



## FAO Standard Seed Security Assessment (SSA)

### ENUMERATOR GUIDELINES FOR SSA (example)

#### 1. Introduction

These guidelines are for Seed Security Assessment (SSA) data collectors (enumerators) at household levels. The main purpose of the SSA is to understand the seed security situation of the community at household levels in the target locations. This will allow effective programming for appropriate measures needed to mitigate any seed insecurity problem identified during the assessment. .

These guidelines will help you in conducting successful SSA interview with selected households. The Seed Security assessment (SSA) is designed by FAO and the field work (interviews) conducted by the different implementing partners of the project. The implementing partners, who hired you to do the field work, are responsibility for all contractual arrangements of the data collectors (enumerators).

#### 2. Preparation for Interview

Before you head to the field you should understand clearly the purpose of the SSA and know exactly the required information of the questionnaire. You should make all necessary preparation as far as possible before hand work plan, etc. to make your work in the field easier and enable you to concentrate to get the correct information. It will be beneficial to you to take care of following points:

- You should try to know as much as possible about and type of settlement in the target location prior interview. For this you should contact a knowledgeable person in the area (eg. ward leader, lead farmers, focal point, etc.)
- Prepare a daily plan to conduct interview and have all needed material for it (enough questionnaires and some spare as well as pens and pencils, raincoat, umbrella, hat, drinking water, sweater, etc.) and how to carry it.
- Think about appropriate time for conducting the interview in a given socio-cultural set up. Where there is no socio-cultural barrier, interview can be conducted between 08:30 and 16:00 hours. Ideally, interview with a single household should take not more than 60 minutes on average.
- Understand and practice administering the questionnaire. A clear understanding questionnaire terminology helps you in conducting successful interview. Use the language best understood by the interviewee, and use easy-to-understand terminologies.

#### 3. Some characteristics which you have to keep in mind over the whole survey

1. You should be open minded, interested into the livelihoods and farming/seed system of the target population as well as having some background knowledge on the area where you will work.
2. To make your work more easy in the field, you have to remain polite, respectful, patience, devoted to the work (conditions are sometimes not easy) and be friendly to the surrounding population.
3. With the received training and briefing, and the support of the supervisor you should be technically capable. At the same time you should be practical and result oriented and capable to make some decisions if needed.
4. It is your responsibility to find a way to open the door towards successful interview with the respondents. This needs some Socio-cultural sensitivity, modesty and openness. As mentioned earlier, patience pays, especially where the respondent is not cooperating easily or not behaving properly. To facilitate this you should clearly explain the purpose of study and

assure them that information collected will be only used by the organization (FAO, NGO etc) for the programming purpose.

5. In case the respondent is not willing to be interviewed, don't put unnecessary pressure on him. Give him the thanks and leave the place. Thereafter you have to look for the replacement but also inform your supervisor as soon as possible.
6. At the same time you have to speak a language which is at the level of the beneficiaries. Please try to conduct interview in their mother tongue or convenient language which they understand easily

#### 4. Conduction of interview

- Your visit to a household should start with a short introduction and explain about the purpose of the visit. See the example of a introduction:

“Good morning! My name is ..... (If necessary show your identity card).  
I am a data collector (enumerator) for ..... (Name the organization e.g. FAO) and we are conducting this survey in collaboration with ..... (Name of implementing partner).  
You have been identified as a respondent from this location (village). I will ask some questions and we shall discuss issues relating to your households, faming and seed security, and any seed related assistance you got in the past few years. We would only make the best use of the information when it is accurate and precise. All the information we are asking is only related to your households, and will be only used by ..... (Name the organization e.g. FAO, NRC, VSF) and relevant organisations and institutions. The information can be kept anonymous if requested.
- Be polite and behave simply and modest to respondents
- If you think that response is not clear, repeat the question and try to clarify the answer
- Whilst taking interview, you might have to discuss on unrelated matters but you should always remember about your purpose and task.
- Ask question serially
- While noting down the answer, if it is not correct and needs to be corrected the already highlighted option should be crossed and the correct option cycled or written.
- Clearly write numbers such as 1 and 7, 4 and 9. This is where most of the confusions are made during the data entry process. Keep in mind that different persons (supervisor, data entry staff, controller, etc.) will further use your questionnaire. Therefore, make it as clearly as possible, and remember it is also a feedback on the professionalism of your work.
- If the respondent does not understand the question, then try to clarify the question by asking the same question with different words or asking additional questions.
- Do not ask leading questions. Don't ask questions which leads only to a No or Yes answer, unless requested so in the questionnaire. For examples: "Is it true that you don't have enough seed in this area?" In this case it would be better to ask; "which the possible sources are of seed in this area it". In the first case he/she will answer with yes in the second case he will make a list of the different seed sources.
- Even if you know some answer, you should not ask questions being pre judicious. It is only the farmers to say the answer and you only probe where the answer is not clear or not convincing. You job is to ask, probe and record.
- In some cases observations (looking around the homestead) allow you corroborate (cross check) the information received. For example if the respondent says the household has no livestock and you see some chickens and goats tied around, it would be a good ground to probe further.
- Even when you notice the respondent has given wrong information, don't let him know but find the way that he can still correct it. He has to feel like there was an involuntary mistake.

In case he feels threaten or seen as a liar he will most probably terminate the interview sooner or later.

- You should behave neutral and with a neutral expression in your face. You should not show your agreement or disagreement to some of his answers.
- Listen carefully and pay attention to the answer, as the respondent may give a lot of information at the same time and you have to find the proper answer. Repeat the question if you didn't get the point clearly.
- The respondent may not answer some questions. In such case you have to put assistance questions to clear the respondent or skip the question if he doesn't want to give the answer. Never write an answer in this case; what you think would be the correct one, better a empty space than a wrong information.
- If quantitative information is requested, please write down exactly the NUMBER and UNITS which the respondent has given to you, the conversions into standard units will be done during the data entry process or the enumerators at the end of the day.
- Write all information provided during interview including name of enumerators, location, district, etc. Before concluding the interview, check whether all the questions are filled and whether you have clarified some issues.

#### **5. Review of filled questionnaire at the end interview**

After accomplishment of the interview, spare some 5-10 minutes to quickly go through the entire questionnaire. Consider checking the following points:

- Whether all the questions are filled, and answers are readable and clear
- Are there questions left behind for filling or need clarification? – sought clarification immediately before you leave the household.
- Is there any mistake whilst having quick view? If you found inconsistencies, correct it immediately, as far as possible. Do this only if you can still remember the answers.

#### **6. Submission of the day's questionnaire to the Supervisor for quality control**

After the day's work, all questionnaires filled the enumerator is submitted to the supervisor for quality control. Review of the questionnaire by the questionnaire by the supervisor in the presence of the enumerator.

- The supervisors should check the questionnaire thoroughly.
- The supervisor should cross check the questionnaire by being present during some of the interviews conducted by each of the enumerators he supervises.
- The cross-check will be done by supervisor by comparing filled questionnaire and the answers given by the respondent.
- Enumerator should check the questionnaire and make corrections, before submitting to the implementing partner or FAO as agreed beforehand.
- While noting down the answer, if it is not correct and needs to be cancelled the selected option then the enumerator should cross four times the wrong option - which is to be cancelled, and clearly circle the new correct one.
- Clearly write numbers such as 1 and 7 , 4 and 9
- Everybody should think that the data will be further used and there are further means to verify the data's' correctness during the further processing
- The supervisor should make sure that conversions of all local units to standard units are known.