

YEMEN - Comprehensive Food Security Survey (CFSS)

DRAFT Enumerators & Team Leaders Training Manual

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1 Introduction

1.1 Objectives of the Survey

The overall objectives of the study are to:

- ★ Determine the level of food insecurity in rural and urban areas of Yemen, and more specifically among the different livelihood groups.
- ★ Identify the food insecure people, determine where they live, how many there are, to what an extent they can help themselves with their own means and recommend what type of assistance could make a difference in reducing current hunger, as well as in supporting livelihoods and people's overall capacities to withstand future risks;
- ★ Inform and guide WFP's and all its partners' country level programming of ongoing and future interventions that aim to address food insecurity or vulnerability to become food insecure in the future.

1.2 Geographic Coverage and Data Collection Approach

The CFSS is based on secondary and primary data collected at household and community levels. The primary data collection, in which you will take part, uses three different data collection strategies:

1. One-on-one interviews at household level with structured questionnaires;
2. Weight and height measurements of women (15-49 years) and MUAC of women and children (6-59 months);
3. Community questionnaires with approximately 5 to 6 key informants in each group.

Since it is not feasible to interview everybody because it requires too many resources and time, the WFP and Yemen's Central Statistical Office (CSO) have used a systematic strategy to select households and communities as randomly as possible.

Following a random selection method, a total of 630 Enumeration Areas (EAs) have been identified for the CFSS. Each team will be assigned approximately 21 EAs to be visited. Each EA in turn has 15 randomly selected households of which a minimum of 12 households have to be interviewed (the 3 additional households are reserve households and are used in case the members of the selected households are not present). The total household sample size will be approximately 6,300 households across urban and rural locations.

The 5 to 6 key informants who will participate in the community interviews will be identified on the spot. Since one community interview is carried out in each EA, a total of 630 for the entire survey or 21 communities per team.

1.3 Timeline

On Wednesday 14 October you will proceed to your area of assignment. Data collection itself should start no later than 15. October 2009.

- ★ Enumerators Training: 4 - 8 October 2009
- ★ Travel day: 13. or 14. October 2009
- ★ Start of data collection: 14. or 15. October 2009
- ★ End of data collection: 15 November 2009

Each team will be visiting approximately 21 EAs over the four weeks of field work, resulting in roughly 252 household interviews. Ideally, each EA should be surveyed in one day. In case your team finishes its assigned EAs and household early, you may be called upon to help finish the work of other teams.

1.4 Team Composition

There will be ~30 teams altogether. Each team will consist of:

- ★ 2-3 Enumerators (interviewers) for household interviews, each of whom is responsible for administering 5 or 6 in every EA, depending on the size of the team.
- ★ 1 Team Leader who will be responsible for introducing the survey and the team to the community, the administration of the community questionnaire (if male), the recording of GPS coordinates and the reviewing and management of all completed households.

1.5 Your payment

Your overall payment will be for 30 days and any extra days worked will need a clear justification (travel time or other) and approval from Ahmed, Abdulkarim, Mahdi, Osama or Lisa. Prior to your departure you will be paid 60% of your overall allowance and sign a service agreement outlining your tasks and responsibilities. You will be paid for the remaining days upon your return to Sana'a.

2 The Team

Every interviewer, team leader and household enumerators alike, have unique ID numbers. They consist of the team's number (1 to 30) and a letter with A = team leader, B = first household interviewer and C = second household interviewer.

Example:

16 A = Team Leader of team 16

16 B = First Household Interviewer of team 16

16 C = Second Household Interviewer of team 16

The roles and responsibilities of Team Leaders and household interviewers differ as outlined in the following sections. Refer to them as often as needed to ensure that you follow the procedures correctly.

2.1 The Team Leader's role and responsibilities

The list below summarizes the tasks and responsibilities of the Team Leader:

Overall:

- ★ Male Team Leaders administer one community interview and two household interviews in every EA. The nutrition section of the household interview will have to be completed by one of the female interviewers;
- ★ Female Team Leaders will have one male household interviewer in their team for the completion of the community interview;
- ★ Supervise household level data collection;
- ★ Record GPS coordinates (see Annex);
- ★ Management and arrangement of all questionnaires:

- ★ For each EA, the 12 completed household questionnaires and one completed community questionnaire have to be kept in one envelope, along with the map and any other relevant paper work related to that EA, marked with the locality's name and EA code;
- ★ Questionnaires of **every three completed EAs** have to be pouched to Sana'a by taxi or bus
- ★ Keep a log sheet of all the questionnaires handed over and/or sent. The log-sheet will be provided.
- ★ Ensure constant availability of the formal letter, authorizing the teams work.

Prior to the interviews:

- ★ Introduce the team and the survey's purpose to the village Chief, Community Head, Administrative Officer or opinion leaders in the community;
- ★ Locate the 12 sampled households to be interviewed and allocate them to the household enumerators;
- ★ Provide enumerators with the necessary number of questionnaires for the day.

After completion of interviews:

- ★ Review completed household questionnaires, paying attention to correct numbering, re-occurring mistakes, the completion of every question, and address any problems that may have been encountered by the enumerators during the household interview;
- ★ Record all locations visited, the number of questionnaires collected and any additional comments relevant to data quality;
- ★ Arrange for additional photocopies of questionnaires if needed, ensuring that receipts are kept. (However, each team should be supplied with a sufficient amount of questionnaires before setting off to the field!)

The Team Leader will have to submit the following documents, once data collection has been finalized:

1. The remaining re-checked questionnaires (household and community), stored in envelopes;
2. The list of EAs and villages visited;

2.2 The Enumerator's role and responsibilities

Specific tasks of the household enumerator include:

- ★ Administer a daily minimum of 5 household questionnaires in each EA, depending on the size of the team;
- ★ Select a respondent within the household using the guidelines provided;
- ★ In coordination with male team members, administer the nutrition section in their households interviewed;
- ★ Ensure that the questionnaire is complete and accurate. Should uncertainties and discrepancies exist, the enumerator should ask for clarification before proceeding to the next household.
- ★ Report to the Team Leader any mistake or problem that occurred during data collection;
- ★ Ensure that all questions are answered and make sense prior to handing over the completed household questionnaires to the Team Leader at the end of each day.



The Team is strongly advised to sit together in the evening and discuss the days work, address problems, concerns and ask questions, etc. Although all members are likely to be tired at the end of the day, these types of discussions and

moments of exchange are very useful: they not only ensure high quality and accuracy of the information collected but also contribute to good, healthy and efficient team work – most important of all!

3 Logistics

Every team member is responsible for his/her own belongings, sufficient supplies of food and drinks. Together the team will decide on where to spend each night.

3.1 The Driver

Each team will have one car and one driver. The driver will be responsible for the refilling of the car making sure that the selected vehicle will be in a perfect working condition and has all the necessary equipment to address small incidents (e.g. flat tires etc.).

3.2 The Team Leader

The Team Leader is required to ensure that all the logistics necessary to conduct data collection in the specified EAs is taken care of. More specifically, the Team Leader will be responsible for:

- ★ Management of **USD175 petty cash** given to each team. The cash is to be used for the sending of completed questionnaires from the field to WFP in Sana'a, phone communication between team members, supervisors and the rest of the CFSS team (see contacts below), the payment of guides, additional copies of questionnaires (if at all needed) and other unexpected expenses. **Receipts will have to be kept for all expenses made and provided to WFP at the end of the data collection exercise.**
- ★ **Arranging and planning** of the team's own **route** to and around the various EAs. The EAs and their maps will form the basis of the planning. In some cases it may be a long road and possibly in poor condition. **!!!Be prepared!!!** This means making sure that all team members have water to last the day and one night **MINIMUM**.
- ★ Making sure that the team is aware when it may be unlikely to return to the same town as the night before. Every team member needs to be informed in advance in order to get prepared sufficiently.
- ★ Organizing of **accommodation** for the assessment team if required.

3.3 Contacts

Whenever the team needs clarification on the questionnaires, help in finding a location or generally needs advice, teams are encouraged to contact any of the following supervisors. They will call you on a regular basis to ensure that your work is going on as smoothly as possible.

Contact numbers of CFSS Team	
Ahmed Ismail	733232198
Mahdi Khalil	734557955
Osama Mohamed	735680930
Abdulkarim Al-Hubaishi	733231482
Buthaina Al-Hebshi	734228176
Lisa Biederlack	735680247

3.4 Working hours

The team is strongly encouraged to start work as early as possible in the morning and be off the road before dark. Your team is allowed to take **one day** rest per week, the timing of which can be made by the team, in close coordination with the other teams and the supervisors nearby.

3.5 Authorization of the survey

The team will be provided with a **formal letter** documenting the official nature of this survey which can be shown at security check-points or shared with the village head men for information and/or explanation. Copies will be provided by WFP. Should they not be sufficient, the team leader has the responsibility to make additional photocopies.

4 Arrival in the village/community



When the team arrives in the village, the first task will be to talk to the Chief or an administrative officer in order to introduce the team, the survey's purpose and to seek permission to interview people in the community. The team should present any relevant documentation that may be requested.

It is crucial to explain that the community's or households' participation in this survey will not automatically lead to any assistance (food or non-food). Instead, everyone's participation is voluntary and should be considered a direct contribution to ensure important, much needed, first-hand information that will guide future programming to improve the well-being of the people of Yemen.

All team members should be very courteous and forthcoming, and should take their time in making sure that the authorities in the community understand them and agree to take part.

Once the team has been given the green light, the exercise can start, more or less following the steps below:

1. The Team Leader asks the community authorities to identify 5 to 6 key informants for the community interviews;
2. In close consultation with the community authorities, decide on a convenient location for conducting the community interview.
3. While the key informants are identified and informed, the team leader assigns 5 households to each of the enumerators and should assist them in locating the households.
4. Depending on the time necessary to get together the key informants of the community, the male Team Leader or enumerator carries out the two household interviews.
5. Once the community interview has been completed, the Team Leader records the GPS coordinates of the location, in private, not watched and away from the respondents;
6. Teams are strongly advised to check their completed household questionnaires for completion and accuracy prior to leaving the community.

4.1 Selection of Households

The selection of households was done based on a systematic listing exercise carried out by the CSO. Each team will have a list of 15 households, including the names of the household heads. The additional 3 households are contingencies, and should only be used in cases when the sampled households are not available to partake. Each household has been given a number/code in advance which should be marked on households' dwellings.

The first twelve households on the household list should be selected for interviews, one after the other. If no one is at home they should go to the next randomly selected household. If on the second visit there is still no one available, they should visit the first of the other randomly selected (replacement) households. It will be important to record the reason for skipping the household on the front cover of the questionnaire.

If, at the end, there are less than 12 households available, the Team Leader will have to contact the Supervisor for advice on how to be select new households on the spot.

In addition to the household heads names, the household list also includes the codes needed for the completion of the first section of the household (and community questionnaire). **This information should be filled in prior to starting the interview!**

Once the household has been found, the enumerator politely asks to speak to an adult in the household. **Ideally, respondents should include the male AND female heads of the household and interview them TOGETHER.**

4.2 Selection of respondents for the Community Questionnaire

The community questionnaire is not based on random sampling. The team leader will have to ask the assistance of the community authorities in identifying 5 to 6 key informants. They may include the teacher, a clinic nurse, the priest, etc. – people who have a good overview and understanding of the community in question. In case they are difficult to locate, the alternative is to identify random informed community members who are available at that moment in time and willing to spare approximately 45 to 60 minutes to answer question in a forum. Women should be part of the interviewees and should be encouraged to contribute.

If an EA includes more than one village selected for household interviews, the community interview should be carried out in the village with the most household interviews, in order to save time.

5 Conducting a good interview

5.1 Informed consent

The respondents to both the household and community questionnaire should involve men and women.

- ★ Stress that **confidentiality** is of utmost importance. It is crucial to point out that the household's names and information provided during the course of the interview will not be released for any other work and will be treated in utmost confidence.
- ★ Also, just like during the team's introduction to the Chief or administrative officer, the respondent needs to understand that his/her participation in this survey will not guarantee

any assistance (food or non-food). Instead, the household's participation is voluntary and should be considered a direct contribution to ensure important, much needed, first-hand information that will guide future programming to improve the well-being of the people in Yemen.

- ★ If the respondents agrees to those conditions, the interview can start.....

.... BEFORE YOU START THE HOUSEHOLD INTERVIEW:

you should be well familiar with the questions and the possible answers. It cannot be over emphasized that you MUST respond as instructed, completing the questions as necessary. In summary:

**READ THE QUESTIONS BEFOREHAND!!
KNOW WHAT YOU ARE TALKING ABOUT!!**

5.2 Do's and don'ts

The following section provides a list of recommendations to help enumerators conduct a good interview. Remember that all these rules are very important. Failure to observe them may significantly affect the results and undermine the quality of your work.

1. **Be very respectful:** It is important that you do not see yourself as more important than the respondent. Be respectful of the person you are speaking to, regardless of their age, gender or culture. One overt way to convey this is to seat yourself at eye level or lower than the respondent; *DO NOT sit higher than the respondent.*
2. **Be courteous:** Introduce yourself and the survey and make sure that everything is understood. Assure the respondent of response confidentiality and other introductory information.
3. **Be interested and show your interest:** Make the respondent understand that you are interested in what s(he) has to say. There are many ways to do this, one of them is using "uh-huh" or telling the respondents that you want to be sure you had their answer written down correctly, etc.
4. **Be tolerant and non-judgmental:** Sooner or later, everyone interviews a respondent whose views they find insulting, woefully ignorant or threatening to a cause dear to one's heart. Relax. The respondent has a right to hold opinions and it's safe to bet he won't agree with you on everything (or maybe anything) either.
5. **Be patient:** You are familiar with the questionnaire but respondent is not. You have a written script to follow; the respondent does not. Expect that the respondent may have a few questions about the questions or may pause to think things over. DO read questions and response categories slowly.
6. **Be Complete:** The FIRST purpose of an interview is to obtain complete, usable data from respondents. YOU are the eyes and ears of research. You ensure that respondents are comfortable, willing to answer and feel that the interview was a good experience. Plus you want to do justice to your own and the respondent's time by recording the interview accurately and completely. To ensure that you are complete:
 - a. Practice the questionnaire
 - b. Never assume that you know the respondents answers and answer for them
 - c. Ask the questions exactly as worded, do not paraphrase or only when needed
 - d. Note any questions that give you trouble
 - e. Make sure to respect the skipping pattern

- f. Record answers exactly as worded.
7. **Probe when needed:** A PROBE is a non-directive way of clarifying answers, motivating the respondent and focusing attention on the particular question. You can use probes when the respondent says "I don't know" to a question (e.g. "what do you think"), or will not answer a question or gives a response that clearly indicates a misunderstanding. However, when you use probes, you need to make sure that you **DO NOT SUGGEST AN ANSWER**. The first probe should usually to repeat the question slowly and then pause. If more explanation is needed, avoid giving examples of responses. Some probes can be:
 - ★ Could you tell me a little more about that? ("tell more")
 - ★ Is there anything else you would like to mention? ("AE")
 - ★ What is your specific job title?
 - ★ Why do you think that is so?
 - ★ What would be your best guess on that?
 - ★ ...
 8. **Be neutral:** Avoid the use of approval or disapproval when conducting the interview. Be as neutral as possible. A positive or negative attitude may suggest answer or expectation that the respondents will try to match rather than giving a truthful answer.
 9. **Remember that the respondent's time and your time are valuable:** Resist the temptation to get drawn into distracting conversations.
 10. **Be professional:** No excessive joking, personal comments and NEVER tell respondent what you really think. If you are TOO friendly, people clam up because you sound more like a friend than an interviewer.
 11. **Be confident:** People are friendly. It's OK to be nervous (inside where it doesn't show).
 12. **Never give opinions:** In some cases the respondents may ask you questions or your opinion on a subject. If you give your opinion YOU CAN SERIOUSLY BIAS RESULTS. Tell the respondents that you cannot give your opinion until after the interview. Repeat the question and reassure the respondent it is his or her responses that count.

5.3 How to...?

The following section provides information on how to complete the questionnaire. General comments:

1. Make sure you get familiar with the questionnaire. Getting to know the coding scheme will help you go faster and naturally.
2. Make sure to clearly read the questions. In many cases questions include reference to a very specific time period (last week, last month, over the past 12 months, etc...) make sure that this is clearly understood as it could seriously affect the results.
3. By default, you should NEVER read the answers. Where mentioned, you may circle several answers. Elsewhere, only one response can be entered. This is clearly specified in each question.
4. Where appropriate, write clearly using capital letter in ENGLISH.
5. In cases where answers must be circled, please do not fill the circle. If you make a mistake, clearly double cross the circle and circle the correct answer. Write comments to clarify any possible doubt.
6. In cases where codes are used, clearly insert them in the boxes provided.
7. Watch out for the skipping patters. They are supposed to make the flow of the interview easier and avoid asking questions that are not applicable.

5.4 Specifics on the Community Questionnaire

While you are waiting for the key respondents for the interview or after the completion of the interview, the Team Leader should take the time to record the **GPS coordinates** of the location and record the coordinates on the second page of the community questionnaire (please refer to the brief GPS guidance in the annex).



AVOID TAKING THE COORDINATES IN PUBLIC. INSTEAD, TRY TO FIND A QUIET SPOT, NOT SURROUNDED BY A CROWD OF PEOPLE!

How to conduct yourself and the discussion:

- ★ Use questionnaire framework to ensure that the specific questions are answered, but be flexible. Allow new and unexpected issues to be brought up and pursued.
- ★ Maintain an informal approach – don't interrogate. Mix questions with discussion.
- ★ Be aware of non-verbal communication from your informants.
- ★ Respect people's sensitivities and their right not to answer certain questions if they choose not to.
- ★ In a group discussion, ensure that all participants contribute; don't allow more powerful individuals or groups in the community to dominate. Encourage women to speak up!!!!
- ★ Let informants and groups explain points fully; allow them to 'wander' if it helps them to make their point. Understand their logic and concerns and, when appropriate, gently bring the discussion back to the topic about which you seek information.
- ★ Don't be (or appear to be) in a hurry; allow sufficient time.
- ★ Avoid passing value judgements (either verbally or through body language) on what an informant says.

In closing, ensure that you thank the participants for assisting you and that you value their input.

5.5 The Yemen CFSS Household Questionnaire

Please refer to the annex for guidance on specific questions of the household questionnaire.

5.6 The Yemen CFSS Community Questionnaire

Please refer to the annex for guidance on specific questions of the community questionnaire.

6 Anthropometric Measurement Guide

The end of Section 10 is specifically related to physical measurements. It is **extremely** important that the women you interview agree to join you with their children for measurement.

You should repeat the purpose of the visit and the survey and obtain the consent of the mother or caretaker before measuring the child. **Do not pressure anyone into consent.**

Who do you take height and weight measurements of?

- All the women in the household between the age of 15 to 49 years, excluding those that are pregnant

Who do you take MUAC measurements of?

- All the women in the household between the age of 15 to 49 years, even if pregnant.
- The babies of those women between 6 and 59 months (i.e. below 5 years)