



Federal Republic of Nigeria

National Bureau of Statistics Abuja, Nigeria



THE WORLD BANK

**GENERAL HOUSEHOLD SURVEY – PANEL  
POST HARVEST (WAVE 2 - 2012/2013)**

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**SUPERVISOR  
INSTRUCTION MANUAL**

**FEBRUARY 2013**

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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 covers a wide range of sectors. Except for the Harmonized National Living Standard Survey (HNLSS) which covers multiple topics, these different sectors are usually covered in separate surveys none of which is conducted as a panel. As part of the efforts to continue to improve data collection and usability, the NBS has revised the content of the annual General household survey (GHS) and added a panel component. The GHS-Panel is conducted 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 General Household Survey (GHS). The post-planting round of the second wave was fielded in September 2012.

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 you are viewed as able to perform in this capacity. We have set your tasks and responsibilities below. If you have any questions, you should ask them during the training, if possible. If you find yourself in the field with questions, do not 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 it has been correctly filled in.
3. Monitor and attend some interviews and make comments on the worker's performance.
4. Meet frequently with each member of the group to discuss, improve and organize work.
5. Help workers to solve the problems they encounter in dealing with respondents who are not responsive to questions or refuse to be interviewed.
6. Manage the team's work schedule, including tracking questionnaires completed in the field, questionnaires assigned to the data entry team, and questionnaires that require correction by interviewers.
7. Carry out the community survey in every Enumeration Area.
8. Communicate with NBS State, Regional and Headquarters staff regarding field issues, as necessary.

Unlike previous surveys, this survey 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 to help each member of the team to carry out his or her job. You will provide feedback to the NBS management team at all stages of the work.

You will be responsible for helping the interviewers to identify the households that have been allocated to them, resolving any problems with reluctant households, observing interviews and making checks by visiting the households after the survey to verify data. Interviewers 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 will play a big role in the quality of the data produced and ultimately the success of this project. You are the leader to manage 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 their and friends, the interviewers and data entry operator, other members of the team and anyone else involved). **YOUR BEHAVIOR** can have a significant influence on the opinions of people in the areas covered by the survey as to the value of the whole project.
- Avoid disturbing or upsetting anyone by **YOUR BEHAVIOR**.
- Mediate problems fairly between members of your team without favoritism.
- Be properly dressed, so that the respondent will be inclined to trust you, as a reliable and responsible person.
- Exercise patience and tact when observing interviews or carrying out short re-interviews to avoid antagonizing the respondents or leading them to give answers that are not accurate and to always treat everyone with respect, your team as well.
- Avoid involving yourself in politics and religious discussion in any case, symbols related to a political party or religion should be avoided as much as it is possible. The project covers a large part of the country which exercises different norms and customs. **Without compromising your freedom of speech and dress, maintain professionalism at all times.**
- **Never ever** discuss the answers given by one household with members of another household or with any other person except the team supervisor and the project management team. The Management team has promised the Government, the village leaders and the households that no data that directly identifies them or links them to any response will be shared: this information will be held in strict confidentiality and all team members must conduct themselves according to this code.

## Chapter 4: Managing Fieldwork

As the supervisor, you have four primary areas of leadership, which 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.

## Checking Error Reports and Questionnaires

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

1. Collect questionnaires from the interviewers on a daily basis. The supervisor is not required to do a detailed check of the questionnaires at this stage
2. Ensure that the basic administrative data on the cover pages have been entered by the interviewer.
3. Insert the required supervisor level information in the administrative section on the cover of the questionnaire, i.e. on page Cover-3.
4. Note receipt of the questionnaire in the appropriate form and pass questionnaires on to the data entry operator for entry.

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

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

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

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

- Question 2 in Section 6 – Nonfarm Enterprises and Income Generating Activities, to ensure that the industry code (see Appendix 2) correctly corresponds to the type of activity described.

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

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

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

### Structure of the Error Report and Error Messages

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

The structure of the error message is explained below:

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

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

1 of 2 Total (for the household questionnaire)

2 of 2 Total (for the agriculture questionnaire)

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

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

Process Messages

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

The error message is broken into a number of parts:

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

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

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

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

## Observing and Monitoring Interviews

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

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

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

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

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

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

- 1) Was the wording used in the questionnaire appropriate?
- 2) Were any concepts posed to the respondent ambiguous?
- 3) Were there any questions left unanswered or to which evasive answers were given because they dealt with private matters or sensitive issues?

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

### Re-interview of Selected Households

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

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

### Supervising Data Entry Operators

The data entry person will have a laptop (desktop in some cases) and a printer. This person's job is to enter the data on the questionnaires EXACTLY AS IT APPEARS ON THE QUESTIONNAIRE. In short, the data entry operator is not allowed to 'correct' anything on the questionnaire. You, the supervisor, are the only person who can give the data entry operator questionnaires for data entry. The interviewers must give you the questionnaires. The data entry operator is only allowed to return questionnaires and error reports to you. You will review these on a daily basis and return them to the interviewers as needed. This sequence of questionnaires is critical: you the supervisor

are responsible for knowing at all times where each and every questionnaire is and what its completion status is. You will only be able to do this if you follow this pattern.

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

## 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 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 MTN modem in any of the Laptop USB drives
2. Double click on 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 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 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 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 As
- The total number of plots: this is a count of the number of entries on all FLAP Bs in the batch
- The total number of crops: this is a count of all the entries on FLAP C

## Managing Common Problems Encountered in the Field

### Respondents unavailable

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

### Refusal from household

Interviewers may face some cases of complete refusal to participate:

- 1) Household refuses to answer a particular part of the questionnaire.
- 2) Household refuses to answer the entire questionnaire.

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

The following are the main reasons leading to refusal:

- 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. Households should be replaced only after all methods to convince them to participate have been used.

## 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.

### COVER PAGE

It contains COMMUNITY IDENTIFICATION characteristics, which include the following:

- 1. COMMUNITY NAME:** The name of community where this questionnaire is administered should be clearly written out.
- 2. ZONE:** Information should be provided for **Name** and **Code** of the geographical zone in which the mentioned community can be found. There are six identifiable zones with codes (North Central (1); North East (2); North West (3); South East (4); South South (5) and South West (6). The Interviewer must provide the appropriate information into the cell.
- 3. STATE:** The interviewer needs to provide the **Name** and **Code** for a state in which this community can be found in related to above zone accordingly.
- 4. LGA:** The **Name** and **Code** of the Local Government Area (LGA) in which the community or ward is located

5. **SECTOR:** The sector can either be urban (1) or rural (2).
6. **WARD:** Write down the name of the **Ward**, where the community questionnaire is being administered.
7. **EA:** The Enumeration Area (EA) must be one of the selected Panel Survey EAs. Record the **name** and **code**.
8. **RIC:** means **Replicate Identification Code**, 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.
11. **DATE OF SECOND INTERVIEW:** The date of the second interview must be written down here, day, month and year.
12. **NAME OF DATA ENTRY CLERK:** Name of the data entry clerk and his or her code at state level should be written here.
13. **DATE OF DATA ENTRY:** The date of the data entry must be provided here, day, month and year.
14. **DATE OF SECOND DATA ENTRY:** The date of the second data entry must be provided here, day, month and year.

## C1: RESPONDENT CHARACTERISTICS

### SELECTION OF RESPONDENTS FOR COMMUNITY QUESTIONNAIRE INTERVIEW

**QUESTION 1:** Names of at least five persons from the community should be written here, starting with the leader of the group from the community

**QUESTION 2:** The code of the sex would be provided here; 1 for male and 2 for female

**QUESTION 3:** The age of each informant in question 2 would be provided here.

**QUESTION 4:** We want to know the position of each of the informants from the listed options.

**QUESTION 5:** We want to know here how long each of the informants has stayed in the community.

**QUESTION 7:** We want to know the highest educational level completed by each of the informants from the options provided.

## 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, fire-station. Transportation in the context of this survey means movement of people and goods from one destination to another. In a settlement, people use different types of transportation for 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 in the communities. A selected group of people will provide information from the community with the interviewer coordinating.

**QUESTION 1:** interviewer will find out whether the community has any of the prefilled social amenities in the questionnaire. There is a provision for a yes or no response here.

**QUESTION2:** seeks to know in which day of the week people have access to this amenity or item.

**QUESTION 3:** interviewer should find out how close is the location of the item from the center of the community.

**QUESTION 4:** seeks to know the type of transportation people frequently use in the community to visit the item.

**QUESTION 5:** interviewer should find out what it would cost using the type of transport system cited in question 4 in one.

**QUESTION 6:** we are to calculate here 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.

### **C 3: COMMUNITY ORGANIZATIONS**

This section is collecting information on social 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.

**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) in the community.

**QUESTION 3:** Seek to know how many times the member of the cited community organization in question1 meet. There are four options to pick the main answer. If more than one group exists in the community, ask about the one with the largest number of members in the community.

**QUESTION 4:** Is asking to know the total number of membership in this community organization. If more than one group exists, ask about the one with the largest following in the community.

**QUESTION 5:** 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:** 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. We want to know how community has been making efforts to manage some of the natural resources such as arable land,

forest, pasture, water body (river, lake) and other natural endowments likely to be found in community. We want to also 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:** Seeks to know if the community has or own any communal resources in Question 1. If the community has other communal resource not listed should be listed under other.

**QUESTION 2:** Seeks to know if the community has been able to know the rules of having access to and using its communal resources.

**QUESTION 3:** Is seeking to know if the communal resource cited in Question 1 is recognized by the traditional authorities in the community.

**QUESTION 4:** Is asking to know which type of restrictions has the community placed its members from having access to and using the communal resource. A maximum of three options should be provided here in order of importance.

**QUESTION 5:** Seeks to know where how the community ensures compliance with the rules of using the communal resource.

## C5: COMMUNITY CHANGES

**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 five years ago. Only one response is required.

## C6: COMMUNITY KEY EVENTS

**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. 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 2:** The interviewer should ask the group what year did this event in question 1 occurred.

**QUESTION 3:** The interviewer will find out the percentage of people affected in that community. For example, is it 50 percent or 10 percent of the people in that community?

## C7: COMMUNITY NEEDS, ACTIONS AND ACHIEVEMENTS

The objective of this section is to know if the village head or the political leaders are concerned with the Needs, Action and achievement of the people in the community. The enumerator is going to ask

Q1 and Q2 for all the 15 items in the list before moving to Q3. The responses are Yes or No. if it is Yes in any items the enumerator will ask Q3.

**QUESTION 3:** The interviewer will find out if discussion had been held in the community about any of the listed out items. If the response is No the interviewer will skip to Next item.

**QUESTION 4:** 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 as a result of these discussions the community decides to try to implement a project related to any of the items.

**QUESTION 6:** The interviewer should ask the group if the community seeks financial resources, technical advice or material goods from any source. The response is either Yes or No.

**QUESTION 7:** 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. E.g Donate funds, serve as leaders, supply manual labor or any other option.

## C 8: FOOD PRICES

**COLUMN 1:** We have pre-coded food items from 1 to 952

**COLUMN 2:** We have the name of each food item listed in group starting with grains and flours.

**QUESTION 1a:** We have unit of measure for each food item.

**QUESTION 1b:** We want to know whether the food item is available for sale in the community or nearby community at the present time

**QUESTION 2:** We want to know the price of ONE UNIT of the item in the community or in the nearby community. E.g Bread price of one medium size is 300-500naira per loaf.

## Appendix 1: Sample Error Reports

### HOUSEHOLD Questionnaire

Application C:\Users\saliu\Desktop\Panel Survey Final\Panel Cspro Programme\Training  
Traing\PANEL\_HOUSEHOLD Final\CSPro\_Test.bch

Type BATCH

Input Data C:\Users\saliu\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 'gfhfgh ')

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

CSPRO Process Summary

```

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

```

Process Messages

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

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

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

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

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

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

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

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

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

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

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

however is NotAppl  
E 88182 Inconsistent field detected... S11IQ5A(1) is not a skipped field,  
however is NotAppl  
E 88182 Inconsistent field detected... S11IQ5B(1) is not a skipped field,  
however is NotAppl  
E 88182 Inconsistent field detected... S11IQ6(1) is not a skipped field,  
however is NotAppl  
E 88182 Inconsistent field detected... S11IQ7(1) is not a skipped field,  
however is NotAppl  
E 88182 Inconsistent field detected... S11IQ8(1) is not a skipped field,  
however is NotAppl  
E 88182 Inconsistent field detected... S11IQ9(1) is not a skipped field,  
however is NotAppl  
E 88182 Inconsistent field detected... S11L2Q1(1) is not a skipped field,  
however is NotAppl  
E 88182 Inconsistent field detected... S11L2Q2A(1) is not a skipped field,  
however is NotAppl  
E 88182 Inconsistent field detected... S11L2Q2B(1) is not a skipped field,  
however is NotAppl  
E 88182 Inconsistent field detected... S11L2Q2C(1) is not a skipped field,  
however is NotAppl  
E 88182 Inconsistent field detected... S11L2Q2D(1) is not a skipped field,  
however is NotAppl  
E 88182 Inconsistent field detected... S11L2Q3(1) is not a skipped field,  
however is NotAppl  
E 88182 Inconsistent field detected... S11L2Q4(1) is not a skipped field,  
however is NotAppl  
E 88182 Inconsistent field detected... S11L2Q5(1) is not a skipped field,  
however is NotAppl  
E 88182 Inconsistent field detected... S11L2Q6(1) is not a skipped field,  
however is NotAppl  
E 88182 Inconsistent field detected... S11L2Q7(1) is not a skipped field,  
however is NotAppl  
E 88182 Inconsistent field detected... S11L2Q8(1) is not a skipped field,  
however is NotAppl  
E 88182 Inconsistent field detected... S11L2Q9(1) is not a skipped field,  
however is NotAppl  
E 88182 Inconsistent field detected... S12C1(1) is not a skipped field,  
however is NotAppl  
E 88182 Inconsistent field detected... S12Q2(1) is not a skipped field,  
however is NotAppl  
E 88182 Inconsistent field detected... S12Q3(1) is not a skipped field,  
however is NotAppl

**Appendix 3: Field Work Forms**

Questionnaire S-1 SUPERVISOR	General Household Survey Post-Harvest 2013 Questionnaire Management	Report by EA
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DATE of data collection: From \_\_\_\_\_ to \_\_\_\_\_

EA IDENT. NUMBER	ZONE	STATE	LGA	SECTOR	EA	RIC

Supervisor Code	
Data entry Code	
Name of coordinator	

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

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

Problems Encountered:

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Questionnaire S-2 SUPERVISOR	General Household Survey Post-Harvest 2013 Questionnaires, Materials and Maps	Report by EA
------------------------------------	---	--------------

DATE of data collection: From \_\_\_\_\_ to \_\_\_\_\_

EA IDENT. NUMBER	ZONE	STATE	LGA	SECTOR	EA	RIC

Supervisor Code	
Interviewer Code	

Materials

- 1 Briefcase \_\_\_\_\_      3 Maps \_\_\_\_\_      5 Erasers \_\_\_\_\_      7  
 2 ID Card \_\_\_\_\_      4 Pens \_\_\_\_\_      6 \_\_\_\_\_      8

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

Questionnaire S-3 SUPERVISOR	General Household Survey Post-harvest 2013 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