

**Social Support for Resilient Livelihoods Project
(SSRLP) Livelihood support subcomponent
Impact Evaluation in Malawi – Baseline Data
Collection (SCT - Mtukula pakhomu and PWP -
Mthandizi)**

Enumerator's Manual

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OVERVIEW

The Center for Evaluation and Development (C4ED) has been commissioned by the Government of Malawi and the World Bank to carry out baseline data collection activities as part of an impact evaluation (IE) study related to Malawi's the Social Support for Resilience Livelihoods Project (SSRLP). C4ED is working with The Institute of Public Opinion and Research (IPOR) to carry out these data collection activities in Malawi. This enumerator manual contains useful information to guide these data collection processes. It covers 4 sections as follows:

- **Section 1: Introduction**- covers the survey's background and organization.
- **Section 2: Methodology**- covers the survey methodology, referral system, data collection platforms, supervision and quality control, and the training and pilot process.
- **Section 3: Survey questionnaire structure guidelines**- provides an overview of the modules covered in the data collection questionnaire with examples.
- **Section 4: Protocols and guidelines**- covers an overview of guidelines for researching sensitive topics, overarching ethical principles, practicing etiquette, and COVID-19 prevention and security protocols.

1. INTRODUCTION

1.1 Survey background

Program overview: The Social Support for Resilient Livelihoods Project (SSRLP) has been implemented from July 2020 to June 2025 to contribute towards reducing poverty and protecting poor and vulnerable households from the effects of shocks. SSRLP has scaled up economic inclusion interventions alongside cash transfers having recognized that despite well documented broad-ranging positive outcomes of cash transfers, there is also growing evidence that cash transfers alone cannot sustainably increase assets, incomes, and economic resilience of extreme poor. Economic inclusion interventions are implemented by Malawi's Community Savings

and Investment Promotion initiative (COMSIP), and center around mindset approaches that provides three livelihood packages: basic livelihoods¹, enhanced livelihoods², and (pilot) ultra-poor graduation³.

Survey overview and objective: The World Bank’s Social Protection and Jobs (SPJ) office in Malawi, the Partnership for Economic Inclusion (PEI), and the Development Impact Evaluation department (DIME) are collaborating with COMSIP and the Government of Malawi to conduct a robust impact evaluation (IE) through two experimental studies, which can identify the most cost-effective economic inclusion packages and hence inform the scale-up of the SSRLP program. Experiment 1 will assess the impacts of enhanced livelihoods and graduation packages on a population of previous beneficiaries of either social cash transfers or climate-smart public works. Experiment 2 will assess the impacts of the enhanced livelihoods’ Youth Skills Challenge (YSC) component. The main objective of this study is to evaluate the effectiveness of the different layers of the SSRLP in building resilience for program participants. In addition, specific objectives are: 1) to contrast household and individual measures of several outcomes and behaviors, including food security, consumption, assets, savings, and income diversification between households in treatment and control savings and loans groups (SLGs) clusters; 2) to expound the impacts of the programme on resilience to climate shocks; and 3) to establish the impacts of the project on income generation, earnings, employment and entrepreneurship, and empowerment, for the youth.

The objective of this IE’s baseline data collection activity is to prepare and conduct in-person household surveys and deliver high-quality and comprehensive datasets to the Government of Malawi and World Bank for the above-referenced two experimental studies (graduation packages and YSC). This initial data collection is also expected to set the bases for future rounds of household surveys (midline and endline, expected for August/September 2024 and August/September 2025, respectively) for these experiments.

1.2 Survey organization

The implementation team is organized as shown in the figure below. The primary contact person for the survey team will be Irene Furlani (C4ED). She will be contacted only by the field coordinators or the survey manager.

Figure 1: Survey implementation team

¹ The basic livelihoods package is the initial livelihood intervention that aims at empowering Social Cash Transfers (SCTP) and Climate Smart Enhanced Public Works (CESPWP) beneficiaries with knowledge about savings and investment, asset, and income diversification, both through farm and off farm income generating activities training, basic financial, group management and entrepreneurial skills. This helps beneficiary households to grow savings through savings and loans groups (SLGs), start accumulation of small assets and group entrepreneurial activities that help build resilience of the households and cushion them in times of shocks.

² The enhanced livelihood is a follow up to the basic livelihood package and provides a more comprehensive package. This includes further strengthening of SLGs, linkages to financial institutions, joint skills group trainings; group livelihood value chain grants, cooperative development, and management; and water supply, sanitation, and hygiene, and nutrition. In addition, the package provides mentorship and training to selected youth groups in business development services, technical, vocational, and entrepreneurial skills, and start-up equipment, also called “Youth Skills Challenge (YSC)” with the aim of empowering youth groups to become cooperatives.

³ The ultra-poor graduation package focuses on providing graduation pathways for ultra-poor beneficiaries of SCTP with a household level focus that builds on both basic and enhanced livelihood package to provide household level focused market linkages, livelihood grants (asset transfers), coaching and mentoring with closer support provided by caseworkers.

C4ED	IPOR	WB	COMSIP/ government
<p>IT Specialist: Irene Furlani</p> <p>Coordinator: Benjamin Ruhl</p> <p>Project Lead: Viviana Uruena</p>	<p>Field coordinators</p> <p>Eliphaz Kuseni Mervin Kadzuwa</p> <p>Survey Manager Bonifance Madilitso</p>	<p>Research Assistant (Data Quality): Prabhmeet Matta</p> <p>Field Coordinator: Bryan Mthiko and Chris Adams Mtocha</p> <p>Research Team: Benedetta Lerva Emily Bean Martin Mwale Sebastian Insfran</p> <p>SPJ / operations: Hugo Brousset, Massimo</p>	<p>M&E: Blessings Chikoko Witney Kabango Benjamin Kayala</p> <p>Coordination: Maxwell Moyo Sussan Kondowe Miriam Saiwa Ernest Jumbe</p>
<p>Focal person Irene Furlani</p>	<p>Focal persons Eliphaz Kuseni Mervin Kadzuwa</p>	<p>Focal persons Prabhmeet Matta Chris Adams Mtocha</p>	<p>Focal person Blessings Chikoko Ernest Jumbe</p>

Team Member	Role & Responsibilities
<i>WB: Research team</i>	<p>Research team is responsible for:</p> <ul style="list-style-type: none"> • Study design and inception, • Questionnaire development and programming, • Development of research protocols drafting, • Data analysis, • Dissemination of results.
<i>WB: Data quality control</i>	<p>Research team representative responsible for:</p> <ul style="list-style-type: none"> • Independent data quality control (in addition to the one done by C4ED), • Focal point with survey firm on flagging research team concerns to firm
<i>WB: Field Coordinator</i>	<p>Research team representative responsible for:</p> <ul style="list-style-type: none"> • Liaising between COMSIP, C4ED, and WB. • Independent supervision and engagement on the field during data collection activities
<i>WB: SPJ/Operations</i>	Representatives of the WB on the implementation side.
<i>COMSIP</i>	<ul style="list-style-type: none"> • Implementing agency and close partner with the research team on the study activities. • Provide information on timelines and SLG beneficiaries required to coordinate data collection activities.
<i>Project Lead (C4ED)</i>	<ul style="list-style-type: none"> • Facilitate the first contact among C4ED, IPOR, the World Bank and the Government of Malawi. • Ensure the sustainability of the project. • Provide quality assurance.
Coordination Team	
<i>Senior coordinator</i>	<ul style="list-style-type: none"> • Responsible for overall smooth implementation of the surveys in every aspect. • Responsible for liaising with the WB team and other stakeholders as and when required. • Responsible for addressing concerns and queries of stakeholders on a need basis. • Coordination across teams. • Provide the research team with evidence of the permits • Provide the Project Lead with updates.
<i>Survey manager</i>	<ul style="list-style-type: none"> • Guiding surveys implementation through expertise in household survey management and graduation related surveys • Elaboration of guidelines for implementation. • Logistic organization (including travel and stay to locations and providing tablets). • Assistance in liaising with government agencies, especially for obtaining local permits. • Responsible for delivery of biweekly field progress reports to the research team. • Responsible for sending daily and biweekly reports to the IT specialist and senior coordinator. • Responsible for the recruitment and contracting of experienced enumerators and other field staff. • Supporting training activities. • Responsible for the correct translation of the questionnaire.
<i>Survey coordinators</i>	<ul style="list-style-type: none"> • They will be responsible for the overall survey activities in their respective district(s). • Responsible for compiling reports collected from all teams on a daily basis. • Responsible for ensuring that field procedure plan as agreed is followed. • Responsible for taking feedback from the IT specialist/server side, verifying field reports received from the supervisors.

	<ul style="list-style-type: none"> • Survey coordinators will follow a tracking sheet for updates on the team movement and necessary arrangements. • Responsible for following up with supervisors on inconsistencies with the tracking sheets. • Coordinate the activities of the field quality controller of their respective district.
Quality Control Team	
<i>IT specialist</i>	<ul style="list-style-type: none"> • Responsible for configuration of SurveyCTO Collect for mobile data collection • Responsible for data monitoring • Responsible for keeping track record of data uploading. • Responsible (jointly with the World Bank team) for purposely interview of spot checks and backchecks on enumerators and supervisors to ensure adherence to data collection protocols and assuring quality of the data collected. • Responsible (jointly with the World Bank team) for cross checking the consistency between the data uploaded on the server and the tracking sheets.
<i>Field quality controller</i>	<ul style="list-style-type: none"> • Receive feedback from the field coordinator. • Perform a mix of random and purposely back-checks. • Report to the field coordinator.
Field survey Team	
<i>Supervisors</i>	<ul style="list-style-type: none"> • Supervisor will facilitate smooth functioning of enumerators, assist them in case an error occurs while entering data on android systems. • Responsible for delivering updated tracking sheet on the Google spreadsheet. • Responsible for team deployment according to the plan. • Responsible for keeping the tablets charged, handing them over to enumerators on daily basis. • Responsible for uploading of data on a daily basis. • Responsible for ensuring provision of internet to enumerators. • Responsible for reporting to the field coordinator. • Proactively communicating issues and lessons learned to the survey coordinators as they arise • Perform a mix of random and purposely spot-checks. • Watch out for and managing enumerator underperformance • Imparting good morale in Enumerator team to ensure high productivity and good team dynamics • Participating in refining data collection instruments, including translation of the questionnaire from English to Chichewa, Tumbuka and Tonga if needed • Responsible for disseminating protocols for distributing questionnaires in the field.
<i>Enumerators</i>	<ul style="list-style-type: none"> • Carry out the extensive exercise of interviews with the household and applicants. • Data collection by entering primary data collected into the android systems provided. • Responsible for any commission or omission that occurred at the data entry stage. • Report data daily to the supervisor. • Ready to undertake changes in workplan on a daily basis. • Report any error/problem that occurs during fieldwork immediately to the supervisor. • Responsible for handing over tablets in the right condition to the supervisor at the day's end.

2. METHODOLOGY

This section provides an overview of the survey's methodology and data collection platform(s).

2.1 Survey methodology

The survey methodology will take the following into account:

1 Survey design

Baseline for both experiments will involve collecting comprehensive household survey data. The intended survey will be quantitative in nature. This means that questions administered to the respondents will mainly be closed-ended. Interviews will be carried out face-to-face, using tablets, at the households. Household baseline surveys will take approximately **2 hours** to administer (on average) for a median household.

This baseline survey will consist of a multi-module household questionnaire provided by the World Bank research team. The modules will cover: household geocoordinates and contact information (this may include contact information from several members and neighbors), household composition and characteristics of household members, food insecurity scales, food and non-food consumption, employment and income, market access, finance (savings, loans, and credit), mental health and well-being, livestock, productive assets and household durables, women's empowerment, migration and cash-transfers, time-use, disaster preparedness, shocks and coping strategies, social capital and cohesion.

2 Survey areas and targeted samples

Baseline for **the first experiment** will involve collecting comprehensive household survey data from approximately **3,300 members of enhanced-eligible SLGs** (1,650 CSEPWP and 1,650 SCTP beneficiaries) from **312 clusters** corresponding to **11 Traditional Authorities (TA)** located in the districts of **Nkhatabay** and **Dedza**. A "cluster" is a set of SLGs (usually two SLGs). These clusters are a relevant implementation unit (e.g., training is carried out at the cluster level by case workers). In general, SLG members receiving the intervention in the same cluster live reasonably close to each other.

For the impact evaluation study, **104 clusters of SCTP participants** (26 per treatment arm) and **208 clusters of CSEPWP participants** (52 per treatment arm) will be included in the final experiment 1's sample. The number of sampled individuals will be about 16 per cluster for SCTP participants and 8 per cluster for CSEPWP participants. The total number of sampled individuals will be **413 per treatment arm for SCTP participants** (1,650 in total). and **413 per treatment arm for CSEPWP participants** (1,650 in total). **The sample size for experiment 1 will total 3,300 enhanced-eligible SLGs beneficiaries.**

The **second experiment** will assess the Youth Skills Challenge (YSC) component. For the baseline, this will imply collecting data on youth skills, entrepreneurship skills, empowerment, employment, and earnings through surveys which will use the **same multimodule questionnaire as in experiment 1**. Approximately **700 applicants** are expected to be interviewed at their households as part of the baseline data collection for experiment 2. Experiment 2 will maintain the same **two districts** as in experiment 1 (**Nkhatabay and Dedza**), plus **three additional districts** (**Lilongwe, Rumphi, and Nkhotakota**).

The sample distribution across the selected traditional authorities for the different experiments will be as shown below:

Please note that the table for experiment one includes only 311 clusters instead of the 312 planned, as there are not yet data available on the remaining one.

Table 1: Target sample for experiment 1

District	TA	Program	Number of clusters	Number of respondents
Dedza	Kachere	CSEPWP	45	360
		SCT	25	400
	Kachindamoto	CSEPWP	30	240
		SCT	14	224
	Kaphuka	CSEPWP	39	312
		SCT	10	160
	Kasumbu	CSEPWP	15	120
		SCT	10	160
Sub-Total - Dedza			188	1976
Nkhatabay	Fukamalaza	CSEPWP	4	32
		SCT	3	48
	Kabunduli	CSEPWP	14	112
		SCT	8	128
	Malenga Mzoma	CSEPWP	5	40
		SCT	8	128
	Mbwana	CSEPWP	17	136
		SCT	11	176
	Nyaluwanga	CSEPWP	32	256
		SCT	8	128
	Thula	CSEPWP	2	16
		SCT	1	16
	Zilakoma	CSEPWP	4	32
		SCT	6	96
Sub-Total - Nkhatabay			123	1344
Total			311	3320

Table 2: Target sample for experiment 2

District	TA	Program	Number of clusters	Number of respondents
Dedza	Kachere	YSC	9	37
	Kachindamoto	YSC	13	47
	Kaphuka	YSC	10	52

	Kasumbu	YSC	4	13
Sub-Total - Dedza			36	149
Lilongwe	Kabudula	YSC	11	40
	Khongoni	YSC	13	69
	Masula	YSC	13	67
	Masumbankhunda	YSC	23	62
	Mbangombe	YSC	2	12
	Mtsinde	YSC	1	2
	Njewa	YSC	3	14
Sub-Total - Lilongwe			66	266
Nkhatabay	Fukamalaza	YSC	1	3
	Kabunduli	YSC	1	4
	Malengamzoma	YSC	4	8
	Mbwana	YSC	5	24
	Nyaluwanga	YSC	6	17
	Thula	YSC	1	4
	Zilakoma	YSC	6	9
Sub-Total - Nkhatabay			24	69
Nkhotakota	Kafuzira	YSC	2	4
	Kanyenda	YSC	7	21
	Kanyenda South	YSC	4	10
	Mwadzama	YSC	8	21
	Mwansambo	YSC	6	12
	Nkhanga	YSC	5	14
Sub-Total - Nkhotakota			32	82
Rumphi	Chikulamayembe	YSC	9	40
	Katumbi	YSC	4	19
	Mwahenga	YSC	4	10
	Mwalweni	YSC	2	3
	Zolokare	YSC	1	1
	Zolokere	YSC	1	2
Sub-Total Rumphi			21	75
Total			179	641

[TBD]

3 Presentation of authorization letters and permits.

Various permits have been acquired to facilitate the implementation of this survey. These include local and international permits. Each supervisor will be provided with a copy of the available permits to carry throughout the data collection process.

The supervisors in the project will present these permits to the relevant local authority offices districts of Nkhatabay and Dedza for experiment 1 and later to the three additional districts (Lilongwe, Rumphu and Nkhotakota) for experiment 2, at the province, territory, and village level for clearance before proceeding with the data collection exercise. All the field teams are provided with letters that are addressed to the District Commissioners (who serve as Chief Executives of the local government authorities in each district) and to the Station Officers of the District Police Stations. These letters inform the respective offices about the teams' presence in their areas and seek their support. Upon presentation to the District Commissioners, the letters are stamped and copies given to the field teams to carry and present them to local traditional leaders upon arrival at the village level. This process ensures that if any of our teams encounter challenges of any kind, they can seek assistance and protection from the relevant government authorities at the district and village levels. Above all, the teams are advised to treat the security of all team members as a priority and that they should report to the Team Leaders of any threats and stop fieldwork should they feel their security is at risk.

4 Preliminary activities upon arriving at the village.

Upon gaining clearance to carry out data collection at the village level, the supervisor will follow the steps below:

The supervisor is supposed to coordinate with the community facilitator or case worker, who will provide more insight on how the sampled respondents can be reached. Minimum one day ahead, the supervisor should communicate the list of the respondents that they intend to reach and pre-book the interviews. The community facilitator will inform the respondents, making sure that they will be available in the specific timeslot. Moreover, the supervisor will ask for information on how to reach the respondents and the names of a few people who could guide them further through a village in identifying the respondents' houses. This way, the community facilitator will not have the burden of spending the whole day with enumerators to identify respondents. On the day of data collection in the selected area, the community facilitators (or case workers if needed) will provide directions to the villages where the research teams can meet the respondents. Since this is a household survey, the case workers can only provide directions. Prior booking of the interviews with respondents is encouraged to avoid keeping the respondents in their homes far from their agricultural activities, yet the enumerators may interview the household the next day. Upon reaching the designated village, the supervisor's first task is to seek authorization from the village chiefs to conduct the survey. Once permission is granted, the supervisor assigns specific respondents to the enumerators for interviews. It becomes the enumerators' responsibility to track down the assigned respondents and report any outcomes to the supervisor, who meticulously records these outcomes in tracking sheets. At the end of the day, the supervisor is supposed to submit complete questionnaires to the survey.

Every day each staff member will perform their duties according to their role.

Survey coordinator:

- Check the COVID-19 and Cholera updates for the locations that the field teams are scheduled to visit in the three following days on the website of the National Ministry of Health.
- If the number of active cases increases such that the Ministry requires more measures, communicate it to the survey manager, C4ED, and the research team: They will decide whether to modify the schedule or the health protocols.
- Prepare the list of respondents and permission letters for the villages visited in the next five days by each field team.
- Share the relevant information with each field team so that they have all the relevant information at least 24 hours in advance.
- Collect information from the data manager at the World Bank and C4ED on the required information to be collected.
- Based on the information from the data manager and C4ED, inform the field quality controller and supervisors about the purposely selected back checks and spot-checks.
- Based on the information from the data manager and C4ED, verify the correctness of the data.
- Collect the feedback from the field teams and share it with the survey manager, C4ED, and the research team.

Supervisors:

- Make sure that the tablets are fully charged and working.
- Make sure that the list of respondents for the caseworkers is ready
- Having the list of households to be interviewed (and replacement list), ask the caseworker about the respondents' location and organize the enumerators' activities, minimizing the time each enumerator spends walking from one place to another.
- Provide each enumerator with the list of the households to be interviewed, the people to interview, and the flyers.
- Responsible for getting consent and authorization of chiefs or community leaders to conduct interviews in their villages
- If needed, assign a replacement for those interviews that could not take place.
- Perform spot-checks randomly or based on the indications received by the survey coordinator.
- If there is missing data or problems with the data, ensure that the interviewers go back to correct the information in the questionnaire.
- Provide the list of households to be interviewed on the following day to the relevant caseworker so that they can notify the selected households.
- At the end of the day, have a de-briefing session with the enumerators and insert the information for the trackingsheets on Google spreadsheet. At the end of the day, collect and charge the tablets.
- Upload surveys at the end of the day if an internet connection allows.

Enumerators:

- At the beginning of the day, ensure you have all the required material.
- At the beginning of the day, collect from the supervisors the tablet, the list of respondents, the flyers, and the list of people to interview at the meeting point.
- Visit the respondents' location to perform the interview.
- Follow survey protocols and conduct interviews ONLY as indicated in this manual and taught during training sessions.

- Do a minimum of 3 complete interviews per day
- After visiting each household take note of the interview's outcome.
- If a replacement is needed, reach out to the supervisor, and they will provide you with a replacement.
- At the end of the day, the tablet to the supervisor and attend the debriefing session providing the necessary information on the visited households for the tracking sheets.

Field quality controllers:

- Obtain the information on the backchecks to be performed by the survey coordinators.
- Perform back-check interviews based on the guidance of the survey coordinators.
- At the end of the day, report back to the survey coordinator.

5 Households' selection for interview

The lists of households will be assigned to respective field teams for the respective villages, and the field enumerators will be asked to encourage these households to take part in the survey. Each field team will have a list of sampled households for implementation of both experiments in the district of Nkhatabay and Dedza for experiment 1 and the districts of Nkhatabay, Dedza, Lilongwe, Rumphi and Nkhotakota for experiment 2.

The sample to be interviewed is selected by the World Bank team. The households selected are those who have at least one household member that belongs to a Saving and Loan Group (SLG).

6 A household is a person or a group of persons who eat from the same grainery, generally eat from the same pot, recognize one person as the head, are catered for as one unit, share the same housekeeping arrangement, and may live together under the same roof or compound. This includes members who are temporarily away (for studies or migration for instance). Identifying targeted respondents in selected households.

In each selected household, the interview will be administered to the (intended) beneficiary of the productive program; in this case: those in the household who are members of enhanced-eligible SLGs. These names of eligible beneficiaries will be preloaded in the tablets, as part of the programmed questionnaires. Therefore, enumerators should ask for these SLG members, by name, when reaching these households.

This SLG member should be the main respondent for all individual questions, as well as the person of reference for all individual modules (e.g., income-generating activities, well-being, etc.). Similarly, this SLG member should be the main respondent for all household-level questions, as we expect this person to broadly knowledgeable about questions related household's roster, household's economic activities, consumption, etc. Therefore, **enumeration teams should focus and prioritize the SLG members indicated in the programmed questionnaire as the main respondents of these household surveys**. The enumerations teams should make the corresponding efforts to accomplish that these targeted people are the ones answering the questionnaire questions.

ONLY IF the intended beneficiary is not knowledgeable/cannot remember about a household section another household member can support. In these cases, priority should be given to the household head. Then, **ONLY**

IF the SLG member and the household head are not knowledgeable about household-level questions, the household head's partner (or someone knowledgeable) can respond. In all of these cases, the enumerator should record who is supporting the intended beneficiary in the responses for a given module.

Despite these extreme cases of changes related to SLG members as the targeted respondents, the SLG member should still respond about his/her own plots and activities. If needed, given the restrictions notes in the previous paragraph, another household member (priority to household head) can respond for other activities that are not exclusive to the SLG member. The same applies for consumption, except in locations where a specific gender (often a woman) is required to answer these modules. At the end of every section, the person(s) that contributed responses should be recorded on the survey.

7 Special cases

- **The respondent for the empowerment module and partner dynamics should still be the intended beneficiary (i.e., the targeted SLG member), even if they are male.** The questions are designed to be responded to by any gender.
- If the originally sampled SLG member died:
 - If there is another adult member in the household: you should interview the person in the household that has been designated by the household as the new participant to the SLG. If no person has been designated yet, probe the household members about who within the household is most likely to be designated as the new participant and interview that person.
 - If there is no other adult member in the household: record the reason why this household cannot be interviewed and why there is no substitute respondent, save and submit the form, then interview a replacement household.

8 . Determining which household to interview.

According to this study, a household will only qualify for interview IF:

- The targeted SLG members living in this household will be available for interview:
 - At the time of visit or will be available for interview within 2-3hrs from the first visit, or
 - The following morning (if the next 2-3hrs will be outside the data collection timing).
- **[ONLY IF targeted SLG Member is not knowledgeable of all household-level questions]** A household member who plays an important role in decision making in the household and is knowledgeable of household's activities (preferably the household head), will be available to help the main respondent answer the questions they are not knowledgeable of
 - At the time of visit, or will be available for interview within 2-3hrs from the first visit, or
 - the following morning (if the next 2-3hrs will be outside the data collection timing).

9 Possible scenarios you will find at selected households.

Scenario one: BOTH SLG member and household head/household member knowledgeable of household activities (or an important household member) are AVAILABLE →

- Proceed to seek informed consent and conduct the interviews. As noted above, the main respondent should always be the SLG member unless there are justified restrictions for that.

Scenario two: household head/household member knowledgeable of household activities (or an important household member) is AVAILABLE but NOT the SLG member →

- Ask if the SLG member will be available in the coming 2-3 hours (or the following morning as applicable).
 - If yes, → revisit the household in 2-3 hours (or the following morning as applicable) If no, → ask when the SLG member will be available. Raise the case with supervisor/survey coordinators and assess if rescheduling the visit will be possible.
 - If yes, → Reschedule the visit.
 - If no, → Replace the households following the replacement protocols.

Scenario three: SLG member is AVAILABLE but NOT household head/household member knowledgeable of household activities (or an important household member) →

- Proceed to seek informed consent and conduct the interviews. As noted above, the main respondent should always be the SLG member unless there are justified restrictions for that.
- If SLG member are facing troubles to properly answer household-level questions, → Ask if the household head/household member knowledgeable of household activities (or an important household member) will be available in the coming 2-3 hours (or the following morning as applicable).
 - If yes → Reschedule the visit to complete the questionnaire with these household-level questions (ask for informed consent to this new respondent).
 - If no, → Attempt to answer these questions with the SLG member as much as possible. Record this incident as an observation in the questionnaire.

Scenario four: BOTH SLG member and household head/household member knowledgeable of household activities (or an important household member) are NOT AVAILABLE →

- Ask someone in the household if SLG member will be available in 2-3 hours (or the following morning as applicable)→
 - If yes, revisit in 2-3 hours (or the following morning as applicable). Proceed as described in scenario one or three.
 - If no, → Ask when the SLG member will be available. Raise the case with supervisor/survey coordinators and assess if rescheduling the visit will be possible.
 - If yes, → Reschedule the visit.
 - If no, → Replace household following replacement protocols (see below).

Notes: ALWAYS ask informed consent for new respondents. As much as possible, ATTEMPT that the SLG member acts as the questionnaire's main respondent. ONLY conduct the interview if the SLG member is available (when you visit or revisit).

10 Household revisits

As indicated in the preceding sections revisits will be made to a household where the SLG member will be reported to be available within the next 2-3hrs or the next morning (if applicable) from the enumerator's visit.

If the next 2-3hrs will be outside the data collection timing, the enumerator will inquire if the targeted respondent will be available the following day in the morning.

If the targeted respondent will not be available within the next 2-3hrs from the first visit (or the following morning), and if no other rescheduling is possible in the data collection timeframe, the household will be replaced.

11 Replacing protocol

Replacing households: households will be replaced if the following will apply:

- If the SLG member is not available for interview during the data collection period.
- If the SLG member experiences emotional distress and is unable to continue with the interview. Enumerators should properly record these instances.
- If the household selected refuses to participate in the survey (either the SLG member, household head/household member knowledgeable of household activities, or both).
- If the selected household is vacant or the occupants are away for a prolonged duration.

Note: if the selected household is replaced, the enumerator will apply the same household selection principles to find and interview the replacement household.

Replacing respondents within the household: The main respondent should always be the SLG member. Only for household-level questions, someone more knowledgeable of household activities (preferably the household head) can support these modules/questions. These cases should also be reported in the questionnaire as an observation by the enumerator.

Households' replacement list: When household replacements are needed, please contact your supervisors who should in turn contact the survey coordinators who are responsible for the data collection activities. They, in coordination with the research team, will provide information related to which new households should be visited. The replacement household will be selected following a pre-determined ordered list of replacement households – teams should not pick the replacement in the replacement list without following the order of the replacement households. **DO NOT VISIT/REPLACE A NEW HOUSEHOLD ON YOUR OWN AND WITHOUT CONSULTING FIRST WITH YOUR SUPERVISORS OR SURVEY COORDINATORS.**

If the first replacement household refuses to be interviewed or is not available, you must keep record of this and submit the corresponding form to the server. This household should still be replaced by the next-in-line household in the replacement list.

Additional replacements due to duplicates in the sample. The following communication chain should be respected if any field staff member realizes at any stage that the same respondent has been assigned two IDs or that the respondent is no longer (or has never been) an SLG member benefitting from SCTP or CSEPWP.

The following communication chain has to be in place whenever additional replacements are needed.

The enumerator who needs to interview someone else but has no replacement respondent assigned, will contact the supervisor. The supervisor will assign them another respondent following the list, if there are some available. If that is not the case a supervisor has to inform the field coordinator from IPOR that will inform the research team (WB and COMSIP) and C4ED (in cc). The WB and COMSIP will do some internal checks and (possibly) find the additional respondents. Feedback on who the new respondent(s) are will be then shared with the field coordinators from IPOR (with C4ED in cc) who will pass the information to the supervisor. After obtaining the respondent details the supervisor will communicate to the enumerator who the replacement-respondent is.

Ideally, as the community facilitators should be contacted at least one day before the field visit, the supervisor can make sure that there are no duplicate respondents by reading the list of respondents (replacements included) in the specific cluster to the community facilitator. If the community facilitator/caseworker identifies two respondents to be the same or not SLG members anymore or any other issue, the supervisor will report it to the Field coordinator, who will later inform the World Bank and COMSIP so that they can identify additional replacements.

12 Data collection languages

Data collection in this survey will be administered in English, Chitonga, Chitumbuka, and Chichewa languages. The survey questionnaire will be available in these languages. If other local languages are needed, the survey firm will make the needed arrangements to assign enumeration teams to these household/locations to allow for live translation during the interviews.

13 Anticipated survey time

Each interview at the household is anticipated to take approximately 2 hours. This timing will vary depending on various factors, such as interruptions during the interview, specific questions applicable to the household, etc.

2.2 Referral system

During the data collection process, enumerators may encounter the following scenarios:

- Respondents who will report having experienced psychological/mental violence.
- Respondents who will encounter emotional distress during the interviewing process.
- Respondents who will seek information on where to access help/support in the event of violence (physical, psychological/mental).

Enumerators will be provided with information of locally available facilities where respondents can access help (where these exist).

Some of facilities present locally are

- Victim support unit which is found at every police unit.
- District social welfare office,
- Local health centre staff (nurse) e.g Dedza district hospital, Nkhatabay district hospital

The following will apply:

When providing contact information: enumerators will indicate that the listed facilities offer services to the public, and that the respondent will comply with the rules and regulations of the facility(ies) visited. The enumerator will also indicate that the respondent will not be provided with any special treatment because of participating in this survey.

In the event of emotional distress/breakdown: during the interviewing process, the respondent may break down due to the nature of questions asked in the survey (some questions asked may trigger emotional distress). In case this happens, the enumerator:

- will discontinue the interview until the respondent composes him/herself.
- will NOT attempt to offer counselling services to the respondent (this requires professional training).
- will seek consent to proceed with the interview after the respondent composes themselves.
 - In case this consent is denied, the enumerator will discontinue the interview and report to their supervisor.

2.3 Data collection platforms

Data collection for this survey will be done using World Bank's SurveyCTO platform. The software will be downloaded and available on the tablets used for data collection in the app Survey CTO Collect.

2.4 Supervision and quality control

The aim of carrying out this data collection exercise will be to produce high quality data for use by our clients. Therefore, stringent measures will be applied to collect high quality data. The supervision and quality control activities which will be applied will include the following:

1 Supervision

Team size: each supervisor will work with a team of 6 enumerators. This will ensure effective management and support to the team. The supervisor will be responsible for ensuring that his team is adequately resourced at the beginning of each working day, and that all deliverables required from the enumerators are submitted on time.

Accompanying: the supervisor will be responsible for accompanying each of his enumerators to monitor the data collection process. Accompanying will be organized such that each enumerator is supervised, with a special emphasis on the first few days of fieldwork. During accompaniment, the supervisor will:

- Make direct observations of various issues such as:
 - Sampling methodology- is the enumerator following the list of households provided?
 - Consenting- is the enumerator providing informed consent before proceeding with the interview?
 - General etiquette and respondent handling- is the enumerator following ethical guidelines during the interview e.g., conducting the interview in private for sensitive sections?
 - Probing/clarifying/recording- is the enumerator probing and clarifying respondents' answers and recording accurately?
 - Survey protocols- is the enumerator following the survey protocols during the interview e.g., completing the main questionnaire on SurveyCTO and submitting it, etc.?
- Conduct 'spotchecks' and report to survey coordinators (and the research team) as needed.
- Note and record key issues observed across enumerators for discussion during daily debrief sessions.
- Organize regular debrief sessions at the end of each day with his/her team of enumerators to discuss main issues and observations.

Sample monitoring: the supervisor will be responsible for monitoring the sample allocated to them by the field manager. This will be done through daily village reports submitted at the end of each day. These reports will include the following information:

- The GPS location of the village, and landmark(s).
- The total number of households attempted in the village.
- The estimated number of completed households in each village.
- Number of successfully interviewed households in the village vs. the targeted sample.
- Reason for substitutions of respondents within the household.
- Reasons for revisits and needs and reasons for replacements.
- Challenges encountered in the village, their impact, and how these were overcome by the team.

Daily debrief sessions: the supervisor will be responsible for carrying out daily debrief sessions with their teams. These sessions will focus on addressing any challenges faced by the team the previous day, common mistakes observed across enumerators, and recommendations for improvement. The supervisor will record these experiences and share them with the field manager.

In the daily debriefing sessions, the following topics should always be present:

- 1) Respondent visited/not found by each enumerator
- 2) Logistical problems faced
- 3) Issues with specific questions/modules
- 4) Security and unprofessionalism
- 5) Specific sections/questions, enumerators had difficulties to ask the respondent or respondents had difficulties to respond to.

Supervisors should later summarize the first point in the tracking sheets and report as soon as possible to the field coordinator if any issue is raised about points 2 to 5.

2 Independent quality control checks

An independent team of quality checkers (QC team) will work alongside the data collection team to check the quality of the data being collected. This team will consist of:

In-field quality control teams: this team will conduct in-field checks to verify the quality of interviews submitted by enumerators. The team will fill out a 'back-check' questionnaire on SurveyCTO with their findings, as pass on their observations to the field manager, who will work with the supervisors to relay the feedback to enumerators. Field coordinators from the WB team will also conduct random 'spot-checks' to observe "in-situ" excerpts of interviews and provide recommendations to the field quality controllers for areas of improvement for other future interviews.

High-frequency checks (HFCs): the WB team in collaboration with C4ED, will conduct high-frequency checks on incoming data as data collection progresses. The output from these checks will be shared with C4ED and IPOR for relaying to the field team. These checks will entail checking output such as outliers, interview length, consistency of responses, non-response biases, etc. The supervisors will be tasked with ensuring that the issues flagged as needing correction are attended to promptly.

3 Audio recording checks

As part of internal quality control checks, 5-minutes excerpts of all interviews will be audio-recorded directly by the tablets. Consent will be asked to the interviewees/respondents for conducting these audio recordings as part of the informed consent process. As such, respondents can opt out of these audio recordings. The field quality controllers will check the audio recording when requested by the WB or C4ED based on HFCs' and back-checks' inconsistencies (approximately 10 percent of the sample). Every time an issue is flagged by HFCs or back-checks, audio recordings will be listened to verify the correctness of data reported by the enumerators.

As part of internal quality control checks, five-minute excerpts of all interviews will be audio-recorded directly by the tablets. The consent of the interviewees/respondents for conducting these audio recordings will be asked as part of the informed consent process. As such, the respondents can opt out of these audio recordings. The survey coordinators will check the audio recording when requested by the WB or C4ED based on HFCs' and backchecks' inconsistencies for approximately ten percent of the sample. Every time an issue is flagged by HFCs or backchecks, audio recordings will be listened to to verify the correctness of the data reported by enumerators. In case the survey coordinators cannot listen to an audio recording because of a language barrier, one person knowing the language will be selected to listen to the audio recordings.

Training ag sessconducted with enumerators, supervisors, and quality checkers, both for experiment 1 and 2. The following will apply:

Training location: the training sessions will be conducted in a suitable venue in Lilongwe for experiment 1 and Zomba for experiment 2.

Training duration and curriculum: the training will take 6 days to complete: 5 days of classroom training including the pilot exercise, and 1 day of debriefing and refresher for the teams. The training programme will be available during the training indicating topics which will be covered during the training process.

Pre-testing

Pre-testing of the questionnaire will be done by the supervisors during their second day of enumerators training. This will be done in all local languages, Tonga, Chitumbuka and Chichewa. Pre-testing will help to refine the questionnaires before enumerators training the following week. Supervisors will do mock interviews among themselves for the full questionnaire.

Testing and selection of enumerators: enumerators attending the training will be tested continuously during the training process. The testing will entail direct observations, as well as sitting for a structured test. An evaluation exercise will be done at the end of the training and best-performing teams selected for engagement in the data collection exercise.

Pilot exercise (Applicable only for E1): enumerators will conduct a pilot exercise as part of the training and evaluation exercise. The pilot exercise will be carried out in selected villages (outside the targeted main sample villages in Dedza district) as shown below. Each enumerator will be expected to conduct at least 1 pilot interview and submit the data for reviews. The WB/research team will provide with the pilot sample for this exercise.

Refreshment training:

Refreshment training will be conducted on the day following the pilot (and as needed during the data collection process) for experiment one. For experiment one the training will involve learning from feedback and comments from the pilot, as well as a recap of the enumerator's manual and the field procedure plan. This will enable both supervisors and enumerators to follow the field procedures and the step-by-step data collection protocol. The refreshment training will provide supervisors with an opportunity to demonstrate how they will carry out their roles in the field. For experiment two, the refreshment training be used as an emergency/contingency plan in case there is an issue. From a logistics perspective, this emergency refreshment training will be done online at the beginning or at the end of the debriefing sessions, and it will be led by C4ED or IPOR. The focus will be on the specific issues spread across teams.

Training conduct: all teams attending training will be expected to adhere to the following:

- Attend ALL training sessions. This will be verified through attendance lists and periodic checks by the team leaders.
- Keep time- timely arrival, and observance of timing set during sessions' breaks for resuming training.
- Fully participate in the training sessions- pay attention, ask questions, and make contributions.

- Provide input during the question-by-question reviews of the questionnaire and other survey materials.
- Sit for all quizzes and final exam administered to inform the evaluation process.
- Provide input on the survey script (scripted questionnaire), and the translated versions (English, Chichewa, Chitonga, and Chitumbuka) during reviews alongside the paper version of the questionnaire.
- Participate in the pilot exercise and submit the required pilot interviews for evaluation.
- Observe all survey protocols in this survey (covered in this manual).
- Report any issue observed that is likely to affect the training sessions (or the data collection process) in a timely manner.
- Be committed to be part of the data collection process throughout the survey.
- Adhere to COVID-19 and cholera prevention protocols.

3. SURVEY QUESTIONNAIRE

This section provides an overview of the questionnaire which will be administered to the respondents targeted in this survey. Table 3 provides a summary of all the questionnaire's modules that will be administered during the interviews.

Table 3: Summary of questionnaire modules

Module	Unit of observation	Measures
<u>INDIVIDUALS</u>		
HH Roster	Individual	Demographics
		Migration
		Educational expenditures (individual level)
		Health expenditures
<u>HOUSEHOLD ASSETS</u>		
Household assets	Household asset	Asset value (Household)
		Asset purchases (Household)
		Asset sales (Household)
		Dwelling characteristics and energy use (Household)
<u>LABOR</u>		
Wage employment	Individual	Income (Wage employment)

		Time worked (Wage employment)
Agriculture	Crop	Income (Agricultural production)
	Household	Costs (Agricultural production)
		Asset value (Agriculture)
		Asset purchases (Agriculture)
		Asset sales (Agriculture)
	Individual	Time worked (Agricultural production)
Livestock	Animal	Asset value (Livestock)
		Asset purchases (Livestock)
		Asset sales (Livestock)
		Income (Livestock products)
	Household	Costs (Livestock)
	Individual	Time worked (Livestock)
Non-farm household enterprises	Business	Income (Business)
		Profits (Business)
		Asset value (Business)
		Asset purchases (Business)
		Asset sales (Business)
	Business-by-individual	Time worked (Business)
Other income	Household	Rent, investments
<u>CONSUMPTION</u>		
Consumption	Item	Expenditures
Food security		
<u>FINANCE</u>		
Household finance	VSLA/SACCO	Deposits (VSLA/SACCO)
		Withdrawals (VSLA/SACCO)
	Savings account	Balance (Savings)

		Deposits (Savings)
		Withdrawals (Savings)
	Loans	Loan amount
		Interest rate
		Monthly payment
		Loan balance
<u>SOCIAL STATUS</u>		
Social status	Intended beneficiary	Social status and aspirations (Index)
<u>SOCIAL CAPITAL</u>		
Social capital	Intended beneficiary	Community financial support (Index)
		Collective action (Index)
		Partner dynamics (Index)
		Social support (Index)
<u>AGENCY</u>		
Empowerment	Intended beneficiary	Control over earnings/revenues (Share)
	Intended beneficiary	Control over economic decisions (Index)
		Restrictive norms (Index)
Perceived agency	Intended beneficiary	Self-efficacy and resilience (Index)
		Sense of control (Index)
		Self- and social-esteem (Index)
<u>WELL-BEING</u>		
Well-being	Intended beneficiary	Life satisfaction (Index)
		Perceived stress, locus of control
		Psychological distress (Index)
		Health (Index)

3.1 General notes: instructions for filling the questionnaire.

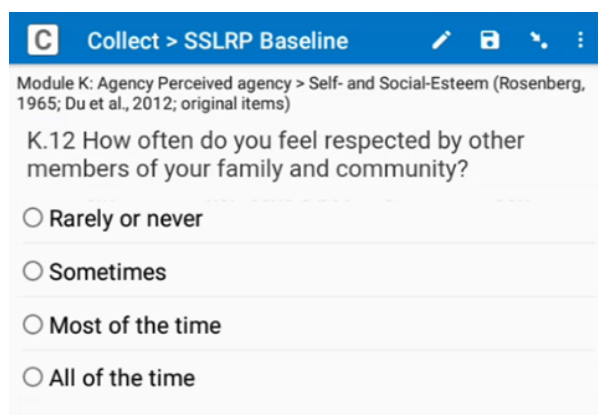
1 Overall format

The questionnaire is made up of the modules identification, hh roster, household assets, labor, agriculture, non-farm enterprise, other income, consumption and food security, finance, social status and social capital. The enumerator will complete and submit the survey on SurveyCTO Collect.

2 Coding options


Select one vs select multiple.

Example 1: Question with single response: Here, the options have circles, it means you can select only one option.



The screenshot shows a SurveyCTO Collect interface. At the top, a blue header bar contains the 'Collect' logo and the text 'Collect > SSLRP Baseline'. Below the header, the module name 'Module K: Agency Perceived agency > Self- and Social-Esteem (Rosenberg, 1965; Du et al., 2012; original items)' is displayed. The question is 'K.12 How often do you feel respected by other members of your family and community?'. There are four radio button options: 'Rarely or never', 'Sometimes', 'Most of the time', and 'All of the time'.

Example 2: Questions with multiple responses: Here, the options have squares and not circles. This means that the respondent can choose multiple answers or responses.


Collect > SSLRP Baseline

Module C: Household assets

C.2 Has your household owned the following items in the past 12 months?

- ☐ Mortar/pestle (mtondo)
- ☐ Bed
- ☐ Table
- ☐ Chair
- ☐ Fan
- ☐ Air conditioner
- ☐ Radio (wireless)
- ☐ Radio with flash drive/micro CD
- ☐ Tape or CD/DVD player; HiFi
- ☐ Television
- ☐ VCR
- ☐ Sewing machine
- ☐ Kerosene/paraffin stove
- ☐ Electric or gas stove; hot plate, cooker
- ☐ Refrigerator

Special entries

- The survey will be conducted completely using tablets. There is no option to fill a paper form and then enter it to the tablet later, so it is important that you become comfortable using the tablet while performing the interview.
- Use the answer codes presented by the tablet. All answer codes are pre-loaded.
- Mark decimal points clearly using a period (full stop), not a comma. Always use a zero if the answer is less than 1.

Example: Incorrect: “.5” “0,5” Correct: “0.5”

Below is the list of **SPECIAL CODES** when respondent is unable to answer your question. Do your best to help them answer, but if they can truly not respond, use the following codes. For questions where you select an answer on the tablet, “Don’t Know” and “Refuse to answer” will appear for you to select. Please do your best to probe, to avoid the use of these codes.

-99 – Don’t know – Use if the respondent cannot give an answer because they do not know, even after probing. Example: Age of household member.

-77 - Other: If you select other among a choice list, you will be prompted to specify which other response. You have to make sure you do not include a response which is already in the choice options just because the farmer's response is not exactly the same. They may be synonyms.

-66 – Refuse to Answer – If a respondent refuses to answer, even after probing.

Because the interview has several modules. The Questionnaire will regularly ask if the respondent is still able to go on with the interview. If the interview is stopped the enumerator should press no and select the link showing on the tablet to go to the end of the interview.

ENUMERATOR: Is the respondent still available? [Enumerator: Please select "No" if you agreed to stop the survey here and start again at some other time.]

Do not read aloud

☒ Yes

☐ No

Note: For all questions involving income or a currency, always refer to the local currency in Malawian Kwacha.

3.2 Specific instructions for questionnaire sections

1 MODULE A: Identification and Consent

Here you should start by selecting the supervisor's name and your name. This is followed by selecting where you will be collecting the data i.e., Walungu or Mwenga and the corresponding cluster name.

A Unique household ID will be provided by the research team (preloaded in the questionnaire).

Introduce yourself as per the Ethics etiquette described below and the text included in the questionnaire. The goal is to identify the SLG member of the household.

This consent part is very important. You should make sure that the respondent has consented to participate in the survey before proceeding. The inform consent process should be conducted for all main respondents.

NOTE: Carefully read the consent to ensure that the respondent has understood and agreed to be part of the survey. Then ask for the respondent signature using the tablet.



Set Color

Save and Close

Reset

Cancel

2 MODULE B: Household Roster

In this section, you should record all household members.

In this survey, **a household** is defined as a group of people who have slept in the same dwelling and taken their meals together, and who recognize the same person as household head.

hh_size: On this question asking, “**Including you, how many people live in this household?**” Please, make sure the respondent includes herself.

Household members should be recorded in this order: start by recording the respondent and their immediate family, then record other relatives, then the members that are temporarily away (for school or temporary migration), and finally non-relatives who eat/sleep in the same dwelling and are not part of another household.

NOTE: Be careful of the members that you include in the HH roster. If you have any questions, call your supervisor. If you cannot contact the supervisor for clarifications, please include all the members that the respondent identifies as household members.

You will also be asked to record who, among the household members, is the main respondent, and who is the head of the household.

The first part of the section will end by asking you to confirm that all family members are listed. If no, please go back and correct.

The Household roster module continues with demographic, migration, education, and health information for each member.

3 MODULE C: Household assets

In this module, you should record all the assets (values, purchasing and sales) belonging to the whole household and the materials of the main dwelling.

4 MODULE D: Labor

In this module you should record all the labor activities performed by each household member over 14 years old in two reference periods: The last year and the last week.

You should record all the following labor activities for each reference period:

- Household farming or livestock activities;
- Non-farm business;
- Work for a wage, salary, commission, or any payment in kind;
- Unpaid apprenticeship;
- Casual, parttime or ganyu labour;
- Public works program:
 - o If it was the Climate Smart- Enhanced Public Works Programme

You should also record which is the main activity in the last week.

If the household member in the last week did not work, you should ask why and if they are searching for a new job.

If the household member is mainly employed for a wage in the last week, you should record the details about the wage they receive and if the household member has a secondary activity.

You should also provide information on the main labor activity over the year and in the last 30 days.

5 MODULE E: Household farming and livestock activities

This section will ask some questions about household farming or livestock activities in the last 12 months.

For agricultural activities, you should record information about:

- Area used for agriculture
- Productivity of permanent and seasonal crops
- Input and hired labor
- Contribution of the household members to the activities
- Agricultural assets

For livestock activities, you should record information about:

- Type of animals
- Animals owned, bought and sold
- Contribution of the household members to the activities

- Hired labor

6 MODULE F: Non-Farm enterprise

This section will ask questions about enterprises operated by a household member that do not include agricultural or livestock activities.

For each business, the main topics covered are:

- Household members working in the business (and how much time they spend working on it);
- Revenues and profits;
- Asset value;
- Hired labor.

If someone other than the respondent manages the business, try to ask that person the questions in this module. However, if this complicates the interview proceed with the respondent.

7 MODULE G: Other income

This section will ask questions about other sources of income not considered in module D, E, and F.

In particular, the values of the following sources should be reported:

- Incoming transfers / gifts:
 - Transfers/Gifts from Individuals (Friends/Relatives) [DO NOT INCLUDE REMITTANCES FROM ANYONE LISTED IN THE MIGRATION PART OF MODULE B – HOUSEHOLD ROSTER.]
 - Food Transfers/Gifts from Individuals (Friends/Relatives) [DO NOT INCLUDE REMITTANCES FROM ANYONE LISTED IN THE MIGRATION PART OF MODULE B – HOUSEHOLD ROSTER:]
 - Non-Food In-Kind Transfers/Gifts from Individuals (Friends/Relatives) [DO NOT INCLUDE REMITTANCES FROM ANYONE LISTED IN THE MIGRATION PART OF MODULE B – HOUSEHOLD ROSTER.]
- Pension and investment income:
 - Savings, Interest or Other Investment Income
 - Pension Income (Public)
 - Pension Income (Private)
- Rental income:
 - Income from Non-Agricultural Land Rental
 - Income from Apartment, House Rental
 - Income from Shop, Store Rental
 - Income from Car, Truck, Other Vehicle Rental (DO NOT INCLUDE ANY NON-FARM ENTERPRISE INCOME)

- Revenue from sales of assets:
 - Income from Real Estate Sales
 - Income from Household Non-Agricultural Asset Sales
 - Income from Household Agricultural/Fishing Asset Sales
- Other income:
 - Inheritance
 - Lottery/Gambling Winnings
 - Other Income (Specify)

8 MODULE H: Consumption and food security

In this module there will be two sections: One related to Consumption and expenditures, and the other related to food security.

In the section related to household's consumption and expenditures, you will record information about:

- Food and drinks consumption of the household over last 7 days and other expenditures.
- Non-food consumption or expenses of the household over last 7 days, including Charcoal, Paraffin or kerosene, cigarettes or other tobacco, candles, matches, newspapers or magazines, and public transport.
- Non-food consumption or expenses of the household over the last 30 days (many items).
- Non-food consumption or expenses of the household over the last 3 months (many items).
- Non-food consumption or expenses of the household over the last 12 months (many items).

In the section related to household's food security, you will record information about:

- Household's food consumption in the last 7 days. The food groups are similar to the module before but this time we are interested in how many times anyone from the household consumed those items.
- Household's food security levels in the last 12 months (e.g, if you ate less/skipped meals/felt hungry).

9 MODULE I: Finance

In this section you should record the saving and loan behavior of the household during the last 12 months, specifying in which place/institution they store savings or to whom/which entity they request loans.

Moreover, you are asked to record the insurance purchased over the last 12 months.

Here is a brief explanation of concepts like **VSLA**, **SACCO**, and **ROSCA** to help you in explaining the answer options and the questions.

Village Savings and Loans Associations (VSLAs) and **Savings and Credit Cooperative Societies (SACCOs)** are types of community savings groups: community-based lending programs where a group of people in a community agrees to save a certain amount periodically, deposit these savings in a group

account, and provide loans. SACCOs have links to formal financial institutions and are not necessarily village-based. VSLA are village-based, and in most cases do not have links to formal financial institutions.

A **Rotating Savings and Credit Association (ROSCA)** is an informal financial institution consisting of a group of individuals who make set contributions and withdrawals to and from a common fund. In a ROSCA, members pool their money into a common fund, generally structured around monthly contributions, and a single member withdraws the money from it as a lump sum at the beginning of each cycle. Members may share familial, ethnic, or geographical ties, and the structure of payments and withdrawals will vary according to the needs of the group. Recipients of funds may be chosen based on financial need, social standing, monetary bids, or random assignment.

10 MODULE J: Social status and social capital

In this module we will ask about two topics: Social status and social capital.

In the first section, you will record information about the perceived social status, the hope and aspirations of

10	Best
9	
8	
7	
6	
5	
4	
3	
2	
1	
0	Worst

the household. Many replies in this section ask the respondent to find their household's position on a "social ladder" where zero represents the lowest/worst livelihood level, and ten represents the highest/best one, as shown in the picture to the left.

In the second section you will record the following type of information:

- Community financial support perception;
- Collective action (membership);
- Partner dynamics;
- Social support;
- Social belonging;
- Social Trust and Collective Efficacy

11 MODULE K: Agency (perceived agency, women empowerment)

The first part of this module asks about the perception of the respondent about the following topics:

Self-Efficacy and Resilience (e.g., ability to go through hard moments and accomplish goals): The responses to this part are recorded based on how truthful some statements are relative to the household condition. The answer options are Not at all true, Hardly true, Moderately true, Exactly true.

Sense of control: Here you will record how much control the respondent feels to have over various situations. The answer options are based on a scale from strongly agree to strongly disagree with a statement related to a specific situation.

Self- and Social-Esteem: In this section you should record how frequently the respondent feels in a specific way. The answer options are based on the frequency of that occasion: Rarely or never, Sometimes, Most of the time, All of the time.

The second part of the module is related to the following dimensions of women's empowerment:

- Control over earnings and revenues;
- Control of consumption decisions;
- Control of production decisions;
- Gender norms

12 MODULE L: Well-being

In this module, you should record information about the following topics:

- Life satisfaction level based on a ladder of values where zero is the worst possible life and 10 is the best possible one.
- Satisfaction with life where the respondent evaluates five statements expressing how much they agree/disagree.
- Perceived stress: The responses are based on the frequency with which a respondent experienced stress.
- Control over life perception: the respondent evaluates statements expressing how much they agree/disagree.
- Psychological distress;
- Subjective health and functioning.

4. PROTOCOLS AND GUIDELINES

The following protocols and guidelines will apply in the survey implementation process:

4.1 Researching sensitive subjects

This survey will cover sensitive topics as part of the data collection process. To account for the sensitivity, the following protocols will apply:

Informed consent must be obtained: Enumerators should closely follow the script for informed consent. In addition to the routine informed consent script that appears at the beginning of the survey, they should take time immediately before the sensitive portion of the questionnaire in order to provide more information and obtain continued consent. The process should be carried out for all respondents. Respondents need to provide their signatures as proof of consent. Enumerators must provide with a copy of the informed consent and contact information of the research team and the IRB as a flyer.

This specific communication should include:

- The purpose for collecting the sensitive information, how it will be used, and who will use it.
- Exactly how it will remain confidential, including encrypting personal identifying information.
- Assurance that their fellow household members are not made aware of the question content by survey staff.

- An explanation of their right to withdrawal from any part of the survey at any time, including assurance that their withdrawal will not result in any retaliation (such as depriving aid).
- The contact information for reporting grievances in the case they feel ethics are not being upheld (this could include, for example, contact information of the Principal Investigator, Field Coordinators, or a local and international Institutional Review Board).

The respondent should then be asked to repeat back, in their own words, what has been communicated to check they have been adequately informed.

OBS.: Please note that the respondents can opt out for either or all of a) survey participation, b) participation in specific modules, c) audio recordings, and d) data collection their household's GPS coordinates.

Multiple opportunities for respondents to affirm consent: while administering the survey module, enumerators should offer respondents multiple opportunities to affirm their consent. As questions become more difficult, they should provide a short introduction to the next questions and ask, "May I continue?"

End the interview on a positive note: the interview should end on a positive note, which gives the respondent time to feel secure and emphasizes their strengths.

Daily debriefing sessions: after each day of data collection, field supervisors will have debriefing sessions with the enumerators to catch up on the data collection process. Part of the discussions covered in these debriefing sessions will include the enumerators' experiences in administering sensitive topics. Supervisors will immediately bring any arising issue to the attention of the field manager for action.

4.2 Overarching ethical principles

All members of the study team are responsible for safeguarding and ensuring ethics at all stages of the study. This includes, but is not limited to:

- Ensuring informed consent,
- Protecting privacy,
- Confidentiality, and anonymity of participants,
- Ensuring cultural sensitivity,
- Respecting the autonomy of participants, and
- Ensuring that the process and results do no harm to participants or their communities.

4.3 Practicing etiquette

Practice patience: Many respondents may have low education and literacy levels. If some questions are difficult for them to understand, be patient in explaining the questions. Do not rush through the survey, as that may result in inaccurate data.

Make a good first impression: When you arrive at a household, you must introduce yourself and briefly explain the purpose of your visit before starting the interview (see an example introduction in the consent). It is very important to make a good first impression! Explain briefly what types of information will be collected

and that all information collected will be completely confidential. Respondents' names and personal responses will NEVER be revealed to anyone. If they seem uncomfortable, then reassure them of this fact, and allow them to express any concerns and ask questions. It is essential that you do your best to make the respondents feel comfortable as they give you their answers. However, if they refuse to answer a certain question, you should not force them to respond. The respondent has the right to refuse participation at any time, and it should be explicitly communicated that refusal does not come with any consequences for their participation in SSRLP program.

Seek for informed consent: After briefly explaining the purpose of the visit, the types of questions asked, and answering any questions from respondents, you will need to ask respondents for their consent. If a respondent does not consent to the survey, do not pressure them to take the survey. Indicate the reason for non-response in the survey tool and report their response to your supervisor. [OBS: As explained above, please note that the respondent can opt out to consent audio recordings and GPS data collection]

Indicate the survey timing: Each interview should take roughly 2 hours to complete. Please advise the respondent ahead of time to make sure that he/she will be available for the duration of the interview. Make sure that both you and the respondent are sitting in a position or location that is private, free of distraction and is comfortable for both of you. You will be expected to complete 3 surveys per day on average.

Gender-sensitive approach: The study must also ensure a gender-sensitive approach. The study team will take a number of precautions to ensure that questions being asked to women are done so in a way that keeps in mind their privacy and comfort. First, interviews will be done in close proximity to the household so that women feel comfortable answering questions about their agency, time-use etc., and so as to not take significant time away from their potential other duties/tasks. **Second, enumerators must be (as much as possible) of the same gender of the respondent.** To take this into account, recruitment of enumerators has been made to meet this principle by including 50% of female enumerators.

4.4 COVID-19 and Cholera prevention protocol

Considering the current status of COVID-19 and Cholera cases as documented by the National Ministry of Health on its website, the measures to prevent the spreading of these diseases are reduced to more general health and hygiene measures. The following sections describe the protocol that each field team member has to follow during the data collection activities.

COVID-19 PREVENTION PROTOCOL

Given that COVID-19 is not considered a pandemic anymore, the length of a more general health protocol is reduced. Now it is essential that:

- ANY staff member must inform their superior if they test positive for COVID-19.
- While in the field, staff with a fever must inform their supervisor of their health status immediately. Based on the staff health situation, the Project Coordinator must decide whether to let the staff continue with his or her fieldwork duties.

- All the enumeration staff are required to cooperate with the district administration and follow the guidelines of COVID-19.
- During the interview: If the respondent informs an enumerator that he/she currently has COVID-19, the enumerator will immediately leave the household. The supervisor will reschedule the interview.

CHOLERA PREVENTION PROTOCOL

C4ED together with IPOR conducted a pre-assessment of cholera situation in the concerned regions prior to the start of field activities. In addition, the following procedures are to be provided to the survey teams and must be followed strictly in case of an outbreak in any of the regions where field teams are located:

Pre-assessment

Prior to commencing work and based on data collection locations, C4ED, together with IPOR, checked that the survey could be completed in a reasonably safe manner. In particular, the Malawi Cholera Surveillance Platform (accessible here 3.15.232.222/surveillance) provided by the National Ministry of Health was checked and can be checked by the Survey Coordinators five days in advance to evaluate the risk for the field team during data collection.

The assessment focus is on the likelihood of enumerator/respondent exposure and benchmarking applicable government guidance. The assessment is based on the bulletins published on the website. For areas identified as higher risk, stricter protocols should be put in place following environmental factors favoring cholera outbreaks.

Awareness

Survey personnel are to be trained on cholera prevention, signs and symptoms, and the importance of personal hygiene. Information about public health literature on cholera on information such as signs and symptoms and where to go for medical help to study participants/ field staff are to be provided.

A cholera prevention module has been added in the training curriculum for training enumerators on how to identify symptoms and refer individuals. The training module includes measures that are designed to prevent or reduce risks of transmission including:

Hand hygiene: All field personnel are encouraged to frequently hand wash, especially before handling food, after using the bathroom, and after being in contact with potentially contaminated surfaces.

Food safety: Field staff is encouraged to consume food that is properly prepared, stored, and transported to minimize the risk of contamination. Staff is advised to avoid eating food from street vendors, or any uncooked or undercooked food. When staff prepare their own food, they are encouraged to ensure food is cooked well (especially seafood). Eat cooked food hot and keep it covered at all times. Make sure to properly peel fruits and vegetables.

Safe water: Staff is encouraged to only drink treated or boiled water, and avoid using ice in drinks, as well as avoiding fruits and vegetables that have been washed in contaminated water. Staff is further encouraged to take bottled water with an unbroken seal, has been boiled, or has been treated with a chlorine product.

Sanitation: Staff is encouraged to use adequate and clean toilet facilities and to properly dispose of human waste to reduce the spread of cholera.

Reporting: Staff is encouraged to report the system for personnel to report any signs or symptoms of cholera or any other illness, so that prompt action can be taken.

Monitoring and evaluation

The field coordinators and supervisors are to monitor adherence to protocols put in place for data collection daily without creating additional risks.

Supervisors are to regularly monitor and evaluate the implementation of these protocols to ensure their effectiveness and make any necessary modifications.

Supervisors will check the enumerator's adherence to safety protocols. Any field team member found not adhering to protocols should be given 1 warning. Any further lack of adherence may, after consultation with the supervisor, result in the team member being removed from the team.

4.5 Security protocol

Data collection for this survey will take place in areas which may have security threats (environments prone to volatility). The following measures will be applied to ensure that the data collection remains safe:

Entry through the local authorities: Local authorities (e.g., village elders) will be informed about the survey, and any required authorization obtained. This will ensure that the authorities are aware of the team's presence on the ground and therefore will inform the team or assist in case of any security threats. The supervisors will take the phone number of the village local authority contact in case they require support.

Deployment of local teams: Field teams engaged in this survey will be recruited locally to the extent possible. These teams will be familiar with the areas/environment where data will be collected and will also reduce suspicion from the local communities. Use of local teams will ensure that they would be likely to get wind of any security concerns in the areas.

Working in teams: Teams work in groups of 6 accompanied by a supervisor. They will maintain constant communication among them. Each team member will have the phone contacts of the other team members and that of the supervisor to ensure they can always get in touch with each other if needed. Supervisors will ensure the team members have all the necessary contacts that they can use to communicate in case of any possible security threats. In case of any threat, the supervisor will reach out to all the team members. The supervisors will also maintain the contacts of the local authorities whom they will keep contact with.

Working hours: Normal working hours will be 8.00-6.00pm. However, appointments may require an interview to be conducted early in the morning or late evening. In such cases an enumerator will be accompanied by a supervisor. Night appointments will not be discouraged and rescheduled to the normal working hours.

Display of IDs: These will identify the team and avoid suspicion.

24-hour support number: During the survey period, the field manager will be accessible to the team on all days of the week for 24 hours.

Daily reports by supervisor accounting for all team members: The field workers will be accounted for every day in the morning and in the evening. Any team that does not share the daily report will be tracked by the field manager. If in 2 days the team does not communicate and cannot be reached, it will be escalated to management so that tracking process starts.

Providing the appropriate authorization letters to field teams. Each field worker will be provided with a copy of all local and international permits obtained to conduct this survey, which they will display as needed.

Reporting to World Bank and C4ED on security threats/accidents: Any security issue or accidents faced by the team will be documented and communicated to World Bank team including the measures taken within the same day. This will be tracked on a week-by-week basis and appropriate decisions made.

5. CODE OF CONDUCT

1. Uphold the integrity and reputation of IPOR, C4ED and WB by ensuring that my professional and personal conduct is demonstrably consistent with IPOR, C4ED and WB's values and standards.

Supervisors and Enumerators will seek to maintain and enhance public confidence in IPOR, C4ED and the WB by being accountable for the professional and personal actions they take and ensuring that they manage the power that comes with their IPOR, C4ED and WB position with appropriate restraint. While observing the Code of Conduct requirements, they will also be sensitive to, and respectful of, local customs and culture, even if the norms and values in that cultural context differ from the Code of Conduct. They will, if necessary, seek (and will receive) support and advice from IPOR, C4ED and the WB. They will not work under the influence of alcohol or use, or be in possession of, illegal substances on IPOR, C4ED and WB premises, vehicles or accommodation.

2. Treat all people with respect and dignity and challenge any form of harassment, discrimination, intimidation or exploitation.

Supervisors and Enumerators will contribute to a working environment characterized by mutual respect, integrity, dignity, and non-discrimination towards the respondents, other staff from the survey team, the implementing partner (staff working for COMSIP, including caseworkers and community facilitators), and the research team. They will ensure that their relationships and behavior are not exploitative, abusive, or corrupt in any way. They will respect all peoples' rights, including children's rights, and will not engage in any form of abuse or sexual exploitation of children (as defined in the country's Child Protection Policy) or of any persons of any age. With beneficiaries, they are not supposed to exchange money, offers of employment, employment, goods or services for sex nor for any form of humiliating, degrading, or exploitative behavior. They will use their best endeavors to report any such behaviors or malpractice in the workplace by others to the line management or through recognized confidential reporting systems.

3. Perform duties and conduct their private life in a manner that avoids possible conflicts of interest with the work of IPOR, C4ED and WB.

4. Be responsible for the use of information, equipment, money and resources to which they have access by reason of their association with IPOR, C4ED and WB.

Supervisors and Enumerators will use their discretion when handling sensitive or confidential information. They will seek authorization before communicating externally in IPOR, C4ED, and the WB's name and will avoid any unintended detrimental repercussions for them or IPOR, C4ED, and the WB. They will appropriately account for all IPOR, C4ED, and WB money and property (e.g., vehicles, office equipment, IPOR, C4ED, and WB -provided accommodation, tablets, and computers, including the use of internet, email, and intranet).

5. Protect the health, safety, security and welfare of all IPOR, C4ED and WB employees, volunteers and participants.

Supervisors and Enumerators will undertake and act on appropriate risk assessments. And they will comply with local security management guidelines and be pro-active in informing management of any necessary changes to such guidelines. They will behave in such a way as to avoid any unnecessary risk to the safety, health and welfare of myself and others, including partner organizations and beneficiaries.

6. Promote human rights, protect the environment and oppose criminal or unethical activities.

Supervisors and Enumerators will ensure that their conduct is consistent with the human rights framework to which IPOR, C4ED and WB subscribe. They will use my best endeavors to protect the natural environment and work in a sustainable way. They will contribute to preventing all forms of criminal or unethical activities.

Appendix: Lessons Learned from E1

Based on the field activities performed, there were many lessons learned. In particular:

1. **Importance of refreshment training and debriefing during data collection and for experiment two.** Some concepts or procedures seemed hard to understand or ambiguous: How to approach caseworkers and community facilitators and some micro-finance concepts. After the first day of data collection, the process for arranging household visits was refreshed to highlight the importance of early set-up for meeting the respondents. IPOR put in place a refreshment training for those concepts that were flagged. A possible suggestion could also be to have the training for experiment two in the local language instead of English.
2. **Change in the approach to the definition of a household.** In training for experiment two, the approach to the definition of a household should be changed from 'writing down the members that the respondent identifies as household members and probing the response' to "entering all the people that the respondent identifies as household members, including those for which the respondent is unsure".
3. **Protocol to strategically listen to the audio recordings.** As this activity was performed on 20 interviews by the WB, it is important for experiment two to create a protocol to strategically listen to specific parts of the interviews to verify the quality of the data.
4. **Protocol for finding additional replacements.** It could be helpful to have a separate protocol on the communication chain to solve sample-related issues. This would allow a smoother coordination between field activities and the research team.
5. **Remark to community facilitators that they cannot expect money in return to support the data collection activities.** It was observed in some clusters that community facilitators would withdraw themselves from assisting with the work when they realized that the data collection teams would not pay them any compensation. Considering that they had been informed that their work was unpaid, it is worth highlighting that IPOR will not pay them any money and/or considering ways to motivate them to work more closely with the data collection teams.

Appendix: Consent form in English and Chichewa

Evaluation of the Social Support for Resilient Livelihoods Project in Malawi

Introduction of surveyor and their affiliation: My name is _____. I work for _____.

Purpose: I am visiting you today because we are collecting information to better understand how public programs related to socioeconomic inclusion and resilience work. We are inviting approximately 700 people who are eligible to participate in the Youth Skills Challenge (YSC) component, as part of the Social Support for Resilience Livelihoods Project (SSRLP) implemented by the Community Savings and Investment Promotion Cooperative (COMSIP), to participate in a survey. With this survey, we hope to have a better understanding of your lives, work activities, and the difficulties that you face in everyday life so we can inform this and other similar programs in the future.

In this study, we will be comparing beneficiaries of the SSRLP program who participate in the YSC component versus beneficiaries of the SSRLP program who do not participate in the YSC component. This will help us understand the potential benefits of receiving the YSC component.

The study is sponsored by the World Bank.

Procedures: Participation in this stage of the study will involve completing a survey. We will ask questions about your household members, how you get and consume food, your employment and your income, how you spend time in other activities, and your overall happiness.

The survey will take approximately 2 hours of your time. The survey will take place right after you agree to participate.

We will use a tablet computer to record these questions. We will also use a tablet computer to record your home location. This information will help us collect accurate information.

We may contact you again in the future for additional surveys: approximately one year after this first survey, and then again 1 year after the second survey. However, you will be free to decline participation in this and other surveys in the future if you wish.

Audio recordings: We may record audio samples of approximately 5 minutes during the interview, only for quality control purposes. Only a few individuals from the research team will listen to these audio recordings to ensure that answers in the tablet were properly recorded by surveyors. If you prefer that we do not collect these audio recordings, we can also proceed with the survey without conducting these recordings.

Risks: There is a minimal risk that part of your answers in this survey is lost or not managed properly. However, the research team in charge of this study will take the needed precautions to minimize that risk. There are no other anticipated risks from your participation in the study.

Compensation: You will not receive any payment for participating in this survey.

Benefits: Your answers will be very valuable in understanding more about the people in this area, and improve the implementation of similar public programs in Malawi.

Confidentiality: Your participation in this survey will be confidential. The answers you provide will be stored securely in electronic form. Only a few individuals from the research team analyzing this information at the World Bank, and the ethical committee overseeing the research, will have access to your name and any other identifying information.

The researchers will take additional steps to protect your personal information. For example, your answers will be stored in a password protected computer. Your answers will inform academic reports in the future, but we will not include your name or other identifying information in these reports. Your answers will be maintained in this secured computer for approximately three years, until the academic reports are published. Only information that does not identify you may be shared with other people or organizations.

Voluntary Participation: Your participation in this survey is completely voluntary. You can decline your participation, end your participation at any time for any reason, or refuse to answer any question. There are no costs for participating or not in this survey. Your participation in the COMSIP program will not be affected by your acceptance or refusal to participate in this survey.

Withdrawal: You can ask to be withdrawn from this study at any point, even after the survey is completed. If you ask to be withdrawn, any data collected from you and your household will be deleted and not used for the study. If you would like to be withdrawn from this study, contact the research team at blerva@worldbank.org.

Questions: If you have any questions about this study, you may contact the research team at blerva@worldbank.org. You may also contact the National Committee on Research Ethics in the Social Sciences and Humanities (NCRSH) by calling 265 771 550 or 265 774 869, or Solutions IRB by calling +1 (855) 226-4472 or emailing at participants@solutionsirb.com. These ethical committees have reviewed research protocols in Malawi. Therefore, they can guide you on how to report any matters that seems as a violation of your rights as a participant in this study. [Enumerators provide the flyer with this information to the respondents]

Consent: Do you have any questions about what I just read? If I have answered all your questions, do you agree to participate in this survey?

_____Yes or _____No

Do you agree to allow us to collect your GPS coordinates for this survey?

_____Yes or _____No

Do you agree to allow us to collect audio recordings samples (approximately 5 minutes) for this survey?

_____Yes or _____No

Evaluation of the Social Support for Resilient Livelihoods Project in Malawi

Chidziwitso cha ofufuza ndi mgwirizano wawo: Dzina langa ndi _____. Ndimagwira ntchito _____.

Cholinga: Ndikukuchezerani lero chifukwa tikusonkhanitsa zambiri kuti timvetse bwino momwe mapulogalamu a mthandizi akugwirira ntchito. Tikuitana anthu pafupifupi 700 omwe ali oyenerera kutenga nawo gawo mu gawo la Youth Skills Challenge (YSC), monga gawo la Social Support for Resilience Livelihoods Project (SSRLP) lomwe likugwira ntchito ndi Community Savings and Investment Promotion Cooperative (COMSIP), kuti achite nawo ntchito yakafukufukuyu. Ndi kafukufukuyu, tikuyembekeza kumvetsetsa bwino za moyo wanu, ntchito zanu, ndi zovuta zomwe mumakumana nazo pamoyo watsiku ndi tsiku kuti tidzadziwitse izi ndi mapulogalamu ena ofanana nawo mtsogolo.

Mu kafukufukuyu, tikhala tikuyerekeza opindula ndi pulogalamu ya SSRLP omwe amatenga nawo gawo mu gawo la YSC mofananiza ndi opindula ndi pulogalamu ya SSRLP omwe satenga nawo gawo mu gawo la YSC. Izi zitithandiza kumvetsetsa zabwino zomwe tingathe kulandira gawo la YSC.

Kafukufukuyu akuthandizidwa ndi World Bank.

Kachitidwe: Kutenga nawo mbali mu gawoli la kafukufukuyu kudzaphatikizapo kumaliza kafukufuku. Tikufunsani mafunso okhudza am'banja mwanu, momwe mumapezera ndi kudya chakudya, ntchito yanu ndi ndalama zomwe mumapeza, momwe mumathera pazochitika zina, komanso chisangalalo chanu chonse.

Kafukufukuyu atenga pafupifupi maola awiri anthawi yanu. Kafukufukuyu achitika mukangovomera kutenga nawo mbali.

Tidzagwiritsa ntchito kompyuta yam'manja kuti tilembe mafunsowa. Tidzagwiritsanso ntchito kompyuta yam'manja kuti tijambule komwe muli kunyumba. Izi zitithandiza kusonkhanitsa zolondola.

Tikhoza kukulankhulaninso mtsogolomo mukafukufuku wowonjezera: pafupifupi chaka chimodzi pambuyo pa kafukufuku woyamba, komanso pakatha chaka chimodzi pambuyo pa kafukufuku wachiwiri. Komabe, mudzakhala omasuka kukana kutenga nawo mbali pazofufuza izi ndi zina mtsogolo ngati mungafune.

Zomvera: Titha kujambula zitsanzo zamawu pafupifupi mphindi 5 panthawi yofunsa mafunso, pazolinga zowongolera. Ndi anthu ochepa okha a m'gulu lochita kafukufuku amene angamvetsera zomvetserazi kuti atsimikize kuti mayankho omwe ali m'tabuleti anajambulidwa moyenerera ndi ofufuza. Ngati mukufuna kuti tisatolere zomvera izi, titha kupitiliza kufufuza popanda kujambula.

Zowopsa: Pali chiopsezo chochepa kuti gawo lina la mayankho anu mu kafukufukuyu litayika kapena silikuyendetsedwa bwino. Komabe, gulu lofufuza lomwe likuyang'anira kafukufukuyu litenga njira zofunikira zocheperetsera chiopsezochi. Palibe zoopsa zina zomwe zikuyembekezeka kuchokera mukutenga nawo gawo mu kafukufukuyu.

Malipiro: Simudzalandira malipiro owonjezera pochita nawo kafukufukuyu.

Ubwino: Mayankho anu adzakhala ofunika kwambiri pakumvetsetsa bwino za anthu a mderali, komanso kupititsa patsogolo kukhazikitsidwa kwa mapulogalamu a boma m'Malawi muno.

Chinsinsi: Kutenga nawo mbali mu kafukufukuyu zikhala zachinsinsi. Mayankho omwe mumapereka adzasungidwa bwino mu mawonekedwe amagetsi. Ndi anthu ochepa okha ochokera mu gulu lofufuza zomwe zikuwunika izi ku World Bank, komanso komiti yamakhalidwe abwino yomwe imayang'anira kafukufukuyu, ndi omwe azitha kudziwa dzina lanu ndi chidziwitso china chilichonse.

Ofufuzawo atenga njira zowonjezera kuti ateteze zambiri zanu. Mwachitsanzo, mayankho anu adzasungidwa mu password yotetezedwa kompyuta. Mayankho anu adzadziwitsa malipoti azamaphunziro mtsogolomo, koma sitiphatikiza dzina lanu kapena zidziwitso zina m'malipotiwa. Mayankho anu adzasungidwa mu kompyuta yotetezedwayi pafupifupi zaka zitatu, mpaka malipoti a maphunziro asindikizidwa. Zomwe sizikukuzindikiritsani zomwe zingagawidwe ndi anthu kapena mabungwe.

Kutenga nawo mbali mwaufulu: Kutenga nawo mbali mu kafukufukuyu ndi kufuna kwanu. Mutha kukana kutenga nawo mbali, kusiya kutenga nawo mbali nthawi iliyonse pazifukwa zilizonse, kapena kukana kuyankha funso lililonse. Palibe mtengo wochita nawo kapena ayi mu kafukufukuyu. Kutenga kwanu nawo

gawo mu pulogalamu ya COMSIP sikungakhudzidwe ndi kuvomera kwanu kapena kukana kutenga nawo mbali mu kafukufukuyu.

Kuchotsa: Mutha kupempha kuti muchotsedwe mu kafukufukuyu nthawi ina iliyonse, ngakhale kafukufukuyu akamaliza. Mukapempha kuti musachotsedwe, chilichonse chomwe mwasonkhanitsira kuchokera kwa inu ndi banja lanu chidzachotsedwa ndipo sichidzagwiritsidwa ntchito pa kafukufukuyu. Ngati mukufuna kuchotsedwa mu kafukufukuyu, funsani gulu lofufuza pa blerva@worldbank.org.

Mafunso: Ngati muli ndi mafunso okhudza kafukufukuyu, mutha kulumikizana ndi gulu lofufuza pa blerva@worldbank.org. Mutha kulumikizananso ndi National Committee on Research Ethics in the Social Sciences and Humanities (NCRSH) poyimba 265 771 550 kapena 265 774 869, kapena Solutions IRB poyimba +1 (855) 226-4472 kapena kutumiza imelo pa participants@solutionsirb.com. Makomiti amakhalidwe abwinowa aunikanso ndondomeko za kafukufuku m'Malawi. Choncho, akhoza kukutsogolerani momwe munganenere nkhanu zilizonse zomwe zimawoneka ngati zikuphwanya ufulu wanu monga otenga nawo mbali mu kafukufukuyu. [Owerengera amapereka zowulutsa izi kwa omwe adayankha]

Kuvomereza: Kodi muli ndi mafunso pa zomwe ndawerenga? Ngati ndayankha mafunso anu onse, kodi mukuvomera kutenga nawo mbali mu kafukufukuyu?

_____Inde kapena_____ Ayi

Kodi mukuvomera kutilola kuti tisonkhanitse makunidwe anu a GPS pa kafukufukuyu?

_____Inde kapena_____ Ayi

Kodi mukuvomera kutilola kuti titolere zitsanzo zamawu (pafupifupi mphindi 5) za kafukufukuyu?

_____Inde kapena_____ Ayi