

DFG FOR 756

Impact of Shocks on Vulnerability to Poverty – Consequences for Development of
Emerging Southeast Asian Economies

Enumerator Guidelines

Village Head Survey 2013 (5th wave)

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0 General

These guidelines are for the fifth wave of the village head survey to measure vulnerability to poverty of rural households in Thailand and Vietnam. They are meant to be a set of practical hints that the interviewers can use in preparation of the field survey and as reference material during the survey. The guidelines have emerged from the results of the first three waves of the village head survey in early 2007, 2010 and 2011. Moreover, the data cleaning process after each of the waves revealed weaknesses in the implementation of the field survey and sources of misunderstanding on the side of interviewers and respondents. It must be pointed out however that while the guidelines are a source of background information for field supervisors and enumerators they cannot answer questions that come up during the survey. Therefore the interviewer and/or his supervisor must make a decision in the field (e.g. coding) or make a respective comment that facilitates decision-making later on. Recurrent problems and questions should in any case be discussed with survey team leaders, country coordinators or overall survey coordinators.

0.1 Purpose

The purpose of the questionnaire (Version 5 - 2013) is to measure vulnerability to poverty of rural households in Thailand and Vietnam. It is an extended version of the village head questionnaire and aims to extend the panel data by interviewing the heads of exactly the same villages where interviews were carried out in 2007, 2008, 2010 and 2011. The major purpose of the questionnaire is to obtain reliable and valid information on the demographic composition of each village, village infrastructure and institutions, major agricultural and non-agricultural activities of villagers, and the economic and environmental conditions in the village.

0.2 General rules for the interview

When you start the interview a few general rules need to be observed:

1. Introduce yourself in a nice way and politely inform the respondent of the purpose of the interview.
2. Ask the respondent if she or he agrees to be interviewed. If she really does not want, ask her whether you can come later. In that case make a new appointment and inform your supervisor.
3. Read out question by question slowly and carefully. Especially recognize the instructions that have been added to some of the questions. For example, in section 2 you will ask for the percentage of villagers inside and outside the village. On the right-hand side of the column where you are supposed to put the answer it says: "should add to 100%". Never ignore such instructions in order to avoid mistakes and annoying the respondent by asking nonsensical questions.
4. Get accustomed to the codes before you start the interviews. You do not need to learn them by heart but you should be familiar with them. Therefore after the training and before the interviews start, read through the questionnaire at least three times.
5. Ask the respondent if she or he has understood the question.
6. Do not leave out any question. In case the respondent answers that he/she does not know ask him/her to make an estimate. Take notes wherever you have the impression that the respondent is uneasy with the estimation.
7. Follow the "skip" or "go to" instructions written in different parts of the questionnaire. They ensure that you collect sufficiently complete data.
8. In case the respondent does not want to give an answer explain again the purpose of the survey. If he still does not agree to answer use code 98.
9. For all numerical values, the plausibility should be checked during the interview. If the respondent gives implausible values (either too high or too low) ask him again. If he insists try to clarify the unit and if still the same make a note like "respondent confirms". Later in the evening you may bring the case up with your supervisor.
10. Always try to maintain a good atmosphere, if the respondent gets tired offer to have a short break
11. If the plausible answer for quantitative information is 98 or 99 write 98.1, 99.1 instead. Otherwise it can be confused with the respective codes.

12. Always be clear on the reference period. This is usually a month or a year. Make quick plausibility calculations using your calculator. For example, if the unit is month, you can calculate the amount per year. If the value turns out to be implausibly high, reconfirm with the respondent.
13. Please write clearly, especially the numbers and the decimal point.
14. If the respondent gives multiple answers to questions, where only one response is expected, clarify with the respondent his predominant (most important) choice.
15. Avoid to use code 90 (others, specify). Try to find the nearest code. If you cannot allocate a response to an existing category, write down the specification and consult your supervisor in the evening.

0.3 Structure of the questionnaire

The questionnaire is structured in 6 main sections as follows:

1. Survey information
2. Information on villagers
3. Village infrastructure and institutions
4. Employment
5. Agriculture
6. Economic and environmental conditions

1 Survey information

- Fill in all known survey information before the interview (province, district, etc)
- Do not fill in the name of respondent because he/she might have changed from last time
- Ask for the village head first. If that person is not available or cannot be interviewed e.g. because of traveling, then interview the most knowledgeable person available and fill in the respective code in 01013a.
- Accept that other persons (e.g. members of the village committee) are around for the interview. They may also provide information but always ask the consent of the respondent before you write it down.
- Always note down the actual date and local time of interview for start and end. If the planned date of time differs from the actual one use the latter.

2 Information on villagers

General instructions:

- Most questions in this section ask for either an absolute number (e.g. number of households) or a percentage (e.g. % of people younger than 15 years). Make sure that you fill in the correct type of value as specified in the question.

Specific instructions:

02009 Fill in the number of households living in the village. If no official statistic is available, ask the respondent for an estimated number.

02010 Fill in the number of persons living in the village. If no official statistic is available, ask the respondent for an estimated number.

02076a – 02078a
Ask for the number of people currently living in the village who are less than 15 years old (02076), at least 15 but not more than 65 years old (02077), and more than 65 years old (02078).

02082a – 02083a
Commuting means traveling from the village to the working place. It does NOT mean e.g. traveling within Bangkok if a villager works and sleeps in Bangkok.

02084a – 02091a
Urban areas are towns and cities with at least the size of a district capital (the existence of at least one bank and a market are further possible indicators).

02092 – 02094
Fill in the three major social problems in the village. Please fill in the answer in order of importance (sort by priority).

3 Village infrastructure and institutions

Specific instructions:

- 03072a If the village does not have a forest, please go to Q72b.
- 03074a Check either yes or no.
- 03075a Check only one of the possible answers.
- 03072b If the village does not have a fishing resources, please go to Q32.
- 03032 Check either yes or no.
- 03032a – 03036a Check only one of the possible answers.
- 03033a – 03038a
Fill in the number of households that have been supported by the listed programmes between May 2012 and April 2013. In case respondent does not know exactly, fill in approximate figures.
- 03039 – 03044a
Check if yes. Multiple checks are possible.
- 03045a – 03054a
Always use the house of the village head as reference point (e.g. distance from house of village head to nearest petrol station = 1 Kilometer). In case respondent does not know exactly, fill in approximate figures.
- 03011 Check one of the possible answers. If more than one road leads to the villages, only ask about the main road. Multiple checks are NOT possible.
- 03013 – 03019
Always use the house of the village head as reference point. In case respondent does not know exactly, fill in approximate figures. Fill in the shortest possible travel time in minutes using the major means of transportation as specified in 02012.
- 03020 – 03021
Check if the respective regular transport type is available. Multiple checks are possible.
- 03250 Fill in the level of village relationship based on code E. Check one of the possible answers.
- 03251 – 03253 Check either yes or no.
- 03170 Check either yes or no.
- 03171abc – 03174abc
For each category of social and cultural activities (e.g. Sport event) fill in the codes for the specific types of that social and cultural activity which take place in the community (e.g. there could be football and volleyball in the same village). In the next columns, please fill the number of times it takes place per year and the number of households that participate in the activity, respectively, row by row for each activity (e.g. sport event, football, 4 times and 50% of the households).

4 Employment

Specific instructions:

- 04071a Fill in the total number of enterprises/ firms/ factories in the village. In case respondent does not know exactly, fill in approximate figure.
- 04071 Fill in the total number of enterprises/ firms/ factories in the village with more than 9 employees. In case respondent does not know exactly, fill in approximate figure.
- 04111a – 04116a
 The number of household in these questions does not need to add up to the total population size of the village because some households might have no occupation at all (e.g. household that consists only of elderly people). In case respondent does not know exactly, fill in approximate figures.
- 04118cd & 04120cd
 In case respondent does not know exactly, fill in approximate figures. If daily wages are not used, describe the terms of the most common contracts employed including how payment is made and whether food and lodging are included (e.g. agricultural wage laborer is employed for harvesting season in May. He is provided with free accommodation and food for that time and earns 30 kg of rice for the whole month.). If possible, place a value on the latter items. You can write down that information next to the columns for these questions.
- 04055 This is a yes/no question. Check either “yes” or “no”.
- 04056 If you have checked “yes” in 02055, please ask for the type of traditional/famous product that is produced in the village and specify it here. You can enter multiple traditional/famous products if applicable.
- 04057 This is a yes/no question. Check either “yes” or “no”.

5 Agriculture

Specific instructions:

05024 – 05028

The major agricultural activities in the village are those in which most people are engaged. Rank those by importance (first fill in the activity with the largest number of village inhabitants involved).

Ask for the producer price (selling price) for the output of the main agricultural activities. In case respondent does not know exactly, fill in approximate figure.

05029b This is a yes/no question. Check either “yes” or “no”. If no please go to Q130a.

05029a Fill in size of the dam or reservoir.

05031 In case respondent does not know exactly, fill in approximate figure.

05130a – 05136c

In case respondent does not know exactly, fill in approximate figures.

05165 This is a yes/no question. Check either “yes” or “no”.

05165 – 05169

Please fill in the average price for the different type of fertilizer per kg. Please notice that in Vietnam it's in 1000 VND. In case respondent does not know exactly, fill in approximate figures.

6 Economic and environmental conditions

Specific instructions:

06140a – 06143a

Fill in the number of households considered either poor or wealthy. And the number of households filled in these questions need to add up to number of households in the village.

06144 – 06203

Circle one in each line. Explain to the respondent which options he has for answering the question.

06158a -06167a

Ask for additional programs which are not specified here and fill in these programs under “other, specify”.