

PURCHASE FOR PROGRESS MONITORING MANUAL



Prepared by World Food Programme and
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TABLE OF CONTENTS

Introduction.....	1
Monitoring Objectives and Activity Summary.....	2
Monitoring, Impact Assessment, and Evaluation.....	2
Data Collection Activities.....	4
Monitoring Procedures.....	6
Follow-Up Surveys.....	6
Interview Subjects.....	6
Data Collection Instruments.....	6
Timing of Data Collection.....	6
Sampling.....	7
Conducting Panel Surveys.....	8
Case Studies.....	9
Case Study Objectives.....	10
Market Price Monitoring.....	11
Procurement Monitoring.....	12
Monitoring and Evaluation of LRP.....	13
Farmers' Organization Records.....	13
Compiling Farmers' Organization Records.....	15
Frequency and Timing of Data Compilation.....	15
Data Collection Forms.....	16
Assigning Identification Numbers.....	18
Data Entry and Management.....	19
Special Situations.....	20
Question-Specific Guidance.....	21
Annex A. Baseline and Follow-up Data Collection Instruments.....	34
Farmer Livelihood and Agricultural Production Instruments.....	34
Farmers' Organization Instruments.....	89
Trader Instrument.....	121
Annex B. Administering Panel Surveys.....	137
Annex C. Organizing, Conducting, and Documenting Case Study Interviews.....	142
P4P Objectives and Case Study Design.....	142
Selecting Case Study Participants.....	143
Organizing and Conducting Case Study Interviews.....	145

Case Study Information Management.....	148
Topical Case Studies.....	151
Annex D. Case Study Interview Guides	152
Annex E: Farmers' Organization Data Collection Forms	160

Table of Figures

Figure 1. Monitoring Surveys 5

Figure 2. Other Monitoring Activities 5

Figure 3. Crop Codes 33

INTRODUCTION

Monitoring and evaluating the performance of P4P requires a significant amount of quantitative and qualitative data. Baseline surveys of farmers' organizations, smallholder farmer members of those organizations, and traders collect the quantitative data to establish the conditions of these three key groups prior to P4P and also establish pre-intervention values for the indicators in the global logframe. Qualitative data from case studies complement the quantitative data by supplying additional detail about how and why P4P interventions perform as they do.

Follow-up surveys conducted at various points throughout the five-year P4P pilot collect the data necessary to monitor programme performance during implementation. Monitoring involves updating indicator values according to the schedule described in the *Purchase for Progress Indicator Reference* document and collecting the quantitative and qualitative data to support learning. Data collection activities to support monitoring include formal surveys, case studies, market price monitoring, procurement monitoring, LRP monitoring, and collecting data from farmers' organization records.

This manual describes the monitoring approach and the data collection strategy and instruments. Along with the larger body of documentation of the P4P monitoring and evaluation system, it provides the detailed information necessary to implement the various data collection activities required for monitoring programme performance. The companion documents include:

- *Purchase for Progress Data Collection Instruments* – A complete set of data collection instruments for baseline and follow-up data collection from farmers' organizations, smallholder farmers, and traders.
- *Purchase for Progress Data Collection Manual* – A complete guide to the survey instruments and data collection procedures.
- *Purchase for Progress Monitoring & Evaluation Baseline Sampling Strategy* – A description of the sampling strategy for baseline data collection.
- *Purchase for Progress Enumerator Training Manual* – A step-by-step manual for training enumerators to conduct structured interviews, case studies, and other data collection activities.
- *Purchase for Progress Monitoring and Evaluation System Design Considerations: Final Report* – A summary report that describes the overall monitoring and evaluation approach and the rationale for the approach.
- *Purchase for Progress Indicator Reference* – Detailed definitions of each indicator in the global logframe.

The remainder of this document first reviews monitoring objectives and activities and positions monitoring activities within the context of the broader monitoring and evaluation system. The third chapter provides specific instructions for implementing each of the monitoring data collection activities. The annexes contain copies of follow-up data collection survey instruments, case study interview guides, and additional guidance on administering panel surveys, conducting case study interviews, and collecting data from farmers' organization records.

MONITORING OBJECTIVES AND ACTIVITY SUMMARY

The P4P monitoring system sets out a process for systematically collecting and analyzing quantitative and qualitative data to support programme management, facilitate learning, and support impact assessment throughout the five-year life of the P4P pilot. Information gathered through monitoring will help P4P programme managers determine whether the programme is implementing specified activities on schedule, whether the activities are producing the expected outputs, and whether the outputs appear to be contributing to anticipated outcomes. Monitoring focuses primarily on activities and outputs and also gives some indication of progress towards outcomes which are generally longer-term results that are not expected until late in programme implementation.

The quantitative aspects of the monitoring system (i.e., quantitative data collected through surveys, market monitoring, procurement data, etc.) focus primarily on establishing values for indicators contained in the P4P global logframe (contained in the *Purchase for Progress Monitoring and Evaluation System Design Considerations: Final Report* document). Tracking indicator values over time monitors programme performance relative to the expected activities, outputs, and outcomes. Indicators in the global logframe reflect the high level performance of the programme – that is, the collective expected results of the 21 country-level pilots. The P4P Coordination Unit will monitor these indicators to track overall programme performance. Indicators in individual country logframes focus more on information relevant to managing field-level programme implementation and will help programme managers monitor progress at the implementation level. They also contribute to learning how country-specific approaches to P4P perform.

The qualitative aspect of the monitoring system (i.e., case studies, lessons learned from the field, etc.) focus on understanding how and why programme activities are, or are not, producing the expected outputs and outcomes. This information provides a crucial context within which to interpret quantitative data. For example, if an increased number of village-level warehouses do not seem to be increasing smallholder farmers' use of storage, the qualitative information will help programme managers understand why and revise the programme strategy accordingly.

Monitoring, Impact Assessment, and Evaluation

This manual focuses on describing the data collection activities required for monitoring the performance of P4P. However, much of the collected data will also contribute to impact assessment and evaluation, both of which are separate from monitoring. Furthermore, some data collection activities (i.e., collecting survey data from non-participating farmers' organizations and farmers) contribute only to impact assessment. This short section differentiates monitoring, impact assessment, and evaluation and describes the role of data collection in each.

Monitoring refers to tracking programme performance during implementation. Regular monitoring establishes whether activities are implemented as planned, whether they are producing the desired outputs, and whether these outputs are generating the expected outcomes. Monitoring helps country offices learn whether the programme is working as anticipated so they can make adjustments as necessary to achieve objectives. All of the basic data collection activities described in this manual contribute to monitoring in the sense that they provide data that helps programme managers understand how P4P is performing.

Impact assessment refers to estimating the ultimate impact of the programme in terms of the higher level development objectives. For example, impact assessment of P4P will determine whether participating farmers are earning higher incomes and whether any observed change in income is

attributable to P4P. Impact assessment uses the same types of data employed in monitoring and all of the data collection activities described in this manual may contribute to impact assessment. However, impact assessment requires the comparison of P4P participants (farmers' organizations and farmers) to similar farmers' organizations and farmers who are not participating in P4P. Impact assessment therefore involves collecting data from both participants and non-participants.

The P4P Coordination Unit initially envisioned conducting impact assessment in all 21 pilot countries. However, such an intensive level of data collection and analysis has already taxed the capacities of both the country offices and the Coordination Unit and left little time for reflection and learning. Furthermore, for a variety of reasons, not all country programmes provide ideal environments for rigorous impact assessment.¹ Based on the recommendation of the Technical Review Panel at its October, 2009 meeting, the P4P Coordination Unit elected to confine rigorous impact assessment to selected countries that represent the range of P4P models and where conditions were favorable. Therefore, only those countries selected for impact assessment will need to administer follow-up surveys to non-participating farmers' organizations and farmers. Figure 1 (on page 5) summarizes the similarities and differences in survey data collection between impact assessment countries and countries that will only conduct monitoring.

Data Collection Requirements

- All countries will conduct regular scheduled follow-up surveys of participating farmers' organizations, farmers, and traders to support monitoring. However, impact assessment countries will in addition to this, conduct follow-up surveys of non-participating farmers' organizations and farmers.
- All countries will use the same follow-up data collection instruments as provided in this manual.
- All countries will collect survey data from panels of farmers' organizations and farmers. This means that they will select a sample of organizations and farmers for the baseline survey and collect data from the same organizations and farmers in all follow-up surveys. Note that country offices that bring new farmers' organizations into their programmes will add these new organizations to the farmers' organization panel and collect data from these organizations in all subsequent surveys. The *Purchase for Progress Monitoring and Evaluation System Design Considerations: Final Report* document describes the rationale for the panel data approach.
- Case studies are also administered to panels of farmers' organizations, farmers, and traders. In other words, country offices will interview the same farmers' organizations, farmers, and traders repeatedly throughout the course of the pilot.

¹ The P4P Coordination Unit is currently assessing country programmes in order to select those best suited to impact assessment. The decision of which countries to select for impact assessment depends in part on the adequacy of baseline data and on the similarity of participating and non-participating organizations and farmers. It was therefore necessary to collect baseline data from participating and non-participating groups in all pilot countries to identify those with the best opportunities for impact assessment.

Evaluation refers to periodic external evaluation of P4P performance. The WFP Evaluation Service will commission these external evaluations and country offices and the P4P Coordination Unit will not be directly involved. However, the independent evaluators may use data collected through monitoring activities.

Data Collection Activities

The monitoring and evaluation system collects quantitative and qualitative data from a variety of sources including surveys and case studies of farmer’s organizations, smallholder farmers, and traders; market price information systems; procurement records; and farmers’ organization records. The following summaries define these activities. The following chapter describes each activity in detail and provides comprehensive guidance on implementing the activities.

- *Baseline and Follow-up Surveys* – Baseline surveys of participating farmers’ organizations, smallholder farmers, and traders (who often do not directly participate in P4P but may be affected by P4P)² establish conditions for these key groups before P4P begins. Follow-up surveys conducted periodically during implementation will collect the same information as the baseline surveys and allow programme managers to determine whether conditions are changing or not.
- *Case Studies* – Case studies are in-depth interviews with selected participating farmers’ organizations, smallholder farmers, traders, and others that help develop an understanding of how participants respond to P4P interventions and why they respond, or do not respond, as anticipated. Case studies may also focus on a particular issue rather than on an individual or business. Effective case studies will provide an in-depth understanding of how and why P4P works and will help place the quantitative data in context. Case study interviews are a particularly important tool for learning among the various monitoring activities.
- *Market Price Monitoring* – In the context of P4P, market price monitoring refers only to collecting data on market prices for P4P commodities. Market price monitoring is necessary because P4P expects to affect the price participating farmers receive for their commodities. Market price data allows programmes to compare the prices participating farmers receive to broader market prices. Country offices will often be able to obtain market price information from existing sources.
- *Procurement Monitoring* – Procurement monitoring refers to collecting data on WFP’s P4P purchases. In most cases, country offices’ quarterly reports, WFP’s procurement database (PASTFood), and data collected from participating farmers’ organizations records will provide sufficient data for monitoring procurement.
- *Farmers’ Organization Records* – To fully understand P4P’s influence on farmers’ organizations’, it is necessary to collect complete information on their aggregation and sales activities. It is not feasible to collect these detailed data in a survey context – especially when farmers’

² In some countries, traders do not directly participate in P4P. It is meaningless in these countries to refer to participating and non-participating traders. This manual, however, adopts the convention of referring to “participating farmers’ organizations, farmers, and traders” even though traders may not directly participate in P4P in some countries.

organizations do not have the data organized. To address this issue the P4P Coordination Unit has developed data collection forms to facilitate collecting the data efficiently and accurately. Country offices have many options for collecting the data. Options range from filling in the forms themselves to training the farmers' organizations to maintain the data.

- *Local and Regional Procurement (LRP) Monitoring* – LRP monitoring focuses largely on tracking LRP purchases and experience with these purchases (i.e., quantities, prices, default rates, etc.). LRP monitoring falls outside of the monitoring of P4P procurement. The P4P Coordination Unit will take the lead in designing the LRP assessment and extracting LRP procurement information from PASTFood.

To ease the data collection burden on country offices and on the P4P Coordination Unit, countries will conduct monitoring surveys of participating farmers and traders only in years one, three, and five. Country offices will conduct baseline surveys of participating farmers' organizations as soon as they begin to work with the organizations and each year thereafter. Impact assessment requires monitoring non-participating farmers' organizations and farmers as well. A selected group of impact assessment countries will therefore monitor non-participating groups of farmers' organizations and farmers in years three and five to facilitate impact assessment.

Figures 1 and 2 illustrate the schedule of various data collection activities. The figures display data collection activities that contribute to monitoring and to impact assessment in order to frame monitoring activities within the broader context of the comprehensive monitoring and evaluation system.

FIGURE 1. MONITORING SURVEYS

Groups	Participation	Programme year				
		1 (baseline)	2	3	4	5
Farmers' organizations	Participating	All countries	All countries	All countries	All countries	All countries
	Not participating	Impact assessment countries		Impact assessment countries		Impact assessment countries
Smallholder farmers	Participating	All countries		All countries		All countries
	Not participating	Impact assessment countries		Impact assessment countries		Impact assessment countries
Traders	Participating	All countries		All countries		All countries

FIGURE 2. OTHER MONITORING ACTIVITIES

Data Collection Activity	Programme year				
	1	2	3	4	5
Case studies	Biannually (twice yearly)				
Market monitoring	Weekly/Monthly				
Procurement monitoring	Quarterly				
LRP monitoring	When applicable				
Farmers' organization records	Annually				

MONITORING PROCEDURES

This chapter documents the practical details involved in implementing the various components of the monitoring system. Each section comprises a “manual” that describes all aspects of implementing a particular data collection component. The chapter first describes implementation of the various follow-up surveys (i.e., farmers’ organization, smallholder farmer, and trader). It then describes how to conduct case studies, market price monitoring, procurement monitoring, collecting data from farmers’ organizations, and LRP monitoring.

Follow-Up Surveys

Follow-up surveys include all of the surveys (with the exception of the baseline surveys) administered to farmers’ organizations, smallholder farmers, and traders according to the schedule outlined in Figures 1 and 2.

Interview Subjects

The surveys of farmers’ organizations and smallholder farmers, follow panels of respondents.³ A panel is a fixed group of respondents which WFP interviews in each round of data collection. This means that country offices will collect follow-up data in years three and five from the same farmers’ organizations and individual farmers from whom they collected baseline data. Country offices do not have to follow a panel of traders but it may be easiest to do so.

Data Collection Instruments

The follow-up instruments used for data collection in years three and five are based on the baseline data collection instruments but contain a few additional questions designed to assess change in key variables since the previous survey. All pilot countries will use the same follow-up instruments.

Countries that modified the baseline instruments to address their own monitoring and evaluation needs will need to carry those revisions over into the follow-up instruments as well to ensure a consistent dataset. Country offices are responsible for making these changes but all changes must be approved by the P4P Coordination Unit. Annex A contains copies of each of the instruments in a fixed format as an example of the core instruments.⁴

Timing of Data Collection

The *Purchase for Progress Monitoring & Evaluation Baseline Sampling Strategy* document describes the appropriate timing for surveys of farmers’ organizations, smallholder farmers, and traders. Timing considerations for subsequent follow-up surveys in years three and five are:

- *Farmers’ organizations* – Establish a baseline as soon as a farmers’ organization begins to participate in P4P. Conduct follow-up surveys of participating farmers’ organizations in each year of the pilot. Country offices should conduct follow-up surveys of farmers’ organizations at the same time of year that they conducted the baseline survey of the organization to ensure

³ See the *Purchase for Progress Monitoring and Evaluation System Design Considerations: Final Report* document for an explanation of the rationale for using panels.

⁴ The P4P Coordination Unit will distribute electronic copies of the instruments to each country office.

consistent data. Ensure that follow-up surveys ask about a period of time comparable to the baseline (i.e., all of the agricultural seasons in a 12 month period).

- *Smallholder Farmers* – The timing of the smallholder farmer follow-up surveys is critical. The instruments are specifically designed to be administered at the end of the primary harvest and marketing season when most of the selling decisions have been made and most sales concluded. Follow-up surveys in years three and five should thus be administered at the same time of the year that the baseline survey was conducted. If this is not possible, then ensure that follow-up surveys ask about respondents' experiences during a comparable period of time to the baseline survey (i.e., all of the agricultural seasons in a comparable 12 month period). Some countries did not administer the baseline surveys at the ideal time. These countries may wish to shift follow-up surveys to the most ideal time but should then ensure that the follow-up surveys ask about a period of time (i.e., the same set of agricultural seasons) comparable to the baseline survey.
- *Traders* – As with the surveys of farmers' organizations and farmers, the timing of surveys of traders should facilitate accurate recall of data. This means that, in most cases, country offices should interview traders near the end of the main season of trading activity. This will also be the easiest time to locate traders in the field. However, to provide consistent data (i.e., covering the same period of time as the baseline) countries should conduct follow-up surveys of traders at about the same time that they conducted the baseline survey.

Sampling

In general, sampling involves selecting representative samples of both participating and non-participating (impact assessment countries only) groups (i.e., farmers' organizations and smallholder farmers) to which to administer the surveys. The surveys of farmers' organizations and smallholder farmers follow panels of respondents (i.e., collect data from the same respondents in each round of data collection). Therefore, country offices do not need to select new samples for the follow-up surveys. They will administer the follow-up surveys to the same samples they used for the initial baseline surveys.

Several factors may cause the composition of the groups of participating and non-participating farmers' organizations to change over time. Causes include:

- A country may expand its P4P programme by bringing in new organizations (i.e., organizations that were not participating and, in impact assessment countries, were not part of the non-participating group) over time.
- In impact assessment countries (i.e., those that are collecting data from non-participating organizations) farmers' organizations in the non-participating group may migrate to the participating group if WFP elects to begin working with them.
- Participating farmers' organizations may choose to drop out of P4P. Dropping out means that they no longer receive supply side support from P4P and no longer have the opportunity to sell to WFP through P4P.
- Participating farmers' organizations may graduate from P4P. Graduation means that the organization no longer receives P4P-supported supply-side assistance but still has the opportunity to sell to WFP through P4P.

Figure 3 describes how each of these situations affects the panels of participating and non-participating farmers' organizations and farmers and the recommended action for country offices to take in each case.

FIGURE 3. RESPONSES TO CHANGING SAMPLING FRAMES

Situation	Response
The programme adds a new participating farmers' organization . In impact assessment countries this will be an organization that is not part of the non-participating control group.	<ul style="list-style-type: none"> • Conduct a baseline for the new organization and add the organization to the panel for subsequent follow-up surveys. • Do not add the new organization's farmer members to the panel of participating households.
In an impact assessment country, an organization that is part of the non-participating control group begins to participate in P4P .	<ul style="list-style-type: none"> • Conduct annual follow-up surveys of the organization annually just as with all other participating organizations. • If any farmer members of the organization were part of the non-participating household panel, then continue to administer scheduled follow-up surveys to the households.
A participating farmers' organization <i>drops out</i> of P4P (either because it chooses to or because WFP stops working with the organization).	<ul style="list-style-type: none"> • Do <u>not</u> continue with scheduled follow-up surveys of the organization. • Do <u>not</u> continue with scheduled follow-up surveys of any farmer members of the organization who were part of the participating household panel. • If dropping the households from the panel reduces the size of the panel below the specified sample size, then randomly select a equal number of new farmer households from the remaining participating organizations to replace the households that dropped out. These new households become part of the participating household sample in subsequent surveys.
A participating farmers' organization <i>graduates</i> from P4P. Graduating means that the organization still has the opportunity to sell to WFP through P4P but is no longer receiving supply-side support through P4P.	<ul style="list-style-type: none"> • Continue with scheduled follow-up surveys of the organization. • Continue with schedule follow-up surveys of any farmer members of the organization that were part of the participating household panel.

The *Purchase for Progress Monitoring & Evaluation Baseline Sampling Strategy* document describes selection criteria for baseline sampling.

Conducting Panel Surveys

The basic procedures for administering the follow-up surveys are identical to those for administering the baseline surveys as described in the *Purchase for Progress Monitoring & Evaluation Baseline Sampling Strategy* document. The *Purchase for Progress Data Collection Manual* contains the detailed descriptions of the questions in follow-up instruments that are necessary to train enumerators.

Successfully collecting panel data requires careful attention to detail. The value of a panel dataset lies in the ability to observe the behavior of specific individuals and organizations over time. In contrast, data from independent samples in each data collection round allow only comparison of average sample characteristics between time periods. To reap the benefits of a richer panel dataset, however, *it is absolutely critical to be able to link data collected from a particular respondent during the baseline to data collected from the same respondent in subsequent follow-up surveys.* This requires maintaining identification numbers across data collection rounds as well as careful management of the questionnaires themselves.

Key elements of panel data collection include:

- Preparing the questionnaires for a panel survey is time consuming. Allow for plenty of time in advance of the survey to ensure adequate preparation. In fact, country office can begin preparing the follow-up questionnaires as soon as they have entered and cleaned data from the previous survey.
- Each questionnaire will include pre-filled information from the previous survey that the enumerator will need to update during the follow-up interview. For example, the smallholder farmer questionnaire will contain pre-filled contact information on the front page and pre-filled information about household members in module J. It is absolutely critical that the questionnaires are assembled correctly so that the information in these pre-filled sections correspond to the same respondent. To facilitate this process, country offices should print the unique identification number corresponding to a respondent at the top of each page of the questionnaire.
- Assign a detail-oriented person to manage the process of preparing the data collection instruments. This includes preparing the pre-filled pages, assembling the questionnaires, and assigning/distributing questionnaires to enumerators as they go to the field.
- The follow-up smallholder farmer questionnaires contain detailed instructions and tables for updating household information. This includes noting individuals who are no longer members of the household and adding individuals who have joined the household since the previous survey.
- Enumerators and field supervisors must verify prior to each interview that they have identified the intended respondent – i.e., the respondent for which they have a pre-filled questionnaire. It will not be sufficient to trust only in the name printed on the questionnaire since many people have similar names and enumerators may not have recorded complete names in previous surveys. Before starting an interview, verify that the respondent participated in the previous survey and also verify that pre-filled contact information is correct. Country offices may consider collecting GPS coordinates during interviews to facilitate accurately locating respondents in subsequent surveys.

Annex B describes in detail the steps in preparing panel data questionnaires and administering the surveys.

Case Studies

Case studies are in-depth interviews that collect detailed, largely qualitative, information about whether and how farmers, farmers' organizations, traders, and others respond to, or are affected by, P4P.

Qualitative evidence from the case studies complements quantitative data from surveys and secondary data sources by adding depth to our understanding of “how” and “why” P4P interventions are affecting smallholder farmers, farmers’ organization capacities, the trading environment, and market access – information that is crucial to P4P’s learning and sharing pillar. Carefully targeted and administered case studies can help country offices understand what is working and what is not, identify and address emerging problems, and detect unanticipated outcomes.

Country offices will conduct two types of case studies. Participant case studies interview specific farmer organizations, smallholder farmers, and traders who are participating in P4P or may be affected by P4P. Country offices will select suitable participating or affected individuals or organizations early in implementation and interview

them periodically over the five-year life of the pilot. The resulting panel data will provide a rich source of evidence about how participants respond to P4P and how that response evolves over time. Country offices may also find it necessary to conduct special one-off “topical” case studies to investigate specific topics or issues as they emerge during implementation.

The remainder of this section briefly reviews case study objectives and procedures. Annex C provides the practical guidance necessary for country offices to develop and implement a strategy for conducting case studies, administering the actual interviews, and managing and reporting results. Annex D contains suggested case study interview guides.

Case Study Objectives

The surveys of farmer organizations, smallholder farmers, and traders provide comprehensive quantitative evidence on *whether* and to *what extent* P4P achieves results. While this quantitative data is important, learning also requires a thorough understanding of *how* and *why* P4P generates results; when applicable, *why* it is not producing the expected results or is generating unanticipated outcomes; and the conditions or contexts that affect performance. The case studies provide the qualitative data that contributes to this depth of understanding. Well conceived and implemented case studies can add another dimension to the evidence of P4P’s performance and facilitate more informed reflection as WFP, partners, and other stakeholders extract lessons learned and begin to identify best practices. Case studies also provide a forum for programme participants to voice their views, expectations, and issues regarding P4P and contribute to ongoing implementation.

Participant and topical case studies contribute to these objectives in different ways. Participant case studies focus on how participants (and others

Case study requirements for country offices - at a glance

- Select at least 11 subjects to interview at least twice a year throughout the implementation period.
- Conduct topical case studies as needed.
- Organize human resources to carry out the case studies – preferably outsourcing the task.
- Prepare and provide a transcript and a report of each case study interview, including photographs if relevant.

Case Study Objectives

Case studies will provide:

- Insights into how and why P4P produces results, fails to produce results, or generates unanticipated outcomes,
- Opportunities to identify and analyze how the programme context affects performance,
- A forum for participants to express their views of the project, its implementation, and impacts on their lives,
- Illustrations of the human reality behind the objectives, achievements, and challenges of the programme, and
- Input into public information updates.

potentially affected by P4P) react to P4P and how this affects P4P performance. Topical case studies focus on acquiring a deeper understanding of specific issues and topics that emerge during implementation. For example, Malawi noticed a pattern of contract defaults among supplying farmers' organizations and conducted a topical case study to better understand the cause of defaults. Topical case studies will generally have a broader focus than participant case studies as they explore several facets of an issue. For example, a topical case study of barriers to smallholder engagement on a commodity exchange might involve interviews with farmers, farmers' organizations, commodity exchange staff, traders, buyers, and policy makers.

Case studies are above all tools to support internal learning. They generate lessons about how and why P4P is working, contribute to drawing conclusions about how to improve performance, and provide the context specific information necessary to identify best practices. Any contribution the case studies make to public relations is secondary and should not compromise the primary objective of learning. This focus extends to reporting. Case study reports are internal documents designed to facilitate learning. Country offices should not design them as public relations or communications publications as these have a very different purpose and require a different focus and presentation. If country offices choose to develop public relations publications or "success stories" from the case study interviews, these should be separate documents in order not to compromise the learning objectives of the case study reports.

Market Price Monitoring

In the context of the P4P monitoring and evaluation system, market price data contribute to one indicator: "Average (over participating smallholder farmers' organizations) price received for commodities as a percentage of the highest price in that locality during the marketing season" associated with outcome 2.2. This indicator requires data on the local price of each commodity that WFP buys (or expects to buy) through P4P in the implementation areas. To the extent possible, the prices should reflect the price that a farmers' organization or farmer can actually obtain. That is, they should be the prices in effect in the markets in which the farmers' organizations or farmers actually sell their commodities. Note that these may be wholesale and/or retail prices. At a minimum, country offices should strive to maintain weekly price data at the district level or (if possible) lower for the commodities that P4P buys. The indicator also requires the highest price in the market during the year. Therefore, market monitoring should attempt to collect a price series at weekly intervals so as to identify price movements and the highest price.

Price data also help WFP understand 1) whether P4P procurement is distorting local market prices and 2) prices associated with alternative marketing options available to smallholder farmers. The various prices that contribute to this understanding are wholesale prices (prices paid by traders, millers, brewers, and others who are not end-users) and retail prices (prices paid by end users who buy from farmers in local markets). Since both prices will likely depend on the location of the sale (e.g., a trader will pay a different price at the farm gate than at the warehouse), it is best to collect these data for the most relevant sales points (e.g., farm gate, trading center, district center) if possible. It will often not be possible to collect the ideal set of prices (e.g., at the right market or location). Country offices should strive to collect the data that are most relevant to the requirements of monitoring and evaluation.

In many cases country level P4P programmes will not need to go into the field to collect market price data. Other units within the country office (e.g., procurement or VAM) may already be compiling market price data. Governments (e.g., Ministries of Agriculture), development organizations (e.g., FEWSNET), or partners (e.g., FAO or USAID-funded projects) may also be collecting market price data. To the greatest extent possible, country offices should attempt to obtain market price data from

these secondary (i.e., existing) sources. The first two approaches that country offices should explore for obtaining market price data are therefore:

- Determine whether other organizations are collecting data on prices in the P4P operational areas and use these data if they satisfy monitoring requirements.
- If secondary sources are not adequate (e.g., of inadequate quality or not covering P4P operational areas) explore prospects for improving or expanding the data collection efforts of the organization that is collecting the data.

As a last resort, if secondary sources are not available, country offices may need to collect the data themselves. The VAM Unit of WFP has established draft procedures for collecting market prices which it expects to publish soon.

Country offices will not be required to conduct any analysis of market price data unless it is required for their own monitoring and evaluation purpose. They need only to ensure that current data is available in the country office.

Procurement Monitoring

Procurement monitoring contributes to the following global logframe indicators:

- Number of participating smallholder/low income farmers' organizations qualified to participate in WFP competitive tenders,
- Quantity of food purchased annually by WFP from smallholder/low income farmers' organizations (disaggregated by commodity, procurement modality, and country),
- Percentage of total annual procurement from local sources (disaggregated by supplier, i.e., trader, farmers' organization, etc.),
- Quantity of food procured locally (disaggregated by commodity, procurement modality, and country),
- Average (over participating smallholder farmers' organizations) price received for commodities as a percentage of the highest price in that locality during the marketing season, and
- Average (over farmers' organizations) percentage of contracts successfully delivered (relative to baseline and comparison group, disaggregated by country and primary reason for default).

Calculating these indicators' values requires data on farmers' organizations that are on the WFP vendor list for local purchases and a complete list of all local procurement with data on prices paid, quantities contracted, quantities received, buyers, and sellers. To a large extent, the P4P Coordination Unit will extract these data from PASTFood. However, country offices will have to support this effort by entering data into the system accurately, with sufficient detail, and in a timely manner. Among other things this means that country offices need to use consistent vendor names each time they report data about a farmers' organization. Since these names are already standardized in WINGS, country offices should use the vendor names from WINGS. In cases where a country office buys from a farmers' organization that is not a registered vendor and records the purchase through another (registered) organization, the country office needs to document the purchase situation carefully. Failure to refer to

vendors consistently makes it very difficult to connect data from PASTFood to quarterly reports to gain an accurate understanding of P4P procurement.

In conjunction with the Procurement Unit, the P4P Coordination Unit has developed reporting routines to extract procurement data from the PASTFood database to accommodate calculation of the indicators above. The P4P Coordination Unit will have to exercise care when interpreting these data. One potential issue is that prices recorded in PASTFood represent the actual price paid to the supplier. If WFP offers to compensate a P4P farmers' organization for bagging, transportation, or other costs, these considerations may be included in the recorded price. In these instances it will be difficult, if not impossible, to determine the price paid for the commodity itself. There may be no solution to this issue but it should be considered when interpreting procurement data.

Monitoring and Evaluation of LRP

The P4P Coordination Unit will assume primary responsibility for LRP monitoring and most country offices will play no direct role in the activity. The Coordination Unit may ask some country offices to support visits and field work of an assessment team, assist with collecting and validating secondary data, or incorporate LRP monitoring into their case study strategy. However, most country offices will not be directly involved in LRP monitoring.

The separate document *Impact Assessment of Local and Regional Procurement* describes procedures for evaluating the impacts of LRP.

Farmers' Organization Records

Many indicators rely on data from farmers' organizations. These include:

- Average (over participating smallholder farmers' organizations) price received for commodities as a percentage of the highest price in that locality during the marketing season,
- Number of farmers' organizations with at least one member of the management staff trained in organization management (i.e., governance, administration, or financial management of farmers' organizations),
- Average (over farmers' organizations) percentage of contracts successfully delivered (relative to baseline and comparison group, disaggregated by country and primary reason for default),
- Percentage of participating smallholder/low income farmers' organization members who are women (disaggregated by country),
- Percentage of participating smallholder/low income farmers' organizations' elected leadership positions held by women (disaggregated by country),
- Number of participating smallholder/low income farmers' organization members who are smallholder farmers (disaggregated by country),
- Percentage change in total membership of participating smallholder/low income farmers' organizations (relative to baseline and disaggregated by sex of member),
- Number of participating smallholder/low income farmers' organizations with ability to offer their members some form of financing for crops at harvest (e.g., by pre-purchase, credit, access

to warehouse receipt systems, or other full or partial pre-payment for crops) (relative to baseline and comparison group, disaggregated by type of financing),

- Number of participating farmers' organizations depositing commodities in a warehouse with a receipt system,
- Average quantity of staple commodities sold by participating farmers' organizations (relative to baseline and comparison group, disaggregated by commodity),
- Average size of sale of staple commodities by participating smallholder/low income farmers' organization (relative to baseline and comparison group, disaggregated by commodity),
- Average number of different geographic markets sold into by participating smallholder/low income farmers' organizations (relative to baseline and comparison group),
- Number of participating smallholder/low income farmers' organizations offering post-harvest handling services to their members (relative to baseline and comparison group, disaggregated by service), and
- Number of participating farmers' organizations with access to warehouse storage capable of maintaining long-term quality of stored commodities.

The formal surveys of farmers' organizations collect the data necessary to calculate these indicators. The indicators, however, provide only a partial picture of how farmers' organizations are increasing their capacity, changing the way they market commodities, and improving market access for their smallholder members. Collecting more detailed data on farmers' organizations' sales than is feasible during an interview will provide a deeper understanding of these key questions and contribute to learning. In particular, detailed data on farmers' organizations' receipts and sales of commodities will contribute to a better understanding of:

- The performance (defaults) of farmers' organizations on contracts and reasons for poor performance.
- The margin between prices received for commodities and prices paid to farmers and reasons for these margins (e.g., processing and marketing costs).
- The types of farmers (e.g., large/small, male/female, farmers' organization members/non-members) who are contributing to a sale and the quantities they are contributing. These data will help validate information from the farmer surveys and provide accurate information on how well the P4P intervention is engaging smallholders in terms of the numbers of smallholders selling through the organization and the quantities they are selling relative to larger farmers (the issue of elite capture).
- The number of smallholder farmers contributing to sales to WFP (for reporting to the donor).
- Whether the quality farmers are delivering to the farmers' organization is improving over time (e.g., cleaning, drying, sorting/grading costs are declining and prices paid to farmers are increasing).

This section describes the instruments and procedures for compiling detailed information about farmers' organizations' receipts and sales of staple commodities.

Country offices need only compile information about receipts and sales of commodities that WFP buys through P4P and that the farmers' organization sells to WFP. However, participating farmers' organizations should develop the capacity to maintain these types of records for receipts and sales of all commodities to all buyers as part of their training in record keeping skills. If feasible, country offices should also collect these data for receipts of all commodities and sales to all buyers.

Compiling Farmers' Organization Records

Farmers' organizations will keep records in a wide variety of formats (e.g., ledgers, notebooks, etc.) and media (e.g., paper or, in rare cases, computers). The data collection forms in Annex E summarize the minimum data required from farmers' organizations. They are not necessarily a form into which country offices or farmers' organizations must directly transfer data. Use the format for collecting the data that is most convenient and accurate. This will often be the format that coincides most closely to the organization's accounting system. If transcribing data into the provided forms is the most convenient way to collect the data, then do so. Otherwise, use whatever format is convenient but make sure to collect at least the data indicated in the data collection forms.

Ultimately, the country offices bear the responsibility for obtaining data from farmers' organizations and entering the data into an electronic format to facilitate analysis. However, this does not necessarily mean that country office staff themselves must actually visit organizations and transcribe data out of ledgers. Country offices should take advantage of the resources and skills that are available among farmers' organizations and partners to compile the data in the most efficient manner. Possible approaches to data collection include:

- Coordinate data collection with the capacity building of farmers' organizations. In most countries, partners are working with participating farmers' organizations to establish record-keeping systems. Work with the partners and organizations to ensure that the organization develops the capacity to report the data required for monitoring and evaluation. In most cases, country offices will be able to align their data needs with the data that organizations will maintain as part of their regular record keeping.
- Attach forms to contracts as a required annex that farmers' organizations must complete as part of the contract (sales to WFP only).
- Visit farmers' organization at least annually to transcribe data from records as a last resort.

Regardless of how a country office collects data from a farmers' organization, it will need to enter the data into a spreadsheet (or comparable data management package) to facilitate analysis. The P4P Coordination Unit has developed a spreadsheet template for entering the data.

Frequency and Timing of Data Compilation

The frequency and timing of data compilation depends on a number of factors.

- Ensuring accurate recall or timely record keeping by farmers' organizations – Especially in cases where farmers' organizations do not maintain good records, country offices should time data collection as closely as is feasible to the time at which the data are generated. This will generally mean collecting data shortly after the aggregation and selling season(s). Country offices may also choose the frequency and timing of data collection to prompt farmers' organizations to keep records reasonably current. For example, a country office may request records (or

schedule data collection sessions) quarterly to ensure that farmers' organizations do not fall too far behind in record keeping.

- Agricultural calendars – In keeping with collecting data as soon as feasible after it is generated, agricultural calendars (i.e., the timing of harvests and sales) will likely determine the optimal timing of data collection activities.
- Country office needs for learning and reporting – Country offices will also need to consider their schedules for learning and reporting when choosing the timing and frequency of data collection.

Data Collection Forms

The four data collection forms provided in Annex E summarize the data required of farmers' organizations. Country offices do not need to use the forms in the format provided but they do need to make sure that they collect all of the data in the forms in some format. In general, country offices will likely find it most convenient to align the specific forms they use to collect these data as closely as possible to the formats in which farmers' organizations are keeping records. The four principle forms for collecting data from farmers' organization records are:

- **Farmers' Organization Sale Information** – The data from this form describe how farmers' organizations' sell commodities. The data will allow WFP to compile a complete picture of farmers' organizations' sales activities including the commodities they sell, quantities sold, types of buyers, default rates, money received, contract terms, and marketing costs.
- **Commodity Receipt Information** – The data from this form reveal where farmers' organizations' receive the commodities they sell. The data allow WFP to determine when, how, and from whom farmers' organizations are obtaining the commodities they sell. Linking these data to organization membership records will reveal the characteristics of farmers who market through the farmers' organization, the level of their participation, and the extent to which different types of farmers contribute to sales to WFP (and perhaps others).

The Commodity Receipt Information form contains two separate sections. Use section A to record receipts from individuals who are depositing or selling only the commodities their household produced themselves. Use section B to record receipts from individuals, traders, other farmers' organizations, or others who are depositing or selling commodities aggregated from more than one person.

- **Farmers' Organization Membership Information** – The data from this form describe the characteristics of farmers' organizations' membership including the distribution of membership by sex and by area cultivated. The data allow WFP to examine changes in membership size and structure over time and to link receipts and sales of commodities to individual members.
- **Non-Member Information** – Farmers' organizations may sometimes accept deliveries of commodities (or buy commodities) from non-members. In order to fully understand the characteristics of farmers who benefit from organizations' marketing activities it will be important to collect basic data on non-members who sell to or through the organization. The *Non-Member Information* form collects these data.
- **Member Organization Information** – Some types of farmers' organization may have other types of farmers' organizations as members. For example, Cooperative Unions in Ethiopia have

Primary Cooperatives as members. The *Member Organization Information* form provides a place for organizations with other organizations as members to maintain an up-to-date list of its member organizations. This list will facilitate tracking commodities back to individual contributors.

At a minimum, country offices will need to collect the data in the *Farmers' Organization Sale Information* form for each sale the organization makes to WFP. However, country offices should make every effort to collect these data for every sale to any type of buyer.⁵ If an organization is unwilling to provide some of the information for sales to buyers other than WFP (e.g., prices), then collect the data the organizations are willing to share.

The country office should collect the data in the *Commodity Receipt Information* form for commodities aggregated for each sale to WFP – and, if feasible, for all commodities aggregated by the organization for any purpose. There is no need to collect answers to questions 12 through 16 for sales on which the farmers' organization provides complete *Commodity Receipt Information* forms as the answers to questions 12 through 16 can be more accurately calculated from the data in the *Commodity Receipt Information* forms.

⁵ Organizations that make many small sales to individuals may report all of these sales as a single sale to “multiple individuals.”

Using the Data Entry Forms

- **Farmers' Organization Sale Information** – Complete this form for every sale of staple commodities that the organization makes to WFP. Also complete this form for sales agreements (a finalized agreement to deliver commodities) that the farmers' organization made but did not fulfill (e.g., an agreement that was not fulfilled because the organization found a better price). In this case, enter “Not fulfilled” in the “Contract or sale identifier number” field of the form. At a minimum, farmers' organizations should complete this form for all sales to WFP. However, if feasible, farmers' organizations should collect these data for all staple commodities they sell, regardless of the eventual buyer. The organization may elect to leave some sensitive information (e.g., price) empty when reporting sales to other buyers.
- **Commodity Receipt Information** – Record all staple commodities received by the organization for sale to WFP regardless of whether the organization pays for the commodities at the time of receipt or only when the organization receives the money from the sale. Record all receipts from individuals who deliver only the commodities their household produced themselves in section A. Record all deliveries from individuals, traders, other farmers' organizations, or others who deposit or sell commodities aggregated from more than one person in section B. At a minimum, farmers' organizations should record the receipt of all staple commodities aggregated (either from individuals or other entities) for a sale to WFP. However, if feasible, farmers' organizations should collect these data for all staple commodities they aggregate, regardless of the eventual buyer.
- **Farmers' Organization Membership Information** – Record the details of all farmer organization members in this form.
- **Non-Member Information** – Record the details of all farmer who are not organization members but deliver commodities to the organization for sale to WFP in this form. Record details of non-members contributing to sales other than to WFP if feasible.
- **Member Organization Information** – Record the details (name, ID number, and year joined) of farmers' organizations that are members of the farmers' organization from which the records are collected. For example, a Cooperative Union that is participating in P4P would use this list to record the names and ID numbers of all of the Primary Cooperatives that are members of the Cooperative Union.

Assigning Identification Numbers

Unique identification numbers for farmers' organizations, individual farmers, and sales will facilitate accurate and timely linking of individual farmers to commodity receipts and sales. The ability to connect individual farmers to farmers' organizations' commodity receipts and sales is crucial to WFP's ability to estimate the number of smallholder farmers benefiting from P4P. For example, WFP needs to determine the characteristics (e.g., sex and cultivated land area) of farmers who contribute to farmers' organizations' sales to WFP. Unique identification numbers will allow analysts to link the sale or contract identifier (column L of the *Commodity Receipt Information* form and question 1 of the *Farmers' Organization Sale Information* form) and the farmer ID number (column C of the *Commodity Receipt Information* form) to the farmer ID number in the *Farmers' Organization Membership Information* form to determine the characteristics of farmers who contributed to each sale. However, if the identification

numbers are not unique (i.e., link to multiple records in other forms or to multiple forms) matching sales to farmers will not be possible.

Numbers assigned to sales and farmers must uniquely identify the sale or farmer. That is, there must not be another sale or farmer with the same number. Identification numbers must be unique within a farmers' organization but do not necessarily need to be unique across organizations. If two or more farmers' organizations assign the same number to a sale or to a farmer, then combine the number with a unique code for the farmers' organization to create a sale or farmer identification number that is unique across organizations. For example, if two farmers' organizations (with organization ID codes of 32 and 45 for instance) assign the ID number 00001 to an organization member, append the organization and member ID numbers to create the unique member ID numbers of 3200001 and 4500001.

Use existing numbering systems whenever possible.

- Most farmers' organizations already identify members by number – often a national identity card number. In cases where farmers' organizations do not assign numbers to members, assign numbers based on existing numbers (e.g., national ID numbers) whenever possible and assign new numbers only as a last resort.
- For sales IDs, consider using a contract number or other unique number already assigned to the sale.
- For farmers' organization ID numbers, whenever possible use numbers that WFP has assigned to the organization in the WINGS procurement database.

When non-members sell to or through a farmers' organization, the organization should (when feasible) record an identification number in column C of the *Commodity Receipt Information* form. Farmers' organizations that use national ID numbers to identify members can also use national ID numbers to identify non-members. In countries without a national identification number, farmers' organizations should use some other numbering system to assign numbers to non-members and ensure that these numbers uniquely identify the individual farmer. It will be important that these organizations maintain a separate list of non-members who sell to or through the organization so the organization can assign the same identification number each time the non-member sells to or through the organization. Use the *Non-Member Information* form for this purpose.

Farmers' organizations that have other organizations as members (e.g., Cooperative Unions that have Primary Cooperatives as members) should assign a unique ID number to each member organization and keep an up-to-date record of member organizations and ID numbers in the *Member Organization Information* form. When an organization receives commodities from a member organization, it should then record the supplying organization's unique ID number in the section B of the *Commodity Receipt Information* form along with the information about the commodity received.

Data Entry and Management

The forthcoming data hub will manage the data from farmers' organization records. To facilitate global aggregation of the data, the hub will develop a common data management system (e.g., spreadsheet or database) into which country offices will enter the data. For the time-being, country offices should collect the data from farmers' organizations (see guidance on *Compiling Farmers' Organization Records* on page 15) into spreadsheets provided by the P4P Coordination Unit.

Country offices will likely use data from farmers' organization records to gain a deeper understanding of how their engagement with organizations is affecting smallholder farmers. For example, the records will allow country offices to examine more closely the extent to which women or smallholders are selling through the organization or the prices that farmers are receiving when selling through the organization relative to other marketing options. To a great extent, country offices will determine the analyses of farmers' organization data they need to understand their specific programmes. The P4P Coordination Unit and the data hub will direct analysis at the global level.

Special Situations

Some countries may have to adapt how they use the forms to accommodate special situations. This section outlines several special situations and makes recommendations about how to adapt reporting in each case.

A farmers' organization buys from another farmers' organization – When a farmers' organization buys from another farmers' organization the manner in which data should be recorded depends on the status of the supplying organization.

- If the organization has sold commodities obtained from another organization that is participating in P4P, then maintain records for both the supplying organization (i.e., the organization actually supplying the commodities) and the selling organization. Fill in a "*Farmers' Organization Sale Information*" form for the supplying organization only if it sells the commodities to the selling organization.⁶ Otherwise, fill in the *Farmers' Organization Sale Information* only for the selling organization. Fill in the *Commodity Receipt Information* form for both organizations. The supplying organization will list individual farmer contributors (section A of the *Commodity Receipt Information* form) and the selling organization will list the supplying organization(s) as the contributor(s) in section B of the *Commodity Receipt Information* form. Both organizations need to maintain the *Farmers' Organization Membership Information* and *Non-Member Information* (as applicable) forms. If the supplying organization is a member of the organization receiving the commodities (e.g., a Primary Cooperative supplying a Cooperative Union of which it is a member) then record the ID number of the supplying organization from column B of the *Member Organization Information* form in column C of the section B of the *Commodity Receipt Information* form.
- The situation is the same in the case where a farmers' organization that is registered on WFPs vendor list sells for an organization that is not registered as a vendor.

A farmers' organization that is registered on the WFP vendor list sells commodities on behalf of a participating organization that is not registered – Treat this situation in the same manner as a purchase from another farmers' organization.

A farmers' organization buys from a trader – Enter the data in section B of the *Commodities Receipt Information* form (the section titled "Received from anyone other than an individual farmer selling their own commodities (e.g., traders, farmers' organizations)"). Try to collect information about the individual farmers from whom the trader aggregated the commodities (columns J, K, and L in the form).

⁶ This will be the case in Ethiopia where Producer Cooperatives sell their commodities to Cooperative Unions for sale to other buyers. It may also apply in situations where a farmers' organization that is on WFP's vendor list sells to WFP for a participating organization that is not registered as a WFP vendor.

A farmers’ organization buys from a member who has aggregated from other farmers (members or non-members) – Treat this situation in the same manner as a purchase from a trader.

Record whether the selling farmer is a member of the farmers’ organization. Try to collect information about the individual farmers from whom the trader aggregated the commodities (columns J, K, and L in the form).

Question-Specific Guidance

This section provides detailed instructions for answering each question in the four data collection forms.

Farmers’ Organization Sale Information Form

Collect these data for each sale participating farmers’ organizations make to WFP and, if possible, to any other type of buyer as well.

Also complete this form for sales agreements (a finalized agreement to deliver commodities) that the farmers’ organization made but did not fulfill (e.g., an agreement that was not fulfilled because the organization found a better price).

Question	Instructions
Date of data collection	Record the date on which the data was collected. (Only if transcribing from FO records.)
Were the data in this form copied from written or computerized records?	Record whether the farmers’ organization maintained the data in written or electronic form as opposed to having to recall the data from memory.
Name of farmers’ organization	Record the name of the farmers’ organization providing the data.
Farmers’ organization code	Record the unique numeric code that the country office has assigned to the farmers’ organization providing the data. To the extent possible, this number should correspond to the number assigned to the organization by WFP in its procurement database.
1. Contract or sale identifier number	Record a sale or contract identification number that uniquely identifies this sale. This number will be used in column L of the <i>Commodity Receipt Information</i> form to link commodities received to a specific sale and, through the <i>Farmers’ Organization Membership Information</i> and <i>Non-Member Information</i> forms, to individual contributing farmers.
2. Commodity sold	Enter the name and code of the commodity sold. See the crop codes in Figure 4 for appropriate codes.
3. Date sale terms agreed (day/month/year)	The date on which the farmers’ organization finalized all of the terms of the sale agreement with the buyer.

Question	Instructions	
4. Date final delivery made to buyer (day/month/year)	The data on which the farmers' organization completed delivery of the commodities. If the organization delivered commodities in batches, then record the date of the final delivery.	
5. What quantity did you agree to deliver to the buyer (metric tonnes).	The quantity (in metric tonnes) that the farmers' organization initially agreed to deliver to the buyer when it first finalized terms of the sale. If an organization later modified the terms of the sale, report the original quantity agreed to here.	
6. Quantity actually delivered (metric tonnes)	The quantity (in metric tonnes) that the farmers' organization actually delivered to the buyer. This is the total amount of all deliveries made under the sale agreement. This amount may be larger or smaller than the amount initially agreed upon (question 5).	
7. Reason that quantity delivered was smaller than quantity contracted	If the quantity delivered (question 6) was smaller than the quantity agreed upon (question 5), then enter the reason from the possible choices here.	
	1 = did not have access to required quantity	Could not obtain the required quantity (regardless of the time allowed).
	2 = could not accumulate required quantity in time to meet delivery deadline	Could have obtained the required quantity but didn't have time to do so. Use this response if time was the limiting factor.
	3 = could not meet buyer's quality standards	Could not meet buyer's standards for moisture content; presences of foreign matter; small, broken, or discolored grains.
	4 = commodity did not meet buyer's specifications	Could not meet specifications of the buyer other than quality (e.g., bagging, transportation, timing of delivery, etc.) not covered in responses 1, 2,, or 3.
	5 = buyer revised the agreement quantity	The buyer reduced the quantity required after the initial agreement.
	6 = the buyer cancelled the agreement	The buyer cancelled the purchase agreement for reasons other than those listed in responses 1, 2, 3, and 4.

Question	Instructions	
	7 = the price offered was no longer attractive at time of delivery	The organization did not deliver because the price agreed with the buyer was not attractive at the time of delivery. This situation will often have involved side-selling when an organization found a higher price than that initially agreed with the proposed buyer.
	8 = farmers' organization did not have transport to deliver the commodities	The organization was able to aggregate the commodity but could not arrange affordable transport to deliver it to the required location.
8. Provide additional explanation for differences in contracted and delivered quantities if necessary.	Write in a detailed explanation of why the quantity delivered was smaller than that initially agreed to with the buyer. Fill this in only if the responses to question 7 do not adequately explain the situation.	

Question	Instructions
<p>9. Price per metric tonne that the organization received for this sale</p>	<p>The price (per metric tonne) that the farmers' organization received for the commodity. This price should reflect the true market value of the commodity. It should include all cash payments, the value of any non-cash considerations (e.g., inputs, etc.), the value of any loans (cash or in-kind) that were deducted from the sale price (including interest payments), and the value of any special considerations made in agreeing to a price (e.g., providing bags, considerations in transportation or delivery location, etc.).</p> <p>Example#1: Suppose that a farmers' organization sold 100 MT of maize to a trader who had provided inputs at planting time. The trader paid the organization USD 20,000 (\$200 per tonne) for the maize in cash. The trader had also provided inputs valued at \$3,000 to the organization at planting time and charged interest of \$200 on the loan. Furthermore, the trader provided an additional \$1,800 in inputs to the organization at the time of the purchase. The total value of the sale is then \$25,000 (\$250/tonne) – \$20,000 (cash) plus \$3,000 (the market value of the in-kind loan of inputs) plus \$200 (interest on the loan) plus \$1,800 (the market value of the in-kind payment in additional inputs.)</p> <p>Example #2: Suppose that the organization sold 100 MT of maize to WFP and received USD 24,000 (\$240 per tonne.) However, WFP provided bags valued at \$200 and agreed to pick up the commodities from the organization's warehouse, saving the organization \$800 in transportation costs. The total value of the sale was then \$25,000 - \$24,000 (cash) plus \$200 (the value of the bags) plus \$800 (the value of the transportation.) Note that the value of the bags and transportation should be added into the sale price only if they were not specifically deducted from the price during negotiation of the sale agreement.</p>

Question	Instructions	
10. Total amount of money that the farmers' organization paid for the commodities in this sale.	<p>Total amount of money paid to farmers (or others) who contributed commodities to the sale. This includes cash, the value of in-kind payments, and any deductions for loans (including interest) made to the supplier prior to or after accepting delivery of the commodity.</p> <p>Example: Suppose that the organization accepted delivery of 100 MT of commodities from members. It had provided inputs valued at \$3,000 to the contributing farmers at planting time. When the organization sold the commodities, it distributed \$20,000 in cash to contributing farmers, retained \$3,000 to pay for the inputs provided at planting time, retained \$200 in interest payments for the loan of inputs, and distributed \$1,800 in inputs to the contributing farmers. The total amount distributed to contributing farmers was then \$25,000 - \$20,000 (cash) plus \$3,000 (the value of in-kind loan repayment) plus \$200 (interest) plus \$1,800 (market value of in-kind payment of additional inputs delivered at the time of the sale.)</p>	
11. Type of buyer		
	1 = household/individual	Sale made directly to households or individuals
	2 = retail store	Sales to stores or shops that sell directly to households or individuals
	3 = millers/brewers	Sales directly to millers or brewers
	4 = processors (other than millers/brewers)	Sales made to any other processor (entity that changes the form of the commodity before reselling, e.g., processed food manufacturers) other than millers or brewers
	5 = trader/ food supplier	A trader (a person or organization in the business of buying and selling commodities) or an institutional food supplier.
	6 = government food stock agency	A government food stock agency

Question	Instructions	
	7 = government institution (schools, hospitals, etc.)	Sales directly to a government institution (e.g., school, hospital, prison) or government programme. Do not record sales here to food suppliers who supply these institutions or programmes.
	8 = World Food Programme (WFP)	Sales directly to the World Food Programme
	9 = international development agency	Sales to an international development agency (e.g., USAID, GTZ, DFID, etc.)
	10 = national/International NGO	Sales to a national or international NGO (e.g., CARE, World Vision, etc.)
	11 = farmers' organization	Sales to another farmers' organization.
If the farmers' organization provides detailed records on receipts of commodities on the Commodity Receipt Information, Farmers' Organization Membership Information, and Non-Member Information forms, then do not fill in questions 12-17.		
12. Total number of individual farmers who contributed to the sale.	The total number of individual farmers (disaggregated by sex) who contributed commodities for the sale. This includes organization members and non-members as well as smallholder and larger farmers. Enter data here only for contributions from individual farmers and not from groups of farmers or from a farmer who aggregated from other farmers.	
13. Total number of smallholder farmers who are members of the organization who contributed to the sale?	The total number of organization members who are also smallholders (according to the country-specific definition of a smallholder farmer) who contributed to the sale (disaggregated by sex).	
14. Total number of farmers who are not members of the farmers' organization who contributed to the sale?	The total number of farmers who contributed to the sale who are not members of the organization (disaggregated by sex).	

Question	Instructions	
15. Total quantity (metric tonnes) delivered by smallholder farmers who are members of the organization?	The total quantity (in metric tonnes) contributed to the sale by smallholder members of the farmers' organization (disaggregated by sex of contributing farmer).	
16. Total quantity (metric tonnes) delivered by individual farmers who are not members of the organization?	The total quantity contributed to the sale by individual farmers (smallholder and otherwise) who are not members of the organization (disaggregated by sex of the contributing farmer. Enter data here only for contributions from individual farmers and not from groups of farmers or from a farmer who aggregated from other farmers.	
17. Total quantity (metric tonnes) delivered by someone other than an individual farmer (e.g., trader, other farmers' organization, etc.)?	The total quantity contributed to the sale by traders and others who cannot identify the origin of the commodities they delivered. This may include traders, other farmers' organizations, or farmers who aggregated commodities from other farmers.	
18. Type of contract under which commodity was sold.	The type of agreement, if any, under which the organization sold the commodity.	
	1 = no contract	Sold directly with no prior written agreement
	2 = competitive tender	Sold through a completely open competitive tender process where the organization received no special considerations
	3 = modified competitive tender (WFP)	Sold under a competitive tender process under which the organization did received some special considerations (e.g., relaxed performance bond, provision of bags, smaller quantities, favorable transportation/delivery terms, etc.) relative to normal tendering procedures
	4 = direct contract	Sold through a direct written or oral agreement made prior to delivery of the commodity

Question	Instructions	
	5 = forward contract	Sold under a forward contract where the price and terms were negotiated far in advance of the delivery
	6 = sale negotiated through commodity exchange	Sold across a commodity exchange
19. What did it cost the farmers' organization to prepare the commodity for sale?	Record the total cost of each of the costs associated with this sale. This includes the cash and in-kind costs of hired labor, services (e.g., cleaning, drying, transportation), and goods (e.g., bags) associated with preparing commodities for this sale. Include fixed or overhead costs (costs that can't be allocated specifically to a particular sale such as administrative costs, depreciation on cleaning and drying equipment, costs of owning a vehicle, costs of owning or maintaining a warehouse, etc.) to this sale <u>only if some portion can reasonably be allocated to this particular sale and then enter only the portion that can be allocated to this sale (this will usually not be possible)</u> .	
20. What was the total amount of any taxes you paid on this sale (e.g., VAT, incomes taxes, etc.)?	Record the total amount of all taxes or fees, if any, that the farmers' organization paid on this sale. Taxes and fees include any official taxes and fees levied by any unit of government and may include VAT or income taxes.	

Commodity Receipt Information Form

A. Received from individual farmers.

Enter data in this form only for commodities delivered to the organization that were actually sold. Also enter data here only for commodities delivered by an individual farmer selling only commodities he/she produced.

Question	Instructions
Date of receipt	Date the commodity was delivered to the organization
Name of seller/ depositor	Name of the seller or depositor of the commodity.
Seller/farmer ID number	An identification number that uniquely identifies the farmer (see <i>Assigning Identification Numbers</i> on page 18.) This number must correspond to the ID numbers entered in the <i>Farmers' Organization Membership Information</i> and <i>Non-Member Information</i> forms, as appropriate.

Question	Instructions
Organization member?	Enter “yes” if the farmer is a member of the organization and “no” otherwise.
P4P participant?	Enter “yes” if the contributor is participating in P4P. This may include members of the organization or members of other organizations participating in P4P. If it is not possible to determine whether the contributor is participating in P4P, then enter “Don’t know”.
Sex	Record whether the individual supplying the commodity is male or female.
Area of land cultivated	Record the area of land (and the units) cultivated for all crops by the supplying individual.
Name and code of commodity received	Record the name and code of the commodity received. See the crop codes in Error! Reference source not found. for appropriate codes. The spreadsheet template includes a drop-down list to select crop names and then automatically inserts the proper code.
Quantity received	The quantity of the commodity (in kilograms) delivered by the supplier.
Total amount of money paid for the commodity?	<p>The total amount paid to the contributor for the delivered commodity. This should include cash, the value of in-kind payments, and the value of previous loans (and interest) deducted from the payment. If the payment is made in stages (e.g., an up-front payment with the balance paid at a later date) then record all payments.</p> <p>Example: Suppose that a farmer delivers one tonne of maize to the organization. The farmer previously received a loan of inputs valued at \$100 on which she owes interest of \$5. At the time the farmer delivers the maize, the organization settles the input loan and interest and pays the farmer \$25 in cash. Two months later, the organization sells the maize for \$250 and gives the farmer inputs valued at \$70 and \$40 in cash. The total amount paid to the farmer is \$240 - \$25 in cash at the time of delivery plus \$105 in loan repayment and interest plus \$70 in inputs at the time of final payment plus \$40 in cash at the time of final sale. The farmers’ organization deducted \$10 for marketing costs (bagging and transportation).</p>

Question	Instructions
Sale/contract identifier number (if applicable)	A number that uniquely identifies the sale to which the delivered commodity contributed (when applicable). The number must correspond to a number on one of the <i>Farmers' Organization Sale Information</i> forms completed by the organization. If it is not possible to identify the particular sale to which the commodity contributed, then enter "Don't know" in this column. An organization may collect commodities for an anticipated sale that does not materialize and then sell the collected commodities to another buyer – perhaps combined with other commodities. In this case, enter the contract or sale identification number corresponding to the actual sale of the commodities.

B. Received from anyone other than an individual farmer selling their own commodities (e.g., traders, farmers' organizations)

Enter data in this form only for commodities delivered to the organization that were actually sold. Also, enter data here only for deposits from anyone other than an individual farmer selling commodities he/she produced. This may include traders, other farmers' organizations, or individual farmers depositing commodities they aggregated from others.

Question	Instructions
Date of receipt	Date the commodity was delivered to the organization
Name of seller/ depositor	Name of the seller or depositor of the commodity. If the depositor is a trader, farmers' organization, or some other business, enter the name of the trading business or farmer's organization rather than the name of an individual.
ID	Enter the unique identification number of supplying organizations that are members of the receiving organization. This number comes from the <i>Member Organization Information</i> form. Also enter ID numbers of individual farmers or others who deliver commodities aggregated from others.
Type of seller/depositor	Indicate whether the seller/depositor is a trader, a farmers' organization, an individual who aggregated commodities from others, or some other type of entity.
Organization member?	Enter "yes" if the contributor is a member of the farmers' organization. This will likely be the case only if the contributor is a farmer who has aggregated from others.
P4P participant?	Enter "yes" if the contributor is participating in P4P. If it is not possible to determine whether the contributor is participating in P4P, then enter "Don't know".

Question	Instructions
Name and code of commodity received	Record the name and code of the commodity received. See the crop codes in Error! Reference source not found. for appropriate codes. The spreadsheet template includes a drop-down list to select crop names and then automatically inserts the proper code.
Quantity received	The quantity of the commodity (in kilograms) delivered by the supplier.
Number of farmer contributors (total)	Enter the total number of individuals (farmers) from whom the seller/depositor collected the commodity he or she delivered to the organization. Enter the code for “don’t know” (-7) if the depositor does not know (and can’t make a reasonable guess) how many farmers contributed.
Number of farmer contributors (smallholders)	Enter the total number of individuals (farmers) from whom the seller/depositor collected the commodity he or she delivered to the organization who are <u>smallholder farmers</u> . Define a smallholder farmer based on the country-specific parameters. Enter the code for “don’t know” (-7) if the depositor does not know (or can’t make a reasonable guess) how many smallholder farmers contributed.
Number of farmer contributors (organization members)	Enter the total number of individuals (farmers) from whom the seller/depositor collected the commodity he or she delivered to the organization who are <u>members of the farmers’ organization</u> . Enter the code for “don’t know” (-7) if the depositor does not know (or can’t make a reasonable guess) how many smallholder farmers contributed.
Total amount of money paid for the commodity?	The total amount paid to the contributor for the delivered commodity. This should include cash, the value of in-kind payments, and the value of previous loans (and interest) deducted from the payment. If the payment is made in stages (e.g., an up-front payment with the balance paid at a later date) then record all payments.
Sale/contract identifier number (if applicable)	A number that uniquely identifies the sale to which the delivered commodity contributed (when applicable). The number must correspond to a number on one of the <i>Farmers’ Organization Sale Information</i> forms completed by the organization. If it is not possible to identify the particular sale to which the commodity contributed, then enter “Don’t know” in this column. An organization may collect commodities for an anticipated sale that does not materialize and then sell the collected commodities to another buyer – perhaps combined with other commodities. In this case, enter the contract or sale identification number corresponding to the actual sale of the commodities.

Farmers' Organization Membership Information and Non-Member Information Forms

Maintain the data in the *Farmers' Organization Membership Information* form for all P4P farmers' organizations. This form should contain a current list of all farmers' organization members.⁷ Collect data on non-members who sell to or through the organization in the *Non-Member Information* form.

Question	Instructions
Name	Name of the individual farmer.
Farmer ID number	A number that uniquely identifies the farmer. See <i>Assigning Identification Numbers</i> on page 18. Ensure that the codes assigned to non-members do not coincide with codes assigned to members.
Sex	Record whether the individual supplying the commodity is male or female.
Total number of (applicable area unit) cultivated?	Record the area of land (and the units) cultivated for all crops by the supplying individual.
Year joined FO?	Record the year that the farmer joined the organization. Enter "Don't know" if the year is unknown. Not applicable for the <i>Non-Member Information</i> form.

Member Organization Information Form

Question	Instructions
Name	Name of the member organization.
Farmer ID number	A number that uniquely identifies the member organization. See <i>Assigning Identification Numbers</i> on page 18.
Year joined?	Record the year that the member organization joined the organization. Enter "Don't know" if the year is unknown.

⁷ Honduras may need to add a column to indicate whether a member is participating in P4P or not.

FIGURE 4. CROP CODES

1 = Maize	40 = Cashew nut	82 = Melon
2 = Sorghum	41 = Almond	83 = Ginger
3 = White sorghum	42 = Coconut	84 = Apricot
4 = Red sorghum	43 = Walnut	85 = Pomegranate
5 = Millet	44 = Pistachio	86 = Apple
6 = Finger millet	45 = Other nut	87 = Grape
7 = Pearl millet	46 = Chili	88 = Cherry
8 = Bull-rush millet	47 = Cumin	89 = Other berries
9 = Cassava	48 = Clove	90 = Olive
10 = Wheat	49 = Cardamom	91 = Other vegetable
11 = Barley	50 = Other spice	92 = Other fruit
12 = Fonio	51 = Poppy	93 = Cassava chips
13 = Oat	52 = Pyrethrum	94 = Cassava flour
14 = Rice	53 = Jatropa	95 = Parboiled rice
15 = Paddy	54 = Rubber	96 = Milled rice
16 = Bean	55 = Gum arabic	97 = Maize flour
17 = Soya bean	56 = Alfalfa	98 = Misola
18 = Fava bean	57 = Tea	99 = Bulgur
19 = Mung bean	58 = Coffee	100 = Split peas
20 = Mixed beans	59 = Cocoa	101 = Sesame oil
21 = Single color bean	60 = Tobacco	102 = Palm oil
22 = Other bean	61 = Cotton	103 = Sunflower oil
23 = Pea	62 = Sugar cane	104 = Dried fish
24 = Cow pea	63 = Tomato	105 = Corn Soya Blend
25 = Chick pea	64 = Onion	106 = Wheat Soya Blend
26 = Pigeon pea	65 = Shallot	107 = Plumpy nut
27 = Voandzou	66 = Cabbage	108 = High energy biscuits
28 = Other pea	67 = Cucumber	109 = BP5
29 = Lentil	68 = Pepper	110 = High Energy Protein Supplements (HEPS)
30 = Irish potato	69 = Carrot	111 = Fortified biscuits
31 = Sweet potato/yam	70 = Eggplant	112 = Other biscuits
32 = Souchet	71 = Banana	113 = Salt
33 = Other tuber	72 = Plantain	114 = Sugar
34 = Sesame	73 = Matoke	115 = Copra
35 = Other seed	74 = Date	201 = Cassava cuttings
36 = Palm	75 = Teff	202 = No other crop
37 = Sunflower	76 = Eddoe/taro	203 = Seed maize
38 = Ground nut	77 = Okra	
39 = Shea nut	78 = Lemon	
	79 = Orange	
	80 = Mango	
	81 = Pineapple	

ANNEX A. BASELINE AND FOLLOW-UP DATA COLLECTION INSTRUMENTS

This appendix contains copies of the monitoring and impact assessment instruments for farmers' organizations, smallholder farmers, and traders. The versions of the instruments in the appendix are not editable. Editable versions are provided separately so country offices can adapt them to their specific contexts as described in the separate *Purchase for Progress Monitoring Data Collection Manual*.

Farmer Livelihood and Agricultural Production Instruments



P4P Farmer Livelihood and Agricultural Production Baseline Survey

Introduction

My name is _____ and I am working for the World Food Programme here in _____ [name of country]. We are conducting a survey of smallholder farmers. Let me first ask a few questions to determine whether you are the person I need to speak with.

Enumerator: Ask the verification questions at the bottom of the following box and follow the instructions to determine whether to continue the interview.

Enumerator: Conduct the interview with the head of this household or the spouse of the household head. Start the introduction over again if necessary when you meet the intended respondent.

The World Food Programme is an international organization that distributes food to those in need. The WFP wants to begin buying more of the food it distributes from smallholder farmers. We are talking with smallholder farmers so we can better understand the challenges they face producing or marketing crops and how WFP might best address these issues.

You were selected to participate in the survey because you are a smallholder farmer in an area where WFP works. The survey is voluntary and we will not share the information you give us with anyone else. We will never use the information in a way that identifies you. Your participation is voluntary and you can choose not to answer any or all of the questions if you want. However, we hope that you will participate since your views are important.

Your decision to participate in this interview, or not, will in no way affect, either positively or negatively, your chances of selling commodities to WFP.

The survey should take about two hours. Are you willing to participate in the survey? Do you have any questions?

Identifying Information			
Type of Group (Participating in P4P = 1, Not participating in P4P = 0) (Pre-filled)			<input type="checkbox"/>
Questionnaire number: (Pre-filled)			<input type="text"/>
Country name: (Pre-filled).....		Country code: (Pre-filled)	<input type="text"/>
District name: (Pre-filled).....		District code: (Pre-filled)	<input type="text"/>
Region name: (Pre-filled).....		Region code: (Pre-filled)	<input type="text"/>
Village name: (Pre-filled).....		Village code: (Pre-filled)	<input type="text"/>
Urban/Rural (Pre-filled).....	Urban = 1, Rural = 2		<input type="text"/>
Household code: (Pre-filled).....			<input type="text"/>
Group Information			
Name of farmers' organization: (Pre-filled)			
Code of farmers' organization: (Pre-filled)		<input type="text"/>	
Year organization became involved in P4P? (Pre-filled)		<input type="text"/>	
Name of selected farmers' organization member: (Pre-filled)			
Sex of selected farmers' organization member: (Pre-filled) (1=Female, 0=Male)			
Verification information			
Is the person listed above a member of this household? (If "No", TERMINATE INTERVIEW)		Yes	No
Is the person listed above a registered member of the farmers' organization listed above? (If "No", TERMINATE INTERVIEW)		Yes	No
Is the person listed above of the specified sex? (Correct name and sex coding above and continue interview)		Yes	No

Screening Questions		
Does your household cultivate more than _____ [insert country-specific thresholds for smallholder farmer here] acres/hectares? (If "Yes", TERMINATE INTERVIEW) (If "No", continue)	<input type="checkbox"/>	1 = Yes 0 = No
Did your household plant or harvest any staple crops during the past 12 months? (If "No", END INTERVIEW)	<input type="checkbox"/>	1 = Yes 0 = No

Name of household head.....					
Name of spouse of household head					
GPS coordinates.....		_ _	_ _	. _ _ _	
		DD	MM	.mmm	
Date of interview		_ _	_ _	20 _ _	
		Day	Month	Year	
Time of interview start:	_ _ : _ _		Time of interview end:	_ _ : _ _	
Team code.....					_ _
Enumerator name				Enumerator code	_ _ _
Signature of supervisor/team leader					

Module A: Farmers' Organizations

A1.	Which household members are <u>registered</u> members of any farmers' organization?	Does this person hold an elected or appointed leadership position in the farmers' organization?	For how many years has this person been a registered member of this farmers' organization?	Is this farmers' organization for women only, for men only, or is it mixed membership?
		1 = Yes 0 = No -7 = Don't know	0 = Less than one year -7 = Don't know	
	a	b	c	d
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
A1a: Codes for membership of farmers' organizations 1 = Household head 2 = Spouse of household head 3 = Male household member 4 = Female household member			A1d: Codes for gender composition of the organization 1 = Women only membership 2 = Men only membership 3 = Mixed male and female membership	

A2.		Does any organization provide _____ [name of service] to households in this area? (read for each service) (If “No”, go to next service)	Who provides this service? (Fill in as many as applicable)				Is this service available for the [staples] your household cultivates?	Has your household used this service within the past 12 months? (If “No” or “Don’t know”, go to next service)	Did your household have to pay for the service (either in cash or in kind) when you used it?
		1 = Yes 0 = No -7 = Don’t know	See codes below				1 = Yes 0 = No -7 = Don’t know	1 = Yes 0 = No -7 = Don’t know	1 = Yes 0 = No -7 = Don’t know
		a	b	c	d	e	f	g	
1	Training or technical assistance in agricultural practices or technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Agricultural inputs on credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Cash loans for agricultural purposes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	Cash loans for non-agriculture uses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	Subsidized (or free) inputs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Help selling agricultural products (for example: collecting, finding buyers, transporting, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	Storage for agricultural commodities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	Access to cleaning services for commodities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Access to drying services for commodities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Chemical treatment of commodities to control insect pests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
11	Crop insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Access to (renting or lending) agricultural equipment (tractors, maize threshers, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
A2b/c/d: Service provider codes 1 = National/international NGO 2 = National/local government 3 = Farmers’ organization 4 = Church 5 = International development agency 8 = Other -8 = Not applicable/no (other) organization -7 = Don’t know									

Module B. Agricultural Production & Practices

The next questions ask about the land your household uses for agriculture. I mean all the land that your household used for agriculture in all the agricultural seasons in which your household planted crops during the **[season]**.

B1.		a	b	B1b: Units codes 1 = hectares 2 = acres 3 = manzanas (country-specific) 4 = limas -8 = Not applicable
1	What is the total amount of land your household owns?	Quantity _ _ _ _ _ _ _ _	Units _	
2	During the [season] , how much land did your household <u>use for agriculture</u> (including land that is owned, rented/leased in, and borrowed, i.e., used without payment)?	Quantity _ _ _ _ _ _ _ _	Units _	

B2.	Was the land your household used for agriculture during the [season] more, less, or about the same as the amount of land your household used for agriculture during the [previous season] ? (If “More”, go to question B3) (If “Less”, go to question B4) (If “About the same”, go to question B5)	_	1 = More 2 = About the same 3 = Less
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B3.	What were the two most important reasons you used more land? (Go to question B5)	a	b
		_ _	_ _

B4.	What were the two most important reasons you used less land?	a	b
		_ _	_ _

<p>B3a/b: Codes for planting more land</p> <p>1 = Wanted to increase production because of increased need (e.g., for increased household consumption, increased expenses/income, etc.)</p> <p>2 = Wanted to increase production to meet new demand (for existing or new crops)</p> <p>3 = Had more own capital (not borrowed) to invest in agriculture (hire labor, rent/buy land, buy inputs, buy/rent equipment or draught power, etc)</p> <p>4 = Able to access more credit (cash or in-kind) to invest in agriculture (hire labor, rent/buy land, buy inputs, buy/rent equipment or draught power, etc)</p> <p>5 = Had access to more land that you didn't have to pay for</p> <p>6 = Had access to more labor you didn't have to pay for</p> <p>7 = Had access to more draught power you did not have to pay for</p> <p>8 = Could afford more inputs because they were less expensive or more subsidized</p> <p>9 = Higher prices for crops encouraged you to plant more</p> <p>10 = More of the land you use for agriculture was useable (less damage from floods/weeds, etc.)</p> <p>11 = Began using land left fallow in previous year</p> <p>12 = Other</p> <p>-8 = Not applicable/ no other reason</p>	<p>B4a/b: Codes for planting less land</p> <p>1 = Reduced production because of reduced need (i.e., smaller household, lower expenses/income, etc.)</p> <p>2 = Reduced production because you lost markets</p> <p>3 = Had less own capital (not borrowed) to invest in agriculture (hire labor, rent/buy land, buy inputs, etc)</p> <p>4 = Had access to less credit (cash or in-kind) to invest in agriculture (hire labor, rent/buy land, buy inputs, etc)</p> <p>5 = Did not have access to as much land that you didn't have to pay for</p> <p>6 = Less household labor available (due to illness, smaller household, etc.)</p> <p>7 = Lack of access to as much draught power that you did not have to pay for</p> <p>8 = Could not afford as many inputs because of higher prices or lower subsidies</p> <p>9 = Lower prices for crops discouraged you from planting as much</p> <p>10 = Land became unusable (flood/drought/Invasive weeds, etc.)</p> <p>11 = Wanted to leave land fallow</p> <p>12 = Other</p> <p>-8 = Not applicable/no other reason</p>
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B5. With which source of draught power did you cultivate the most land during the past 12 months?	_	1 = Tractor 2 = Donkeys/Horses 3 = Cattle (cows & bulls) 4 = Other -8 = Not applicable/none
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B6. I'd like to know how you divide agricultural work among household members and whether men and women have different responsibilities. Do the men or the women of the household do most of _____ [name of task from rows] or is the work shared about equally among men and women?				B6a/b: Codes for source of labor: 1 = Female household members 2 = Male household members 3 = Shared among male and female household members 4 = Hired labor 6 = Other -8 = Not applicable
		Crops kept for household consumption	Crops sold for cash income	
		a	b	
1	Ploughing	_	_	
2	Hoeing	_	_	
3	Planting	_	_	
4	Weeding	_	_	
5	Applying fertilizer/pesticides	_	_	
6	Irrigation	_	_	
7	Harvesting	_	_	
8	Shelling/threshing maize/beans/groundnuts/rice	_	_	
9	Post harvest cleaning and sorting	_	_	
10	Marketing decisions (selling, transport to market, negotiating, etc.)	_	_	

The following questions ask about the crops your household planted or harvested during the **[season]**.

B7.	Season	Which crops did you plant or harvest?	Did you intercrop this crop with another crop?	How much area did you plant to this crop?	Record area units	How much _____ did you harvest?			Of the seed you used to plant <u>this crop</u> , how much had you retained from your own production?	If you had had to buy this seed, what would it have cost?	How much improved/certified seed did you <u>buy</u> to plant <u>this crop</u> ?	How much indigenous seed did you <u>buy</u> to plant <u>this crop</u> ?	(Do not ask if j & k are both "0") Considering cash and in-kind payments, what was the total amount you spent on indigenous and improved seed to plant <u>this crop</u> ?
	Enter names of (or codes for) the seasons relevant to the country					Quantity	Weight units	Weight of "other" in kg					
aa	a	b	c	d	e	f	g	h	i	j	k	l	
[first season] - if only one season, name it here and ask specifically about planting in this season.													
0													
1													
2													
3													
4													
[second season] - if more than one season, name them in separate sections and ask specifically about planting in each season.													
5													
6													
7													
8													
9													

B7.	For crops that are intercropped with other crops, record common expenses in the row corresponding to the first crop and do not record common expenses in the row corresponding to the second crop.	What was the cost of pesticides, herbicides, and spraying services you bought for <u>this crop</u> ?	How much did you spend on <u>non-labor</u> expenses incurred to plant, tend, and harvest <u>this crop</u> (for example, e.g., leasing land or irrigating)? (Enter "0" if none)	Did you hire any labor for <u>this crop</u> that you paid based on the amount of <u>time</u> they worked? (If "No" or 'don't know", go to next row/crop)	How many days of labor did you hire for <u>preparing land, weeding, and harvesting</u> for <u>this crop</u> ? (If "0", go to column r)	Considering cash, and the value of in-kind payment, what was the total amount you paid for this labor?	How many days of labor did you hire for <u>other tasks</u> for which you paid by the time spent for <u>this crop</u> ? (If "0", go to next crop)	Considering cash, and the value of in-kind payment, how much did you pay for this labor?	
		0 = None, -7 = Don't know	0 = None	1 = Yes 0 = No -7 = Don't know	Days of labor	Local currency	Days of labor	Local currency	
		m	n	o	p	q	r	s	
		[first season] - if only one season, name it here and ask specifically about planting in this season.							
		0							
		1							
		2							
		3							
		4							
		[second season] - if more than one season, name them in separate sections and ask specifically about planting in each season.							
5									
6									
7									
8									
9									

B7aa: Season codes Develop codes for each of the seasons using “1” for the main season, etc.	B7a: Crop codes Insert codes for all staple and cash crops relevant to the country from the list of crop codes in the Data Collection Manual.	B7d: area unit codes 1 = hectares 2 = acres 3 = manzanas (country-specific) 4 = limas -8 = Not applicable	B7f: weight units codes 1 = grammes 2 = kilogrammes 3 = 100 kg bags 4 = 90 kg bags 5 = 50 kg bags 6 = metric tonnes 7 = quintals 8 = Other
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B8. During the [season], did you pay any labor based on the task (for example, ploughing or transporting crops from the field to your house)? (If “No” or “Don’t know”, go to question B10) (If “Yes”, go to B9)	_	1 = Yes 0 = No -7 = Don’t know
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B9. Considering cash and the value of in-kind payment, how much did you pay for all these tasks?	Local currency _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
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B10.		Quantity	Weight units	Weight of “other” units (kg)	Considering both cash and in-kind payments, what was the total amount you paid for this fertilizer?
			See codes below		Local currency
		a	b	c	d
1	How much chemical and natural fertilizer did you buy for all the crops you planted in the [first season]?	_ _ _ _ _	_	_ _ _ _ _	_ _ _ _ _ _ _ _ _
2	How much chemical and natural fertilizer did you buy for all the crops you planted in the [second season]?	_ _ _ _ _	_	_ _ _ _ _	_ _ _ _ _ _ _ _ _
B10b: weight units codes					
2 = kilogrammes		5 = 50 kg bags			
3 = 100 kg bags		6 = metric tonnes			
4 = 90 kg bags		7 = quintals			
		8 = Other			

The following questions ask about your sales of crops during the **[season]**.

B11	Season	Which crops did you harvest or sell during [season]? (Include all crops listed in question B7a plus any other crops the respondent sold)	How much of the quantity that you harvested have you sold, bartered, or used to repay loans?			What is the main reason you did not sell any of this crop? (Go to next row/crop or question)	Considering cash, the value of in-kind goods, and the value of what you bartered or used to repay loans, what was the total amount you received for what you sold?	Which member of the household made the decision about how (timing, buyer, price, etc.) to sell this crop?	What was the total value of all costs (both cash and in-kind) you incurred to sell this crop (e.g., transportation, storage, cleaning, drying, market fees, commissions, taxes, etc.)	Did you have any difficulty selling this crop?	What were the two most significant problems you had selling this crop?	
	Enter names of (or codes for) the seasons relevant to the country		Use codes from B7	Quantity (If "0", go to e, Otherwise, complete c and d and then go to f)	Weight units					Weight of "other" in kg		See codes below
	aa	a	b	c	d	e	f	g	h	i	j	k
[first season] - if only one season, name it here and ask specifically about planting in this season.												
0												
1												
2												
3												
4												
[second season] - if more than one season, name them in separate sections and ask specifically about planting in each season.												
5												
6												
7												
8												
9												

<p>B11aa: Season codes Develop codes for each of the seasons using “1” for the main season, etc.</p>	<p>B11c: weight units codes 2 = kilogrammes 3 = 100 kg bags 4 = 90 kg bags 5 = 50 kg bags 6 = metric tonnes 7 = quintals 8 = Other</p>	<p>B11e: Reasons for not selling 1 = No surplus to sell 2 = Had surplus but did not need/want to sell 3 = Wanted to sell but price not attractive 4 = Had surplus, but no-one to sell crops to/no affordable access to markets 5 = Tried to sell but crop rejected due to poor quality 6 = Other</p>
<p>B11g: Decision maker codes 1 = Household head 2 = Spouse of household head 3 = Joint decision of household head and spouse 4 = Other</p>	<p>B11j/k: Problems selling crop 1 = High cost of transport to market 2 = Low prices in accessible markets 3 = High market fees/taxes 4 = Poor transportation infrastructure 5 = Trade restrictions (for example, restrictions on cross-border trade or restrictions on traders buying particular commodities) 6 = Not able to meet quality requirements of buyers 7 = Unpredictable prices 8 = Lack of price information 9 = Difficult/unable to find buyer 10 = Farmers' organization not effective at selling your commodities 11 = Late or slow payment from buyers 12 = Other -8 = Not applicable (no other problem)</p>	

The following questions ask about how your household used the [staples] commodities you harvested during the [season].

B12.	Crop (list all [staples] commodities harvested from question B7_a)	Considering all the ____ [name of crop] that you harvested during the [season], about what proportion did you... (Use proportional piling if necessary) (Ensure that columns b through f sum to 100)					(Ask only if B12d greater than 0) What was the main cause of loss during storage?	(Ask only if B12e greater than 0) How did you store the portion of this crop that you consumed in your household? (Indicate up to two types of storage)		(Ask only if B12b greater than 0) How did you store the portion of this crop you sold? (Indicate up to two types of storage)		How did you usually dry this commodity? (If "9", go to n)
		Sell, barter, use to repay loans, or give away?	Retain for sale later on	Lose to spoilage or pests during storage or use for other than its intended use because of spoilage?	Retain for consumption in your household?	Retain specifically for seed or animal feed?		See codes below	See codes below	See codes below	See codes below	
		Percent	Percent	Percent	Percent	Percent		g	h	i	j	
	a	b	c	d	e	f	g	h	i	j	k	l
1												
2												
3												
4												
5												

B12.	Did you dry this commodity adequately to reduce spoilage during storage? 1 = Yes 0 = No	Did you store the commodity in a structure that kept out rats, mice, and moisture? 1 = Yes 0 = No	Did you treat the commodity with chemicals during storage to control insect pests? 1 = Yes 0 = No	Continue only for crops reported sold in column b	Considering all the ____ [name of crop] that you sold during the [season], about what proportion did you ... (Use proportional piling if necessary) (Ensure that columns p through r sum to 100)			Of the portion of the ____ [name of crop] that you sold, about what proportion did you ... (Ensure that columns s and t sum to 100)		(Ask only if s > "0") What was the main reason you sold some of this crop within four weeks of harvest?	Was there a market for a better quality than what you sold (i.e., lower moisture, less foreign matter, fewer small/broken grains)? (If "No", go to next row)	What was the main reason you did not improve the quality for this buyer/market? See codes below		
					Sell to or through a farmers' organization?	Sell yourself at your farm gate?	Sell yourself somewhere other than at your farm gate?	Sell within four weeks of harvest?	Store and sell at a later date?				See codes below	1 = Yes 0 = No
					Percent	Percent	Percent	Percent	Percent				u	v
	m	n	o		p	q	r	s	t	u	v	w		
1														
2														
3														
4														
5														

B12a: Crop codes Insert country-specific list of staple commodities from list of crop codes in Data Collection Manual.	B12g: Storage loss codes 1 = Mould/spoilage 2 = Pests/insects 3 = Rats/mice/etc. 4 = Other animals 5 = Other -7 = Don't know	B12h/i/j/k: Storage options 1 = In traditional granaries 2 = Indoors – in basket/bags 3 = Indoors – open storage 4 = Outside – open storage 5 = In certified warehouses for which you received a receipt specifying the quality and quantity deposited 6 = In other warehouses/stores 7 = Metallic home silos (Latin America) 8 = Other -8 = Not applicable/did not store	B12l: Drying methods 1 = On the ground 2 = On tarpaulins or iron sheets 3 = On concrete/grain yards 4 = Mechanical dryer 5 = Crib 6 = Hanging 7 = In the field (standing or stacked) 8 = Other -8 = Not applicable/did not dry
	B12u: Reasons for selling at harvest 1 = Needed immediate cash 2 = Could not store 3 = Offered a good price 4 = Other	B12w: Reason for not improving quality 1 = Normal practice meets buyer specifications 2 = No increase in price to justify cost 3 = Increase in price not enough to justify cost 4 = Farmers' organization provided this service 5 = Do not have ability to dry, clean, or sort to buyer specifications 6 = Other	

B13.		During the past 12 months, where did you get information about prices of staple commodities? (Mark all that apply and prompt if necessary)	(Ask only if B13a = 1) Did this information help you in your selling decisions?
		1 = Source of information 0 = Not a source of information -8 = Not applicable	1 = Yes 0 = No
		a	b
1	Radio/TV	<input type="checkbox"/>	<input type="checkbox"/>
2	Direct contact with traders	<input type="checkbox"/>	<input type="checkbox"/>
3	Farmers' organizations	<input type="checkbox"/>	<input type="checkbox"/>
4	Newspapers	<input type="checkbox"/>	<input type="checkbox"/>
5	Extension workers	<input type="checkbox"/>	<input type="checkbox"/>
6	SMS system/mobile phone	<input type="checkbox"/>	<input type="checkbox"/>
7	Neighbors/friends/relatives	<input type="checkbox"/>	<input type="checkbox"/>
8	Information boards at local agricultural offices	<input type="checkbox"/>	<input type="checkbox"/>
9	Personal knowledge of the market	<input type="checkbox"/>	<input type="checkbox"/>
10	Information from food reserve agency (country-specific name)	<input type="checkbox"/>	<input type="checkbox"/>
11	NGOs	<input type="checkbox"/>	<input type="checkbox"/>
12	International development organizations	<input type="checkbox"/>	<input type="checkbox"/>

Module C. Food Security

C1. During the past 7 days, on how many days did your household consume _____?		
		days
1	Maize, maize porridge, nsima	<input type="text"/>
2	Other cereal (rice, sorghum, millet, bread, pasta etc)	<input type="text"/>
3	Roots and tubers (cassava, Irish potatoes, sweet potatoes)	<input type="text"/>
4	Sugar or sugar products	<input type="text"/>
5	Beans and peas	<input type="text"/>
6	Groundnuts or cashew nuts	<input type="text"/>
7	Vegetables (including relish and leaves)	<input type="text"/>
8	Fruits	<input type="text"/>
9	Beef, goat or other red meat and pork	<input type="text"/>
10	Poultry and eggs	<input type="text"/>
11	Fish	<input type="text"/>
12	Oils/fats/butter	<input type="text"/>
13	Milk/yoghurt/other dairy	<input type="text"/>

C2.	Commodity (Pre-fill with codes and names of the basic [staples] commodities in the country /region)		About how much of this commodity did your household need for consumption during the [season]?			During the [season], for how many months did you largely have to depend on market purchases or sources other than your own farm produce for your household consumption of this commodity? (If "0", go to next row)	What was the main reason you had to rely on other sources of this commodity for ___ [number of months] months?
	Code	Name	c	d	e	f	g
	a	b					
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

C2d: Weight unit codes 2 = kilogrammes 3 = 100 kg bags 4 = 90 kg bags 5 = 50 kg bags 6 = metric tonnes 7 = quintals 8 = Other	C2g: Reasons for buying commodities codes 1 = Did not produce this crop. 2 = Did not produce enough and didn't sell any 3 = Did not produce enough and sold some 4 = Produced enough but sold some because of good price 5 = Produced enough but sold because of lack of storage/high post harvest loss 6 = Produced enough but sold because needed cash 7 = Produced enough but had high post harvest losses
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Module G. Expenditure

G1.		About how much did your household spend on _____ for domestic consumption during the last 30 days. (If “Don’t know”, go to next item)			
		0 = None -7 = Don’t know			
1	Maize	□□□□	9	Milk and dairy products	□□□□
2	Beans	□□□□	10	Sugar/Salt	□□□□
3	Bread	□□□□	11	Milling	□□□□
4	Rice	□□□□	12	Alcohol & Tobacco	□□□□
5	Fruits & vegetables	□□□□	13	Household items (soap, batteries, etc.)	□□□□
6	Fish/Meat/Eggs/poultry	□□□□	14	Transport and fuel	□□□□
7	Oil, fat, butter	□□□□	15	Cooking & lighting fuel (wood, paraffin, etc.)	□□□□
8	Water	□□□□	16	Soda/drinks (including tea)	□□□□

G2.	What is the current monthly rent for your home? (Enter “0” if household does not pay rent) (If household does not pay rent monthly then calculate monthly rent)	□□□□
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G3.		About how much did your household spend on _____ during the last 12 months. (If “Don’t know”, go to next item)	
		0 = None -7 = Don’t know	
1	Medical expenses, health care	□□□□	
2	Education (books, school fees, uniform, etc.)	□□□□	
3	Clothing, shoes (excluding those required for school)	□□□□	
4	Equipment and tools (including for agriculture)	□□□□	
5	Construction, house repair	□□□□	
6	Debt repayment	□□□□	
7	Celebrations, social events (funerals, weddings, etc)	□□□□	
8	Remittances/gifts	□□□□	

Module D. Livestock

D1. During the past 12 months, did your household raise any livestock, either for sale or for your own consumption? (If "No", go to module E)	□	1 = Yes 0 = No
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D2.	What types of livestock has your household owned during the past 12 months?	How many of [animal type] do you have now?	How many of [animal type] did you buy during the past 12 months? (If "0", go to e)	Considering both cash and the value of in-kind payments, how much did you spend purchasing these animals?	How many of [animal type] did your household consume or give away during the past 12 months?	How many of [animal type] did you sell or barter during the past 12 months? (If "0", go to h)	Considering cash and the value of in-kind payment, what is the total amount you received for the sale of these animals?	During the past 12 months, did you earn any money renting this animal or selling products from this animal? (If "No", go to j) Yes=1, No=0	In total, how much did you earn (in cash and the value of in-kind payment) from renting these animals or selling their produces during the past 12 months?	Considering cash and the value of in-kind payment, how much did you spend on feed for these animals during the past 12 months?	Considering cash and the value of in-kind payment, how much did you spend on other costs for these animals such as veterinary supplies, taxes, and hired labor during the past 12 months?
	a	b	c	d	e	f	g	h	i	j	k
1											
2											
3											
4											
5											
6											
7											
8											
9											

D2a: Livestock Codes
 Insert country-specific list of applicable livestock from list of livestock codes in Data Collection Manual.

Module E. Livelihood Activities/Other Income

E1. Livelihood sources					
	Other than agriculture and livestock that you've already told me about, (mentioned in Modules B and D) , what other sources of cash and in-kind income did your household have during the past 12 months? (List top three livelihood sources first)	How many members of your household worked at <u>this activity</u> during the past 12 months? (Enter "not applicable" for remittances or gifts or other types of income that did not require work) -8 = not applicable	What was the total amount the <u>entire household or household members</u> earned during the past 12 months from this activity considering both cash payments and the value of in-kind payments? (Enumerator: ask about number of household members who worked how many days/months worked, payment, etc. to arrive at the answer)	Did the household incur any expenses with <u>this activity</u> ? (Probe about hired labor, purchasing items to sell, renting market space, transportation, etc.). (If "No", go to next row/activity) 1 = Yes 0 = No	About how much were these expenses during the past 12 months?
	a	b	c	d	e
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					

E1a/E3: Livelihood activity codes

Cash or in-kind income from...

1 = Remittances

2 = Trading staple commodities or cash crops

3 = Trading in livestock

4 = Casual labor/piece work

5 = Begging/gifts

6 = Own business

7 = Petty trade

8 = Pension/social grants

9 = Formal salary/wages

10 = Fishing

11 = Vegetable/fruit production/sales

12 = Small scale mining/
/quarrying/brick-making

13 = Beer brewing/distillation

14 = Cash, food, or other assistance

15 = Gathering natural products for sale e.g., medicinal herbs, mushrooms, etc.

16 = Collecting scrap/ waste material for re-sale

-8 = Not applicable (No other source)

18 = Other

E2. Was your household's total income from all sources (including agriculture and livestock) during the past 12 months higher, lower, or about the same as in the 12 months prior to that time?
(If "About the same" or "Don't know" go to Module F)

□□□

1 = Higher
2 = About the same
3 = Lower
-7 = Don't know

E3. Which of your household's livelihood activities was most responsible for the change **(reported in E2)**?

□□□

Use codes from E1a plus
19 = Production and sale of **[staples]** crops
20 = Production and sale of other (cash) crops
21 = Sale of livestock and livestock products

Module F: Borrowing and Access to Credit

F1. Has any member of your household borrowed any cash or goods during the past 2 years? (If “Yes”, go to question F2) (If “No”, go to question H1)	<input type="checkbox"/>	1 = Yes 0 = No
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	F2. Has any member of your household borrowed any cash or goods for _____ in the past 2 years? (If multiple loans of the same type/category, enter information for most recent) (If “No”, go to next row)	What amount did you ask for? (If loan was in-kind (i.e., goods or services instead of cash), enter the monetary value of the goods or services requested)	What amount did you receive? (If the loan was in-kind (i.e., goods or services instead of cash), enter the monetary value of goods or services received)	Which household member signed for the loan?		What was the source of the loan?	In what form (did you/will you) repay the loan?
				1 = Female 0 = Male 2 = Joint loan			
	a	b	c	d	e	f	
1	To purchase agricultural inputs (seed/fertilizer/chemicals)	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	To invest in agriculture (e.g., buy tools, equipment, livestock, buy or rent land, etc.)	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	To start or invest in a non-agricultural business	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	To pay school fees/supplies	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	To purchase staple food for household consumption	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	To pay for health care/medical expenses	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	To pay for social event (funerals, weddings)	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	To build or add on to a house	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Other	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F2e: Codes for sources of credit	8 = Government/Rural Credit fund 9 = International development organization 10 = NGO 11 = Micro-credit institutions 12 = Other	F2f: How credit was/will be repaid
1 = Friend/relative 2 = Money lender 3 = Commercial bank 4 = Informal savings group 5 = Farmers' organization 6 = Local trader/ shopkeeper 7 = Buyer/trader (contract farming)		1 = In cash 2 = In kind 3 = Both cash and in kind

Module H. Household Assets

H1. How many of each of the following assets that are in working order does a member of your household own? (If an asset is not owned or belongs to a non household member, write 0)					
			a		a
1	Chair (excluding traditional stools and benches)	_ _ _	15	Hand Mill	_ _ _
2	Table	_ _ _	16	Bicycle	_ _ _
3	Bed	_ _ _	17	Harrow	_ _ _
4	TV/ satellite dish/DVD	_ _ _	18	Plough	_ _ _
5	Radio	_ _ _	19	Sewing machine	_ _ _
6	Fishing nets	_ _ _	20	Hammer mill	_ _ _
7	Canoes	_ _ _	21	Mobile phones/ landline	_ _ _
8	Axe	_ _ _	22	Maize thresher (Latin America)	_ _ _
9	Curvo (Latin America) Machete (Other countries)	_ _ _	23	Metallic silos (Latin America)	_ _ _
10	Backpack sprayer	_ _ _	24	Hammock (Latin America)	_ _ _
11	Hoe	_ _ _	25	Vehicle (car/pick up/motor cycle)	_ _ _
12	Ox Cart	_ _ _	26	Stove (electric or gas)	_ _ _
13	Tractor	_ _ _	27	Fridge	_ _ _
14	Generator	_ _ _	28	Water pump/treadle pump	_ _ _

Module I. Housing and Amenities

I1. Please indicate the major material of the roof, floor and walls of the main house? (based on observation – Don't ask)			Roof 1 = Thatch 2 = Iron sheets 3 = Tiles 4 = Plastic	Floor 1 = Dirt/mud/sand 2 = Wood 3 = Concrete 4 = Asbestos	Walls 1 = Concrete/fired brick 2 = Mud or mud brick 3 = Mud/wattle
1	Roof	_ _ _			
2	Floor	_ _ _			
3	Walls	_ _ _			

I2. What is the main source of drinking water for your family? (If "Piped into dwelling", go to question I5)	_	1 = Piped into dwelling, yard or plot 2 = Public tap/neighborhood house 3 = Well/spring	4 = Pond, lake, river, or stream 5 = Tanker 6 = Borehole 7 = Rain water 8 = Other
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I3. On a typical day, what is the total number of trips all members of your household make to fetch water for household use?	_ _
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I4. Including waiting time, about how much time does one trip to fetch water for household consumption usually take?	a	Record units for time	b	1 = Minutes 2 = Hours
	_ _ _		_	
	(Enter "-7" for "Don't know")			

15. What type of toilet facility does your household use?	□	1 = Flush/pour flush 2 = Ventilated Improved Pit latrine (VIP)	3 = Pit latrine (unimproved) 4 = None (bush or field)
16. What type of cooking fuel does your household use	□	1 = Charcoal 2 = Firewood 3 = Kerosene/paraffin	4 = Gas cylinder 5 = Electricity 6 = Other
17. What type of lighting fuel does your household use?	□	1 = Kerosene/paraffin, oil, or gas lantern 2 = Generator/ car battery 3 = Candles, firewood	4 = Solar panel 5 = Electrical network 6 = Torch 7 = Other

Module J. Household Information

The first set of questions is about your household. By **household** I mean a group of people who live together, not necessarily in the same building; who usually eat from the same pot; and who pool their incomes and other resources to purchase or produce food. A household member is any person who, in the past 12 months, has lived with the household for at least 6 months regardless of whether they have intentions to stay or not. It also includes persons who have lived in the household for less than six months if they are a) attending school away from home, b) newly born babies, c) persons who are newly wedded into the household, or d) persons who have been in the household for less than 6 months but have come to stay permanently.

J1. How many people are in your household?	<input type="text"/>	<input type="text"/>
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J2.	Please tell me about all the people who are part of this household (Enter first name) (Enter household head and spouse first)	What is this person's relationship to the household head?	Has this person lived in the household for at least 6 months continuously during the past 12 months?	Is this person female or male (Ask only if necessary)	In what year was this person born? (Enter either year or age, whichever is easiest for respondent) (Enter "1" if less than one year) (If < 6 years, go to next member) (If 6 – 18 years, go to g) (If over 18, go to f and then to h) (Adapt these thresholds to the school-age thresholds in the country)		What level of education did this person attain? (Go to i)	Is this person attending school full-time? (If "Yes", go to i)	Why is this person not attending school full-time?	Is this person currently unable to work due to mental or physical disability?	At any time during the past 12 months, has this person been continuously ill for 3 or more months?	During the past 12 months, to what extent has this person been involved in the household's farming activities?
					Year	Age (years)						
	name	a	b	c	d	e	f	g	h	i	j	k
1		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

J2.	Please tell me about all the people who are part of this household (Enter first name) (Enter household head and spouse first)	What is this person's relationship to the household head?	Has this person lived in the household for at least 6 months continuously during the past 12 months?	Is this person female or male (Ask only if necessary)	In what year was this person born? (Enter either year or age, whichever is easiest for respondent) (Enter "1" if less than one year) (If < 6 years, go to next member) (If 6 – 18 years, go to g) (If over 18, go to f and then to h) (Adapt these thresholds to the school-age thresholds in the country)		What level of education did this person attain? (Go to i)	Is this person attending school full-time? (If "Yes", go to i)	Why is this person not attending school full-time?	Is this person currently unable to work due to mental or physical disability?	At any time during the past 12 months, has this person been continuously ill for 3 or more months?	During the past 12 months, to what extent has this person been involved in the household's farming activities?
		See codes below	1 = Yes 0 = No -8 = not applicable	1 = Female 0 = Male	Year	Age (years)	See codes below	1 = Yes 0 = No -8 = not applicable	See codes below	1 = Yes 0 = No	1 = Yes 0 = No	See codes below
	name	a	b	c	d	e	f	g	h	i	j	k
8		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
11		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
12		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
13		<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

J2a: Relationship to household head 1 = Household head 2 = (First) spouse of household head 3 = Wife 4 = Child/stepchild 5 = Grandparent/grandchild 6 = Parent 7 = In-law 8 = Other relative (brother, sister, cousin, etc.) 9 = Worker 10 = Other	J2f: Educational attainment 1 = None 2 = Started but did not complete primary school 3 = Completed primary school 4 = Started but did not complete secondary school 5 = Completed secondary school 6 = Attended college/university -7 = Don't know -8 = Not applicable	J2h: School attendance 1 = Dropped out/attending part-time due to financial constraints 2 = Dropped out/attending part-time to help at home 3 = Dropped out/attending part-time due to other reasons 4 = Never enrolled due to financial reasons 5 = Never enrolled to assist at home 6 = Never enrolled for other reasons -8 = Not applicable	J2k: Involvement in farming activities 1 = Primary activity 2 = Involved but not a primary activity 3 = Not involved
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P4P Farmer Livelihood and Agricultural Production Follow-up Survey

Introduction

My name is _____ and I am working for the World Food Programme here in _____ [name of country]. We are conducting a survey of smallholder farmers. Let me first ask a few questions to determine whether you are the person I need to speak with.

Enumerator: Ask the verification questions at the bottom of the following box and follow the instructions to determine whether to continue the interview.

Enumerator: Conduct the interview with the head of this household or the spouse of the household head. Start the introduction over again if necessary when you meet the intended respondent.

The World Food Programme is an international organization that distributes food to those in need. The WFP wants to begin buying more of the food it distributes from smallholder farmers. We are talking with smallholder farmers so we can better understand the challenges they face producing or marketing crops and how WFP might best address these issues.

You were selected to participate in the survey because you are a smallholder farmer in an area where WFP works. The survey is voluntary and we will not share the information you give us with anyone else. We will never use the information in a way that identifies you. Your participation is voluntary and you can choose not to answer any or all of the questions if you want. However, we hope that you will participate since your views are important.

Your decision to participate in this interview, or not, will in no way affect, either positively or negatively, your chances of selling commodities to WFP.

The survey should take about two hours. Are you willing to participate in the survey? Do you have any questions?

Questionnaire number (pre-filled)

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Identifying Information (Pre-filled from previous survey data)

Type of Group (Participating in P4P = 1, Not participating in P4P = 0) (Pre-filled)		□□
Questionnaire number: (Pre-filled)		□□□□□
Country name: (Pre-filled).....	Country code: (Pre-filled)	□□□
District name: (Pre-filled).....	District code: (Pre-filled)	□□□□
Region name: (Pre-filled).....	Region code: (Pre-filled)	□□□□
Village name: (Pre-filled).....	Village code: (Pre-filled)	□□□□
Urban/Rural (Pre-filled).....	Urban = 1, Rural = 2	□
Household code: (Pre-filled).....		□□□□□

Group Information (Pre-filled from previous survey data)

Name of farmers' organization: (Pre-filled)		
Code of farmers' organization: (Pre-filled)		□□□□
Year organization became involved in P4P? (Pre-filled)		□□□□□
Name and code of any foods the organization sold to WFP since the last survey. (Pre-filled)		
Food name	Food code	Quantity delivered to WFP (mt)
	□□□□	□□□□□
	□□□□	□□□□□
	□□□□	□□□□□
	□□□□	□□□□□
Name of selected farmers' organization member: (Pre-filled)		
Sex of selected farmers' organization member: (Pre-filled) (1=Female, 0=Male)		

Verification information

Is the person listed above currently a member of this household? (If "No", ask to interview a member of the household that is a member of the farmers' organization and enter name and sex here. If no household member is a member of the farmers' organization, then interview the household head.)	Yes	No		□
			Enter name here	Sex (1=Female, 0=Male)
Is the respondent, or some member of the respondent's household, a registered member of the farmers' organization listed above? (If "No",	Yes	No		

Questionnaire number (pre-filled)

Pre-fill from previous survey data and update if necessary					
Name of household head					
Name of spouse of household head					
GPS coordinates.....	_ _	_ _	. _ _ _		
	DD	MM	.mmm		
Date of interview	_ _	_ _	20 _ _		
	Day	Month	Year		
Time of interview start:	_ _ : _ _		Time of interview end:	_ _ : _ _	
Team code.....					_ _
Enumerator name				Enumerator code	_ _ _
Signature of supervisor/team leader					

Module A: Farmers' Organizations

A1.	Which household members are <u>registered</u> members of any farmers' organization?	Does this person hold an elected or appointed leadership position in the farmers' organization?	For how many years has this person been a registered member of this farmers' organization?	Is this farmers' organization for women only, for men only, or is it mixed membership?
		1 = Yes 0 = No -7 = Don't know	0 = Less than one year -7 = Don't know	
	a	b	c	d
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
A1a: Codes for membership of farmers' organizations 1 = Household head 2 = Spouse of household head 3 = Male household member 4 = Female household member			A1d: Codes for gender composition of the organization 1 = Women only membership 2 = Men only membership 3 = Mixed male and female membership	

A2.		Is this service available for the [staples] your household cultivates?	Has your household used this service within the past 12 months? (If “No” or “Don’t know”, go to next service)	Did your household have to pay for the service (either in cash or in kind) when you used it?	Who provided this service to you <u>most recently?</u>
		1 = Yes 0 = No -7 = Don’t know	1 = Yes 0 = No -7 = Don’t know	1 = Yes 0 = No -7 = Don’t know	See codes below
		e	f	g	h
1	Training or technical assistance in agricultural practices or technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Agricultural inputs on credit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Cash loans for agricultural purposes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Cash loans for non-agriculture uses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Subsidized (or free) inputs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Help selling agricultural products (for example: collecting, finding buyers, transporting, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Storage for agricultural commodities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Access to cleaning services for commodities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Access to drying services for commodities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Chemical treatment of commodities to control insect pests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Crop insurance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Access to (renting or lending) agricultural equipment (tractors, maize threshers, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A2h: Service provider codes 1 = National/international NGO 2 = National/local government 3 = Farmers’ organization 4 = Church 5 = International development agency 8 = Other -8 = Not applicable/no (other) organization -7 = Don’t know					

Module B. Agricultural Production & Practices

The next questions ask about the land your household uses for agriculture. I mean all the land that your household used for agriculture in all the agricultural seasons in which your household planted crops during the **[season]**.

B1.		a	b	B1b: Units codes 1 = hectares 2 = acres 3 = manzanas (country-specific) 4 = limas -8 = Not applicable
1	What is the total amount of land your household owns?	Quantity _ _ _ _ _ _ _ _	Units _	
2	During the [season] , how much land did your household <u>use for agriculture</u> (including land that is owned, rented/leased in, and borrowed, i.e., used without payment)?	Quantity _ _ _ _ _ _ _ _	Units _	

B2.	Was the land your household used for agriculture during the [season] more, less, or about the same as the amount of land your household used for agriculture during the [previous season] ? (If “More”, go to question B3) (If “Less”, go to question B4) (If “About the same”, go to question B7)	_	1 = More 2 = About the same 3 = Less
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B3.	What were the two most important reasons you used more land? (Go to question B7)	a	b
		_ _	_ _

B4.	What were the two most important reasons you used less land?	a	b
		_ _	_ _

B3a/b: Codes for planting more land 1 = Wanted to increase production because of increased need (e.g., for increased household consumption, increased expenses/income, etc.) 2 = Wanted to increase production to meet new demand (for existing or new crops) 3 = Had more own capital (not borrowed) to invest in agriculture (hire labor, rent/buy land, buy inputs, buy/rent equipment or draught power, etc) 4 = Able to access more credit (cash or in-kind) to invest in agriculture (hire labor, rent/buy land, buy inputs, buy/rent equipment or draught power, etc) 5 = Had access to more land that you didn't have to pay for 6 = Had access to more labor you didn't have to pay for 7 = Had access to more draught power you did not have to pay for 8 = Could afford more inputs because they were less expensive or more subsidized 9 = Higher prices for crops encouraged you to plant more 10 = More of the land you use for agriculture was	B4a/b: Codes for planting less land 1 = Reduced production because of reduced need (i.e., smaller household, lower expenses/income, etc.) 2 = Reduced production because you lost markets 3 = Had less own capital (not borrowed) to invest in agriculture (hire labor, rent/buy land, buy inputs, etc) 4 = Had access to less credit (cash or in-kind) to invest in agriculture (hire labor, rent/buy land, buy inputs, etc) 5 = Did not have access to as much land that you didn't have to pay for 6 = Less household labor available (due to illness, smaller household, etc.) 7 = Lack of access to as much draught power that you did not have to pay for 8 = Could not afford as many inputs because of higher prices or lower subsidies 9 = Lower prices for crops discouraged you from planting as much 10 = Land became unusable (flood/drought/Invasive weeds, etc.) 11 = Wanted to leave land fallow 12 = Other -8 = Not applicable/no other reason
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<p>useable (less damage from floods/weeds, etc.) 11 = Began using land left fallow in previous year 12 = Other -8 = Not applicable/no other reason</p>	
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The following questions ask about the crops your household planted or harvested during the **[season]**.

B7.	Season	Which crops did you plant or harvest?	Did you intercrop this crop with another crop?	How much area did you plant to this crop?	Record area units	How much _____ did you harvest?			Of the seed you used to plant <u>this crop</u> , how much had you retained from your own production?	If you had had to buy this seed, what would it have cost?	How much improved/certified seed did you <u>buy</u> to plant <u>this crop</u> ?	How much indigenous seed did you <u>buy</u> to plant <u>this crop</u> ?	(Do not ask if j & k are both "0") Considering cash and in-kind payments, what was the total amount you spent on indigenous and improved seed to plant <u>this crop</u> ?
	Enter names of (or codes for) the seasons relevant to the country					Quantity	Weight units	Weight of "other" in kg					
		See codes below	1 = Yes, 0 = No						Quantity (kg)	Local currency	Quantity (kg)	Quantity (kg)	
aa	a	b	c	d	e	f	g	h	i	j	k	l	
[first season] - if only one season, name it here and ask specifically about planting in this season.													
0													
1													
2													
3													
4													
[second season] - if more than one season, name them in separate sections and ask specifically about planting in each season.													
5													
6													
7													
8													
9													

B7.	For crops that are intercropped with other crops, record common expenses in the row corresponding to the first crop and do not record common expenses in the row corresponding to the second crop.	What was the cost of pesticides, herbicides, and spraying services you bought for <u>this crop</u> ?	How much did you spend on <u>non-labor</u> expenses incurred to plant, tend, and harvest <u>this crop</u> (for example, leasing land or irrigating)? (Enter "0" if none)	Did you hire any labor for <u>this crop</u> that you paid based on the amount of <u>time</u> they worked? (If "No" or 'don't know", go to next row/crop)	How many days of labor did you hire for <u>preparing land, weeding, and harvesting</u> for <u>this crop</u> ? (If "0", go to column r)	Considering cash, and the value of in-kind payment, what was the total amount you paid for this labor?	How many days of labor did you hire for <u>other tasks</u> for which you paid by the time spent for <u>this crop</u> ? (If "0", go to next crop)	Considering cash, and the value of in-kind payment, how much did you pay for this labor?	
		0 = None, -7 = Don't know	0 = None	1 = Yes 0 = No -7 = Don't know	Days of labor	Local currency	Days of labor	Local currency	
		m	n	o	p	q	r	s	
		[first season] - if only one season, name it here and ask specifically about planting in this season.							
		0							
		1							
		2							
		3							
		4							
		[second season] - if more than one season, name them in separate sections and ask specifically about planting in each season.							
5									
6									
7									
8									
9									

B7aa: Season codes Develop codes for each of the seasons using “1” for the main season, “2” for the second season etc.	B7a: Crop codes Insert codes for all staple and cash crops relevant to the country from the list of crop codes in the Data Collection Manual.	B7d: area unit codes 1 = hectares 2 = acres 3 = manzanas (country-specific) 4 = limas -8 = Not applicable	B7f: weight units codes 1 = grammes 2 = kilogrammes 3 = 100 kg bags 4 = 90 kg bags 5 = 50 kg bags 6 = metric tonnes 7 = quintals 8 = Other
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B8. During the [season], did you pay any labor based on the task (for example, ploughing or transporting crops from the field to your house)? (If “No” or “Don’t know”, go to question B10) (If “Yes”, go to B9)	<input type="checkbox"/>	1 = Yes 0 = No -7 = Don’t know
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B9. Considering cash and the value of in-kind payment, how much did you pay for all these tasks?	Local currency <input type="text"/>
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B10.		Quantity	Weight units	Weight of “other” units (kg)	Considering both cash and in-kind payments, what was the total amount you paid for this fertilizer?
			See codes below		Local currency
		a	b	c	d
1	How much chemical and natural fertilizer did you <u>buy</u> for all the crops you planted in the [first season]?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	How much chemical and natural fertilizer did you <u>buy</u> for all the crops you planted in the [second season]?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

B10b: weight units codes

2 = kilogrammes	5 = 50 kg bags
3 = 100 kg bags	6 = metric tonnes
4 = 90 kg bags	7 = quintals
	8 = Other

The following questions ask about your sales of crops during the **[season]**.

B II	Season	Which crops did you harvest or sell during [season]? (Include all crops listed in question B7a plus any other crops the respondent sold)	How much of the quantity that you harvested have you sold, bartered, or used to repay loans?			What is the main reason you did not sell any of this crop? (Go to next row/crop or question)	Considering cash, the value of in-kind goods, and the value of what you bartered or used to repay loans, what was the total amount you received for what you sold?	Which member of the household made the decision about how (timing, buyer, price, etc.) to sell this crop?	What was the total value of all costs (both cash and in-kind) you incurred to sell this crop (e.g., transportation, storage, cleaning, drying, market fees, commissions, taxes, etc.)	Did you have any difficulty selling this crop?	What were the two most significant problems you had selling this crop?	
	Enter names of (or codes for) the seasons relevant to the country		Use codes from B7	Quantity (If "0", go to e, Otherwise, complete c and d and then go to f)	Weight units					Weight of "other" in kg		See codes below
	aa	a	b	c	d	e	f	g	h	i	j	k
[first season] - if only one season, name it here and ask specifically about planting in this season.												
0												
1												
2												
3												
4												
[second season] - if more than one season, name them in separate sections and ask specifically about planting in each season.												
5												
6												
7												
8												
9												

<p>BI Iaa: Season codes Develop codes for each of the seasons using “1” for the main season, etc.</p>	<p>BI I c: weight units codes 2 = kilogrammes 3 = 100 kg bags 4 = 90 kg bags 5 = 50 kg bags 6 = metric tonnes 7 = quintals 8 = Other</p>	<p>BI I e: Reasons for not selling 1 = No surplus to sell 2 = Had surplus but did not need/want to sell 3 = Wanted to sell but price not attractive 4 = Had surplus, but no-one to sell crops to/no affordable access to markets 5 = Tried to sell but crop rejected due to poor quality 6 = Other</p>
<p>BI I g: Decision maker codes 1 = Household head 2 = Spouse of household head 3 = Joint decision of household head and spouse 4 = Other</p>	<p>BI I j/k: Problems selling crop 1 = High cost of transport to market 2 = Low prices in accessible markets 3 = High market fees/taxes 4 = Poor transportation infrastructure 5 = Trade restrictions (for example, restrictions on cross-border trade or restrictions on traders buying particular commodities) 6 = Not able to meet quality requirements of buyers 7 = Unpredictable prices 8 = Lack of price information 9 = Difficult/unable to find buyer 10 = Farmers’ organization not effective at selling your commodities 11 = Late or slow payment from buyers 12 = Other -8 = Not applicable (no other problem)</p>	

The following questions ask about how your household used the [staples] commodities you harvested during the [season].

B12.	Crop (list all [staples] commodities harvested from question B7 a)	Considering all the ____ [name of crop] that you harvested during the [season], about what proportion did you... (Use proportional piling if necessary) (Ensure that columns b through f sum to 100)					(Ask only if B12d greater than 0) What was the main cause of loss during storage?	(Ask only if B12e greater than 0) How did you store the portion of this crop that you consumed in your household? (Indicate up to two types of storage)			(Ask only if B12b greater than 0) How did you store the portion of this crop you sold? (Indicate up to two types of storage)		How did you usually dry this commodity? (If "9", go to n)
		Sell, barter, use to repay loans, or give away?	Retain for sale later on	Lose to spoilage or pests during storage or use for other than its intended use because of spoilage?	Retain for consumption in your household?	Retain specifically for seed or animal feed?		See codes below	See codes below	See codes below	See codes below	See codes below	
		Percent	Percent	Percent	Percent	Percent		See codes below	See codes below	See codes below	See codes below	See codes below	
	a	b	c	d	e	f	g	h	i	j	k	l	
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

B12.	Did you dry this commodity adequately to reduce spoilage during storage?	Did you store the commodity in a structure that kept out rats, mice, and moisture?	Did you treat the commodity with chemicals during storage to control insect pests?	Continue only for crops reported sold in column b	Considering all the ____ [name of crop] that you sold during the [season], about what proportion did you ... (Use proportional piling if necessary) (Ensure that columns p through r sum to 100)			Did you sell a larger, smaller, or about the same proportion of [name of crop] through a farmers' organization during the [season] as compared to the [previous season]?	What was the main reason you sold a greater proportion through a farmers' organization?	What was the main reason you sold a smaller proportion through a farmers' organization?
					Sell to or through a farmers' organization?	Sell yourself at your farm gate?	Sell yourself somewhere other than at your farm gate?			
					Percent	Percent	Percent			
	m	n	o		p	q	r	x	y	z
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B12.	<p>Of the portion of the _____ [name of crop] that you sold, about what proportion did you ... (Ensure that columns s and t sum to 100)</p>		<p>(Ask only if s > "0")</p> <p>What was the main reason you sold some of this crop within four weeks of harvest?</p>	<p>Was there a market for a better quality than what you sold (i.e., lower moisture, less foreign matter, fewer small/broken grains)? (If "No", go to next row)</p> <p>1 = Yes 0 = No</p>	<p>What was the main reason you did not improve the quality for this buyer/market?</p>
	Sell within four weeks of harvest?	Store and sell at a later date?			
	Percent	Percent			
	s	t	u	v	w
1	□□□□	□□□□	□	□	□
2	□□□□	□□□□	□	□	□
3	□□□□	□□□□	□	□	□
4	□□□□	□□□□	□	□	□
5	□□□□	□□□□	□	□	□

B12a: Crop codes Insert country-specific list of staple commodities from list of crop codes in Data Collection Manual.	B12g: Storage loss codes 1 = Mold/spoilage 2 = Pests/insects 3 = Rats/mice/etc. 4 = Other animals 5 = Other -7 = Don't know	B12h/i/j/k: Storage options 1 = In traditional granaries 2 = Indoors – in basket/bags 3 = Indoors – open storage 4 = Outside – open storage 5 = In certified warehouses for which you received a receipt specifying the quality and quantity deposited 6 = In other warehouses/stores 7 = Metallic home silos (Latin America) 8 = Other -8 = Not applicable/did not store	B12i: Drying methods 1 = On the ground 2 = On tarpaulins or iron sheets 3 = On concrete/grain yards 4 = Mechanical dryer 5 = Crib 6 = Hanging 7 = In the field (standing or stacked) 8 = Other -8 = Not applicable/did not dry	
	B12u: Reasons for selling at harvest 1 = Needed immediate cash 2 = Could not store 3 = Offered a good price 4 = Other	B12w: Reason for not improving quality 1 = Normal practice meets buyer specifications 2 = No increase in price to justify cost 3 = Increase in price not enough to justify cost 4 = Farmers' organization provided this service 5 = Do not have ability to dry, clean, or sort to buyer specifications 6 = Other		
	B12y: Reasons for selling more through FO 1 = FO offered higher price compared to other buyers 2 = FO provided credit for inputs 3 = FO was able to buy more 4 = Fewer other buyers available 5 = Other	B12z: Reasons for selling less through FO 1 = FO offered lower price compared to other buyers 2 = Other buyers offered credit for inputs and FO did not 3 = FO was able to buy less from you 4 = More other buyers available 5 = Other		

B13.		During the past 12 months, where did you get information about prices of staple commodities? (Mark all that apply and prompt if necessary)	(Ask only if B13a = 1) Did this information help you in your selling decisions?
		1 = Source of information 0 = Not a source of information -8 = Not applicable	1 = Yes 0 = No
		a	b
1	Radio/TV	<input type="checkbox"/>	<input type="checkbox"/>
2	Direct contact with traders	<input type="checkbox"/>	<input type="checkbox"/>
3	Farmers' organizations	<input type="checkbox"/>	<input type="checkbox"/>
4	Newspapers	<input type="checkbox"/>	<input type="checkbox"/>
5	Extension workers	<input type="checkbox"/>	<input type="checkbox"/>
6	SMS system/mobile phone	<input type="checkbox"/>	<input type="checkbox"/>
7	Neighbors/friends/relatives	<input type="checkbox"/>	<input type="checkbox"/>
8	Information boards at local agricultural offices	<input type="checkbox"/>	<input type="checkbox"/>
9	Personal knowledge of the market	<input type="checkbox"/>	<input type="checkbox"/>
10	Information from food reserve agency (country-specific name)	<input type="checkbox"/>	<input type="checkbox"/>
11	NGOs	<input type="checkbox"/>	<input type="checkbox"/>
12	International development organizations	<input type="checkbox"/>	<input type="checkbox"/>

B14.	Was the amount of money your household spent to produce [staples] during the [season] more, less, or about the same as the amount you spent during the [previous season]? Expenses might include seed, fertilizer, labor, hired equipment, rented land, etc.) (If "More", go to question B15) (If "Less", go to question B16) (If "About the same", go to Module C)	<input type="checkbox"/>	1 = More 2 = About the same 3 = Less -7 = Don't know
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B15. What were the two most important reasons you spent more? (Go to Module C)	a	b
	<input type="checkbox"/>	<input type="checkbox"/>

B16. What were the two most important reasons you spent less?	a	b
	<input type="checkbox"/>	<input type="checkbox"/>

B15: Codes for spending more 1 = Wanted to produce more because you expected good prices this season 2 = Wanted to produce more because you expect to be able to sell more 3 = Costs for seed, fertilizer, chemicals, labor, fuel, etc. were higher this season 4 = Other -7 = Don't know -8 = Not applicable/no other reason	B16: Codes for spending less 1 = Wanted to produce less because you expected low prices this season 2 = Wanted to produce less because you expect to be able to sell less 3 = Costs for seed, fertilizer, chemicals, labor, fuel, etc. were lower this season 4 = Other -7 = Don't know -8 = Not applicable/no other reason
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Module C. Food Security

C1. During the past 7 days, on how many days did your household consume _____?		
		days
1	Maize, maize porridge, nsima	<input type="text"/>
2	Other cereal (rice, sorghum, millet, bread, pasta etc)	<input type="text"/>
3	Roots and tubers (cassava, Irish potatoes, sweet potatoes)	<input type="text"/>
4	Sugar or sugar products	<input type="text"/>
5	Beans and peas	<input type="text"/>
6	Groundnuts or cashew nuts	<input type="text"/>
7	Vegetables (including relish and leaves)	<input type="text"/>
8	Fruits	<input type="text"/>
9	Beef, goat or other red meat and pork	<input type="text"/>
10	Poultry and eggs	<input type="text"/>
11	Fish	<input type="text"/>
12	Oils/fats/butter	<input type="text"/>
13	Milk/yoghurt/other dairy	<input type="text"/>

C2.	Commodity (Pre-fill with codes and names of the basic staple commodities in the country /region)		About how much of this commodity did your household need for consumption during the [season]?			During the [season], for how many months did you largely have to depend on market purchases or sources other than your own farm produce for your household consumption of this commodity? (If "0", go to next row)	What was the main reason you had to rely on other sources of this commodity for ___ [number of months] months?			
								Quantity	Weight units	Weight of "other" units (kg)
								0 = do not consume	See codes below	
Code	Name	c	d	e	Months	See codes below				
	a	b				f	g			
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			

<p>C2d: Weight unit codes</p> <p>2 = kilogrammes</p> <p>3 = 100 kg bags</p> <p>4 = 90 kg bags</p> <p>5 = 50 kg bags</p> <p>6 = metric tonnes</p> <p>7 = quintals</p> <p>8 = Other</p>	<p>C2g: Reasons for buying commodities codes</p> <p>1 = Did not produce this crop.</p> <p>2 = Did not produce enough and didn't sell any</p> <p>3 = Did not produce enough and sold some</p> <p>4 = Produced enough but sold some because of good price</p> <p>5 = Produced enough but sold because of lack of storage/high post harvest loss</p> <p>6 = Produced enough but sold because needed cash</p> <p>7 = Produced enough but had high post harvest losses</p>
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Module G. Expenditure

G1.		About how much did your household spend on _____ for domestic consumption during the last 30 days. (If “Don’t know”, go to next item)			
		0 = None -7 = Don’t know			
1	Maize	□□□□	9	Milk and dairy products	□□□□
2	Beans	□□□□	10	Sugar/Salt	□□□□
3	Bread	□□□□	11	Milling	□□□□
4	Rice	□□□□	12	Alcohol & Tobacco	□□□□
5	Fruits & vegetables	□□□□	13	Household items (soap, batteries, etc.)	□□□□
6	Fish/Meat/Eggs/poultry	□□□□	14	Transport and fuel	□□□□
7	Oil, fat, butter	□□□□	15	Cooking & lighting fuel (wood, paraffin, etc.)	□□□□
8	Water	□□□□	16	Soda/drinks (including tea)	□□□□

G2.	What is the current monthly rent for your home? (Enter “0” if household does not pay rent) (If household does not pay rent monthly then calculate monthly rent)	□□□□
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G3.		About how much did your household spend on _____ during the last 12 months. (If “Don’t know”, go to next item)	
		0 = None -7 = Don’t know	
1	Medical expenses, health care	□□□□	
2	Education (books, school fees, uniform, etc.)	□□□□	
3	Clothing, shoes (excluding those required for school)	□□□□	
4	Equipment and tools (including for agriculture)	□□□□	
5	Construction, house repair	□□□□	
6	Debt repayment	□□□□	
7	Celebrations, social events (funerals, weddings, etc)	□□□□	
8	Remittances/gifts	□□□□	

Module D. Livestock

D1. During the past 12 months, did your household raise any livestock, either for sale or for your own consumption? (If "No", go to module E)	□	1 = Yes 0 = No
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D2.	What types of livestock has your household owned during the past 12 months?	How many of [animal type] do you have now?	How many of [animal type] did you buy during the past 12 months? (If "0", go to e)	Considering both cash and the value of in-kind payments, how much did you spend purchasing these animals?	How many of [animal type] did your household consume or give away during the past 12 months?	How many of [animal type] did you sell or barter during the past 12 months? (If "0", go to h)	Considering cash and the value of in-kind payment, what is the total amount you received for the sale of these animals?	During the past 12 months, did you earn any money renting this animal or selling products from this animal? (If "No", go to j) Yes=1, No=0	In total, how much did you earn (in cash and the value of in-kind payment) from renting these animals or selling their produces during the past 12 months?	Considering cash and the value of in-kind payment, how much did you spend on feed for these animals during the past 12 months?	Considering cash and the value of in-kind payment, how much did you spend on other costs for these animals such as veterinary supplies, taxes, and hired labor during the past 12 months?
	a	b	c	d	e	f	g	h	i	j	k
1											
2											
3											
4											
5											
6											
7											
8											
9											

D2a: Livestock Codes
 Insert country-specific list of applicable livestock from list of livestock codes in Data Collection Manual.

Module E. Livelihood Activities/Other Income

E1. Livelihood sources					
	Other than agriculture and livestock that you've already told me about, (mentioned in Modules B and D) , what other sources of cash and in-kind income did your household have during the past 12 months? (List top three livelihood sources first)	How many members of your household worked at <u>this activity</u> during the past 12 months? (Enter "not applicable" for remittances or gifts or other types of income that did not require work) -8 = not applicable	What was the total amount the <u>entire household or household members</u> earned during the past 12 months from this activity considering both cash payments and the value of in-kind payments? (Enumerator: ask about number of household members who worked how many days/months worked, payment, etc. to arrive at the answer)	Did the household incur any expenses with <u>this activity</u> ? (Probe about hired labor, purchasing items to sell, renting market space, transportation, etc.). (If "No", go to next row/activity) 1 = Yes 0 = No	About how much were these expenses during the past 12 months?
	a	b	c	d	e
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

E1a/E3: Livelihood activity codes		
Cash or in-kind income from...	7 = Petty trade	14 = Cash, food, or other assistance
1 = Remittances	8 = Pension/social grants	15 = Gathering natural products for sale e.g., medicinal herbs, mushrooms, etc.
2 = <u>Trading</u> staple commodities or cash crops	9 = Formal salary/wages	16 = Collecting scrap/ waste material for re-sale
3 = <u>Trading</u> in livestock	10 = Fishing	-8 = Not applicable (No other source)
4 = Casual labor/piece work	11 = Vegetable/fruit production/sales	18 = Other
5 = Begging/gifts	12 = Small scale mining/ /quarrying/brick-making	
6 = Own business	13 = Beer brewing/distillation	

E2. Was your household's total income from all sources (including agriculture and livestock) during the past 12 months higher, lower, or about the same as in the 12 months prior to that time? (If "About the same" or "Don't know" go to question E4)	<input type="text"/>	1 = Higher 2 = About the same 3 = Lower -7 = Don't know
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E3. Which of your household's livelihood activities was most responsible for the change (reported in E2) ?	<input type="text"/>	Use codes from E1a plus 19 = Production and sale of [staples] crops 20 = Production and sale of other (cash) crops 21 = Sale of livestock and livestock products
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<p>E4. Was the proportion of your household's income that came from selling crops during the [season] larger, smaller, or about the same as the proportion of your income earned from selling crops during the [previous season]? (If "larger" go to question E5) (If "smaller" go to question E6) (If "About the same" or "Don't know" go to Module F)</p>	<input type="text"/>	<p>1 = Larger 2 = About the same 3 = Smaller -7 = Don't know</p>
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<p>E5. What is the main reason the proportion is larger? (Go to Module F)</p>	<input type="text"/>	<p>1 = Sold more crops 2 = Higher prices for crops 3 = Lower income from sources other than crops</p>
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<p>E6. What is the main reason the proportion is smaller?</p>	<input type="text"/>	<p>1 = Sold smaller quantity of crops 2 = Lower prices for crops 3 = Higher income from sources other than crops</p>
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Module F: Borrowing and Access to Credit

F1. Has any member of your household borrowed any cash or goods during the past 2 years? (If “Yes”, go to question F2) (If “No”, go to question G1)	<input type="checkbox"/>	1 = Yes 0 = No
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F2.	Has any member of your household borrowed any cash or goods for _____ in the past 2 years? (If multiple loans of the same type/category, enter information for most recent) (If “No”, go to next row)	What amount did you ask for? (If loan was in-kind (i.e., goods or services instead of cash), enter the monetary value of the goods or services requested)	What amount did you receive? (If the loan was in-kind (i.e., goods or services instead of cash), enter the monetary value of goods or services received)	Which household member signed for the loan? 1 = Female 0 = Male 2 = Joint loan	What was the source of the loan?	In what form (did you/will you) repay the loan?	
							1 = Yes 0 = No
	a	b	c	d	e	f	
1	To purchase agricultural inputs (seed/fertilizer/chemicals)	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	To invest in agriculture (e.g., buy tools, equipment, livestock, buy or rent land, etc.)	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	To start or invest in a non-agricultural business	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	To pay school fees/supplies	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	To purchase staple food for household consumption	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	To pay for health care/medical expenses	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	To pay for social event (funerals, weddings)	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	To build or add on to a house	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Other	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

F2e: Codes for sources of credit

- 1 = Friend/relative
- 2 = Money lender
- 3 = Commercial bank
- 4 = Informal savings group
- 5 = Farmers' organization
- 6 = Local trader/ shopkeeper
- 7 = Buyer/trader (contract farming)

- 8 = Government/Rural Credit fund
- 9 = International development organization
- 10 = NGO
- 11 = Micro-credit institutions
- 12 = Other

F2f: How credit was/will be repaid

- 1 = In cash
- 2 = In kind
- 3 = Both cash and in kind

Module H. Household Assets

H1. How many of each of the following assets that are in working order does a member of your household own?
(If an asset is not owned or belongs to a non household member, write 0)

			a		a
1	Chair (excluding traditional stools and benches)	_ _	15	Hand Mill	_ _
2	Table	_ _	16	Bicycle	_ _
3	Bed	_ _	17	Harrow	_ _
4	TV/ satellite dish/DVD	_ _	18	Plough	_ _
5	Radio	_ _	19	Sewing machine	_ _
6	Fishing nets	_ _	20	Hammer mill	_ _
7	Canoes	_ _	21	Mobile phones/ landline	_ _
8	Axe	_ _	22	Maize thresher (Latin America)	_ _
9	Curvo (Latin America) Machete (Other countries)	_ _	23	Metallic silos (Latin America)	_ _
10	Backpack sprayer	_ _	24	Hammock (Latin America)	_ _
11	Hoe	_ _	25	Vehicle (car/pick up/motor cycle)	_ _
12	Ox Cart	_ _	26	Stove (electric or gas)	_ _
13	Tractor	_ _	27	Fridge	_ _
14	Generator	_ _	28	Water pump/treadle pump	_ _

Module I. Housing and Amenities

11. Please indicate the major material of the roof, floor and walls of the main house? (based on observation – Don't ask)			Roof 1 = Thatch 2 = Iron sheets 3 = Tiles 4 = Plastic	Floor 1 = Dirt/mud/sand 2 = Wood 3 = Concrete 4 = Asbestos	Walls 1 = Concrete/fired brick 2 = Mud or mud brick 3 = Mud/wattle
1	Roof	<input type="text"/>			
2	Floor	<input type="text"/>			
3	Walls	<input type="text"/>			

12. What is the main source of drinking water for your family? (If "Piped into dwelling", go to question 15)	<input type="text"/>	1 = Piped into dwelling, yard or plot 2 = Public tap/neighborhood house 3 = Well/spring	4 = Pond, lake, river, or stream 5 = Tanker 6 = Borehole 7 = Rain water 8 = Other
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13. On a typical day, what is the total number of round trips all members of your household make to fetch water for household use?	<input type="text"/>
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14. Including waiting time, about how much time does one round trip to fetch water for household consumption usually take?	a	Record units for time	b	1 = Minutes 2 = Hours
	<input type="text"/>		<input type="text"/>	
	(Enter "-7" for "Don't know")			

15. What type of toilet facility does your household use?	<input type="text"/>	1 = Flush/pour flush 2 = Ventilated Improved Pit latrine (VIP)	3 = Pit latrine (unimproved) 4 = None (bush or field)
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16. What type of cooking fuel does your household use?	<input type="text"/>	1 = Charcoal 2 = Firewood 3 = Kerosene/paraffin	4 = Gas cylinder 5 = Electricity 6 = Other
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17. What type of lighting fuel does your household use?	<input type="text"/>	1 = Kerosene/paraffin, oil, or gas lantern 2 = Generator/ car battery 3 = Candles, firewood	4 = Solar panel 5 = Electrical network 6 = Torch 7 = Other
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Module J. Household Information

The first set of questions is about your household. By **household** I mean a group of people who live together, not necessarily in the same building; who usually eat from the same pot; and who pool their incomes and other resources to purchase or produce food. A household member is any person who, in the past 12 months, has lived with the household for at least 6 months regardless of whether they have intentions to stay or not. It also includes persons who have lived in the household for less than six months if they are a) attending school away from home, b) newly born babies, c) persons who are newly wedded into the household, or d) persons who have been in the household for less than 6 months but have come to stay permanently.

J1. How many people are in your household?

Enumerator: Use this table to review characteristics of current household members that are pre-filled into the table. Verify pre-filled name, relationship to household head, and sex. Update all other columns. Use question J3 to record new household members.

J2.	ID (Pre-filled)	Names of household members (Pre-filled)	Is this person currently considered a member of the household? (If "yes", go to a. If "no", go to m)	If this person is not a member of the household anymore, why? (go to next individual)	What is this person's relationship to the household head? (Pre-filled)	Has this person lived in the household for at least 6 months continuously during the past 12 months?	(Ask only if necessary) Sex (Pre-filled)	Year born or age (Enter "1" if less than (If < 6 years, go to next member) (If 6 – 18 years, go to g) (If over 18, go to f) (Adapt these thresholds to the school-age thresholds in the country)		What level of education did this person attain? (Go to i)	Is this person attending school full-time? (If "Yes", go to i)	Why is this person not attending school full-time?	Is this person currently unable to work due to mental or physical disability? ?	At any time during the past 12 months, has this person been continuously ill for 3 or more months? ?	During the past 12 months, to what extent has this person been involved in the household's farming activities? ?
			I = Yes 0 = No	See codes below	See codes below	I = Yes 0 = No -8 = not applicable		I = F 0 = M	Year	Age (years)	See codes below	I = Yes 0 = No -8 = not applicable	See codes below	I = Yes 0 = No	I = Yes 0 = No
	id	name	l	m	a	b	c	d	e	f	g	h	i	j	k
1			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4			<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

J2.	ID (Pre-filled)	Names of household members (Pre-filled)	Is this person currently considered a member of the household? (If "yes", go to a. If "no", go to m)	If this person is not a member of the household anymore, why? (go to next individual)	What is this person's relationship to the household head? (Pre-filled)	Has this person lived in the household for at least 6 months continuously during the past 12 months?	(Ask only if necessary) Sex (Pre-filled)	Year born or age (Enter "1" if less than (If < 6 years, go to next member) (If 6 – 18 years, go to g) (If over 18, go to f) (Adapt these thresholds to the school-age thresholds in the country)		What level of education did this person attain? (Go to i)	Is this person attending school full-time? (If "Yes", go to i)	Why is this person not attending school full-time?	Is this person currently unable to work due to mental or physical disability?	At any time during the past 12 months, has this person been continuously ill for 3 or more months?	During the past 12 months, to what extent has this person been involved in the household's farming activities?
			I = Yes 0 = No	See codes below	See codes below	I = Yes 0 = No -8 = not applicable		I = F 0 = M	Year	Age (years)	See codes below	I = Yes 0 = No -8 = not applicable	See codes below	I = Yes 0 = No	I = Yes 0 = No
			id	name	l	m	a	b	c	d	e	f	g	h	i
5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Questionnaire number (pre-filled)

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<p>J2m: Reasons for leaving household codes</p> <p>1 = Left to find a job 2 = Separated 3 = Married away 4 = Deceased 5 = Divorced 6 = Living with relatives 7 = Established own household 8 = Never was a household member 9 = Left with mother/father 10 = Hired worker left 11 = Other</p>	<p>J2a: Relationship to household head</p> <p>1 = Household head 2 = (First) spouse of household head 3 = Wife 4 = Child/stepchild 5 = Grandparent/grandchild 6 = Parent 7 = In-law 8 = Other relative (brother, sister, cousin, etc.) 9 = Worker 10 = Other</p>	<p>J2f: Educational attainment</p> <p>1 = None 2 = Started but did not complete primary school 3 = Completed primary school 4 = Started but did not complete secondary school 5 = Completed secondary school 6 = Attended college/university -7 = Don't know -8 = Not applicable</p>	<p>J2h: School attendance</p> <p>1 = Dropped out/attending part-time due to financial constraints 2 = Dropped out/attending part-time to help at home 3 = Dropped out/attending part-time due to other reasons 4 = Never enrolled due to financial reasons 5 = Never enrolled to assist at home 6 = Never enrolled for other reasons -8 = Not applicable</p>	<p>J2k: Involvement in farming activities</p> <p>1 = Primary activity 2 = Involved but not a primary activity 3 = Not involved</p>
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Are there other members of your household who we have not yet mentioned?

J3.	Please tell me about all the people who are part of this household (Enter first name) (Enter household head and spouse first)	What is this person's relationship to the household head?	Has this person lived in the household for at least 6 months continuously during the past 12 months?	Is this person female or male (Ask only if necessary)	In what year was this person born? (Enter either year or age, whichever is easiest for respondent) (Enter "1" if less than one year) (If < 6 years, go to next member) (If 6 – 18 years, go to g) (If over 18, go to f and then to h) (Adapt these thresholds to the school-age thresholds in the country)		What level of education did this person attain? (Go to i)	Is this person attending school full-time? (If "Yes", go to i)	Why is this person not attending school full-time?	Is this person currently unable to work due to mental or physical disability?	At any time during the past 12 months, has this person been continuously ill for 3 or more months?	During the past 12 months, to what extent has this person been involved in the household's farming activities?
					Year	Age (years)						
		See codes below	1 = Yes 0 = No -8 = not applicable	1 = Female 0 = Male			See codes below	1 = Yes 0 = No -8 = not applicable	See codes below	1 = Yes 0 = No	See codes below	
	name	a	b	c	d	e	f	g	h	i	j	k
1		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
5		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
6		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
7		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
8		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
9		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Farmers' Organization Instruments



P4P Farmers' Organization Baseline Survey

Introduction

My name is _____ and I am working for the World Food Programme here in _____ [name of country]. We are conducting a survey of farmers' organizations and I would like to talk with the person or persons within the _____ **[name of organization from below]** who can provide complete information about the organization's membership, the services it provides to members, and its sales of staple commodities. Is that person or persons available?

Enumerator: Confirm that you are speaking with someone from the identified farmers' organization. If not the identified organization, terminate the interview. If the organization is correct but not the correct person, ask to speak to the correct person or persons and start the introduction again.

The World Food Programme is an international organization that distributes food to those in need. The WFP wants to begin buying more of the food it distributes from smallholder farmers. To do so, it needs to understand how staple commodities are produced and marketed in _____ [name of country]. We are conducting surveys of farmers' organizations so we can more fully understand the challenges farmers' organizations face marketing crops and how WFP might address these issues..

Your organization has been randomly selected to participate in the survey because it is in an area where WFP works. The survey is voluntary and we will not share the information you give us with anyone else. We will never use the information in a way that identifies you or your organization. **Your participation is voluntary and you can choose not to answer any or all of the questions if you want. However, we hope that you will participate since your views are important. The survey should take about one hour.**

Are you willing to participate in the survey?

Do you have any questions?

Group Information			
Type of farmers' organization (Participating in P4P = 1, Not participating in P4P = 0) (Pre-filled)	<input type="checkbox"/>		
Year organization became involved in P4P? (Pre-filled)	<input type="text"/>		
Identifying Information			
Questionnaire number: (Pre-filled)	<input type="text"/>		
Country name: (Pre-filled)	<input type="text"/>	Country code (Pre-filled)	<input type="text"/>
District name: (Pre-filled)	<input type="text"/>	District code (Pre-filled)	<input type="text"/>
Region name: (Pre-filled)	<input type="text"/>	Region code (Pre-filled)	<input type="text"/>
Village name: (Pre-filled)	<input type="text"/>	Village code (Pre-filled)	<input type="text"/>
Urban/Rural: (Pre-filled)	Urban = 1, Rural = 2		<input type="text"/>
Name of farmers' organization (Pre-filled)	<input type="text"/>	Organization code (Pre-filled)	<input type="text"/>
Name of farmer association (Pre-filled) (If relevant)	<input type="text"/>	Association code (Pre-filled)	<input type="text"/>
Is the target of the interview a club or an association?	1 = Club 2 = Association		<input type="text"/>
Number of years association has been involved with P4P	<input type="text"/>		

Name of respondent	<input type="text"/>						
Position with farmers' organization	<input type="text"/>						
GPS coordinates.....	<input type="text"/>	<input type="text"/>	.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	DD	MM		.mmm			
Date of interview	<input type="text"/>	<input type="text"/>	20	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Day	Month	Year				
Time of interview start:	<input type="text"/>	:	<input type="text"/>	Time of interview end:	<input type="text"/>	:	<input type="text"/>
Team code.....	<input type="text"/>						<input type="text"/>
Enumerator name	<input type="text"/>					Enumerator code	<input type="text"/>
Signature of supervisor/team leader	<input type="text"/>						

Module A. Organization Structure and Membership

A1. In what year was this farmers' organization established?

A2.		How many registered members does this organization have?	How many have paid their annual membership to date? -8 = not applicable	How many cultivate [insert country-specific threshold for smallholder farmers] acres/hectares? (If "Don't know", go to d, Otherwise go to question A3)	About what percentage of members cultivate [insert country-specific threshold for smallholder farmers] acres/hectares?
				a	b
1	Men	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
2	Women	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>

A3. How much does a new member (**club or individual as appropriate**) have to pay to join this organization?
(If no joining fee, enter "0")

A4. What is the annual membership (**club or individual as appropriate**) fee this organization charges its members?
(If no membership fee, enter "0")

A5.		How many elected or appointed leaders does the organization have? (Enter "0" if none)	How many employees are paid throughout the year? (Enter "0" if none)
		a	b
1	Men	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
2	Women	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>

A6. Is this organization registered with any national, district, provincial, or other government entities? 1 = Yes
0 = No

A7. Is this organization affiliated with any higher-level farmers' organization (for example: cooperatives, associations, etc.)? 1 = Yes
0 = No

A8. Does this organization have any lower-level affiliate organizations? 1 = Yes
0 = No

A9. Does the organization have a bank account in its own name? 1 = Yes
0 = No

A10. Has this organization ever applied for cash loans?
(If "Yes", go to question A11)
(If "No", go to question A14) 1 = Yes
0 = No

A11. Were any credit applications approved and the loans received?
(If "Yes", go to question A12) 1 = Yes
0 = No

(If “No”, go to question A13)		
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A12. Please tell me about the last three cash loans this organization has received. (Go to question A15 after completing this question)					
	Lender	In what year did you receive the loan?	What amount did you apply for?	What amount did you receive?	What is the current status of the loan repayment?
	a	b	c	d	e
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

A12a: Lender types 1 = Bank 2 = Buyers (forward payment) 3 = National/international NGO or microfinance institution, including SACCOS 4 = International development agencies (UN, USAID, GTZ, etc.) 5 = Agricultural supply companies	6 = Rural credit fund 7 = Affiliated farmers' organization 8 = Government fund 9 = Rural development project 10 = Money lender 11 = Other	A12e: Loan status codes 1 = Fully repaid 2 = Payments up to date but not fully paid off 3 = Payments not yet due 4 = In default
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A13. What was the main reason the farmers' organization did not receive the loan? (Go to question A15)	<input type="text"/>	1 = Had other outstanding loans 2 = Could not provide business plan 3 = Did not meet the qualification criteria 4 = Could not provide requested collateral 5 = Lack of credit history 6 = Other -7 = Don't know
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A14. Why has the organization never applied for credit?	<input type="text"/>	1 = Did not need credit 2 = Lack of consensus in the organization 3 = No credit providers in our area 4 = Credit providers do not give credit to farmers 5 = Rates are too high 6 = Do not have the required collateral 7 = Lack of knowledge about access to loans 8 = Other
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A15. Does this organization provide cash loans to its members?	<input type="text"/>	1 = Yes 0 = No
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A16.		Have any of your organization's management and/or staff members received training in _____? (Prompt if necessary to capture all items)	Who provided the most recent training?	Have any of your organization's members received training in _____? (Prompt if necessary to capture all items)	Who provided the most recent training?
		I = Yes 0 = No -7 = Don't know	See codes below	I = Yes 0 = No -7 = Don't know	See codes below
		a	d	b	c
1	Organization record keeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Financial management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Group management/group dynamics/leadership skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Post harvest handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Conservation farming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Setting prices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Business planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Agricultural practices for improving production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A16c: Assistance provider codes
1 = Government
2 = International/national NGO
3 = International development agencies (UN, USAID, GTZ, etc.)
4 = Buyers (traders, others)
5 = Other
6 = Agricultural input supplier
-7 = Don't know

A17. Has your organization received any other kind of assistance or support from government, NGOs, buyers, or others? Examples might include subsidized or free inputs, tools, or cash. (If "No", go to question A19) (If "Yes", go to question A18)	<input type="checkbox"/>	I = Yes 0 = No
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A18.		Did you receive the following types of assistance? (Prompt as necessary)	Who provided the assistance?
		1 = Yes 0 = No -7 = Don't know	See codes below
		a	b
1	Subsidized or free seeds	<input type="checkbox"/>	<input type="checkbox"/>
2	Subsidized or free fertilizer	<input type="checkbox"/>	<input type="checkbox"/>
3	Subsidized or free farming implements (tools)	<input type="checkbox"/>	<input type="checkbox"/>
4	Subsidized or free pesticides/herbicides	<input type="checkbox"/>	<input type="checkbox"/>
5	Providing or rehabilitating storage facilities	<input type="checkbox"/>	<input type="checkbox"/>
6	Loans of agricultural tools or work animals	<input type="checkbox"/>	<input type="checkbox"/>

A18b: Assistance provider codes

- 1 = Government
- 2 = International/national NGO
- 3 = International development agencies (UN, USAID, GTZ, etc.)
- 4 = Buyers
- 5 = Other
- 7 = Don't know

A19. During the [season] , did this organization develop annual plans for how to produce and market its members' commodities?	<input type="checkbox"/>	1 = Yes 0 = No -8 = Not applicable
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Module B. Farmers' Organization Facilities and Services

B1. Does this organization have access to storage facilities? (If No, go to question B3)	<input type="checkbox"/>	1 = Yes 0 = No
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		Does the organization have access to _____? 1 = Yes 0 = No	Does the farmers' organization own _____(s)? (If "Yes", go to d) 1 = Yes 0 = No	What are the terms of use for this facility? a b c	What is the storage capacity of all the _____(s) the organization has access to? d	(Record units of measure for capacity) e	f	Does this warehouse issue a receipt that you can sell, trade, or use as security for a loan? 1 = Yes 0 = No g
		a	b	c	d		f	g
1	Basic earth granaries (traditional storage)	_	_	_	_ _ _ _ _ _ _	Units _	Weight of "other" units in kg _ _ _ _ _	
2	Long-term storage facilities capable of maintaining quality (warehouse, store)	_	_	_	_ _ _ _ _ _ _	Units _	Weight of "other" units in kg _ _ _ _ _	_
3	Tents/plastic sheeting/ iron sheet	_	_	_	_ _ _ _ _ _ _	Units _	Weight of "other" units in kg _ _ _ _ _	

B2c: Terms of use for storage facilities 1 = Rents entire storage facility 2 = Pays user fee for using part of storage facility 3 = Not owned by organization but no fee for use	B2e: Units codes 1 = grammes 2 = kilogrammes 3 = 100 kg bags 4 = 90 kg bags 5 = 50 kg bags 6 = metric tonnes 7 = quintals 8 = Other
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B3.		Does any organization, service provider, or private business (other than this farmers' organization) provide this service to farmers in the area served by this farmers' organization?	Does this farmers' organization provide this service to its members or other farmers in the area?
		1 = Yes 0 = No -7 = Don't know	1 = Yes 0 = No -7 = Don't know
		a	b
2	Training or technical assistance in agricultural technologies or practices	<input type="checkbox"/>	<input type="checkbox"/>
3	Supply agricultural inputs (seed, fertilizer, etc.) on credit	<input type="checkbox"/>	<input type="checkbox"/>
4	Access to subsidized inputs (seed, fertilizer, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
5	Aggregating members' commodities for sale to buyers	<input type="checkbox"/>	<input type="checkbox"/>
6	Transporting goods to buyers	<input type="checkbox"/>	<input type="checkbox"/>
7	Drying commodities for long-term storage	<input type="checkbox"/>	<input type="checkbox"/>
8	Cleaning commodities of foreign matter	<input type="checkbox"/>	<input type="checkbox"/>
9	Removing broken/small grains	<input type="checkbox"/>	<input type="checkbox"/>
10	Removing discolored grains	<input type="checkbox"/>	<input type="checkbox"/>
11	Weighing and bagging commodities	<input type="checkbox"/>	<input type="checkbox"/>
12	Small scale food processing	<input type="checkbox"/>	<input type="checkbox"/>
13	Use of storage facilities	<input type="checkbox"/>	<input type="checkbox"/>
14	Fumigation or other treatment to control insect pests in stored commodities	<input type="checkbox"/>	<input type="checkbox"/>
15	Use of cleaning facilities/equipment	<input type="checkbox"/>	<input type="checkbox"/>
16	Use of drying facilities/equipment	<input type="checkbox"/>	<input type="checkbox"/>
17	Milling with a hammer/grinding mill	<input type="checkbox"/>	<input type="checkbox"/>
18	Corn threshing/maize shelling	<input type="checkbox"/>	<input type="checkbox"/>
19	Draught power (animals/tractors)	<input type="checkbox"/>	<input type="checkbox"/>

B4. How do you market your member's commodities? (If "2 or 3", END INTERVIEW)	<input type="checkbox"/>	1 = Sell directly on behalf of members 2 = Do not aggregate or sell directly but connect members to other organizations 3 = Do not market members commodities
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B5. Is this farmers' organization able to offer its members any kind of financing between harvest and the sale of commodities? (This might include providing or facilitating cash loans or advances between harvest and sale, use of warehouse receipt systems, or full or partial purchase of commodities by the organization prior to sale)	<input type="checkbox"/>	1 = Yes 0 = No
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Module C. Marketing

CI	What products has the organization sold during the past two years? (Record WFP food basket commodities first)	What is the largest quantity of _____ that the organization has sold in one [season] during the past 2 years? (Fill in rest of table only for WFP food basket commodities)	(Record units of measure for largest quantity sold)	Weight of “other” in kg	What quantity of _____ did the farmers’ organization receive from members during the [season]?	(Record units of measure for quantity received)	Weight of “other” in kg	Was the quantity received from members during the [season] larger, smaller, or about the same as the quantity received during the [previous season]? (If “larger” go to i/j) (If “smaller” go to k/l) (If “about the same”, go to next row or question C2)	What are the two most important reasons the quantity received was <u>larger</u> ? (Go to next row or question C2)	What are the two most important reasons the quantity received was <u>smaller</u> ?		
	a	b	c	d	e	f	g	h	i	j	k	l
Record WFP commodities here (pre-fill country-specific codes for WFP commodities from list of commodities in Data Collection Manual)												
1	<input type="text"/>	<input type="text"/>	Units <input type="text"/>	<input type="text"/>	<input type="text"/>	Units <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	Units <input type="text"/>	<input type="text"/>	<input type="text"/>	Units <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	Units <input type="text"/>	<input type="text"/>	<input type="text"/>	Units <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	Units <input type="text"/>	<input type="text"/>	<input type="text"/>	Units <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Record non-WFP commodities here												
5	<input type="text"/>											
6	<input type="text"/>											
7	<input type="text"/>											
8	<input type="text"/>											

<p>CIa: Commodity Codes WFP crops List country-specific WFP commodities here from commodities code list in Data Collection Manual</p> <p>Other crops List other cash and staple crops of relevance to the country from the commodities code list in Data Collection Manual</p>	<p>CIc/f: Units of measure codes</p> <p>1 = grammes 2 = kilogrammes 3 = 100 kg bags 4 = 90 kg bags 5 = 50 kg bags 6 = metric tonnes 7 = quintals 8 = Other</p>	<p>CIh: quantity received compared to [season]: 1 = Larger 2 = About the same 3 = Smaller -8 = Not applicable – organization does not have two years of data for comparison</p>
<p>CIi/j: Codes for reason for larger quantity sold Members produced more because...</p> <p>1 = of good rains, fewer pests/diseases, lower than usual post harvest losses 2 = expected a good price 3 = they had greater access to inputs (seed, fertilizer, pesticide) than during the [previous season] 4 = they had greater access to improved seed 5 = they received training and/or technical support 6 = they had greater access to credit than during the [previous season] 7 = they cultivated more land 10 = they had access to more labor than in the [previous season]</p> <p>The farmer organization sold more because</p> <p>8 = it had more marketing opportunities than during the [previous season] 9 = it had more cash to buy produce from members than during the [previous season] 11 = it had access to more storage than in the [previous season] 12 = an increase in membership -8 =Not applicable (no other reason)</p>	<p>CIk/l: Reason for smaller quantity sold Members produced less because...</p> <p>1 = of drought, floods/rains, pests/disease, or higher than usual post harvest losses or theft 2 = they cultivated less land 3 = of poor health or because they had other income earning opportunities 4 = they had less access to inputs (seed, fertilizer, pesticide) than during the [previous season] 5 = they had less access to labor than during the [previous season] 6 = prices were low 11 = they had access to less credit than in the [previous season]</p> <p>The farmer organization sold less because...</p> <p>7 = it had fewer marketing opportunities than during the [previous season] 8 = it had less cash or credit to buy produce from members than during the [previous season] 9 = side selling by members who found better markets 10 = member withdrawal from the farmers' organization -8 =Not applicable (no other reason)</p>	

C2. What is the most common way the organization gets produce from members' to a collection point for sale or delivery?	_
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C2: Delivery method codes
 1 = Farmer organization collects produce from members
 2 = Members deliver their produce to the organization
 3 = The buyer collects the produce from individual members
 4 = Other

C3. What is the most common way the organization gets members' produce from the organization's collection point to a market/buyer where you can sell?	_
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C3: Delivery method codes
 1 = Organization delivers products to buyers
 2 = Buyers collect from organization

C4. How far is it from your farmers' organization's collection point to the market/buyer where most of the commodities you sell end up?	a	b	1 = Kilometers 2 = Miles
	_ _ _	Units _	

C5. How much does it cost to transport 30 metric tonnes of a bagged commodity from your farmers' organization's collection point to the market/buyer where most of what you sell ends up? (Enter "-7" for don't know)	_ _ _ _ _ _ _
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C6. What are the three most critical problems your organization faces in selling staple commodities on behalf of your members?	a	b	c
	_	_	_

C6: Problems codes

1 = Limited consumer demand for products	6 = Government trade restrictions
2 = Limited access to pricing information	8 = Poor transportation infrastructure
3 = High costs of collecting and preparing commodities for market	9 = Not able to meet quality demands of buyers
4 = Limited access to credit to pre-purchase commodities from members	10 = Unpredictable prices/price fluctuations
5 = Low volume of staple commodities available from members (for example, because of late payment from buyers, lack of trust in organization, low production, etc.)	11 = Other
	-8 = Not applicable

C7. I'd like to know about the five most recent sales of staple commodities or processed products that the organization made during the [season]. (If fewer than five sales in [season], list all)
(Record information about the five most recent sales of staple commodities or processed product)

	List the commodities/products sold in the five most recent individual sales of WFP food basket commodities here.	In which month and year did you deliver this commodity to the buyer?		Who bought the commodity or processed product? (Prompt for type of buyer)	Did the organization have to dry, clean, or sort this commodity beyond the form in which you received it to meet this buyer's specifications?	What was the quantity delivered for this sale? (mt)	How much did the farmers' organization receive?	How much of this total was paid to contributing farmers?	How did you deliver the commodity to the buyer?
		Month	Year		1 = Yes 0 = No				
	a	b	bb	c	d	e	f	g	h
1									
2									
3									
4									
5									

C7a: Commodity Codes WFP crops List country-specific WFP commodities here from commodities code list in Data Collection Manual	C7b: Month codes 1 = January 7 = July 2 = February 8 = August 3 = March 9 = September 4 = April 10 = October 5 = May 11 = November 6 = June 12 = December	C7c: Type of buyer codes 1 = Households/ individuals 2 = Retail stores 3 = Millers/brewers/processors 4 = Traders/warehouse operators/food suppliers 5 = Government food reserve agency or government institutions (schools, hospitals, etc.) 9 = WFP 6 = International development agencies 7 = National/international NGOs 8 = Farmers' organizations -7 = Don't know	C7h: Method of delivery codes 1 = Farmer organization using own transport 2 = Farmer organization using hired transport 3 = Buyer collects 4 = Farmers' organization members deliver produce to the buyer 5 = Other (specify)
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C8.		During the [season] , did your organization _____ [ask for each row] commodities beyond your normal practices specifically to meet a buyer's requirements? (If "Yes", go to c) (If "No", go to b)	Why not? (Go to question next row or question C9)	Did your organization or its members perform this operation?
		1 = Yes 0 = No	See codes below	1 = Yes 0 = No
		a	b	c
1	Dry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Remove foreign matter from	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Remove small and broken grains from	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Remove discolored grains from	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C8b: Reasons for not increasing quality
1 = No increase in price to justify cost
2 = Increase in price not enough to justify cost
3 = Quality received from farmers already met market specifications
4 = Did not have capacity to improve quality

C9. Did the organization sell any commodities under a contract (signed agreement) during the [season] ? (If "Yes", go to question C10) (If "No", go to question C12)	<input type="checkbox"/>	1 = Yes 0 = No
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C10. Of the total quantity of commodities specified in all contracts during the [season] , what percentage of that quantity did you actually deliver? (If less than 100 percent, go to question C11) (If 100 percent, go to question C12)	<input type="text" value=" _ _ _ "/>
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C11. What was the main reason you were not able to deliver the quantity contracted?	<input type="checkbox"/>	1 = Did not have access to required quantity 2 = Could not accumulate required quantity in time to meet delivery deadline 3 = Could not meet buyer's quality standards 4 = Commodity did not meet buyer's specifications 5 = Buyer revised the contract amount 7 = The price offered was no longer attractive at time of delivery 8 = Farmers' organization did not have transport to deliver the commodities 9 = Other
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C12. During the [season], did you sell <u>directly</u> to buyers...? (Mark all that apply)			
1	Outside of [country]	<input type="checkbox"/>	1 = Yes 0 = No
2	Within [country] but outside the province/region in which you are based	<input type="checkbox"/>	
3	Within the province/region but outside the district in which you are based	<input type="checkbox"/>	
4	Within the district but outside the town/trading center in which you are based	<input type="checkbox"/>	
5	Within the town/trading center but outside the village in which you are based	<input type="checkbox"/>	
6	Within the village in which you are based	<input type="checkbox"/>	

C13. Has this farmer organization ever competed in a tender to sell commodities or processed foods? (If “No”, go to question C17)	<input type="checkbox"/>	1 = Yes 0 = No
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C14. Have you ever won a tender? (If “Yes”, go to question C15) (If “No”, go to question C16)	<input type="checkbox"/>	1 = Yes 0 = No
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C15. Please provide the following information on the four most recent tenders for staple commodities that you have won.
(go to question C17 when finished with this question)

	What was the commodity sold?	In what year did you make the sale?	Who bought the commodity? (Prompt for type of buyer)	Did the tender specify particular quality standards?	What quantity did the contract specify (mt)	Did you completely fulfill the contract?	If not fully fulfilled, why not?
				1 = Yes 0 = No		1 = Yes 0 = No	
	a	b	c	d	e	f	g
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C15a: Commodity codes
Insert country-specific list of staple commodities from commodities code list in Data Collection Manual

C15c: Codes for type of buyer
1 = Households/individuals
2 = Retail stores
3 = Millers/brewers/processors
4 = Other traders/warehouse operators/food suppliers
5 = Government food reserve agency /government institutions (schools, hospitals, etc.)
9 = WFP
6 = International development agencies
7 = National/International NGOs
8 = Farmers’ organizations

C15h: Partial delivery reasons codes
1 = Could not accumulate required quantity
2 = Could not meet buyer’s quality standards
3 = Could not meet delivery deadline
4 = Buyer revised the contract amount
6 = The price offered was no longer attractive at time of delivery
7 = Farmers’ organization did not have transport to deliver the commodities
9 = Commodity did not meet buyers’ specifications
8 = Other

C16. What do you think were the reasons that you did not win the tender?		
		I = Reason for losing tender 0 = Not a reason for losing tender
1	We did not provide all requested documents	<input type="checkbox"/>
2	Our produce did not meet the required quality standards	<input type="checkbox"/>
3	We could not afford the performance bond	<input type="checkbox"/>
4	Did not fill in the papers correctly	<input type="checkbox"/>
5	Submitted the bid papers late	<input type="checkbox"/>
6	Price was too high	<input type="checkbox"/>
7	Other	<input type="checkbox"/>
8	Do not know	<input type="checkbox"/>

C17.		During the [season], what sources of information did you use to determine the price at which you sold commodities?	Was this information useful in setting prices at which you sold?
		I = Used 0 = Not used	I = Yes 0 = No
		a	b
1	Publicly available market information (e.g., radio/TV, commodity exchange, SMS, newspapers, information boards at agricultural offices, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
2	Personal knowledge of market (e.g., talking with other traders/buyers, friends, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
3	Price set by the buyer you sold to	<input type="checkbox"/>	<input type="checkbox"/>
4	Extension workers/warehouse operators	<input type="checkbox"/>	<input type="checkbox"/>
5	Food reserve agency floor price	<input type="checkbox"/>	<input type="checkbox"/>
6	Other	<input type="checkbox"/>	<input type="checkbox"/>

(Ask only if respondent used public information)	
C18. What is the public source of price information you relied on most often?	<input type="checkbox"/>

C18: Public market information sources
 1 = Radio/TV
 2 = Information boards at local agricultural offices
 3 = Newspapers
 4 = SMS system/mobile phone
 5 = Other



P4P Farmers' Organization Follow-Up Survey

Introduction

My name is _____ and I am working for the World Food Programme here in _____ [name of country]. We are conducting a survey of farmers' organizations and I would like to talk with the person or persons within the _____ [name of organization from below] who can provide complete information about the organization's membership, the services it provides to members, and its sales of staple commodities. Is that person or persons available?

Enumerator: Confirm that you are speaking with someone from the identified farmers' organization. If not the identified organization, terminate the interview. If the organization is correct but not the correct person, ask to speak to the correct person or persons and start the introduction again.

The World Food Programme is an international organization that distributes food to those in need. The WFP wants to begin buying more of the food it distributes from smallholder farmers. To do so, it needs to understand how staple commodities are produced and marketed in _____ [name of country]. We are conducting surveys of farmers' organizations so we can more fully understand the challenges farmers' organizations face marketing crops and how WFP might address these issues..

Your organization has been randomly selected to participate in the survey because it is in an area where WFP works. The survey is voluntary and we will not share the information you give us with anyone else. We will never use the information in a way that identifies you or your organization. **Your participation is voluntary and you can choose not to answer any or all of the questions if you want. However, we hope that you will participate since your views are important. The survey should take about one hour.**

Are you willing to participate in the survey?

Do you have any questions?

Questionnaire number (pre-filled)

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(Pre-filled with information from previous survey)

Group Information			
Type of farmers' organization (Participating in P4P = 1, Not participating in P4P = 0) (Pre-filled)			□□
Year organization became involved in P4P? (Pre-filled)			□□□□
Identifying Information			
Questionnaire number: (Pre-filled)			□□□□
Country name: (Pre-filled)		Country code (Pre-filled)	□□
District name: (Pre-filled)		District code (Pre-filled)	□□□
Region name: (Pre-filled)		Region code (Pre-filled)	□□□
Village name: (Pre-filled)		Village code (Pre-filled)	□□□
Urban/Rural: (Pre-filled)	Urban = 1, Rural = 2		□
Name of farmers' organization (Pre-filled)		Organization code (Pre-filled)	□□□□
Name of farmer association (Pre-filled) (If relevant)		Association code (Pre-filled)	□□□□
Is the target of the interview a club or an association?	1 = Club 2 = Association		□
Number of years association has been involved with P4P			□□□

Pre-filled with information from previous survey					
Name of respondent					
Position with farmers' organization					
GPS coordinates.....	□□	□□	. □□□		
	DD	MM	.mmm		
Date of interview	□□	□□	20□□		
	Day	Month	Year		
Time of interview start:	□□:□□	Time of interview end:	□□:□□		
Team code.....					□□
Enumerator name				Enumerator code	□□□
Signature of supervisor/team leader					

Module A. Organization Structure and Membership

A1. In what year was this farmers' organization established?

A2.		How many registered members does this organization have?	How many have paid their annual membership to date? -8 = not applicable	How many cultivate [insert country-specific threshold for smallholder farmers] acres/hectares? (If "Don't know", go to d, Otherwise go to question A5) -7 = don't know	About what percentage of members cultivate [insert country-specific threshold for smallholder farmers] acres/hectares?
		a	b	c	d
1	Men	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
2	Women	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

A5.		How many elected or appointed leaders does the organization have? (Enter "0" if none)	How many employees are paid throughout the year? (Enter "0" if none)
		a	b
1	Men	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
2	Women	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

A9.	Does the organization have a bank account in its own name?	<input type="text"/>	1 = Yes 0 = No
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A9.1.	Does this organization have access to credit? (If "No", go to question A10)	<input type="text"/>	1 = Yes 0 = No
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A9.2.	Does the organization have access to enough credit for its needs?	<input type="text"/>	1 = Yes 0 = No
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A10.	Has this organization ever applied for cash loans? (If "Yes", go to question A11) (If "No", go to question A14)	<input type="text"/>	1 = Yes 0 = No
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A11.	Were any credit applications approved and the loans received? (If "Yes", go to question A12) (If "No", go to question A13)	<input type="text"/>	1 = Yes 0 = No
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A12. Please tell me about the last three cash loans this organization has received. (Go to question A15 after completing this question)					
	Lender	In what year did you receive the loan?	What amount did you apply for?	What amount did you receive?	What is the current status of the loan repayment?
	a	b	c	d	e
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

A12a: Lender types 1 = Bank 2 = Buyers (forward payment) 3 = National/international NGO or microfinance institution, including SACCOS 4 = International development agencies (UN, USAID, GTZ, etc.) 5 = Agricultural supply companies	6 = Rural credit fund 7 = Affiliated farmers' organization 8 = Government fund 9 = Rural development project 10 = Money lender 11 = Other	A12e: Loan status codes 1 = Fully repaid 2 = Payments up to date but not fully paid off 3 = Payments not yet due 4 = In default
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A13. What was the main reason the farmers' organization did not receive the loan? (Go to question A15)	<input type="text"/>	1 = Had other outstanding loans 2 = Could not provide business plan 3 = Did not meet the qualification criteria 4 = Could not provide requested collateral 5 = Lack of credit history 6 = Other -7 = Don't know
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A14. Why has the organization never applied for credit?	<input type="text"/>	1 = Did not need credit 2 = Lack of consensus in the organization 3 = No credit providers in our area 4 = Credit providers do not give credit to farmers 5 = Rates are too high 6 = Do not have the required collateral 7 = Lack of knowledge about access to loans 8 = Other
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A15. Does this organization provide cash loans to its members?	<input type="text"/>	1 = Yes 0 = No
--	----------------------	-------------------

A16.		Have any of your organization's management and/or staff members received training in _____? (Prompt if necessary to capture all items)	Who provided the most recent training?	Have any of your organization's members received training in _____? (Prompt if necessary to capture all items)	Who provided the most recent training?
		I = Yes 0 = No -7 = Don't know	See codes below	I = Yes 0 = No -7 = Don't know	See codes below
		a	d	b	c
1	Organization record keeping	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Financial management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Group management/group dynamics/leadership skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Post harvest handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Conservation farming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Setting prices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Business planning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Agricultural practices for improving production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A16c: Assistance provider codes

- 1 = Government
- 2 = International/national NGO
- 3 = International development agencies (UN, USAID, GTZ, etc.)
- 4 = Buyers (traders, others)
- 5 = Other
- 6 = Agricultural input supplier
- 7 = Don't know

A17. Has your organization received any other kind of assistance or support from government, NGOs, buyers, or others? Examples might include subsidized or free inputs, tools, or cash. (If "No", go to question A19) (If "Yes", go to question A18)	<input type="checkbox"/>	I = Yes 0 = No
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A18.		Did you receive the following types of assistance? (Prompt as necessary)	Who provided the assistance?
		1 = Yes 0 = No -7 = Don't know	See codes below
		a	b
1	Subsidized or free seeds	<input type="checkbox"/>	<input type="checkbox"/>
2	Subsidized or free fertilizer	<input type="checkbox"/>	<input type="checkbox"/>
3	Subsidized or free farming implements (tools)	<input type="checkbox"/>	<input type="checkbox"/>
4	Subsidized or free pesticides/herbicides	<input type="checkbox"/>	<input type="checkbox"/>
5	Providing or rehabilitating storage facilities	<input type="checkbox"/>	<input type="checkbox"/>
6	Loans of agricultural tools or work animals	<input type="checkbox"/>	<input type="checkbox"/>

A18b: Assistance provider codes

- 1 = Government
- 2 = International/national NGO
- 3 = International development agencies (UN, USAID, GTZ, etc.)
- 4 = Buyers
- 5 = Other
- 7 = Don't know

A19. During the [season] , did this organization develop annual plans for how to produce and market its members' commodities?	<input type="checkbox"/>	1 = Yes 0 = No -8 = Not applicable
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Module B. Farmers' Organization Facilities and Services

B1. Does this organization have access to storage facilities? (If No, go to question B3)	<input type="checkbox"/>	1 = Yes 0 = No
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		Does the organization have access to _____? 1 = Yes 0 = No	Does the farmers' organization own _____(s)? (If "Yes", go to d) 1 = Yes 0 = No	What are the terms of use for this facility? c	What is the storage capacity of all the _____(s) the organization has access to? d	(Record units of measure for capacity) e	f	Does this warehouse issue a receipt that you can sell, trade, or use as security for a loan? 1 = Yes 0 = No g
		a	b	c	d	e	f	g
1	Basic earth granaries (traditional storage)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Units <input type="checkbox"/>	Weight of "other" units in kg <input type="text"/>	
2	Long-term storage facilities capable of maintaining quality (warehouse, store)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Units <input type="checkbox"/>	Weight of "other" units in kg <input type="text"/>	<input type="checkbox"/>
3	Tents/plastic sheeting/ iron sheet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	Units <input type="checkbox"/>	Weight of "other" units in kg <input type="text"/>	

B2c: Terms of use for storage facilities 1 = Rents entire storage facility 2 = Pays user fee for using part of storage facility 3 = Not owned by organization but no fee for use	B2e: Units codes 1 = grammes 2 = kilogrammes 3 = 100 kg bags 4 = 90 kg bags 5 = 50 kg bags 6 = metric tonnes 7 = quintals 8 = Other
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B3.		Does any organization, service provider, or private business (other than this farmers' organization) provide this service to farmers in the area served by this farmers' organization?	Does this farmers' organization provide this service to its members or other farmers in the area?
		1 = Yes 0 = No -7 = Don't know	1 = Yes 0 = No -7 = Don't know
		a	b
2	Training or technical assistance in agricultural technologies or practices	<input type="checkbox"/>	<input type="checkbox"/>
3	Supply agricultural inputs (seed, fertilizer, etc.) on credit	<input type="checkbox"/>	<input type="checkbox"/>
4	Access to subsidized inputs (seed, fertilizer, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
5	Aggregating members' commodities for sale to buyers	<input type="checkbox"/>	<input type="checkbox"/>
6	Transporting goods to buyers	<input type="checkbox"/>	<input type="checkbox"/>
7	Drying commodities for long-term storage	<input type="checkbox"/>	<input type="checkbox"/>
8	Cleaning commodities of foreign matter	<input type="checkbox"/>	<input type="checkbox"/>
9	Removing broken/small grains	<input type="checkbox"/>	<input type="checkbox"/>
10	Removing discolored grains	<input type="checkbox"/>	<input type="checkbox"/>
11	Weighing and bagging commodities	<input type="checkbox"/>	<input type="checkbox"/>
12	Small scale food processing	<input type="checkbox"/>	<input type="checkbox"/>
13	Use of storage facilities	<input type="checkbox"/>	<input type="checkbox"/>
14	Fumigation or other treatment to control insect pests in stored commodities	<input type="checkbox"/>	<input type="checkbox"/>
15	Use of cleaning facilities/equipment	<input type="checkbox"/>	<input type="checkbox"/>
16	Use of drying facilities/equipment	<input type="checkbox"/>	<input type="checkbox"/>
17	Milling with a hammer/grinding mill	<input type="checkbox"/>	<input type="checkbox"/>
18	Corn threshing/maize shelling	<input type="checkbox"/>	<input type="checkbox"/>
19	Draught power (animals/tractors)	<input type="checkbox"/>	<input type="checkbox"/>

B4. How do you market your member's commodities? (If "2 or 3", END INTERVIEW)	<input type="checkbox"/>	1 = Sell directly on behalf of members 2 = Do not aggregate or sell directly but connect members to other organizations 3 = Do not market members commodities
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B5. Is this farmers' organization able to offer its members any kind of financing between harvest and the sale of commodities? (This might include providing or facilitating cash loans or advances between harvest and sale, use of warehouse receipt systems, or full or partial purchase of commodities by the organization prior to sale)	<input type="checkbox"/>	1 = Yes 0 = No
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Module C. Marketing

CI	What products has the organization sold during the past two years? (Record WFP food basket commodities first)	What is the largest quantity of _____ that the organization has sold in one [season] during the past 2 years? (Fill in rest of table only for WFP food basket commodities)	(Record units of measure for largest quantity sold)	Weight of “other” in kg	What quantity of _____ did the farmers’ organization receive from members during the [season]?	(Record units of measure for quantity received)	Weight of “other” in kg	Was the quantity received from members during the [season] larger, smaller, or about the same as the quantity received during the [previous season]? (If “larger” go to i/j) (If “smaller” go to k/l) (If “about the same”, go to next row or question C2)	What are the two most important reasons the quantity received was <u>larger</u> ? (Go to next row or question C2)	What are the two most important reasons the quantity received was <u>smaller</u> ?		
	a	b	c	d	e	f	g	h	i	j	k	l
Record WFP commodities here (pre-fill country-specific codes for WFP commodities from list of commodities in Data Collection Manual)												
1	<input type="text"/>	<input type="text"/>	Units <input type="text"/>	<input type="text"/>	<input type="text"/>	Units <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	Units <input type="text"/>	<input type="text"/>	<input type="text"/>	Units <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	Units <input type="text"/>	<input type="text"/>	<input type="text"/>	Units <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	Units <input type="text"/>	<input type="text"/>	<input type="text"/>	Units <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Record non-WFP commodities here												
5	<input type="text"/>											
6	<input type="text"/>											
7	<input type="text"/>											
8	<input type="text"/>											

<p>CIa: Commodity Codes WFP crops List country-specific WFP commodities here from commodities code list in Data Collection Manual</p> <p>Other crops List other cash and staple crops of relevance to the country from the commodities code list in Data Collection Manual</p>	<p>CIc/f: Units of measure codes</p> <ul style="list-style-type: none"> 1 = grammes 2 = kilogrammes 3 = 100 kg bags 4 = 90 kg bags 5 = 50 kg bags 6 = metric tonnes 7 = quintals 8 = Other 	<p>CIh: quantity received compared to [season]:</p> <ul style="list-style-type: none"> 1 = Larger 2 = About the same 3 = Smaller -8 = Not applicable – organization does not have two years of data for comparison
<p>CIi/j: Codes for reason for larger quantity sold Members produced more because...</p> <ul style="list-style-type: none"> 1 = of good rains, fewer pests/diseases, lower than usual post harvest losses 2 = expected a good price 3 = they had greater access to inputs (seed, fertilizer, pesticide) than during the [previous season] 4 = they had greater access to improved seed 5 = they received training and/or technical support 6 = they had greater access to credit than during the [previous season] 7 = they cultivated more land 10 = they had access to more labor than in the [previous season] <p>The farmers' organization sold more because</p> <ul style="list-style-type: none"> 8 = it had more marketing opportunities than during the [previous season] 9 = it had more cash to buy produce from members than during the [previous season] 11 = it had access to more storage than in the [previous season] 12 = an increase in membership -8 =Not applicable (no other reason) 	<p>CIk/l: Reason for smaller quantity sold Members produced less because...</p> <ul style="list-style-type: none"> 1 = of drought, floods/rains, pests/disease, or higher than usual post harvest losses or theft 2 = they cultivated less land 3 = of poor health or because they had other income earning opportunities 4 = they had less access to inputs (seed, fertilizer, pesticide) than during the [previous season] 5 = they had less access to labor than during the [previous season] 6 = prices were low 11 = they had access to less credit than in the [previous season] <p>The farmers' organization sold less because...</p> <ul style="list-style-type: none"> 7 = it had fewer marketing opportunities than during the [previous season] 8 = it had less cash or credit to buy produce from members than during the [previous season] 9 = side selling by members who found better markets 10 = member withdrawal from the farmers' organization -8 =Not applicable (no other reason) 	

C2. What is the most common way the organization gets produce from members' to a collection point for sale or delivery?	□
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C2: Delivery method codes
 1 = Farmers' organization collects produce from members
 2 = Members deliver their produce to the organization
 3 = The buyer collects the produce from individual members
 4 = Other

C3. What is the most common way the organization gets members' produce from the organization's collection point to a market/buyer where you can sell?	□
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C3: Delivery method codes
 1 = Organization delivers products to buyers
 2 = Buyers collect from organization

C4. How far is it from your farmers' organization's collection point to the market/buyer where most of the commodities you sell end up?	a	b	1 = Kilometers 2 = Miles
	□□□□	Units □	

C5. How much does it cost to transport 30 metric tonnes of a bagged commodity from your farmers' organization's collection point to the market/buyer where most of what you sell ends up? (Enter "-7" for don't know)	□□□□□□□□
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C6. What are the three most critical problems your organization faces in selling staple commodities on behalf of your members?	a	b	c
	□□	□□	□□

C6: Problems codes

1 = Limited consumer demand for products	6 = Government trade restrictions
2 = Limited access to pricing information	8 = Poor transportation infrastructure
3 = High costs of collecting and preparing commodities for market	9 = Not able to meet quality demands of buyers
4 = Limited access to credit to pre-purchase commodities from members	10 = Unpredictable prices/price fluctuations
5 = Low volume of staple commodities available from members (for example, because of late payment from buyers, lack of trust in organization, low production, etc.)	11 = Other
	-8 = Not applicable

C7. I'd like to know about the five most recent sales of staple commodities or processed products that the organization made during the [season]. (If fewer than five sales in [season], list all)
(Record information about the five most recent sales of staple commodities or processed product)

	List the commodities/products sold in the five most recent individual sales of WFP food basked commodities here.	In which month and year did you deliver this commodity to the buyer?		Who bought the commodity or processed product? (Prompt for type of buyer)	Did the organization have to dry, clean, or sort this commodity beyond the form in which you received it to meet this buyer's specifications?	What was the quantity delivered for this sale? (mt)	How much did the farmers' organization receive?	How much of this total was paid to contributing farmers?	How did you deliver the commodity to the buyer?
		Month	Year		1 = Yes 0 = No				
	a	b	bb	c	d	e	f	g	h
1									
2									
3									
4									
5									

C7a: Commodity Codes WFP crops List country-specific WFP commodities here from commodities code list in Data Collection Manual	C7b: Month codes 1 = January 7 = July 2 = February 8 = August 3 = March 9 = September 4 = April 10 = October 5 = May 11 = November 6 = June 12 = December	C7c: Type of buyer codes 1 = Households/ individuals 2 = Retail stores 3 = Millers/brewers/processors 4 = Traders/warehouse operators/food suppliers 5 = Government food reserve agency or government institutions (schools, hospitals, etc.) 9 = WFP 6 = International development agencies 7 = National/international NGOs 8 = Farmers' organization -7 = Don't know	C7h: Method of delivery codes 1 = Farmers' organization using own transport 2 = Farmers' organization using hired transport 3 = Buyer collects 4 = Farmers' organization members deliver produce to the buyer 5 = Other (specify)
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C8.		During the [season], did your organization _____ [ask for each row] commodities beyond your normal practices specifically to meet a buyer's requirements? (If "Yes", go to c) (If "No", go to b)	Why not? (Go to question next row or question C9)	Did your organization or its members perform this operation?
		1 = Yes 0 = No	See codes below	1 = Yes 0 = No
		a	b	c
1	Dry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Remove foreign matter from	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Remove small and broken grains from	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Remove discolored grains from	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C8b: Reasons for not increasing quality
1 = No increase in price to justify cost
2 = Increase in price not enough to justify cost
3 = Quality received from farmers already met market specifications
4 = Did not have capacity to improve quality

C9. Did the organization sell any commodities under a contract (signed agreement) during the [season]: (If "Yes", go to question C10) (If "No", go to question C12)	<input type="checkbox"/>	1 = Yes 0 = No
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C10. Of the total quantity of commodities specified in all contracts during the [season], what percentage of that quantity did you actually deliver? (If less than 100 percent, go to question C11) (If 100 percent, go to question C12)	<input type="text" value=" _ _ _ "/>
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C11. What was the main reason you were not able to deliver the quantity contracted?	<input type="checkbox"/>	1 = Did not have access to required quantity 2 = Could not accumulate required quantity in time to meet delivery deadline 3 = Could not meet buyer's quality standards 4 = Commodity did not meet buyer's specifications 5 = Buyer revised the contract amount 7 = The price offered was no longer attractive at time of delivery 8 = Farmers' organization did not have transport to deliver the commodities 9 = Other
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C12. During the [season], did you sell <u>directly</u> to buyers...? (Mark all that apply)			
1	Outside of [country]	<input type="checkbox"/>	1 = Yes 0 = No
2	Within [country] but outside the province/region in which you are based	<input type="checkbox"/>	
3	Within the province/region but outside the district in which you are based	<input type="checkbox"/>	
4	Within the district but outside the town/trading center in which you are based	<input type="checkbox"/>	
5	Within the town/trading center but outside the village in which you are based	<input type="checkbox"/>	
6	Within the village in which you are based	<input type="checkbox"/>	

C13. Has this farmers' organization ever competed in a tender to sell commodities or processed foods? (If "No", go to question C17)	<input type="checkbox"/>	1 = Yes 0 = No
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C14. Have you ever won a tender? (If "Yes", go to question C15) (If "No", go to question C16)	<input type="checkbox"/>	1 = Yes 0 = No
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C15. Please provide the following information on the four most recent tenders for staple commodities that you have won.
(go to question C17 when finished with this question)

	What was the commodity sold?	In what year did you make the sale?	Who bought the commodity? (Prompt for type of buyer)	Did the tender specify particular quality standards?	What quantity did the contract specify (mt)	Did you completely fulfill the contract?	If not fully fulfilled, why not?
				1 = Yes 0 = No		1 = Yes 0 = No	
	a	b	c	d	e	f	g
1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C15a: Commodity codes
Insert country-specific list of staple commodities from commodities code list in Data Collection Manual

C15c: Codes for type of buyer
1 = Households/individuals
2 = Retail stores
3 = Millers/brewers/processors
4 = Other traders/warehouse operators/food suppliers
5 = Government food reserve agency /government institutions (schools, hospitals, etc.)
9 = WFP
6 = International development agencies
7 = National/International NGOs
8 = Farmers' organizations

C15h: Partial delivery reasons codes
1 = Could not accumulate required quantity
2 = Could not meet buyer's quality standards
3 = Could not meet delivery deadline
4 = Buyer revised the contract amount
6 = The price offered was no longer attractive at time of delivery
7 = Farmers' organization did not have transport to deliver the commodities
9 = Commodity did not meet buyers' specifications
8 = Other

C16. What do you think were the reasons that you did not win the tender?		
		I = Reason for losing tender 0 = Not a reason for losing tender
1	We did not provide all requested documents	<input type="checkbox"/>
2	Our produce did not meet the required quality standards	<input type="checkbox"/>
3	We could not afford the performance bond	<input type="checkbox"/>
4	Did not fill in the papers correctly	<input type="checkbox"/>
5	Submitted the bid papers late	<input type="checkbox"/>
6	Price was too high	<input type="checkbox"/>
7	Other	<input type="checkbox"/>
8	Do not know	<input type="checkbox"/>

C17.		During the [season], what sources of information did you use to determine the price at which you sold commodities?	Was this information useful in setting prices at which you sold?
		I = Used 0 = Not used	I = Yes 0 = No
		a	b
1	Publicly available market information (e.g., radio/TV, commodity exchange, SMS, newspapers, information boards at agricultural offices, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
2	Personal knowledge of market (e.g., talking with other traders/buyers, friends, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
3	Price set by the buyer you sold to	<input type="checkbox"/>	<input type="checkbox"/>
4	Extension workers/warehouse operators	<input type="checkbox"/>	<input type="checkbox"/>
5	Food Reserve Agency floor price	<input type="checkbox"/>	<input type="checkbox"/>
6	Other	<input type="checkbox"/>	<input type="checkbox"/>

(Ask only if respondent used public information)	
C18. What is the public source of price information you relied on most often?	<input type="checkbox"/>

C18: Public market information sources 1 = Radio/TV 2 = Information boards at local agricultural offices 3 = Newspapers 4 = SMS system/mobile phone 5 = Other

Trader Instrument



P4P Trader Survey

Baseline and Follow-Up Survey

Introduction

My name is _____ and I am working for the World Food Programme here in _____ [name of country]. We are conducting a survey of traders in agricultural commodities. Are you, or is the firm you work for, engaged in trading agricultural commodities? If so, are you the person most knowledgeable about trading activities (i.e., the details of how you buy and sell commodities)?

Enumerator: Confirm that you are speaking with a commodity trader and the appropriate person within a trading business. If not a trader or an employee of a trading business, terminate the interview. If not the appropriate knowledgeable person, then ask to speak with that person and start the introduction again.

The World Food Programme is an international organization that distributes food to those in need. The WFP wants to begin buying more of the food it distributes from smallholder farmers. When the WFP purchases from smallholder farmers, it does so through traders. We therefore need to understand how staple commodities are traded in _____ [name of country]. We are conducting surveys of traders so we can more fully understand the challenges traders face buying and selling crops and how WFP might address these issues.

You were selected to participate in the survey because you trade agricultural commodities in an area where WFP works. The survey is voluntary and we will not share the information you give us with anyone else. We will never use the information in a way that identifies you or your organization. Your participation is voluntary and you can choose not to answer any or all of the questions if you want. However, we hope that you will participate since your views are important.

Your decision to participate in this interview, or not, will in no way affect, either positively or negatively, your chances of selling commodities to WFP.

The survey should take about one hour.

Are you willing to participate in the survey?

Do you have any questions?

Identifying Information

Questionnaire number: (Pre-filled)			□□□□
Country name:..... (Pre-filled)		Country code (Pre-filled)	□□
District name:.....		District code	□□□□
Region name:.....		Region code	□□□□
Village name:.....		Village code	□□□□
Urban/Rural	Urban = 1, Rural = 2		□
Name of respondent.....			
GPS coordinates.....	□□	□□	.□□□
	DD	MM	.mmm
Date of interview	□□	□□	20□□
	Day	Month	Year
Time of interview start:	□□:□□	Time of interview end:	□□:□□
Team code.....			□□
Enumerator name		Enumerator code	□□□□
Signature of supervisor/team leader			

Module A. Business Information

The following questions ask about you and your business.

A1. Do you own this business or have complete knowledge of the operation of the business? (If “Yes”, complete module A and then go to module C) (If “No”, go to Module B)		<input type="checkbox"/>	1 = Yes 0 = No
A2. How are you, or the company, registered or licensed for trading?		<input type="checkbox"/>	1 = Not registered/licensed 2 = Registered/licensed at local level 3 = Registered/licensed at district level 4 = Registered/licensed at national level
A3. What is the name of the company? (Leave blank if no name)			
A4. Enumerator: observe or ask as necessary			
1	Gender Sex of company/business owner.	<input type="checkbox"/>	0 = Male 1 = Female
2	What is the name of the company/business owner?		
3	In what year was the company/business owner born? (Enter “-7” for “don’t know”)	<input type="text"/>	
4	What is the highest level of education the company/business owner has completed?	<input type="checkbox"/>	1 = None 2 = Some primary school 3 = Completed primary school 4 = Some secondary school 5 = Completed secondary school 6 = Some college/university 7 = College/university degree -7 = Don’t know

A5. How many employees does the company/business have?			
		Paid	Unpaid
		a	b
1	Family members	<input type="text"/>	<input type="text"/>
2	Non-family	<input type="text"/>	<input type="text"/>
			0 = None -7 = Don’t know

A6. For how many years have you been engaged in trading staple commodities?	<input type="text"/>	-7 = Don’t know
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A7. Is trading commodities your primary source of business income?	<input type="checkbox"/>	1 = Yes 0 = No
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A8. During the [season], in which months did you buy commodities? (Enter “1” in each month when respondent bought commodities and “0” otherwise)												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
a	b	c	d	e	f	g	h	i	j	k	l	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

A9. During the [season], in which months did you sell commodities? (Enter “1” in each month when respondent sold commodities and “0” otherwise)												
Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
a	b	c	d	e	f	g	h	i	j	k	l	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

A10. During the [season], did you have any <u>binding</u> agreements or arrangements to <u>buy</u> commodities from particular producers/suppliers?	_	1 = Yes 0 = No -7 = Don't know
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A11. During the [season], did you have any <u>binding</u> agreements or arrangements to <u>sell</u> commodities to particular buyers (e.g., millers/brewers)?	_	1 = Yes 0 = No -7 = Don't know
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GO TO MODULE C

Module B: Employees

The following questions ask about the trading business.

B1.					
1	Who is the contact person for this company/business?				
2	What is the telephone number for the contact person?				
3	What is the physical address of this company/business?				
B2.	What staple commodities do you buy? (Enumerator: enter codes for commodities traded)	1	<input type="text"/>	Insert country-specific list of staple commodities from commodity code list in Data Collection Manual	
		2	<input type="text"/>		
		3	<input type="text"/>		
		4	<input type="text"/>		
		5	<input type="text"/>		
		6	<input type="text"/>		
B3.	Do you purchase <u>most</u> of the commodities you buy before the main harvest season, during the main harvest season, or after the main harvest season?	<input type="text"/>		B3. Purchase commodities when 1 = Before the main harvest season 2 = During the main harvest season 3 = After the main harvest season	
B4.	From which two sources do you buy most of your commodities? (Enumerator: prompt as necessary to fit into one of the response categories) (Enter two responses only if respondent buys about the same amount from two different suppliers. Otherwise enter “-8” for row 2.)	1	<input type="text"/>	B4. Purchase commodities from 1 = Small scale farmers 2 = Larger farmers 3 = Farmer organizations 4 = Other traders/middlemen/village agents 5 = Food reserve agency 6 = Certified warehouses -8 = Not applicable/no second source	
		2	<input type="text"/>		
B5.	On average, about what quantity do you buy at one time from an individual seller?	a	b	c	B5. Codes for units 2 = kilogrammes 3 = 100 kg bags 4 = 90 kg bags 5 = 50 kg bags 6 = metric tonnes 7 = quintals 8 = Other
		Quantity <input type="text"/>	Weight Units <input type="text"/>	Weight of “other” unit (kg) <input type="text"/>	

END INTERVIEW

Module C. Trader Capacity/Profile

The following questions ask about what commodities you buy and how you buy and sell them.

C1. Which of the following do you own that are available for use in the trading business and are in good working order?		
1	Mechanical equipment for cleaning commodities	<input type="checkbox"/>
2	Mechanical equipment for drying commodities	<input type="checkbox"/>
3	Trucks or other motor vehicles	<input type="checkbox"/>
4	Bagging equipment	<input type="checkbox"/>
5	Buildings (excluding storage)	<input type="checkbox"/>
6	Ox-carts	<input type="checkbox"/>
7	Moisture meters	<input type="checkbox"/>
8	Scales	<input type="checkbox"/>
		1 = Own 0 = Do not own

C2. Do you collect most of the commodities you buy from the sellers, do sellers bring most of the commodity to you, or is it some of both?	<input type="checkbox"/>	1 = Collect most yourself (collect 80% or more) 2 = Suppliers deliver most (80% or more delivered) 3 = Some of both
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C3. Do you deliver most of the commodities you sell to the buyer, does the buyer collect most of the commodities from you, or is it some of both?	<input type="checkbox"/>	1 = You deliver most (80% or more) 2 = Buyers collect most (80% or more) 3 = Some of both
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C4. When you have to transport commodities, what means of transport do you usually use?	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1 = Carried (head or back) 2 = Bicycle 3 = Hand cart/wheelbarrow 4 = Ox-cart/donkey 5 = Motorcycle 6 = Car 7 = Small truck/pickup 8 = Large truck/lorry 9 = Public transport 10 = Boat/canoe -8 = Not applicable/don't transport
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C5. Do you have access to facilities for long-term storage of commodities? (If "No", go to question C9) (If "Yes", go to question C6)	<input type="checkbox"/>	1 = Yes 0 = No
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C6. What facilities do you use for long-term storage? (Mark all that apply) (If "3" is marked, go to question C7, If not, go to question C8)		
1	Basic earth granaries (traditional storage)	<input type="checkbox"/>
2	Tents/plastic sheeting/iron sheeting	<input type="checkbox"/>
3	Permanent (concrete or steel) warehouses or silos that you <u>own</u>	<input type="checkbox"/>
4	Permanent (concrete or steel) warehouses or silos that you <u>rent or use for a fee</u>	<input type="checkbox"/>
		1 = Use 0 = Do not use

C7. What is the total capacity of the warehouse(s) you own? (Go to question C8)	a	b	c	2 = kilogrammes 3 = 100 kg bags 4 = 90 kg bags 5 = 50 kg bags 6 = metric tonnes 7 = quintals 8 = Other
	Capacity _ _ _ _ 	Weight Units _	Weight of "other" unit (kg) _ _ _	

C8. Do you usually store commodities you buy in anticipation of higher prices?	_	1 = Yes 0 = No
--	---	-------------------

C9.	During the [season] , did you _____ [ask for each row] commodities specifically to meet a particular buyer's requirements? (If "Yes", go to next row) (If "No", go to b)	Why not? (Go to question next row or question C10)
	1 = Yes 0 = No	See codes below
	a	b
1 Dry	_	_
2 Remove foreign matter from	_	_
3 Remove small and broken grains from	_	_
4 Remove discolored grains from	_	_
5 Remove live pests from	_	_
6 Weigh and bag	_	_

C9b: Reasons for not increasing quality
1 = No increase in price to justify cost
2 = Increase in price not enough to justify cost
3 = Buyers did not have particular specifications
4 = Quality received already met market specifications
5 = Did not have ability

C10. During the [season] , what sources of funds did you use to <u>buy commodities</u> ? (If "1", go to question C12) (Otherwise, go to question C11)	_	1 = Own funds only 2 = Borrowed funds only 3 = Owned and borrowed 4 = Other
--	---	--

C11. What was the main source of money you borrowed to <u>purchase commodities</u> ?	_	1 = Bank 2 = Buyer (contract buyer) 3 = Agricultural supply company 4 = Microfinance Institution/ NGO 5 = Friends/relatives 6 = Other
--	---	--

C12. During the [season], did you sell directly to buyers...? (Mark all that apply)			
1	Outside of [country]	<input type="checkbox"/>	1 = Yes 0 = No
2	Within [country] but outside the province/region in which you are based	<input type="checkbox"/>	
3	Within the province/region but outside the district in which you are based	<input type="checkbox"/>	
4	Within the district but outside the town/trading center in which you are based	<input type="checkbox"/>	
5	Within the town/trading center but outside the village in which you are based	<input type="checkbox"/>	
6	Within the village in which you are based	<input type="checkbox"/>	

Module D. Purchases & Sales

The following questions ask about what you purchased and sold during the [season].

		a	b	c	d	e	f	
D1. During the [season], what staple commodities did you buy? (Enter codes in next row)		Insert country-specific list of staple commodities with codes for columns below.						
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
D2. During the [season], about how much _____ (commodity name from column) did you buy?	1	Quantity <input type="text"/>	Quantity <input type="text"/>	Quantity <input type="text"/>	Quantity <input type="text"/>	Quantity <input type="text"/>	Quantity <input type="text"/>	Codes for units 2 = kilogrammes 3 = 100 kg bags 4 = 90 kg bags 5 = 50 kg bags 6 = metric tonnes 7 = quintals 8 = Other
	2	Weight units <input type="text"/>	Weight units <input type="text"/>	Weight units <input type="text"/>	Weight units <input type="text"/>	Weight units <input type="text"/>	Weight units <input type="text"/>	
	3	Weight of "other" unit (kg) <input type="text"/>	Weight of "other" unit (kg) <input type="text"/>	Weight of "other" unit (kg) <input type="text"/>	Weight of "other" unit (kg) <input type="text"/>	Weight of "other" unit (kg) <input type="text"/>	Weight of "other" unit (kg) <input type="text"/>	
D3. During the [season], about what proportion of _____ (commodity name from column) did you buy from _____ (seller name from row)? (Use proportional piling and ensure that rows 1 through 6 of each column sum to 100%) (Enter "0" for no purchases)								
1	Small-scale farmers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2	Larger farmers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3	Farmer organizations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4	Other traders/middlemen/village agents	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
5	Food reserve agency	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
6	Certified warehouse	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
7	Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
D4. During the [season], how large was your single largest sale of _____ (commodity name from column)?	1	Quantity <input type="text"/>	Quantity <input type="text"/>	Quantity <input type="text"/>	Quantity <input type="text"/>	Quantity <input type="text"/>	Quantity <input type="text"/>	Codes for units 2 = kilogrammes 3 = 100 kg bags 4 = 90 kg bags 5 = 50 kg bags 6 = metric tonnes 7 = quintals 8 = Other
	2	Weight units <input type="text"/>	Weight units <input type="text"/>	Weight units <input type="text"/>	Weight units <input type="text"/>	Weight units <input type="text"/>	Weight units <input type="text"/>	
	3	Weight of "other" unit (kg) <input type="text"/>	Weight of "other" unit (kg) <input type="text"/>	Weight of "other" unit (kg) <input type="text"/>	Weight of "other" unit (kg) <input type="text"/>	Weight of "other" unit (kg) <input type="text"/>	Weight of "other" unit (kg) <input type="text"/>	

D5. During the [season], about what proportion of your sales of _____ (commodity name from column) did you make to _____ (buyer name from row)?
 (Use proportional piling and ensure that rows 1 through 10 of each column sum to 100%)
 (Enter "0" for no sales)

1	Households/individuals	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
2	Retail stores	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
3	Millers/brewers/processors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
4	Other traders/warehouse operator/food suppliers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
5	Government food reserve agency or government institutions (schools, hospitals, etc.)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
9	WFP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
6	International development agencies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
7	National/international NGOs	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
8	Farmer organizations	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
10	Other	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Module E. Suppliers

The following questions ask about where you get the commodities you bought during the [season].

EI.		During the [season], were the commodities you bought from _____ (type of supplier from row) usually dry enough for your needs? (Usually means over 50% of the time) 1 = Yes 0 = No	During the [season], were the commodities you bought from _____ (type of supplier from row) usually clean enough for your needs? (Usually means over 50% of the time) 1 = Yes 0 = No	How did you usually pay _____ for commodities? (Usually means over 50% of the time) See codes below	About how many days after receiving the commodities did you usually pay _____? If same day, enter "0"	During the [season], what type of credit did you generally give to _____? (If "none", go to g) (Otherwise, go to f) See codes below	What kind of security did you usually require for the loan? See codes below	How does the quantity you bought from _____ (name of supplier from row) during the [season] compare to the quantity you bought from _____ (supplier) during [previous season]? (If "more", go to h) (if "less" go to i) (If "about the same", go to next row or module F) See codes below	What is the most important reason you bought more from _____? (name of supplier from row)? (Go to next row or to Module F) See codes below	What is the most important reason you bought less from _____? (name of supplier from row)? See codes below
	(Enumerator: Ask only for types of suppliers respondent mentioned in question D3)	a	b	c	d	e	f	g	h	i
1	Small-scale farmers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Larger farmers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Farmer organizations/cooperatives	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Other traders/middlemen/village agents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Government food reserve agency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Certified warehouses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E1c: Method of payment 1 = Cash 2 = Cheque/voucher 3 = Goods/in-kind 4 = Both cash and in-kind 5 = Bank transfer	E1e: Types of credit provided 1 = Inputs (seed/fertilizer/chemicals/farming implements) 2 = Cash 3 = Both cash and inputs 4 = None	E1f: Security required 1 = Assets such as land or livestock 2 = Houses or other buildings 3 = Agreement to pay portion of crop at harvest 4 = Agreement to pay cash at harvest 5 = No security required/relationship of trust 6 = Other
E1g: Codes for size of sales 1 = Substantially larger 2 = About the same 3 = Substantially smaller -8 = Not applicable – in business for less than two years	E1h: Reasons for buying more 1 = Suppliers had more to sell 2 = You bought more to meet increased demand from those to whom you sell 3 = You faced less competition from other buyers 4 = You had access to more funds to buy commodities 5 = You had access to more storage capacity to hold commodities 6 = You established new relationships with suppliers and expanded your buying area 7 = Prices were lower 8 = Other	E1i: Reasons for buying less 1 = Suppliers had less to sell 2 = You bought less because those to whom you sell demanded less 3 = You faced more competition for the commodities from other buyers 4 = Suppliers were selling elsewhere (farmer organizations, warehouses, etc.) 5 = Had access to fewer funds with which to buy commodities 6 = Prices were higher 8 = You had access to less storage capacity 7 = Other

Module F. Buyers

The following questions ask about where you sold commodities during the [season].

FI.		During the [season], did you sell commodities to _____? (name or buyer from row)	How does the quantity you sold to _____ (name or buyer from row) during the [season] compare to the quantity you sold during the [previous season]? (If “larger”, go to c) (if “smaller” go to d) (If “about the same”, go to e)	What is the most important reason you sold a larger quantity to _____? (name or buyer from row) (Go to e)	What is the most important reason you sold a smaller quantity to _____? (name or buyer from row)	How does _____ (name or buyer from row) usually pay you?	About how many days after you delivered the commodity did _____ (name of buyer from row) usually pay you?
	(Enumerator: Ask only for buyers the respondent mentioned in question D5)	1 = Yes 0 = No	See codes below	See codes below	See codes below	See codes below	Enter “0” of same day
		a	b	c	d	e	f
1	Households/ individuals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Retail stores	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Millers/brewers/processors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Other traders/warehouse operators/food suppliers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Government Food Reserve Agency (FRA) or government institutions (schools, hospitals, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	WFP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	International development agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	National/international NGOs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Farmer organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FIb: Codes for size of sales		FIc: Reasons for larger sales			FI d: Reasons for smaller sales		FIe: Payment methods
1 = Substantially larger 2 = About the same 3 = Substantially smaller -8 = Not applicable – in business for less than two years		1 = Able to attain higher quality standards 2 = Able to buy more of the commodity 3 = Developed new market relationships 4 = Increased demand from buyer 5 = Other			1 = Not able to satisfy quality requirements 2 = Could not buy as much of the commodity 3 = Reduced demand from buyer 4 = Other		1 = Cash 2 = Cheque/voucher 3 = Bank transfer 4 = Goods/in-kind 5 = Other

Module G. Marketing

G1.		During the [season] , what sources of information did you use to determine the price at which you sold commodities?	Was this information useful in setting prices at which you sold? (Ask only if G1a=1)
		1 = Used 0 = Not used	1 = Yes 0 = No
		a	b
1	Publicly available market information (e.g., radio/TV, commodity exchange, SMS, newspapers, information boards at agricultural offices, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
2	Personal knowledge of market (e.g., talking with other traders/buyers, friends, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
3	Price set by the buyer you sold to (e.g., set by buyer you represent)	<input type="checkbox"/>	<input type="checkbox"/>
4	Extension workers/warehouse operators	<input type="checkbox"/>	<input type="checkbox"/>
5	Food reserve agency (name will be country specific) floor price	<input type="checkbox"/>	<input type="checkbox"/>
6	Other	<input type="checkbox"/>	<input type="checkbox"/>

G2. What is the public source of price information you relied on most often?

G2: Public market information sources
 1 = Radio/TV
 2 = Information boards at local agricultural offices
 3 = Newspapers
 4 = SMS system/mobile phone
 5 = Other (specify) _____

G3. In your opinion, what are the two things that have the most potential to negatively affect your business?	a	b
	<input type="checkbox"/>	<input type="checkbox"/>

G3: Codes for business risks
 1 = Limited own capital/cash flow
 2 = Limited access to credit
 3 = Unreliable electricity
 4 = Unpredictable prices
 5 = Security/corruption
 6 = High cost of/unreliable supply of inputs
 7 = Taxes/fees
 8 = Late/no payment from buyers
 9 = Transportation costs
 10 = Limited markets/market access
 11 = Other (specify) _____

G4. Do you have any insurance to cover loss or damage to your commodities?	<input type="checkbox"/>	1 = Yes 0 = No
	<input type="checkbox"/>	

<p>G5. Have you ever stored commodities in a warehouse that gave you a receipt that you could sell, trade, or use as security for a loan? (If “Yes”, go to question G6) (If “No”, go to question G7)</p>	<input type="checkbox"/>	<p>I = Yes 0 = No</p>
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<p>G6. What was the most important reason you chose to use such a warehouse? (Go to question G8)</p>	<input type="checkbox"/>
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- G6: Reasons for using warehouse**
- 1 = Ability to borrow money against stored commodities
 - 2 = Certification of quantity and quality
 - 3 = More attractive to buyers (i.e., more assurance of quality and quantity)
 - 4 = Buyers pay better prices for commodities stored in warehouse
 - 5 = Larger market/attract more buyers
 - 6 = Other

<p>G7. What was the most important reason you did not use such a warehouse?</p>	<input type="checkbox"/>
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- G7: Reasons for not using warehouse**
- 1 = Do not have access to such a warehouse
 - 2 = The costs to use the warehouse are too high
 - 3 = Do not need such a warehouse to reach markets
 - 4 = Other

<p>G8. During the [season], did you sell any commodities directly through a commodity exchange using a broker? (If “Yes”, go to question G9) (If “No”, go to question G11)</p>	<input type="checkbox"/>	<p>I = Yes 0 = No</p>
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<p>G9. During the [season], what quantity of commodities did you sell through a commodity exchange? (mt)</p>		Commodity	Quantity (mt)
		a	b
	1	_ _	_ _ _ _
	2	_ _	_ _ _ _
	3	_ _	_ _ _ _

G9a: Commodity codes
 Insert country-specific list of commodities from commodities code list in Data Collection Manual.

<p>G10. What were the most important reasons you chose to sell through the exchange?</p>
<p>Write in answer</p>

G11. What were the most important reasons you chose not to sell through the exchange?		
Write in answer		
G12. Have you ever sold commodities through a competitive tender?	_	1 = Yes 0 = No
G13. Has the price you have to pay for commodities changed much over the past three years?	_	1 = Yes 0 = No
G14. Has the price you receive for commodities you sell changed much over the past three years?	_	1 = Yes 0 = No

G15. How has the difference between what you pay for commodities and what you sell them for changed over the past three years? (If “About the same”, go to question G17)	_	1 = Significantly larger (at least 10% more) 2 = About the same 3 = Significantly smaller (at least 10% less)
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G16. What has changed that made the difference larger/smaller?		
Write in answer		
G17. Over the past several years, have you made significant changes in how and where you buy and sell commodities? If so, how and why?		
Write in answer		

ANNEX B. ADMINISTERING PANEL SURVEYS

The steps in preparing for and administering follow-up rounds of data collection for a panel include:

Prepare pre-filled cover sheets for all questionnaires – Using the cover sheets from the baseline survey, pre-fill cover sheets for the new survey with all of the identifying information.

- For the *Farmer Livelihood and Agricultural Production Survey* questionnaire, pre-fill all elements of the *Identifying Information* and *Group Information* sections on page two of the questionnaire and the name of the household head, name of the spouse of the household head, and the GPS coordinates (if available) on page three. ***Make sure that the questionnaire number (or other unique number used to identify the respondent) is correctly pre-filled in the upper right corner of both pages.*** Use this information to locate the respondent and verify that it is the same person interviewed in previous surveys. If at all possible, interview the same household member(s) as in previous surveys.

Collecting Panel Data

- Maintain respondent ID numbers (farmers' organizations, farmers, household members) across data collection rounds so it is possible to connect baseline data from a particular respondent to data from that respondent in subsequent surveys.
- Enter the correct farmers' organization ID number on each household questionnaire so household data can be correctly connected to a farmers' organization.
- Pre-fill identifying information (first page of the questionnaire) and use to verify that the respondent is the correct individual or organization.
- Pre-fill demographic information (characteristics of the household) and ask only for changes since the previous survey.

The Importance of ID Numbers

Consistent identification numbers for farmers' organizations, farmers, and family members are critical to panel data. In particular:

- Unique identification numbers for each farmers' organization and farmer allow analysts to connect data collected in one year to data collected in subsequent years. Not being able to connect data over time makes panel data no more informative than data from independent samples. It is thus critically important that country offices assign unique identification numbers to each organization, household, and household member and maintain those numbers through each round of surveys.
- Country offices also need to assign unique identification numbers to each member of a farmer's household and maintain the same number associated with the same person through each survey round. Without a unique identification number, analysts will not be able to determine changes in individuals over time.
- It is also important to be able to connect data from a household to data from the farmers' organization to which household member(s) belong. Thus it is very important to ensure that the farmers' organization identification number entered on each household questionnaire

- For the *Farmers' Organization Survey* questionnaire, pre-fill all of the information in the *Group Information* and *Identifying Information* sections on page two along with the name of the person

interviewed and the GPS coordinates of the organization. ***Make sure that the questionnaire number (or other unique number used to identify the organization) is correctly pre-filled in the upper right corner of the cover page.*** Use this information to locate the organization and verify that it is the same organization interviewed in previous surveys. If at all possible, interview the same person as in previous surveys.

Prepare pre-filled demographic information tables (farmer livelihood survey only) – Using information from the baseline survey, pre-fill household information (table J2) for the *Farmer Livelihood and Agricultural Production Survey* questionnaire.

- Enter the names of all household members reported in the previous survey into column J2_name of the table. Insert a unique individual identification number for each member of the household in the J2_id column. The number must uniquely identify each individual in the household and must be the same number used to identify the individual in previous surveys. See the box “Assigning ID Numbers” for tips on how to ensure assignment of unique ID numbers.
- Pre-fill each individual’s relationship to the household head and sex into columns J2_a and J2_c, respectively.
- Calculate each individual’s current age by adding two (2) years to the age reported in the previous survey and pre-fill the current age (and year born if available) into columns J2_e and J2_d, respectively. ***If at all feasible, automate this process by merging data from the previous survey to print pre-filled tables and update the age automatically in the process.***

Assigning ID Numbers

The following numbering conventions will prevent assignment of duplicate ID numbers.

- For farmers’ organizations and households, use the ID numbers assigned during the baseline surveys.
- For household members, use the row number from Table J2 in the baseline survey as the ID number for each household member. For example, the household member listed first in Table J2 will have ID number “1”.
- When preparing the questionnaire for the first follow-up survey, start numbering rows of Table J3 (new household members) at 100. Use these row numbers as unique ID numbers for new household members.
- When preparing the questionnaire for the second follow-up survey, first move all new household members from Table J3 of the first follow-up survey questionnaire into Table J2 of the second follow-up survey questionnaire making sure to move the unique ID numbers (which start at 100) along with the other information. Then start numbering rows of Table J3 in the second follow-up survey questionnaire at 200.

- ***Enter the unique identification number for the household in the upper right corner of this pre-filled page to ensure that it is matched with the correct pre-filled cover sheets. If the table covers more than one page, make sure that the identification number is on each page.***

Use whatever method works best to prepare the pre-filled cover sheets and household information tables. For country offices with the capacity, use a database program or word processor to automatically merge information from the baseline survey into the cover sheets and household information tables. Country offices without this capacity may consider photocopying the cover sheets and household information tables from previous surveys or preparing the cover sheets and household information tables by hand.

Assemble the pre-filled page(s) – Assemble all of the pre-filled pages associated with a particular respondent. ***Make sure that the unique identification numbers match on each attached page.***

- For the *Farmer Livelihood and Agricultural Production Survey* questionnaire, this requires assembling two cover pages and all of the pages in the pre-filled household information table (table J2).
- For the *Farmers' Organization Survey* questionnaire, this requires only one pre-filled cover page.

Prepare all of the remaining (not pre-filled) pages of the questionnaires – Prepare a sufficient number of copies of both questionnaires to administer the survey. These copies do not need to include the pre-filled cover pages or household information table (for the *Farmer Livelihood and Agricultural Production Survey* questionnaire). **Countries using paper questionnaires should put the questionnaire ID number on each page in case pages become separated in the field or afterwards.**

Assemble the questionnaires for each enumerator team – Organize the packets of pre-filled pages into bundles associated with each interview team. Then assemble the questionnaires by attaching (stapling) the pre-filled pages into the other pages of the questionnaires in the proper sequence. If the pre-filled pages have been properly assembled (i.e., all pages in each packet of pre-filled pages correspond to the same respondent), then this step should result in a set of complete, respondent-specific questionnaires. **The front page of each questionnaire should contain all of the pre-filled pages necessary to identify a respondent so enumerators can quickly identify the appropriate questionnaire for an interview.** Ensure that each team has all of the packets that correspond to the farmers' organizations/villages/ etc. that they will visit.

Administering the Survey

The primary challenge in administering a panel survey is to ensure that teams of enumerators have the pre-filled cover pages that correspond to the respondents they visit, making sure they find and identify the respondents from the previous survey, and maintaining the link between the pre-filled cover pages and the remainder of the questionnaire. To ensure that these challenges are addressed:

Ensure that enumerator teams have all of the correct pre-filled pages prior to leaving for the field – Each team should double check that they have all of the pre-filled cover sheets for the areas they will visit. Also ensure that the questionnaires are assembled correctly (i.e., have respondent identification information on the first page and, when applicable, corresponding household

information in the appropriate spot in the questionnaire. **Ensure that the questionnaire identification numbers in the upper right corner of the prefilled pages is the same on all pages.**

Sort all of the questionnaires according to the interview location – Make sure the questionnaires are sorted by interview location (e.g., village, etc.) so the enumerator team knows all of the interviews it needs to conduct at each stop. It will be difficult to return to complete a missed interview.

Identify the respondent - Use the identifying information on the first page of the questionnaire to identify the respondent and verify that he or she is the individual who responded to previous surveys. If it is not possible to locate the respondent (e.g., the household has moved or the farmers' organization has dissolved) then document this so future surveys do not include the respondent. Some level of attrition is normal in panel surveys. However, enumerators need to make every reasonable effort to locate respondents in order to maintain an adequate sample size.

Update pre-filled identifying information – Verify that the identifying information is still correct. Note if you interview a different household member in the appropriate place on the questionnaire.

Administer the main part of the questionnaire – Ask all of the questions in the questionnaire.

Update household information – When reaching Module J (Household Information), ask whether each household member who has been pre-filled into the table is still a member of the household (question J2_1) and, if not, why (question J2_m). ***Enumerators will need to take care to be sensitive when asking about individuals who are no longer members of the household – especially when the reason is that the individual is deceased.*** If the individual is no longer a member of the household, skip to the next individual on the list. If the individual is still a household member, then verify the pre-filled relationship to the household head (question J2_a), ask question J2_b, verify (if necessary), the sex of the individual pre-filled into column J2_c. Then verify the current age of the individual as pre-filled into column J2_e and ask the remaining questions in the table as usual using the current age to determine which questions to ask.

Ask about new household members – After reviewing the status of all individuals who were members of the household during the previous survey, ask about new members of the household in question J3.

ANNEX C. ORGANIZING, CONDUCTING, AND DOCUMENTING CASE STUDY INTERVIEWS

This annex provides the detail necessary to plan, conduct, and document case study interviews. It briefly reviews P4P objectives as they relate to developing a case study strategy, addresses the selection of case study participants, suggests how to organize and conduct case study interviews, and describes how to manage and report information from case studies.

P4P Objectives and Case Study Design

The case studies should focus on how P4P affects the behavior and situation of affected parties (i.e., smallholder farmers, farmers' organizations, and traders) and whether observed changes are expected or unexpected.⁸ Expected changes in situations or behaviors validate the P4P hypothesis. Unexpected changes point to the need for further examination of why P4P is not producing the expected outcomes. Unexpected outcomes (whether they are counterproductive to or supportive of P4P objectives) may dictate revisiting and revising elements of the P4P strategy or approach. The case studies represent the principal tool for acquiring this level of understanding. The case studies must therefore collect information to describe a subject's current situation, establish whether his or her situation or behavior has changed since the start of P4P, determine the extent to which P4P is responsible for observed changes⁹, and assess whether observed changes are consistent with the P4P hypothesis and supportive of or counterproductive to P4P objectives.

Clearly, this degree of inquiry requires a detailed and nuanced understanding of P4P – an understanding that is beyond the scope of this manual to provide. The following necessarily simplistic summary of how P4P expects to influence the situation and behavior of the three main target groups (farmers' organizations, smallholder farmers, and traders) provides a skeleton framework for understanding the objectives of the case studies.

- **Farmers' organizations:** WFP's commitment to buy from supported farmers' organizations provides a relatively secure and substantial demand that catalyzes and/or compliments the activities of partners working to enhance organizations' productive, organizational, and marketing capacities so they can sustainably access more profitable markets for their members' commodities. The innovative modalities employed for procurement address common constraints organizations face in accessing formal markets and give organizations experience in competitive marketing.
- **Smallholder farmers:** Access to higher value markets (e.g., as a result of better quality, more efficient marketing, or improved market access) provides an incentive for increased investment in agricultural production (e.g., inputs, quality, irrigation, mechanization, post-harvest handling, land expansion, etc.) which increases marketable surpluses and further enhances incomes.

⁸ The P4P logframe contains a comprehensive list of expected outcomes.

⁹ Because some subjects may know nothing of P4P, enumerators should not ask respondents directly whether P4P has influenced a change. Instead, enumerators will have to use their knowledge of specific P4P interventions and expected outcomes to explore the potential links between P4P and changes in situations or behaviors.

- **Traders:** By building the capacities of farmers’ organizations to access markets directly, P4P may affect the current marketing chain (usually dominated by various levels of commodity traders). P4P may also buy from small and medium traders to build their capacities to provide marketing services to smallholder farmers or enhance their capacities to compete with larger traders.

The section titled “Conducting Case Study Interviews” on page 146 provides specific guidance on questioning and probing strategies for achieving case study objectives.

Selecting Case Study Participants

Country offices must identify at least 11 case study subjects for participant case studies. Subjects should include at least 5 households, 3 farmers’ organizations, and 3 traders. Selected traders may include those directly engaged with P4P, those engaged with (e.g., buying from) P4P participants, or those otherwise potentially affected by P4P (e.g., buying in P4P operational areas).

As a general rule, country offices should conduct an adequate number of case studies with each type of subject (and a sufficient number of topical case studies) to fully understand the many dimensions of P4P’s performance and explore issues that arise during implementation.

The principle criterion for selecting case study subjects is to choose subjects who are most likely to provide information relevant to understanding the many dimensions of P4P’s performance. This *information-oriented* or *purposive* selection strategy dictates that country offices should consider whether subjects are in a position to provide useful information, whether they have the capacity to do so, and whether selected subjects reflect the range of experience with P4P. The small number of required case studies implies that subjects are not likely to represent the full range of experience with P4P so country offices will need to identify a few key characteristics that they will use for selecting subjects. In general, country offices should consider the following when selecting case study subjects.

- Select subjects who (because of their situations or capabilities) are likely to provide the most useful information relevant to understanding P4P. For participant case studies, this may mean selecting subjects who are well positioned to provide information relevant to the programme (e.g., a farmers’ organization offering warehouse receipts if WRS is a key part of a country programme or a trader who competes directly with WFP to buy from farmers’ organizations), subjects who are particularly thoughtful or articulate, or subjects who are in a position (e.g., farmers’ organization president) to have a broad or particularly informed perspective on P4P.
- Select subjects who represent a range of insights and experiences with P4P. This might include variation in the types and capacities of farmers’ organizations, personal characteristics of individuals, types of supply-side support (and partners providing the support), geographic areas, agricultural practices, marketing opportunities, etc. See “**Characteristics of Case Study Subjects**” in the adjoining box for a list of possible characteristics to consider when selecting case study subjects.
- Select subjects who are willing to remain engaged and participate in a potentially lengthy in-depth interview twice annually for the entire life of the pilot.

Characteristics of Case Study Subjects

Characteristics country offices might consider when selecting a range of situations and experience with P4P include:

Smallholder farmers: male and female smallholder farmers of varying ages, type of crops cultivated (staple and cash vs. staple only), located in different geographic areas, size of land cultivated, role in the farmers' organizations (i.e., leadership versus member), variety and importance of alternative livelihood activities.

Farmers' organizations: membership characteristics (e.g., number of registered members, share of female members and leaders), types and volumes of commodities aggregated/ marketed, located in different geographic areas, utilization of warehouse receipt systems and commodity exchanges, participation in contracting or competitive tenders.

Traders: types and volumes of commodities traded, years in business, male/female business owner, different geographic areas, types of buyers and sellers, utilization of warehouse receipt systems and commodity exchanges, selling to WFP.

The case studies collect qualitative data and are not subject to the sample size requirements associated with quantitative data. However, data from the case studies represent the principal source of evidence about how and why P4P produces results, fails to produce results, or generates unintended outcomes and are thus crucial to learning. Therefore, the number of case study interviews needs to be sufficiently large to reliably describe participants' experience with and reaction to P4P across the range of potential modes of engagement. Too few case studies produce purely anecdotal information and risks drawing conclusions from the potentially anomalous experiences of a few organizations or individuals in a limited number of situations.

Given the importance of the case studies to learning, the 11 required case studies represent a minimum that country offices should add to if time and resources permit or if required to fully facilitate learning. Country offices may wish to increase the number of case studies (overall or for particular subjects) to suit the information needs of their particular programmes. For example, a programme that emphasizes procuring through small and medium traders may wish to conduct more than the minimum 3 interviews with traders.

While each case study focuses on an individual, organization, or business, authors of case study reports should seek additional sources of information (e.g., interviews with others, publications, secondary data) to extend and corroborate what they learn from the primary source and place it in context. As examples:

- A case study of a farmers' organization should incorporate discussions with several members, not just the president, to obtain a range of perspectives.
- If a farmer reports a range of prices across different markets to which he or she has access, then consult secondary sources of market information to place the prices in context.
- If a trader talks about how government interventions in commodity markets affects his or her business, then research the government's role in markets to provide some context for the report.

Report authors may even use what they hear in other case studies to place findings in context. Triangulating results from a variety of sources can strengthen and extend the findings by incorporating alternative perspectives, elaborate the context, and contribute to context-sensitive learning.

Organizing and Conducting Case Study Interviews

Case study interviews represent a very different approach to data collection than surveys. They therefore require a different set of skills of enumerators when conducting interviews. In particular, while surveys are highly structured and usually have a finite set of well defined responses to each question, case study interviews are semi-structured and ask respondents for detailed narrative feedback. The conversational style of the case studies makes them more difficult to control than a survey interview. Also, because it is not possible to anticipate all the possible ways a respondent may have reacted to P4P, it is not possible to identify in advance the specific questions that will be relevant to a particular respondent. Respondents are also likely to provide long narrative responses to questions which vary in relevance. These factors make it crucial that enumerators are well prepared to guide the interview with appropriate probing questions; extract the salient points of responses; and record responses quickly, accurately, and concisely during the course of the interview.

Selecting and Training Enumerators

The characteristics of case study interviews imply that enumerators must play a more active role in guiding the interview and probing than they would when conducting a typical survey interview. To be able to effectively guide the interview and probe appropriately, enumerators must possess a detailed understanding of P4P; the local agricultural environment and practices; and how P4P is expected to influence the opportunities available to and the behavior of farmer organizations, farmers, and traders.

The quality of the case study interviews depends critically on the ability of enumerators to develop rapport with interviewees and to

probe effectively. To do so, enumerators must be familiar with agriculture, P4P, the country-specific implementation of P4P, and P4P monitoring and evaluation objectives. Enumerators with an agricultural background or experience in agriculture are more likely than those without agricultural experience to possess these skills. Experience with P4P and/or monitoring and evaluation is also desirable.

Skills Required of Case Study Enumerators

In addition to general enumerator skills (i.e., being prepared, punctual, polite, organized, and a good listener; controlling sources of bias; and recording responses accurately) case study enumerators must also have sufficient knowledge of:

- P4P to be able to probe effectively about how specific P4P activities affected the behavior/incentives of respondents,
- agriculture and agricultural practices to be able to communicate knowledgeably with respondents and to probe effectively about respondents' behavior, and
- monitoring and evaluation objectives to be able to quickly extract information salient to monitoring and evaluation from the narrative responses and summarize this information accurately and concisely during the course of the interview.

Country offices are unlikely to identify a sufficient number of enumerators with the ideal skill set. Therefore, thorough enumerator training will be very important. In addition to general enumerator skills, the training should focus on developing capacity in the three critical knowledge areas identified above (i.e., P4P activities and objectives, local agriculture and agricultural practices, and P4P monitoring and evaluation objectives) and on the skills specific to guiding case study interviews.¹⁰

Country offices bear the responsibility for organizing, conducting, and reporting the case studies with the Coordination Unit providing technical guidance and support. To manage the substantial task, country offices may wish to explore engaging external resources such as research institutes, universities, interns, NGOs, partners, or others to assist with the case study interviews. Because of the very specific skills required, and the specific knowledge of P4P, country offices will need to train and manage these resources carefully. Engage WFP resources in the process (e.g., VAM and M&E in training and field support, Communications for documentation, photographs, and report-writing) whenever possible.

Conducting Case Study Interviews

Conducting effective case study interviews requires striking a balance between allowing the respondent to express him or herself fully and providing enough guidance to keep the interview on track and limit unproductive responses. The enumerator needs to let respondents talk; listen carefully to answers; respond with appropriate probing questions to draw the respondent out on relevant issues; and, when necessary, steer the interview back on course without offending the respondent.

Interview Techniques

- Explain the purpose of the interview, i.e. that the information will be used to learn how P4P is working and that parts of the interview may be published. If necessary, obtain the subjects' permission to publish excerpts or photographs.
- The key to conducting effective case studies is learning how to probe effectively – that is, to stimulate a subject to produce more information without injecting your own words, perceptions, biases, or solutions into the conversation. Your task is to get the interviewee to share their stories and experiences.
- Subjects will have their own agendas. You need to maintain control of the interview and keep it focused on the topics/themes of interest but do so in a subtle manner that respects the subject's interests and concerns.
- Observe the subject's body-language, intonation, manner of speaking, and other cues as these will alert you to factors that subject may not vocalize. Take note of these 'underlying' messages (e.g., does the interviewee seem reluctant to talk about a certain issue, person, or situation? Does the subject become apprehensive in the presence of certain other people?) and include relevant observations in your case study report.
- To the greatest possible extent, ask about the subject's actual experiences or behavior and not about opinions or beliefs.
- Triangulate – Collect data from a variety of sources and perspectives to accumulate convincing evidence for findings.

In general, the case study interviews should focus on learning about changes in respondents' situations, environments, or behavior and the causes and effects of the changes. The emphasis on change arises from the expectation that P4P will change the situation, operating environment, or behavior of farmer organizations, farmers, or traders. The case study interviews therefore explore how P4P may have caused change and how change has affected the behavior and welfare of subjects. However, because subjects may know nothing of P4P, enumerators must use their knowledge of specific P4P outcomes to explore the potential links between P4P and changes in situations or behaviors.

When beginning the series of interviews that make up an entire case study, the enumerator needs to establish some basic descriptive information about the subject's baseline situation and practices. For farmers, for example, this includes information about the household, agricultural practices, marketing behavior, etc. Subsequent interviews will place more emphasis on assessing changes in a subject's situation or behavior relative to the baseline and probing to determine the causes and consequences of observed changes. Photographs may be useful for documenting elements of the baseline situation or changes. Country offices may consider using elements of the relevant baseline survey instrument to collect data on the subject's current situation during the initial interview.

Subsequent interviews should focus primarily on learning whether and how subjects' situations or behaviors have changed relative to the baseline (or the previous interview), investigating (through probing) the extent to which P4P interventions contributed to the change, and assessing whether changes are consistent with P4P objectives. For example:

Baseline and Subsequent Interviews

- Initial interviews establish a baseline.
- Consider using elements of the relevant baseline survey instrument to collect data on the subject's current situation during the initial interview.
- Subsequent interviews focus on how situations or practices have changed, the extent to which P4P interventions are responsible for observed change, and whether change is consistent with expectations.

- Most programmes aim to increase the capacity of farmers' organizations to aggregate and market their members' commodities. The P4P model supposes that the stable and substantial market provided by WFP during the pilot will complement the capacity building activities of partners to enhance farmers' organizations' capacities. The case studies of farmers' organizations may therefore establish how the organization aggregates and markets commodities, determine the types of capacity building support the organization has received under P4P, explore how marketing behavior has changed, ascertain whether and to what extent the capacity building support contributed to changes in marketing behavior, and explore the contribution of WFP's procurement (and the modality of procurement) to the capacity building process. Throughout the interview pay particular attention to how and why a subject responds to the incentives and opportunities provided by P4P and probe carefully when responses are not those expected – unanticipated outcomes.
- A farmer subject of a case study may report that he or she is producing more commodities than at the time of the baseline. The enumerator should follow up by asking how production changed, what was responsible for the change, and how the change has affected the welfare of the respondent. The enumerator will have to carefully note the stated cause of the change

and probe to determine whether the cause was related to P4P. For instance, if a respondent says that higher prices in the previous season prompted him or her to increase production, then the enumerator must use his or her knowledge of P4P and effective probing to determine whether P4P was responsible for the increase in prices.

- An enumerator might ask a farmer whether he or she is marketing a larger or smaller proportion of his or her surplus through the farmers' organization. If the farmer is marketing a larger proportion through the organization then the enumerator needs to probe for the reasons and relate these to P4P interventions. So, the enumerator might then ask why the farmer chose to market a greater proportion of his or her surplus through the organization. If the farmer says that it is because the organization has found markets for higher quality commodities at better prices, then the enumerator needs to continue probing about actual prices (before and after the new markets), the costs of attaining the higher quality, and other issues relevant to how the P4P interventions are actually affecting behavior and welfare.

The learning objectives of the case study will determine the questions an enumerator asks during the interview. The case study interview guides in Annex D offer some basic suggestions on the content of the case study interviews. Because of the differences in P4P strategies and contexts in the 21 pilot countries, the suggested interview guides are neither exhaustive nor prescriptive. Instead, they provide a menu of topics and questions that country offices can modify/adapt to meet their context specific learning objectives. As a general rule, however, enumerators should craft their questions to explore if and how situations or behavior have changed and then probe (using their knowledge of P4P) to learn the causes and effects of reported change and relate these to P4P objectives. The actual questions, however, will depend on what the country office wants to learn and on the characteristics of the country's P4P programme.

Case Study Information Management

Qualitative evidence from case studies is extremely detailed and nuanced. The context in which a subject talks about an issue, the words and concepts he or she uses, and even body language or other subtle cues affect the interpretation. Because it is so difficult to extract meaningful information from case studies, it is crucial that country offices carefully document the information obtained in the case studies. This section describes some techniques for documenting and reporting the results of the case studies.

Interview Transcript

Enumerators must record interviews in as much detail as is feasible. If possible, record interviews on a cassette recorder or other recording device to facilitate creation of a complete transcript in the office. Country offices must transcribe each interview and provide the transcript as an annex to the case study report. The transcript should record the subject's comments verbatim and clearly identify the interviewers remarks (observations, opinions, analyses, etc.).

The Case Study Report

The case study report should summarize the key information gathered through the interview. It may include photographs if they contribute to readers' understanding of the information. The case study is a learning tool, not a public relations publication. Therefore, the case study report should focus

principally on facilitating learning and not on telling a success story. The case studies (interview and report) should focus on what subjects are doing and why relative to the objectives of P4P.

Case study reports are cumulative in the sense that they report on and synthesize learning from a series of interviews conducted over the course of the five-year pilot. Country offices will thus append information from each interview to that gathered during previous interviews. The resulting report documents an evolving situation over time and provides a rich source of data to understand how subjects are engaging with P4P. Each section of the report (associated with a discrete interview) should conclude with a list (or table) of key issues on which to follow-up in subsequent interviews. This list provides some continuity to the overall report.

In general, the report should describe the details of the subject and specific objectives of the case study, provide sufficient background on the subject to establish the context necessary for interpreting findings, summarize findings relative to the specific learning objectives of the particular case study, and present lessons learned. An annex to the report should contain a complete transcript of the interviews.

There is no specified length of a case study report. However, they should be detailed enough to adequately present the findings but not contain information that does not contribute to understanding the main findings and lessons. Most case study reports have been five to six pages in length.

More specifically, case study reports should include the following elements.

Subject profile – Summarize relevant basic (and relatively static) characteristics of the subject. Country office may consider using elements of the baseline survey instrument to collect these data in a relatively structured manner. For the different types of subjects, the profile might include information about:

- **Smallholder farmers:** Farmer’s organization the household is member of; positions of household members in the organization; name, age, sex and position in the household of all household members; location (GPS coordinates, district, region, village, camp, etc.); primary livelihood sources, type of housing, etc.
- **Farmers’ Organizations:** Name of the farmers’ organization; legal status; higher and lower level affiliations; structure of membership and leadership (e.g., number, sex, positions by sex, land holdings, etc.); membership fee and dues; number and sex of employees; location (GPS coordinates, district, region, village, camp, etc.); etc.

Elements of the Case Study Report

At the beginning of each report, include:

- Subject profile
- Baseline situation and behavior
- Learning objectives

In each addition to the report arising from an individual interview, include:

- Interview details
- Context update
- Findings (i.e., changes in situation and behavior since previous interview, context specific causes of change, attribution to P4P, unanticipated outcomes)
- Conclusions/lessons learned
- Key issues for follow-up in subsequent interviews

An annex to the report should contain:

- Complete transcripts of each interview

- **Traders:** Name and founding date of the company; name, age, sex, and other personal characteristics of the business owner; location of business (GPS coordinates, district, region, village, camp, etc); main commodities traded; main sellers/buyers; average volumes traded etc.

Country offices will likely collect much of the profile data during the initial interview (perhaps using elements of the baseline survey instrument) and merely document any important changes in the information during subsequent interviews.

Baseline conditions – Describe relevant characteristics of the subject’s situation and behavior at the time of the initial (baseline) interview. The information that is relevant depends on the type of subject; the country’s P4P strategy; how the particular subject engages with, or is affected by, P4P; and on the interview’s learning objectives. Baseline conditions differ from information in the subject profile largely because they are more subject to change over time while profile characteristics are more static. Relevant elements of the baseline description for the three primary types of subjects may include:

- **Smallholder farmers:** Area of land cultivated; types and quantities of crops produced; types and quantities of crops sold; method and location of sales; prices and other characteristics of available markets; use of inputs; productivity; post-harvest handling practices; etc.
- **Farmers’ Organizations:** Facilities available; services offered to members; types and quantities of commodities sold; primary types of markets/buyers; prices and other characteristics of available markets; manner of aggregating commodities from members (e.g., purchase prior to identifying a buyer or only afterward); services offered to member; etc.
- **Traders:** Main commodities traded; main sellers/buyers; manner and extent of engagement with smallholder farmers and farmers’ organizations; average volumes traded; characteristics of market (e.g., level of competition); etc.

Learning objectives – Enumerators must approach a case study with specific objectives for learning. These objectives will guide the choice of questions and the probing strategy. The case study report should document these learning objectives. These objectives may change somewhat as the case study evolves and new issues arise. However, the basic learning objective will probably remain unchanged. For example, a country office may design a case study of a trader to learn how P4P procurement directly from farmers’ organizations affects the trading environment (e.g., suppliers, prices, etc.) for private-sector traders doing business in P4P operational areas. As the programme evolves, it may begin to engage directly with selected traders. This may change the learning objectives of subsequent interviews. The learning objectives section should include a brief discussion of how the country office expects P4P to affect the interview subject.

Interview details – Document details of the specific interview. These should include the name, age, sex, and position of those participating in the interview; the specific location of the interview; and any other information that would affect understanding or interpretation of results.

Context update – Document any important/relevant changes to the case study context. Contextual factors include the subject’s profile characteristics; relevant characteristics of the political, market, or other environment; or alteration of case study learning objectives since the baseline or previous interview.

Findings – Findings are the evidence or raw data you collect during the interview. Describe (using specific evidence from the interview) the main findings of the interview relative to learning objectives. How, if at all, has the subject’s situation and/or behavior changed since the previous interview? What did the subject say caused or motivated the change? How did the change affect the subject’s business or welfare?

Conclusions/lessons learned – Conclusions synthesize findings to develop inferences about the outcomes associated with P4P. From the example given in “Findings”, conclusions might answer questions such as how, if at all, did P4P influence the change? Is the change an anticipated or unanticipated outcome of P4P? Is it supportive of, or counterproductive to, P4P objectives? What contextual factors help describe the cause of the change? If the change was unanticipated, are there contextual factors that caused the unanticipated behavior or response? Lessons learned relate conclusions to the broader context. For example, a lesson might be that a particular intervention applied in a particular context produces a particular result. Make sure to provide relevant contextual elements in statements of conclusions or lessons to facilitate understanding and interpretation. Tentative lessons learned will probably warrant follow-up in future interviews to collect additional information to either validate or invalidate the tentative lesson.

Key issues for follow-up – Note key (unresolved) issues for follow-up in future interviews. These may include questions or issues that could not be completely addressed or resolved during the interview, recurring issues or questions that require consistent follow-up, or questions or issues that arise during reflection after the interview. This section provides continuity from one interview to the next.

Topical Case Studies

This chapter has focused largely on the participant case studies. However, country offices may also conduct topical case studies as needed to explore special topics or issues that arise during implementation. Topical case studies differ from participant case studies because they focus on a broad topic or issue rather than on the variety of issues that may be relevant to an individual. Also, instead of collecting evidence from one individual or organization, a topical case study will typically collect data from a variety of sources in order to understand different aspects of and perspectives on the issue of interest.

ANNEX D. CASE STUDY INTERVIEW GUIDES

The following questions are suggestions only. Country offices should design case study interviews to meet their own learning objectives.

Farmers' Organizations

Organization Structure and Membership

1. Has the number of members of the organization increased or decreased in the past year? If yes, how and why?
2. Is the organization for men only, women only, or is it mixed membership?
 - a. If mixed, are men and women about equally represented? Has the mix of men and women changed in the past year? How and why? Has the change in gender balance affected the way the organization operates or the services it provides in any way? How and why?
 - b. Are men and women equally represented in leadership? Has the mix of men and women in leadership positions changed in the past year? How and why? Has the change in gender balance of leadership changed the way the organization operates or the services it offers in any way? How and why?
3. Has the organization's access to credit improved during the past year relative to prior years (i.e., easier to get loans, new sources of loans, better loan terms, different types of loans, etc.)?
 - a. If yes, how and why (e.g., did something about the organization change that made it easier to get loans)? How, if at all has this changed the organization's ability to aggregate and market its members' commodities?
4. Is this farmers' organization able to offer its members any kind of financing between harvest and the sale of commodities (e.g., cash loans, partial pre-payment for crops sold through the organization, etc.)?
 - a. If yes, has the organization's ability to provide this type of financing changed over the past year? How and why? How, if at all, has this changed the organization's ability to aggregate and market its members' commodities?
5. Has the organization's leadership or staff received any training during the past year?
 - a. If yes, what kind of training? Has the training improved the organization's capacity to serve its members? Explain.
6. Has the type of support or assistance the organization receives from government, NGOs, buyers, or others changed during the past year? How and why?
 - a. If yes, how, if at all has this changed the organization's ability to serve its members?

Facilities and Services

1. Has the organization's access to storage facilities improved during the past year?
 - a. If yes, how and why? How, if at all, has this changed the organization's ability to aggregate and market its members' commodities?
2. Has the way the organization markets its members commodities changed during the past year (e.g., different buyers, different markets, different ways of getting commodities to markets, different contracting mechanisms, etc.)?
 - a. If yes, how and why? How, if at all, has this changed the price members receive for commodities? Explain?

Marketing

1. Did the quantity or type of commodities that the organization markets for its members changed in the past year? If yes, how and why?
2. In the past year did members sell a larger or smaller proportion of their marketed surpluses through the organization than in prior years? If yes, how and why?
3. Has the organization improved the quality of the commodities it sells in the past year relative to previous years (i.e., lower moisture content; lower proportion of foreign matter, broken grain, small grain, discolored grain, etc.)?
 - a. If yes, why (e.g., new capacity, new markets, etc.)? How did the organization enhance the quality of commodities (drying, cleaning, etc.)? Who bought the higher quality commodities? Did the price received cover the cost of improving quality?
4. Has the organization's cost of marketing commodities (e.g., transportation, commissions, etc.) changed in the past year relative to prior years? If yes, how and why?
5. Was the price the organization received for commodities it sold during the past year higher, lower, or about the same as in the previous year?
 - a. If higher or lower, why? How, if at all, did this affect incomes for farmer members?
6. What are the major obstacles the organization faces marketing commodities and getting a good price? Have these changed over the past year? If yes, how and why?
7. Did the organization sell any commodities through contracts during the past year?
 - a. If yes, what kind of contracts? How, if at all, did the type of contract help the organization aggregate and sell the commodities? Did it affect the price the organization received? How and why?
 - b. Did the organization fully fulfill all the contracts it entered into? If not, how and why not? What were the major obstacles to fully fulfilling the contracts?
8. Did the organization participate in any competitive tenders to sell commodities during the past year?

- a. If yes, did the organization face any difficulties responding to the tender (e.g., determining a price, filling out and submitting forms, meeting tender requirements, etc.)? Explain.
 - b. Did the organization win any tenders in which it participated?
 - i. If yes, how, if at all, did selling through a tender compare to the other ways the organization sells?
 - ii. If no, what were the major reasons the organization failed to win the tender?
 - c. Has the organization's ability/capacity to participate in a tender improved over the past year? If yes, how and why?
9. How does the organization determine the price at which it will sell commodities? Did the organization use any other sources of price information during the past year than in previous years? If yes, what source and did it help the organization get a better price?
10. Did the organization do anything differently, that we have not already talked about, to sell commodities during the past year than in prior years (e.g., sell through a commodity exchange, hold commodities for sale when prices were higher, etc.)? If yes, why (e.g., did something change that provided new opportunities, etc.)?

Smallholder Farmers

Farmers' organizations

1. Has the membership or leadership of the farmers' organization to which you belong changed significantly during the past year (e.g., many new members, lots of members leaving, more men/women members or in leadership positions, etc.)? If yes, how if at all has this changed the value of the organization to you (e.g. types, quality, or relevance of services offered; etc.)?
2. Has the farmers' organization begun to offer different services or assistance during the past year than in prior years or have the terms at which the organization offers services or assistance changed?
 - a. If yes, how and why? Has this change affected the value of the organization to you? How and why?

Agricultural Production and Practices

1. Have you made any significant changes in your farming practices during the past year (e.g., cultivated more/less land, changed the crops you grow, hired more/less labor, used more/less fertilizer or improved seed, etc.)?
 - a. If yes, how and why (e.g., access to more land, inputs, subsidized inputs, labor, credit, etc.)?
2. What are the major constraints you face increasing production? Have those constraints eased at all during the past year? If yes, how and why and how has it affected your production?
3. Has your production of crops increased or decreased in the past year relative to prior years? If yes, how and why?
 - a. If yes, did you spend more on inputs (seed, fertilizer, land, labor, mechanization, etc.)? If yes, did the increased income cover the increased cost?
4. Did your net income from crops increase or decrease in the past year compared to prior years? If yes, how and why?
5. Did you sell your crops differently during the past year than in prior years (e.g., to different buyers, more/less through the farmers' organization, store for sale when prices are higher, etc.)? If yes, how and why (e.g., improved access to markets, better storage, different buyers, etc.)?
6. Did you sell more, less, or about the same proportion of your commodities to traders or through a farmers' organization during the past year than in prior years? If more or less, why and how did it affect your income?
7. What are the major constraints you face getting a good price for the commodities you sell? Have some of those constraints eased during the past year? If yes, how and why?

8. Did you receive better prices for the commodities you sold during the past year than in prior years? If yes, how and why?
9. Have the roles that the men and women of your household play in agricultural production and marketing changed over the past year (e.g., different tasks, different roles in marketing, etc)?
 - a. If yes, how and why? Has this changed how your household makes decisions regarding producing or marketing agricultural products or access to agricultural income within the household?
10. Did you lose more, less, or about the same amount of your crops to spoilage, pests, animals, and other sources during the past year than in prior years? If more or less, what were the main causes of the difference?
11. Did you do anything differently during the past year relative to prior years to improve the quality (i.e., lower moisture content; lower proportion of foreign matter, small, broken, or discolored grains) of the crops you sold?
 - a. If yes, how and why (e.g., different buyer/market)? Did you receive a higher price for the higher quality? Who bought the higher quality crop?
 - b. If no, why not (e.g., no compensation for better quality, lack of access to needed equipment/resources, etc.)?
12. During the past marketing season, where did you get information about commodity prices? Did you have access to any new sources of price information? Did this information help you get a better price for your commodities than in previous seasons? If yes, how and why?

Food Security

1. Did your household have more, less, or about the same amount and variety of food for household consumption during the past year than in prior years? If more or less, what were the main reasons for having more or less food for your own consumption?
2. Did your household buy more, less, or about the same amount of food for your own consumption during the past year than in prior years? If more or less, what were the main reasons you bought more/less food?
3. Did your household miss more, less, or about the same number of meals during the past year than in prior years? If more or less, what were the main reasons you missed more or less meals?

Livelihood Sources

1. Was your household income higher, lower, or about the same in the past year than in the previous year? If higher or lower, what were the main reasons?
2. Did the proportion of your household's income that came from selling crops increase, decrease, or stay about the same during the past year compared to the previous year? If increased or decreased, how and why?

Access to Credit

1. Has your household's ability to get credit (either in cash or in-kind) improved during the past year relative to prior years (e.g., more lenders willing to lend, better terms, more success obtaining credit, higher amounts available)?
 - a. If yes, how and why? How, if at all, has improved ability to get loans affected your agricultural activities, your income from agriculture, and your household income?

Household Expenditures

1. Have your household expenditures increased, decreased, or stayed about the same during the past year compared to the previous year? If increased or decreased, how and why (e.g., what expenditures increased/decreased and why)?

Assets

1. Does your household own more, less, or about the same number of assets now compared to a year ago? If more or less, what assets changed and why?

Housing and Amenities

1. Has your household's housing situation changed during the past year (e.g, larger/smaller house, better/worse materials, better/worse water supply, better/worse sanitation facilities, etc.)? If yes, how and why?

Traders

Business Information

1. Has the structure or nature of your business change significantly during the past year (e.g., increased/decreased in size, changed in commodities traded, commodity trading became a more or less important source of income, etc.)? If yes, how and why?
2. Have you established or abandoned agreements to buy commodities from specific suppliers during the past year?
 - a. If so, how and why? How has this affected your business?
3. Have you established or abandoned agreements to sell commodities to specific suppliers during the past year?
 - a. If so, how and why? How has this affected your business?

Capacity

1. Has the way you buy commodities changed significantly during the past few years (e.g., different suppliers, different regions, different arrangements with suppliers, different ways of transporting, etc.)? If yes, how and why?
2. Has the way you sell commodities changed significantly during the past few years (e.g., different buyers, different arrangements with buyers, different ways of transporting, etc.)? If yes, how and why?
3. What are the primary challenges you face buying and selling commodities? Have these changed over the past few years? If yes, how and why?
4. Has your ability or capacity to store, clean, or transport commodities changed during the past few years? If yes, how and why and how has this affected your business?
5. Has the quality of commodities you buy (i.e., moisture content; proportion of foreign matter, small, broken, or discolored grains) changed over the past few years?
 - a. If yes, how and why and how has it affected your business?
6. Has the quality of commodities you sell (i.e., moisture content; proportion of foreign matter, small, broken, or discolored grains) changed over the past few years?
 - a. If yes, how and why and how has it affected your business?
7. Did you do anything to improve the quality of the commodities you buy before you sell them?
 - a. If yes, why? Has this been a recent change in your practice? If yes, what prompted it?
 - b. If no, why not?

8. Did you buy more, less, or about the same proportion of your commodities directly from farmers in the past year compared to the previous few years? If more or less, why and how has this changed your business?
9. Has the price you pay to farmers for commodities changed significantly over the past few years? If so, how and why?
10. Did you buy more, less, or about the same proportion of your commodities directly from farmers' organization in the past year compared to the previous few years? If more or less, why?
11. Has the price you pay to farmers' organizations for commodities changed significantly over the past few years? If so, how and why?

Marketing

1. How do you determine the prices at which you buy and sell commodities? Has the manner in which you determine the prices at which you buy and sell commodities changed during the past few years? If yes, how and why?
2. Did you participate in any competitive tenders to sell commodities during the past year?
 - a. If yes, did you face any difficulties responding to the tender (e.g., determining a price, filling out and submitting forms, meeting tender requirements, etc.)? Explain.
 - b. Did you win any tenders in which it participated?
 - i. If yes, how, if at all, did selling through a tender compare to the other ways you sell?
 - ii. If no, what were the major reasons you failed to win the tender?

ANNEX E: FARMERS' ORGANIZATION DATA COLLECTION FORMS

Farmers' Organization Sale Information

(Fill in this form for every individual agreement to sell commodities – whether or not the agreement was fulfilled)

Date of data collection (enter only if transcribing from FO records)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: none; text-align: center;"> _ _ / _ _ / _ _ _ _ </td> </tr> <tr> <td style="border: none; text-align: center;">Day/Month/Year</td> </tr> </table>	_ _ / _ _ / _ _ _ _	Day/Month/Year
_ _ / _ _ / _ _ _ _			
Day/Month/Year			
Were the data in this form copied from written or computerized records?	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%; text-align: center; padding: 5px;"> _ </td> <td style="width: 40%; padding: 5px;">0= No 1= Yes</td> </tr> </table>	_	0= No 1= Yes
_	0= No 1= Yes		

Farmer Organization Identifying Information

Name of farmer organization	
Farmer organization code (a unique identification number for the organization)	

Sale Information

1. Contract or sale identifier number (a unique number to identify this sale)											
	Name	Code									
2. Commodity sold (enter name and code from crop code list)											
3. Date sale terms agreed	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: none; text-align: center;"> _ _ / _ _ / _ _ _ _ </td> </tr> <tr> <td style="border: none; text-align: center;">Day/Month/Year</td> </tr> </table>	_ _ / _ _ / _ _ _ _	Day/Month/Year								
_ _ / _ _ / _ _ _ _											
Day/Month/Year											
4. Date final delivery made to buyer (day/month/year)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border: none; text-align: center;"> _ _ / _ _ / _ _ _ _ </td> </tr> <tr> <td style="border: none; text-align: center;">Day/Month/Year</td> </tr> </table>	_ _ / _ _ / _ _ _ _	Day/Month/Year								
_ _ / _ _ / _ _ _ _											
Day/Month/Year											
5. What quantity did you agree to deliver to the buyer (metric tonnes).											
6. Quantity actually delivered (metric tonnes) (If smaller than the quantity specified in question 5, go to questions 7 and 8. If larger than or the same as the quantity specified in question 5, go to question 9)											
7. Reason that quantity delivered was smaller than quantity contracted	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">1 = did not have access to required quantity</td> </tr> <tr> <td style="padding: 5px;">2 = could not accumulate required quantity in time to meet delivery deadline</td> </tr> <tr> <td style="padding: 5px;">3 = could not meet buyer's quality standards</td> </tr> <tr> <td style="padding: 5px;">4 = commodity did not meet buyer's specifications</td> </tr> <tr> <td style="padding: 5px;">5 = buyer revised the agreed quantity</td> </tr> <tr> <td style="padding: 5px;">6 = the buyer cancelled the agreement</td> </tr> <tr> <td style="padding: 5px;">7 = the price offered was no longer attractive at time of delivery</td> </tr> <tr> <td style="padding: 5px;">8 = farmer organization did not have transport to deliver the commodities</td> </tr> <tr> <td style="padding: 5px;">9 = other (specify) _____</td> </tr> </table>	1 = did not have access to required quantity	2 = could not accumulate required quantity in time to meet delivery deadline	3 = could not meet buyer's quality standards	4 = commodity did not meet buyer's specifications	5 = buyer revised the agreed quantity	6 = the buyer cancelled the agreement	7 = the price offered was no longer attractive at time of delivery	8 = farmer organization did not have transport to deliver the commodities	9 = other (specify) _____	
1 = did not have access to required quantity											
2 = could not accumulate required quantity in time to meet delivery deadline											
3 = could not meet buyer's quality standards											
4 = commodity did not meet buyer's specifications											
5 = buyer revised the agreed quantity											
6 = the buyer cancelled the agreement											
7 = the price offered was no longer attractive at time of delivery											
8 = farmer organization did not have transport to deliver the commodities											
9 = other (specify) _____											
8. Provide additional explanation for differences in contracted and delivered quantities if necessary.											
9. Price per metric tonne that the organization received for this sale (include the value of any non-cash considerations received as full or partial payment)											
10. Total amount of money that the farmers' organization paid for the commodities in this sale. (include the value of any non-cash considerations such as the value of any advances of inputs against the crop, etc.)											

11. Type of buyer	1 = household/individual 2 = retail store 3 = millers/brewers 4 = processors (other than millers/brewers) 5 = trader/ food supplier 6 = government food stock agency 7 = government institution (schools, hospitals, etc.) 8 = World Food Programme (WFP) 9 = international development agency 10 = national/International NGO 11 = farmer organization 12 = Other (specify) _____	
If all commodities aggregated for this sale are listed in the “Commodity Receipt Information” record, then it is not necessary to complete questions 12 through 17.		
How many farmers of each type listed below contributed to this sale?	Men	Women
12. Total number of individual farmers who contributed to the sale?		
13. Total number of <u>smallholder</u> farmers who are <u>members</u> of the organization who contributed to the sale? (Use country-specific definition of smallholder farmer)		
14. Total number of farmers who are <u>not members</u> of the farmers’ organization who contributed to the sale?		
What quantity (in metric tonnes) did each of the following deliver for this sale?	Men	Women
15. Total quantity (metric tonnes) delivered by <u>smallholder</u> farmers who are <u>members</u> of the organization? (Use country-specific definition of smallholder farmer)		
16. Total quantity (metric tonnes) delivered by individual farmers who are <u>not members</u> of the organization?		
17. Total quantity (metric tonnes) delivered by someone other than an individual farmer (e.g., trader, other farmers’ organization, etc.)? (do not disaggregate by sex)		
18. Type of contract under which commodity was sold.	1 = no contract 2 = competitive tender 3 = modified competitive tender (WFP) 4 = direct contract 5 = forward contract 6 = sale negotiated through commodity exchange 7 = Other (specify) _____	
19. What did it cost the farmers’ organization to prepare the commodity for sale? (Include variable costs associated with this sale only. Include (some portion) of fixed costs only if they can be reasonably attributed to this sale (e.g., depreciation). If you can’t separate costs into the categories below, enter the total amount on this line.)		
Drying		
Cleaning		
Sorting/grading		
Weighing/bagging(cost of bags, sewing)		
Storage		
Transportation		
Sales commissions		
Other (specify) _____		
20. What was the total amount of any taxes you paid on this sale (e.g., VAT, incomes taxes, etc.)?		

Commodity Receipt Information

(Record each receipt of commodities by the farmers' organization)

A. Record quantities received from individual farmers here.

Date of receipt	Name of seller/depositor	Farmer ID number (copy from member list; see instructions for guidance.)	Organization member? (yes/no)	P4P participant? (yes/no)	Sex (male/female)	Area of land cultivated (applicable area unit)?	Commodity received (name and code from crop code list)		Quantity received (kgs)	Total amount of money paid for the commodity? (see instructions for guidance.)	Sale/contract identifier number (if applicable) (a number linking back to the "Farmers' Organization Sale Information" form; see instructions for guidance.)
							Name	Code			
A	B	C	D	E	F	G	H	I	J	K	L
Add rows as necessary											

B. Record quantities received from anyone other than an individual farmer selling their own commodities here (e.g., traders, farmers' organizations)

Date of receipt	Name of seller/depositor	ID	Type of seller/depositor 1 = Trader 2 = Farmer's organization 3 = Individual who aggregated from others 4 = Other	Organization member? (yes/no)	P4P participant? (yes/no)	Commodity received (name and code from crop code list)		Quantity received (kgs)	Number of farmers contributing			Total amount of money paid for the commodity? (see instructions for guidance.)	Sale/contract identifier number (if applicable) (a number linking back to the "Farmers' Organization Sale Information" form; see instructions for guidance.)
						Name	Code		Total	Smallholders	Organization members		
A	B	C	D	E	F	G	H	I	J	K	L	M	N
Add rows as necessary													

Farmers' Organization Membership Information

(Use this form to maintain an up-to-date record of organization members)

Name A	Farmer ID number (copy from member list) B	Sex (male/female) C	Total number of (applicable area unit) cultivated? D	Year joined FO? E
1.				
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Add rows as necessary				

Non-Member Information

(Use this form to track individual farmers who are not members but sell to or through the organization)

Name A	Farmer ID number (assign a unique ID number) B	Sex (male/female) C	Total number of (applicable area unit) cultivated? D
1.			
2.			
3.			
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Add rows as necessary			

Member Organization Information

(Use this form to maintain an up-to-date record of other organizations that are members of this organization,
e.g., a primary cooperative that is a member of a cooperative union)

Name	Organization ID number (assign a unique ID number)	Year joined FO?
A	B	C
1.		
2.		
3.		
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