

TOOL 11 INTERVIEW MANUAL

JOBS IN VALUE CHAINS SURVEYS

Understanding the Questionnaire

[COUNTRY]



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INTRODUCTION

BACKGROUND

The Let's Work Partnership (LWP) is a global partnership that unites institutions dedicated to harness the potential of the private sector in order to create more and better jobs that are inclusive. The LWP mission is to bring together governments, the private sector, and development partners with the aim of removing constraints to job creation. Among the aims of the LWP is to improve the measurement of the impacts of private sector and public investments on the scale, quality, and inclusiveness jobs.

Estimating jobs impacts of investments has traditionally relied on the use of standard input-output tables to develop multipliers. But input-output tables are not always available, and they are frequently out of date and produced at very high levels of aggregation that lose any sectoral nuance. Most importantly, input-output tables are blunt instruments for measuring jobs as they fail to capture the dynamics that shape firms' decisions to expand, hire, and use labor. Moreover, if we want to understand employment dynamics not simply to count (ex post) or estimate (ex ante) jobs but also to understand how and where to focus efforts to help create more and better jobs, then richer instruments like value chain analysis will be needed

The value chain work has been designed to support jobs estimation through a rigorous survey methodology.

JOBS IN VALUE CHAINS SURVEYS

The Jobs in Value Chains Survey aims to achieve the following objectives:

- To generate a full mapping of all critical components of the specified value chain;
- To provide a sampling strategy that ensures relevant, robust, and representative data collection;
- To assess the enterprise-level dynamics of value chain interactions, labor use, and the drivers of firm growth, investment, and job creation;
- To stimulate systematic policy dialogue on the business environment and to help shape the agenda for reform; and
- To build a cross section (and potentially a panel) of enterprise data that will make it possible to analyze and compare dynamics across value chains and locations (and potentially over time).

The Jobs in Value Chains Survey will typically require interviews with both formal and informal firms.

INTERVIEWER TASKS & OBLIGATIONS

Interviewers, who successfully complete the training course, will sign a contract with the survey firm <firm>, which will define their status and obligations while carrying out the survey. Interviewers will receive a training course, material, and the resources required to get to the place of their work. They will also be given proper accreditations.

Data collection will last <XXX> months. All Interviewers will have to make themselves available during this period and arrange to have the personal belongings they need to ensure smooth work.

Interviewers will be responsible for locating selected farms/firms, interviewing designated respondents to obtain information from farms/firms in line with norms, procedures and instructions contained in this manual.

The interviewers' work is without doubt, one of the most important tasks in this survey. Coverage, quality and accuracy of information mainly depend on whether the interviewer does his/her job well and is responsible and cooperative.

The Interviewer is responsible for filling out questionnaires for all selected farms/firms. Interviewers' tasks, functions and obligations cannot be delegated to another person.

Interviewers, as crucial participants in a survey of high significance for the country, should behave in line with the following norms and rules.

INTERVIEWER'S TASKS:

1. To participate actively in and to complete the training course.
2. To carefully study the Manual and other instructions in order to understand them fully.
3. To comply with instructions and recommendations contained in the Manual and with any instruction given by persons in charge of the survey, including the supervisor and Survey Management Team.
4. To carry out interviews through personal visits to each establishment, to interview each respondent as specified in the questionnaire and this manual, and in the process, to directly collect information. It is reminded that an interviewer's task cannot be delegated or transferred to anybody else.
5. To complete interviews with all selected respondents. This includes visiting an establishment as many times as necessary in order to find the appropriate respondent, to correct and complete inaccurate or incomplete information. Remember: an interviewer is obligated by contract to make him/herself fully available for work in the survey, thus he/she must be available for carrying out the survey at any time a respondent specifies as the most convenient for him/her: weekend, holidays, evenings, etc.
6. To behave professionally and formally during the interview, in accordance with the importance of the work he/she is performing.

7. To visit each establishment in a correct and professional outfit, keeping in mind that it is an important factor in ensuring cooperation from the respondent and collecting good quality data.
8. To come to work on time according to supervisors' instructions.
9. To make him/herself available at the times when he/she is needed during the survey implementation.
10. To carry out his/her duty and complete the given assignment. This includes handing over to the supervisor, every day, all questionnaires properly filled out with the information obtained from the respondents.
11. To perform all scheduled interviews at the time they are planned. If unable to interview a selected farm/firm, the interviewer should inform his/her supervisor, who will determine necessary changes in accordance with procedures. Remember that the interviewer is not allowed to select on his/her own replacement farms/firms to interview.

WHAT THE INTERVIEWER MUST NOT DO

1. The work of the interviewer is personal and cannot be transferred to anybody else. In other words, no one else can do the interviewer's work.
2. No one involved in the survey (interviewer, supervisor, data entry operator) can be engaged in any other job during the survey. Work on the survey is a full-time job throughout the duration of the survey.
3. The interviewer is not allowed to amend any information obtained from the respondent.
4. The interviewer must not disclose, repeat or comment on information obtained from the respondent, nor show a completed questionnaire to anyone but his/her supervisor or other project staff. Remember that information given by the respondent is strictly confidential.
5. Do not bring anybody who is not a work team member to interviews with respondents.
6. Do not pressure respondents in any way, nor encourage them to answer through false promises or offers.
7. All collected information must be handed over to the supervisor without any amendment or destruction.

MATERIAL FOR THE INTERVIEWERS

At the onset of the survey, the supervisor will provide interviewers with all documents and material required to perform their task.

These documents include:

- ID card provided by the firm
- List and addresses of farms/firms to be interviewed,
- Letter to the farm/firm requesting cooperation,
- Electronic Copy of the Questionnaire, and
- Instruction manual.

Interviewers are reminded to bring along their Interviewer Manual and consult it and/or discuss with their supervisor should a problem occur in order to come to a quick and appropriate solution.

2.3.1 Addresses

Before starting interviews, the interviewer should, together with his/her supervisor, familiarize him/herself with the exact location of the selected farms/firms. The interviewer should properly understand the distribution of the sample (of selected farms/firms), interconnections, roads and other communication means in order to plan his/her work appropriately.

2.3.2 Material and Reports

The interviewer should electronically submit over to his/her supervisor all completed questionnaires and detailed reports on completed fieldwork, in the required format. This includes:

- 1 Summary of results of conducted interviews: number of filled out questionnaires, list of farms/firms who could not be located, are no longer operating, or refused to cooperate partly or entirely (and at which stage). The same report should include the number of replacements approved by the supervisor and drawn from the list of replacements.
- 2 Any issue or problem faced in the field, so as to solve it swiftly, e.g. address issues, identifying a firm/farm's location, incomplete questionnaires, respondents' behavior and/or opinion, further visits scheduled, absent respondents, etc.
- 3 Any other observation the interviewer thinks the supervisor should be informed of for the sake of the work's success.

These reports should be prepared using the dedicated reporting forms.

SURVEY METHODOLOGY & PROCEDURES

This chapter describes and explains in a comprehensive manner the methodology used in the Jobs in Value Chains Survey surveys, as well as the techniques, strategies, procedures, and norms to be followed for proper implementation of the survey.

INSTRUMENTS

The Jobs in Value Chains Survey study collects information through the Agriculture and the Manufacturing & Services questionnaires.

Each interview will use a single questionnaire. However, for convenience the questionnaire is internally divided into 4 modules to allow saving time by skipping certain questions for respondents that may not be eligible to answer or for whom the questions are not applicable.

The Manufacturing/Services questionnaire will be used in all interviews with manufacturing or services establishments. The Agriculture questionnaire will be used in all interviews with agricultural establishments and farms. The questionnaires include skip patterns for questions that only apply to certain firms.

The survey instrument includes 5 modules:

1. **Module 1:** This is the Screener, used to verify and complete information contained in the sampling frame.
2. **Module 2:** This covers the establishment background (provides basic information about the establishment, including activities, ownership, age of the business and legal structure)
3. **Module 3a:** Household roster collects information on all family or household members actively involved in activities on the farm or firm.
4. **Module 3b:** Captures information on non-family permanent & seasonal workforce at the farm or firm. Including questions about duration worked, skills level, compensation and training.
5. **Module 4:** Gathers information about the establishment's production, main inputs and its sourcing of these inputs; includes an assessment of opportunities and barriers to local sourcing in the supply chain.
6. **Module 5:** Gathers information on revenue, sales and nature of contracts with main sellers.

SAMPLING

The list of farms/firms in the sample will be provided to you by <firm>. Sampled farms/firms will have been randomly chosen from a pool of farms/firms. The sample size will be determined by the value chain mapping for each product of interest. The list will contain information on the name, address or approximate location, phone number, size, and product/activity (VC of interest) of the farm/firm. No other list should be used to include firms in the sample.

It will be the interviewers' responsibility to contact the farms/firms on the list and persuade them to provide information for the project. Cooperation may be difficult to obtain, but this study relies on the

persistence of interviewers to be able to skillfully persuade managers of selected firms to share some of their time.

The survey will target the Human Resources (HR) manager and a Production Manager for larger enterprises, the Owner/Manager for medium and small enterprises.

FIELDWORK ORGANIZATION

Prior to visiting each establishment, the interviewers should complete a Screener Questionnaire containing information discovered (as much as possible) in the process of making contact. This information includes the employer's name, address, owner or manager name, phone number, email address, firm's website, and legal status.

INTERVIEW TECHNIQUE

The following instructions focus on the form and procedures required to ensure that the interview is performed in an adequate and appropriate manner.

It is important to emphasize the need for all project staff to fully understand the questionnaires as well as the manual with the instructions and maps: these elements are crucial to the success of the survey and to the accuracy of its results.

Keep in mind that the farms/firms to be interviewed might have different cultural backgrounds, reactions, attitudes, and behaviors regarding the survey. The interviewer might have to interact with farms/firms from different structures, social and economic statuses, levels of education, habits, religions, etc. As obtaining reliable and high-quality survey results requires building trust with respondents, interviewers will need significant understanding and communication skills in order to establish good relations with different profiles of participants and to overcome difficulties that may arise.

3.4.1 Access to Information

The first impression made by the interviewer is crucial to the interview's success: an interviewer's appearance, his/her attitude at the very beginning and what he/she says are essential to establish a good rapport. Interviewers should be properly and professionally dressed for their work.

Once selected farms/firms' WORKPLACES are located, the interviewer should ask to talk to the Human Resources (HR) manager, the Production Manager for larger enterprises, or Owner/Manager for the medium/small enterprises.

He/she should greet the person in a kind and friendly manner, introduce him/herself and hand over the **introduction letter**. Then the interviewer should explain briefly and concisely the purpose of the survey, importance of the project, and the need for cooperation.

One of the ways the interviewer could introduce him/herself, is the following: {This may be adapted by the survey firm.}

"Hello, my name is [insert your name, from [Survey Firm]], a consultancy hired by the World Bank] I am collecting data for a study that is trying to understand the creation and linkages for jobs in the [Product of Interest] Value Chain. The information gathered here will help develop new policies and programs to improve job creation. Your establishment has been chosen randomly, along with several hundred others, to provide a representative sample of all farms/firms in the country/region. The

information you will be providing will be treated as strictly confidential. Your farm/firm's name, your name, (your colleagues whom may be interviewed...) and the specific data collected will never be identifiable in any report or dataset. I will be asking questions on labor costs and activities, input structure and some other questions on [the product of interest]. I should be speaking either to a General Manager / CEO / Owner, or maybe the person in charge of taking the decisions with hiring / training / promoting. Who do you think this person may be?"

It is important that the interviewer has a friendly and confident attitude towards the respondent. If the interviewer gives the impression of being nervous or insecure, he/she will not convey enough conviction to secure the respondent's cooperation, participation, and attention.

You should always try to maintain the same mood throughout the interview: if the respondent for any reason gets tired or disturbed, take a few minutes' break before resuming the interview.

3.4.2 Communicating on the Purpose of the Survey

Communication on the purpose of the survey is to be established after the interviewer introduces him/herself and while getting ready to start filling out the questionnaire. The interviewer should explain that this survey is implemented throughout the region/country and that respondents' cooperation will enable the quantifying of jobs in the [product of interest] value chain and the analysis of how farms/firms employ capital and labor, how firms/farms from various segments differ and highlight factors that open/restrict opportunities for jobs impact across farms/firms by size, sector and geographic region. The interviewer should further explain that the findings of the study will ultimately help the authorities to improve jobs creation. During this short period, the interviewer must explain the purpose of the survey, and emphasize that collected data are strictly confidential. The latter point is crucial to avoid any fear of misuse of the answers given. All data will be used for statistical purposes, and the data identifying in any way a specific enterprise will not be used.

Keep in mind that at the beginning of the interview, the respondent's communication and confidence in the exercise may be low. The rhythm of the survey, tone of questions, adequate speed in question formulation, dynamics of the interview itself, knowledge about the questions and their order are all factors that determine success of the interview. If the interviewer reads questions with a monotonous or nervous voice, or without any rhythm, obtained information may be of poor quality and the respondent will not be interested in answering.

The interviewer should not give the impression that he/she considers him/herself an important person because of the assignment he/she performs on behalf of <firm>. He/she should be open, friendly and decisive, showing that he/she is an experienced person. He/she should not be authoritative or aggressive. Best communication can be established when the respondent sees that the interviewer is honest and up to the task.

3.4.3 Interview

When the interview starts, try to comply continuously with the following instructions:

- Plan sufficient time for the interview.
- Behave appropriately throughout the interview.
- Do not give any information about which you are not sure, it is better to seem uninformed, but honest. Avoid any conversation or attitude which could lead to a discussion or argument with the respondent. Limit the conversation to the survey topics only.
- Neither make promises nor offer anything as an incentive for the respondent to participate in the survey.
- Do not conduct the interview in the presence of a person other than an appropriate respondent from the establishment, as the respondent's answers could differ in presence of another person.
- Do not act surprised by any answer given by the respondent, either by the tone of your voice or facial expression.
- Comply strictly with the order and format when asking questions from the questionnaire. In other words, comply strictly with instructions given. Any modification could jeopardize uniformity and quality of information.
- Read questions without pressuring the respondent in any way. Never assume that you know the answer in advance.
- Regarding the rhythm of the interview, keep in mind that it consists of questions, answers, moments of silence, and breaks. Try to maintain the same rhythm throughout the interview. Allow time for the respondent to think about his/her answers. The interviewer must assess the respondent's level of understanding: the speed at which questions are read should vary accordingly. Besides, the interviewer must pronounce clearly every single word he/she reads.
- Read questions exactly as they are written in the questionnaire (without any modification). In case the respondent does not understand a question, read it again. If the respondent still does not understand it after a second reading, explain carefully to him/her the purpose of the question, taking care not to amend in any way the original meaning of the question and without influencing the answer in any way.
- Allow enough time for the respondent to answer the question. Try to ensure that the respondent does not amend the meaning of the question. Do so in a friendly way: experience will teach you the best ways to achieve this.
- At the end of the interview, check the questionnaire carefully to make sure that no answer is missing or entered in the wrong box. If there is, take advantage of the respondent's presence to correct it. Keep in mind, that the supervisor will check the questionnaire once again and that in case an answer is missing or incorrectly entered the interviewer will have to return to the firm to correct errors.
- Do not offer copies of the questionnaire or any other material that the interviewer is not authorized to distribute.
- Upon leaving the establishment thank all respondents for their cooperation, time and effort.

Remember – the interviewer’s work should mainly consist of:

Reading verbatim questions from the questionnaire to the respondent, exactly as they are written in the questionnaire, following the predetermined order, and in a way enabling the respondent to easily understand and answer them.

Careful listening and entering answers exactly as given by the respondent, complying with defined procedures (offered and entered code, format of boxes for data entry, etc.)

3.4.4 Concepts and Main Definitions

In order to manage the survey properly, a list of the classification of occupations, which should help you in carrying out your work is provided below. This list of professions will be available for you on a handout card to give to the respondents as well, so they may properly judge in which category their workers should be classified:

INTERNATIONAL STANDARD CLASSIFICATION OF OCCUPATIONS (ISCO 08)

1. Managers

- a. Chief executives, senior officials and legislators
 - Legislators and senior officials
 - Managing directors and chief executives
- b. Administrative and commercial managers
 - Business services and administration managers
 - Sales, marketing and development managers
- c. Production and specialized services managers
 - Production managers in agriculture, forestry and fisheries
 - Manufacturing, mining, construction, and distribution managers
 - Information and communications technology service managers
 - Professional services managers
- d. Hospitality, retail and other services managers
 - Hotel and restaurant managers
 - Retail and wholesale trade managers
 - Other services managers

2. Professionals

- a. Science and engineering professionals
 - Physical and earth science professionals
 - Mathematicians, actuaries and statisticians
 - Life science professionals
 - Engineering professionals (excluding electro-technology)
 - Electro-technology engineers
 - Architects, planners, surveyors and designers
- b. Health professionals
 - Medical doctors
 - Nursing and midwifery professionals

- Traditional and complementary medicine professionals
- Paramedical practitioners
- Veterinarians
- Other health professionals
- c. Teaching professionals
 - University and higher education teachers
 - Vocational education teachers
 - Secondary education teachers
 - Primary school and early childhood teachers
 - Other teaching professionals
- d. Business and administration professionals
 - Finance professionals
 - Administration professionals
 - Sales, marketing and public relations professionals
- e. Information and communications technology professionals
 - Software and applications developers and analysts
 - Database and network professionals
- f. Legal, social and cultural professionals
 - Legal professionals
 - Librarians, archivists and curators
 - Social and religious professionals
 - Authors, journalists and linguists
 - Creative and performing artists

3. Technicians and associate professionals

- a. Science and engineering associate professionals
 - Physical and engineering science technicians
 - Mining, manufacturing and construction supervisors
 - Process control technicians
 - Life science technicians and related associate professionals
 - Ship and aircraft controllers and technicians
- b. Health associate professionals
 - Medical and pharmaceutical technicians
 - Nursing and midwifery associate professionals
 - Traditional and complementary medicine associate professionals
 - Veterinary technicians and assistants
 - Other health associate professionals
- c. Business and administration associate professionals
 - Financial and mathematical associate professionals
 - Sales and purchasing agents and brokers
 - Business services agents
 - Administrative and specialized secretaries
 - Regulatory government associate professionals
- d. Legal, social, cultural and related associate professionals
 - Legal, social and religious associate professionals

- Sports and fitness workers
- Artistic, cultural and culinary associate professionals
- e. Information and communications technicians
 - Information and communications technology operations and user support technicians
 - Telecommunications and broadcasting technicians

4. Clerical support workers

- a. General and keyboard clerks
 - General office clerks
 - Secretaries (general)
 - Keyboard operators
- b. Customer services clerks
 - Tellers, money collectors and related clerks
 - Client information workers
- c. Numerical and material recording clerks
 - Numerical clerks
 - Material-recording and transport clerks
- d. Other clerical support workers
 - Other clerical support workers

5. Service workers

- a. Personal service workers
 - Travel attendants, conductors and guides
 - Cooks
 - Waiters and bartenders
 - Hairdressers, beauticians and related workers
 - Building and housekeeping supervisors
 - Other personal services workers

6. Sales workers

- a. Sales workers
 - Street and market salespersons
 - Shop salespersons
 - Cashiers and ticket clerks
 - Other sales workers
- b. Personal care workers
 - Child care workers and teachers' aides
 - Personal care workers in health services
- c. Protective services workers
 - Protective services workers

7. Skilled agricultural, forestry and fishery workers

- a. Market-oriented skilled agricultural workers
 - Market gardeners and crop growers

- Animal producers
- Mixed crop and animal producers
- b. Market-oriented skilled forestry, fishery and hunting workers
 - Forestry and related workers
 - Fishery workers, hunters and trappers
- c. Subsistence farmers, fishers, hunters and gatherers
 - Subsistence crop farmers
 - Subsistence livestock farmers
 - Subsistence mixed crop and livestock farmers
 - Subsistence fishers, hunters, trappers and gatherers

8. Craft and related trades workers

- a. Building and related trades workers, excluding electricians
 - Building frame and related trades workers
 - Building finishers and related trades workers
 - Painters, building structure cleaners and related trades workers
- b. Metal, machinery and related trades workers
 - Sheet and structural metal workers, moulders and welders, and related workers
 - Blacksmiths, toolmakers and related trades workers
 - Machinery mechanics and repairers
- c. Handicraft and printing workers
 - Handicraft workers
 - Printing trades workers
- d. Electrical and electronic trades workers
 - Electrical equipment installers and repairers
 - Electronics and telecommunications installers and repairers
- e. Food processing, wood working, garment and other craft and related trades workers
 - Food processing and related trades workers
 - Wood treaters, cabinet-makers and related trades workers
 - Garment and related trades workers
 - Other craft and related workers

9. Plant and machine operators, and assemblers

- a. Stationary plant and machine operators
 - Mining and mineral processing plant operators
 - Metal processing and finishing plant operators
 - Chemical and photographic products plant and machine operators
 - Rubber, plastic and paper products machine operators
 - Textile, fur and leather products machine operators
 - Food and related products machine operators
 - Wood processing and papermaking plant operators
 - Other stationary plant and machine operators
- b. Assemblers
 - Assemblers
- c. Drivers and mobile plant operators
 - Locomotive engine drivers and related workers

- Car, van and motorcycle drivers
- Heavy truck and bus drivers
- Mobile plant operators
- Ships' deck crews and related workers

10. Elementary occupations

- Cleaners and helpers
 - Domestic, hotel and office cleaners and helpers
 - Vehicle, window, laundry and other hand cleaning workers
- Agricultural, forestry and fishery labourers
 - Agricultural, forestry and fishery labourers
- Labourers in mining, construction, manufacturing and transport
 - Mining and construction labourers
 - Manufacturing labourers
 - Transport and storage labourers
- Food preparation assistants
 - Food preparation assistants
- Street and related sales and service workers
 - Street and related service workers
 - Street vendors (excluding food)
- Refuse workers and other elementary workers
 - Refuse workers
 - Other elementary workers

3.4.5 Question Types

There are two types of questions used in the questionnaire:

1 Closed questions

- Both the question text and response codes must be read: for this type of question the interviewer must read the question and, slowly, one by one, the list of proposed answer codes.

For example, when asking the following question:

3.33	<p>How did this farm or establishment handle your recruitment problem when hiring or trying to hire in the past 3 years? Please respond with up to two responses. SHOW CARD XX</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="border-bottom: 1px dotted black; padding: 2px;">We continued looking and eventually hired</td> <td style="text-align: right; border-bottom: 1px dotted black; padding: 2px;">1</td> </tr> <tr> <td style="border-bottom: 1px dotted black; padding: 2px;">We increased the salary or benefits willing to pay</td> <td style="text-align: right; border-bottom: 1px dotted black; padding: 2px;">2</td> </tr> <tr> <td style="border-bottom: 1px dotted black; padding: 2px;">We hired a foreign worker</td> <td style="text-align: right; border-bottom: 1px dotted black; padding: 2px;">3</td> </tr> <tr> <td style="border-bottom: 1px dotted black; padding: 2px;">We did not hire at all</td> <td style="text-align: right; border-bottom: 1px dotted black; padding: 2px;">4</td> </tr> <tr> <td style="border-bottom: 1px dotted black; padding: 2px;">We hired fewer than we needed</td> <td style="text-align: right; border-bottom: 1px dotted black; padding: 2px;">5</td> </tr> <tr> <td style="border-bottom: 1px dotted black; padding: 2px;">We hired a different skill and trained them</td> <td style="text-align: right; border-bottom: 1px dotted black; padding: 2px;">6</td> </tr> <tr> <td style="border-bottom: 1px dotted black; padding: 2px;">We used a family member</td> <td style="text-align: right; border-bottom: 1px dotted black; padding: 2px;">7</td> </tr> <tr> <td style="border-bottom: 1px dotted black; padding: 2px;">We outsourced the work</td> <td style="text-align: right; border-bottom: 1px dotted black; padding: 2px;">8</td> </tr> <tr> <td style="border-bottom: 1px dotted black; padding: 2px;">Other, specify _____</td> <td style="text-align: right; border-bottom: 1px dotted black; padding: 2px;">9</td> </tr> </table>	We continued looking and eventually hired	1	We increased the salary or benefits willing to pay	2	We hired a foreign worker	3	We did not hire at all	4	We hired fewer than we needed	5	We hired a different skill and trained them	6	We used a family member	7	We outsourced the work	8	Other, specify _____	9	<div style="border: 1px solid black; width: 50px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="width: 10px; height: 10px; background-color: black; margin: 0 auto;"></div> </div> <p>MAIN</p> <div style="border: 1px solid black; width: 50px; height: 40px; margin: 10px auto; display: flex; align-items: center; justify-content: center;"> <div style="width: 10px; height: 10px; background-color: black; margin: 0 auto;"></div> </div> <p>2ND</p>
We continued looking and eventually hired	1																			
We increased the salary or benefits willing to pay	2																			
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We did not hire at all	4																			
We hired fewer than we needed	5																			
We hired a different skill and trained them	6																			
We used a family member	7																			
We outsourced the work	8																			
Other, specify _____	9																			

2 Open questions

- Only the question text is read: for this type of question, the interviewer reads only the question text and then enters the answer exactly as given by the respondent. For such questions no answers are proposed and the interviewer enters either words or numbers in the answer box depending on the question and answer.

Example: in question 1.01 below, “Name” is an example of open question in which the interviewer enters words:

Screening information						
1.01	Name (last, first, middle)					
1.02	Position in farm or establishment					

3.4.6 Instructions for the Interviewer

- Tables are to be read one category at a time. For example, when asking the following question:

3.23	a	b	c	d	e
	Did you employ any seasonal or temporary labor for [..TASK] in the last agricultural year? ASK YES/NO FOR ALL TASKS FIRST. ADAPT TASKS FOR THE [PRODUCT OF INTEREST]	How many workers did you employ for [TASK] in the last agricultural year?	What was the average number of days EACH worker was employed for [TASK]?	What was the average cash wage paid for a worker doing [TASK]? (If paid by piece rate, please provide the cash equivalent)	
				Wage per worker in currency	Period: Daily.....1 Monthly.....2
	TASKS	NO. OF WORKERS	DAYS PER WORKER		
a)	LAND PREPARATION				
b)	PLANTING				
c)	WEEDING				

The first question to be asked should be “Did you employ any seasonal or temporary labor for Land Preparation in the last agricultural year?”, solicit a response, and then continue by asking “Planting”. The point is not to confuse the respondent by asking him or her two questions at once. When using CAPI (Computer Assisted Personal Interviewing) components of each table should be prompted one at a time.

- There are questions in which the use of show cards is requested. Show cards are used when respondents have to select among several options. For example, when asking the following question:

3.31	How did this farm or establishment handle your recruitment problem when hiring or trying to hire in the past 3 years? Please respond with up to two main responses. SHOW CARD 4				
	We continued looking and eventually hired	1			
	We increased the salary or benefits willing to pay	2			
	We hired a foreign worker	3			
	We did not hire at all	4			
	We hired fewer than we needed	5			
	We hired a different skill and trained them	6			
	We retrained an existing member	7			
	We used a family member	8			
	We outsourced the work	9			
	Other, specify _____)	10			

A show card for question 3.31 will contain this table to help enable faster and more accurate responses.

- The questionnaires are visually coded to facilitate implementation. Instructions for interviewers appear in **BOLD AND UPPERCASE LETTERS whenever the language uses uppercase letters**. The interviewer should not read these instructions out loud; they only operate as guidelines. At times, some questions require special instructions before being posed:

READ ONLY IF A7=1 (yes)

I want to proceed by asking you about this establishment only.

B.5	In what year did this establishment begin operations?
------------	---

	Year
Year establishment began operations	b5
Don't know (spontaneous)	-9

INTERVIEWER: PROVIDE FOUR DIGITS FOR YEAR

Whatever text that appears in **BOLD AND UPPERCASE** in the questionnaire should not be read aloud; this includes responses to the question like “**DON'T KNOW**”, “**DOES NOT APPLY**”, or “**REFUSED**” when a respondent refuses to answer.

- The text in **BOLD, UPPERCASE AND ITALICIZED LETTERS** indicates a skip pattern. When the interviewer sees these letters on the side of an answer given by the interviewee, he or she should proceed according to the instructions given by the skip pattern. In countries where languages do not use Italics, alternative visual designs should be used to indicate skip patterns. If using CAPI, skip patterns should be incorporated into the CAPI script, so that the questionnaire flows as indicated in the paper questionnaire.
- Text appearing in **[bold and in brackets]** indicates a portion of the questionnaire that should be modified on a country-by-country or year-by-year basis. For instance, a number of the questions include the text “In fiscal year **[insert last complete (agricultural) year]**...” and should be read as, say, “In agricultural year **2009**”. These adjustments should be made in the questionnaire prior to fieldwork in either the printed copy, if pen-and-paper is used, or in the final script if CAPI is used.
- Brackets and bold/italic letters:** this requests the interviewer to replace the word in brackets by the appropriate word when asking the question. In certain sections of the questionnaire, the word “product/activity” is often written in brackets [PRODUCT or ACTIVITY]. In such cases the brackets should be replaced by the actual product/activity type under discussion at that moment.

Example:

5.10	Did you have a contract for selling [PRODUCT] with your largest client in the last agricultural year?								
				Yes	1				
				No	2 ► 5.13				

So, if the selected product is Tomatoes, then question (5.10) should be: “Did you have a contract for selling Tomatoes with your largest client in the last agricultural year?”

- Finally, text that appears between parentheses is intended as a guideline for the interviewer.

In order to maintain a logical sequence in filling out the questionnaire, a system of skip patterns has been developed. This system enables interviewers to follow the course of the interview based on respondents' answers. Depending on the answer given to a particular question, some specific questions will be asked while others will be skipped. To this end, the questionnaire is to be filled out in the order of the questions while properly following the skip patterns. This enables interviewers to carry out the interview without going back and forth and checking previous answers.

The questionnaire is to be filled out in the order, question by question: unless a special instruction is given, everybody is to be asked question 1, then question 2, then question 3 etc.

There are numerous instructions for skipping questions and moving on to another part of the questionnaire in the most efficient and logical way.

[Provide examples if necessary]

Since they are key components of the questionnaire, their proper understanding will have a significant impact on the quality of the answers and on the duration of the interview.

The following signs are used to identify skip patterns: >>

- If there is no sign, then all the respondents are asked the next question, irrespectively of their answer to the previous question.
- Conditional skips: The interviewer must skip to another question, depending on the answer given by the respondent, for example:

WHAT ARE ACCEPTABLE RESPONSES

Many questions ask for percentages or fractions.

In general, all numbers should be recorded in such a way as to not have decimals. So, ten percent is recoded as 10 (not .1 nor .10 and certainly not 1/10). In cases where the respondent answers 10.5 percent, for example, the enumerator should round up to 11 percent. In cases where the respondent answers 10.25 percent, the enumerator should round down to 10 percent. The point is to eliminate all decimals even if it sometimes means rounding down to zero.

With regard to the rounding rule, in terms of measurement of time, where the answer given by the respondent is between 0 and 1, the rule is to record 1 (hour/minute/day, etc.).

For purposes of standardization, the conventions for time conversions are the following:

1 day= calendar day;
1 week= 7 days;
1 month= 4 weeks;
1 month= 30 days.
1 year= 52 weeks; and
1 year= 365 days.

If the question asks for a response in days and the respondent responds in weeks, the enumerator must make the conversion and record the response in days, not in weeks. If in doubt about the conversion, record the answer in the margin for conversion after interview.

If the enumerator hears one and a half days, they should round up and record a two (2).

The only case when the respondent is asked to do the conversion themselves is when they respond in dollars, Euros, or any other currency which is not the local currency. All questions should have a response in the local currency units (LCUs). The enumerator does not do the conversion himself. This discussion about currencies should also make it clear that the enumerator should always be aware of the currency units the respondent is referring to in his or her responses.

HOW TO MINIMIZE RESPONDENT BIAS

The questionnaire is to be read as it is written. As with any survey enumerators should refrain from introducing any interpretation bias by trying to explain or direct the answer. However, in some cases answers are not provided in the format desired or they do not address the issue in question. To handle these situations, in general, questions can be classified in 2 categories: one, opinion-based or sensitive questions and, two, hard-data questions.

Opinion-based or sensitive questions are those where the actual opinion of the respondent is requested or where a sensitive issue is being addressed such as payment of informal gifts or the degree of obstacle questions. In these cases enumerators should just read the question. When asked for the meaning of any term or when faced with a respondent who is confused or does not understand the question enumerators should read again the full question as it is written. They should not attempt to change the wording or explain using synonyms or commonly used terms. If the respondent cannot understand the question, write -9 (don't know). If the respondent refuses to respond, write -8 (refuse to respond). If the respondent puts the enumerator under pressure to explain, as a last resort, the enumerator can indicate that he or she has been instructed to read the question the way it is written and NOT to explain it. Any CAPI script that is developed should ensure that sensitive or opinion-based questions are clearly visually differentiated from hard-data question, by either using a different color font or some other visual distinction.

Hard-data questions are those directed to get objective facts including quantitative data. In some cases the questions are quite specific and they require identifying the appropriate answer from the sometimes "narrative stories" provided by the respondent. In these cases enumerators are allowed to probe the respondent using standard techniques: re-ask the question emphasizing the key concept, for ex. "In the LAST 12 MONTHS how many"; ask a question that completes an incomplete answer already provided, for ex. if the respondent provides an answer for one given month but the question refers to the whole year, enumerators can ask what happened in the other 11 months; when the respondent provides the answer in ranges such as, between a and b, enumerators can ask "Could you be more specific?" or "Is it more a or more b?". Notice that in the latter case enumerators that assume the answer is the average of a and b introduce a bias through their own interpretation. Any CAPI script that is developed should ensure that sensitive or opinion-based questions are clearly visually differentiated from hard-data question, by either using a different color font or some other visual distinction.

INSTRUCTIONS FOR COMPLETING THE MODULES

MODULE 1&2: INFORMATION & BACKGROUND CHARACTERISTICS

This module gathers information on the respondent farm or establishment. The questions are focused around the main sources of revenue for the farm/establishment, the ownership and the legal structure of the arm/establishment.

Question 2.01: What crops, livestock or activities are the main sources of revenue for this farm or establishment?

For Farms: LIST UP TO TWO CROPS, TWO LIVESTOCK AND ONE OTHER ACTIVITY

For Firms: LIST UP TO TWO PRODUCTS or ACTIVITIES

This question asks the respondent to list the main sources of revenue at the farm or establishment. It is not necessary for the Value Chain Product/Activity of Interest [PRODUCT or ACTIVITY] to be among this list as the aim is to capture an overall picture of the farm/firm.

The purpose of this question is to determine what the establishment does (produces or sells) and what is the main output of the establishment. The description should be written down exactly as provided by the respondent and it should be as accurate as possible to facilitate classification. Consequently, the description must specify the activity of the establishment and the product produced or offered.

The main activity is defined in terms of sales in monetary value not volume.

As an example, “Shoes” is an inadequate response. “Retailer of women’s leather shoes” is an adequate response.

The descriptions should then be converted into the most relevant 4-digit ISIC (Rev 4) code.

Question 2.02: Please describe the legal structure that best describes the farm or establishment:

A firm’s legal status determines its owner’s level of responsibility for the firm’s obligations.

Definitions:

- **FAMILY OWNED BUSINESS OR FARM/SOLE PROPRIETORSHIP:** A sole proprietorship is a farm/business owned and operated by one individual person. (A person is a real human being, as opposed to an artificial legal entity such as a corporation or organization.) Under limited liability, each owner is only responsible for the proportion of his/her shares. A Family-owned small business is owned by two or more members of the same family, the family has majority control of the business and it usually has fewer than 20 employees.
- **PARTNERSHIP:** A partnership allows two or more people to share profits and liabilities, with or without privately held shares. In a partnership, the parties could be individuals, corporations,

trusts, other partnerships, or a combination of all of the above. The essential characteristic of this partnership is the unlimited liability of every partner.

- **LIMITED LIABILITY PRIVATE CORPORATION:** Limited partnership is a legal form that includes one or several general partners and one or more limited partners who invest capital into the partnership, but do not take part in the daily operation or management of the business. The limited partners limit their amount of liability to the amount of capital invested in the partnership. The general partners personally shoulder all debts and obligations of the partnership. Business operations are governed, unless otherwise specified in a written agreement, by majority vote of voting partners. Limited liability partnerships are separate legal entities that provide liability protection for all general partners as well as management rights in the business.
- **STATE OWNED ENTERPRISE:** State-owned enterprise is a business entity established by the government to engage in commercial activity on behalf of the government. This entity can be fully or partially owned by the government.
- **COMMUNAL OWNERSHIP:**

Question 2.03: Does this farm or establishment have any foreign owners?

Foreign ownership refers to the nationality of the owners. If the primary owner is a foreign national resident in the country, it is still a foreign owned firm. If the owner is another company or institution owned by individuals who are foreign nationals, then it is foreign owned.

Question 2.04: What percentage of this farm or establishment is foreign owned?

Percent of ownership by all foreigners. For example, if all foreigner owns 5 percent of the firm, write this percentage.

Question 2.05: Does this farm or enterprise have any owners who are women?

Question 2.06: What percentage of this farm/establishment is effectively owned by women? (where effective ownership means having the power to take decisions on the overall management of the establishment)?

Percentage of ownership by all females. For example, if all females own 10 percent of the firm, write this percentage.

Question 2.07: Is this farm or establishment part of an association or cooperative?

A Cooperative or association is a business that is owned by all of its members. It's a separate legal entity and members, managers and employees are not liable for debt incurred by the cooperative.

Question 2.08: How many years has this farm or establishment been in operation in [COUNTRY]?

This question is asking how long the farm/establishment has been in operation and not how long the present manager/owner has been associated with the farm/establishment.

The objective of this question is to obtain the year in which operations started regardless of who was the owner at the time.

The year when the establishment began operation refers to the year in which the establishment actually started producing (or providing services), not to the year in which it was registered for the first time.

If the establishment was privatized, then the date provided should refer to when the original government-owned establishment began operations.

If the establishment changed its production significantly to change sector classification, then the year when that took place should be provided.

MODULE 3A: HOUSEHOLD ROSTER

This module will only apply if the respondent is a family-owned, proprietorship or partnership farm or establishment.

There are questions to gather information of the demographic characteristics of family members working in the farm/establishment. There are also some questions about the duration worked, current skill levels of these workers, any previous training they may have, compensation being provided, and finally any other non-enterprise activities they may be involved in alongside.

Question 3.01: How many family members including yourself and any family members or partner's family members worked on this farm/establishment, full-time or part-time, even if only a few hours per week, at any time during the most recent (agricultural) year [FROM DATE TO DATE]?

Question 3.02: Names of family members who worked on the farm/establishment during the most recent (agricultural) year, even if only part-time. IF MORE THAN 10 RECORD THE ONES WHO WORK THE MOST. WRITE ALL THE NAMES BEFORE GOING TO Q 3.3

This question asks the respondent to list names of every family or household-member who works on the farm/establishment. In case there are more than 10 such workers, only the 10 who work the most will be recorded. List all the names before moving to the next question.

Example:

SERIAL NUMBER	3.02	3.03	3.04	3.05	3.06	3.07
	Names of family members who worked on the farm during the most recent agricultural year, even if only part-time. IF MORE THAN 10 RECORD THE ONES WHO WORK THE MOST. WRITE ALL THE NAMES BEFORE GOING TO Q 3.03	What is [NAME]'s relationship to the main manager/ co-manager of the farm? Manager/ co-manager 01 Spouse/Partner 02 Son/Daughter 03 Son/daughter- in-law 04 Step child 05 Brother/Sister 06 Parent/ step-parent 07 Parent in-law 08 Niece/ nephew 09 Other relative 10 Non-relative (specify) 19	What was [NAME]'s age at his/her last birthday?	What is [NAME] sex? Male 1 Fem 2	In the most recent agriculture year (FROM DATE TO DATE) approximately how many weeks did [NAME] work on this farm?	In the weeks [NAME] worked on this farm, approximately how many hours did he/she work, on average, per week?
	NAME		Age		# weeks	hrs/week
01	Alexander					
02	Anna					
03	Andrew					
04	Adam					
05	Anastasia					

Note: The interviewer will ask each of the remaining questions (3.03-3.14) for each individual family member listed under 3.02 before moving to the next name.

Question 3.03: What is [NAME]'s relationship to the main manager/ co-manager of the farm?

This question asks the relationship of each of these family or household members to the main manager or co-manager of the farm. Now the interviewer will ask this question for the first name on the list in 3.02.

From the previous example:

SERIAL NUMBER	3.02	3.03	3.04	3.05	3.06	3.07	3.08	3.09
	Names of family members who worked on the farm during the most recent agricultural year, even if only part-time. IF MORE THAN 10 RECORD THE ONES WHO WORK THE MOST. WRITE ALL THE NAMES BEFORE GOING TO Q 3.03	What is [NAME]'s relationship to the main manager/ co-manager of the farm? Manager/ co-manager 01 Spouse/Partner 02 Son/Daughter 03 Son/daughter- in-law 04 Step child 05 Brother/Sister 06 Parent/ step-parent 07 Parent in-law 08 Niece/ nephew 09 Other relative 10 Non-relative (specify) 19	What was [NAME]'s age at his/her last birthday?	What is [NAME] sex? Male 1 Fem 2	In the most recent agriculture year (FROM DATE TO DATE) approximately how many weeks did [NAME] work on this farm?	In the weeks [NAME] worked on this farm, approximately how many hours did he/she work, on average, per week?	Were these hours all spent on [PRODUCT], or was [NAME] also working on any other crops/ livestock? ONLY [PRODUCT] 1 OTHER CROPS/ LIVESTOCK ALSO 2	During the weeks working on the farm, what is the approximate % of their time [NAME] was working on activities related to [PRODUCT] %
	NAME		Age		# weeks	hrs/week		
01	Alexander	10						
02	Anna							

Question 3.04: What was [NAME]'s age at his/her last birthday?

From the previous example:

SERIAL NUMBER	3.02	3.03	3.04	3.05	3.06	3.07	3.08	3.09
	Names of family members who worked on the farm during the most recent agricultural year, even if only part-time. IF MORE THAN 10 RECORD THE ONES WHO WORK THE MOST. WRITE ALL THE NAMES BEFORE GOING TO Q 3.03	What is [NAME]'s relationship to the main manager/ co-manager of the farm? Manager/ co-manager 01 Spouse/Partner 02 Son/Daughter 03 Son/daughter- in-law 04 Step child 05 Brother/Sister 06 Parent/ step-parent 07 Parent in-law 08 Niece/ nephew 09 Other relative 10 Non-relative (specify) 19	What was [NAME]'s age at his/her last birthday?	What is [NAME] sex? Male 1 Fem 2	In the most recent agriculture year (FROM DATE TO DATE) approximately how many weeks did [NAME] work on this farm?	In the weeks [NAME] worked on this farm, approximately how many hours did he/she work, on average, per week?	Were these hours all spent on [PRODUCT], or was [NAME] also working on any other crops/ livestock? ONLY [PRODUCT] 1 OTHER CROPS/ LIVESTOCK ALSO 2	During the weeks working on the farm, what is the approximate % of their time [NAME] was working on activities related to [PRODUCT] %
	NAME		Age		# weeks	hrs/week		
01	Alexander	10	33					
02	Anna							

Question 3.05: What is [NAME]'s sex?

From the previous example:

SERIAL NUMBER	3.02	3.03	3.04	3.05	3.06	3.07	3.08	3.09
	Names of family members who worked on the farm during the most recent agricultural year, even if only part-time. IF MORE THAN 10 RECORD THE ONES WHO WORK THE MOST. WRITE ALL THE NAMES BEFORE GOING TO Q 3.03	What is [NAME]'s relationship to the main manager/ co-manager of the farm? Manager/ co-manager 01 Spouse/Partner 02 Son/Daughter 03 Son/daughter- in-law 04 Step child 05 Brother/Sister 06 Parent/ step-parent 07 Parent in-law 08 Niece/ nephew 09 Other relative 10 Non-relative (specify) 19	What was [NAME]'s age at his/her last birthday?	What is [NAME] sex? Male 1 Fem 2	In the most recent agriculture year (FROM DATE TO DATE) approximately how many weeks did [NAME] work on this farm?	In the weeks [NAME] worked on this farm, approximately how many hours did he/she work, on average, per week?	Were these hours all spent on [PRODUCT], or was [NAME] also working on any other crops/ livestock? ONLY [PRODUCT] 1 OTHER CROPS/ LIVESTOCK 2 ALSO	During the weeks working on the farm, what is the approximate % of their time [NAME] was working on activities related to [PRODUCT]
	NAME		Age		# weeks	hrs/week		%
01	Alexander	10	33	1				
02	Anna							
03	Andrew							

Question 3.06: In the most recent (agriculture) year [FROM DATE TO DATE] approximately how many weeks did [NAME] work on this establishment/farm?

This question asks for the respondent to provide the number of weeks the family or household-member in particular worked on this farm/establishment during the most recent complete agricultural or business year.

From the previous example:

SERIAL NUMBER	3.02	3.03	3.04	3.05	3.06	3.07	3.08	3.09
	Names of family members who worked on the farm during the most recent agricultural year, even if only part-time. IF MORE THAN 10 RECORD THE ONES WHO WORK THE MOST. WRITE ALL THE NAMES BEFORE GOING TO Q 3.03	What is [NAME]'s relationship to the main manager/ co-manager of the farm? Manager/ co-manager 01 Spouse/Partner 02 Son/Daughter 03 Son/daughter- in-law 04 Step child 05 Brother/Sister 06 Parent/ step-parent 07 Parent in-law 08 Niece/ nephew 09 Other relative 10 Non-relative (specify) 19	What was [NAME]'s age at his/her last birthday?	What is [NAME] sex? Male 1 Fem 2	In the most recent agriculture year (FROM DATE TO DATE) approximately how many weeks did [NAME] work on this farm?	In the weeks [NAME] worked on this farm, approximately how many hours did he/she work, on average, per week?	Were these hours all spent on [PRODUCT], or was [NAME] also working on any other crops/ livestock? ONLY [PRODUCT] 1 OTHER CROPS/ LIVESTOCK 2 ALSO	During the weeks working on the farm, what is the approximate % of their time [NAME] was working on activities related to [PRODUCT]
	NAME		Age		# weeks	hrs/week		%
01	Alexander	10	33	1	44			
02	Anna							
03	Andrew							

From the previous example:

Question 3.08: Were these hours all spent on [PRODUCT/ACTIVITY], or was [NAME] also working on any other Product or Activity (e.g. crops/ livestock)?

In this example, consider the Wine Grape value chain. The respondent will answer depending on whether they also work on other crops or livestock at the farm apart from wine grapes.

SERIAL NUMBER	3.02	3.03	3.04	3.05	3.06	3.07	3.08	3.09	3.10	3.11	3.12	3.13
	Names of family members who worked on the farm during the most recent agricultural year, even if only part-time. IF MORE THAN 10 RECORD THE ONES WHO WORK THE MOST. WRITE ALL THE NAMES BEFORE GOING TO Q 3.03	What is [NAME]'s relationship to the main manager/ co-manager of the farm?	What was [NAME]'s age at his/her last birthday?	What is [NAME] sex?	In the most recent agriculture year (FROM DATE TO DATE) approximately how many weeks did [NAME] work on this farm?	In the weeks [NAME] worked on this farm, approximately how many hours did he/she work, on average, per week?	Were these hours all spent on [PRODUCT], or was [NAME] also working on any other crops/ livestock?	During the weeks working on the farm, what is the approximate % of their time [NAME] was working on activities related to [PRODUCT]	Does [NAME] have any agricultural or technical training for the work he/she does on this farm?	Does [NAME] receive a salary or wage or is he/she paid in-kind for the work he/she does on this farm?	How much did [NAME] receive for work on the farm during the most recent agricultural year from [DATE TO DATE]?	Other on the farm from [DATE TO DATE] school wages, employment, agricultural
	NAME		Age	Male 1 Fem 2	# weeks	hrs/week		%		YES 1 NO 2	xxx-xxx 1 xxx-xxx 2 xxx-xxx 3 xxx-xxx 4 xxx-xxx 5	YES 1 NO 2
01	Alexander	10	33	1	44	56	2					

25

From the previous example:

From the previous example:

26

Question 3.11: Does [NAME] receive a salary or wage or is he/she paid in-kind for the work he/she does on this farm?

SERIAL NUMBER	3.02 Names of family members who worked on the farm during the most recent agricultural year, even if only part-time. IF MORE THAN 10 RECORD THE ONES WHO WORK THE MOST. WRITE ALL THE NAMES BEFORE GOING TO Q 3.03	3.03 What is [NAME]'s relationship to the main manager/ co-manager of the farm? Manager/ co-manager 01 Spouse/Partner 02 Son/Daughter 03 Son/daughter-in-law 04 Step child 05 Brother/Sister 06 Parent/ step-parent 07 Parent-in-law 08 Niece/ nephew 09 Other relative 10 Non-relative (specify) 19	3.04 What was [NAME]'s age at his/her last birthday?	3.05 What is [NAME] sex? Male 1 Fem 2	3.06 In the most recent agriculture year (FROM DATE TO DATE) approximately how many weeks did [NAME] work on this farm?	3.07 In the weeks [NAME] worked on this farm, approximately how many hours did he/she work, on average, per week?	3.08 Were these hours all spent on [PRODUCT], or was [NAME] also working on any other crops/ livestock? ONLY [PRODUCT] 1 OTHER CROPS/ LIVESTOCK ALSO 2	3.09 During the weeks working on the farm, what is the approximate % of their time [NAME] was working on activities related to	3.10 Does [NAME] have any agricultural or technical training for the work he/she does on this farm? YES 1 NO 2	3.11 Does [NAME] receive a salary or wage or is he/she paid in-kind for the work he/she does on this farm? YES 1 NO 2 ▶ ###	3.12 How much did [NAME] receive for work on the farm during the most recent agricultural year from [DATE TO DATE]? xxx-xxx 1 xxx-xxx 2 xxx-xxx 3 xxx-xxx 4 xxx-xxx 5	3
01	Alexander	10	33	1	44	56	2	80	1	1		

Question 3.12: How much did [NAME] receive for work on the farm during the most recent agricultural year from [DATE TO DATE]?

SERIAL NUMBER	3.02 Names of family members who worked on the farm during the most recent agricultural year, even if only part-time. IF MORE THAN 10 RECORD THE ONES WHO WORK THE MOST. WRITE ALL THE NAMES BEFORE GOING TO Q 3.03	3.03 What is [NAME]'s relationship to the main manager/ co-manager of the farm? Manager/ co-manager 01 Spouse/Partner 02 Son/Daughter 03 Son/daughter-in-law 04 Step child 05 Brother/Sister 06 Parent/ step-parent 07 Parent-in-law 08 Niece/ nephew 09 Other relative 10 Non-relative (specify) 19	3.04 What was [NAME]'s age at his/her last birthday?	3.05 What is [NAME] sex? Male 1 Fe 2	3.06 In the most recent agriculture year (FROM DATE TO DATE) approximately how many weeks did [NAME] work on this farm?	3.07 In the weeks [NAME] worked on this farm, approximately how many hours did he/she work, on average, per week?	3.08 Were these hours all spent on [PRODUCT], or was [NAME] also working on any other crops/ livestock? ONLY [PRODUCT] 1 OTHER CROPS/ LIVESTOCK ALSO 2	3.09 During the weeks working on the farm, what is the approximate % of their time [NAME] was working on activities related to	3.10 Does [NAME] have any agricultural or technical training for the work he/she does on this farm? YES 1 NO 2	3.11 Does [NAME] receive a salary or wage or is he/she paid in-kind for the work he/she does on this farm? YES 1 NO 2 ▶ 3.13	3.12 How much did [NAME] receive for work on the farm during the most recent agricultural year from [DATE TO DATE]? xx-xx 1 xx-xx 2 xx-xx 3 xx-xx 4 xx-xx 5	3.13 Other than the most recent agricultural year from [DATE TO DATE], did [NAME] receive any other income from the farm during the most recent agricultural year? YES 2 NO 3 ▶
01	Alexander	10	33	1	44	56	2	80	1	1	3	
02	Anna											

This question asks for an amount received for work done on the farm during the most recent complete (agricultural) year. This will be answered in the local currency. Ranges for acceptable responses will be scripted in the questionnaire based on the pilot survey.

In this example, consider the Wine grape value chain in Georgia. The local currency is the Georgian lari:

SERIAL NUMBER	3.02	3.03	3.04	3.05	3.06	3.07	3.08	3.09	3.10	3.11	3.12	3.13	3.14
	Names of family members who worked on the farm during the most recent agricultural year, even if only part-time. IF MORE THAN 10 RECORD THE ONES WHO WORK THE MOST. WRITE ALL THE NAMES BEFORE GOING TO Q 3.03	What is [NAME]'s relationship to the main manager/ co-manager of the farm? Manager/ co-manager 01 Spouse/Partner 02 Son/Daughter 03 Son/daughter-in-law 04 Step child 05 Brother/Sister 06 Parent/ step-parent 07 Parent-in-law 08 Niece/ nephew 09 Other relative 10 Non-relative (specify) 19	What was [NAME]'s age at his/her last birthday?	What is [NAME] sex? Male 1 Fem 2	In the most recent agriculture year (FROM DATE TO DATE) approximately how many weeks did [NAME] work on this farm?	In the weeks [NAME] worked on this farm, approximately how many hours did he/she work, on average, per week?	Were these hours all spent on [PRODUCT], or was [NAME] also working on any other crops/ livestock? ONLY [PRODUCT] 1 OTHER CROPS/ LIVESTOCK ALSO 2	During the weeks working on the farm, what is the approximate % of their time [NAME] was working on activities related to [PRODUCT]	Does [NAME] have any agricultural or technical training for the work he/she does on this farm? YES 1 NO 2	Does [NAME] receive a salary or wage or is he/she paid in-kind for the work he/she does on this farm? YES 1 NO 2	How much did [NAME] receive for work on the farm during the most recent agricultural year from [DATE TO DATE]? xx-xx 1 xx-xx 2 xx-xx 3 xx-xx 4 xx-xx 5	Other than the work on the farm during the most recent agricultural year from (FROM DATE TO DATE), did [NAME] attend school, or have a wage job, a self-employment job, or work in a non-agricultural family business? YES 1 NO 2 NEXT PERSON 3	What other activity did [NAME] do during the most recent year? SPEAK OF THE MAIN ACTIVITY ATTEND SCHOOL 1 FULL-TIME EMPLOY 2 PART-TIME EMPLOY 3 SEASONAL WORK 4 FULL-TIME SELF-EM 5 PART-TIME SELF-EM 6 WORKED IN NON-AGRICULTURAL FAMILY BUSINESS 7 OTHER (SPECIFY) 9
01	Alexander	10	33	1	44	56	2	80	1	1	3	2	>>
02	Anna	04	18	2	20	20	1	>>	2	2	>>	1	1

Note: For Anna, the response to 3.11 was 'No' and so 3.12 was skipped and the interviewer will ask 3.13 instead.

Question 3.13: Other than the work on the farm/establishment during the most recent (agricultural) year from [DATE TO DATE], did [NAME] attend school, or have a wage job, a self-employment job, or work in another/non-agricultural family business?

This question asks about activities not related to the current farm or establishment.

In our example, the respondent has to consider all non-farm related work or activities that the family or household-member may be involved in during the time they are not on the farm.

From the previous example:

SERIAL NUMBER	3.02	3.03	3.04	###	3.06	3.07	3.08	3.09	3.10	3.11	3.12	3.13	3.14
	Names of family members who worked on the farm during the most recent agricultural year, even if only part-time. IF MORE THAN 10 RECORD THE ONES WHO WORK THE MOST. WRITE ALL THE NAMES BEFORE GOING TO Q 3.03	What is [NAME]'s relationship to the main manager/ co-manager of the farm? Manager/ co-manager 01 Spouse/Partner 02 Son/Daughter 03 Son/daughter-in-law 04 Step child 05 Brother/Sister 06 Parent/ step-parent 07 Parent-in-law 08 Niece/ nephew 09 Other relative 10 Non-relative (specify) 19	What was [NAME]'s age at his/her last birthday?	What is [NAME] sex? Male 1 Fe 2	In the most recent agriculture year (FROM DATE TO DATE) approximately how many weeks did [NAME] work on this farm?	In the weeks [NAME] worked on this farm, approximately how many hours did he/she work, on average, per week?	Were these hours all spent on [PRODUCT], or was [NAME] also working on any other crops/ livestock? ONLY [PRODUCT] 1 OTHER CROPS/ LIVESTOCK ALSO 2	During the weeks working on the farm, what is the approximate % of their time [NAME] was working on activities related to [PRODUCT]	Does [NAME] have any agricultural or technical training for the work he/she does on this farm? YES 1 NO 2	Does [NAME] receive a salary or wage or is he/she paid in-kind for the work he/she does on this farm? YES 1 NO 2	How much did [NAME] receive for work on the farm during the most recent agricultural year from [DATE TO DATE]? xx-xx 1 xx-xx 2 xx-xx 3 xx-xx 4 xx-xx 5	Other than the work on the farm during the most recent agricultural year from (FROM DATE TO DATE), did [NAME] attend school, or have a wage job, a self-employment job, or work in a non-agricultural family business? YES 1 NO 2 NEXT PERSON 3	What other activity did [NAME] do during the most recent year? SPEAK OF THE MAIN ACTIVITY ATTEND SCHOOL 1 FULL-TIME EMPLOYEE 2 PART-TIME EMPLOYEE 3 SEASONAL WORK 4 FULL-TIME SELF-EMPLOYED 5 PART-TIME SELF-EMPLOYED 6 WORKED IN NON-AGRICULTURAL FAMILY BUSINESS 7 OTHER (SPECIFY) 9
01	Alexander	10	33	1	44	#	2	80	1	1	3	2	>>
02	Anna	04											

Note: Since the response for Alexander was 'No', the interviewer will now move to the next name on the list i.e. Anna and ask questions 3.03-3.14.

Question 3.14: What other activity did [NAME] do during the most recent (agricultural) year?

These questions require the respondent to only think of the MAIN activity the family or household-member in question is involved in.

From the previous example:

SERIAL NUMBER	3.02	3.03	3.04	3.05	3.06	3.07	3.08	3.09	3.10	3.11	3.12	3.13	3.14
	Names of family members who worked on the farm during the most recent agricultural year, even if only part-time. IF MORE THAN 10 RECORD THE ONES WHO WORK THE MOST. WRITE ALL THE NAMES BEFORE GOING TO Q 3.03	What is [NAME]'s relationship to the main manager/ co-manager of the farm? Manager/ co-manager 01 Spouse/Partner 02 Son/Daughter 03 Son/Daughter-in-law 04 Step child 05 Brother/Sister 06 Parent/ step-parent 07 Parent-in-law 08 Niece/ nephew 09 Other relative 10 Non-relative (specify) 19	What was [NAME]'s age at his/her last birthday?	What is [NAME] sex? Male 1 Fem 2	In the most recent agriculture year (FROM DATE TO DATE) approximately how many weeks did [NAME] work on this farm?	In the weeks [NAME] worked approximately how many hours did he/she work, on average, per week?	Were these hours all spent on [PRODUCT] or was [NAME] also working on any other crops/ livestock? ONLY [PRODUCT] 1 OTHER CROPS/ LIVESTOCK ALSO 2	During the weeks working on the farm, what is the approximate % of their time [NAME] was working on activities related to [PRODUCT] 1	Does [NAME] have any agricultural or technical training for the work he/she does on this farm? YES 1 NO 2	Does [NAME] receive a salary or wage or is he/she paid in-kind for the work he/she does on this farm? YES 1 NO 2	How much did [NAME] receive for work on the farm during the most recent agricultural year from [DATE TO DATE]? xx-xx 1 xx-xx 2 xx-xx 3 xx-xx 4 xx-xx 5	Other than the work on the farm during the most recent agricultural year from (FROM DATE TO DATE), did [NAME] attend school, or have a wage job, a self-employment job, or work in a non-agricultural family business? YES 1 NO 2 NEXT PERSON 3	What other activity did [NAME] do during the most recent year? SPEAK OF THE ACTIVITY ATTEND SCHOOL FULL-TIME EMPLOY PART-TIME EMPLOY SEASONAL WORK FULL-TIME SELF-EM PART-TIME SELF-EM WORKED IN NON-AGRICULTURAL FARM BUSINESS OTHER (SPECIFY) ...
01	Alexander	10	33	1	44	56	2	80	1	1	3	2	>>
02	Anna	04	18	2	20	20	1	>>	2	2	>>	1	1

The interviewer will now move to the next name on the list and ask questions 3.03-3.14 till all family or household-members have been completed.

MODULE 3B: WORKFORCE

This module gathers information on the non-family or household, permanent and seasonal workforce.

Question 3.15: How many years has the primary manager been running this farm?

If there are more than one managers, the response will be recorded for the manager with the longest experience running this particular farm or establishment.

Note: We are not interested in previous experience the manager may have from working at different farms/establishments.

Question 3.16: Did this establishment have any permanent employees who are not family members employed at the end of the most recent agricultural year (FROM DATE TO DATE)?

This question asks if there are employees at the farm/establishment that are non-family or non-household members.

Definition:

- PERMANENT WORKERS:** are defined as all employees that are employed for a term of one or more fiscal years and/or have a guaranteed renewal of their employment or an open ended contract and that work a full shift. The definition of a full shift may vary by country and by industry. All employees and managers (including respondent) should be counted. In many countries, firms keep employees under temporary contracts that get renewed every year. In these instances, given that workers work a full year they should be included in this question. In other countries, firms “outsource” their employment so that they hire a third party for its

employees: in this case all these employees should be accounted for as well, to the extent that they meet the criteria explained above.

Note: In the following questions think only of non-family/non-household members

NOW WE ARE ASKING QUESTIONS ABOUT PERMANENT WORKERS.

Question 3.17: At the end of the most recent (agricultural) year [DATE TO DATE], how many permanent workers worked in this farm/establishment?

This question asks about the number of permanent workers. There will be a separate question for seasonal or temporary employees later on in the module.

Question 3.18: Out of the [INSERT NUMBER OF PERMANENT WORKERS FROM Q3.17] permanent workers the farm employed at the end of the most recent agricultural year (FROM DATE TO DATE), how many were:

- i. If the interview is at a farm:
 - a. managers, agricultural specialists, marketing persons, accountants, or other similar positions requiring formal training or a high level of experience?
 - b. general workers like farm workers, clerical workers, drivers, packers, etc.?
- ii. If the interview is at a firm:
 - a. managers, technical specialists, skilled services persons, marketing persons, accountants, or other similar positions requiring formal training or a high level of experience?
 - b. general workers like production line workers, clerical workers, drivers, packers, etc.?

For each of these worker types, the respondent will answer for the following categories:

- Total
- Women
- Foreign
- Refugees/Internally Displaced Peoples
- Migrant Workers
- Under Age 25

Note: Each of the categories besides total are a subset of the total number of each worker-type. It is possible for a worker to fall under more than one sub-category i.e., a general worker could be 'Foreign' as well as 'Under 25' and will therefore be considered under both categories.

Example:

3.18		Out of the [INSERT NUMBER OF PERMANENT WORKERS FROM Q3.17] permanent workers the farm employed at the end of the most recent agricultural year (FROM DATE TO DATE), how many were managers, agricultural specialists, marketing persons, accountants, or other similar positions requiring formal training or a high level of experience? How many were general workers like farm workers, clerical workers, drivers, packers, etc.?					
						Permanent formally trained or highly experienced workers (such as managers, agricultural specialists, marketing persons, accountants, etc.)	Permanent general workers, such as farm workers, clerical workers, drivers, packers, etc.
a)	Total					12	34
						If 0 above, skip the corresponding b to f	If 0 above, skip the corresponding b to f, 3.19 & 3.20
of this total how many were...							
b)	WOMEN					1	3
c)	FOREIGN					0	1
d)	REFUGEES/ INTERNALLY DISPLACED PEOPLE					0	0
e)	MIGRANT WORKERS					0	0
f)	UNDER AGE 25					1	8

Question 3.19: How much is a permanent full-time general worker such as typically paid? Please exclude bonuses and social security contributions paid by the employer to the government. (If paid by share of crop, please provide a monetary equivalent over a time period)

- If the interview is at a farm: farm worker, clerical worker, driver, packer, etc.
- If the interview is at a firm: production line worker, clerical worker, driver, packer, etc.

These questions require respondents to provide information on the typical salary/wage in the local currency and specify over what period/method, i.e.:

- by day
- by week
- by month
- other (specify)

In order to calculate the average: (The survey firm will need to provide an example here)

Question 3.20: Does your establishment typically offer your permanent general workers:

- Free or subsidized housing?
- Free or subsidized meals?
- Free or subsidized transport?
- Free or subsidized childcare beyond that required by law?
- Free or subsidized health care beyond that required by law?

For this question, the respondent must choose from the following options for each of the 5 benefits/subsidies listed above:

1. Yes
2. No

Question 3.21: Did this farm/establishment employ any seasonal or temporary workers during the most recently completed year from [DATE TO DATE]?

Definition:

- **SEASONAL/TEMPORARY WORKERS:** are defined as all short-term (i.e. for less than a fiscal year) employees with no guarantee of renewal of employment and work 40 hours or more per week for the term of their employment.
Note: As explained above, “temporary” workers who are constantly renewed every year and work for a full year should be accounted as permanent as they do not meet the criteria explained above.

Question 3.22: How many individuals did this establishment employ as seasonal or temporary workers during the most recently completed year from (DATE TO DATE)?

This question asks for the number of unique individuals employed as seasonal or temporary workers. It is important to count each worker only once.

Example: If a worker returns to the farm for seasonal work twice in the agricultural year i.e. once for planting and then again for harvesting, he/she will only be counted once in this question.

Question 3.23: Did you employ any seasonal or temporary labor for [..TASK] in the last year?

For each of these tasks, when the response is ‘Yes’, proceed to the following sub-questions:

- How many workers did you employ for [TASK] in the last year?
- What was the average number of days EACH worker was employed for [TASK]?
- What was the average cash wage paid for a worker doing [TASK]? (If paid by piece rate, please provide the cash equivalent)

The question asks whether workers are employed for each of the tasks listed. This list is adapted for each product of interest and value chain.

First the interviewer will ask the respondent to answer Yes/No for each task. Then the interviewer will complete the table (below) for each task by asking all three sub-questions.

3.23	a		b	c		d		e	
	Did you employ any seasonal or temporary labor for [..TASK] in the last agricultural year? ASK YES/NO FOR ALL TASKS FIRST. <i>ADAPT TASKS FOR THE [PRODUCT OF INTEREST]</i>		How many workers did you employ for [TASK] in the last agricultural year?	What was the average number of days EACH worker was employed for [TASK]?		What was the average cash wage paid for a worker doing [TASK]? (If paid by piece rate, please provide the cash equivalent)			
	TASKS		Yes....1 No.....2	NO. OF WORKERS	DAYS PER WORKER	Wage per worker in <i>currency</i>		Period: Daily.....1 Monthly....2	
a)	LAND PREPARATION								
b)	PLANTING								
c)	WEEDING								
d)	HARVESTING								
e)	PACKAGING, WAREHOUSE, TRANSPORT)								
f)	ADDITIONAL OTHER TASK 1 (describe)								
g)	ADDITIONAL OTHER TASK 1 (describe)								
h)	ADDITIONAL OTHER TASK 1 (describe)								

Question 3.24: Does your establishment/farm typically offer your temporary workers:

- Free or subsidized housing?
- Free or subsidized meals?
- Free or subsidized transport?
- Free or subsidized child care beyond that required by law?
- Free or subsidized health care beyond that required by law?

For this question, the respondent must choose from the following options for each of the 4 benefits/subsidies listed above:

- Yes
- No

Question 3.25: Thinking of labor issues on this farm or establishment, please rank up to two labor issues that are major obstacles to the growth of this farm or establishment. IF NO MAJOR LABOR ISSUES, WRITE-7 IN THE BOX. SHOW CARD 2

This question asks the respondent to select three obstacles to the growth of the farm or establishment from among the given 'labor issues'. There may be other non-labor related issues the respondent wants to propose but for the purposes of this module we are only interested in labor-related concerns. The responses must be ranked in order of importance and categorized as first, second and third important,

ANSWER THE FOLLOWING FOR EACH, FULL TIME AND SEASONAL/TEMPORARY WORKERS: Questions 3.26-3.27

Question 3.26: Approximately how many new persons has this farm hired over the past 3 years for full-time work?

Question 3.27: Of those new full-time persons hired over the past 3 years, approximately how many had the following education/experience.

- Primary or less education and no experience
- Primary or less education, but with prior work experience
- Some secondary (high school) education and no experience
- Some secondary (high school) education, and with prior work experience
- University or technical college education and no experience
- University or technical college education and with prior work experience

Question 3.28: In the past 3 years has this farm/establishment hired or tried to hire any new...:

- i. If the interview is at a farm: managers, agricultural specialists, marketing persons, accountants, or other formally trained or highly experienced worker occupations
- ii. If the interview is at firm: managers, technical specialists, skilled services persons, marketing persons, accountants, or other formally trained or highly experienced worker occupations

Question 3.29: Did you have any substantial problems in hiring or trying to hire any...:

- i. If the interview is at a farm: managers, agricultural specialists, marketing persons, accountants, or other formally trained or highly experienced worker occupations in the past 3 years?
- ii. If the interview is at firm: managers, technical specialists, skilled services persons, marketing persons, accountants, or other formally trained or highly experienced worker occupations in the past 3 years?

Question 3.30: Please rank up to two substantial problems, starting with the main problem, in hiring or trying to hire...:

- i. If the interview is at a farm: managers, agricultural specialists, marketing persons, accountants, or other formally trained or highly experienced worker occupations in the past 3 years?
- ii. If the interview is at firm: managers, technical specialists, skilled services persons, marketing persons, accountants, or other formally trained or highly experienced worker occupations in the past 3 years?

SHOW CARD 3

This question asks the respondent to select two options, first the main problem and then a secondary problem hiring problem.

Question 3.31: How did this farm/establishment handle your recruitment problem when hiring or trying to hire in the past 3 years? Please respond with up to two main responses.

SHOW CARD 4

This question asks the respondent to select two options, first the main and then a secondary problem response to counter hiring difficulties.

Question 3.32: In the past 3 years has this farm or establishment organized any training for its full-time formally trained or highly experienced workers?

Examples of trainings could be on-the-job or formal trainings:

Question 3.33: How many separate training sessions has this farm or establishment organized for any of its full-time formally trained or highly experienced workers in the past 3 years?

Question 3.34: In the past 3 years has this farm or establishment organized any training for its full-time general workers?

Question 3.35: How many separate training sessions has this farm or establishment organized for any of its full-time general workers in the past 3 years?

MODULE 4: PRODUCTION

This module gathers information on the farm/firm's production structure, costs & capacity utilization.

Question 4.01: There are two versions of this question:

1) **For Farms:** What was the total area of land available to this farm, whether owned, rented, leased or available for free, in [enter last complete agricultural year], whether the land was cultivated or not?

The respondent must specify the area unit and the number of these units that are under cultivation. If there is no area under cultivation, write '-7'.

2) **For Firms:** What was this establishment's output produced as a proportion of the most output you could produce if you were using all the resources available (think about the output over the last complete year)?

The respondent should provide a percentage of how much output was produced compared to the maximum possible output the firm is capable of producing/set-up to produce.

This question only references the production facility and not the administrative offices.

Full production capacity is the maximum level of production that this establishment could reasonably expect to attain under normal and realistic operating conditions fully utilizing the machinery, equipment and employees in place

THE FOLLOWING QUESTIONS WILL ONLY BE ASKED FOR FARMS: Questions 4.02-4.04

Question 4.02: What was the total area you had under cultivation for all crops in [enter last complete agricultural year]?

The respondent must specify the area unit and the number of these units that are under cultivation. If there is no area under cultivation, write '-7'.

Question 4.03: Of the total area under cultivation in [enter last complete agricultural year], how much of the land did you...

- Own?
- Rent or lease?
- Farm for free?

IF LAND CULTIVATED (Question 4.02) DOES NOT EQUAL TOTAL LAND AVAILABLE (Question 4.01) ASK THE FOLLOWING QUESTION (Question 4.04):

Question 4.04: What was the **main** reason land was left uncultivated?

Question 4.05: Hypothetically, if this farm or establishment were to purchase all the machinery, vehicles, and equipment it uses now, in their current condition and regardless of whether they are owned, rented or leased, how much would they cost?

The respondent must answer this question in the local currency.

Question 4.06: Hypothetically, if this farm or establishment were to purchase all the land and buildings it uses now, regardless of whether they are owned, rented or leased, how much would they cost?

The respondent must answer this question in the local currency.

This question is designed to ascertain the market value of the establishment's capital, regardless of ownership

You can ask the manager to estimate the market value if all of the equipment were purchased on the open market. If the respondent states that there is no market, ask how much the respondent would be willing to pay for the capital, knowing what it can produce in its current condition. Estimate how much it would cost to buy machinery in the current market which is similar in terms of age and characteristics. Keep in mind that it is one of the most important questions on the questionnaire.

Question 4.07: What is this farm's total production and operating costs in [enter last complete year]?

Question 4.08: Out of this total production costs in [enter last complete agricultural year], please estimate how much was spent on each of these categories? SHOW CARD 5, enter amount for each

This APPLIES TO ALL CROPS/PRODUCTS & ACTIVITIES on this farm/establishments, BUT TASKS CAN BE ADAPTED to make sure that all [product or activity] tasks are covered

SHOW CARD 5

For each category, the respondent must provide an amount in the local currency

Question 4.09: What do you estimate was the cost to produce one unit of [PRODUCT] in the last completed agricultural year?

The respondent must provide an amount in the local currency.

Need to know what costs to include. Lebanon pilot suggested costs to produce all, not one unit. Tom thinks one unit will give better results.

JOSH/ VES: If this is supposed to reflect the 'total cost of sales' concept, it also must discount unsold or unused product and that left to rot

Question 4.10: What are the three inputs for [PRODUCT] that your farm/establishment spent the most money on, during the last year? (Such as...)? DO NOT INCLUDE SPENDING FOR LABOR COSTS, MACHINES, EQUIPMENT OR LAND

Inputs are services that are required to produce and sell their products as well as materials that go through a mechanical, physical, or chemical transformation that will ultimately make up some portion of the final good produced.

NOTE: It is important here that the respondents are thinking not just about goods but also services – it may be that transport, financial services, or other services are among their biggest input costs.

For example:

At a farm: seed, seedlings, type of feed, type of fertilizer or pesticide, plowing services, technical services, transport services or other

At a firm: specific inputs, goods, services, or other

The respondent must first list the three inputs with the largest purchased value used for the production of the [Product of Interest] and then respond to the remaining sub-questions in the table for each.

Examples:

- Raw goods like steel, wood, plastics for production;
- Intermediate goods for production or resale like automotive components, yarn, chains;
- Finished goods for resale;
- Services -- technical services

4.10	What are the three inputs for [PRODUCT] that your farm spent the most money on, during the last agricultural season? (Such as a specific seed, seedlings, type of feed, type of fertilizer or pesticide, plowing services, technical services, transport services or other)? DO NOT INCLUDE SPENDING FOR LABOR COSTS, MACHINES, EQUIPMENT OR LAND						
		Input	# purchased	units	ave price per unit	bought within [country] Y/N	manufactured within [country] Y/N/ DK
	Input #1						
	Input #2						
	Input #3						

THE FOLLOWING QUESTION WILL ONLY BE ASKED FOR FARMS: Questions 4.11

Question 4.11: What was the total area under cultivation for [PRODUCT] in [enter last complete agricultural year]?

The respondent must specify the area unit and the number of these units that are under cultivation. If there is no area under cultivation, write '-7'.

The purpose of this question is to determine the size available for farming or livestock.

Question 4.12: What was the total volume produced of [PRODUCT] in the last (agricultural) year?

The respondent must specify the volume unit and the number of these units that were produced.

Question 4.13: This question has two versions:

- 1) For Farm: Do you expect to increase, decrease or maintain the same [area/ number of vines/ trees] cultivated for [PRODUCT] in the next agricultural year compared to this agricultural year?
- 2) For Firm: Do you expect to increase, decrease or produce the same volume of [PRODUCT or ACTIVITY] in the next year compared to this year?

Question 4.14: This question has two versions:

- 1) For Farm: Approximately what percentage do you expect your [area/number of vines/trees] to increase/decrease next agricultural year compared to this agricultural year?
- 2) For Firm: Approximately what percentage do you expect your output to increase/decrease next year compared to this year?

Question 4.15: What are the major obstacles your establishment is facing in the current operation of producing [PRODUCT or ACTIVITY]. Please list up to two, starting with the greatest obstacle. IF NO MAJOR OBSTACLES, WRITE -7 IN THE FIRST BOX.

SHOW CARD 6

Question 4.16: How many years has this farm/establishment been producing [PRODUCT]?

THE FOLLOWING QUESTIONS WILL ONLY BE ASKED FOR FARMS: Question 4.17

Question 4.17: Could this farm double its output of [PRODUCT] with the existing land you have available to you now?

The respondent may only consider available land if the respondent is owning enough land currently. They may not calculate output on the basis of buying or acquiring neighboring farms.

Question 4.18: If the farm/establishment was awarded a 3 year contract for [PRODUCT] that meant output would double from its current level, how many extra permanent formally trained occupation workers would you hire and how many permanent general workers would you hire?

The respondent will need to provide with an estimated number for each worker type.

At a farm: Formally trained occupation workers are managers, agricultural specialists, marketing persons, accountants

General workers are farm workers, clerical workers, drivers, packers etc.

At a firm: Formally trained occupation workers are managers, technical specialists, skilled services persons, marketing persons, accountants

General workers are production line workers, clerical workers, drivers, packers etc.

Question 4.19: If the establishment was awarded a 3-year contract for [PRODUCT OR ACTIVITY] that meant output would double from its current level, how much would you have to spend on additional machinery, equipment and facilities to fulfil the contract?

5.5 MODULE 5: MARKETING

Question 5.01: In [insert last complete year], what were this establishment's total annual sales for ALL products and activities?

-- write out response to 4.08 in words (e.g. 150 = "one hundred fifty"):

Question 5.02: Approximately how much of the total annual sales came from [PRODUCT or ACTIVITY]? Please provide a response in one of the two formats:

- a. As a percentage of total sales:
- b. Amount of sales from product:

The respondent must provide an amount in the local currency OR percentage of total sales.

Question 5.03: Of the total volume of [PRODUCT] produced in the last year, what percentage was sold, and what was the average selling price?

In this question, **do not count amount of [product] consumed by household, given away, saved for inventory or seed, lost to pests or theft, etc.**

The respondent must specify the volume unit, the percentage of these units that were sold and the average selling price per unit.

Question 5.04: During the last year, what was the highest and lowest unit price you sold [PRODUCT or ACTIVITY]?

The respondent must provide the highest and lowest selling unit of the main variety of the product they produce for revenue.

Question 5.05: Did you sell any [PRODUCT or ACTIVITY] to individual consumers at markets or at the farm gate/this establishment, in the most recent (agricultural) year?

The purpose of this question is to determine where the establishment's customers are located. Please note that some service establishments, such as hotels, may cater to foreigners at their domestic locations. Sales to these foreigners constitute exporting.

Question 5.06: Approximately what percentage of the total volume of [PRODUCT or ACTIVITY] sales went to individual consumers?

Question 5.07: Not counting individual consumers, how many clients (i.e. traders, wholesalers, processors etc.) for [PRODUCT or ACTIVITY] did this farm or establishment have in [enter last complete (agricultural) year]?

In this question and the following questions, "clients" refers to buyers or customers of the farm/firm or product.

Question 5.08: What is the category of the client (i.e. buyer or customer) who bought the most [PRODUCT] in the most recent (agricultural) year?

Question 5.09: Approximately what percentage of total volume of [PRODUCT or ACTIVITY] sales went to the largest client in [enter last complete (agricultural) year]?

Question 5.10: Did you have a contract for selling [PRODUCT or ACTIVITY] with your largest client in the last (agricultural) year?

Question 5.11: Was this a verbal contract or a written contract?

Question 5.12: What length of contract does this farm or establishment have with its largest client (i.e. buyer or customer)?

Question 5.13: What are the most important factors for being selected as a supplier? Please list up to 2, starting with the most important factor.

SHOW CARD 7

Question 5.14: Does this farm or establishment have a government registration number?