

Appendix 4:

a. Recommendations and warnings to Team Leaders to be given to enumerators:

1. You are required to be available to your enumerators, check around, give help and check and correct mistakes of surveys as soon as enumerators give them to you.
2. If you are requested to do the PAs survey, as soon as you have done it go back to your enumerators and check their job: **your supervision is essential for the quality of data and for research results.**
3. As you know 2 teams per day are interviewing HCS project participants in Project PAs, one team will interview non-project participants in project PA and a third team will interview non-project participants in non-project PAs. Some farmers might try hide their participation to HCS project with the hope to get more seeds if they had received none from HCS or other NGOs. **In case your team is interviewing project participants, farmers should answer YES to HCS participation in table 3.1.** If they come up with a NO answer try to ask them in a different way. For example: did you get any seeds from HCS? Did you get any technical advice from HCS?

In addition, every morning HCS survey coordinator will tell you the name of HCS extension person in every PA you are visiting. If the farmers answer NO to HCS participation, try to ask whether they know HCS extension guy (once you know his name) and whether they got anything from him. During the pilot phase the 2 teams that were interviewing project participants came up with various NO answers to HCS participation, but when they went back and asked again in a different way, using the extension guy's name or enquiring more: in 95% of the cases they came up with a positive answer.

4. Questions related to assets ownership, land ownership and other “delicate” ones are sometimes tricky. Therefore try to ask these questions twice rephrasing them in a more indirect and diplomatic way.
5. If YOU go over the checklist carefully, problems should be sorted out in the survey.
6. However these are the most common mistakes to which you should pay particular attention and explain to enumerators in your team:
 - a) Pay attention to instructions given in questions. *All the instructions are underlined and in bold italics. These are directed to enumerators and should be carefully read in order to get good data and to fill the questionnaire in a proper manner.* Enumerators and Team leaders are requested to use the enumerator guide that is a very useful tool and should be carefully respected in filling the survey.
 - b) → Means go to. If instructions are not read these arrows are frequently missed and questions not skipped as suggested. Whenever they find something like: i.e. **question n. 5. 0=NO→9**, it means that if the answer to the question n. 5 is no, the enumerator should skip questions 6, 7 and 8 and ask directly question n. 9. Then continue with the remaining.
 - c) Many of the single box/cell (question n. 1 in tables 3.1, 3.2, 3.3, 6.3 and 6.4): are left blank: they should be filled. With a 0 if the answer is NO (and in this case the correspondent table downstairs will be empty) with a 1 if the answer is YES (and in this case the correspondent table downstairs should be filled).
 - d) **Table 5.1 is about Crops not about varieties.** These are easy to confuse is due attention is not paid. We are asking about crop in this table not about variety. Therefore the crop code from the code sheet should be used to list crop names and not the variety codes. So sorghum is 1, wheat is 2, maize is 3 and so on.
 - e) **Table 5.2: It is just about SORGHUM and Table 5.4 is just about WHEAT. To fill the table properly we suggest to compare 5.2 to table 5.1 to 5.2 and 5.4 to 5.1.** If in table 5.1 the farmer said in plot 1 has sorghum and in plot 2 wheat and chat, in table 5.2 you should find sorghum varieties for plot1, and in table 5.4 wheat varieties for plot 2.

- f) During the pilot phase, many mistakes were made in filling in table 5.2 (and in table 5.4 in case of wheat). Question 4 asks the total quantity of seed sowed (i.e. 10 kg). In the following questions we want to know the sources of the seed sowed. For these 10 kilos which were the sources? How much came from seed retained? For instance all 10 KG were retained. Next question (n. 6) asks how much of the seeds sowed had been purchased. (In this example, since the answer to question n. 6 is 0, the questionnaire asks to go (→) to question n 9. Thus question 7 and 8 should be left blank). Finally we want to know how much of the seed sowed came from other sources than retained and purchased. (Again in this example question 9 (how much of the seed sowed came from other sources than retained and purchased) will be 0 again and at this point the questionnaire ask to go to the last column and skip 10 and 11 to check the sum. What you should check is that Total seed sowed (quest. 4) is equal to how much of the seed sowed had been retained from previous year (quest. 5) + how much of the seed sowed had been purchased (question 6) and how much came from other sources other than those just asked (question 9).
- g) **Tables 5.3 and 5.5 A and B: TOTAL NUMBER OF PERSON DAYS.** Some mistakes have been made in compiling this table. The question inquires about the total number of persons' labor, including the farmer, that were required for land preparation (5.3 A and 5.5. A) and for planting (5.3 A and 5.3.B). Land preparation as well as Planting may take more than one day and the same number of persons may not work everyday. To calculate the **total person days** you need to know how many days were worked and the total number of persons each day. For example, it is possible that 2 persons worked the 1st day, 3 persons worked the 2nd day and 1 person worked the 3rd day. This would make 6 person days: 2 persons days+3+1=6. Next 2 questions ask about how many persons days were paid and how many came from family or unpaid labor. Thus the N. of adults (men or women) or child used (either paid or family or unpaid) should coincide with the total number of person days written at the beginning.
- h) **Table 6.1 and 6.2 .** Question 14 on the second page asks the source of seed sowed. If **only retained** only questions 21-23 should be answered and skip 15-20; if all seeds are from a **new source** questions from 15 to 20 should be answered and 21-23 should be left blank. Finally if HH planted seeds **from both sources (retained and renewed)** all questions from 15 to 23 should be answered.
- i) **From question 9 and ahead of tables 6.1 and 6.2 we are referring to seeds and not to varieties.** In particular question 12 asks why did the farmer renew the seed of that variety. From time to time, farmers need to renew the seeds of each variety for different reason. For instance because they get contaminated with other varieties, because of disease or low yield etc. Therefore, we would like to know if they needed to do this, why and from what source. This question asks whether, since first getting the variety, the farmer has ever renewed or replaced this variety from a source other than their own harvest. Note that we are talking about renewing or replacing seeds of the same variety and not switching from one variety to another. Similarly, question 13 explores what is the primary source the farmer has used to renew or replace his/her seed for this variety.
- j) **Question n. 14 in table 6.1 for sorghum and question n. 14 in table 6.2 for wheat should respectively match with source of seeds as in table 5.2 for sorghum and 5.4 for wheat.** So if for example the farmer said he planted 10 KG of variety A of sorghum in question 4 of table 5.2 of which 5 kilos were retained from previous planting season (as reported in question 5), 5 Kg were purchased (as reported in question 6 and consequently the number on question n. 9 should be 0), we should have a code 3 (which means seeds planted are partially new and partially retained from previous season) in question 14 of table 6.1. Other example. If the farmer said he planted 10 KG of variety A of sorghum in question 4 of table 5.2 of which all 10 Kg were retained from previous planting season (as reported in question 5), 0 Kg should have been purchased (as reported in question 6) and 0 kg should have been got from other sources (as from question n. 9). In this case we should have a code 2 (which means seeds planted are only retained) in question 14 of table 6.1.

b. Common mistakes:

- **Cover page:**
Use only 2 of the farmer's names: You should use 3 up to the grandfather;
Use Ethiopian Time which is 6 hours different: you should use western one
Use Ethiopian Calendar for date: you should use the Gregorian one that is 2002. So 24th august 2002 will be 24/08/02
- Tables 2.1, 2.2, 2.3, 2.4, 3.4 and 6.5 are usually not entirely filled. Use zeroes when HHs do not own assets do not leave cells blank. These tables should be entirely filled.
- Tables 3.1, 3.2, 3.3, 6.3 and 6.4 start with a question for which the answer can be yes or not to be coded in the correspondent cell. Many enumerators did not write down the answer but just filled in the table if it was yes or skipped the table if it was no. Those little cells should always be completed. Thus if you have a 0 (for no) in that cell the table should be left blank, if the answer is yes you should have a 1 in the cell and the table should be completed.
- In table 3.1, 3.2 and 3.3: if more than one member of the HH participated with the group or association you should use different rows (one for each member) and not the same row for more than one member.
- Check as required in table 4.1, 4.2 and 4.3 (for rented plot) and in the last column of table 5.2 and 5.4.

Table 5.1:

- Use of variety code rather than crop codes: We are asking about crop in this table not about variety. Therefore crop codes should be used instead of variety code. So sorghum is 1, wheat is 2, maize is 3 and so on. Plot blocks contain 3 rows, if one plot has more than 3 crops use the next block and use the same crop code in the first column.
- From question 5: if crop is perennial go to 6 answer and then go to next line (i.e. skip 7,8 and 9). If crop is annual, skip 6 and go to 7 and continue with 8 (if crop has failed) and finish with 9.

Table 5.2: It is only about SORGHUM and Table 5.4 is only about WHEAT:

- Some enumerators referred to all plots again and collected variety information for all crop. In table 5.2 we just want to know about sorghum and in table 5.4 about wheat.
- Check that the total KG of seed sowed adds up with question n. 5 (retained) 6 (bought) and 9 (other sources). Pay attention to what to skip: if the answer to question n. 6 is 0 you should skip question 7 and 8 and ask 9. Here again if the answer is 0 you should skip 10 and 11 and go to the last column to do you check.
- Sometimes timmad have not been converted to Hectares or local measures of weight into KGs, particularly in Tables 5.2 and 5.4.
- Missing to specify the type of crop or variety when the code used means other not coded crops or varieties.
- **Tables 5.3 and 5.5 A and B**
- Sometimes the number of person days in question 3 of Tables 5.3A and 5.5A does not match the person days reported in questions 5 and 6. Similarly the number of person days in question 2 of Tables 5.3B and 5.5B does not match the person days reported in questions 4 and 5.
- **Table 6.1 and 6.2**
- Answer to questions 15-20 in case seeds were just retained. Question 14 on the second page asks the source of seed sowed. If only retained you should answer only

questions 21-23; and skip 15-20; if all seeds are from a new source you should answer from 15 to 20 and leave 21-23 blank. Finally if HH planted seeds from both sources you should answer all questions from 15 to 23.

- **Table 6.5: Rainfall Pattern**
- Many did not provide/code answers related to Belg rainy season.