



Innovations for Poverty Action, Philippines

**FIELD OFFICER’S MANUAL FOR
MIDLINE OF HOUSEHOLD TIME ALLOCATION STUDY OF LUZON
INNOVATIONS FOR POVERTY ACTION
MAY 2017
PHILIPPINES**

Contents

Part 1: Field Preparations	4
1. Introduction.....	4
1.1 Objectives of the Survey.....	4
1.2 Survey.....	5
2. Interviewer’s Tasks	5
2.1 Identifying the correct respondent in the Household Survey.....	5
2.2 Field Preparations.....	6
2.3 Relations with Your Supervisors.....	7
2.4 Team Structure	7
3. Interviewing Procedures.....	8
3.2 Interview Schedule and Logistics	16
3.4 Explanation of the Survey.....	17
3.5 The Interview	17
3.6 Completing the Survey	18
3.7 Checking the Completed Surveys	19
Part 2: Enumeration Protocol	19
1. General Instructions for Filling out the Survey	19
2. “No Response”	19
3. “Other” Responses	20
4. Probing.....	20
5. Skip Pattern.....	21
6. Other Survey Issues.....	21
7. Handling Challenging Situations	22
8. Token Gifts	23
9. Initiating Household Visits	23
Part 3: The Surveys.....	23
Definitions of terms:.....	24
Informed Consent.....	24
Household Definition and Roster.....	24
Modules	24
Household Survey	25
Household Identification Module	25
Consent Module	27
Household Roster Module	28
Migrant Roster Module	34
Background Module.....	35
Government Transfers.....	36
Land and Agriculture Module.....	38

Livestock Module.....	39
Enterprise Module.....	40
Food Security Module.....	42
Re-contact Module.....	43

Part 1: Field Preparations

1. Introduction

Innovations for Poverty Action (IPA) is a US-based non-profit research organization with operations in 30 different countries in Africa, Asia, and North and South America. IPA was founded by Yale professor Dean Karlan with the goal of serving as the link between academic research and real-world problems faced by the poor in developing countries. IPA works to develop and evaluate approaches to solving development problems, and works to scale up successful projects through implementation and dissemination to policymakers, practitioners, investors and donors around the world. IPA partners with academics and practitioners and governments from around the world to determine the cost-effectiveness of poverty alleviation programs, using the most rigorous evaluation techniques.

You have been selected as a field officer for this research study. Surveying is both mentally and physically challenging, but we are confident you will rise to the occasion! The high-quality data you collect as a field officer will expand knowledge in the field of development economics. This knowledge will be used by the Philippine government (and governments elsewhere) to decide how to allocate funds most effectively to reduce poverty. You should be proud of your indispensable contribution to this noble cause.

This document is the manual for the midline survey of the Household Time Allocation Study of Luzon. The purpose of this midline survey is to track the households and individuals surveyed during the baseline survey, which was conducted roughly one year ago. The midline survey will begin in the second week of May. This tracking survey is important because it will enable field officers to locate the same respondents during the rigorous endline survey next year. The questionnaire has been designed to be administered as easily as possible, but it is nevertheless a complex questionnaire. This manual and your training are designed to help you in this process.

Field officers will be responsible for the complete administration of household surveys. These surveys will be conducted over a period of roughly **two months** across Regions I-V in Luzon.

1.1 Objectives of the Survey

The survey has the following objective:

- Locate and interview the same respondent interviewed during the baseline survey. If this individual cannot be located or interviewed, interview the person currently available with the most knowledge of economic activity in the household.

In-depth data will be collected on the following:

- Time Allocation
- Enterprise
- Agriculture
- Livestock
- Education
- Migration
- Health
- Government Transfers
- Household demographic information
- Food security

1.2 Survey

Precautions have been taken to ensure that high-quality data are collected, including the following:

- The survey is almost entirely pre-coded to eliminate the tedious coding process, which is prone to error.
- Supervision will be close. You will maintain daily contact with your senior field officer and the field coordinator. In addition, senior field officers will actively verify the quality of data collected.
- Spot checks will be conducted to test adherence to study protocol.
- The Research Associate will run automatic, daily statistical tests on all the surveys that are uploaded. These tests are designed to detect dishonest surveying. Flagged surveys will be inspected individually.
- We will check if any field officers skip questions or answer the questions for the respondent. This is a severe violation of study protocol and will result in termination.

2. Interviewer's Tasks

Your work as an interviewer is crucial to every part of the survey and the study. The quality of the data collected will be determined by the quality of your work. It is extremely important to ask questions about anything on the survey that is confusing or unclear to you. Try to have all questions answered during training and before going into the field, but do not hesitate to ask questions if something comes up in the field.

Your principal task is to administer surveys to households at the average rate of 5 households fully surveyed per day for each field officer (when not travelling).

Follow all instructions contained in this manual. Read all questions exactly as they appear in the survey.

Keep in constant touch with your senior field officer and immediately inform them of any problems you encounter in your work in the field. Asking questions or voicing uncertainties will only reflect *well* on you as a field officer – it makes it clear to the senior field officers, field coordinators and IPA research staff that you are thinking hard about the survey task.

The senior field officers and field coordinators will provide you with all necessary materials and instructions, will collect and check your work, and help you solve any problems that may arise. But the most important job of senior Field Offices and field coordinators is to serve as a resource for you. It is your responsibility to constantly communicate, so that they can better assist you.

You are also expected to use other field officers for support. You should work together as a team to ensure that you are all administering the survey in the exact same way. Uniformity is one of the most important goals of the survey.

2.1 Identifying the correct respondent in the Household Survey

Your task is to speak to the same individual who was interviewed in the baseline survey (the “**baseline-respondent**”). This name will be provided to you and you must interview this person specifically, not just whoever is available. If you arrive at the house and the baseline-respondent is unavailable to be interviewed, you will collect details on when this person will return to the household. Ask for this person's phone number. You will then coordinate with your senior field officer and return to the household at the time when the baseline-respondent is most likely available. If the baseline-respondent is still not available the second time you

arrive at the household, you will interview the person currently available with the most knowledge of economic activity in the household.

If the field officer discovers the household has moved during the time of the interview, they should: 1) call the number of the household and their friend/neighbor provided on the list of respondents, 2) ask neighbors about their location, and/or 3) ask the nearest sari-sari store for their whereabouts. Findings should be encoded in the field officer's daily status report. The field manager, in consultation with the research associate, will decide what action to take.

It is important that the field manager is made aware of households that have migrated as **soon as possible – text her immediately!** This will enable the field manager to plan with other teams to interview this household. If you are late in informing the field manager of the location of a migrated household, we may miss an opportunity for another team to interview this household, which is costly and inefficient.

2.2 Field Preparations

Before leaving for the field, the field officer should check that his/her survey kit is complete. Each field officer should have the following materials with them:

- List of households for interview
- Lanyard and ID
- First Aid Kit (per team of 2 FOs)
- Fully charged tablet
- Notebook
- Pencils
- Emergency contacts
- Umbrella
- Letters of informed consent
- Token gifts for adult respondents
- Power banks
- Helmets (if you plan on riding a motorcycle)

In addition to possessing the necessary materials, the field officer should be mentally and physically prepared for field interviews. This includes:

- **Good knowledge of questionnaire:** You must know the questions and responses by heart so that you can conduct the interview smoothly. Your command of the survey conveys confidence and pride in your work to the respondent, and it helps you conduct the interview efficiently.
- **Looking presentable:** Since you represent IPA, you must always look professional. Wear your IPA issued ID cards. Wear comfortable shoes for fieldwork - do not wear slippers.
- **Good physical condition:** Fieldwork may demand a lot of travel on foot in challenging weather (e.g. rain, heat, etc.). Fieldwork may require you to travel in jeepneys and tricycles. If you are sick, inform your senior field officer and field coordinator.

How to prepare the interview is vital. However, bear in mind that two issues supersede all others:

1. Your personal safety and the safety of the other members of the field team

2. The rights and welfare of survey respondents

2.3 Relations with Your Supervisors

Always follow the advice given to you by your field supervisors. They will assign you work at the beginning of each day. To ensure that your work follows the protocol in this manual, the senior field officers will carry out the following checks in the field:

Each day senior field officers will discuss your work with you and address any problems you may have or any inconsistencies in your work. This debrief will happen twice a day. In the morning, the senior field officer will discuss the team's progress so far and assign interview subjects to teams. In the evening the senior field officer will conduct a debriefing session to hear your feedback on the interview process.

Your field supervisors are the link between you and IPA. Just as you will receive instructions from them, you must inform them of any difficulties or problems that you encounter. For instance, if you do not understand a procedure or the meaning of a question in the survey, you should ask your senior field officer for an explanation. They are there to help you, so use them as a resource!

Your work will also be reviewed by senior field officers who will carry out checks on the answers to various questions, parts and sections of the survey. Additional high-frequency checks will be conducted on your output each day by the Research Associate in Manila to test adherence to study protocols.

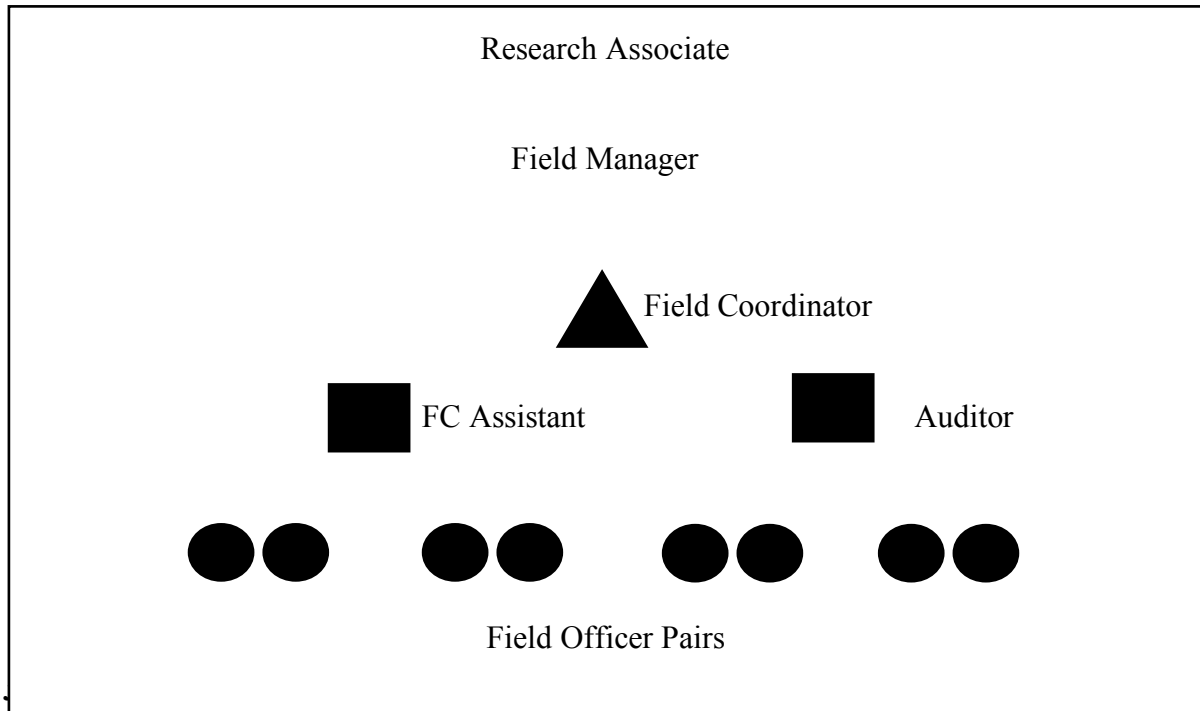
2.4 Team Structure

There will be two field officers per team. These teams will travel between barangays and interview the 14 households in each barangay. Senior field officers travel individually to the households provided to them by the senior field officer. To complete the midline survey on time, field officers should aim to complete at least 5 surveys per day, when there is a full day of surveying (other days will have fewer interviews due to travel, or logistical constraints).

Senior field officers are to conduct spot checks and back checks. They will check all surveys completed by field officers at the end of each day, before clearing the survey for submission.

Field coordinators will be making courtesy calls to mayors and barangay officials, encoding daily accomplishment reports, and implementing the logistical plans created by the field manager. The field coordinator will ask barangay officials and local residents about the location of households on the list and the cost of transportation in the survey area. The field coordinator will assign which households are to be interviewed by each field officer. Barangay officials can guide the team to the target household, but they cannot stay and observe the interview.

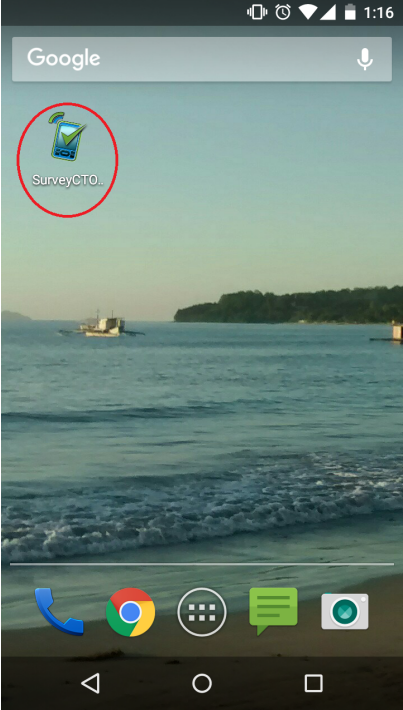
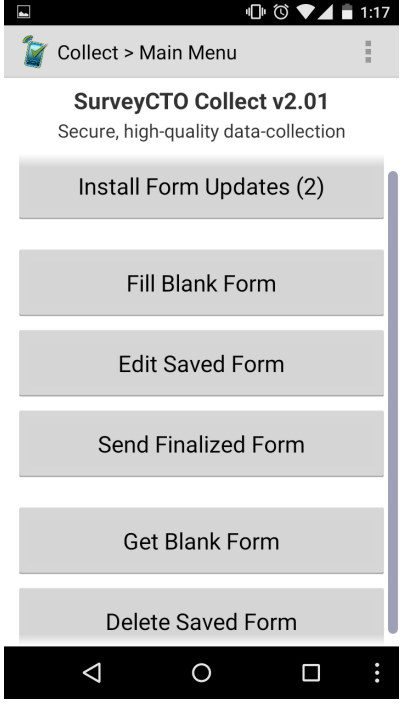
The overall team structure will be as follows:



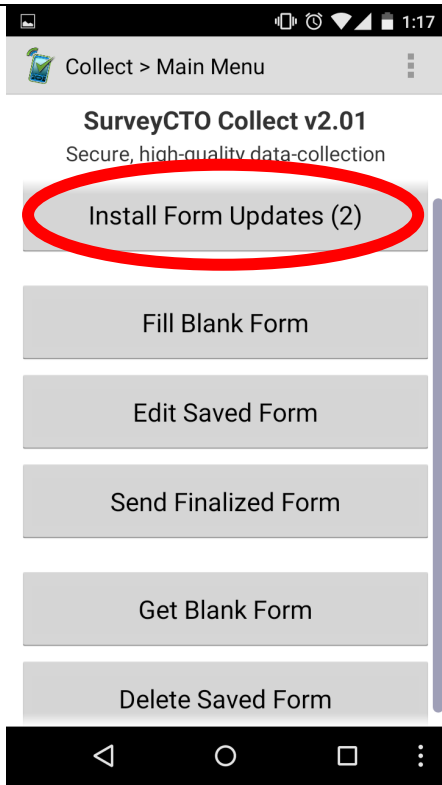
3.1 SurveyCTO and Tablets

Introduction to SurveyCTO

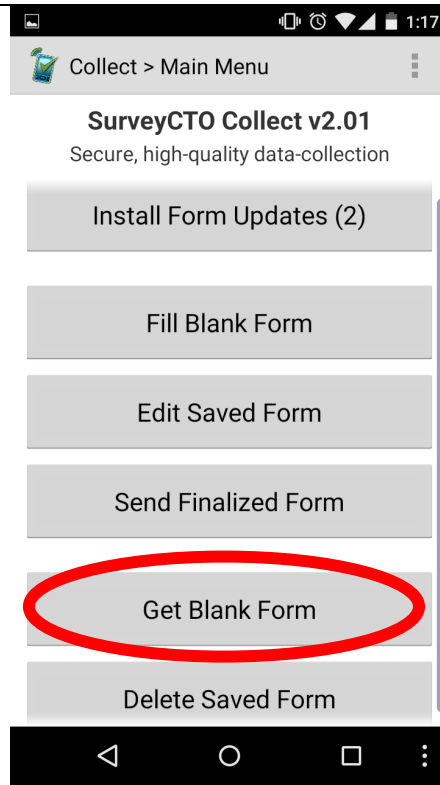
SurveyCTO is the software we are using to conduct the household survey.

To open the application, click on the SurveyCTO icon.	When you launch the application, the main screen looks like this.
 <p>A screenshot of an Android home screen. At the top, there is a Google search bar. Below it, the SurveyCTO app icon is circled in red. The background is a scenic view of a boat on the water. At the bottom, there is a dock with icons for Phone, Chrome, App Drawer, Messages, and SurveyCTO. The time is 1:16.</p>	 <p>A screenshot of the SurveyCTO Collect v2.01 main menu. The title bar shows 'Collect > Main Menu'. Below the title, it says 'SurveyCTO Collect v2.01' and 'Secure, high-quality data-collection'. There are six buttons: 'Install Form Updates (2)', 'Fill Blank Form', 'Edit Saved Form', 'Send Finalized Form', 'Get Blank Form', and 'Delete Saved Form'. The time is 1:17.</p>

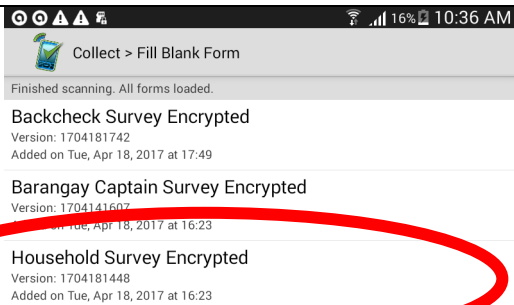
Always get the latest version of the surveys by clicking on the Install Form Updates button.



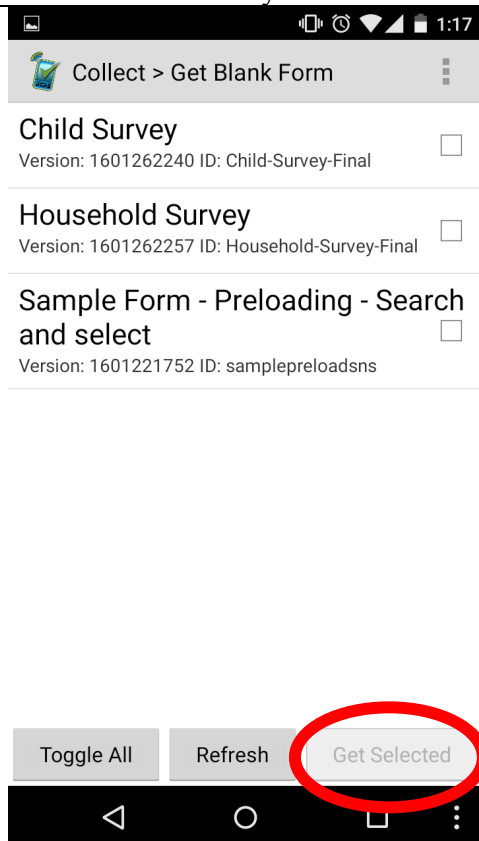
If the senior field officer or field coordinator informs you that a new version of the survey is available, click on the Get Bank Form button.



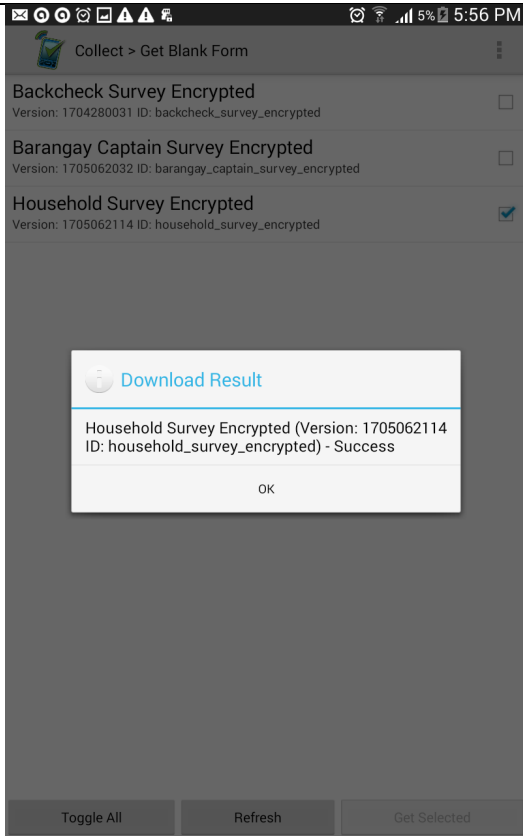
Select the Survey.



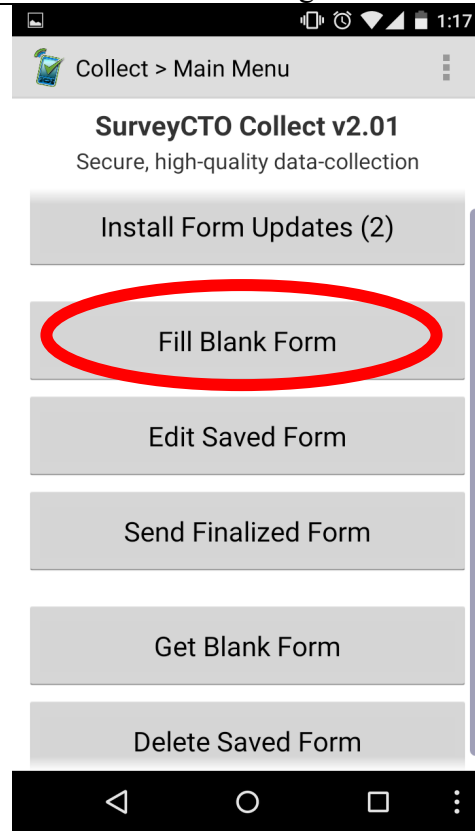
Then click the Get Selected button. This will get the latest version of the surveys.



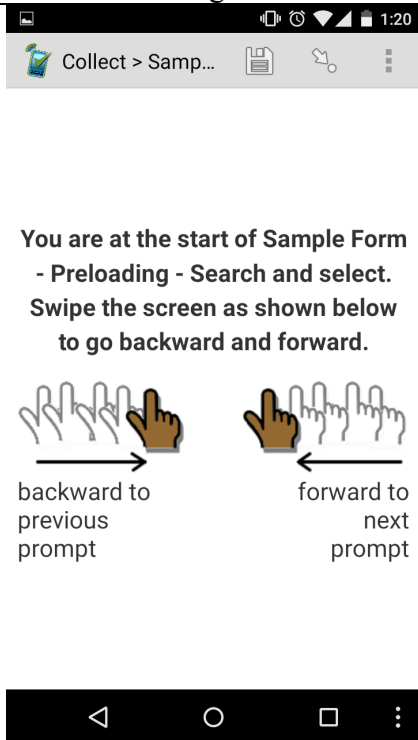
You will get a message similar to this when you download the new version successfully.



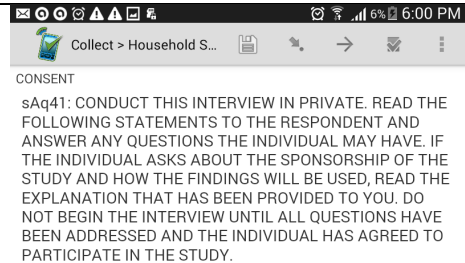
To start a new survey, click on Fill Blank Form and choose which survey you are conducting.



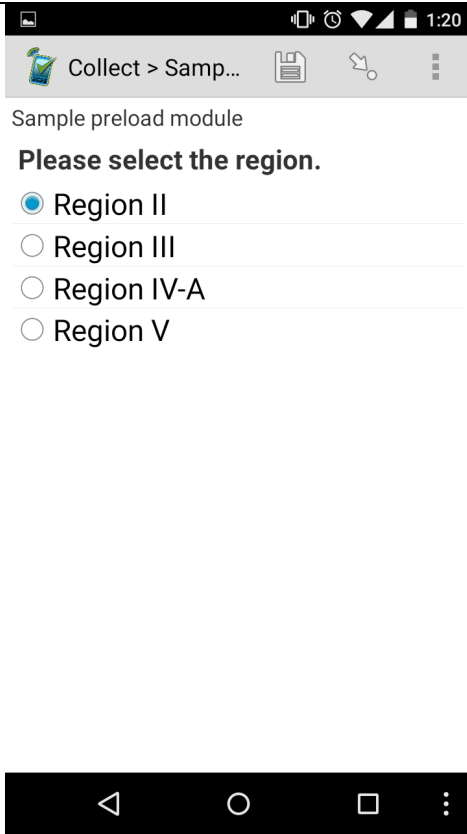
When you start a survey, you will see this screen. You can swipe left or right to navigate.



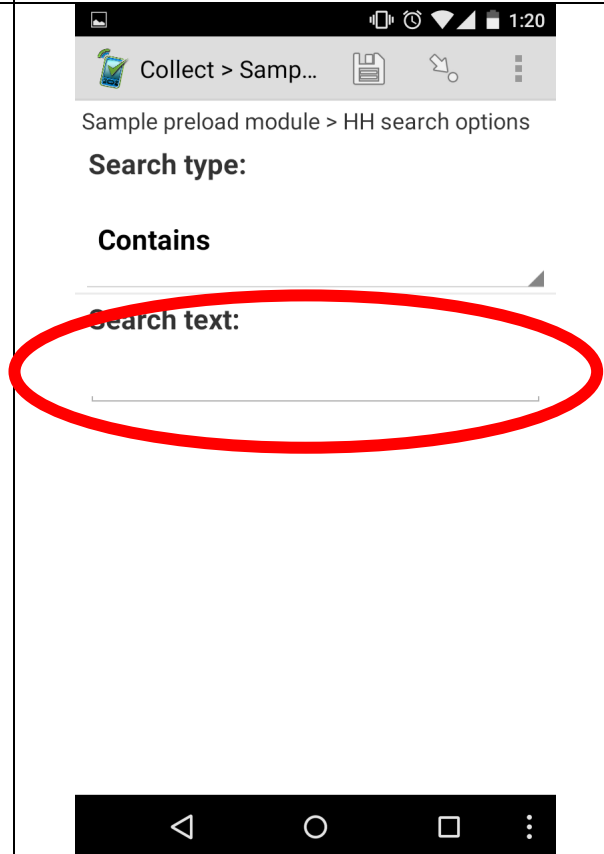
This is an example of a Note.



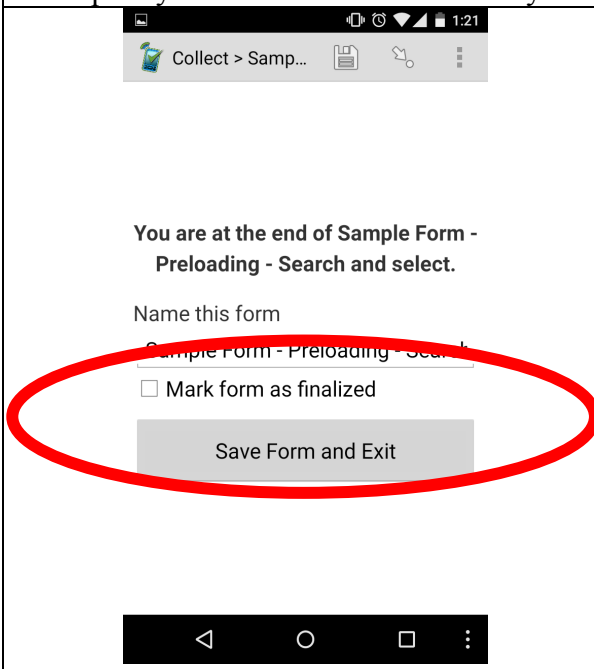
In this type of question, you choose an option. You can swipe right after doing so.



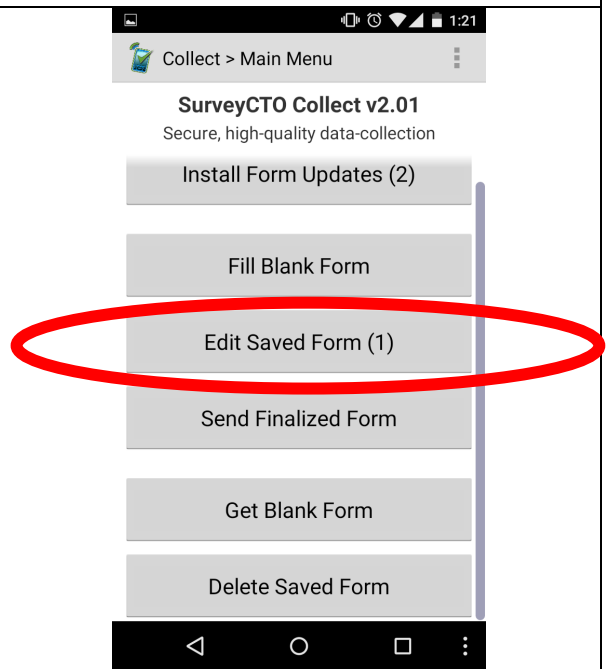
In this type of question, enter text using the tablet keyboard.



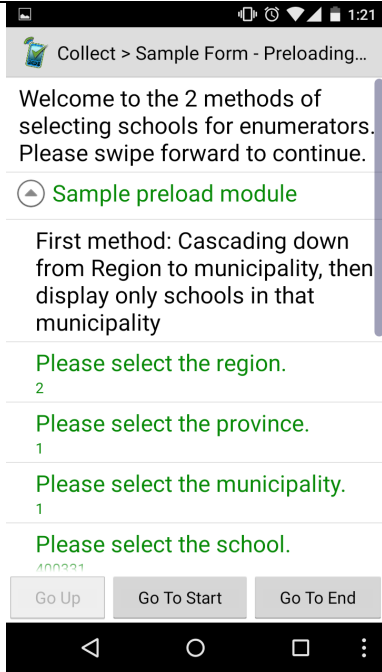
When you come to the end of a survey, you will be presented with this screen. Always save the form and exit. Do not mark the form as finalized. You can finalize your survey after the senior field officer conducts a quality check at the end of each day.



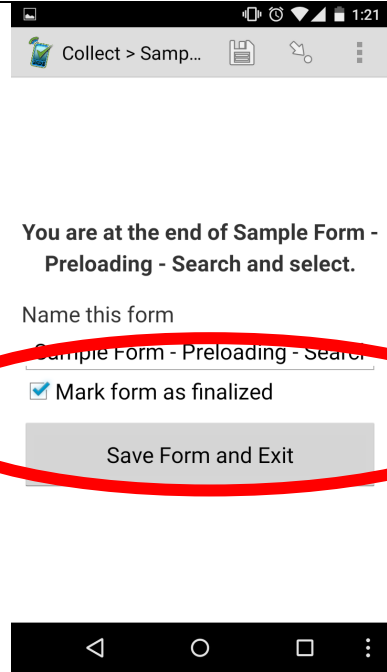
You will be returned to the main screen. The saved survey will now be stored on your tablet. You or the senior field officer can return to the saved survey by clicking on this button.



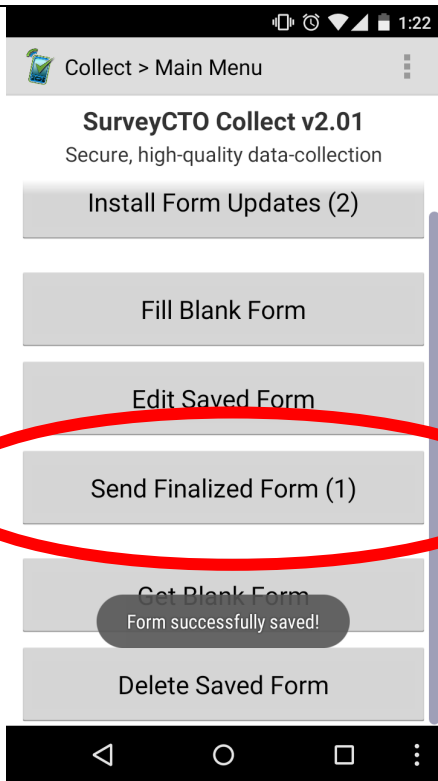
When you click to edit the saved survey, you will be brought to this navigation screen. You can see every question in the survey from this list. Click on the one you want to edit.



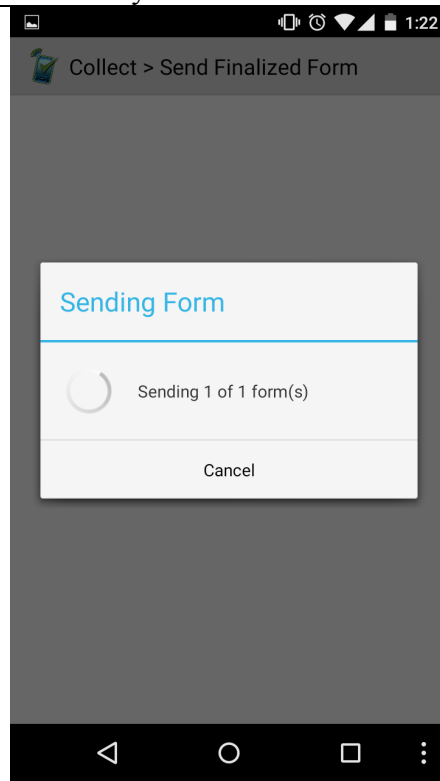
When all edits to the survey are finished, check the “Mark form as finalized” button and click on Save Form and Exit



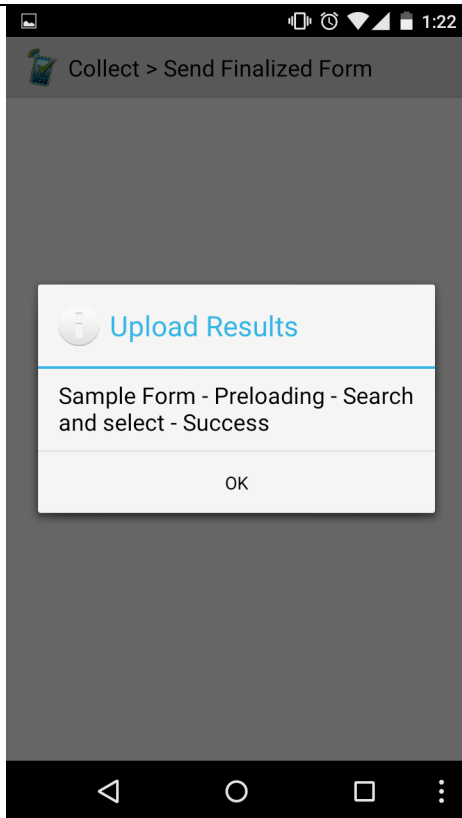
Now the finalized surveys are stored on the tablet. Click Send Finalized Forms button to upload your survey to the server.



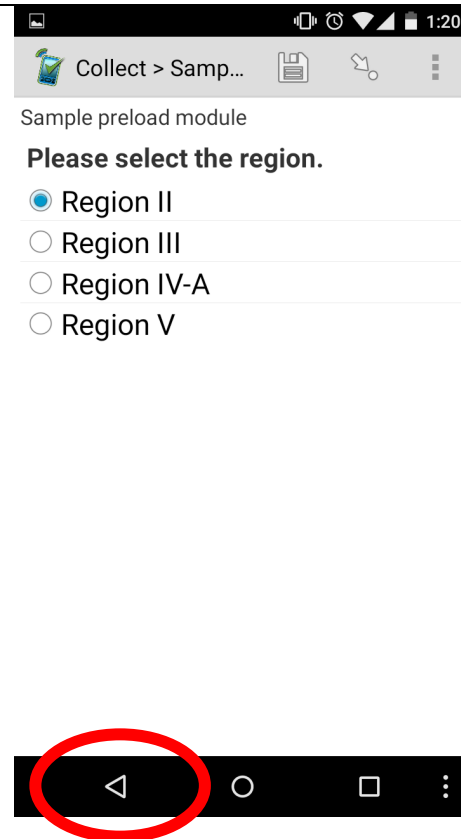
When you have internet connection, upload the surveys. You will see this screen when the SurveyCTO is trying to upload your finalized survey.



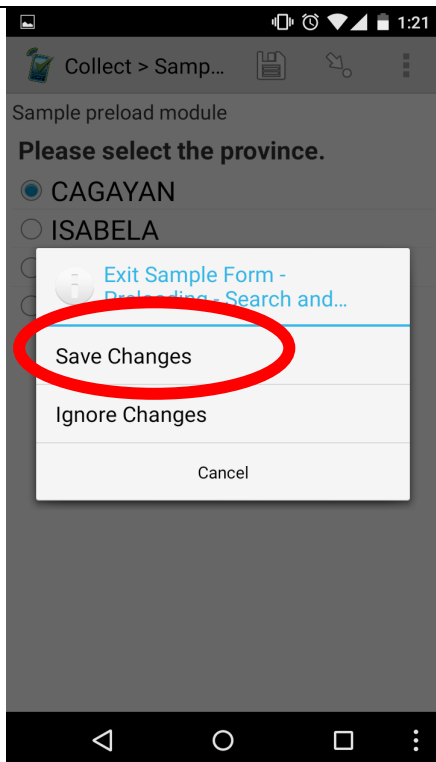
You will get this screen when your upload has been successful.



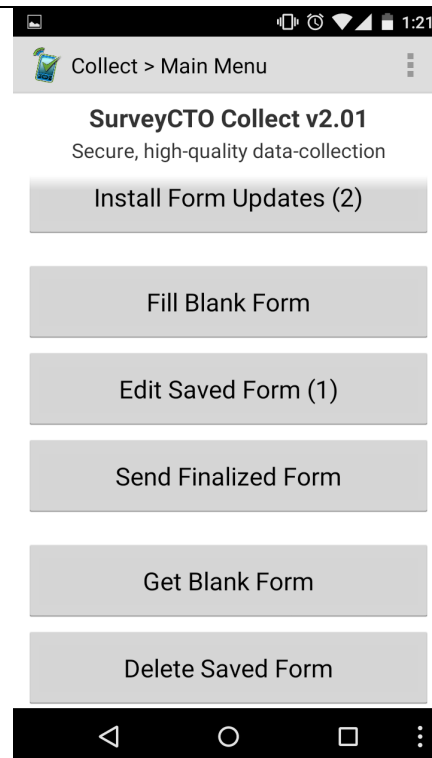
If you need to save the survey part way through, click on the back button.



Click on the Save Changes to save your progress up to this point.



You can now find the partially completed survey in the Edit Saved Form button

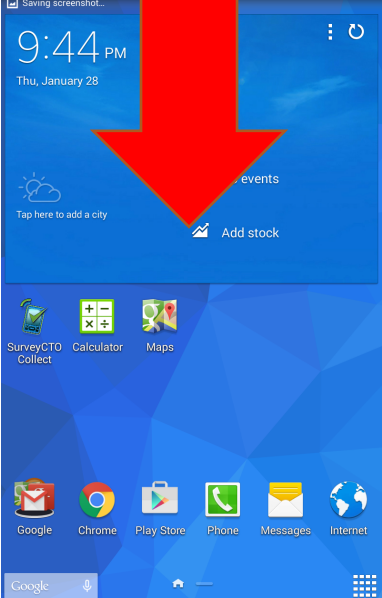
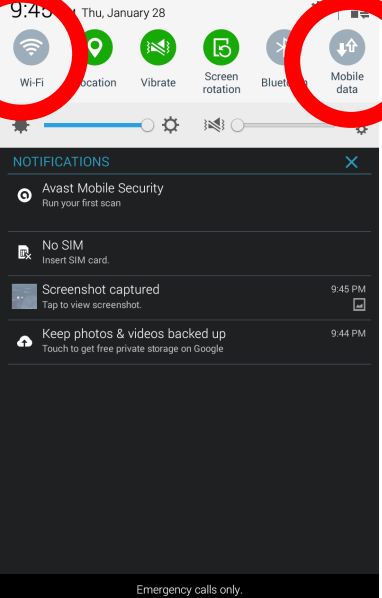


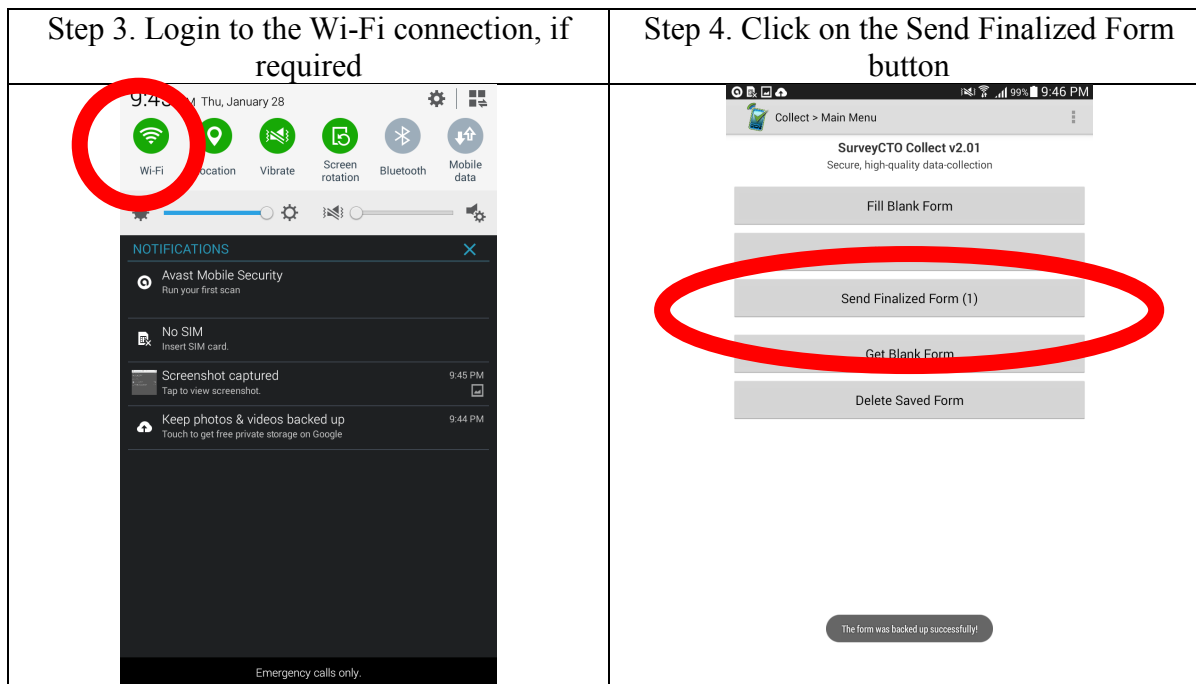
Time and date settings

The time and date settings on your devices are synchronized and should never be changed. We use the time and date settings to monitor the amount of time the survey took and to assess at what times respondents aren't reachable to better schedule re-visits. For this to work, we need the time/date settings to always be correct.

Sending finalized forms

Make sure to send all finalized forms to the SurveyCTO server when the senior field officer checks the saved surveys at the end of each fieldwork day. We use the surveys you send back to monitor which households we still need to visit. The senior field officer's and field coordinator's tablets are equipped with SIM Cards. They will setup a mobile Wi-Fi hotspot for you to upload your surveys at night and to update the SurveyCTO forms in the morning. Alternatively, you can upload the survey using the free Wi-Fi connection at your accommodation, if available. Below are the steps you need to take to upload the finalized surveys.

Step 1. Scroll down the top utility bar.	Step 2. Choose either Mobile Data or Wi-Fi connection
 A screenshot of an Android home screen. At the top, the time is 9:44 PM and the date is Thu, January 28. A large red arrow points downwards from the top utility bar towards the app icons. The utility bar contains icons for Wi-Fi, Location, Vibrate, Screen rotation, and Bluetooth. Below the utility bar are several notification cards: 'Avast Mobile Security', 'No SIM', 'Screenshot captured', and 'Keep photos & videos backed up'. The home screen features a blue background with a grid of app icons including SurveyCTO Collect, Calculator, Maps, Google, Chrome, Play Store, Phone, Messages, and Internet.	 A screenshot of an Android notification shade. The top utility bar is visible, with the Wi-Fi and Mobile data icons circled in red. Below the utility bar, the notification shade is pulled down, showing several notification cards: 'Avast Mobile Security', 'No SIM', 'Screenshot captured', and 'Keep photos & videos backed up'. The background is dark, and the text is white.



Data usage

The tablets provided to you are property of IPA and are for work use only. You are expected to maintain the tablets and to sign liability forms when you checkout the tablets from IPA. The tablets are NOT for personal use. Please turn off the mobile data on your tablets if you are not uploading data in the field. You can use the tablets for the map function. Do not take pictures of the respondents with your tablets or your cellphones.

Approved use of IPA Tablet	Un-approved use of IPA Tablet
Using SurveyCTO	Surfing the internet
Using Google Maps	Personal texts or phone calls
Using Calculator	Playing video games
	Taking pictures of respondents

3.2 Interview Schedule and Logistics

Your field coordinator will give you a list of assigned households to interview for each area. Your senior field officer will give you information about household locations and transport options in each area, and you will need to make transport choices that balance efficiency with cost. Use common sense in planning trips and choose fast, cost-effective means. Do not take taxis, as these are an expensive mode of transport for fieldwork. However, you should not take a trip that is an hour longer just to save 40 pesos. Do not take a form of transport if you are uncomfortable or feel unsafe. IPA will provide you with helmets if you need to ride motorcycles. field officers and field coordinators will also need to balance the cost and benefits of traveling back to the field officers' home location versus finding accommodation near the fieldwork site.

To locate the exact household, you may need to ask barangay officials, tricycle and pedicab drivers, sari-sari store owners, and other locals. Each field officer will be given transportation advances and must complete transportation expense reports. All transport costs over 100 pesos require a receipt or a duly filled out Acknowledgement Form. The field coordinator will use the map from the courtesy visit to assign households to each pair of field officers. Refer to the IPA Field Staff Expenses document for additional details.

3.4 Explanation of the Survey

Introduce yourself and say that you are working as a field officer for Innovations for Poverty Action.

You must explain that:

- You are conducting a study on household time allocation in Luzon.
- IPA is a non-profit research organization, and we do not engage in program delivery or any charity giveaways.
- The study will help shape future social programs in the Philippines.
- Participation is entirely voluntary. Respondents can refuse to answer the entire survey or can refuse to answer any question that makes them uncomfortable. They will not be punished in any way for refusing to participate.
- The survey is not concerned in any way with taxes or elections.
- All the information recorded will be regarded as confidential and private. We are bound to keep their answers confidential. **Emphasize confidentiality.**

If a respondent asks how they were selected for the interview, you should just say that your supervisor provided a list of households for interviews, and they can call the number in the letter of informed consent if they have further questions.

3.5 The Interview

You must ask the questions exactly in the form they appear on the survey. The survey should be filled in during the interview. You must not record the answers on scraps of paper with the intention of transferring to the survey later. Neither should you rely on your memory for filling in the answers later.

Speed of the Interview

You must maintain the speed of the interview; avoid long discussions of the questions with the respondents. This is to ensure that you and your team can maintain the team's schedule. If you are receiving irrelevant or complicated answers, do not interrupt too suddenly, but listen to what the respondent is saying and then lead him back to the original question. Remember it is you who are running the interview and therefore you must be in control of the situation. Probe the respondents if they have trouble answering a question, but do not lead them to a response.

To help keep the speed, you should have the survey practically memorized. Referring to the instructions for the next question is allowed during the first few interviews. After that, the field officer should be able to easily read the questions and follow instructions without sounding mechanical. If the field officer is not well prepared, the respondent may become irritated and impatient for the interview to conclude. This is because the field officer gave the respondent an opportunity to feel this way.

While you want to keep the pace of the interview, sufficient time should be given for the respondent to think. You should never show irritability or impatience. If the respondent cannot or will not continue with the interview, the field officer can politely request for another appointment, or politely terminate the interview should the respondent refuse to continue. You want to interview the respondent at a time when s/he can give thoughtful, accurate, and complete answers.

Objectivity of the Interviewer

It is extremely important that you remain NEUTRAL about the subject of the interview. Most people are naturally polite, particularly with visitors, and they tend to give answers that they think will please the visitor. You must not express surprise, approval or disapproval about the answers given by the respondent and you must not tell him/her what you think about these things yourself. Assure the respondent that there are no right or wrong answers to ANY of the questions, and their answers will not affect them or their households in any way.

You must also avoid any prejudice about the respondent's ability to answer certain questions or about the kind of answer he/she is likely to give. Your most important task is to read the questions exactly as they are written in the survey and record the respondent's response exactly as he or she answers. Never answer a question for the respondent, even if you think you know the answer.

Private Nature of the Interview

All the data collected are strictly confidential. Ideally, all the questions should be asked in complete privacy to ensure that the respondent's answers remain confidential. The presence of other people during the interview may cause the respondent embarrassment and change the way he or she answers some questions. Many sections of this survey require enhanced privacy, particularly:

- Background information related to traumas experienced by the household
- Government Transfers
- Food Security

Respondents should know that his or her name will never be connected to any of their responses. The only people who will ever see personal identifying information are professional IPA staff. **Never write down the household roster on paper.** Always secure any notes you make in your notebooks and do not let anyone outside IPA see your notes. You can write down the names of people in your notebook. For example: "I took a jeepney from Ramirez's house to Punay's house, cost 8 Peso", "Visited Ramirez's house at 12:15pm, no one home" is allowed.

Given that the survey requires privacy, you should ask the respondent at the beginning of the interview to take you to a place in their household where he/she is least likely to be disturbed. If another household member or other person does not understand and refuses to leave, you must use tact and imagination to try and get rid of him/her.

- Ask the respondent to persuade the other person to leave.
- Explain as politely as possible that the interview must be conducted in private.
- Try to satisfy the person's curiosity by reading the first few questions, and then say something like "you have heard some of the questions. Will you now excuse us for a little while"?
- Ask the onlooker "What would it feel like if I were interviewing you and other people were trying to overhear our conversation?" Explain the reason for needing privacy and that the presence of another person might bias the respondent's answers.
- Maintain that you are contractually obliged to ensure confidentiality of all data, and such confidentiality requires the interviews be conducted in private.

3.6 Completing the Survey

Conduct of the Interviewer

The interviewer must observe the following rules:

1. Ask every question in the survey. You cannot refuse to ask any of the questions in our survey. Every question is important to our research and the success of this project.
2. You must be courteous towards everyone. Your behavior can have an enormous influence on people's opinions in the localities covered by the survey.
3. You must avoid disturbing or upsetting anyone by your behavior.
4. You must be properly dressed, so that the respondent will be inclined to trust you.
5. You must arrive at the stated time, and never keep respondents or fellow team members waiting.
6. You must exercise patience and tact in conducting the interview, to avoid antagonizing the respondent or leading him/her to give answers that are not true.

3.7 Checking the Completed Surveys

You must end the SurveyCTO form when all sections have been filled in and the interview is over. You can save the survey, but do not mark it as finalized. This must be done immediately after the interview and before you continue to the next respondent. The senior field officer will go through all completed surveys at the end of the day to see if survey protocol is properly followed.

Part 2: Enumeration Protocol

1. General Instructions for Filling out the Survey

There are a few basic principles that the interviewer must observe throughout the survey.

1.1 Surveys must be read to the respondent just as they are written in the survey, especially in Tagalog. Read all questions in a clear and comprehensive manner, and wait patiently for the reply. Respondents may delay in giving the reply because either he/she (a) has not heard the question well or (b) has not understood the question or (c) does not know the answer. In any case, repeat the question clearly.

1.2 All parts of the survey that are in ALL CAPS should not be read aloud to the respondent. These include some directions to the field officer as well as most of the answers. Those parts that are not in all caps must be read to the respondent. A few questions have answer options which should be read to the respondent – these questions have specific instructions about what to read.

2. “No Response”

Every question is required. A response must be entered for every question in the SurveyCTO form. This means that every question must be answered before you can move on to the next question. Sometimes this causes problems when the subject of your interview cannot answer your question. It is possible that they do not know the answer or that they are refusing to give you a response.

Every question in the survey has a “No Response” option. This option is to only be used in cases where you cannot elicit an answer from the respondent through probing or repeating the question. If you choose the “No Response” option, you will be directed a comment box that will ask you “Why No Response”. There you must provide a reason why this question does not have a response.

3. “Other” Responses

The “Other” option is different from “No Response” in the survey. “Other” usually asks for a response to a question that we did not anticipate. When you select “Other”, you will be directed to a text box that asks you to type in the answer the respondent is giving. You must translate the response into English text.

4. Probing

You should PROBE for all questions in the survey. Probing is different from leading. Leading is when you try to guide the respondent to an answer that you chose. You should never lead the respondent to an answer you want.

However, you should always probe to get a response from the respondent. For this you need to ask qualifying questions. For example, if you ask a person about how many days they ate eggs in the last 7 days, but the respondent only remembers how many days she ate eggs the last 2 days, then you could ask how many times she went to the market to buy eggs in the last week. Then ask her when she ate these eggs she bought. You can also ask the respondent if someone else in the household knows the answer to a question.

You may find a respondent cannot provide an answer to your question, or the answer may not be in the correct form. For example, you may ask how much cash a household received in government transfers in the past 12 months, but the respondent only remember what they received in the past month. It is important that you probe the respondent and try to get them to at least estimate an answer, or ask a household member who might know the answer. For example, you can ask the typical amount received in government transfers a month, then use this figure to estimate the yearly total with the respondent’s help.

Probing can be hard work, but it is very important that answers are given where possible. You may be tempted to write the code for “don’t know” without sufficiently probing. But this results in missing data, which reduces the quality of the data and will weaken the analysis that uses the data. Remember, you are being audited on randomly selected questionnaires. If it is found that the auditor tends to get answers from the respondent where you wrote in “don’t know”, questions about the quality of your data may be raised. This may mean you need to reinterview respondents.

Whenever a question includes a recall period (e.g. in the past 30 days), it is good practice to also confirm that the given answer happened within the recall period. Such probing questions can help you catch incorrect answers early on (vs. finding contradictions further along the interview). For example, suppose a respondent says that they did not spend any time in the last 12 months farming, but in the next question they answer that they spent 3 days in the last 7 days farming. This would be a contradiction. These types of contradictions can be caught early if you remind the respondent of the recall period after they give you their answer.

Here is one example of how to probe (the following question is asked if the respondent says s/he cultivated something in the past 12 months):

FIELD OFFICER: How much did you spend in total in the last 12 months to be able to cultivate these crops including seed, fertilizer, pesticides, or other inputs that go into cultivation?

RESPONDENT: When I buy pesticides and fertilizer I spend around 50 pesos.

FIELD OFFICER: OK po, how many times have you bought pesticides and fertilizer over the past year?

RESPONDENT: (Pause) I buy them once a month.

FIELD OFFICER: OK po, so if you spend 50 pesos on pesticides and fertilizer once a month, is it correct that you spend 50 times 12, or 600 pesos per year?

RESPONDENT: Yes.

FIELD OFFICER: Do you spend any money on seeds or other inputs?

RESPONDENT: Yes, I buy seeds in the fall.

FIELD OFFICER: How much do you spend on seeds?

RESPONDENT: I spend 200 pesos on seeds every fall.

FIELD OFFICER: Ok po, so then is it correct that you spent $600 + 200 = 800$ pesos on pesticides, fertilizer, and seeds in the past 12 months?

RESPONDENT: Yes.

5. Skip Pattern

5.1 We are using Computer Assisted Interviews using tablets. For this reason, all skip patterns should be coded in by the Research Associate. If you find any errors or flaws in the skip pattern, inform the senior field officer. The senior field officer should contact the field coordinator to verify whether this is a real error or a misunderstanding on the part of field officer. If the issue persists, the field coordinator can bring this to the attention of the Field Manager, who will inform the Research Associate.

6. Other Survey Issues

7.1 When dealing with units of time, round appropriately to the nearest whole number. Anything less than half is rounded down and one half and above is rounded up. For instance if the question asks for minutes and the respondent says “12 minutes 40 seconds”, record their response as “13” minutes.

7.2 Do your best to avoid accepting answers like "I don't know" by helping the respondent to consider his/her response. Sometimes even with the help of the interviewer, the respondent cannot give an answer. In that case choose “No Response” and enter why.

7.3 If a person says they did not consume an item, you must enter the number 0 as the answer.

7.4. If you suspect that the respondent is not answering as accurately as possible, whether unintentionally (he/she is becoming fatigued or distracted) or intentionally (lying or exaggerating), then encourage him/her to re-focus by discussing his/her questionable responses in greater depth. Take note of this in the comments question at the end of each survey and report any instances of survey fatigue or distraction to the senior field officer

during your daily debriefs. Respondents may request to stop during the survey. Try taking a break and re-engaging the respondent.

7.5 Many questions in the household survey ask about market value. The term market value refers to how much an item can be sold for on the market. For example, if you wanted to know the market value of a respondent's land, you can explain to the respondent that the market value is the amount of money the respondent can get if they were to sell the land right now on the market. Even if the person is not intending to sell the land, you can still ask what other people are selling similar quality and size of land for.

Market value questions are different from revenue questions. The market value of the respondent's crop of rice is how much they could hypothetically get by selling **all** the rice on the market. In fact, they might only sell a portion of their rice crop on the market and eat the rest. Revenue refers to the cash money they **actually received** on the market from their sale of rice. Market value is hypothetical and revenue is actual sales.

7. Handling Challenging Situations

Some respondents are more difficult to interview than others. Next we characterize common types of difficult respondents, and give suggestions on how to handle them.

The gossip type. When interviewing an amiable type who happens to be a great gossip, you should not entertain his/her chatter or the interview will never progress. When the respondent pauses for breath, the next question should be asked. He/She will not notice that he/she has been interrupted.

The busy type. When coming across a respondent who says he/she does not have time for the interview, do not get easily discouraged. The respondent may just be trying to put the interview off. Schedule a time that is comfortable for the respondent to complete the entire survey in one sitting. Contact your field coordinator to speak with this respondent and explain the survey to him/her. The respondent may simply want more information about the validity and purpose of the survey.

The hostile/uncooperative type. When coming across the type who refuses to answer questions or for some reason is antagonistic to surveys, first try letting the respondent air his/her grievances. If the respondent makes a few strong statements and you listen to him/her sympathetically, the respondent may soon identify himself with you. If he/she still refuses to cooperate, repeating the purpose of the survey, without overdoing it, may help. However, insincere praise, which can be spotted as an obvious sales pitch, should be avoided.

If you see that you are not getting anywhere despite the efforts to establish rapport, it is better to terminate the interview and record the call as an outright refusal.

The suspicious type. Some respondents are suspicious at the start. You should listen carefully to what they say. Suspicions are usually allayed by explaining to the purpose of the study and that the information will be used for statistical purposes. An assurance that everything they say will be treated with utmost confidentiality can also help. Often, their suspicions will disappear as the interview goes on.

The nervous type. Some respondents are nervous in giving answers for fear that they might not have the correct answer. Prior to the start of the interview, it is necessary to give the respondents assurance that there are no wrong answers to the questions to allay the respondent's fear of saying the wrong thing.

8. Token Gifts

The respondent in the survey will be given a token gift to compensate him/her for their time and to express our gratitude. field coordinators will oversee procurement and distribution to the field teams. Only one token is to be given per household, and supervisors will take inventory to ensure accountability.

9. Initiating Household Visits

The following are some issues concerning the proper identification of a potential survey respondent:

1. **If no one is at home** when you go to interview the household, you should ask the neighbors whether the house is inhabited. If it is occupied, ask the neighbors when the household members will return. Go back to the dwelling when it will be occupied or at the end of the day, but not after 6PM. Make note of every visit in your Daily Accomplishment Report.

2. **If the baseline-respondent is not home**, arrange to come back at another time. If the baseline-respondent is reachable through telephone, you should try to schedule an appointment at a better date or time. If you return and the baseline-respondent is still not there, you can interview the adult currently available with the most knowledge of economic activity in the household. Do not interview a caretaker, or someone who does not permanently live in the household. If no adult is home, you must return at another time.

If the baseline-respondent is not home, and you learn s/he will not be back at the household when your team is in the area, you can proceed directly to interviewing the available adult household member with the most knowledge of economic activity in the household. Cases like these may be subject to audits more often.

3. As much as possible, **interviews should take place within the household**. If this is not possible, the interview should be conducted in a private location. It should never be conducted in a public area such as the barangay hall. This is to preserve the privacy of respondents, ensure that you have access to as many household members as possible to get the most accurate data, and so that you can visually confirm various details such as housing and amenities, the location of the kitchen, the toilet facilities, etc.

4. **Ask your supervisor if you are in doubt about what to do** when you cannot locate a household, or you cannot complete an interview. Always keep a record of the households you visited where nobody was at home. These events should be recorded in your Daily Accomplishment Reports and given to the field coordinator.

Part 3: The Surveys

BEFORE YOU BEGIN THE INTERVIEW, make sure you have ALL the materials you will need to successfully complete the interview as instructed!

Definitions of terms:

Casual labor: Work done on a non-permanent basis. Temporary labor, most likely not full time.

Cash: When the survey asks if benefits were in cash, this includes earmarked cash (cash that must be spent on something).

Informed Consent

The purpose of the informed consent section is to introduce yourself to the respondent and to give him/her a brief overview of the study purpose and procedures so that he/she can make a knowledgeable decision as to whether he/she wants to participate in the survey. It is important that you read the informed consent in its full length to the respondent. After you have read it, ask the potential respondent whether he/she is willing to participate. If the answer is yes, proceed with the survey. If the answer is no, inform the field coordinator.

Reading the informed consent and obtaining verbal consent is also important for legal reasons. As an international research organization, IPA must comply with the standards set by the Institutional Review Board (an Ethics Committee) in the United States. Any survey without an informed consent will be invalid.

If a respondent refuses to participate in the study, you should still fill out a SurveyCTO form in each case, however during the question “May we begin” you can pick the answer “No.” This will end the survey and we will have a record that this respondent did not want to participate in the survey. You will be directed to a textbox to explain why the respondent refused consent.

Household Definition and Roster

It is critical that you understand our definition of the household and how it differs from the everyday concept of family. We consider someone a household member if they: (1) sleep in the same housing unit **and** (2) have a common arrangement in the preparation and consumption of food. This includes individuals who are not currently in the household, but will return within 30 days of their initial departure, sleep in this housing unit, and have a common preparation/consumption of food.

One should make a distinction between family and household. The first reflects social relationships, blood descent, and marriage. The second is used here to identify an economic unit. While families and households are often the same, this is not always the case. You must be cautious and use the criteria provided on household membership to determine which individuals make up a household. For the household roster, you must check if every member of the household meets this definition.

Modules

The survey is divided into “modules”. These modules define groups of similarly themed questions. Breaking the survey into modules serves two purposes:

1. Signaling to the field officer when the subject of questions will change, allowing for the field officer to provide a more natural flow of questions
2. Dividing the survey into sections relevant for later processing and analysis.

Household Survey

Household Identification Module

This module asks for detailed information on the household's location. You should record as many details as possible in this module, especially street names, landmarks and contact information that can be used by future field officers during subsequent surveys.

Question:	Directions:
FIELD OFFICER: WHAT IS YOUR NAME?	Select from preloaded list of Field Officers
IS THIS A CALLBACK SURVEY?	Select Yes or No
HOW MANY TIMES HAVE YOU VISITED THIS HOUSEHOLD (INCLUDING THIS VISIT)?	If this is the second time you have visited the household, type "2"
IDENTIFYING HOUSEHOLD: IN THE FOLLOWING QUESTIONS, PLEASE SELECT THE REGION, PROVINCE, MUNICIPALITY, AND BARANGAY PROVIDED TO YOU ON THE IDENTIFYING FORM. PLEASE SELECT THE REGION, PROVINCE, MUNICIPALITY, AND BARANGAY PROVIDED TO YOU EVEN IF THIS IS NOT WHERE THE RESPONDENT/HOUSEHOLD IS ACTUALLY LOCATED.	
SELECT REGION	Select from Regions I-V
SELECT PROVINCE	Select Province conditional on Region
SELECT MUNICIPALITY	Select municipality conditional on province.
SELECT BARANGAY	Select Barangay conditional on municipality.
SELECT UNIQUEID	Select Uniqueid conditional on Barangay.
[Display the uniqueid and name of respondent from previously entered/selected UniqueID]. IS THIS THE CORRECT RESPONDENT ON YOUR LIST? IF NOT, PLEASE CHECK YOU ENTERED THE PREVIOUS INFORMATION CORRECTLY.	Yes=1, No=0
[Display address enumerator has selected	Yes=1, No=0

above] IS THIS THE CURRENT ADDRESS OF THE HOUSEHOLD?	
WHY IS THE ADDRESS LISTED INCORRECT?	1) Typo, 2) Household moved within barangay, 3) Household moved outside barangay
PLEASE IDENTIFY LOCATION OF HOUSEHOLD AND TEXT THE FIELD MANAGER WITH THE RESPONDENT'S UNIQUE ID AND NEW LOCATION IMMEDIATELY.	
IN THE FOLLOWING QUESTIONS, PLEASE SELECT OR WRITE IN THE CURRENT LOCATION OF THE HOUSEHOLD.	
SELECT REGION	Select from Regions
SELECT PROVINCE	Select Province conditional on Region
SELECT MUNICIPALITY	Select municipality conditional on province, or 'other'.
OTHER MUNICIPALITY	Write in 'other' municipality.
SELECT BARANGAY	Select Barangay conditional on municipality, or 'Other'.
OTHER BARANGAY	Write in 'other' barangay.
sAq22: WRITE IN OTHER BARANGAY	
sAq23: WRITE-IN STREET NAME	
NEAREST LANDMARK	“Ex: near the elementary school”
ARE YOU CURRENTLY IN THE HOUSEHOLD'S NEW LOCATION?	Yes=1, No=0
PLEASE REMEMBER: SUBMIT THIS FORM, COMPLETE YOUR DAILY STATUS REPORT, AND CONTACT THE FIELD MANAGER WITH THE NEW ADDRESS ASAP.	
IS THE BASELINE RESPONDENT AVAILABLE?	Yes=1, No=0
WHY IS THE BASELINE RESPONDENT UNAVAILABLE?	1) At work, 2) Away on vacation, 3) Sick, 4) Could not be located, 5) Moved to another location 6) Other - specify.
PLEASE SPECIFY	write in
IS THIS THE SECOND TIME YOU HAVE ATTEMPTED TO INTERVIEW THE BASELINE RESPONDENT?	Yes=1, No=0
Display: "SUBMIT FORM AND RETURN AT A LATER DATE" and finish survey	
Is the adult you are interviewing the person with the most knowledge of economic activity in the household among adults that are available to be interviewed? And does this person (1) sleep in the same housing unit and (2) have a common arrangement in the preparation and consumption of food?	Yes=1, No=0
IN WHAT LANGUAGE IS THE	Tagalog or Ilokano

INTERVIEW CONDUCTED?	
ARE YOU ALONE WITH THE RESPONDENT?	Remember the interview should be conducted alone! Respondents may change their answer if others can see.

Consent Module

This module asks for consent from the household respondent to be interviewed in the household survey. You cannot proceed with the survey if you cannot obtain a verbal consent.

Question:	Directions:
<p>Hello, my name is _____.</p> <p>I am from Innovations for Poverty Action (IPA), a non-profit research organization dedicated to finding innovative solutions to development issues in various countries. Our organization visited you previously roughly one year ago (here we can preload the previous interview date if we want). We would like to conduct a follow-up survey with you today.</p> <p>I am visiting you today because we are a conducting a study about household economic activity and welfare. The purpose of this survey is to better understand characteristics of households in Luzon, and also to learn about the economic activity of household members. We hope our findings will help inform organizations working to support households like yours and to improve livelihoods throughout the Philippines.</p> <p>We would like to invite you to participate in this survey, which will ask questions regarding the composition of your household as well as the education, economic activity, income, and consumption of you and your household members. The survey will require approximately 60 minutes of your time. For participating in this survey, you will receive a small token gift. I or another member of our survey team will return in 12 months for another follow-up survey, but you can choose not to participate in the follow-up interview if you wish.</p> <p>This research will help us better understand the needs of the community in order to improve future interventions directed toward households in this region. You may experience distress over the nature of some of the</p>	<p>Consent notice for the respondent to be interviewed.</p>

<p>questions, especially those questions related to children in this household. Please know that all of your answers will be kept confidential, and no names will be stored or published with survey responses. Only research staff will have access to any data that could potentially identify you.</p> <p>Participation in this study and in this interview is completely voluntary. You are free to decline to participate, to end participation at any time for any reason, or to refuse to answer any individual questions. There is no penalty for refusing to participate or to not answer any individual question.</p> <p>If you have any questions or concerns please contact me at 0921-210-4620 or IPA Country Director Nassreena Sampaco-Baddiri at (632) 900-6190.</p>	
<p>Would you be willing to participate in the study?</p>	<p>This is the consent question. If the respondent gives you consent to interview them, press “Yes”.</p>
<p>If No, why don't you want to take part in the survey?</p>	
<p>If so, may we begin?</p>	<p>The respondent may give consent to be interviewed, but be unable to begin now for some other reason.</p>
<p>If No, Why can't we begin?</p>	

Household Roster Module

This module asks background questions about every member of the household. We are asking background, time allocation, health and education questions. Some questions will be skipped for certain people based on their age.

Definition:

- [name] refers to the name of the individual in the household roster.

<p>"I would like to begin by getting a sense of who is in the household. I consider someone a household member if they (1) sleep in the same housing unit and (2) have a common arrangement in the preparation and consumption of food. This includes individuals who are not currently in the household, but will return within 30 days of their initial departure, sleep in this housing unit, and have a common preparation/consumption of food.</p> <p>We obtained a list of members of this household when we interviewed you</p>	<p>Read the definition clearly. If someone will return to household in 30 days that means they are part of household roster. Children going to school outside the house and sleeping there also count as part of household if they will return in 30 days.</p> <p>For example, a mother-in-law who is visiting for a few days is not a household member.</p>
--	--

<p>approximately 1 year ago. We would first like to understand the whereabouts of these individuals, and then move on to any new household members.</p> <p>First we will ask about the list of household members reported in the previous survey.”</p>	
Does [name] sleep in the same housing unit as other household members and have a common arrangement in the preparation of food?	Yes=1, No=0
Did [name] sleep in the house yesterday?	Yes=1, No=0
(If no) Will [name] return to the house within 30 days from when s/he last left?	Yes=1, No=0
Present total list of names	Name on list if question 1=Yes AND (question 2 OR question 3=Yes). Plus names written in question 7
Is there anyone else who sleeps in the same housing unit as other household members and has a common arrangement in the preparation of food?	Yes=1, No=0
Did [name] sleep in the house yesterday?	Yes=1, No=0
(If no) Will [name] return to the house within 30 days from when s/he last left?	Yes=1, No=0
What is this person's name? (If yes to 4 and (5 or 6))	Write in
WHO IS THE RESPONDENT?	Select from list of household names generated above. Do not ask this to respondent, just select name.
I would next like to ask some questions about members that have left the household. Our organization may wish to interview these individuals during a follow-up survey (with your consent if this member is a child). The following questions will help us locate these individuals during our follow-up survey.	
Select reason [name] no longer lives in household.	No longer in household codes

Select other reason.	write in
If "moved", is the move temporary or permanent?	Permanent=1, Temporary=0
How many months until NAME will return to being a household member?	Select months
What is [name]'s current region	Region Codes
What is [name]'s current province	Province Codes
What is [name]'s current municipality	Municipality Codes
Write in other municipality	If municipality=other
What is [name]'s current Barangay	Barangay Codes
Write in other barangay?	If barangay=other
What is [name]'s current street name?	Write in
What is [name]'s current purok/zone/sito/phase?	Write in
What is [name]'s current postal code?	Write in
What is [name]'s current phone number?	Write in
Is there another phone number that would help us contact [name]?	Yes=1, No=0
What is this phone number?	Write in

Whose phone number is this?	Write in
Are there any other relevant details helpful to locate [name] for the endline survey?	Write in
Questions that should not have changed from baseline	
What is the gender of [name]?	Male=1, Female=0
What is [name]'s year of birth?	####
Was [name] born in this Community?	Yes=1, No=0
Questions that may have changed from baseline	
What is the relation of [name] to the respondent?	Relation code
Is [name]'s guardian a Member of Household?	Yes=1, No=0
If Yes, who is he/she ? (PID)	Select from household names
If No, What is the name of the guardian? (textbox)	Write in
What is [name]'s marital status?	Marriage Code
Was [name] present in the house at some point on the day of interview?	Yes=1, No=0
What is [name]'s highest educational level completed?	Education code
Was this grade completed through ALS (Alternative Learning System), PEPT (Philippine Education Placement Test), home schooling, or another non-traditional mode of	Yes=1, No=0

education?	
EDUCATION QUESTIONS for Persons above 3 and below 25	
Is [name] currently attending school/college? This could be in a traditional classroom-based school or non-traditional mode such as ALS.	Yes=1, No=0
At what grade is [name] currently studying?	Education code
In the past 7 days, how many days did [name] go to school?	#
In the past 7 days, how many days was [name]'s school open for teaching?	#
TIME ALLOCATION QUESTIONS for Persons above age 6	
Did [name] spend any time in the last 12 months working or helping on farm land owned, rented or leased by the household?	Yes=1, No=0
Did [name] spend any time in the last 7 days working or helping on farm land owned, rented or leased by the household?	Yes=1, No=0
Did [name] spend any time in the last 12 months tending animals owned, rented, leased, or managed by the household?	Yes=1, No=0
Did [name] spend any time in the 7 days tending animals owned, rented, leased, or managed by the household?	Yes=1, No=0
Did [name] spend any time in the last 12 months working in business (aside from farming or tending) operated by [name] or any household member?	Yes=1, No=0
Did [name] spend any time in the last 7 days working in business (aside from farming or tending) operated by [name] or any household member?	Yes=1, No=0
Did [name] spend any time in the last 12 months fishing?	Yes=1, No=0
Did [name] spend any time in the last 7 days fishing?	Yes=1, No=0

Did [name] spend any time in the last 12 months doing casual labor nearby (farming other households' land, daily construction work, etc.)?	Yes=1, No=0
Did [name] spend any time in the last 7 days doing casual labor nearby (farming other households' land, daily construction work, etc.)?	Yes=1, No=0
Did [name] spend any time in the last 12 months doing housework in another household for pay?	Yes=1, No=0
Did [name] spend any time in the last 7 days doing housework in another household for pay?	Yes=1, No=0
Did [name] spend any time in the last 12 months working in a salaried or formal job?	Yes=1, No=0
Did [name] spend any time in the last 7 days working in a salaried or formal job?	Yes=1, No=0
Did [name] spend any time in the last 12 months migrating to another town, village, city, or country for work (meaning that they spend nights away from home for this work)?	Yes=1, No=0
Did [name] spend any time in the last 7 days migrating to another town, village, city, or country for work (meaning that they spend nights away from home for this work)?	Yes=1, No=0
During the last 12 months, how many hours in total did [name] spend in these activities in a typical week including travel time to and from work?	###
During the last 7 days, how many hours in total did [name] spend in these activities including travel time to and from work?	###
During the past 12 months, how many hours did [name] spend in collection activities in a typical week? This would include fetching water and wood and should include travel time from this residence.	###
During the past 7 days, how many hours did [name] spend in collection activities? This would include fetching water and wood and should include travel time from this residence.	###
During the past 12 months, how many hours did [name] spend doing household chores such as cooking, cleaning, shopping, taking care of others, etc in a typical week?	###

During the past 7 days, how many hours did [name] spend doing household chores such as cooking, cleaning, shopping, taking care of others, etc?	###
In the last 12 months, has [name] started any new types of work or economic activity that [name] did not engage in before the last 12 months?	Yes=1, No=0
If so, what type of activity?	Activity Code
In the last 7 days, has [name] started any new types of work or economic activity that [name] did not engage in before the last 7 days?	Yes=1, No=0
If so, what type of activity?	Activity Code

Migrant Roster Module

This module asks questions relating to migration of people that used to be household members in the last 24 months.

Definition:

- [name] refers to the name of the individual on the migrant roster.

Section 2: Out Migrants	
I would like to begin by getting a sense of whether anyone has lived outside the household.	
Are there any individuals, not listed in the household roster, who have been household members at some point over the last 24 months? (End section if NO) Question automatically "Yes" if we know there are migrants from previous section.	Only include people that meet this definition in the Migrant Roster.
Display all migrants	Repeat until there are no more migrants. Read the definition carefully.
Are there any other individuals who were household members in the past 24 months, but are no longer household members? Remember a household member must sleep in the household and have a common arrangement in the preparation and consumption of food.	
Write name	
Next we rotate through names of migrants	
What is [name]'s relation to respondent?	
What is [name]'s year of birth?	#####
Is [name] male or female ?	
What is [name]'s marital status?	
Was [name] born in this community?	In many cases the mother would deliver the child in the municipal city and then

	move back to the barangay after birth. This still counts as being born in this community, because the woman was pregnant for the whole time in the barangay and the child lived after birth in the barangay.
What is [name]'s highest educational level completed?	Survey automatically skips if [name] under 5 years old
What was [name]'s principal usual activity when they were last living in this household?	What did the migrant used to do before they migrated? For example: A migrant used to be a farmhand, but is now a truck driver Note that if the respondent answers “Bar Girl” you should choose the Commercial Sex Worker category.
Where does [name] currently live? (geographic code)	
Is [name] an Overseas Filipino Worker (OFW)?	ASK ONLY IF [name] ABROAD
What is [name]'s principal activity in the location where [name] currently lives?	
Has anyone in this household sent money to [name] or on [name]'s behalf to [name]'s current location?	This questions relates to people who migrated to another place, but are receiving money from the household members left behind.
Has anyone in this household sent in-kind transfers (for example, goods or services rather than money) to [name] or on [name]'s behalf to [name]'s current location?	
Has anyone in this household received money from [name] or on [name]'s behalf from [name]'s current location?	This includes remittances, like MoneyGram or Western Union.
Has anyone in this household received in-kind transfers (or example, goods or services rather than money) from [name] or on [name]'s behalf from [name]'s current location?	Include balikbayan boxes
Would [name] be free to leave their current location if they desired?	No if household member incarcerated, for instance.

Background Module

This module asks questions relating household background.

Next I would like to ask some questions related to this household and events experienced by this household.	
What type of employment is most important to this household's economic well-being?	Imagine if that employment was gone. The loss of which income source would have the biggest detriment to the household?
Does any member of the household have a bank account?	

In the past 12 months, did you or other members of your household participate in any gambling, raffles, or sweepstakes?	
Has the household experienced a death among household members in the past 12 months?	
Has the household experienced a grave illness among household member requiring hospitalization or continuous medical treatment in the past 12 months?	
Has the household experienced a loss of employment or business failure of household member in the past 12 months?	
Has the household experienced any loss due to fire, earthquake, typhoon, flood, or other disaster in the past 12 months?	
Has the household experienced harvest failure in the past 12 months?	This can refer to complete crop loss or partial crop loss.
Has the household experienced displacement due to natural / manmade disaster, armed conflict, infrastructure development project, or for other reasons in the past 12 months?	

Government Transfers

This module asks questions about government transfers received by the household.

Next I would like to ask some questions related to transfers this household receives from the government.	
In the past 12 months, have you or anyone in your household received benefits from the government or someone acting on the government's behalf?	
In the past 12 months, did you or any member of your household receive benefits from the Pantawid Pamilyang Pilipino Program (4Ps)?	
Were these benefits in cash, in kind, or both?	
How much cash did you receive?	Enter amount in Pesos. The respondent can refer to their booklet of monthly receipts to calculate the total.

What was the value of the in kind transfer?	Enter amount in Pesos. The respondent can refer to their booklet of monthly receipts to calculate the total.
In the past 12 months, did you or any member of your household receive benefits from the DSWD's Sustainable Livelihoods Program (SLP)?	
Was the assistance with employment or micro-enterprise?	
Were these benefits in cash, in kind, or both?	
How much cash did you receive?	Enter amount in Pesos. The respondent can refer to their booklet of monthly receipts to calculate the total.
What was the value of the in kind transfer?	Enter amount in Pesos. The respondent can refer to their booklet of monthly receipts to calculate the total.
In the past 12 months, did you or any member of your household receive SSS benefits?	
How many times did your household receive these benefits in the last 12 months?	Number
How much did your household receive in benefits each month?	Enter amount in Pesos. The respondent can refer to their booklet of monthly receipts to calculate the total.
In the past 12 months, did you or any member of your household receive KASAMA benefits?	

{If Yes to Question 13} What was the value of the asset you received?	Enter amount in Pesos. The respondent can refer to their booklet of monthly receipts to calculate the total.
In the past 12 months, did you or any member of your household receive benefits from the Philippine Charity Sweepstakes Office (PCSO) to help cover medical bills?	
How much did your household receive in benefits in the last 12 months?	Enter amount in Pesos. The respondent can refer to their booklet of monthly receipts to calculate the total.
Other than 4P's, SLP, SSS, KASAMA, and PCSO, did you or any member of your household receive any other money from the government or an agency acting on behalf of the government in the past 12 months? (for example: GSIS or scholarships)	
What other transfers did your household receive in the past 12 months?	
How much did your household receive in total from the government or NGOs in the past 12 months (including 4Ps, SLP, SSS, KASAMA, DILEEP, and PCSO)?	
Has any household member participated in any training programs designed to teach you how to start a new business, how to manage an existing business, or jobskills?	

Land and Agriculture Module

This module asks questions relating to agricultural activities of the household.

Now I would like to ask you some questions about how much and what you cultivate.	If they don't know or remember, For example if wife is answering the questionnaire, but the husband knows, ask the wife to contact her husband via SMS and ask him. Use the tablet to send the text.
Have you acquired any land in the last 12 months?	
Did you purchase any of this land?	
How much did you spend in total acquiring land in the last 12 months?	
What was the principal source of funds for this spending?	

Did you receive any of this land as a gift, inheritance, or government transfer?	
What was the source of this land?	
If you were to purchase this land you received on the open market, how much do you think you would have to spend?	In other words, what is the <i>market value</i> of the land? A description of market value is above in the manual.
Did you cultivate anything in the last 12 months?	Include backyard garden plots
How much did you spend in total in the last 12 months to be able to cultivate these crops including seed, fertilizer, pesticides, or other inputs that go into cultivation?	
Were any of the resources used to finance this spending provided to you by something else?	
Did you receive any inputs in kind (that you did not spend resources on) that you put into cultivation in the last 12 months?	
If so, how much in total would it have cost you to purchase those inputs with your own money	
What was the principal source of these inkind inputs?	Ask this question for each crop grown. So for example, maybe a HH grows rice and bananas. They got a loan from the government program to buy Rice, but maybe they got the banana seeds from their relatives.

Livestock Module

This module asks questions relating to livestock activities of the household.

Definition:

- Livestock refers to a farm animal regarded as an asset.

Livestock	Following is for large livestock
I will now ask you some questions about your livestock.	Read this to the respondent
In the last 12 months, did your household acquire any new large livestock (cows, bulls, calves, horses, etc.)?	
Did your household purchase any of these new livestock yourselves?	
If so, what was your main source of money?	We are trying to understand how they got this livestock.
How much did you spend?	
Did your household receive any of these new livestock without purchasing them yourselves?	
What was the main source of the resources used to acquire these livestock?	
If you were to buy these livestock with your own resources, how much would they cost?	

Small Livestock	
In the last 12 months, did your household purchase any new small livestock (goats, sheep, pigs, etc.)?	
Did your household purchase any of these new livestock yourselves?	
If so, what was your main source of money?	
How much did you spend?	
Did your household receive any of these new livestock without purchasing them yourselves?	
What was the main source of the resources used to acquire these livestock?	
If you were to buy these livestock with your own resources, how much would they cost?	
Birds	
In the last 12 months, did your household purchase any new birds (chicken, ducks, quail, roosters/fighting cocks, etc.)?	
Did your household purchase any of these new birds yourselves?	
If so, what was your main source of money?	
How much did you spend?	
Did your household receive any of these new birds without purchasing them yourselves?	
What was the main source of the resources used to acquire these birds?	
If you were to buy these birds with your own resources, how much would they cost?	

Enterprise Module

This module asks questions relating to enterprise activities of the household. That is non-agricultural enterprises of the household. These can be small businesses like sari-sari stores, shops and services.

Now I would like to ask you questions about non-agricultural business activities your household engages in.	
Does anyone in this household fully, or partly, own and operate one or more non-agricultural, non-livestock income generating activities?	
Has anyone in this household closed such an enterprise in the last 12 months?	
In the past 12 months, has anyone in this household opened an ENTIRELY new non-agricultural enterprise?	Repeat over all new enterprises.

What is the nature of this enterprise?	
Was any money or inkind goods needed to start this enterprise? (1=Yes 0=No)	
What was the main source of these resources (money or goods) used for starting this enterprise?	
Were these resources in cash, in kind, or both?	
How much did you spend in cash?	
What was the value of the in-kind goods?	
Since it started, did this enterprise earn a profit (1), make a loss (2), or break even (3)?	
In the past 12 months, has anyone in this household opened any other ENTIRELY new non-agricultural enterprise?	
In the past 12 months, has anyone in this household expanded an EXISTING non-agricultural enterprise that was opened more than 12 months ago?	Repeat over all expanded enterprises.
What is the nature of this enterprise?	
Were any additional resources from an outside source needed to expand this enterprise?	
What was the main source of these additional resources (such as money or goods) for this expansion?	
Were these resources in cash, in kind, or both?	
How much cash from outside resources was used to expand this enterprise?	
What was the value of the in-kind resources from outside sources used to expand this enterprise?	
Since it was expanded, did this enterprise earn a profit (1), make a loss (2), or break even (3)?	
In the past 12 months, has anyone in this household expanded any other non-agricultural enterprise that was opened more than 12 months ago?	
In the past 12 months, has anyone in this household closed an old non-agricultural enterprise?	
What was the nature of this enterprise?	
How many months ago was this enterprise closed?	
How many months ago was this enterprise started?	
Was any money or inkind goods needed to start this enterprise?	
What was the main source of resources (such as money or goods) for starting this enterprise?	
Were these resources in cash, in kind, or both?	
How much did you spend in cash?	

What was the value of the in-kind goods?	
In the 12 months before closing, did this enterprise earn a profit (1), make a loss (2), or break even (3)?	
In the past 12 months, has anyone in this household closed any other non-agricultural enterprise?	

Food Security Module

This module asks questions relating to Food Security of the household. Every question in this module must be asked as written.

Food security	
We would like to ask a few questions about the adequacy of food in your household	Please stick to the question script.
In the last 30 days, have adults cut the size of meals or skipped meals?	
If so, how often? (codes)	
In the last 30 days, have adults gone a whole day without meals?	
If so, how often? (codes)	
In the last 30 days, have children under 14 years of age cut the size of meals or skipped meals?	
If so, how often? (codes)	
In the last 30 days, have children under 14 years of age gone a whole day without meals?	
If so, how often? (codes)	
In the last 30 days, have household members had to eat less preferred or less expensive foods?	
If so, how often? (codes)	
In the last 30 days, have household members had to borrow food or rely on help from a friend or relative to get enough food?	
If so, how often? (codes)	
In the last 30 days, have household members had to purchase food on credit?	
If so, how often? (codes)	
In the last 30 days, have household members had to gather wild food, hunt, or harvest immature crops because of food shortage?	
If so, how often? (codes)	
In the last 30 days, have household members had to go ask for help from others because	

there was not enough food in the house?	
If so, how often? (codes)	
Do all members of your household regularly eat at least 2 meals a day?	
Do all members usually eat until they are content each day?	
On how many days of the last 7 days did you eat meat, eggs, or fish?	
Do you have enough food in your home for tomorrow's meals?	

Re-contact Module

This module asks questions that will help IPA re-contact the survey respondents again in 2 years. These questions are critical to running a successful endline survey.

We would like to ask a few questions about how we will be able to contact you later for our follow-up survey.	
Does anyone in your household have a mobile phone?	
Please provide us your mobile phone number.	
Please provide us with a second mobile number, if you have.	
Is your mobile number likely to change in the next 12 months?	
if you change your mobile number, can you please text the number on the letter of informed consent with your new mobile number. Please cite this name and number: [Uniqueid and respondent name]	
Do you have a landline phone with you or near your residence that may be used to contact you?	
If yes, please provide us the landline number	
If you moved from this place, who would be the best person to contact for information about you? Please provide the names and details of two closest relatives/friends who will know your whereabouts if you leave this location.	Ask for someone who will be in the community in 2 years. So someone who is also likely to move with the participant is a bad choice. This section is especially important for our endline survey in 1 year.
Name 1	
Does name live in the same barangay?	
Name 1's Province of Residence	
Name 1's Barangay of Residence	

Name 1's Location within barangay and nearest landmark	
How is Name 1 known in that locality	
Name 1's Mobile number	
Name 1's Nearest Available Landline	
Does name live in the same barangay?	
Name 2	
Name 2's Province of Residence	
Name 2's Barangay of Residence	
Name 2's Location within barangay	
How is Name 2 known in that locality	
Name 2's Mobile number	
Name 2's Nearest Available Landline	
ENTER ANY REMARK YOU HAVE ABOUT THIS INTERVIEW	This is where you would enter any remarks about this interview. For example issues like survey fatigue, disruptions, or anything out of the ordinary.