



FAO Standard Seed Security Assessment

INSTRUCTIONS FOR ENUMERATORS

- Write clearly with a ball pen;
- Don't use signs which are not common known or foreseen;
- Don't read out the different options / possibilities given and codified in the questionnaire, leave the respondent to give his options, unless asked specifically for a specific question;
- Cycle around the number of the code in the response list of the questionnaire, this facilitates the data entry staff in seeing the selected number (code);
- If the respondents wants to change his response or modify; then bar the encircled code with a double cross and encircle the correct code; or if numeric information bar the firstly written number and write the correct number aside;
- The enumerator has to make sure that all the questions are addressed to the respondent. There are different options in case he doesn't want to respond as follows: don't know (DK), no response (NR), don't want to answer (DWR) or not applicable (NA).
- All the sections of the questionnaires are important and have to be addressed;
- The questions should be made along the sequence given in the questionnaire and not jumping from one sector to another and going back to an earlier section;
- The responses are directly written into the paper format of the questionnaire. It is not permitted to write them first into a notebook and thereafter transfer the information into the questionnaire. Observations, remarks, inconsistencies can be recorded in a notebook or on the backsides of the questionnaires;
- Don't use abbreviations, except the common used standard measurements units (kg, ha, grams, liters, etc.)
- All the given cells in a table have to be filled in order to have the complete information gathered, except the question is on a specific respondent not applicable, then please mention this fact;
- The enumerator and the supervisor should have the commitment to bring the data gathering to a successful end and that the results and the conclusions drawn afterwards depend mainly on the quality of the data gathered. Nothing which is asked is not needed or less important and the interview has to be conducted as instructed in the training sessions.
- The indications received have to be followed closely. If not applicable request the supervisor to give you an alternative solution / method, this applies also to the selection of the households of be interviewed. The coordinator or lead person of the survey or the study has to be consulted in case modifications are needed to be made and only with his green light implemented.
- The enumerator has to crosscheck the questionnaire before leaving the homestead of the respondent, in order to make sure he obtained all the required information;
- Thereafter the questionnaires, at the end of the day, have to be presented and again verified together with the team leader or supervisor; He decided if the questionnaire is useful and is retained or if it has been replaced by another interview. There is also the possibility to correct or rite clearly the responses if not readable at that moment;
- All the gathered data is treated strictly confidential. They can't be disseminated neither by the enumerator, team leader or supervisor. The information / results are only disseminated once the whole report has been finalized or preliminary information can be shown through a presentation to the interested stakeholder.