



Federal Republic of Nigeria
National Bureau of Statistics Abuja, Nigeria

GENERAL HOUSEHOLD SURVEY – PANEL WAVE FOUR – POST HARVEST VISIT

INTERVIEWER MANUAL

DECEMBER 2018

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SECTION 1: Introduction

Over the last few decades, Nigeria has experienced substantial gaps in producing adequate and timely data to inform policy making. In particular, the country is lagging behind in the production of sufficient and accurate agricultural production statistics. Except for the Harmonized National Living Standard Survey (HNLSS), which covers multiple topics in a single survey, all other household and farm surveys conducted by the NBS, which also cover a wide range of sectors do so in separate surveys; none of which is conducted as a panel. As part of the efforts to continue to improve data collection and usability, the NBS plans to streamline two of its current surveys into one panel survey that covers 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 the Nigerian General Household Panel Survey (NGHPS). The post-harvest round of the first wave of the survey was conducted between February and April 2011. Post-planting and post-harvest visits were also conducted in 2012/13 and 2015/16. The post-planting visit of wave 4 was conducted between July and September 2018, while the post-harvest visit is scheduled for January and February 2019.

Focused on the goal of improving agricultural statistics, the World Bank, through funding from the Bill and Melinda Gates Foundation (BMGF), has been supporting seven countries in Sub-Saharan Africa in strengthening the production of household-level data on agriculture. The overarching objective of the LSMS-ISA program is to improve our understanding of agriculture in Sub-Saharan Africa – specifically, its role in poverty reduction and how innovation and efficiency can be fostered in the sector. This goal will be achieved by developing and implementing an innovative model for collecting agricultural data in the region.

Objectives

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

Coverage

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

Sample Design

The GHS sample from 2010 has consisted of 500 EA with 10 households selected in each EA giving a sample of 5,000 households. However, over time the sample has reduced due to attrition of some households that refused to continue or moved and could not be located. This attrition means the sample is less representative of the current makeup of the country. Therefore, in wave 4, the sample will be partially refreshed. Therefore, there will be two separate samples that make up the total wave 4 sample.

First, 160 EAs comprising about 1,504 households will be retained from the old sample. That is, households that have been visited in waves 1, 2, and 3 of the GHS-Panel. This portion of the sample is distributed across all 36 states plus FCT. The distribution of the old panel sample is presented in Table 1. The sample also includes some households that were tracked previously and thus have moved from their original location

The second portion of the sample will consist of fresh households that have never been visited before. This sample will consist of 360 EAs consisting of 3,600 households. Each Zone will have 60 EAs and 600 households spread across all states within the zone. The distribution of households and EAs are displayed in Table 1. A fresh listing was conducted in May for within the 360 EAs and subsequently 10 households were randomly selected in the EA.

Training for Fieldwork

There shall be two levels of training. The first level training (training of trainers (ToT)) shall occur at NBS headquarters, Abuja, and shall consist of the following participants – 24 senior technical staff of NBS from headquarters, 35 data editors, 7 ICT persons, and 6 coordinators from NBS. The ToT shall focus on equipping participants with detailed technical understanding of the survey instruments, including CAPI and field practice, so that they can train the field personnel in the second level training. At the end of the ToT, the technical staff and the data editors shall be examined on different aspects of the questionnaire and the survey. Selection of the technical staff to be trainers in the second level training shall be based on performance in the exam, in-class performance, training and presentation skills, and individual's ability to explain difficult concepts and manage a class. Overall, 20 technical staff shall be selected as trainers. The selection of the 28 data editors, however, shall be based performance in the exam, and where applicable, past editing performance. The ToT shall last for 7 days.

The second level training (training of enumerators (ToE)) shall comprise NBS personnel from the states, and shall include the following – zonal controllers, state officers, supervisors, and interviewers. The trainers, data editors, coordinators and other stakeholders shall also participate in this training. The ToE shall last for 15 days and shall focus on providing participants with detailed understanding of the survey and CAPI, elucidation of important concepts and questions in the questionnaire, in-class exercises, field practice and evaluation. At the end of the training, participants shall be evaluated, and the best performers, selected to participate in the main fieldwork.

Zone	State	TOTAL		# of interviewers	# of extra interviewers	# of supervisors	# of fieldwork days
		# of HH	# of EA				
North Central	Plateau	80	9	4	1	1	20
	Kwara	203	21	8	1	2	25
	Niger	141	12	5	1	1	28
	Kogi	99	11	5	1	1	20
	Benue	175	19	8	1	2	22
	Nasarawa	23	2	1	1	1	23
	FCT Abuja	126	13	5	1	1	25
	Sub- Total	847	87	36	7	9	
North East	Borno	48	5	2	1	1	24
	Yobe	70	7	3	1	1	23
	Bauchi	229	23	10	1	2	23
	Gombe	135	14	6	1	2	23
	Taraba	111	11	5	1	1	22
	Adamawa	235	24	10	1	2	24
	Sub- Total	828	84	36	6	9	
North West	Kaduna	217	22	10	1	2	22
	Jigawa	110	11	5	1	1	22
	Katsina	152	16	6	1	2	25
	Kano	148	15	6	1	2	25
	Kebbi	88	9	4	1	1	22
	Sokoto	70	7	3	1	1	23
	Zamfara	80	8	4	1	1	20
	Sub- Total	865	88	38	7	10	
South East	Enugu	169	18	8	1	2	21
	Anambra	124	12	5	1	1	25
	Ebonyi	110	12	5	1	1	22
	Abia	263	27	10	1	2	26
	Imo	170	17	8	1	2	21
	Sub-Total	836	86	36	5	8	
South South	Cross River	103	11	4	1	1	26
	Akwa-Ibom	218	22	10	1	2	22
	Rivers	106	12	5	1	1	21
	Bayelsa	77	8	3	1	1	26
	Edo	166	17	8	1	2	21
	Delta	158	16	6	1	2	26
	Sub- Total	828	86	36	6	9	
South West	Oyo	147	16	6	1	2	25
	Osun	81	9	4	1	1	20
	Ogun	144	15	6	1	2	24
	Lagos	230	25	10	1	2	23
	Ekiti	143	14	6	1	2	24
	Ondo	96	10	4	1	1	24
	Sub-Total	841	89	36	6	10	
Total		5045	520	218	37	55	

Field Procedures

Field Supervision

The supervisor will manage all initial interactions with the community include meeting with the community leader or chief. The supervisor will also assist the interviewers with locating the assigned households and obtaining cooperation and consent from the households. Supervisors will be in touch with the interviewers regularly to observe them while conducting the interviews and ensure that it was properly done while still carrying out data collection on community questionnaire. The supervisor should take note of any issues observed during the course of an interview and discuss them with the team so the issue can be rectified. Any serious issues with an interviewer should be reported to the State Officer and HQ so appropriate action can be taken.

Monitoring of Field Work

To ensure that good quality data is collected, a monitoring exercise will be mounted. One headquarters monitor will be assigned to 1 – 2 states, and all states including FCT, Abuja will be covered. The monitors shall conduct a single visit to their assigned state(s) and shall spend 9 days per assigned state during the visit, excluding travel days from Abuja. The visit shall occur immediately following the start of the field work (within the first 2 days of field work).

The monitors will ensure the highest compliance with the laid down procedures as contained in the manual, effect necessary corrections and tackle any problems that may arise. During the monitors visit to the states, they shall be given a monitoring questionnaire to complete and upload to the project server. This is a good way of ensuring that the monitors actually visit the teams, spend the required number of days with the teams, and report vividly and accurately, their observations in the field. The monitors shall continue to follow-up with the teams in their respective states during the course of the fieldwork, address any issues or challenges that they might have, and filter unsurmountable issues to management and senior technical persons to address. The monitor shall also act as a liaison between the data editors and the field teams,

During the periods when the monitors are not with the teams, the state officers and zonal controllers shall take monitoring responsibilities (first and second level monitoring), and they shall report directly to headquarters any issues/challenges that could mar the quality of the data collected. While the state officers will monitor in their own state, the zonal controller will mount it in at least 2 states (the zonal headquarters state and one other state of the same zone).

Monitoring instruments will be developed and discussed during training of trainers.

Remote Monitoring of Fieldwork

Besides the in-person monitoring of quality of the data collection by the monitors, there will also be remote monitoring by NBS ICT team and the World Bank. Each day, the World Bank

team shall download the data from the server, run error checks on them, and communicate the results of the error checks to NBS ICT team. NBS ICT team shall in-turn send these communications to the field teams to take the required actions.

Coordination

Directorate members of staff of NBS will coordinate the survey. Activities to be coordinated will include zonal Training, fieldwork, remote monitoring, fieldwork monitoring, finance, etc. Coordination shall last throughout the duration of the survey.

The table below shows the different activities and their respective timelines for the project

S/No	Activity	Duration/ Period
1	Training of Trainers	Nov 28 – Dec 5
2	Training of Enumerators	Dec 7– Dec 20
3	Fieldwork	Jan 7 – Feb 7
4	1st Monitoring (HQs Monitors/ Coordinators)	Jan 7 – Jan 17
5	2 nd Monitoring (Zonal Controllers)	Jan 14 – Feb 7
6	Tracking	March 4 – 20
7	Data Processing and Analysis	April – May 2019

Conducting an Interview

Successful interviewing is an art and not a mechanical process and each interview is a new source of information to be made interesting and exciting. Although the art of interviewing develops with practice, there are basic principles e.g. on how to build rapport, conducting interviews etc., which are followed. It is essential for enumerators to develop the correct attitude in carrying out interviews. Some of the essential and necessary attributes of a good enumerator are: *politeness*, *patience* and *perseverance*. These terms are defined in more detail in subsequent paragraphs.

How to Read the Questions

Each question should be read clearly and exactly as presented in the questionnaire. You should make sure that the way the question is read preserves the sense of the English question, rather than a word by word translation. If you have questions about how to phrase a question, you should ask your supervisor and refer to your notes from the training, where the phrasing of

questions in local language will be discussed in detail. After reading the question, time should be allowed for the respondent to answer. If it appears the respondent did not hear the question, it should be read again, and time allowed for a response. In cases where there has to be translation, the question should be translated as literally as possible.

UPPER and Lower-Case Texts (CAPITAL Letters and Small Letters)

Text written in UPPER CASE (capital) letters are instructions to the interviewer and should not be read to the respondent. Other texts that you will see written with upper case letters are lists and codes. These also should NOT be read to the respondent. **Text written in lower case (small) letters SHOULD be read directly to the respondent.**

Establishing Rapport with the Respondent

The enumerator and the respondent are strangers to each other and one of the main task is to establish rapport. The first impression a respondent has of you is formed through your appearance. The way you dress, your voice, gender and age may determine whether your interview is successful or not. The enumerator's demographic characteristics i.e. gender, and age play a role, in combination with similar respondent characteristics and the survey topic. Several refusals in a row might affect an enumerator's ability to approach the next household. So, the respondent and enumerator interaction determines the decision of the respondent to cooperate or refuse. Dress neatly and simply. A positive attitude enhances the chances of gaining cooperation from respondents. The enumerator should assess each situation and tailor his or her approach based on prior information, perhaps obtained at the initial contact.

Always carry your official identification card with you so the respondent knows you are coming from NBS and be comfortable that you are authorized.

Approaching the Dwelling

Use a direction that appears to be well used as an entrance. Do not straddle fences or any other property boundaries. Ask locals or neighbours your way to the next dwelling unit when in doubt. Try not to arrive at the selected household at an inconvenient time of the day, such as mealtimes, or too late or too early in the morning. Try to arrive when the respondents will not be too busy to answer questions.

Make a good first impression

Always do your best to make the respondent feel at ease on your first visit. With a few well-chosen words you can put the respondent in the right frame of mind for the interview. Open the interview with a smile and greetings and then proceed with your introduction as specified on your questionnaire. A good introduction of yourself, the organization you are representing, the purpose of your visit and what sort of demands you are going to place on the respondent should

all be briefly articulated to the respondent. You must be well versed in the local traditional forms of greetings (especially in rural settings). Avoid mumbling and waffling. By the end of this training session it is hoped that these equally important aspects would have been covered fully.

Make sure that the respondents do not confuse you with others who might be visiting households for other reasons; for instance, malaria campaign.

If the respondents refuse to be interviewed, note the reasons and inform your supervisor who will take an appropriate decision. In such a circumstance, remain calm and polite at all times. Prior to declaring a household a total refusal, the enumerator must have applied the three Ps which stand for *Politeness*, *Patience*, and *Perseverance*.

- *Politeness* is best expressed as the practical application of good manners. The goal of politeness is to make all parties relaxed and comfortable with one another. It is a cultural phenomenon and therefore what is considered polite in one culture can sometimes be quite rude in another culture. Politeness must therefore seek to establish a positive relationship between parties.
- *Patience* is the state of enduring under difficult circumstances which can mean perseverance in the face of delay or provocation without acting on annoyance in a negative way, especially when faced with difficulties.
- *Perseverance* is the maintenance of effort in spite of difficulties encountered, it implies steadfastness, unremitting continuance in spite of problems or challenges faced.

Always adopt a positive approach

Never be apologetic and do not use words like, "*Are you too busy?*" "*Would you spare a few minutes?*" or "*Would you mind answering some questions?*" Such questions obviously invite refusals before you start. "*I would like to ask you a few questions*" or "*I would like to talk to you for a few minutes*" Such statements may mislead the respondent to think that your mission is unimportant and invite refusal. You can proceed as follows:

"Hello, I am (Name) from the National Bureau of Statistics (NBS) and I am here to collect data on the General Household Survey Post Harvest, as a follow-up to the previous visit. All the data collected in the Survey is strictly confidential and will be published in aggregated form where personal information of the individual such as names and addresses will not be recognized."

Note again that, a positive attitude increases the chances of gaining cooperation from respondents.

- It is essential that you stress the confidentiality of all responses. You should never mention other interviews or show completed questionnaires to other enumerators or supervisors in front of a respondent or any other person.
- Avoid the presence of persons other than members of the household during the interview.

The presence of third parties during the interview may prevent you from getting honest and frank responses from the respondent. It also violates the rule of confidentiality. It is necessary that the interview is conducted as privately as is possible. A tactful attempt should be made to excuse third parties.

Answer any questions from the respondent frankly

The respondent may ask a few questions before agreeing to be interviewed. Be direct and pleasant and display your knowledge and understanding of all aspects of the questionnaire and the survey.

Tips on Conducting the Interview

Be neutral throughout the interview.

People are generally polite and may give answers they think you want to hear. Never allow the respondent to think that s(he) has given a right or wrong answer by an expression on your face or tone of your voice. Never appear to approve or disapprove any of the respondent's answers. Refer any questions raised by the respondent to the end of the interview. Note that questions are carefully worded to be neutral and do not suggest that one answer is more likely or preferable to another. Failing to read the complete question may destroy that neutrality. If an ambiguous answer is given, try to probe in a neutral way by asking like this: *"Can you explain a little more, I did not quite get you, could you please repeat what you said again?"*

- Never ever suggest answers to the respondents.* For example, *"I suppose you mean that - -----, is that right?"* Rather probe, that is, asking questions in such a manner that the respondent comes up with the relevant answer.
- Do not change the wording or sequence of questions.* The wording and sequence of the questions must be maintained. If the question has been misunderstood, repeat it slowly and clearly. If it is not clear, you may reword the question but without altering the meaning of the original question.
- Handle hesitant respondents tactfully.* A respondent may simply say, *"I don't know"*, or may give an irrelevant answer or may act bored or detached or may contradict themselves or may refuse to answer. Try to instill interest of the respondent by spending a few

moments talking about things unrelated to the interview. In doing so, please avoid engaging in potentially controversial topics or subjects such as politics, football, religion, etc. Confine your conversation to neutral topics such as the weather, agriculture and livestock, comments on the garden, etc. Do not interrupt the respondent or show any signs of impatience (*remember the 3 Ps*) when the respondent is giving irrelevant or elaborate answers. Listen to what she or he has to say and try to steer her or him back to the original question. Listening is an essential part of a two-way communication.

- d) *Do not form expectations.* You must not form expectations as to what is supposed to be the agricultural activities of the households. Also remember that differences between you and the respondent can influence the interviewee.
- e) *Do not hurry the interview.* Hurrying the interview may lead to errors in recording responses. You may also not get the correct and accurate answers from the respondent as he or she might not have fully understood or digested your question(s).

Language of Interview

The questionnaire for the GHS Post-Harvest is only available in English. It is therefore imperative, that each team works out translations that fit the local dialects and culture where possible. It is very important not to change the meaning of the questions when you rephrase or interpret them. These additional translations should be done during the training and before the commencement of field work. State teams should discuss the questionnaire as a group to agree on appropriate translation of each question into the local language.

SECTION 2A: Survey Solutions CAPI

CAPI is an interviewing tool or technique in which the interviewer uses a computer—instead of paper and pen—to answer the questions during the interview. Survey Solutions is a CAPI software developed by the World Bank to assist governments, statistical offices and non-governmental organizations in conducting complex surveys with dynamic structures using tablet devices. Survey Solutions has two parts: The Designer and Interviewer. In the Designer, the administrator creates a questionnaire; design skips and specify quality controls. The Interviewer application is where the survey interviews are conducted in the field and completed interviews are sent to the survey server. Multiple communications will take place between the interviewers and their supervisors in the Interviewer. More on this in the Synchronization Section.

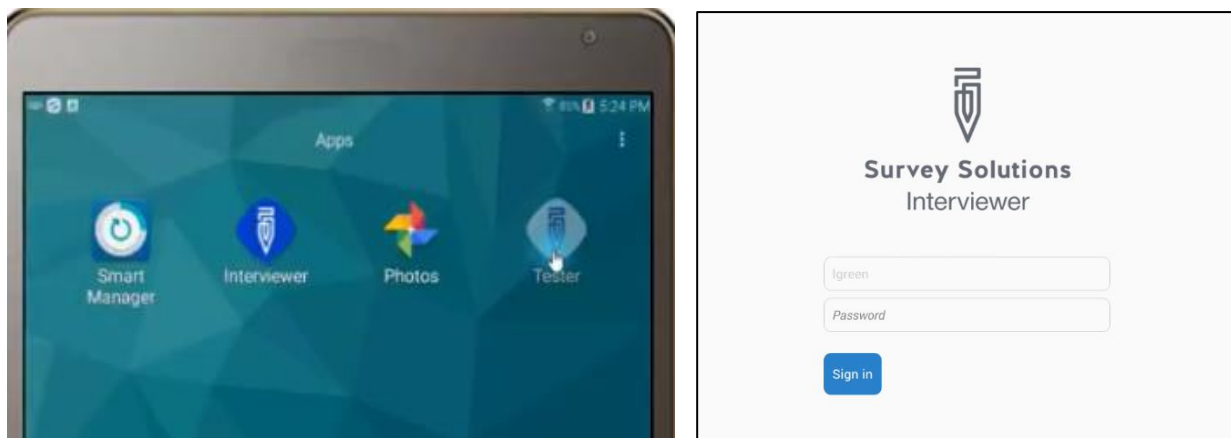
Getting Started in Survey Solutions Interviewer

Survey Solutions Interviewer has been installed on the tablets for this survey, otherwise, you will need to download and install the application on your device. To get started, simply find the Survey Solutions Interviewer icon on your home screen or in the apps page of the Android device. Tap (equivalent of click on a computer) this icon to start Survey Solutions Interviewer. Once you open the Interviewer application, you will see a login screen.

Login/Logout

On the login page (shown in the figure on the right below), use your unique login and password to log in to see all your interviews. The login and password prevent others, particularly people outside of the survey, from accessing the sensitive data recorded on the device. At the end of the day, or whenever you are not using the tablet for an extended period, you should click on the menu button in the upper left-hand corner of the screen and select Sign out. This will make it so that no one can see the data recorded on the tablet.

To start work again, you should enter your unique Login and Password to continue collecting, editing or submitting data for the assignments on your account.



Synchronization: Receiving New Interviews and Sending Completed Ones

The Interviewer application is used for sending and receiving new interviews in Survey Solutions. This process is through Synchronization. Tapping the **Synchronization** button (shown in the figure below) at the upper right of your screen initiates communication between your tablet (device) and the survey server (called **Supervisor**). Synchronizing ("Synching") will send completed interviews to the survey server and will download new assignments and all rejected interviews. It also removes all assignments that have been assigned to another interviewer off your tablet. Upon completion of synchronization, the number of completed interviews will be uploaded,

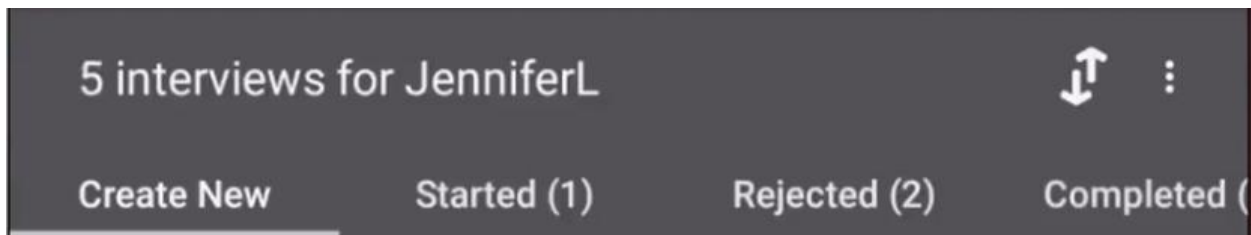
number of interviews deleted, number of rejected interviews returned, and the number of new assignments downloaded are clearly displayed in a status box.



Note: Please note that the whole synchronization process requires a form of wireless network access. If you are unable to synchronize or synchronization is unsuccessful, please follow the instructions given in the error message or contact your field supervisor for further assistance.

Dashboard: Managing Workload

The Interviewer dashboard offers a functional overview of the interviewer's assignments and their status. At the top of the dashboard, you will find four possible statuses: *Create New*, *Started*, *Rejected* and *Completed*. That is, on the dashboard, the interviewer can see how many interviews assigned to him/her, how many have been started, completed or even rejected (by the supervisor after submitting the interview) to be reviewed by the interviewer (see the figure below).



Each status on the dashboard is called a tab. To navigate between the different tabs, the interviewer can either tap on the tabs on top of the bar or swipe left or right, depending on desired movements. To help differentiate between the tabs, each tab is color coded as in the table below.

Dashboard Tabs:	Create New	Started	Rejected	Completed
Color Coding:	Gray	Blue	Red/Amber	Green

Create New Interviews (Gray Tab)

Lists all assignments that you need to start. Each assignment has a unique number and title of the questionnaire assigned by Supervisor/Headquarters. To open a new interview, simply tap on "START NEW INTERVIEW", a blue rectangular bubble, to open a new interview for that assignment.

Started Interviews (Blue Tab)

Contains interviews that you have started, but not marked as completed. To resume an assignment or interview, navigate to the “Started” tab on the dashboard and find the assignment you would like to resume. Tap on this assignment to expand it and tap the blue “OPEN” bubble to open it. All your previous work will appear in the assignment.

Note: *Survey Solutions automatically saves all work throughout the interview*

Completed interviews (Green Tab)

Contains interviews that you have marked as completed. Each completed interview is listed under the Completed tab until the interviewer synchronizes to upload it. To open a completed assignment, navigate to the “Completed” tab on the dashboard, find the assignment you wish to open. Tap once to expand the assignment card and tap the green “REOPEN” bubble to open it. All your previous work will appear in the assignment.

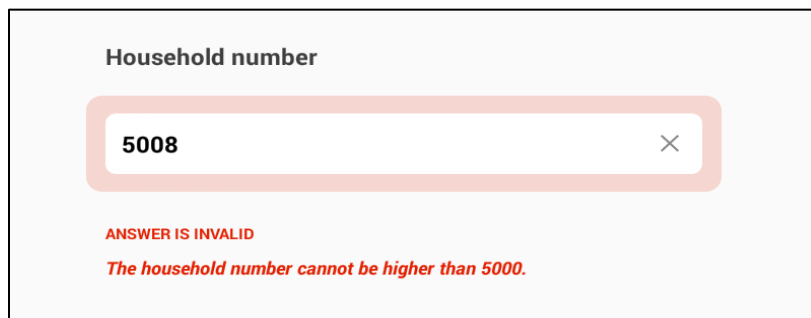
Rejected Interviews (Red/Amber Tab)

Contains assignments that you have uploaded (through synchronization), and supervisors have reviewed, found issues, and returned to you for corrections or clarifications. To open a rejected assignment, navigate to the “Rejected” tab on the dashboard, find the assignment you would like to open and tap the red/amber “VIEWISSUES” bubble to open it.

Inside an Interview

Error and Warning Messages

HOW TO KNOW IF YOU HAVE MADE A MISTAKE



The screenshot shows a survey form with a label "Household number" above a text input field. The input field contains the number "5008" and has a red border. Below the input field, there is a red error message: "ANSWER IS INVALID" followed by "The household number cannot be higher than 5000." in a smaller red font.

After an answer is recorded, the Interviewer application automatically assesses whether the answer is consistent with other answers in the questionnaire or plausible based on what is known about the survey population. If an answer is inconsistent or implausible, that answer is considered invalid. If an answer is invalid, the tablet will vibrate and the questions will be outlined

in red (the tablet will also vibrate if the feature is enabled). An error message will appear to describe the problem (as shown above). **You should try to correct all errors as soon as they arise.**

Please note that an invalid answer does not necessarily mean that the answer is incorrect. If an invalid answer is indeed a wrong answer, check your work and correct the issue. Sometimes, you will need to probe the respondent further to correct the invalid answer. If the invalid answer is the correct answer, then please leave an explanatory comment for your supervisor and headquarter staff. (Please see the Comments section on how to leave comments for your supervisor.

Checking Whether All Questions Have Been Answered

You should always answer all the questions. There are several options on how to check if you have answered all the questions in the questionnaire.

A section will turn **green** when all questions have been answered and none have invalid answers. **Blue** means that there are unanswered questions. **Red** indicates that one or more questions in the answer have an invalid answer. **Ensure that the section is green before you move onto the next section.**

Uganda_Post-Planting_w/Kish_copy

Household Identification & Interview Details

— Household Roster

HOUSEHOLD MEMBER ROSTER - Joe

HOUSEHOLD MEMBER ROSTER - Jane

HOUSEHOLD MEMBER ROSTER - Jeff

USUAL/REGULAR HOUSEHOLD MEMBERS - Joe

USUAL/REGULAR HOUSEHOLD MEMBERS - Jane

USUAL/REGULAR HOUSEHOLD MEMBERS - Jeff

Dwelling

Consumer Durables

Farming Assets

+ Extension Services

Parcel, Plot, and Crop Details

Selected Plot

Navigate to the Complete Screen using the navigation pane. Once on that screen, the number of unanswered and invalid questions are displayed. You can identify the unanswered questions by looking for blue sections in the navigation pane.

Checking That All Answers Are Valid

In addition to showing you the number of questions that are unanswered, the complete screen will also show you the number of questions that have errors. You can navigate to errors flagged by pressing on it in the list. **You should correct as many answers as you can before marking the interview as complete.**

Leaving Comments The For Supervisor/Data Editor

Comments can be left on any question. They may be useful to explain answers that you have confirmed with the respondent but that may appear strange or wrong to anyone that will be checking the data from your interview. To leave a comment, press for a few seconds on the question you would like to leave a comment for. After a few seconds, a comment field will appear, into which you can type any arbitrary long comment.

Alternatively, your supervisor or data editor can also leave comments on questions for you. These comments will likely be questions about the answers you have recorded. The comments will appear next to commented questions. To find the comments, simply navigate to the question with comments.

Your supervisor/data editor can also leave a comment for the whole questionnaire. Any comment left on the whole questionnaire will appear on the card for that household in the Dashboard.

B2_3. How many rooms does your household use for sleeping?

5

YOUR COMMENT

This is a large house

B2_4. What type of material is mainly used for construction of the roof?

1 2 3 4 5 6 7 8 9 0 Del

q w e r t y u i o p

a s d f g h j k l Done

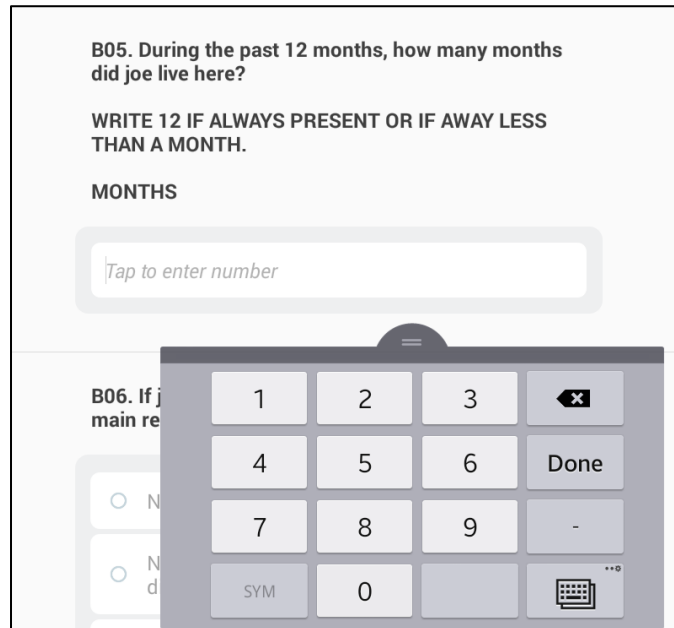
↑ z x c v b n m , ! . ? ↑

Ctrl Sym English(US) ⬅ ➡

Question Types

The questionnaire will have several different types of questions: numeric, text, single-select, multiple select, list, and date. As an interviewer, you must know how to answer each of them. To help you with that text, each question type is briefly explained below with visual aids.

Numeric Questions



B05. During the past 12 months, how many months did joe live here?

WRITE 12 IF ALWAYS PRESENT OR IF AWAY LESS THAN A MONTH.

MONTHS

Tap to enter number

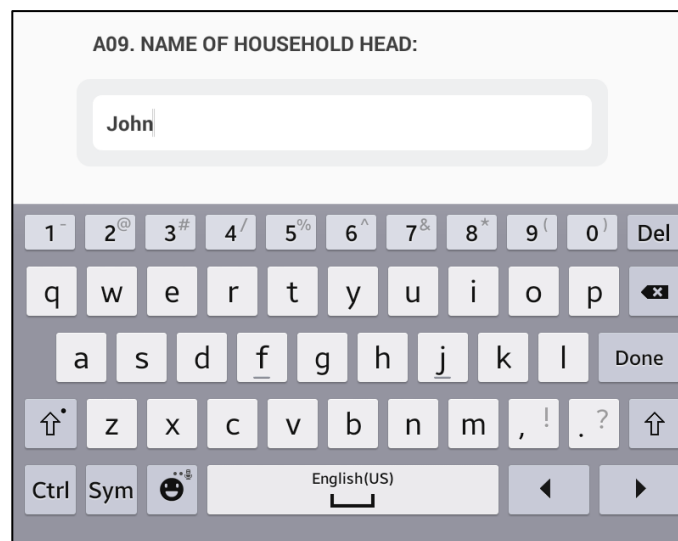
B06. If j
main re

○ N
○ N
d

1 2 3 ✕
4 5 6 Done
7 8 9 -
SYM 0 +0

Questions that take a numeric response have a field for an open numeric answer. When that field is tapped, the numeric keyboard will appear so you can enter the numeric answer. Use the decimal button to enter a decimal number as an answer. For example, 2.5.

Text



A09. NAME OF HOUSEHOLD HEAD:

John

1 2 3 4 5 6 7 8 9 0 Del
q w e r t y u i o p ✕
a s d f g h j k l Done
↑ z x c v b n m , ! . ? ↑
Ctrl Sym English(US) ⬅ ➡

Text questions have a field for an open text response. When that field is tapped, the text keyboard appears so that the interviewer can enter a text answer.

Single Select

9. What was the main purpose for which the assistance for **JAMES TOBIN** was intended?

- ☐ MAINTENANCE FOR UPKEEP/ SUBSIDIZE CONSUMPTION OF SPOUSE, PARENTS, OR RELATIVES
- ☒ **MORTGAGE FUND FOR LAND, HOUSES AND OTHER REAL ESTATE** ✕
- ☐ INVESTMENT IN SHARES, BONDS, OR OTHER FINANCIAL INVESTMENT
- ☐ DEVELOPMENT PROJECTS IN THE COMMUNITY
- ☐ PAYMENTS/DONATIONS TO NON PROFIT INSTITUTIONS (RELIGIOUS BODIES)
- ☐ PAYMENTS/DONATIONS TO NGOS
- ☐ PAYMENT OF HOSPITAL BILL OF SPOUSE, PARENT OR OTHER RELATIVE

Single-select categorical questions have answer options with round buttons. This type of question allows you to select only one option as an answer. To answer this type of question, you should select the button next to the answer that you want to choose.

Multiple Select

103. What was the advice from NATIONAL AGRICULTURAL ADVISORY SERVICES (NAADS) about?

- ☒ **Agricultural production**
- ☐ Agricultural prices
- ☒ **Agro-processing**
- ☒ **Crop Marketing**
- ☐ Livestock Marketing
- ☐ Fishing production
- ☐ Livestock production: Meat
- ☐ Livestock production: Milk
- ☐ Prevention of Livestock diseases

Multi-select questions have answer options with check boxes. This question allows you to select many options as an answer. To answer this type of question, you should select the check box next to the answer that you want to choose. Follow the interviewer instructions to know how many options you can select. If there are no instructions, then select all the options corresponding to what the respondent answers.

Multiple Select, Yes/No Questions

GRAINS AND FLOURS

1a. Within the past 7 days, did any members of your household eat/drink any of this [ITEM] within the household?

INSTRUCTION

PLEASE ONLY LIST ITEMS CONSUMED WITHIN THE HOUSEHOLD AND EXCLUDE FOOD CONSUMED OUTSIDE THE HOUSEHOLD.

Yes / No

<input checked="" type="radio"/> / <input type="radio"/>	Guinea corn/sorghum	×
<input type="radio"/> / <input checked="" type="radio"/>	Millet	×
<input type="radio"/> / <input checked="" type="radio"/>	Rice - local	×
<input checked="" type="radio"/> / <input type="radio"/>	Rice - imported	×
<input checked="" type="radio"/> / <input type="radio"/>	Maize flour	×
<input checked="" type="radio"/> / <input type="radio"/>	Yam flour	×
<input type="radio"/> / <input checked="" type="radio"/>	Cassava flour	×

Multi-select categorical questions in yes/no mode have two radio buttons for each item—the left one that denotes “Yes” and the right one that denotes “No”. To answer this type of question, the interviewer taps the radio button associated with Yes or No for every item to answer the question.

List

ALL HOUSEHOLD MEMBERS RECORDED DURING PP ARE PRE-FILLED IN Q1.

FOR ALL PRE-FILLED MEMBERS ANSWER THE QUESTIONS IN THE SUBSECTION ABOUT THE CURRENT MEMBERSHIP STATUS AND THEIR DETAILS.

AFTER YOU HAVE ANSWERED FOR ALL PRE-FILLED MEMBERS, THEN ASK: PLEASE GIVE ME THE NAMES OF ANY NEW MEMBERS THAT HAS JOINED YOUR HOUSEHOLD SINCE THE LAST VISIT.

LIST ALL NEW MEMBERS, AND RECORD THEIR DETAILS.

DEFINITION OF A HOUSEHOLD

A HOUSEHOLD IS A GROUP OF PEOPLE WHO HAVE USUALLY SLEPT IN THE SAME DWELLING AND SHARE THEIR MEALS TOGETHER. EXAMPLES OF HOUSEHOLDS ARE:

1. A HOUSEHOLD CONSISTING OF A MAN AND HIS WIFE/WIVES AND CHILDREN, FATHER/MOTHER, NEPHEW AND OTHER RELATIVES.
2. A HOUSEHOLD CONSISTING OF A SINGLE PERSON
3. A HOUSEHOLD CONSISTING OF A COUPLE OR SEVERAL COUPLES WITH OR WITHOUT CHILDREN.

ALL LISTED PERSONS THAT HAVE BEEN AWAY FROM THE HOUSEHOLD FOR MORE THAN SIX MONTHS ARE NOT CONSIDERED TO BE HOUSEHOLD MEMBERS EXCEPT:

1. THE PERSON IDENTIFIED AS THE HEAD OF HOUSEHOLD EVEN IF HE OR SHE HAS NOT BEEN WITH THE HOUSEHOLD FOR MORE THAN 6 MONTHS
2. NEWLY BORN CHILDREN (OR NEWLY ADOPTED)
3. STUDENTS AND SEASONAL WORKERS WHO HAVE NOT BEEN LIVING IN OR AS PART OF ANOTHER HOUSEHOLD
4. NEW SPOUSES

1. NAME AND SURNAME

X

Tap on the empty text box and use the keyboard to input an answer. Additional, elements can be added to the list until the maximum allowable number of items is reached.

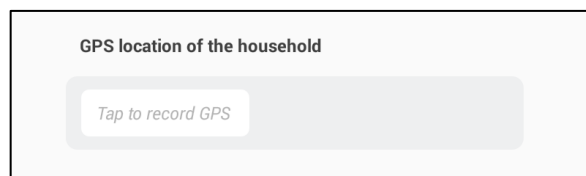
To delete elements from the list, tap on the X mark. **Be careful:** Tapping on the X will delete data if the elements of a list question are linked to a roster (e.g., names of household members, each of which has their own row in the household demographics roster).

Date: Current Time

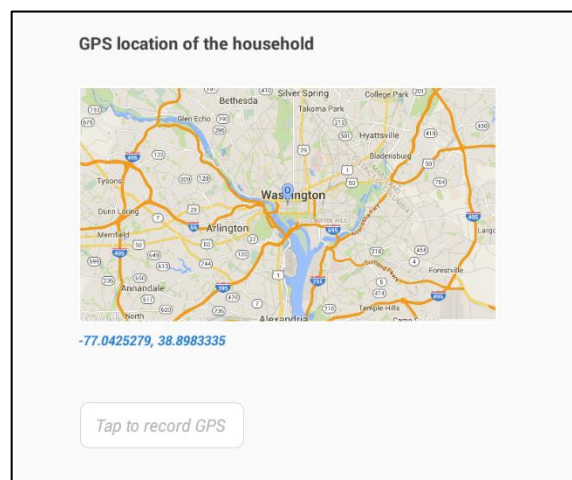
Start time and date of the interview

Tap once on the “Tap to record current time” button. Then, the current time on the tablet will automatically be recorded and displayed above the button. If you would like to record the time again, tap on the button again.

GPS



First, tap on the “record GPS” button. Then, the tablet automatically records the GPS coordinates. The GPS location is displayed immediately below the question text, showing the longitude, latitude, accuracy, and altitude.



If GPS reading is not accurate enough, you may tap on the “record GPS” textbox again. Doing so will replace the old GPS reading with the new GPS reading. You can continue in this fashion until you obtain an adequately precise GPS reading.

SECTION Q: The Questionnaire

Definitions

By the **PAST 7 DAYS** we mean the 7 days prior to the day of the interview. For example, if the interview takes place on Wednesday, consider the time between the morning of Wednesday one week earlier until the evening of Tuesday, the day before the interview.

By the **PAST 30 DAYS** we mean the month prior to the day of the interview. For example, if the interview takes place on 20th August, consider any item bought or paid for between the morning of 20th July until the evening of 19th August, the day before the interview.

By the **PAST 3 MONTHS** we mean the period from the same day of the month three months ago until the day before the interview. For example, if the interview takes place on 20th August 2018,

consider the period between the morning of 20th May 2018 until the evening of 19th August 2018, the day before the interview.

By the **PAST 6 MONTHS** we mean the period from the same day of the month six months ago until the day before the interview. For example, if the interview takes place on 20th August 2018, consider the period between the morning of 20th February 2018 until the evening of 19th August 2018, the day before the interview.

By the **PAST 12 MONTHS** we mean the period from the same day and month one year ago until the day before the interview. For example, if the interview takes place on 20th August 2018, consider the period between the morning of 20th August 2017 until the evening of 19th August 2018, the day before the interview.

With the **AGRICULTURAL SEASON 2018/19** we mean the time from when the household started preparing their plots before the rainy season. Depending on the part of Nigeria this time should be around April 2018 and February 2019.

By **HOUSEHOLD** we mean a person or group of persons who USUALLY SLEEP in the same dwelling and taken their MEALS TOGETHER, recognize one person as their head, and either have been part of the household for at least 6 of the 12 months preceding the interview or are currently members.

A **PLOT** is a continuous piece of land on which a unique crop or a mixture of crops is grown, under a uniform, consistent crop management system. It MUST be a continuous piece of land and MUST NOT be split by a river or a path of more than one metre in width. Plot boundaries are defined according to the crops grown and the operator.

SECTION S: Start

Description: The section is composed of identification information of the household as well as interviewer questions about the tracking status, the consent and the agricultural identification questions that will trigger the agriculture sections.

Cover

Instructions: The Cover is the first “section” in the questionnaire that you will see after creating an interview file for your assignment. It serves as a control step for you to verify that you have selected the correct assignment for the household. You do not have to fill in anything. ONCE you have cross checked that you have selected the correct assignment, click START. If you have not selected the correct household, click on the 3 dots on the top right and go back to the dashboard.

HHID The unique household identifier. It is composed of the state code and the serial number of household in the LGA for OLD PANEL HOUSEHOLDS. For new PANEL households, it is a combination of several identifiers starting with state code.

STATE The state where the household is located

LGA	The name of the LGA
EA CODE	The code of the enumeration area
EA NAME	The name of the enumeration area
STRUCTURE ID	The number of the structure in the EA from the listing. THIS IS ONLY PROVIDED FOR NEW PANEL EAs.
HOUSEHOLD ID	The number of the household within the structure. THIS IS ONLY PROVIDED FOR NEW PANEL EAs
HEAD NAME	The name of the household head recorded during the previous visit.
LOCALITY	Name of the village or town
ADDRESS	The address or location of the household in the area. This should help you to find the rough area where the household lives. You will have to ask around for using the name of the head.
PHONE	The phone number of the head of household previously provided. If not available, the number will show as 0000 000 0000.

2. Select NO if you have been unable to identify the household, i.e. you could not find the house and nobody in the area has heard of the household head's name or any other persons in the household names. Before you select it, MAKE SURE that you are in the correct area, that you have asked local leaders and knowledgeable persons, and that you have tried looking for the household using the names from the household member flap. For OLD PANEL HOUSEHOLDS, if you selected NO, proceed to question 3. For NEW PANEL HOUSEHOLDS, complete RESULTS OF INTERVIEW section and inform your supervisor that you were not able to locate the household. They will communicate with headquarters for replacement.
3. For households that could not be identified, select MOVED AWAY FROM LOCALITY if the household has moved away from the original location to somewhere OUTSIDE the locality/community, i.e. away from the village or part of town to a location that would require you to get motorized transport. The section TRACKING will open and require you to get tracking information. If the household has moved WITHIN the locality, i.e. somewhere close to the original location, select MOVED WITHIN LOCALITY, and record the new address/description of the location. For households that have MOVED WITHIN LOCALITY, proceed to the new address and conduct the interview normally. Select YES if the household has stayed in the same dwelling as in the previous visits.
4. Record the GPS in front of the household's dwelling. You have to be OUTSIDE the dwelling to capture GPS. MAKE SURE that LOCATION is turned ON in the shortcut menu of the tablet. Repeat if the tablet does not record the coordinates. If the tablet continues to not capture GPS, check in Android Settings/Location Services that the Mode is set to USE GPS ONLY, and that Access to my location is ON.
5. Select NO if after **at least 5 independent attempts** to visit the household you have never encountered an eligible respondent to be interviewed, despite the household not having moved away. ONLY select once you have tried making appointments using the household's phone number collected from the neighbors, and or have left a note. ONLY

SELECT AS A LAST RESORT. Eligible respondent is an adult household member that is knowledgeable about the economic circumstances of the household. If you selected NO, complete the RESULTS OF INTERVIEW section. If the household is a NEW PANEL HOUSEHOLD, the household will be replaced. Replacement will be monitored.

6. Read out the consent statement to the respondent, select YES if they have accepted to be interviewed, and record the name of the member that gave consent. If the household refused, try to CONVINCED them. Do NOT FORCE them to participate. Ask your supervisor or state officer to help you talk to the household. It is very important that we interview the selected households. ONLY SELECT AS A LAST RESORT. If you selected NO, complete the RESULTS OF INTERVIEW section. If the household is a NEW PANEL HOUSEHOLD, the household will be replaced. Replacement will be monitored.
- AG1. This question will be prefilled using the information collected from the post planting and will not be visible to the interviewer. A YES response will be prefilled if the household indicated that **SINCE THE BEGINNING OF THE 2018/19 AGRICULTURAL SEASON**, the they cultivated any crops on any plots used by the household (whether owned, rented, used for free, etc.). This INCLUDES tree crops, such as mango, cashew or cassava.
- AG2. A YES response will be prefilled if the household indicated to have owned or used any land the **SINCE THE BEGINNING OF THE 2018/19 AGRICULTURAL SEASON** that was not cultivated by the household. This may be land that was rented out, left fallow, a dwelling plot, pastureland, forest, or business/commercial plots. This includes pieces of land that the household does not own such as land rented or used for free by the household. This question will be prefilled an not visible to the interviewer.
- AG5. Select YES if in the **PAST 12 MONTHS** the household was involved in any fishing activities, including catching fish or raising fish (fish farming). If the household owned any fishing gears that was used by the household for fishing, or the household hired persons to use the gears for fishing (in either in rivers, lakes, lagoons, sea, etc.), the response should be YES. In addition, if the household was involved in fish farming or aquaculture activities, the response should be YES.

SECTION T: Tracking

Description: This section opens if the household has moved away from the original location to a distant location. In this case the household will have to be tracked, and you need to provide as good as possible information about the new whereabouts of the household and contact information. The information will be used by your colleagues to find the household in the new location.

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

- Household moves from its original location and failure to track the household to the new location

- Household members move to another household thus altering the composition of household originally sampled
- Household refuses to continue to participate
- Death of household member(s)

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

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

WHEN TO ADMINISTER THE TRACKING QUESTIONNAIRE

The tracking questionnaire will be administered to households that have relocated and the interviewer was not able to identify the households in the original location. It should be administered when the household is no longer located at the address where it was found in the previous visit (i.e. wave 4 Post-planting). In cases where some members are still present in the household, but some individuals have left the household, this information will be captured in the household questionnaire.

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

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

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

- Neighbors, community members or the leadership of the community – in that order

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

The information received about the relocation of the household should be ideally confirmed from alternate sources in the community.

NOTE: If the household has moved to a location within the same compound or EA, then the household should be found and the questionnaire administered. For such cases, in section “[S] START” on the CAPI, you should response “MOVED WITHIN LOCALITY” in Q3. Then, the new location/address should be provided in the prompt following Q3.

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

1. This should be indicated by providing the appropriate response in Q2 on the CAPI in section “[S] START”. In Q2 the response should be “NO”
2. The tracking form, section “[T] TRACKING” in CAPI”, will automatically be enabled and must be completed according to protocols described in the next section.

The Tracking Form

Respondent: Any number of neighbours, relatives, friends, colleagues, community leaders or knowledgeable person who can provide information on the new whereabouts and contact details for the household. You might have to talk to different persons in the locality to obtain all information to complete this section. It is VERY IMPORTANT to obtain as good information as possible to facilitate the tracking of the household in the new locality.

- 1a/1b.** Select the MONTH and YEAR when the household moved away from the old locality. Estimate if necessary. Select DON’T KNOW if you cannot establish at all the time they moved.
- 2.** Select YES if the household is not expected to move back to the old location, and NO if the household is expected to move back to the old location within the next 12 months.
- 3a/3b.** Select the MONTH and YEAR when the household is expected to move back to the old location. Select DON’T KNOW if you cannot establish the month or year.
- 4.** If all household members have moved together to the new location, select YES. If the household has split (not all moving to the same location), then select NO. If you are unable to determine whether all members moved to the same location, select DON’T KNOW.
- 7.** List the name of the village, town, part of town or locality of ALL the places where members of the household have moved to. If the household has moved together, you only have to list one location. If they have moved to different locations, list them ALL. If

parts of the household have moved to a new location and part have stayed, ONLY record the new location.

LOCATIONS

One sub section for each new location of the original household.

9. Select the state of LOCATION by typing the first few letters and select from the filtered options. Select OUTSIDE NIGERIA if the household has moved abroad.
10. Select the LGA. The list of answer options is filtered by the state selected in question 9.
11. Write as detailed as possible description of the new locality of the household, including if available they address, street name, part of village, landmarks or reference points, names of persons who can be contacted. You can write ANYTHING that helps finding the household in the new location.
14. Select all household members who have moved to the location. Only select those who you established have moved. Do not select if you are not sure. Leave unselected if you don't know.
- 15./16. Record phone numbers of the household members or other persons at the new locality through which household members can be reached. If you cannot get the number for anyone at the new locality record the phone number of anyone who knows about the new location of the household.

SECTION 1A: Household Flap

Description: This section serves to make a full list of all current household members and account for the household members pre-filled during the previous visit.

Respondent: This person should preferably be the head of the household. If the head is absent, then a responsible and knowledgeable adult, preferably the spouse of the household head should be interviewed. This person must be a member of the household and must be capable of providing all the necessary information on each household member. You may have to ask a few questions to be able to identify a suitable respondent. The respondent may be helped by other members for this section.

Definition: In this survey, a HOUSEHOLD will be defined as a person or group of persons who USUALLY SLEEP in the same dwelling and take their MEALS TOGETHER, consider a single person as their head, and either have been part of the household for at least 6 of the 12 months preceding the interview or are currently members.

At the beginning of the interview it is IMPORTANT that the RESPONDENT UNDERSTANDS who we consider a household member and who not. FAMILY and HOUSEHOLD ARE NOT NECESSARILY THE SAME. The household may include NON-RELATIVES such as live-in workers. If you change

respondents during the interview, MAKE SURE they understand who you are talking about when you say household. MAKE SURE ALL conditions hold.

INCLUDE

- persons that are identified as head but did not spend 6 of the past 12 months in the household
- new-borns, persons that have just married or moved into the household, e.g. adopted children, new live in worker
- Students and seasonal workers who did not spend 6 of the past 12 months in the household and did NOT live as part of another household

EXCLUDE

- Guests, even if relatives, who are staying for a few days, weeks, or months (under 6), normally live in another household and are expected to return to a different household after a while
- Family members that maybe stay in the same dwelling or compound, but do not normally eat with the household

EXAMPLE: In a FAMILY, you come to interview the household of Ajo, who is married to two wives, each with 2 children, who all live in the same compound. The oldest son of the first wife, Bema is already married and him and his wife normally cook and eat separately. Ajo has adopted the children of his brother after he passed away 2 months ago. With the household lives Dayo who works for the household but is not a relative. Include: Ajo, his wives and children, except Bema, the adopted children and Dayo. Exclude Bema and his wife. MAKE SURE AJO UNDERSTANDS WHO YOU ARE TALKING ABOUT WHEN YOU SAY HOUSEHOLD, IT IS DIFFERENT TO HIS FAMILY.

Instructions: The section will be pre-filled with household members identified and recorded in the post planting visit. The aim of the section is to create a COMPLETE LIST of all CURRENT household members AND to account for all the PRE-FILLED members, i.e. recorded if they are still household members and if their details are correct. You will do this in 3 steps:

1. For all PRE-FILLED members, ask if they are currently household members (question 4) and if their details are correct (question 4a) in the MEMBER FLAP sub sections.
 2. Identify CURRENT household members that were not on the list of pre-filled members and record their names in question 1.
 3. ONCE you have listed ALL members that were not on the list yet, you fill in their details in the MEMBER FLAP sub section.
-
1. The question will be prefilled with all the names of household members that were identified during the post planting visit. Record the NAMES of ALL household members that are not already on the list. Before recording new members, DOUBLE CHECK that they are not already on the list but are spelled differently. You can delete names of NEWLY ADDED members (e.g. if you accidentally recorded a person who does not meet

the member condition), but you CANNOT delete PRE-FILLED MEMBERS. Answer question 4a NO to say that a person is no longer a household member. Once this section is completed, you MUST have ALL CURRENT household member listed, and you MAY have PRE-FILLED MEMBERS in the list that are no longer household member. They will be filtered out in all other sections.

You must give a UNIQUE name to every household member. Record FIRST NAME and SURNAME, and if this is not enough to distinguish members, then a called name and/or Sr./Jr. can be added to distinguish persons.

Household flap

One subsection for ALL PRE-FILLED and NEWLY ADDED household members.

- 4a. The question is only open for PRE-FILLED members. Record if MEMBER is CURRENTLY a member of the household, i.e. normally eats and sleeps with the household. There are different reasons why MEMBER may no longer be a member of the household: MEMBER may have moved to another household for various reasons, may be absent for a long time for various reasons, might have passed away, or has been recorded by accident in any of the previous visits. Select NO in any of those cases.
- 4b. The PRE-FILLED information (NAME, SEX and AGE) for that member will be listed at the top of the screen. Review that information with the respondent to see if the information is correct. Select YES if name, sex and age of MEMBER are correct. You DO NOT have to update the name for typos but add names e.g. nick names if it was not easy to identify MEMBER. MAKE SURE you are talking about the same person when making updates.
- 4c. If some of the pre-filled information is not correct, indicate what information is incorrect. If multiple items are incorrect, select all that are incorrect.
- 4d. If the prefilled NAME of MEMBER is incorrect, then type the correct name of MEMBER. Please follow the same naming convention indicated above, thus, include first name, surname and nicknames where applicable.
- 2. Record the SEX of MEMBER. Do NOT try to guess the sex of the household member from the name provided to you. This can lead to mistakes. Even in cases where you think that the name would most likely be a male's or a female's name, let the respondent CONFIRM the sex. This question is for newly listed members.
- 3. Record the relationship of MEMBER to the HOUSEHOLD HEAD. If the respondent is not the head of the household, make sure that you record the relationship of MEMBER to the household head, NOT the relationship to the respondent.

HEAD - The member who makes key decisions in the household and whose authority is acknowledged by other members. NOTE the key decision maker may not necessarily be the oldest member.

SPOUSE - formally married or partner by mutual consent

OWN CHILD - biological child of head (can be from another spouse)

STEP CHILD - biological child of spouse from a previous union/marriage

ADOPTED CHILD - children that are not biological children of either head or spouse

GRANDCHILD – biological children of the head's children

BROTHER/SISTER - person with at least one parent shared with the head

NIECE/NEPHEW – a daughter/son of a brother/sister to the head

BROTHER/SISTER-IN-LAW - formally married or partner by mutual consent of the brother or sister of the spouse

PARENT – father or mother of the head

PARENT-IN-LAW - parent of the spouse

DOMESTIC HELP (RESIDENT) - person that works for the household (e.g. servant, guard, cook, baby-sitter, etc.) and eats and lives with the household

DOMESTIC HELP (NON-RESIDENT) - person that works for the household (e.g. servant, guard, cook, baby-sitter, etc.) and eats and lives in own household

OTHER RELATION (SPECIFY) – person who is related to the head but whose relation is not specified in any category above should be indicated here and specify the type of relationship to the head

OTHER NON-RELATION (SPECIFY) – person who is not related to the head and not specified in any non-relation category above should be specified here

4 Record the AGE of MEMBER in COMPLETED YEARS. Record FIRST what the respondent remembers better.

6a. From the age given above, Survey Solutions will calculate and provide two years one of which should be the year the respondent was born. This information should be used to cross check with the age provided above. Age and year of birth must be consistent, but sequence in which you record it does NOT matter. *EXAMPLE: The respondent remembers Tony was born in 2005, enter 2005 in Q6a and check with the respondent if Tony is 13 or 14 years old and record the age in Q4.*

Age in COMPLETED YEARS is the age at the time of the LAST birthday. *EXAMPLE: If MEMBER will turn 30 2 days AFTER the interview, the age at the LAST birthday was 29, so you must record 29.* For infants that are not yet one year old, record 0.

If the respondent does not know, ESTIMATE with the respondent using key events:

1. Ask of any historical event (national or local) which occurred around the time of birth or childhood.
2. Ask how old respondent was when that event occurred or how many years elapsed before his/her birth.
3. Then use the information obtained to calculate the age. For example, if MEMBER was 15 when Nigeria obtained independence, record $1960-15=1945$ as year of birth in Q6a.

4. Only if you cannot estimate the age using key events, estimate on physical appearance.

Do NOT record a code for DON'T KNOW.

- 6b. For children less than 5 years old, record the MONTH when MEMBER was born. Record whichever MONTH the respondent REMEMBERS BETTER.
- 5a. For children below the age of 7, ask if the MEMBER has a government approved birth certificate. A government approved birth certificate can be issued either by the Federal, State or the Local Government. In the absence of a birth certificate, sometimes a weighing card should suffice.

IF THE INDIVIDUAL HAS A GOVERNMENT APPROVED BIRTH CERTIFICATE, THEN ASK TO SEE IT
- 5b./c. If the you were able to see the MEMBER's birth certificate, then ask the respondent to allow you take a picture of the
- 6aa. Record the MONTH in which MEMBER was born. Use different events to solicit the month, especially if the respondent cannot remember the month of birth.
- 6ab. Using the same approach as 6aa, record the DAY of birth of MEMBER.
- 6ac. Record the YEAR of birth of MEMBER. Note that members that are less than 7 years, sample year of birth will not be displayed, while for those 7 years and above, two years of births will be displayed. Please record the correct year of birth.
- 8a. Record how many months MEMBER has been living in this household in the past 12 months. If less than 1 month, record ZERO. You should record the number of accumulated months, not calendar months. For example, if the member was living with the household for 1 week in each of the past 4 months, then they have been living with the household for 4 weeks total, or about 1 month.

ATTRITION

This sub section is only asked if MEMBER is no longer a member of this household.

28. Record the reason why MEMBER is no longer a member of this household. Select the MAIN reason if there are more than one. Select STAYED WITH ORIGINAL HOUSEHOLD if you are interviewing a split household in a new location for all the members that stayed in the original household. NEVER BEEN A MEMBER / RECORDED WRONGLY IN POST PLANTING VISIT for people who are not recognized by the household (make sure they do not have another name that is listed).
29. Select the MONTH and the YEAR when MEMBER left the household. MEMBER should have left after the post planting visit. If the respondent states an earlier date CONFIRM with them.
30. Indicate whether MEMBER currently resides in NIGERIA or OUTSIDE NIGERIA.
- 31b. If MEMBER resides in Nigeria, select the STATE. Select by start typing the state name and selecting it of the dropdown.

- 31a.** If MEMBER resides in Nigeria, select the LGA. Select by start typing the LGA name and selecting it of the dropdown. The list of LGAs is filtered by the state selected in the previous question.
- 32.** If MEMBER resides OUTSIDE NIGERIA, then select the country or region where MEMBER currently lives.
- 33.** If MEMBER resides outside Nigeria, record the number of months MEMBER has been living abroad the MOST RECENT time s/he has left. Round up or down and record in full months.

SECTION 1B: Member Details

Description: This section asks demographic details for the CURRENT household members.

Respondent: The head or another knowledgeable adult household member. The respondent may be helped by other members.

MEMBERS

Here, there will be one sub section for every CURRENT HOUSEHOLD MEMBER, that is, all PRE-FILLED members that still are household members, and all NEWLY ADDED members.

NOTE THAT PRE-FILLED MEMBERS WHO ARE NO LONGER IN THE HOUSEHOLD WILL NOT BE LISTED ANYWHERE IN THE QUESTIONNAIRE FROM THIS POINT ONWARD.

- 7.** Select the PRESENT marital status of MEMBER. This question will open for MEMBERS that are 12 years or older. Also, if the RELATIONSHIP of MEMBER to the HEAD is SPOUSE, then this question will not open for such a MEMBER.

MARRIED (MONOGAMOUS): includes all types of marriages e.g. civil, traditional and common law to only one person.

MARRIED (POLYGAMOUS): includes all types of marriages e.g. civil, traditional and common law to more than one person. A woman whose husband is married to multiple women should have a marital status of MONOGAMOUS.

INFORMAL/LOOSE UNION: refers to a relationship contracted by two adults living together without civil or traditional recognition. Such people may report that they are married, PROBE carefully and sensitively to find out the actual marriage contract.

DIVORCED: if a marriage has been legally dissolved

SEPARATED: if man and woman no longer live together but either they were never legally married, or the marriage has not been legally dissolved as husband

WIDOWED: spouse has died

NEVER MARRIED: single and has never been married nor lived in a union

11. This question will only be asked to those married or in informal union. Select YES if the spouse/partner is a member of this household.
12. Select ALL spouses of MEMBER who live in the household. The members in the answer list are filtered by relevant age and sex. *If person does not appear in the list make sure they are listed and check age and sex for the person.*
- 12a-d. Record the year when MEMBER got married to the first/second/third/fourth spouse. The questions open according to the number of spouses selected. If the respondent does not know, calculate based on the age of spouse or MEMBER at marriage.
15. The question is only asked for NEWLY ADDED MEMBERS. Record the MONTH and YEAR when MEMBER joined the household. If MEMBER joined and left several times, record the LAST time.
16. Select the reason why MEMBER joined the household since our last visit. Check with the respondent and select the most appropriate response. Select MISTAKENLY NOT REPORTED OR FORGOTTEN LAST VISIT if MEMBER was already a household member during post planting visit, but has not been recorded for any reason, FLED PROBLEM AREAS/ INTERNALLY DISPLACED PERSONS/CRISIS if MEMBER relocated to the household for any reasons concerning security or crisis, such as a terrorist attack.
17. Record the MEMBER's religion. Only for NEWLY ADDED MEMBERS, if head or spouse of the head.
18. Select YES ONLY if the BIOLOGICAL father of MEMBER lives in the household.
19. Select the BIOLOGICAL father of MEMBER. The answer options are filtered by sex and age. If the person does not appear as an option, ensure that the person is recorded as a member and has the correct age and sex filled in.
20. Only asked if the biological father is not a household member. Select YES if he is still alive.
21. Only asked if the biological father is not a household member. Select the HIGHEST educational level father COMPLETED. Do NOT consider levels attended that were not completed. *EXAMPLE: Someone who dropped out of school in P6, has only completed P5, so P5 must be recorded.*

NONE: never completed any type of education, quaranic school or adult education.

N1 – N2: Nursery 1 to 2

P1-6 - Primary School 1 to 6

JS1-3 - Junior Secondary School 1 to 3

SS1-3 - Senior Secondary School 1 to 3

LOWER 6 - old education system,

UPPER 6 - old education system,

TEACHER TRAINING: training school for teachers

VOCATIONAL/TECHNICAL - certificate obtained after going through craft training e.g. mechanic, tailoring etc.

MODERN SCHOOL – post-primary school intended for students who could not gain admission to secondary or technical schools.

NCE - National Certificate of Education is a certificate obtained after completion of three years in college of education

POLY/PROF - Polytechnic or professional degree obtained from polytechnic university

1ST DEGREE - Bachelor/undergraduate degree obtained after 3 to 4 years of university

HIGHER DEGREE - master's degree or doctorate (PhD) obtained from university

QUARANIC - only select if the ONLY form of education

INTEGRATED QUARANIC - quaranic school that has been integrated into the formal education system of Nigeria covering the basic curriculum mandated by the government. Select if the ONLY formal education

ADULT EDUCATION - any form of other adult education, only select if the ONLY formal education

22. Only asked if the biological father is not a household member. Select the industry in which the father MAINLY worked, independent of the employment type. EXAMPLE: Select AGRICULTURE if the father is a farmer or works on other farms as a labourer.

23.-27. See questions 18.-22.

SECTION 2: Education

Tap start time to record current time

Description: The objective of this section is to measure the level of education or formal schooling of all household members. The key educational indicators that are of interest are enrolment and dropout rates, and expenditures. Dropouts are persons of primary or secondary school age that are not currently attending school. Additional educational indicators include the highest grade completed and the type of school attended (private or public). This section also collects information on literacy levels.

Respondents: Ideally, all household members aged 3 years and older should respond. Proxy answers are allowed as parents/guardians can answer for their children who are under 12 years old. In cases where it is not possible for an individual to respond, the head of household or the spouse of the head of household should respond on behalf of the household members that are not available for the interview.

Some terms: In this section, the term “school” includes pre-school, primary, secondary and post-secondary schooling, as well as any other intermediate levels of schooling in the *formal school system*. It also includes technical or vocational training beyond the primary-school level, such as long-term courses in mechanics or secretarial work.

Schools that carry out non-formal education are also included here. Ensure that respondents understand what is meant by 'non-formal education'. A non-formal education includes religious schools, such as Quranic schools, that do not teach a full, standard school curriculum. If a school teaches religious courses but also includes the standard curriculum – such as many Catholic schools – it would be coded as a standard school.

Pre-school is listed for children, who are 3-5 years old, hence not yet at grade 1. Pre-school is also an option for children, who do not attend grade 1 at age 5 but do attend some form of organized learning or early childhood education programme, whether or not such a programme is considered part of the school system. The definition of organized early learning programme **does not** refer to programme offering only babysitting or child-minding.

3. Do NOT read out the question. Select YES if the MEMBER is responding by him/herself and NO if the information is being provided by a proxy.
4. Do NOT read out the question. If response is given by proxy, select the respondent who is answering on behalf of MEMBER. MEMBER is filtered of the list of answer options.
5. The response to this question is "YES" if the respondent can BOTH read and write in any language. If the respondent can read but cannot write, or write but cannot read, or can neither read nor write, then the correct response is "NO".
6. This question is designed to separate the members into persons that have attended school and those that have not. Attendance does not mean that any level was completed. It should also be noted that the term "school" includes Quranic schools. Also note, that pre-schools are included in this definition, as the question is asked for all members 3 years or older.
7. This question is for individual members that have never attended school. We are interested in knowing the main reason why the individual has never been to school. Although this question can have more than one valid response, it is a single response question and only the MAIN reason is required. Responses such as "NONE" and "DON'T KNOW" should be recorded under Other Specify.

QUESTIONS 8 to 26: These questions are for persons that have ever attended school.

8. Record the age in completed years at which the MEMBER started school.
9. This is the highest level of education that was SUCCESSFULLY completed by the individual. Refer to the Q21 of the household roster for the description of levels of education in the country.
10. Qualification means certification at the respective level. That is, the respondent has passed all necessary qualifying examinations and coursework at that level.

Definition of Qualification Codes:

NONE: The respondent has not been certified to have completed any level.

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

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

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

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

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

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

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

NCE / OND / Nursing consists of:

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

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

Technical or Professional Diploma: It refers to a Diploma Certificate obtained from any polytechnic or university.

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

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

Other qualifications: If respondent has other qualifications not listed above, SELECT this option and specify the qualification

- 13a.** This question asks about MEMBER'S attendance of school in the 2018/2019 SCHOOL YEAR. Select YES, if MEMBER has attended at least one day of school during the 2018/2019 SCHOOL YEAR.
- 13b.** This question is for attendance during the 2018/2019 SCHOOL YEAR. Even if MEMBER is not presently attending but has been registered in a class at the school, the level in which the person is registered should be selected.
- 13c.** This question seeks to know the institution that operates the school that MEMBER is attending or attended during the 2018/2019 SCHOOL YEAR. A school in Nigeria can be run by the federal government, state, local government, or some religious body.
- 13.** Select YES, if MEMBER attended school during the 2017/2018 school year.
- 14.** This is a single response question, so only the **main** reason should be given. For persons that are elderly or who do not consider further education necessary, option 1 should be selected, i.e. "HAD ENOUGH/COMPLETED SCHOOLING".
- 15.** If MEMBER attended school in during the 2017/2018 school year , select the level that MEMBER attended.
- 16.** This question seeks to know the institution that operated the school that the MEMBER attended during the 2018/2019 SCHOOL YEAR. A school in Nigeria can be run by the federal government, state, local government, or some religious body.

17. This question seeks to find out the means by which the MEMBER travelled to school during the 2017/2018 school year. Some individuals might mainly walk to school; others might use the bus or some commercial means of transportation. This is a single response question, so the MAIN method is required. The method is considered "main" if that is the method used for most/all of the journey on most days.
18. Interest is to know how long it took the MEMBER to reach school using the MAIN means provided in question Q17. This is the time usually taken on a typical day. Select the range of minutes it takes to go both TO school and BACK from school together. That is, select the time spent on school transportation per day. Do not include the time spent in the school
19. Select YES if the MEMBER had a scholarship during the 2017/2018 school year and NO otherwise.
20. This question seeks to determine the total amount of money of the scholarship that was given any time during the 2017/2018 SCHOOL YEAR. The scholarship could cover more than one school year. The interviewer should ask for an official document (if any) and copy out the amount, otherwise ask the respondents for the actual amount. If during the 2017/2018 SCHOOL YEAR the person has/had received more than one scholarships, the sum of the amounts received from the different sources must be calculated and entered.
21. Record the number of years the scholarship covers.
22. Indicate the source of the scholarship provided to the MEMBER during the 2017/2018 school year.

Educational expenses during the 2017/2018 SCHOOL YEAR

23. IT IS VERY IMPORTANT THAT THE INTERVIEWER PROBES TO GET RESPONSES FOR EACH INDIVIDUAL ITEM. IF, HOWEVER, UPON PROBING THE RESPONDENT CANNOT DIVIDE SCHOOL EXPENSES INTO VARIOUS CATEGORIES, THEN SELECT "TOTAL" AND RECORD THE TOTAL EDUCATION EXPENDITURE FOR THE MEMBER IN QUESTION 23bt. OTHERWISE, SELECT "BREAKDOWN" AND PROVIDE A RESPONSE FOR EACH CATEGORY. NOTE THAT THERE ARE TWO CATEGORIES – MONTHLY AND ANNUAL EXPENSES AND BOTH NEED TO BE REPORTED.
- 23a/b. This set of questions is intended to determine education expenses for each household member that was in school during the 2017/2018 SCHOOL YEAR. These expenditures may be in cash or kind and include all amounts for the 2017/2018 SCHOOL YEAR. When the individual is unsure of the amount, you should probe and, if possible, ask for an approximate value and enter appropriately. In most cases, the authorities of the school will send the parent/guardian a fee schedule, so you can ask for it and copy out the expenses under each category. But make sure that this fee schedule is for the entire academic session up to the end of the school year and not for one school term. The amount should be recorded in absolute value.

Note

MONTHLY EXPENSES (a – f): These are expenses that may be incurred on a monthly basis and they include school canteen fees, fees for transport organized by the school, other required education materials, transport to and from school, school meals purchased outside school, and gifts to teachers.

ANNUAL EXPENSES (g – s): These are expenses that are likely to be paid once during the school year and they include tuition/school fees; exam, registration and other official fees; PTA, SMC and other association fees; contribution to construction, maintenance or other school funds; cash estimates of in-kind contributions; school boarding fees; fees for health services; uniform and other required clothing; textbooks and other teaching materials (stationery, etc.), private tutoring; additional books, computer, or learning software to be used at home in support of formal schooling; music and arts lessons;

24. This question seeks to know whether the MEMBER has repeated any class during Primary, Junior Secondary, or Senior Secondary. Note that this question does not refer to the current school year, but to anytime during the persons school life in the levels/grades specified.
25. If a MEMBER has ever repeated a class, then record here the class which the MEMBER repeated. If MEMBER has repeated several times, then the last class repeated should be selected.
26. There may be several reasons the MEMBER repeated a class. However, this question is asking for the MAIN reason the MEMBER repeated the class.
27. This question seeks to know the number of times the MEMBER has repeated the CLASS reported above.

SECTION 3: Labour

Description: This section asks about INCOME GENERATING activities of all household members that are 5 years or older.

Respondent: Household members should answer for themselves. For children under 12, the parents or adult member of the household should answer on their behalf.

Instructions: If some household members are absent, proceed with the interview for all those present and make the necessary arrangements to call back and continue the interview with absent members after ascertaining the appropriate time that they would be available. Only if it is not possible to interview a member directly, a proxy response is possible.

MEMBERS

One sub section for all current household members that are 5 years or older.

2. Do NOT read out the question. Select YES if you are interviewing MEMBER him/herself and NO if the information is being provided in proxy.
3. Do NOT read out the question. If response is given by proxy, select the respondent who is answering on behalf of MEMBER. MEMBER is filtered of the list of answer options.
4. Select YES if MEMBER has done any form of paid work in the **PAST 7 DAYS** that was not for a household member, even if only for one hour, paid in cash or in-kind or with deferred payment. It includes agriculture paid job done in someone else's farm.

- 4b.** Record the TOTAL number of hours the household member worked in ALL paid activities combined in the **PAST 7 DAYS**. EXCLUDE hours worked on the day of the interview. Record the hours MEMBER ACTUALLY worked in the past 7 days, not would have worked normally. EXCLUDE the time GOING TO AND FROM WORK. INCLUDE break times.
- 5.** Select YES if in the **PAST 7 DAYS** MEMBER has done any AGRICULTURE related work on land rented, owned or rented by members of this household, or any LIVESTOCK related work with animals owned by members of the household or gone FISHING or done any fish farming related type of work. Do NOT select YES if MEMBER only worked for payment or free on land cultivated by others (e.g. helping the neighbour harvest) or was looking after other people's animals (e.g. work for payment as a herder).
- 5b.** Record here the TOTAL number of hours the MEMBER worked on any AGRICULTURE related activity for the household combined in the PAST 7 DAYS excluding the day of the interview.
- 5c.** Select the answer that applies best. ONLY INTENDED FOR SALE/BARTER means that the MEMBER intends to sell ALL the output from his/her agriculture activities. MAINLY FOR SALE means that a GREATER proportion of the produce from MEMBER'S agriculture activity for the household will be SOLD or BARTERED, but some minor proportion will be consumed by the household/family. MAINLY FOR OWN/FAMILY CONSUMPTION means that a GREATER proportion of the produce from MEMBER'S agriculture activity for the household will be CONSUMED BY THE HOUSEHOLD/FAMILY, but some minor proportion will be SOLD or BARTERED. MAINLY FOR FAMILY USE means that the ALL the output from MEMBER'S agriculture activities will be CONSUMED entirely by the HOUSEHOLD/FAMILY.
- 6.** Select YES if in the **PAST 7 DAYS** MEMBER worked in any self-employed activity (e.g. as craftsman, hairdresser, shopkeeper, making and selling of food, medical practice, etc.) or for a business enterprise owned by a member of the household (e.g. working in the family restaurant or shop) independent of MEMBER getting paid or not for this work.

EXAMPLE 1: Onu sells firewood that he has in front of his house. He normally does other things, but when a customer comes, he sells wood. Transactions typically take 15 minutes, he had around 20 transactions in the past 7 days. Record $20 \times 0.25 = 5$ hrs.

EXAMPLE 1: Dayo has a shop and opens the shop from 9 am to 5 pm. During the time customers come and go, but her main activity is keeping the shop. She works on 5 days, so record $8 \times 5 = 40$ hrs.

EXAMPLE 3: Denis worked on the field Tuesdays and Thursdays. He usually left his house at 7 am and came back at 4pm. It takes him 30 minutes to get to the field and 30 minutes to get back. Record $2 \times 8 = 16$ hrs per week.

- 6b.** Record here the TOTAL number of hours the household member worked on his/her own account or in a business enterprise belonging to the MEMBER him/herself or to someone in the household in the PAST 7 DAYS excluding the day of the interview.
- 7a.** Asks if MEMBER worked as a trainee or apprentice of any career-oriented skill in the **PAST 7 DAYS**, i.e. worked as part of a scheme where he/she works with experts of a craft or a trade for a set period of time to learn their skills. The activity could be paid or paid-

for. Select FORMAL if MEMBER is following a structured course or programme in an institution or business, e.g. hotel management course, and INFORMAL if MEMBER is working for a craftsman to learn their trade, e.g. carpenter or mechanic.

- 7b.** Record here the TOTAL number of hours the household member worked as a trainee in the PAST 7 DAYS excluding the day of the interview.
- 7c.** Select all the ways in which the training/apprenticeship was financed.
- 7d.** The question seeks to find out if MEMBER has participated in the National Directorate of Employment (NDE) programme. MEMMBER may have participated formally, or informally or not participated at all.

TEMPORARY ABSENCE

- 8a.** For a MEMBER that did not do any income generating activities (wage, non-farm enterprise, agriculture, or apprenticeship) in the last 7 days, ask if MEMBER has a job, business or other economic activity that he/she will be returning to in the near future. Select YES if MEMBER normally or regularly works in a job, as self-employed, for a family business or in agricultural and livestock activities for the household and is expected to return to the activities in the near future.
- 8b.** If the MEMBER is temporarily absent from their normal work, record the MAIN reason why.
- 8b1.** If the MEMBER is temporarily absent from their normal work, record whether they will return to their work in less than three months in total (including time before and after the day of the interview).
- 8b2.** If the MEMBER is temporarily absent from their normal work due to the seasonality of the activity, record whether they have continued to do some work for the income generating activity from which they have been absent.
- 8c.** If the MEMBER is temporarily absent from their normal work, record whether the activity they will return to is household farming, livestock rearing, or fishing.
- 8d.** If the type of work the MEMBER is temporarily absent from is in agriculture, record the main INTENDED use of the products obtained from that activity.

JOB SEARCH

- 8.** Only asked if MEMBER has no income generating activity to come back to, i.e. Q8a is NO, or if the INTENDED use of the output from MEMBER'S agriculture activities is not ONLY FOR SALE or MAINLY FOR SALE. Select YES if MEMBER has taken any ACTUAL action in the past 4 weeks to find work or start an income generating activity, such as actively asked around for work, applied for jobs, worked towards setting up a business or starting a self-employed activity. Do NOT select YES if MEMBER only wanted to get work but did not actively do anything towards it or had asked for work prior to 4 weeks ago and was only waiting to hear back.

- 8f. Only asked if MEMBER did not work in the last 7 days and if MEMBER did not actively searched for a job. Record whether MEMBER has the desire to work.
- 9. Select the MAIN reason MEMBER did not look for work despite not working and having the desire to work.
- 9a. Record the MAIN action that MEMBER took in the past 4 weeks to find a job or start a business.
- 9b. Record the amount of time MEMBER has been without work and actively trying to find a job or start a business.
- 10. Select YES if MEMBER was available to work in the past 7 DAYS, i.e. would have had the time and capacity to work in any form if any possibility had risen. Select NO if MEMBER had no time to work (e.g. student, household chores) or was physically or mentally unable to work (e.g. too young or old, long illness, disability) or unable for any other reason.
- 11. If MEMBER was not available for work in the PAST 7 DAYS, record the MAIN reason why MEMBER was not available.
- 11a. Record whether the MEMBER would **want to start working** if a job or business opportunity became available.
- 11b. Record whether the MEMBER would be **available to start working within the next two weeks** if a job or business opportunity became available.
- 11c. Only asked if MEMBER has not worked in the last 7 days, has not actively searched for a job and does not have desire to work. Record what better describes what MEMBER is doing at present.

MAIN WAGE JOB

The sub section opens if MEMBER worked in a paid job in the **PAST 7 DAYS** (Q4 is YES). If MEMBER engaged in more than one wage/salaried job in the past 7 days, the following questions are about the wage/salary activity the respondent considers as the MAIN activity during the past 7 days. Make sure the respondent understands that you are talking about the main activity MEMBER did for pay for anyone or any organization outside the household. Do NOT include activities for self-employment, household enterprises or household agriculture or livestock.

- 13. Give a **detailed** description of the activity in MEMBER's main wage job, including the position, and type of industry and workplace, e.g. "cook in a restaurant", "managing a restaurant", "assistant in a pharmacy", etc. Do NOT just write "restaurant".
- 14. Provide the sector for the MEMBER's main wage activity.
- 15. If in doubt, probe to make sure you select the correct employer type. If the respondent works for the government, check which level of government. Government may be at different levels including Federal, state and local government and some of the workers may include teachers, hospital staff and police force.

- 15b.** Select YES if MEMBER's main wage job is an apprenticeship job i.e. MEMBER worked as part of a scheme where he/she works with experts of a craft or a trade for a set period of time to learn their skills and was paid for the activity. It does NOT matter if the apprenticeship/internship is formal or informal.
- 15c.** The response may be an estimate of the number of employees at the main activity of the MEMBER. Ask respondent to estimate if DK.
- 15c1.** The National Housing Fund is a common fund managed by the government and collected from the salary of workers. The fund can be used by contributors to obtain loans used to build, purchase, or renovate a home. Select YES or NO or DON'T KNOW as applicable.
- 15e.** Select YES if MEMBER has any written contract/agreement or letter of appointment for the MAIN wage job. Consider any written document that qualifies MEMBER to be an employee of that entity, including short term contracts. Select NO if MEMBER only has a verbal agreement or has not yet received the contract.
- 15d-k.** ONLY select YES if MEMBER is entitled to receive one the **benefit** for the MAIN wage job. For example: NOTE that MEMBER might be enrolled in pension plans for different jobs. PROBE to make sure you get the correct answer. Record NO if MEMBER is not enrolled into a pension plan or is enrolled into a pension plan as part of other jobs.
- 16.** Select ALL months ON which MEMBER worked in the MAIN wage job. MEMBER does NOT have to work the complete month or work full time, CONSIDER months partially worked or worked part time, e.g. if member only works 1 week in a month or only on Tuesdays the month should be selected. The answer options are filtered to display all months in the past 12 months. Select ALL 12 MONTHS if MEMBER worked on every month of the year.
- 17.** Select the total number of WEEKS on which MEMBER normally worked PER MONTH in the MAIN wage job, even if MEMBER worked part time or not the full week. NOTE that we are referring to the number of weeks that MEMBER normally worked in this main wage job. Select from the list of options the applicable response.
- 18.** Record the TOTAL number of hours MEMBER normally worked PER WEEK in the MAIN wage job. INCLUDE break time and EXCLUDE the time it takes to get to the work place and back home unless it is a clear part of the working activity. *EXAMPLE: Denis who worked Tuesdays and Thursdays usually left his house at 7 am and came back at 4pm. It takes him 30 minutes to get to work and 30 minutes to get back. Record 2*8=16 hrs per week and exclude commute time.*
- 21.** Record the amount MEMBER received in their LAST payment for the MAIN wage job. INCLUDE any IN-KIND payment. If MEMBER has not yet been paid, ask how much they expect. Record the full amount in Naira. Do NOT forget to record the 000s for thousands of Naira. Record the corresponding period in 21b.
- 22.** Select the household member(s) who decide on the use of the earnings of the MAIN wage job of MEMBER.
- 23.** Select YES if MEMBER received any ALLOWANCES OR OTHER PAYMENTS beside the normal payment/salary/wage, e.g. having been paid with parts of the harvest for

working as harvest helper for the neighbour, or a food allowance that is paid beside the salary.

- 24a.** Record the amount MEMBER received in their LAST ALLOWANCES OR OTHER PAYMENTS for the MAIN wage job. EXCLUDE the payment recorded in 21. ESTIMATE the EQUIVALENT in Naira for any in-kind payment. If MEMBER has not yet been paid, ask how much they expect. Record the full amount in Naira. Do NOT forget to record the 000s for thousands of Naira. Record the corresponding period in 24b.
- 38.** Asked for the whole household. The National Health Insurance Scheme (NHIS) is the public health insurance scheme of Nigeria. Participants that contribute to the scheme can draw on the common pool of funds to cover some or all of their healthcare expenses. Select YES if ANY member contributed to the NHIS in the **PAST 12 MONTHS** and select the household member(s) who is/are paying NHIS.

SECTION 4: Health

A key aspect of household welfare is the ability to seek and have access to medical care when required. This section contains health condition(s), activities of daily living, pre-natal care, immunization and nutrition.

Respondent: This part should be administered to each member of the household. Parents or guardians can, however, answer for younger children, while respondent 12 years and older should respond for themselves.

QUESTIONS 1– 14 REFERENCE PERIOD IS LAST 4 WEEKS

QUESTIONS 15 – 17 REFERENCE PERIOD IS LAST 12 MONTHS.

CONSULTATIONS - LAST 4 WEEKS

- 1a.** Do NOT read out the question. Select YES if you are interviewing MEMBER him/herself and NO if the information is being provided in proxy.
- 1b.** Do NOT read out the question. If response is given by proxy, select the respondent who is answering on behalf of MEMBER. MEMBER is filtered of the list of answer options.
- 1.** Select YES if MEMBER consulted a health practitioner or dentist or traditional healer or Patent Medicine Vendor or visited a health centre and NO otherwise in the last 4 weeks.
- 2.** In this question, we are interested in knowing the main reason(s) why MEMBER consulted a health practitioner or dentist or traditional healer or Patent Medicine Vendor or visited a health centre listed in Q1. The reasons are for all the visits in the last 4 weeks. The question allows for up to three reasons. If there are more than three reasons, only the three most important ones should be taken.
- 3.** If the reason for MEMBER's consultation in the last 4 weeks was neither illness nor injury, then the interest here is to find out if MEMBER suffered from any illness or injury during

the last 4 weeks. This is applicable to those members who reported consulting a medical practitioner in Q1 and reported to and reported having an illness or injury in Q2.

- 3b.** Report here the type of illness/injury MEMBER suffered most that warranted the consultation. Up to two options could be selected in ORDER OF SEVERITY.

DEFINITION OF ILLNESSES

Malaria is a mosquito-borne disease caused by a parasite. People with malaria often experience fever, chills, and flu-like illness. (www.cdc.gov)

Cholera - An infectious disease that causes severe watery diarrhea, which can lead to dehydration and even death if untreated. It is caused by eating food or drinking water contaminated with a bacterium called *Vibrio cholerae*. (www.webmd.com)

Typhoid is a bacterial infection that can lead to a high fever, diarrhea, and vomiting. It can be fatal. It is caused by the bacteria *Salmonella typhi*. The infection is often passed on through contaminated food and drinking water, and it is more prevalent in places where handwashing is less frequent. (www.medicalnewstoday.com)

High blood pressure, or hypertension, occurs when blood pressure increases to unhealthy levels. (www.healthline.com)

Common Cold - also known simply as a cold, is a viral infectious disease of the upper respiratory tract that primarily affects the nose. Signs and symptoms may appear less than two days after exposure to the virus. These may include coughing, sore throat, runny nose, sneezing, headache, and fever. (www.wikipedia.com)

Flu (Influenza) is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness. Some symptoms include; fever and muscle aches. (www.cdc.gov)

Catarrh is a build-up of mucus in an airway or cavity of the body. It usually affects the back of the nose, the throat or the sinuses (air-filled cavities in the bones of the face). It's often temporary, but some people experience it for months or years. (www.nhs.uk)

A **cough** is a common reflex action that clears the throat of mucus or foreign irritants. Coughing to clear the throat is typically an infrequent action, although a number of conditions can cause more frequent bouts of coughing. In general, a cough that lasts for less than three weeks is an acute cough. (www.healthline.com)

Tuberculosis or TB, as it's commonly called -- is a contagious infection that usually attacks the lungs. Signs and symptoms include; A cough that lasts more than 3 weeks, chest pain, coughing up blood, feeling tired all the time, night sweats, chills, fever, loss of appetite and weight loss. (www.webmd.com)

Diabetes is a disease in which your blood glucose, or blood sugar, levels are too high. (www.medlineplus.gov)

Dysentery is an intestinal infection that causes severe diarrhoea with blood. In some cases, mucus may be found in the stool. This usually lasts for 3 to 7 days. Other symptoms may include: abdominal cramps or pain. (www.healthline.com)

Scabies is an itchy skin condition caused by a tiny burrowing mite called *Sarcoptes scabies*. Intense itching occurs in the area where the mite burrows. (www.mayoclinic.org)

Trachoma is a disease of the eye caused by infection with the bacterium *Chlamydia trachomatis*. Infection spreads through personal contact (via hands, clothes or bedding) and by flies that have been in contact with discharge from the eyes or nose of an infected person. With repeated episodes of infection over many years, the eyelashes may be drawn in so that they rub on the surface of the eye, with pain and discomfort and permanent damage to the cornea. (www.who.int)

Hepatitis B is an infection of the liver. It can cause scarring of the organ, liver failure, and cancer. (www.webmd.com)

Onchocerciasis (River blindness) is an eye and skin disease caused by a worm (filaria) known scientifically as *Onchocerca volvulus*. It is transmitted to humans through the bite of a blackfly (simulium species), which leads to blindness. (www.who.int)

Pneumonia is an inflammatory condition of the lung affecting primarily the small air sacs known as alveoli. Typically, symptoms include some combination of productive or dry cough, chest pain, fever, and trouble breathing. (www.wikipedia.com)

4. Asks if the ILLNESS/INJURY made MEMBER stop or was unable to undertake his/her usual activities (refer to the injury or illness mentioned in Q3b). *NOTE: Usual activities* refer to the activities or activity that the MEMBER spends most of his/her time doing. This could be work on the job, attending school, doing housework, etc.
5. In asking this question, the interviewer should probe to get the number of work or school (or housework etc.) days MEMBER missed in the past 30 days because of the ILLNESS/INJURY given in Q3b.
6. This question seeks to find out which category of health practitioner MEMBER visited, if any, for the MAIN/FIRST ILLNESS/INJURY. The question provides for up to two different categories of health practitioners. If the respondent did not visit a health practitioner, i.e. 'no one', the interviewer should select that answer.

"Consult" in this question means to be examined by a Doctor, Medical Assistant, Nurse, Pharmacist, Midwife, Traditional healer or other health practitioners for diagnosis and/or treatment of the illness or injury. Explanation of some of the categories of health practitioners is given below:

Traditional Healer refers to one who uses medicinal herbs and plants to treat patients. In some cases, a traditional healer may also use signs, prayers or folk remedies. Traditional

healers are concerned with treating the whole person, focusing on family and social relationships. The traditional healer's approach is a holistic one, with the mind, body and spirit being regarded as special elements in the healing process.

A doctor is physician, who examines, diagnoses, and treats patients.

A dentist is a doctor dealing only with dental care, who examines, diagnoses, and treats patients.

A nurse can be synonymous to a physician assistant, who examines, diagnoses, and treats patients under the supervision of a physician. A person educated and licensed to practice nursing and one, who is concerned with the diagnosis and treatment of human responses to actual or potential health problems.

Medical assistants referred here are licensed health care workers, who perform the administrative and clinical tasks that keep the offices of health practitioners running smoothly.

A midwife is a person; usually a woman but can be a man, who is trained to assist women in childbirth, i.e. the person serves as an attendant at childbirth but is not a physician.

A pharmacist is a person trained to formulate and dispense drugs or medications. The pharmacist has formal training through completion of an accredited university program in pharmacology. Licensure is required upon completion of the program and prior to serving as a pharmacist.

Junior Community Health Extension Workers (JCHEW) are health practitioners that are community based. They conduct simple consultations and carry out laboratory investigations such as stool test, urinalysis, etc. They consult, prescribe and make referrals. They are normally trained for two (2) years in an accredited and recognized college of health technology. They have a registration council in Nigeria.

Community Health Extension Worker (CHEW) are upper levels of JCHEW. They have a 3-year training period and need a minimum of 5 credits to be enrolled in a college of health technology. They perform other functions such as post and ante natal care, and also engaged in routine immunization. They are also registered and have a registration council in Nigeria

A spiritualist draws on spirits from gods, ancestors, etc. to heal persons. Example of these persons are Babalawo, Malams, etc. Note that there is a thin line between traditional healers and spiritualists, as some spiritualists also uses herbs and other natural products in their healing process.

A Traditional Birth Attendant (TBA) is one, who assists the mother during childbirth. She may have acquired skills by delivering babies herself, or through apprenticeship from other TBAs.

Patent Medicine Vendor (PMV) supplies a large portion of the drugs used by the public in African countries to treat illnesses. They are similar to pharmacist but with no formal training and are more like sales people selling medicine to people. They are in fact similar to kiosk medicine vendors.

7. This question asks for the MAIN place where MEMBER's consultation for the MAIN/FIRST ILLNESS/INJURY took place. This should be the main location and should match with the consultation in Q6.

Definitions of some of the locations listed are given below.

Dispensary, Health Centre or Health Post is typically the lowest level of care, or first point of entry into the health system.

Pharmacy is a retail shop where the predominant product sold is mainly medicine but at times other articles are sold and a pharmacist is in sight. This does not include kiosks where a pharmacist is not available. One may have a prescription or ask the pharmacist to prescribe medication.

MCH Post is a Maternal and Child Health post. Main function concerns health status of mother and children.

Consultant Home refers to medical practitioner's home.

Faith Base Home is a health facility that is being run by religious body e.g Hamadiyah health centre, catholic hospital, etc.

Other refers to any other classification not stated above and includes over-the-counter purchases in kiosks through self-prescription.

8. This question is interested to know the authority running or responsible for managing the institution where MEMBER made consultation for the MAIN/FIRST ILLNESS/INJURY.

This is the authority under which the location given in Q7 falls. For example, if the person consulted a doctor in a hospital, the interviewer will need to determine whether it is a federal, state, or local government hospital, etc. The first and second type of establishment in this question must match with the first and second place of consultation in Q7.

Definitions of some of the types of establishments are given below.

Federal Govt is a union comprising several partially self-governing states united by a central ("federal") government.

State Govt is the self-governing status of the state and is a component of the federal government. It is the second hierarchy of the government in Nigeria.

Local Govt is the political administration of the smallest subdivisions of a country's territory and population. It is the third level of the government in Nigeria.

Community based run health facility may be public or private as they are managed by the community. However, most community run facilities are public institutions.

Religious Body is a facility managed and supported by a religious organisation. The question does not ask denomination or sect so interviewer must be very careful when probing for a response.

Non-Governmental Organization (NGO) is said to include a wide range of local organizations that are recipients of both local and foreign assistance. It is a voluntary non-profit grouping of individuals with a purpose of enhancing the legitimate economic, social and/or cultural development of a group of people or an organization e.g. Society for Family Health.

Private refers both to Group Partnership (group of people or entities that come together to open and manage a health facility jointly) or Individual (sole) – health facility owned by one person.

9. This question refers to the FIRST consultation fee that the household paid for MEMBER for the MAIN/FIRST ILLNESS/INJURY, i.e. the money just to see the doctor which is usually paid in advance and includes payment made for the card. The amount here does not include money for drugs, or any other medical supplies.
10. The amount in this question refers to only the FIRST consultation for the MAIN/FIRST ILLNESS/INJURY, same as in Q10, but is for transportation costs two-ways, i.e. going for the consultation and returning home. This cost is for the use of PUBLIC transport only. If the household used their private vehicle, DO NOT estimate the cost of fuel.
11. These questions seek to determine how long it took MEMBER to travel to, and consult the health practitioner for the MAIN/FIRST ILLNESS/INJURY. Note that this question does not include the waiting time at the facility, but ONLY the travel time.

Examples of how to record travel:

- If time taken is less than 60 minutes e.g. 55 minutes, enter 0 in the HOURS column and 55 in the MINUTE column.

- If 1 hr. 20 min, then enter 1 under the HOUR column and 20 under the MINUTE column.
- 12.** Record here the total time MEMBER had to wait to be attended to for the MAIN/FIRST ILLNESS/INJURY consultation. Use the same technic to record time as provided in Q11 above.
- 13/14.** These questions are about medicines and drugs purchased over the counter, from a kiosk or from Patent Medicine Vendors (PMV) in the last 4 weeks. Q14 asks the total amount spent in NAIRA. Note that these are purchases of ALL medicines and drugs, not just those related to the consultation with the health practitioner. All amounts should be written as a whole number without commas.

HOSPITAL ADMISSIONS – LAST 12 MONTHS

15-17. To be *Admitted (hospitalised)* in a health facility means to stay in a health facility or centre (hospital, clinic, dispensary, or traditional healing center etc.) for at least a period of one night on the recommendation of a consulted health practitioner. This does not include healthy people staying or sleeping in the hospital/premises to attend to sick relatives or a woman who went to deliver a baby. However, a pregnant woman that was admitted due to illness, should be included. If “Yes” in Question 15 then ask Question 16 for how many nights he/she stayed e.g. if five nights, it should be as recorded as "5".

ACTIVITIES AND FUNCTIONING

Respondents: The following questions should be answered of persons 2 years and older. For children under the age of 12, a knowledgeable proxy should respond.

- 22.** The interest under questions 22a to 22d is to find if MEMBER can do vigorous activities like running, lifting heavy objects, participating in sports or doing hard labour, walk uphill, bending over or stooping, or walk for a longer distance. Select YES or NO as applicable.

DISABILITY

Developmental disabilities are a diverse group of severe chronic conditions that are due to mental and/or physical impairments. These questions include both physical and mental disabilities and are meant to capture conditions, which are permanent. Physical and mental disabilities to be considered here are those which prevent the person from maintaining a significant activity or schooling. This may be some physical impairment of limbs, a physical disease, or mental illness, which renders the person incapable of pursuing a significant activity.

Note: Someone, who is temporarily disabled due to a broken leg would not be considered disabled – their impairment is temporary.

Respondent: This part should be administered to each member of the household, but parents or guardians can answer for young children.

Some people have difficulty in doing certain activities. The term “difficulty” has broad applicability. This term may cover components of quality, quantity, time required, and assistance required performing the tasks or actions mentioned. Persons with very mild limitations are sometimes unsure as to where to draw the line between a “real difficulty” and normal change associated with aging. However, as the severity of the difficulty increases, the uncertainty diminishes.

This asks general questions on daily activities. It asks if household member has difficulty in performing his day to day tasks. Probe and code appropriately.

- 23-28.** Ask – does the person have difficulty in doing certain activities – such as, seeing even with glasses, hearing even if wearing hearing aid, walking or climbing steps, remembering or concentrating, and washing all over or dressing, feeding, toileting, difficulty in understanding or being understood even if your usual language is used.
- 35.** Related to the difficulty / difficulties that the MEMBER has reported in Q23-Q28, select if this reduced the amount of work at Home, School, or Work.

NOTE: For babies, the response should be taken as no difficulty unless the disability is so glaring and has been noticed already.

37–39 Treated Bed Nets Module

It is recognized that consistent use of insecticide-treated mosquito nets (ITN) decreases the incidence of clinical malaria and malaria-related deaths, especially in very young children and pregnant women. Consequently, many countries are now instituting programmes that promote the use of ITNs. There are various types and brands of mosquito nets. Some require regular treatment with insecticide. Others are factory-treated and do not require re-treatment for 6 to 12 months (pre-treated) or 36 months (permanent type).

The information in Q37 requires the MEMBER net information in the household. This seeks to find out whether the MEMBER slept under mosquito bed net YESTERDAY, irrespective of treatment status.

If the MEMBER slept under a bed net YESTERDAY, then Q37a asks whether that bed net was treated or not. In Q38, ask for how the household obtained the bed net that MEMBER slept under yesterday and select the appropriate option. In Q39, the interviewer should ask for the cost of MEMBER’s bed net. The price should be written in absolute value. If several household members slept under the same net, record the price of that net for

each member of the household. For example if three members slept under the same net that cost 2000 Naira, then record 2000 for person 1, 2000 for person 2 and 2000 for person 3.

NOTE: If the respondent is not sure of the types of bed net, the interviewer should probe to get the correct response, try to observe the net, if possible. All bed nets should be considered, including the ones used by the little babies.

SECTION 4B: Anthropometry

Description: Child anthropometry is the assessment of nutritional status of children below the age of five. The key indicators include underweight, stunting and wasting which are measured by obtaining the height or length and weight of a child along with age in months. A careful measure of the height/length of a child and how to read numbers from the measuring tape is critical to obtaining accurate results. Likewise, operating a scale and reading numbers from the display should be practiced both in class and on actual children.

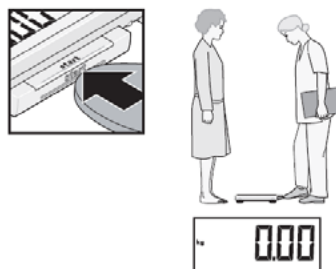
It is important that measurers are aware of “difficult” situations such as how to deal with physically disabled children (children with deformation that may interfere with the measurements), how to deal with sick and crying children, how to deal with children that resist being undressed for weighing and what to do with children (especially girls) with elaborate hairstyles (for example braids).

Respondent: The primary guardian of the child should respond to this module.

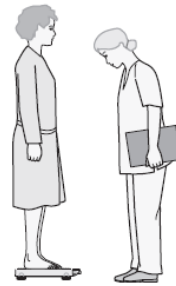
Instruction: Shoes, socks, clothes and any hair ornament or braids that may interfere with the weight and/or height/length measurements should be removed before taking the measures.

54. Select YES if the CHILD was measured and NO otherwise.
52. Weigh the child and record the WEIGHT of the CHILD in kilograms. The CHILD should be weighed directly, if possible. Alternatively, if the CHILD is very small or is frightened or upset, the mother can first be weighed alone and then weighed while carrying the child in her arms. Make sure 000 appears on the scale before the child/mother steps onto the scale. Once on the scale, the child/mother should stay still. Remember to CAREFULLY include decimal points if applicable. Below are some instructions on taking weight.

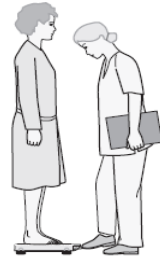
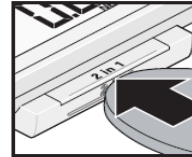
- Switch on the scale with no weight applied.
- Wait until 000 appears on the display.



- Ask an adult to step onto the scale.
The adult's weight is displayed.



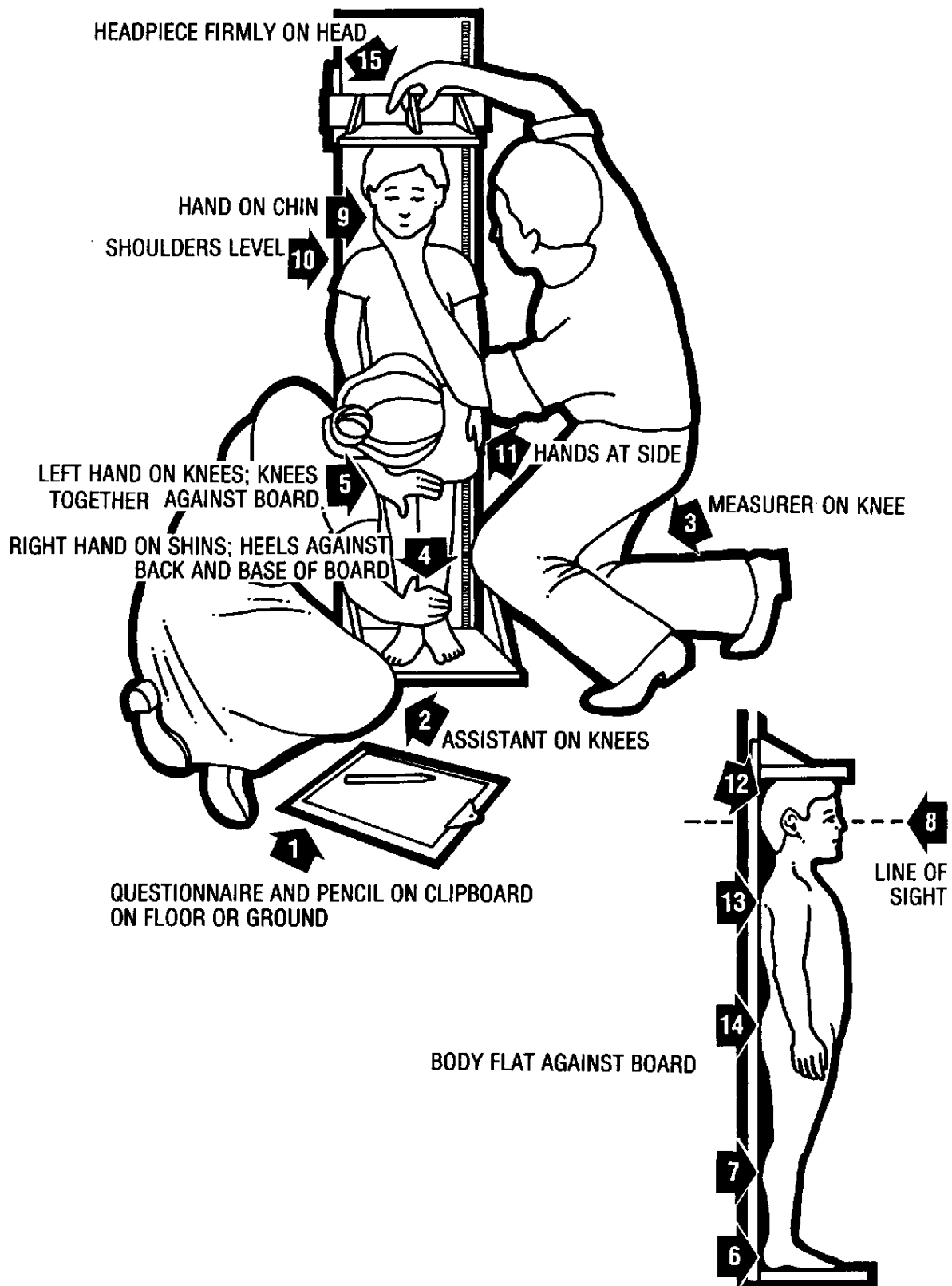
- Press the **2 in 1** key.
The adult's weight is stored.
0.00 and the word **NET** appear on the display.

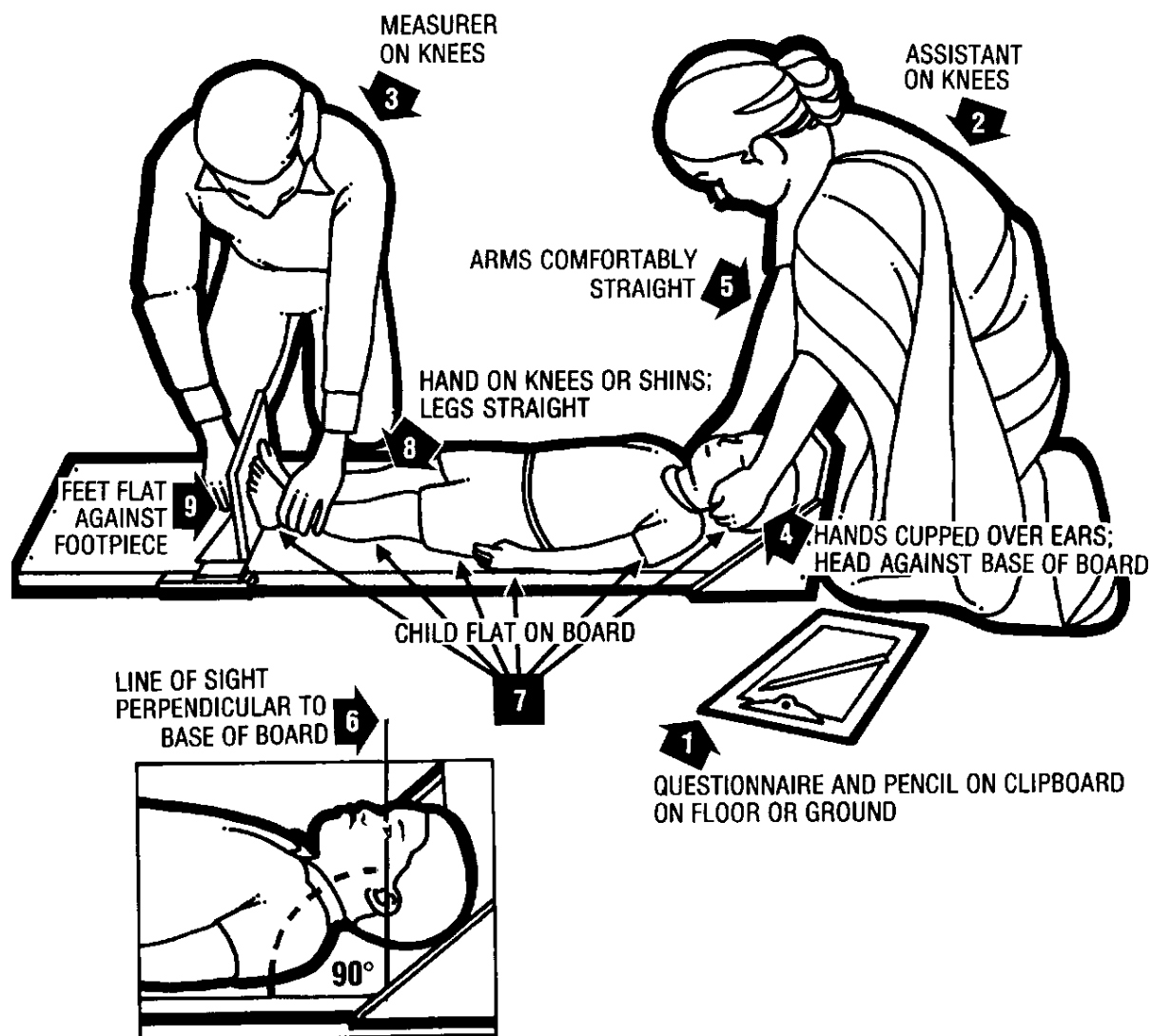


- Ask the adult to hold the first baby while standing on the scale and to try not to move.
- Wait until the weight display and the message **HOLD** are no longer flashing.
- Record the baby's weight.
- Ask the adult to step off the scale with the baby.
The baby's weight remains displayed.
The adult's weight remains stored. A new measurement is automatically taken as soon as any weight is placed on the scale again.
- Take measurements for other babies in the same way with the same adult. You do not need to reactivate the 2 in 1 function or switch the scale off and on again between measurements.



53. Measure the height/length of the child and record in centimeters. Children under 2 years of age must be measured lying down (length) and older children should be measured standing (height). Remember to include decimal points if applicable. Below are the procedures for taking the measures.





55. If the CHILD was not measured, select the reasons.

SECTION 6: Remittances

This section captures information on income of the household through remittance. A **remittance** is the **transfer of money** by a **foreign worker** to his or her home country. A remittance can also be sent from within the country, in which case it is referred to as domestic remittance. Remittances contribute to economic growth and to the livelihoods of people worldwide. Moreover, remittance transfers can also promote access to **financial services** for the sender and recipient, thereby increasing financial and social inclusion. Remittance should come from a non-household member, either located within or outside Nigeria. It must be emphasized, however,

that gifts received for celebrations such as birthday, naming ceremonies, funerals, among others should not be considered as remittances.

Reference Period: The reference period for this section is the past 12 months.

Respondent: The respondents are all household members 10 years and older currently living in the household, or a knowledgeable adult member of the household.

- 0a.** Select YES if MEMBER is responding for him/herself and NO otherwise.
- 0b.** If MEMBER is not responding by him/herself, then select the household MEMBER who is responding on his/her behalf.
- 1.** This is a filter question to determine whether or not the MEMBER received any **monetary or in-kind assistance** from abroad or within the country, either from friends, relatives, or organizations in the past 12 months. In-kind benefits come in the form of electronics, automobiles, etc.

ASSISTANCE FROM ABROAD – MONETARY ASSISTANCE

NOTE: This module is only available if MEMBER reported to have received monetary assistance or in-kind assistance from abroad.

- 2.** This question asks for the total monetary gift that MEMBER received from abroad and the currency unit in the past 12 months. It must be noted that some individuals might have received monetary gifts in Naira as well as in other foreign currencies. The interviewer should help the respondent to convert all into a common currency and the total value written under AMOUNT and the corresponding unit written under UNIT. All monetary gifts can, for instance, be converted into Naira, or converted into any of the listed foreign currency and recorded accordingly.

POSSIBLE EXCHANGE RATE CONVERSION FACTORS

The following exchange rates (obtained from the central bank of Nigeria on (22/11/2018)) can be used to convert a foreign currency into NAIRA, where applicable. For instance, if the member received 30 US dollars, then the NAIRA equivalent should be $30 \times 306 = 91,800$. It must be emphasized, however, that these exchange rates are not fixed and might likely change during the survey period.

Currency	Central(NGN)
US DOLLAR	306
POUNDS STERLING	395
EURO	350
SWISS FRANC	308
CFA	1
WAUA	424

YUAN/RENMINBI	44
RIYAL	82
SOUTH AFRICAN RAND	22
DANISH KRONA	47
SDR	424

3. This question asks about the mode in which the money was sent to MEMBER. If the money was sent through services, such as Western Union or Money Gram, select that option. Relations, friends, colleagues refer to the fact that the money was received in cash from them. Therefore, notice that this question refers to the MODE of the transfer, not the person sending the remittance. Select ALL that apply.
4. Select the main reason for which the remittance was intended to be used by MEMBER.

ASSISTANCE FROM ABROAD – IN-KIND ASSISTANCE

6. This question requires that the respondent identify the in-kind gift that was MEMBER received. Multiple responses are allowed for this question. If other types were received but not listed, please specify in Q6_os.
7. The interviewer should record the total estimated value of the in-kind gift received by the MEMBER in the last 12 months, as well as the appropriate currency unit code in Q7b. For instance, if MEMBER received a car at N500,000 and a mobile phone valued at N20,000, then the total value of in-kind gifts received from abroad should be N520,000.
8. This question asks about the mode in which the in-kind assistance was sent to MEMBER. The assistance may have been sent through relatives, friends, colleagues, neighbors, associations/religious organizations, courier services or other means which need to be specified. Notice that this question refers to the MODE of the transfer, not the person sending the in-kind assistance.
9. Here, we are interested in the main purpose for which the in-kind assistance was sent to MEMBER. Select the MAIN reason.

ASSISTANCE FROM WITHIN NIGERIA – MONETARY ASSISTANCE

Questions 11-16 deal with monetary and in-kind assistance received from someone who is not a household member living within Nigeria in the last 12 months

11. This question asks for the total monetary assistance that MEMBER received from within Nigeria from a non-household member. This must be recorded in Naira.
12. This question asks about the mode in which the money was sent to MEMBER. If the money was sent through service, such as Mobile Money, then select that option. Relations, friends, colleagues refer to the fact that the money was received in cash from

them. Therefore, notice that this question refers to the MODE of the transfer, not the person sending the remittance.

13. Select the main reason for which the remittance was intended to be used by MEMBER.

ASSISTANCE FROM WITHIN NIGERIA – INKIND ASSISTANCE

15. This question focuses only on any IN-KIND ASSISTANCE received by MEMBER from a non-household member living in Nigeria in the last 12 months. In-kind benefits come in the form of electronics, automobiles, etc. that the individual received from abroad in the last 12 months. Respondents may select more than one option.
16. The interviewer must record the total estimated value of the in-kind gift received by MEMBER in the last 12 months in Naira.

SECTION 9: Non-farm Enterprises

This section obtains information on Non-Farm income generating activities or enterprises of the household.

In the context of this survey, enterprise refers to any trade (in food, clothes or various articles) or professional activity (like that of a private lawyer, doctor, a carpenter, mason, etc.) offering services for payment in cash or in kind. This refers to an economic unit producing goods or providing services. Characteristics of defining a household enterprise are:

A household enterprise is a segment of the economy typically comprised of small-scale producers and distributors of goods and services; and consisting largely of independent, self-employed producers. It is an informal-sector business and tends to operate with very little capital; to use a low level of technology and skills; and to provide low incomes and unstable employment.

Household non-agricultural income-generating enterprises include those that produce or trade goods or services, including owning a shop or operating a trading business, no matter how small.

However, post-harvest processing and trading of household's own agricultural crops should not be listed here. Examples of household enterprises are mat making, brick making or working as a carpenter, firewood selling, shoe shining, metalwork, tailoring, repair work, food processing, fish marketing, petty trading and so on.

RESPONDENT: The respondent should be the owner or manager of the enterprise.

1. The first question is a filter question for different kinds of household enterprises. The reference period is the LAST 12 MONTHS. Make sure to go through all categories.

- 1a. Under this question, list all enterprises or non-farm activities done by any member of the household. Type main activity and main product or service type sold. For example, selling shoes and watches. You can list up to 10 types of services. If an activity or enterprise is done by more than one household member, remember to record this only once.
3. This question asks to know whether this enterprise is currently operating, or it has closed down either permanently, temporarily or seasonally.
4. If answer to Q3 is “closed down permanently” or “closed down temporarily”, this question seeks to find out the main reason why the income generating activity has stopped working. If the enterprise has stopped operating, the interviewer should find out why the enterprise is not operating now. There are 10 options listed from which to pick one.
- 4a. Record here the MONTH and YEAR the enterprise stopped operating. If enterprise stopped operating several times over the past 12 months, record the last time the enterprise stopped operating.
5. This question wants to know who OWNS or OWNED this ENTERPRISE. The interviewer should find out who OWNS the ENTERPRISE because the owner may leave the ENTERPRISE to another person to manage it for him or her. There is a provision for a maximum of two persons.
- 5b. This question seeks to find out who decides on the use of the earnings from the ENTERPRISE. Select the PRIMARY DECISION MAKER first, followed the SECOND DECISION MAKER if applicable. NOTE: the order of selection here matters.
6. Unlike question 5, question 6 wants to know who MANAGES this very enterprise. The interviewer should find out who MANAGES the enterprise because the MANAGER may have more knowledge of the enterprise. Like in Q5, there is a provision for a maximum of two persons.
7. Applicable to old or original enterprises visited in the previous round, this question is asking whether the managers are the same as recorded in the previous visit.
8. If the manager(s) has(have) changed since the last visit, provide the reasons for the change. Select the reason as provided in the list or if “other”, please specify.
9. Record the MEMBER who is providing more detailed information on the ENTERPRISE. This should be the person most knowledgeable of the ENTERPRISE’s operations, such as the MANAGER or the OWNER.
10. In this question, we are interested in knowing whether the ENTERPRISE has been operational in the LAST 12 MONTHS, and during which of those. Record the months of operation for all enterprises in the same way: If it’s a new ENTERPRISE record the

months of operation in the last 12 months, if the ENTERPRISE is older than 12 months, also record the months in which the ENTERPRISE was in operation during the last 12 months. It will help identify those enterprises that stopped operating for some time in the past and came back to business again. It will also be used to estimate yearly income from the enterprise.

11. We want to know WHERE the household operates the ENTERPRISE. Ask about the location of the ENTERPRISE from the options provided and record one option.
12. We want to know if the ENTERPRISE is registered with any government agency. Government Agency here includes the Internal Revenue Service, Registrar General, or any Union or Association acting on behalf of the government.
13. We want to know the household members, who are engaged in this ENTERPRISE. The interviewer should probe to know those who are being paid for engaging in the enterprise and those who do not receive payment on the business. For each listed household member, please indicate:
 - 1) the MONTHS IN THE LAST 12 MONTHS the MEMBER worked in this ENTERPRISE.
 - 2) The numbers of DAYS PER MONTH that the MEMBER worked in this ENTERPRISE.
 - 3) The AVERAGE HOURS PER DAY the MEMBER worked on this ENTERPRISE. Note the restrictions here that hours worked per day cannot exceed 18.

NOTE: the restrictions on this question that the total number of days' work on an enterprise cannot exceed 31 days. Household members can work either as a paid or unpaid employee but cannot belong to both.
14. We want to know the number of employees, who are NOT HOUSEHOLD MEMBERS engaged in the ENTERPRISE, disaggregated by sex (male and female). List the total number of each of male and female employees of ENTERPRISE.
15. We want to know the main source of income used to START-UP the ENTERPRISE. If more than one source, mention a maximum of the three main sources from the options listed in order of importance.
16. Seeks to know if any member of the household tried to get credit or loan for the enterprise from banks or other formal financial agencies in the past 12 months.
17. The interest here is to know if the credit/loan applied for the ENTERPRISE was received. Select YES or NO as applicable.
18. Here we are interested in knowing if the household USED any credit to operate ENTERPRISE in the last 12 months. Note the difference between this question and that of Q16. You can apply for and receive a loan, but it is another thing whether or not you actually use it for the purpose for which it was applied.

- 19.** Seeks to know the source of credit that was used in OPERATING the ENTERPRISE within the LAST 12 MONTHS. Please select all options that apply.
- 20.** We want to know how much money was borrowed to finance OPERATIONS of this ENTERPRISE in the last 12 months. For instance, if the individual/household borrowed N35,000, then 35000 must be recorded.
- 21.** We want to know if the ENTERPRISE has any outstanding loans that are being repaid, either in cash or kind, within the last 12 months. The answer should be YES, if any repayments have been made during the last 12 months. Note that this question is applicable to ENTERPRISES that are currently operating.
- 22.** For those enterprises that have outstanding loans, the interviewer should write down the amount of loan THAT HAS BEEN REPAID (include loans in-kind). For example if the amount repaid on a loan of 100,000 for ENTERPRISE was 20,000 then 20,000 should be recorded here. Please DO NOT include the principal, it is only the NAIRA amount of the INTEREST. Convert in-kind loans into monetary value equivalent and record and add to other cash loans and record appropriately.
- 23.** We want to know who the buyers of the products or services of this ENTERPRISE are. Please, pick a maximum of two options from the listed options in order of importance. If option OTHER, SPECIFY is chosen, please ensure to specify the other buyer of the product and/or services of this ENTERPRISE.
- 23a.** This question seeks to know if the ENTERPRISE uses generator, either solely or partially for its operation. Note that if the business is located in the household's dwelling and uses generator for both domestic and business use, this should be considered as a "YES" in this question. Again, if the business requires electricity for its operation, then it is possible to also use generator, especially given the frequent black-outs in the country. If the business doesn't use generator for its operation, please select "NO".
- 23b.** If the ENTERPRISE uses a generator for its operation, this question seeks to know if the generator being used is rented or is owned by the household.
- 24.** We want to know the current value of physical capital stock, including all tools, equipment, buildings, land, vehicles that are used for the ENTERPRISE. Note that the emphasis here is using those physical capital stocks for the ENTERPRISE's operation. If the asset is owned by the household but is not used for the ENTERPRISE, it should not be considered here. Ask the respondent to put value on all these assets used for the ENTERPRISE 'operation and record the sum total in the column given. For example, if the assets used by the owner for the enterprise are car, tools, equipment and machinery and have the following values: car is N250,000, tools N50,000, equipment and machinery N200,000. Then the total value of physical stock used for the business should be written N500,000, and therefore 500000 should be written here.

NOTE: In most cases, these values are estimates by the manager of the ENTERPRISE.

- 25.** This question seeks to examine the TOTAL VARIABLE COST of the enterprise, by putting value on ALL INPUTS used for the ENTERPRISE 's operation. Note that inputs used are NOT the same as the physical capital stocks listed in question 24. For instance, if the enterprise is a tailoring type, then, inputs will include tread, pins, clothes, etc. but does not include the sewing machine. Similarly, for a restaurant type of enterprise, inputs will include the raw food materials, oils, etc. but does not include the cooking pots, cookers, etc. Ask the respondent to give the total value of all the inputs currently available. The correct Naira value should then be written.
- 26.** We are interested in knowing the TOTAL VALUE OF FINISHED GOODS THAT ARE READY FOR SALE. For a tailoring business, this will be sewn clothes. As the respondent to put value on all those and write the Naira value accordingly.
- 27.** This question is used to examine the total revenue of the ENTERPRISE in the past one month. The interviewer should be careful at asking this question since it is not referring to the profit made in the past one month. For restaurant type enterprises, this is the total sales for the past one month. For tailoring businesses however, this refers to the money from sale or delivery of sewn clothes, including the cost of variable inputs given in question 25. If an item has been produced but not sold yet, this should be excluded in estimating the total sales.
- 28.** Record the BUSINESS COSTS of each category listed during the last month of operation of the ENTERPRISE. If there are no costs in a category, then enter zero. Give the estimated amount in Naira.

We want to know the business costs last month in terms of wages & salaries, purchase of goods for sale (inventory), transport, fuel for generator, maintenance of generator, insurance, rent, interest payment on loans, raw materials, others. For instance, the amount spent on rent or shop or any other kind of rent in the course of running the ENTERPRISE last month, put the total amount together and record under rent. With respect to transport, we want to know the money spent on transport in running the ENTERPRISE last month. This may include moving about on ENTERPRISE trips; money spent transporting raw materials and finished products to and from market. Put these expenses under transport together and record, e.g. 100000.

- 28k.** This question is for estimating the net returns of the business in the last one month. This is also the profit of the enterprise in the past one month. Profit is the difference between sales (total revenue) and total variable cost. Note that the revenue and cost information provided in Q27 and q28 shall be used by CAPI to internally estimate profit. The estimated revenue, cost and profit shall be read to the respondent. Whatever the enumerator records here shall be weighed against the CAPI internally estimated value. An error message will popup if there is a large difference.

- 29a. We want the owner or the manager of the business to mention the three most important constraints to starting a non-farm business. Select up to 3 constraints as applicable. We want the respondent to indicate three primary constraints preventing HH members from opening a non-farm business.
- 29. We want the owner or the manager of the business to mention the three most important constraints to operate and grow their non-farm business. Select up to 3 constraints.
- 35. For households that reported having no non-farm enterprise, the interest here is to know if any member of the household thought about starting a non-farm business or self-employed activity in recent years.
- 30. This question will be responded to by those households that have a member who wanted to start a business but failed. The reasons for failing should be listed here. Up to 3 constraints are allowed.

SECTION 10A: Meals Away from Home

Description: This section asks about the expenditures on all the meals, food stuffs and drinks that were produced outside the household, bought by household members in the past 7 days, and usually consumed outside the household.

Respondent: Most knowledgeable adult member of the household.

- 1. Read out the question text and the answer options one by one, recording for each option if ANY household member has consumed the meal or drink away from home in the **PAST 7 DAYS**. Answer this question for all items **FIRST** before answering the details in the MEALS AWAY screen. **MAKE SURE** to not skip items.

Consider ANY meal or drink that was produced outside the household and bought by a household member or given for free, even if the meal or drink was consumed back home in the household (e.g. take away food). Make sure to **INCLUDE** meals or drinks consumed in eateries, restaurants, canteens (e.g. Mama put, Bukatarian, Canteen) and meals and drinks to which household members have been invited to. Do **NOT** consider food that was produced in the household and then consumed elsewhere outside the household.

The first three answer options refer to **FULL MEALS** consumed (e.g. rice and stew, pounded yam and egusi, tuwo, garri and draw soup, etc) and depend on the hour of the day consumed, breakfast in the morning, lunch in the early afternoon and dinner in the evening or at night. If no entire meal was consumed, consider it under the other options.

MAKE SURE the respondent understands it is for **ALL** household members. There is a tendency for respondents to only think about the items they have consumed.

2. Record the TOTAL amount spent by ALL household members on the meal or drink category in the **PAST 7 DAYS**. If the meal or drink was for free, ask the respondent to estimate how much such a meal or drink would have costs in a normal place.

Do NOT DOUBLE COUNT amounts for meal or drink consumed, e.g. if you are not sure if a few snacks bought constitute a full meal, record the expenses ONCE in the more appropriate meal or drink category.

Give the respondent enough TIME to identify the individual meals and remember or estimate the price. HELP the respondent if need to come up with the total amount, by first identifying which household members consumed the meal how many times in the past 7 days and getting the respective costs. Take notes of the individual cost on your notepad or calculator, sum them up and record the total.

Sense check the answers given to you by the respondent and probe if necessary.

*EXAMPLE: In the past 7 days, Mr. Lawal ate lunch at his office twice which cost ₦550 each time (consider). The rest of the week he brought lunch from home to eat at work (do not consider). Mrs. Lawal ate lunch at her parents place once (consider as not produced in household, estimated to would have cost her ₦400 in an eatery), and bought Akara and Pap for breakfast for the family which cost her ₦500 and which they ate back home (consider as produced outside the household). The totals are: lunch: $2 * ₦550 + ₦400 = ₦1,500$; breakfast: ₦500*

SECTION 10B1: Food Expenditures (Part 1)

Description: This section asks about the household's consumption on various food items in the past 7 days. The food items are organized by food categories.

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

Instructions: Answer questions from the top to the bottom, making sure that an answer has been recorded for all food items. Proceed to Section 10B2 ONLY ONCE all questions have been answered and the section turned green. MAKE SURE the respondent does NOT see the screen of the tablet, so they cannot see how many questions are left.

- 1a-1h.** For each question, read out the question text and the answer options one by one, recording for each option if ANY household member ate or drank the food item in the **PAST 7 DAYS** WITHIN THE HOUSEHOLD. Answer all question in this section FIRST before moving to the next section. MAKE SURE to not skip questions or answer options.

Do NOT consider meals or drinks that were consumed by household members OUTSIDE the household (they should have been recorded in section 10A Meals Away from Household), UNLESS they were cooked/prepared inside the household and taken outside to be consumed elsewhere (e.g. lunch/snack brought from the household to work).

SECTION 10B2: Food Expenditures (Part 2)

Description: This section is a continuation of the previous section 10B1. It asks details about the household's consumption and expenditure on ALL the food items selected in 10B1. The food items are organized by food categories.

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

Instructions: ONLY answer once 10B1 is been completed. Answer questions from the top to the bottom. This section is typically very repetitive and tiring to the respondent. ENGAGE the respondent.

FOOD CATEGORIES

One sub section for every food item consumed by the household in 10B1.

2a/2b. Record the QUANTITY of ITEM that members of the household CONSUMED in the **PAST 7 DAYS**. Record the QUANTITY in 2a, and select the corresponding UNIT in 2b, e.g. if the household consumed 3 KG of rice, record 3 in 2a, and select KG in 2b. Sense check that the quantity unit combination makes sense and is in the area of the possible, probe with the respondent if necessary. E.g. if the respondent in a household of 5 members tells you that they have eaten 30kg of rice (which is very unlikely), double check with them if unit and quantity are correct.

Do NOT consider meals or drinks that were consumed by household members OUTSIDE the household (they should have been recorded in section 10A Meals Away from Household), UNLESS they were cooked/prepared inside the household and taken outside to be consumed elsewhere (e.g. lunch/snack brought from the household to work).

The list of units is FILTERED and depends on the ITEM. If the respondent uses a unit that is not listed, select OTHER (SPECIFY) and record the details.

CONVERT milliliters to LITRES or CENTILITRES. 1L=100CL=1000ML. *EXAMPLE: 500ml is 50cl, 710ml is 71cl, 325ml is 32.5cl.*

When recording from SACHETS, TINS, PACKETS etc., use the SAME unit as it appears on the package, e.g. bornvita 450g, butter 250g, etc. Do NOT record sachet, tins, packets as other unit.

Do NOT confuse KILOGRAMS and GRAMS. 1000 GRAMS=1 KILOGRAM. *EXAMPLE 0.900G is different from 0.900KG (900G) and is incorrect.*

2c. For some units such as a HEAP or CONGO you will be asked to specify the size of the unit. Show the pictures in the reference booklet to the respondent to find out what size of the unit they have consumed.

5.-7. Record how much of the ITEM that the household consumed in the **PAST 7 DAYS** came from purchase, own production and gift. Record the quantity in the SAME unit as the unit selected in 2b. The total quantity of all 3 sources must NOT EXCEED the total

quantity consumed. If the total exceeds the quantity consumed, double check with the respondent ALL sources. Do NOT just correct the last or the largest source. Write 0 if ITEM consumed did not come from one of the sources. NOTE, the household may have OBTAINED ITEM EARLIER THAN 7 days ago but only consumed (part of) it in the past 7 days.

5. FROM PURCHASE: Record quantity of ITEM consumed that was purchased for cash or in-kind.

6. FROM OWNED PRODUCTION: The quantity of ITEM consumed that came from plants cultivated on land rented, owned or sharecropped by members of this household, or from animals owned by members of the household.

7. GIFTS AND OTHER SOURCES: The quantity of ITEM consumed that the household received for free or from any other source. Other sources might include barter.

3. Record whether the household purchased any of ITEM in the **PAST 30 DAYS**. Note that the recall period is different here from the previous questions in this section.

3a/3b. Record the QUANTITY of ITEM that members of the household PURCHASED in the **MOST RECENT PURCHASE** in **THE PAST 30 DAYS**. If the household purchased the ITEM two weeks ago and then also purchased the ITEM yesterday, you will only record information on the purchase made yesterday in this case. Record the QUANTITY in 3a, and select the corresponding UNIT in 3b, e.g. if the household purchased 3 KG of rice, record 3 in 3a, and select KG in 3b. Sense check that the quantity unit combination makes sense and is in the area of the possible, probe with the respondent if necessary.

NOTE that the quantity of ITEM PURCHASED in the past 30 days is INDEPENDENT of the quantity of ITEM CONSUMED in the past 7 days (Q2a.) and the quantity consumed that came from purchase (Q5.). The quantity purchased in the past 30 days may be 0 (e.g. if the household had purchased it before 30 days ago) or may be larger than the quantity consumed (e.g. if the household shopped in bulk).

The list of units is FILTERED and depends on the ITEM. If the respondent uses a unit that is not listed, select OTHER (SPECIFY) and record the details.

3c. For some units such as a heap or a Congo you will be asked to specify the size of the unit. Show the pictures in the reference booklet to the respondent to find out what size of the unit they have consumed.

4. Record the TOTAL amount in NAIRA spent on ITEM purchased in the **MOST RECENT PURCHASE IN THE PAST 30 DAYS** (Q3a/3b). Note that this is the TOTAL amount, but not the UNIT cost.

SECTION 10C: Aggregate Food Consumption

This section is on food consumption of household members, which intends to ask HOW MANY DAYS IN THE PAST 7 DAYS the different groups of food items were consumed. This should include consumption both inside and outside the home.

8. This question captures the **number of days** the PARTICULAR FOOD GROUP was consumed both inside and outside the home, by all household members during the past 7 days.

You are to record zero if none of the food group items was consumed.

SECTION 11: Non-Food Expenditures

Description: This section asks about the household expenditures on non-food items. The section is divided into three sub sections, each with a different reference period. Items that are purchased very frequently are asked with a 7 days reference period, items that are purchased regularly with 30 days reference period, and items that are more infrequently purchased with a 6 months reference period.

Respondent: Adult household member responsible for purchases.

- 1./3./5.** For each question, read out the question text and the answer options one by one, recording for each option if ANY household member purchased or pay for ITEM in the respective REFERENCE PERIOD. For each subsection, answer all options FIRST before moving to the detail subsections below the question. MAKE SURE to not skip answer options. MAKE SURE the respondent understands the CORRECT reference period for each question, which varies from **PAST 7 DAYS, PAST 30 DAYS, and PAST 6 MONTHS.**

Consider ITEMS that were bought or paid for during the reference period, even if they were received before the reference period or have not been received yet at the time of the interview.

- 2./4./6.** For each ITEM any household member bought or paid for in the reference period, record the TOTAL amount in NAIRA spent on ITEM during the reference period. NO DECIMALS are allowed, round up or down to reach an integer amount in Naira, e.g. if an item cost ₦1,500.40 record ₦1,500.

SECTION 12: Food Security

Description: This section asks about the availability of food in the past 30 days. More broadly it is meant to capture how well the household can fulfil its food needs.

Instruction: This section is SUBJECTIVE and therefore you MUST rely on the responses provided by the RESPONDENT. You must never question a response provided by a respondent in this section, even if from the surroundings and other questions you think their response is inconsistent.

Respondent: Senior female or member most knowledgeable about food consumption.

- 1a.-1j.** Select YES if the statement of the question was true AT LEAST ONCE in the **PAST 30 DAYS**, for ANY household member. Note that the event did not have to happen regularly, just once is enough, e.g. if a household skipped only one meal in the past 30 days, select YES.

The questions ask if the household reduced/changed their food intake BECAUSE OF LACK OF MONEY OR OTHER RESOURCES. Do NOT consider reduced/changed food intakes because of religious (e.g. fasting), medical, or any other reasons. Having forgotten to bring money e.g. to work and not being able to buy the normal lunch is NOT considered a lack of money.

- 2a.** Record the number of MEALS taken by ADULT household members on a NORMAL DAY. By MEAL we mean any of the regular occasions in a day when a reasonably large amount of food is eaten. Do NOT include snacks eaten between meals. By ADULTS we mean household members of 15 years or older.
- 2b1.** Record the number of MEALS taken by child MEMBERS between 5 and 15 years of age on a NORMAL DAY. The question is closed if the household does not have any household members in this age range. Consider BREASTFEEDING as a meal.
- 2b.** Record the number of MEALS taken by 6-59 MONTHS OLD household members on a NORMAL DAY. The question is closed if the household does not have any household members in this age range. Consider BREASTFEEDING as a meal.
- 4.** Select YES if in the **PAST 12 MONTHS** there was a moment when there was not enough food available in the household to feed the household. NOTE that the reference period is DIFFERENT to the questions asked earlier in the section.
- 5.** Select ALL months in which the household did not have enough food to feed the household members. The month are filtered and depend on the day of the interview.
- 6.** Select ALL causes in ORDER OF IMPORTANCE, starting with the most important one to the least important one. Mark the most underlying reason as the most important, e.g. if a household had a low harvest because of a drought that also drove up food prices at the market, but the household normally eat the food they produce themselves, select INADEQUAT STOCKS DUE TO DROUGHT/POOR RAINS first, and FOOD IN THE MARKET WAS VERY EXPENSIVE as second. If the household says they had little food saved/harvested, etc., probe to understand the underlying reason (drought/pest damage/lack of land/lack of inputs) and select the corresponding option.

SECTION 13: Other Household Income

Other household income comes in the form of earnings from assets/properties owned by the household, including rental of properties, land (excluding lands rented out for agricultural purposes), buildings, interest on savings and other financial assets, dividends, etc.. Interviewer should note that other household incomes DO NOT include regular sources of incomes such as agriculture, wage/salary and non-farm household enterprises. In this section, the questions should be asked to the household head (or a knowledgeable adult member of the household) for all individuals from fifteen years and above.

Respondent: Household head or other adult with most knowledge about other income sources.

1. This question is restricted to other incomes from financial assets such as savings interest, returns on shares, dividends or investment in other businesses not run by the household. Regular income from other sources can come in the form of royalties paid to select tribes or chiefs for use of their land for specific activities (mining gold from a tribe's land). The interviewer should ask if any member of the household received any regular income from the listed sources in the LAST 12 MONTHS.
2. Of the listed sources in Q1, we want to know the TOTAL INCOME the household received in the past 12 months. Thus, we want the Naira earned from savings interest, and other investment income in the last 12 months. It is to be entered in absolute value.
3. We are interested in knowing who in the household decides how the earnings from interest on savings, and other investments should be used. The household member(s) responsible for deciding on the use of the earnings from the income source should be selected from the household roster provided.

SECTION 14: Social Safety Nets

Social Safety Nets or “Socioeconomic Safety Nets” are non-contributory transfer programs that seek to protect the poor or those vulnerable to shocks and poverty from falling below a certain poverty level. Safety net programs can be provided by the public sector (State and aid donors) or by the private sector (NGOs, private firms, charities, and informal household transfers). Safety net transfers include:

Cash Transfer: These are defined as the provision of assistance in the form of cash to the poor or to those who face probable risk of falling into poverty in the absence of the transfer. The main objective of these programs is to increase poor and vulnerable households’ real income.

Food-based safety net programs support adequate consumption and contribute to improving nutrition and securing livelihoods. They are different from other safety net programs in that they are tied to the provision of food, either directly or through cash-like instruments (food stamps, coupons) that may be used to purchase food.

In-Kind Transfers such as school supplies and uniforms: This refers to allowances that are paid to families with children under a certain age. These kinds of transfers can be in form of subsidies on school uniform or school supplies or children’s goods.

Conditional Cash Transfers (CCT): programs provide cash payments to poor households that meet certain behavioral requirements, generally related to children’s health care and education.

Price Subsidies for Food, Electricity, or Public Transport: Subsidies guarantee access to essential commodities at prices that consumers can afford.

Public Works: Public works programs provide unskilled workers with temporary labor-intensive jobs during critical times. Public works can include road construction and maintenance, maintenance of public spaces and buildings, irrigation infrastructure, reforestation and soil conservation. The output of such programs is twofold: jobs of short duration for work to increase income, and creation of public goods in the form of new or improved infrastructure.

Fee Waivers and Exemptions for Health Care, Schooling and Utilities: The main objective of fee waivers, exemptions and scholarships is to provide the poor with financial resources to use public services such as education and health facilities. The program enables the poor access to free health services.

Safety nets are part of a broader poverty reduction strategy interacting with and working alongside social insurance; health, education and financial services; the provision of utilities and roads; and other policies aimed at reducing poverty and managing risk.

The safety net as a whole should provide coverage to three rather different groups:-

The chronic poor: Even in "good times" these households are poor. They have limited access to income and the instruments to manage risk, and even small reductions in income can have dire consequences for them.

The Transient Poor: This group lives near the poverty line, and may fall into poverty when an individual household or the economy as a whole faces hard times

Those with Special Circumstances: Sub-groups of the population for whom general stability and prosperity alone will not be sufficient. Their vulnerability may stem from disability, discrimination due to ethnicity, displacement due to conflict, "social pathologies" of drug and alcohol abuse, domestic violence, or crime. These groups may need special programs to help them attain a sufficient standard of well-being.

The main objectives of this section are to identify the various safety net programs available.

Safety nets redistribute income to the poorest and most vulnerable with an immediate impact on poverty and inequality.

To see how safety net programs have been able to impact positively on the future of households that they otherwise may have missed, e.g. education, health, income generating opportunities

To what extent have safety net programs succeeded?

Some Definitions:

Supplementary Feeding Programs provide direct transfer of food to target households or individuals. The food may be prepared and eaten on site (e.g., in child feeding centers or at

schools), or given as a dry ration to take home. Supplementary feeding is often provided as an incentive for participation in public services such as primary health care (pre and post-natal as well as baby care) and education. The most common forms are maternal and child feeding and school feeding.

School Feeding Programs encourage children's enrolment and improve their ability to pay attention in class. They vary from the provision of breakfast, lunch or a midmorning snack, to a combination of these. School feeding programs are often integrated with health and nutrition education, parasite treatment, health screening, and provision of water and sanitation.

Food for Work (FFW) Programs provides food rations in exchange for a given amount of work done. FFW programs have long been used to protect households against the decline in purchasing power that often accompanies seasonal unemployment, drought, and other periodic disruptions.

Emergency Food Distribution includes direct provision of food, supplementary feeding for vulnerable groups, and therapeutic feeding during crises, emergencies and situations in which people are displaced. These last-resort programs save lives by preventing malnutrition and morbidity.

Food Stamps, Vouchers and Coupons are near-cash paper tokens targeted to poor households that they can be used to purchase food at authorized retail locations. Some instruments restrict households to buying only a few specific foods, while others allow them to purchase any food.

Respondent: This person should preferably be the head of the household. If the head is absent, then a responsible and knowledgeable adult, preferably the spouse of the household head in the household should be interviewed. This person should be a member of the household and must be capable of providing all necessary information.

Other members of the household can help by adding information or details in the questions concerning themselves.

1. This question seeks to find out if any member of the household received any assistance from any institution such as the government, international organizations or religious bodies in form of cash, food (including school feeding), other in-kind such as animals and scholarship. Select "YES" or "NO" to each listed form of assistance.
2. This question seeks to find out if the household or any member of the household has been part of any programs in the past 12 months. The interviewer should ask this question for all the programs listed before proceeding to ask questions 3-9. The response here is either "YES" or "NO".

3. There are four forms of assistance listed: cash assistance, food assistance, other/in-kind assistance and scholarship. Select the most appropriate.
- 4a. The total value of cash assistance received from the program is what this question seeks to find out.
- 4b. The total value of food assistance received from the PROGRAM is what this question seeks to find out
- 4c. The total value of in-kind assistance received from the PROGRAM is what this question seeks to find out
5. Who received the assistance from PROGRAM? Is it the entire household or an individual in the household? The response here is either 1 for entire household or 2 for specific household members.
6. This question identifies the household member(s) that received the assistance from PROGRAM, if Q5 states, that the assistance was given to specific household members. Provision has been made for up to five household members to be recorded where applicable.
7. Ask the respondent how the money from PROGRAM was used. Select the most appropriate of the categories.
8. The respondent is asked the last time the household received the assistance from PROGRAM. The month and the year are recorded.
9. The interest here is to know the source of the assistance from PROGRAM that was received by the household.

SECTION 15A: Economic Shocks

Typically, the word shock is used to describe a surprisingly intense emotional or psychological reaction to information or an occurrence which may take its toll on an individual or household. Shock may be an event or happening or a factor that affect an individual or the entire household negatively, economically. The death of the bread winner in a household may have a negative impact economically on the household. Thus, this section seeks to capture events that may have affected the household over the last two years (since 2017 from the day of interview).

Respondent: This person should preferably be the head of the household. If the head is absent, then a responsible and knowledgeable adult, preferably the spouse of the household head in the household should be interviewed. This person should be a member of the household and must be capable of providing all necessary information.

1. This question seeks to capture whether the household has been affected by any of the shocks since 2017. All the shock options in this question are asked and responses taken before going to answer questions 2 – 5 for each “Yes” response.
4. For the number of shocks that has occurred in the past three years, ask the respondent to rank the three (3) most significant shock the household has experienced in terms of most severe (1), more severe (2) and Severe (3).
2. Since 2017, we want to know how many times the EVENT has happened to your household. For instance, if the household experienced the theft of crops, cash, livestock or other property 2 times in 2017, 3 times in 2018 and 2 times in 2019, then the total to be entered THEFT OF CROPS should be “7”.
3. Here we want to know which years the event occurred. For the example given in question 2, the interviewer should select 2017, 2018, and 2019, since the event occurred in all these years.
5. Here we are interested in knowing how the household coped with the most recent shock.

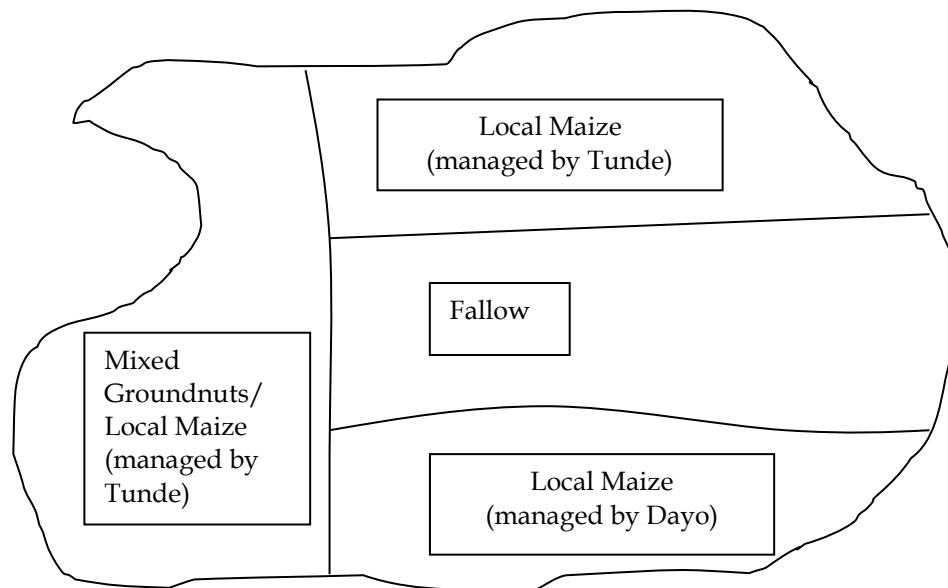
Plots

Description: This section collects information on household’s access to land, including lands used for crop cultivation, whether or not the land is owned by the household, fallow lands, lands that the household rented in or out, sharecropped in or out, land owned by the household that has dwelling units built on it, land rented for non-farm enterprises, etc. It must be emphasised that if the household rented the dwelling unit, the land on which that dwelling unit is situated must not be listed. The reference period for this section is the agricultural season 2018/2019. Plots listed during the post-planting season will be pre-filled. THERE WILL BE NO LISTING OF NEW PLOTS FOR THIS POST-HARVEST VISIT. INFORMATION SHOULD ONLY BE SOLICITED FOR THE PREFILLED PLOTS

Respondent: Ideally, the manager of each PLOT should be the respondent for their respective PLOTS. The most knowledgeable household member regarding the household farm operations, can respond in the absence of the manager of each PLOT.

Definition: For this survey we understand an agricultural PLOT as a continuous piece of land on which a unique crop or a mixture of crops is/was grown, under a UNIFORM, consistent CROP MANAGEMENT SYSTEM. It must be a CONTINUOUS piece of land and MUST NOT be SPLIT by a river or path of more than one metre in width. Plot boundaries are defined according to the crops grown and the operator.

Example 1: One continuous piece of land cultivated by a household that is divided into four PLOTS:



Example 2: A piece of land has an area of 3.0 acres and is planted only with local maize. The land is divided into two equal portions by a river that is 2 meters in width. Both sides are managed by Femi, the son to the head of household.

Explanation: First, we recognise that the land is managed by a single operator – hence, the management system is UNIFORM and CONSISTENT throughout this piece of land. The piece of land is also pure-stand, planted only with local maize. Hence, the SAME cropping arrangement is seen throughout. However, the land is split by a river into two parts and is hence NOT CONTINUOUS. It is therefore split into TWO PLOTS.

Example 3: The piece of land has an area of 1.0 acre and is divided by a path 0.5 meters in width. It is mixed-stand, intercropped with hybrid maize and beans in its entirety, and managed only by Elizabeth.

Explanation: The piece of land is managed by a single operator – hence, the management system is UNIFORM and CONSISTENT throughout this piece of land. The piece of land is mixed stand, with hybrid maize intercropped with beans. The SAME cropping arrangement is seen throughout the piece of land which can also be considered CONTINUOUS, as it is divided by a path that is only 0.5 meters in width, i.e. LESS than 1 meter. Hence, there is only ONE PLOT in this case.

Example 4: The piece of land has an area of 1,000 square meters, is undivided, and managed by Oke. Approximately $\frac{1}{2}$ of the land is mixed-stand, intercropped with hybrid maize and beans with pumpkin planted along the edges. The remaining portion of the land is covered with cashew nut trees.

Explanation: The land is managed by a SINGLE operator – hence, the management system is UNIFORM and CONSISTENT throughout this piece of land. It is also CONTINUOUS. So far, these features would qualify the land as a single plot. However, the cropping arrangement is NOT CONSISTENT throughout; ½ is cropped with hybrid maize, beans and pumpkins, whereas the other half is cultivated with cashew nuts. Since there are two unique mixture of crops planted in different halves of the land, we can conclude that it is made up of TWO PLOTS.

Example 5: The *land* has an area of one hectare, and is pure-stand, planted only with groundnuts. Approximately ¼ of the *parcel* is managed by Tambe, while the rest is managed by Rose.

Explanation: The land can be assumed to be CONTINUOUS, and the SAME cropping arrangement (pure-stand groundnuts) is witnessed throughout. So far, these features would qualify the land as a single plot. However, there are TWO DIFFERENT managers on two different portions of the land. Hence, the management system is NOT UNIFORM and consistent throughout, implying that the land is made up of TWO PLOTS.

Instructions: Before administering this section, you MUST have a DETAILED conversation with the household concerning the organization of the household farm(s), using a SKETCH page and relying on drawings concerning locations and boundaries of their farm land, and the definitions/boundaries of the PLOTS. THE HOUSEHOLD AND YOU NEED TO BE ON THE SAME PAGE WHEN IDENTIFYING AND SPEAKING ABOUT THE LISTED INDIVIDUAL PLOTS. NOTE that our definition of a PLOT is not necessarily the same way farmers think about their plots, e.g. there is a tendency to refer to a continuous piece of land as a plot or refer to a plot as a unit of area measurement. MAKE SURE you and the respondent understand one another and follow the PLOT definition explained above.

SECTION A1: Plot Roster

1. ALL the PLOTS the household listed that they had access to, OWN or CULTIVATED in the **2018/2019 AGRICULTURAL SEASON** shall be PRE-FILLED. DO NOT ADD NEW PLOTS OWNED, CULTIVATED OR ACCESSED BY THE HOUSEHOLD SINCE THE POST PLANTING VISIT. That is, the household should have listed all plots they had access to during the post-planting survey of the 2018/2019 agricultural season regardless of cultivation status of such plots. Therefore, for each PLOT listed, we want to know the following information:
 - 1a. WAS THE PLOT WAS CULTIVATED DURING THE POST-PLANTING VISIT? THAT IS, WAS THE PLOT USED TO GROW ANY CROP? THIS QUESTION SHALL BE PREFILLED AND HID SO THAT THE INTERVIEWER CANNOT SEE OR CHANGE IT.
 - 1b. WAS THE PLOT MEASURED USING GPS DURING THE POST-PLANTING VISIT? THIS QUESTION SHALL BE PREFILLED AND HID SO THAT THE INTERVIEWER CANNOT SEE OR CHANGE IT.
2. WHICH MEMBER(S) FROM THE HOUSEHOLD ROSTER MANAGES OR MANAGED THE CULTIVATED PLOT? THIS QUESTION SHALL BE PREFILLED AND HID SO THAT THE INTERVIEWER CANNOT SEE OR CHANGE IT. **3.** This question is to the interviewer

and should only be observed. WHO IS RESPONDING TO THE QUESTIONS ASKED ABOUT EACH LISTED PLOT?

- 3a. This is a question with a YES or NO answer. It seeks to ascertain if the PLOT manager listed in question 2 from the previous visit is still the primary manager of the PLOT. That is, has the PLOT management changed since the post-planting visit in 2018?
- 3b. If the PLOT management has changed since the post-planting visit, then ask for who in the household is currently the primary PLOT manager? Select the new PLOT manager from the household roster.
- 4. Ask the respondent if the household still owns or has access to the listed PLOT. Again, this is a YES or NO response. Note the definition of ownership and access used above.
- 5. This question is only activated provided the household no longer has access or owns to the listed PLOT. That is, question 5 is triggered by a NO response in question 4. If the household has lost access or ownership to the PLOT, ask how they lost access to or gave up ownership of the PLOT. Select a response from the options provided. If none of the responses fits within the options provided, select the “Other Specify” option and type the response in 5_Oth.
- 6. If the household no longer owns the PLOT because it was sold, then this question asks for the [NAIRA] value received by the household.
- 7. This question seeks to know why the household lost/gave up ownership or access to PLOT. Interviewer should select the appropriate answer from the list of options provided. If the response provided is not on the options listed, please select “Other Specify” and type the response in 7_Oth.

SECTION A2A: Household Agriculture Labour

Description: This section asks about the work household members have done on the cultivated PLOTS since the last visit to the particular household for the agricultural season 2018/2019. The date in which each household was interviewed during the post planting visit shall be prefilled and referenced throughout this section. The interviewer must make it clear to the respondent that the information collected is only for AFTER the last visit but does not apply to the entire agricultural season.

Respondent: The most knowledgeable household member regarding the household farm operations, who may be assisted by other PLOT managers or labourers within the household. In the absence of someone knowledgeable about the household farming operations, the manager of each PLOT should respond for their respective PLOTS.

PLOT

There is one sub-section for every listed cultivated PLOT by the household since the beginning of the agricultural season 2018/2019.

0. Select YES if any member of the household has worked on PLOT since the household was interviewed on PP_INTERVIEW DATE, otherwise, select NO. Select YES even if only one member worked on PLOT for just one hour since the last visit/interview.

HH MEMBER

In each PLOT roster, there is a sub-section for all current household members aged 5 years or older. Answer the questions member by member for each plot.

- 1a. Select YES if MEMBER has worked or performed any activity on PLOT since the last interview during the post-planting visit, even if it was only for one hour. Please exclude postharvest activities e.g. shelling/threshing, cleaning, etc. NOTE that this question and follow-up questions are asking about current PLOT ONLY, IGNORE work on any other plot. If the MEMBER worked on PLOT prior to the LAST visit, but did not work on PLOT after the visit, then select NO.
- 1b. Record the TOTAL number of days in which MEMBER worked on PLOT since the last interview during the post-planting season. CONSIDER ALL days on which MEMBER worked, even if it was only for a short time. NOTE that the question is NOT asking for the number of days in the past 7 days but rather the number of days worked SINCE THE LAST INTERVIEW. *EXAMPLE: Tunde worked on the maize plot for two hour on Tuesday afternoon and for 3 hours on Wednesday. The answer is 2 days (Tuesday and Wednesday).*
- 1c. Record the number of hours MEMBER NORMALLY work PER DAY on PLOT. *EXAMPLE: In our example above, Tunde worked an average of 2.5 hours PER DAY, or normally worked 2 or 3 hours PER DAY.*
- 1d. Select ALL activities that MEMBER has performed on PLOT since the last post-planting visit to the household. Select LAND PREPARATION for any land preparation activity, PLANTING for planting-related activity, WEEDING for weeding, HARVESTING for any harvesting related activity, SUPERVISION if MEMBER did not work themselves but supervised other household members or non-household workers, and RIDGING, FERTILIZING, OTHER NON-HARVEST ACTIVITIES for any other non-harvesting, non-planting activity, such as ridging or fertilizing.

SECTION A2B: Agriculture Hired and Exchange Labour

Description: This section asks about the labour the household hired or received for free to cultivate their PLOTS during the 2018/2019 agricultural season, but since the last time the household was interviewed.

Respondent: The most knowledgeable household member regarding the household farm operations, who may be assisted by other PLOT managers and labourers within the household. In the absence of someone knowledgeable about the household farming operations, the manager of each PLOT should respond for their respective PLOTS.

HIRED LABOUR

2. Read out the question text for each PERSON TYPE and select YES or NO. PERSON TYPES are men, women and children. Select YES if any individual from PERSON TYPE has been HIRED to work on PLOT since the last visit during the post-planting period of the 2018/2019 agricultural season.

By hired we mean the person-type worked for PAYMENT in cash or in-kind. Do NOT consider person-type that have worked for free. It does NOT matter who in the household hired the persons. Do NOT consider as payment the food given during the day of work.

NOTE that question and follow-up questions are asking about PLOT ONLY, IGNORE work on any other plot.

Men – all MALE persons, not household members and aged 15 years or older

Women - all FEMALE persons, not household members and aged 15 years or older

Children - all persons under 15 years independent of sex, but not household members

Asked for every PERSON TYPE selected under 2.

3. Record the TOTAL number of PERSON TYPE (i.e. men, women or children) that have been HIRED to work on PLOT since the last interview date during the post-planting visit of the 2018/2019 agricultural season. NOTE that the persons did not have to work on PLOT at the same time. *EXAMPLE: if one woman was hired in August, and two other women were hired in October, record the total 3.*
4. Record the number of days that a **typical hired** PERSON TYPE worked on PLOT since the last interview date during the post-planting visit of the 2018/2019 agricultural season. NOTE that the question is asking for ONE (typical) PERSON ONLY, not the total. CONSIDER ALL days on which a typical person worked, even if it was only for a short time. *EXAMPLE: In above example, if the woman in August was hired for 6 days and the two women in October for 3 days, record either 6 or 3.*
5. Record the typical number of hours ONE PERSON TYPE worked PER DAY on PLOT. If persons were hired for different lengths of time, record the number of hours each PERSON normally work on PLOT per day. *EXAMPLE: In our example above, if each woman worked around 6 hrs per day, record 6.*
6. Record the TOTAL AMOUNT normally paid to EACH HIRED PERSON TYPE PER DAY to work on PLOT. Estimate the Naira equivalent for in-kind payments. NOTE that the question asks per person-type (e.g., per man). If the payment was paid to a group, calculate how much was paid for one individual in the group.
7. Select ALL activities that all individuals from PERSON TYPE have performed on PLOT since the last post-planting visit. NOTE that this question does not refer to a single person, but to all PERSON TYPES. These activities are the same as in Question 1d [Household Labour] above.

EXCHANGE/FREE LABOUR

8. This question is asked for every PLOT. Read out the question text for each PERSON TYPE and select YES or NO. Select YES if any individual from PERSON TYPE has worked on PLOT WITHOUT PAYMENT since the household started preparing PLOT since the last interview date during the post-planting visit of the 2018/2019 agricultural season.

Working without payment includes working as exchange labourer (e.g. if neighbours help each other to harvest) or for nothing in return (e.g. if a relative who is not a household member helps with the harvest but gets nothing in return). Do NOT consider as payment the food given during the day of work.

NOTE that question and follow-up questions are asking about PLOT ONLY, IGNORE work on any other plot.

Men – all MALE persons, not household members and aged 15 years or older

Women – all FEMALE persons, not household members and aged 15 years or older

Children – all persons under 15 years independent of sex, not household members

Asked for every PERSON TYPE selected under 8.

9. Record the TOTAL number of PERSON TYPE (i.e. men, women or children) that have worked WITHOUT PAYMENT on PLOT since the last interview date during the post-planting visit of the 2018/2019 agricultural season. NOTE that the persons did not have to work on PLOT at the same time. *EXAMPLE: if the father of the household head (who lives in another household) helped with PLOT weeding in September, and 4 male neighbours helped harvesting in December (and our respondent helped them in return), record the total 5.*
10. Record the number of days that a TYPICAL person worked WITHOUT PAY on PLOT since the last interview date during the post-planting visit of the 2018/2019 agricultural season. NOTE that the question is asking for ONE (typical) PERSON only, NOT the total. If persons worked for different lengths of time, record the average. CONSIDER ALL days on which a typical person worked, even if it was only for a short time.
- EXAMPLE: In above example, if the father helped in September for 7 days and the four male neighbours in December for half a day, record either one or 7 days. Even though the neighbours only worked half a day, they have worked ON that day, so we count it as one.*
11. Record the number of hours that ONE PERSON TYPE normally worked without pay PER DAY on PLOT. *EXAMPLE: In our example above, if the father worked 6 hours per day and the neighbours worked 3 hours per day, record 3 or 6 hours.*
12. Select ALL activities that all individuals from PERSON TYPE, who worked without pay, have performed on PLOT. Select LAND PREPARATION for any preparation activity, PLANTING for planting-related activity, WEEDING for weeding, HARVESTING for any harvesting related activity, SUPERVISION if MEMBER did not work themselves but supervised other household members or non-household workers, and RIDGING, FERTILIZING, OTHER NON-HARVEST ACTIVITIES for any other non-harvesting, non-

planting activity, such as ridging or fertilizing. NOTE that this question does not refer to a single person, but to all PERSON TYPES.

SECTION 11C2: Input Use on Plot

Description: This section collects detailed information on the use of various inputs including pesticides, herbicides, inorganic and organic fertilizer, animal traction, and equipment and machinery on each cultivated PLOT. The use of these inputs is an important factor that can determine how successful crop production is for the household.

Respondent: The ideal respondent for this section is the manager of each cultivated PLOT. If the manager is not available, the respondent should be another adult member of the household, who is knowledgeable about inputs used on the PLOT.

SOME DEFINITIONS

Pesticide: A substance for destroying pests, especially insects and small animals like rat.

Herbicide: A toxic substance to some plants, used to destroy unwanted vegetation called weeds. It can be selective (kills selected weeds, but not others) or non-selective (kills every plant that it comes into contact with).

Fertilizer: An artificially prepared substance or an organic manure containing nitrogen, phosphorus, or potassium added to soil to make plants grow and improve their yields.

Inorganic fertilizer: Includes artificially derived, chemical fertilizers, commonly NPK or urea.

Organic fertilizer: Includes natural products such as animal and plant by-product, most commonly manure or crop residue.

Animal Traction: A process of using larger animals (cattle, horses, donkey, etc.) to assist farmers in carrying out farming tasks such as ploughing, planting, ridging, weeding and harvesting.

Equipment/Machine: A tool that is needed to do any farming activities either mechanically or manually e.g. Tractor, Harvester, etc.

These set of questions are asked for every cultivated PLOT in the 2018/2019 AGRICULTURAL SEASON.

1. Record YES if any member of the household used PESTICIDE on PLOT. If no PESTICIDE was used on PLOT by any household member, record NO.
- 2a. Record the total quantity of pesticide used on PLOT. If more than one type of PESTICIDE was mixed and applied to PLOT, record the total quantity of ALL the PESTICIDE used.
- 2b. Please select the appropriate UNIT. The UNIT options are KILOGRAMS, GRAMS, LITRES, and CENTILITRES. If some were applied in SOLID state while others were applied in LIQUID state, please convert all into a single unit and then select ONLY one UNIT.

3. Record YES if any member of the household used HERBICIDE on PLOT. If no HERBICIDE was used on PLOT by any household member, record NO.
- 4a. Record the total quantity of HERBICIDE used on PLOT. If more than one type of PESTICIDE was mixed and applied to PLOT, record the total quantity of ALL the PESTICIDE used.
- 4b. Please select the appropriate UNIT. The UNIT options are KILOGRAMS, GRAMS, LITRES, and CENTILITRES. If some were applied in SOLID state while others were applied in LIQUID state, please convert all into a single unit and then select ONLY one UNIT.
5. Record YES if any member of the household used INORGANIC FERTILIZER on PLOT. Select NO otherwise.
7. What was(were) the MAIN type(s) of inorganic fertilizer used by the household? Please select ALL that apply from the list of options (NPK, UREA, OTHER SPECIFY) provided. If the household used both NPK and Urea, but in different proportions, then NPK and Urea should both be selected from the list of options.
- 6a. Record the total quantity of NPK used on PLOT during the 2018/2019 agricultural season. If the household applied NPK to the PLOT at different times during the growing season, then record the total sum of the different quantities. For example, if the household used 3 Kgs of NPK for basal application and 4 Kgs of NPK for top dressing on PLOT, then record 7 for QUANTITY.
- 6b. Please select the appropriate UNIT. The UNIT options are KILOGRAMS, GRAMS, 10 KG BAG, 25 KG BAG, and 50 KG BAG. In the example above, the UNIT to be selected is KG.
- 6c. Record the total quantity of Urea used on PLOT during the 2018/2019 agricultural season. If the household applied Urea to the PLOT at different times during the growing season, then record the total sum of the different quantities. For example, if the household used 4 Kgs of Urea for basal application and 10 Kgs of NPK for top dressing on PLOT, then record 14 for QUANTITY
- 6d. Please select the appropriate UNIT. The UNIT options are KILOGRAMS, GRAMS, 10 KG BAG, 25 KG BAG, and 50 KG BAG. In the example above, the UNIT to be selected is KG.
8. Record YES if any member of the household used ORGANIC FERTILIZER on PLOT. Select NO otherwise.
- 9a. Record the total quantity of ORGANIC FERTILIZER used on PLOT in the 2018/2019 agricultural season. If the household used different types of ORGANIC fertilizer on PLOT, record the total sum of the different types. For example, if the household used 40 Kgs of COMPOST and 50 Kgs of ANIMAL DROPPINGS on PLOT, then record 90 for QUANTITY and under UNIT below, select KG.
- 9b. Please select the appropriate UNIT from the options (KILOGRAMS and GRAMS) provided.
10. If any member of the household used any animal such as donkeys, horses, bulls, etc., for traction on PLOT, record a YES. Otherwise, record a NO.

11. Please pay special attention to this question. It is about animals OWNED by the household. Record the total number of days that the household used animals OWNED by the household for traction on PLOT during the 2018/2019 agricultural season.
12. This question is about animals RENTED by the household for traction. Record the total number of days that the household used RENTED animals for animal traction on PLOT during the 2018/2019 agricultural season.
- 13a. If the number of days in Q12 is greater than zero, then record the NAIRA amount spent on renting these animals for PLOT during the 2018/2019 agricultural season. DO NOT Include payment for feed for the animal as well as for the persons that operated the implement.

NOTE: INCLUDE THE AMOUNT PAID IN-CASH OR IN-KIND.
- 13b. Select the unit or period the payment in 13a covered. For example: hour, day, month, acre, hectare or entire planting period.
14. Ask the respondent to give an estimate of how much (NAIRA) was spent on feeding the animals used for traction on PLOT during the 2018/2019 agricultural season. This amount is the amount spent on feeding animals RENTED for traction, but not the actual payment for renting the animals.
15. This question seeks to know if there was any time during the 2018/2019 agricultural season that [RENTED] animals WERE NOT available for traction when the household needed them regardless of ownership (rented or owned)? If so, select YES; otherwise, select NO.
16. Record YES if any member of the household used farm EQUIPMENT or MACHINES on PLOT during the 2018/2019 agricultural season. Select NO otherwise.
17. This question seeks to know if there was any time during the 2018/2019 agricultural season that the EQUIPMENT/MACHINE was NOT available for use when the household needed it regardless of ownership (rented or owned)? If so, select YES; otherwise, select NO.

SECTION 11C3: Input Acquisition

Description: This section asks about the acquisition of various inputs including organic fertilizer, inorganic fertilizer, pesticides, herbicides, tractors, and ridgers if such input(s) was(were) used in the 2018/2019 agricultural season. For any INPUT used, this section seeks to know, among other things, if it was purchased, the quantity purchased, and the value of inputs purchased.

Respondent: The most knowledgeable adult household member regarding the household farm operations, input purchase and usage, who may be assisted by other farm managers and labourers within the household.

2. Record YES if the household purchased any INPUT used during the 2018/2019 agricultural season. Select NO otherwise. NOTE: This should exclude any INPUT

purchased using government subsidies. *For example, if a household paid cash for 50 KG of NPK fertilizer but used a government/non-governmental subsidy voucher to acquire pesticides used, you should select YES for fertilizer INPUT but NO for pesticide INPUT.*

3. This question asks about who in the household paid for the INPUT purchased during the 2018/2019 agricultural season. Select the household member from the household roster. NOTE: You may list up to two household members.
- 4a. For each INPUT purchased, what was the quantity purchased? Record the quantity here. If the household purchased NPK at 3 different times during the 2018/2019 agricultural season, then the sum of all the 3 purchases should be recorded here.
- 4b. Please select the appropriate UNIT from the options listed. These include KILOGRAMS, GRAMS, LITRE, CENTILITRE, 10 KG BAG, 25 KG BAG and 50 KG BAG.
5. This question asks for the value (amount in NAIRA) of each INPUT the household purchased in the 2018/2019 agricultural season. *In the example above, if the household paid 20,000 Naira for the fertilizer, you would record 20,000 for.*
6. Please pay careful attention to this question. It asks of the INPUT quantity and unit purchased in question 4, how much did the household USE during the 2018/2019 season? *For example, of the 50 KG NPK fertilizer purchased this season, if only 40 KG was used, then you should record 40 KG here.* NOTE: The unit of quantity used recorded here CANNOT be different from the unit of quantity purchased.
- 6b. This question asks for the source from whom the household purchased MOST of the INPUT used during the 2018/2019 agricultural season. The keyword is MOST, meaning the source of acquisition can ONLY be ONE of the options listed. Select the appropriate one. If the household purchased NPK from two different outlets, then the vendor from whom MOST of the NPK was purchased should be selected. If no appropriate option is listed, please select OTHER SPECIFY and record the response in question 6b_Oth.
7. For households who purchased INPUT, what was the distance from the farm to the place where the INPUT was purchased? This should be recorded in KM. Round up to the nearest KM.
8. This question is specifically about ORGANIC FERTILIZER if the household had used one. It asks how much of the ORGANIC FERTILIZER used was from own production or own animals during the 2018/2019 agricultural season? Interviewer MUST record the quantity from own production and this quantity cannot be greater than quantity used.
- 8b. Record the appropriate UNIT from the list provided. This UNIT should match the UNIT of ORGANIC FERTILIZER used by the household.
9. This question is about RENTED-IN machinery. It asks if the household RENTED-IN any machinery during the 2018/2019 agricultural season? Select YES if the household RENTED-IN any machinery.

NOTE: RENTED-IN means the household paid out cash (or in-kind) to use the equipment over a certain period.
10. If the household rented any machinery during the 2018/2019 agricultural season, how much in total did the household pay as rent? Record the amount in NAIRA.

12. Ask and record the total cost of transportation the household pay to bring in all INPUT that was PURCHASED and used during the 2018/2019 agricultural season. Record the amount paid in NAIRA.

NOTE: INCLUDE ALL TRIPS FROM AND BACK TO THE FARM.

SECTION A3I: Field Crop Harvest

Description: This section collects information on the pre-filled crops the household cultivated on their PLOTS during this agricultural season. The pre-filled crops were those listed during the post planting visit. The PLOT-CROP information collected during the 2018/2019 post-planting visit will be pre-filled. DO NOT INCLUDE NEW CROPS/PLOTS not listed in the last (post-planting) visit.

Respondent: The most knowledgeable adult household member regarding the household farm operations, who may be assisted by other farm managers and labourers within the household. In the absence of someone knowledgeable about the household farming operations, the manager of each PLOT should respond for their respective PLOTS.

PLOT

One sub section is displayed for each PLOT that is cultivated during the 2018/2019 agricultural season. Plots that are used differently (e.g. left fallow or rented out) are not displayed.

CROPS

2. ALL field crops that the members of the household have cultivated on PLOT since the beginning of the 2018/2019 agricultural season are pre-filled. NOTE that sometimes more than one crop is cultivated/grown on one plot.

One sub section is created for each crop pre-filled from the post-planting visit. We distinguish between two different types of crops, depending on the crop type, different questions are opened in the sub section:

Field crops – crops that are usually planted and harvested within one season (with some exceptions), including cereals (e.g. maize, rice, wheat, etc), roots and tubers (e.g. cassava, potatoes, yam, etc), vegetables (e.g. okra, carrot, cabbage, etc), pulses and some nuts (e.g. beans, peas, ground nut).

MAKE SURE the respondent understands that all questions are ONLY for field CROP on PLOT.

3. In the pre-filled PLOT-CROP roster from the last post-planting visit, the household indicated that they planted CROP on PLOT. This question seeks to know if the household harvested any of the CROP during the 2018/2019 agricultural season. Select YES if there was any CROP harvested, but select NO otherwise.

4. If the household did not harvest any prefilled CROP from the pre-filled PLOT, that is if the household answered NO in question 3, this question seeks to know why they did not harvest CROP from PLOT during the season. NOTE: A list of options are provided, select the most appropriate answer from the list. You may also use OTHER SPECIFY if none of the options is appropriate.
- 4a. If the household harvested CROP on PLOT during the 2018/2019 agricultural season, select the MONT/YEAR combination that they started harvesting.
- 4b. Record a YES if the area of CROP harvested on PLOT was less than the area planted, otherwise record a NO. *For example, if the household planted 2 acres of rice, but half of that was washed away by flood.* You should record YES here.
- 4c. This is a follow-up question to 4b. Ask and record the reason why the area harvested of CROP from PLOT was less than the area planted. *From the example above, the reason was flooding.*
5. During the 2018/2019 agricultural season, approximately what percent of PLOT planted with CROP was harvested? The numeric response box here allows for any number between 0—99, but there are special values such as 75%, 66%, 50%, 33% and 25% listed. You may also select any of these special values if the response is close to them.
6. Record the TOTAL quantity of CROP the household harvested from PLOT during the 2018/2019 agricultural season. In CAPI, the question is split into QUANTITY [Q6i.], UNIT [Q6ii.], and Other unit specify [Q6ii_os.], if the unit of harvest was not part of the options listed. Record under QUANTITY how many of units of CROP have been harvested, select under UNIT the corresponding unit.

For some of the traditional units, SIZE will open and ask you to specify the size of the unit, e.g. if it was small, medium, or large. Check with the respondent by showing them the photo album.

For some CROPS, CONDITION/TYPE will open and ask you select the applicable condition.

MAKE SURE to record the right QUANTITY and UNIT combination. If the unit is not listed, ask the respondent to estimate in one of the listed units, and if not possible, record as another unit.
- 6a. Record the estimated total [NAIRA] value of the CROP harvested from PLOT during 2018/2019 agricultural season.
- 6b. Ask the respondent if the household has completed harvest of CROP from PLOT. Record YES if they have completed harvest, and NO otherwise.
- 6c. If the household reported to have completed harvest, ask and record which MONTH and YEAR the harvest was completed.
- 6d. Pay special attention to this question. It is based on expectation/estimation and is only relevant/activated if the household has neither started harvesting nor completed harvest. Ask and record how much more CROP does the household EXPECT to harvest from PLOT if harvest has not been completed.

Like response to completed harvest, you should record the QUANTITY, UNIT and perhaps SIZE and CONDITION as necessary.

- 6e. Ask the respondent who in the household made or will make decisions concerning the use of the TOTAL harvested CROP from PLOT. Select all applicable household members from the HH Roster.

SECTION A3II: Crop Disposition

Description: This section collects detailed information on how harvested crops were used (sold, consumed, stored, etc.). This information is important to account for commercialization/sale of crops including income from sales as well as the extent of own consumption from production.

Respondent: The most knowledgeable adult household member regarding the household farm operations, preferably, the head of household or PLOT managers who made decisions on how harvested crops were disposed/used.

Record ALL CROPS harvested by the household during the 2018/2019 agricultural season. All crops that the household indicated to have harvested during the 2018/2019 agricultural season shall be displayed here. One CROP roster bubble shall be generated for each harvested CROP. For instance, if the household planted and harvested maize from 3 different plots, then only ONE MAIZE bubble shall open, and information collected for ALL the maize harvested by the household. at is, the interviewer must first select a YES or NO response to all the crops listed from CROP ROSTER the household reported cultivating during the post-planting visit.

CROP ROSTER

One sub section is created for each crop that have been cultivated and harvested in section A3.I. For each CROP selected, different questions are asked in the sub section:

1. This question is most likely internal to CAPI but may require interviewer to ask in some cases.

NOTE: IF HARVESTED CROP WAS REPORTED IN SAME UNIT IN THE PLOT-CROP HARVEST, THEN [CAPI INTERNALLY] COMPUTE[S] THE TOTAL HARVEST HERE. OTHERWISE, THE ENUMERATOR [SHOULD] ASK [AND RECORD AS FOLLOWS]:

What was the total QUANTITY of CROP harvested? Record the QUANTITY, CONDITION, UNIT and SIZE of the CROP harvested.

3. This question will determine whether the household has sold any UNPROCESSED CROP that was harvested in the 2018/2019 agricultural season. Record YES if household sold any UNPROCESSED CROP since the 2018/2019 agricultural season's harvest.

Unprocessed crops are those that are still in their raw format and have not undergone any chemical, physical or mechanical transformation such as drying, grounding, or milling.

Processed crops have been subjected to either chemical, physical or mechanical transformations such as drying, grinding, or milling, or otherwise processed.

4. For households who reported selling unprocessed CROP, ask for when they sold the unprocessed CROP. Kindly select the appropriate answer from the list of options provided.

The next two questions on TOTAL quantity of unprocessed CROP sold and the sales value are highly important in this section. Together, they will inform as to quantity of crop sold, the total revenue from sale of the unprocessed crop, as well as the price the farmer received for the unprocessed crop. Please pay special attention to these questions.

- 5a. Of the QUANTITY, UNIT and CONDITION of CROP harvested, how much [QUANTITY] did the household sell as UNPROCESSED? *For example, if the household reported harvesting 9 bags of 100 KG maize, how much of this 900 KG maize was sold unprocessed?* NOTE that the respondent is MUST provide the quantity of unprocessed CROP sold in the SAME UNIT AS THE QUANTITY HARVESTED.

A NOTE ON COLLECTING PRODUCTION QUANTITIES:

When asking the respondent for the quantity of CROP harvested, always allow the respondent to report the QUANTITY in a UNIT of their choosing. If the UNIT is a non-standard (not KG, G, L, ML), **show the respondent the appropriate photo of the UNIT provided in the album of reference photographs.** Allow the respondent to confirm the SIZE of the UNIT (if applicable) and adjust the QUANTITY to better reflect the pictured UNIT. YOU SHOULD ONLY QUESTION THEIR RESPONSE IF THE UNIT SEEMS INAPPROPRIATE FOR THE CROP. For example, you would not expect to report the quantity of yam harvested/sold in milk cup. Be especially careful to always select the right QUANTITY-UNIT combination.

6. Record the TOTAL value of CROP sales in NAIRA. Note that this is NOT PER UNIT sales, BUT THE TOTAL VALUE RECEIVED for ALL QUANTITY of CROP sold unprocessed.
7. Ask the respondent where did the household sold most of the unprocessed CROP harvested during the 2018/2019 agricultural season? Select the appropriate answer from the list of options provided.
8. Ask the respondent which MEMBER of the household was responsible for taking the CROP to the market and negotiating sales. Select the MEMBER from the HH Roster. If the CROP was sold at the FARMGATE, record the person(s) in the household that negotiated the sales at the farmgate.
9. Ask the respondent and record the household MEMBER who decides on the use of the earnings from sales of CROP during the agricultural season 2018/2019.
10. Record how promptly the household was paid for the sale of [unprocessed] CROP during the 2018/2019 agricultural season. Four options are listed (*at the time of sale; within one week; within one month; and one month or more*), so select the appropriate response.

- 10a.** This is a multiple select question and the respondent must indicate YES/NO if the harvested CROP during the 2018/2019 agricultural season was used for any of the listed options.

The next set of questions from 10a—18 is asking about the other means [apart from sales] by which the household disposed harvested CROP. Note that the respondent **MUST** use the same CONDITION, UNIT and SIZE combination as the harvested Quantity for the following questions. That is, **of the QUANTITY, UNIT and CONDITION of CROP harvested**, each question asks:

- 11.** How much **was stored** for future use (sale, consumption, or seed)? *For example, if the household reported harvesting 9 bags of 100 KG maize, sold 300KG of this 900 KG maize as unprocessed, and stored the remaining 600 KG for future use. Interviewer should record 600 in [11a].*
- 12a.** How much was used as [animal] **feed**? NOTE: IF NONE WAS USED AS FEED, KINDLY RECORD ZERO UNDER QUANTITY IN [12a.].
- 13a.** How much of this [QUANTITY] **has been consumed** by the household since harvest? NOTE: IF THE HOUSEHOLD PROCESSED ANY PART FOR CONSUMPTION, AS LONG AS IT HAS BEEN CONSUMED, INCLUDE IT HERE AS PART OF THE RAW PRODUCT. *In our example above, of the 9 bags of 100 KG maize harvested, the household ate fresh maize (boiled) equivalent to 10KG but also processed additional 50KG into pap (ogi/akamu). Interviewer should record 60 KG under QUANTITY and UNIT respectively.*
- 14a.** How much [QUANTITY] was **given as payment for labor [in-kind payment]**? If none, record zero in [14a.].
- 15a.** How much was **given as payment for non-labour [in-kind payment]**? Again, if none, record zero under QUANTITY. An example of a non-labour payment might be payment for inputs purchased on credit, or other household items purchased on credit, or payment of dowries.
- 16a.** How much was **given as reimbursement for share-cropping**? Again, if none, record zero under QUANTITY. This arises if the household entered into an agreement with a land owner, such that after harvest, the output is shared between the household and the land owner, using an agreed sharing arrangement.
- 17a.** How much was **given as gifts**? If none was given as gift, record zero under QUANTITY; otherwise, record the quantity the household gave away for free.
- 18a_1.** How much of QUANTITY harvested was **post-harvest loss**? If none, record zero under QUANTITY. These are losses that occurred after the crop was harvested from the field/plot.
- 18a_2.** How much of QUANTITY harvested was **processed** by the household? If none, record zero under QUANTITY. That is, how much of the harvested CROP was transformed from the raw form into processed form? Note that this question is not referring to the processed output, but rather the quantity that was processed.

Questions 19—27 are based on **SALE OF PROCESSED CROP[S]**.

19. Record YES if household sold any processed CROP since the 2018/2019 agricultural season's harvest. See definition of processed CROP above.
25. If YES to processing, ask the respondent what kind of processing was done for CROP. Select the appropriate response from the options provided. Options include *drying, milling, grinding, and other (specify)*.
20. Ask the respondent for the QUANTITY of the **main** processed [CROP] **product** sold. *For example, if a household processed oil palm fruits into palm oil and palm kernel oil but reported palm oil as their main product, interviewer should record the quantity [VOLUME] and UNIT (litre or centilitre) of palm oil sold.*
21. Record the TOTAL value of the sales of processed CROP PRODUCT in [NAIRA].
22. Ask the respondent for which household MEMBER was responsible for taking the processed CROP to the market and negotiating sale. Select the MEMBER[S] from the HH Roster. If the CROP PRODUCT was sold at the FARMGATE, record the person(s) in the household that negotiated the sales at the farmgate.
23. Ask the respondent for who in the household decides how the earnings from the sale of [processed] CROP should be used or how it was used. Select the MEMBER[S] from HH Roster.
26. This question seeks to know if the processing of CROP requires electricity. Record YES if electricity is required to process CROP. Otherwise, record NO.
27. If electricity is required, what is the main source of electricity used for processing CROP during the 2018/2019 agricultural season? Record the appropriate source from the list provided.

SECTION A3III: Tree and Permanent Crops

Description: This section asks about the tree and permanent CROPS the household is cultivating or cultivated on their PLOTS during the 2018/2019 agricultural season. The PLOT-CROP information collected during the post-planting visit will be pre-filled. CAPI WILL ONLY SHOW TREE/PERMANENT/CASSAVA CROP ON PLOT LISTED DURING THE POST PLANTING VISIT. DO NOT INCLUDE NEW TREE CROPS/PLOTS not listed in the last post-planting visit.

Respondent: The most knowledgeable adult household member regarding the household farm operations, who may be assisted by other farm managers and labourers within the household. In the absence of someone knowledgeable about the household farming operations, the manager of each PLOT should respond for their respective PLOTS.

PLOT

One sub-section (roster) is displayed for each PLOT that was listed as cultivated during the 2018/2019 agricultural season. Plots that were used differently (e.g. left fallow or rented out) are not listed.

CROP

One sub-section (roster) is created for each TREE/PERMANENT CROP pre-filled from the post-planting visit. We distinguish between two different types of crops, depending on the crop type, different questions are opened in the sub section:

Tree crops – crops from plants (trees or bushes) that take several seasons to produce fruits/seeds/leaves that can be harvested, and are usually harvested over many seasons, e.g. mango, cashew, banana & plantain, pineapple, etc. Tree crops can last for many years and sometimes be inherited from generation to generation.

2. Ask if the TREE/PERMANENT CROP trees planted on PLOT are part of an orchard or plantation. Record YES if so, and NO otherwise.
3. Ask the respondent for approximately what percent of PLOT is covered with TREE/PERMANENT CROP. That is, what proportion of the entire PLOT is cultivated to the tree CROP? The response box is numeric for any number between 0—100, but allows for special values such as 100%, 75%, 66%, 50%, 33% and 25% to be selected.
4. Ask and record the TOTAL number of TREE/PERMANENT CROP the household has on PLOT. If the respondent does not know, ask them to estimate. ONLY select DON'T KNOW if the respondent cannot estimate.
5. Ask and record the year in which most of the TREE/PERMANENT CROP were planted on PLOT. The YEAR must be recorded in full (4-DIGIT). *For example, record 1988 NOT 88.*
6. Ask the respondent for how many TREE/PERMANENT CROPS were planted on PLOT **during the past 12 months**. Record the number but enter zero or select none if household did not plant TREE CROP on PLOT within the reference period.
7. This question seeks to know if the household has **harvested** any TREE/PERMANENT CROP from PLOT **in the last 12 months**. Record YES if household has harvested but NO otherwise.
8. If the household has harvested any TREE/PERMANENT CROP from PLOT within the past 12 months, record when the household started the harvest. Note the MONTH/YEAR combination in the answer options.
9. Ask the respondent if there were [any] losses of TREE/PERMANENT CROP before the last completed harvest. *An example of losses is death of tree crop.* Record YES if the respondent reported any losses but NO otherwise.
10. If there were any losses of TREE/PERMANENT CROP before the commencement of the last completed harvest, ask the respondent for the main cause of the losses. Sources of loss include but not limited to *drought, too much rain, erosion, fire, insect, theft, diseases*, etc.
11. Record YES if the household has completed harvest of the TREE/PERMANENT CROP from PLOT. If harvest is yet to be completed, select NO.

12. If the household has completed harvest, ask and record the date the household completed harvest of TREE/PERMANENT CROP from PLOT. Note the MONTH/YEAR combination in the answer options.
13. Record the TOTAL number of TREE/PERMANENT CROP the household harvested during the last 12 months. Record the QUANTITY in 13a, CONDITION in 13b, UNIT in 13c, and SIZE in 13d.

SECTION PHL: Post Harvest Household Labour

Description: This section asks about household postharvest labour. For each CROP harvested, information is sort about each member's postharvest activities and time spent. Hence, there are two subsections with one roster nested in the second roster. The first roster is for CROPS HARVESTED by the household, while the second roster is for HOUSEHOLD MEMBERS who did postharvest work on CROP harvested.

Respondent: The most knowledgeable household member regarding the household postharvest operations, who may be assisted by other farm managers and labourers within the household.

CROPS HARVESTED – PHL

There is one roster for every CROP harvested by the household during the 2018/2019 agricultural season. CAPI will pre-fill CROPS harvested so, NO NEED TO FILL IN NEW CROPS other than CROPS the household previously reported to have harvested.

HH MEMBERS-PHL

In each CROP HARVESTED roster, there is a sub-section for all current household members aged 5 years or older. Answer the questions member by member for each CROP.

0. Ask if any member of the household has worked on CROP since it was harvested during the 2018/2019 agricultural season. Select YES if any member of the household has performed any postharvest activities on CROP since it was harvested, even if for one hour.
- 1a. Select YES if MEMBER has worked or performed **any postharvest activity** for CROP since CROP was harvested during the 2018/2019 agricultural season. Postharvest activities include shelling/threshing, cleaning, drying, milling or grinding, etc. NOTE that this question and follow-up questions are asking about current CROP in roster ONLY, IGNORE work on any other CROP until you are on that CROP bubble in CAPI.
- 1b. Record the TOTAL number of days in which MEMBER has worked on CROP **postharvest activities** since CROP was harvested. CONSIDER ALL days on which MEMBER worked, even if it was only for a short time. *EXAMPLE: Tunde worked on maize drying for 2 hours on Tuesday afternoon, 3 hours on Wednesday, and for 3 hours on Thursday. The answer is 3 days (Tuesday, Wednesday and Thursday).*

- 1c. Record the typical number of hours MEMBER worked PER DAY on CROP **postharvest activities** since CROP was harvested. *EXAMPLE: In our example above, Tunde typically worked for 3 hours PER DAY.*
- 1d. Select ALL **postharvest activities** that MEMBER has performed on CROP since CROP was harvested by the household. Select any of SHELLING/THRESHING/PEELING; DRYING; CLEANING; and or PROCESSING (milling, grinding, grating, cooking oil production, etc).

SECTION PHL: Post Harvest Hired and Exchange Labour

Description: This section asks about the postharvest labour the household hired or received for free to perform postharvest activities such as shell, thresh, dry, clean or process CROP after CROP harvest during the 2018/2019 agricultural season.

Respondent: The most knowledgeable household member regarding the household postharvest operations, who may be assisted by other PLOT managers and labourers within the household.

HIRED LABOUR-PHL

In each CROP HARVESTED roster, there is a sub-section for all the PERSON-TYPE (men, women and children) hired to do **postharvest work/activities** on CROP. Answer the questions by PERSON-TYPE for each CROP.

2. Read out the question text for each PERSON-TYPE and select YES or NO. PERSON-TYPES are men, women and children. Select YES if any individual from PERSON-TYPE has been HIRED to work on CROP **postharvest activities** since CROP was harvested.

By hired we mean the PERSON-TYPE worked for PAYMENT in cash or in-kind. Do NOT consider PERSON-TYPE that have worked for free. It does NOT matter who in the household hired the persons. Do NOT consider as payment the food given during the day of work.

NOTE that for each CROP harvested roster, this and subsequent questions are asking about CROP harvested ONLY, IGNORE work on any other CROP not in this roster.

Men – all MALE persons, not household members and aged 15 years or older

Women - all FEMALE persons, not household members and aged 15 years or older

Children - all persons under 15 years independent of sex, but not household members

The next set of questions are asked for every PERSON-TYPE selected under 2.

3. Record the TOTAL number of PERSON-TYPE (i.e. men, women or children) that have been HIRED to work on **postharvest activities** on CROP since CROP was harvested. NOTE that the persons did not have to work on CROP postharvest activities at the same time. *EXAMPLE: if two women were hired to peel cassava in the first week in December, and three other women were hired in January to do the same activities, and additional three women were hired to fry gari, record the total as 8 (2+3+3).*

4. Record the TOTAL number of days that a **typical hired** PERSON-TYPE worked on **postharvest activities** on CROP since CROP was harvested. NOTE that the question is asking for ONE (typical) PERSON ONLY, not the total. CONSIDER ALL days on which a typical person worked, even if it was only for a short time.
5. Record the **typical number of hours** ONE hired PERSON worked **PER DAY** on CROP during the days of hire. If persons were hired for different lengths of time, record the number of hours ONE PERSON normally work on CROP per day. *EXAMPLE: In our example above, if each woman typically worked for about 6 hrs per day, record 6hours/day.*
6. Record the TOTAL AMOUNT **normally paid** to EACH HIRED PERSON-TYPE **PER DAY** to **work on postharvest activities** on CROP. Estimate the Naira equivalent for in-kind payments. NOTE that the question asks PER PERSON-TYPE (e.g., **per man**). If the payment was paid to a group, calculate how much was paid for ONE individual in the group.
7. Select ALL **postharvest activities** that each selected PERSON-TYPE has performed on CROP since the CROP was harvested. These activities include **Shelling/Threshing /Peeling; Drying; Cleaning;** and **Processing** (milling, grinding, grating, cooking oil production, etc).

EXCHANGE/FREE LABOUR-PHL

8. This question asks if any PERSON-TYPE from other households has worked on **postharvest activities** on CROP free of charge, as an exchange labourer, or to assist for nothing in return? Select YES for any PERSON-TYPE that has worked for free or exchange labour on postharvest activities on CROP.
9. Record the TOTAL number of PERSON-TYPE (i.e. men, women or children) that have worked on postharvest activities WITHOUT PAYMENT on CROP since CROP was harvested. NOTE that the persons did not have to work on CROP at the same time.
10. Record the number of days that a **typical** PERSON worked WITHOUT PAY on **postharvest activities** on CROP since CROP was harvested. NOTE that the question is asking for ONE (typical) PERSON only, NOT the total. If persons worked for different lengths of time, record what ONE PERSON normally spend working on CROP. CONSIDER ALL days on which a typical person worked, even if it was only for a short time.
11. Record the number of hours PER DAY that ONE (typical) PERSON-TYPE [normally] worked on postharvest activities on CROP without pay.
12. Select ALL **postharvest activities** that each selected PERSON-TYPE has performed on CROP without pay since the CROP was harvested. These activities include **Shelling/Threshing /Peeling; Drying; Cleaning;** and **Processing** (milling, grinding, grating, cooking oil production, etc).

SECTION A4: Agricultural Capital

Description: This section captures information on the agricultural capital/items OWNED by farming households. The items include tractor, plough, planter, boat, fishing net, etc., and are

important in measuring agricultural productivity, and farming household welfare and standards of living. It is also important to determine how advanced the capacity for agricultural production of the household is.

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

1. Go through all the ITEMS listed and record whether the household owns ANY of ITEM, or none. Select YES or NO for each item before proceeding to the next question.
- 1b. This question seeks to determine the number of the listed items that are owned by the farming household.

NOTE: The item must be in good working condition. If the item is not functioning, it should be excluded.
- 2a. Ask the respondent if the ITEM is owned by the entire household, or by a member or several members of the household. Select applicable category. A typical situation where an item can be owned by the entire household is when the item was bequeathed to ALL the members by a parent or donated to them by a friend, without reference to a single person in the household.
2. Ask for the person(s) in the household who owns(own) this [ITEM]. If the ITEM is owned by more than one person select all the MEMBERS who are joint owners of the ITEM.
6. Ask if the ITEM was RENTED OUT at any time in the LAST 12 MONTHS.
7. Ask the respondent to estimate the total value of rentals for each ITEM [in NAIRA] during the last 12 months.

SECTION A5B: Extension Services

Description: This section only opens for agricultural households and asks about agriculture related information and trainings the household has received during the 2018/2019 agricultural season.

RESPONDENT: Knowledgeable adult household member.

1. Read out the question text and the extension source options one by one, recording YES for each option if anyone in the household received any agriculture-related advice from/through SOURCE during the 2018/2019 agricultural season.

For each SOURCE, record the MAIN source of agricultural advice. If the household received advice from several sources, select YES for all sources from which they received advice, and NO for any other SOURCE listed. PROBE with the respondent and ensure you have selected YES or NO as appropriate for each SOURCE.

EXPLANATION OF SOURCES

AGRICULTURAL EXTENSION SERVICE (GOVERNMENT or PRIVATE): Technical assistance, advice or a demonstration of new agricultural techniques given to a farmer or group of

farmers to improve productivity, it can be given by the government or private organizations, such as companies demonstrating their equipment. MAKE sure to select the correct provider.

AGRICULTURAL COOPERATIVE/FARMERS' ASSOCIATION: Any form of farmer/producer cooperative or association centered around agricultural production, a member could (but does not have to) be a member of FARMER or FISHING COOP.

FARMER FIELD DAYS/FIELD SCHOOL: A day that both the extension worker and a group of farmers agree for training and practicing new farming procedures

VILLAGE AGRICULTURAL EXTENSION MEETING: This a meeting between a group of farmers and an agricultural extension officer, which usually takes place in the village.

AGRICULTURAL EXTENSION COURSE: A course in agriculture that can be for a short time or extended time. It may or may not be formal, but structured.

LEAD FARMER: A farmer who is the most active in growing certain crop or who has the largest plot of a certain crop or an outstanding farmer in a community that most farmers look up to. They might also be the first to try a new agricultural technology.

PEER FARMER (NEIGHBOR/RELATIVE): Any other farmer usually in the same community, and growing the same or similar crops

ELECTRONIC MEDIA (TV, RADIO, ETC.): This may also include the internet

PAPER MEDIA (HANDOUTS / FLYERS): Only select the option if the print media was the primary source of information. If they received print media on the farmer day, but the farmer day was the main source of information, select FARMER DAY.

2. Ask the respondent for who in the household received advice from or information through the SOURCE during the 2018/2019 agricultural season. Select the MEMBER(S) from the HH Roster.
3. This question seeks to know how many times an entity or individual from SOURCE visited any member of the household during the 2018/2019 agricultural season. Record the TOTAL number of visits. If NONE, RECORD ZERO.
4. For households who received agricultural advice from SOURCE, this question seeks to know which TOPICS the household received information on. These TOPICS include but not limited to new seed varieties, pest control, fertilizer use, irrigation, access to credit, vaccination, general animal care or diseases, fishery, etc.
5. Based on information received, this question seeks to determine how useful the advice received from SOURCE was. Read the question text to the respondent and follow it with the options provided. The scale is from 1-5. One indicates very useful and 5 indicates harmful information was received.

SECTION A9A: Fishing

Description: Fishing is one of the many agricultural activities carried out in the country. There are two types of fishing activities: fish farming/aquaculture and fishing/capture. Fish farming refers to fish that are nurtured or raised from fingerling to maturity and harvested. It is usually done in controlled ponds (i.e. earthen pond, concrete pond, tank, plastic, etc). Fishing/capture refers to fish hunting, the act of capturing fish in a natural water body such as lake, river, stream, sea or ocean. In the questionnaire, when referring to fish farming, the terms “**RAISING**” and “**HARVEST**” will be used since you harvest a crop of farmed fish. When referring to fish hunting, the term “**CAPTURE**” will be used. Make sure this differentiation is clear when recording the respondent answers.

Respondent: Household member(s) responsible for fishing or fish farming activities.

1. This is a filter question to determine whether this and the following section need to be administered to the household. The question asks if any person in the household and/or hired person(s) was (were) involved in ANY fishing activities (raising or capturing fish) **in the last 12 months**. Select either YES or NO for each fishing activity: FISHING/CAPTURE vs. FISH FARMING/AQUACULTURE.
2. Inquire for the number of WEEKS in the LAST 12 MONTHS that any member of the household or hired laborers for the household have produced fish from either caught or raised fish. Record the number of week(s).
3. Ask for the **quantity of fish caught or harvested** by any member of the household or hired fishers on **average per week** in the last 12 months. THIS AVERAGE SHOULD BE OVER THE MONTHS WHEN THE FISH WAS CAPTURED/HARVESTED. Ensure that the quantity caught or harvested per fish corresponds with the appropriate option from the list of UNITS provided. Note that there are separate bubbles for CAPTURE and HARVEST. For units “PIECE” and “HEAP”, be sure to show the respondent the appropriate photos in the reference photo album to ensure they are providing an accurate QUANTITY and UNIT.
4. Inquire whether the household sold any of the fish produced from SOURCE (capture or harvest) during the last 12 months. If any sold, select YES.
5. For households that sold fish from SOURCE, record for HOW MANY WEEKS in the LAST 12 MONTHS that fish was sold.
6. Find out the **average** quantity sold **per week** of fish produced from SOURCE by any member of the household in the last 12 months. If there was any quantity of fish sold, ensure that the quantity is recorded with corresponding appropriate option from the list of UNITS. Also ensure the correct quantity and Unit are recorded in Q6a and 6b respectively. For units “PIECE” and “HEAP”, be sure to show the respondent the appropriate photos in the reference photo album to ensure they are providing an accurate quantity
7. If question 4 recorded any sales, find out the average price per **packaging unit** of the fish during the week of sales operation. The **packaging unit** should correspond to the unit reported in Q6. Record the price in Naira.

8. Find out the **average quantity of FISH CONSUMED per week** from SOURCE (caught or harvested) by the household in the LAST 12 MONTHS. Ensure that the QUANTITY consumed from caught or harvested fish is recorded [Q8a.] with corresponding appropriate UNIT [Q8b.] option from the list provided. For units “PIECE” and “HEAP”, be sure to show the respondent the appropriate photos in the reference photo album to ensure they are providing an accurate quantity. Record “zero” if none was consumed.

SECTION 11M: GPS Measurement

Description: The section opens if a listed cultivated plot was NOT MEASURED during the post planting visit or have been identified as a plot that must be REMEASURED. As part of the survey ALL PLOTS of the sampled households have to be measured using GPS. Thus, if a cultivated PLOT was not measured during the post planting, then that PLOT MUST be measured on this visit.

Respondent: The section is directed to the enumerator and MUST NOT be asked to the respondent. Ask the respondent to take you to each plot, identify and walk with you around the boundaries, and start the measurement.

Instructions: GPS measurement should be taken at a time that is convenient to the respondent and the field worker and that does NOT DISTURB or INTERRUPT the interview of the rest of the questionnaire. Often this will be after you have completed the interview, but it can also be at different times, e.g. if you conduct part of the interview at one of their plots and then shift with the respondents elsewhere, or if you revisit the household to measure the plots.

GPS measurement is a key measure of the survey, so particular effort must be made to measure ALL plots. Sufficient time and resources have been allocated for you to be able to do so. When measuring, it is VERY important that you CLOSELY FOLLOW the PROTOCOLS as described in detail in **APPENDIX 3: AREA MEASUREMENT USING A GPS.**

PLOTS

One sub section for every PLOT listed. All questions are interviewer questions and MUST NOT be read out.

9. Answer AFTER you have attempted measuring the PLOT area with GPS. Select NO if you have not been able to measure the plot area for ANY reason. You are expected to be able to measure almost ALL plots. ONLY use as a LAST resort. Area measurement will be MONITORED.
10. Select the reason why you have not been able to measure the PLOT area.
TOO FAR - is only an acceptable reason if going to PLOT would have severely interrupted field work procedures. This option should be selected only in exceptional circumstances and will be followed up by HQ.
THE FIELD IS OUT OF LGA - these plots are not measured

UNWILLINGNESS OF THE HOLDER - select ONLY if the respondent refused to take you to the plot.

- 11.** Record the measured area as displayed in the GPS UNIT in SQUARE METERS (m²). DOUBLE CHECK that the GPS units is displaying the area in m², if not CHANGE the UNIT of the GPS unit to m². RECORD the number as displayed on the unit, INCLUDING decimal places. Make sure to correctly record the decimal point.
- 11b.** Please record the GPS recording a second time for verification.
- 12.** Record the coordinates at the CENTRE of PLOT using the tablet. Be careful when walking to the centre point, do NOT destroy any of the plants cultivated on plot. You do NOT need the GPS unit for this. MAKE SURE that LOCATION is turned ON in the shortcut menu of the tablet. Repeat if the tablet does not record the coordinates. If the tablet continues to not capture GPS, check in Android Settings/Location Services that the Mode is set to USE GPS ONLY, and that Access to my location is ON.
- 12b.** Please take a PICTURE of the PLOT from a location that you can have entire view of the PLOT area.

SECTION R: Result of the Interview

Description: Needs to be completed for EVERY interview file at the end of the interview or the interview attempt to record the FINAL status. All questions are interviewer options and are NOT to be read out to the respondent.

- 1.** Record the FINAL result of the interview. The list of answer options is filtered based on the answers in Section START. For interviews where you were given consent, select COMPLETE for interviews that were completed normally, i.e. you managed to answer all questions and sections.

PARTIALLY COMPLETE (REFUSED) if started an interview, but the respondent(s) refused during the interview and you could not complete it. The interview will contain unanswered questions.

PARTIALLY COMPLETE (UNAVAILABLE) if started an interview, but in all your revisits no respondent was available to complete it. ONLY SELECT AS A LAST RESORT. The interview will contain unanswered questions.
- 2.** Specify the reasons why the questionnaire is partially completed and your attempts you have made to complete it.
- 3.** If you have not been able to interview the household, specify the reasons and what you have done to interview the household.
- 4./5.** If you have not been able to interview the household, provide the phone number and name and relationship/position of a LOCAL reference person that can verify the status and your attempts. Do NOT put yourself or team members. This can be e.g. the

respondent themselves if they refused, the neighbors if they have moved away, the local leader who can confirm that such a household does not exist.

SECTION C: Complete

Description: The “section” Complete is a Survey Solutions generated section that allows you to verify and submit the interview. BEFORE submitting the interview, first VERIFY that you have completed all sections and questions that needed to be completed and that there are no errors that can be fixed. Under the header QUESTION STATUS, you find three numbers in different colors that help you do that. On the left, in blue you find the total number of questions that have been answered in the interview file. You will see that the number differs between interviews, and depends on how many members, consumption items, plots, etc. a household had.

In the MIDDLE, in BLACK you see the number of UNANSWERED questions. At the end of an interview the number should normally be 0, meaning you have answered all questions. There are however circumstances where it is OK to submit interview files with missing questions, for example if the respondent refused half way through the interview. To FIND the unanswered questions, click on the navigation menu on the left and look for sections that are marked in BLUE, they are the sections that have unanswered questions or subsections. After you have answered all questions on one section, the section will turn green and the questions will not be counted as unanswered in the Complete screen.

On the RIGHT, in RED you see the count of questions with outstanding ERROR(s). BEFORE submitting and interview file, MAKE SURE you have **ADDRESSED ALL ERRORS**, by looking at the error message and the answer(s) given, making sure the answer(s) have been recorded correctly, and checking with the respondent that the answer(s) given are correct. If the error still persists after going through the steps, you MUST LEAVE a **COMMENT** to confirm and/or explain more details about the answer. After having addressed all outstanding questions with errors, they should either not display an error message or have a comment.

You can FIND questions with outstanding errors in two ways: First, they are listed under the heading ENTITIES WITH ERRORS. Clicking at each item will take you to the question with an error. Second, you can click on the navigation menu on the left and look for sections that are marked in RED. Whenever a section or subsection contains at least one questions with an error message the section or subsection will turn RED in the navigation menu and in the header.

You can report any irregularities with the interview in the field NOTE FOR SUPERVISOR. This is optional. Report anything that might be of interest to the supervisor and data verifier, e.g. that the interview was conducted late in the evening, or that the respondent was not very cooperative.

AFTER you have verified that ALL required questions are answered and have addressed all errors you can SUBMIT the interview file by marking it as COMPLETE. You do this by clicking at the COMPLETE button. After having clicked, Survey Solutions will take you back to the dashboard and the file will be listed in the COMPLETE tab. NOTE that this complete button is DIFFERENT to the complete STATUS in the Section Result of Interview. To submit ANY interview file you have to click on the complete button, including interviews that were refused, unable to track, etc.

APPENDIX 1: List of Occupations and Codes

S/N	International Standard Classification of Occupations	Code
1	Legislators	1110
2	Senior Government Officials	1120
3	Traditional Chiefs & Head of Villages	1130
4	Senior Officials of Political Party Organization	1141
5	Senior Official of Employers, workers and other Economic Interest Organizations	1142
6	Senior Officials of Humanitarian and other Special-Interest Organizations	1143
7	Directors & Chief Executives	1210
8	Production & Operations Managers	1221
9	Finance and Administration Managers	1222
10	Personnel and Industrial Relations Managers	1223
11	Sales and Marketing Managers	1224
12	Advertising and Public Relations Managers	1225
13	Supply and distribution Managers	1226
14	Computing Services Managers	1227
15	Research and Development Managers	1228
16	Other Specialized Managers	1229
17	General Managers in Agriculture	1311
18	General Managers in Manufacturing	1312
19	General Managers in Construction	1313
20	General Managers in Retail & Wholesale Trade	1314
21	General Managers in Restaurants and Hotels	1315
22	General Managers in Transportation	1316
23	General Managers in Business Services Firms	1317
24	General Managers in Personnel Care, Cleaning Repairs and Related Services	1318
25	Physicists and Astronomers	2111
26	Meteorologists	2112
27	Chemists	2113
28	Geologists and Geophysicists	2114
29	Mathematicians and Related Professionals	2121
30	Statisticians	2122
31	System Designers and Analysts	2131
32	Computer Programmers	2133
33	Other Computing Professionals	2139
34	Architects, Town and Traffic Planners	2141
35	Civil Engineers	2142
36	Electrical Engineers	2143
37	Electronic and Telecommunications Engineers	2144
38	Mechanical Engineers	2145
39	Chemical Engineers	2146
40	Mining Engineers, Metallurgists and Related Professionals	2147
41	Cartographers and Surveyors	2148
42	Other Architects, Engineers and Related Professionals	2149

S/N	International Standard Classification of Occupations	Code
43	Biologists, Botanists, Zoologists & Related Professionals	2211
44	Bacteriologists, Pharmacologists & Related Professionals	2212
45	Agronomists and Related Professionals	2213
46	Medical Doctors	2221
47	Dentists	2222
48	Veterinarians	2223
49	Pharmacists	2224
50	Other Health Professionals (Except Nursing)	2229
51	Nursing and Midwifery Professionals	2230
52	Colleges, University & Higher Education Teaching Professional	2310
53	Secondary Education Teaching Professionals	2320
54	Primary Education Teaching Professionals	2331
55	Pre-primary Education Teaching Professionals	2332
56	Special Education Teaching Professionals	2340
57	Education Methods Specialists	2351
58	School Inspectors	2352
59	Other Teaching Professionals not Elsewhere Classified	2359
60	Accountants	2411
61	Personnel and Careers Professionals	2412
62	Other Business Professionals	2419
63	Lawyers	2421
64	Judges	2422
65	Other Legal Professionals	2429
66	Archivists and Curators	2431
67	Librarians and Related Professionals	2432
68	Economists	2441
69	Sociologists, Anthropologist & Related Professionals	2442
70	Psychologist	2445
71	Social Work Professionals	2446
72	Authors, Journalist & Other Writers	2451
73	Sculptors, Painters & Related Artists	2452
74	Composers, Musicians & Singers	2453
75	Choreographers and Dancers	2454
76	Film, Stage and Related Actors and Directors	2455
77	Religion Professionals	2460
78	Chemical & Physical Science Technicians	3111
79	Civil Engineering Technicians	3112
80	Electrical Engineering Technicians	3113
81	Mechanical Engineering Technicians	3114
82	Chemical Engineering Technicians	3116
83	Mining and Metallurgical Technicians	3117
84	Other Physical Science & Engineering Technicians	3118
85	Computer Assistants	3121
86	Computer Equipment Controllers	3122

S/N	International Standard Classification of Occupations	Code
87	Photographers & Image & Sound-Recording Equipment Controllers	3131
88	Broadcasting and Telecommunications-Equipment Controllers	3132
89	Medical Equipment Controllers	3133
90	Other Optical & Electronics Equipment Controllers not elsewhere classified	3139
91	Ships' Engineers	3141
92	Ships' Deck Officers & Pilots	3142
93	Aircraft Pilot & Related Workers	3143
94	Air Traffic Controllers	3144
95	Air Traffic Safety Technicians	3145
96	Building & Fire Inspectors	3151
97	Safety, Health & Quality Inspectors (Vehicles, Processes & Products)	3152
98	Life Science Technicians	3211
99	Agronomy & Forestry Technicians	3212
100	Farming & Forestry Advisers	3213
101	Medical Assistants	3221
102	Sanitarian	3222
103	Dieticians and Nutritionists	3223
104	Optometrists & Opticians	3224
105	Dental Assistants	3225
106	Physiotherapists and Related Workers	3226
107	Veterinary Assistants	3227
108	Pharmaceutical Assistants	3228
109	Other Health Associate Professionals (Except Nursing)	3229
110	Primary Education Teaching Associate Professionals	3310
111	Pre-Primary Education Teaching Associate Professionals	3320
112	Special Education Teaching Associate Professionals	3330
113	Other Teaching Associate Professionals	3340
114	Securities, Finance Dealers & Brokers	3411
115	Insurance Representatives	3412
116	Estate Agents	3413
117	Travel Consultants Organizers	3414
118	Technical & Commercial Sales Representatives	3415
119	Buyers	3416
120	Appraisers & Values	3417
121	Auctioneers	3418
122	Other Finance & Sales Associate Professionals	3419
123	Trade Brokers	3421
124	Clearing & Forwarding Agents	3422
125	Labour Contractors & Equipment Agents	3423
126	Other Business Services Agent & Trade Brokers	3429
127	Administrative & Related Associate Professionals	3431
128	Legal & Related Business Associate Professionals	3432
129	Other Administrative Associate Professionals	3439
130	Custom & Border Professionals	3441

S/N	International Standard Classification of Occupations	Code
131	Government Tax & Excise Officials	3442
132	Government Welfare & Pension Officials	3443
133	Government Licensing Officials	3444
134	Commissioned Police Officers & Detectives	3445
135	Other Government Associate Professionals	3449
136	Social Work Associate Professionals	3450
137	Decorators & Commercial Designers	3461
138	Radio, Television & Other Announcers	3462
139	Street, Night Club & Related Musicians, Singers & Dancers	3463
140	Clowns, Magicians, Acrobats & Related Workers	3464
141	Athletes & Related Workers	3465
142	Non-Ordained Religion Associate Professionnels	3470
143	Statistical & Finance Clerks	4122
144	Stock Clerks	4131
145	Production Clerks	4132
146	Transport Clerks	4133
147	Library & Filling Clerks	4141
148	Mail Carriers & Sorting Clerks	4142
149	Coding, Proof-Reading & Related Clerks	4143
150	Scribes	4144
151	Flight Attendants & Travel Stewards	5111
152	Transport Conductors	5112
153	Travel Guides and Ground Hosts	5113
154	House Stewards and House Keepers	5121
155	Waiters and Bartenders	5122
156	Institution-based Personal Care Workers	5131
157	Home-Based Personal Care Workers	5133
158	Other Personal Care Workers	5139
159	Hairdressers, Barbers, Beauticians & Related Workers	5141
160	Companions and Valets	5142
161	Undertakers and Embalmers	5143
162	Other Personal Services Workers not Elsewhere Classified	5149
163	Fashion and Other Models	5210
164	Shop Sales Persons & Demonstrators	5220
165	Stall and Market Salespersons	5230
166	Field Crops & Vegetable Growers	6111
167	Tree Shrub Crop Growers	6112
168	Gardeners, Horticultural; Nursery Growers	6113
169	Mixed Crop Growers	6114
170	Dairy & Livestock Producers	6121
171	Poultry Products	6122
172	Mixed Animal Producers	6123
173	Market Oriented Crop & Animal Producers	6130
174	Forestry Worker and Loggers	6141

S/N	International Standard Classification of Occupations	Code
175	Charcoal Burners & Related Workers	6142
176	Aquatic Liege Cultivation Workers	6151
177	Inland & Coastal Waters Fishery Workers	6152
178	Deep-Sea Fishery Workers	6153
179	Hunters and Trappers	6154
180	Subsistence Agricultural and Fishery Workers	6210
181	Miners & Quarry Workers	7111
182	Short Fires and Blasters	7112
183	Stone-Splitters, Cutters and Carvers	7113
184	Builders Traditional Materials	7121
185	Bricklayers, Stonemason & Tile Setters	7122
186	Concrete Placers, Concrete Finishers and Terrazzo-Workers	7123
187	Carpenter and Jointers	7124
188	Other Building Frames and Related Workers	7129
189	Roofers	7131
190	Plasterers	7132
191	Insulators	7133
192	Glaziers	7134
193	Plumbers and Pipe Fitters	7135
194	Building and Related Electricians	7136
195	Painters and Paperhangers	7141
196	Metal Moulds and Core Makers	7211
197	Welders and Flame-Cutters	7212
198	Sheet-Metal Workers	7213
199	Structural Metal Prepares and Erector	7214
200	Riggers and Cable Splices	7215
201	Under-Water Workers	7216
202	Blacksmiths, Hammersmith's, Forging-Press Workers	7221
203	Tool Maker, Metal Patter Makers and Metal Makers	7222
204	Machine Tool Setter Operators	7223
205	Metal Grinder, Polishers and Tool Sharpeners	7224
206	Motor Vehicle Mechanics and Filters	7231
207	Air Craft Engine Mechanics and Fitters	7232
208	Electrical Mechanics and Fitters	7241
209	Electronic Fitters and Services	7242
210	Radio and Television Service	7243
211	Telegraph and Telephone Installers	7244
212	Electrical Line Installers Repairs & Cable Jointers	7245
213	Precision Instrument Makers Repairs	7311
214	Acoustical Musical Instrument	7312
215	Jewelry and Precious metal Trade Workers	7313
216	Potters and Related Clay and Abrasive Formers	7321
217	Glass Formers, Cutters Grinder and Finishers	7322
218	Glass Engrave and Etchers	7323

S/N	International Standard Classification of Occupations	Code
219	Glass and Ceramic Painters and Decorators	7324
220	Handicraft Workers in Wood and Related Materials	7331
221	Handicraft Workers in Textile, Leather and Related Materials	7332
222	Compositors and Type Setters	7341
223	Stereotypes and Electrotypers	7342
224	Bookbinders and Related Workers	7344
225	Silk Screen, Block and Textile Printers	7345
226	Meat and Fish Butchers and Preparers	7411
227	Bakers, Pastry Cooks and Confectionery Makers	7412
228	Food Beverage Testers and Graders	7413
229	Tobacco Preparers and Tobacco Products Markers	7414
230	Wood Treaters	7421
231	Cabinet Makers & Related Workers	7422
232	Wood Working Machine Setter Operators	7423
233	Basketry Weavers, Brush Markers and Related Workers	7424
234	Fibre Preparers	7431
235	Weavers, Knitters and Other Hand Textile Products Makers	7432
236	Tailors, Dress Makers and Hatters	7433
237	Fur Tailor and Related Workers	7434
238	Textile Patternmakers and Cutters	7435
239	Sewers, Embroiderers and Related Workers	7436
240	Upholsterers and Related Workers	7437
241	Pelt Dressers, Tanners and Fell mongers	7441
242	Shoe Makers and Related Good Workers	7442
243	Mining plant Operators	8111
244	Mineral Ore and Stone-Treating Plant Operators	8112
245	Well Drillers and Borers and Related Workers	8113
246	Ore Smelting Metal Converting and Refining Furnace Operators	8121
247	Metal Melters, Casters and Rolling-mill Operators	8122
248	Metal Heat - Treating Plant Operators	8123
249	Metal Drawers and Extruders	8124
250	Glass and Ceramic Kiln Operators	8131
251	Other Glass & Ceramic Plant Operators	8132
252	Sawmill, Wood Panel and Related Wood-Processing Plant Operators	8141
253	Paper Pulp Preparation Plant Operators	8142
254	Paper Making Plant Operators	8143
255	Crushing Mixing & Grinding Equipment Operators	8151
256	Cooking, Roasting & Related Heat - Treating Plant Operators	8152
257	Filtering and Separating Equipment Operators	8153
258	Still Reactor Operators	8154
259	Petroleum Refining Plant Operators	8155
260	Other Chemical-Processing Plant Operators	8159
261	Power-Generating Plant Operators	8161
262	Steam Turbine, Boiler & Engine Operators	8162

S/N	International Standard Classification of Occupations	Code
263	Other Power Generating & Related Operators	8169
264	Automated Assembly-Line Operators	8171
265	Industrial Robot Operators	8172
266	Cement and Other Mineral Processing Machine Operators	812
267	Pharmaceutical & Toiletry Products Machine Operators	8221
268	Ammunition and Explosive Products Machine Operators	8222
269	Metal Finishers, Plasters and Coaters	8223
270	Photographic Products Machine Operators	8224
271	Other Chemical Products Machine Operators	8229
272	Type Making & Vulcanizing Machine Operators	8231
273	Other Rubber and Plastics Machine Operators	8239
274	Wood Products Machine Operators	8240
275	Printing Machine Operators	8251
276	Binding Machine Operators	8252
277	Paper and Paperboard Product Machine Operators	8253
278	Spinning and Winding Machine Operators	8261
279	Weaving and Knitting Machine Operators	8262
280	Sewing and Knitting Machine Operators	8263
281	Textile Bleaching, Dyeing & Cleaning Machine Operators	8264
282	Other Textile Product Machine Operators	8269
283	Meat & Fish Processing Machine Operators	8271
284	Dairy Products Machine Operators	8272
285	Baked Goods Producing & Cereals Processing Machine Operators	8275
286	Sugar Processing and Refining Machine Operators	8276
287	Tea Coffee Cocoa & Chocolate Preparing & Producing machine Operators	8277
288	Tobacco Products Processing Machine Operators	8278
289	Brewers, Wine & Other Beverage Machine Operators	8279
290	Electrical Machinery Assemblers	8282
291	Metal, Rubber & Plastic Products Assemblers	8284
292	Wood Related Materials Products Assemblers	8285
293	Other Stationery Machine Operators & Assemblers	8290
294	Railway Engine Driver	8311
295	Railway Barkers, Signalers & Shutters	8312
296	Motorcycle Drivers	8321
297	Cart, Taxi & Light Van Drivers	8322
298	Bus & Train Drivers	8323
299	Heavy Truck Drivers	8324
300	Motorized Farm & Forestry Machinery Operators	8331
301	Earth-Moving & Related Machinery Operators	8332
302	Crane, Hoist & Related Material Moving Equipment Operators	8333
303	Lifting -Truck Operators	8334
304	Ship's Deck Crews & Related recruits	8340
305	Street Foods Vendors	9111
306	Street Vendors, Other Products	9112

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

INTERNATIONAL STANDARD INDUSTRIAL CLASSIFICATION OF ALL ECONOMIC ACTIVITIES (ISIC)

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

A - Agriculture, forestry and fishing

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

02 - Forestry and logging

03 - Fishing and aquaculture

B - Mining and quarrying

05 - Mining of coal and lignite

06 - Extraction of crude petroleum and natural gas

07 - Mining of metal ores

08 - Other mining and quarrying

09 - Mining support service activities

C - Manufacturing

10 - Manufacture of food products

11 - Manufacture of beverages

12 - Manufacture of tobacco products

13 - Manufacture of textiles

14 - Manufacture of wearing apparel

15 - Manufacture of leather and related products

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

17 - Manufacture of paper and paper products

18 - Printing and reproduction of recorded media

19 - Manufacture of coke and refined petroleum products

20 - Manufacture of chemicals and chemical products

21 - Manufacture of basic pharmaceutical products and pharmaceutical preparations

22 - Manufacture of rubber and plastics products

23 - Manufacture of other non-metallic mineral products

24 - Manufacture of basic metals

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

26 - Manufacture of computer, electronic and optical products

27 - Manufacture of electrical equipment

28 - Manufacture of machinery and equipment

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

30 - Manufacture of other transport equipment

31 - Manufacture of furniture

32 - Other manufacturing

33 - Repair and installation of machinery and equipment

D - Electricity, gas, steam and air conditioning supply

35 - Electricity, gas, steam and air conditioning supply

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

36 - Water collection, treatment and supply

37 - Sewerage

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

39 - Remediation activities and other waste management services

F - Construction

41 - Construction of buildings

42 - Civil engineering

43 - Specialized construction activities

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

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

46 - Wholesale trade, except of motor vehicles and motorcycles

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

H - Transportation and storage

49 - Land transport and transport via pipe lines

50 - Water transport

51 - Air transport

52 - Warehousing and support activities for transportation

53 - Postal and courier activities

I - Accommodation and food service activities

55 - Accommodation

56 - Food and beverage service activities

J - Information and communication

58 - Publishing activities

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

60 - Programming and broadcasting activities

61 - Telecommunications

62 - Computer programming, consultancy and related activities

63 - Information service activities

K - Financial and insurance activities

64 - Financial service activities, except insurance and pension funding

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

66 - Activities auxiliary to financial service and insurance activities

L - Real estate activities

68 - Real estate activities

M - Professional, scientific and technical activities

69 - Legal and accounting activities

70 - Activities of head offices; management consultancy activities

71 - Architectural and engineering activities; technical testing and analysis

72 - Scientific research and development

73 - Advertising and market research

74 - Other professional, scientific and technical activities

75 - Veterinary activities

N - Administrative and support service activities

77 - Rental and leasing activities

78 - Employment activities

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

80 - Security and investigation activities

81 - Services to buildings and landscape activities

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

O - Public administration and defense; compulsory social security

84 - Public administration and defense; compulsory social security

P - Education

85 - Education

Q - Human health and social work activities

86 - Human health activities

87 - Residential care activities

88 - Social work activities without accommodation

R - Arts, entertainment and recreation

90 - Creative, arts and entertainment activities

91 - Libraries, archives, museums and other cultural activities

92 - Gambling and betting activities

93 - Sports activities and amusement and recreation activities

S - Other service activities

94 - Activities of membership organizations

95 - Repair of computers and personal and household goods

96 - Other personal service activities

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

97 - Activities of households as employers of domestic personnel

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

U - Activities of extraterritorial organizations and bodies

99 - Activities of extraterritorial organizations and bodies

The Classifications registry keeps updated information on Statistical Classifications maintained by the United Nations Statistics Division (UNSD).

APPENDIX 3: Area Measurement Using a GPS

When the plots are identified and a sketch map is drawn where possible, the plots are to be measured using a GPS, named Garmin eTrex 30x. For each plot to be measured, you MUST use the sketch map for orientation. You MUST mark your starting point with a stick and walk clockwise along the perimeter (outline) of each plot with the GPS activated for area measurement. When you return to the starting point and tell the GPS to stop the area measurement, the GPS will display the area measurement directly in SQUARE METERS. You should then record the results in the questionnaire with TWO decimals.

A GPS uses the information from satellites to find the geographical position on the earth surface by longitude and latitude. The position is found by a continuous measurement of the time a satellite signal takes to reach your GPS from a satellite in the sky. With clear signals from at least four satellites, the GPS is able to calculate the geographical position with sufficient accuracy. The better sight to a large part of the sky a GPS has, the more signals and clearer signals are received. Shadows of buildings and even large trees should be avoided while using the GPS in the field. You should also make sure to stretch your hand holding the GPS forward when you do area measurement to avoid that your own body shadows for the satellite.

Batteries and buttons

The GPS uses two AA batteries. Each enumerator will get two sets of batteries. You MUST take the batteries out of the GPS when it is not in use. Make sure to put in the batteries in opposite direction, just as marked at the bottom of the battery compartment. You open the battery compartment by using the small triangle as handle and turn it anti-clockwise $\frac{1}{4}$ round (= 90°) and carefully removing the rubber-lid. You close it by turning the handle clockwise $\frac{1}{4}$ round.

The GPS has five buttons, including one double button. We are mostly going to use only four of them. The GPS has two buttons on the right side, the START button, marked with a light bulb and the BACK button, located above the light button.

In addition, the GPS has three buttons on the left side, one of these is the DOUBLE button, marked with arrowheads pointing up and down, used for zooming (in/out). The other is the MENU button, located below the zooming-in button. On the front side of the unit, there is the round, rubber THUMB STICK button. The THUMB STICK button can be pressed in or moved around to left, right, up and down. All other buttons are only to be pressed in.

Instructions for using the GPS for finding the geographical coordinates of a plot

- Proceed to the starting point (North Western corner), which should be the starting corner of the plot you will measure.
- Switch on the GPS by pushing and holding the START (left lower button) for up to 2-3 seconds or until you hear a beep or see a GARMIN picture on the screen.
- Make sure you are on the main MENU screen.

- Use the THUMB STICK button to move between the various menu-icons to the MARK-WAYPOINT and push the THUMB STICK button in to open the Mark Waypoint page. There, you will be able to read your location in south and east coordinates.
- Record the south coordinate and east coordinate on the appropriate plot roster. Write down all digits given on the screen. The south coordinate will start with an S and comprise degrees, minutes and seconds, all together 7 digits. The east coordinate will start with E 0 and again be followed by 7 digits. Write down these 7 digits.

Saving the coordinates of the PLOTS

After recording the coordinates of the starting point of the PLOT, you MUST save these coordinates using the “HHID-ParcelID-PlotID” combinations. For example, if the HHID of the household is 123 and the PARCEL ID is 01 and the PLOT number on parcel 01 is 03, then save the coordinates as 123-01-03. Follow these steps to save the coordinates of the starting point of the plot:

- Stand at the NW Corner (starting point) of the PLOT
- Check that you have enough satellites!!
- Go to Main Menu
- Select Mark Waypoint
- Go to the top field and press the Thumb Stick
- Enter the HHID-ParcelID-PlotID
- Record the GPS Coordinates in the questionnaire.
- Select “DONE”

Viewing the saved coordinates of the PLOTS

To view the saved coordinates of the PLOT, use the following simple steps:

- From the Main Menu, select WAYPOINT MANAGER
- Highlight the track name you would like to review and press the THUMB STICK
- The coordinates and other information on the starting point of the saved PLOT is displayed here
- Press the MENU button twice to arrive back at the main menu and ready to do other tasks

Instructions for using the GPS for measuring the area of a plot

You may measure the area just after taking the location.

- Go to the starting point which should be the North Western corner of the plot you will measure and mark the starting point by fixing a stick in the ground.
- Switch on the GPS by pushing and holding the LIGHT key for up to 2-3 seconds or until you see a screen picture.
- Make sure you are on the main MENU screen.
- Use the THUMB STICK button to move between the various menu-icons to the AREA CALCULATION and push the THUMB STICK button in to open the AREA CALCULATION page.
- You will now see a sketch map on the screen and at the bottom of the screen you will see the text: Start highlighted green (this means start area calculation). This DOES NOT mean the GPS has started the area calculation, but only that the GPS is READY to start the area calculation.
- You start the area calculation by pressing the THUMB STICK button. Subsequently, the text at the bottom of the screen will read Calculate. This DOES NOT mean the area calculation has stopped, but only that the GPS is READY to stop the area calculation. In fact, the GPS has just started the area calculation.
- You are to start the area measurement by walking slowly clockwise around the perimeter of the plot. You should hold the GPS flat in your hand and stretch the hand slightly forward. You MUST walk on the edge of the field (NOT a meter outside or inside the field). At every corner, you MUST stop for 5 seconds (counting slowly 1001, 1002, 1003, 1004, and 1005) and then continue walking. You MUST walk all the way around the plot or parcel until you have returned to the location of the marking stick, with the GPS facing the direction in which it started the area calculation.
- Check that the text below the screen still reads Calculate. If the text does read Start, it means that you failed to push the THUMB STICK button properly when you started. If you read Save Calculated Track, it means that you pushed in the THUMB STICK button while you were walking. In both cases you will need to repeat the measurement by starting over again.
- If the screen reads Calculate, you may stop the measurement by pushing in the THUMB STICK button and the screen will now display the area at the second line from the bottom. It is NOW time to write down the area measure on the appropriate plot roster. RECORD THE AREA IN SQUARE METERS AS IT APPEARS AT THE BOTTOM OF THE GPS.
- The second to last line on this screen has the text – Save Track, and you will be able to save the area measurement by pushing the THUMB STICK button. After selecting Save Track, delete the default track name (will be the date and time). Enter the track name as the “HHID-ParcelID-PlotID”. For example if the HHID of the household is 123 and the

PARCEL ID is 02 and the PLOT number on parcel 02 is 03, then save the measure area as 123-02-03

It is recommended that you measure the area of each plot with the GPS at least twice to get a consistent value and confirm that the rotation around the plot has been completed properly.

If you lose the right position with the GPS system/menu, you are always able to back track to the main menu by pressing the MENU button twice. Once there, you can use the THUMB STICK button to select the AREA CALCULATION-icon, and repeat area measurement-related steps specified above.

You switch off the GPS by pressing and holding the START button for at least 2-3 seconds or until the screen light disappears.

Instructions for other GPS functions needed from time to time

You may also want to use the GPS for other purposes as well, such as for the following tasks:

- Having a look of the track you have recorded and area measured.
- Cleaning the stored tracks. The GPS storage will only be able to store 50 tracks and areas and hence you will need to clean the storage when you have finished an EA.
- Making sure to set the screen to low light in order to save batteries.

Having a look at the map (perimeter) of the area measured

Go to the main menu by pressing the MENU button twice. Move to the TRACK MANAGER-icon and push in the THUMB STICK button.

You will then open the Track Manager Page. Use the THUMB STICK button to move to the saved track you want to open and push in the THUMB STICK button. Now select the View Map icon using the THUMB STICK. The map of the selected track will be displayed on the screen.

Move back to the main menu by pressing the MENU button twice.

Retrieving saved track/plot measurement

In situations where you save the track but forgot to record the calculated area on the questionnaire, you use the following easy steps to retrieve the measured area.

- From the Main Menu, select TRACK MANAGER
- Highlight the track name you would like to review and press the THUMB STICK
- Select VIEW MAP
- Now press the MENU button once

- From the three displayed options, select Review Track using the THUMB STICK. The displayed screen contains the area measured as the second line item

Cleaning the storage of tracks

Go to the main menu by pressing the MENU button twice. Move to the TRACK MANAGER-icon and push in the THUMB STICK button.

You will then open the Saved Tracks Log Page. Use the THUMB STICK button to move to the Saved Track that you want to delete. Move the THUMB STICK down until you see Delete and then press the THUMB STICK to delete the selected track. Next, move the THUMB STICK to select Yes option, and then press the THUMB STICK button to confirm deletion of the saved track. Repeat this procedure for all saved track in this EA.

PLEASE NOTE: DO NOT DELETE THE SAVED TRACKS OR WAYPOINTS UNTIL ALL THE SAVED FILES HAVE BEEN UPLOADED UNTO THE TEAM'S LAPTOP BY THE DATA ENTRY PERSON.

Move back to the main menu by pressing the MENU button twice.

Set screen light to low in order to save battery

Switch on the GPS by pressing the LIGHT button. While the GPS is locating the satellites, press the LIGHT button once more and a light meter will appear. Press the LIGHT button again for the light to get brighter and the light meter to go one step up. Press the LIGHT button several times until the light meter goes down to the lowest level. Leave the GPS alone for one minute and the light meter will disappear. The light is now at the lowest level to save battery capacity.