



FEED THE FUTURE

The U.S. Government's Global Hunger & Food Security Initiative



USAID/Uganda Market Systems Monitoring Activity

Farmer Survey Data collection Training Manual by Research World International Limited



USAID
FROM THE AMERICAN PEOPLE

September 2018

1. BACK GROUND

Since 2014, Feed the Future Commodity Production and Marketing Activity (FTF-CPM) has been conducting farmer surveys that have overtime enabled them to measure the performance of the various indicators.

With CPM's completion of its activities in Uganda, the Feed the Future Uganda Market System Monitoring Activity (MSM) saw it important to continue with the data collection efforts.

Research World International Ltd has been entrusted by MSM to manage data collection processes for MIT's Market System Monitoring's (MSM) farmer survey project in 38 districts spread across the 4 regions of Uganda.

The data from the survey will be used by USAID in generating required statistics for use in reports, analyses, and presentations.

The Objective of this manual

- This manual will serve as a reference for surveyors while they are in the field interviewing respondents. It is important that data be collected as carefully and completely as possible.
- Information collected will be immediately uploaded onto the RWI Servers, after which it will be scrutinized by our Desk Quality Controller after approval; it will be processed by the Statistician.
- Carefully collected and reported information is critical to avoiding biases and errors in data tabulation and analysis.

****If Data Collectors have any questions at all about the information in this manual or Instructions on the questionnaire they should consult their supervisors before proceeding with any further interviews***

2. TRAINING PROGRAM

Welcome to the 2018 Farmer Survey! This manual outlines the information needed by the data collectors, Supervisors and Quality Controllers on this project. It is to be used as a training guide as well as a reference manual for you to review your duties and enhance efficiency and effective data collection.

As a field staff member of the Farmer Survey, you will be involved in collecting the data. By conducting this survey completely and with integrity, you will play a pivotal role in this project and, ultimately, in decisions that are made regarding the future of the interventions made to the farmers in the various regions.

1.1. Training format

Training will comprise both classroom and field practice. You should study the training program and take notes of the topics covered each day. Before each training session, study the manual and write down any questions you may have. Ask the questions during the training sessions and make sure you understand all the terms used and the procedures followed.

1.2. Approach to this Training

Behaviours	Attitudes
<ul style="list-style-type: none"> • Listen • Join in • Speak up and share ideas • Ask questions as many as possible; you are probably asking for everyone else • Put your mobile phone(s) in mode that will not distract others 	<ul style="list-style-type: none"> • Question and challenge us • Bring up any problems or potential problems now- not later! • Have fun • Help each other

1.3. High standards expected of you

When you are carrying out the enumeration, you will deal with all kinds of people who will expect you to be professional and, in particular, be knowledgeable about the purpose of the survey and about the questionnaire. This manual and training course will adequately prepare you for that. It is therefore important that you pay attention during training and learn the survey concepts and procedures

1.4. Training continues in the field

Formal training provides you with basic knowledge and information regarding the survey, the questionnaires, and field procedures. Continued observation and supervision during the field work builds on this. As you encounter situations which you did not cover in training, discuss them with your supervisor. Your experience may alert us (RWI and MSM) to a new aspect of the survey and may assist with the interpretation of data.

Your training as an enumerator does not end when the formal training period is completed. Each time your supervisor meets with you to discuss work in the field, your training is being continued. While in the field, take every opportunity you can to improve your skills as an enumerator to ensure we collect the highest quality data.

1.5. Full Training Agenda

Day 1	
Time:	Content
8:00-8:30	Arrival and registration of participants
8:30-9:00	Introduction of participants and objectives of the training
9:00-10:30	Ground rules, expectations, & principles of data collection
10:30-10:45	Tea Break
10:30-12:00	Background of the assignment & Methodology
12:00-1:00	Questionnaire Review: Hard copy
1:00-2:00	Lunch
2:00-2:45	Questionnaire Review: Hard copy

2:45-4:00	How to use Survey To Go on phone, Data collection tool guide & overview of data collection Protocols
4:00-4:30	Q&A session
4:30-5:00	Closure
Day 2	
Time:	Content
8:00-8:30	Arrivals and registration of participants
8:30-9:15	Recap of day 1
9:15-10:00	Questionnaire of the Survey ToGo enabled tool using the phones
10:00-10:30	Break Tea
10:30-1:00	Questionnaire of the Survey ToGo enabled tool using the phones
1:00-2:00	Lunch
2:00-2:45 & 2:45-3:30	Practice interviews in pairs (2)
3:30-4:30	Feedback from the practice interviews
4:30-5:00	Closure
Day 3	
Time	
6:30-7:00	Arrivals and registration of participants
7:00-9:00	Travel to Buikwe for Pilot
9:00-1:00	Conduct pilot interviews
1:00-2:00	Lunch
2:00-3:00	Travel back to Hotel
3:00-4:00	Feedback from the practice interviews
4:00-5:00	Debriefing session
5:00-5:30	Dispatch of the team

3. BACKGROUND AND OBJECTIVES OF THE ASSIGNMENT

Who we are



Research World International (RWI) is a research organization based in Kampala, Uganda. RWI specializes in data collection and research in Uganda and East Africa, conducting over 80 studies a year in East Africa. RWI has conducted large-scale community-based data collections in Uganda, Tanzania, Rwanda, South Sudan, and other countries in the Great Lakes region. RWI has worked with a diverse group of clients coordinating data collection, including research organizations such as Feed the Future-CPM, Raising Voices,



Massachusetts
Institute of
Technology

Mathematica Policy Research, and the MasterCard Foundation, the Clinton Foundation, USAID, CARE International, BRAC International, PACE, and other private-sector companies.

RWI is in charge of collecting the data needed for the Farmer Survey, including arranging logistics for data collection, programming the data collection tool, overseeing the quality of data collection, and hiring staff like you to collect the data!

Our Client



Feed the Future Uganda Market System Monitoring Activity (MSM) is a USAID funded project that develops systemic approaches for assessing the impact of market facilitation activities in the USAID/Uganda Feed the Future Value Chain (FTF-VC) Project. MSM is working in partnership with Massachusetts Institute of Technology (MIT) and The George Washington University (GWU).

The Farmer Survey

In order for you to feel confident talking to the respondent and conducting the interview, it is very important that you are as familiar as possible with not only the questionnaire but also the context of the survey in question.

Since 2014, FTF-CPM has been conducting farmer surveys that have overtime enabled them to measure the performance of various intervention indicators. With CPM's completion of its activities in Uganda, the Feed the Future Uganda Market System Monitoring Activity (MSM) saw it important to continue with the data collection efforts. The intervention indicators include:

- Farmer's gross margin per hectare, per animal, per cage obtained with USG assistance
- Value of small-holder incremental sales generated with USG assistance
- Number of farmers and others who have applied new technologies or management practices as a result of U.S. government assistance
- Number of hectares of land under improved technologies or management practices as a result of U.S. government assistance
- Percentage of farmers acknowledging positive benefits from the accessed inputs
- Percentage of farmers purchasing inputs from village agents and other promoted models
- Value of Agricultural and rural Loans as a result of USG assistance
- Reduction in post-harvest losses by activity-assisted smallholders
- Number of people using climate information or implementing risk-reducing actions to improve resilience to climate change as supported by USG assistance

As Research World International Ltd, our role is to assist in managing the data collection processes for MIT's market System Monitoring's (MSM) farmer survey project

Data Collection

The data will be collected from the 1,475 pre-selected farmers at their households. The data collected will be used by USAID to in generating required statistics for use in reports, analyses, and presentations.

4. TECHNICAL APPROACH & RESEARCH METHODOLOGY

4.1 Where will the survey be conducted?

The Farmer survey will be conducted in 38 selected districts spread across the four regions of regions of Uganda. Our secondary sampling unit will be a sub county while the primary sampling unit will be a village.

4.2 Sample size

The term “sample size” refers to the number of respondents (students) that we will survey. Our target sample size is 1,475 farmers spread across the 38 survey districts.

The sample has been selected so that it best represents the population under study. It is therefore very important that we reach that target number and that we do not substitute the selected respondent for someone else since it might misrepresent the population and bias the results. Later in the training, we will talk about the importance of gaining cooperation and of avoiding refusals as well as Farmer replacement.

Table showing survey districts and sample size

Locations	No	Locations	No	Locations	No	Locations	No
Central	313	Eastern	387	Northern	332	Western	443
BUKOMANSIMBI	27	BUGIRI	31	AMURU	10	BUSHENYI	30
KIBINGE	27	BULIDHA	6	PABBO	10	CENTRAL DIVISION	2
KYANKWANZI	28	BUWUNGA	14	APAC	6	KYABUGIMBI	21
GAYAZA	15	NANKOMA	11	ABONGOMOLA	3	KYEIZOBA	7
NKANDWA	6	BULAMBULI	7	CHAWENTE	3	IBANDA	70
NTWETWE	7	BUKHALU	2	DOKOLO	12	BISHESHE	35
LUWERO	67	BUNAMBUTYE	1	ADEKNINO	3	IBANDA TOWN COUNCIL	4
KALAGALA	4	BUWALASI	1	OKWALONGWEN	4	ISHONGORORO SUB COUNTY	8
LUWERO SUBCOUNTY	45	MUYEMBE	3	OKWONGODUL	5	ISHONGORORO TOWN COUNCIL	11
LUWERO TC	1	IGANGA	74	GULU	35	KASHANGURA	6
ZIROBWE	17	IBULANKU	14	BOBI	5	NYAMAREBE	2
MASINDI	23	IGOMBE	13	PALARO	20	RUSHANGO TOWN COUNCIL	4
PAKANYI	23	MAKUUTU	8	PATIKO	10	ISINGIRO	32
MITYANA	17	NAKIGO	39	KABERAMAIDO	3	BIRERE	2
KALANGALO	3	JINJA	41	ALWA	3	KABUYANDA	28
MAANYI	11	BUTAGAYA	31	KIRYANDONGO	84	MASHA	2
SSEKANYONYI	3	BUWENGE	10	KIGUMBA	10	KABALE	43
MUBENDE	69	KALIRO	45	KIRYANDONGO	3	BUKINDA	39

BUKUYA	29	BUMANYA	38	MUTUNDA	71	RWAMUCUCU	4
KASSANDA	12	NAMUGANGO	7	KOLE	34	KAMWENGE	108
KIGANDA	1	KAMULI	87	AYER	2	BUSIRIBA	7
KITUMBI	12	BUTANSI	21	BALA	29	KAHUNGE	1
KIYUNI	9	KAMULI TC	5	KOLE TC	3	KAMWENGE TC	25
MUBENDE TC	6	KITAYUNJWA	8	LIRA	53	MAHYORO	21
NAKASEKE	25	MBULAMUTI	37	AMACH	36	NKOMA	38
KAPEEKA	25	NABWIGULU	16	CENTRAL	7	NTARA	16
RAKAI	57	KAPCHORWA	8	LIRA	10	KASESE	115
KABIRA	1	GAMOGO	1	NEBBI	9	BUHUHIRA	1
KAKUUTO	16	KASEREM	2	ERUSSI	9	HIIMA TOWN COUNCIL	14
KALISIZO	3	KAWOWO	5	OYAM	61	KASESE MUNICIPAL CENTRAL DIVISION	2
KASAABI	5	MANAFWA	20	ACHABA	10	KISINGA	1
KASALI	1	BUKHOFU	1	ICEME	6	KITSWAMBA	69
LWANDA	31	BUPOTO	7	KAMDINI	29	MALIBA	3
		BUSIU	1	LORO	9	MUHOKYA	19
		BUTIRU	3	MYENE	7	NYAKIYUMBU	4
		KHABUTOOLA	1	ZOMBO	25	RUKOKI	2
		LWAKHAKHA	3	ATYAK	5	KIRUHURA	7
		MAGALA	1	NYAPEA	8	KAZO	3
		NALONDO	1	ZEU	11	KAZO T.C.	4
		SISUNI	1	ZOMBO TC	1	KISORO	6



	SUSUNI	1		CHAHI	3
	MBALE	20		MURORA	3
	BUSANO	7		MITOOMA	32
	BUSIU	7		BITEREKO	1
	NAMANYONYI	6		KABIRA	18
	SIRONKO	54		MUTARA	1
	BUDADARI TC	3		RUHEHE	7
	BUHUGU	7		RUREHE	5
	BUKHULO	1			
	BUKYABO	8			
	BUMALIMBA	27			
	BUTEZA	2			
	BUWALASI	5			
	BUYOBO	1			

4.3 Identifying respondents (Farmers) and the interview process

How to identify & engage farmers for the interviews

The following steps will be followed in engaging farmers for the interviews:

- Identify the VA for that particular district from the farmer list provided by MSM
- Make initial contact with the VA, introduce yourself and request their assistance in identifying the various farmers in that district. Also share with him your travel plan and list of farmers you intend to interact with such that he can know which villages you will be going to and when.
- Travel to the selected village
- Identify the particular farmer household within that village with help of VA. ***It is only the farmers on our list that are eligible to participate in this survey. All interviews should take place within the farmers` household.***
- Once at the farmer household, interviewer introduce yourself, purpose of the visit to that household and ask to speak to the main decision maker in the farm (the farmer).

While introducing yourself you may use words like: I am..... from Research World International. RWI was subcontracted by Feed the Future Uganda MSM to collect data on their behalf among their various farmers on the various farming practices they used during the last cropping season (March 2018-August 2018). All information you provide will only be used for research purposes and your identity and personal details will not be disclosed. This interview will take about 45 minutes. Do you consent to participate in this survey?

- Upon obtaining their consent to participate in the survey: also inquire if they are knowledgeable about all household members if not, request for a knowledgeable person. ***Ensure that you inform the farmer/respondent that this second person will be required to share details on the various members of that household.***
- Upon getting all the people you need, you can now proceed to start the interview.
- However, in case of refusal by a farmer to participate in the survey for one reason or the other, thank the farmer for their time and notify your supervisor who will liaise with us at office regarding the substitution of a farmer.
- If the selected is not at home, the enumerator is required to make one call back within a span of one day in a bid to get him/her for the interview. If the respondent is not located after the call back, the data collector will continue with the sampling methodology

While engaging the Farmer/respondent ensure the following to be able to handle a successful with minimal difficulties;

- ✓ Do not start the interview until you are certain that the respondent has understood what the research is all about and has accepted to participate.
- ✓ Ensure that you get consent. This will reduce chances of a respondent backing out in the middle of the interview
- ✓ Remain objective—do not indicate surprise, pleasure, or disapproval at any respondent’s answers.
- ✓ Ensure that you are presentable and smart before you engage the farmers
- ✓ Strive to build rapport; make good first impression, have a positive approach
- ✓ Stress confidentiality
- ✓ Do not make false promises

The interview process

The interview process starts from the moment you reach the farmers household and ends the moment to you live that farmer’s household.

Upon getting consent as shown in section above,

- ✓ Before you begin the interview ensure that you have an up to date version of the tool. And ensure that you have data bundles on your phone.
- ✓ Capture the location details of the farmer/respondent and ensure that you confirm the farmer details
- ✓ Thereafter if the farmer is not knowledgeable about household details, request for someone knowledgeable and interview them for the Socio Demographic details.
- ✓ Thereafter, interview the Farmer/respondent for the rest of the sections
- ✓ Take the farmer/ respondent through the questionnaire section by section until all required/applicable questions have been answered.
- ✓ Be keen to notice any inconsistencies in the farmer’s responses especially on questions that require numeric responses. This will assure them they you are actually paying attention.
- ✓ Ensure that all nouns start with capital letters as well as all responses to open ended questions
- ✓ Introduce every section to the farmer before you start asking questions about it as it will prepare them mentally.
- ✓ Ensure that you save your work at the end of each and every section.
- ✓ Before you capture GPS, ensure that GPS and the mobile data icons are enabled on your device.
- ✓ Capture GPS before you leave the respondent’s home and ensure your survey has actually been uploaded.
- ✓ All work must be uploaded to our server immediately the interview is completed.

The following need to be ensured to have a successful interview from start to finish:

- ✓ Create a good first impression: Ensure that you introduce yourself very well and purpose of the visit to whoever you meet first at the farmer’s household. This will help you in get the right respondent for the survey.

- ✓ Interview the respondent alone. This will reduce incidence of biased responses.
- ✓ Listen to what the respondent is saying. This will help you in capturing the details
- ✓ Be neutral throughout the interview
- ✓ Never suggest answers for the respondent
- ✓ Never lead respondents. In case a respondent seeks for clarification explain but don't lead them
- ✓ In cases where questions require more than one response, probe for as many responses as possible
- ✓ Set a conversational tone during the interview. This will help in making the interview not to seem like a test paper. However, control the interview to ensure that you don't deviate.
- ✓ Speak loud and clear
- ✓ Do not answer you phone
- ✓ Ensure that you save your data every time you finish a section. This will reduce instances of work loss.
- ✓ Do not hurry through the interview
- ✓ Do not change the wording or sequence of the questions
- ✓ Make sure that you thank the respondent
- ✓ Allow the respondent to ask questions if they have any, BUT don't make false promises.

4.4 Field procedures

Preparation before Going to the Field

Before leaving to conduct interviews, make sure you have the following:

- Your RWI identity card
- Your introduction letter from RWI
- Your Survey ToGo enabled tablet—FULLY CHARGED!
- Up to date version of the questionnaire
- A charger for the tablet
- Sample list
- 2 pen
- Your survey manual
- Cell phone, fully charged and switched to silence during interviews, with supervisor and field manager numbers programmed
- Sufficient phone credit for the day
- Bag to carry all materials

Your Appearance

Everybody on the survey team should be neatly dressed. You should not wear fancy clothing. You should be cheerful, polite and confident. Remember that your appearance can influence the success of an interview (style bias).

Whom to interview

As stated above, a total of 1,475 farmers will be interviewed. All interviews will be carried out at the farmer's household. You will be provided with a farmer list that will guide you on which farmer to interview in a particular village.

Contacting strategy

The farmer list contains the names of the farmers, region, district, Sub County and the village name. It also has the name of the Village Agents (VAs) and the contact information. You will be provided with this information prior to field work.

Before the start of fieldwork, all the Village Agents will receive communication from RWI and an appointment will be confirmed in advance (date of the interviews in their area). An itinerary shall be drawn showing the district, Sub County, villages and particular farmer to be visited when and by which team.

4.5 Use of Tablets for data collection

All responses to questions will be recorded on tablets. Tablets are a great way to collect data—they help you do your job quickly and more accurately, instead of having to record everything on paper and pencil. However, tablets are expensive—RWI is trusting you to take good care of the tablets while you are out in the field, and to not abuse your access to these tablets

Rules of Tablets

Be very careful with the tablets

- Protect tablets from dirt, sun, water, and rain
 - If it begins to rain during your interview, **move under a roof immediately** so the tablet does not get wet
 - This will also protect the tablet from the sun
- Keep the tablet in a **bag and out of sight to protect it from theft**
- Never remove your tablet from its case
- Dropping your tablet will damage it
- If you notice any anomalies, report them to your supervisor immediately

Supervisors are in charge

- Supervisors are responsible for distributing and collecting tablets every day.
 - In the morning, the supervisor will give your tablet to you.
 - At the end of the day, return your tablet to your supervisor.

Supervisors will check all Tablets at the end of the day to ensure you uploaded all your data to the RWI server and charge all tablets for the next day

Prohibited Uses

- You are **prohibited** from using the tablets for anything other than this project.
- For example, you **cannot** use your tablets to:
 - **Text**
 - **Make personal phone calls**
 - **Use social media (Facebook, Twitter)**
 - **Check email**
 - **Surf the web**
 - **Play video games**



Tablet settings

Tablet settings are important for many reasons. Most importantly, proper settings help conserve battery power. Tablet settings should be monitored constantly by both data collectors and supervisors to ensure that the proper settings are always applied. Using improper settings will shorten the battery life of the tablet and impair your ability to complete your assignments. Ensure that that you turn off **automatic brightness**, turn **on/off GPS**-GPS is only needed while close to the end of the interview to enable you upload your survey, turn **off WIFI** as you don't need it in field. Only turn on data when uploading data and synchronizing surveys/results.

4.6 Roles and responsibilities of the team members

If you are a supervisor you will:

- Read and become fully familiar with the data collection manual and the survey questionnaire to be used to collect data from respondents in the geographical area you will be allocated
- Participate in and direct the process of identifying respondents to be interviewed.
- Liaise with VAs in identifying the particular farmers to be interviewed.
- Organize and direct the work of the survey teas and draw up the interviewer and supervision itinerary for your area.
- Allocate activities each morning-a half hour meeting should take place before the start of each day where you recap important sampling issues and review field progress so far.
- Manage funds required during the field work days
- Accompany data collectors when they are conducting interviews
- To assess interviewing and interpersonal relationships quality
 - Feedback to the entire team on errors/problems and solutions.

If you are a Quality Controller you will among other QC roles:

- Read and become fully familiar with data collection manual and the survey questionnaire to be used to collect data from respondents in the geographical area you will be allocated
- Accompany some data collectors when they are conducting interviews
- Will cross check all uploaded interviews to ensure that they have been filled correctly and accurately and work with data collectors to correct any errors found in recording responses.
- Send interviewers back to repeat sections/personally back check those that seem to have problems
- Call back respondents to cross check particular sections of the tool and questions that seem to be unclear.
- Feedback the entire team on errors/problems and solutions
- Track GPS movement of the data collectors and ensure that they are in the field at the right time, with the correct respondent.

If you are a data collector you will;

- Read and become fully familiar with data collection manual and the survey questionnaire to be used to collect data from respondents in the geographical area you will be allocated
- Take your own detailed notes about each question in the questionnaire during training
- Follow instructions from your field survey supervisor in selecting respondents during to be interviewed.
- Conduct survey interviews at the respondent`s house but in a location that will allow the respondent to give answers in privacy
- Set up a good relationships with the respondent
- Meet the daily strike rate
- Interview using all the relevant questions **AS THEY ARE WRITTEN**. Read out the questions as they appear
- Read and understand the questionnaire completely in order to be able to assist the respondent where they are not clear, but **NOT** giving leading responses.
- Write down verbatim answers as spoken **WORD FOR WORD** for all open ended questions
- Probe properly for all the information under verbatim answers
- Consult your supervisor when you have any questions or concerns about the questionnaire or about methods of selecting respondents or collecting information
- Complete answers to all questions and make any corrections or additions as directed by your supervisor

5. FARMER SURVEY QUESTIONNAIRE

The Farmer Survey Form 6 tool is expected to take up to 45 minutes but collected detailed information on the details of the Farmer, socio demographic background, land use, agricultural production and management practices, cost of agro inputs, post-harvest handling practices cost of labour, irrigation, ICT, Capacity building, VA evaluation among others.

5.1 Response codes

The questionnaire has quite a number of pre-coded responses. Make sure to choose the proper code from the drop down menu in the tablet and double-check that you have entered it correctly prior to proceeding with the questionnaire.

In addition, you will be provided with a farmer list that also includes the various Farmer IDs, ensure that the farmer you are interviewing is actually on the farmer list and verify the ID assigned to them.

5.2 Common mistakes to look out for

Review these tips to help you avoid common mistakes and more accurately record responses. Make sure to double-check these points as you fill out the survey:

- Pay attention to categorizing responses. Often times, the codes you enter are field-coded, meaning you have to listen for the respondent's answer, then refer to the questionnaire to select the appropriate response. When you do this, be careful to record the correct response. For Yes/No answers, this may be easier than more complex answers where we ask you to listen to the respondent and select the appropriate response.
- Pay attention to units of measurement: If the respondent provides the answer "2" to the question "What was the total harvest of beans during the last cropping season?", you should ask what unit they are referring to. Kilo Grams (Kg)? Bags? PAY ATTENTION to what we are asking for—which, in this case, are the number of Kilo grams, not bags. So convert the bags to Kgs. **How to convert refer to appendix 1**
 - In this case, confirm with the respondent: "Ok, so 2 is 2 Kgs or..."
- Pay attention to amounts provided by respondent to be sure it's not a contradiction. For example; what is the total estimated labour cost. If the respondent says 200,000/= ensure that the summation of amount attached to the various activities that require labour is not greater than the total estimate they shared. If that is the case, double check with the respondent by repeating back the responses such that you don't miss-inform for such questions.
- If it does not seem right, probe! Trust your instinct—if a response does not make sense follow-up with respondents.

5.3 Step by step approach to using the Smart Phone enabled data collection tool



The smart Phone data collection tool will be accessed on the Tablets via the Survey ToGo app. These will be provided to you before you go to field. Every data collector will be assigned a unique User and Password and these will be provided to you by the system administrator.

However, for purposes of the training the login credentials will be as follows:

User: FARMER

Password: farmer

Organisation: RWI_Uganda

- 1) In order to use the smart phone enabled tool, one needs to log into Survey ToGo using the login credentials provided to them.
- 2) Once you have logged in, confirm that you have an up to date version of the survey. This can be done by synchronizing surveys by following this simple procedure: After logging in to Survey ToGo on the device > go to **Settings** (denoted by 3 dots in the top right corner of your screen)-> Tap on **“sync Surveys”** (for details refer to **Data collection tool guide**). You **MUST** synchronize surveys every morning before conducting your first interview and as and when your supervisor asks you to do so. Ensure that before synchronizing your Mobile data icon is enabled and you have data on you Tablet.
- 3) Once you confirm that your survey version is up to date, Tap the survey Icon (**for this case, PRODUCTION DATA FORM**)
- 4) This will take you to the next page that requires you to **RUN** the survey. Once on this page, Tap **RUN** and this will take you to the next section where you will capture the information that you will be getting during you interview.
- 5) Once you complete a page during the interview, there is an icon that symbolizes next in green color, tap this icon to move to the next page. The smart phone enabled tool gives you an opportunity to move back and forth during the interview. Therefore in case you need to move back, tap  in case you need to move forward, tap the earlier icon symbolizing next. However, it is worth noting that the survey will only move to the next page when all required questions have been answered. (**See possible errors detailed in the Data collection tool guide**).
- 6) Survey ToGo is made in a way that it allows for auto-saving, however it is advisable for every data collector to save the survey at every end of a section. This will minimize instances of data loss in case the phone battery is down.
 - a. How to save: **Tap the 3 dots on the top left corner. They will display a dialog box and select**

- 7) In instances where, an interviewer needs to exit/close the survey during an interview, follow these steps: **go to the 3 dots on top right hand corner of your screen (settings)>tap on stop>select yes to save before exiting & no to close without saving, you may also cancel to go back to survey.**
- 8) Once you have reached the end of the interview, enable the GPS and Mobile Data such that once you capture GPS your survey is automatically uploaded to the RWI server. Scroll down the menu of your phone>enable GPS>scroll up the menu, tap Capture GPS. Once it is successful, the survey will automatically upload to the RWI server and the survey will take you back to the first page preparing you for the next interview. (**Refer to data collection tool guide on details of how to capture GPS and likely challenges**)
- 9) Once the survey has uploaded, you may want to check how many interviews have so far been uploaded from your devices: go to the page that has RUN>select 6 weeks history>check the tree columns showing completed, uploaded, and canceled.
- 10) In order for you to logout, go to >**the first page>select setting (3 dots at the right hand corner of your device screen)>select log out>select yes>tap the back button on you device/tablet>select yes.**

There are instances where you need to update the version of the Survey ToGo you on your device, follow these step: After logging in to Survey ToGo on the device > **go to Settings (denoted by 3 dots in the top right corner of your screen)** -> Tap on **“More”** > Tap About> **“Tap Check for a new version”**. Ensure you have **Mobile data on your tablet**.

6. DAILY FIELD SCHEDULE

<p>7:00am Meet with the team leader/supervisor</p> <ul style="list-style-type: none"> Go through problems with yesterday’s questionnaires with the whole team-not just those who made the errors Answer any questions/forward questions to the team leader/supervisor Receive allocations and location of today’s interviews Synchronize all surveys to ensure that you have an up to date version of the survey Ensure that your phone is fully charged Supervisor ensure that you meet with the VA <p>8:00am Leave for field</p> <ul style="list-style-type: none"> Preferably travel as a team even though this depends on the sample locations and team size Ensure that you have met your daily target Ensure that interview has been completed, synchronized and uploaded before you leave that household 	<p>5:00PM Leave field for base</p> <ul style="list-style-type: none"> But not if half way through an interview Ensure that there is no interview on the devices before you leave. <p>6:00PM Rest</p>
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7. APPENDICES

Appendix 1: Different concepts in the tool

CONCEPT	MEANING/DEFINITION AS USED IN THE TOOL
Farmer	Is that person that is a direct beneficiary of CPM and is registered on the list provided by CPM as a farmer
Respondent	Is a person that is knowledgeable of the farming practices of that household
Household	One or more people who live in the same dwelling and also share at meals or living accommodation, and may consist of a single family or some other grouping of people.
Value Chain	For purposes of this Farmer Survey, the term Value Chain will refer to Maize, Beans, and Coffee.
Land mapping	The process of establishing the boundaries of your farm land.
Harvesting	The process of collecting the mature crop from the field.
Cropping systems	The order in which the crops are cultivated on a piece of land over fixed period.

Pure Stand Cropping system	One crop variety grown alone in the field.
Inter cropping system	Growing a two or more crops in the same field at the same time.
Farming practices	Production methods utilized to produce the crop and allow it to make normal progress toward maturity
Mechanized Agriculture	The process of using agricultural machinery to mechanize the work of agriculture, greatly increasing farm worker productivity. E.g. Weeder, Planter, Ox Ploughs, Disc Ploughs/tractors.
Post-Harvest handling practices	Activities done immediately after harvest of a crop up to when it is sold off/consumed.
Irrigation	Method in which a controlled amount of water is supplied to plants at regular intervals for agriculture.
Good Agricultural practices	These are production and farm level approaches to ensure the safety of fresh produce for human.
Land Mark	An object or feature of a landscape or town that is easily seen and recognized from a distance, especially one that enables someone to establish their location.

Appendix 2: List of Measures and estimates

Dry material weight			
1 ounce(avoirdupois)	=		28.4 g
1 pound (lb)	=		453.6 g
1 Kilogram	=		1000 g=2.2 lb
1 metric ton (t)	=		1000 kg=2,204.6 lb
1 short ton (ton)	=		2000 lb=0.9071t
1 long ton	=		2,240 lb=1.016 t
1 quintal (q)	=		100 lb=45.36 Kg
Linear			
1 inch (in)	=		2.54 centimeters (cm)
1 foot (ft)	=		30.48 cm
1 yard (yd)	=		91.44 cm
1 meter (m)	=		100 cm
Area			
1 square inch (in ²)	=		6.54 square centimeters (cm ²)
1 square foot (ft ²)	=		0.09 square meter (m ²)
1 square yard (yd ²)	=		0.84 square meter (m ²)
1 acre (a)	=		0.40 hectare (ha)
1 hectare (ha)	=		10,000 square meter (m ²)
1 square mile (M ²)	=		2.52 square kilometer (km ²)
CROP PRODUCTION RANGES			
CROP	AREA	Acceptable ranges	Time range
Export Beans	1 acre	2-3 MT	Per Harvest Cycle

CONVERSION OF LOCAL MEASURING UNITS USED BY FARMERS INTO SI UNITS

Table 1: Seeds and other farm produce

Name of local measurement units	Description	Items measured	SI Unit equivalent
Mkebe	Kimbo/Cowboy, Kasuku (2 kg cooking fat containers)	Maize grains	2.3 kg
		Beans grains	2.3 kg
		NPK Fertiliser	2.4 kg
		CAN	2.3 kg
		Dry meal	1.4 kg
Bag (sack)	Jute or polythene bags	Dry maize grains	90 kg
		Dry beans grains	90 kg
		Coffee cherry	80 kg
		Fertilizer	50 kg
Debe	20 litre tin	Dry maize grains	15 kg
		Dry beans grains	1 kg
		Coffee cherry	33 kg
		Fresh manure	14 kg
Wheel barrow	Wheelbarrow	Fresh manure	50 kg
Ox-cart	Ox-cart	Fresh Manure	200 kg
Gallon	Liquid container	Liquid chemicals	4.5 litres
Acre	Acre	Land	0.4ha
Foot	Foot	Length	0.3 m
2 kg kimbo tin		Beans	2.3 kg
20 kg bucket		Beans	15 kg

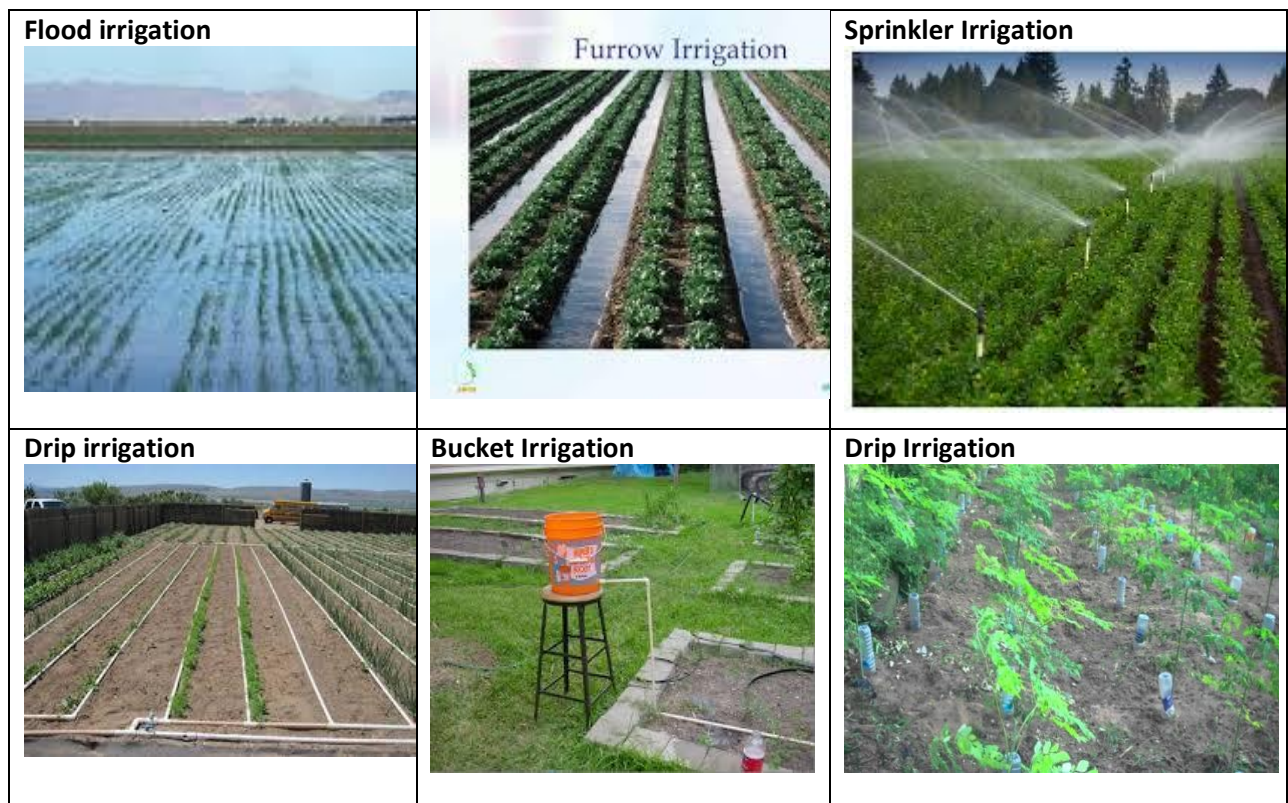
Table 2: Farm inputs (e.g. manure, fertilizers)

Farm inputs (e.g. manure, fertilisers)		
Input type	Application unit	Average (kg)
Manure loads (Manure was very wet)	20 lt bucket	14 kg
	1 standard bag	57 kg
Wet manure	Standard sack	57.0 kg
	Donkey cart load	450.0 kg
	Ox cart load	200.0 kg
	Hand cart load	300.0 kg
	Pick-up load	700.0 kg
	Wheelbarrow load	55.0 kg
	20 kg bucket/Debe	14.0 kg
Dry Manure	Standard sack	50.0 kg
	Donkey cart load	300.0 kg
	Hand cart load	200.0 kg
	Kasuku	1.5 kg
	Pick-up load	600.0 kg









	50 kg bucket/debe	30.0 kg
	20 kg bucket/debe	12.0 kg
Compost manure	Standard sack	50.0 kg
Inorganic fertilizer	Standard sack DAP	50.0 kg
	Kimbo/kasuku tin 2kg	2.0 kg
	20 kg bucket/Debe	20.0 kg
	Standard CAN	20.0 Kg
	Standard sack MAP	50.0 Kg
	Standard sack NPK	20.0 Kg
Poultry manure	Standard sack (70 kg)	72.3 kg
	Sack (50 kg)	4.8 kg
	20 kg bucket/Debe	6.8 kg
	Wheel Barrow	25.0 kg
	Donkey load	300.0 kg
	Lorry	6,500 kg
Coffee husks	Wheel load	20.0 kg




Appendix 3: Pictures of some of the irrigation systems



Appendix 4: Some of the drying methods

<p>Cribs</p> 	<p>On the ground</p>  <p>www.alamy.com - EY19FY</p>	<p>Concrete yards</p> 
<p>Hanging</p> 	<p>on tarpaulins</p> 	

Appendix 5: Some of the storage methods

<p>Traditional Granary</p> 	<p>Grain Pic bags</p> 	<p>Metallic tanks/silos</p> 
<p>Metallic grain bins</p>	<p>Cribs</p>	<p>Ware house</p>

