summary
```
     +---------------------------------------------------+
     |    128 Records Read ( 100% of input file)        |
     |      0 Ignored (      0 unknown,       0 erased) |
     |   1027 Messages (      0 U,     16 W,    1011 E) |
     +---------+-------------+-------------+-------------+
```

Level	Input Case	Bad Struct	Level Post
1	6	1	5

Process Messages

*** Case [37011373701110002000] has 151 messages (135 E / 16 W / 0U)
W 88870 Value ' 23' out of range - check S3Q13(1,1)
W 88870 Value '   1' out of range - check S3Q25(1,1)
W 88870 Value '********' out of range - check S3Q35A(1,1)
W 88870 Value '0' out of range - check S3Q1(2,1)
W 88870 Value '**' out of range - check S6Q8A(1,1)
W 88870 Value '**' out of range - check S6Q8B(1,1)
W 88870 Value '*' out of range - check S6Q13(1,1)
W 88870 Value '*' out of range - check S6Q14(1,1)
W 88870 Value '*' out of range - check S6Q15(1,1)
W 88870 Value '*' out of range - check S6Q16A(1,1)
W 88870 Value '********' out of range - check S6Q17(1,1)
W 88870 Value '********' out of range - check S6Q21(1,1)
W 88870 Value '********' out of range - check S6Q24(1,1)
W 88870 Value '********' out of range - check S6Q25A(1,1)
W 88870 Value '********' out of range - check S6Q25D(1,1)
W 88870 Value '303' out of range - check S8(3,1)
E 88182 Inconsistent field detected... QNO is not a skipped field, however
     is NotAppl
E 88182 Inconsistent field detected... QNO1 is not a skipped field, however
     is NotAppl
E 88182 Inconsistent field detected... SAQ12 is not a skipped field, however
     is NotAppl
E 88182 Inconsistent field detected... AG2 is not a skipped field, however
     is NotAppl
E 88182 Inconsistent field detected... AG3 is not a skipped field, however
     is NotAppl
E 88180 Inconsistent field detected following a SKIP command in Var Q19
     PostProc... Q21(1) should be blank (currently '27')
E 88180 Inconsistent field detected following a SKIP command in Var Q19
     PostProc... Q22(1) should be blank (currently '14')
E 88180 Inconsistent field detected following a SKIP command in Var Q4
     PostProc... Q5(1) should be blank (currently '11')
E 88180 Inconsistent field detected following a SKIP command in Var Q10B
     PostProc... Q11(1) should be blank (currently '7')
E 88180 Inconsistent field detected following a SKIP command in Var Q10B
     PostProc... Q11B(1) should be blank (currently 'TRTRY ')
E 88180 Inconsistent field detected following a SKIP command in Var Q10B
     PostProc... Q12(1) should be blank (currently '8')
E 88180 Inconsistent field detected following a SKIP command in Var Q10B
     PostProc... Q12B(1) should be blank (currently 'GFRXCGH ')
E 88180 Inconsistent field detected following a SKIP command in Var Q10B
     PostProc... Q13(1) should be blank (currently '6')

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
    PostProc... S3Q20B(1) should be blank (currently 'rtdtftyfty
    ')

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

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

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

E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
        PostProc... S3Q23A(1) should be blank (currently ' 100')
    E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
        PostProc... S3Q23B(1) should be blank (currently '8')

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, 2016
Start Time   11:59:02
End Time   11:59:02

CSPRO Process Summary

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

Process Messages

*** Case [370001111373701102351105067] has 31 messages (31 E / 0 W / 0U)
    E 88182 Inconsistent field detected... S11CQ34(1) is not a skipped field,
        however is NotAppl
    E 88182 Inconsistent field detected... S11DQ33(1) is not a skipped field,
        however is NotAppl
    E 88182 Inconsistent field detected... S11EQ35(1) is not a skipped field,
        however is NotAppl
    E 88182 Inconsistent field detected... S11GQ5C(1) is not a skipped field,
        however is NotAppl
    E 88182 Inconsistent field detected... S11GQ5D(1) is not a skipped field,
        however is NotAppl
    E 88182 Inconsistent field detected... S11GQ8B(1) is not a skipped field,
        however is NotAppl
    E 88182 Inconsistent field detected... S11HQ19A(1) is not a skipped field,
        however is NotAppl
    E 88182 Inconsistent field detected... S11HQ19B(1) is not a skipped field,
        however is NotAppl
    E 88182 Inconsistent field detected... S11HQ21(1) is not a skipped field,
        however is NotAppl
    E 88182 Inconsistent field detected... S11IQ4B(1) is not a skipped field,
        however is NotAppl
    E 88182 Inconsistent field detected... S11IQ5A(1) is not a skipped field,

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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 S-1 SUPERVISOR	General Household Survey Post-Harvest 2016 Questionnaire Management	Report by EA

DATE of data collection: From _____ to _____

Supervisor Code	
Data entry Code	
Name of coordinator	

EA IDENT. NUMBER	ZONE	STATE	LGA	SECTOR	EA	RIC

	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: _____

_____

_____

Questionnaire S-2 SUPERVISOR	General Household Survey Post-Harvest 2016 Questionnaires, Materials and Maps	Report by EA

DATE of data collection: From _____ to _____

EA IDENT.	ZONE	STATE	LGA	SECTOR	EA	RIC
NUMBER						

Supervisor Code	
Interviewer Code	

Materials

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

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

Questionnaire S-3 SUPERVISOR	General Household Survey Post-Harvest 2016 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