

Survey Guidelines for the MOs with Answered FAQs on the Questionnaire

16.06.2016

TERMINOLOGIES

Household: A household consists of the family members who take their meal altogether.

Migration: To travel outside of someone's own village with a view to working and earning; the person, however, must spend MINIMUM 7 NIGHTS in the destination in order to make his/her movement a MIGRATION.

Part 1- FILL IN BEFORE VISITING A HOUSEHOLD

Question # 1-5 from the questionnaire ([link](#)) will have to be filled up before leaving the Branch Office. However, it is better to fill in the Question # 2- DATE in the evening after the survey is done for the day. The guidelines for filling up the Question # 1-5 are following:

Question # 1: Name of the Surveyor

Write down your name in FULL against the Question # 1. The name must be identical to the OFFICIAL NAME used in the organization. Only nick name will NOT be allowed to write here.

Question # 2: Date

The DATE on which the specific survey takes place should be put in the Question # 2 in following format:

DAY/ MONTH/ YEAR (|_| |_| / |_| |_| / |_| |_| |_| |_|)

Each given cell is for one digit only. You are NOT ALLOWED to write more than one digit in one cell. Write the DATE on the surveyed questionnaire in the evening after finishing the survey. Don't write date on the questionnaires that are not surveyed/completed yet.

Example: 15 June 2016 should be written as |1| |5| / |0| |6| / |2| |0| |1| |6|

Question # 3: Household ID

It contains 14 discrete blank spaces. First three (03) blank spaces are for the AREA code (capital alphabets; predetermined), second three (03) blank spaces are for the BRANCH code (capital alphabets; predetermined), third four (04) blank spaces are for the village code (numeric digits; predetermined) and the last four (04) blank spaces are for the household numbers (to be given continuously starting from 0001 and so on for every village). The CODES given for AREA, BRANCH and VILLAGE could be retrieved from the provided LIST OF SELECTED VILLAGES document.

Household numbers (the last four digits) will be continuous for a village (starting from 0001 until it goes). However, for another village, this number will repeat from 0001 again.

Example: The first questionnaire for the “Dhamer hat” village (given code: 1001) of Panchgarh Area (given code: PAN) and Kaliaganj Branch (given code: KAL) should be written as: P A N/K A L / 1 0 0 1 / 0 0 0 1

The SECOND questionnaire of the SAME village should be written as:

P A N/K A L / 1 0 0 1 / 0 0 0 2.

In this way, all the households of the village will be numbered continuously. In the second village (let’s say, “Ghagra Araj” of the same Panchagarh Area and Kaliaganj Branch) the first household to survey will be numbered with 0001 again.

This system of Household Numbering will help understand how many households are there in each village and/or how many households have been surveyed in each village.

Question # 4: District

The name of the respective DISTRICT (UNIT) will have to be written against the Question # 4. The name must be SIMILAR to that mentioned in the provided LIST OF SELECTED VILLAGES document.

Question # 5: Village

The name of the respective VILLAGE will have to be written against the Question # 5. The name must be SIMILAR to that mentioned in the Village List document. No CODE for the Village will be accepted here. Also, you are NOT ALLOWED to write the name of cluster (para) along with the name of village. Write the name of village as it is written in the provided LIST OF SELECTED VILLAGES.

Part 2- NARRATIVE

You standing at the main gate of the house should ask loudly “Is there anybody inside the house?” Upon getting response, you should ask again, “May I come in?” Upon getting permission, you should enter into the house and exchange salam “As-salamu-alai-kum/ adab”. Then you should ask, “May I talk to you for a moment?” If the HH member permits you to talk to him/her then read out loud the paragraph to INTRODUCE yourself to the respondent and also to explain the PURPOSE of your VISIT. However, it is recommended NOT to read the paragraph directly from the DOCUMENT; rather memorizing the paragraph and pronouncing it in normal, easy and cordial voice and in your own language (expressions) found to be more effective in getting attention of the respondent.

You have to ensure that you collect data from a working member or at least from someone who knows most about the working member of the HH. *Working members are those that participate in the labor market for wage labor or work/manage their own enterprise (e.g. farm, shop, cottage industry, etc).* You, for instance, SHOULD talk to the wife or the elder son in case the working member is not at home. You, however, SHOULD NOT interview under-aged (less than 16 years old) member of the HHs. Also, you MUST NOT talk to neighbor or any other persons to get information on the Question # 9-22. However, you may fill in the first eight (08) questions (until the Question # 8) by asking the closest neighbors/ relatives of the household.

Afterward, you should write the four (04) digits Household Number (from Question # 3 on the questionnaire) on either wall or main entrance gate of the house using permanent marker pen. Detailed guidelines on marking the household is put in the Part 4- WRAPPING UP THE SURVEY, MARKING THE HOUSEHOLD & WRITING COMMENTS.

Part 3- SURVEYING

A. Household Identification & Working Members

Question # 6: Physical location of the Household

This is an OPEN ended type question. Ask the respondent about any well-known landmark/feature close to the household that can be used to locate the household. Write down the information against this question. This information will be helpful for the MO in later stage or even for the Monitoring Officer, Project Manager or any other project staff in case they want to re-visit the household for checking or any other purposes.

Example: Few examples on how to fill up this question could be-

“On the south side of Sonahar Mosque”

“On the east side of Hashem Chairman’s House”

“On the west side of Kali Mandir” etc.

Question # 7: Name of the Household Head

Please write the name of the head of the household against this question. Household head is the person who makes the decision for the house and people of the village know the house by his name (e.g. Rahim er Vita, Karim Bhai er Bari etc). He may not be a working member for the Household. For instance, a very old aged person may not be an income earner for the household, but he CAN be the HEAD by making decision for the household. Moreover, villagers used to know a household by the name of the old-aged person of the household even if he is retired from work and earn no more now. Therefore, DON'T get confused with the household HEAD and WORKING member. Rather, ask the respondent directly, “WHO IS THE HEAD OF THE HOUSEHOLD?”

You can avail another approach in getting information on this question. Ask the respondent, “How many members are there in your household who eat altogether? Out of them, who is the BOSS, who makes decision for this household, by whose name people of the village know this house?”

Write down the complete name of the HEAD. If applicable, write down the NICK name of the HEAD in bracket.

Example: “Md. Ashraful Islam (Asha Miya)”

Question # 8: Name of Father/ Husband of the Household Head

Ask the respondent for the name of FATHER or HUSBAND of the HEAD of the household. The person can be dead already. In such case, start with the word “Late”.

Example: “Late Abdul Karim Bhuiyan”

Question # 9- 13: Name of the Working Members

Ask the respondent for the name of the working member(s) of the household. A working member of the household may NOT be the HEAD always. In case the respondent doesn't understand the question, ask him/her in this way, “Which members of your household work to earn income. Do you work? How about other members?”

Even if a person works but contributes very little in the household earning, he WILL have to be reported as a working member. You shouldn't ask the question in this way, “Who of your household members earn to run the household?”; if you ask in this way, the respondent could cut the person who earns little and cannot contribute in the household's income.

Write the names against the Question # 9- 13. If a household has more than five (05) working members, stop taking the name after the fifth working member. It is NOT MANDATORY to rank the persons according to their amount of earning or contribution to the household or age. Therefore, it is NOT necessary that the most earning member or elder person will have to be put in the Question # 9. Just make sure to write the full name and nick name in bracket.

Question # 14: Primary Telephone Number of the Household

Ask the respondent for the primary telephone number of the household. If all the members have access to phone, ask for only ONE of the “MAIN WORKING MEMBER” or the “HEAD”, which can be used to communicate to all the working members of the household. Write the ELEVEN digit phone number in the given eleven cells.

B. Land Ownership

This section of the questionnaire is about getting information on the household's OWN land. By OWN land we mean the land which is owned by the household on paper. A

household might have some land which the household has taken on LEASE from others; such LEASE land will NOT be regarded as the household's OWN land.

However, if the Household OWN some lands which are LEASED OUT or MORTGAGED to other person, you will CONSIDER that amount of land as the household's OWN land.

Write down the amount of land in DECIMAL. If the respondent mentions some other unit (e.g. Doon, Dhul, Bigha etc), ask him/her or other person of the same village about the equivalent amount in DECIMAL. You MUST write the amount in DECIMAL.

Carefully review that the answer option in this section has five cells in total, THREE cells before point, and TWO cells after. The slash (/) here indicates POINT (.) that will be useful if the reported amount of land is a FRACTION. However, before the POINT, there are only three cells with an assumption that the amount of each category of land per household WOULDN'T be thousand (1000) decimals or more. Even if someone has more than 1000 decimals of land, just write 999 decimals in the given three cells. This would indicate that the household has 1000 decimals or more land of that specific type.

However, some examples of answering the questions in this section are mentioned in the "Part-5: OVERALL GUIDELINES" at the end of this document. While filling in the cells in this section, make sure to fill in all the cells; don't keep any cell empty. For instance, if you have to write 2.5 decimal of cultivable land, please write as follow:

15. Cultivable: 0 0 2 / 5 0 decimals

You are NOT ALLOWED to keep any cell unfilled.

Question # 15: Cultivable

Ask the respondent about the amount of lands (in decimals) that is OWNED by the HH by paper and that is cultivable at this moment. By cultivable, we mean a piece of land where the person can grow any types of crops around the year. Apart from that, a MANGO GARDEN should be regarded as cultivable land since this garden produces fruits and thus annual income to the household, and in most cases, such garden generates greater income than a typical crop land can generate. For this reason, many people in the northern Bangladesh, now-a-days, convert their crop cultivable land into MANGO or LITCHI garden.

However, BAMBOO Garden shouldn't be considered as cultivable land since it doesn't generate regular income to the household. This type of land should be reported as "OTHER" land against the Question # 19.

Also, people sometimes use a part of his/her premise to cultivate vegetables. This amount of land SHOULD NOT be regarded as cultivable land. Rather it should part of the HOMESTEAD (Question # 16). However, if a household has a small piece of land adjacent to its homestead where the household produces crops (or vegetables)

regularly every year, that amount MUST be reported as cultivable land. Just make sure that the amount doesn't fall within the PREMISE of the household.

One effective approach in asking this Question # 15 could be, "how much land in total do you OWN by paper? Out of that amount, how much do you use in the field to grow crops or fruits?"

One exception to consider, a person has his own household separated from his parents, but still he hasn't got his inherited amount on paper from his father. Instead, his father allowed him to use a definite portion of his lands at a specific location. This amount SHOULD be reported as his OWN cultivable land since he is currently using that amount of land and therefore, it is obvious that he is going to inherit that land on paper in the near future from his father. For INHERITANCE related case, therefore, "lands on paper" issue would be flexible to some extent. For any other case, you must ensure that the lands are registered on the respondent or any other member of the household. For instance, husband of a Household might not have any land, but his wife does have. Write that amount as the household's OWN land.

Question # 16: Homestead

This question is about the amount of land (in decimals) on which the house is located. Sometimes people have a piece of land adjacent to his/her homestead (but not part of the PREMISE) that he uses to grow regular crops. Such land should be reported as CULTIVABLE land but not as HOMESTEAD. Also, a pond might be adjacent to the homestead; people tend to mention the whole amount as HOMESTEAD. You have to look on the homestead first and if you perceive that the homestead is not as bigger as the respondent reported, ask him/her about "what types of land is included into the HOMESTEAD? A pond? A piece of cultivable land? Any garden? etc".

Let's take another case, a son is married and has his own family separated from his parent's. However, his home is located still on his parent's land, i.e. the homestead is still not registered on his name (this happens frequently in Bangladesh). In that case, ask him about ONLY the PORTION of his parent's land on which his house is located. Write that amount against this HOMESTEAD question for him. This is because, although the homestead land is still not registered on his name, BUT he is currently using that portion of land for himself and therefore, he will inherit that portion of land in near future from his father.

Question # 17: Pond

Ask the respondent if his/her household has any pond of their own by paper. If they have, how much land it takes? If a pond is owned by more than one person on sharing basis (e.g. several brothers have one pond obtained from their father), divide the

amount into the shareholders and write only the rightful PORTION for the household you are surveying. Write down the amount (in decimals) against this Question # 17.

Question # 18: Fallow Land

This question is about the amount of land that is OWNED by the household by paper and that is fallow, i.e. nothing grows there. There are some lands in Char area that come out of the river water once a year but nothing could be grown there. Such lands should be reported as Fallow land. However, if that land is used to grow any crops- may be not throughout the year, but only once a year, the land MUST be reported as CULTIVABLE land in the Question # 15. This type of land is NOT fallow land.

Question # 19: Others

Any other types of land except the above mentioned, should be reported here. Few examples of OTHERS type of land could be- Bamboo Garden, a piece of land on which shop is located, unusable land located into the river bed, land reserved for family grave, land with furniture woods etc. After writing the amount, please SPECIFY the TYPE of the reported other lands.

C. Meals

In this section, we need to know whether all the members of the household had at least two complete meals a day with full satisfaction in the last lean season.

Question # 20: During the last *Vadro to Agrahayon* (September to December), have all members of your household completed at least 2 full meals with satisfaction a day?

This is a sensitive question for the respondents but very important for us. You are advised to ask this question with extreme care.

You can use this approach to ask this question, "During *Vadro-Agrahayon* (September to December) months, many people from this region become workless. At that time they don't have much income, and so it happens that sometimes they cannot manage to eat two complete meals a day with satisfaction. Did this happened to you anyhow in last *Vadro to Agrahayon*? Did all of your household members had at least two complete meals with full satisfaction a day at that time?"

Please emphasize on the word "satisfaction" while asking this question. This approach is very much necessary to avail when you ask this question to an apparently well-off

looking household. Even, if you ask this question to a poor household, they would feel shy-off to answer directly. If they don't answer after asking the above mentioned, add one more question, "Was there any case in last Vadro to Agrahayon that any member of your household couldn't eat at least two meals a day with satisfaction due to poverty or lack of money? This happens that parents sometimes eat less to feed their children well at that time of the year"

It may happen that respondent answers smilingly, "yes, sometimes we had such situation/ sometimes we had problem" etc; that's it! Don't go much with the question. Just report "0" in the answer box which signifies that sometimes the members of the household DIDN'T eat two complete meals with satisfaction a day during last Vadro to Agrahayon.

Having said that people feel shy-off in answering this specific question, DON'T insist the respondent again and again to get a direct YES or NO answer on this question. If you continue asking him/her with the question, s/he will be forced to say "YES" at the end, because, s/he doesn't want to be ashamed in front of you confessing directly that they had problems with eating.

And, while asking this question, you must keep SMILE on your face to signify that you are asking this question just for this survey purpose, you didn't mean any offense to the respondent.

D. Migration History

In this section we need to know whether the working members of the household (reported in the Question # 9-13) have ever migrated for work, and if yes, how many times in the last three (03) years.

Question # 21: Has this member ever migrated for work?

Ask respondent pointing to each of the working members who have been reported in the Question # 9-13 that if the working member has ever migrated for work outside of his area or not.

If a working member goes to the nearest town in the early morning and comes back home in the evening, that WON'T be reported as a MIGRATION. For migration to take place, the working member MUST spend quite a few days (let's take 07 days as a rule of thumb) at the destination for working. For instance, a person going to the south part of Bangladesh for harvesting paddy for seven-eight days WILL BE considered as migration.

Question # 22: How many times has this member migrated in the past 03 years (between August 2013 and July 2016)?

Write down the number of how many times the reported working person has migrated in last three (03) years. If the respondent doesn't get the time range instantly, clarify him/her by mentioning the exact time range i.e. between August 2013 and June 2016.

If a person is found with migrating more than 100 times in last 03 years, just write 99 in the answer box. This is because, you are not ALLOWED to write three digits in the given two cells.

Let's say, a working member of the household has migrated to Dhaka or other country (e.g. Middle Eastern countries) and is living there for a long time (suppose, more than 3 years) and he has rarely visited the household; in such case, exclude him from the household member, i.e. DON'T consider him as a member of the reported household. If his name is written in the Question # 9-13, remove his name from there. However, if he is the ONLY WORKING member as well as the HEAD of the household, please don't cut his name from the question # 9. Rather put "1" for this person in the Question # 21 and put "99" in the Question # 22 which will signify that the case is EXCEPTIONAL. Other types of people falling under such exceptional consideration include those working in the Police, Army and Border Guard department, engaged in permanent formal jobs outside etc; these people have migrated outside for work, however, wouldn't be considered in our projects because they are no more regular members of the household.

Part 4- WRAPPING UP THE SURVEY, MARKING THE HH & WRITING COMMENTS

Congratulation! The questionnaire is already complete. Verify that you have answered all the questions. Thank respondent for his/her time. You can say "Ok, we are done! Thank you for your valuable time". After saying this, take preparation to come out of the household exchanging *salam* again. DO NOT get engaged into longer discussion with the HH members after finishing the survey.

At this moment, you have to write the last four (04) digits of the HOUSEHOLD ID (from Question # 3) on the main entrance gate or wall of the household. Take permission from the respondent before so doing. Ask him/her "May I write a small number on your main entrance gate or wall, which will ensure that your household has been surveyed and not to survey your HH again?" If he/she doesn't permit, DON'T write. But if they permit, write it either on the main entrance gate or wall (which is easily visible). DO NOT make the ID looks bigger on the GATE or WALL. Rather use such font size that can be visible and readable from a distance of 10 feet outside of the house. Also, be advised to write the ID in such a place where rain water cannot wash it away easily.

In case the HH members are absent, be rational in putting the ID on the main entrance gate or wall. Use small font size and write on such a place that won't affect the overall aesthetics of the house.

Once you are out of the HH and ready to enter into new one, take a minute to write any special comments on this just finished survey. Writing COMMENTS, however, is optional. If you don't have any comments to write, wrap up the survey document and enter into new one.

If you have any comment, make sure that the comment is NOT JUDGEMENTAL and/or BIASED about the household. For instance, you SHOULD NOT write something like "the household looks very poor".

Rather, you should write some comments on your SURVEY itself. For instance, "there were three-four members of the HH present when I surveyed. Different members gave me different information on the same question" or "the person I interviewed is not mentally sound" etc.

Part-5: OVERALL GUIDELINES

- ❖ Be careful with the number of cells that indicates the number of digits you are allowed to write. One cell is for ONE digit only. DON'T write two-three digits in ONE cell.
Example: In the Question # 15, if a person has 20 decimals, fill in the cells as below:
15. Cultivable: 0 | 2 | 0 / | 0 | 0 | decimals
If the amount is reported as 20.5 decimals, then:
15. Cultivable: 0 | 2 | 0 / | 5 | 0 | decimals
If the amount is reported as 124 decimals, then:
15. Cultivable: 1 | 2 | 4 / | 0 | 0 | decimals
If the amount is reported as 5 decimals, then:
15. Cultivable: 0 | 0 | 5 / | 0 | 0 | decimals
If the amount is reported as 0.5 decimals, then:
15. Cultivable: 0 | 0 | 0 / | 5 | 0 | decimals
- ❖ NEVER communicate with NOBODY from the village about the project or purpose of the project.
- ❖ DON'T hurry in asking questions and finishing the survey. Rather, try to be EASY and CORDIAL to the respondent.
- ❖ All the cells should be filled with ENGLISH DIGITS; names could be written in Bengali.