50x2030

INTERVIEWER MANUAL TEMPLATE

CORE-AG Post Planting

(Household Sector)

FEBRUARY 2025

This example manual corresponds to the CORE-AG PP questionnaire template for the household sector (version 5).

Users are reminded that the content of this manual must be modified in sync with any modification to the questionnaire (questions, numbering) and local context (key definitions, protocols, etc.).

Throughout the document notes for users drafting the final survey manual are indicated in curly brackets – {like this}. All such notes should be addressed and removed from the manual before it is made final and shared with field teams for survey implementation.

Introductory or generic sections that are identical across the enumerator manuals for other relevant instruments are highlighted in gray to facilitate updating.

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# Introduction

The Core Agricultural Questionnaire (CORE-AG) is part of the 50x2030 Initiative to Close the Agricultural Data Gap (50x2030 Initiative). It is expected to be administered annually to agricultural households and holdings in the non-household sector. Though it is called an agricultural survey, in addition to collecting information on standard agricultural activities (farming of crops and trees, raising livestock), it will also collect information on maintaining fisheries, and forest foraging activities.

The 50x2030 Initiative survey system is a modular, integrated program, whereby key agricultural data, namely production, is collected on an annual basis, while more in-depth agricultural data is collected every three years with an eye for *understanding*, not only monitoring, agricultural systems.

The CORE-AG is divided into two questionnaires – Post-Planting and Post-Harvest, to be administered at different time periods during the agricultural season. Both modules collect data on the major components of agricultural production – crop, livestock, aquaculture, fishery, and forestry production. For the household sector, the CORE-AG questionnaire contains a limited set of key demographic information such as gender, age, marital status, and education of household members.

{To be revised and completed on a survey-by-survey basis}

# Description of the Survey

The CORE-AG questionnaire is the key instrument of the 50x2030 Initiative’s survey system. The CORE-AG is organized into two questionnaires, one to be administered post-planting, and one post-harvest. Each module is divided into sections. This manual covers the post-planting module (CORE-AG-PP). The post-planting module will focus on collecting basic information about the household and its land holdings, as well as detailed information about agricultural (crop) activities. Table 1 summarizes the topics covered by each section.

Table 1. Overview of Core Ag-PP Sections administered in the post-planting visit

|  |  |  |
| --- | --- | --- |
| **Topics and Questionnaire Sections** | **Level of Data Collection** | **Reference period** |
| 0A Interview Cover | Household | Time of interview |
| 0B Identification of the Holding | Household | Time of interview |
| 0D Record Keeping | Household | Past 5 years |
| OC. Household Member Roster | Household | Time of interview |
| 1. Agricultural Parcel Roster and Details | Parcel | Agricultural season |
| 1. Plot Roster and Details | Parcel-Plot | Agricultural season |
| 1. Crop Roster (planted crops) | Parcel-Plot-Crop | Agricultural season |
| 4 Seed and Plant Use | Crop | Agricultural season |
|  |  |  |

{If other survey modules will be administered together with CORE-AG, add them to this table}

## The survey sample

The {name of survey/project} is being carried out by {name of organization} and is designed to be representative of the agricultural population. The total scope of the 50x2030 survey system includes agricultural households and agricultural holdings[[1]](#footnote-2), but this particular instrument is focused on agricultural households. That is, the information collected from the survey households will be used to estimate the characteristics of households with agricultural activities residing in {Country}. This is made possible by selecting sample households through the use of random selection procedures.

Our ability to use this survey to estimate characteristics for the population of {country} as a whole is dependent on a random selection of survey households from a list of all eligible households in each enumeration area (EA). Agricultural holdings in the non-household sector will be subject to a separate questionnaire, allowing for a full picture of the agricultural sector in {country}.

The total number of EAs selected for this survey is XXX, with XXXX households to be interviewed in all. For each EA, the field team will have a list of XX households, X of which will serve as possible replacements, should any of the originally selected households be unavailable for the interview for various reasons. Households CANNOT be replaced without a valid reason. Always try to interview the original households by exhausting all your means to locate or convince the household to participate without jeopardizing the quality of the data (more on this in the following sections).

{Revise and add information as appropriate for the specific survey.}

# Listing & Household Selection

{Include this chapter ONLY IF the listing will be done by the same team as the household interviews}

## Listing Guidance

{include as appropriate for the specific survey}

{The following subsections provide example guidance on protocols for inclusion as well as sub-populations that are excluded from the survey population. Modify if needed to conform to official protocols and definitions within the survey/country context.}

## Inclusion in the Survey

Only those households that have been selected for inclusion in the survey, via the listing process, can be interviewed. In addition, the cover page of the questionnaire will confirm whether the household has been engaged in crop and/or livestock activities in the relevant period, which is a key criterium for inclusion in the survey.

A ***household*** may be either a person living alone or a group of people, either related or unrelated, who live together as a single unit in the sense that they have common housekeeping arrangements – that is, share or are supported by a common budget. A standard definition of a household is “a group of people who live together, pool their money, and often eat at least one meal together each day”. It is possible that individuals who are not members of the household may be residing with the household at the time of the survey. In most cases, but not all, someone who does not live with the household during the survey period is not a current member of the household. The definition of who is and who is not a household member is given below.

It is important to recognize that members of a household need not necessarily be related by blood or by marriage. On the other hand, not all those who are related and are living in the same compound or dwelling are necessarily members of the same household. Two brothers who live in the same dwelling with their own wives and children may or may not form a common housekeeping arrangement. If they do not, they should be considered as two separate households. In addition, any person not residing in the household more than 6 months would not be considered as a household member {to be revised based on national definition as needed}.

It is important to understand the distinction between *family* and *household*. The first reflects social relationships, blood descent, and marriage. The second is used here to identify an economic unit. While families and households are often the same, this is not always the case. You must be cautious and use the criteria provided on *household membership* to determine which individuals are a part of each household.

In the case of polygamous men and extended family systems, household members may be distributed over two or more dwellings. If these dwelling units are in the same compound or nearby (and necessarily within the same EA) and they have a common housekeeping arrangement with a common household budget, the residents of these separate dwelling units should be treated as one household.[[2]](#footnote-3)

The ***head of household*** is the person commonly regarded by the household members as their head. The head would usually be the main income earner and decision maker for the household, but you should accept the decision of the household members as to who is their head. It is possible that some households may have co-heads of household (e.g., two or more income earners who *jointly* make decisions on behalf of the household) – in such cases, either one, but only ONE, can be designated as the head of household (i.e., primary respondent) for the purposes of this survey. If more than one individual in a potential household claims to be the SOLE head or if individuals within a potential household give conflicting statements as to who is the head of household, it could also be possible that you are dealing with two or more households, rather than one. In such cases, it is extremely important that you apply the criteria provided to determine which individuals have membership in the survey household.

## Exclusion from the Survey

The following types of people are not eligible for inclusion in the household survey:

* All people who live outside the selected EAs, whether in urban or rural areas.
* All residents of dwellings other than private dwellings, such as prisons, hospitals, and army barracks.
* Members of the national armed forces who reside on a military base. (However, if such individuals reside in private dwellings off the base, they should be included among the households eligible for random selection for the survey.)
* Non-national diplomats, diplomatic staff, and members of their households. (However, note that non-national residents who are not diplomats or diplomatic staff and are resident in private dwellings are eligible for inclusion in the survey. The survey is not restricted to nationals alone.)
* Non-national tourists and others on vacation in the country.

# Team roles & enumerator responsibilities

## Roles

There are {XX} field teams. Each field team has {X} enumerators, a team supervisor, and a driver. You, as one of the enumerators, are the critical foundation for a quality data set that will be used in analysis for policy decision-making.

Each field team will be responsible for conducting interviews in roughly {xx} enumeration areas (EAs). The teams will not leave a given EA until all questionnaires are completed by enumerator; checked for consistency by the CAPI application, the field supervisor, and the NSO management; and any call-backs to fix major issues within a questionnaire have been made.

### Enumerators

You will work with your supervisor to locate farming households that are assigned to you and to obtain permission from those households to conduct the survey interviews. For each household you will conduct the interview while filling in the questionnaire on the CAPI tablet. Before finalizing/completing the questionnaire, you will check to confirm that all errors flagged by the CAPI application have been addressed and that any and all relevant notes have been recorded in the comments section. Before submitting the questionnaire as final, take time to go through it carefully to confirm that all information recorded is accurate and that all parcel and plot tracks linked to the households are saved correctly (this is discussed in more detail in the GPS section below). Finally, once the questionnaire is submitted you will work with your supervisor to sync your tablet with the system so that the data is uploaded in a timely manner, thus allowing supervisors and management to do their jobs accordingly.

### Team Supervisors

Your work will be closely supported by a team supervisor who will be responsible for assigning your work and assisting you in solving any problems that you may encounter during the administration of the survey. They will review each questionnaire once it is completed and submitted; should there be any issues, supervisors will return the questionnaire to you for follow-up; otherwise, they will approve the questionnaire and submit it for headquarters/management review. {Indicate if team supervisors are responsible for conducting any interviews themselves.}

### Field Coordinator

The field coordinator will work closely with supervisors and the survey management team to ensure field work is implemented as smoothly as possible. They will coordinate with the team supervisors on EA assignments, community introductions and interview permissions, logistical planning, and field staff issues.

### Survey Management Team

The survey management team (headquarters) will process and review questionnaires that are submitted and approved by the team supervisors. They will monitor the progress of fieldwork and conduct some initial data analysis as data is submitted – both of which may lead to updates in protocols, procedures, or training guidance.

## Interaction with Households & Respondents

Although the questionnaires have been carefully designed to be implemented as they are, successful interviewing is an art and not a mechanical process. Each interview is a new source of information and your last field interview should be treated with the same interest and attention as your first one. Although the art of conducting interviews develops with practice, there are basic principles to follow regarding how to build rapport, conduct interviews etc., which are detailed here and will be practiced throughout the training period. Some of the essential and necessary attributes of a good enumerator are politeness, patience, and perseverance – ‘the 3 Ps’.

* *Politeness* is best expressed as the practical application of good manners. The goal is to make all parties relaxed and comfortable with one another. Because politeness is a cultural phenomenon, what is considered polite in one culture can sometimes be quite rude in another culture. Enumerators should be aware of this as they visit different regions of the country and must seek to establish a positive relationship between all parties involved in the survey process.
* *Patience* is the state of enduring under difficult circumstances which can mean perseverance in the face of delay or provocation, not acting on annoyances in a negative way, especially when faced with difficulties.
* *Perseverance* means to maintain effort despite difficulties encountered. It implies steadfastness, unremitting continuance in spite of problems or challenges faced, not giving up easily.

### Approaching the Dwelling

Approach the dwelling by what appears to be a well-used entrance. Do not straddle fences or any other property boundaries. When in doubt, ask locals or neighbors how to reach the next dwelling unit. Try to arrive when the respondent(s) will not be too busy to answer questions. This means that, whenever possible, avoid arriving for the first time at the selected household during inconvenient times of the day, such as mealtimes, too late in the evening, or too early in the morning.

### Make a good first impression

Always do your best to make the respondent feel at ease on your first visit. With a few well-chosen words you can put the respondent in the right frame of mind for the interview. Start with a smile and greetings and then proceed with your introduction as specified on your questionnaire. An introduction of yourself, the organization you are representing, the purpose of your visit, and what you are requesting from the respondent should all be briefly articulated to the respondent. You must be well versed in the local traditional forms of greetings, especially in rural settings. Avoid mumbling and waffling. Make sure that the respondents do not confuse you with others who might be visiting households for other reasons such as malaria campaigns, government programs, other surveys.

If a respondent refuses to be interviewed, always remain calm and polite. If the initial refusal is not hostile, and if it is possible to continue chatting with the respondent without exposing yourself to potential harm, use the 3 Ps (Politeness, Patience, and Perseverance) to understand their reservations in participating and to see if you can address it with the information you have been provided with during this training. If the respondent still refuses, record the refusal reason(s) and inform your supervisor, who will take an appropriate next action.

Remember that sometimes the first impression you make will be before you arrive at the household. Conduct yourself respectfully and professionally at all times when you are in the field and visiting each enumeration area.

### Be positive and assertive about your presence

A positive attitude increases the chances of gaining cooperation from respondents. Never be apologetic for your presence and avoid saying things such as, "*Are you too busy*?" "*Would you spare a few minutes*?" or "*Would you mind answering some questions*?" Such questions are inviting refusals even before you start. Also avoid saying "*I would like to ask you a few questions*" or *"I would like to talk to you for a few minutes.*" Though these sound more assertive, such statements dimmish the purpose of your visit and may mislead the respondent regarding the importance of the interview, thus also inviting refusal more easily. You should proceed as follows:

*“Hello, I am (Name) from {ex: the National Bureau of Statistics (NBS)} and I am here to collect data for the {survey name}, as a follow-up to the previous visit. All the data collected in the Survey is strictly confidential and will be published in aggregated form where personal information of the individual such as names and addresses will not be recognized.”*

### Establishing Rapport with the Respondent

The enumerator and the respondent are strangers to each other and one of your main tasks is to establish rapport. The first impression a respondent has of you is formed through your appearance. The way you dress, your voice, gender, and age may determine whether your interview is successful or not. Several refusals in a row might affect an enumerator’s ability to approach the next household. Since the respondent and enumerator interactions determine the decision of the respondent to cooperate or refuse, please dress neatly and simply. As noted above, a positive attitude enhances the chances of gaining cooperation from respondents. The enumerator should assess each situation and tailor his or her approach based on prior information provided by the respondent, perhaps obtained at the initial contact.

Always carry your official identification card with you so the respondent knows you are coming from the NSO and can be comfortable that your visit is authorized. You can also let the respondent know that you will be responsible with the information they provide:

* It is essential that you stress the confidentiality of all responses. You should never mention other interviews or show completed questionnaires to other enumerators or supervisors in front of a respondent or any other person.
* Avoid the presence of persons other than members of the household during the interview. The presence of third parties and non-household members during the interview may prevent you from getting honest and frank responses from the respondent. It also violates the rule of confidentiality. It is necessary that the interview is conducted as privately as is possible. A tactful attempt should be made to excuse third parties.
* Answer any questions from the respondent frankly. The respondent may ask a few questions before agreeing to be interviewed, or before providing more sensitive information. Be direct and pleasant and display your knowledge and understanding of all aspects of the questionnaire and the survey.

# Administering the Questionnaire

This chapter gives you important information on interviewing respondents and completing the household questionnaire, and should be read carefully so that you are familiar with the formatting conventions in the questionnaire, how to administer the questionnaire and conduct interviews, etc. The next chapter addresses specific questions in the questionnaire, section by section.

**Please note that some of the instructions below pertain specifically to the paper questionnaire. Although the survey will be implemented using CAPI, it is essential that you understand the content of the questionnaire and the overall flow of the questions and modules before transitioning to CAPI.**

## Tips on Conducting the Interview

a) *Be neutral throughout the interview.* People are generally polite and may give answers they think you want to hear. Never allow the respondent to think that s/he has given a right or wrong answer by an expression on your face or tone of your voice. Never appear to approve or disapprove of any of the respondent’s answers. Note that questions are carefully worded to be neutral and do not suggest that one answer is more likely or preferable to another. Failing to read the complete question may destroy that neutrality.

b) ***Never ever*** *suggest answers to the respondents*. For example, "*I suppose you mean that --------, is that right?*" Instead, probe: ask questions in such a manner that the respondent comes up with the relevant answer on their own. If an ambiguous answer is given, probe in a neutral way by asking: *“Can you explain a little more, I did not quite get you, could you please repeat what you said again?”*

1. c) *Do not change the wording or sequence of questions*. The wording and sequence of the questions must be maintained. If the question has been misunderstood, repeat it slowly and clearly. If it is not clear, you may reword the question but without altering the meaning of the original question.
2. d) *Handle hesitant respondents tactfully*. A respondent may say, "*I don't know*", or may give an irrelevant answer, act bored or detached, contradict themselves, or may refuse to answer. Try to regain the interest of the respondent by spending a few moments talking about things unrelated to the interview. In doing so, please avoid engaging in potentially controversial topics or subjects such as politics, football, religion, etc. Confine your conversation to neutral topics such as the weather, agriculture and livestock, comments on the garden, etc. Do not interrupt the respondent or show any signs of impatience (*remember the 3 Ps*) when the respondent is giving irrelevant information or elaborate answers. Listen to what s/he has to say and try to steer her/him back to the original question. Listening is an essential part of two-way communication.
3. e) *Do not form expectations*. You must not form expectations as to what is supposed to be the agricultural activities of the households. Also remember that differences between you and the respondent can influence the interviewee.
4. f) *Do not hurry the interview*. Hurrying the interview may lead to errors in recording responses. You may also get incorrect and inaccurate answers from the respondent if s/he has not fully understood or digested your question(s) or is feeling rushed.

## Questionnaire Translation

The questionnaire is only available in {Specify which language(s)}. If translation into other languages or dialects is needed, it is imperative that the field teams work out translations that fit the local dialects and culture. Where possible, these additional translations should be done during the training and before the commencement of field work. Teams should discuss the questionnaire as a group to agree on appropriate translation of each question into the local language(s).

It is very important not to change the meaning of the questions when you translate them. You should make sure that the way the question is read preserves the sense of the English question, even if it is not an exact word-for-word translation. If you have questions about how to phrase a question, you should ask your supervisor and refer to your notes from the training, where the phrasing of questions in local language will be discussed in detail. {Consider providing an annex of key terms/phrases in local languages.}

## Reading the Questionnaire

The questionnaire has been carefully designed to collect data required for this survey and the wording of the questions ensures that the correct information is being collected consistently across all household and without unintended bias.

When conducting the interview, **read all of the questions, exactly as they are written, in their entirety**. After reading the question, time should be allowed for the respondent to answer. If it appears the respondent did not hear the question, it should be read again, and time allowed for a response.

### FORMATTING

Formatting in the questionnaire is designed to assist you in the interview process.

* *Italics*/**bold**. Parts of the question that should be emphasized to the respondent. Also used as a reminder when the recall period or response level changes.
* ALL CAPS. Indicates parts that you DO NOT read aloud to the respondent. These parts are instructions for you or answer options that ARE NOT to be read out loud.
* Text written in normal sentence case (lower case or small letters) MUST be read directly to the respondent.
* [IN BRACKETS]. In the paper questionnaire, these brackets are used to indicate text that will need to change based on the respondent, item, or time period you are asking about.
  + Example: The household roster instructs you to ask every member of the household, “How old is [NAME] in completed years?” When you ask the question to the respondent(s), for each person, you will replace “[NAME]” with the name of a household member. *“How old is Maria in completed years?” “How old is Juma in completed years?”* And so on.
* Arrows (►). These are referred to as “skip instructions” and indicate which question to ask next given the question asked or answer provided. Depending on the situation, the arrow will indicate another question in the same section; the next person or item on a roster; or another section to administer. In these cases, the questions between the one asked and the one indicated by the arrow are skipped.
  + Example: You have just asked Q4 and the response is NO. The questionnaire indicates “NO …. 2 ►Q9”. In this case, you would Code answer 2, then “skip” to Q9 without asking Q5 – Q8 for this person.
* Brackets and Arrows are not shown in CAPI, as the software automates these tasks. Even so, it is important to understand the flow of the questionnaire as this will help you conduct the interview smoothly. Should you notice brackets or arrows in CAPI please inform your supervisor (as this may indicate an error or glitch in the software or programming).

### ANSWER OPTIONS

* In some cases, to solicit the best/most appropriate response, all of the response options must be read aloud to respondents; in other cases, the best response is obtained by not reading any of the answers and just allowing the respondent to answer spontaneously. In both cases, the question will include an enumerator instruction/note. When the instruction is DO NOT READ RESPONSES ALOUD, wait for the respondent to provide their answer, then record the answer code that best matches the response they provided. If needed, probe for additional information to determine which coded answer best represents the response provided.
* Where there is no specific instruction to DO NOT READ RESPONSES ALOUD, it is generally fine to read the answer options aloud to the respondent.

## Filling in the Questionnaire

Whether conducting the interview using PAPI or CAPI, the following points are guidance on how to complete the questionnaire correctly.

* Record monetary amounts in {*LOCAL CURRENCY (EX: EUROS)}* with no decimal point. Do **NOT** include {*LOCAL CHANGE (EX: CENTS)}*. For any {*LOCAL CHANGE}* amounts, round to the nearest {*LOCAL CURRENCY}*. Do **NOT** write a *CURRENCY* *SYMBOL* before the value.
* For any amounts over 1,000 {*LOCAL CURRENCY}* include a comma.
* There **SHOULD** **NOT** be considerable use of “Don’t Know (DK)” responses recorded across the questionnaire. It is your responsibility to probe and help the respondent determine the answer; only accept DK as a last resort. You **MUST** record “DK” in the questionnaire for “Don’t Know”.
* Every question asked to the respondent **MUST** have a response entered. **DO NOT** enter a response if the question is not asked - a blank cell indicates that the question was **NOT** asked.
* You **MUST NEVER** enter “Not Applicable (N/A)” as a response. The skip patterns in the questionnaire guarantee that a question asked is always applicable.
* Whenever 2 or more answer options can be reported and entered, you  **MUST PROBE** the respondent for a second response, but do not insist that the respondent provide a second response if only one is applicable in their case.

## Definitions

**HOUSEHOLD:** person or group of persons who USUALLY SLEEP in the same dwelling and take their MEALS TOGETHER, recognize the same person(s) as their head. For the purposes of this survey, agricultural households are defined as those engaged in crop production—including seasonal crops, vegetable cultivation, and tree or permanent crops—and/or in livestock ownership or rearing. Households are made up of people (household members) that either were part of the household for at least 6 of the 12 months preceding the interview or are currently part of the household. Household members can include both family and non-family. (see Chapter 3 for more guidance on defining household).

**PRIMARY RESPONDENT**: The household member being interviewed and providing the majority of the information for the questionnaire or a given module, household member, or crop.

**AGRICULTURAL SEASON:** This refers to cropping seasons, which are country specific and can come with various (rainy/dry season, major/minor season, etc.). The number of seasons may differ from one zone to another within some countries. {Throughout the questionnaire, REFERENCE AGRICULTURAL SEASON must be replaced with the specific period that will be used for the survey or the name of the season (e.g rainy season, major season...)}

**AGRICULTURAL YEAR**: **T**he time from when the household started preparing its plots, before the first season in a calendar year, until it completed harvesting plots in the last season within a 12 month period. In most countries, the agricultural year overlaps with two calendar years. For instance, the agricultural year 2022/2023 might start in April 2022 and end in March 2023. {To be updated based on country context.}

**PAST 7 DAYS:** The 7 (seven) days prior to the day of the interview. For example, if the interview takes place on Wednesday, consider the time between the morning of Wednesday one week earlier until the evening of Tuesday, the day before the interview.

## Plots & Parcels

PARCELS AND PLOTS are the key units of observation for crop production activities that will be used in this survey. Enumerators will need to work with respondents to identify all PARCELS and PLOTS that are owned or cultivated by the sample households.

{The following definitions of Parcel and Plot are recommended guidelines. However, definitions must be reviewed against those used in other national survey operations in the country. Any resulting modifications should be updated here as well as in the questionnaire.}

Box D. Definitions for Parcel and Plot

Land-related data in this household survey will be collected at the parcel or plot level. {adjust as appropriate for each survey}

A **parcel** is any piece of land under one land tenure type entirely surrounded by other land, water, road, forest, or other features not forming part of the holding or forming part of the holding under a different land tenure type.

A **plot** is a part of a parcel under one utilization category. For crop plots, a plot must have a continuous cropping pattern (i.e. pure stand or intercropped). A parcel may consist of one or more plots.

Example case: A household owns two parcels. One is used only for growing corn inter-cropped with beans, thus it contains only one (mixed crop) plot. The other parcel is split into 3 plots – one for growing only corn, one for animal grazing, and another is rented out to a neighbor.

A PARCEL is any continuous piece of land that is NOT split by a river or a road wide enough to fit an oxcart or vehicle. A parcel can be made up of one or more plots. A parcel has only one land tenure type and the surrounding land, water, road, forest, or other features are either not part of the holding or else form part of the holding under a different land tenure type. Land Tenure refers to the conditions under which the parcel is held or occupied.

A PLOTis a continuous piece of land under one utilization category. Examples of utilization categories are growing crops, using for pasture, leaving fallow, renting out, and so on. For crops, a single plot can have one crop or a mixture of crops grown together under a uniform crop management system. For crop plots, a plot must have a continuous cropping pattern (i.e. pure stand or intercropped). It **must** be a continuous piece of land, **must not** be split by a path of more than one meter in width.

**Before administering the CORE-AG PP module, you must have a detailed conversation with the household farmer(s) concerning the organization of the household farm, so that you understand the number of parcel and plots as well as their location relative to the household’s dwelling. It may be very useful to draw a basic map on your notepad to ensure you have captured locations and boundaries of all parcels and that you understand the boundaries of plots within each parcel.**

Because the terms PLOT and PARCEL could sometimes be used interchangeably (or have different definitions in different contexts), it is critical that you are clear on the distinction between the two terms for the purpose of this survey. You are responsible for ensuring that the landholdings and land used by the farmer(s) are categorized according to these definitions and that when you ask about a specific parcel or plot, you and the respondent understand and are referencing the same land area. Below are some examples that are useful for establishing the existence of gardens and plots.

Example #1: One PARCEL that is divided into four PLOTS:

MAIZE

(HH member 1)

Fallow

MAIZE

(HH member 2)

MIXED MAIZE + GROUNDUTS

(HH member 2)

Example #2: The household has a piece of land planted only with local maize. The land is divided into two equal portions by a river that is 2 meters in width. Both sides are managed by Abraham.

Explanation: First, we identify that this land consists of two parcels as the land is split by a river that is more than one meter wide. The 1st parcel is managed by a single operator – the management system is uniform and consistent throughout this piece of land. The parcel is also pure-stand, planted only with local maize, meaning, the same cropping arrangement is seen throughout. These features along with the fact that the plot is continuous confirm that the 1st parcel contains a single plot. Because the same details are true for the 2nd parcel, each of the 2 parcels contains 1 plot.

Example #3: The parcel is divided by a path 0.5 meters in width. It is entirely covered with hybrid maize intercropped with beans and is managed only by Elizabeth.

Explanation: The land parcel is managed by a single operator – hence, the management system is uniform and consistent throughout this piece of land. It is mixed stand, with hybrid maize intercropped with beans. The same cropping arrangement is seen throughout the land and the land is considered continuous, because the path that divides it is less than 1 meter. Hence, the parcel contains only 1 plot.

Example #4: The parcel has an area of 1,000 square meters and is an undivided piece of land, managed by Abraham. Approximately ½ of the parcel has hybrid maize intercropped with beans and pumpkin planted along the edges. The remaining portion of the parcel is cultivated with tobacco.

Explanation: The parcel is managed by a single operator – hence, the management system is uniform and consistent throughout this piece of land. It is also continuous. So far, these features would qualify the parcel as a single plot. However, the cropping arrangement is not consistent throughout; half is cropped with hybrid maize, beans, and pumpkins, whereas the other half is cultivated with tobacco. Since there are two unique mixtures of crops planted in different halves of the parcel, this parcel must be described as having 2 plots.

Example #5: The land has an area of 1 hectare, and is pure-stand, planted only with groundnuts. Approximately ¼ of the parcel is managed by Moses, while the rest is managed by Abraham.

Explanation: This parcel of land is continuous and the same cropping arrangement (pure-stand groundnuts) is witnessed throughout. So far, these features would qualify the parcel as a single plot. However, there are two different operators on two different portions of the parcel. Hence, the management system is not uniform and consistent throughout, so this parcel must be recorded as having 2 plots.

Example #6: The land has an area of 1 hectare, and is pure-stand, planted only with groundnuts. Approximately ¼ of the parcel is managed by Moses, while the rest is managed by Abraham. The part managed by Moses is owned by the household, while the part managed by Abraham is rented from their aunt, who is not part of their household.

Explanation: The land is continuous and has the same cropping arrangement (pure-stand groundnuts) throughout. So far, these features would qualify the garden as a single PARCEL. However, there are two different types of land tenure – one is owned by the household the other is rented in – resulting in TWO PARCELS, with each one having a different operator. Because each parcel has a uniform and consistent management system and one cropping arrangement, this means each parcel has 1 plot.

# Questionnaire Sections

***This chapter will examine each section of the household questionnaire in order to address possible problematic issues relating to each. These notes here should be your first reference as you encounter any problems in administering any sections or questions in the household questionnaire.***

Most, but not all of the questions are explained in this manual. Those where additional guidance or clarification are anticipated to ensure the questions and recorded responses are as intended for the purpose of this particular survey.Many of the questions throughout the questionnaire include instructions noted in capital letters, which are not repeated in this manual in the interest of brevity. You **MUST** be as familiar with those instructions as you are with the questions and the content of this manual.

Sections 0A-0D collect general information on the household and its holdings, during which you will establish who the household members are and their record keeping practices. Sections 1 – 4 collect information on land used for agricultural activities, physical characteristics of parcels and plots, and agricultural (crop) activities and practices in the current agricultural season.

## Section 0A. Interview Cover

This section is to ensure that the enumerator has the necessary information to approach the correct household. It also contains filter questions on the household’s participation in agricultural activities.

#### Respondent & Level of Reporting

The Respondent should be an adult household member – at least X years of age – and must have knowledge of the household and its agricultural activities.

#### Question by Question

**s0Aq01 – s0Aq04A.** This information will be provided to you as part of the listing information, when you are assigned the household by your supervisor.

**S0Aq05a, b, c. NAME OF HOUSEHOLD HEAD.** The household head’s name will be prefilled based on the household listing (in S0Aq05a). This field is protected so you cannot revise it as an enumerator. It will be important to confirm that this person is part of the household – to ensure that you have located the correct household. Confirm if they are indeed the correct person to be designated household head and record the response in question S0Aq05b. If a different person should be designated as the household head, enter the name of that person in S0Aq05c.

**S0Aq06 & s0Aq07.** Enter the unique enumerator code assigned to you and name. (Not required in SuSo or other CAPI software)

**s0Aq08 – s0Aq11** are repeated up to 3 times, depending on how many attempts are needed to reach an appropriate respondent and complete the interview. Less than 3 attempts are valid only in the following cases:

* An appropriate respondent is reached and the interview is successfully completed on the first or second attempt.
* The outcome of the first or second attempt renders it impossible or highly unlikely to be able to reach an appropriate person and/or to complete the interview. All such cases MUST be discussed and cleared by supervisor before recording as a failed interview.

**S0Aq08(a,b,c). INTERVIEW DATE AND TIME.** It is important to record all attempted visits to the household as well as the time spent at the household on each visit (whether it was an attempt or partial/complete interview session).

**S0Aq09(a,b,c). Are you able to answer questions concerning the agricultural activities of the farm? (e.g., area planted, production, input use, etc.**). Whenever the answer is No, before recording that answer, you must work with the household member you are taking to and try to figure out which other person is best equipped to answer the questions. If the best equipped person is in the household at that time, then you request to speak to him/her, otherwise you should schedule a call back and notify the respondent that you will come back later when the member is back.

**S0Aq10(a,b,c). Is it possible to start the interview**? Whenever the answer to S0Aq09 is Yes, you will ask if they are ready to start the interview.

**S0Aq11(a,b,c). Reason why the household cannot be interviewed.** Answers only if Q9 or Q10 are No. In such cases, code the appropriate reason here and then end the interview.

**S0Aq12. Interview location.** Indicate where the interview is taking place by choosing in the displayed list. Whenever possible, this should be at the household dwelling.

**S0Aq13. GPS coordinates** will be collected as part of the interview. In this section, coordinates are recorded from the interview location, as indicated in question S0Aq12. Effort should be made to conduct the interview and collect GPS coordinates at the household dwelling, wherever possible. In this case, coordinates should be collected standing immediately outside the dwelling entrance to allow for better signal. {Include instructions based on the specific GPS devices and protocols that will be used. These could be moved at the end as part of country customization, e.g., if not collecting area measurements or plot level coordinates (i.e., no change of interview place from household dwelling). {Refer to the 50x2030 Technical Note on Georeferencing for example instructions.}

**s0Aq14. NAME OF THE RESPONDENT TO THIS SECTION**. As noted above, the respondent should have knowledge of the household’s farming activities. It may be the household head or another adult household member.

**s0Aq15a. Are you or any member of your household growing crops during the [REFERENCE AGRICULTURAL SEASON]?** This includes any temporary, permanent or tree crops, regardless of whether they are cultivated for household consumption or for sales.

**s0Aq16a. Have you or any member of your household raised livestock in the past [REFERENCE PERIOD A] months?** If the respondent is unsure or initially responds NO, remind the respondent that livestock includes not only cattle, sheep, goats, and pigs, but also chicken and other birds as well as any other animals (rabbits and other rodents, etc.) or insects (such as bees) raised for food products or sale.

**Enumerator check**. Note that if the household reports NO in both s0Aq15a and s0Aq16a then the rest of the questionnaire will not be administered. Administer only the end survey section.

## Section 0B. Identification of the Holding

Section B identifies the status of the household’s agricultural holding(s), as well as jointly owned or operated holdings. A holding is considered jointly owned or operated if the expenses and profits of the agricultural activities are shared

#### Respondent & Level of Reporting

This section should be completed by the adult household member most knowledgeable about the household’s farming activities. This could be the Household head or another adult household member. Encourage the respondent to ask other household members for information and assistance as needed.

#### Question by Question

**s0Bq01. Does this household operate land or raise livestock jointly with other households sharing the expenses and the profits of the agricultural activities?** Indicate Yes if the household is associated with one or more other households in operating land or raising livestock. Otherwise, indicate “No.”

**s0Bq02. With how many households does this household operate land or raise livestock, sharing the expenses and the profits of the agricultural activities?** Indicate here the number of OTHER households. For example, if the household is one of three households working together, record 2 (because there are 2 OTHER households). Other households can include neighbors, community partners, non-household family members, etc.

**s0Bq04. What is the legal status of the farm?** {Add explanations for response options based on survey/country context}

**s0Bq05. Address of the household.** Enumerator should input the household address. This field should reflect the complete and accurate address, even if it varies from the address provided in the listing forms.

**s0Bq06. Are the majority of the farm’s activities conducted in the proximity of the household address?** Record YES if the majority of the household’s farm activities are within the same village as the household dwelling.

**s0Bq07. Location where the majority of agricultural activities take place?** Answers only if s0B\_q06 is NO. Ask the respondent to provide the complete address corresponding to the place where the majority of agricultural activities take place. In case the household holds its agricultural activities in more than one place, you must indicate where the majority are operated.

**s0Bq08. Do you or anyone in your household have a mobile phone or another digital device such as a tablet or a laptop?** This question aims to capture penetration of digital tools among sample households. Note that s0B\_q08 asks about possession of ANY type of digital device (e.g., mobile phone, tablet, laptop) in working order in the household regardless of who possesses it within the household and regardless of what it is used for.

**s0Bq09. How important is the use of a mobile phone or another digital device for your farming activities (e.g., for seeking/receiving agricultural information/advice, buying inputs or selling outputs)?** Households may **use** mobile phones or other digital devices for various activities, such as purchasing or getting advice on inputs, obtaining information about the weather, or selling outputs, among others. The phone or device may be used in a variety of ways, such as through apps, internet searches, or the use of messaging or phone calls. This is a subjective question, aimed at understanding how important the use of mobile phones or other digital devices are to the household’s farming operations (including crop, livestock, and fisheries or aquaculture activities).

## Section 0D. Record Keeping

This section asks about the farming transaction records that the household *usually* maintains.

#### Respondent & Level of Reporting

This section should be completed by interviewing the Primary Respondent. You can encourage the Primary Respondent to ask other household members for assistance as needed.

#### Question by Question

**s0Dq01. Do you keep a record of the transactions that you do in your farm (e.g., production, inputs used, etc.)?** Code yes if any sort of saved record, written out or saved electronically, is kept. If a record is kept mentally, record No.

**s0Dq02. What information do you record?**

* Crop production (code 2) includes crops grown for subsistence or cash, annuals or perennials, as well as tree crops.
* Livestock production (code 3) includes not only cattle, sheep, goats, and pigs, but also chicken and other fowl as well as any other animals (rabbits and other rodents, etc.) or insects (such as bees) raised for meat or food products

## Section 0C. Household Members Roster

This section determines who is (and who is not) a member of the household and gathers information on each member’s basic characteristics – sex, age, marital status, relationship to the household head – and education details. The list of household members compiled in this section will be used throughout the survey, whenever reference to individual household members is required. It also identifies which household member/s have legal and economic responsibilities over the agricultural activities of the household (called holder or joint holders) as well as which ones make day-to-day decisions on agricultural activities (called manager/s).

**Definition of household membership**. For the purpose of this survey, household members are all the individuals that *normally* *live together*, *eat their meals together, and pool at least some resources to cover household expenses.* Eating together and pooling resources refers to a general practice and does not mean every meal must be eaten together nor every resource pooled. It is understood that individuals may sometimes (even daily) eat one or some meals away from the home and that some members may have resources they keep to themselves – this is why the respondent should be given some discretion in reporting who they consider to be members. To be considered members, individuals should be living in the household for at least 6 of the past 12 months, though some exceptions may exist. Keep in mind that individuals do not need to be related to the household head to be considered household members. Likewise, family members who do not meet the criteria of household membership should not be included. {Definition of household to be updated according to national definition, as needed.}

**Box 1. Completing the Member Roster**

These are probing question that should be used to make a comprehensive list of individuals connected to the household.

*“First, give me the names of all the members of your immediate family who normally live and eat their meals together here.”*

Tip: Write down names (on PAPI, also sex, and relationship to household head). Start with the household head.

*“Now, give me the names of any other persons related to you or to other household members who normally live and eat their meals together here.”*

*“Are there any other persons not here now but who normally live and eat their meals here? For example, household members studying elsewhere or traveling.”*

*“Give me the names of any other persons not related to you or other household members, but who normally live and eat their meals together here, such as servants, lodgers, or other non-relatives.”*

Tip: **Do not list** servants who have a household elsewhere**,** and guests who are visiting temporarily and have a household elsewhere.

It is important that you, the enumerator, have a clear understanding of who is and who is not a member of the household in order to help guide the respondents and to properly complete this and subsequent questionnaire sections. It is unlikely that the respondents will be familiar with the criteria of household membership used by this survey and as such may list/report individuals that will eventually be deemed non-members. This is fine, as this section includes questions that will help determine which of the listed individuals should continue to be included in the survey interview.

#### Respondent & Level of Reporting

This section should be completed by interviewing the household member most knowledgeable about the demographic details of the household members. This could be the Household head, the primary respondent for the farming sections, or another adult household member. Encourage the respondent to ask other household members for information and assistance as needed.

#### Question by Question

You MUST complete Q1 for everyone in the household before continuing with other questions in this module. Once Q1 is filled in for everyone, ask Q2–Q14 (as appropriate) for the first person on the roster, then all questions for the second person, and so on.

**s0Cq01. NAME.** Collect a complete list of names for all people connected with the household. Box 1 provides guidelines on how to probe in order to obtain a full listing of individuals who normally live and eat their meals together in the household.

*Order of names.* List the head of household on LINE 1 (ID Code 1). The spouse(s) of the head, and children should be listed next. Then list other household members that are relatives, ending with any household members who are not related to the head.

**TIP:** Be sure that the person you list as head of household here (as ID code 1) is the same person indicated in Section 0A, Q05.

When writing the names of household members, be sure to uniquely identify the individuals. If two individuals have the same name, ask about any nicknames or other ways in which the two people can easily be distinguished from each other.

Some important notes to keep in mind when listing household members:

* It is possible that the household head may not be residing in the dwelling at the time of the interview. He or she may be living and working, temporarily or permanently (but for less than 6 of the last 12 months), in another part of the country or in another country.
* For the purposes of survey work, every individual should only belong to one household.
* For polygamous households, when wives reside in separate dwellings, each one is considered a separate household. The shared husband can only be assigned to one household. Resources that he provides to other wives/households will be reported as transfers. {A common practice is to assign the husband headship to the household in which he spent the night preceding the interview. Countries can develop a protocol such as this, as relevant.}
* Include boarding school students who are residing at boarding school bu*t are still dependent on the household*. {To be revised in light of national definitions, as relevant.}
* Do not include military personnel, prisoners, or other individuals residing in such institutions *who are not primarily dependent on the household for their welfare*.
* Some household members may not be a relative of the household head. For example, a servant who lives in the household and does not keep a household elsewhere is considered a member.
* Servants, other hired workers, and lodgers (individuals who pay to reside in the dwelling of the household) should NOT be listed *IF they have their own household elsewhere which they head or upon which they are dependent*.
* The following individuals can be considered household members even if they have been away for more than six (6) of the past 12 months:
  + Children born less than 6 months before the interview date
  + New members who joined the household less than 6 months ago and intend to stay at least 6 months (confirming that they are not part of a different household)
  + Household head, boarding school students, etc as described in the points above
* Children who are living with other relatives (for example, an aunt or uncle) should not be listed. They would be listed in the aunt/uncle’s household.

**s0Cq02. What is the sex of [NAME]?** You must ask about the sex of the individual. Do not use the name of the individual to assume the sex of that individual.

**s0Cq03. What is [NAME]'s relationship to the head of household?** The response should also correctly fill-in “[NAME] is the \_\_\_\_ of the household head.” If Grace is a household member and her father is the household head, then for Grace under **Q03** record “3. child/adopted child” (and not “6. father/mother”).

* An adopted child (part of code 3) is a child voluntarily accepted as ones’ own child, although he or she is a child of other parents.
* A Lodger (code 14) is a non-relative who pays to live in the dwelling. For example, they may rent one room in the dwelling.
* Other non-relatives (code 15) are non-relatives who live in the dwelling but do not pay. This could be a friend of the household head.

**s0Cq04. How old is [NAME] in completed years?** It is critical that age is recorded for every household member, as it is used to determine eligibility for many sections of the questionnaire. Record the age using only years.

* Age is the completed years according to their last birthday. Do not round up. For example, if Grace is 11 but her birthday is next month, record 11 (and not 12).
* For individuals who may have trouble determining their age, make use of the national calendar of events to assist in determining their most reasonable estimated age.
* If the child is less than one year old, record 0 and do not ask any more questions about this child. Move on to ask about the next person.

**s0Cq05a. Has the member been away from this household during the past 12 months (since MONTH/YEAR)?** For each member, indicate if Yes or No he/she stayed away during the past 12 months starting from a reference month defined by the country.

**s0Cq05b. For how many months during the past 12 months (since MONTH/ YEAR) has [NAME] been away from this household?** For each member, record the cumulative months of absence over the past 12 months. Include portions of a month of absence in the calculation of total cumulative months of absence. Once a total is calculated, partial months can be rounded up when over half, or down when half or less. For individuals that spent more than {6 } months away from the household, no further questions will be asked; however, these persons may still be selected, if appropriate, in questions throughout the survey that ask to identify which household members have/had various roles in the farm.

Here are a few examples to illustrate these guidelines:

* If in the past 12 months an individual was absent once for a 3-month period and later was gone again for 1 month, then you should write 4 in q05.
* An individual was away for one period of 6 weeks (1.5 months), another period of 3 weeks (0.75 months) and yet another period of half a month. The total cumulative absence was 2.75 months, which is recorded as 3 months.
* If an individual was absent in total for 3 months and one week, report 3 months; if 3½ months, report 3 months; if 3 months and 3 weeks, report 4 months.

**s0Cq06. How many days did [NAME] eat in this household in the past 7 days?** Include days in which the person had at least one meal in the household. If the person only eats breakfast in the household but did so every day of the past 7 days, then the response is 7.

**s0Cq07. IS THIS PERSON FIVE YEARS OLD OR OLDER?** This question (as well as all questions and notes written in ALL CAPS), are for the interviewer and should not need to be asked to the respondent. For this question, refer to the response from s0Cq04 (age). This check determines whether the rest of this section is asked for that household member. A response must be written before any skip action is taken. (This question is only for PAPI; SuSo checks automatically).

**s0Cq08. What is [NAME]'s present marital status?**

* The code ‘married’ does not require that the relationship be an official marriage. It can also be a traditional union, or a non-formal union that began without public ceremony of any sort.
* Both men with multiple wives and women who are married to a man with more than one spouse should use code 2 ‘polygamous’ to describe their marital status.
* ‘Separated’ refers to a couple who no longer live together as married but are not legally divorced.

**s0Cq09. Can [NAME] read and write in any language?** The response to this question is YES if the respondent can *BOTH* read and write in any language. If the respondent can read but cannot write, or write but cannot read, or can neither read nor write, then record NO as the response.

**s0Cq10. Has [NAME] ever attended school?** A response of YES does not require that any level/year of schooling was *completed*, only that the individual *ever attended*. Note that the term "school” includes Quranic schools. If the individual has never attended school, skip to q12.

**s0Cq11. What is the highest educational level [NAME] has completed?** This is the highest level *successfully* *completed* by the individual.

* EXAMPLE 1: Primary school includes grades 1 – 6. Winston attended AND completed grade 6 but then stopped attending school. Record code 1.
* EXAMPLE 2: Marta is currently attending the final year of high school (post-secondary school). Record code 1 (because she still has not *completed* post-secondary school).

**s0Cq12. Has [NAME] ever received any formal training on agriculture?** In this case formal training refers to both certificate education programs (degrees from universities, colleges, or technical learning centers) as well as trainings provided by the government or other companies/organizations, regardless of whether the services were paid for.

**s0Cq13. Is [NAME] responsible for the household’s farm?** A person responsible for the household's farm decides what to cultivate, which animals to raise, and what inputs to use. A person can be responsible for the farm even if they do not contribute to the physical labor for the farm. Multiple people can be responsible for the household’s farm.

**s0Cq14. Does [NAME] organize the daily work on the farm?** This includes deciding what tasks must be done on a day-to-day basis and/or assigning farm tasks to other household members and non-household workers. A person can organize daily farm work even if they do not contribute to the physical labor for the farm. Multiple people can share this responsibility.

**PRIMARY RESPONDENT.** Indicate the primary respondent that provided information for this section.

## Section 1. Agricultural Parcel Roster & Details

In this section enumerators will collect information on parcels the household uses for cultivating crops during the reference agricultural season. For this round of the survey, the reference agricultural period is [REFERENCE AGRICUTURAL PERIOD]. Record ALL PARCELS USED FOR CULTIVATING CROPS whether they are used entirely or only partially for crops; regardless of the land tenure type; and regardless of the intended use of the crops (e.g., subsistence vs income). All of the following types of land should be included:

* Parcels owned by the household that are operated/used by the household for agricultural purposes (to grow crops, raise livestock, or currently fallow)
* Parcels operated/used by the household for agricultural purposes, regardless of who owns the land (e.g., rented-in, occupied, borrowed for free)
* Parcels owned/used jointly by the household and non-household members for agricultural purposes ONLY IF at least one member of the household is involved in the management or operation of the parcel.

NOTE: Parcels on common land should be included ONLY IF the whole parcel or parts of it are exclusively used and managed by the household or the joint farm holding

#### Respondent & Level of Reporting

Information in this section will also be collected at the PARCEL level (see above sub-section Parcels & Plots for a more detailed explanation). Begin this section by interviewing the Primary Respondent or household member most familiar with the household’s land holdings and uses. For each parcel in the roster, the respondent should be the household member most knowledgeable about that parcel. It is possible that the respondent will differ for each parcel. The optimal respondent(s) should be identified through a discussion amongst the enumerator and all adult members of the household (or as many as possible) prior to beginning this section. During this talk, the roster of parcels should be recorded and the optimal respondent for each identified.

#### Question by Question

**s01q01. PARCEL NAME. Please tell me about each parcel…** To ensure that all parcels are properly listed, refer to instructions above (sub-section Parcels & Plots). List all parcels before moving on to collect information on each one. Include all parcels that any household member(s) uses for cultivating crops*.* The first parcel listed should be the parcel on which the household resides, if applicable. Every parcel must have a unique name, as it will be used to refer to the specific parcel throughout the section. When possible, avoid parcel names that reference specific crops, which may change over time (between household surveys).

**s01q02. Location and description of the parcel …** To ensure that all parcels could be clearly identified even from the household’s structure, this description is so necessary. Thus, when an interview at home, the farmer could be able to point without confusion the parcel you are talking about.

**S01q02.a. ID of the respondent.** You have to report the ID of the member who responds to the questions on this parcel. In case of CAPI, that will be done automatically.

**s01q03. Does your household have a document for this [PARCEL] issued by or registered at the Land Registry/Cadastral Agency, such as a title deed, certificate of ownership, certificate of hereditary acquisition, lease or rental contract?** This question is concerned with only documents that are legally recognized, that is, those issued by or registered at a specific government agency(ies). Examples of relevant documents are embedded in the question to provide context to the respondent and to clarify that some documents other than title deeds are relevant.

**s01q04. Is the area of this [PARCEL] reported on the document/s?** If therespondent reports having documentation that includes the area of this parcel, record YES regardless of whether or not you are able to see/verify the documentation. If the respondent is not sure whether the documentation includes the area but they share the documentation with you, record YES only if it includes the area of the parcel.

**s01q05. What is the area of this [PARCEL]?** If the respondent is able to show you the document so that you can verify the parcel area indicated, record the same area for Q6. For all other cases, record the respondent’s estimate of the of the parcel.

* Area can be recorded using a variety of units – let the respondent report the area using whatever unit they are most familiar with. If any local area measurement unit that is not only the list is used (Code 4, Other, Specify), it should be recorded as reported. In such cases, BE SURE to notify your supervisor of the new unit and work with the supervisor, the household, and if needed others in the community, to estimate a conversion in square meters, acres, or hectares. Put this conversion in the notes section.
* Many smallholders are likely to give areas as acres and as fractions of acres, probably not more detailed than ¾, ½, or ¼ acre. You MUST convert the fractions to decimals as follows: ¾=0.75, ½= 0.50 and ¼ =0.25, filling in two decimal places. BE SURE the decimals are correctly registered to avoid data errors.
* If they are not sure what the size is, you can encourage them to estimate the size, by providing some limited guidance but DO NOT estimate the size for them. For example:
  + An acre is approximately half a standard football field
  + By casually walking around a square of 50 steps by 50 steps, one covers an area of approximately ¼ acre (recorded as 0.25 acres)

**s01q06. ENUMERATOR: REPORT THE SOURCE OF THE INFORMATON.** Enter code 2 (DOCUMENT) ONLY IF you are personally able to see and verify the parcel area reported on the document.

**s01q07. What mode of transportation do you use to reach [PARCEL] from the dwelling?** This should be the main mode of transportation that is GENERALLY (i.e. most often) used by household members to reach the parcel. Use code 6 (ON DWELLING) ONLY IF the parcel is in the immediate proximity of the dwelling (e.g. surrounding the dwelling, by the side of the dwelling, etc.).

**s01q08. How long does it take to reach this [PARCEL] from the dwelling with this transportation mode?** Refers to the transportation mode recorded in s01Aq07. This question is not asked if code 6 (ON DWELLING) is recorded in question s01Aq07.

**s01q09. GPS MEASUREMENT {AREA IN ACRES or other standard unit as defined by survey team and GPS options}.**  {Include instructions based on project-specific GPS devices and protocols. Refer to the [50x2030 Technical Note on Land Area Measurement](https://www.50x2030.org/sites/default/files/resources/documents/2025-02/50x2030%20Technical%20Note%20-%20Land%20Area%20Measurement_June2024.pdf) for example instructions.} Here you will collect GPS measurements for each of the PARCELS. Note that in the next section you will also be expected to collect GPS measurements for all of the cultivated PLOTS within each parcel. The following guidelines apply in both cases:

* You must walk around the parcel & plots with the respondent, manager, or other knowledgeable person to determine the boundaries of the parcels and the plots within them. If the plot is too far for the respondent to travel there with you, collect information on an individual you can meet closer to the plot who can inform you in the taking the measurement.
* DO NOT revise previous responses regarding the area of the parcel based on the actual GPS measurement.
* The area of a given parcel or plot should be revealed to the farmer, ONLY IF he/she is interested in knowing.
* For any parcel that is more than 2 hours of walking distance from the dwelling (regardless of being in a rural or urban EA), the enumerator MUST consult their supervisor when deciding whether to go measuring the plot. You are expected to capture as many plots as possible, perhaps by grouping together measurements of distant parcels that are close to one another. {The protocols for exclusion of parcels based on distance or travel time thresholds can be revised at country level.}

**s01q10. Which use(s) did you dedicate this [PARCEL] to during [REFERENCE AGRICULTURAL SEASON]?** ALL uses during [REFERENCE AGRICUTURAL SEASON] must be recorded.These MUST be listed in order, with the first code being the MAIN use of the parcel during that period. Then record any other uses, if applicable. The following response category definitions are based on guidelines for SDG 4.2.1.

* **Kitchen garden/backyard:** refers to a small piece of land around or at the back of the dwelling where crops (usually vegetables, fruit, or herbs) are grown most commonly for domestic use.
* **Cultivated with temporary crops:** includes all land used for crops with a growing cycle of less than one year; that is, they must be newly sown or planted for further production after the harvest. Some crops that remain in the field for more than one year may also be considered temporary crops. For example, strawberries, pineapples, and bananas are considered to be annual crops in some areas. {Adjust examples as appropriate for each survey.}
* **Cultivated with permanent crops:** refers to land cultivated with long-term crops which do not have to be replanted for several years; land under trees and flower-producing shrubs (such as roses and jasmine); and nurseries (of any permanent crops and trees, except for forest trees, which should be classified under “forest and other wooded land”). Land under permanent meadows and pastures is excluded from land under permanent crops.
* **Temporary fallow:** refers to arable land at prolonged rest (but for less than 5 years) before re-cultivation. This may be part of the farm’s crop rotation system or because the normal crop cannot be planted because of flood damage, lack of water, unavailability of inputs or other reasons.
* **Temporary meadows and pastures**: include land temporarily cultivated with herbaceous forage crops for mowing or pasture. A period of less than five years is used to differentiate between temporary and permanent meadows and pastures.
* **Permanent meadows and pastures:** include land used permanently (for five years or more) to grow herbaceous forage crops, through cultivation or naturally (as wild prairie or grazing land).
* **Farm buildings and farmyards:** refers to surfaces occupied by operating farm buildings (hangars, barns, cellars, silos), buildings for animal production (stables, cow sheds, sheep pens, poultry yards) and farmyards. Area under the household’s dwelling (including the yard around it) is also classified here if it makes up part of the agricultural holding.
* **Forest and other wooded land:** covers both natural and plantation forests. Forest landis defined by FAO as “land spanning more than 0.5 ha with trees higher than 5 meters and a canopy cover of more than 10 percent, or trees that are able to reach these thresholds in situ”. That is, *forests* are areas with trees that are more than 5 meters tall and the treetops cover more than 10% of the ground in the forested area; if the trees are young but have the potential to grow to this size and density, then it is also considered a forest.” Forest land also includes forest roads and firebreaks and other small open areas, as well as areas that are temporarily not under trees (due to clear-cutting as part of forest management practice, abandoned shifting cultivation, or natural disasters) but are expected to revert to forest within five years of when the trees were clear-cut/removed. Windbreaks, shelterbelts, and corridors of trees with a width of more than 20 meters (and a total area of more than 0.5 ha) are included. Forest tree nurseries that form an integral part of the forest should be included as well. *Other wooded land* has some, but not all, of the features of forests. It is land spanning more than 0.5 ha with one of the following combinations of size, density, and composition: (i) trees higher than 5 meters and a canopy cover of 5 to 10 percent, or trees able to reach these thresholds in situ; or (ii) trees not able to reach a height of 5 meters in situ but with a canopy cover of more than 10 percent (e.g., some alpine tree vegetation types, arid zone mangroves, etc.); or (iii) combined cover of shrubs, bushes, and trees of more than 10 percent.
* **Aquaculture on the farm/holding:** includes land, inland, or coastal waters used for aquaculture facilities, including supporting facilities. Aquaculture refers to farming of aquatic organisms such as fish, mollusks, crustaceans, plants, crocodiles, alligators, and amphibians. Farming implies some form of intervention in the rearing process to enhance production, such as regular stocking, feeding, protection from predators, etc. As such, waters that provide the household with fish or other organisms, but are not *farmed*, DO NOT count as aquaculture.
* **Other area not elsewhere classified:** includes all other areas on the farm that are not elsewhere classified. It includes uncultivated land producing any kind of utilizable vegetable product, such as reeds or rushes for matting and bedding for livestock, or wild plants (herbs, vegetables, berries, and other fruits). Also included under this category is land occupied by non-farm buildings; parks and ornamental gardens; roads or lanes (except forest roads that are in forests); open spaces needed for storing equipment and products; wasteland; land under water not used for aquaculture; and any other area not reported under previous response options (such as marshlands, wetlands, etc.).

**s01q11. Is there any irrigation infrastructure on this [PARCEL]?** Record YES if there is any type of irrigation system – drip or sprinkler irrigation, with or without a pump, etc. Record NO if the household uses watering cans or buckets to water the parcel.

**s01q12. Is there any greenhouse or high shelter on this [PARCEL]?** These are permanent installations on the parcel that have sufficient height to be entered and which are typically used for growing temporary crops. It excludes low shelters which are non-permanent installations covering only the crop(s).

**s01q13. How many crop plots (including fallow plots and kitchen gardens) are in this [PARCEL]?** Work with the respondent to understand how many plots are on each parcel (see subsection Parcels & Plots above) and what each is used for (see descriptions in s01q10 above). Count here all plots that are a kitchen garden/backyard, cultivated with crops (temporary and permanent), and temporarily fallow. {Some country programs may elect to omit kitchen gardens. This decision should be taken at a national survey level, and the questionnaire adapted accordingly.}

## Section 2. Plot Roster & Details

This section collects information on all the plots devoted to crop production. Both farmer-reported and GPS-measured land areas will be collected for all for cultivated plots. This allows for more reliable measurements of area planted, and thus allows us to calculate more accurate yield estimates. {For countries that wish to measure all crop plots, including fallow plots and kitchen gardens in addition to conventional cultivated plots, that is encouraged.}

#### Respondent & Level of Reporting

This section collects information on each PLOT within each parcel. Information should be collected from the most knowledgeable household member regarding each plot’s cropping activities; this may likely be the plot manager. This means it is possible to have different respondents for each plot. Each respondent in this section should also respond to the plot-related questions in the following sections. To be clear: each plot can have a different respondent; however, all the sections for a given plot should have the same respondent. Respondents may be assisted by other knowledgeable household members or farm managers.

#### Question by Question

**s02q01. PLOT NAME.** List all plots within the parcels used for crop cultivation, as kitchen garden, or left temporarily fallow during [REFERENCE AGRICULTUREAL SEASON]. You MUST obtain a list of all PLOTS cultivated by household members or left temporarily fallow before moving on to the follow-up questions about each individual plot. List all the plots contained in the first parcel, then all the plots in the second parcel, and so on. Names of plots MUST be distinct and include location reference. For example “pigeon peas by the path to town.” If the household grows the same crop on two plots, you must have two different names, for example “Mussa’s maize plot nearby the river” and “James’ maize plot by the house.”

**s02q02a. Are the decisions concerning crops to be planted, fallow land, input use and the timing of cropping activities on this [PLOT] done by a single HH member or made jointly by multiple HH members?**

* In cases where it is a joint parcel holding with other households (s0Bq01 is Yes): if multiple people across the households jointly make decisions for this plot, but only ONE of those persons is from the survey household, record Single Member (code 1).

**s02q02b&c. Who in the household makes the decisions concerning crops to be planted, fallow land, input useand the timing of cropping activities on this [PLOT]?** Ensure that the respondent is reporting the appropriate person.

* This will not necessarily be the same person that has ownership or use right over the parcel, though sometimes it could be.
* DO NOT assume this person will be the household head.
* This question is not asking about who does the planting or applies the inputs, but specifically about who MAKES DECISIONS concerning the activities mentioned.
* {ONLY FOR PAPI INTERVIEWS: The same instruction applies to Q3C, which is answers instead of Q3B when more than one household member is involved in decision-making.} If decisions are made jointly by more than two people, record the two MAIN or MOST FREQUENT decision makers.
* *If possible, questions concerning an individual plot should be asked of the individual(s) identified and recorded in this question.*

**s02q03. ENUMERATOR: RECORD THE ID OF THE RESPONDENT.** Please type the respondent’s ID. In case of CAPI that could be chosen in a displayed list.

**s02q04. During the [REFERENCE AGRICULTURAL SEASON], is this [PLOT]?** Indicate if the plot in the reference season is **a** conventional crop, left fallow, or a kitchen garden.

**s02q05a,b,c. What is the area of this [PLOT]?** During this survey, you will measure all PARCELS and all cultivated PLOTS. Detailed directions on GPS use can be found in Annex 1. {Prepare an Annex 1 based on the GPS devices used. For an example using the Garmin eTrex 30, see the [50x2030 Technical Note on Land Area Measurement](https://www.50x2030.org/sites/default/files/resources/documents/2025-02/50x2030%20Technical%20Note%20-%20Land%20Area%20Measurement_June2024.pdf).} See GPS instructions above at s01q09 for further guidance. Additionally:

* Before measuring the plot (Q5c), you MUST ask the farmer to estimate the area of the plot and record this at Q5a&b. DO NOT adjust the answer recorded at Q5c based on the measurement collected for Q5a&b, as this is asked in part to understand how much farmer estimates might differ from actual measurements.
* For plots that cannot be measured with GPS, enter the reason at Q6. To skip measuring a plot, you should have explicit permission from your supervisor (based on their consultation with headquarters).
* [If the country elects to save plot outlines, as is strongly encouraged, insert the protocols for the saving and naming the plot outline (also referred to as “track”) in the GPS device. Storing plot outlines can be valuable for data quality control, for integrating survey data with geospatial data, and for informing remote sensing applications. Refer to the 50x2030 Technical Note on Land Area Measurement for example protocols, as well as the 50x2030 Guidelines on the Integration of Surveys and Satellites for examples of how these plot outlines can be used to inform remote sensing applications.]

**S02q06. ENUMERATOR: IF YOU DID NOT MEASURE THE PLOT WITH GPS DEVICE, PLEASE SPECIFY REASON.**

**S02q07A, B. Plot coordinates.** Even if the area of the plot is measured with a handheld GPS unit, it is useful to also collect the GPS coordinates from the *center* of the plot. In this case, you will collect the coordinates of the center of the plot directly in the tablet, by clicking on the respective button in Survey Solutions when you are standing at the center point (S02q07A). If the tablet fails to collect coordinates due to low accuracy, collect the coordinates using the handheld GPS device and record the coordinates in S02q07B.

**s02q08. Is this [PLOT] in pure stand or mixed?** PURE STAND are plots on which the household *intentionally* *planted only one* type of crop in the reference season. Weeds or self-germinating plants remaining on the plot from previous seasons should not be take into consideration for this classification. MIXED or INTERCROPPED plots are where the household has *intentionally planted more than one crop*.

Different types of intercropping patterns are discussed in more detail under s03q04.

## Section 3. Crop Roster

This section records information on all temporary (seasonal) crops that were cultivated in [**REFERENCE AGRICULTURAL SEASON]** and all permanent crops (including trees) that are on the farm at the time of the interview.

#### Respondent & Level of Reporting

This information is collected for each CROP, on each plot, on each parcel. The respondent should be the same respondent that provided the plot-level information in the previous section; when not possible, Respondents may be assisted by other knowledgeable household members or farm managers.

#### Question by Question

**s03q01.** **Please list all the temporary crops that you have cultivated since the beginning of [REFERENCE AGRICULTURAL SEASON] and the permanent crops (including crop trees) that are on [PLOT].**

* Crops must be listed by PLOT. First list all the crops on the first parcel, first plot; then all the crops on the first parcel, second plot; then move on to the second parcel, first plot; and so on.
* If a crop is grown on multiple plots, it must be listed multiple times, once under each plot. So, for example, if the household grows sweet potatoes on 3 different plots, even if 2 are on the same parcel, that information will be recorded as three separate plot-crops: sweet potatoes Plot 1 Parcel1, sweet potatoes Plot 1 Parcel 3, and sweet potatoes Plot 2 Parcel 3).
* List **ALL** crops grown on the plot, including minor crops and any trees. Remember that even pure-stand plots may have additional crops planted along the periphery.
* Note that “crops” is being used in a broader sense to also include ownership and/or caring for a permanent crop or trees. For example, a household may own mango trees that are not systematically cared for or that were not planted by the household. The same household may also own a tea plantation that requires close attention throughout the production period. Both types of crops/trees MUST be captured in this section.

**s03q02. ENUMERATOR: RECORD THE ID OF THE RESPONDENT.** In case of CAPI, that could be chosen from a displayed list.

**s03q03. Is this the main crop on [PLOT] during the [REFERENCE AGRICULTURAL SEASON]**? Indicate if Yes or No, the current crop is the main crop in the plot at this reference season.

**s03q04. During [REFERENCE AGRICULTURAL SEASON], approximately what percent of [PLOT] is planted with [CROP]? (%).** Record 100 if there is only one crop on the plot *AND the crop covers all of the plot.* If the single crop covers only part of the plot, or if there are multiple crops on the plot, then ask the respondent to estimate the portion of the plot covered by each crop. If the respondent has trouble estimating the percentage, help assess this by asking them how the crops are arranged.

* Example #1: If the crops are planted in rows or ridges with each row/ridge having only one crop, this is called strip cropping. When the type of crop alternates across ridges this is called *strip intercropping*. To estimate the area of each crop, ask about the ridge pattern. If there are two ridges of pigeon pea (dotted line) and then one ridge of maize (solid line), then estimate 33% maize and 67% pigeon peas. If this pattern is repeated twice, ten times, or even 30 times, the percentages remain the same.
* Example #2: *Row intercropping* entails planting seeds for 2 or more different crops in the same ridge/row. If pigeon pea (dotted parts of the lines) and maize (solid parts of the line) are planted throughout all the rows, then estimate 50% for each of the 2 crops. If more than two crops are in every row, then estimate the percentage of each accordingly (for 3 crops, estimate 33% each, for 4 crops, 25% each, and so on).

**s03q06. ENUMERATOR: IS THIS TEMPORARY/SEASONAL OR PERMANENT CROP?** You can cross-check with the Crop Codes Appendix to determine which crops are temporary (seasonal) and which are permanent (grow year-round) or trees. In SUSO, this will be checked automatically.

**s03q07. When was most of the [CROP] seed planted on [PLOT] during the [REFERENCE AGRICULTURAL SEASON]?** This is only asked for temporary/seasonal crops. Record the code for the month and enter the year in 4-digit format. Year is asked because the reference agricultural season might span two different calendar years.

**s03q08. Is the [CROP] on this [PLOT] cultivated in a plantation or scattered in the field?** Indicate the right cultivation manner used for this crop on the plot.

**s03q09. How many [CROP] plants on are this [PLOT]?** Type the number of plants planted on the plot.

## Section 4. Seed & Plant, Use & Acquisition

This section asks about seeds/seedlings used on all crops (temporary or permanent) that are cultivated by the household.

#### Respondent & Level of Reporting

The respondent for this section should be a household member familiar with these agricultural planting details, most likely one of the respondents from the previous Crop Roster section; additional people can help provide input as needed. Unlike the previous two sections, this section is not divided by parcels or plots. Information is collected across ALL parcels and plots. For example, even if the household grows potatoes on three different plots spread across two parcels, potatoes will still be listed in this section ONLY ONCE.

#### Question by Question

**CROP ID.** List CROP IDs for all of the crops reported in Section 3. List each crop ONLY ONCE, even if it is reported on multiple plots. NOTE: In SuSo and most other CAPI programs, this step will be done automatically.

**s4q02. Which [CROP] seeds did your farm use since the beginning of [REFERENCE AGRICULTURAL SEASON]?** This question is not limited to one answer - record all that apply.

* **Modern varieties, certified seed** are those that can be certified as meeting certain national standards as regards their physical and genetic purity. Their quality and established identity are verified by an official agency after inspection. A document of certification is issued as a result of this verification. {Provide additional elements of recognition based on the seed certification system of the specific country.}
* **Modern varieties, uncertified seed** are seeds with improved quality traits but that have not been certified according to national standards. They are often provided through the informal sector. Note that farmer multiplication of certified seeds without verification by the official agency is to be considered as yielding uncertified seeds.
* **Traditional varieties, uncertified seed** are also called farmers’ varieties, landraces, or traditional varieties. These are the product of breeding or selection carried out by farmers (either deliberately or not) continuously over many generations. Traditional varieties are usually adaptive seed that is adapted to local conditions and stresses.

**s4q03. ENUMERATOR: SELECT TEMPORARY OR PERMANENT CROP.** This will determine which of the following questions are asked. Note that in CAPI this answer will be automated.

**s4q04a&b. What was the TOTAL quantity of [TEMPORARY CROP] seed planted since the beginning of [REFERENCE AGRICULTURAL SEASON]?** Record the total of all seeds used across all plots for that crop type. Include both seeds sewn at the beginning of the agricultural season as well as any added throughout it.

**s4q05a&b. What was the TOTAL quantity of [PERMANENT CROP] seed planted since the beginning of [REFERENCE AGRICULTURAL SEASON]?**

## Section 99. End Survey

Here you will complete the final metadata details of the interview.

#### Respondent & Level of Reporting

This section should be completed by the enumerator.

#### Question by Question

**S99q01. PHONE NUMBER OF THE RESPONDENT.** This must be the phone number where you reached the respondent. If multiple phone numbers were used to reach the respondent to organize the interview, record here the LAST PHONE NUMBER used to successfully reach the respondent.

**S99q02. STATUS OF THE INTERVIEW.** Only record PARTIALLY COMPLETED if you were unable to complete the interview with the respondent AND you do not expect to be able to complete the interview in future calls. This may be the case if the respondent refuses to continue part way through the interview, or if for other reasons the household can no longer participate in the interview during the survey time frame.

**s99q03. END TIME OF SURVEY.** Record the date, hour, and (approximate) minute when the interview ended. This information must be recorded even if the final interview status is partially completed.

**s99q04. SURVEY DURATION (CALCULATED).** The duration of the interview is calculated from the beginning of the interview to the end of the interview. In the case of CAPI, the calculation will be done automatically.

1. An agricultural holding is defined as an "economic unit of agricultural production under single management comprising all livestock kept and all land used wholly or partly for agricultural production purposes, without regard to title, legal form or size. Single management may be exercised by an individual or household, jointly by two or more individuals or households, by a clan or tribe, or by a juridical person such as a corporation, cooperative or government agency. The holding’s land may consist of one or more parcels, located in one or more separate areas or in one or more territorial or administrative divisions, providing the parcels share the same production means, such as labour, farm buildings, machinery or draught animals" (FAO, 2015, p. 43) [↑](#footnote-ref-2)
2. In some countries, these arrangements may be considered separate households; in such cases keep in mind that each person (including men with multiple wives) can ONLY belong to ONE household, thus guidance will need to be provided as to how to define who is include in each household. More critically, it is important that only ONE protocol be used in each national survey, that it be clearly defined, and implemented *consistently across the entire survey sample.*  [↑](#footnote-ref-3)