NAME ___________________________________

YOUTH ENTERPRISE ENDLINE TRAINING

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FIELD ENUMERATION MANUAL

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1.0 Introduction

Innovations for Poverty Action (IPA), is a US-based non-profit research organization with operations in over 30 countries. IPA has been operating in Uganda for now 6 years with a country office in Kampala and smaller project offices throughout the country. Currently, IPA Uganda has 12 ongoing projects in over 30 districts. Using rigorous research techniques, IPA works to develop and test solutions to real-world problems faced by the poor in developing countries. IPA consists of leading academic researchers in development economics, behavioral economics and psychology, based in the US, and in developing countries.

Anyone who has worked with IPA before can attest that we are different. We do not operate to the same standards as most other survey companies in Uganda. We go above and beyond. We demand a level of professionalism and dedication from our enumerators that ensures the collection of perfect data. The people that are with us at the end of this training and who we select to remain for the duration of the survey will be the **best of the best**.

Furthermore, through working with IPA you will contribute to a meaningful body of research that will affect people's lives. It is easy to lose sight of this when the days are long and the rains never seem to end, but if you are selected to join our team you should be proud and know that your work will matter for both Ugandans and others living in developing countries.

This survey is an endline. That means this is the final round of data collection for one of IPA's largest projects, the Youth Enterprise Evaluation The project is focused groups of youth who received cash grants to get training and buy assets to start businesses, across 22 districts of northern Uganda. Following two weeks of training here in Kampala, we expect this survey to take around seven weeks.

This manual will serve as the primary reference source for all the information you will need for training and for a job as an enumerator. That means that for any question you have in the field, the answer should be here. If there is anything you do not understand, please ask. You are responsible for knowing the material in this manual AND anything that is discussed during training. **There will be regular quizzes during this training. BE PREPARED.**

First we will begin with an overview of the project, and IPA's role as the evaluation team. Please follow along closely and at any point feel free to ask me to slow down or repeat something that is unclear. You will only help yourself and your teammates by doing so.

1.1 Meet the Team

The leadership on this project is very strong and these people are great resources for you to learn from – they all have years of experience doing this type of research and are eager to help. Here is the composition of our team:

Lead Investigators:

- Christopher Blattman, PhD. Assistant Professor, Departments of Political Science & Economics, Yale University
- Nathan Fiala, PhD. Research Economist, German Institute for Economic Research
- Sebastian Martinez, PhD. Economist, Inter American Development Bank, Office of Strategic Planning and Development Effectiveness

Chris, Nathan and Sebastian are based in the US, and will communicate with Filder and Alex throughout the course of the survey to monitor progress.

Filder Aryemo: IPA's Project Coordinator (PC) for the Youth Enterprise project. Filder received a B.A. in Social Sciences from Makerere University and an MSc in International Development from University of Bath in England. Filder has been coordinating fieldwork for IPA since 2009.

Alex Segura: IPA's Project Associate (PA) for the Youth Enterprise project. Alex received a B.A. in Economics and Mathematics from Indiana University in the US, and will begin a PhD in Economics at Harvard Business School in August 2012. Alex has worked for IPA in Uganda since 2010.

Sam Olweny, Godfrey Okot and Moses Olich: IPA's Field Managers (FM) who coordinate fieldwork for the Youth Enterprise Evaluation. The Team Leaders report to the FMs, and you report to the Team Leaders. Sam, Godfrey and Moses have extensive survey experience and are there to ensure everything on the ground runs perfectly.

Megan Kearns: IPA's Technology and Management Consultant (TMC), who will be assisting with PDA programming and general survey planning and logistics throughout the first few weeks of this evaluation. Megan has a BA in Quantitative Economics from Tufts University in the US, and has been working with IPA in Uganda since 2010.

Auditors: We will have seven Auditors for this project. The Auditor's job is to check that every survey is being conducted to the highest standard. They will review each and every survey that comes in and will report any errors or suspicious activity to the Team Leaders, Field Managers, and Filder and Alex.

Team Leaders: We will have eleven Team Leaders working on the Youth Enterprise project. Each will lead a team of 4 enumerators in the field.

In the field the Team Leaders are responsible for arranging logistics, managing the team's movements, distributing and collecting survey materials, receiving and checking all completed surveys, and running the show. By the end of training you will each be assigned to a team which you will work with for the duration of the survey. You will certainly become friendly with your Team Leader, but remember this person is your manager and will expect the highest level of professionalism from you throughout the baseline.

Enumerators: Enumerators move from house to house and meet with respondents to collect data for the study. For this evaluation we will be using 44 enumerators. The selection will be competitive, based on your performance in training. We will reassess the size of the team after the first 1-2 weeks of the endline. We will only keep those enumerators who we think are qualified. We could make this decision at the end of training or a few weeks into the survey. It's up to you to determine your participation. **We only want the best and most motivated candidates involved in our data collection exercise.**

Drivers: We will be hiring seven vehicles that will bring the teams to the field each day. We will also be hiring bodas as needed.

Please note: Throughout training and the survey, each of us has to be extremely well organized, always on time, respectful of others, and eager to assist the project in any way that is asked of you. If you are 10 minutes late and hold up your teammates that is not acceptable. Think of it this way: If you are on a team with 5 people, your tardiness will cost us 5 people x 10 minutes = 50 minutes of surveying. When you are late it has an impact not only on yourself, but on your entire team. We are on a budget and we have a timetable to meet. **If you cannot carry your weight, then this is not the team for you.**

2.0 The Youth Enterprise Evaluation

The purpose of this study is to understand (1) the causes and consequences of youth unemployment and poverty, and (2) what donors, NGOs, and governments can do to reduce unemployment and poverty and the adverse social consequences of both.

To answer these questions, the study will look at the long term social and economic effects of a youth intervention in Uganda, one that provided youth with cash grants for vocational training and business assets.

The findings will be important to our general understanding of youth employment in Africa, and will also inform NGO and government strategies for achieving the objectives of the Peace Recovery and Development Plan (PRDP) for Northern Uganda: promote youth livelihoods, reduce poverty, and increase community cohesion and peace.

These questions are crucial to the design of effective youth employment and poverty interventions in Uganda and in Africa in general.

In the least developed nations, where firms are rare, aid-based employment interventions commonly provide inputs into self-employment—cash, microfinance, or in-kind skills training or business assets. These programs are rooted in three main propositions. First, poor people have agency and are capable of making informed economic decisions. Second, the poor have high returns to capital, often because of a market failure, such as credit constraints. Third, anti-poverty programs, especially participatory ones, will produce more engaged, less alienated, and more integrated citizens.

Evidence for all three propositions is limited. Take the first belief: Policymakers are justifiably concerned that cash transfers, even conditional cash transfers, will not be invested wisely, especially by the poor, the uneducated, and the young. In practice, however, we do not know if these worries are justified. This round of data collection will collect longitudinal data on Ugandan youth to determine if they continue to save and reinvest more than three years after the intervention.

There is more evidence for the second belief: There is a growing consensus that at least some poor individuals have high returns to aid and capital, especially those with existing businesses and enterprises. Economic theory and some experimental evidence suggest that these returns go unrealized because the poor have little capital of their own to invest and limited access to credit. This round of data collection will collect longitudinal data on economic performance to determine if youth continue to earn high returns, the distribution of these returns, and whether these returns are growing over time.

The theory and evidence on the third belief—from poverty to lower alienation and more empowerment and social integration—is especially uncertain. There is much theory but little evidence. Empowerment and participation may take time to evolve, however, and social integration could increase or decrease over time. This round of data collection will look at long-term impacts on all these outcomes in 2012.

THE SAMPLE

The study targets youth groups comprising of youths aged 15 to 30 who live in conditions of poverty and are currently unemployed or underemployed. This phase of the study is a third round of data collection and a continuation of a follow up of a panel of youths in northern Uganda that began 2008.

Though the baseline and midline studies of youth groups were conducted in 22 districts in 2008 and 2010, the current round of data collection will be conducted in 34 districts due to the government policy of partitioning districts in the last four years. The targeted districts will include: Adjumani, Arua, Koboko, Moyo, Nebbi, Maracha, Yumbe, Zombo in the West Nile sub region; Amolatar, Apac, Dokolo, Lira, Oyam, Otuke, Kole, Aleptong in the Lango sub region; Budaka, Bukedea, Kaberamaido, Kumi, Soroti, Amuria, Katakwi, Serere, Ngora, Pallisa and Kibuku in the Teso and Bugwere sub region; Kaabong, Kotido, Moroto, Napak, Amudat, Abim and Nakapiripirit in the Karamoja sub region.

A total of 2,600 individuals drawn from 520 groups will be tracked. The specific sample of individuals to be tracked was jointly pre-determined by a team of international consultants and implementers of youth will be provided and was pre-determined by NUSAF in cooperation with an evaluation team of International Consultants.

2.1 Data Collection

The individual survey will take about 90-120 minutes on average and will be conducted using personal digital assistants, or PDAs. While at first you may take longer, we will expect you to become faster every week while maintaining rigorous and sensitive research techniques.

There will also be a group survey, to be conducted prior to the individual survey, which will take about 15-20 minutes on average to complete. The group survey MUST ALWAYS be conducted PRIOR to the individual surveys.

PDAs will make your job easier in the field. You will not have to worry about skip patterns, carrying around mountains of papers, and the survey is programmed with some data checks. For example, if you tried to enter that a respondent owns 5,000 chairs, it won't allow this ridiculous number.

The PDAs will make training a little longer. This first week we will focus on the survey itself, next week we will turn our attention to mastering the use of PDAs and becoming accustomed to the survey layout on the device.

The survey will take us all over northern, eastern and western Uganda.

The Youth Enterprise individual survey has several sections:

1. Informed Consent – **THIS MUST BE READ FOR ALL GROUPS AND INDIVIDUALS**. This is so that every respondent learns about the confidentiality and use of the survey data. If you skip this section, it is grounds for immediate firing. This is one of the most important parts of conducting ethical research. The respondent will sign this form and you will leave it with them for their reference. **Do not skip it. Ever.**
2. Household Characteristics – We gather basic information on the members and conditions of the household dwelling. We also ask some questions about asset wealth and land ownership.
3. Household Consumption – We ask about food and drink consumed by the household, as well as frequent and infrequent household expenditures.
4. Education and Health – We ask about expenditures and status of education and health, as well as about some healthy behaviours.

5. Economic Activities **–** This is the most important part of the survey. We ask about employment, earnings, profits, business assets, and employees across a range of activities. We also ask some questions about business formality and experience.
6. Planning and Preferences **–** We ask some questions about personality traits and behaviors.
7. Social Integration of the Youth **–** We ask some questions on psychosocial well-being, as well as on behaviors.
8. Relationships with People in the Community **–** We ask a set of questions on relative standing in the community. We then ask a detailed set of questions on disputes with different types of people.
9. Group Participation **–** We ask questions on participation with groups in general, as well as on participation and experience with the NUSAF group that the respondent initially applied for funding with.
10. Public Opinion **–** We ask a series of questions on attitudes and experience in public affairs.

3.0 Expectations

3.1 General

1) **Follow the protocol**. Problems will come up and we will need to find solutions while in the field. For every potential problem there is more than one potential solution. You are all smart, that is why you are here, and we know that if left on your own you could solve many of these small issues in your own way. However the most crucial characteristic of good data is consistent data collection. That means that we always ask the questions as they are written, and we always probe to ensure that we understand the response correctly, but it also means that every time a problem arises, we solve it in a manner that is consistent among enumerators and across teams.

   We have worked very hard to come up with protocols to address most of the issues that might arise in the field. It is your responsibility to know how to use this manual to find the solution to the problem that you are currently facing.

2) **Exercise the highest level of professionalism at all times**. This includes but is not limited to:
   a. Be on time. That means not being late. Ever.
   b. Be respectful of your colleagues and managers. Teamwork is critical to the success of working on a project of this size.
      i. For example: Sam has gotten stuck with 2 slow respondents today who live far away from the other respondents in the village. I’ve already finished 3 surveys today. If I did Sam’s third survey, the entire team will

get to leave the field sooner. By helping out Sam today, I help build a relationship that means he will probably return the favour.

   c. Do more than what is asked of you. Go above and beyond. See the above example.

3) **Your phone is always on**. Communication is of the utmost importance. If your phone is off and we cannot reach you, that means we are wasting our time and resources. You can charge your phone in the office if necessary. Keep your phone on.

3.2 Expectations for Training

During all training sessions we expect active participation from each and every trainee. This will promote your own understanding of the material and demonstrate to us that you care. If you are bored during training you can leave. But do not come back.

At the end of each day of training we will give you an assignment to complete before we meet again the next morning. It may be as simple as "read section __" or we might ask you to complete a mock interview with friends or family. We will discuss these assignments during the recap the next morning. The effort you put into these homework assignments will show through in how well you can contribute to training the following morning and will again demonstrate your commitment to this job.

Throughout training we will have you complete quizzes that will be graded to assess your progress and understanding of the training materials. These quizzes are meant to be completed by each one of you without the help of anybody else or your training materials. Anybody caught cheating on a quiz will be fired on the spot. Keep your eyes on your own paper. We will be observing all quizzes. This is very serious.

3.3 Expectations for Survey

1) Days - During the survey we will work from Monday through Saturday.
2) Hours - We will leave for the field by 8am each morning and will sometimes not return until 7pm. We suggest you bring something to eat to the field. The days are long but we expect everyone to have a good attitude on those days that are a particular challenge. We are a team.
3) At the beginning of the survey, we will expect you to complete 3 surveys per day. You will get much faster over the course of the survey. Every week we will reassess the number of surveys to be completed. That means that in about 2 weeks, we are going to ask you to do 4 surveys per day. We may ask you to do more later on. We will never ask you to do the impossible. We want quality data. But we also know what is possible when smart, competent people work hard. We will increase the number of surveys per day as we see fit at any time. We will do so realistically. We will expect no complaints.

4) Be prepared – this involves bringing your survey materials, your umbrella, rain coat, pens, your fully charged cell phone, a good pair of walking shoes, etc.
5) Finish the job – next week we will discuss in detail your contracts, but again, just to be clear from the start, we expect every enumerator on the team to work for the duration of the project and anyone who quits early will lose out on a very significant portion of their salary. Family and personal emergencies will be handled on a case-by-case basis.

3.4 Expectations as an Enumerator

1) **Locating the Selected respondent**. While the mobilizer will play an important role in locating selected respondents and inviting them to assemble at a central place for interviews, it is the role of the interviewer to ensure that the true respondent is interviewed and not an impersonator. An interviewer should use all respondents' information provided to verify authenticity of each respondent before conducting an interview.
2) **Creating rapport or an atmosphere for interview**. Here an interviewer's contribution is of paramount importance; interpersonal skills or people handling skills such as personality, manners, dressing, body language and ability to persuade count highly towards obtaining consent and rapport of the selected respondents. The interviewer should assure the respondent that participation in the survey is completely voluntary and therefore it is their right to refuse to answer questions or stop the interview at any point.
3) **Performing the interview.** This will involve asking questions and in general following the instructions stipulated in the questionnaires. Details on this are provided in the subsequent sections.
4) **Controlling the interview situation.** Involved here is work geared towards reducing or eliminating resistance, suspicion, prejudice and negative energy within the interview environment.
5) **Avoiding bias**. The interviewer is an intelligent passive participant whose personal views however useful must not be reflected in the instrument. This means that among other things, the interviewer must adhere to the ethical standards laid down. Failure to adhere to the set standards constitutes a fundamental breach and is punishable.
6) **Recording the answers accurately and honestly**. This one is closely related to the above. Interviewers should record responses after relevant probes. Responses should be recorded immediately after each question while maintaining high levels of accuracy.
7) **Establishing and maintaining positive relations with the public.** All field protocols must be adhered to. As interviewers, you must maintain maximum respect of the rights of the authorities and participating communities. Doing this will guarantee continuity of the survey.

3.5 What You Can Expect From IPA

1) To be treated fairly and honestly at all times. We believe trust and communication are a two-way street.
2) To receive feedback from your Team Leaders and Field Managers regarding what you are doing well and where there is room for improvement.
3) To be provided with the tools you need to conduct your job.
4) Valuable job experience with an elite and growing research organization.

4.0 Training

Many of you have experience conducting surveys and we understand fully that some of what is being said is a review for some of you. Regardless of the experience you bring to the team there is always more to learn, especially regarding electronic data collection. For those who do have more experience, please feel free to offer advice to your less experienced teammates – we will all learn from one another and everyone should feel free to share their personal knowledge with the group.

We will first cover the basic principles of good surveying. How to introduce oneself, how to talk to the respondent, how to handle impatient or unresponsive respondents, how to properly probe for answers, how to properly record answers, etc. Then we will move on to a specific review of the survey itself. We will learn each of the different sections and discuss the meaning of each question. Next week we will move to the PDAs and learn the proper techniques for electronic data collection. We will repeat ourselves and practice the same section a dozen times if necessary.

And that brings about an important note: we believe it is very important that you understand why we are doing what we are doing. If we ask you to conduct surveys, you deserve to know why. Throughout this training the Field Managers, Filder and Alex will be happy to answer any questions to explain in further detail why we are asking a certain question in a particular way. Please feel free to inquire.

We will work in large groups, smaller break-out groups, and one-on-one. There will be some presentations from the Field Managers but the majority of the time will be spent in smaller groups doing practical examples. We will expect you to actively participate in practice interviews and role plays in smaller group settings. Nobody enjoys being judged by a room full of their peers but we do expect you to be able to handle conducting surveys in front of a small group that can provide constructive criticism. This atmosphere must remain positive at all times – if you can help a teammate by providing some advice then please do so, but do not at any point talk bad about someone who is trying their best to practice their surveying skills. Remember, any contribution, any suggestion or view in this training is important for this study.

Again, if you take the initiative to study this manual, to complete all assignments and training activities to the best of your ability, to ask questions and seek out advice, to actively contribute to the team, you will greatly increase the likelihood of your selection for the team. Now, let's get to the details.

5.0 Fieldwork

In most cases, survey supervisors will have the chief responsibility for planning of field activities. This section gives the supervisor and the interviewer some insights and guidelines for planning for fieldwork, fieldwork schedule, logistic arrangements, as well as supervision and respondent tracking protocols. Strict adherence of the supervisors and interviewers to the stipulated procedures in the survey will ensure quality and timely work coverage.

5.1 Fieldwork Structure

Fieldwork will be conducted by a total number of 11 teams. Each team is made up of 2 full time field enumerators, two mobilizers (also enumerators) and one team leader.

Each field team will cover a minimum of 3 groups per day. Each enumerator is required to complete a minimum of 3 interviews per day meaning a minimum of 1 interview per group location. Therefore each field team will complete a minimum of 9 interviews per day.

5.2 Logistical Arrangements

Transport: Each language team will have a vehicle at their base to transport teams to the field and back to the base on a daily basis. Some team members (such as mobilizers and auditors) will be required to use motorbikes to ease access to survey sites given the nature of their work.

Team leaders will coordinate with the field manager in his sub region to ensure that the vehicle is fuelled and is in good condition for use. All vehicles should strictly be used for project purposes and packed at a secure and convenient location at the end of each survey day. Teams should respect and maintain a professional relationship with vehicle drivers at all time. In situations of vehicle breakdown, field managers will work with overall survey supervisors to quickly arrange for alternative means of transport.

PDAs: The team leader will be in charge of PDAs. S/he should ensure that all PDAs are synced, re charged and in good working condition before setting off to the field each day. Penalties related to misuse or loss of PDAs is clearly spelt out in your employment contracts.

Accommodation: You will receive night allowances for each night spent in the field. This allowance is to help you rent a decent accommodation and a meal. It is advisable that teams stay in the same accommodation for ease of coordination. Team members' choice of accommodation should not conflict with survey field protocols or inconvenience other team members in any way.

Team leaders should ensure that selected facilities are secure for both team members and project equipment.

Other survey equipment: It is the responsibility of each team member to ensure that all survey equipment (such as PDAs, clipboards, pens, interview guides etc) in their possession are kept safe and in good working conditions. Each team member should ensure that all equipment necessary for conducting interviews are properly arranged and taken to the interview site each enumeration day.

Time: It is impossible to effectively manage field logistics without proper time management. It is the responsibility of each team member to ensure that he arrives at the selected departure point at the appointed time. While at the survey site, team members should remain conscious of time and therefore ensure that the required maximum number of interviews is completed within the allocated time. Please note that the respondents are involved in various activities for their survival. You should ensure they are interviewed and released to carry on with their daily livelihood activities, and that you do not delay them or inconvenience them in any way.

Note: Proper management of logistics is an important and vital function of fieldwork. Failure to adhere with logistical procedures will lead to financial penalties or dismissal from the team.

5.3 Preparing for a Day in the Field

Each day in the field the team will meet with your team leader at 7am sharp. Do not be late. If you are late and hold up your team everyone will suffer and this is unacceptable. If you arrive after we have left for the field, you will not receive either salary or per diem for that day. However, you may join us in the field at your own cost in order to secure your day's wages. For extenuating circumstances contact your Team Leader as soon as possible.

Before loading the vehicles each team will conduct a 15 minute meeting outlining the objectives for the day and distributing PDAs and the appropriate paperwork for that day. When you receive your PDA you must do four things:

- Check that you have the proper unit. Each unit has an ID number and you will be assigned a unit that you must use every day. If for any reason you switch units this should be discussed with the Team Leader.
- Check that your PDA has a full battery, and when appropriate, that the extra battery is in the case.
- Check that your PDA has a stylus.
- Check that the Time and Date on the front screen of your PDA is correct.

5.4 Working at the Survey Sites

While the study has been endorsed by the Resident District Commissioners of the 34 districts in which surveys will be conducted, it is the role of the mobilizer to introduce the teams to lower level authorities at least 3 days ahead of interview date. A detailed mobilization procedure will be described in the next sub section

Mobilizers will, in a timely manner, communicate to the teams when and where they should travel to interview mobilized youth groups. All mobilizers should be on top of their work and ensure that time and venues for meetings are clearly communicated to youth groups. While at the survey sites, all team members should conduct themselves in a socially acceptable way. You should dress and interact with community members in a way that is acceptable in the society where you are working or residing. The way you conduct yourselves after work should not in any way inconvenience community members or bring shame the team and or organization.

5.5 Mobilization and Tracking

This study targets pre-selected respondents. We are going back after over four years since the youth groups were formed. This could present a number of challenges in trying to locate respondents given that some could have temporarily moved, died or permanently relocated to other countries. The role of the mobilizer is extremely crucial here. S/he will have to remain highly committed and use any available local network to help find youth groups. Below, we provide some tracking guidelines:

Initial Mobilization – Phase 1 Tracking

It is the responsibility of the mobilizer to ensure that youth groups are assembling at a central location, agreed upon by group members and the mobilizer. Team members should provide any additional support to make the work of the mobilizer successful. Mobilizers will be deployed 3 days ahead of the team in order to give them sufficient time to locate youth groups and have them ready for interviews when the team arrives. The mobilizer must work hard to locate all 5 pre selected group members for individual interviews and as many of the other group members as can be found for the group survey. It is essential to mobilize as many committee members as possible for the group survey.

The study has already been introduced and endorsed by the RDCs of each of the 34 districts except for Ngora and Maracha. Each mobilizer will carry the RDC endorsed letter, a letter of introduction To Whom It May Concern and study approval letters. Though the study has already been endorsed, it is important for mobilizers to make a courtesy call to relevant district and community authorities and request for assistance with tracking youth groups. While visiting officials, mobilizers or any other field supervisros should only introduce the study and avoid engaging in discussions that they are not too sure of as this may potentially cause misunderstanding of study objectives.

Mobilization guideline:

1. Make sure you have made a courtesy call to all **relevant** local authorities including the LC 1 f the area.
2. 3 days before the survey team is due to visit a group for interviews, the team mobilizer will visit the known group location at the LC1 and mobilize as many of the five members of the group as well as its executive members targeted for the group survey to be available on the scheduled day for the survey team visit. The mobilizer will inform his survey team of the number of the group members he/she has been able to mobilizer for their visit and when they will be available.

The following protocol is proposed when mobilizing respondents at the LC 1.

i. Contact LC1 in each of the original areas that youth groups were located in order to obtain location information about the members and where necessary, request the LC1 to make the initial contact with the individuals. The LC1 might ask for some allowance for their time during mobilization but will not be the case for all villages. You should not at any time 100% rely on the LC1 to mobilize for you as they have many other roles to play in the communities.

ii. If LC1 is not available or unable to identify all / any members of the youth group, request any identified group member or any local community member to find the other group members.

iii. If all the above fail, contact the facilitators of youth groups, and request them to work with you and the LC1 to assist in the mobilization of groups. The facilitators may require some small pay for their time and airtime. The project will consider this kind of expenses.

iv. In cases where the LC1 and facilitators are having difficulty finding or identifying the appropriate individuals, the following methods can be used to contact the participants:

   a) If available, Call the cell phone number of the individual
   b) Call the cell phone number of the executive committee members to request assistance in mobilizing the rest of the group
   c) Call the cell phone number of a friend or relative that the individual has provided
   d) Ask local youth groups that have been identified if they know the location of the individuals – even if they are of another group
   e) Ask local members of the community if they know the location or contact of the groups on your list.

f) Ask local member of the community for directions to the homes of persons they knew were involved in the named project in order to ask if they know where the groups are.

g) Identify a youth project sign post (such as that of NUSAF youth groups) in the area and ask as many members of the local community about the group location or the contact of any of the group members. If the sign post is not for a YOP group, go ahead and ask the members of that group about the location of the YOP groups or that of its members

In cases where the initial attempt to find an individual is unsuccessful, the mobilizer should make at least 3 additional attempts to find the person if there is reason to believe the person is still within the district. This includes going to locations where family members, friends, local leaders and others have suggested where the individual has moved to. If all 4 attempts (initial plus 3 additional attempts) are unsuccessful, the person is then placed on the tracking list for Phase 2.

Phase 2 Tracking

It is possible that not all five respondents per group targeted for the survey will be found at the first time of tracking. All individuals not found during the first phase of tracking should be placed on the tracking list for phase. You will be provided with a Missing Persons Form in which you will be required to fill in detailed information of those that were not found after several attempts in the first round. This information should include information about their contacts and new locations. It is very important that you clearly and accurately fill in the details of individuals not found in the first phase of data collection since 30-50% of the individuals will be selected to be tracked down in phase II. Failure to present a detailed missing persons form may lead to delayed payment of the person responsible.

Using the missing persons' information, a special team of enumerators, selected from amongst you will independently go back to physically find individuals that have been selected to be tracked. This team will make at least 3 additional attempts to find the person. This includes calling any new phone numbers, and going to locations where family members, friends, local leaders and others have suggested where the individual has moved to. If all 4 attempts (initial plus 3 additional attempts) are unsuccessful, the person is then considered lost.

For those suspected to have left the country, a separate phone interview for the entire survey will be conducted. For each individual selected, 3 additional attempts to contact the person will be made. This includes calling the initial phone number, as well as family members, friends, local leaders and others who may be in the area where the individual has moved to. If all 4 attempts (initial plus 3 additional attempts) are unsuccessful, the person is then considered lost.

5.6 Ethical Guidelines When Interviewing the Respondent

You should view each interview as a new source of information and avoid treating it as a mechanical process. Interviewing skills develop with practice but there are a number of general guidelines, Dos' and Don'ts and tips you can follow. These are outlined below:

Ethical Guidelines

Disclosure: You should explain to the respondent the goals and objectives of the study, how the information collected will be processed and how it will be used.

Confidentiality*:* Confidentiality is imperative to the integrity of a study such as this. It is crucial that the respondents are not put in harm's way by participating in our study. Therefore, all necessary safeguards should be put in place to ensure that the participant's identity and/or the information provided remain private, safe and anonymous. Interviews should therefore be conducted in a private setting where the respondent's answers will remain confidential. Once data is collected, the way they are handled and stored should also address confidentiality.

Voluntary Participation: You should be very explicit that participation in the study is completely voluntary. Voluntary participation is intrinsic to the integrity of research (and would probably improve the quality of data).

Informed Consent: Before agreeing to participate, an individual must be completely clear about the contents and procedures of the work, his or her role in it, any potential risks and benefits, and how the information resulting from the work will be used. As the interviewer, you should convey this information using language that is clear, meaningful, and understandable and make sure that the respondent has consented to participant before proceeding with the interview. For this study, consent forms will be provided the respondents to sign as evidence that consent was given.

6.0 Proper Surveying Practices

You should view each interview as a new source of information and avoid treating it as a mechanical process. Interviewing skills develop with practice but there are a number of general guidelines and tips you can follow. These are outlined below:

1. **Dress the Part –** While you are going to rural villages, we don't want to see holes in your clothes or inappropriate clothing. We will at all times present ourselves as a professional unit that respects the communities we visit.
2. **Act the Part –** We expect you to present yourself using the best proper manners at all times. This includes but is not limited to: providing a proper greeting, sitting up straight, ensuring that the respondent is comfortable (not sitting on the bare ground), listening with interest, never interrupting the respondent, and NEVER answering your phone during a survey.

3. **Make a good first impression -** Your first responsibility as an enumerator is to establish a good relationship with a respondent who does not know you. This first impression is important in ensuring the respondent's cooperation with you throughout the interview. Approach them with a manner that is friendly and respectful as you introduce yourself.

   In general, always have a positive approach. Posing questions such as "are you too busy?" is likely to draw refusal. Instead try to use sentences such as "I would like to ask you a few questions" or "I would like to talk to you for a few minutes."

4. **Obtain Permission –** even before we get to the Informed Consent, which we will talk about later, always begin by introducing yourself and asking the respondent if they have time to sit and take part in a lengthy interview. We cannot approach an individual or a group with the attitude of demanding that they participate in our study – we are outsiders visiting them in their communities, we must always appreciate their hospitality and ask permission first.
5. **Ensure Confidentiality –** all of our surveys are to be conducted and maintained in strict confidentiality.

   Why is this important? It is crucial that the respondents are not put in harm's way by participating in our study. We do not believe we are asking any questions that could jeopardize a respondent's safety but that is no reason to relax our requirement for absolute confidentiality. Interviews must be conducted in a private setting where the respondent's answers will not be overheard by anyone else**. Survey responses are not to be shared with anyone outside the IPA team. Ever.** Sharing data is grounds for immediate firing.

   It is your job to ensure that this actually takes place. Before asking the very first question it is critical that you ask any other people in the area to leave you to conduct the interview in private. If a community member or local leader has guided you to a respondent, kindly ask them to either wait from afar or tell them you will meet them later. If another adult "does not understand" and does not leave you alone with the respondent, you must use tact and imagination to try to get rid of the other person.

   Some respondents will say that they feel that it is okay for a respondent's friends to sit in, or be present at, the interview. We do not agree. First, it is probably not true that this "friend" is really such a good friend. And it is not true that s/he "knows everything about me and all of my secrets" as the respondent says. You will often need to insist that the friend or visitor leave.

   At each household, you will need to "prepare the ground" for the interview, by explaining that we will be asking personal and confidential information, and that we will guard the confidentiality of this information. By "preparing the ground", we mean that you will carefully explain the purpose of the survey as it is in the consent and to create a relationship of mutual respect with the respondent. You can say that you are under instructions not to proceed with the interview in a public way. Finally, you will have to repeat and repeat your arguments until the respondent complies. It will be a big mistake to start the interview with friends or family present. You can always head off to another location with the respondent.

It is also your responsibility to assure them that their answers will not be shared. This involves reading the entire Informed Consent Form, AND going the extra step to gauge if the respondent is nervous to answer any particular question, and again reminding them that this information is strictly confidential.

6. **Read every script –** this sounds simple, but doing so requires a lot of patience and dedication to collecting high quality data. Even when the questions become repetitive, even when you think you know the answer, even when you are almost sure you know the answer, unless a question is labeled "DO NOT READ", you read the question every time. You must remember that all answers are with the respondents and no question is for you. This is your job. Failure to do so will result in a loss of your job.
7. **Never change the wording or meaning of a question:** Even in cases where the respondent has not understood the question, the wording and meaning of the questions and their sequence in the survey must be maintained. When asking a question, speak slowly and clearly so that the respondent whom you are interviewing will have no difficulty in hearing or understanding the question

   At times you may need to repeat the question in order to be sure the respondent understands it. In those cases, do not paraphrase the question but repeat it exactly as it is written. If, after you have repeated the question, the respondent still does not understand it, you may have to restate the question. Be very careful when you change the wording to ensure that you do not alter the meaning of the original question.

   In some cases, you may have to ask additional questions to obtain a complete answer from a respondent. This is called probing. If you do this, you must ensure that your probes are "neutral" and that they do not suggest an answer to the respondent. Probing requires both tact and skill.

   Even when the respondent seams to give you a vague answer that you don't expect, then this calls for you to repeat the question. After trying the same question twice, you can try to rephrase the question **without changing the meaning**.

8. **Be neutral -** Most people are inclined to give answers that they think you want to hear. Therefore you should make sure to remain neutral as you ask the questions. Make sure to avoid any expressions that can lead the respondent to think that he/she has given the

"right" or "wrong" answer to a question. Similarly, make sure to never appear to approve or disapprove of any of the respondent's responses. The wording of questions is carefully selected to ensure neutrality. It is therefore very important that you read the complete sentences and maintain that neutrality.

You should also be careful to maintain neutrality in probing. If the respondent gives an ambiguous answer, your probes should be similar to the following neutral probes:

> "Can you explain a little more?"
> "I did not quite hear you; could you please tell me again?"
> "There is no hurry. Take a moment to think about it."

9. **Do not talk down to a respondent –** if you cannot understand the response provided, or the respondent asks you to repeat the question, or you feel that you need to probe to get a full answer, it is critical to always keep your tone neutral and never use a condescending tone. Be mindful of the way you speak and present yourself at all times. We know you will be working long hours. Take a deep breath and be patient.
10. **Never suggest answers to the respondent:** You should not suggest an answer or attempt to guess an answer from a vague response. We cannot use sentences such as "I suppose you mean ______?" This is not neutral language, this language is suggestive of an answer that you think makes sense and that is not acceptable.
11. **Don't read like a computer -** As much as possible you should use a conversational tone, while you are reading the questions. You must read the questions exactly as stated, but your eye contact with the respondent and your tone of voice is important in establishing a good relationship with the household members. Good eye contact is important, because you are learning about the respondent from his/her eyes, face, and body language. At the end of each question, we encourage you to look at the respondent while you are waiting for his or her reply. You are not a slave of your PDA. Remember if you don't keep eye contact, the respondent will tend to get bored and disengage from the conversation.
12. **Consider responses before entering -** You need to think about each answer the respondent provides in the context of previous responses and your surroundings. Does the answer make sense in the context of this household and in the local environment? Most respondents will give truthful answers. However, you need to be on your guard for the respondent who is giving you false information, or who feels he can shorten the interview by either not telling you, or by making up a false story. When probing, you must always be polite but also firm in your desire to get a good and truthful answer.

    When a respondent does not give you truthful answers, you must make it clear in a polite way that you understand that the story you are hearing is not the real story, or full story. You may need to point out contradictions that you have understood. If a respondent observes that you accept his first untruthful answers, then you can expect that you will get more false answers. As a result, you would be recording bad data, and none of us will be able to do our jobs. If you accept false stories as answers, then you are failing to collect good quality data for us.

13. **Handle hesitant and distracted respondents tactfully:** Sometimes respondents simply say, “I don’t know,” give irrelevant answers, act very bored or detached, or contradict something they have already said. In these cases, you must try to re-interest them in the conversation. You can achieve that by spending a little time talking about unrelated topics such as the weather, the community, etc. Try making a joke or encouraging them to move around a little.

    Do not stop the respondent even if his/her answers are irrelevant or elaborate. Listen to what they have to say and then try to steer them gently back to the original question.

    If the respondent is reluctant or unwilling to answer a question, explain once again that the same question is being asked to many households in their village and that the answers will be confidential. If the respondent is still reluctant, simply record “Refused to answer” and continue with the next question and ask if they are willing to continue with the survey. If they respond that they wish to quit the survey you must call your Team Leader before leaving that respondent. Remember, the respondent cannot be forced to give an answer.

    Please note: Every question that is asked of a respondent includes a “Refused to answer” option. We realize that this provides an opportunity for enumerators to skip questions. Please understand that at the end of each day we will check for surveys that contain “Refused to answer” records and the auditors will visit each of those households to verify that this was in fact the response indicated by the participant. If you attempt to use “Refused to answer” as a way to skip questions we will catch you and you will be fired.

    The same applies to “Don’t know.” Sometimes the respondent legitimately does not know the answer to a question. However, this code is not to be overused and if we truly have a knowledgeable and alert individual, they should know answers to all of the questions in our survey. If a respondent seems to not know most of your questions, call your Team Leader for help.

14. **Do not hurry the interview:** Ask the questions slowly to ensure the respondent understands what is being asked and pause to give the respondent time to think. If the respondent feels hurried, they may respond with “I don’t know” or give an inaccurate answer. If you feel the respondent is answering without thinking just to speed up the interview, say to the respondent, “There is no hurry. Your opinion is very important, so consider your answers carefully.”
15. **Phone use –** NEVER answer your phone in the middle of a survey. That means no texting either. If a Team Leader needs to contact you urgently they will call three times.

It is absolutely inappropriate to answer your phone in the middle of a survey (or during this training!). Using a camera on your phone at the enumeration site is strictly forbidden.

16. **Language of the interview –** You will be sent to your respective language areas so cases where respondents do not speak your language should be rare. However, in a situation where you cannot find a common language with the respondent, you should notify your team leader who will find out if any other member of your team speaks the language of the respondent. In a situation where none of your team members speak the same language with the respondent, your team leader will work with the field manager to indentify a translator.

6.1 Skip Patterns

As with any survey, this one has numerous skip patterns that must be followed very carefully. For example, if we ask if there are any loans in the household, and the respondent says "No," we would not want to ask the amount of their last loan.

During our time practicing on paper surveys you will have to pay very close attention to the skip patterns associated with each question to ensure that you are asking the right question at all times. However with the PDAs these skips will be executed automatically! This is not an excuse to not learn the skip patterns. The better you understand the flow of the survey on paper the better you will be prepared to conduct the survey on the PDA and the more likely you are to catch any potential issues with the PDA program.

As mentioned, the survey is divided into sections each with a specific theme. For certain sections the number of questions asked is determined by the number of members of that household. Thus if skip patterns are not closely followed this would result in the survey taking far too long and the respondent being subject to redundant and pointless questioning. Skip patterns are designated with an arrow, →, and some questions will include multiple branching options. One sign of a good enumerator is their ability to not only consistently record the correct answer but always check to see what action they should take based on the answer they have entered. In some cases at the beginning of a section there are one or two questions that are used to check whether that section is necessary. Again, it is your job to observe and execute all indicated skip patterns.

7. 0 Group Survey

The group survey will conduct detailed information on the number of group members in the NUSAF group at the time the YOP grant was received, as well as on the size of the grant.

The group survey is ONLY to be conducted with groups that received NUSAF YOP funding. This information will provided for you in the individual tracking information sheet, and it is the Team Leaders responsibility to make certain that group interviews are conducted only with each and every funded group.

The group survey must be conducted with as many of the following individuals present as possible:

a) Chairperson of the YOP group
b) Vice-chairperson of the YOP group
c) Treasurer of the YOP group
d) Secretary of the YOP group
e) The 5 individual group members in our sample
f) Any other group members that are around.

   Note: we are only interested in individuals who were members of the group at the time that the cash transfer was received – approximately between June and September 2008.

The group survey is to be conducted prior to any individual surveys. This ordering is absolutely crucial, as some of the probes in the individual survey come from information that is collected in the group survey.

The group survey is to be conducted by the Team Leader. Prior to the start of the group survey, the Team Leader must read the informed consent to the entire group, and make certain that every participating individual is comfortable with being part of the survey.

The group survey will be paper-based. While the Team Leader will be filling out the survey form, each enumerator must follow along and fill out the group survey answers as well. This is because enumerators will use answers from the group survey as part of the individual survey, so they must have easy access to the information on group size and grant size that is collected during the group survey.

7.1 Survey Content

Questions 1 – 3

The Team Leader will be holding a roster of all individuals that were in the group when the baseline survey was conducted. S/he will not show this roster to the group being interviewed. The goal of questions 1-3 is to determine the # of individuals who were in the YOP group at THE TIME THAT NUSAF FUNDS WERE RECEIVED. This means at the time the funds were transferred to the group bank account – not at the time the group was formed, nor the time of the baseline survey, nor any other time.

The Team Leader will use the baseline roster as a way to gauge the # of group members at the time the grant was received. As the group mentions individual names, the Team Leader will tick off each name the group mentions.

If the group mentions a name that is not on the roster, the Team Leader will probe to make sure this individual was indeed present at the time the grant was received. If it is true, then the Team Leader will add this individual's name to the roster, by writing it in one of the blank rows at the bottom of the roster.

If at the end of the listing there are names on the roster that the group has not mentioned, the Team Leader will probe to make sure that these individuals were actually not in the group at the time that funding was received.

At the end of this exercise, the Team Leader and all enumerators will record the # of group members into Q1 answer space.

Q2 asks if there were any non-group members who also received support from the grant at the time that the grant was received. We ask this because we want to know about everyone who shared in the grant, in order to later be able to calculate an average grant size per person. In Q2, we are only interested in individuals that received a significant share of the grant – specifically, greater than UGX 50,000.

For Q3, the Team Leader and enumerators should enter the sum of the answers to Q1 and Q2.

Questions 4 – 9

Q4 asks the group to give the figure of how much cash was transferred to their bank account by NUSAF. The Team Leader will also be holding a sheet with the administrative figure that we received from NUSAF official records of how much was transferred to the group. The Team Leader will not say this figure out loud until the group gives their response to Q4.

If the response to Q4 differs by more than UGX 500,000 from the administrative figure, the Team Leader will mark "Yes" in Q5 and will then probe as to why this difference exists. If after probing in Q6, the group still maintains that their figure is correct, the Team Leader will write the reason for the discrepancy in Q7. Then in Q8 the Team Leader and Enumerators will write the final agreed upon amount that the group received from NUSAF.

Q9 asks for the amount of the grant that was diverted to non-group members for non-project related purposes. This could be anything that did not contribute to the group project. This question asks specifically about NON-GROUP MEMBERS. We will ask about money diverted to group members during the individual survey.

8.0 Individual Survey

This section gives some insights and guidelines for conducting the individual survey. While this section does not go into detail on every question, it covers some complex questions and more broadly covers the concepts and challenges of each survey section. It is however your responsibility to ask questions and take notes during training on the individual survey questions to clear up all uncertainty regarding survey content. You will be tested towards the end of training on how accurately you can comprehend responses to questions, as well as how accurately you can enter this information into the PDA. Your results on this test will be a major determining factor in the final team selection.

8.1 Introduction and Informed Consent

You will begin by reading the individual consent form, and having the respondent declare that they give their consent to proceed with the survey. If for any reason the respondent refuses at this stage, refer the case to the Team Leader, who will then refer the case to one of the Field Managers.

You will then begin the survey on the PDA. Prior to asking any questions, you will read a few lines of script to the respondent that appear on the PDA. These lines have to do with the NUSAF YOP program that the respondent's youth group applied to. The text describes a bit about the NUSAF program and how group selection was made. Sometimes you will read slightly different versions of this introduction. Do not worry if there are slight differences, as the differences in this introductory text are part of the study. You MUST BE CERTAIN to read this introductory text EXACTLY AS IT IS WRITTEN, as the exact wording is crucial to understanding why individuals in our sample make certain decisions.

You will then fill out some background information on the respondent. It is absolutely crucial that you fill in the correct Group ID and Individual ID. These are our unique identifiers, and are the only way that we are able to link the respondent's data across survey rounds.

Once you enter these two identifiers, a unique Participant ID will be automatically generated on the PDA. You will be prompted to record this ID onto the Enumerator Log Sheet. Again, be extremely careful to record this ID accurately. This Participant ID will automatically fill into a space at the start of each section. NEVER ALTER THIS ID. It is designed using a particular formula that allows us to piece together each survey section once the data is removed from the PDA and put onto the computer.

Once you record the Participant ID on your Enumerator Log Sheet and move to the next screen, you will be prompted to enter the First and Second name of the respondent. You will then be prompted to verify that the name the respondent gave matches the name that we have in our administrative data for the respondent. This is both to verify the identity of the respondent, and to make sure that you have entered the correct Group ID and Individual ID (for example, you may have accidentally recorded the IDs from the line below or above your respondent on the Individual Tracking Sheet). If an incorrect name pops up, and it appears that you have entered the wrong Group ID and Individual ID, please press the "Back" button on the PDA and reenter the correct information for your respondent.

8.2 Household Characteristics

Q17: This question is a check that you entered the correct # of household members. The PDA will automatically calculate the sum of the previous three questions, and prompt you to verify with the respondent that this is indeed the correct number of household members. If they answer "No", please go back and make the appropriate corrections in the household member categories.

Q20; Q22 – Q27: These are all examples of multiple answer option questions. On the PDA, rather than a dropdown list, you will see a list of answer options with tick boxes next to them. You are instructed to tick all of the appropriate answers. For instance, a respondent may have multiple structures with different roof types in the dwelling where they sleep, so you would mark all of the appropriate roof types in Q23.

Q28: This asks about land that the respondent's household owns. A "plot" is the same as a "garden." It is not a unit of measurement, but is simply the way that we are breaking up the different pieces of land that the household owns. Once you fill the # of plots, you will be prompted for the size information of each plot. The maximum is five plots – if the respondent's household owns more than five plots, please record information for the five largest plots.

When recording the size of a plot, you must work with the respondent to get the most accurate estimate possible. The units we provide as options are Acres, Hectares, Feet, and Metres. If the respondent knows the area of the plot, then you only fill in one number for the area. Acres and Hectares are area measurements only. For area in Feet or Metres, you select "Feet (area)" or "Square metres (area)" and enter one number. If the respondent does not know the area, but knows the length and width of the plot, you select either "Metres (length)" or "Feet (length)" and fill in the two dimensions.

Q29: You will read off a list of household assets to the respondent, and record the number of each asset that the respondent's household owns. Please only record assets that are in decent working condition (e.g. not completely broken or unusable).

8.3 Household Consumption

Q32 – Q34: These questions ask about IN-HOME consumption of food and drink. Please read the instructions carefully to the respondent, and understand them well yourself. For each item, if it has been consumed by any household member in the past 7 days, Q33 asks the # of days that anyone from the household consumed the item, and Q34 asks for the value of the entire households consumption of the item in the past 7 days.

For an example of Q33, let's say we are interviewing someone on a Tuesday, and are talking about cassava consumed in the past 7 days. If the respondent's daughter consumed cassava on Saturday and Sunday, the respondent's son consumed cassava on Thursday and Friday, and the respondent's wife also consumed cassava on Thursday, we would say that cassava was consumed for 4 of the past 7 days by any household members.

For an example of Q34, please refer to the instructions that you will read to the respondent from the survey instrument. It will be vital for the enumerator to work with the respondent to estimate the value of all that was actually CONSUMED in the past 7 days, and NOT all that was PURCHASED. Use current market prices to determine the value of items that were consumed and came from home-production or gifts.

Q35 – Q37: These questions are in the same format as the previous three, but ask instead about all food and drink items that were consumed OUTSIDE of the household in the past 7 days.

Q38 – Q39: These questions ask about household EXPENDITURE on a series of common household items. Note that we now switch to the purchase value, rather than the consumption value. The recall period for the first series of more frequently purchased items is the past 4 weeks, while the recall period for the second series of less frequently purchased items is the past 12 months.

8.4 Education and Health

In this section we switch from asking about the household to asking about the individual. You will ask about individual education and health expenditures and status.

Q54: By "substantial meals" we mean meals that can fulfill someone when they are hungry. A full breakfast, lunch and dinner are examples of such meals. Most people are able to eat a maximum of three such meals in a day, while there are of course exceptions.

Q56: By a "completed shelter" we mean a shelter with a ceiling, walls and doors.

8.5 Economic Activities

Again, to reemphasize, we are now only asking about the individual, not the household. This section is extremely important. We ask the respondent if they have done a number of different economic activities in the past 4 weeks. If they have done an activity in the past 4 weeks, we then launch into a series of questions about employment, earnings, employees and materials owned for that activity.

Some of the activities will, in most cases, be activities that are not done for earnings. An example of such an activity is "Domestic household chores and fetching water." In such cases where there are no earnings, you will simply enter "0" into the revenues and profits answer spaces.

Q66 – Q67: Many activities will be done for money. In Q66, by "revenues" we mean gross earnings, or earnings that do not take into account any costs associated with the activity. Then, in

Q67*,* by “profits” we mean net earnings, or earnings minus the costs associated with the activity. By necessity, profits cannot be greater than revenues, as profits = revenues – costs. When the respondent calculates profits, be sure that they are only considering costs associated with that specific activity that occurred in the past 4 weeks.

Q68 – Q72: These questions ask about individuals that the respondent employed in each activity that they undertook in the past 4 weeks. If there are no employees, then indicate this in Q68 and the next 4 questions will be skipped automatically in the PDA. Q69 refers to the number of days that the average employee worked for the respondent in the past 4 weeks (not the total # of days of all employees). Q70 refers to the # of hours that a typical employee worked on a normal day in the past 4 weeks. Q71 asks how many people were employed in total in the past 4 weeks. Q72 then asks for the total amount that was paid to all employees (not to the average employee).

Q73: This asks about the raw materials owned for each activity. Raw materials are inputs that can only be used once in the production process. For example, the fabric that a tailor uses to make a dress is raw material, while the sewing machine used is not raw material because it can be reused.

Q74 – Q77: We now ask about the cash value of all large/small tools, and large/small machines that are used in all of the businesses that the respondent does (these questions do not refer to any one specific activity, but rather to all activities that we just discussed). We define tools as assets that are not mechanized. For instance, a panga is a tool, as is a hoe. We define machines as tools that are mechanized. For instance, a sewing machine is a tool, as is one of the stationary bicycles that is used to sharpen a panga (where an individual pedals a bike to rotate the blade that is attached to the bike). Large vs. small is not an exact science, but rather a way to help respondents categorize the tools and machines more accurately. If it is not clear whether a tool or machine is large or small, it is fine to classify it as either, as long as you do not double count (double counting means counting it as both a large and small tool or machine).

Q78: This refers to the tools and machines counted in the previous 4 questions, and asks for the value of these that were purchased since January 2011.

Q79: This asks for all investments made by the respondent for all of their businesses in the past 4 weeks. This includes things such as electricity costs, water costs, and registration fees, as well as all other forms of investment.

Q83: Allow the respondent to define what their “main income-generating activity” is. This could be the activity that earns them the most money, the activity that they spend the most time on, the activity that they take the most pride in, or something else.

Q85: Be certain to record the last number the respondent repeats correctly, and not the total number of digits that they repeated correctly. For example, if they say “81307…” you would record “0” in the answer space as it is the last number that they answered correctly in the sequence (“7” is not correct, as “6” is the number that follows “0” in the sequence).

8.6 Planning and Preferences + Social Integration of the Youth

Q86 – Q103: For each of these statements about the respondent’s behavior or mindset, they will have to say whether they “Strongly agree”, “Agree”, “Disagree”, or “Strongly Disagree”. You must do your utmost to keep the respondent engaged during these questions, by probing and repeating the question when it appears they do not understand what you are asking or that they are giving mechanical answers without thinking about the question.

Q104 – Q109: These questions present the respondent with hypothetical situations about choosing to receive different amounts of money in different time periods.

Q110 – Q131: These questions return to the “Strongly Agree”, “Agree”, “Disagree”, or “Strongly Disagree” format.

Q137 – Q179: For each of these statements about the respondent’s behavior or mindset, they will have to say whether they “Often”, “Sometimes”, “Rarely”, or “Never” felt or acted this way in the past 12 months.

8.7 Relationships with People in the Community

Q180 – Q183: Show the sealed ladder photo to the respondent as they answer these questions.

Q186 – Q264: These questions ask about disputes with a number of different people. For each type of person, if the respondent has had any major disputes with them in the past 12 months, we launch into a series of questions about the details of the most major dispute with that type of person. By “major disputes” and “most major dispute” we mean disputes that affected the respondent in a major way. It is up to the respondent to decide what affected them in a major way, as different things affect different people in different ways, meaning that we cannot define what a major dispute is for everyone.

For each type of person, the questions on the acts committed by both the respondent and the opponent during the dispute, as well as the question on the main subjects of the dispute, are multiple response option questions. Again, this means that you should select all of the appropriate responses to each of these questions.

Also, for each type of person, if the respondent has had major disputes with them in the past 12 months, we first ask about the exact number of disputes. We then prime the rest of the series of questions by asking about the “most significant dispute” in the past 12 months. Be sure that this is not a dispute that you have already discussed with the respondent. If it is, please ask the follow-up series of questions about a different dispute that you have not already discussed with the respondent.

8.8 Group Participation

Q272: This is not to be read out loud to the respondent. You should have information on whether or not the respondent's NUSAF group received funding on the individual tracking sheet. Also, the group interview is only to be conducted with groups that received YOP funding, so if you conducted an interview with the respondent's group then the answer to this question should be "Yes".

It is EXTREMELY important that you mark this selection correctly. If you answer that the respondent's group did not receive funding, part B of the question asks you one more time if you are sure that the respondent's group did not receive funding.

Q273 – Q278: These questions are in relation to the information already collected during the group survey, so you must have the group survey answers (that you filled out) in front of you in order to ask these questions. Q273 asks in reference to the # of group members at the time the grant was received, that was established in Q1 of the group survey. If the respondent feels this number is incorrect, you can record the respondent's updated total in the answer space next to Q274.

On the PDA, you will then be prompted to input the grant size determined in the group survey, as well as the final # of group members at the time the grant was received (which comes from the group survey as well, unless the respondent claims a different number of group members at the time the grant was received). The PDA will then calculate the answer to Q275, which is the average grant size that each group member should have received had the grant been split equally amongst group members.

Q276 asks about the distribution of the grant, in reference to the average grant size calculated in the previous question. For each individual listed, the respondent will tell you the following four pieces of information:

- (a) Whether the individual received more or less or the same as the average grant size
- (b) Whether the individual received any training as a direct result of the grant
- (c) Whether the individual received any assets as a direct result of the grant
- (d) Whether the individual received any cash as a result of the grant

Sample Individuals 1 – 4 refer to the other 4 individuals in the group that are in our sample, besides the respondent. You will be prompted to fill in their Individual IDs so that we can eventually link this information to each individual in our sample.

8.9 Public Opinion

We believe these questions are fairly straightforward. They are of course of a sensitive nature, and hence it is important to consistently remind the respondent that their responses will remain confidential and only known to IPA researchers, and that we do not care about how they answer any of the questions, only that they answer them truthfully.
At the end of this section, in Q412 and Q413, we will play a brief activity with the respondent to remunerate them for their time as well as to measure their tolerance for risk, which is potentially a key determinant of entrepreneurial success. You will give them the option to either (a) Take UGX 2000, or (b) play a game of labyeka for either UGX 3000 if they win or UGX 1000 if they lose. If they choose to play the game, then you will place a rock or coin in one hand behind your back, and ask the respondent to select which hand they think the object is in. If they guess correct, they win.

The respondent is to collect their payout at the conclusion of the survey (not immediately after they play the activity). Once the survey is finished, you the enumerator will send the respondent to the Team Leader to collect and sign for their money.

9.0 Survey Regulations and Code of Conduct

The guidelines and bylaws here are also included in detail in your work contract, but for the sake of clarity, the basics are outlined below:

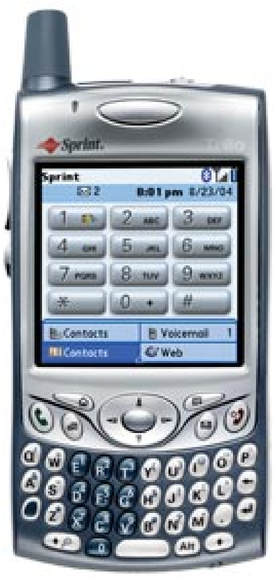
1. We will only hire the best enumerators. Invitation to training does not guarantee you a position on the team. The selection process is competitive. Enumerators will be judged on their ability to follow instructions and protocols, their work ethic and reliability, their being a good team player, and most importantly the skill with which they conduct surveys. IPA reserves the right to let go any enumerator at any time that is not performing up to our standards or has violated the bylaws and expectations, including but not limited to the instructions laid out in this manual.
2. Except for illnesses, any person who is tardy or absent from duty during any part of the training or any part of the fieldwork (whether it is a whole day or part of a day) without prior approval from their Team Leader may be dismissed from the survey.
3. Throughout the survey training and the fieldwork period, you are representing IPA. Your conduct must be professional and your behavior must be congenial in dealing with the public. We must always be aware of the fact that we are only able to do our work with the good will and cooperation of the people we interview. Therefore, any behavior from any member of the team that is deemed aggressive, abrupt, or disrespectful towards community members or team members will be reason enough for immediate firing.
4. For the survey to succeed, each team must work closely together. Any team member who, in the judgment of the Team Leaders, Field Managers, Filder or Alex, creates a

disruptive influence on the team will either be transferred to another team or dismissed altogether. This might include abusing alcohol or the use of illicit drugs, arguing or fighting, spreading rumors, speaking badly about fellow team members, or generally causing trouble.

5. It is critical that the data gathered during the fieldwork be both accurate and valid. Field staff may be dismissed at any time during the fieldwork if their survey is considered inadequate for the high quality this survey demands.
6. Where vehicles and fuel are provided, it must be used strictly for the survey and official use only. Any person using the vehicle for an unauthorized personal reason will be dismissed from the survey. Furthermore, while moving in vehicles funded by the project, no person not related to the project should be allowed to come aboard.
7. Every survey is strictly confidential. Along with the enumerator contract, every member of the team will sign a Non-Disclosure Agreement which states in explicit terms the penalties that will result if any confidential information is released to unauthorized individuals. You should feel free to discuss challenges faced in the field with your teammates and Team Leaders but any careless conversations that lead to the release of confidential information will lead to penalties, possibly firing
    a. This means you can ask a Team Leader: “How do I handle a situation where a man has three wives living in the same compound but claims these are three separate households?” You CANNOT ask a Team Leader in a place where many people can overhear you, “How should I have handled the situation in Village X where John Bosco was trying to claim he had three households because he was married three times?”
8. You will have signed a contract to complete this survey. As mentioned we expect this survey to take around seven weeks. Anyone who quits early will forego a significant portion of their wages earned to date.
9. Use some common sense. We will not spell out the thousands of dos and don’ts that this difficult job requires. You are all smart and have gotten an understanding of what IPA expects from you. Use your brain. Ask about a situation if you’re not sure.

10 PDA (Personal Digital Assistant) MANUAL

Nearly all of you have experience conducting surveys or at least short interviews for research purposes. Very few researchers in Uganda have experience using PDAs for data collection. After 5 days of learning the survey and practicing proper surveying techniques we will now move to learning how to use the PDAs for data collection. If you follow the instructions carefully these devices will make your job as enumerators much easier. Please think of them as phones (no, they do not make phone calls or receive text messages). They have some of the properties of a computer but if you think of it as a phone with a fancy screen then you will probably handle the technology better. A few words before we begin.



TREO 650

TREO 750

10.0 Caring for Your PDA

These devices are expensive and are critical to our mission. It is your responsibility to care for your unit and return it in proper working order at the end of each day. It is also your responsibility to immediately report any malfunctions you might have with the unit while in the field. We expect you to treat these units with the utmost care but at the same time we realize things happen, and we can only address these issues if you communicate with us.

To properly care for your unit you must do the following:

1. Never write on the PDA with anything other than the stylus. The stylus has a special soft point to ensure that the screens are not scratched. If these screens are scratched they will be ruined and the entire device will no longer function. Always return the stylus to the STORED position before moving or putting away the device. Each stylus costs UGX 50,000 and you will be held responsible if you lose it.
2. Take care to avoid dropping the device.
3. If it is raining you must ensure that the device stays dry at all times. We will give you bags to carry the device in and you should always carry the entire package inside a jacket pocket and under the umbrella that we will provide you with.
4. Immediately report any issues, technical or physical, to your Team Leader who will replace the unit if necessary or advise you on an appropriate course of action.

10.1 Work purposes only

These devices are meant to be used for strictly for conducting surveys. Yes there are other programs like games on each device. If you access these games we will know. There is a record kept in the device and Alex will be able to see which programs you have accessed on a given day. If you are playing solitaire when you should be conducting surveys that is grounds for immediate firing. No warnings will be given. Understood? Ok, moving on.

10.2 Recording Responses

The PDA has both a touch screen and a keyboard. When entering information on the screen directly, you must use the stylus (NEVER USE A PEN!). It is important to use the stylus with care. The screen performs much better if you only make few and slow touches with the stylus. If you press a button and nothing happens for a second, do not press it again until you are sure the screen has not responded. If you continue to tap and tap the screen you will make a mistake. Work slowly and you will learn the process much better.

Do not press in on the screen but do apply some slight pressure or else the screen will not feel the stylus. Also, it is best to hold the stylus straight up and down, not at an angle as you would a pen, this will ensure that you are always selecting the option you want.

Skip Patterns - The way the PDAs work, you must enter a response for every question on the screen before you will be allowed to continue. After you have entered the appropriate responses you will click Next, or, if a screen includes a button that reads "CLICK HERE TO CONTINUE" you will click on this button to continue to the next section. If there is a button on the screen and you click Next instead, the program will not work properly, so please pay attention to the cues on-screen.

You can also press PREVIOUS to go back and check your previous answer if necessary. This is especially important if you think the skip pattern has not worked appropriately, that is probably an indication that your last answer was not entered correctly.

PDA Keyboard

You will use the keyboard to enter information in two instances. One, when you have to enter text, and there is no lookup list to select an option from. Two, when you have to enter a numeric response, and there is no keypad icon on the touch-screen. The keyboard that appears looks like this:

1. Numerical keys(1,2,3): these buttons are colored white.
2. Functional keys are in different parts of the keyboard but those that are relevant to our study are:
   (a) The bottom left key with the up pointing arrow – press this before you press a letter if you want to capitalize the letter
   (b) The left pointing arrow in the 2nd row of the furthest right colum – this is the delete button, and can be used to erase text/numbers if you make an error when typing
3. The key board also comprised of characters A-Z.
4. Spacing: the large button in the middle of the bottom row is the space bar.
5. When in Numeric answer mode, you should be able to enter the numbers from the White keys without any problem. But if for some reason they are showing up as letters instead, you can press the White highlighted key in the third row of the far left column. If after pressing this key, and not already in Numerical mode in pendragon, you press a number, the number will be entered, and not the letter.

When you need to enter a number, for example to enter an Age, a numeric keypad will most of the time be next to each question, unless the question is too large. You must first click on the response line before the numbers will be entered. If the question contains many words, you will have to use the keypad to enter the numberic response. The keypad can be used as described above.

The procedures for recording responses will vary according to the type of question being asked. In this survey you will encounter three types of questions:

1. **Open Ended Questions:** Every time you see a blank line this is a place where you must enter a number, a name or explanation.

   a. **Number**: Most times you need to enter a number there will be a numeric keyboard displayed on the screen. You must:
      i. First, click on the blank line where you intend to place the response
      ii. Once you see the blinking cursor you can begin to select digits from the keyboard.

      Whenever entering a number response you must take your time and be sure you click on the proper digits as they are very close together. If the response that you enter is outside the realm of possible or likely answers, an error message will appear and you will have to correct your mistake before continuing. If you believe you have entered the appropriate response and yet you still receive an error message, you must contact your Team Leader before proceeding.

      In some cases, the text is too large to permit inclusion of the keypad on the touch-screen. In these instances, you will have to enter the numbers from the keyboard on the phone.

   b. **Text:** There are locations throughout the interview where you are required to enter an open-ended text response. For example, in the Introduction, you will manually enter most of the location information for each individual. For each of these text boxes, you must:
      i. Click on the blank line where you wish to enter the response.
      ii. Then enter in the response using the keyboard.

      Again, these keys are very small and close together. You must take your time to ensure that you enter the correct letters and spelling of each name. Just as with a common computer keyboard there is a Shift button that allows you to capitalize the first letter of each name – we expect you to do so. If the word you are entering is the first word in the text box, the first letter will automatically be capitalized.

2. **Yes / No questions –** there are a few Yes / No questions throughout the survey. These are simple but often determine skip patterns and are thus very important to get right to ensure that the program is branching to the right question. They will NOT be used to ask sensitive survey questions because each survey question needs to have an option for Refuse to Answer, so most Yes / No type questions will actually be programmed as Lookup Lists.

3. **Pick One –** many response lines will have a small button that reads **"Select"** or **"Lookup".** With either of these cases you will select the appropriate response from a list of pre-entered and pre-coded responses. This is one way that the PDAs save time and ensure the proper coding of answers.

   Example: What is the type of water source?

   1. Borehole 2. Well 3. Protected spring 4. Unproteced spring 5. Other

   You would select from the dropdown list the appropriate answer and move on. No need to match responses with codes, and no need to write the answer by hand. This is good.

4. **Pick Multiple –** a few questions will ask you to "Mark all that apply" in which case you will check the box next to each option in the list that applies to the respondent's answers.

   Example: What is the main type of material used for the floor of the dwelling where you sleep? Mark all that apply

   1. Concrete/stone 2. Bricks 3. Cement screed 4. Rammed earth 5. Wood 6. Other

   You would select all of the options that best represent the answer given by the respondent. In each such instance there should be an "Other" option that you can select if necessary but it is important to first be sure that the answer you are looking for is definitely not available.

5. **Read Only –** occasionally you will come across a line on the screen that already has an answer. This number or text is meant to help you ask the question that follows. Do not try to change or edit any answer that automatically appears on the screen. Read the directions on each page and it should make sense.

   Example: Adding these 4 categories, your household contains the following number of people. Is this correct? __13__

   It might appear as though "13" is a question and not a statement. The question here is for you to verify with the respondent that this is the correct number of household members.

   There are also screens with only text (without any space for an answer). These are screens that are simply meant to be read to the respondent. Once you have read the text to the respondent, click Next.

10.3 How to complete a record

In PDAs we call each survey a “Record”. Here is the process for the Treo 750:

1. Turn the PDA on using the power button. This is the red phone-looking button on the top right of the device. Once the screen image appears, press the center round button on the keyboard, in order to unlock the keypad.
2. When the device is loaded you will see that the Unit Number (ipa1, etc.) is displayed on the front screen. Be sure that the Unit Number always matches the number you were assigned.
3. To access the survey click the Start button on the top left then select Programs.
4. Find Forms 5.1 in the list of programs, and click the icon.
5. You will see a screen titled “Pendragon Forms.” In the space below you will see a survey called “YOP_00a_Start”
6. Click on this label and then click “New” on the bottom-left of the screen.
7. Select “Click to Begin” to start the interview.
8. Follow the scripts on the screen.

Here is the process for the Treo 650:

1. Turn the PDA on using the power button. This is the red phone-looking button on the top right of the device.
2. To access the survey, find Forms 5.1 in the list of applications, and click the icon.
3. You will see a screen titled “Pendragon Forms.” In the space below you will see a survey called “YOP_00a_Start”
4. Click on this label and then click “New” on the bottom-left of the screen.
5. Select “Click to Begin” to start the interview.
6. Follows the scripts on the screen.

10.4 How to end an interview before it is complete

The goal is to complete every survey in one sitting. However, inevitably there will be exceptions where a survey is interrupted by some unforeseen event and it must be put on hold. If such a scenario does arise here is the protocol:

1. If for any reason you feel that you are unable to complete a survey you must first call your Team Leader before taking any action. Explain to them the situation and they will tell you how best to proceed.
2. You can only save and exit a survey at the end of each section. In the middle of each section there is no “End” button and no “Exit” button.

3. If possible you must attempt to finish the current section until you come to a screen with two buttons that read “Click to Continue” or “Click to Resume Later”.
4. If you have determined that you must end the survey at this point click the “Resume” button and the form will be automatically saved.
5. You must immediately move to the Enumerator Logsheet and in the specified column write down the last section completed and any other notes that might be useful for resuming. You should also note down the time and date that you have agreed to return to complete the survey in the “Notes” column. It will also be good to note down the respondent’s phone number.
6. Only then can you move on to the next survey.

If there is an emergency or an immediate need to stop a survey without completing the current section you must call your Team Leader before taking any action. They will provide you with a very detailed set of instructions that include how to exit the survey.

10.5 Data transfer protocol

While in the field, the following protocol will be followed regarding data storage and transfer:

Auditors will have portable computers in the field with the appropriate software to download and view all the survey results. At the end of the day, you must hand your PDA over to the Team Leader, who will in turn hand all the PDAs over to the Auditor of your language group. The Auditor will then send the data to Filder and Alex, who will consistently review and provide feedback on data quality.

10.6 Trouble shooting PDAs

Sometimes, a PDA may malfunction and you are not able to complete an interview. If the PDA does not work in any way you must immediately call your Team Leader. They will help guide you through which of the following solutions you should attempt. Or they may think it best to exchange the faulty device for one that is properly functioning, after consulting with Filder or Alex. All of the troubleshooting tips below should only be taken after consulting with your Team Leader, and making sure that the step you decide to take is the optimal course of action.

The following are possible scenarios and instructions on how to deal with them:

1) The PDA freezes, meaning it does not respond when you click any buttons.

Solution 1: Check the bottom of the PDA screen to see if you have an “Unlock” option. If so, click the circular bottom that rests in the middle of the keypad to unlock the device.

Solution 2: If there is no “Unlock” option, then you will need to cold boot your PDA, as described above. This is done on the Treo 750 by flipping open the “Mini SD” slot on the right side of the PDA, and using the stylus to press the small grey “Reset” button. This will reset the device, without removing any data or programs. This is done on the Treo 650 by pressing and holding the red power button until the screen changes its image. Consult with your Team Leader on how to resume the interview once the device is reset.

2) You need to end an interview in the middle of a survey, but you cannot exit this survey

Solution: This is because you can only end interviews at the end of a survey. Please continue with this survey until you reach the end, and click “Resume later.”

3) You accidentally began a new survey that you do not wish to continue

Solution: Click the End button on the bottom-left of the screen, and select “Yes” when asked if you want to delete the record.

10.7 Protocols for maintaining and charging the PDA

It is important to ensure PDA security while in the field. A loss of a PDA does not only constitute a loss of money but also a possible loss of data in the PDA. Here are some steps to ensure that PDA security is guaranteed:

1. No enumerator shall spend a night with their PDA. The team leaders will distribute the units in the morning and collect them again in the village before returning to the team headquarters.
2. Each enumerator should sign indicating their receipt of their PDA each morning and the Team leader will also sign in confirmation of receipt each time they are deposited in his/ her care.

Note that each PDA lost will have to be refunded in full by the person who had it at the time it was lost. This cost will be taken directly from wages earned. The cost to replace a PDA is **UGX 800,000**. The data lost will need to be recollected at the expense of the responsible party.

<u>IMPORTANT NOTES FOR COMPLETING INTERVIEWS CORRECTLY</u>

1) Each Lookup list has answer options for “Don’t know” and “Refused to answer.” While at times these may be appropriate to use, you will want to avoid selecting these options at all costs, and make a concerted effort to elicit a response before selecting one of these two. We will know how many “Don’t Know” and “Refused to answer” responses each enumerator is selecting, and if you are well above the average, we will check with you to see what the problem is.

2) If the answer requires you to enter a number or text, you shall use the following codes to indicate “Don’t know” and “Refused to answer”:

Don’t know = 97
Refused to answer = 98

Not applicable = 99

Again, we will know how many of these you are selecting, and investigate if necessary.

3) Skip patterns are built into the device, but please pay attention to make sure that your interview flows logically. A bizarre seeming skip may indicate an error in the program, which you will need to report so that Alex can rectify it immediately. And again, we will know how many skips you have per survey, and if you are above the average, we will investigate to see why you are skipping so many questions.