Federal Republic of Nigeria

National Bureau of Statistics Abuja, Nigeria

GENERAL HOUSEHOLD PANEL SURVEY

THE WORLD BANK

SUPERVISOR

INSTRUCTION MANUAL

FEBRUARY 2011

Table of Contents

Chapter 1: Introduction 4

Objectives 4

Chapter 2: Role and Responsibility of the Supervisor 5

Chapter 3: Characteristics of a Good Supervisor 6

Chapter 4: Managing Fieldwork 7

Establishing Good Relationships with Communities and Panel Households 7

Supervising Interviewers 7

Checking Error Reports and Questionnaires 8

Structure of the Error Report and Error Messages 9

Observing and Monitoring Interviews 10

Re-interview of Selected Households 11

Supervising Data Entry Operators 11

Fieldwork Forms 12

Managing Common Problems Encountered in the Field 13

Respondents unavailable 13

Refusal from household 13

No Replacement OF Households in Second Visit 14

Chapter 5: Administering the Community Questionnaire 14

INTRODUCTION 14

COVER PAGE 15

C1: RESPONDENT CHARACTERISTICS 16

C 8: FOOD PRICES 22

Appendix 1: Error Report 24

APPENDIX 2: ACTIVITIES CODES 29

Appendix 4: Field Work Forms 34

GENERAL GUIDELINES ON HOW TO SEND DATA TO HEADQUARTERS DURING AND AFTER THE SURVEY 51

EXAMPLE 61

Chapter 1: Introduction

In the past decades, Nigeria has experienced substantial gaps in producing adequate and timely data to inform policy making. In particular, the country is lagging behind in producing sufficient and accurate agricultural production statistics. The current set of household and farm surveys conducted by the NBS cover a wide range of sectors, usually in separate surveys, except for the Harmonized Nigeria Living Standard Survey (HNLSS) which covers multiple topics. However, none of these surveys is conducted as a panel. As part of the efforts to continue to improve data collection and usability, the NBS 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. The NBS plans to implement the Nigerian General Household Panel Survey (NGHPS), which would be integrated into the current General Household Survey (GHS) and would be conducted every 2 years.

Towards the goal of improving agricultural statistics in Nigeria, the World Bank, through funding from the Bill and Melinda Gates Foundation (BMGF), has supported seven countries in sub-Saharan Africa in strengthening the production of household based 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 would be achieved by developing and implementing an innovative model for collecting agricultural data in the region.

As part of our team in this survey, you have been given a crucial role of a field supervisor in the Nigerian General Household Panel Survey. This is a big responsibility, but you have been selected because it was thought that you are capable of doing this job in this capacity. Below we have set your tasks and responsibilities. If you have any questions, you should ask your questions during the training, if possible. If you find yourself in the field with questions, don't hesitate to ask NBS State, Regional or Headquarters staff. We are all part of the field work team and it is better to resolve issues before they become problems which disrupt the work or damage the quality of the data.

Objectives

The specific objectives of this survey are:

- Allowing welfare statistics to be produced at the state level using small area estimation techniques to produce the state poverty figures
- With the integration of the longitudinal panel survey into GHS, it would be possible to produce a more comprehensive analysis of poverty indicators on socio-economic characteristics in Nigeria
- Support the development and implementation of a Computer Assisted Personal Interview (CAPI) application for the paperless collection of GHS
- Developing an innovating model for collecting agricultural data
- Capacity building and developing sustainable systems for the production of accurate and timely information on agricultural households in Nigeria.

- Active dissemination of agriculture statistics

Chapter 2: Role and Responsibility of the Supervisor

Your primary responsibility is to manage the interviewers and data entry personnel to ensure the successful completion and quality of data collected in a given time period for the fieldwork. You are expected to record information about the fieldwork by completing the fieldwork forms, which track the status of completion of the work in the field, document problems in the field and solutions taken to resolve these problems, and track the data entry process. Specifically, your tasks include:

1. Introduce the survey and interviewers in the communities and households where the survey is administered.
2. Review questionnaires and check that it has been correctly filled in.
3. Monitor and attend some interviews and make comments on the worker's performance.
4. Meet frequently with each member of the group to discuss, improve and organize work.
5. Help workers to solve the problems they encounter in dealing with respondents who are not responsive to questions or refuse to be interviewed.
6. Manage the team's work schedule, including tracking questionnaires completed in the field, questionnaires assigned to the data entry team, and questionnaires that require correction by interviewers.
7. Carry out the community survey in every Enumeration Area.
8. Communicate with NBS State, Regional and Headquarters staff regarding field issues, as necessary.

Unlike previous surveys, this survey would have field teams comprised of yourself, the supervisor, two to four interviewers and one data entry operator. You are responsible for the work allocated to your team and to help each member of the team to carry out his or her job to the highest level. You will provide feedback to the NBS management team at all stages of the work.

You will be responsible for helping the interviewers to identify the households that have been allocated to them, resolving any problems with reluctant households, observing interviews and making checks by visiting the households after the survey to verify data. Interviewers would give you their filled in questionnaires, which you should give to the data entry operator for data entry. Once the data entry operator enters the data from the survey, he or she would return the questionnaire to you with a list of errors. You would need to work with the interviewer to discuss these errors. The interviewer should return to the household to re-ask any problematic questions or to obtain any missing information. The corrected questionnaire would be returned to you for you to send back to data entry. This process continues until there are no errors or none that can be resolved. At this point the questionnaire /interview is considered complete. As you can see, there are a lot of responsibilities.

In the subsequent sections, we would explain these responsibilities in more detail. Before turning to these responsibilities, we would discuss the characteristics of a good supervisor, which would help you accomplish your tasks on this survey.

Chapter 3: Characteristics of a Good Supervisor

As a supervisor in General Household Panel Survey, your leadership and attention to issues would play a big role in the quality of the data produced and ultimately the success of this project. You are the leader to manage the field interviewers and data entry operators, as well as the primary connection between the field and NBS State, Regional and Headquarters staff. To help you in this role, several recommendations for how to undertake this leadership role and rules for professional behavior in the field are provided. As you take on this role, remember that you are working on an assignment for the National Bureau of Statistics. You must observe the following rules at all times:

- Be courteous towards everyone (the survey respondents their and friends, the interviewers and data entry operator, other members of the team and anyone else involved). ***YOUR BEHAVIOR*** can have a significant influence on the opinions of people in the areas covered by the survey as to the value of the whole project.

- Avoid disturbing or upsetting anyone by ***YOUR BEHAVIOR***.

- Mediate problems fairly between members of your team without favoritism.

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

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

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

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

Chapter 4: Managing Fieldwork

As the supervisor, you have four primary areas of leadership, which would ensure the success of the fieldwork: Establishing good relationships with communities and panel households, supervising interviewers, supervising data entry operators, and resolving problems as they occur in the field. Below we would examine each of these areas in turn.

Establishing Good Relationships with Communities and Panel Households

One of your most important responsibilities as a supervisor is to communicate the importance of the survey to local leaders and sampled households. On arrival at the EA, the first thing you and the interviewer should do is arrange a meeting with the local authorities to clarify the purpose and importance of the survey. The contents of the meeting include:

1) Introduction of the interviewer to the local authorities.

2) Explanation of the following specific issues:

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

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

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

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

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

Supervising Interviewers

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

Checking Error Reports and Questionnaires

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

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

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

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

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

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

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

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

- Questions 13 and 25 in Section 3- labour, to ensure that the occupation code that has been entered by the interviewer correctly matches with the description that was written in that question. The occupation codes are in the appendix of the interviewer Instruction Manual. If there seems to be a mismatch between the description and the occupation code, the supervisor should discuss the case with the interviewer in order to get a clear understanding of what the respondent said in the interview.
- Questions 14 and 26 to ensure that the sector of main activity has been correctly selected. Arriving at the correct answer will sometimes require consultation with the interviewer.
- Question 2 in Section 6 – Nonfarm Enterprises and Income Generating Activities, to ensure that the industry code (see Appendix 2) correctly corresponds to the type of activity described.

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

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

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

Structure of the Error Report and Error Messages

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

The structure of the error message is explained below:

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

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

1 of 2 Total (for the household questionnaire)
2 of 2 Total (for the agriculture questionnaire)

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

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

```
 Process Messages


*** Case [37000111137370110235110506 7] has 31 messages (31 E / 0 W / 0U)
```

The error message is broken into a number of parts:

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

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

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

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

Observing and Monitoring Interviews

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

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

When attending a household interview, you should introduce yourself to the household and explain your responsibility to visit the family and collect data. You should not participate in the interview or suggest things to the interviewer during the interview, but rather let the interviewer complete the interview with the household. You should not comment on the interviewer's

performance in the presence of household members. You should instruct the interviewer in advance that if there are any difficulties in the upcoming interview, the interviewer may only ask for clarification after the interview is completed.

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

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

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

1) Was the wording used in the questionnaire appropriate?

2) Were any concepts posed to the respondent ambiguous?

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

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

Re-interview of Selected Households

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

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

Supervising Data Entry Operators

The date entry person will have a laptop (desktop in some cases) and a printer. This person's job is to enter the data on the questionnaires EXACTLY AS IT APPEARS ON THE

QUESTIONNAIRE. In short, the data entry operator is not allowed to 'correct' anything on the questionnaire. You, the supervisor, are the only person who can give the date entry operator questionnaires for data entry. The interviewers must give you the questionnaires. The data entry operator is only allowed to return questionnaires and error reports to you. You will review these on a daily basis and return them to the interviewers as needed. This sequence of questionnaires is critical: you the supervisor are responsible for knowing at all times where each and every questionnaire is and what its completion status is. You will only be able to do this if you follow this pattern.

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

Fieldwork Forms

The fieldwork forms are the organizational tools that will allow you to stay on top of your responsibilities in the field and have an accurate account of the fieldwork when NBS staff or monitoring staff visit your team. All of these forms will be maintained on a daily basis and turned into the NBS monitoring team. The contents of the forms will be data entered and used to monitor the success of the field work. Completing these forms accurately and consistently is your responsibility.

The fieldwork forms are for recording and documenting problems you may have in the field as well as the solutions you took to resolve these problems. There are three primary fieldwork forms for which you will be responsible.

S-1: Questionnaire Management

This form helps you track the questionnaires assigned to each interviewer, their status (complete or incomplete), and reasons why incomplete questionnaires have occurred. One form is required to be completed for each EA.

S-2: Questionnaire, Materials, Maps

This form helps you track the materials that you have allocated to your team, including, most importantly, the actual questionnaires. This is the form that you will use to know where each questionnaire is at any given moment. It will also be used to be sure that supplies are distributed appropriately and for a few items, it will help you track if you are running low on any items, so that you can communicate this to the NBS staff to avoid delays in the implementation of the survey.

S-3: Control of Data Entry and Corrections

This form helps you track the data entry process. It gives you the status of questionnaires in data entry and tracks the questionnaires that require a re-visit from interviewers which require clarification or due to unacceptable amounts of errors.

Managing Common Problems Encountered in the Field

Respondents unavailable

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

Refusal from household

Interviewers may face some cases of complete refusal to participate:

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

2) Household refuses to answer the entire questionnaire.

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

The following are the main reasons leading to refusal:

1) PROBLEM: The respondent thinks that information on the income and income sources of his or her household is to be used as the basis for tax collection or income regulation. In order to avoid this problem, during the interview, the interviewer should pay attention to:

SOLUTION: Explain to the household that the statistical information and data collected through the GHS Panel are to be kept confidential. The data collected and aggregated from the household will be used primarily for research, and to prepare national economic development policies. No data that identifies the household will be used in any way nor given to any other entity or government organization.

b) These data are used to assess the current status of people's living standards. Analyses of the data will help the government have a clear basis for developing programs and projects to improve and raise people's living standards.

Often, households do not want to waste time answering the survey. In order to avoid taking up too much time or making multiple visits, the interviewer should develop good interview plans, producing specific timetables for each household. If necessary, they can contact and work with

the household at any time at the convenience of the survey household members (including noon, evening and Sunday). In the case that the interviewer has tried to explain and convince the household, but they remain hesitant and worried, you should further attempt to persuade the household to participate, probing as to the reasons why the household will not participate. Households should be replaced only after all methods to convince them to participate have been used.

No Replacement OF Households in Second Visit

There is no replacement of household in this second visit. Every effort to find the household originally selected for interview should be made. If the household has left the EA or LG or State. The information about the moved-away household should be documented by supervisor and be forwarded to Methodology Department in NBS Headquarters, Abuja. The quality of the data generated from this survey depends on interviewing the households originally selected and covered during the post-planting interview or first visit.

When you arrive in the community, gather as much information as you can about the location and availability of the households you are required to interview as possible. Relevant sources of information could include community leaders, knowledgeable store owners in the market, leaders of social or community groups, and employers. If you gather information about one of the households that leads you to believe that they are no longer located in the community, ask where the household used to live. Upon receiving this information visit this location to verify if the initial information you received was correct or whether your initial informant may have been misinformed, confused about the household in question, or suspicious of giving information about the household to a stranger. Ask several of the household's neighbors to verify your initial information. If you find that several different sources of information and your own visit to the household's previous residence confirm that the household has moved, document information given to you about their new location. If you do not know the new location or the phone , still document the information of the moved-away household and be forwarded to NBS Headquarters, Abuja.

Chapter 5: Administering the Community Questionnaire

INTRODUCTION

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

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

When you first enter a rural EA, you must first present yourself to the local group village headman and to the headmen of the villages in the EA to explain why you and the interviewer are going to be working in the area.

In urban locations, identifying a local leader is more problematic. Make inquiries as to who may be considered as a local leader when you first come to an urban location. This may be a local business, religious, community policing or political leader.

Do not be secretive about the work being done. Explain what it is you are doing to all community members who ask about your activities. You should be respectful, courteous, and patient with all community members. The quality of the work you and the interviewer are to do is, to a large degree, dependent on the level of cooperation you receive from the members of the communities in which you would be working. If the general community attitude towards your work is negative, you would likely experience problems as you attempt to conduct your work. Do all you can to cultivate a courteous relationship with the community as a whole.

While you should not be secretive about the work being done, you must respect the confidentiality and privacy of the respondents when administering the questionnaire.

COMMUNITY: Can be defined as a village, group of villages or urban location in which this questionnaire is being administered.

COVER PAGE

It contains COMMUNITY IDENTIFICATION characteristics, which include the following:

1. **COMMUNITY NAME:** The name of community where this questionnaire is administered should be clearly written out.
2. **ZONE:** Information should be provided for **Name** and **Code** of the geographical zone in which the mentioned community can be found. There are six identifiable zones with codes (North Central (1); North East (2); North West (3); South East (4); South South (5) and South West (6). The Interviewer must provide the appropriate information into the cell.

3. **STATE:** The interviewer needs to provide the **Name** and **Code** for a state in which this community can be found in related to above zone accordingly.

4. **LGA:** The **Name** and **Code** of the Local Government Area (LGA) in which the community or ward is located

5. **SECTOR:** The sector can either be urban (1) or rural (2).

6. **WARD**: Write down the name of the **Ward,** where the community questionnaire is being administered.

7. EA: The Enumeration Area (EA) must be one of the selected Panel Survey EAs. Record the **name** and **code**. If there are two panel EAs in this ward or community, there is space to write down the two EAs names and codes.

8. RIC: means **R**eplicate **I**dentification **C**ode, which must be among the selected ones for this Panel Survey. This should be recorded in **four digits.**

9. NAME OF FIELD SUPERVISOR: Your name and your code should be written here clearly.

10 DATE OF FIRST INTERVIEW: The date of the first interview must be written down here, day, month and year.

11. DATE OF SECOND INTERVIEW: The date of the second interview must be written down here, day, month and year.

12 NAME OF DATA ENTRY CLERK: Name of the data entry clerk and his or her code at state level should be written here.

13 DATE OF DATA ENTRY : The date of the data entry must be provided here, day, month and year.

14 DATE OF SECOND DATA ENTRY : The date of the second data entry must be provided here, day, month and year.

C1: RESPONDENT CHARACTERISTICS

SELECTION OF RESPONDENTS FOR COMMUNITY QUESTIONNAIRE INTERVIEW

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

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

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

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

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

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

C2: COMMUNITY INFRASTRUCTURE AND TRANSPORTATION

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

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

QUESTION 1: interviewer will find out whether the community has any of the prefilled social amenities in the questionnaire. There is a provision for a yes or no response here.
QUESTION2: seeks to know in which day of the week people have access to this amenity or item.
QUESTION 3: interviewer should find out how close is the location of the item from the center of the community.
QUESTION 4: seeks to know the type of transportation people frequently use in the community to visit the item.
QUESTION 5: interviewer should find out what it would cost using the type of transport system cited in question 4 in one.
QUESTION 6: we are to calculate here how much time in hours and minutes it will take using the means of transportation cited in question 4 to get to the amenity or item.

C 3: COMMUNITY ORGANIZATIONS

This section is collecting information on social political organizations existing in a community. We want to find out how people interact with one another in the community. How people work together towards the development of the community and the individuals.

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

QUESTION 2: Interviewer should find out the number of that community organization in the community.

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

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

QUESTION 5: Out of the total number recorded in Question 4, we want to know in Question 5 how many female members does this community organization have.

QUESTION 6: Asks to know the number of members both males and females, who are under the age of 30 years in this community organization.

C4: COMMUNITY RESOURCE MANAGEMENT

This section is collecting information on community resource management. We want to know how community has been making efforts to manage some of the natural resources such as arable land, forest, pasture, water body (river, lake) and other natural endowments likely to be found in community. We want to also if there are community policies guarding the use of communal resources and how effective are the community policies to ensure people are complying with the laid down rules on the communal resources.

QUESTION 1: Seeks to know if the community has or own any communal resources in Question 1. If the community has other communal resource not listed should be listed under other.

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

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

QUESTION 4: We want to know here if the communal resource is being challenged or disputed by neighboring villages. If there is established dispute already, code 1 for Yes and 2 for No.

QUESTION 5: We want to find out here if outsiders sometimes used the communal resource or neighbouring villages without consulting the village leader.

QUESTION 6: We want to here if there is any specific way the community has excluded outsiders from using this communal resource.

QUESTION 7: We also want to what method community has used to exclude outsiders from using the communal resource without consulting the village leader.

QUESTION 8: Is asking to know which type of restrictions has the community placed its members from having access to and using the communal resource. A maximum of three options should be provided here in order of importance.

QUESTION 9: We should find out here how the community complies with the rules of using the communal resource.

QUESTION 10: Wants to know how effective are the community polices put in place to ensure compliance on the use of this communal resource.

QUESTION 11: Seeks to know if in the past 5 years government has taken over this communal resource from the community.

QUESTION 12: Seeks to know why government has taken over the communal resource. The main reason is needed here.

QUESTION 13: We want to know here if in the past 5 years, a neighbouring village has taken over this communal resource. If Yes, code 1 and if No code 2.

QUESTION 14: Seeks to find out if there was a time the community has previously lost its rights to this communal resource due to dispute.

C5: COMMUNITY CHANGES

QUESTION 1: There are different conditions of living in the community so the interviewer will ask the group of discussants if the living standards of people in the community have improved compared to five years ago. Only one response is required.

QUESTION 2: The interviewer will ask the group if the living standard of the community has improved compared to five years ago. Only one response is required.

C6: COMMUNITY KEY EVENTS

QUESTION 1: The interviewer will ask the group to describe an important event that has taken place in the community since five years ago, including the one that has just occurred this year. We are mostly interested in the events that have changed and the well-being of the people in that community, whether it is better or worse now. Examples of events that can affect people' lives negatively are epidemic diseases, crop failure, natural disaster, price fluctuations, or the loss of key social services. On the other hand, we have other examples of events that can improve the well-being of people positively and these are building of new schools, hospitals, creation of employments, the construction of new roads etc.

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

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

C7: COMMUNITY NEEDS, ACTIONS AND ACHIEVEMENTS

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

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

QUESTION 3: The interviewer will check if there is any Yes to either Question 1 or Question 2. If the response is No the interview will skip to Next row.

QUESTION 4: The interviewer will find out if in the past five years did the community members meet to address the situation of things in their community (besides village headman and other local/political leaders). If No, the interviewer will skip to question 7.

QUESTION 5: The question seeks to know under whose authority the meeting was organized. Only one option is required.

QUESTION 6: This question seeks to know if the meeting in question 5 was successful in determining the steps that were needed to address the community needs. The response is Yes or No.

QUESTION 7: The interviewer should ask the group did the community assist people in the following items. Or did the community help to mobilize manpower among community members, the response is either Yes or No.

QUESTION 8: The interviewer should ask the group did the community take any action to address the needs the people reported in question 7. The response is either Yes or No, If No skip to Q15.

QUESTION 9: The aim here is to know if the needs the community members reported in question 8 were addressed. For example was the need for road construction addressed in this

community. The interviewer should read out the options. If the option taken is 3, 4 and 5, then the interviewer should skip to Next Row.

QUESTION 10: This question seeks to know the total money budgeted for the following items in that community including all sources from outside and within the community. The recording should be in absolute value.

QUESTION 11: This question seeks to know how much each member in the community contributed towards the development of the following items. IF NO MONEY WAS RAISED, RECORD ZERO AND SKIP TO Q13. The recording should be in absolute value.

QUESTION 12: The supervisor should ask the group the money they contributed how was it raised. The option should be read out to the group.

QUESTION 13: The supervisor will ask the group in an effort to address the need for road construction did the community supply manual labor in order to assist the development of the community.

QUESTION 14: The supervisor should ask the group is there project committee working on the development of the community and who chose them. After the response, the supervisor should skip to Q16.

QUESTION 15: The supervisor should ask the group without the intervention of the community, is there any need for the following items to be addressed. The response is either Yes or No, if No skip to Next Row.

QUESTION 16: The supervisor should ask the group what was the source of financing this item. The supervisor will read out the response. List up to 3 in order of importance. After the response the interviewer should skip to Next Row.

C 8: FOOD PRICES

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

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

COLUMN 3: We have unit of measure for each food item.

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

COLUMN 2: We want to know the price of the food item in the community or in the nearby community. Eg. White Maize 3,000 per 1kg/1 piece.

Appendix 1: Error Report

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

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

CSPRO Process Summary

128 Records Read (100% of input file)			
0 Ignored (0 unknown, 0 erased)			
1027 Messages (0 U, 16 W, 1011 E)			
Level	Input Case	Bad Struct	Level Post
1	6	1	5

Process Messages

```
*** Case [37011373701110002000] has 151 messages (135 E / 16 W / 0U)
    W 88870 Value '  23' out of range - check S3Q13(1,1)
    W 88870 Value '   1' out of range - check S3Q25(1,1)
    W 88870 Value '********' out of range - check S3Q35A(1,1)
    W 88870 Value '0' out of range - check S3Q1(2,1)
    W 88870 Value '**' out of range - check S6Q8A(1,1)
    W 88870 Value '**' out of range - check S6Q8B(1,1)
    W 88870 Value '*' out of range - check S6Q13(1,1)
    W 88870 Value '*' out of range - check S6Q14(1,1)
    W 88870 Value '*' out of range - check S6Q15(1,1)
    W 88870 Value '*' out of range - check S6Q16A(1,1)
    W 88870 Value '********' out of range - check S6Q17(1,1)
    W 88870 Value '********' out of range - check S6Q21(1,1)
    W 88870 Value '********' out of range - check S6Q24(1,1)
    W 88870 Value '********' out of range - check S6Q25A(1,1)
    W 88870 Value '********' out of range - check S6Q25D(1,1)
    W 88870 Value '303' out of range - check S8(3,1)
    E 88182 Inconsistent field detected... QNO is not a skipped field, however
          is NotAppl
    E 88182 Inconsistent field detected... QNO1 is not a skipped field, however
          is NotAppl
    E 88182 Inconsistent field detected... SAQ12 is not a skipped field, however
          is NotAppl

    E 88182 Inconsistent field detected... AG2 is not a skipped field, however
          is NotAppl
    E 88182 Inconsistent field detected... AG3 is not a skipped field, however
          is NotAppl
```

```
E 88180 Inconsistent field detected following a SKIP command in Var Q19
      PostProc... Q21(1) should be blank (currently '27')
E 88180 Inconsistent field detected following a SKIP command in Var Q19
      PostProc... Q22(1) should be blank (currently '14')
E 88180 Inconsistent field detected following a SKIP command in Var Q4
      PostProc... Q5(1) should be blank (currently '11')
E 88180 Inconsistent field detected following a SKIP command in Var Q10B
      PostProc... Q11(1) should be blank (currently '7')
E 88180 Inconsistent field detected following a SKIP command in Var Q10B
      PostProc... Q11B(1) should be blank (currently 'TRTRY ')
E 88180 Inconsistent field detected following a SKIP command in Var Q10B
      PostProc... Q12(1) should be blank (currently '8')
E 88180 Inconsistent field detected following a SKIP command in Var Q10B
      PostProc... Q12B(1) should be blank (currently 'GFRXCGH ')
E 88180 Inconsistent field detected following a SKIP command in Var Q10B
      PostProc... Q13(1) should be blank (currently '6')
E 88180 Inconsistent field detected following a SKIP command in Var Q10B
      PostProc... Q14(1) should be blank (currently '1')
E 88180 Inconsistent field detected following a SKIP command in Var Q10B
      PostProc... Q15(1) should be blank (currently ' 100')
E 88180 Inconsistent field detected following a SKIP command in Var Q10B
      PostProc... Q16(1) should be blank (currently '56')
E 88180 Inconsistent field detected following a SKIP command in Var Q10B
      PostProc... Q17A(1) should be blank (currently '7')
E 88180 Inconsistent field detected following a SKIP command in Var Q10B
      PostProc... BQ17(1) should be blank (currently 'GGFGF ')
E 88180 Inconsistent field detected following a SKIP command in Var Q10B
      PostProc... Q18A(1) should be blank (currently ' 100')
E 88180 Inconsistent field detected following a SKIP command in Var Q10B
      PostProc... AQ19(1) should be blank (currently '2')
E 88180 Inconsistent field detected following a SKIP command in Var Q10B
      PostProc... AQ20(1) should be blank (currently '28')
E 88180 Inconsistent field detected following a SKIP command in Var Q10B
      PostProc... AQ21(1) should be blank (currently '9')
E 88180 Inconsistent field detected following a SKIP command in Var Q10B
      PostProc... AQ21B(1) should be blank (currently 'FGHFGH ')
E 88180 Inconsistent field detected following a SKIP command in Var Q10B
      PostProc... AQ22(1) should be blank (currently '7')
E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
      PostProc... S3Q13(1) should be blank (currently ' 23')
E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
      PostProc... S3Q14(1) should be blank (currently '14')
E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
      PostProc... S3Q14B(1) should be blank (currently 'gfghfgh ')
E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
      PostProc... S3Q15(1) should be blank (currently '11')
E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
      PostProc... S3Q15B(1) should be blank (currently 'ftrffgh ')
E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
      PostProc... S3Q16(1) should be blank (currently '12')
E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
      PostProc... S3Q17(1) should be blank (currently '45')
E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
      PostProc... S3Q18(1) should be blank (currently '45')
E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
      PostProc... S3Q19(1) should be blank (currently '2')
```

```
    E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
          PostProc... S3Q20(1) should be blank (currently '1')
    E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
          PostProc... S3Q20B(1) should be blank (currently 'rtdtftyfty
          ')
    E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
          PostProc... S3Q21A(1) should be blank (currently ' 500')
    E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
          PostProc... S3Q21B(1) should be blank (currently '7')
    E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
          PostProc... S3Q22(1) should be blank (currently '1')
    E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
          PostProc... S3Q23A(1) should be blank (currently ' 100')
    E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
          PostProc... S3Q23B(1) should be blank (currently '8')
    E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
          PostProc... S3Q24(1) should be blank (currently '1')
    E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
          PostProc... S3Q25(1) should be blank (currently ' 1')
    E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
          PostProc... S3Q26(1) should be blank (currently '14')
    E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
          PostProc... S3Q26B(1) should be blank (currently 'gfhfhgfhyg
          ')
    E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
          PostProc... S3Q27B(1) should be blank (currently
          '12122327hjdshjdjh ')
    E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
          PostProc... S3Q32(1) should be blank (currently '7')
    E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
          PostProc... S3Q32B(1) should be blank (currently 'gfghfhgfh
          ')
    E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
          PostProc... S3Q34(1) should be blank (currently '1')
    E 88180 Inconsistent field detected following a SKIP command in Var S3Q1
          PostProc... S3Q35A(1) should be blank (currently '********')
    E 88182 Inconsistent field detected... S3Q38B(1) is not a skipped field,
          however is NotAppl
    E 88180 Inconsistent field detected following a SKIP command in Var S3Q9B
          PostProc... S3Q10(2) should be blank (currently '2')
    E 88180 Inconsistent field detected following a SKIP command in Var S3Q9B
          PostProc... S3Q11(2) should be blank (currently '7')
    E 88180 Inconsistent field detected following a SKIP command in Var S3Q9B
```

AGRIC Questionnaire

```
 Application     C:\HouseHold and Agric Panel Survey\PANEL_AGRIC Final\CSPro_Test.bch
Type            BATCH
Input Data      C:\HouseHold and Agric Panel Survey\PANEL_AGRIC Final\AGRIC

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

CSPRO Process Summary
```

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

Process Messages

*** Case [37000111137370110235110506 7] has 31 messages (31 E / 0 W / 0U)
    E 88182 Inconsistent field detected... S11CQ34(1) is not a skipped field,
          however is NotAppl
    E 88182 Inconsistent field detected... S11DQ33(1) is not a skipped field,
          however is NotAppl
    E 88182 Inconsistent field detected... S11EQ35(1) is not a skipped field,
          however is NotAppl
    E 88182 Inconsistent field detected... S11GQ5C(1) is not a skipped field,
          however is NotAppl
    E 88182 Inconsistent field detected... S11GQ5D(1) is not a skipped field,
          however is NotAppl
    E 88182 Inconsistent field detected... S11GQ8B(1) is not a skipped field,
          however is NotAppl
    E 88182 Inconsistent field detected... S11HQ19A(1) is not a skipped field,
          however is NotAppl
    E 88182 Inconsistent field detected... S11HQ19B(1) is not a skipped field,
          however is NotAppl
    E 88182 Inconsistent field detected... S11HQ21(1) is not a skipped field,
          however is NotAppl
    E 88182 Inconsistent field detected... S11IQ4B(1) is not a skipped field,
          however is NotAppl
    E 88182 Inconsistent field detected... S11IQ5A(1) is not a skipped field,
          however is NotAppl
    E 88182 Inconsistent field detected... S11IQ5B(1) is not a skipped field,
          however is NotAppl
    E 88182 Inconsistent field detected... S11IQ6(1) is not a skipped field,
          however is NotAppl
    E 88182 Inconsistent field detected... S11IQ7(1) is not a skipped field,
          however is NotAppl
    E 88182 Inconsistent field detected... S11IQ8(1) is not a skipped field,
          however is NotAppl
    E 88182 Inconsistent field detected... S11IQ9(1) is not a skipped field,
          however is NotAppl
    E 88182 Inconsistent field detected... S11L2Q1(1) is not a skipped field,
          however is NotAppl
    E 88182 Inconsistent field detected... S11L2Q2A(1) is not a skipped field,
          however is NotAppl
    E 88182 Inconsistent field detected... S11L2Q2B(1) is not a skipped field,
          however is NotAppl
    E 88182 Inconsistent field detected... S11L2Q2C(1) is not a skipped field,
          however is NotAppl
    E 88182 Inconsistent field detected... S11L2Q2D(1) is not a skipped field,
          however is NotAppl
    E 88182 Inconsistent field detected... S11L2Q3(1) is not a skipped field,
```

```
      however is NotAppl
E 88182 Inconsistent field detected... S11L2Q4(1) is not a skipped field,
      however is NotAppl
E 88182 Inconsistent field detected... S11L2Q5(1) is not a skipped field,
      however is NotAppl
E 88182 Inconsistent field detected... S11L2Q6(1) is not a skipped field,
      however is NotAppl
E 88182 Inconsistent field detected... S11L2Q7(1) is not a skipped field,
      however is NotAppl
E 88182 Inconsistent field detected... S11L2Q8(1) is not a skipped field,
      however is NotAppl
E 88182 Inconsistent field detected... S11L2Q9(1) is not a skipped field,
      however is NotAppl
E 88182 Inconsistent field detected... S12C1(1) is not a skipped field,
      however is NotAppl
E 88182 Inconsistent field detected... S12Q2(1) is not a skipped field,
      however is NotAppl
E 88182 Inconsistent field detected... S12Q3(1) is not a skipped field,
      however is NotAppl
```

APPENDIX 2: ACTIVITIES 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 n.e.c.

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 motorcycles

H – Transportation and storage

49- Land transport and transport via pipelines

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 4: Field Work Forms

Questionnaire S-1 SUPERVISOR	General Household Survey Post-Harvest 2010 Questionnaire Management	Report by EA

DATE of data collection: From _____ to _____

EA IDENT. NUMBER	ZONE	STATE	LGA	SECTOR	EA	RIC

Supervisor Code	
Data entry Code	
Name of coordinator	

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

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

Problems Encountered: _____

_____

_____

Questionnaire S-2 SUPERVISOR	General Household Survey Post-Harvest 2010 Questionnaires, Materials and Maps	Report by EA

DATE of data collection: From _____ to _____

EA IDENT. NUMBER	ZONE	STATE	LGA	SECTOR	EA	RIC

Supervisor Code	
Interviewer Code	

Materials

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

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

Questionnaire S-3 SUPERVISOR	General Household Survey Post-Harvest 2010 Control of Data Entry and Corrections	Report by EA

DATE of data collection: From _____ to _____

EA IDENT. NUMBER	ZONE	STATE	LGA	SECTOR	EA	RIC

Supervisor Code		
Interviewer Code		
Date entry code		

QQ No.	**Identification of the Question** Page	Section	Part	Question	Original Information	Corrected Information	Reason for correction	Data Entered Date	Signature

INTRODUCTION:

Data is a very important aspect of any organisation

It is an invisible backbone that supports all the operations and activities within an organisation

Data processing is a process of converting data from one format to another i.e from raw data to processed data, known as 'information'

Data entry is the act of transcribing some form of data into another form, using a

computer program.

Data entry program was designed using CSPro (Census & Survey Processing Package) with built-in consistency ERROR CHECK batch program, to track error messages either committed by the enumerator or data entry operator.

Data entry in the field?

Considerations have been given in integrating data entry into field operations. Under this strategy, data entry and consistency controls are applied on a household-by-household basis as a part of field operations, so that errors and inconsistencies are resolved by means of eventual revisits to the households.

The most important and direct benefit of integration is that it significantly improves the quality of the information, because it permits the correcting of errors and inconsistencies while the interviewers are still in the field.

It can also generate databases that are ready for tabulation and analysis in a more timely fashion.

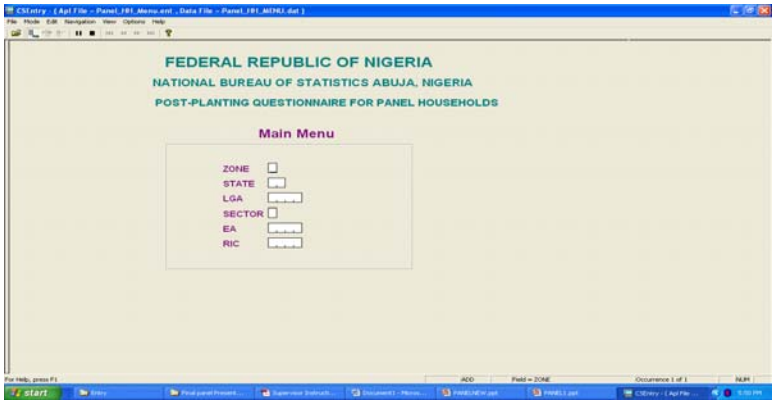
Another indirect advantage of integration is that it fosters the application of uniform criteria by all the interviewers and throughout the whole period of data collection, which is hard to achieve in practice with pre-integration methods.

STARTING DATA ENTRY

To start the data entry program, open the file named Panel_HH_Menu on the desktop,

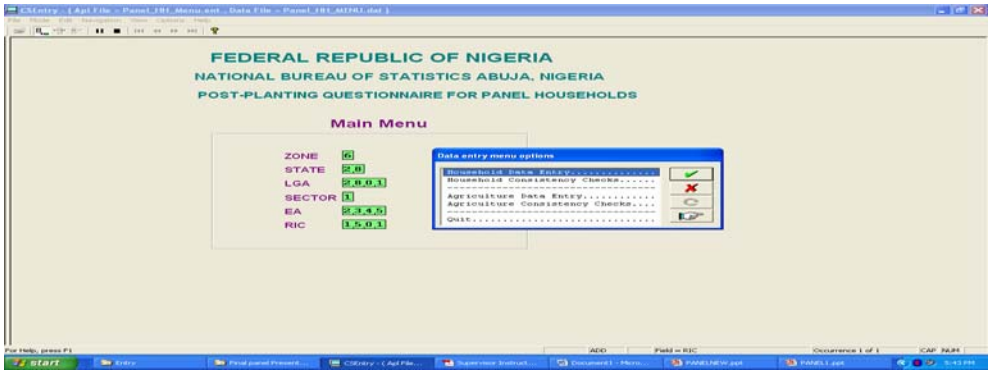
this will bring out the main menu to be used for both the panel household questionnaire and the Agriculture questionnaire.

you are required to enter the correct identification



Entering the identification in the main menu gives you the data entry menu option containing the five items namely the:

- ✓ Household Data entry
- ✓ Household Consistency Check
- ✓ Agriculture Data Entry
- ✓ Agriculture Consistency Check
- ✓ Quit



Selecting the Household data entry enables you to enter data in all the modules or sections of the household questionnaires.

Likewise, selecting the household consistency check brings out inconsistencies already committed in the field and that entered during the data entry.

Selecting the Agriculture data entry enables you to enter data in all the modules or sections of the Agriculture questionnaires.

Likewise, selecting the Agriculture consistency check brings out inconsistencies already committed in the field and that entered during the data entry.

MODULES OF THE PROGRAM

The Household Panel Questionnaire has sixteen sections; each module of the program is representing a section of the questionnaire.

Likewise, the Panel Agriculture Questionnaire has ten sections which are equally represented in the program.

BENEFITS OF CONCURRENT DATA ENTRY

Quality Data

The quality of the data were guaranteed as the data were entered in field and if any doubt, it was easily cross checked and corrected in the field

Reduced time for final datasets cleaning

There was data cleaning at the headquarters, but the time taken was drastically reduced compare to if the data were to be entered in a centralized place

Capacity building

As many officers were used for data entry, it served as training ground hence capacity building was achieved in the IT applications

DECENTRALISED DATA ENTRY

Data were electronically captured at the time of the interview. The supervisors were responsible for the following steps as this relates to checking the questionnaires for error and the coordination of the activities between the interviewers and the data entry operator.

- The supervisor :-
- Collects questionnaires from the interviewers on a daily basis. And he/she is not required to do a detailed check of the completed questionnaires at this stage but rather does the following:
  - Ensure that the basic administrative data on the cover pages have been entered by the interviewer properly
  - Insert the required supervisor level information in the administrative section on the cover of the questionnaire
  - Note receipt of the questionnaire in the appropriate form and pass questionnaires on to the data entry operator for entry.

CHECKING ERROR REPORTS AND QUESTIONNAIRE

- After data from a questionnaire has been entered, the data entry operator will run a batch consistency edit program to generate an error report.
- The error report will be printed out, and the questionnaire(s) along with the error report will be given to the supervisor to examine/review the error report along with the questionnaire to identify:-

✓ Parts (or sections) of the questionnaire that have not, or

have only been partially completed

✓ Answers that are outside set (reasonable) bounds. Such as

money amounts or other measurement values

✓ Inconsistent entries
✓ Erroneous entries
✓ Missing entries

- During the stage of examining the questionnaire in the conjunction with the error report, the supervisor will decide if it is necessary for the interviewer to return to the household in order to either complete the questionnaire, or to correct or confirm entries through direct information from the respondent(s).

- There will be instances where errors indicated on the error report can be resolved without a revisit to the household.

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

STRUCTURE OF ERROR REPORT

- The error report is made up of a header and a body of error messages.
- The header information is useful to the data entry operator while the error massages section is where the supervisor should focus attention.
- The structure of the error message is explained below:
    - ✓ The body of the error messages is started with the heading: “Process Messages”.
    - ✓ This is followed by a line that identifies the questionnaire and gives basic information about the set of error messages that follow.

For example, the “case” line is generated for each questionnaire [628280112345150128 0001]

- The number in the bracket is the unique identifier of the questionnaire.
- The first digit represent the Zone,

- the next 2 digits is the State code,
- the next 4 digits is the state & LGA Code,
- next digit is for sector,
- the next 4 digits is the EA Code,
- followed by the RIC and
- the last 6 digits represent the HHID of the questionnaire (which can be found at the top right hand corner of the cover page). So in the example below, 280001 is the HHID. The last 4 digits is the position of the questionnaire used within the state

ERROR REPORT

Application C:\Ng_ghs\Entry\CSPro_Test.bch

Type BATCH

Input Data C:\Ng_ghs\Data\H6303002113101001.DAT

<File Name > FCODE=

Date Feb 09,2011

Start Time 10:43:39

End Time 10:43:39

CSPRO Process Summary

```
+-------------------------------------------------+
|    281 Records Read ( 100% of input file)       |
|     0 Ignored (      0 unknown,       0 erased) |
|   2355 Messages (      0 U,    270 W,    2085 E) |
+---------+--------------+--------------+-------------+
| Level  |  Input Case  |  Bad Struct  |  Level Post |
+---------+--------------+--------------+-------------+
|   1   |        1   |        0   |        1   |
+---------+--------------+--------------+-------------+
```

Process Messages

*** Case [6303002113101001300003003] has 2085 messages (2085 E / 0 W / 0U)

E 88182 Inconsistent field detected... SPAQ21D is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SPAQ21M is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SPAQ21Y is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SPAQ22AH is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SPAQ22AM is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SPAQ22BH is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SPAQ22BM is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SPAQ24 is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP3Q39A(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP3Q39B(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP3Q40A(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP4Q2B(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP4Q2C(1) is not a skipped field, however is NotAppl
E 88180 Inconsistent field detected following a SKIP command in Var SP4Q3 PostProc... SP4Q4(1) should be blank (currently '2')
E 88180 Inconsistent field detected following a SKIP command in Var SP4Q3 PostProc... SP4Q8(1) should be blank (currently '1')
E 88180 Inconsistent field detected following a SKIP command in Var SP4Q3 PostProc... SP4Q9(1) should be blank (currently ' 400')
E 88180 Inconsistent field detected following a SKIP command in Var SP4Q3 PostProc... SP4Q10(1) should be blank (currently ' 600')
E 88180 Inconsistent field detected following a SKIP command in Var SP4Q3 PostProc... SP4Q11(1) should be blank (currently ' 1')
E 88180 Inconsistent field detected following a SKIP command in Var SP4Q3 PostProc... SP4Q11B(1) should be blank (currently ' 30')
E 88180 Inconsistent field detected following a SKIP command in Var SP4Q3 PostProc... SP4Q12(1) should be blank (currently ' 1')
E 88182 Inconsistent field detected... SP4Q35(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP4Q35B(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP4Q35C(1) is not a skipped field, however is NotAppl
E 88180 Inconsistent field detected following a SKIP command in Var SP4Q37 PostProc... SP4Q38(1) should be blank (currently '1')

E 88180 Inconsistent field detected following a SKIP command in Var SP4Q42 PostProc... SP4Q43(1) should be blank (currently '2')
E 88180 Inconsistent field detected following a SKIP command in Var SP4Q42 PostProc... SP4Q46(1) should be blank (currently '2')
E 88180 Inconsistent field detected following a SKIP command in Var SP4Q42 PostProc... SP4Q47(1) should be blank (currently '2')
E 88180 Inconsistent field detected following a SKIP command in Var SP4Q42 PostProc... SP4Q49(1) should be blank (currently '2')
E 88180 Inconsistent field detected following a SKIP command in Var SP4Q42 PostProc... SP4Q50(1) should be blank (currently '2')
E 88182 Inconsistent field detected... SP5Q8(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q9(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q10(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q11(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q12(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q13(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q14(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q15(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q16(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q17(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q18(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q19(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q20(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q21(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q22(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q23(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q25(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q26(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q27(1) is not a skipped field, however is NotAppl

E 88182 Inconsistent field detected... SP5Q28(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q29(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q30(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q31(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q32(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q33(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q34(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q35(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q36(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q37(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP5Q38(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP6Q1(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP6Q2(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP6Q3(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP6Q4(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP6Q5(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP6Q6(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP6Q7(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP6Q8(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP6Q9(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP6Q10(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP6Q11(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP6Q12(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q1(1) is not a skipped field, however is NotAppl

E 88182 Inconsistent field detected... SP7Q2(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q3(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q4(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q5(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q6(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q7(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q8(1) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q1(2) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q2(2) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q3(2) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q4(2) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q5(2) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q6(2) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q7(2) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q8(2) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q1(3) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q2(3) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q3(3) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q4(3) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q5(3) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q6(3) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q7(3) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q8(3) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q1(4) is not a skipped field, however is NotAppl

E 88182 Inconsistent field detected... SP7Q2(4) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q3(4) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q4(4) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q5(4) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q6(4) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q7(4) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q8(4) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q1(5) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q2(5) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q3(5) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q4(5) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q5(5) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q6(5) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q7(5) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q8(5) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q1(6) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP7Q2(6) is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP16Q3B3 is not a skipped field, however is NotAppl
E 88182 Inconsistent field detected... SP16Q3B4 is not a skipped field, however is NotAppl

System messages:

Number	Frequency	Message text
775	2	Message-number %d does not exist in the appl' MGF
1007	262	No occurrence: %n(%d) -- %p
1008	1	Invalid subscript: %n(%d) -- %p
34088	1	Invalid subscript: %n(%.0f) -- %p
34090	6	Cannot assign value %s no record in case -- %p

```
 88180         13   %s
 88182       2072   %s

CSPRO Executor Normal End
--------------------------------------------------------------------------------
```

GENERAL GUIDELINES ON HOW TO SEND DATA TO HEADQUARTERS DURING AND AFTER THE SURVEY

Sending Data to Headquarters

Sending the entered data to the headquarters is very important, it serves as a backup to your data when properly managed. Before sending data to the headquarters for this 2nd visits of panel survey, the state officers and the supervisor(s) must be on top of their job. They must ensure that the work is properly done before packaging out. They should try and interact freely with their data entry persons and be cordial. With this the state officer, supervisor and data entry persons can supply accurate information at any needed time if all hands are on desk.

The Procedures/Steps of sending data to headquarters

The following procedures must be adhere to:-

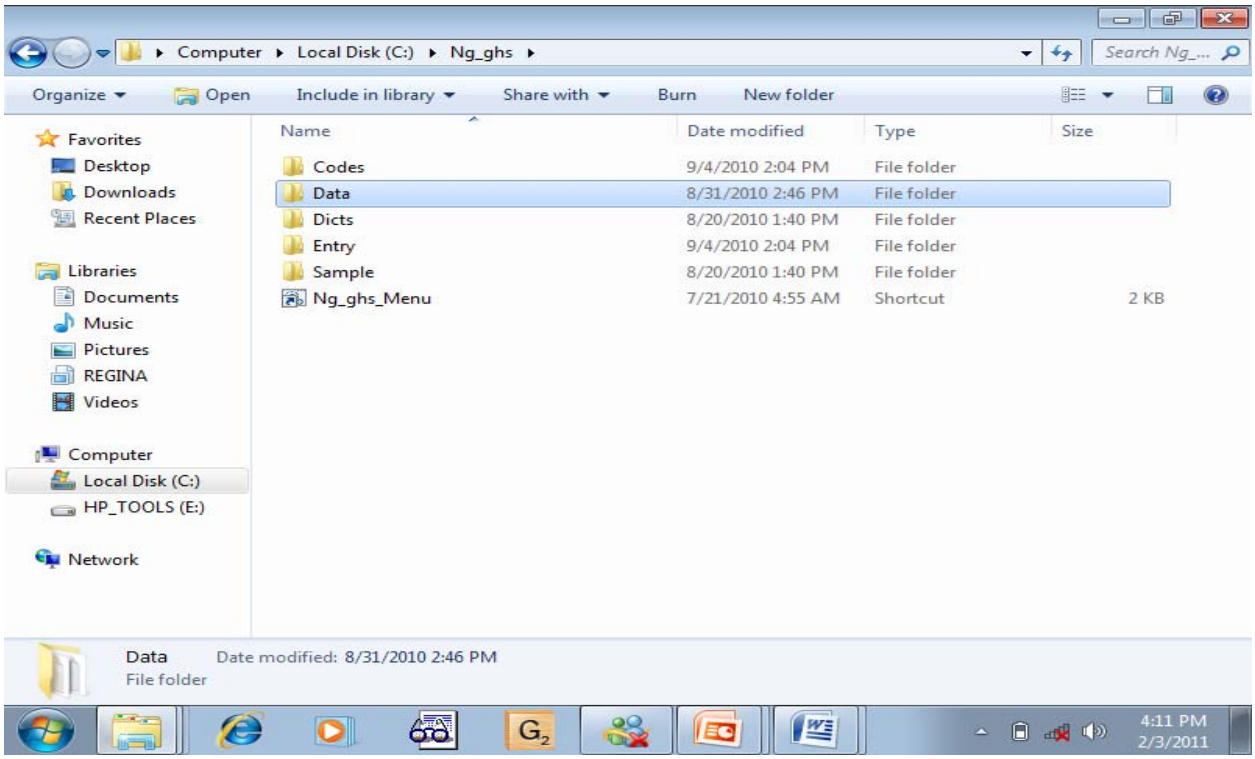
1. Use the same e-mail address given out during the post planting i.e. ghspaneldata@gmail.com

2. Before sending any completed E.A's data, the supervisor with a close check by the state officer must check the details in flap A, B, C and D sum them separately and forward same.

3. Open a folder and call it 'FILES FOR HQ'

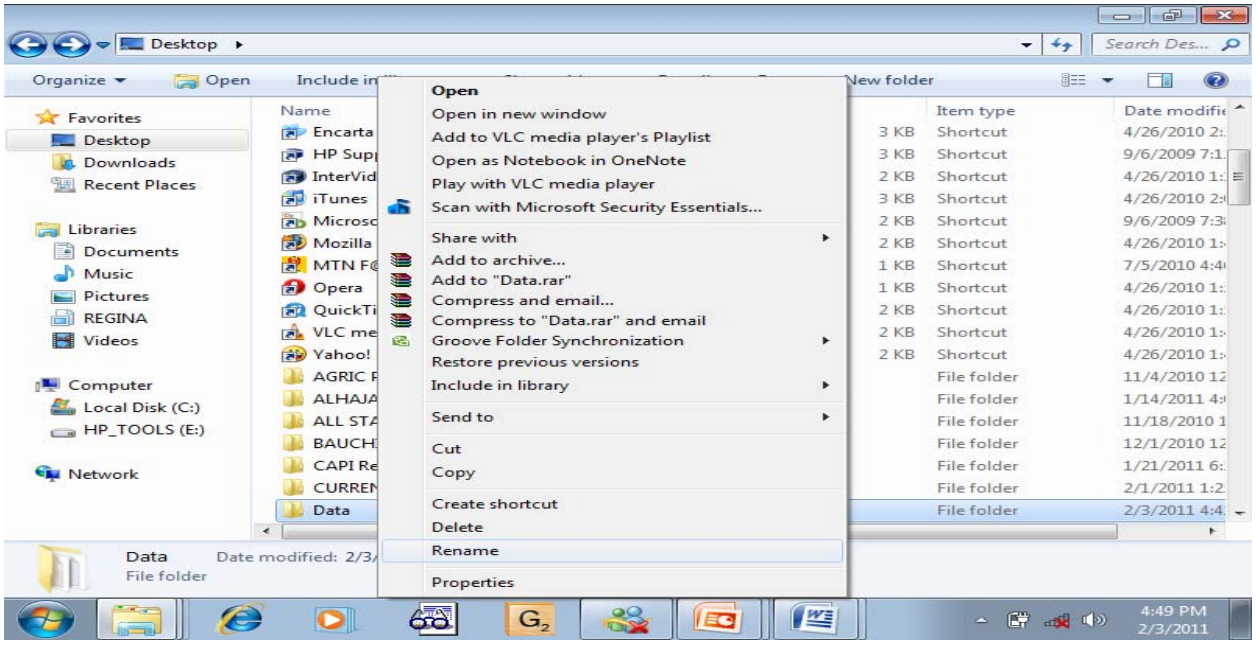
Package the ready data

Step 1: Go to Local C: **Double** click on **Ng_ghs folder.**

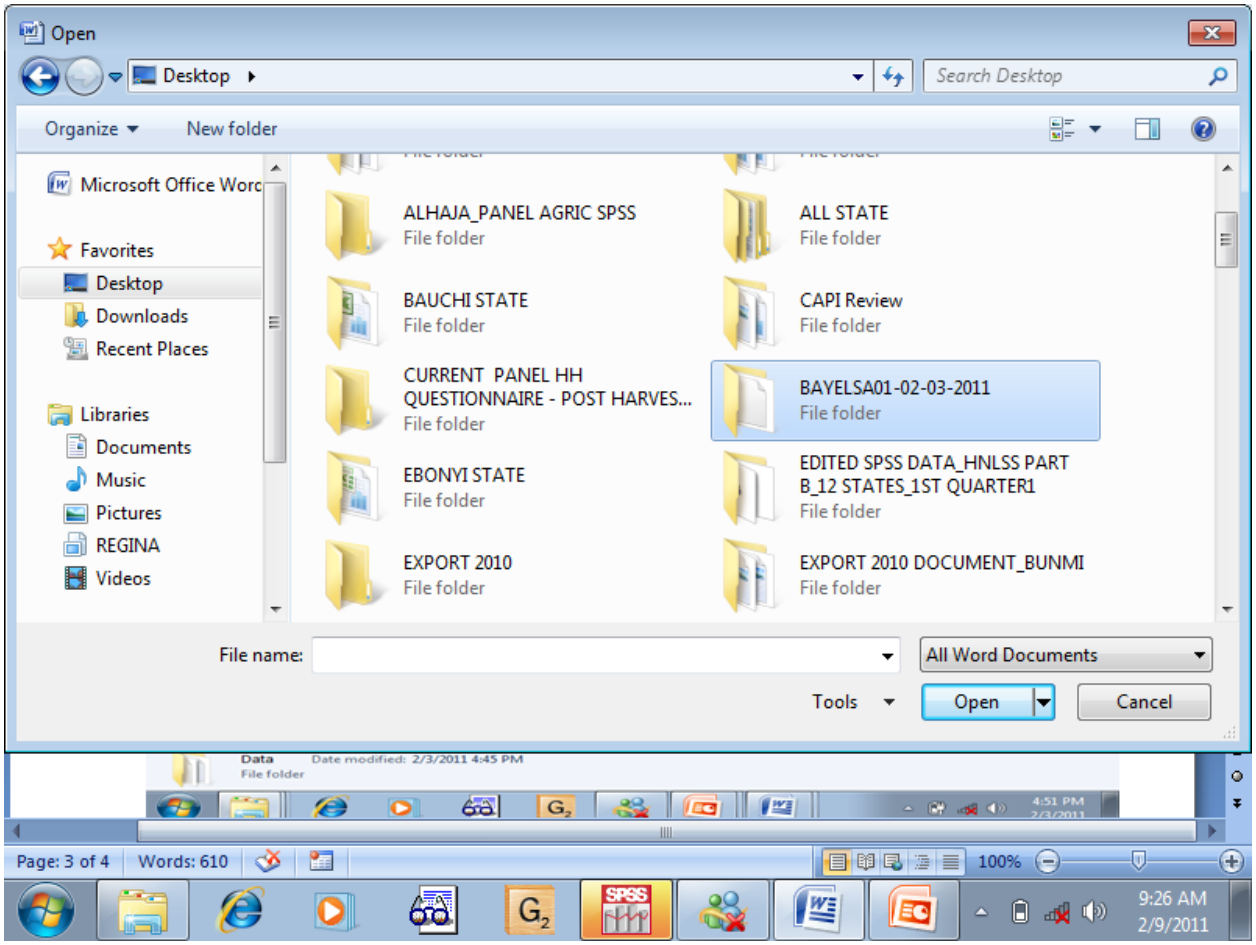


Step 2: Click on DATA FOLDER .

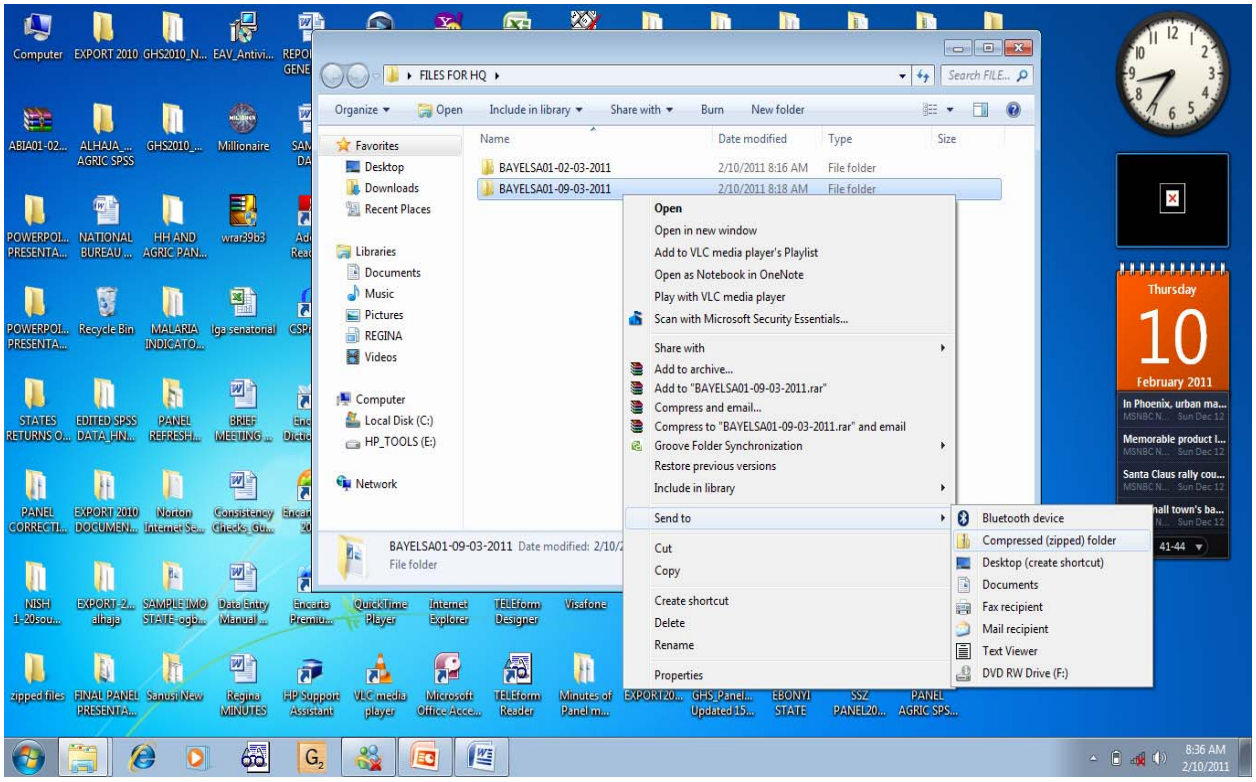
Step 3: RIGHT CLICK and copy the 'DATA FOLDER' to the folder you created on desktop 'FILES FOR HQ' and click PASTE.



Step 4: RIGHT CLICK and select RENAME with your 'STATE'S NAME, SUPERVISOR'S CODE AND CURRENT DATES'


Open
Desktop
Search Desktop
Organize
New folder
Microsoft Office Word
Favorites
Desktop
Downloads
Recent Places
Libraries
Documents
Music
Pictures
REGINA
Videos
ALHAJA_PANEL AGRIC SPSS
File folder
ALL STATE
File folder
BAUCHI STATE
File folder
CAPI Review
File folder
CURRENT PANEL HH QUESTIONNAIRE - POST HARVES...
File folder
BAYELSA01-02-03-2011
File folder
EBONYI STATE
File folder
EDITED SPSS DATA_HNLSS PART B_12 STATES_1ST QUARTER1
File folder
EXPORT 2010
File folder
EXPORT 2010 DOCUMENT_BUNMI
File folder
File name:
All Word Documents
Tools
Open
Cancel
Page: 3 of 4
Words: 610
100%
9:26 AM
2/9/2011

Step5: RIGHT CLICK on the rename folder and select SEND TO and click on COMPRESSED (Zipped) FOLDER (Note, the compressed folder is the folder you will send to the Headquarters).



Step 6: If there is Internet facility around you then connect else copy the Compressed (zipped) folder into your Flash and take it to CYBER CAFE.

Step 7: Open your email and click on NEW to enable you have a fresh email screen, you will see 'TO': then type ghspaneldata@gmail.com

Cc:

SUBJECT: BAYELSA01-02-03-2011

Step 8: Type in your covering letter, the total persons in Flap A, total plots in Flap B, total crops in Flap C and total animal holdings in Flap D. e.g. Flap A.....45, Flap B..... 23, Flap C ..... 30 and Flap D .....15.

Step 9: Click on Attach and browse to your folder BAYELSA01-02-03-2011 COMPRESSED (Zipped) Folder click on it and select open for the file to attach.

Step 10: Click on 'SEND' to send the message, when this is done wait for reply from your website i.e. MESSAGE SENT and RECIPIENT .

.

Step 16: Continue this process often as you keep sending your data to avoid duplicate in your entries.

Step 17: Finally, when the data entry is completed in your state, zipped "DATA FOR HQ" FOLDER, Copy the Compressed(zipped) folder and send it to the headquarters.

RESPONDING TO DATA QUALITY CHECK

The purpose of the topic is to enlighten us on how to respond to quality data check requests from the headquarters when the need arises.

Data checking is part of your work and necessary to ensure a good final product. Conduct data checks carefully, so that we only have to do it once!!

The State Officer and Supervisor in the absent of Data Entry person is expected to understand the questionnaires that were thought during the training and respond to any question that may come up at any time.

During the post planting data cleaning, some sections were send to various states on the area that affected them, the response was very poor, perhaps because they did not actually understand the way to go about it.

It is expected that every officer must get himself/herself upgraded with knowledge of other applications softwares to enhance their performance. Microsoft office such as; MS-Excel (Spreadsheet) and MS-Word(Word Processing) will help you overcome some minute problems in the absent of your Secretary, Typist or Data entry operator .

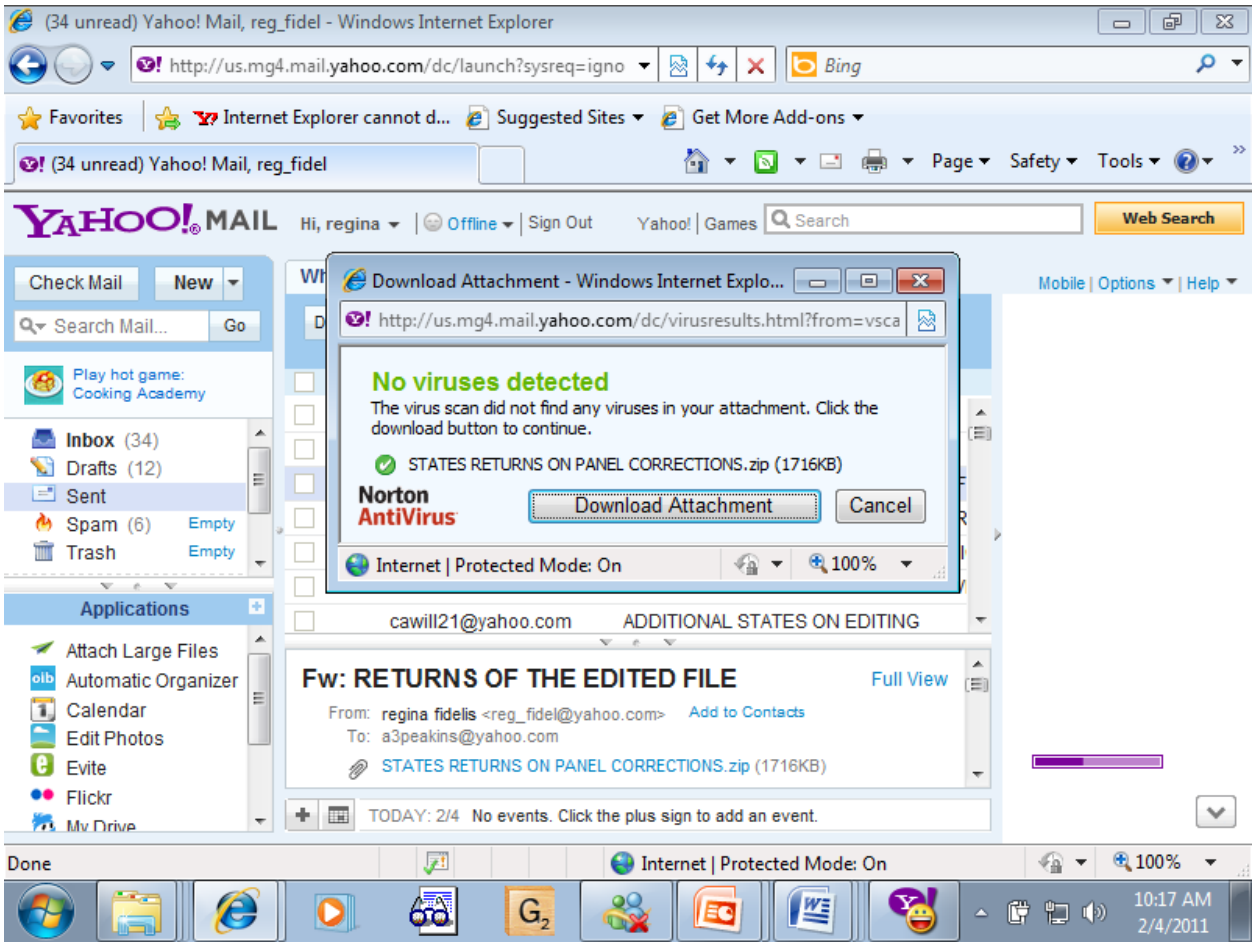
This was one of the major constraint why the respond to the data quality check sent to states was not able to give us the needed result.

The steps are as follows:-

Step 1: Connect to your Internet if you have the facility else, go to CYBER CAFÉ open your email box.

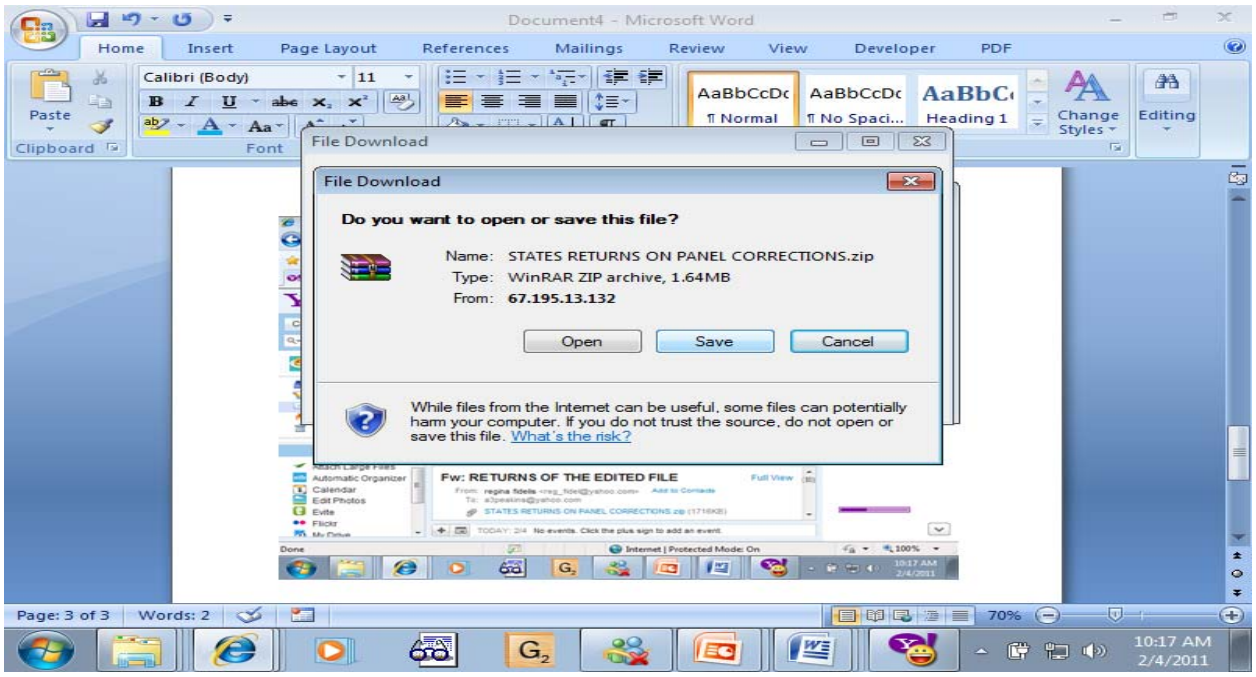
Step 2: Open a folder on the desktop and call it “DATA CHECK” use this folder for all related document.

Step 3: Click on ATTACH FILE or FOLDER



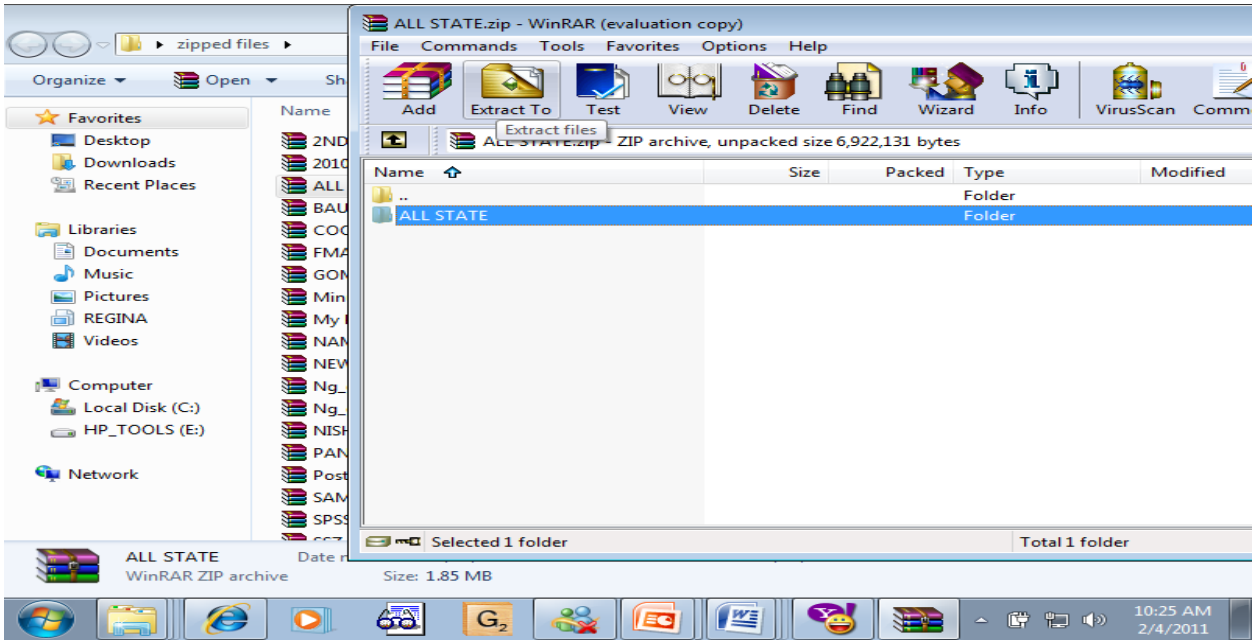
Step 4: In dialogue box that appeared click “DOWNLOAD ATTACHMENT”

Step 5: The next dialogue box will appear again with three option “OPEN, SAVE and CANCEL”

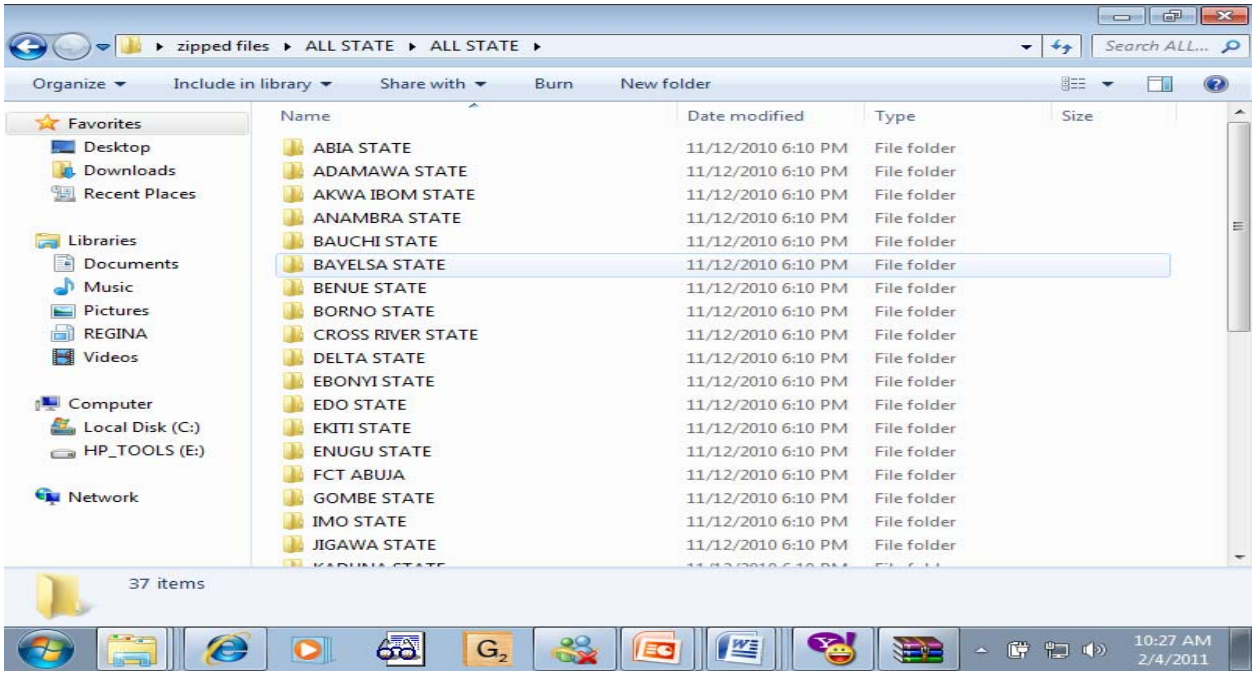


Step 6: Click on 'SAVE' (NOTE: You are to SAVE to 'Data Check' folder at desktop) and wait for the saving process to be completed

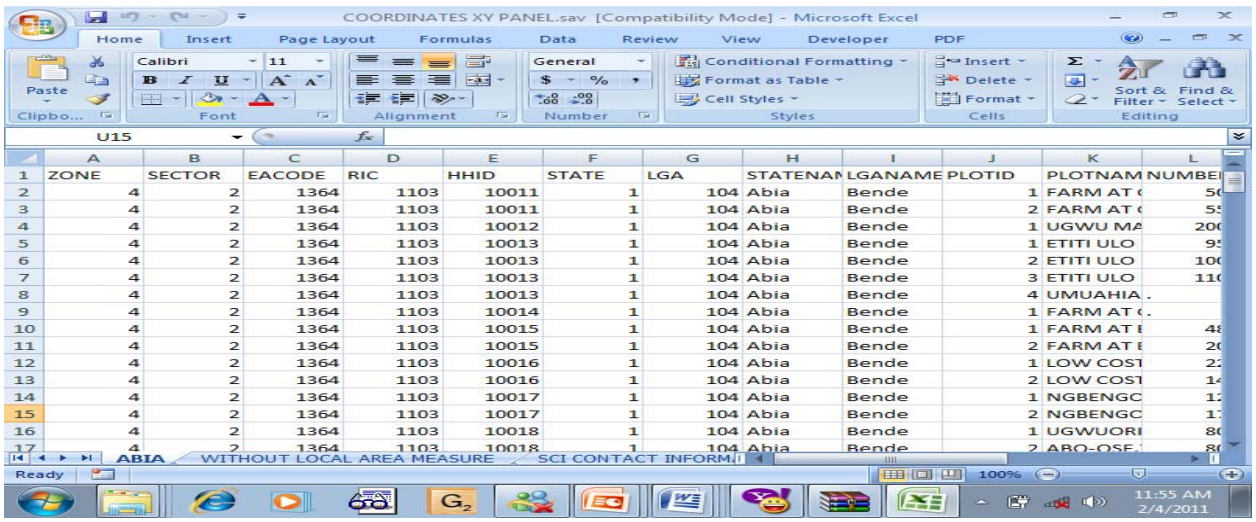
Step 7: Double click on it to enable you extract to the main data folder.



Step 8: Click on folder to open, then select your own State folder and copy it into your 'Data Check' folder. Double click on your state name's folder now to open



Step 12: Click on the little arrow at the Right hand side bottom of the Excel worksheet screen, use your mouse and click on the 1st worksheet to view the content, click on the next sheet until you open all.



Step 13: Pick the needed questionnaire and attend to each case uniquely following the instruction by the editor on what to look out for in a particular workbook e.g.

EXAMPLE

									Q4	Q5	Q6	Q7	Q13	What to do	
Zone	State	LGA	Sector		RIC	HHID	Line No	Age	During the past 7 days, have you worked for someone who is not a member of your household	During the past 7 days, have you worked on a farm owned or rented by a member of your household either in cultivating crops or in other farming tasks	During the past 7 days, have you worked on your own Account or in a business enterprise belonging to you or someone in your household	Is there a YES response in Questions 4, 5 or 6 (IF YES, GOTO Q13	What was your primary activity in your main job (Main Occupation in the last 7 days or most recent Job)	Please confirm the Occupational Codes of these Individuals	
	Bayelsa														
5	6	602	2		1402	60003	2	17	2	1	2	1	.	.	
5	6	602	2		1402	60004	3	15	2	1	2	1	.	.	
5	6	602	2		1402	60005	2	25	1	2	2	1	.	13	
5	6	602	2		1402	60005	4	15	2	2	1	1	.	.	
5	6	602	2		1402	60010	3	25	1	1	2	1	.	.	
5	6	602	2		1402	60010	4	23	1	1	2	1	.	.	
5	6	602	2		1402	60010	5	17	2	1	2	1	.	.	

In the above example the leading questions there tells you that it is the HH questionnaire that you will be treated here.

Seeing the State, Ea, Ric and HHID carry the questionnaire trace those questions and fix the correct occupational code

Check and treat each of the workbook in this way, save the file and email it back to the headquarters.