

# **LESOTHO CENSUS OF AGRICULTURE 2019/2020**

## **Supervisors Instruction Manual**

**SEPTEMBER, 2019**

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# CHAPTER 1: GENERAL INFORMATION

## 1.1 Introduction

Census of agriculture is a statistical operation for collecting, processing and disseminating data on the structure of agriculture, covering the whole or a significant part of a country. Typical structural data collected in a census of agriculture are size of holding, land tenure, land use, crop areas, irrigation, livestock numbers, labour and other agricultural inputs. In an agricultural census, data are collected at the holding level and some community-level data will be collected.

The 2019/20 Agricultural Census (AC) will be conducted as part of FAO World Programme for the Census of Agriculture 2020 (WCA 2020). According to WCA 2020, census of agriculture is a statistical operation for collecting, processing and disseminating data on the structure of agriculture, covering the whole or a significant part of a country. Typical structural data collected in a census of agriculture are household information, land use, input use, irrigation, livestock, extension services, farm investment, farm labour and agricultural services (like credit and extension services). These data will be collected at the holding level.

Lesotho has been undertaking Agricultural Census since 1949/50 under the Ministry of Agriculture. The 1959/60 Agricultural Census was the second to be conducted in Lesotho by the Ministry of Agriculture. After the establishment of the Bureau of Statistics (BOS) in 1965, decennial Agriculture Censuses have been conducted. The 1969/70 Agricultural Census and subsequent ones have been conducted by the Bureau of Statistics under the mandate of Statistics Act of 1965, which was later repealed and replaced by Statistics Act of 2001. In between the censuses, BOS is conducting annual Agriculture Production Survey (APS) to provide updates on the key agricultural variables that change frequently. The last Agricultural Census was conducted in 2009/10 as part of the Food and Agriculture Organization of the United Nations (FAO) 2010 World Census of Agriculture. The 2019/20 census will be conducted in 2020 as part of FAO WCA 2020 round of agriculture censuses.

The 1999/00 and 2009/10 censuses were different from the first five in that the last two included urban areas. However, the 2019/20 census will cover rural areas and commercial farming in line with the Strategic Objectives of the National Strategic Development Plan (NSDP II) while emphasizing on the synergies of the “Global Strategy to Improve Agricultural and Rural Statistics” (2010).

## 1.2. Objectives of the Census of Agriculture

The overall objective of the AC is to provide data on the structure of agricultural holdings, with attention given to small administrative units; Agricultural census provides benchmarks to improve current agricultural statistics; and Agricultural census provides sample frames for agricultural sample surveys.

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Specifically, the 2019/20 Census is designed to:

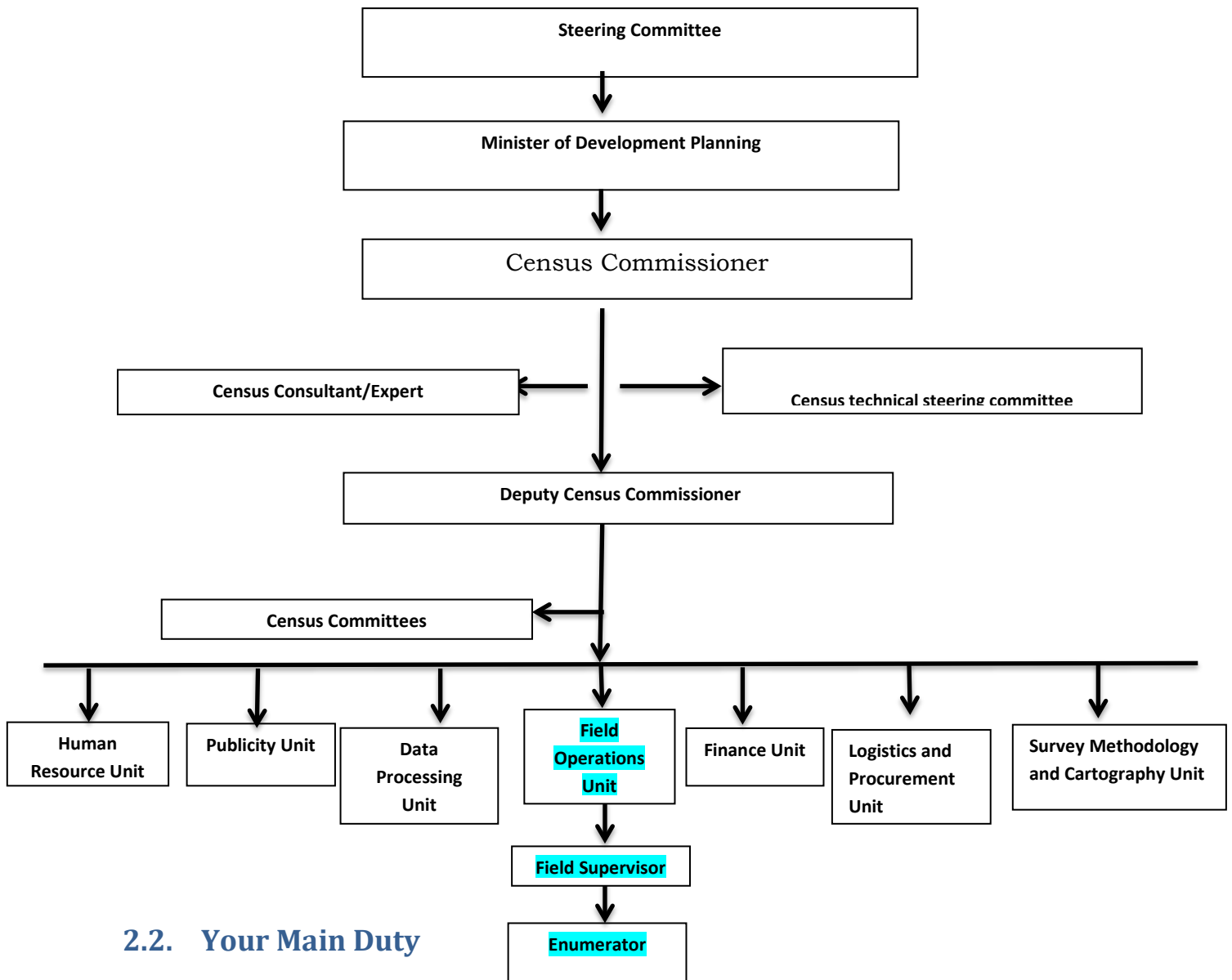
- Provide data on size of holding, land tenure, land use, and crop area;

- Provide data on irrigation;
- Provide data on livestock numbers;
- Provide data on labour and use of machinery;
- Provide data on gender-disaggregated agricultural statistics on key agricultural activities;
- Provide data on indicators for monitoring the sustainable development goals (SDGs), Malabo Declaration etc; and
- Above all, provide data on indicators for MAFS to lead and monitor trends in food security in line with the NSDP II strategic objectives.

## CHAPTER 2: LEADERSHIP OF THE FIELD SUPERVISOR

### 2.1. Your Status in the Census Field Organization

You have been appointed Field Supervisor in the 2019/2020 Agricultural Census. The chart below shows the position you will occupy in the Census Field Organization.



### 2.2. Your Main Duty

Your main duty will be the supervision of a number of Enumerators, who will work directly under you during the Census period. The work of the supervisors is mainly supporting and assisting the enumerators to improve the quality of their work and coordinate the data collection activity. It is your responsibility to see that they carry out this assignment efficiently and effectively.

### **2.3. You Must Master the Enumerator's Manual**

The Enumerator's Manual contains detailed instructions on how Enumerators should collect agriculture census data in the field. To enable you effectively supervise these Enumerators, it is imperative that you yourself understand very clearly what the Enumerators are being asked to do. You can only assist and solve their problems when you know very well their functions. Therefore you have to read and master the Enumerator's Manual before starting your supervisory work.

### **2.4. Training of Enumerators**

You must attend the training of supervisors' workshop as you will be training the Enumerators. Throughout the actual training, (the lectures, explanations of concepts and the filling out of the Questionnaires) you should be ready at all times to undertake any specific aspect of the training which might be delegated to you. You may be asked to help in organising training sessions, to distribute and collect documents, to make roll-call, and to undertake any other tasks which will facilitate the smooth running of the training programme.

As a leader, your duty is to try to explain the enumeration process and field problems they do not understand. Its for this reason that you become conversant with Enumerator's Manual very thoroughly.

### **2.5. You Must Exhibit Confidence in Yourself**

You must always try to exhibit confidence in yourself. As a leader, enumerators will turn to you whenever they encounter any difficulties. If they have no confidence in your ability, they will always be reluctant to approach you with their problems. Your appointment as a Supervisor will be worthless if Enumerators find that you cannot help them to solve their problems.

### **2.6. Replacement of Enumerators When They Fall ill**

If during the enumeration period any of your Enumerators falls sick, you should contact your immediate District Census Coordinator (DCC).

### **2.7. Replacement of Inefficient Enumerators**

You must keep a close eye on the work of all Enumerators during the Census period. If you detect any sign of inefficiency and you feel that an Enumerator is not working satisfactorily, report it to your DCC immediately.

## 2.8. Participating in Publicizing the Census

During your visits to check the boundaries of the PSUs with your Enumerators, you must approach the Chiefs/Headmen in the villages and explain to them the objectives of the Census and the need for them to co-operate with the Enumerators. Your visit to the Chiefs/Headman is to ensure that he knows about the Agriculture Census. You should note that if you do not involve the Chiefs/Headmen you will not get the needed cooperation from the villagers, and enumeration will thereby be made difficult.

## 2.9. Distribution of Kit

The retrieval and distribution forms should be filled during distribution and retrieval of AC documents. At the end of the training period, your DCC would hand over to you the documents and materials to be used by the Enumerators in your Supervisory PSUs.

You must distribute these documents and materials to your Enumerators at your base. Make sure that they leave for their respective PSUs and that they have in their possession enough of everything they will need in the field.

# CHAPTER THREE: YOUR DUTIES BEFORE THE CENSUS

## 3.1. Preparation of Mapping, Listing and other census field materials

Supervisors must:

- Review the maps to assess their accuracy and make the needed changes in agreement with the DCC.
- Review and adjust the lists of holdings coming from the central or provincial census offices.

## 3.2. Distribution of Work Among Enumerators

The distribution of work among the enumerators should be equitable. Inequity creates friction among the staff and is detrimental to the quality of the work performed.

# CHAPTER FOUR: WHAT TO DO DURING ENUMERATION

## 4.1. How to Deal With Difficult Cases

The prime objective of the Census is to ensure the **all agricultural households are identified and accounted for**. Much will depend upon how the people will co-operate with the Enumerators.

Though every effort has been made in advance to create the awareness and importance of the Agricultural census to the community, there are likely to be a few difficult cases. It will be your duty to try and solve these difficulties.

In such cases, you may have to seek the help of the Chiefs/headmen/clan heads to be able to deal with the un-cooperative respondents. At times the issue is that persons refuse to be interviewed by some Enumerators for reasons best known to them or might give wrong replies.

It will be your duty, immediately you receive such a report, to do everything you can to ensure that the difficulties are overcome. **We cannot afford to leave any eligible agricultural household from the Census.** This means that all problematic cases must be overcome.

If after trying all possible means the persons still refuse to co-operate, try to gather information about that household from the Chief, from neighbours, etc. In some cases you may have to do the enumeration yourself.

## 4.2. Action to be taken after Enumerator's Third Unsuccessful Visit

Instructions have been given to enumerators that when they visit a household do not meet anyone, they must leave a Call-Back Card on which is stated the time they will call again. They have to make at least three call-backs. If on the third visit still no enumeration takes place they must make a note of the household and report it to you.

When you call on an Enumerator, obtain from him all the households which he has not been able to enumerate after making three visits. Try to help by contacting neighbouring households to find out whether people are staying in the house and if they are, obtain some indication about their movements. Try to do all you can to help the Enumerator obtain the necessary information. Pass every piece of information, which you obtain to the Enumerator, and give him specific instructions as to how he should conduct his visits. Do not allow the Enumerator to "write-off" some households simply because he did not meet any persons to interview on any of the three visits he made.

## 4.3. You will keep a Stock of Materials

You will be given a stock of Census materials so that if any of your Enumerators runs short of supply you can readily replenish his/her stock.

Do not wait until your materials completely run out before contacting your DCC for more. **You must keep a record of the distribution of materials you make during the Enumeration.** After the Census, you will be asked to account for all materials given to you.

## 4.4. Observing Enumerators' Interviews

You will occasionally have to observe closely how the Enumerators under you conduct the interviews without embarrassing either the enumerator or the holder. Provide the necessary guidance to the enumerator on the basis of what was observed.

In addition, during your field visits, you will check a sample of questionnaires completed by the enumerator.

## 4.5. Editing of Questionnaires

In cases where the CAPI is used, ensure that the completed questionnaires are electronically sent to you. You should be able to run some type of automatic editing prior to transmitting edited questionnaires to the main office.

## 4.6. Ensuring that Census field Work is Completed on Schedule

One of the functions of the supervisor is to ensure that the census is finished on schedule. **For this to happen, you must monitor the progress of the fieldwork.** You should keep a suitable record to enable you evaluate the performance of your enumerators and also progress of work.

## 4.7. Preparation of a Field Report

You will be required to submit field report detailing all the activities and happenings in your supervision area during the census period.

## 4.8. Completion of Community Questionnaire

It is also the responsibility of the supervisor to administer the Community Questionnaire. You should therefore study the contents of the Community Questionnaire thoroughly. Ensure that you administer the questionnaire to the head of **EACH** village in the PSU.

## PART IV: COMMUNITY ACCESS TO FACILITIES

The objective of this section is to find out about the Community (Village) access to various facilities of special importance to agriculture, namely local produce, District produce market, nurseries, feeder roads, water point millers ,livestock development centre, public transport, , agricultural research Centre etc.

**Identification: Select the appropriate codes from Section A from the drop down list. Also write down the name of the Village, Chief/Headman, Location of Village, name of Respondent and Contact Number of Respondent you continue with the interviews.**

### Education Facility

**Q1. Is the facility present in this village?** Ask the household which of the listed facilities is in the village and select either “Yes” or “No” from the drop-down list. 1- Yes 2-No (**go to Q3**)

1. Day Care Centers
2. Pre-School
3. Primary School
4. High School
5. Vocational
6. College/University
7. Others, Specify

### Health Facility

- 8 Private Medical Clinic



- 9 Hospitals
- 10 Health Centers
- 11 Family Planning Centers
- 12 Health Posts
- 13 Chemist/ Pharmacy
- 14 Others, Specify

**Service Facility**

- 15. Post Office
- 16. Police Station
- 17. Bank
- 18. Shop
- 19. Business Center
- 20. Public Phone
- 21. Mortuary
- 22. Others, Specify

**Agriculture Facility**

- 23. Fertilizer Dealer
- 24. Pesticides Dealer
- 25. Seed Dealer
- 26. Veterinary Services
- 27. Agric. Processing Facilities
- 28. Periodic or Permanent Agric. Produce Market
- 29. Wool shed
- 30. Sheep Stud

**Q2. How many facilities are present in this village?** Record the numbers of such facilities present in the village and after that go to the Next facility.

**Q3. Name of Nearest Facility.** Write down the name of the facility.

**Q4. What is the distance from village center to the nearest facility (km)?** Select from the drop down list the distance of the village to the nearest facility in km.

- 0 - 1 = 1
- 2 - 3 = 2
- 4 - 5 = 3
- 6 - 7 = 4
- >7 = 5
- (in km)

**Q5. What is the common means of transport to the nearest facility?** From the drop down list , select the appropriate response.

- 1. Walking
- 2. Taxi (car)

3. Bus / Minibus
4. Horse
5. Other specify

**Q6. What is the time taken to reach the nearest facility from village center (in Min)?** From the drop down list , select the appropriate response.

- 00 – 14 = 1
- 15 – 29 = 2
- 30 – 44 = 3
- 45 – 49 = 4
- 50 – 59 = 5
- 60 – 119 = 6
- 120+ = 7

### Public Transport

**Q7. Do you have these types of public transportation in this village?** Ask the respondent which of the listed public transport is mostly used in the village and select either “Yes” or “No” from the drop-down list.

1. Bus
2. Taxi
3. Van
4. Others (Specify)

### Road Network

**Q8. Are any of the following roads present in this village?** Ask the respondent which of the listed road network is available in the village and select either “Yes” or “No” from the drop-down list.

1. Tarred Road.
2. Gravel
3. Natural/Earth Surface

**Q9. What is the present condition of the roads** throughout the year? Ask the respondent about the present condition of the road network and select appropriate response from the drop-down list.

1. Good throughout
2. Fair (part of the year)
3. Poor throughout the year
- 4.

**Q10. If there are no tarred/gravel roads, how long does it take from this village to the nearest tarred/gravel roads?** Ask the respondent the time it takes to the nearest road network (Time in minutes) and record the response.

**Q11. If there are no natural/earth surface, how long does it take from this village to the nearest tarred/gravel & natural/earth surface roads?** Ask the respondent the time it takes to the nearest road network (Time in minutes) and record the response.

**Q12. If there is community water supply in this village, which company or department supplies water listed below?** Ask the respondent the water company which supplies water to the village and select the appropriate response from the drop-down list. (*type 00 if the service is no there*). Indicate name of supplier.

1. Piped water community supply
2. Public borehole
3. Public Well

**Q13. Are there village water committees established in this village?** Ask the respondent if there are village community committees and select either “Yes” or “No” from the drop-down list. If yes, state the number

### **Electricity Service**

**Q14. Is there electricity supply in this village?** Ask the respondent if the village has electricity and select either “Yes” or “No” from the drop-down list. 1-Yes 2-No

**Q15. Are there any credit institutions/Groups or Cooperative societies in this village?** Ask the respondent if there are credit institutions in the village and select either “Yes” or “No” from the drop-down list. (*If NO go to Next Q 17.*)

**Q16. What are the Types (s) of the credit institution/Groups or Cooperative societies?** Ask the respondent the type of the credit institution and select from the drop-down list below.

### **Types of Credit Institution**

1. Commercial Banks
2. Government
3. Cooperative Credit
4. Money Lenders
5. Family or friends
6. Input supplier
7. Self-help group
8. Other sources

### **Source of Employment**

**Q17. What are the types of job opportunities in this village?** This is a multiple response question. Select from the drop down list all that apply.

1. Weeding
2. Shearing
3. Tree pruning
4. Planting
5. Applying pesticides
6. Herding
7. Mining
8. Construction
9. Fatofato (PAP) poverty alleviation programme
10. Other (Specify)

### **Land Tenure**

**Q18. What is the most common form of land tenure for people living in this village?**

1. Inheritance

2. Form C
3. Leased
4. Title Deed

### **Village Programmes and Services**

**Q19. Are any of these development projects present in this village?** Select the appropriate response from the drop down list. If there are no development projects in the village, skip to Q22.

1-Yes

2-No (**Skip to Q22**)

- 1= Water provision
- 2= Infrastructure (roads, markets, bridges)
- 3= School/classroom construction
- 4= Other school related
- 5= Health related (e.g. Vaccination)
- 6= Demonstration garden
- 7= Livestock improvement
- 8= Poultry and birds
- 9= Improved varieties/new crops
- 10= Improved Agricultural techniques
- 11= Environmental
- 12= Agriculture Shows
- 13= Electricity Schemes
- 15= Other (Specify)

**Q20. Were any of the listed projects implemented in the community in the past 12 months?** For each project, select the appropriate response from the drop down list. Either 1-Yes or 2-No.

**Q21. Did the project address the needs of the community?** Select the appropriate response from the drop down list.

1-Yes

2-No

### **Other Agric. Services**

**Q22 Do you have an area equipped for irrigation?** Select the appropriate response from the drop down list.

1-Yes

2-No

**Q23. Do you have irrigation facilities in your area?** Select the appropriate response from the drop down list.

1-Yes

2-No

**Q24. Do you have facilities for maintaining agricultural machinery in this village?** Select the appropriate response from the drop down list.

- 1-Yes
- 2-No

**Q25. Do you have existing farmers' associations or cooperatives or any other providing support and services to the farmers?** Select the appropriate response from the drop down list.

- 1-Yes
- 2-No. *If yes, specify the type of association.*

**Q26. Are there any agricultural extension services available in your area?** Select the appropriate response from the drop down list.

- 1-Yes
- 2-No

**Q27. What type of natural disaster is the community prone to?** Select all the appropriate responses from the drop down list.

*(Multiple response)*  
*If none, record 00.*

- 1. Strong winds
- 2. Floods
- 3. Hail
- 4. Snow
- 5. Droughts
- 6. Pests

**Q28. Are there any agricultural related reported crimes?** Select the appropriate response from the drop down list.

- 1-Yes
- 2-No

## References

1. FAO (2017): World Programme for the Census of Agriculture 2020: VOLUME 1: Programme, concepts and definitions, Rome.
2. FAO (2018): World Programme for the Census of Agriculture 2020: VOLUME 2 Operational guidelines, Rome.