

DFG FOR 756

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

Provincial Teamleaders Guidelines

2013 (5th wave)

This is a short manual summarizing experiences from the last waves for provincial team leaders before, during and after the survey in Vietnam and Thailand. Sometimes things have been differently organized in Thailand and Vietnam, or even in provinces. It is not obligatory to follow all steps in the organization, but gives you an orientation on how things could be done.

1) BUDGET

The budget is usually split between the teamleader and the local organization. Who is responsible for which items is documented in your budget file on the one hand and the contract of the local partner on the other hand. You are responsible for your part of the budget and have to give a report to the secretary of the Institute of Development and Agricultural Economics (Ms. Nause) at the end of the survey. The budget report should include a listing and the sum of all expenses per item listed in the budget. All expenditures have to be documented with a receipt. Please use lists for enumerator payments. For household payments and all occasions, you cannot get a receipt there is a template which you can print out and use.

Below are the common expenditures:

- 1.1 Accommodations: House rent, mattress, groceries, laundry
- 1.2 Food & drinks
- 1.3 Transportation cost: car rent, taxi bills, fuel
- 1.5 Questionnaire printing
- 1.6 Stationery
- 1.7 Payments for households (Sweets for hh's children)
- 1.8 Payment for village head/local guide
- 1.9 Payment for enumerators and data entry
- 1.10 Shipping of questionnaires

To get the cash you (or, if you are foreigner, the local partner) have to open an account. The money is transferred to there. Please be aware of any maximum pay-out from the ATM.

2) ORGANIZATION OF SURVEY

- Survey plan
A proper survey plan has to be made by the teamleaders before the survey starts. Please note that in average, each enumerator can do 2 questionnaires per day, one in the morning one in the afternoon. The survey plan can be adjusted due to unexpected reasons. There should be one-day break in a week for the whole team. Normally it is Sunday.
- Inform the village head
Village heads should be informed by the local partners in advance (Th: 1 month). Please confirm one day before the interview by telephone.

- **Transportation**
A car or minibus has to be rented (sometimes by local partner) to drive enumerators from the dwelling place to the field.
- **Questionnaires printing**
Questionnaires and HH info sheets have to be printed in advance. This might be in duty of the local partners in some cases. But make sure you always have enough questionnaires.
- **Food and drinks**
Team leader/sub team leader has to organize breakfast, lunch, dinner and drinks for the whole team.
- **Accommodation**
For some remote places it will be necessary to organize additional accommodation.
- **Special occasions:**
Of course, food costs should be kept low. You might plan some special occasions where you go to a nice restaurant, and a survey end party (i.e. karaoke ☺)

3) **INTERVIEWS:**

A normal survey day starts at 6:30 with breakfast for the whole team (this time can vary depends on the distance from the dwelling place to the village). By two or three minibuses (depends on the location between villages interviewed on that day), enumerators will arrive at the field around 8:00. Firstly the whole team will go to the village office(VN)/ village headman (TH). The team leader will meet the village head/local guide and he/she will take enumerator to the household.

Equipment:

Every enumerator should have: pencil, rubber, calculator, questionnaires, money, receipts, water. 1 GPS for village head survey.

Interview and supervision:

Each enumerator makes one interview in the morning and one in the afternoon after lunch. On average, one interview takes around 3.5 hours. The supervisor or sub team leader interviews the village head for the village head questionnaire (GPS!). Supervisor join household interview in the morning and check questionnaires in the afternoon (or similar). If necessary, supervisor can send enumerators back to the household for missing or implausible information. Every questionnaire should be first checked by a team member, then by the supervisor. Supervisor should keep overview of questionnaires and give the ok for data entry.

Missing cases.

Upon the experience in last waves, there can be households which cannot be interviewed due to immigration or work far away. For these cases, please report in detail. Some households will not be available on this day. Please try to arrange extra appointments on later days (i.e. free day).

Team meeting

VN: There should be weekly short meetings within the whole team so that team members can share their useful field experiences or discuss with team leader difficult questions/task.

TH: We had almost daily short meetings after the survey. Short discussion about the day/ difficult cases.

Please keep contact to the other teams about any decisions regarding the data that might be of interest to them.

As preparation for the new day, team leaders distribute the households to the enumerators.

Enumerators prepare for the next day with writing the information from the information sheet (contains basic HH information from last wave) to the questionnaire.

4) DATA ENTRY

Data has to be entered using Access database. Make sure you have enough (working) computers, and local keyboards including numpads.

TH: 1 enumerator per team stays home for data entry. Can be increased if possible/ necessary.

VN: In Vietnam this has been organized differently in the last year.

The database does a plausibility check. For any problems, data entry persons can make comments.

Supervisors can check the list of entered questionnaires with comments, and give an ok for every questionnaire. This list can also be used when paying the enumerators.

Please think of safety copies. The database of every computer has to be send to Jan.

5) AFTER THE SURVEY

- Report:
Team leader should provide a short report at the end about any missing cases, special decisions regarding the data etc. You will get a template.
- Sending questionnaires to Germany:
Questionnaires need to be sorted, counted and shipped to Germany at the end.
- Data Cleaning
All teamleaders will be involved also in the data cleaning after the survey.

6) CROSS CHECKING QUESTIONNAIRES

This part is meant to help you to understand the links in the questionnaire faster, and to check whether information is complete and plausible. It gives mainly cross checking hints. You don't have to follow every step; it gives you an idea. But also have a look at general plausibility (i.e. prices, wages)

Section 1: Survey Information

10010 Please cross-check whether the name of the HH head entered for this question matches with the information filled on page 5.

Section 2.1: Household Members

21014 Occupation of HH members is fully completed? cross-checking with section 4, 5 & 6. Type of contract fits with permanent/ casual job?

21016 Cross-check the number of days a HH member stayed in the HH with section 5 & 6.

21019 & 19b Check place with section 5 & 6

21020 Please check for the amount and direction of money flows with section 5 & 6.

Section 2.3: Health

23012 If the answer filled in for this question is code 99, please check for the occupation of the HH member in section 2.1 to make sure that the HH member does not really have an occupation.

Section 3.1: Shocks

31002 If health shock is mentioned, please check if it has also been filled in the HH health section (section 2.3).

Section 4.2: Agriculture

42004 Please make sure that the parcel number filled in this question is correct by cross-checking with section 4.1 (land section).

42010 Please check if total production of each crop matches the balance of quantities filled in questions 42011-14b (quantity consumed and gave away, quantity used for household processing, in kind payments for labor, machine rental, loan repayments, animal feed, reserved seed and quantity sold).

Section 4.3: Livestock and aquaculture

43100-9a Please make sure that the balance of the stock at the end of the reference period makes sense considering the answers for Q4-10.

Section 5: Off Farm employment

50010 Please check whether the number of times the HH member returned home matches the information filled in Q16 on p. 7.

- 50029 Please check whether the number of months worked per job in the reference period makes sense considering the answer for Q16 on p. 7. If the HH member has more than one job in the reference period, please check Q14 on p. 7 to make sure that all occupations are recorded.

Section 6: Non-farm self-employment

- 60011a Please check whether the number of times the HH member returned home matches the information filled in Q16 on p. 7.
- 60039 Please check whether the number of months the HH member engaged in the business in the reference period makes sense considering the answer for Q16 on p. 7. If the HH member has more than one business, please check Q14 on p. 7 to make sure that all occupations are recorded.

Section 6.2: Investment

- 62003-3a Please cross-check with sections 4.1, 4.2, 4.3 & 9.1 to make sure that all investments are recorded (e.g. new land, permanent crops, livestock, vehicles or/and farm and business equipment purchased).

Section 7.1: Borrowing

- 71006a-6c If the purpose of borrowing reported in this section is related to an investment, please cross-check with investment section.
- 71007 If the HH had to borrow due to shock, please cross-check with the information recorded in the shock section.

Section 9.1: Household Wealth

- 91000-9 If the HH has purchased any of the assets recently, please check whether the information is also recorded in the investment section.