

# **JOBS IN VALUE CHAINS ANALYSIS**

**TRAINING FOR SUPERVISORS & TRAINERS**



**WORLD BANK GROUP**  
Jobs



**LET'S WORK**  
A global partnership to create  
more & better private sector jobs

# INTRODUCTION

Overview of the training

# OVERVIEW OF THE TRAINING

We will cover two main sections:

## 1. Field operations

Objectives of the Survey

Interviewer Tasks & Obligations

## 2. Jobs in value chains survey

Questionnaire Overview

Module 1 – Screener

Module 2 – Background Characteristics

Module 3a – Household Roster

Module 3b – Workforce

Module 4 - Production

# FIELD OPERATIONS

Survey objective & interviewer obligations

# SURVEY OBJECTIVE

# SURVEY BACKGROUND

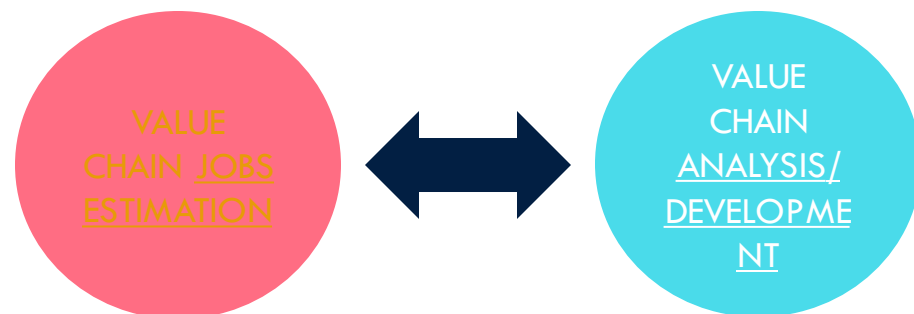
The Let's Work Partnership (LWP) emerged from the findings of a World Bank Report on Jobs (2013) and similar studies by the IFC. The goal is to harness the potential for public institutes to work with the private sector in creating “more, better and inclusive” jobs.

Among other strategies, one of the methods proposed was to develop and implement tools to measure, understand and strengthen the creation of more and better jobs. The **Jobs in Value Chains Survey** is an outcome of this strategy.

# OBJECTIVE OF THE JOBS IN VALUE CHAINS SURVEY

## Two Objectives:

- Jobs Estimation
- Analysis/Development of the Value Chain



## Value chain studies help us understand:

- The number of jobs
- Where they are located in the VC
- Extent and nature of relationships among actors in a VC



# OBJECTIVE OF THE JOBS IN VALUE CHAINS SURVEY

- To generate a full **mapping of all critical components** of the specified value chain;
- 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).



# INTERVIEWER TASKS & OBLIGATIONS

# INTERVIEWER TASKS & OBLIGATIONS

An interviewer's work is, with no 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, is responsible and cooperative!



# INTERVIEWER TASKS & OBLIGATIONS

Data collection will last <XXX> months. All Interviewers will have to make themselves available during this period.

Interviewers will be responsible for:

- Making contact with the selected farms/firms to arrange to interview
- Filling questionnaires for each interviewed farm/firm

**An interviewer's tasks, functions and obligations cannot be delegated to another person**

# INTERVIEWER TASKS

- To participate actively in and to complete this **training course**
- To be **very familiar** with the structure of the questionnaires and with each question
- To **study & comply with instructions in the Interview Manual** and recommendations contained in the Manual and any instruction given by the Survey Management Team
- To carry out interviews through **personal visits to farms/firm** to directly collect information



## INTERVIEWER TASKS (cont'd.):

- To **visit the farm/firm as many times as necessary** in order to interview the appropriate respondent, to correct inaccurate information or to complete incomplete information.
  - An interviewer must make him/herself **fully available** for work in the survey, thus he/she must be available for carrying out the survey at any time the respondent specifies as the most convenient.
- During the interview, to **behave professionally** in accordance with the important work he/she performs



## INTERVIEWER TASKS(cont'd.):

- To **visit the farm/firm as many times as necessary** in order to interview the appropriate respondent, to correct inaccurate information or to complete incomplete information.
  - An interviewer must make him/herself **fully available** for work in the survey, thus he/she must be available for carrying out the survey at any time the respondent specifies as the most convenient.
- During the interview, to **behave professionally** in accordance with the important work he/she performs

## INTERVIEWER TASKS (cont'd.):

- To visit the farm/firm in **clean and professional attire**, having in mind that it is an important aspect for ensuring cooperation from the farm/firm and collecting **good quality data**
- To **hand over** to the supervisor all **completed questionnaires** with properly obtained information, **every day** or as instructed
- To **perform all scheduled interviews** at the time they are planned.
  - If it is not possible to interview any selected farm/firm, the interviewer should inform his/her supervisor, who will make a decision on the necessary approaches (re-visits or changes) in accordance with established procedures.



# WHAT THE INTERVIEWER MUST **NOT** DO:



1. The work of the interviewer is individual and cannot be transferred to anybody else.

- **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.

- **Information given by the respondent cannot be changed**



## WHAT THE INTERVIEWER MUST **NOT** DO:



4. The interviewer must not disclose, repeat or comment on information obtained from the respondent, nor show completed questionnaires to any other person except 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

- Information given by the respondent is strictly confidential

## WHAT THE INTERVIEWER MUST **NOT** DO:



6. The interviewer is not allowed to select on his/her own a reserve farm/firm to interview

- Only the Field Supervisor can authorize a reserve farm/firm

# MATERIALS FOR THE INTERVIEWER:

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.



# FLOW OF MATERIALS & REPORTS

The interviewer will hand over to his/her supervisor the properly filled questionnaires and detailed reports including the following:

Summary of results of conducted interviews:

- Number of filled questionnaires,
- List of WORKPLACES which:
  - could not be located,
  - are no longer used
  - have partly or completely refused
- The same report should include the number of used reserve farms/firms approved by the supervisor from the list of reserves

Any issue or problem faced in the field, e.g. in terms of

- Maps
- Enterprise identification
- Incomplete questionnaires
- Respondents behavior and opinion
- Scheduled subsequent visits
- Absent respondents, etc.

In order to resolve problems in the field

- Any other observation for which the interviewer thinks that the supervisor should be informed for the sake of successful work

## CONCEPTS & MAIN DEFINITIONS

- **Direct interview:** Procedure by which information is collected directly from a person. The person giving information is the “respondent”.
- **Establishment:** For this project, the unit of analysis is the ‘establishment’, which may include formal and informal businesses and farms.
- **Workplace:** For the Jobs in VC survey, the workplace is defined as a branch, plant, unit, etc. of a larger parent company or firm that has a distinct physical location. The parent company or firm can have multiple workplaces of various sizes in different locations.

# SURVEY METHODOLOGY & PROCEDURES

## Sampling:

- The survey sample size will be determined by the value chain mapping for each product of interest.
- The sample of farms/firms will be selected from a list such as an enterprise list, or will come as a result of the interviews within the Value Chain.
- For enterprises that have multiple branches or chains, since we wish to interview WORKPLACES, the final sample list will contain a random selection of these branches/workplaces.

# SURVEY METHODOLOGY & PROCEDURES

## Sampling

The country should put its own sample outline here, in table form, so that the interviewers can have a sense of the distribution of the sample.

# INTERVIEW TECHNIQUE

- Plan **sufficient time** for the interview
- The interviewer should not give impression that he/she considers him/herself an important person because of the assignment he/she performs on behalf of <NAME OF FIRM>.
- It is important that the interviewer has a **friendly attitude** towards the respondent and acts with **self-confidence**. If the interviewer gives the impression of being nervous or insecure, this does not provide confidence that is needed to obtain the respondent's co-operation, participation and attention.
- Comply with the order and format while asking questions from the questionnaire. In other words, **comply strictly with instructions** given. If you make modifications it can jeopardize the uniformity of information being collected across many areas and countries



# INTERVIEW TECHNIQUE

If the interviewer gets tired or disturbed, or needs to interrupt the interview to attend to a business matter, **be co-operative**: allow a break in the interview, and then restart.

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.

**Do not make promises** or offer anything as an incentive for the respondent to participate in the survey

As far as possible, **do not** conduct the interview in **the presence of a person who is not the respondent**; the respondent may give different answers in presence of another person

# INTERVIEW TECHNIQUE

**Do not show surprise** by any answer given by the respondent, either by the tone of your voice or your facial expression

At the end of the interview, **check** the questionnaire carefully to make sure that **no answer is missed** or entered in the wrong box

**Do not offer** copies of the questionnaire or any other material or anything else that the interviewer is not authorized to distribute

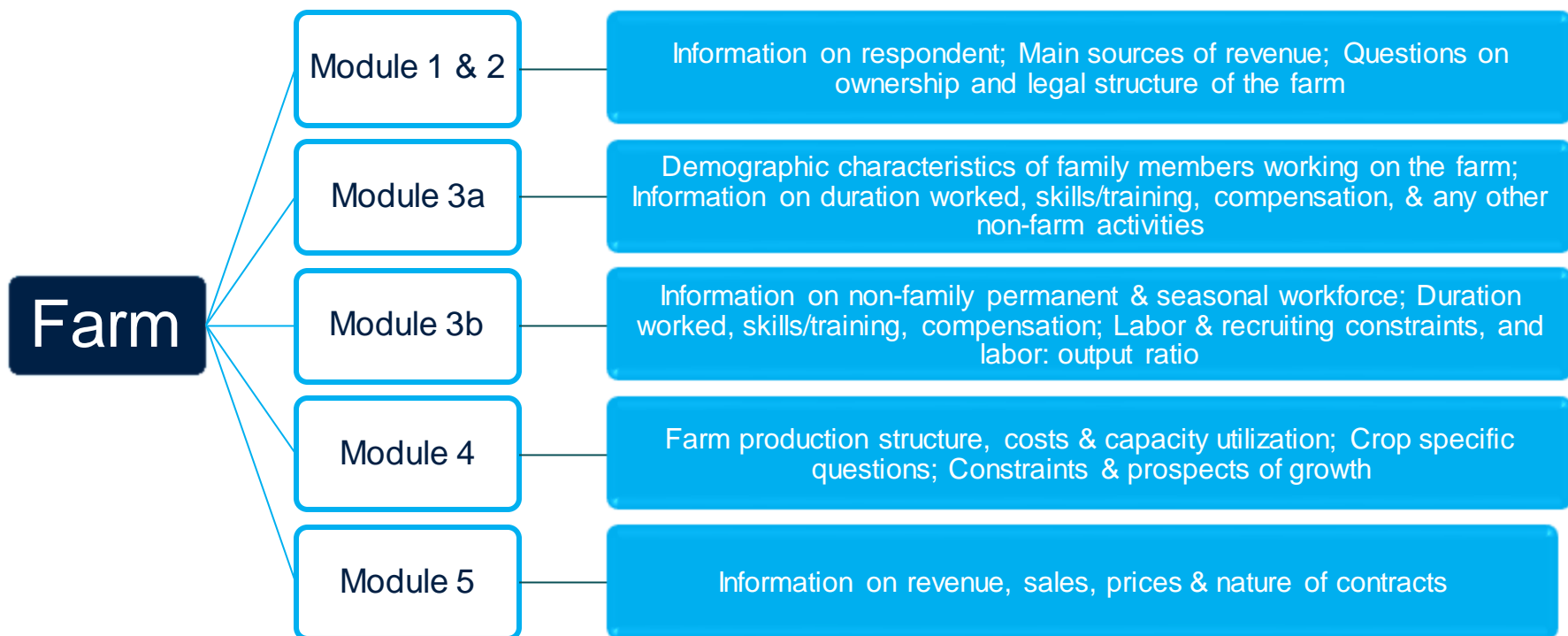
Leave the workplace **thanking the respondent(s)** for their cooperation in the survey, and the time and effort they invested

# **JOBS IN VALUE CHAINS SURVEY**

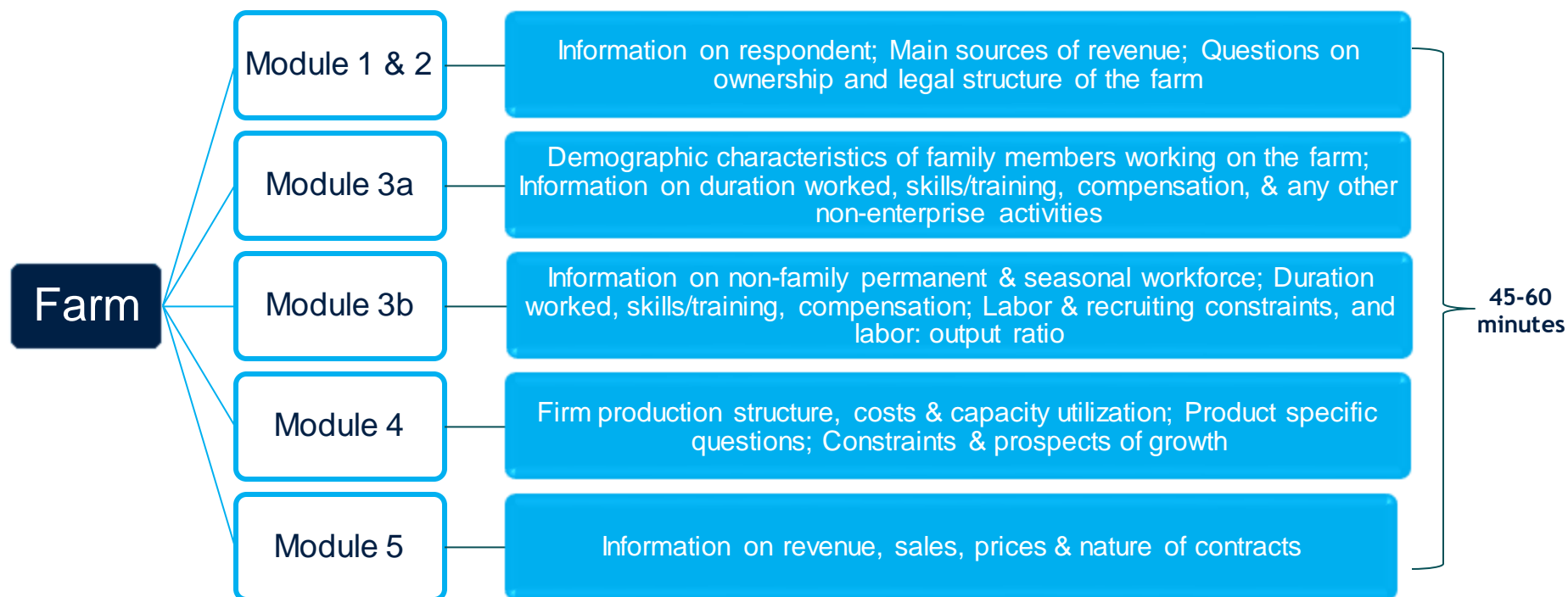
Agriculture & manufacturing/services questionnaires

# QUESTIONNAIRE OVERVIEW

# AGRICULTURE QUESTIONNAIRE



# MANUFACTURING QUESTIONNAIRE



# COMPLETING THE QUESTIONNAIRE

- **Question:** it is to be read to the respondent as it is written. Each question is numbered.
- **Answer modality or core:** these are possible answers. The interviewer selects answer code which is closest to the respondent's answer.
  - Many questions do not offer answers, but measure units to be used in the answer (for example: year, number of employees, salary in local currency, etc.)
- **Instruction for interviewer:** these are printed in *Italic* or **CAPITAL** letters, which facilitates survey implementation
- **Skip patterns:** Questions are normally asked in order one after another. However, in some cases, the given answer defines which question must be asked next, or which question is to be skipped. This will already be programmed in to the CAPI script.

# COMPLETING THE QUESTIONNAIRE

- ✓ For questions where there is a **measure unit** specified, the interviewer should ask the respondent to give the answer in that unit.
- ✓ **Closed questions:** The question text is read and the answer must be chosen from the list of possible answers. In many cases, there is a category that says “other” and asks you to specify. In this example for Q4.19, we ask you to specify if the client type can not be categorized based on the given the list:

4.19	What is the category of the client (i.e. buyer or customer) who bought the most [PRODUCT] in the most recent agricultural year?	
	Small, individual trader or wholesaler	1
	Large trader or wholesaler	2
	Local processor or manufacturer	3
	International processor or manufacturer	4
	Other (please specify)	5



# COMPLETING THE QUESTIONNAIRE

## ✓ Entering «0» as an Answer

If the question is about quantity (e.g. number of days, number of employees, etc.) zero is a possible answer and should be always entered if the respondent gives such an answer.

- **Note: Zero (0) and BLANK are different:** “0” means that the question was asked and the answer was “zero.” BLANK means that the question was not asked

# MODULE 1 - SCREENER

# MODULE 1 - SCREENER

1.01	Name (last, first, middle)	
1.02	Position in establishment	
<b>Contact details</b>		
1.03	Phone no.	
1.04	Email	
1.05	Fax	
	GPS coordinates (XXX.XXXXX)	
1.06	Latitude	
1.07	Longitude	
1.08	Address	
1.09	Village / City /District	
1.10	Province/State/Region	
1.11	Date of interview (dd/mm/yy)	
1.12	Survey reference number	
1.13	Coordinator ID	
1.14	Enumerator ID	

For 1.06-1.07: Make sure that GPS coordinates are captured in Decimal Degrees with 5 digits after the decimal.

For 1.13: Add the ID identifying the coordinator/controller who has verified the questionnaire



# MODULE 1 - SCREENER

1.15	<p>Is your farm/establishment involved in the production, distribution or supply chain of [product/service]?</p> <p>2 ► the establishment does not fall under the scope of the study. Thank you very much for the time.</p>	<p>Yes = 1/ No = 2</p> <input data-bbox="1456 429 1673 491" type="text"/>
1.16	<p>What is the role of your farm/establishment in the production, distribution or supply chain of [product/service]?</p> <p>(If none of the above selected ► the establishment does not fall under the scope of the study. Thank you very much for the time)</p>	<input data-bbox="1456 711 1673 772" type="text"/> <p>(drop down list of relevant value chain stages + none of the above)</p>

# **MODULE 2 – BUSINESS BACKGROUND**

# INTRODUCTION

“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].”

## MODULE 2 – BUSINESS BACKGROUND

“I would like to begin by asking a few background questions”

This training module will cover both types of questions, for farms as well as for firms. As interviewers, you will need to recognize if you are visiting an agricultural facility or a non-agricultural enterprise and ask questions accordingly. The CAPI script will be written accordingly and will assist you!

When visiting a farm, you will ask “..for this farm..” and talk about crops, livestock and other activities on the farm within the most recent AGRICULTURAL year.

When visiting a firm, you will ask “..for this establishment..” and talk about products and other activities at on the firm. Within the most recent business year.

## MODULE 2 – BUSINESS BACKGROUND

This questions 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 to be among this list.

To ask at a farm:

<b>2.1</b>	<b>What crops, livestock or activities are the main sources of revenue for this farm or establishment? LIST UP TO TWO CROPS, TWO LIVESTOCK AND ONE OTHER ACTIVITY</b>
	Crop 1 _____
	Crop 2 _____
	Livestock 1 _____
	Livestock 2 _____
	Other activity (specify) _____

To ask at a firm:

<b>2.1</b>	<b>What products or activities are the main sources of revenue for this establishment? LIST UP TO TWO PRODUCTS or ACTIVITIES</b>
	Product 1 _____
	Product 2 _____
	Activity 1 _____
	Activity 2 _____



# MODULE 2 – BUSINESS BACKGROUND

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

2.2	Please describe the legal structure that best describes the farm or establishment: SHOW CARD 1			
	Family-owned farm/ sole proprietorship	1		
	Partnership	2		
	Limited liability private corporation	3		
	Public limited corporation	4		
	State-owned enterprise	5 ► SKIP TO	2.7	
	Communal ownership	6		
	Other (please specify)	7		
	Don't know	-9 ► SKIP TO	2.7	
2.3	Does this farm or establishment have any foreign owners?			
	Yes	1		
	No	2 ► SKIP TO 2.5		
2.4	What percentage of this farm or establishment is foreign owned?			
2.5	Does this farm or enterprise have any owners who are women?			
	Yes	1		
	No	2 ► SKIP TO 2.7		
2.6	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)			

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.



## MODULE 2 – BUSINESS BACKGROUND

If there is no association/producer group in your country/region for the [Product of Interest] then this questions will not be asked.

<b>2.7</b>	<b>Is this farm or establishment part of an association or cooperative?</b>						
			Yes	1			
			No	2			

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.



## MODULE 2 – BUSINESS BACKGROUND

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.

**2.8** How many years has this farm or establishment been in operation in [COUNTRY]?

This is the last question before Module 3.



# **MODULE 3A – HOUSEHOLD ROSTER**

# MODULE 3A – HOUSEHOLD ROSTER

“I would now like to ask some questions about the family members working in the farm/establishment ”

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

**When visiting a farm, you will ask “..for this farm..” and talk about crops, livestock and other activities on the farm within the most recent AGRICULTURAL year.**

**When visiting a firm, you will ask “..for this establishment..” and talk about products and other activities at on the firm. Within the most recent business year.**



# MODULE 3A – HOUSEHOLD ROSTER

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

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 ▶ 3.10 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 ▶ 3.13	How much did [NAME] receive for work on the farm during the most recent agricultural year from [DATE TO DATE]? xxx-xx 1 xxx-xx 2 xxx-xx 3 xxx-xx 4 xxx-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? YES 1 NO 2 ▶ NEXT PERSON	What other activity did [NAME] do during the most recent agricultural 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
	NAME		Age		# weeks	hrs/week		%					
01													
02													
03													

# MODULE 3A – HOUSEHOLD ROSTER

SERIAL NUMBER	3.02	3.03	3.04	3.05	3.06	3.07	3.08	3.09	3.10	3.11
	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] have any agricultural or technical training for the work he/she does on this farm?
	NAME		Age		# weeks	hrs/week		%		
01	Alexander									
02	Anna									
03	Andrew									
04	Adam									

After recording all names, you 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.



# MODULE 3A – HOUSEHOLD ROSTER

Now you will ask Q3.03 – Q3.14 for the first name on the list i.e.. Alexander, in this example of a Wine Grape VC

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							
02	Anna								



# MODULE 3A – HOUSEHOLD ROSTER

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					
02	Anna								

## MODULE 3A – HOUSEHOLD ROSTER

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 ▶ 3.10 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	1				
02	Anna								
03	Andrew								

# MODULE 3A – HOUSEHOLD ROSTER

If the number of weeks is less than one it should be rounded to one.

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 ▶ 3.10 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								

# MODULE 3A – HOUSEHOLD ROSTER

SERIAL NUMBER	3.02	3.03		3.04	3.05	3.06	3.07	3.08	3.09	3.10	3.11
	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?
	NAME	Manager/ co-manager 01	Spouse/Partner 02		Male 1 Fem 2	# weeks	hrs/week	ONLY [PRODUCT] 1 OTHER CROPS/ LIVESTOCK 2 ALSO	%	YES 1 NO 2	YES 1 NO 2 ▶ 3.13
01	Alexander	10		33	1	44	56				
02	Anna										
03	Andrew										

# MODULE 3A – HOUSEHOLD ROSTER

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?  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?	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] [NAME] school wage employed work agriculture
	NAME		Age		# weeks	hrs/week		%				
01	Alexander	10	33	1	44	56	2					
02	Anne											

Q3.08 asks if the family or household- member was occupied working on the product of interest e.g. Wine grapes or on other activities on the farm/at the establishment.

# MODULE 3A – HOUSEHOLD ROSTER

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?  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]	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 3.13	How much did [NAME] receive for work on the farm during the most recent agricultural year from [DATE TO DATE]?  xxx-xx 1 xxx-xx 2 xxx-xx 3 xxx-xx 4 xxx-xx 5	Other information
	NAME		Age		# weeks	hrs/week		%				
01	Alexander	10	33	1	44	56	2	80				
02	Anna											



# MODULE 3A – HOUSEHOLD ROSTER

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?  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]?  xxx-xxx 1 xxx-xxx 2 xxx-xxx 3 xxx-xxx 4 xxx-xxx 5	Other than on the farm, the most recent agricultural work from (FROM TO DATE), [NAME] attended school, or had wage job, employment work in a non-agricultural activity?  YES 1 YES 2 NO 3 YES 4 YES 5
	NAME		Age		# weeks	hrs/week		%				
01	Alexander	10	33	1	44	56	2	80	1			

# MODULE 3A – HOUSEHOLD ROSTER

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? 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 ▶ 3.10 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 ▶ 3.13	How much did [NAME] receive for work on the farm during the most recent agricultural year from [DATE TO DATE]? xxx-xxx 1 YES 1 xxx-xxx 2 xxx-xxx 3 xxx-xxx 4 xxx-xxx 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? YES 1 NO 2 ▶ NEXT PERSON
	NAME		Age		# weeks	hrs/week						
01	Alexander	10	33	1	44	56	2	80	1	1	3	
02	Anna											



# MODULE 3A – HOUSEHOLD ROSTER

After completing Q3.03-3.14, move to the next name on the list i.e. Anna

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?	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 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?	What other activity did [NAME] do during the most recent year? SPEAK OF THE ACTIVITY
	NAME		Age	Male 1 Fem 2	# weeks	hrs/week		%		YES 1 NO 2	xx-xx 1 xx-xx 2 xx-xx 3 xx-xx 4 xx-xx 5	YES 1 NO 2	
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

## MODULE 3A – HOUSEHOLD ROSTER

3.15	(Reminder: Skip 3.15 & 3.6 if this is not a family owned farm, sole-proprietorship, partnership or limited liability)									
	How many years has the primary manager been running this farm?									

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

3.16	Did this establishment have any <b>permanent</b> employees who are not family members employed at the end of the most recent agricultural year (FROM DATE TO DATE)?														
	<table border="1"> <tr> <td>YES</td> <td>1</td> <td></td> </tr> <tr> <td>NO</td> <td>2</td> <td>► 3.21</td> </tr> </table>										YES	1		NO	2
YES	1														
NO	2	► 3.21													

Q3.16 is a filter question for those who have answered the household members section, to see if they continue to 3.17, or skip the section on permanent employees, and go to 3.23 to ask about seasonal employees.



WORLD BANK GROUP

Jobs

## MODULE 3A – HOUSEHOLD ROSTER

3.17	At the end of the the most recent agricultural year ( <b>FROM DATE TO DATE</b> ), how many permanent workers worked in this farm?										
											NUMBER

**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. 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.



## MODULE 3B – WORKFORCE

To ask at a farm:

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									
								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									
c)	FOREIGN									
d)	REFUGEES/ INTERNALLY DISPLACED PEOPLE									
e)	MIGRANT WORKERS									
f)	UNDER AGE 25									

# MODULE 3B – WORKFORCE

For example:

3.18	Out of the [INSERT NUMBER OF PERMANENT WORKERS FROM Q3.17] permanent workers at the end of the most recent agricultural year (FROM DATE TO DATE), how many were specialists, marketing persons, accountants, or other similar positions requiring experience? How many were general workers like farm workers, clerical workers, etc.?									
									Permanent <u>formally</u> trained or highly experienced workers (such as managers, agricultural specialists, marketing persons, accountants, etc.)	Permanent <u>general</u> 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	

It is possible for a worker to fall under more than one sub-category i.e., a worker could be 'Foreign' as well as 'Under 25' and will therefore be considered under both categories. In this example under Permanent workers, there is 1 woman and 1 person under 25 and they could be the same person falling under both categories.

# MODULE 3B – WORKFORCE

To ask at a firm:

3.18 Out of the [INSERT NUMBER OF PERMANENT WORKERS FROM Q3.17] permanent workers this establishment employed at the end of the most recent year (FROM DATE TO DATE), how many were managers, technical specialists, skilled services persons, marketing persons, accountants, or other similar positions requiring formal training or a high level of experience? How many were general workers like production line workers, clerical workers, drivers, packers,		
	Permanent formally trained or highly experienced workers (such as managers, technical specialists, skilled services persons, marketing persons, accountants, etc.)	Permanent <u>general</u> workers, such as production line workers, clerical workers, drivers, packers, etc.
a)	Total	
	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	
c)	FOREIGN	
d)	REFUGEES/ INTERNALLY DISPLACED PEOPLE	
e)	MIGRANT WORKERS	
f)	UNDER AGE 25	

# MODULE 3B – WORKFORCE

To ask at a farm:

3.19	How much is a permanent full-time <u>general worker</u> such as a farm worker, clerical worker, driver, packer, etc. 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)				currency	<input type="text"/>
	over what period:					
		by day	1	Period	<input type="text"/>	
		by week	2			
		by month	3			
		other (specify) _____	4		<input type="text"/>	

To ask at a firm:

3.19	How much is a permanent full-time <u>general worker</u> such as a production line worker, clerical worker, driver, packer, etc. typically paid? Please exclude bonuses and social security contributions paid by the employer to the government. (If paid by piece, please provide a monetary equivalent over a time period)				currency	<input type="text"/>
	over what period:					
		by day	1	Period	<input type="text"/>	
		by week	2			
		by month	3			
		other (specify) _____	4		<input type="text"/>	

## MODULE 3B – WORKFORCE

3.20	Does your farm/establishment typically offer your permanent general workers:										
									Yes	1	
									No	2	
				a)	Free or subsidized housing?						
				b)	Free or subsidized meals?						
				c)	Free or subsidized transport?						
				d)	law?						
				e)	Free or subsidized health care beyond that required by						



## MODULE 3B – WORKFORCE

Now we are asking questions about seasonal or temporary workers.

3.21	<p>Did this establishment employ any seasonal or temporary workers during the most recently completed year from (DATE TO DATE)?</p> <p>.....</p> <p>Yes                      1</p> <p>No                        2 ► 3.25</p> <p>.....</p>	<input type="text"/>
3.22	<p>How many individuals did this establishment employ as seasonal or temporary workers during the most recently completed year from (DATE TO DATE)?</p>	<input type="text"/> NUMBER

**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 previously, “temporary” workers who are constantly renewed every year and work for a full year should be accounted for as permanent as they do not meet the criteria explained above of working for less than a year.



## MODULE 3B – WORKFORCE

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)										

Q3.23 asks whether workers are employed for each of the tasks listed. This list is adapted for each product of interest and value chain. You will first ask the respondent to answer Yes/No for each task. Then the interviewer will complete the table (next slide) for each task by asking all three sub-questions.

# MODULE 3B – WORKFORCE

For example, at a manufacturing/processing firm the tasks may be adapted:

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

## MODULE 3B – WORKFORCE

3.24	Does your establishment/farm typically offer your <u>temporary</u> workers:										
									Yes	1	
									No	2	
				a)	Free or subsidized housing?						
				b)	Free or subsidized meals?						
				c)	Free or subsidized transport?						
				d)	law?						
				e)	law?						

## MODULE 3B – WORKFORCE

If the farm/establishment is less than 3 years old, then ask “since inception.”

3.26	Approximately how many new persons has this farm hired over the past 3 years for full- full time									
	time work?									
	(IF 0, ► 3.29)									
3.27	Of those new full-time persons hired over the past 3 years, approximately how many had the									
	following education/ experience?									
										number
		Primary or less education education and no experience								
		Primary or less education, but with prior work experience								
		Some secondary (high school, including vocational) 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								

# MODULE 3B – WORKFORCE

To ask at a farm:

3.28	In the past 3 years has this farm hired or tried to hire any new managers, agricultural specialists, marketing persons, accountants, or other <b>formally trained or highly experienced worker</b> occupations?							
	Yes	1						
	No	2 ► 3.32						
3.29	Did you have any <b>substantial</b> problems in hiring or trying to hire any managers, agricultural specialists, marketing persons, accountants, or other <b>formally trained or highly experienced worker</b> occupations in the past 3 years?							
	Yes	1						
	No	2 ► 3.32						
3.30	Please rank <u>up to two substantial problems</u> , starting with the main problem, in hiring or trying to hire a manager, agricultural specialist, marketing person, accountant, or other <b>formally trained or highly experienced worker</b> occupation in the past 3 years. SHOW CARD 3							
	There were no or few applicants	1						
	Applicants lacked required skills	2						
	Applicants lacked required experience	3						
	Applicants expected higher wages	4						
	Applicants did not like working conditions	5						
	Remote or difficult area to get to	6						
	Cultural or religious restrictions	7						
	Other (specify _____)	8						

# MODULE 3B – WORKFORCE

The responses must be ranked in order of importance and categorized as first, second and third most important.

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

Employment protection legislation / labor code and laws	1	
Difficult to find workers/ few applicants	2	1ST
Cost of wages	3	
Minimum wage (if exists in the country)	4	
Payroll taxes and social security / pension	5	2ND
Workers lack skills	6	
Workers lack experience	7	
Workers are not reliable	8	
High worker turnover	9	
Other (specify _____)	19	



# MODULE 3B – WORKFORCE

To ask at a firm:

3.28	<p>In the past 3 years has this establishment hired or tried to hire any new managers, technical specialists, skilled services persons, marketing persons, accountants, or other formally trained or highly experienced worker occupations?</p> <p>Yes ..... 1</p> <p>No ..... 2 ► 3.32</p>	<input type="text"/>																
3.29	<p>Did you have any <b>substantial</b> problems in hiring or trying to hire any managers, technical specialists, skilled services persons, marketing persons, accountants, or other formally trained or highly experienced worker occupations in the past 3 years?</p> <p>Yes ..... 1</p> <p>No ..... 2 ► 3.32</p>	<input type="text"/>																
3.30	<p>Please rank <u>up to two substantial problems</u>, starting with the main problem, in hiring or trying to hire managers, technical specialists, skilled services persons, marketing persons, accountants, or other <b>formally trained or highly experienced worker</b> occupation in the past 3 years. SHOW CARD 3</p> <table border="0"> <tr> <td>There were no or few applicants</td> <td>1</td> </tr> <tr> <td>Applicants lacked required skills</td> <td>2</td> </tr> <tr> <td>Applicants lacked required experience</td> <td>3</td> </tr> <tr> <td>Applicants expected higher wages</td> <td>4</td> </tr> <tr> <td>Applicants did not like working conditions</td> <td>5</td> </tr> <tr> <td>Remote or difficult area to get to</td> <td>6</td> </tr> <tr> <td>Cultural or religious restrictions</td> <td>7</td> </tr> <tr> <td>Other (specify _____)</td> <td>8</td> </tr> </table>	There were no or few applicants	1	Applicants lacked required skills	2	Applicants lacked required experience	3	Applicants expected higher wages	4	Applicants did not like working conditions	5	Remote or difficult area to get to	6	Cultural or religious restrictions	7	Other (specify _____)	8	<input type="text"/> <b>MAIN</b> <input type="text"/> <b>2ND</b>
There were no or few applicants	1																	
Applicants lacked required skills	2																	
Applicants lacked required experience	3																	
Applicants expected higher wages	4																	
Applicants did not like working conditions	5																	
Remote or difficult area to get to	6																	
Cultural or religious restrictions	7																	
Other (specify _____)	8																	



## MODULE 3B – WORKFORCE

3.31	How did this 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	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	

MAIN

2ND

# MODULE 3B – WORKFORCE

You will ask about formally organized training to teach a specific topic, not general “on-the-job” training.

Examples of trainings could be:

At a farm: E.g. vine pruning technique, agricultural, crop-specific training etc.

At a firm: E.g. technical training on a new machine, accounting training, training on a new inventory system etc.



3.32	<p>In the past 3 years has this farm or establishment organized any training for its full-time formally trained or highly experienced workers?</p> <p>YES 1</p> <p>NO 2 ► 3.34</p>
3.33	<p>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?</p>
3.34	<p>In the past 3 years has this farm or establishment organized any training for its full-time general workers?</p> <p>YES 1</p> <p>NO 2 ► 4.01</p>
3.35	<p>How many separate training sessions has this farm or establishment organized for any of its full-time general workers in the past 3 years?</p>

# MODULE 4 – PRODUCTION

# MODULE 4 – PRODUCTION

To ask at a farm

4.01	What was the <u>total area</u> 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 ?	Area Unit:	Number of units available
		Hectares.....1	
		Sq meters..2	
		Acres..3	
		Other specify.....9	
IF NO AREA OF LAND AVAILABLE, WRITE '-7' AND ► 4.05			

To ask at a firm

4.01m	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)?	Capacity Utilization in %
		<input type="text"/>



# MODULE 4 – PRODUCTION

The following questions will only be asked for farms:

4.02	What was the <u>total area you had under cultivation for all crops</u> in [enter last complete agricultural year] ?				Area Unit:	Number of units under cultivation
					Hectares.....1	
					Sq meters..2	
					Acres..3	
					Other specify.....9	
	IF NO AREA UNDER CULTIVATION, WRITE '-7' AND ►4.05					
4.03	Of the total area under cultivation in [enter last complete agricultural year], how much of the land did you...				Area Unit:	Number of units
					Hectares.....1	
					Sq meters..2	
					Acres..3	
					Other specify.....9	
					Own	
					Rent or lease	
					Farm for free	
4.04	IF LAND CULTIVATED(4.02) DOES NOT EQUAL TOTAL LAND AVAILABLE (4.01) ASK:					
	What was the main reason land was left uncultivated?					
	left fallow (left to recover)/ left fallow with cover crops				1	
	soil/ terrain problems ( not fertile, waterlogged, becoming desertified, on a steep slope, etc)				2	
	lack of resources to cultivate the land				3	
	land tenure dispute				4	
	did not think could sell extra crops at a profit				5	
Other, specify _____				6		



# MODULE 4 – PRODUCTION

Keep in mind that this is one of the most important questions on the questionnaire!

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 ?

CURRENCY

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.



## MODULE 4 – PRODUCTION

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 ?

CURRENCY

## MODULE 4 – PRODUCTION

4.07

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

CURRENCY



# MODULE 4 – PRODUCTION

To ask at a farm:

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/ACTIVITIES ON THE FARM, BUT TASKS CAN BE ADAPTED to make sure that [PRODUCT] tasks are covered				
					If unsure of costs, write -9 for DON'T KNOW and give approximate % of total costs
					Yes... 1 No..... 2
					CURRENCY % of total costs
	Veterinary services				
	Other farm related technical services (crops/pests specialists, fertilizer specialists, etc)				
	Animal feed, seeds, fertilizers (if seeds kept back from harvest, estimate the amount they could have been sold for)				
	Rental of Machinery services				
	Fuel, electricity and water (other than irrigation costs)				
	Irrigation costs				
	Permanent labor				
	Temporary / seasonal Labor				
	Rent (for land, buildings, vehicles, equipment and so on)				
	Transportation and storage				
Sales, marketing, clerical					
Information and communication services and equipment					
Grazing/herder fees					
Other (specify)					

# MODULE 4 – PRODUCTION

To ask at a firm:

4.08	Out of this total production and operating costs in [enter last complete year] , please estimate how much was spent on each of these categories ? SHOW CARD 5, enter amount for each					<i>If unsure of costs, write -9 for DON'T KNOW and give approximate % of total costs</i>		
	THIS APPLIES TO ALL PRODUCTS and ACTIVITIES in this establishment, BUT TASKS CAN BE ADAPTED to make sure that [PRODUCT or ACTIVITY] tasks are covered					Yes... 1		% of total costs
						No..... 2	CURRENCY	
	Technical services (production specialists, etc)							
	Raw material inputs							
	Intermediate goods							
	Finished goods purchased for resale							
	Rental of Machinery services							
	Fuel, electricity and water							
	Permanent labor							
	Temporary / seasonal Labor							
	Rent (for land, buildings, vehicles, equipment and so on)							
	Transportation and storage							
	Sales, marketing, clerical							
	Information and communication services and equipment							
Other								

# MODULE 4 – PRODUCTION

4.09	What do you estimate was the cost to produce one unit of [PRODUCT] in the last completed agricultural year?						Vol. Unit:	Cost per unit
							Kgs.....1	
	Tonnes....2							
								currency

# MODULE 4 – PRODUCTION

To ask at a farm:

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.

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						

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

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. 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: a specific inputs, goods, services, or other



# MODULE 4 – PRODUCTION

4.10

What are the three inputs for [PRODUCT or ACTIVITY] that this establishment spent the most money on, during the last year? (Such as a **specific inputs, goods, services, or other**)? DO NOT INCLUDE SPENDING FOR MACHINES, EQUIPMENT OR LAND

To ask at a firm:

	Input	# purchased	units	ave price per unit	bought within [country] Y/N	manufactured within [country] Y/N/ DK
Input #1						
Input #2						
Input #3						

# MODULE 4 – PRODUCTION

The following question will only be asked for farms:

4.11	What was the total area <u>under cultivation</u> for [PRODUCT] in [enter last complete ag year]?	Unit of area	Number of units under [PRODUCT] cultivation
		Hectares.....1	
		Sq meters..2	
		Acres..3	
	Other specify....9		
IF NO AREA UNDER CULTIVATION for [PRODUCT], WRITE '-7'			

## MODULE 4 – PRODUCTION

4.12	What was the total <u>volume produced</u> of [PRODUCT] in the last year?	Vol. Unit:	Number of units produced
		Kgs.....1	
		Tonnes....2	
		Other specify...9:	

# MODULE 4 – PRODUCTION

4.13m	Do you expect to increase, decrease or produce the same volume of [PRODUCT or ACTIVITY] in the next year compared to this year?			
	EXPECT TO INCREASE	1		
	EXPECT TO STAY THE SAME	2	▶ 4.15	<input type="text"/>
	EXPECT TO DECREASE	3		
4.14m	Approximately what percentage do you expect your output to increase/decrease next year compared to this year?			% <input type="text"/>

4.13	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?			
	EXPECT TO INCREASE	1		
	EXPECT TO STAY THE SAME	2	▶ 4.15	<input type="text"/>
	EXPECT TO DECREASE	3		
4.14	Approximately what percentage do you expect your [area/ number of vines/ trees] to increase /decrease next agricultural year compared to this agricultural year?			% <input type="text"/>



# MODULE 4 – PRODUCTION

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**

Access or cost of finance	1
Electricity (cost or quality)	2
Water (cost or availability)	3
Availability of workers	4
Skills of workers	5
Access to land	6
Access to inputs	7
Transport and logistics	8
Trade and customs	9
Licensing and permits	10
Inspections (health & safety, labor, etc.)	11
Other regulations	12
Crime and security	13
Access to markets	15
Lack of information on market conditions/ prices	16
Exchange rate fluctuations	17
Other - please specify	19

1ST

2ND

## MODULE 4 – PRODUCTION

4.16 How many years has this establishment been producing [PRODUCT]?

# MODULE 4 – PRODUCTION

The following question will only be asked for farms:

4.17	Could this farm double its output of [PRODUCT] with the existing land you have available to you now?						<input type="text"/>
	YES				1		
	NO				2		

# MODULE 4 – PRODUCTION

To ask at a farm:

4.18	If the farm 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 (such as managers, agricultural specialists, marketing persons, accountants, etc) would you hire and how many permanent general workers (such as farm workers, clerical workers, drivers, packers, etc.) would you hire?		
		formally trained workers	general workers
		<input type="text"/>	<input type="text"/>

To ask at a firm:

4.18	If this establishment was awarded a 3 year contract for [PRODUCT or ACTIVITY] that meant output would double from its current level, how many extra permanent formally trained occupation workers (such as managers, technical specialists, skilled services persons, marketing persons, accountants, etc) would you hire and how many permanent general workers (such as production line workers, clerical workers, drivers, packers, etc.) would you hire?		
		formally trained workers	general workers
		<input type="text"/>	<input type="text"/>

## MODULE 4 – PRODUCTION

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?		
			CURRENCY

# MODULE 5 – MARKETING

# MODULE 5 – MARKETING

5.01	In [insert last complete agriculture year], what were this farm or establishment's total annual sales for ALL products and services?										<input type="text"/>
											currency
-- write out response to 4.08 in words (e.g. 150 = "one hundred fifty"):											
5.02	Approximately how much of this total annual sales came from [PRODUCT]? Please provide a response in one of the two formats:										
a)	As a percentage of total sales:					<input type="text"/>	%				
OR											
b)	Amount of sales from product:					<input type="text"/>	currency				

You will ask the respondent to provide an amount either as a percentage of the total sales or the amount of sales from this product in the local currency. This option has been provided to improve the chances of respondents being able to provide this information.



# MODULE 5 – MARKETING

To ask at a farm:

5.03	Of the total volume of [PRODUCT] produced in the last year, what percentage was sold, and what was the average selling price? DO NOT COUNT[ PRODUCT] CONSUMED BY HOUSEHOLD, GIVEN AWAY, SAVED FOR SEED, LOST TO PESTS OR THEFT, ETC.					Percentage of [PRODUCT] sold	Average selling price per unit	Vol Unit:
								Kgs.....1
								Tonnes....2
								Other specify...9

To ask at a firm:

5.03	Of the total volume of [PRODUCT] produced in the last year, what percentage was sold, and what was the average selling price? DO NOT COUNT[ PRODUCT] CONSUMED BY HOUSEHOLD, GIVEN AWAY, SAVED AS INVENTORY, LOST TO PESTS OR THEFT, ETC.					Percentage of [PRODUCT] sold	Average selling price per unit	Vol Unit:
								Kgs.....1
								Tonnes....2
								Other specify...9



# MODULE 5 – MARKETING

5.04	During the last year, what was the highest and lowest unit price you sold [PRODUCT or ACTIVITY] )?	Lowest selling price per unit	Highest selling price per unit
		CURRENCY	CURRENCY

# MODULE 5 – MARKETING

The purpose of Q4.16 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.

5.05	Did you sell any [PRODUCT] to individual consumers at markets or at the farm gate, in the most recent agricultural year?				
	Yes	1			
	No	2 ▶ 5.07			
5.06	Approximately what percentage of the total volume of [PRODUCT] sales went to individual consumers?				
					% If 100% ▶ 5.13
5.07	Not counting individual consumers, how many clients (i.e. traders, wholesalers, processors etc.) for [PRODUCT] did this farm or establishment have in [enter last complete agricultural year]?				



## MODULE 5 – MARKETING

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?					
	Small, individual trader or wholesaler	1			<input type="text"/>	
	Large trader or wholesaler	2				
	Local processor or manufacturer	3				
	International processor or manufacturer	4				
	NGOs or INGOs	5				
	Government	6				
	Other (please specify)	7				
5.09	Approximately what percentage of total [PRODUCT] sales went to the largest client in [enter last complete ag year]?				<input type="text"/>	%

## MODULE 5 – MARKETING

5.10	Did you have a contract for selling [PRODUCT] with your largest client in the last agricultural year?				<input type="text"/>
	Yes	1			
	No	2 ► 5.13			
5.11	Was this a verbal contract or a written contract?				<input type="text"/>
	Verbal		1 ► 5.13		
	Written		2		
5.12	What length of contract does this farm or establishment have with its largest client (i.e. buyer or customer)?				<input type="text"/>
	More than 1 year		1		
	One year or less		2		
	Individual order basis		3		

## MODULE 5 – MARKETING

5.13	What are the most important factors for being selected as a supplier? Please list up to 2, starting with the the most important factor. SHOW CARD 7							
	Price				1		<div></div>	
	Adequate product quality				2			
	Production capacity				3		1ST	
	Access to quality inputs				4		<div></div>	
	Timely delivery				5			
	Suitable technology				6		2ND	
	Standards requirements such as health, safety and environmental standards				7			
	Management practices				8			
Other, please specify				19				

# MODULE 5 – MARKETING

5.14	Does this farm or establishment have a government registration number?									
					Yes	1				<input type="text"/>
					No	2				

**Note:** We do not wish to record the number, just to know if the farm or firm is established and formal enough to have such a number.