



Federal Republic of Nigeria
National Bureau of Statistics Abuja, Nigeria

**GENERAL HOUSEHOLD PANEL SURVEY
POST HARVEST (2nd WAVE, 2012/2013)**



THE WORLD BANK

INTERVIEWER INSTRUCTION MANUAL

FEBRUARY, 2013

Table of Contents

Chapter 1: Introduction	6
Objectives	6
Coverage	6
Scope	7
Chapter 2: Sample Design and Organization of Field Activities.....	9
Sample Design	9
Pilot Test	10
The Main Survey	10
Survey Instruments.....	10
Training for Fieldwork.....	11
1 st level training for trainers (TOT)	11
2 nd level training will take place in six (6) training centres.....	11
Fieldwork Arrangement for Data Collection.....	12
Monitoring of Fieldwork.....	14
Coordination	14
Retrieval.....	14
DATA CLEANING, PROCESSING AND FINALISATION	15
Report Writing	15
Documentation/Dissemination/Archiving.....	15
Work Plan	15
The Interviewer’s Task.....	16
Specific Responsibilities.....	16
Material for the Interviews.....	17
Maps	17
Flow of material and reports	17
Chapter 3: General Survey Procedures.....	18
Interviews of the Household	18

Concurrent Data Entry of Questionnaires	18
Editing of Questionnaires	18
How to Use the Flaps.....	18
How to Read the Questions.....	19
Upper and Lower Case Texts (Capital letters and Small letters)	19
Data Collection Strategy	20
Household Questionnaire.....	24
Agricultural Activity Questionnaire.....	26
How to Use the Flaps.....	31
Upper and Lower Case Texts (Capital letters and Small letters)	31
Pre-filling Questionnaire.....	35
Chapter 4: Household Questionnaire	38
SECTION 1 – ROSTER.....	38
SECTION 2A: EDUCATION FOR NEW MEMBERS IN THE HOUSEHOLD.....	42
SECTION 2B: EDUCATION ORIGINAL PANEL MEMBERS.....	46
SECTION 3A: LABOUR	48
SECTION 3B: LABOUR (12 MONTHS)	51
SECTION 4A: HEALTH	52
SECTION 4B IMMUNIZATION.....	63
SECTION 5: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT):.....	67
SECTION 6: REMITTANCES	68
SECTION 7: HOUSEHOLD ASSET SALE AND ACQUISITION	69
SECTION 8: HOUSING.....	72
SECTION 9: NON-FARM ENTERPRISES	77
SECTION 10A: MEALS AWAY FROM HOME EXPENDITURES.....	80
SECTION 10B: FOOD EXPENDITURES	81
SECTION 10C: AGGREGATE FOOD CONSUMPTION	83
SECTION 11: NON-FOOD EXPENDITURES	85

SECTION 12: FOOD SECURITY	86
SECTION 13: OTHER INCOME.....	87
SECTION 14- SOCIAL SAFETY NETS.....	88
SECTION 15A: ECONOMIC SHOCKS.....	91
SECTION 15B- DEATHS.....	92
CONTACT INFORMATION.....	93
Tracking of Households.....	95
Administering the Tracking Questionnaire.....	95
The Tracking Form	96
Section 1: Household Identification	96
Section 3: Informant Information.....	97
Final Step	97
Chapter 5: The Agricultural Questionnaire	98
SECTION A1: Land and Dry Season Planting	99
SECTION A2: HARVEST LABOUR.....	104
SECTION A3: AGRICULTURAL PRODUCTION – HARVEST OF FIELD AND TREE CROPS	106
SECTION A4: AGRICULTURAL CAPITAL.....	108
SECTION A5a: EXTENSION SERVICES	110
SECTION A5b – Extension Services	110
SECTION A6: ANIMAL HOLDINGS.....	112
SECTION A7: ANIMAL COSTS	114
SECTION A8: OTHER AGRICULTURAL INCOME	115
SECTION A9a: FISHING.....	116
SECTION A9B: FISHING CAPITAL & REVENUES	119
SECTION A10: NETWORK ROSTER	122
USE OF GPS DEVICE: NAVIGATION OF GPSMAP62	123
THE NAVIGATION OF GPSmap62.....	123
Appendix 1: Occupation Codes.....	126

Appendix 2: Industry Codes	133
Appendix 3: TRACKING FORM T1	137
Appendix 4: Field Work Form	142

Chapter 1: Introduction

Over the last few decades, Nigeria has experienced substantial gaps in producing adequate and timely data to inform policy making. In particular, the country is lagging behind in the production of sufficient and accurate agricultural production statistics. Except for the Harmonized National Living Standard Survey (HNLSS) which covers multiple topics in a single survey, all other household and farm surveys conducted by the NBS which also cover a wide range of sectors, do so in separate surveys, none of which is conducted as a panel. As part of the efforts to continue to improve data collection and usability, the NBS plans to streamline two of its current surveys into one panel survey that covers multiple sectors with a focus to improve data from the agriculture sector. In 2010, the NBS implemented the post-planting round of the first wave of the Nigerian General Household Panel Survey (NGHPS). The post-harvest round of the first wave of the survey was conducted between February and April 2011. The post-planting round of the second wave was conducted between September and November 2012; and the post-harvest round is planned for February to April 2013. By design, this survey is integrated fully into the current General Household Survey (GHS).

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

Objectives

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

Coverage

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

Scope

The survey will cover a wide range of socio-economic topics which are highlighted in three different questionnaires to be used for data collection. These are Household Questionnaire, Agricultural Questionnaire and Community/Prices Questionnaire.

1. The post-harvest household questionnaire will be used to collect information on:

- Household identification
- Household member roster, demographic and migration
- Education Status
- Labour (Adults and children 5yrs+)
- Health and Child Immunization
- Information and Communication Technology
- Remittances
- Household Asset Sale and Acquisition
- Housing
- Non-Farm Enterprises and Income Generating Activities
- Consumption of Food (recall)
- Non-food Consumption Expenditure
- Food security
- Other Household Income
- Safety Nets, Economic Shocks and Deaths

2. The post-harvest agriculture questionnaire will be used to collect information on:

Productivity of main crops, with emphasis on improved measures of:

- Quantification of production
- Plot size
- Production stocks (pest, etc)
- Land Holdings
- Size and tenure/ titling
- Transaction
- Access to and use of services, infrastructure and natural resources
- Agricultural Extension Services
- Infrastructure (including roads)
- Credit (both for agriculture and other purposes)
- Education and health

- Market access
- Access to information
- Access to natural and common property resources
- Input use and technology adoption
- Family and hired labour
- Use of technology and farming implements
- Seed varieties
- Fertilizer, pesticides etc.
- Farming practices
- Mechanization
- Soil and environmental management
- Water management
- Adaptation to climatic changes
- GPS measure of plot size

3. The community questionnaire will be used to collect information on:

- Community/prices
- Community component
- Assess to community characteristics including infrastructure
- Access to public services, social networks, governance, investment projects and necessary community empowerment etc.
- Prices component
- Item specification
 - Unit of measure
 - Observation 1
 - Price
 - Quantity
 - Outlet
 - Observation 2
 - Price
 - Quantity
 - Outlet, etc

Chapter 2: Sample Design and Organization of Field Activities

Sample Design

The 2006 Housing and Population Census conducted by National Population Commission (NpopC) was used in preparation of the National Integrated Survey of Households (NISH) – 2007/2013 Master Sample Frame (MSF). The NISH sample frame was used to select the sample of EAs from which the Panel households were selected in 2010.

Specifically, the Panel sample design derives from the sample frames which were selected as explained below.

1. Selection of the NISH Master Sample Frame:
 - 30 master sample EAs in each LGA for that state are selected and pooled together
 - Hence, the total number of EAs in each state is equal to 30 times the number of the LGAs in the state except in FCT, Abuja where 40 EAs per LGA was selected.
 - A systematic sample of 200 sample EAs were selected with equal probability in each state
 - The NISH EAs in each state were then divided into 20 replicates of 10 EAs each
2. Selection of the GHS Sample:
 - The sample EAs for the GHS are based on a subsample of the NISH master sample, selected as a combination of replicates from the NISH frame.
 - A total of six (6) NISH replicates with 60 EAs for each state are identified in the frame with NISH RIC 10 to 15
 - At the second sampling stage, 10 households are selected in each sample EA for the GHS systematically
 - The GHS is designed to have a 50% rotation of the replicates of sample EAs each year, providing a 50% overlap in the sample from one year to the next

This sample rotation scheme serves to improve the estimates of trend over time when comparing the GHS results from one year to the next. However, there is no overlap in the sample EAs for GHS rounds of two (2) years apart.

GHS-Panel households were selected using the following methodology:

- Selection of a subsample of EAs and households that are included in GHS 2010/2011 by:
 - selecting GHS 500 EAs nationwide with the following allocation per zone

ZONE	Number of EAs
North-Central	80
North-East	80
North-West	90
South-East	80
South-South	80
South-West	90
TOTAL	500

- Distribution of EAs (at the state level) within each zone based probability proportional to size
- Selection of 10 GHS households from each EA.

One limitation of the panel sample of households is that it suffers from attrition over time as some households move, split or cease to exist. There is, however, a household tracking system that has been put in place to follow the households that move or split in order to reduce the level of attrition and measure the characteristics of these households.

Pilot Test

The pilot was conducted as follows:

- A total of two (2) states were covered
- One (1) state from southern and northern Nigeria was randomly selected
- States selected were Ondo (South) and Benue (North)
- four (4) EAs was selected two (2) urban, two (2) rural
- minimum of six (6) HHs were studied in each EA
- Two (2) levels of training were adopted, that is training of trainers (TOT) for headquarters staff and state training for the field personnel
- The 1st and 2nd level training both lasted for 2 days each days
- A team comprising of two (2) monitors, 1 supervisor and 2 interviewers carried data collection in each of the selected state
- Data collection lasted for 10 days

The Main Survey

- 500 EAs will be canvassed throughout the Federation and FCT, Abuja
- Ten (10) HHs will be studied in each EA, making a total of 5000HHs to be interviewed nationally
- Number of EAs and HHs to be covered varies from state to state

Survey Instruments

- The survey instruments to be used are:
- Household questionnaire
- Agricultural questionnaire
- Community/Prices questionnaire
- Interviewer and Supervisor Instruction Manuals
- EA line Maps and selected HH lists
- Handheld GPS Navigator

- Measuring boards
- Digital scales
- Laptop and Printer

Training for Fieldwork

Two levels of training will be mounted

1. 1st level of training at the NBS Headquarters, Abuja (TOT)
2. 2nd level training at the three (3) zonal centres and Nasarawa State:
 - South-West Zone and North-Central Zone - Ibadan (Oyo State)
 - South-East zone-Enugu (Enugu State)
 - South-South zone—Calabar (Cross River State)
 - North-East Zone, North-West Zone – (Nasarawa State)

1st level training for trainers (TOT)

1. Participants to be trained will include:
 - 30 senior staff of NBS, FMA&RD, FMWR & NFRA from headquarters
 - 9 coordinators comprising of Directorate staff members of NBS
 - Among the Participants:
 - 18 senior staff of NBS, 3 for each zonal centre will serve as trainers for the main survey
 - 9 directorate members of NBS will serve as coordinators for six (6) centres
 - World Bank Officials
2. Training will last for five (5) days

2nd level training will take place in six (6) training centres

1. Participants to be trained will include:
 - Zonal Controllers
 - State Officers
 - Supervisors
 - Interviewers, and
 - Data Entry Operators
2. Training will last for 7 days for theory, one (1) day for field practice, one (1) day for pre-filling and two (1) day for data cleaning. Data cleaning will be undertaken by interviewers, data entry staff, supervisors and HQ IT trainer only.

Table 1: Distribution of States/Centre, Number of Participants/Zone and Number of Centres to be Created per Zone

S/N	Training Centres	States	No of Participants	No of centres to be created
1	South West (Ibadan)	Oyo, Osun, Ogun, Lagos, Ekiti, Ondo	55	1
2	South-South (Calabar)	Cross-River, Akwa- Ibom, Rivers, Bayelsa, Edo , Delta	51	1
3	South East (Enugu)	Enugu, Anambra, Ebonyi, Abia & Imo	46	1
4	North Central (Ibadan)	Plateau, Kwara, Niger, Kogi, Benue, Nasarawa, FCT Abuja	53	1
5	North East (Nasarawa)	Borno, Yobe, Bauchi, Gombe, Taraba, Adamawa	51	1
6	North West (Nasarawa)	Jigawa, Katsina, Kano, Kaduna, Kebbi, Sokoto, Zamfara	57	1

Fieldwork Arrangement for Data Collection

A team comprising supervisor, interviewer(s) and data entry operator will be used per state and FCT, Abuja, although number of team(s) varies from state to state (see Table 2 below). The teams will move in roving manner and data collection using concurrent data entry is expected to last for 22-32 days.

Distribution of sample size, Allocation of EAs, HHs to be covered, Field Personnel and Number of Days for fieldwork by Zone and State for GHS Panel Main Survey 2013:

S/n	Zone	State	No of EAs Allocated	No of HHs Selected	No of Zonal Controller	No of State Officer	No of Interviewers	No of Supervisors	No. Of Data Entry Operators	No f Extra Interviewer	No of Days for Fieldwork
1	North Central	Plateau	11	110	1	1	4	1	1	1	27
		Kwara	12	120		1	4	1	1	1	27
		Niger	18	180		1	4	2	2	4	25
		Kogi	12	120		1	4	1	1	1	27
		Benue	16	160		1	6	2	2	1	25
		Nasarawa	7	70		1	2	1	1	1	32
		FCT Abuja	4	40		1	1	1	1	1	27
		Sub- Total	80	800	1	7	25	9	9	10	
2	North East	Borno	21	210	1	1	8	2	2	2	23
		Yobe	13	130		1	4	1	1	2	30
		Bauchi	17	170		1	6	2	2	1	25
		Gombe	8	80		1	3	1	1	1	27

S/n	Zone	State	No of EAS	Alloca	No of HHs	Select	No of Zonal	No of State	No of Intervi	No of Super visors	No. Of Data	No f Extra	No of Days for
		Taraba	9		90			1	3	1	1	1	27
		Adamawa	12		120			1	4	1	1	1	25
		Sub- Total	80		800		1	6	28	8	8	8	
3	North West	Kaduna	12		120		1	1	4	1	1	1	27
		Jigawa	13		130			1	4	1	1	1	27
		Katsina	18		180			1	6	2	2	2	29
		Kano	20		200			1	8	2	2	2	23
		Kebbi	10		100			1	3	1	1	1	27
		Sokoto	8		80			1	2	1	1	1	32
		Zamfara	9		90			1	4	1	1	2	22
		Sub- Total	90		900		1	7	31	9	9	10	
4	South East	Enugu	14		140		1	1	4	1	1	1	32
		Anambra	22		220			1	8	2	2	1	25
		Ebonyi	14		140			1	4	1	1	1	32
		Abia	11		110			1	4	1	1	1	25
		Imo	19		190			1	6	2	2	2	29
		Sub-Total	80		800		1	5	26	7	7	6	
5	South South	Cross River	13		130		1	1	4	1	1	2	30
		Akwa-Ibom	15		150			1	4	1	1	1	32
		Rivers	21		210			1	8	2	2	2	22
		Bayelsa	7		70			1	2	1	1	1	32
		Edo	10		100			1	4	1	1	2	25
		Delta	14		140			1	6	2	2	1	22
		Sub- Total	80		800		1	6	28	8	8	9	
6	South West	Oyo	23		230		1	1	8	2	2	1	25
		Osun	18		180			1	6	2	2	1	29
		Ogun	11		110			1	3	1	1	1	27
		Lagos	17		170			1	6	2	2	1	27
		Ekiti	8		80			1	3	1	1	1	24
		Ondo	13		130			1	4	1	1	2	32
		Sub-Total	90		900		1	6	30	9	9	7	
		Total		500		5000		6	37	168	50	50	50

Monitoring of Fieldwork

Senior staff from NBS, FMA&RD and NFRA will be involved in the monitoring and supervision exercises. The monitoring officers will ensure proper compliance with the laid down procedures as contained in the manual.

- All states and FCT Abuja will be monitored
- There will be 3 levels of monitoring
- The first and third levels will be carried out by the technical staff from NBS headquarters and staff from FMA&RD and NFRA headquarters.
- The second level will be carried out at the state level by the State Officers and Zonal Controllers.
- One Headquarter monitoring officer will be assigned to 2 states
- The monitoring exercise will be arranged such that the first level will take off during the commencement of the fieldwork
- The third one not later than a week to the end of the data collection exercise
- In between the 1st and 3rd levels of monitoring, the state officers and zonal controllers will monitor throughout their respective states.
 - The state officer will monitor in his/her own state
 - The zonal controller will monitor in at least 2 states (the zonal headquarters state and one other state of the same zone)
- 1st and 3rd round of monitoring exercise will last for eight (6) days each while the 2nd round will last for ten (10) days for state officers and seven (7) days for zonal controllers
- Monitoring instruments will be developed and discussed during training of trainers

Coordination

Directorate members of staff of NBS will coordinate the survey. Activities to be coordinated will include:

- Zonal Training
- Fieldwork
- Data Processing/Analysis/Report Writing
- Coordination will last for six (6) days

Retrieval

All completed and edited questionnaires by each team will remain in the custody of the field supervisor even after the data has been captured by data entry operators.

The supervisor will submit the completed and edited questionnaires to the NBS state officer. He /she will coordinate the forwarding of all completed questionnaires, softcopy records, laptops and printers to the NBS Headquarters in Abuja.

DATA CLEANING, PROCESSING AND FINALISATION

Data cleaning and processing will be an ongoing operation while the data is being collected in the field and after. Field staff and data entry operators will be required to respond to data quality enquires from HQ. There will also be a joint review of the data by HQ and field staff to ensure that the data collected is of the highest quality. The work of field staff (including data entry operators) will be completed only when the data has been signed-off as being satisfactory by the HQ.

Report Writing

Senior and experienced report writers from NBS and the collaborating agencies will write the report. Report will be written in such a way to make it useful to:

- Users
- Policy makers
- Planners
- Researchers

Documentation/Dissemination/Archiving

Data management toolkit will be used to:

1. Document
2. Disseminate data

The results will also be published and written on CD and hosted on NBS website and other collaborative agencies websites for further dissemination

Work Plan

S/n	Activity	Duration/ Period
1	Planning and Preparation	Nov 2012 – Jan 2013
2	Pilot	December 2012
3	Training of Trainers	4 th – 8 th February 2013
4	Zonal Training	11 th – 21 st February 2013
5	1 st Visit: Fieldwork – Post-Harvest	23 rd February – 5 th April, 2013
6	1 st Monitoring (HQs Technical Team)	23 rd Feb– 1 st March, 2013
7	2 nd Monitoring (State Officers/Zonal Controllers)	4 th – 29 th March, 2013
8	3 rd Monitoring (HQs Technical Team)	31 st Mar– 13 th April, 2013
9	Data Cleaning	31 st Mar– 30 th April, 2013
10	Data Processing and Analysis	May - June, 2013

The Interviewer's Task

Specific Responsibilities

- To participate actively in and to complete training course.
- To study this Manual and other instructions carefully in order to understand them fully.
- To comply with instructions and recommendations contained in the Manual and any instruction given by persons responsible for the survey, including the supervisor and Survey Management Team.
- To carry out interviews through personal visits to households to interview each individual as it is specified in certain modules, and that way to collect the information directly. Do not forget that interviewer's task cannot be delegated or transferred to anybody else.
- To complete interview with all household members. To visit household as many times as necessary, in order to find direct respondent, to correct inaccurate information or to complete incomplete information. **Remember:** the interviewer is obliged to make him/herself fully available for work in the Panel Survey, thus he/she must be available for carrying out the survey tasks at any time the respondent specifies as the most convenient for him/her: weekend, holidays, evenings, etc.
- During the interview to behave professionally and formally in accordance with the important work he/she performs.
- To visit households in decent and professional outfit, bearing in mind that this is an important aspect of ensuring cooperation from the household and good quality data.
- To come to work on time according to the supervisor's instructions.
- To make him/herself available at the times he/she is needed during the survey implementation.
- To insert occupation and other codes after the interview, as instructed in this manual
- To complete given assignment on a daily basis and to hand over to the supervisor all filled questionnaires with information obtained properly recorded, every day.
- To perform all scheduled interviews at the time they are planned. Where it is not possible to interview any of the selected households, the interviewer should inform his/her supervisor, who will take the decision on necessary changes in accordance with appropriate procedures.

Remember that the interviewer is not allowed to select the replacement household for interview.

Activities that are NOT Allowed

- The work of the interviewer cannot be transferred to anybody else. In other words, no one else can do the interviewer's work.
- No one involved in the survey (interviewer, supervisor, data entry operator) can be engaged in any other job during the survey. Work on the survey is a full-time job throughout the duration of the survey.
- The interviewer is not allowed to amend any information obtained from the respondent.
- The interviewer must not disclose, repeat or comment on any information obtained from the respondent, nor did show complete questionnaire to any other person but his

/her supervisor or other project staff. Remember that information given by the respondent is **confidential**.

- Do not bring anybody who is not a work team member to any interviews with respondents.
- Do not pressure respondents nor entice them to answer by making false promises or offers.
- All collected information must be handed over to the supervisor without any amendments such as changing, adding (except in the case of occupation and other codes) or erasing information.

Material for the Interviews

Documents and material, which the interviewer needs for his/work, is given to him/her by the supervisor at the beginning of the field work. It includes:

- ID card provided by the National Bureau of Statistics
- A map of the area where interviews will take place.
- List and addresses of households to be interviewed.
- GHS Panel Survey questionnaires
- Interviewer Instruction Manual
- Auxiliary forms
- Stationary needed for work.

Maps

Before starting household interviews, the interviewer should, together with his/her supervisor, familiarize him/herself with selected enumeration areas and exact location of the selected households. To that end, the interviewer should study maps of all enumeration areas together with the list of households.

The interviewer should understand the distribution of the sample (selected households), how they are located in relation to each other and the roads and paths that will have to be used in order to be able to plan his/her work.

Flow of material and reports

The interviewer would hand over to his/her supervisor properly filled questionnaires and detailed report, in the required format, on completed field work, which would include:

- Summary results of conducted interviews: number of completed questionnaires, list of households which could not be located, or which have partly or completely refused (and at which stage) cooperation. This report should include number of replacements approved by the supervisor from the list of replacements.
- Any issue or problem faced in the field, e.g. in terms of maps, household identification, incomplete questionnaires, respondents behavior and opinion, scheduled subsequent visits, absent household members, etc. in order to resolve problems in the field.
- Any other observation that the interviewer thinks the supervisor should be informed about in order to successfully complete the work.

The report is to be produced in the forms designed for this purpose, see Appendix 4.

Chapter 3: General Survey Procedures

Interviews of the Household

The interviewer must follow all the instructions as laid out in this manual

Concurrent Data Entry of Questionnaires

The data entry operation will be part of the general field work activities. The field team in each state will be made up a field supervisor, interviewers and a data entry operator. The data entry person will be provided with a laptop computer and printer, and will be available to enter the questionnaires each day as they are returned. Ideally the data entry person will be located at a place where it will be convenient for the delivery of most of the questionnaires as the interviewers move across the state. This might include being based at the state NBS office at some stage of the field work operations.

In the concurrent data entry method, whenever data is received from a household, complete or not, the questionnaire involved should be submitted to the data entry person for entry. The data entry program will be designed to provide an error report based on the entered questionnaire. This report will include discrepancies such as inconsistencies, incomplete households or sections and out-of-range values. The data entry system will also produce a report which will show where there is satisfactory completion of a questionnaire.

Interviewers will receive a report along with the questionnaires that have been entered and returned each day and this will be used to guide the interviewer action for that day. The error reports will be given to the team supervisor who will review and approve the work that has to be done before passing it on to the interviewer. The supervisor will have the facility to override errors indicated on the report where these have been examined and certified as valid entries by the supervisor.

Editing of Questionnaires

This model of concurrent data entry does not include a person dedicated to the responsibilities of editing and coding of questionnaires. Several questions will need to be coded by the interviewer before handing the questionnaire to the supervisor. For example, in Section 3 of the Household Questionnaire, questions 13 and 25 require that occupation information be given in descriptive terms. These descriptions will need to be coded into the standard occupation classification codes before the questionnaire is delivered to the data entry operator for entry. This coding must be done by the interviewer. At the time of the interview, the interviewer will write-in the description of the respondent's occupation and, immediately after the interview, insert the appropriate code for that occupation from a listing that will be provided to each interviewer. The supervisor double-check the code entry made by the interviewer and will generally include the occupation code as a check when reviewing the error report with the questionnaire.

How to Use the Flaps

There is one flap in the Household Questionnaire. After the cover has been completed, the next step is to open Flap A. All the information on this flap should be completed for the household. The row where a person's name is placed on the flap will be the row in which all the information

about that person will be given in sections 1 to 6. The flap is kept open so that the row that corresponds to the person will always be visible.

Figure 1

	1.	2.	3.	4.	5.		6.	7.	8.
I N D I V I D U A L	NAME	What is the sex of [NAME]?	What is [NAME]'s relationship to the head of household?	How old is [NAME] (IN COMPLETED YEARS)?	IS THIS PERSON A NEW MEMBER OF THE HOUSEHOLD (ADDED ON THIS VISIT)?		In what day, month and year was [NAME] born?	What is [NAME]'s marital status?	INTERVIEWER: IS THIS PERSON A MALE IN A POLYGAMOUS MARRIAGE?
	LIST HOUSEHOLD HEAD ON LINE 1. MAKE A COMPLETE LIST OF ALL INDIVIDUALS WHO NORMALLY LIVE AND EAT THEIR MEALS TOGETHER IN THIS HOUSEHOLD, STARTING WITH THE HEAD OF HOUSEHOLD. (CONFIRM THAT HOUSEHOLD HEAD HERE IS SAME AS HOUSEHOLD HEAD	MALE...1 FEMALE...2	HEAD.....1 SPOUSE.....2 OWN CHILD.....3 STEP CHILD.....4 ADOPTED CHILD...5 GRANDCHILD.....6 BROTHER/SISTER..7 NIECE/NEPHEW...8 BROTHER/ SISTER-IN-LAW..9 PARENT.....10 PARENT-IN-LAW..11 DOMESTIC HELP (RESIDENT).....12 DOMESTIC HELP (NON RESIDENT) .13	IF RESPONDENT DOESN'T KNOW, USE YEAR OF BIRTH TO CALCULATE AGE OR USE MAJOR EVENTS LISTED IN ENUMERATOR MANUAL TO PROMPT RESPONDENT YEARS	YES.1 NO..2 (► Q7)		I WRITE "99" FOR MONTHS AND DAYS IF RESPONDENT DOES NOT KNOW. IF THE AGE IS GIVEN THE YEAR IS NOT KNOWN, THE YEAR SHOULD BE ESTIMATED FROM THE AGE IN Q4. I CHECK THAT AGE IN QUESTION 4 AND YEAR OF BIRTH IN THIS	Married (monogamous)..1 Married (polygamous)..2 Informal Union.....3 Divorced.....4 (► Q13) Seperated.....5 (► Q13) Widowed.....6 (► Q13)	YES.1 NO..2 (► Q11)
							DAY MONTH YEAR		
1	EMMA EZE	1	1	40	2		1 1 1 1970		1 2
2	MARY EZE	2	2	38	2		2 5 4 1972		
3	OCHE EZE	1	3	8	2		3		
4	AKI EZE	1	3	5	2		4		

How to Read the Questions

Each question should be read clearly and exactly as presented in the questionnaire. You should make sure that the way the question is read preserves the sense of the English question, rather than a word by word translation. If you have questions about how to phrase a question, you should ask your supervisor and refer to your notes from the training where the phrasing of questions in local language will be discussed in detail. After reading the question, time should be allowed for the respondent to answer. If it appears the respondent did not hear the question, it should be read again and time allowed for a response. In cases where there has to be translation, the question should be translated as literally as possible.

Upper and Lower Case Texts (Capital letters and Small letters)

Text written in upper case (capital) letters are instructions to the interviewer and should not be read to the respondent. Other text that you will see written with upper case letters are lists and codes. These also should NOT be read to the respondent.

Text written in lower case (small) letters SHOULD be read directly to the respondent.

For example, in Question 9 (see Figure 2 below), you should read: *"In what year did you get married to your current spouse"*. You should not read the text below that because it is written with upper case (capital) letters. The text in upper case letters is an instruction to you.

Figure 3

<p>9. In what year did you get married to your current spouse?</p> <p>IF MALE WITH MULTIPLE WIVES, STATE YEAR OF MARRIAGE TO FIRST WIFE</p>	<p>10. Does [NAME]'s spouse/partner live in this household now?</p> <p>ASK ABOUT FIRST WIFE FOR RESPONDENT WITH MULTIPLE WIVES</p> <p>YES.1 NO..2 (► Q12)</p>	<p>11. WRITE ID CODE OF CURRENT SPOUSE (OR FIRST WIFE) WHO LIVE IN THE HOUSEHOLD.</p> <p>COPY SPOUSE ID FROM ROSTER</p>
<p>YEAR</p>		

Data Collection Strategy

Different number of visits: the questionnaire modules can be filled during one or more visits, depending on the level of cooperation from the household, household size, time and availability of direct respondent at the time of interview.

Where certain household members are not at home, the interviewer should schedule another visit to the same household when that person is expected to be at home and available for interview. That other visit should be scheduled during the period when it is envisaged that the interviewer would be in that area.

Direct Respondent Interviews: In this survey, unlike many other surveys, we collect data directly from the respondents. This is in contrast to surveys where the head of household or his/her spouse are the only respondents who answers on behalf of all household members. Instead, in the GHS Panel Survey, each person 5 years and above should respond directly to the interviewer for him/herself. For children under 5, a parent or care giver is respondent. The only exception to the age limit rule is where there are other respondent age restrictions as indicated in the various sections of the questionnaire.

In some cases a household member may be away from home during the whole period when the interviewer is in that area, or the member might be in poor health/disability and cannot answer the questions for him/herself. It might also be that the individual is not allowed to answer. In such cases, the interviewer can ask the most knowledgeable person to answer instead of household member that is unavailable.

In order to collect information directly from each household member, interviewers should visit the household as many times as necessary to get information from each individual member. Compliance with these procedures would ensure quality, reliability and accuracy of collected and entered questionnaire data.

1. **Data entry and correction of inconsistencies:** Immediately after each visit, data will be entered and checked for consistency and completeness. Information would be revealed on any inconsistency, error or omissions, and the supervisor would inform the interviewer on all such corrections which are to be made on a return visit. This system enables data correction by the ones who are most competent to do it: the respondents who gave the original answers themselves.

2. **Organization of work:** In order to enable implementation of this methodology, workload by interviewer per certain period of time is to be defined. The interviewer is responsible to complete such work during the given time.

Keep in mind that the households to be interviewed could have different cultural background and different reactions, attitudes and behavior in terms of the survey. The interviewer would have to interact with households of different structure, social and economic status, different level of education, employment status, habits, religion, etc. It means that the interviewer should have to develop significant capability of understanding and communication in order to be able to establish good relation with different persons, and that way to achieve success in different situations which he/she could face during the survey, particularly difficult ones. Besides the above mentioned, the interviewer must establish confidence with the respondent, which would enable him/her to get reliable and positive survey results.

1. **Access to information:** The moment when the interviewer and respondent meet for the first time is crucial for interview success. Thus, first impression is important, interviewer's appearance; his/her attitude at the very beginning and what he/she says is crucial for further work. Interviewers should be properly and professionally dressed for their work.

Once selected households are located, the interviewer should ask to talk to the head of the household or his/her spouse. He/she should kindly and in a friendly manner greet the person and introduce him/herself. Then the interviewer should explain briefly and concisely the purpose of the survey, importance of the project and the need for cooperation by all household members in carrying out the GHS Panel Survey in Nigeria.

An example of how the interviewer could introduce him/herself, is as follows:

"Good morning/afternoon, I work for National Bureau of Statistics (NBS), which is implementing General Household Panel Survey. Your cooperation and answers would be extremely important since they reflect status of many of our citizens who live in similar conditions. I would appreciate if you and your household members participated in this survey, answering to a group of questions on different topics. We would ask for your cooperation in providing information about your household and services you receive, as well as about individual members of your household. We would also like information about your expenditures on food, as well as your family's enterprise and agricultural activity.

It is important that the interviewer has a friendly attitude towards the respondent with self-confidence. If the interviewer gives the impression of nervousness or insecurity, he/she would not provide enough confidence to the respondent in order to obtain the necessary cooperation, participation and attention.

The interviewer should always try to maintain the same mood throughout the interview: if the respondent for any reason gets tired or disturbed, allow a few minutes break or offer to return the following day or the next most convenient time.

2. **Communication:** Communication is to be established after the interviewer introduces him/herself, explains that this survey is being implemented throughout the country, and inform the respondent's of the value of cooperation for those who would analyze options for addressing existing problems in the country, until the interviewer becomes ready to start filling the questionnaire. During this short period, the interviewer must explain the purposes of the survey, and **emphasize that collected data are confidential**. The latter is crucial to avoid any fear of misuse of the answers given. All data would be used for statistical purposes, and the data which identify in any way any person or any household would not be used.

Keep in mind that at the beginning of the interview, level of attention, communication, confidence, participation and data provision is low. Interviewer's task is to gradually increase the respondent's attention and interest and to maintain it at the highest possible level throughout the interview. Rhythm of the survey, tone of questions, adequate speed in question formulation, dynamics of the interview itself, knowledge about the questions and their order are all factors that determine success of the interview. If the interviewer reads questions with monotonous or nervous voice, or without any rhythm, the obtained information are likely to be of poor quality and the respondent would not be interested to answer.

The interviewer should not give the impression that he/she considers him/herself an important person because of the assignment he/she performs on behalf of the government institution. He/she should be open, friendly and decisive and show that he/she is an experienced professional person. He/she should not be authoritative or aggressive. Best communication can be established when the respondent sees that the interviewer is honest and up to his/her task.

3. **The Interview:** When the interview starts, try to comply continuously with the following instructions:

- Plan sufficient time for the interview,
- Behave appropriately throughout the interview,
- Do not give any information about which we are not sure, it is better to seem uninformed, but honest. To avoid any conversation or attitude which could lead to a discussion or argument with the respondent. Limit the conversation to the survey topics only.
- Give neither promises nor offer anything as an incentive for the respondent to participate in the survey,
- To the extent possible, try to avoid conducting the interview in the presence of a person who is not a household member; the respondent could give different answers in the presence of another person,
- Do not show surprise by any answer given by the respondent, either by the tone of your voice or action.
- Comply strictly with the order and format in asking questions from the questionnaire. In other words, comply strictly with instructions given. Any modification could jeopardize the integrity of the information.
- Read questions without applying any pressure on the respondent in any way. Never say something like: "You worked last week, right?". Never assume that you know the answer in advance.
- In terms of the rhythm of the interview, keep in mind that the interview consists of questions, answers, moment of silence and breaks. Read questions trying to keep the same rhythm all the time, give the respondent time to think about the answer. The interviewer must assess the level of respondent's understanding: question reading speed would depend on this. Besides the interviewer must pronounce every single word he/she reads clearly.
- Read obligatory questions literary as they are written in the questionnaire (without any modification). In the case that the respondent does not understand it, read it again. If the respondent does not understand it after the second reading, explain carefully to

him/her the purpose of the question, taking care not to amend in any way the original meaning of the question and without any influence on the answer.

- Allow the respondent enough time to answer the question. Try to ensure that respondent does not amend the meaning of the question. Do it in a friendly way: experience will show which are best ways to achieve this,
 - To complete the interview, express thanks for the information received: be kind. Try to make good impression during the first visit to the household, keep in mind that you would have to come again to the same household,
 - Do not offer copies of the questionnaire or any other material or anything else, that the interviewer is not authorized to distribute,
 - When leaving the household, thank all the respondents for their cooperation in the survey, time they spent and the efforts they invested.
4. **Concepts and main definitions:** In order to manage the survey properly, a list of key terms have been established, which should help interviewers in carrying out their work. Detailed definitions are provided in relevant Chapters on individual Modules.
- **Population:** Set of elements which make the whole. That could be all the people in a country or an entity, all households, all household, etc.
 - **Sample:** a part of population representing the whole population. Sample selection is a subject of statistical methods that take into account characteristics of both the population and individual members of the population.
 - **Direct interview:** Procedure by which information on certain person is collected directly from the person. The person giving information on him/herself is a “direct respondent”.
 - **Reference period:** Period about which the respondent is asked questions. The survey uses different reference periods depending on type of required information, respondent’s ability to remember and objectives of each topic to be analyzed.
 - **Household** is social unit consisting of one or more persons who use joint accommodation and food. In other words, a household is a group of person who normally live in the same household unit (“live under the same roof”), who are or are not related and who eat together (“eat from the same pot”).
 - **Head of the household:** is a person defined as such for the purpose of the survey, irrespective of reason (the oldest by age, decision maker in the household, a person who earns the most income, based on tradition, etc.).
 - **Guest:** a person who use joint accommodation and food free of charge together with household members. Guest who stays longer than six months is considered household member.
 - **Tenant of the household:** a person who pays for accommodation in a part of a household. This person is not a member of the household whether they eats on his/her own or prepare food separately. Such tenant is considered a separate household.
 - **Students who study in another town,** but they are supported by the household are treated as household members, although they more than six months absent.
 - **Household members:** Anybody who meets the following criteria:

Members	Non-members
A household member is present at the moment of interview, if that is the place where he/she spent at least 6 months of the previous 12 months. The household head should be listed as a member even if they did not spend 6 of the previous 12 months in the household.	Person absent from the household longer than 6 months (including ones serving military service, in prison, religious service, etc.)
Person absent at the moment of interview, if he/she is absent less than six months during the previous 12 months.	Those who live elsewhere, visitors or tourists who are in the household less than six months.
Guests or other persons who live in the household longer than six months during the previous 12 months.	Tenants who eat and who do not eat with the household.
Newborn babies irrespectively of duration of their stay in the household as well as the head of the household.	Those who eat in the household but live elsewhere or live in the household but eat elsewhere.
Students who are absent longer than six months but are supported by household members.	Similar to tenants, students who pay for accommodation and food to the household.

5. **Organization of the questionnaire.** In order to maintain respondent's attention, to achieve good rhythm of the interview, get information in a such form which facilitates questionnaire filling, the questionnaire is designed with specific structure and order by which the topic on which questions are asked, are organized.

The questions in the questionnaires are organized into Sections which are ordered in sequences one after another, and each is on one of the surveyed topics.

The interview must be carried out in exactly the same order defined in the questionnaire. The following tables provide a list of Sections and the topics covered. Detailed information on each section can be found in subsequent chapters of this Manual.

Household Questionnaire

Section	Topic	Respondent
Cover	Cover	To be completed by the field staff
1	Roster	To be fill by the Head of HOUSEHOLD or spouse.
2 (A and B)	Education	All individuals for themselves unless under age 12, then collect the information from parent or guardian
3 (A and B)	Labour	All individuals for themselves unless under age 12, then collect the information from parent or guardian
4(A and B)	Health	All individuals

Section	Topic	Respondent
5	Information and communication technology	All individuals 10 years and above
6	Remittance	All individuals 10 years and above
7	Household Assets sale and acquisition	Most knowledgeable person
8	Housing	Head of household or any knowledgeable adult
9	Non-farm Enterprises and income generating activities	Owner or manager of enterprise
10 (A,B and C)	Meals Away From Home	Female in the household responsible for food preparation and/or food purchases
11	Non-food Expenditures	Most knowledgeable person or person who is responsible for household purchases
12	Food Security	HOUSEHOLD head or eligible adult
13	Other household Income	HOUSEHOLD head or eligible adult
14	Safety Nets	HOUSEHOLD head or eligible adult
15(A and B)	Economic Shocks and death	HOUSEHOLD head or eligible adult
16	Contact Information	HOUSEHOLD head or eligible adult

Agricultural Activity Questionnaire

Section	Topic	Respondent
Cover	Cover	To be completed by field Staff. HOUSEHOLD ID must be copy from HOUSEHOLD to Agriculture Questionnaire.
Cover	Cover	Farmer, owner or manager of plot
A1	Land and Dry Season Planting	Farmer, owner or manager of plot
A2	Harvest Labor	Farmer, owner or manager of plot
A3	Agricultural production Harvest of Field and Tree Crops	Farmer, owner or manager of plot
A4	Agricultural Capital	Farmer, owner or manager of plot
A5	Extension Services	Farmer, owner or manager of plot
A6	Animal Holdings	Owner or caretaker of animals
A7	Animal Costs	Owner or caretaker of animals
A8	Other Agricultural Income	Farmer or caretaker of animals
A9 (A and B)	Fishing, Capital and Revenue	Owner of fishing operations
A10	Network Roster	Farmer, owner or manager of plot

6. Type of information: the GHS Panel questionnaire requires different types of information depending on the topic which is to be analyzed, age, and level of details and accuracy of required information.

7. Direct Response

In case of persons older than 12, such person is the direct respondent.

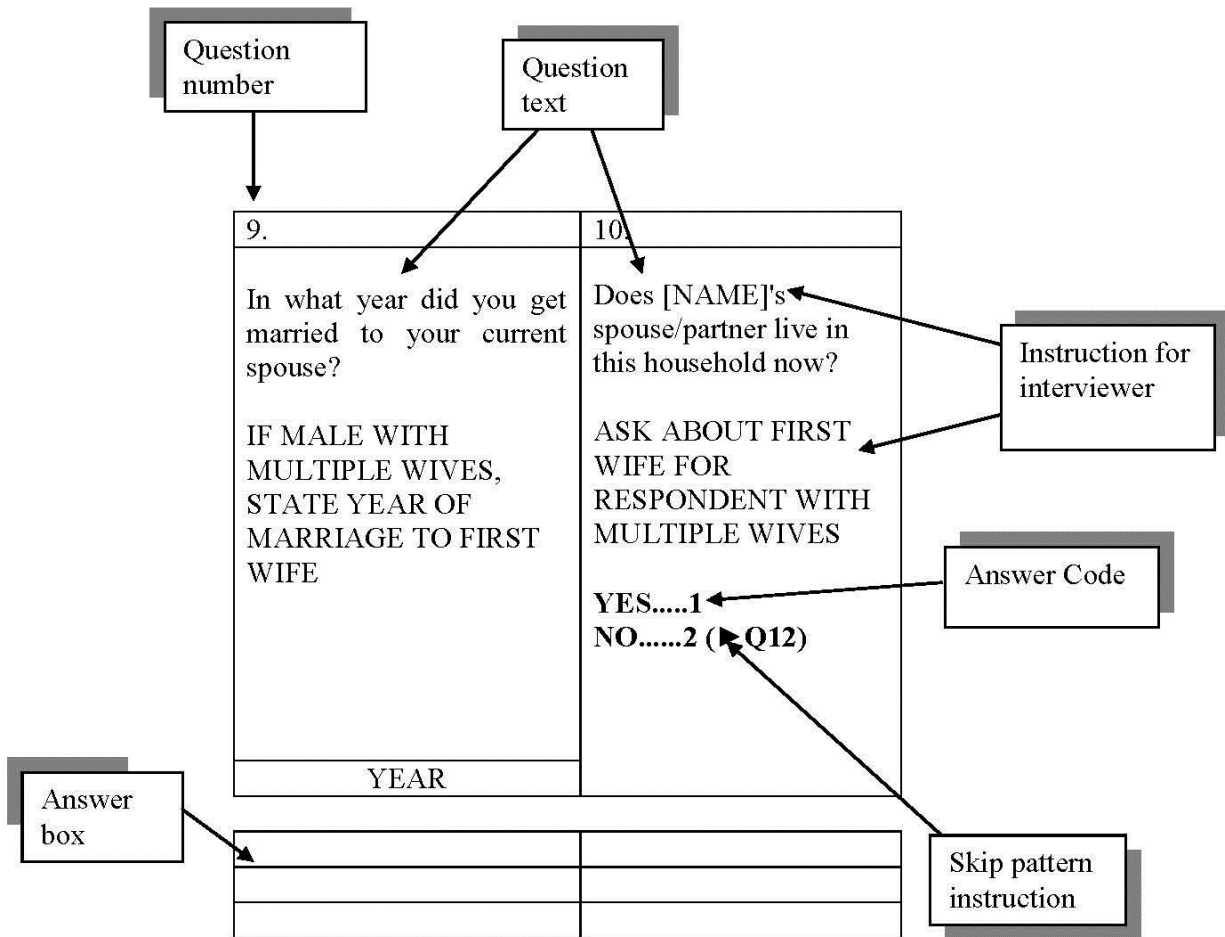
Besides in sections on specific topics, such as consumption, agriculture and family business, direct respondent is person who is most knowledgeable about this subject (enterprise owner, person who does farming, person in the household in charge of supply, etc.).

See previous Table for information on the most suitable respondent for each Module of the questionnaire.

8. Questionnaire filling: The questionnaire includes different elements:

- **Question:** it is to be literarily read to the respondent based on which information required in the survey is obtained. Each question is numbered.
- **Answer modality or core:** these are possible answers, the interviewer selects answer code which is closest to the respondent's answer. (Pay attention that in many questions there are not offered modalities, but measure units to be used in the answer (year, KM, kg, etc.)).
- **Answer box:** it is a place envisaged to enter given answer
- **Instruction for interviewer:** these are printed in CAPITAL letters, which facilitates survey implementation.

- **Skip patterns:** Questions are normally asked in order one after another. However, in some cases given answer defines which question to ask next, or which question is to be skipped. Questionnaire uses certain marks which show which question is to be skipped.



9. **Question types:** There are two types of questions used in the GHS Panel questionnaire:

Closed questions a) both question text and question code are read: for this type of questions the interviewer must literally read both question and, slowly, one by

- One, list of offered codes. In such questions both question and code are printed in small letters.

b) only question text is read: for this type of questions, the interviewer reads only the text of the question, waits for the answer and then selects corresponding code and enters it. In this type of questions, question text is printed in small letters and question codes are printed in CAPITAL letters.

- **Open questions:** for this type of questions, the interviewer reads only question text and then enters answer **exactly** as given by the respondent. For such questions there are no offered answers, and the interviewer enters either words or numbers depending on the question and answer. "Respondent's name" is an example of open question where the interviewer enters words.

10. Note for the interviewer

Anything printed in CAPITAL letters presents instruction for the interviewer and should not be read loudly. CAPITAL letters are used in three cases:

- **Instructions for interviewer:** these are instructions for the interviewer on how to ask question, how to enter data, what to do after the answer is given.

Example: As it could be seen in the question 15 from the Education Section below, whole question is printed in small letters. It means that the interviewer reads whole question exactly as it is written.

15.
What was the amount of the scholarship you received in the 2011-2012 school year?

Example: Unlike the question 15, whole text taken from the Assets Section is printed in CAPITAL letters. This question should not be read loudly – this is an instruction for the interviewer and the interviewer has to do what he/she is requested and then to move to the next question which requires information from the respondent.

I T E M	LIST ALL THE ITEMS IN QUESTION 1 AND THE OWNER OF THE ASSET IN QUESTION 2. IF MORE THAN ONE ITEM, WRITE A DESCRIPTION OF THE ITEM BELOW, OTHERWISE WRITE ONLY THE CODE OF THE ITEM.	
	DESCRIPTION	I T E M C O D E

1		
2		
3		

- **Brackets and capital letters:** it means that the interviewer has to replace the word in the brackets by another word, when he/she asks the question. In certain sections of the questionnaire, the word “name” is often written in brackets [NAME]. In such cases this work should be replaced by actual name of the person interviewed at that moment.

Figure 3 below shows Flap A open with a part of Section 1 – Roster, shown.

If Mrs. Onyido is the respondent on this section of the questionnaire then following the rules of filling-out the questionnaire, you would seek answers for the person in the first row of the section, in this case Mr. Onyido.

In asking the question, you should replace [Name] with the name of the person on the Flap. You would read question 12 as follows:

“What is Mr. Onyido’s main religion?”

USE THIS FLAP WITH SECTION 1 TO SECTION 4

INDIVIDUAL	1.	2.	3.	4.
	NAME	What is the sex of [NAME]?	What is [NAME]'s relationship to the head of household?	How old is [NAME] (COMPLETED YEAR)?
	LIST HOUSEHOLD HEAD ON LINE 1. MAKE A COMPLETE LIST OF ALL INDIVIDUALS WHO NORMALLY LIVE AND EAT THEIR MEALS TOGETHER IN THIS HOUSEHOLD, STARTING WITH THE HEAD OF HOUSEHOLD. (CONFIRM THAT HOUSEHOLD HEAD HERE IS SAME AS HOUSEHOLD HEAD LISTED ON IDENTIFICATION PAGE.)	MALE....1 FEMALE..2	HEAD.....1 SPOUSE.....2 OWN CHILD....3 STEP CHILD....4 ADOPTED CHILD..5 GRANDCHILD....6 BROTHER/SISTER..7 NIECE/NEPHEW..8 BROTHER/ SISTER-IN-LAW..9 PARENT.....10 PARENT-IN-LAW..11 DOMESTIC HELP (RESIDENT)....12 DOMESTIC HELP (NON RESIDENT)..13 OTHER RELATION (SPECIFY) ..14 OTHER NON-RELATION (SPECIFY) ..15	IF RESPONDENT DOESN'T KNOW, USE YEAR OF BIRTH TO CALCULATE AGE OR USE MAJOR EVENTS LISTED IN ENUMERATOR MANUAL TO PROMPT RESPONDENT. CHECK THAT AGE IN QUESTION 4 AND YEAR OF BIRTH IN QUESTION 4 ARE CONSISTENT.
				YEARS
1	Abiola Onyido	1	1	44
2	Omorose Onyido	2	2	43
3	Lawrence Onyido	1	3	17

INDIVIDUAL	12.	13.	14.
	What is [NAME]'s main religion?	Does [NAME]'s biological father live in this household?	What is the person ID of [NAME]'s biological father?
	CHRISTIANITY...1 ISLAM.....2 TRADITIONAL....3 OTHER (Specify) ..4	YES..1 NO...2 (► Q15)	COPY ID FROM ROSTER (► Q18)
1			
2			
3			

Example: As it is shown in question 1 (see Figure 4 below), the word animal is written in capital letters in brackets. It means that the word ‘animal’ should be replaced by the name of specific animal from the list below that question. Which means, when this question is asked first time it would read: “Since the new year, have you or any member of your household raised or owned any Calf Female?”, when asked for the first line.

Figure 4

1.
Since the new year, have you or any member of your household raised or owned any [ANIMAL]?
ASK FOR EACH ANIMAL AND THEN ASK Q. 2-23 FOR EACH. IF NONE, (► SECTION 11k)
YES.....1
NO.....2 (► NEXT ANIMAL)

101	CALF FEMALE	
102	CALF MALE	
103	HEIFER	
104	STEER	
..		

- **Preventing influence on the answer:** In question where an opinion is requested, answer modalities are often written in capital letters (that is the other type of closed question). It means that the interviewer does not read answer modalities and waits for the respondent to answer him/herself. (In other question modalities are written in small letters and interviewer should read them loudly)

Example: In this case we want to make sure that respondent gives the reason why he/she is not currently in school. If the interviewer started reading answer modalities, the respondent might agree with some other modality. But the reason 12 might be the reason why he/she is not currently in school.

10.
Why are you not currently in school?
HAD ENOUGH SCHOOLING...1
AWAITING ADMISSION.....2
NO SCHOOL/LACK OF TEACHERS3 NO
TIME/NO INTEREST....4 LACK
OF MONEY.....5 MARITAL
OBLIGATION6
SICKNESS.....7
DISABILITY.....8
SEPARATION OF PARENTS..9
(▶ 24)

11. Order of Asking Questions and Skip pattern.

In order to maintain logical sequence of filling questionnaire a system of skip patterns, which enables interviewer to follow course of the interview depending on received answers from the respondent, has been developed. Depending on the answer given by the respondent some questions would be asked, another would be skipped. In order to ensure this, the questionnaire is to be filled in order moving from left to right. It helps interviewer to carry out interview without going back and forth and checking previous answers.

The questionnaires are to be filled, in order question by question, except in cases of special instruction, everybody is to be asked question 1, then question 2, 3 etc, see Figure 5.

For example, in section where a flap is used, you should record the data one row (or person) at a time. At the end of the section, or where you are instructed to go to the **next person**, you should record information for the next person in the row below. This should be done until you have completed all persons for that section.

How to Use the Flaps

There is only one flap in the Household Questionnaire. After the cover has been completed, the next step is to open Flap A on page 45 of the panel household questionnaire. All the information on this flap should be completed for the household. The row where a person's name is placed on the flap will be the row in which all the information about that person will be given in sections 1 to 5. The flap is kept open so that the row that corresponds to the person will always be visible.

Upper and Lower Case Texts (Capital letters and Small letters)

Texts written in upper case (capital) letters are instructions to the interviewer and should not be read to the respondent. Other texts that you will see written with upper case letters are lists and codes. These also should NOT be read to the respondent.

Text written in lower case (small) letters SHOULD be read directly to the respondent.

For example, in Question 10 (see Figure 2 below), you should read: *"In what year did you get married to each of your wives respectively?"* You should not read the text below that because it is written with upper case (capital) letters. The text in upper case letters is an instruction to you.

Table 2

10.				11.		12.	
In what year, did you get married to each of your wives respectively?				Does [NAME]'s spouse/ partner live in this household now? [ASK ABOUT FIRST THE WIFE FOR RESPONDENTS WITH MULTIPLE WIVES].		WRITE ID CODE OF CURRENT SPOUSE (OR IN THE CASE OF A POLYGOMOUS MARIAGE, FIRST WIFE AMONG THOSE) WHO LIVE(S) IN THE HOUSEHOLD.	
LIST THE YEAR FOR YOUR FIRST WIFE AND THEN THE YEAR OF MARRIAGE FOR UP TO 3 OTHER MOST RECENT WIVES.				YES.1		COPY SPOUSE ID FROM ROSTER	
				NO.2 (► Q13)			
WIFE 1	WIFE 2	WIFE 3	WIFE 4			ID CODE	
1963				1		2	

But, not all respondents should answer all the questions. For example, if person is not employed, he/she should not be asked about his/her job- such questions would be inappropriate. Besides, it would make interview longer and annoy the respondent. For these reasons, the questionnaire includes clear skip patterns, which indicate to the interviewer, which person should not be asked which questions, depending on the answer to previous question.

There are numerous instructions for skipping questions and moving to another part of the questionnaire in the most efficient and logical way. Examples of such questions are given below: since they present key component of the questionnaire, their proper understanding would have significant impact on the quality of the answers and duration of the interview.

The following signs are used to identify skip patterns: If there is not any sign, then all the respondents are asked the next question, irrespectively of their answer to the previous question.

Example: If there is no skip pattern, irrespectively of 'yes' or 'no' answer to this question, the respondent should be asked the following question 4.

3.
Do you have health insurance?
YES.....1
NO.....,2

If there is arrow ► followed by 'Q' and a number ► **Q18**, it means that the interviewer should move directly to the question with the number, in this particular case question number 18.

Example: If person answers question 8 that he/she has taken steps to find a job in the past 7 days the skip pattern indicates that he/she should not answer question 9, but instead should skip to and answer question 10. After posing question 10 to the respondent, s/he replies that they were available for work. This means the enumerator should skip to question 12. The enumerator then asks question 12 and records the month and year that the person did work for pay. If the worker has never done any work for pay, then the enumerator should skip to question 39. If the worker did not work in the past 12 months, then the enumerator should skip to question 50.

<p>8.</p> <p>Have you taken any steps within the past 7 days to look for work?</p> <p>YES..1 (▶ 10) NO...2</p>	<p>9.</p> <p>What is the main reason you did not look for a job in the past 7 days?</p> <p>MOST IMPORTANT REASON</p> <p>STUDENT..... ...1 HOUSEWIFE/CHILDCARE ...2 TOO OLD/RETIRED.....3 SICKNESS/ILLNESS... ...4 DISABILITY..... ...5 WAITING FOR REPLY</p> <p>(▶ Q12)</p>	<p>10.</p> <p>Were you available for work during the last 7 days?</p> <p>YES..1 (▶ 12) NO...2</p>	<p>11.</p> <p>Why were you not available for work during the last 7 days?</p> <p>IN SCHOOL1 BUSY WITH HOUSEHOLD DUTIES2 TOO YOUNG TO WORK....3 TOO OLD TO WORK.....4 TOO SICK TO WORK.....5 DISABLED.....6 OTHER (SPECIFY)7</p>	<p>12.</p> <p>When was the last time you did work for pay, profit or gain (if any)?</p> <p>IF NEVER, LEAVE BLANK (▶ Q37)</p> <p>IF YOU HAVE NOT WORKED IN THE LAST 12 MONTHS (▶ Q37)</p> <table border="1" data-bbox="1185 1086 1484 1126"> <tr> <td>MONTH</td> <td>YEAR</td> </tr> </table>		MONTH	YEAR
MONTH	YEAR						

- Sometimes all persons asked certain question skip to another question, Section or Person. In that case instruction in the box is printed in capital letters.

Example: Question 22, everybody who answers this question has no further questions in this section and the interviewer goes to the next person irrespective of the answer.

22.

What is/was [NAME]'s biological mother's main industry of occupation?

AGRICULTURE.....1
 MINING.....2
 MANUFACTURING.....3
 PROFESSIONAL/
 SCIENTIFIC/TECHNICAL
 ACTIVITIES.....4
 ELECTRICITY.....5
 CONSTRUCTION.....6
 TRANSPORTation.....7
 BUYING AND SELLING...8
 FINANCIAL SERVICES..9
 PERSONAL SERVICES..10
 EDUCATION.....11
 HEALTH (▶NEXT PERSON)12

12. **Types of data to be entered:** There are two types of data to be recorded based on the information *direct and transcript*.

Direct: Direct one is when the interviewer needs to enter verbatim what the respondent says. It could be numerical data (quantity or price) or textual data (respondent's name, employment sector).

Transcript: It is when there are predetermined codes for expected different answers. The interviewer should identify corresponding code and enter it in the relevant box.

In order to avoid errors in transcription the interviewer must be particularly careful, taking due care to enter data in the box envisaged for the interviewed person. Since answer box envisaged for interviewed person is distant from individual's ID and distant from the place where question text and modality are loaded, the interviewer must take care to make proper entry.

13. Measurement Units

For all question when the respondent is asked to specify certain quantity, amount, frequency, different measure units are offered (e.g. kilogram-sack, month-year, meter-kilometer, etc.) among which the respondent can choose the most suitable measure unit to him/her, and which is easiest for him/her to give answer to required question. The respondent can choose, within the same section, to give answers for different items in different measure units (e.g. seed use for different crops could be expressed in different measure units).

After the interviewer asks, household or individual first chooses the unit of measure in which they want to answer, and then give answer on quantity, amount or frequency. The interviewer enters measure unit code in the corresponding column, and after that the amount, quantity or frequency.

The interviewer enters data on such measure unit as the respondent says and does not do any conversion. All necessary conversions would be done by computers during data entry or survey analysis process. Questions would be answered either by whole numbers or by decimal numbers. Decimal is to be separated from the whole number by comma (,).

14. Lack of Information

When the respondent, for any reason, gives no answer to the asked question, the interviewer should record 9999 if the respondent does not know or cannot remember the answer or refuses to answer in the relevant box.

15. Entering "0" as an Answer

If the question is about quantity (e.g. number of days, hectares, value, KM, etc.) zero is correct answer and should be always entered if the respondent gives such an answer.

If the question contains categories, rather than value, zero is not valid answer. The interviewer should enter number, or in case of no answer 9999.

In case there are more answers offered for asked question, and the respondent gives only one answer, the interweaver should enter hyphen (-) in the other columns, to indicate that only one answer was given.

16. Correcting Errors in the Questionnaire

The questionnaire is to be filled by pen. In case of error, the interviewer should strikethrough the data so that one is still able to see the original and enter correct answer in the same box.

The following Chapters provide instruction for filling-out the Questionnaires and their Sections.

Pre-filling Questionnaire

The role of an interviewer in completing questionnaires for post harvest panel survey is crucial. Some sections in the post harvest panel questionnaires should be pre-filled by the fieldstaff from the post planting questionnaires. The essence is to aid in the development of tracking policy which will:

Ensure that same households/respondents interviewed during Post- Planting (1st Visit) period responded during Post Harvesting (2nd Visit) period

- To explore relationship between Post-Planting and Post Harvesting in Panel Survey
- To confirm and validate the inconsistencies in the data collected

To track changes over time in behaviour and activities of households/individuals

To provide means to gather additional information on households including changes in household composition

General Households Questionnaire

The following sections should be pre-filled using the already completed HHs Post Planting questionnaires for individual HHs concerned:

- Household Identification Section (A-1)
- Roster-Panel Households (All household members) Section 1
- Non-Farm Enterprises and Income Generating Activities Section 7

Section A-1: Household Identification

The interviewer should pre-fill the HH identification section using the already filled or completed questionnaire from the Post planting (1st Visit) period. He/she should ensure that the information on the identification sections of both 1st and 2nd visits are the same for the households being interviewed. Both EA and RIC names/codes will be the same except otherwise The Name of Household Head will be the same.

Procedure for Pre-filling the Identification Section

Copy from the already completed Post Planting (1st Visit) questionnaire

- Name and code of the Zones
- Name and code of states
- EA name/code, RIC code, HH number and Name of the Household Head and all other information from the cover page of the questionnaire

For that particular HH and transfer them to the Post Harvest (2nd Visit) questionnaire of same HH

Procedure for Pre-filling Household Roaster

- The interviewer should first copy out the names of all the members of the HH recorded during the 1st visit
- He/she should confirm and validate the roster-panel household members by using the already completed questionnaire from Post Planting Panel (1st Visit) and prefill questions 1 – 4 in Post Harvesting Questionnaire (2nd Visit) on Flap A.
- If any person(s) joined the HH, he/she should be regarded as new member(s) of the HH and will be entered or recorded below, the original members of the HH

Individual. ID	Name	Sex of Name Male = 1 Female = 2	Relationship To the Head Household (With Codes)	Age in Completed Years
1	Olise Ofili	1	1	48
2	Regina	2	2	39
2	Harry	1	3	21
3	Appolo	2	3	19
4	Patrick	1	3	15
5	Jude Emeka	1	8	18 (New)

Procedure for Pre-filling Non-Farm Enterprises and Income Generating Activities

- First of all, list out all the non-farm enterprises and income generating activities from the post-planting questionnaire
- Any new enterprise should be recorded below as an addition

Agricultural Questionnaire

The following sections should be pre-filled using the already completed Agric Post-Planting questionnaires for individual HHs concerned

Household Identification Section (A-1)

Flap B (Plot)

Flap C (Crop)

Flaps B (Plots) and C (Crops)

- In pre-filling the flaps, the following steps should be taken
- In flap B, list all the plots recorded in the already completed post planting questionnaire for that household
- Any additional plot acquired but not recorded should be included and tagged 'new'
- Similarly, flap C will be treated as flap B but should be related to crops instead of plots

Chapter 4: Household Questionnaire

SECTION 1 – ROSTER

Main objective of this section is to identify all the persons who are household members and collect general demographic information on them, such as age, gender, marital status, etc.

The first step in completing the Roster is to open FLAP A. FLAP A is on page 47 of the panel questionnaire and contains Question 1 to Question 5.

Respondent: Each individual in the household should respond for him/herself. In the case children that cannot respond for themselves, a parent/caregiver of responsible adult in the household can respond on their behalf.

Household: In this survey, a household will be defined as a person or group of people who usually sleep in the same dwelling and with a recognized head and who shares common eating arrangement for more than 6 months preceding the interview.

The following are examples of a household: -

- A household consisting of a man and his wife/wives and children, father/mother, nephew and other relatives.
- A household consisting of a single person
- A household consisting of a couple or several couples with or without their children.

All listed persons who have been away from the household for more than six months are not considered to be household members except:-

- Person identified as the head of household even if he or she has not been with the household for 6 months
- Newly born children (or newly adopted)
- Students and seasonal workers who have not been living in or as part of another household.

Head of household: Usually the head of the household is the person who provides most of the needs of the household and is familiar with all the activities and occupations of the household members. He/she will be the person named when you ask the question "Who is the head of this household?"

INSTRUCTIONS FOR FILLING-OUT THE ROSTER

The household roster must be filled out with the greatest care. The following steps must be followed:

Completion of FLAP A

This flap must be completely filled-out before answering any other question in the Roster. That is, questions 1, 2 and 3 will be pre-filled and questions 4 and 5 will be completed when the interviewer visits the household. The interviewer should enquire if persons have joined the household since the last interview. All persons that have joined the household since the last interview should be written immediately below the list of persons already entered in the roster. Question 1 to 5 should then be completed for these new persons that have been added.

Special Note on Question 5: A "YES" response should be given for all persons added on this visit to the list of household members that were pre-filled. A "YES" should also be given for all persons with an age of six years or less recorded in question 4.

In filling Flap A, the respondent should preferably be the head of the household. If the head is absent, then a responsible and knowledgeable adult, preferably the spouse of the household head should be interviewed.

Provision is made for 12 household members. If there are more than 12 household members, a second household questionnaire should be used and the first person on the added questionnaire should be number 13 and so on. **The interviewer should confirm that household head here is the same as household head listed on the Cover page.**

QUESTION 6: The day, month and year the respondent was born is very necessary. Write "98" for months and days if respondent does not know. If the day and month of birth is given and the year is not known, the year of birth should be estimated from the age in question 4. Check that age in question 4 and year of birth in this question are consistent.

Note: The date of birth MUST be recorded for all children six years old or less. In all such cases, the interviewer should ask to see the child's birth certificate in order to confirm the information provided.

QUESTION 7: Present marital status refers to the respondent's marital status on the day of interview. Note also that marital status to be recorded is the most recent. For example, if a respondent was a widow and now has remarried, the current status is "Married".

Definition of Marital Status

1 - Married (monogamy) includes all types of marriages e.g. civil, traditional and common law to only one woman. It is also a state of having only one sexual partner at any one time. The word monogamy comes from the Greek word called Mono which means one or alone and the Greek word Gamos which means marriage or union.

2 - Married (polygamy) includes all types of marriages e.g. civil, traditional and common law to more than one woman. It is also defined as having more than one wife or husband at the same time, usually a man with several wives.

3 - Informal/Loose Union refers to a relationship contracted by two adults living together without civil or traditional recognition. Such people may report that they are married, so probe carefully and sensitively to find out the actual marriage contract.

4 - Divorce: When a marriage is legally dissolved

5 - Separation: Living apart without legal backing

6 - Widowed: A situation where one of the couple is dead.

7 - Never Married: A situation where the respondent is single and has never been married before.

QUESTION 8: *There MUST be a response to this question for ALL members of the household*

QUESTION 9: *The objective of this question is to know how many wives are currently living with the respondent at the time of interview. E.g. if the respondent has one wife the interviewer will write 1 in the space provided and if more 1 than wife the interviewer will the appropriate number in the space provided.*

QUESTION 10: These are the years in which the marriage took place and all the years listed here must be for wives that are alive at the time of the interview.

QUESTION 11: This question seeks to determine if the household member's spouse is currently a member of the household. In the case of a male in a polygamous relationship, the interviewer should enquire of the first wife only

QUESTION 12: This is most senior wife in terms of marriage that lives in the Household. The interview should Copy the ID Code of the spouse from the Household Roster.

QUESTION 13: These questions seek to know if the respondent has been interviewed (or information has been collected on this individual) in the previous round of the survey.

QUESTION 14: If the response to this question is "YES" then that means information on this member has already been collected in previous Panel survey visits so no further questions need to be asked in the Roster. The instruction is to skip to the next section, Section 2B.

If the response is "NO" then questions will be asked about the individual leaving the household. These questions start at 28 hence the instruction to skip to that question.

QUESTIONS ON MEMBERS JOINING THE HOUSEHOLD SINCE THE LAST INTERVIEW: QUESTIONS 15 TO 27

QUESTION 15: This information is useful as a guide to whether or not the person qualifies as a household member using the time rule. The CODE for the date should be recorded and not the date itself.

QUESTION 16: This information is useful in determining whether the person is a household member or not.

These new household members could be persons:

1. Joining the household for the first time
2. Who were previously household members but left the household and have now returned.

QUESTION 17: If the respondent does not have a religion then the response should be "NONE" under Other Specify.

QUESTIONS 18 to 22: These questions are about the biological father of the respondent. If the biological father is a member of the household then the household Individual Code should be written in Question 19. Carefully identify the respondent's father on FLAP A before writing the code.

Questions 21 and 22 collect information on the education and industry of employment, respectively, of the respondent's biological father. This information is collected whether or not the father is alive (Question 20).

QUESTION 23 to 27: These questions are about the biological mother of the respondent. If the biological mother is a member of the household then the household Individual Code should be written in Question 24. Carefully identify the respondent's mother on FLAP A before writing the code. After writing the individual code in question 24, the interviewer should skip to SECTION 2A. That is, no more questions in the roster should be asked of this respondent.

Questions 26 and 27 collect information on the education and industry of employment, respectively, of the respondent's biological mother. This information is collected whether or not the mother is alive (Question 25).

ALL respondents that are asked question 27, should not be asked any subsequent questions in the roster and should be skipped to SECTION 2A, as instructed.

QUESTIONS ON MEMBERS THAT HAVE LEFT THE HOUSEHOLD SINCE THE LAST INTERVIEW: QUESTIONS 28 TO 41

These questions should be answered by the head of the household or the spouse of the head of household, or some other responsible adult in the household.

QUESTION 28: If the former household member has died, then no more questions should be asked about this person in this section or in any of the other individual Sections 2 to 6.

QUESTION 29: This information is useful as a guide to whether or not the person should be retained as a household member using the time rule. The CODE for the date should be recorded and not the date itself.

QUESTION 30: This question seeks to determine if the former household member has moved to a location within Nigeria or a location outside Nigeria. If the former household member has moved to a location within Nigeria, only one more question will be asked in the Roster, and that is Question 31. If the former household member moved outside Nigeria, Questions 32 to 41 are applicable.

QUESTION 31: Only the LGA Name and State Name should be recorded during the interview. The codes for LGA and State should be entered by the supervisor when the questionnaire is being examined or reviewed.

QUESTION 32: If the respondent does not know the country that the former household member has moved to, then 98 should be recorded as the response.

QUESTION 33: This is the NUMBER of months that the person has been abroad.

QUESTION 34: There could be more than one reason that the former household member migrated but this question requires only one. The single response should be the most important reason.

QUESTION 35: This question seeks to know if the former household member is currently in a job.

QUESTION 36 to 38: These questions are about the former household member's current job. A complete description of the job must be provided in question 36. Note that this job that has been written must not be coded in the interview.

QUESTION 39 to 41: These questions seek to determine the former household member's sources of financial assistance to migrate and to settle abroad.

Answers to these questions must conclude with a skip to the NEXT PERSON because no further questions should be asked about the former household member.

SECTION 2A: EDUCATION FOR NEW MEMBERS IN THE HOUSEHOLD

There are two education parts in this questionnaire. The first, Section 2A, is for new household members, i.e. members that have joined the household since the last interview. The second, Section 2B, is for household members that were a part of the household in the last interview.

All household members 5 years old and older must have a response to either Section 2A or Section 2B.

The objective of these sections is to measure the level of education or formal schooling of all household members. The key educational indicators that are of interest are enrolment rates and dropout rates. Dropouts are persons of primary or secondary school age that are not currently attending school. Additional educational indicators include the highest grade completed and the type of school attended (private or public). These sections also collect information on literacy levels and education expenditure

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

FLAP A on page 43 should be used with these sections.

QUESTION 1 and 2: These questions are for the interviewer and are designed to provide guidance as to the next section to be answered by the respondent. A response must be written before any skip action is taken.

QUESTION 3 and 4: These questions are to identify the respondent.

QUESTION 5: The response to this question is "YES" if the respondent can BOTH read and write. If the respondent can read but cannot write, or write but cannot read, or can neither read nor write, then the correct response is "NO".

QUESTION 6: This question is designed to separate the respondents into persons that have attended school and those that have not. Attendance does not mean that any level was completed. It should also be noted that the term "school" includes Quaranic schools.

QUESTION 7: Although this question can have more than one valid response, it is a single response question and only the MAIN reason is required. Responses such as "NONE" and "DON'T KNOW" should be recorded under Other Specify.

The term 'school' includes primary, secondary and post-secondary schooling, as well as any other intermediate levels of schooling in the *formal school system*. It also includes technical or vocational training beyond the primary-school level, such as long-term courses in mechanics or secretarial work.

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

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

QUESTION 8: The interviewer should ask the respondent at what age did him /her starts schooling. The interviewer is expected to probe further may be with stories, events and illustrations that happened for the elderly ones to assist them to recall from memory the age.

QUESTIONS 8 to 27: These questions are for persons that have attended school.

QUESTION 8: This is an approximate age and should be given as the years of age only.

QUESTION 9: This is the highest level that was SUCCESSFULLY completed

QUESTION 10: Qualification means certification at the respective level. That is, the respondent has passed all necessary qualifying examinations and coursework at that level.

Definition of Qualification Codes:

NONE: The respondent has not been certified as having completed any level

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

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

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

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

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

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

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

School of Nursing: This is a certificate obtained after spending three (3) years in the school of nursing.

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

Technical or Professional Diploma: It refers to a Diploma Certificate obtained from any Polytechnic or University.

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

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

QUESTION 11: This is to ascertain the respondents who were in school 2011-2012 school year. That is, the question is not asking about the current school year but the previous school year to when the interview is being conducted.

QUESTION 12: The interviewer should ask the respondent what type of school is household member attending. For those currently in schools, the interviewer will record what type of organization that runs the school. The field supervisor will be advised to educate him/herself regarding the types of schools in the area, as some respondents may have difficulty reporting this

information. The supervisor can then assist in properly coding the type of organization from the name of the school.

Do not expend too much effort in determining exactly what type of school the individual attends. As noted earlier, unless there is obvious evidence to the contrary, one should take the respondent's answers as sufficiently accurate.

If the respondent does not understand the question, ask what the name of the school is and try to assist by probing. Typically the name of the school may/will give you enough information to determine what type of school it is. Otherwise the Supervisor will have to assist the interviewer in this response as it is expected that the Supervisor will more be conversant

QUESTION 13: This question asks about the respondent's enrolment in school in the current school year, 2012 to 2013. The school can be any of those with the levels listed in question 15.

QUESTION 14: This is a single response question, so only the main reason should be given. For persons that are elderly or who do not consider further education necessary, option 1 should be recorded, i.e. "HAD ENOUGH/COMPLETED SCHOOLING".

QUESTIONS 15 TO 24: These questions are only for persons enrolled in school in the current school year.

QUESTION 15: This question is for enrolment in the current school year: 2012 to 2013. Even if the respondent is not presently attending but has been registered in a class at the school, the level in which the person is enrolled (or registered) should be recorded.

QUESTION 16: See Question 12 instructions in this section.

QUESTION 17: This is a single response method so the main method is required. The method is considered "main" if that is the method used for most/all of the journey on most days.

QUESTION 18: This is the time usually taken on a typical day. Note that the times which have been coded, are in minutes. The interviewer should record the CODE for the time and not the time itself.

QUESTION 19: The question seeks to determine if the respondent is currently on scholarship, i.e. is registered for a scholarship for this current school year: 2012 to 2013

QUESTION 20 to 22: These questions seek to determine the amount of money to be received this current year under the scholarship, the period over which the scholarship is to be received and what the benefit covers. The interviewer should ask for an official document (if any) and copy out the amount, otherwise ask the respondents for the actual amount. The value of the scholarship for 2012 - 2013 may include one or two school years. However, the amount to be entered is the value for the current year only. If during the current school year the person has two scholarships of different amounts, the sum of the amounts received must be calculated and entered.

The number of years over which the scholarship has been granted should be recorded in question 21 and the source of the scholarship in question 22.

QUESTION 23: These questions are intended to determine education expenses for each household member that was or is in school at any time during the 2012-2013 school year. These expenditures may be in cash or kind and include all amounts since the beginning of the academic year 2012 to 2013. When the respondent is unsure of the amount, you should probe and, if possible, ask for an approximate value and enter in appropriate COLUMN. In most cases, the authorities of the school will send the parent/guardian a fee schedule, so you can ask for it and copy out the expenses under each category. But make sure that this fee schedule is for the whole academic session up to the present time and not for one school term. The amount should be recorded in absolute value. **IF**

THERE WAS NO EXPENDITURE, WRITE 0. IF THERE WAS EXPENDITURE BUT THE RESPONDENT DOES NOT KNOW HOW MUCH, THE INTERVIEWER SHOULD PUT A DASH "-".

Note

Categories A-G: If expenditure for this student can be fully given in the Sections A-G and the values are known for all of these categories, then the amounts should be recorded in the appropriate column. If there was no expenditure in any category, then 0 should be entered in that category. **No value should be entered in categories H and I.**

Category H: This category is used in order to report:

- i. education expenses that are not one of those identified in categories A-G. **No value should be placed in category I.**
- ii. total of expenditure in SOME of the categories A-G for which the respondent does have the exact figures. **No value should be placed in category I.**

Category I: This category should be used when the respondent cannot individually identify the areas of education expenditure. That is, the respondent only knows the expenditure as a lump sum value. The lump sum value should be placed in category I. A dash should be placed in all the categories (A-G) that makes up the lump sum value placed in category I.

QUESTIONS 24 to 27: These questions are about **REPEATING LEVELS IN PRIMARY AND/OR SECONDARY SCHOOL** and are for persons currently attending school or who have attended either or both of these school levels in the past.

QUESTION 24: This question sorts those that repeated at the primary and/or secondary level, or did not repeat at all.

QUESTION 25 to 27: These questions collect information on the last level in the list that was repeated (Question 25); the reason for repeating the level (Question 26); and how many times the level indicated in Question 25 was repeated (Question 27).

Note Question 26 Correction: The codes for this question are missing from the questionnaire. The codes are:

Failed exams.....1
Pregnancy.....2
Illness.....3
Disability.....4
Work commitment.....5
No money for
books.....6
Lack of fees.....7

QUESTION 28: This question seeks to determine if the respondent has serious intention to attend school in the next (2013-2014) school year.

After completing this section, all respondents are routed to SECTION 3A

SECTION 2B: EDUCATION ORIGINAL PANEL MEMBERS

This section follows up on the educational status of previously interviewed panel members. Because we have already asked them many of the questions in 2A, this section updates their schooling information. All information should be asked directly to respondents if possible for anyone 5 years and above.

QUESTION 1: There MUST be a response to this question for all household members directed to this section. This question seeks to ensure that only household members five years and above provide a response to this section; and that all others skip to Section 4.

QUESTION 1a: This question seeks to determine if the respondent is in school in the current school year

QUESTION 2: This is a single response question, so only the main reason should be given. Note that, for persons that are elderly or who do not consider further education necessary, option 1 should be recorded, i.e. "HAD ENOUGH/COMPLETED SCHOOLING".

All persons responding to this question should not answer question 3 - 14, which is for those persons attending school.

QUESTIONS 3 to 14: These questions are for persons attending school in the current school year.

QUESTION 3: This question is for enrolment in the current school year: 2012 to 2013. Even if the respondent is not presently attending but has been registered in a class at the school, the level in which the person is enrolled (or registered) should be recorded.

QUESTION 4: This question is seeking to find out if there has been a change in school between last school year (2011 to 2012) and now.

QUESTION 5: This is a single response question, so only the main reason is required.

QUESTION 6 to 8: These questions are about the new school that the respondent has moved to in the current school year. The organization that runs the school (Question 6); the main means of transport to school (Question 7); and the typical time it takes to get to school in minutes, expressed as a code (Question 8). (See instructions for Questions 16, 17 and 18 in Section 2A above).

QUESTION 9: The question seeks to determine if the respondent is currently on scholarship, i.e. is registered for a scholarship for this current school year: 2012 to 2013

QUESTION 10 to 12: These questions seek to determine the amount of money to be received this current year under the scholarship, the period over which the scholarship is to be received and what the benefit covers. The interviewer should ask for an official document (if any) and record the amount, otherwise ask the respondents for the actual amount. The value of the scholarship for 2012 - 2013 may include one or two school years. However, the amount to be entered is the value for the current year only. If during the current school year the person has two scholarships of different amounts, the sum of the amounts received must be calculated and entered.

The number of years over which the scholarship has been granted should be recorded in question 11 and the source of the scholarship in question 12.

QUESTION 13: This question seeks to find out if this is the same scholarship as the one received in the previous school year, if any, or if it is a new one.

QUESTION 14: These questions are intended to determine education expenses for each household member that was or is in school at any time during the 2012-2013 school year. These expenditures may be in cash or kind and include all amounts since the beginning of the academic year 2012 to

2013. When the respondent is unsure of the amount, you should probe and, if possible, ask for an approximate value and enter in appropriate COLUMN. In most cases, the authorities of the school will send the parent/guardian a fee schedule, so you can ask for it and copy out the expenses under each category. But make sure that this fee schedule is for the whole academic session up to the present time and not for one school term. The amount should be recorded in absolute value. **IF THERE WAS NO EXPENDITURE, WRITE 0. IF THERE WAS EXPENDITURE BUT THE RESPONDENT DOES NOT KNOW HOW MUCH, THE INTERVIEWER SHOULD PUT A DASH "-".**

Categories A-G: If expenditure for this student can be fully given in the Sections A-G and the values are known for all of these categories, then the amounts should be recorded in the appropriate column. If there was no expenditure in any category, then 0 should be entered in that category. **No value should be entered in categories H and I.**

Category H: This category is used in order to report:

- a. education expenses that are not one of those identified in categories A-G. **No value should be placed in category I.**
- b. total of expenditure in SOME of the categories A-G for which the respondent does have the exact figures. **No value should be placed in category I.**

Category I: This category should be used when the respondent cannot individually identify the areas of education expenditure. That is, the respondent only knows the expenditure as a lump sum value. The lump sum value should be placed in category I. A dash should be placed in all the categories (A-G) that makes up the lump sum value placed in category I.

QUESTION 15: This question seeks to determine if the respondent has serious intention to attend school in the next (2013-2014) school year.

QUESTION 16: The interviewer should ask the respondent what level of school he/she would expect to complete when they completed their studies. Only one option is required.

SECTION 3A: LABOUR

Respondent: This section concerns all individual members of households who are 5 years and above. Parents or adult members of the household can answer on the behalf of children. Where some household members are absent, proceed with the interview for all those present but make the necessary arrangements to call back and continue the interview with absentee members after ascertaining the appropriate time that they would be available.

Terms and Definition

Some definitions and terminology used in the questionnaire include: -

Main occupation: This is the work to which most time is devoted when a respondent has more than one job. For instance, the main occupation for the past 7 days of a respondent who farms mostly and also goes fishing during the dry season is farming.

The last 12 months: This refers to the period of 12 consecutive months just before and including the interview day. During the interview, you should be specific. For example, if the interview takes place on March 10, 2013 then we refer to all the preceding months down to March 9, 2012.

Secondary occupation: This is the work to which much of the respondent's time is devoted after the main occupation. In the example given above, fishing would be the secondary occupation of the farmer in the 7 days. However a respondent may have more than one Secondary occupation.

Reference Period: The reference period used in this section is the last seven days. When conducting the interview the interviewer should direct the respondent to consider the seven days prior to the day of the interview. For example, if the interview is taking place on a Wednesday, the interviewer should ask the respondent to consider the seven days from last week Tuesday.

QUESTIONS 1 - 3: These questions seek to capture information about the various types of work that each eligible member of household is engaged in, in the past 7 days. The respondent should answer each question. Question 1 asks about being engaged in paid work (i.e. as an employee). Question 2 seeks information about engagement in farming activity on a farm owned or rented by a member or members of the household. Question 3 asks if there is any engagement in own account work or in a business enterprise belonging to the respondent or some other household member.

QUESTION 4: If there is a 'YES' response in any of the questions 1, 2 or 3, then that indicates that the household member was working during the past 7 days and the response to this question should be "YES". The interviewer should then skip to question 10 where questions will be asked about the work that the household member was engaged in. Persons who were not working during the past 7 days, will answer questions 5 to 9 about the reasons for not working.

QUESTIONS 5 to 9: Collect information about persons that have not worked in the past 7 days.

QUESTION 5: This question seeks to determine if any effort was made to find work. These efforts include sending out job applications, asking business persons for work, asking persons if they know about any available work, repairing machinery in order to resume work, etc.

QUESTIONS 6: This is a single response question, so only the main reason is required. Note that if the household member is a child, then "STUDENT" is the correct response if the child is in school. If the child is not yet at school age, then the response should be: "TOO YOUNG".

QUESTIONS 7: If the person was willing and in a position to have started work in the last seven days then that person was available for work and the response should be "YES".

QUESTIONS 8: This is a single response question, so only the main reason should be given why the person was not available for work in the last seven days.

QUESTIONS 9: This question is only for persons who are not currently working. The question seeks to determine the date when the respondent last worked. For persons who have never worked, there should be no response, but for all other persons, the month and year should be written as the response. Everybody answering this question should skip to question 36.

QUESTIONS 10 - 20: These questions collect details about the status of the respondent's main occupation.

QUESTIONS 10: A description of the respondent's main occupation in the last seven days should be written clearly and completely. This description should be written in such a way that there will be no confusion in identifying the correct occupation code. All occupation codes should be written outside the interview time. The occupation codes are given in Appendix 1 of this manual.

QUESTIONS 11: Although this question is to be directed to the respondent, the interviewer should ensure that the sector corresponds correctly with the person's job.

QUESTIONS 12a: The employer in this main occupation should be identified and the code written as the response. If the respondent is working in their own business, then the response should be "SELF-EMPLOYED". If the respondent is working in a business that is owned by a household member, then the response should be "HOUSEHOLD MEMBER".

QUESTION 12b: Some workers are entitled to benefits in their job. The interviewer should read the list of benefits in this question and ask the respondent which ones they are entitled to. If there are more than one, all should be listed separated by commas.

QUESTIONS 13, 14 AND 15: These questions are designed to determine how much time the worker spends doing this main job. The term "employment" includes working in one's own business. Note also that the time period for each question is different.

QUESTION 13: The time period is the last 12 months and the question ask, of these 12 months how many were spent in this job. The value can be between 0 and 12 inclusive. A month must be counted if the respondent worked at all in that month.

QUESTION 14: The reference period is the months that was spent in this job, i.e. the months that correspond with the number given in question 13. The value given in this question should be less than or equal to the value given in question 13 multiplied by 4, except when the value given in question 13 is zero.

QUESTION 15: The time period for this question is the last 7 days. A typical work week is made up of 8 hours per day or a total of 40 hours for the week. The value given can be much more or much less than this. The minimum could be zero (if for example the person was on leave, or sick) and the maximum could be as much as 80 hours per week or even more - but not too much more.

QUESTION 16: The question is referring to the time since the respondent has started to work in this job. Note that the payment could be in some other form apart from cash.

QUESTION 17: This question is for persons that did not receive payment in their job. Only one response is required and that is the MAIN reason.

QUESTION 18: This question has two parts: the amount received and the period that that payment covers. The interviewer should take care that the amount and time code properly match.

QUESTION 18b: The person in the household could be a parent, spouse or some other household member. The interviewer should ensure that the ID Code matches with the name that the respondent before the ID Code is written. Provision has been made for up to two household member decision makers.

QUESTION 19: This question enquires if non-cash payments or allowances in some other form were paid for this main job.

QUESTION 20: IN-KIND payments should be valued and this value recorded as the NAIRA amount with the corresponding time over which it covers given as the time unit code. The interviewer should take care that the amount and time code properly match.

QUESTION 21: This question is a filter for a second job.

QUESTIONS 22-32: These questions are for a second job and correspond with questions 10 to 20 Use the instructions above for corresponding questions.

QUESTION 33: In answering this question, the interviewer should add the values in Question 15 and Question 27 to see if the value is less than 40. If the value is less than 40, the response is "YES".

QUESTION 34: "Voluntarily" means the respondent chooses to do so of his/her own free will, i.e. without being pressured or forced. "Involuntarily" is where the respondent would only work the extra hours if forced whether by the employer or otherwise.

QUESTION 35: This question seeks to know whether the respondent contributes to National Health Insurance Scheme (NHIS).

QUESTIONS 36 - 38: These Questions seek to know whether the household member is currently engaged in voluntary or social work; the area of social/voluntary work engaged in and the number of hours spent in social/voluntary work in the last 7 days.

QUESTIONS 39 - 40: These Questions seek to know the number of hours spent the previous day on domestic activities such as; collecting or chopping fire wood (or other fuel materials) as well as the hours spent the previous day collecting or fetching water for the household.

SECTION 3B: LABOUR (12 MONTHS)

Respondent: This section concerns all individual members of households who are 5 years and above. Parents or adult members of the household can answer on the behalf of children.

QUESTION 1 - 3: These questions seek to capture information about the various types of work that each eligible member of household is engaged in, in the past 12 months. The respondent should answer each question. Question 1 asks about being engaged in paid work (i.e. as an employee). Question 2 seeks information about engagement in farming activity on a farm owned or rented by a member or members of the household. Question 3 asks if there is any engagement in own account work or in a business enterprise belonging to the respondent or some other household member.

QUESTION 4: If there is a 'YES' response in any of the questions 1, 2 or 3, then that indicates that the household member was working during the past 12 months and the response to this question should be "YES". If the response is "YES", the interviewer should continue with the next question. If the response is "NO", the interviewer should skip to SECTION 4A with this respondent. **NOTE: ALL PERSONS THAT WORKED IN THE PAST 7 DAYS (SEE QUESTION 4 IN SECTION 3A) MUST HAVE WORKED IN THE PAST 12 MONTHS.**

QUESTION 5: A description of the respondent's main occupation in the past 12 months should be written clearly and completely. This description should be written in such a way that there will be no confusion in identifying the correct occupation code. All occupation codes should be written outside the interview time. The occupation codes are given in the Appendix 1 of this manual.

QUESTION 6: A description of the type of business (or industry), where the respondent did the job recorded in question 6, should be written clearly and completely. This description should be written in such a way that there will be no confusion in identifying the correct industry code. All industry codes should be written outside the interview time. The industry codes are given in the Appendix 2 of this manual.

QUESTIONS 7 and 8: These questions are designed to determine how much time the worker spent doing this main job. The term "employment" includes working in one's own business..

QUESTION 7: The time period is the last 12 months and the question ask, of these 12 months how many were spent in this job. This time does not have to be consecutive months but is number of months in total. For example if the respondent worked all of February, April and June and two weeks in September then the number of months is 3.5.

QUESTION 8: This is an average value for this job over the past 12 months. A typical work week is made up of 8 hours per day or a total of 40 hours for the week. The value given can be much more or much less than this. The maximum could be as much as 80 hours per week or even more - but not too much more.

QUESTION 9: The employer in this main occupation should be identified and the code written as the response. If the respondent is working in their own business, then the response should be "SELF-EMPLOYED". If the respondent is working in a business that is owned by a household member, then the response should be "HOUSEHOLD MEMBER" (Note correction of codes: HOUSEHOLD MEMBER.....10, OTHER SPECIFY.....11).

QUESTION 10: Those respondents that were engaged in a second job during the past 12 months should respond "YES" to this question and continue to the next question. A response of "NO" requires a skip to SECTION 4A.

QUESTIONS 11 to 15: These questions correspond with questions 5 to 9 so the corresponding instructions above apply.

SECTION 4A: HEALTH

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

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

QUESTIONS 1-14 REFERENCE PERIOD IS FOUR WEEKS AND QUESTION

QUESTIONS 15 – 21 REFERENCE PERIOD IS 12 MONTHS.

Several skip instructions were introduced and Interviewer should STRICTLY FOLLOW THE SKIP INSTRUCTION

GENERAL HEALTH CONDITION

QUESTION 1: The visit does not have to be because the respondent has a health or dental problem. The visit, however, must be for a PERSONAL health or dental reason.

QUESTION 2: The reasons are for all the visits in the past 4 weeks. The question allows for up to three reasons. If there are more than three reasons, only the three most important ones should be taken.

QUESTION 3: If the respondent suffered both injury and illness within the reference period the interviewer should probe to get the most serious one from the respondent and record the appropriate code.

QUESTION 4 and 5: Asks if illness/injury made household member stop or was unable to undertake his/her usual activities in question 4 (refer to the injury or illness mentioned in Q.3). *NOTE: Usual activities* refer to the activities or activity that the respondent spends most of his/her time doing. This could be work on the job, attending school, doing housework etc.

In asking Question 5, the interviewer should probe to get the number of work or school (or housework etc) days missed in the previous four weeks because of the condition given in question 3. If the illness/injury did not prevent the respondent from doing his/her usual activities record ZERO "0".

QUESTION 6-8: These questions are for those persons who suffered an illness or injury in the past 4 weeks.

QUESTION 6: This question seeks to find out which category of health practitioner was visited, if any. The question provides for up to two different categories of health partitions. If the respondent did not visit a health practitioner, i.e. code "12", the interviewer should record the code and skip to question 13.

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

Traditional healer refers to one who uses medicinal herbs and plants to treat patients. In some cases a traditional healer may also use signs, prayer or folk remedies. Traditional healers are concerned with treating the whole person, focusing on family and social relationships. The traditional healer's approach is a holistic one, with the mind, body and spirit being regarded as special elements in the healing process.

A doctor is physician who examines, diagnose, and treat patients.

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

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

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

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

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

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

QUESTION 7: This question asks the place where the consultation took place. Provision has been made for up to two locations. These should be the most or main locations and should match with the consultation(s) in question 7.

Definitions of some of the locations listed are given below.

Dispensary, health centre or health post is typically the lowest level of care, or first point of entry into the health system.

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

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

Consultant home refers to medical practitioner home.

Faith base home: *this is a health facility that is been run by religious body e.g hamadiyah health centre, catholic hospital etc*

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

QUESTION 8: This is the authority under which the location given in question 7 falls. For example, if the person consults a doctor in a hospital, the interviewer will need to determine whether it is a Federal, State, or local government hospital, etc. The first and second type of establishment in this question must match with the first and second place of consultation in question 7.

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

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

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

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

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

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

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

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

QUESTION 9: This question refers to the FIRST consultation fee, i.e. the money just to see the doctor which is usually paid in advance and includes payment made for the card. The amount here does not include money for drugs, or any medical supplies.

QUESTION 10: The amount in this question refers to only the FIRST consultation, same as in question 9, and is for transportation costs two-ways, i.e. going for the consultation and returning home.

QUESTION 11 and 12: These questions seek to determine how long it takes to travel to, and see the health practitioner. Both the travel time (question 11), and the waiting time (question 12), must be given in hours and minutes. *Note: the waiting time in question 12, is how long it took after the respondent was registered.*

Examples of how to record travel and waiting times:

- If time taken is less than 60 minutes e.g. 55 minutes, enter 0 in the HOURS column and 55 in the MINUTE column.
- If 1 hr 20 min, then enter 1 under the HOUR column and 20 under the MINUTE column.

QUESTION 13 and 14: These questions are about medicines and drugs purchased over the counter, from a kiosk or from Patent Medicine Vendors (PMV) in the past 4 weeks. QUESTION 14 asks the total amount spent. Note that these are purchase of ALL medicines and drugs, not just those related to the consultation with the health worker. All amounts should be written as a whole number without commas.

QUESTIONS 15-21: REFERENCE PERIOD IS 12 MONTHS preceding date of interview.

QUESTION 15-16: To be *Admitted (hospitalised)* in a health facility means to stay in a health facility or centre (hospital, clinic, dispensary, or traditional healing center etc.) for at least a period of one night on the recommendation of a consulted health practitioner. This does not include healthy people staying or sleeping in the hospital/premises to attend to sick relatives or a woman who went to deliver a baby. However, a pregnant woman that was admitted due to illness, should be

included. If YES in Question 15 then ask Question 16 how many nights he/she stayed e.g. if five night it should be as recorded as "5".

QUESTION 17: This amount includes all costs incurred due to the admission excluding consultation fees and cost of medicines. That is consultation cost and medicines are not included in the admission charges.

QUESTION 18: *Medicine and medical supplies* includes bandages, plaster, medical blade, cotton and any item used for the purpose of treatment in the last 12 months. if response to Question 18 is NO skip to Question 22A or else ask Question 19 to know the total cost.

QUESTION 20: Ask the respondent for the person who paid for most of the expenses incurred this include consultation, admission , treatment, purchase of medicine and medical supplies in the last 12 months if any but if none that is you paid yourself then code appropriately.

QUESTION 21: Ask the respondent apart from what was paid from others how much did you pay yourself (own pocket) for medical expenses. Note this does not include any medicines or medical supplies or drug over the counter. Also if all expenses are paid by the respondent then the amount spends by him/her should be recorded OR ELSE LEAVE SPACE BLANK.

ACTIVITIES AND FUNCTIONING

Developmental disabilities are a diverse group of severe chronic conditions that are due to mental and/or physical impairments. This question includes both physical and mental disabilities and is meant to capture conditions, which are permanent. Physical and mental disabilities to be considered here are those which prevent the person from maintaining a significant activity or schooling. This may be some physical impairment of limbs, a physical disease, or mental illness, which renders the person incapable of pursuing a significant activity. Note: someone who is temporarily disabled due to a broken leg would not be considered disabled their impairment is temporary.

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

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

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

QUESTIONS 22A-22E: is an affirmative question and interviewer is not expected to leave any of the question blank (i.e. No skip instruction to be observed) the response is either YES=1 or NO=2 and you are not expect to record both options

Autism Spectrum Disorders (ASD) is defined as a constellation of behaviors indicating social, communicative, and behavioral impairment or abnormalities. The essential features of ASD are (a) impaired reciprocal social interactions, (b) delayed or unusual communication styles, and (c) restricted or repetitive behavior patterns. A child is included as a confirmed case of ASD if he or she displays behaviors as described by a

qualified professional. A qualified professional is defined as an educational, psychological or medical professional with specialized training in the observation of children with developmental disabilities (e.g., special education teacher, clinical/developmental/school psychologist, speech/language pathologist, learning specialist, social worker, developmental pediatrician, child psychiatrist, and pediatric neurologist).

Cerebral palsy refers to a group of disorders that affect a person's ability to move and to maintain balance and posture. It is due to a non-progressive brain abnormality, which means that it does not get worse over time, though the exact symptoms can change over a person's lifetime. The impairment of motor function may result in paresis, involuntary movement, or in coordination and does not include motor disorders that are transient, that result from progressive disease of the brain, or that are due to spinal cord abnormalities/injuries. Children with cerebral palsy are known by being (a) diagnosed as having cerebral palsy by a qualified physician or (b) identified by other qualified professionals as having this disability on the basis of physical findings noted in source records. A qualified professional is defined as a physician, physical therapist, occupational therapist, nurse practitioner, or physician's assistant who specializes in developmental disabilities, neurology, orthopedics or pediatrics. A determination is made by medical staff that the physical findings are consistent with a diagnosis of cerebral palsy.

Mental retardation is defined as a condition marked by an intelligence quotient (IQ) of ≤ 70 on the most recently administered psychometric test. In the absence of an IQ score, a written statement by a psychometrics that a child's intellectual functioning falls within the range for mental retardation is acceptable. The severity of mental retardation is defined according to some standards and this question does not ask or require the degree of retardation/illness.

Vision impairment means that a person's eyesight cannot be corrected to a "normal" level and is measured visual acuity of 20/70 or worse, with correction, in the better eye. Vision impairment may be caused by a loss of visual acuity, where the eye does not see objects as clearly as usual. It may also be caused by a loss of visual field, where the eye cannot see as wide an area as usual without moving the eyes or turning the head. In the absence of a measured visual acuity, a child is considered a case if a source record includes (a) a functional description, by a qualified physician or vision professional, of visual acuity of 20/70 or worse (e.g., light perception only) or (b) a statement by a qualified physician or vision professional that the child has low vision or blindness.

Hearing loss is defined as a measured, bilateral, pure-tone hearing loss at frequencies of 500, 1000, and 2000 hertz averaging 40 decibels (dB) or more, unaided, in the better ear. In the absence of a measured, bilateral hearing loss, children meet the case definition if their source records include a description, by a licensed or certified audiologist or qualified physician, of a hearing loss of 40 dB or more in the better ear.

Intellectual disability is characterized both by a significantly below-average score on a test of mental ability or intelligence and by limitations in the ability to function in areas of daily life, such as communication, self-care, and getting along in social situations and school activities. Intellectual disability is sometimes referred to as a cognitive disability or mental retardation. Children with intellectual disability can and do learn new skills, but develop more slowly than children with average intelligence and adaptive skills. There are different degrees of intellectual disability, ranging from mild to profound and can be defined by their intelligence quotient (IQ), or by the types and amount of support they need.

QUESTIONS 23-33: Ask does the person have difficulty in doing certain activities. Such as, seeing even with glasses (Q.23), Hearing even when wearing hearing aids (Q.25), walking or climbing steps (Q.27), remembering or concentrating (Q.29), self care (Q.31) and communication in Q. 33. If any response to any of these questions is YES some, (2) a lot (3), or cannot do (4), the interviewer is to ask the next question (which says how old you are when the difficulty started).

NOTE: for babies the response should be taken as no difficulty unless the disability is so glaring. If the difficulty started from birth or not up to a year the interviewer should record (0).if it started when the respondent was two and half years the interviewer should considered the last birthday before the problem started the interviewer is to record (2) under age. But if the response to the questions is NO (1) the interviewer should follow the skip pattern.

QUESTION 35: interviewer should check columns 23, 25, 27, 29, 31, and 33 if respondent has no difficulties skip to Questions 37 but if respondent has some difficulties ask if the difficulty reduces the amount of work he/she can do at home, at work, or at school. E.g. if the respondent has difficulty in hearing and **sometimes (2)**, it reduce his/her work **in school** and **all the time (1) at home** the interviewer will record will record (2) under at school and (1) under at home but if the respondent is not going to school or work record (4) where we have such. If the disability is not affecting him/her record (3).

QUESTION 36: Ask this question from respondent who responded YES in Colum 23, 25, 27, 29, 31 (i.e. has difficulty)if and He/she has taken any measure to improve his/her performance

BRACE	An orthopedic appliance that holds or support part of the body.
CANE	A walking stick, a stick that people use to help them walk.
FRACTURE	A break in a bone
ABRASION	Is the process of wearing away by friction or an area on the skin, or some other surface of the body that has been damage by scraping or rubbing.
BRUISE	A tender area of skin discoloration caused by blood leaking from vessels damaged by pressure or impact.
LACERATE	To cut or gash the skin so that the wound is deep with irregular edge
DISLOCATION	Is the displacement of a body part especially of a bone from its usual fitting in a joint.
SEIZURE	A sudden attack of an illness or condition, especially of the kind experienced by people with epilepsy.
AUTISM	Is a condition disturbing perceptions and relationship, disturbance in psychological development in reaction to stimuli and interpretation of world.
BRAILLE	Is a writing system for vision- impaired or sightless people, consisting of pattern of raised dots that are read by touch.

TREATED BED NETS MODULE

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

The information in column 37 requires the individual net information in the household. This seeks to find out the types of bed nets that household use to sleep yesterday if the response is NO=2 skip to Q.40 if the response is YES=2 you should proceed to the next Question and ask how the informant obtains the bed net if given for free the interviewer should skip to Question 40, but if the bed net was purchase the interviewer should ask in Q.39 to know the cost. The price should be written in absolute value

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

FAMILY PLANNING MODULE

QUESTION 40 AND 41 FAMILY PLANNING TO BE ADMINISTERED TO BOTH MALE AND FEMALE AGE 12 YEARS AND OVER

NOTE: if one of the spouses is using family planning with His/her spouse it is assumed that the family planning is for both spouse.

Other methods provide ongoing protection without daily or regular action by the woman. Contraceptive injections may be administered 2 to 6 months earlier and still provide protection. Implants provide protection for up to 5 years or until removed. An IUD protects against pregnancy until it is removed or expelled.

Female sterilization: Also known as tubal ligation or tubectomy. It involves a surgical operation that cuts and ties separately the fallopian tubes (i.e. the female ducts through which the female egg passes into the womb after being released from the ovaries) with the aim of preventing fertilization by the sperms.

Male sterilization: It is also known as Vasectomy. It involves a surgical operation to cut, and tie separately the vas deferens (i.e. the male ducts which conduct sperms) with the aim of preventing the sperms from entering the womb during sexual intercourse.



I.U.C.D: It is the abbreviated version of Intra Uterine Contraceptive Device. It is a special loop or coil which is inserted into the womb to prevent sperm from fertilizing the female egg after sexual intercourse.

Douche: It involves the use of syringe to wash the vagina with water or chemical solution immediately after intercourse with the aim of preventing the sperm from fertilizing the ovum.

Abstinence: It is a non-scientific method of birth control which involves staying away from sexual intercourse either permanently or for a period of time.

Withdrawal: It involves the man withdrawing before ejaculation during sexual intercourse.

Rhythm: It is a non-scientific method of birth control which involves deliberate avoidance of sexual intercourse during the "unsafe period" of a woman's menstrual cycle but

indulging in the sex act during her "safe period". Safe period is that period outside the woman's ovulation period.

DIAPHRAGM: A dome-shaped rubber or plastic contraceptive device for women, placed inside the vagina over the entrance to the womb to prevent sperm from entering.

NORPLANT: Trademarks for a removable skin implant dispensing a long-term contraceptive drug.

Note that vasectomy and tubectomy are different from other surgical operations on the male or female organ for other purposes.



PRE-NATAL CARE MODULE

QUESTIONS 42 is for the interviewer, you are not expected to read to the respondent if the respondent is a female between age 12years to 49years record 1 , and 2 for age's 0-11years and 50years in respect of his/her gender and male of any age. If the respondent is a female between the age 12years to 49years the interviewer is to proceed to next questions.

QUESTION 43-49: This is to be administered to only women age (12years and older)

QUESTION 43: Ask if the woman has ever been pregnant, even if the pregnancy does not result into birth (even if for one month)

QUESTION 44: This refers to sons and daughters who are alive but not living with the woman. For example, one or more of her children may be living with a relative, staying in a boarding school, been given up for adoption, or may be grown-up children who have left home. Make sure the respondent is not reporting dead children in this question. If none record 0

QUESTION 45: This is a very sensitive question the interviewer should be VERY tactitcal and play along before asking this question. If none record 0

QUESTION 46- 49 Ask if the woman is currently pregnant do not assume, if she says YES ask if she had register with any health clinic If she says YES then ask how many times she goes to clinic in a month e.g. if she said 3 times record 3 in the space provided.

NOTE: The first day she went to register with a clinic counts so therefore (0) is not expected in Q.48.

QUESTION 50: REMEMBER THIS IS A SENSITIVE QUESTION.

The interviewer is to ask the respondent in the past 12 months did she give birth to a child even if the child is born dead. Still births,

Note miscarriages are not to be included.

Live birth: It is one in which the new born baby or infant showed signs of life, by crying or breathing even if it died shortly afterwards.

Still birth: It is an infant which showed no sign of life when born.

Miscarriage: It is a spontaneous involuntary abortion during the first six months of pregnancy

ANTHROPOMETARY

QUESTION 51: this is for the interviewer check the age of the entire household member from the FLAP and record 1 for children 0-4 years and 2 for persons age 5years and above. Note that 0-4 means 0 to one day before the 5th birthday.

Weights and heights of all eligible children under five in the household will be measured after all the modules for children under five must be completed. however. If the child will not be around please take time to measure the child before the mother or caregiver leave the households

Measurement of heights and weights will be the responsibility of supervisor to be assisted by the interviewer each team will have one set of measuring boards and weighing scales. therefore, once you have completed colum 51 if you have a child between 0-59 months in the hh be ready to start anthropometric measurements, you should call your supervisor to join you in the household, together with the equipment.

In some cases, the entrance of supervisor to the household may not be possible; in such cases the team is to measure the child outside, if allowed in interviewers may perform the measurements inside the household, with the assistance of the mother.

Each child will be weighed and measured, and the results will be recorded in his/her column. be sure the weight for each child is recorded on the correct column.

Procedures for weight and height measurements and how to record

Weight Measurement Method

- *Always explain the weighing procedure to the mother. The child should be weighed completely nude. Ask for the mother's authorization and help to undress the child.*
- *Always set the scale on a flat solid surface. If the ground is sand or the scale is instable for other reasons, place the scale on a flat piece of wood to ensure proper function.*

The digital scale can be used to weigh children in two different ways:

1. Children who can stand on their own can be weighed by stepping on the scale and standing unsupported.
2. Babies and young children can be weighed in the arms of an assistant or of the mother. This second way is called "weighing with adjusted calibration".

Preparation for the use of the scale

1. Remove all packaging material from the underside of the scale.
2. Put the batteries in to the scale.
3. Place the scale on a hard and flat surface (board, concrete or solid ground). Soft or irregular surfaces would cause errors in the weight measure.

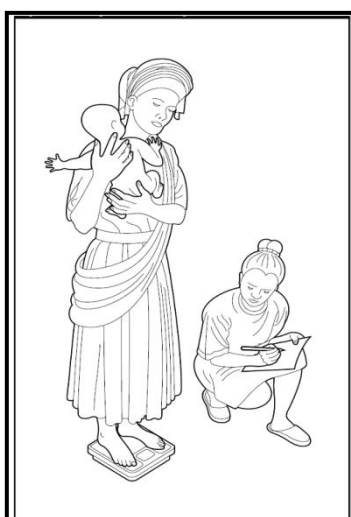
4. The scale will not function if it is too hot. It is best to place it in the shade out of direct sunlight. If the scale becomes overheated, place it in a cooler space and wait for 15 minutes before reusing it.
5. Handle the scale carefully:
 - Do not drop or let the scale fall.
 - Do not weigh people over 150 kg.
 - Do not store the scale in a hot place or expose it to sun for long periods.
 - Protect the scale from excessive humidity.

The battery scale has an on/off button in the battery compartment under the machine. Turn it off when not in use. Remove the batteries from the scale if the scale will not be in use for a long time.

Cleaning

To clean the scale, wipe the surface with a wet cloth. Never immerse the scale in water.

Figure 2- Weighing with Adjusted Calibration



Double weighing also known as “weighing with adjusted calibration”

To weigh a young child, you must first weigh the mother or assistant, tare the scale to zero, and then weigh the adult and child. The scale will automatically calculate the weight of the child.

To weigh a child with this method you must use the Mother-and-Baby function.

- Ensure that the scale is on.



- Wait until the zeros in the screen stop flashing .
- Have the mother step on to the scale without the child to take her weight.
- Press the Mother-and-Baby key to activate the special tare function.

The display returns to zero and the scale is ready to take the weight of the child.

NOTE: THE PERSON MUST REMAIN STILL WHILE ON THE SCALE.

- Have the mother take the child into her arms. The accurate weight is shown when the numbers in the display stop blinking (after about three seconds).

The Mother-and-Baby function remains switched on until the Mother-and-Baby key is pressed again or the scale switches off.

The supervisor reads the measure out loud, the interviewer repeats the measure while it is recorded in the questionnaire. The assistant double checks the correct recording of the weight measure.

Weighing with calibration: important notes

- The weight of the person who will hold the baby has to be shown (and immediately calibrated) before they are given the child to be weighed.
- Only the person whose weight has been tarred can hold the baby to be weighed.



Problems with digital scales

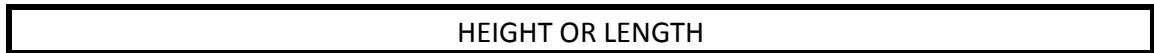
What to do if ...

1. No weight is displayed when there is someone on the scale
 - a. Check if the scale is switched on?
 - b. Check if the batteries are still charged?
2. The scale keeps switching on during transport for example.
 - a. Ensure that the switch inside the battery compartment is set to OFF when the scale is not in use.
3. The scale displays a weight, not zero after transportation or installation of new batteries
 - a. Wait until the scale switches off automatically after 2 minutes. The scale then should work normally after.
4. The zeros do not appear on the screen before weighing.
 - a. Start the scale again after it switches off automatically. Ensure there is no weight on the scale.
5. The zeros appear on the screen.
 - a. Start the scale again after it switches off automatically. Ensure there is no weight on the scale.
6. The screen shows a battery image.
 - a. Battery power is running low .Change the batteries in the coming days.
7. BATT appears in the screen.
 - a. The batteries are empty. Change the batteries.
8. STOP appears in the screen.
 - a. Maximum weight of 150kg has been exceeded.
9. TEMP appears in the screen.
 - a. The temperature for use of the scale is too high or too low to ensure proper function. Allow 15 minutes for the scale to cool and try again.

10. The screen displays **E** and a **number**.
 - a. Start the scale again after it switches off automatically. Ensure there is no weight on the scale. If the scale continues to not work, change the scale out with the spare.

Height Measurement Methods

Always explain to the mother the height measurement procedure. **Note that you will need to remove shoes and any hair pieces or braids in order to accurately measure the child.**



Standing height

For children 24 months of age or older (see Figure 3 below).

1. Supervisor or interviewer: Place the board vertically and against a wall, table or other support. Ensure that the board does not wobble or feel unstable.

2. Supervisor or interviewer: Ask the mother to take the child's shoes off and to undo any braids or hair decorations that could interfere with the height measurement. Ask her to bring the child to the board and to kneel directly in front of the child in order to maintain eye contact.

3. Interviewer: Kneel on the right hand side of the child and ensure that the child is standing straight on the board.

4 supervisors: Kneels on the child's left (Arrow 3). This allows the measurer to be at the correct position to adjust and measure the child correctly. If either the assistant or measurer is standing they are NOT FOLLOWING the proper methods and will not make correct measures.

5. Interviewer: Put the child's feet flat and joined at the centre and against the back and base of the board. Put your right hand just over the child's ankles to ensure that the child does not stand on his/her toes (Arrow 4), and your left hand on the child's knees to ensure that the legs are held straight and the knees are not bent (Arrow 5) and to hold gently against the board. Verify that the child's legs are straight and that the heels and the calves are against the board. Inform the measurer when you have finished positioning the feet and legs and are ready for the measure.

6 supervisors: Tell the child to look straight ahead towards his/her mother, who should be in front of him/her. Ensure that the child's line of vision is parallel to the ground (Arrow 8). Put your open hand on the child's chin. Close your hand gradually (Arrow 9). Do not cover the child's mouth or ears. Ensure that his/her shoulders are at the same level (Arrow 10), hands on the side and not gripping to the height board (Arrow 11). Ensure the head, the shoulder blades and the buttocks are against the board (Arrows 12, 13 and 14). With your right hand, lower head piece to the child's head. Make sure you're pressing on the child's hair gently (Arrow 15).

COLUM 51 to 54 should be completed appropriately

SECTION 4B IMMUNIZATION

This module is used to obtain immunization and other information on children one year and below.

Respondent: Mother or care giver of the child

QUESTION 1: This section is for household members that are one year old or younger. If the household member does not fall in this category then the interviewer should interview another household member.

QUESTION 2: The ID code of the child's mother should be recorded here. The interviewer to check the Flap to ensure that the right code is selected.

QUESTION 3: This question seeks to determine if the mother attended prenatal clinic when she was pregnant with this household member.

QUESTION 4: The code for the place where this child was delivered should be given here. **Note questionnaire correction - missing codes are given below:**

HOSPITAL/
MATERNITY....1
CLINIC.....2
AT HOME.....3
FAITH BASE
HOME4

QUESTION 5: If there were more than one person assisting during the delivery, the interviewer should record the one with highest skill e.g. if she said nurse and auxiliary nurse the respondent is to record option 2 (trained nurse and midwife)

QUESTION 6: Ask if the child was weighed. If the child was weighed, probe to get the weight of the child. Sometimes the weight is written on the card issued for the baby on the day of delivery. If the mother cannot remember the birth weight, ask her for the card and record from the card e.g. if the weight is 3.7kg the interviewer should record it as 3.7 in the space provided.

Birth weight is defined as the weight taken immediately after birth or within the first 24 hours of life.

For example, where birth is at home and immediately after child is taken to hospital, then this is assumed to be birth weight. If mother takes child to hospital one day or week later, this is not weight at birth.

QUESTIONS 7-19: Immunization

Immunization is a way of protecting children against serious diseases. A child who is not vaccinated is more likely to suffer illness, become permanently disabled or become undernourished and die

Vaccination book or card" refers to any official document (usually a small booklet or folded card) which indicates among others the child's name, age and the type of vaccinations he or she has ever received. Inside this booklet or card you will see the number of times the child has been vaccinated against the illness or disease listed with the dates he received the vaccinations. Sometimes a child needs more than one vaccination to acquire full immunity. For every disease

A list of vaccines is listed. This can be from mother/caregiver memory. Be careful to probe, as respondent may not be familiar with the different types of vaccines.

Copy vaccine information from vaccination book or card if provided and record accordingly.

For women who cannot provide their card the interviewer should take his/her time to explain each vaccine and how it is given. Q11- 19 must not be left blank is either 1 or 2 response

SEE THE TABLE BELOW:

Approximate times when to immunize	Vaccine	How is it given
At birth	BCG	Upper left arm
	Hepatitis B	Thigh
	Oral polio OPV	In the mouth
6 weeks	Hepatitis B1	Thigh
	Oral polio OPV1	In the mouth
	DPT 1	Thigh
10 weeks	Hepatitis B2	Thigh
	Oral polio OPV2	In the mouth
	DPT 2	Thigh
14 weeks	Oral polio OPV3	In the mouth
	Hepatitis B3	Thigh
	DPT 3	Thigh
9 Months	Measles	Upper left arm
	Yellow fever	Upper right arm
9 – 15 Months	Vitamin A	In the mouth

DPT (DIPHTHERIA PERTUSSIS & TETANUS) and POLIO: The first dose of DPT and POLIO vaccination is given at 6 weeks, the second dose at 10 weeks and the third dose at 14 weeks. This means that those aged between 6 and 9 weeks should have received one DPT/Polio vaccination while those between the ages of 10 to 13 weeks should have received two such vaccinations. A child who is 14 weeks and above should have had 3 doses of DPT/Polio to complete this vaccine set. (Note that in some cases the first dose of this vaccination is given at birth).

MEASLES: The vaccination against measles is given only once at the age of 9 months although some children receive it at the age of 7 months.

BCG: Easy way to detect if BCG has been administered is a scar on the arm or shoulder, this Offers partial protection against some forms of tuberculosis and leprosy. BCG vaccine is also given to the child only once in the first week after birth. Interviewers must keep in mind the age of the child when recording the responses. E.g. a child that is 6 months and the woman said the baby has been immunize against measles this **is not correct**

The mother / care taker is to respond for each child one year and under

BREASTFEEDING

QUESTION 20: If a child is currently breastfed the interviewer should skip to Question 22 but if the response is NO=2 then Q 21 must be asked

QUESTION 21: This question asks if the child has ever been breastfed. Being breastfed' is defined as putting the child to the breast at least once a day.

QUESTION 22: The interviewer is to describe first milk to the woman i.e. the yellow breast milk that comes out immediately after delivery. if the baby does not receive the breast milk i.e. NO =2 the interviewer is to record 2 and ask Q.23 the reason why the baby did not received it but if her response is YES =1 skip to Q. 24

QUESTION 24: Exclusive breastfeeding is given a child only breast milk for 6 months without water, herbal tea, or any liquid except vitamins, medicine or ORT if a child mother's response is 6 months or more skip to Q.26 or else continue

QUESTION 26: The purpose of these questions is to determine what liquids or foods the child was given. Make sure that the respondent understands the question, particularly what is meant by 'yesterday, during the day or night'.

If the mother/primary caregiver does not know the answer, repeat the question using other local words for the fluid or food. List all that is applicable by using comma to differentiate. If the answer is 8 (i.e. only breast milk) skip to Q. 28.

QUESTION 27: complementary foods mean any other food apart from breast milk that was given to the child e.g. liquid food semi liquid or solid foods. The age should be recorded in months e.g. if the child started eating it at 7 months the interviewer is to record (7) DO NOT INCLUDE MONTHS

QUESTION 28: Ask the woman has the child been given anything to drink from bottle with a nipple or teat/ is either YES=1 or NO=2.



SECTION 5: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT):

RESPONDENTS ARE 10 YEARS AND OLDER

Introduction:

Definition and Concepts:-

Information and Communication Technology (ICT) is an umbrella term that includes any communication device or application encompassing: radio, television, cellular phones, computer and network hardware and software, satellite systems and so on as well as the various services and applications associated with them, such as video conferencing and distance learning. The importance of ICT lies less in the technology itself than in its ability to create greater access to information and communication in underserved populations

Information and Communication Technology (ICT):

Some information and communication equipment have been listed. Ask whether any member of the household owns or has access to or does not have each of the equipment. No item should be left blank. It should be noted that the household information on ICT will be used to cross check the information that will be given on individual household member information on ICT. If a household owns particular equipment, then it automatically has access, but on the other hand, the household may have access without necessarily owning the equipment.

QUESTIONS 1 - 3: Ownership, Access and Number of Radio owned:

Find out if respondents personally owned and number owned. Note if not owned verify if respondents have access. (Print appropriate option i.e. 1 or 2)

QUESTIONS 4 - 7: Ownership, Access, Preferred Three (3) TV stations, and Number of

Television owned: Find out if respondents personally owned and number owned. If not owned verify if respondents have access. Note if owned or have access ask for preferred 3 TV stations in order of preference. (Print appropriate option i.e. 1 or 2).

QUESTIONS 8 – 10: Ownership, Access and Number of Mobile Phone owned:

Find out if respondents personally owned and number owned. Note if not owned verify if respondents have access. (Print appropriate option i.e. 1 or 2).

QUESTIONS 11 - 13: Ownership, Access and Number of Personal Computer owned:

Find out if respondents personally owned and number owned. Note if not owned verify if respondents have access. (Print appropriate option i.e. 1 or 2).

QUESTIONS 14 - 38: Ownership, Access, Main Source of Access and use of Internet:

Find out if respondents personally owned or have access to internet, source of access and what he/she uses the internet for. (Print appropriate option i.e. 1 or 2).

NOTE: Ensure all skip instructions are strictly adhered to

SECTION 6: REMITTANCES

This section captures information on income of the household through remittance. A **remittance** is the transfer of money by a foreign worker to his or her home country. Remittances contribute to economic growth and to the livelihoods of people worldwide. Moreover, remittance transfers can also promote access to financial services for the sender and recipient, thereby increasing financial and social inclusion.

Respondent: The respondent are all household members 10 years and older currently living in the household.

QUESTION 1: The interview should end for persons that did not receive any monetary (cash) gift or in-kind (non-cash) gift from abroad in the 12 month period before the interview.

QUESTION 2: Person that received a cash gift from abroad in the past 12 months should respond with "YES" and provide details about the cash gifts(s) in questions 3 and 4. If no cash gift was received in the time period, then the response should be "NO" and the interviewer should skip to question 5 (requires questionnaire correction).

QUESTION 3: The interviewer should record the total value of monetary gift received by the respondent in Naira currency. All amounts received in Naira over the past year should be added together to get a total figure. The money that was received in a foreign currency and converted to Naira should NOT be counted here. Only the money that was given to the respondent in Naira should be recorded. Amounts written here MUST NOT be written in question 4.

QUESTION 4: You will write down here, the total value of foreign currency cash gift(s) received over the past 12 months. This must be foreign currency that the respondent received directly **before** conversion to Naira. Amounts written here MUST NOT be written in question 3.

QUESTION 5: The interview should end for persons that did not receive any in-kind (non-cash) gift from abroad in the 12 month period before the interview. **NB: If the person received a monetary gift, there should be a skip to Question 10.**

QUESTION 6: This question requires that the respondent identify the in-kind gift that was received. This question could have more than one response but only the gift of greatest value should be recorded.

QUESTIONS 7: The interviewer should ask the respondent to estimate a value for ALL the non-cash gifts that were received during the past 12 months. The interviewer should record this estimated value expressed in Naira. The amount written her MUST NOT be written in question 8.

QUESTION 8: The interviewer will record, the total estimated foreign currency value of the in-kind gift that was purchased in foreign currency and received over the past 12 months. Amounts written here MUST NOT be written in question 7.

QUESTION 9: This is the sender of the gift. This is not necessarily the person giving the gift.

QUESTION 10: This is the reason the gifts were given.

SECTION 7: HOUSEHOLD ASSET SALE AND ACQUISITION

We want to collect some vital information on the household assets covered during the last post planting visit. For instance, we want to find out if any of the household assets has been sold in the previous 6 months, or new ones purchased, or received as a gift by any member of the household in the last 6 months. In addition, there are prepared follow-up questions to achieve this task in this second visit. The interviewer is to pre-fill the existing household assets covered during the last visit as well as add new assets to be found in the household and provide information from Questions 1 to 8, accordingly.

Respondent: The main respondent is the head of the household or an adult household member currently living in the household.

Before asking questions 1 to 8, the interviewer should first and foremost pre-fill the number of each item owned by the household at the time of the last post planting interview. If an item was not owned at that time, code 0 in the space provided. How to do this and perform other functions in this section is demonstrated in a table on the next page.

Question 1: This question seeks to know whether any member of the household has sold any of the household assets, they had during the first visit. If any asset of the household was sold in the last 6 months, code 1. If not, code, 2 and skip to Question 5.

Question 2: Interviewer will write the number of the item sold in question 1.

Question 3: Interviewer will write the amount of the item sold in question 1. If more than one add up and write the total amount.

Question 4: the interviewer will write the ID code of the person, who owned the item that was sold.

Question 5 is seeking to know if any member purchase or receive as a gift, any item in the last 6 months.

Question 6: Interviewer will write number of item purchased or received as a gift in the last 6 months.

Question 7: Interviewer will write the cost of the item purchased. If it is given as a gift, we need the estimated cost of the item. If it is more than one item, write the total cost of the items.

Question 8: The ID code of the person who owned the new item should be recorded.

Note: How to collect the above information is demonstrated in the table below.

ITEM	ITEM CODE	1.		2.	3.	4.	5.	6.	7.	8.
		I THE NUMBER OF [ITEM] OWNED BY HOUSEHOLD AT THE TIME OF THE POST PLANTING INTERVIEW IF NONE, PUT "0"	Since the last interview, have you or any member of your household sold any [ITEM] owned by members of your household? YES...1 NO.2 (▶Q4)	How many of [ITEM] did you or anyone in your househ old sell?	How much did you receive from selling [ITEM]?	Who is the person whose item(s) were sold? Write down the ID code of this person	Since the last interview, did you or anyone in your household purchase or receive as a gift any [ITEM]? YES.....1 NO.....2 (▶NEXT ITEM)	How many of [ITEM] did you or anyone in your househo ld obtain?	What was the cost of [ITEM]? ASK HOUSEHOL D MEMBER TO ESTIMATE THE COST IF ITEM WAS RECEIVED AS A GIFT	Who is the person that owns this new item? Write down the ID code of this person
				No. OF ITEMS	NAIRA	ID CODE		No. OF ITEMS	NAIRA	ID CODE

Furniture (3/4 piece sofa set)	301	0								
Furniture (chairs)	302	1	2				2			
Furniture (table)	303	1	2				2			
Mattress	304	2	2				2			
Bed	305	2	1	1	2000	1	2			
Mat	306	2	2				1	3	1500	2
Sewing machine	307	0								
Gas cooker	308	0								
Stove (electric)	309	0								
Stove gas (table)	310	0								
Stove (kerosene)	311	1	2				2			
Fridge	312	1	1	2	8000	1	1	1	50000	1
Freezer	313	1	2				2			
Air conditioner	314	0								
Washing Machine	315	0								
Electric Clothes Dryer	316	0								
Bicycle	317	1	1	1	5000	1	1	1	15000	1

Some definitions of some special terminology used in this section include:

Furniture (3/4 piece sofa set) is the three or four piece settee with or without coffee tables. This has the long arm chair and two single seats or a love seat.

Furniture (chairs) just regular chairs, not the sofa type.

Gas cooler is a combination of stove that has both burners and oven i.e. a range with gas rings/burner which can have 4 or 6 burners and a oven for cooking/baking with gas. It is also known as a gas range or gas stove.

Stove gas (table) is the stove that has the burners only. It is the tabletop kind of stove and has no oven.

Radio is the simple small transistor type as well as just a basic radio

Hi-Fi is the radio combination with cassette and/or CD player that possesses high fidelity

SECTION 8: HOUSING

This section aims at measuring the quality of housing occupied by the household. It seeks information on the ownership of the dwelling, rent expenditures, as well as the physical characteristics of the dwelling.

It also deals with the measure of the degree of access to a number of basic infrastructures believed to be particularly sensitive to economic conditions such as water, sanitation, fuel, etc.

Respondent: The main respondent is the head of the household/or an adult household member living in the household who has adequate knowledge about the household. It is a face to face interview.

QUESTION 1: Seeks information on the ownership of the dwelling and to determine whether the dwelling is owned by the household; provided by the employers; free authorized; free, not authorized or rented. The interviewer is expected to record only one option in the space provided. Only one option is expected. If code 1, i.e. **owned** the interviewer should continue to Q2. **If it is code 2,3,or 4, the interviewer skips to Q3, and if code 5, skips to Q4**

Definition

Dwelling: This includes all types of structures occupied by members of a household. It may consist of a room(s) inside a house, a group of houses, a multi-storeyed house, and a hut or group of huts.

Owned means that the dwelling/building is owned by the household, either built personally or purchased by the household.

Employer Provides: It means that the employer provided the dwelling for the household because he/she is the employee of the employer.

Free Authorized means that the household lives in the dwelling with full permission of the owner of the dwelling with the household not paying rents.

Free, Not Authorized means that the household lives in the dwelling without the permission of the owner of the dwelling and thus pays nothing as rent. The owner of the dwelling can eject the household any time without any legal implication.

Rented means that the household pays an agreed amount to the owner of the dwelling regularly based on the terms agreed on, either yearly, quarterly, or monthly.

QUESTION 2: This is to know the current market value of the dwelling if the dwelling is to be sold. The interviewer is to write the amount in absolute value to the nearest whole number in Naira.

QUESTION 3 helps to estimate the rents the household would receive if it rented out the dwelling. The amount should be recorded in absolute value in naira. In addition, the time unit code must be indicated whether it is monthly or yearly in the space provided.

QUESTION 4 seeks to know the amount the household pays as rent for the dwelling if the response is code 5 in question 1. The amount should be recorded in absolute value in naira. In addition, the time unit code must be indicated whether it is monthly or yearly in the space provided.

QUESTION 5 seeks to know the year the dwelling/house was built. The interviewer is expected to ask and write the year the dwelling/house was built. If it is not known write '9999'.

QUESTIONS 6-8 deal with physical characteristics of the dwelling that are easily observed without posing the questions to the respondent. However, the interviewer is always encouraged to check from the respondent if in doubt or not sure.

QUESTION 6 deals with the **outer (exterior)** walls of the main dwelling of the household. It is to know the **main/predominant** material used in the outer wall. For instance, one part of the wall

could be of bamboo, another part of earth and yet another part of concrete, **choose the main/predominant material and only one option is expected to be chosen.**

Mud includes all materials such as wet clay used for the outer wall of a dwelling.

Compacted Earth is the type of outer wall made of earth mixed with stone, bamboo, wood and other readily available materials to form walls.

Mud Brick (unfired) is the local mud bricks or blocks that is not smoked or fired.

Burnt Bricks is the block or mud that was smoked or fired.

Concrete is the block made of cement as well as wall made of pre-fabricated concrete panel.

Wood includes timber, cardboard and plank wall.

Iron sheets are processed or galvanized iron or steel sheets.

Note: If there is more than one type of material used for walls, the interviewer will record the **main/predominant one.**

QUESTIONS 7: Type of the roofing material: The interviewer will record the **main/predominant** roofing material.

Grass includes thatch or any form of natural vegetation for roofing.

Iron sheets are processed or galvanized iron or steel sheets or aluminium sheets.

Clay tiles are the type of roofing using wood/bamboo first before covered it with blocks.

Concrete roofing is roofing done with cement and stone.

Plastic Sheeting is the type of modern day roofing that is transparent in nature.

Asbestos sheets/tiles are roofing sheets that are made from cement and other materials. When made into solid sheets, they become good protection or insulation against fire and heat. They are also used for industrial purposes as protection against perishable things.

Other includes cardboard, etc.

Note: If there is more than one type of material used for roofing, the interviewer will record the **main or predominant one.**

QUESTIONS 8: Type of the floor material: The interviewer will record the **main or predominant** floor material. Interviewer can easily observe it, but for clarity, it could be confirmed from the respondent if in doubt.

Sand/Dirt/Straw is a type of floor made of different materials such as straw, palm front leaves mixed together with sand to smoothen it, commonly found among nomadic dwellings.

Smoothed Mud is a mud floor smoothened very well without concrete on top.

Smoothed Cement is a floor with cement on top of it.

Tiles and ceramic are also laid on some floors.

Note: If there is more than one type of material used for floor, the interviewer will record the **main predominantly** one.

QUESTION 9 is about the number of living rooms that the household members occupy. This **does not** include bath-rooms, toilets, store-rooms or garage. Interviewer should record the number of rooms in the space provided.

QUESTIONS 10 – 11 deal with main source of fuel for lighting and cooking that the household used in the dwelling.

QUESTION 10 asks for the **main source** of lighting fuel the household used. The interviewer should ask for only **main source** of lighting fuel and record in the space provided.

Only one option is required.

QUESTION 11 deals with the **main source** of cooking fuel and only one option is required. Interviewer should record the answer in the space provided.

QUESTION 12 is to find out whether the household ever collects firewood. If the answer is No, then the interviewer will skip to Q15, if yes, continue.

QUESTION 13 asks where the household goes to collect firewood. Only one option is expected here.

QUESTION 14 asks how long it takes the respondent to walk from the dwelling to where he/she usually goes to collect firewood, **just one way**. The time taken to go and collect firewood just one way is required and should be recorded in the space provided. The unit must be recorded either in minute=1 or hour =2, in the space provided.

QUESTION 15 is about the quantity of firewood purchased out of the quantity of firewood used by the household in the past week. Interviewer should ask only the quantity of firewood purchased in the past week and record it in the space provided. If it is code 1, i.e. did not use firewood, interviewer should skip to Q17.

QUESTION 16 is about the total value of the firewood the household used in the past week, whether gathered or purchased (Estimate the total cost of gathered firewood and add it to the total cost of firewood purchased and record the amount in naira in the space provided).

QUESTION 17 seeks to find out if the household has electricity working in the dwelling. The interviewer should ask the functionality of the electricity, not the one that is connected but not working. If the response is **No**, the interviewer skips to Q26 but if yes, he continues to Q18.

QUESTION 18 seeks to know the source of energy used by the household for lighting and cooking whenever there is a **blackout**. The interviewer should record the main source of energy the household used for lighting and cooking in the space provided .lighting and cooking.

Blackout means without electricity for some period of time.

QUESTION 19 asks about the source of electricity Supply to the household. Only one option is expected here. If the response is 6, the interviewer should skip to Q25.

QUESTION 20 seeks to know whether the household have to apply to get electricity connection in the household. The response is either Yes or No. If No, skip to Q23.

QUESTION 21 seeks to know how many weeks the household had to wait for a technician to come to connect the house following his/her application to PHCN

QUESTION 22 is seeking information whether the household had to pay an unofficial fee to get connection. The response is either yes or no.

An unofficial fee means a tip, kickback, or bribe before you get your right.

QUESTION 23 seeks to know how frequently the household experience blackouts in their area. Only one option is expected here. The interviewer should record the answer in the space provided.

QUESTION 24 seeks to know how many hours of electricity supply the household had electricity from the main public system during the last 7 days. It should be recorded in hours in the space provided.

QUESTION 25 seeks to know how much was paid for electricity use by the household. The interviewer should try to ask for the bill or evidence, if the respondent does not remember the amount. Also the time period must be indicated, either pay daily, weekly, monthly or yearly. The response must be recorded in the space provided. After recording the response, the interviewer should skip to Q29.

QUESTION 26 is directly to the household that do not have electricity in the dwelling, yet the interviewer should ask the respondent whether the village/neighbours have access to electricity. If the response is No, then the interviewer skips to Q29, if yes the interviewer continues to Q27.

QUESTION 27 seeks to know why the household does not have electricity. The interviewer is to list up to **two reasons** and record it in the space provided. There are six options to choose from. If any of these options 1, 2, 3, 5, 6 are selected the interviewer skips to Q29. If option 4 is selected the interview continues with Q28.

QUESTION 28 wants to know how many weeks the household has been waiting for the connection to public electricity supply. The interviewer is to record the response in weeks in the space provided.

QUESTION 29 is only interested in the landline telephone that is in working condition. The interviewer should ask the respondent if there is one in the dwelling. If the response is no, skip to Q31.

QUESTION 30 seeks to know the total cost for using landline telephone in the household and the period the cost covers: daily, weekly, monthly or yearly. Interviewer should record the answer in absolute value in naira and the time unit in the space provided.

QUESTION 31 seeks to know if there is any member of the household that owns a GSM phone (Cell Phone) that is **in working condition**. If No, interviewer skips to Q33, if yes, continue.

QUESTION 32 seeks to know the total estimated cost for cell phone services for all household members last month. The interviewer should try as much as possible to collect the total cost of cell phone services of all members of household last month from the respondent, add them together and record it in naira in the space provided.

QUESTION 33 seeks to know the main source of drinking water for the household during dry season and wet season. If more than one source is used, **only the main one should be recorded in the space provided.**

Wet season means raining season.

QUESTION 34 wants to know how long it will take to walk to the source of water (ONE WAY) from the dwelling. Interviewer should record the response in the space provided.

IF WATER IS IN DWELLING OR IN YARD, WRITE '0' IN TIME AMOUNT AND LEAVE TIME UNIT BLANK.

QUESTION 35 deals with total cost of **drinking water** for the household last month. The total cost must be estimated and recorded in naira in the space provided. The interviewer should enter '**0**' zero if there is none i.e. if the household did not spend money on drinking water last month.

QUESTION 36 is to determine the type of toilet facility used in the household and record the **main one in the space provided.**

Flush toilet: A flush toilet or Water Closet (WC) is toilet that disposes of human waste by using water to flush it through a drainpipe to another location. It uses a cistern or holding tank for flushing water. The concept is FLUSHING and other forms are: -

- **A sewer system** is an artificial conduit (or pipe) or system of conduits used to remove sewage (human liquid waste) and to provide drainage.
- **A septic tank** is a single-story, watertight, system for domestic sewage, consisting of one or more compartments, in which sanitary flow is detained. Septic tanks have limited use in urban areas where sewers and municipal treatment plants exist.
- *Flush to pit latrine* is where sewer is flushed straight to a pit latrine via pipe connection.
- *Flush to somewhere* else exists where sewer is flushed to a river, hanging toilet or some place.
- *Pour flush toilet*: uses a water seal, but unlike a flush toilet, it uses water poured by hand for flushing (no cistern is used)

Ventilated Improved Pit latrine (VIP): The primary features of VIP latrines consist of an enclosed structure (roof and walls) with a large diameter (110mm), PVC vertical ventilation pipe running outside the structure from the pit of the latrine to vent above the roof. They often will have concrete slabs containing the latrine hole.

Pail/Bucket: This is a bucket in a residential area and is emptied or drained by pouring water to flush out contents or by disposing the contents somewhere else.

If the respondent answers that they use the bush, the fields, or a cleared corner of the compound, the interviewer will record **none and skip to Q37**

QUESTION 37 wants to know from the respondent if the toilet facility is for the household members only=1, or for other households, code 2.

QUESTION 38 deals with the kind of refuse disposal facilities the household uses. Interviewer will ask the kind of refuse disposal and record the appropriate answer given by respondent. If answer is none, skips to next section.

A household may have several methods of disposal, ask the commonly used method.

Collected by government: refers to collection services provided by the government i.e. local Council.

Government bin refers to the provision of bin by the government.

Disposal within compound: Pit dug for holding rubbish. The rubbish may be treated chemically to decompose it.

QUESTION 39 is about the amount spent on refuse disposal in the last month. The interviewer should ask the respondent and record the answer in the space provided in naira.

SECTION 9: NON-FARM ENTERPRISES

This section obtains information on Non-Farm income generating activities or enterprises of the household. We want to identify changes that have taken place since the last post planting visit (Second Wave). For example, is there any enterprise that has stopped functioning, since the last visit? Or is there a new enterprise in the household after the first visit interview? To accomplish this task, it is important to pre-fill all the nonfarm enterprises existing during the last post planting visit into this current post-harvesting questionnaire, providing the industry code and the original enterprise ID code. There is also need to update the roster with new enterprises that are likely to be found in the household in this current visit.

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

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

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

However, post-harvest processing and trading of agricultural crops should be listed here. Examples of household enterprises are, mat making, brick making, or working as a carpenter; firewood selling; shoe shining; metalwork; tailoring; repair work; food processing, fish marketing, petty trading, and so on.

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

QUESTION 1: In question 1, the interviewer will pre-fill the roster with information from post-harvest questionnaire indicating respectively, industry code and enterprise ID code. For each pre-filled enterprise, interviewer will provide information from questions 2 to 28, accordingly. In addition, the interviewer will list in, new enterprises that are likely to be found in the household, during this current visit and provide information from questions 2 – 28, appropriately.

QUESTION 2: The interviewer should also find out from the respondent, whether this is a new enterprise or not. If yes, skip to Question 5.

QUESTION 3: Asks to know whether this enterprise is currently operating or it has closed down. If it is currently operating after coding 1, skip to question 5. If the enterprise is seasonally operated, move to next activity or enterprise.

QUESTION 4: If the enterprise has stopped operating, the interviewer should find out why the enterprise is not operating now. There are 8 options listed from which to pick one.

QUESTION 5: The interviewer should find out who in the household owns the enterprise. There is provision for a maximum of two persons in case more than one person owns the enterprise. Interviewer should not enter more two persons ID in Question 5.

QUESTION 6: The interviewer should find out who manages the enterprise, because the owner may leave the enterprise to another person to manage it for him or her. Like in Question 5, there is a provision for a maximum of two persons.

QUESTION 7: The interviewer should find out, if the current manager of the enterprise is the same person who was managing the business during the post-harvest interview.

QUESTION 8: If the ownership of the enterprise has changed between the post-harvest visit and now, the interviewer should find out, by picking one of the options listed here.

QUESTION 9: The interviewer is required to record the ID of the respondent that is providing the information about this enterprise in question 1.

QUESTION 10: The interviewer should find out how many months the enterprise operated since last interview. The response must be in month; if the response is given in year, please, convert to months.

QUESTION 11: asks about the location of the enterprise from the options provided record one option.

QUESTION 12: We want to know if the enterprise is registered with any government agency. Government Agency here includes the Internal Revenue, Registrar General, or any Union or Association acting on behalf of the government.

QUESTION 13 We want to know the household members engaged in this enterprise. The interviewer should probe to know those who are being paid for engaging in the enterprise and those, who do not receive payment on the business. If more than one household member in each category, pull all ID codes separated by comma e.g. 1,2 in the appropriate column.

QUESTION 14: We want to know the number of employees who are not household members engaged in the enterprise, male and female.

QUESTION 15: We want to know the main source of income used to start the enterprise. If more than one source, mention a maximum of the three sources from the options listed.

QUESTION 16: Seeks to know if the owner of the business tries to get loans on the enterprise since the last visit. If, it is no, skip to Q18.

QUESTION 17: Seeks to know if the enterprise eventually got the credit sought for; either from a bank or other financial agencies. We expect a Yes or No response here.

QUESTION 18: Seeks to know if in the last visit this enterprise used credit to operate. If it is no, skip to Q21.

QUESTION 19: Seeks to know the source of credit that was used in operating the enterprise since last visit. Please, pick two options only from the options listed.

QUESTION 20: We want to know much money borrowed to finance this enterprise since the last visit e.g. #35,000.

QUESTION 21: We want to know if the enterprise has any loan that is being repaid either in cash or kind, since the last visit. If it is no, skip to Q23.

QUESTION 22: The interviewer should write down the amount of loan that has been repaid (include loans in kind) e.g. #12,000. Convert income in kind to money value equivalent and record it.

QUESTION 23: We want to know, who are the buyers of the products or services are. Please, pick a maximum of two options from the listed options in order of importance.

QUESTION 23a :We want to know if generator is used to operate the business. If no, write 2 and skip to Q24

QUESTION23b: We want to know if the generator used to operate the business is owned by the owner of the business or it is being rent.

QUESTIONS 24: We want to know the current value of physical capital stock, including all tools, equipment, buildings, land, vehicles that are used for the business. Calculate all capital stocks in monetary value and record in the space provided e.g. #250,000

QUESTIONS 25: We want to know the current stock of inputs or supplies of the business, e.g. #1,000,000.

QUESTIONS 26: We want to know the current value of the current stock of finished merchandise (goods for sales) from the business, e.g. #1,000,000.

QUESTION 27: We want to know the total sales of the business during the last month e.g. #500,000.

QUESTION 28: We want to know the business costs last month in terms of wages & salaries , purchase of goods for sale (inventory), transport, fuel for generator, insurance, rent, interest, raw materials, others. For instance, the amount spent on rent of shop or any other kind of rent in the course of running the business last month, put the total amount together and record under the rent. With respect to transport, we want to know the money spent on transport in running the business last month, this may including moving about on business trips, money spent transporting raw materials and finished products to and from market. Put these expenses under transport together and record, e.g. N100, 000.

QUESTION 29: We want the owner or the manager of the business to mention three most important constraints, taking his responses from the options attached to Questions 29 & 30 in the questionnaire.

QUESTION 30: We want the owner or the manager of the business to mention three primary constraints preventing HH members from opening a non-farm business, taking his responses from the options attached to Questions 29 & 30 in the questionnaire.

SECTION 10A: MEALS AWAY FROM HOME EXPENDITURES

This section is designed to capture information on the food that any household member bought that was prepared outside of the household. ***If the food was prepared outside the household, whether it was consumed outside the home or inside the home, it is considered as a meal taken outside the home.*** For example, food bought from Mama put, Bukatarian, Canteen or any other eatery. This will include all that was purchased in the joint, when relaxing e.g. having drinks, pepper soup, isiewu and nkwobi, etc. Note that it is those food items bought outside and consumed within the last seven (7) days that are to be recorded here.

NOTE: Reference period: Past seven (7) days

Respondent: Most knowledgeable adult member of the household.

The interviewer should endeavor to allow the respondent sufficient time to think (recall) what has been spent on the items.

The prepared meals have been listed with their codes (1 - 9). The interviewer should allow the respondent to differentiate the time that the meals are consumed so that it can be categorized as follows:

Breakfast this is food taken in the morning

Lunch food consumed in the afternoon

Dinner is food eaten in the night

Other items are listed that are not dependent on the time of day.

QUESTION 1: This question captures all items that are purchased and consumed outside the home by all household members during the past 7 days. Items that were purchased and consumed outside the home should be indicated using the code "1". If the item was not purchased and consumed outside the home by any household member then enter code "2" and continue down the list. There should be a response for all the items before moving to question 2.

QUESTION 2: Give the value of each item that was purchased by the household. The value of the purchase for each item should be the total that was spent by all household members on that item. If the food was given for free, the estimated value of the food should be entered.

Example:

Mr. and Mrs. Ike live with their three children. Mr. Ike ate lunch at his office on Monday. This lunch cost N350. On Wednesday Mr. Ike left his office very late and on his way home decided to buy some snacks and drink at Mr. Bigg's. The cost of the snacks and drink was N200.

Mr. Ike eldest son went out on Thursday evening and decided to buy drink to cool himself. He bought a bottle of 1759 (big stout) and after that he bought pepper soup both of these amount to N1,500. Friday morning Mrs. Ike decided to buy Akara (beans cake) and bread for breakfast for the family this cost N700. Note that this breakfast was consumed at home.

SECTION 10B: FOOD EXPENDITURES

This section covers expenditure of the household on various food items purchased and/or consumed in the past 7 days. A complete list of food item has been given in the section and the household must provide a response about all items on this list.

Respondent: This is Male/female in the household who is responsible for food preparations or food purchases made by the household in the past 7 days.

QUESTION 1: Ask for each item if the household consumed any of these items during the past 7 days. If the respondent answer is “YES” about any item then code “1” for response of the item. Otherwise code “2” should be inserted as the response, and no further questions should be ask for this item, Ask about all items before moving to Question 2.

QUESTION 2: Write the quantity of item consumed and the unit code. For example, if 3 Congo of guinea corn was consumed by the household within the past 7 days, write 3 under the Quantity column and code 07 in Unit column.

QUESTION 3- 4: This question seeks to know the quantity of listed items purchased within the past 7 days. Write the quantity and enter the unit code as appropriate. e.g. if the household purchased a 4 litter keg of palm oil during the past seven days and this cost 3000 naira, the interviewer must record 4 under Quantity and code 03 under unit, while the price will be recorded under **QUESTION.4** as 3000. If none of the items was purchased in the past 7 days write 0 under quantity and leave unit blank, and amount blank and skip to question 5.

NOTE: Interviewer note that it is possible to purchase an item within the past seven days and not consumed out of the items within the past seven days, but if there is a purchased in the past seven days the quantity and the price should be captured and written in appropriate columns

QUESTION 5: Ask from the respondent how much of this [ITEM] consumed came from purchases made during the past 7 days or before.

QUESTION 6: This seeks to know out of the items consumed how much of it came from own production (own production is where the household has planted and reap crop and/or raise animals). Write the quantity and code the unit of the items where applicable, but if NONE record 0 in the quantity and leave unit blank

QUESTION 7: How much of consumption of this [ITEM] came from gifts and other sources during the past 7 days

NOTE: This did not include party food and food taken outside the home

The OWN PRODUCTION and GIFT items may not necessarily be past seven days, but the quantity consumed from the item is in the past seven days

Interviewers should take note of the followings

- QUESTIONS 2 must be related to Q5,6 and 7
- In case of items in pieces, heaps, etc show the pictures to the respondent and let them show you the size they have consumed and use it to record the weight

- Record whatever local unit given to you by the respondent
- Check the weight list given to you before you record any weight
- All liquid content is expected to be in liters or centiliters, if you have it in milliliters it should be converted to liters or centiliters. e.g. 500ml is 50cl, 710ml is 71cl, 325ml is 32.5cl
- when you are recording for sachets, tins packets etc make sure that the weight is written as it appears on the content e.g. Bourn vita 450g, butter 250g etc if it is more than one then you multiply by the quantity, which means if 2 Bourn vita was purchased you will write 900 under quantity and 02 under unit
- When you are reporting in gm do not add decimal point. (0.900g is different 900g) 0.900g is incorrect
- If any unit of measurement is mentioned apart from the ones in the options interviewer should try and find out how many commonly used measurement can be found in it

Example

A family of six consume 3 mudu of millet and purchased 5 mudu at the rate of 200 naira per mudu, two days prior the interview, but did not consume out of it. 4milk cups was consumed from the purchased made in July, another one mudu was taken from the previous harvest season, and one mudu and six cups was consumed from the millet grandma sent to them 2 months ago, all this took place within the last 7 days

Assuming one mudu contains 10 milk cups.

2. This family consumed 3 tubers of yams (two medium size and one large size) and ¼ schnapps bottle of palm oil all the consumption came from purchases made yesterday the 3 yam cost 500 naira, while the 4 liters of palm oil cost 1500 naira

How will you complete this respondent who consumed the following items in the past 7 days?

Items consumed price

Sachet peak powdered = 40(purchased)

Peak Chocó powdered = 35 "

1pkt of sugar = 220 "

Cowbell powdered = 450 "

Peak milk = 130 "

One medium butter = 200 "

½ kilogram of meat (gift)

Fuju milk 500ml (gift)

½ bottle of palm oil (schnapps' bottle) (own production)

Two kilogram one hundred and fifty gm (2 tubers of yam, from previous harvest season)

SECTION 10C: AGGREGATE FOOD CONSUMPTION

This section is divided into two parts:

The first part is on food consumption of household members only, which intends to ask how many days, in the past 7 days, that the different groups of food items were consumed. This should include consumption both inside and outside the home.

The second part of the module asks about sharing of meals with persons that are not household members. The information is collected by age groups (i.e. children between 0 – 5 years, 6 – 15 years and adult between age of 16 – 65 years and people over 65 years old) and covers:-

- The total number of days in the past 7 days that food is shared with persons that are not household members
- The total number of meals that were shared with these non-household members in the past 7 days

QUESTION 8: This question captures the number days of all items that were consumed by both inside and outside the home by all household members during the past 7 days.

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

QUESTION 9: Is a leading question that seeks to know if over the past one week (7 days), if there were people not listed as household members (READ LIST FROM HH ROSTER) eat any meals in the household. If the respondent answer is “YES” then code “1”, and proceed to questions 9 and 10, otherwise code “2” and proceed to next section.

QUESTION 10: Seek to know the total number of days in which any meal was shared with people, while

Question 11 seek t know the total number of meals that were shared over the past 7 days within specified age range of people, (such as Children 0- 5 years, 6 – 15 years, adults 16 – 65 years and people over 65 years old.

Section 10C: AGGREGATE FOOD CONSUMPTION OVER PAST ONE WEEK

		7. Over the past 7 days, how many days did you or others in your household consume any [...] ? IF NOT CONSUMED, RECORD ZERO.
		NUMBER OF DAYS
A	Grains and Flours (Maize Grain/Flour; Yam flour; Cassava flour; Rice; Millet ; Guinea corn/Sorghum; Wheat Flour; Bread; Other grains and flour)	3
B	Starchy Roots, Tubers, and Plantains (Cassava Tuber; Gari; Sweet Potato; Irish Potato; Plantain; Other Roots and Tuber)	5
C	Pulses, Nuts and Seeds (Soya Bean; Brown beans; White beans; Groundnuts; Other Nut/Seeds/Pulse)	0
D	Vegetables (Onion; Garden egg/egg plant; Okra fresh and dried; Pepper; Tomato fresh and canned; Leaves/coocoyam and spinach; Other Vegetables/Leaves)	2
E	Meat, Fish and Animal Products Eggs; Dried/Fresh/Smoked Fish (Excluding Fish Sauce/Powder); Beef; Goat Meat; Pork; Mutton; Wild game; Chicken; Duck; Other Meat	4
F	Meat, Fish and Animal Products used as condiments Fish Sauce/Powder; Meat Sauce / Powder, etc. used in small amounts on top of meals as flavour	0
G	Fruits (Mango; Banana; Orange/tangerin; Pineapple; Avocado; Canned fruit; Other Fruit)	0
H	Milk/Milk Products (Fresh/Powdered/Tinned Milk; Yogurt; Other Milk Product - Excluding Margarine/Butter or Small Amounts of Milk for Tea/Coffee)	2
I	Oil and Fats (Palm Oil; Butter; Margarine; Groundnut oil; Other oil and fat)	6
J	Sugar/Sugar Products/Honey (Sugar; Sugar Cane; Honey; Jam; Other Sweets and Confectionary)	3
L	Spices/Condiments (Tea; Coffee/Chocolate drink/Milo; Salt; Spices; Pepper; Tomato Sauce; Fish Powder/Sauce; Other Condiment - Including Small Amounts of Milk for Tea/Coffee)	3

8. Over the past 7 days, did you share any meals with any person(s) that you did not list as household members? [READ LIST FROM HH ROSTER]

Yes...1
No.....2 (▶ Next Section)

	9. What was the total number of days in which any meal was shared with people [...]?	10. What was the total number of meals that were shared over past 7 days with [...]?
	NUMBER OF DAYS	NUMBER OF MEALS
For 9-10: IF NOT SHARED, RECORD ZERO.		
A Children 0-5 years	3	6
B Children 6-15 years	4	3
C Adults 16-65 years	2	4
D People over 65 years old	0	0

SECTION 11: NON-FOOD EXPENDITURES

This section relates to general expenditure of the household on non-food items. The section is sub-divided into four modules. The grouping is done on the basis of items purchased in the past 7 days, one month, 6 months and 12 months. Generally the household reports on the items purchased and the amount that was paid.

Respondent: *These are persons mainly responsible for household purchases. It might not necessarily be the person who goes to the market but the one who controls the purchases.*

Recall Period: *The recall period differs from one module to another*

*The first module with item code 101-104 uses a **7 days recall** period.*

The following instructions pertain to the question pairs: 1 and 2, 3 and 4, 5 and 6, and 7 and 8.

*The interviewer should ask the respondent if the household has purchased any of these items during the reference period (i.e. the last 7 days, one month etc.). If Yes, "1" should be recorded as the response to this question and the total amount spent on this item written in the **Second Question** under NAIRA. If No ("2") i.e. the household did not spend anything on the particular item during the reference period, skip to the next item. If there is a response of "1" to the first question, then the amount spent must be stated in the second question. The first question should be asked for all items in the module before moving to the second question.*

QUESTIONS 9, 10 and 11 seeks to determine the value of a special group of items that may either have been purchased or acquired without cost. Question 9 asks if these items were consumed in the past 12 months. If the item was consumed, the respondent will be asked (in Question 10) to provide a value of the items consumed during the reference period. Question 11, enquires as to the amount spent during the reference period in cases where the item was purchased.

NOTE: *The amount of items should be recorded in absolute value e.g. if it is one thousand five hundred. It should be written as 1500. if there is no purchase the interviewer should record 0 under item and leave the amount space blank. Let us consider, this example, if an item cost 1500.40 naira, then round down to 1500 naira.*

SECTION 12: FOOD SECURITY

Food security refers to the availability of food and one's access to it. A household is considered food secure when its occupants do not live in hunger or fear of starvation.

Respondent: Female in the household responsible for food preparation and/or food purchases

QUESTION 1: The question stretched from (a) to (l) and the interviewer is to enter in each of the cases the number of days and if none you enter zero. Example if one has to rely on less preferred food for three days out of the last seven days you enter (3)

QUESTION 2: The interviewer has to find out how many meals including breakfast are taken by (a) adults and (b) children (6-59 months) per day. Example if the adults eat three meals you enter (3) under adults and if the children (6-59 months) eat five times you enter (5) under (6-59 months).

QUESTION 3: In this question if every member of the household eats roughly the same diet the interviewer should enter (1) for yes and skip to question 5 but if no you enter 2 and continue.

QUESTION 4: The interviewer is to find out from the respondent who in the household eats a more diverse variety of foods among the three groups men, women and children (6-59 months) and there are ranked from 1 to 3. If it is the children that eat more diverse variety of foods you enter (1) and if the women are next you enter (2), finally you enter (3) for men.

QUESTION 5: The interviewer is to find out if household has had a situation where there was not enough food to eat within the past 12 months. If the response to this question is Yes, you enter (1) and continue but if it is No, you enter (2) and move to next Section

QUESTION 6: The months of the year is coded from January (1) February (2).....December (12). The interviewer is to enter in the column provided for 2011 and 2012. If it occurred more than once you enter the codes and separate with a comma in both 2011 and 2012.

QUESTION 7: The possible causes are coded from (1) to (9) you are to list them according to the order of importance in spaces (a), (b), (c) that is 1st, 2nd and 3rd. Example if floods/water logging is the most possible you enter 8 as number one, inadequate household food stocks due to lack of farm input 4 enter as number two and food in the market was very expensive 5 is entered as the third.

SECTION 13: OTHER INCOME

Other income refers to incomes earned by individuals in a household outside agricultural practice. In this section these questions should be asked to all individuals from fifteen years and above.

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

QUESTION 1: The interviewer will like to know if any member of the household has received any regular income from savings, interests or other investment income since the last interview if yes you enter (1) and continue, if no you enter (2) and skip to Q4.

QUESTION 2: The household is to say how much in Naira they have earned in savings interest and other investment income since the New year. It is to be entered in absolute value in the column for Naira

QUESTION 2b: The interviewer will like to know who in the household decides on the use of this income received from savings, interest or investment. The I D code(s) of the person(s) should be recorded.

QUESTION 3: The interviewer is to find out if any member of the household has received any regular income from rental of property and if the response is yes record (1) and if no record (2) and skip to question 7

QUESTION 4: here the interviewer will like to know the type of property the respondent is receiving rental on.

QUESTION 5: The interviewer is to find out the total earning of the household in rental since the New year and this is to be entered in absolute value under the Naira column.

QUESTION 5b: The interviewer will like to know who in the household decides on the use of this income received from rental of property. The I D code(s) of the person(s) should be recorded.

QUESTION 6: This question is to find out if there are any member of the household receive any regular income of any other type apart from the ones in Q5, if Yes, you enter (1) and continue the interview and if no enter (2) and skip to end the interview

QUESTION 7: The interviewer is to enter all incomes earned and specify under the column

QUESTION 8: In this column you are to state all the income the household received from this other income recorded and this are to be entered in Naira.

QUESTION 8b: The interviewer will like to know who in the household decides on the use of this income received. The I D code(s) of the person should be recorded.

SECTION 14- SOCIAL SAFETY NETS

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

- *Cash transfers*

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

- *Food-based programs such as supplementary feeding programs and food stamps, vouchers, and coupons*

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

- *In-kind transfers such as school supplies and uniforms*

This refers to allowances that paid to families with children under a certain age. Transfers can be in form of subsidies on school uniform or school supplies or children’s goods.

- *Conditional cash transfers*

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

- *Price subsidies for food, electricity, or public transport*

Subsidies guarantee access to essential commodities at prices that consumers can afford.

- *Public works*

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

- *Fee waivers and exemptions for health care, schooling and utilities*

The main objective of fee waivers, exemptions and scholarships is to provide the poor with financial resources to use public services such as education and health facilities. The program enables the poor access to free health services.

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

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

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

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

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

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

- Safety nets redistribute income to the poorest and most vulnerable with an immediate impact on poverty and inequality.
- To see how safety net programs have been able to impact positively on the future of households that they otherwise may have missed, e.g. education, health, income generating opportunities
- To what extent have safety net programs succeeded?

Some Definitions:

Supplementary feeding programs provide direct transfer of food to target households or individuals. The food may be prepared and eaten on site (e.g., in child feeding centers or at schools), or given as a dry ration to take home. Supplementary feeding is often provided as an incentive for participation in public services such as primary health care (pre and post-natal and well-baby care) and education. The most common forms are maternal and child feeding and school feeding.

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

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

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

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

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

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

QUESTION 1: This question seeks to find out if the household or any member of the household has been part of any programs in the past 12 months. The interviewer should ask this question for all the programs listed before proceeding to ask questions 2-5. The response here is either 1 for yes or 2 for no.

QUESTION 2: The total value of the assistance received from the program is what this question seeks to find out. There are three forms of assistance listed: cash assistance, food assistance and other/in-kind assistance. In the food assistance, the amount of food (e.g. 50kg of rice) will be captured thus: 50 will come under amount and kg will come under unit.

The equivalent amount in cash (Naira) will come under cash value. In other/in-kind assistance, the equivalent in cash of this assistance is what is captured under cash value.

These are the codes for unit for food assistance:

Kilogram 1

Litre..... 2

QUESTION 3: Who received this assistance? Is it the entire household or an individual in the household? The response here is either 1 for entire household or 2 for specific household members.

QUESTION 4: This question identifies the household member(s) that received the assistance. The roster ID of member is recorded. Provision has been made for up to five household members to be recorded where applicable.

QUESTION 5: The respondent is asked the last time the house hold received the assistance. The month and the year (in four digits) are recorded.

SECTION 15A: ECONOMIC SHOCKS

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

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

QUESTION 1: This question seeks to capture whether the household has been affected by shocks in the past five years. All the shock options in this question are asked and responses taken before going to answer questions 2-5 for each yes response. The response here is either 1 for yes or 2 for no.

QUESTION 2: This question is to capture the number of times the particular shock occurred in the past five years.

QUESTION 3: Captures the years the event occurred. The appropriate year(s) is ticked.

QUESTION 4: A ranking should be provided for each shock. The ranking codes are 1, 2 and 3. Only one rank should be given.

QUESTION 5: The most important consequence of the most recent shock event is recorded here. There is provision for four of such consequences to be recorded for each shock. The consequences are coded from 1-22:

<i>Sale of livestock</i>	1
<i>Sale of land</i>	2
<i>Sale of other property</i>	3
<i>Sent children to live with friends</i>	4
<i>Withdrew children from school</i>	5
<i>Engaged in additional income generating activities</i>	6
<i>Received assistance from friends and family</i>	7
<i>Borrowed from friends and family</i>	8
<i>Took a loan from a financial institution</i>	9
<i>Members of the household migrated for work</i>	10
<i>Credited purchases</i>	11
<i>Delayed payment obligations</i>	12
<i>Sold harvest in advance</i>	13
<i>Reduced food consumption</i>	14
<i>Reduced non-food consumption</i>	15

<i>Relied on savings</i>	<i>16</i>
<i>Received assistance from NGO.....</i>	<i>17</i>
<i>Took advance payment from employer.....</i>	<i>18</i>
<i>Received assistance from government.....</i>	<i>19</i>
<i>Was covered by insurance policy.....</i>	<i>20</i>
<i>Did nothing</i>	<i>21</i>
<i>Other(specify)</i>	<i>22</i>

QUESTION 6: Who in the household was most affected by these shocks? The person’s roster ID is captured. Where it is the entire household “98” is recorded.

SECTION 15B- DEATHS

Death is the termination of the **biological** functions that sustain a **living person**. The word refers to the cessation of life of person or persons in the household. Phenomena which commonly bring about death include, **malnutrition**, **accidents** resulting in terminal **injury**, and **disease**.

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

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

QUESTION 1: This question seeks to find out if any member of the household died in the last 12 months. The response expected here is 1 for yes or 2 for no. If the response is 2, the interview for this section ends.

QUESTION 2: The name of the deceased is requested for here if the response in question one is "YES".

QUESTION 3: What is the sex of the deceased? 1 for male and 2 for female.

QUESTION 4: What was age of person when he/she died? E.g. 50

QUESTION 5: The date of death is asked in this question. This date is captured in double digits for day, month, and year e.g. 020810.

QUESTION 6: This question seeks to know the cause of death? There are five options to pick from. Only one option is allowed.

CONTACT INFORMATION

This section of the Household questionnaire is very important to the Panel Survey. By virtue of the Panel Survey, it is required that any respondent that has moved away from the former residence, must be tracked or followed up as a matter of necessity. Therefore, the interviewers should obtain the Head of household contact information as requested in the questionnaire such as:

QUESTION 1: The interviewer should obtain from the head of household, his or her mobile phone number, or landline/cell phone or both. This would be useful to track him if there is need to do so in subsequent years.

QUESTIONS 2A-2C: The interviewer should go a step further, to obtain the same information as above from at most three members of the household. Other information needed is the person's name, ID from the household roster, telephone number as requested in the questionnaire. Having collected contact information on the household members, the interviewer would ask the head of household to provide two reference persons who can help to trace him (Head of household) if the need arises.

QUESTIONS 3A1-3A5: We need the following contact information about the two reference persons: name, relationship to the head of household, telephone number and contact address. Note that one of the two reference persons must be living in the same village or town with the Head of the household as requested in the questionnaire. The second of the two reference persons must be a contact that lives outside the village or town of the head of household. The essence of the reference person's information is that this can be used to track the Head of household, if he moves away in the near future to another place, unknown to the interviewers. These reference persons should know the household and its members very well to be able to provide information about the household in the future.

Illustrations ----- Example 1

Phone Number for Household Head:	Landline	Cell phone
1A Name: Mr John Opara	Phone 01-2647288	0802 4441613

Phone Numbers for other household members

2A Name: Mrs Mary Opara	ID (From Roster) 2,	Phone 080 25555556
2B Name: Mr Peter Opara	ID (From Roster) 4,	Phone 080 37779010
2C Name: Miss Rita Opara	ID (From Roster) 6,	Phone 070 35555553

Example 2

Phone Number for Household Head:	Landline	Cell phone
1A Name: Mr John Opara	Phone -	-

Phone Numbers for other household members

2A Name: Mrs Mary Opara	ID (From Roster) 2,	Phone -
2B Name: Mr Peter Opara	ID (From Roster) 4,	Phone -
2C Name: Miss Rita Opara	ID (From Roster) 6,	Phone -

Head of Household Address:

Plot 340 , Independence Avenue Central Business District, Garki, Abuja.

This address is compulsory because neither the head of household nor any member of his household has a Mobile or Landline telephone. The only alternative available is to collect the correct address of the head of the household.

Tracking of Households

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

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

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

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

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

Administering the Tracking Questionnaire

The tracking Questionnaire (see Appendix 3) should be administered when the household is no longer located at the address where it was found in the previous visit (i.e. Post-Planting, 2012). In cases where individuals have left the household, this information will be captured in the household questionnaire, i.e. Section 1: Household Roster question 30.

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

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

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

- neighbors, community members or the leadership of the community, in that order

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

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

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

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

The Tracking Form

The Tracking Form consists of three sections:

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

Section 1: Household Identification

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

Question 10: should be filled based on information gathered from the community

Section 2: Relocated Household Information

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

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

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

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

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

move(s) in Nigeria to track then answer **Questions 7-11b** about the first new location of the household.

QUESTION 11b: If household has moved as a whole, terminate this section and provide information on the informant(s) (Section 3). If household did not move together, then provide information on the locations (within Nigeria) and the household members that went to these various locations. Start with the household head and spouse(s) of the household head

Section 3: Informant Information

This section must be filled irrespective of the status of the household. Every effort should be made to obtain the information from multiple informants (provision has been made for up to three). Phone number contacts for these informant is critical and of utmost importance. Supervisors and interviewers should make all effort to obtain phone contact information for all informants

Final Step

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

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

The State Officer will file these forms with its corresponding questionnaire for return to NBS Headquarters.

Chapter 5: The Agricultural Questionnaire

INTRODUCTION: The purpose of this section is to collect data on the household’s agricultural activities to link with non agricultural activities for household welfare.

Agriculture is the system of cultivating soil for production of crops, horticulture, livestock/poultry, fishing, forestry and in varying degrees. The agricultural outputs and marketing of the agricultural products are also covered in this survey. Agriculture plays a vital role in many developing countries like Nigeria and therefore it is very important that this section is to be accurately administered.

Respondent: Respondent is the head of the household or the person best informed about the agricultural activities of the household. In some parts the individual holders identified in the household can be invited to give the answers.

Spanner Head: Contains a statement of intention to be communicated to the respondent by the Interviewer. This is to assist the Interviewer to follow the sequence of the interview and to get his or her mind prepared on the next issue to be addressed. Note that it is important for every interviewer to take note of the content of all spanner heads in this questionnaire.

Note: Interviewer must ensure that the answer to a particular question is appropriately recorded before acting on the skip instruction.

THE PRE- FILLING ASPECTS:

In the training venue, the sections of the questionnaires to be pre-filled were listed as follows:

Table 1: ASPECTS TO BE PRE-FILLED IN AGRICULTURE QUESTIONNAIRE

SECTION	QUESTION NO	AGRICULTURE QUESTIONNAIRE
COVER PAGE – HOUSEHOLD IDENTIFICATION		✓
FLAP B – PLOT ROSTER	Q1, Q2	✓
PLOT ROSTER	Q9, Q10	✓
FLAP C – CROP ROSTER	Q1, Q2	✓

PRE-FILLING PROCEDURE:

The method of pre-filling should be done according to instructions listed below:

- The writing must be in either **Blue** or **Black** Biro.
- No questionnaire should be moved out of training venue.
- The Cover Page of Agriculture Questionnaires should be pre-filled by copying from Post Planting Wave_2 (Household) questionnaire.
QUESTIONNAIRE _ OF _ TOTAL: This aspect should NOT be pre-filled. Leave it blank.
- Flap B, Question_1 should be carefully opened for pre-filling from Post Planting Wave_2 Agriculture Questionnaire.
- For Section A1: “Land and Dry Season Planting” **Questions_9** and **10** should be pre-filled by copying from Post Planting Wave_2 Agriculture. Questionnaire.

- Flap C should be carefully opened to pre-fill **Questions_1 and 2** from Post Planting Wave_2 Agriculture Questionnaire.

COVER PAGE:

SECTION A-1: HOUSEHOLD IDENTIFICATION is the cover page of the Questionnaire. This **cover page** contains the same identification which corresponds to Household Questionnaire cover page. Copy to this Agriculture Post – Harvest questionnaire cover page accordingly.

QUESTIONNAIRE _ OF _ TOTAL: This is to give the total number of Questionnaires used per household in serial arrangement when it is more than one. For example, if three Questionnaires were used in a farming household, complete **QUESTIONNAIRE _ OF _ TOTAL** as **QUESTIONNAIRE 1_ OF 3 _ TOTAL, QUESTIONNAIRE 2_ OF 3_ TOTAL & QUESTIONNAIRE 3_ OF 3_ TOTAL**, The numbering must start from household questionnaire.

Item 12: SECTIONS MISSING/INCOMPLETE AFTER 1ST INTERVIEW – During the 1st interview, if the section(s) missing and/or incomplete was discovered. Tick the most appropriate option from the list of Sections provided. Multiple selections are possible. Otherwise, leave blank for none missing and/or incomplete section after the interview.

Item 13: SECTIONS MISSING/INCOMPLETE AFTER 2ND INTERVIEW – During the 2nd interview, if the section(s) missing and/or incomplete was discovered. Tick the most appropriate option from the list of Sections provided. Multiple selections are possible. Otherwise, leave blank for none missing and/or incomplete section after the interview.

Item 14: SECTIONS MISSING/INCOMPLETE AFTER 3RD INTERVIEW – During the 3rd interview, if the section(s) missing and/or incomplete was discovered. Tick the most appropriate option from the list of Sections provided. Multiple selections are possible. Otherwise, leave blank for none missing and/or incomplete section after the interview.

OBSERVATIONS ON THE INTERVIEW: Interviewer should complete this space provided for comment or critical issue observed during the interview in the household. Such pieces of information will be helpful to the Supervisor, Monitors and Analyst of this questionnaire. Otherwise, leave blank if there is no important issue noticed after the interview. Read and Pay special attention to the instruction in upper case before writing any important observation.

SECTION A1: Land and Dry Season Planting

RESPONDENT: Farmer, owner or manager of plot

FLAP B ROSTER: This is a thin flat piece of paper that is fixed by one edge of this questionnaire page which can be lifted up easily to get a comprehensive list of all **PLOTS (or Land)** cultivated in the household with names and description of such listed PLOTS.

USE OF FLAP B: Start the interview using the agriculture questionnaire, open FLAP-B to the left of the questionnaire for crops' roster.

List all plots in the household and ensure that the pre-printed list of Plots is attached here. This flap B is used in the same way that the household roster flap A was used. The Interviewer must open it before the commencement of interview.

NOTE: All information about plot one is entered in row one while all information on plot two is entered in row two, etc.

The **PREFILLED** list of Plots from the Post Planting Visit (1st Visit) should be comprehensively completed, followed by the list of new plots discovered during this post harvest interview (2nd Visit) period.

QUESTION 1: This question should cover all plots operated in the household since the last interview and add the new plots operated.

Pay special attention to the instruction **in upper case** before writing any response.

NOTE:

***PLOT NAME:** The local name that was given to the location where the plot could be found is needed here.*

***DESCRIPTION:** To give useful information about how the plot can be located.*

QUESTION 2: Seek for the person who managed each plot in the household. The manager ID must be copied from HOUSEHOLD ROSTER to the column provided. Pay special attention to the instruction **in upper case** before writing any response.

QUESTION 3: Ensure that each new plot is identified by recording 1 for Yes and put 2 for No.

SKIP INSTRUCTION: Where the response is yes, move to question 8 on the same row. Otherwise, continue the interview.

QUESTION 4: Ask for household member who still owns or uses each listed plot. The response is either yes record 1 or No put 2.

SKIP INSTRUCTION: Where the response is yes, move to question 23 on the same row. Otherwise, continue the interview.

QUESTION 5: If the response is No in question 4, ask for the major reason of disposing this [PLOT]. The most appropriate option must be selected from the list given.

SKIP INSTRUCTION: If any of options 1 to 5 is taken, skip to question 7. Otherwise, continue the interview.

QUESTION 6: Ask for the total amount of money received on this [PLOT] including estimated value from in-kind payments . Record the total value in Naira.

Pay special attention to the instruction **in upper case** before writing any response.

SKIP INSTRUCTION: Move to Question 26 if there is any response here.

QUESTION 7: If the response is any of options 1-5 in question 5, find out the major reason for getting rid of this [PLOT]. Select the most appropriate option from the list given.

SKIP INSTRUCTION: Move to Question 26 if there is any response here.

QUESTION 8: Record the respondent's ID in the household Roster. Pay special attention to the instruction **in upper case** before writing any response.

QUESTION 9: This question seeks for the cultivated area of PLOT in number and local unit of measure from the farmer's recall as well as area measured by the use of Global Positioning System (GPS). Record the **Number** of local area, Local **Units** and GPS measured in **Square Meter** in the columns provided as appropriate. Add any new plot to the old list of plots which had been pre-filled.

Pay special attention to the instruction **in upper case** before writing any response.

For example a farmer can give **586 stands** of Maize; record **586** under **Number** and **3** under **Unit**.

Visit the farm plot location and use the GPS to take the measurement of the PLOT in SQUARE METER (M²) i.e. 2600.56 sq. meters should be written as **2600.56** in the space provided.

QUESTION 10: Use GPS to get the **Coordinates** from the center point of the PLOT. Add any new plot coordinate to the list of old plots which had been pre-filled.

Pay special attention to the instruction **in upper case** before writing any response.

For instance, GPS coordinates are **N 07⁰ 25.567; E004⁰ 12.294** while PLOT LABEL is **15001201** which is a combination of Household ID (**150012**) and PLOT ID (**01**).

The recording is as follows:

LATITUDE (North)	LONGITUDE (East)	PLOT LABEL
07 ⁰ 25.567	04 ⁰ 12.294	150012 01

NOTE:

PLOT LABEL: *Is a combination of questionnaire household ID (HHID) and Plot ID.*

QUESTION 11: Seek for the person that manages each PLOT. Such a PLOT manager ID must be from HOUSEHOLD ROSTER. Maximum of two persons' ID is needed in the columns provided.

Pay special attention to the instruction (**in upper case**) before writing any response.

QUESTION 12: Find out how the plot was acquired. Then pick the most appropriate option that matched the response given.

SKIP INSTRUCTION: If the response is option 2 move to question 19.

If the response is option either 3 or 4 move to question 21. If the response is option 5 move to question 15. Otherwise, continue the interview.

QUESTION 13: If the option one was selected in Question 12, ask for total amount paid for this [PLOT] including estimated value from In-Kind. Record the amount in **Naira**.

QUESTION 14: Ask for the person who owned this [PLOT] in the household. The owner ID must be copied from HOUSEHOLD ROSTER to the columns provided. Maximum of two persons' ID is needed.

Pay special attention to the instruction **in upper case** before writing any response.

QUESTION 15: Find out whether the respondent has the right to sell this [PLOT]. If the response is yes, record 1 and write 2 for No.

QUESTION 16: Find out whether the respondent has the right to use this [PLOT] as collateral. If the response is yes, record 1 and 2 for No.

QUESTION 17: Find out whether any other member of the household has right to sell this [PLOT] or use it as collateral. If the response is yes, record 1 and write 2 for No.

SKIP INSTRUCTION: Move to Question 26 if the response is No. Otherwise, continue the interview.

QUESTION 18: Seek for any other person(s) in the household who has right to sell or use this [PLOT] as collateral. Maximum of three (3) persons' ID from HOUSEHOLD ROSTER is needed.

SKIP INSTRUCTION: Move to Question 21 if the response is given.

QUESTION 19: Ask for the total amount paid for renting this [PLOT] since the beginning of the planting season. Record the amount in **Naira**.

QUESTION 20: Ask for the total value of in-kind payments made for renting this [PLOT] since the beginning of the planting season. Estimate the in-kind payment in **Naira** only.

QUESTION 21: Find out if there is any other member of the household who takes primary decision on this [PLOT]. For the response either record 1 for Yes or 2 for No in the provided column.

SKIP INSTRUCTION: Move to Question 23 where the response is No. Otherwise continue the interview.

QUESTION 22: If response is “Yes” in question 21, other decision maker on this [PLOT] is expected to be identified. Maximum of four (4) persons’ ID from HOUSEHOLD ROSTER is needed.

Pay special attention to the instruction **in upper case** before writing any response.

QUESTION 23: Ask whether the manager of this [PLOT] had been changed since the last interview. If the response is yes, record 1 and write 2 for No.

SKIP INSTRUCTION: Move to Question 26 if the response is No. Otherwise, continue the interview.

QUESTION 24: If the response is yes in question 23, ask for the current manager of this [PLOT]. Maximum of three (3) persons’ ID from HOUSEHOLD ROSTER is needed.

Pay special attention to the instruction (**in upper case**) before writing any response.

QUESTION 25: If the response is No in question 23, find out the main reason for changing the management of this [PLOT]. Select the response from the given list of options. If option 7 is taken, write the response and code 7 clearly.

QUESTION 26: This question seeks for the crops planted on this [PLOT] during the dry season after the last interview. If the response is yes, record 1 and write 2 for No.

SKIP INSTRUCTION: Move to SECTION A2, if the response is No.

QUESTION 27: If response in Question 26 is yes, ask for the main crop planted on this [PLOT] during this dry season. Get the most appropriate crop code and write it clearly in the column provided.

QUESTION 28: For giving crop code in Question 27, ask for the total area planted on this [PLOT] with this [CROP] during this dry season after the last interview. Write the cultivated area of this [PLOT] in number and local unit of measure according to the list of unit codes provided.

Pay special attention to the instruction **in upper case** before writing any response.

QUESTION 29: Ask for the method used in cropping. Record the most appropriate option from the list of units provided. If the response is unit code 7, write the response and code 7 clearly in the provided space.

Note: MONO-CROPPING: *is the agricultural practice of growing the same crop year after year on the same land, without crop rotation through other crops which allow specialization in equipment and crop production e.g. a Maize farm.*

MIXED CROPPING: *as the name implies is the most basic form in which the component crops are totally mixed in the available space. This pattern can be in form of two or more crops i.e. a PLOT has Maize, Yam and Melon grow together.*

INTER-CROPPING: *is the practice of sowing a fast growing crop with a slow growing crop so that the fast growing crop is harvested before the slow growing crop starts to mature e.g. Yam and Plantain.*

RELAY CROPPING: *refer to the agricultural practice of cultivating two crops where the second crop is planted following harvest of the first crop to get more benefits i.e. having harvested Melon, Yam was planted.*

ALLEY CROPPING: *also known as row cropping involves the crops arranged in alternate rows e.g. in a ridge where Groundnut is planted in alternate rows with Melon.*

STRIP CROPPING: *A variation of row cropping is strip cropping. Where multiple rows (or a strip) of one crop are alternated with multiple rows of another crop. This design can provide shade (reducing water loss from evaporation), ensures retention of soil moisture, and can also produce fruit, fuel wood, fodder, or trimmings to be made into mulch e.g. a Yam farm having tree crops.*

QUESTION 30: Seek for the month when the seeds of the [CROP] were planted on this [PLOT] during the dry season after the last interview. Record the response as applicable from the list of options provided.

QUESTION 31: Get the quantity of [CROP] expected to be harvested for this [PLOT] during the dry season after the last interview. Record the appropriate response in QUANTITY, UNIT CODE and S/U CODE in the columns provided. The interview should be done for each PLOT ID.

QUESTION 32: Ask whether any other crops were planted on this [PLOT] during the dry season since the last interview or not. If the response is yes, record 1 and write 2 for No.

SKIP INSTRUCTION: Move to SECTION A2, if the response is No.

QUESTION 33: If response in Question 32 is yes, get the name of the second crop planted on this [PLOT] during this dry season after the last interview. For the named crop get the most appropriate crop code and record it accordingly.

QUESTION 34: For giving crop code in Question 33, ask for the total area planted on this [PLOT] with this second [CROP] during this dry season after the last interview. Write the cultivated area of this [PLOT] in number and local unit of measure according to list provided.

Pay special attention to the instruction **in upper case** before writing any response.

QUESTION 35: Ask for the method used in cropping. Record the most appropriate option from the list of units provided. If the response is unit code 7, write the response and code 7 clearly in the space provided.

QUESTION 36: Seek for the month when the seeds of the [CROP] were planted on this [PLOT] during the dry season after the last interview. Record the response as applicable from the list of options provided.

QUESTION 37: Get the quantity of [CROP] expected to be harvested for this [PLOT] during the dry season after the last interview. Record the appropriate response in QUANTITY, UNIT CODE and S/U CODE in the columns provided. The interview should be done for each PLOT ID.

QUESTION 38: Ask whether any other [CROPS] were planted on this [PLOT] during the dry season apart from secondary crop since the last interview. Get the most appropriate crop code of the [CROP] planted. Maximum of five (5) Crop Codes are needed in the columns provided.

SECTION A2: HARVEST LABOUR

NOTE: The Interviewer should be able to communicate to the respondent that the interview would be based on plots planted with [CROP] during the last raining season (last interview 1st visit Wave 2).

QUESTION 1: Ask the respondent to enumerate all house members that worked on each PLOT during the last rainy season harvest excluding the dry season harvest. Copy the persons' ID from household Roster to complete Harvest Labour table.

Pay special attention to the instruction **in upper case** before writing any response.

NOTE:

1. Consider the total number of Household member(s) before completing this Household Labour section.
2. If they were more than four family workers on a [PLOT] attached any extra sheet used.
3. **WEEKS:** To provide information on number of weeks worked per person.
4. **DAYS/WEEK:** To provide information on number of day worked per week per person.
*Hint: – Maximum of seven (7) days **equal to** a week.*
5. **HOURS/DAY:** To provide information on number of hours worked per day for each person that did the harvest.
*Hint: – Maximum of Twenty four (24) hours **equal to** a day.*

QUESTION 2: This question seeks for the number of men hired to do work on this [PLOT] for harvesting crop during this last harvest season. Record the number accordingly.

SKIP INSTRUCTION: Move to Question 5 since the response is none-men worked. Otherwise, continue the interview.

QUESTION 3: This question seeks for the number of days that hired men did work on this [PLOT] for harvesting crop during this last harvest season. Record the number accordingly.

QUESTION 4: Ask for the average daily paid to men hired for harvesting in Naira.

NOTE:

*In this question “**average daily wage paid**” is the most common daily wage paid to a person (individual) or a group of persons per day for the work done.*

For examples:

- (i) A person received N1,300 per day who worked on a plot in four days. The “**average daily wage paid**” would be N1,300. Record **1300** on the Naira column.
- (ii) A group of four men who worked on a plot for five days got N7,400 per day. The “**average daily wage paid**” would be N7,400. Record **7400** on the Naira column.
- (iii) If the payment per person is **uneven** for a group of people worked as hired labor per day, ask for the amount paid to each of them. Get the total amount paid per day i.e. for Five (5) men who worked on a plot for two days. For instance, each day, Olu got N1,300; Musa got N1,450; Kalu got N1,550; Nuhu got N1,250 and Femi got N1,600. The amount paid to these five men was N7,150 per day. The “**average daily wage paid**” would be N7,150 for five men per day. Record **7150** on the Naira column (IN-EQUALITY).

QUESTION 5: This question seeks for the number of women hired to do work on this [PLOT] for harvesting crop during this last harvest season.

SKIP INSTRUCTION: Move to Question 8 since the response is none-women worked. Otherwise, continue the interview.

QUESTION 6: This question seeks for the number of days that hired women did work on this [PLOT] for harvesting crop during this last harvest season.

QUESTION 7: Ask for the average daily paid to women hired for harvesting in Naira.

QUESTION 8: This question seeks for the number of children (<15 years old) hired to do work on this [PLOT] for harvesting crop during this last harvest season.

SKIP INSTRUCTION: Move to Question 11 since the response is none- children (<15 years old) worked. Otherwise, continue the interview.

QUESTION 9: This question seeks for the number of days that hired children (<15 years old) did work on this [PLOT] for harvesting crop during this last harvest season.

QUESTION 10: Ask for the average daily paid to children (<15 years old) hired for harvesting in Naira.

QUESTION 10b: Check questions 2, 5 and 8 whether all of them are none. If yes write 1 and if No write 2.

SKIP INSTRUCTION: Move to question 12, if the response is yes. Otherwise continue the interview

QUESTION 11: Get the total quantity given out as payment to all hired workers for harvesting on this PLOT.

Record the **Crop code, Quantity, Production Unit code** and **S/U code** of crop given out in the columns provided.

QUESTION 12: Seek for other household members (men, women and children less than 15 years old) that did [CROP] harvesting activities on this [PLOT] during the last harvest season for free of charge as exchange laborers or to assist for nothing in return.

Pay special attention to the instruction **in upper case** before writing any response.

SKIP INSTRUCTION: Move to NEXT plot if none and record zero in all columns. The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

QUESTION 13: Find out the sources of other household members that did harvesting work on this [PLOT] during the last harvest season for free of charge or to assist for nothing in return.

Pay special attention to the instruction **in upper case** before writing any response.

Ensure that the response(s) is/are used for completing Network roster. Maximum of three Network Roster ID codes were needed to complete the provided columns.

SECTION A3: AGRICULTURAL PRODUCTION – HARVEST OF FIELD AND TREE CROPS

FLAP C_ PLOT-CROP ROSTER: Open FLAP C_ PLOT-CROP ROSTER before the commencement of interview for this **Section**.

This section is about the harvest of field and tree crops. In completing the section, **Flap C, Plot–Crop Roster** should be pre-filled and opened.

QUESTION 1: Write the name of each crop in each plot correctly. Pre-fill the list of crops per plot from Post Planting Wave 2 questionnaire Flap C for the old crop. There after add the list of new crop per plot.

Pay special attention to the instruction **in capital letter** before writing the response.

QUESTION 2: Get the code for each named crop in question 1. Pre-fill and add new crop code to the new crop discover in question 1.

QUESTION 3: The question seeks to determine whether [CROP] planted on [PLOT] as indicated in the last visit to the household had been harvested or not. The response is either yes (1) or No (2).

SKIP INSTRUCTION: Move to question 5 if the response is yes. Otherwise, continue the interview.

QUESTION 4: The question seeks to find out the reason for not harvesting crop since the last interview. Complete the list of crops that indicated yes in question 1 before moving to question 5.

QUESTION 5: For yes response in question 3, ask for the total land area of each crop harvested since the last interview. Ensure that the total number of land area is recorded with corresponding appropriate option from the list of local unit code is written into **Quantity** and **Unit code** columns as expected respectively.

QUESTION 6: Seek for the quantity yield of each harvested crop in each plot since the last interview. Ensure that the quantity yield per crop is recorded with corresponding appropriate option from the list of production unit code is written into **Quantity** and **Production Unit code** columns as expected respectively.

QUESTION 6B: Ask for the person that made decisions concerning the use of the total harvested crop in the household. List maximum of TWO person's **ID** from the Household Roster.

QUESTION 7: Find out whether the land where crop was harvested was acquired by share cropping. If the response is yes, record 1 while No is 2.

SKIP INSTRUCTION: Move to question 9 if the response is No, otherwise continue the interview.

QUESTION 8: Ask for the quantity of each harvested crop given out to the land owner since question 7 is yes. Ensure that the given out quantity per crop is recorded with corresponding appropriate option from the list of production unit code is written into **Quantity** and **Production Unit code** columns as expected respectively.

QUESTION 9: The question seeks whether there is any sale of unprocessed crop harvested since the harvest. If the response is yes, record 1 while No is 2.

SKIP INSTRUCTION: Move to question 18 if the response is No, otherwise continue the interview.

QUESTION 10: Find out the main sale outlet of each harvested crop. Complete the Network Roster and record the appropriate Network Code in the provided column.

Only one network code is allowed.

QUESTION 11: Ask for the quantity of harvest crop sell to or through this BUYER in question 10. Ensure that the quantity sold per crop is recorded with corresponding appropriate option from the list of production unit code is written into **Quantity** and **Production Unit code** columns as expected respectively.

QUESTION 12: Ensure that the value of crop sold to or through this BUYER in Naira is got and recorded per crop.

QUESTION 12b: The question seeks for the person in the household that was responsible for taking each crop to the market and negotiating sale. Record maximum of TWO person's ID from the Household Roster.

QUESTION 12c: Enquire for the person in the household that decides the use of the earning from the crop sold to this BUYER. Record maximum of TWO person's ID from the Household Roster.

QUESTION 15: The question enquires about the time interval of payment for each crop sold. The response should be conformed to the list of options provided.

QUESTION 14: Enquire whether there is any sale of unprocessed [CROP] to or through other buyer since the harvest. If the response is yes, record 1 while No is 2.

SKIP INSTRUCTION: Move to question 18 if the response is No. Otherwise, continue the interview.

QUESTION 15: If there is any other buyer by indicating response yes in question 14, then, get all the BUYERS. Complete the Network Roster accordingly and record the appropriate Network Code into the columns provided. Record a maximum of THREE Network Codes.

QUESTION 16: Enquire of the total quantity of crop sold to or through the other BUYER(S). Ensure that the quantity sold per crop is recoded With corresponding appropriate option from the list of production unit code is written into **Quantity** and **Production Unit code** columns as expected respectively.

QUESTION 17: Ask for the value of each crop sold to or through other [BUYERS] and record it in Naira.

QUESTION 17b: The question seeks for the person in the household that decides on use of the earning from the crop sold to or through other [BUYERS]. Record a maximum of TWO persons' ID from Household Roster.

QUESTION 18: Find out the total estimated value of each harvested crop whether for sale or not since the last visit. Record the estimated amount in Naira.

SECTION A4: AGRICULTURAL CAPITAL

This section captures information on the agricultural capital possessed by the farming household. The possession include Tractor, Plough, Planter, Boat, Fishing net, etc. are important in measuring farming household welfare and standards of living. The item must be in good working condition.

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

QUESTION 1: This question seeks to determine the number of the listed items that are owned by the farming household. The number of items owned should be entered in the row corresponding to that item.

If there is more than one item then each one should be listed in the columns to the right: under **Description** and **Code** columns.

For example if the household has two tractors: Then the descriptions must be placed in the description column (see Figure) and the code written beside the descriptions in both cases. If there was just one of the items, then just the code needs to be written. If the household owns none of these items, then write "0" in Question 1 and move to the next item. Obtain a response on ALL items before moving to Question 2.

Pay special attention to the instruction **in capital letter** before writing the response.

SKIP INSTRUCTION: If the response is No, go to **NEXT TOPIC**. If response to the entire list is **NO**, skip to **SECTION 6**.

QUESTION 2: Ask for the person who owned this [ITEM] in the household. Write the person's **ID** from HOUSEHOLD ROSTER.

NOTE: If owned by more than one person write their ID codes separated by comma (,) or if owned by entire household write '98' before asking for questions 2 to 8.

Pay special attention to the instruction (**in upper case**) before writing any response.

QUESTION 3: This question seeks to determine the age of the item. This will have bearing on its current value. If the item was purchased less than past 12 months, then write "0" under **YEARS** column.

Pay special attention to the instruction (**in upper case**) before writing any response.

QUESTION 4: Is aimed at coming to some reasonable current value of the item. Ask for the amount to be received from selling one of the [ITEM] today in order to obtain a reasonable current market value for the item. Record the amount in **Naira**.

QUESTION 5: Ask for the person who that use this [ITEM] in the household. List the number of persons and record their persons' ID from HOUSEHOLD ROSTER. List the persons' ID of at most three persons in the household.

Pay special attention to the instruction **in upper case** before writing any response.

1.												
How many of the following items does your household own? WRITE THE TOTAL NUMBER OF ITEMS THAT THE HOUSEHOLD POSSESSES. IF NONE PUT '0'			I T E M	LIST ALL THE ITEMS IN QUESTION 1. IF MORE THAN ONE ITEM, WRITE A DESCRIPTION OF THE ITEM BELOW. OTHERWISE WRITE ONLY THE CODE OF THE ITEM. THEN ANSWER QUESTION 2 - 8 FOR EACH ITEM.	2.	3.	4.	5.	6.	7.	8.	
ITEM	ITEM CODE	# OF ITEMS			Who is the person that owns this item? WRITE THE ID OF THE PERSON WHO OWNS THE ITEM. IF OWNED BY MORE THAN ONE PERSON, WRITE ID CODES SEPARATED BY ', ' OR IF OWNED BY HOUSEHOLD WRITE "98".	How long ago was [ITEM] acquired? (IF LESS THAN ONE YEAR ENTER 0)	If you wanted to sell one of this [ITEM] today, how much would you receive?	Which other persons in the household use this equipment? LIST THE ID OF EACH PERSON IN ORDER OF FREQUENCY OF USE	Was [ITEM] rented out in the last 12 months? Yes.....1 No.....2 (▶ NEXT ITEM)	What was the total value in Naira of all rentals?	How many days was [ITEM] rented out?	
			DESCRIPTION	CODE	ID CODE	YEARS	NAIRA	ID 1	ID 2	NAIRA	DAYS	
Tractor	301		1									
Plough	302		2									
Trailer/Cart	303		3									
Rodger	304		4									
Planter	305		5									
Pickup	306		6									
Harvester	307		7									
Water pump	308		8									
Sprinkler	309		9									
Other animal drawn equipment	310		10									
Other tractor drawn equipment	311		11									
Sprayer	312		12									
Outboard motor	313		13									

QUESTION 6: Enquire whether [ITM] was rented out in the last 12 months. The response is either Yes (1) or NO (2).

SKIP INSTRUCTION: If the response is No to any of the listed [ITEM], go to **NEXT ITEM**. If response to the entire list is **NO**, skip to **SECTION A4**.

QUESTION 7: If response in question 6 is yes, ask for total value in Naira of all [ITEM] rented out. Record the value in **Naira**.

QUESTION 8: Ask for the number of days the [ITEM] was rented out. Record the number of day in the column provided.

SECTION A5a: EXTENSION SERVICES

RESPONDENT: Farmer, owner or manager of plot

Note: ***Agricultural Extension Service:** a technical assistance/advice (or a demonstration of new agriculture techniques) given to a farmer or group of farmers to improve productivity.*

Topic Code: *unique serial number assigned to each listed **TOPIC** in question 1. This code will enable the interview to continue smoothly and orderly.*

QUESTION 1: Ask whether anyone in the household receive any advice on [TOPIC]. Record 1 for “Yes” or 2 for “No” as may be applicable to each topic.

Pay special attention to the instruction **in capital letter** before writing the response.

SKIP INSTRUCTION: If the response is No, go to **NEXT TOPIC**. If response to the entire list is **NO**, skip to **SECTION A6**.

QUESTION 2: If Question 1 is 1 (Yes) for any of the listed topics, ask for the main source of advice on [TOPIC]. Record the code from available options. If the response is not among the list, record unit code 14 and write the response.

SECTION A5b – Extension Services

Note: ***Source Code:** a serial number assigned to each listed **SOURCE** in question 1. This code will enable the interview to continue smoothly and orderly.*

PEER FARMER: *A group of farmers who grow the same type of crop in a single community.*

LEAD FARMER: *A farmer who is the most active in growing certain crop or who has the largest PLOT of a certain crop or an outstanding farmer in a community.*

FARMER FIELD DAY/SCHOOL: *A day that both the extension worker and a group of farmers agreed for training and practicing new farming procedures.*

QUESTION 1: Mark “X” to each identified source against each topic that has “Yes” response in the previous page. Make sure that all topics were completed by marking “X” against any identified source before continuing from Question 2.

QUESTION 2: For each source marked “X”, ask if any of the household member received advice/information through [SOURCE]. The interviewer is required to list maximum of **FOUR** persons from HOUSEHOLD ROSTER and record the **persons’ ID** to Question 2 against each identified source accordingly.

QUESTION 3: Ask for total number of times someone from identified [SOURCE] visited any household member’s farm since the last interview. Record the **NUMBER of VISITS** per source accordingly.

NOTE: **Do not complete the block cells.** Pay special attention to the instruction **in capital letter** before writing the response.

SKIP INSTRUCTION: If there is no visit made, record Zero (0) and skip to Question 5.

QUESTION 4: Seek for the number of visits solicited for. Record the **NUMBER of SOLICITED VISITS** per source accordingly. If there is no solicited visit made, record Zero (0). If the response is not among the list, record unit code 14 and write the response.

NOTE: Do not complete the block cells. Pay special attention to the instruction **in capital letter** before writing the response.

QUESTION 5: Ask if any member of the household met or visited the identified SOURCE elsewhere other than their dwelling place or on their plots since the New Year. Record the **number** for the entire household per **SOURCE** accordingly. If there is no visit/meeting made, record Zero (0). If the response is not among the list, record unit code 14 and write the response.

NOTE: Do not complete the block cells. Pay special attention to the instruction **in capital letter** before writing the response.

QUESTION 6: Ask for the number of times any members of the household attend meeting with [SOURCE] after the last interview. Record the **TOTAL NUMBER for the entire household** per source accordingly. If there is no visit made, record Zero (0). If the response is not among the list, record unit code 14 and write the response. **NOTE: Do not complete the block cells.** Pay special attention to the instruction **in capital letter** before writing the response.

QUESTION 7: Ask if any of the household members spent anything for receiving any advice or information from [SOURCE] since the last interview. Record 1 for “Yes” or 2 for “No” as may be applicable to each source.

NOTE: Do not complete the block cells.

SKIP INSTRUCTION: If the response is No, go to question 9. Otherwise, continue the interview.

QUESTION 8: If Question 7 is yes for any of the listed sources, ask for the total amount paid by the household for receiving advice or information from [SOURCE]. Enter the total amount in NAIRA for the entire household including the estimation from in-kind. The interviewer should pay special attention to the instruction **in capital letter** before writing the response.

QUESTION 9: Find out at which level the advice or information received from [SOURCE] was useful to the household. Enter the appropriate code from the option provided that best described the response.

SECTION A6: ANIMAL HOLDINGS

RESPONDENT: Owner or caretaker of animals

FLAP D ROSTER: This is where the list of all common animals in the household is given. This flap is used in the same way like the Plot Roster (Flap B).

Open FLAP-D Roster before the commencement of the interview in this SECTION.

ANIMAL HOLDING: Animal owned by a person or a joint holder

CALF: This is a baby of a cow.

HEIFER: This is a young cow that has not yet given birth to a calf.

COW: This is adult female cattle for producing milk, meat and calf.

STEER: This is a young male cow whose sex organ has been removed.

BULL: This is adult male cattle.

QUESTION 1: This question seeks to determine whether any member of the household raised or owned any of the listed animals. Record the response as 1 for “Yes” or 2 for “No” as appropriate.

Pay special attention to the instruction **in capital letter** before writing the response.

SKIP INSTRUCTION: If the response is No, go to **NEXT ANIMAL**. If response to the entire list is **NO**, skip to **SECTION 9**.

QUESTION 2: If response to any of the listed animals in Question 1 is ‘Yes’, ask for the number of [ANIMALS] owned by the household now either at farm or away. Record the number of each animal accordingly.

QUESTION 3: Having completed Question 2, enquire for the amount of money to be received from selling one of the [ANIMALS] today. Record the amount in NAIRA.

QUESTION 4: Ask for the person(s) in the household that own(s) [ANIMAL]. The interviewer is required to list maximum of **TWO** persons from HOUSEHOLD ROSTER and then copy the **persons’ ID** into columns provided against each animal accordingly.

Pay special attention to the instruction **in capital letter** before writing the response.

QUESTION 5: Ask for the person (s) in the household that was responsible for keeping [ANIMAL]. List maximum of **TWO** persons from HOUSEHOLD ROSTER and then copy the **persons’ ID** into appropriate columns against each animal accordingly.

QUESTION 6: Ask whether someone else keep your [ANIMAL] for you during any part of the year or not. Record the response as 1 for “Yes” or 2 for “No”.

SKIP INSTRUCTION: If the response is No, go to **question 9**. Otherwise, continue the interview.

QUESTION 7: If response is ‘Yes’ in Question 6, enquire for the number of the months out of the year that the person kept the [ANIMAL]. Record number of months in the space provided.

QUESTION 8: Ask for the place where these [ANIMALS] were kept from the listed options. Select the most appropriate option. If option 6 is taken, write the response clearly in the space provided with code 6.

QUESTION 9: Ask for the number of [ANIMALS] born since the last interview. Record the number for each animal identified. The interviewer should pay special attention to the instruction **in capital letter** before writing the response.

QUESTION 10: Ask for the number of [ANIMALS] received as gifts since the last interview. Record the number for each animal identified. If none, record zero (0). The interviewer should pay special attention to the instruction **in capital letter** before writing the response.

QUESTION 11: Ask for the number of [ANIMALS] received as payment for rendered since the last interview. Record the number for each animal identified. If none, record zero (0). The interviewer should pay special attention to the instruction **in capital letter** before writing the response.

QUESTION 12: Ask for the number of [ANIMALS] bought to raise since the last interview. Record the number for each animal identified. If none, record zero (0). The interviewer should pay special attention to the instruction **in capital letter** before writing the response.

QUESTION 13: Enquire for the total amount of money spent for purchasing [ANIMALS]. Record the total amount (NAIRA) and ensure that in-kind payment is estimated for each animal where applicable. The interviewer should pay special attention to the instruction **in capital letter** before writing the response.

QUESTION 14: Ask for the place where most of the animals were purchased. The interviewer is to complete the network roster and enter the network code for **two sources** into the cells provided.

QUESTION 15: Ask for the number of [ANIMALS] given out as gifts since the last interview. Record the number for each animal identified. If none, record zero (0). The interviewer should pay special attention to the instruction **in capital letter** before writing the response.

QUESTION 16: Ask for the number of [ANIMALS] given out as payment for services rendered since the last interview. Record the number for each animal. If none, record zero (0). The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

QUESTION 17: Ask for the number of [ANIMALS] that got lost or stolen since the last interview. Record the number for each animal owned or being raised. If none, record zero (0). The interviewer should pay special attention to the instruction **in capital letter** before writing the response.

QUESTION 18: Ask for the number of [ANIMALS] sold alive since the last interview. Record the number for each animal owned or being raised. If none, record zero (0). The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response. If NONE for all animals, skip to **Question 19**. Otherwise, continue the interview.

QUESTION 19: The question seeks to determine the total amount of sales. Record the total amount (NAIRA) and ensure that in-kind payment is estimated against each animal owned or being raised. The interviewer should pay special attention to the instruction **in capital letter** before writing the response.

QUESTION 19b: The question seeks to determine the person in the household that decides on the use of the earnings. List maximum of TWO persons in the household roster and recorded their **persons' ID** as appropriate.

QUESTION 20: Ask for the place where the [ANIMALS] were mostly sold alive. The interviewer is to complete the network roster and enter the network code for **two sources** in the provided cells.

Pay special attention to the instruction **in capital letter** before writing the response.

QUESTION 21: Ask for the number of animals slaughtered **FOR SALE** since the last interview. Record the number of [ANIMALS] slaughtered. If none, record zero (0). The interviewer should pay special attention to the instruction **in capital letter** before writing the response.

QUESTION 22: Ask for the number of animal slaughtered **FOR CONSUMPTION** since the last interview. Record the number of [ANIMALS] slaughtered. If none, record zero (0). The interviewer should pay special attention to the instruction **in capital letter** before writing the response.

QUESTION 23: Ask if any of the [ANIMALS] suffer from any disease since the last interview. If the response is “Yes” record 1 or 2 for “No”. Make sure that all animals were completed before continuing from Question 24.

QUESTION 24: If response is yes in Question 24, ask for the kinds of diseases [ANIMALS] suffer most. The Interviewer is to list two types of diseases using the Disease code provided. The interviewer should pay special attention to the instruction (**in capital letter**) before writing the response.

SECTION A7: ANIMAL COSTS

RESPONDENT: Owner or caretaker of animals

QUESTION 1: Ask respondent if anything was spent on the items listed since the last interview. If the response is “Yes” record 1 or 2 for “No” against each item.

Pay special attention to the instruction **in upper case** before writing any response.

SKIP INSTRUCTION: Make sure that all items were completed before continuing from Question 2. If response to the entire list is **NO**, skip to next **SECTION**.

QUESTION 2: If the response to any of the listed items is yes in question 1, ask for the amount spent in CASH on [ITEM] since the last interview. Record the amount in NAIRA in the space provided.

QUESTION 3: Ask for the value of IN-KIND payment since the last interview. Record the value in NAIRA after estimating in-kind payment for each [ITEM].

QUESTION 4: Ask for the sources of each [ITEM]. Ensure to complete the network roster and enter the network codes for maximum of **two sources** for each [ITEM] in the provided cells.

Pay special attention to the instruction **in upper case** before writing any response.

QUESTION 5: Ask whether there was any time since the last interview that [ITEM] was not available for household’s need. If the response is “Yes” record 1 or 2 for “No” against each item.

Note: This is only applicable to [ITEM] with COST CODES 1 to 6 and which does not include COST CODES 7 to 9 that are already blocked.

SKIP INSTRUCTION: Make sure that all items were completed. If response to the entire list is **NO**, skip to next **SECTION**.

SECTION A8: OTHER AGRICULTURAL INCOME

This section is the harvest of Agricultural by-product which generates income to farmers. Any other by-product not identified here should be recorded and coded 8.

ITEM CODE: is the *unique serial number assigned to each listed ITEM in Question 1. This will enable the interviewer to continue the interview on each ITEM in orderly manner.*

QUESTION 1: The question seeks to determine the type of agricultural [BY-PRODUCTS] produced in the household since the last Interview. The response is either yes (1) or No (2).

Pay special attention to the instruction **in upper case** before writing any response.

SKIP INSTRUCTION: Move to NEXT SECTION if none to all listed items. If the response is yes in front of any of the listed item continue the interview.

QUESTION 2: If the response is yes in question 1, seek for the number of month such by-products were produced in the household since the last interview. Record the number of month(s) in the space provided.

QUESTION 3: Ask for the average quantity of such by- products produced per month. Ensure that the quantity produced per item is recorded with corresponding appropriate option from the list of unit code is written out into **Quantity** and **Unit** columns as expected respectively.

QUESTION 4: Seek to know if any of the by- product harvested was sold by the Household since the last interview. The response is either yes (1) or No (2).

SKIP INSTRUCTION: Move to NEXT ITEM if the response is No for an item.

QUESTION 5: If the response is yes in question 4, ask for the quantity of [BY-PRODUCT] sold by the household since the last interview. Ensure that the quantity sold per item is recorded with corresponding appropriate option from the list of unit code is written into **Quantity** and **Unit** columns as expected respectively.

QUESTION 6: If question 5 recorded sales, ask for the total value of each item sold since the last the last interview either in cash or in-kind estimate in **naira**. Pay special attention to the instruction **in upper case** before writing any response.

QUESTION 7: The question seeks to determine who in the household takes the [BY-PRODUCTS] to the market and negotiate sale. Maximum of TWO persons' **ID** should be copied from the Household Roster.

QUESTION 8: The question seeks to know who in the household makes decision on use of earning. Maximum of TWO persons' **ID** should be copied from the Household Roster.

SECTION A9a: FISHING

Fishing is one of the agricultural activities carried out in the country. There are two types of fishery: fish farming/cultured and fish hunter/uncultured. Fish farming refers to fish that are nurtured or raised from fingerling to maturity and harvest. It is usually done in ponds i.e. earthen pond, concrete pond, tank, plastic, etc. The fish hunter refers to those people who went to capture fish on natural water body such as lake, river, stream, sea or ocean.

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

QUESTION 1: The question seeks to determine whether any person in the household involved in fishing activities (raising or capturing fish) since the last interview. The response is either yes (1) or No (2).

SKIP INSTRUCTION: If the response is No, go to SECTION A9b. Otherwise continue the interview.

QUESTION 2: If the response is yes in question 1, ask whether any person in the household carried out fishing activities (raising or capturing fish) since the last interview. The response is either yes (1) or No (2). Pay special attention to the instruction **in upper case** before writing any response.

SKIP INSTRUCTION: If the response is “**other specify**”. Write the response appropriately. Move to NEXT FISH if the response is No for an item. If the response to all listed FISH is No, end the interview.

QUESTION 3: Find out the number of weeks that any member of the household caught or raised [FISH SPECIES] listed in Question 2 since the last interview. Record the number of week(s) in the provided column.

QUESTION 4: Ask for the quantity of fish caught or harvested by any member of the household or hired fishers on the average per week since the last interview. Ensure that the quantity caught or harvested per fish with corresponding appropriate option from the list of unit code is inserted into **Quantity** and **Unit Code** columns as expected respectively.

For instance, Unit codes for fish

Kilogram 1

5kg Bag (small) 2

10kg Bag (medium) 3

25kg Bag (Big/Large) 4

Capture		Harvest	
Quantity	Unit Code	Quantity	Unit Code
25	1	30	3
11	2		

QUESTION 5: Find out the average quantity sold per week of captured fish by any member of the household since the last interview. If there was any quantity of fish sold, ensure that the quantity of fish sold is recorded with corresponding appropriate option from the list of unit code is inserted into Quantity and Unit Code columns as expected respectively.

Pay special attention to the instruction in upper case before writing any response.

SKIP INSTRUCTION: If they did not sell any captured FISH write zero (0) and

move to question 7.

QUESTION 6: If question 5 recorded sale, find out the average price per packaging unit of the captured fish during the week of sales operation. Record the price in Naira.

The table below is an example of how to complete questions 5 and 6.

Capture		Price
Quantity	Unit Code	N
5	1	130
7	4	121

QUESTION 7: Find out the average quantity sold per week of harvested fish by any member of the household since the last interview. If there was any quantity of fish sold, ensure that the quantity of fish sold with corresponding appropriate option from the list of unit code is inserted into Quantity and Unit Code columns as expected respectively.

Pay special attention to the instruction in upper case before writing any response.

SKIP INSTRUCTION: If they did not sell any captured FISH write zero (0) and move to question 9.

QUESTION 8: If question 7 recorded sale, find out the average price per packaging unit of the harvested fish during the week of operation. Record the price in Naira.

QUESTION 9: Inquire about the number of weeks that fish was sold since the last interview. Record the number of week(s) in the space provided.

QUESTION 10: Find out the average quantity of FISH kept for consumption per week either caught or harvested by any member of the household. Ensure that the quantity caught or harvested per fish is recorded with corresponding appropriate option from the list of unit codes is inserted into Quantity and Unit Code columns as expected respectively.

QUESTION 11: Find out the number of weeks that any member of the household processed [FISH SPECIES] since the last interview. Record the number of week(s).

Pay special attention to the instruction in upper case before writing any response.

SKIP INSTRUCTION: If they did not processed any FISH, write zero (0) and move to SECTION A9b.

QUESTION 12: If question 11 recorded processed FISH, find out the average quantity of FISH processed either Processing Type_1 or Processing Type_2 by other members of the household and/or any hired persons per week since the last interview.

If there was any quantity of fish processed, ensure that the quantity of fish processed is recorded with corresponding appropriate option from the list of unit codes is inserted into Quantity, Unit Code and Processing Code columns respectively.

Pay special attention to the instruction in upper case before writing any response.

QUESTION 13: Find out the average quantity of FISH sold through Processing Type_1 by other members of the household and/or any hired persons per week since the last interview. If there was any quantity of fish processed, ensure that the quantity of fish processed is recorded with corresponding appropriate option from the list of unit codes is inserted into Quantity sold and Unit Code columns as expected respectively.

QUESTION 14: If question 13 recorded sale, ask for the average price of FISH sold through Processing Type_1 by other members of the household and/or any hired persons per packaging Unit since the last interview. Ensure that the price of fish sold is recorded in Naira.

QUESTION 15: Find out the average quantity of FISH sold through Processing Type_2 by other members of the household and/or any hired persons per week since the last interview.

If there was any quantity of fish processed, ensure that the quantity of fish processed is recorded with corresponding appropriate option from the list of unit codes is inserted into Quantity sold and Unit Code columns as expected respectively.

QUESTION 16: If question 15 recorded sale, ask for the average price of FISH sold through Processing Type_2 by other members of the household and/or any hired persons per packaging Unit since the last interview. Ensure that the price of fish sold is recorded in Naira.

QUESTION 17: Find out the number of weeks that any member of the household sold [FISH SPECIES] since the last interview. Record the number of week(s).

QUESTION 18: Find out the quantity of FISH processed either Processing Type_1 and/or Processing Type_2 by any member of the household kept on average per week for household consumption since the last interview. If there was any quantity of fish processed, ensure that the quantity of fish processed is recorded with corresponding appropriate option from the list of unit codes are inserted into

Quantity, Unit Code and Processing Code columns as expected respectively. Pay special attention to the instruction in upper case before writing any response.

For Example:

Processing type 1			Processing type 2		
Quantity	Unit code	Processing Code	Quantity	Unit code	Processing Code
4	2	2	5	2	3
			3	3	2

SECTION A9B: FISHING CAPITAL & REVENUES

Respondent: Household member(s) involved in fishing activities (Fish hunting and/ or capture)

Capital refers to money that can be used for further wealth.

Revenue refers to money that comes into a business from the sale of goods or services as profit.

QUESTION 1: Inquire whether anybody in the household was involved in fishing activities using any boat/engine owned, rented or borrowed since the last interview. The response is either yes (1) or No (2).

SKIP INSTRUCTION: If the response is No, end the INTERVIEW. Otherwise continue the interview. Record the response in cell (box) provided.

QUESTION 2: If response in question 1 is yes, ask for the number of Boats/Canoes operated by the member(s) of the household since the last interview. Record the number in cell (box) provided.

QUESTION 3: The question seeks to determine the number of listed [ITEM] owned by the household. Record the number owned in the column provided. Pay special attention to the instruction **in upper case** before writing any response.

SKIP INSTRUCTION: Ask for each [ITEM], if none, put zero (0) and go to next item. If none in ALL, go to question 5. Otherwise continue the interview.

QUESTION 4: Find out the total value of [ITEM] given in question 3 if it is to be sold today. Record the value in **Naira**.

QUESTION 5: Seek to determine whether any member of the household rent [ITEM] in the last 12 months. The response is either Yes (1) or No (2).

SKIP INSTRUCTION: If the response is No, go to question 8. Otherwise continue the interview.

QUESTION 6: If question 5 has yes as response, ask for number of days that [ITEM] was rented during the last 12 months. Record the number of day(s) in the column provided.

QUESTION 7: Inquire for average amount paid by the household to rent [ITEM] per day during the last 12 months. Record the value in **Naira**.

QUESTION 8: Ask for the total costs of operating [ITEM] on fuel, oil and maintenance per week during the last 12 months. Record the value in **Naira**.

QUESTION 9: Ask for the total costs of operating [ITEM] on maintaining fishing nets/gear per week during the last 12 months. Record the value in **Naira**.

QUESTION 10: Inquire for the number of adult males hired in fishing business since the last interview. Record the number of adult males hired and total weeks worked in the two columns provided..

QUESTION 11: Inquire for the number of adult females hired in fishing business since the last interview. Record the number of adult females hired and total weeks worked in the two columns provided.

QUESTION 12: Inquire for the number of children (<15 years old) hired in fishing business since the last interview. Record the number of children (<15 years old) hired and total weeks worked in the two columns provided.

QUESTION 13: Interviewer should check whether there is zero response in questions 10, 11 and 12 altogether. If it is true write 1 for Yes and 2 for No. Pay special attention to the instruction **in upper case** before writing any response.

SKIP INSTRUCTION: If the response is yes, go to question 21. Otherwise continue the interview.

QUESTION 14: The question seeks to determine whether hired workers were paid on a fixed wage or not. The response is either yes (1) or No (2).

SKIP INSTRUCTION: If the response is yes, go to question 16. Otherwise continue the interview.

QUESTION 15: The question seeks to determine average amount paid to each hired worker per week. The interviewer should help respondent to estimate for a week pay if the hired workers were paid daily. Record the weekly payment in **Naira** to the three columns provided (**i.e.** Adult Males, Adult Females and Children) accordingly. Pay special attention to the instruction **in upper case** before writing any response.

QUESTION 16: The question seeks to determine whether the hired workers were given fish as part of remuneration. The response is either yes (1) or No (2).

SKIP INSTRUCTION: If the response is No, go to question 18. Otherwise continue the interview.

QUESTION 17: If the response in question 16 is yes, seek to determine average quantity of FISH given out as remuneration to each hired worker per week since the last interview. Record the quantity with appropriate unit code to the columns provided for Adult Males, Adult Females and Children as expected respectively.

QUESTION 18: The question seeks to determine whether the hired workers were given cash from fishing activities as part of remuneration. The response is either yes (1) or No (2).

SKIP INSTRUCTION: If the response is No, go to question 20. Otherwise continue the interview.

QUESTION 19: If the response in question 18 is yes, ask for the average amount paid per week as remuneration to each hired worker since the last interview. Record the amount in **Naira** to the columns provided for Adult Males, Adult Females and Children(<15 years old) as expected respectively.

QUESTION 20: The question seeks to determine any other in kind benefit paid as remuneration to each hired worker per week since the last interview. Record the estimate cash **value of in-kind** benefit in Naira to the columns provided for Adult

Males, Adult Females and Children as expected respectively. For Example:

Adult males	Adult females	Children
Naira/week	Naira/week	Naira/week
34300	22500	56900

QUESTION 21: The question seeks to determine whether there is any cost incurred from raising FISH by the household since the last interview. The response is either yes (1) or No (2).

SKIP INSTRUCTION: If the response is No, go to question 23. Otherwise continue the interview.

QUESTION 22: If the response in question 21 is yes, seek to determine the amount spent per week on the following costs: Fish feed, Irrigation of Fish Pond/ Pools, and Fish Nets maintenance. Record the cost **value** in Naira to the columns provided as expected respectively.

QUESTION 23: The question seeks to determine whether there were other types of cost incurred that related to fishing activities since the last interview excluding purchase, rental or operating costs of Gears/Boats/Canoes/Engines and expenditures for workers hired for fishing activities since the last interview. The response is either yes (1) or No (2).

SKIP INSTRUCTION: If the response is No, end the INTERVIEW. Otherwise, continue the interview on questions 24 and 25.

QUESTION 24: If the response in question 23 is yes, ask the respondent to give a brief description of the purpose of these other types of cost. Write this description in simple grammatical English expression in the provided column. For instance, cost of land and Construction of Fish pond.

QUESTION 25: Ask for the total costs of these other types of cost described in question 24 since the last interview. Record the value in **Naira i.e. 225000** should be written in the provided column. For Example:

Land	150,000
Construction of pond	75,000
Total costs	225,000

END OF INTERVIEW.

SECTION A10: NETWORK ROSTER

The purpose of this section is to identify the individuals, organizations, firms, shops and government offices that individuals deal with, particularly around agricultural production. This is to get the sources of inputs for farmers through mentioned businesses. Also to obtain the source of market outlets for farm outputs and so on.

The response would be obtained during the interaction with respondent and enumerator. During this interview, you will come across a question that would refer to [SEE NETWORK ROSTER].

For example a question in SECTION11D - Question 9, "Since the new year, from whom did you receive most of the [FERTILIZER] for free?

ENUMERATOR: LIST UP TO TWO SOURCES IN THE NETWORK ROSTER AND THEN COPY THE NETWORK CODES HERE" If the respondent said, "I got the fertilizer from Mr. Kareem in Wuse Market, Abuja." Instead of writing the response raw, go the NETWORK ROSTER and interpret this information. Then transform the response to the name (Mr. Kareem), Network (local market-Code 9) and Location (Within the town – Code 4). Note that there is a network code printed and listed to the left of name which started with N1. This **N1** code should be written in the answer cell as response to the question.

In another question, the response in the interview may be that he sold crops to Mr. Kareem. Check the network roster to identify that Mr. Kareem in Wuse market has code N1. This N1 code could be repeated since the sources are from the same person.

Assume that the third question was SECTION 11I-Question 23 "who was your main provider for the vaccination services? ENUMERATOR: LIST UP TO TWO SOURCES IN THE NETWORK ROSTER AND THEN COPY THE NETWORK

CODES HERE". If the response was the vaccination services obtained from Name (Moba LGA), Network (Government –code 17) and Location (Within the state –code 6). This would be written in the second line of the Network Roster against N2. Pick N2 as the Network code to be fixed into the appropriate column(s) in question 23 mentioned above.

NETWORK ROSTER TABLE

Network Code	Name	Network Name Code	Location Name Code
N1	Mr. Kareem	9	3
N2	Moba LGA	17	6

USE OF GPS DEVICE: NAVIGATION OF GPSMAP62

INTRODUCTION:

The Global Positioning System (GPS) is a piece of technology equipment used for variety of activities (navigating, mapping, etc). The advantage of this technology over the old method of farm survey (i.e. compass, pole and tape) is enormous. It is more accurate in measurement, faster, easier and requires less number of people to use.

THE NAVIGATION OF GPSmap62

Firstly, open the battery cage behind the device to load a pair of **Alkaline** (Lithium) **Battery** as appropriate.

Step 1: Switch on the GPS by pressing the **POWER BUTTON** for 1-2 seconds.

Step 2: Wait for at least two (2) minutes to allow the GPS to initialize.

Step 3: Press Page button to locate **Main Menu**. Wait for a second, a new menu that contains **some icons** will be seen.

Step 4: Navigate to locate **set up** and press Enter, a new menu that contains **some icons** will be seen.

Step 5: Navigate to locate **“system”** and press Enter, a list of menu would appear. Review as follows: **GPS** change to **‘Normal’**, and **Interface** change to **‘NMEA In/out’**.

Step 6: Press **Quit** returning to the menu.

Step 7: Navigate to locate **“Display”** and press Enter, a list of menu would appear. Review as follows: **Timeout** change to **‘Stay On’**, and **Battery save** change to **‘On’**. Etc.

Step 8: Press **Quit** returning to the menu.

Step 9: Navigate to locate **“Page Sequence”** and press Enter, a list of menu would appear. Move to **‘Add Page’** and press Enter. Highlight **‘Satellite’** and press Enter. Highlight **move** and press Enter, the satellite would go to Main menu page with red ink.

Move **‘Satellite’** to the position of interest and Press Enter.

Step 10: Press **Quit** returning to the menu.

Step 11: Navigate to locate **“Page Sequence”** and press Enter, a list of menu would appear. Move to **‘Add Page’** and press Enter. Highlight **‘Area Calculation’** and press Enter. Highlight **move** and press Enter, the Area Calculation would go to Main menu page with red ink. Move **‘Area Calculation’** to the position of interest and Press Enter.

Step 12: Press **Quit** returning to the menu.

Step 13: Navigate to locate **“Page Sequence”** and press Enter, a list of menu would appear. Move to **‘Add Page’** and press Enter. Highlight **‘Track Manager’** and press Enter. Highlight **move** and press Enter, the Track Manager would go to Main menu page with red ink. Move **‘Track Manager’** to the position of interest and Press Enter.

Step 14: Press **Quit** returning to the menu.

Step 15: Navigate to locate **“Units”** and press Enter, a list of menu would appear. Move to **‘Distance and Speed’** review as **‘Metric’**, **Elevation** change to **‘Meters (m/mm)’**, **Depth** put **‘Meters’** and **Temperature** change to **‘Celsius’**.

Step 16: Press **Quit** returning to the menu.

Step 17: Navigate to locate “**Time**” and press Enter, a list of menu would appear. Move to ‘**Time Format**’ review as ‘**24-hour**’ and **Time Zone** change to ‘**Lagos**’.

Step 18: Press **Quit** returning to the menu.

Step 19: Navigate to locate “**Position Format**” and press Enter, a list of menu would appear. Move to ‘**Map Datum**’ review as ‘**Minna**’.

Step 20: Press **Quit** returning to the menu.

Step 21: Navigate to locate “**Heading**” and press Enter, a list of menu would appear. Move to ‘**Display**’ review as ‘**Numeric Degrees**’, and **North Reference** change to ‘**User**’ and **Go To Line** change to ‘**Bearing (Large)**’.

Step 22: Press **Quit** returning to the menu.

Step 23: Navigate to locate “**Tracks**” and press Enter, a list of menu would appear. Move to ‘**Track Log**’ review as ‘**Record, Show On Map**’, Record Method pick ‘**Auto**’, Recording Interval put ‘**Normal**’ and **Auto Archive** change to ‘**Daily**’.

Step 24: Press **Quit** returning to the menu.

Step 25: Navigate to locate “**Map**” and press Enter, a list of menu would appear. Move to ‘**Orientation**’ review as ‘**Track Up**’.

Step 26: Press **Quit twice** returning to the Main menu.

Step 27: Navigate to locate “**Routing**” and press Enter, a list of menu would appear. Move to ‘**Guide Method**’ review as ‘**Prompted**’, and **Calculate Routes** change to ‘**Pedestrian**’.

Step 28: Press **Quit twice** returning to the Main menu.

Step 29: Press **Power button** to shut down.

Step 30: Keep the **Device** in a safe wallet.

TEST RUN

Step 1: Switch on the GPS by pressing the **POWER BUTTON** for 1-2 seconds.

Step 2: Wait for at least two (2) minutes to allow the GPS to initialize.

Step 3: Press **Page button** to locate ‘**Satellite**’. Satellites will continue to appear on the screen as Bar charts as well as on the circuit (**greenish** in colour). On screen top, the **Accuracy level in metre** of the GPS would be seeing at right hand corner-side while the **Coordinates** of the GPS location would be seeing at left hand side (**Latitude & Longitude**).

Step 4: Press **Quit** and return to the list menu.

Step 5: Navigate to locate “**Area Calculation**” and Press Enter button. Be prepared to indicate the starting point to walk round the boundary of the farm plot.

Step 6: **Returning** to the original starting point, wait a few seconds and press Enter. Be prepared to record the current track covered.

Step 7: A map would appear indicating Nigeria. **Calculate** would be highlighted and Press Enter.

Step 8: Record the **area in square meter** and Press Enter to **save Track**.

Step 9: A menu would appear indicating “**Enter Name**” on top, follow by the date of the current track. **Compose** the name as you like. Navigate to “**Done**” and press Enter. The name typed would appear.

Step 10: Press **Quit** and return to the Area calculation to start a new farm plot track. Continue repeating **Steps 5 – 9** till maximum satisfaction is reached.

Step 11: Having finished farm plot track at a location,

Step 12: Press **Quit** and return to the list of menu.

Step 13: Navigate to locate “**Track Manager**” and Press Enter button. The list of farm plots tracked would be seen according to the name given to each of them.

Step 14: Navigate to highlight the plot of interest and press Enter. The list of menu would be seen. Navigate to **View Map** to see the sketch of the movement around the plot.

Step 15: Press **Quit twice** returning to the main menu.

Step 16: Repeat the same procedures to survey other Plots (Farms).

Step 17: Press **Power Button** to shut the device.

Step 18: Keep the **GPSmap62 Device** in a safe wallet for next schedule.

Appendix 1: Occupation Codes

S/N	International Standard Classification of Occupations	Code
1	Legislators	1110
2	Senior Government Officials	1120
3	Traditional Chiefs & Head of Villages	1130
4	Senior Officials of Political Party Organisation	1141
5	Senior Official of Employers, workers and other Economic interest Organisations	1142
6	Senior Officials of Humanitarian and other Special-Interest Organisations	1143
7	Directors & Chief Executives	1210
8	Production & Operations Managers	1221
9	Finance and Administration Managers	1222
10	Personel and Industrial Relations Managers	1223
11	Sales and Marketing Managers	1224
12	Advertising and Public Relations Managers	1225
13	Supply and distribution Managers	1226
14	Computing Services Managers	1227
15	Research and Development Managers	1228
16	Other Specialized Managers	1229
17	General Managers in Agriculture	1311
18	General Managers in Manufacturing	1312
19	General Managers in Construction	1313
20	General Managers in Retail & Wholesale Trade	1314
21	General Managers in Resturants and Hotels	1315
22	General Managers in Transportation	1316
23	General Managers in Business Services Firms	1317
24	General Managers in Personnel Care, Cleaning Repairs and Related Services	1318
25	Physicists and Astronomers	2111
26	Meteorologists	2112
27	Chemists	2113
28	Geologists and Geophysicists	2114
29	Mathematicians and Related Professionals	2121
30	Statisticians	2122
31	System Designers and Analysts	2131
32	Computer Programmers	2133
33	Other Computing Professionals	2139
34	Architects, Town and Traffic Planners	2141
35	Civil Engineers	2142
36	Electrical Engineers	2143
37	Electronic and Telecommunications Engineers	2144
38	Mechanical Engineers	2145
39	Chemical Engineers	2146
40	Mining Engineers, Metallurgists and Related Professionals	2147
41	Cartographers and Surveyors	2148
42	Other Architects, Engineers and Related Professionals	2149
43	Biologists, Botanists, Zoologists & Related Professionals	2211
44	Bacteriologists, Pharmacologists & Related Professionals	2212
45	Agronomists and Related Professionals	2213
46	Medical Doctors	2221
47	Dentists	2222
48	Veterinarians	2223
49	Pharmacists	2224
50	Other Health Professionals (Except Nursing)	2229
51	Nursing and Midwifery Professionals	2230
52	Colleges, University & Higher Education Teaching Professional	2310
53	Secondary Education Teaching Professionals	2320

S/N	International Standard Classification of Occupations	Code
54	Primary Education Teaching Professionals	2331
55	Pre-primary Education Teaching Professionals	2332
56	Special Education Teaching Professionals	2340
57	Education Methods Specialists	2351
58	School Inspectors	2352
59	Other Teaching Professionals not Elsewhere Classified	2359
60	Accountants	2411
61	Personnel and Careers Professionals	2412
62	Other Business Professionals	2419
63	Lawyers	2421
64	Judges	2422
65	Other Legal Professionals	2429
66	Archivists and Curators	2431
67	Librarians and Related Professionals	2432
68	Economists	2441
69	Sociologists, Anthropologist & Related Professionals	2442
70	Psychologist	2445
71	Social Work Professionals	2446
72	Authors, Journalist & Other Writers	2451
73	Sculptors, Painters & Related Artists	2452
74	Composers, Musicians & Singers	2453
75	Choreographers and Dancers	2454
76	Film, Stage and Related Actors and Directors	2455
77	Religion Professionals	2460
78	Chemical & Physical Science Technicians	3111
79	Civil Engineering Technicians	3112
80	Electrical Engineering Technicians	3113
81	Mechanical Engineering Technicians	3114
82	Chemical Engineering Technicians	3116
83	Mining and Metallurgical Technicians	3117
84	Other Physical Science & Engineering Technicians	3118
85	Computer Assistants	3121
86	Computer Equipment Controllers	3122
87	Photographers & Image & Sound-Recording Equipment Controllers	3131
88	Broadcasting and Telecommunications-Equipment Controllers	3132
89	Medical Equipment Controllers	3133
90	Other Optical & Electronics Equipment Controllers not elsewhere classified	3139
91	Ships' Engineers	3141
92	Ships' Deck Officers & Pilots	3142
93	Aircraft Pilot & Related Workers	3143
94	Air Traffic Controllers	3144
95	Air Traffic Safety Technicians	3145
96	Building & Fire Inspectors	3151
97	Safety, Health & Quality Inspectors (Vehicles, Processes & Products)	3152
98	Life Science Technicians	3211
99	Agronomy & Forestry Technicians	3212
100	Farming & Forestry Advisers	3213
101	Medical Assistants	3221
102	Sanitarian	3222
103	Dieticians and Nutritionists	3223
104	Optometrists & Opticians	3224
105	Dental Assistants	3225
106	Physiotherapists and Related Workers	3226
107	Veterinary Assistants	3227
108	Pharmaceutical Assistants	3228

S/N	International Standard Classification of Occupations	Code
109	Other Health Associate Professionals (Except Nursing)	3229
110	Primary Education Teaching Associate Professionals	3310
111	Pre-Primary Education Teaching Associate Professionals	3320
112	Special Education Teaching Associate Professionals	3330
113	Other Teaching Associate Professionals	3340
114	Securities, Finance Dealers & Brokers	3411
115	Insurance Representatives	3412
116	Estate Agents	3413
117	Travel Consultants Organisers	3414
118	Technical & Commercial Sales Representatives	3415
119	Buyers	3416
120	Appraisers & Values	3417
121	Auctioneers	3418
122	Other Finance & Sales Associate Professionals	3419
123	Trade Brokers	3421
124	Clearing & Forwarding Agents	3422
125	Labour Contractors & Equipment Agents	3423
126	Other Business Services Agent & Trade Brokers	3429
127	Administrative & Related Associate Professionals	3431
128	Legal & Related Business Associate Professionals	3432
129	Other Administrative Associate Professionals	3439
130	Custom & Border Professionals	3441
131	Government Tax & Excise Officials	3442
132	Government Welfare & Pension Officials	3443
133	Government Licensing Officials	3444
134	Commissioned Police Officers & Detectives	3445
135	Other Government Associate Professionals	3449
136	Social Work Associate Professionals	3450
137	Decorators & Commercial Designers	3461
138	Radio, Television & Other Announcers	3462
139	Street, NightClub & Related Musicians, Singers & Dancers	3463
140	Clowns, Magicians, Acrobats & Related Workers	3464
141	Athletes & Related Workers	3465
142	Non-Ordained Religion Associate Professionals	3470
143	Statistical & Finance Clerks	4122
144	Stock Clerks	4131
145	Production Clerks	4132
146	Transport Clerks	4133
147	Library & Filing Clerks	4141
148	Mail Carriers & Sorting Clerks	4142
149	Coding, Proof-Reading & Related Clerks	4143
150	Scribes	4144
151	Flight Attendants & Travel Stewards	5111
152	Transport Conductors	5112
153	Travel Guides and Ground Hosts	5113
154	House Stewards and House Keepers	5121
155	Waiters and Bartenders	5122
156	Institution-based Personal Care Workers	5131
157	Home-Based Personal Care Workers	5133
158	Other Personal Care Workers	5139
159	Hairdressers, Barbers, Beauticians & Related Workers	5141
160	Companions and Valets	5142
161	Undertakers and Embalmers	5143
162	Other Personal Services Workers not Elsewhere Classified	5149
163	Fashion and Other Models	5210

S/N	International Standard Classification of Occupations	Code
164	Shop Sales Persons & Demonstrators	5220
165	Stall and Market Salespersons	5230
166	Field Crops & Vegetable Growers	6111
167	Tree Shrub Crop Growers	6112
168	Gardeners, Horticultural; Nursery Growers	6113
169	Mixed Crop Growers	6114
170	Dairy & Livestock Producers	6121
171	Poultry Products	6122
172	Mixed Animal Producers	6123
173	Market Oriented Crop & Animal Producers	6130
174	Forestry Worker and Loggers	6141
175	Charcoal Burners & Related Workers	6142
176	Aquatic Liege Cultivation Workers	6151
177	Inland & Coastal Waters Fishery Workers	6152
178	Deep-Sea Fishery Workers	6153
179	Hunters and Trappers	6154
180	Subsistence Agricultural and Fishery Workers	6210
181	Miners & Quarry Workers	7111
182	Short Fires and Blasters	7112
183	Stone-Splitters, Cutters and Carvers	7113
184	Builders Traditional Materials	7121
185	Bricklayers, Stonemason & Tile Setters	7122
186	Concrete Placers, Concrete Finishers and Terrazzo-Workers	7123
187	Carpenter and Joiners	7124
188	Other Building Frames and Related Workers	7129
189	Roofers	7131
190	Plasterers	7132
191	Insulators	7133
192	Glaziers	7134
193	Plumbers and Pipe Fitters	7135
194	Building and Related Electricians	7136
195	Painters and Paperhangers	7141
196	Metal Moulds and Core Makers	7211
197	Welders and Flame-Cutters	7212
198	Sheet-Metal Workers	7213
199	Structural Metal Prepares and Erector	7214
200	Riggers and Cable Splices	7215
201	Under-Water Workers	7216
202	Blacksmiths, Hammersmith's, Forging-Press Workers	7221
203	Tool Maker, Metal Patter Makers and Metal Makers	7222
204	Machine Tool Setter Operators	7223
205	Metal Grinder, Polishers and Tool Sharpeners	7224
206	Motor Vehicle Mechanics and Filters	7231
207	Air Craft Engine Mechanics and Fitters	7232
208	Electrical Mechanics and Fitters	7241
209	Electronic Fitters and Services	7242
210	Radio and Television Service	7243
211	Telegraph and Telephone Installers	7244
212	Electrical Line Installers Repairs & Cable Jointers	7245
213	Precision Instrument Makers Repairs	7311
214	Acoustical Musical Instrument	7312
215	Jewelry and Precious metal Trade Workers	7313
216	Potters and Related Clay and Abrasive Formers	7321
217	Glass Formers, Cutters Grinder and Finishers	7322
218	Glass Engrave and Etchers	7323

S/N	International Standard Classification of Occupations	Code
219	Glass and Ceramic Painters and Decorators	7324
220	Handicraft Workers in Wood and Related Materials	7331
221	Handicraft Workers in Textile, Leather and Related Materials	7332
222	Compositors and Type Setters	7341
223	Stereotypes and Electrotypers	7342
224	Bookbinders and Related Workers	7344
225	Silk Screen, Block and Textile Printers	7345
226	Meat and Fish Butchers and Preparers	7411
227	Bakers, Pastry Cooks and Confectionery Makers	7412
228	Food Beverage Testers and Graders	7413
229	Tobacco Preparers and Tobacco Products Markers	7414
230	Wood Treaters	7421
231	Cabinet Makers & Related Workers	7422
232	Wood Working Machine Setter Operators	7423
233	Basketry Weavers, Brush Markers and Related Workers	7424
234	Fibre Preparers	7431
235	Weavers, Knitters and Other Hand Textile Products Makers	7432
236	Tailors, Dress Makers and Hatters	7433
237	Fur Tailor and Related Workers	7434
238	Textile Patternmakers and Cutters	7435
239	Sewers, Embroiderers and Related Workers	7436
240	Upholsterers and Related Workers	7437
241	Pelt Dressers, Tanners and Fell mongers	7441
242	Shoe Makers and Related Good Workers	7442
243	Mining plant Operators	8111
244	Mineral Ore and Stone-Treating Plant Operators	8112
245	Well Drillers and Borers and Related Workers	8113
246	Ore Smelting Metal Converting and Refining Furnace Operators	8121
247	Metal Melters, Casters and Rolling-mill Operators	8122
248	Metal Heat - Treating Plant Operators	8123
249	Metal Drawers and Extruders	8124
250	Glass and Ceramic Kiln Operators	8131
251	Other Glass & Ceramic Plant Operators	8132
252	Sawmill, Wood Panel and Related Wood-Processing Plant Operators	8141
253	Paper Pulp Preparation Plant Operators	8142
254	Paper Making Plant Operators	8143
255	Crushing Mixing & Grinding Equipment Operators	8151
256	Cooking, Roosting & Related Heat - Treating Plant Operators	8152
257	Filtering and Separating Equipment Operators	8153
258	Still Reactor Operators	8154
259	Petroleum Refining Plant Operators	8155
260	Other Chemical-Processing Plant Operators	8159
261	Power-Generating Plant Operators	8161
262	Steam Turbine, Boiler & Engine Operators	8162
263	Other Power Generating & Related Operators	8169
264	Automated Assembly-Line Operators	8171
265	Industrial Robot Operators	8172
266	Cement and Other Mineral Processing Machine Operators	812
267	Pharmaceutical & Toiletry Products Machine Operators	8221
268	Ammunition and Explosive Products Machine Operators	8222
269	Metal Finishers, Plasters and Coaters	8223
270	Photographic Products Machine Operators	8224
271	Other Chemical Products Machine Operators	8229
272	Type Making & Vulcanizing Machine Operators	8231
273	Other Rubber and Plastics Machine Operators	8239

S/N	International Standard Classification of Occupations	Code
274	Wood Products Machine Operators	8240
275	Printing Machine Operators	8251
276	Binding Machine Operators	8252
277	Paper and Paperboard Product Machine Operators	8253
278	Spinning and Winding Machine Operators	8261
279	Weaving and Knitting Machine Operators	8262
280	Sewing and Knitting Machine Operators	8263
281	Textile Bleaching, Dyeing & Cleaning Machine Operators	8264
282	Other Textile Product Machine Operators	8269
283	Meat & Fish Processing Machine Operators	8271
284	Dairy Products Machine Operators	8272
285	Baked Goods Producing & Cereals Processing Machine Operators	8275
286	Sugar Processing and Refining Machine Operators	8276
287	Tea Coffee Cocoa & Chocolate Preparing & Producing machine Operators	8277
288	Tobacco Products Processing Machine Operators	8278
289	Brewers, Wine & Other Beverage Machine Operators	8279
290	Electrical Machinery Assemblers	8282
291	Metal, Rubber & Plastic Products Assemblers	8284
292	Wood Related Materials Products Assemblers	8285
293	Other Stationery Machine Operators & Assemblers	8290
294	Railway Engine Driver	8311
295	Railway Barkers, Signalers & Shutters	8312
296	Motorcycle Drivers	8321
297	Cart, Taxi & Light Van Drivers	8322
298	Bus & Train Drivers	8323
299	Heavy Truck Drivers	8324
300	Motorized Farm & Forestry Machinery Operators	8331
301	Earth-Moving & Related Machinery Operators	8332
302	Crane, Hoist & Related Material Moving Equipment Operators	8333
303	Lifting -Truck Operators	8334
304	Ship's Deck Crews & Related Workers	8340
305	Street Foods Vendors	9111
306	Street Vendors, Other Products	9112
307	Door-to-Door & Telephone Sales Persons	9113
308	Shoe Cleaning & Other Street Services	9120
309	Domestic helpers and Cleaners	9131
310	Helpers and Cleaners in Offices & Hotels & Related Workers	9132
311	Hand Launderers and Pressers	9133
312	Building Caretakers	9141
313	Windows Cleaners	9142
314	Messengers Package & Luggage	9151
315	Watchers and Doorkeepers	9152
316	Private Security Guards	9153
317	Vending Machine Money Collectors and Meter Readers	9154
318	Garbage Collectors	9161
319	Sweepers and Related Labourers	9162
320	Farmland & Labourers	9211
321	Forestry Labourers	9212
322	Fishery, Hunting & Tapping Labourers	9213
323	Mining & Related Labourers	9311
324	Construction & Maintenance Labourers Road, Dams & Similar Constructions	9312
325	Building Construction Labourers	313
326	Assembling Labourers	9321
327	Hand Packers and Other Manufacturing Labourers	9322
328	Freight Handlers	9331

S/N	International Standard Classification of Occupations	Code
329	Hand and Pedal Vehicle Drivers	9332
330	Drivers and Operators of Animal-Drawn Vehicles and Machinery	9333

Appendix 2: Industry Codes

INTERNATIONAL STANDARD INDUSTRIAL CLASSIFICATION OF ALL ECONOMIC ACTIVITIES (ISIC)

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

A - Agriculture, forestry and fishing

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

02 - Forestry and logging

03 - Fishing and aquaculture

B - Mining and quarrying

05 - Mining of coal and lignite

06 - Extraction of crude petroleum and natural gas

07 - Mining of metal ores

08 - Other mining and quarrying

09 - Mining support service activities

C - Manufacturing

10 - Manufacture of food products

11 - Manufacture of beverages

12 - Manufacture of tobacco products

13 - Manufacture of textiles

14 - Manufacture of wearing apparel

15 - Manufacture of leather and related products

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

17 - Manufacture of paper and paper products

18 - Printing and reproduction of recorded media

19 - Manufacture of coke and refined petroleum products

20 - Manufacture of chemicals and chemical products

21 - Manufacture of basic pharmaceutical products and pharmaceutical preparations

22 - Manufacture of rubber and plastics products

23 - Manufacture of other non-metallic mineral products

24 - Manufacture of basic metals

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

26 - Manufacture of computer, electronic and optical products

27 - Manufacture of electrical equipment

28 - Manufacture of machinery and equipment

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

30 - Manufacture of other transport equipment

31 - Manufacture of furniture

32 - Other manufacturing

33 - Repair and installation of machinery and equipment

D - Electricity, gas, steam and air conditioning supply

35 - Electricity, gas, steam and air conditioning supply

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

36 - Water collection, treatment and supply

37 - Sewerage

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

39 - Remediation activities and other waste management services

F - Construction

41 - Construction of buildings

42 - Civil engineering

43 - Specialized construction activities

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

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

46 - Wholesale trade, except of motor vehicles and motorcycles

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

H - Transportation and storage

49 - Land transport and transport via pipe lines

50 - Water transport

51 - Air transport

52 - Warehousing and support activities for transportation

53 - Postal and courier activities

I - Accommodation and food service activities

55 - Accommodation

56 - Food and beverage service activities

J - Information and communication

58 - Publishing activities

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

60 - Programming and broadcasting activities

61 - Telecommunications

62 - Computer programming, consultancy and related activities

63 - Information service activities

K - Financial and insurance activities

64 - Financial service activities, except insurance and pension funding

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

66 - Activities auxiliary to financial service and insurance activities

L - Real estate activities

68 - Real estate activities

M - Professional, scientific and technical activities

69 - Legal and accounting activities

70 - Activities of head offices; management consultancy activities

71 - Architectural and engineering activities; technical testing and analysis

72 - Scientific research and development

73 - Advertising and market research

74 - Other professional, scientific and technical activities

75 - Veterinary activities

N - Administrative and support service activities

77 - Rental and leasing activities

78 - Employment activities

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

80 - Security and investigation activities

81 - Services to buildings and landscape activities

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

O - Public administration and defence; compulsory social security

84 - Public administration and defence; compulsory social security

P - Education

85 - Education

Q - Human health and social work activities

86 - Human health activities

87 - Residential care activities

88 - Social work activities without accommodation

R - Arts, entertainment and recreation

90 - Creative, arts and entertainment activities

91 - Libraries, archives, museums and other cultural activities

92 - Gambling and betting activities

93 - Sports activities and amusement and recreation activities

S - Other service activities

94 - Activities of membership organizations

95 - Repair of computers and personal and household goods

96 - Other personal service activities

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

97 - Activities of households as employers of domestic personnel

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

U - Activities of extraterritorial organizations and bodies

99 - Activities of extraterritorial organizations and bodies

The Classifications registry keeps updated information on Statistical

Classifications maintained by the United Nations Statistics Division (UNSD).

Appendix 3: TRACKING FORM T1

Federal Republic of Nigeria
National Bureau of Statistics Abuja, Nigeria
GENERAL HOUSEHOLD SURVEY
Tracking Form (T1) for Panel Households

INSTRUCTIONS

1. Fill-out this form if:
 - a. The household has moved from the address where it was found during the previous visit
 - b. One or more household members have moved-out of the household since the previous visit
2. Section 1 must be completed. Information should be obtained from the questionnaire used in the last visit
3. Place an "X" in the box to select a response in the case of selection type questions.
4. This form should be submitted to the State Officer, through the field supervisor.

SECTION 1: HOUSEHOLD IDENTIFICATION

<p>1. ZONE: <input style="width: 30px; height: 15px;" type="text"/> <input style="width: 30px; height: 15px;" type="text"/></p> <p>3. LGA: <input style="width: 30px; height: 15px;" type="text"/> <input style="width: 30px; height: 15px;" type="text"/></p> <p>4. SECTOR: <input style="width: 30px; height: 15px;" type="text"/></p> <p>5. EA: <input style="width: 30px; height: 15px;" type="text"/> <input style="width: 30px; height: 15px;" type="text"/> <input style="width: 30px; height: 15px;" type="text"/> <input style="width: 30px; height: 15px;" type="text"/></p> <p>6. RIC CODE: <input style="width: 30px; height: 15px;" type="text"/> <input style="width: 30px; height: 15px;" type="text"/> <input style="width: 30px; height: 15px;" type="text"/> <input style="width: 30px; height: 15px;" type="text"/></p> <p>7. HH NO. <input style="width: 30px; height: 15px;" type="text"/> <input style="width: 30px; height: 15px;" type="text"/> <input style="width: 30px; height: 15px;" type="text"/></p> <p>8. NAME OF HOUSEHOLD HEAD: _____</p>	<p>2. STATE <input style="width: 30px; height: 15px;" type="text"/> <input style="width: 30px; height: 15px;" type="text"/></p> <p>_____</p> <p>_____</p> <p>9. HOUSEHOLD RELOCATION STATUS</p> <p><input type="checkbox"/> ENTIRE HOUSEHOLD HAS MOVED</p> <p><input type="checkbox"/> MEMBERS HAVE LEFT HH</p>
---	---

FOR STATE OFFICE USE ONLY

<p>FORM STATUS <input type="checkbox"/> Complete</p> <p><input type="checkbox"/> Incomplete</p> <p>TRACKING TYPE <input type="checkbox"/> Household</p> <p><input type="checkbox"/> Individuals</p>	<p>DESTINATION STATES: _____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p>Code</p> <p><input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/></p> <p><input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/></p> <p><input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/></p> <p><input style="width: 20px; height: 15px;" type="text"/> <input style="width: 20px; height: 15px;" type="text"/></p>
---	---	---

SECTION 2: RELOCATED HOUSEHOLD INFORMATION

1. When did this household move? dd/mm/yy
 / /
 WRITE 99/99/99 IF NOT KNOWN
2. Is this a permanent move? YES (► Q4)
 (i.e. the household will not be coming back)? NO
 DON'T KNOW
3. When do you expect the household (members) to return? dd/mm/yy
 / /
 WRITE 99/99/99 IF NOT KNOWN
4. Have all household members moved to the same new location? YES (► Q6)
 NO
 DON'T KNOW
5. How many new locations have they moved to?
 WRITE 99 IF NOT KNOWN
6. Is this (are any of these) new location(s) in Nigeria? YES
 NO (► SECTION 3)
 DON'T KNOW

FOR EACH KNOWN LOCATION IN NIGERIA TO WHICH HOUSEHOLD MEMBERS MOVED, PLEASE COLLECT INFORMATION ON THE LOCATION AND MEMBERS WHO MOVED TO THIS NEW LOCATION IN NIGERIA.

- FIRST KNOWN LOCATION**
7. DISTRICT: _____
8. PLACE/VILLAGE: _____
9. STATE: _____
10. LGA: _____
11. How many of the household members moved to this first new location?
 (GIVE HOUSEHOLD MEMBERS INFORMATION IN QUESTIONS 12 TO 15)

12.	13.	14.	15.
WHAT IS THE ID CODE OF THE PERSON THAT MOVED?	What is the name of the household member that moved to this first location?	What is a phone number through which the person can be reached?	What is a second phone number through which the person can be reached?

SECOND KNOWN LOCATION

16. DISTRICT: _____
17. PLACE/VILLAGE: _____
18. STATE: _____
19. LGA: _____
20. How many of the household members moved to this second new location?

IF NO MEMBERS MOVED TO A SECOND LOCATION, RECORD "0" AND SKIP TO NEXT SECTION.

(GIVE HOUSEHOLD MEMBERS INFORMATION IN QUESTIONS 21 TO 24)

21.	22.	23.	24.
WHAT IS THE ID CODE OF THE PERSON THAT MOVED?	What is the name of the household member that moved to this second location?	What is a phone number through which the person can be reached?	What is a second phone number through which the person can be reached?

THIRD KNOWN LOCATION

25. DISTRICT: _____

26. PLACE/VILLAGE: _____

27. STATE: _____

28. LGA: _____

29. How many of the household members moved to this third new location?

IF NO MEMBERS MOVED TO A THIRD LOCATION, RECORD "0" AND SKIP TO NEXT SECTION.

(GIVE HOUSEHOLD MEMBERS INFORMATION IN QUESTIONS 12 TO 15)

IF THERE ARE MORE THAN THREE NEW LOCATIONS, USE AN ADDITIONAL TRACKING FORM.

30.	31.	32.	33.
WHAT IS THE ID CODE OF THE PERSON THAT MOVED?	What is the name of the household member that moved to this first location?	What is a phone number through which the person can be reached?	What is a second phone number through which the person can be reached?

SECTION 3: INFORMANT IDENTIFICATION

Record details of persons providing information. Give individual code if the informant is a household member.

1.	FULL NAME OF FIRST INFORMANT/HH MEMBER:	_____	ID Code	<table border="1"><tr><td> </td><td> </td></tr></table>		
2.	PHONE NUMBER	FIRST: _____ SECOND: _____				
3.	DISTRICT:	_____				
4.	PLACE/VILLAGE:	_____				
5.	STATE:	_____		<table border="1"><tr><td> </td><td> </td></tr></table>		
6.	LGA:	_____		<table border="1"><tr><td> </td><td> </td></tr></table>		
7.	FULL NAME OF SECOND INFORMANT/HH MEMBER:	_____	ID Code	<table border="1"><tr><td> </td><td> </td></tr></table>		
8.	PHONE NUMBER	FIRST: _____ SECOND: _____				
9.	DISTRICT:	_____				
10.	PLACE/VILLAGE:	_____				
11.	STATE:	_____		<table border="1"><tr><td> </td><td> </td></tr></table>		
12.	LGA:	_____		<table border="1"><tr><td> </td><td> </td></tr></table>		
13.	FULL NAME OF THIRD INFORMANT/HH MEMBER:	_____	ID Code	<table border="1"><tr><td> </td><td> </td></tr></table>		
14.	PHONE NUMBER	FIRST: _____ SECOND: _____				
15.	DISTRICT:	_____				
16.	PLACE/VILLAGE:	_____				
17.	STATE:	_____		<table border="1"><tr><td> </td><td> </td></tr></table>		
18.	LGA:	_____		<table border="1"><tr><td> </td><td> </td></tr></table>		

Appendix 4: Field Work Form

General Household Panel Survey
Field Report Form

Date: _____ INTERVIEWER: _____

STATE: _____ LGA: _____

EA Code	HH NO.	Total Number of Questionnaires	Questionnaire Number in HH	Questionnaire	Status	Explanation and Comments
				<input type="checkbox"/> Household <input type="checkbox"/> Agriculture	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete <input type="checkbox"/> HH Refused <input type="checkbox"/> Not Located <input type="checkbox"/> HH Replaced <input type="checkbox"/> Vacant	
				<input type="checkbox"/> Household <input type="checkbox"/> Agriculture	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete <input type="checkbox"/> HH Refused <input type="checkbox"/> Not Located <input type="checkbox"/> HH Replaced <input type="checkbox"/> Vacant	
				<input type="checkbox"/> Household <input type="checkbox"/> Agriculture	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete <input type="checkbox"/> HH Refused <input type="checkbox"/> Not Located <input type="checkbox"/> HH Replaced <input type="checkbox"/> Vacant	