



INITIATIVE ON
Fragility, Conflict,
and Migration

Nigeria School Feeding Program: Baseline Data Collection Training Manual for Enumerators

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BACKGROUND AND SURVEY OBJECTIVE

About IFPRI

The International Food Policy Research Institute (IFPRI) is an international non-governmental organization under the CGIAR global agricultural innovation network. Its mission is to provide evidence-based policy solutions to sustainably reduce poverty, hunger, and malnutrition in developing countries. IFPRI's research focuses on strategic areas: climate-resilient and sustainable food supply; promoting healthy diets and nutrition for all; building inclusive and efficient markets, trade systems, and food industry; transforming agricultural and rural economies; and strengthening institutions and governance. The IFPRI-Nigeria office, based in Abuja, collaborates closely with the Federal Ministries of Agriculture & Food Security, and Humanitarian Affairs & Poverty Alleviation to strengthen agricultural policies and strategies that support Nigeria's national development plans.

Study Background

School feeding programs have emerged as promising multi-sectoral interventions that not only provide food to 368 million children annually, but could also improve diets, stimulate agricultural productivity for smallholders, and increase their incomes through "home-grown" school feeding procurement models. There is limited rigorous evidence on the effects of smallholder participation in school feeding markets and the trade-offs within different pro-smallholder procurement approaches. In parallel, many smallholders in Africa face market constraints and lack market orientation for commercializing production.

The impact evaluation (IE) of the home-grown school feeding program on smallholder sales and revenues: an effectiveness trial in Osun State, Nigeria is a one-year (2023 – 2024) form project implemented by IFPRI and other key stakeholders including the World Food Programme (WFP). The IE will randomly select schools from which the cooks in the selected schools will receive training (the treatment group) and those from schools in non-participant areas that receive no training. The IE will evaluate key outcomes related to the proportion of smallholder farmers selling their agricultural products to schools as well as to traditional markets; farmers' sales volume of locally grown agricultural outputs to both the market and schools (cooks); farmers' sales revenue from locally produced agricultural outputs to both the market and cooks; cost per unit of school meal to schools and cooks; menu quality and quantity assessment; awareness of food safety and accessibility to fresh produce; subjective evaluation of hygiene standards; empowerment and well-being initiatives for women.

Survey Objectives

1. To evaluate the impact of training activities aimed at linking school feeding to smallholder farmers on smallholder farmer market participation, sales and revenue.
2. To evaluate the impact of the training activities on the share of food procured by cooks from smallholder farmers for school meals; and
3. To examine the impact of the training activities on the quality, regularity, perceived hygiene standards of school meals, as well as any empowerment and well-being initiatives for women.

Study location and Scope.

The survey will take place across twelve (12) local government areas in Osun State. The twelve LGAs were chosen because crops like yam, cocoyam, sweet potatoes and vegetables are produced in the areas, and it is expected to remain unchanged by the time of the intervention. The twelve selected LGAs are similar across several important contextual factors including size, socioeconomic and agroclimatic conditions, and road and market access. From the twelve LGAs, we have selected 300 schools, with 100 schools for the control and the remaining 200 schools for the treatment groups. Within these schools, all the cooks were selected and will be interviewed and a total of 1500 farmers will be interviewed per LGA.

Table 1: LGAs Surveyed

State	LGA
Osun State	Boluwaduro
	Ede North
	Ede South
	Ife East
	Ife North
	Ifelodun
	Ila
	Ilesa East
	Ilesa West
	Odo Otin
	Olorunda
	Orolu

Training Schedule

A 5-day training shall be conducted for enumerators and supervisors to review the field work plan/data collection protocol. The training shall comprise 5 days of theoretical and classroom training. The training is scheduled as follows:

- a. Day 1 to 4: Classroom training (theoretical sessions and classroom discussions/practice/role plays)
- b. Day 5: Micro planning and field work logistics and further role play

Household Sampling Strategy

In each LGA, a listing exercise of schools and farming households within all selected communities had been done. [X] farmers per LGA were randomly selected from the list of all farming households listed during the listing exercise. Enumerators should call the farming household contact numbers on their assignment sheet before arriving in the community to schedule interviews if possible. The team will also receive contact information of the planning officers of the Osun State Home Grown School Feeding Program (O-MEALS) in the LGA for easy coordination. Surveys will then be administered appropriately to the selected cooks and farm households.

Revisit and Replacement Protocol

Revisits: If the eligible respondent is not available during the initial household visit, the enumerator should reschedule and make up to two additional visits to the household at different times while still working in that ward/area. The protocol is to make three total visits at different times to the household if eligible occupants are not present.

Replacements:

- No replacements are allowed for the cooks surveyed.
- For farmers, replacements are only permissible if the originally sampled farmer meets any of the following criteria:
 1. Is inaccessible.
 2. Resides in an insecure area.
 3. Has not produced any of the selected crops (yam, cocoyam, sweet potatoes, vegetables) in the last two years.

All farmer replacements must first be confirmed and approved by the IFPRI field supervisors. Under no circumstances should a respondent be replaced without explicit approval from the IFPRI supervisory team.

THE FIELD SURVEY TEAM

Composition of Survey Teams

Each survey team shall comprise a minimum of three enumerators. A total of twelve (12) teams representing each LGA each comprising of 36 enumerators shall administer the surveys (farm households, school administrators and cooks) across Osun state. Given that each survey is expected to take about 1.5 hours each enumerator shall administer the questionnaire to at least four respondents (households) per day. Before the commencement of interviews, enumerators shall obtain informed consent from the respondents. Enumerators shall maintain 8am to 5pm daily work hours.

Roles and Responsibilities

Enumerators

The role of an enumerator is of great importance as the quality of information is dependent on the data/information collected from the respondents. The quality of the data is as good as the level of skills and commitment to an interview. It is important for an enumerator to adhere to field instructions and guidelines. **Essentially, there are PENALTIES for non-compliance with the field instructions.** To ensure the quality of the enumerator as well as quality data collection, this comprehensive training and field manual along with the training both classroom and field have been structured to equip you with the necessary skills required to administer the questionnaire as intended.

As an enumerator, you are expected to report to the assigned post by your supervisor. Your supervisor will provide a schedule of your daily operations and inform you of the community where you will be conducting interviews for the day. There should be consistency between answers recorded in the various modules of the questionnaire. For example, a child of the household head should not be older than the head. You must keep regular contact with your supervisor and report any challenge(s) to him/her.

The key roles and responsibilities of the implementation of this survey are highlighted below:

- Attend training sessions and pay maximum attention during the training and field pilot exercise.
- Study the training manual and questionnaire very carefully. Your quality of performance depends on your understanding of both documents. Become familiar with all the modules in the questionnaire and be able to interpret them in the local language.
- Coordinate with the extension agents to ensure that all selected households are contacted before your visit to attempt to schedule an interview.
- Coordinate with the supervisor to ensure that every selected household in the community is located and interviewed.
- Introduce yourself and obtain informed consent from each respondent before the interview. DO NOT compel any respondent to participate in the survey.
- Administer the survey questionnaire to the respondent.
- Double-check the completed questionnaire – verify that all sections have been filled out correctly.
- Upload the complete questionnaire to the server daily. Communicate with your supervisor if there will be any delay.
- Communicate progress per time and challenges experienced to your team supervisor.
- Revisit households as directed by the Supervisor.
- Take responsibility for all survey instruments, including your tablet, show cards, and all additional materials.
- Send a daily report that includes your daily target and interviews conducted. However, interviews not conducted must be documented with reasons that must be communicated to your team supervisor.
- Wait to receive clearance from your supervisor after the daily completed interviews have been submitted to the server before continuing with data collection on the next day.

Note: It is not acceptable to miss the field survey or arrive late. If you are not able to make field visit for any reason, you **MUST** notify the supervisor well in advance.

Please **DO NOT** falsify data. It is **NOT ACCEPTABLE** and if you are caught, your contract will be terminated immediately, you will be **BLACKLISTED** and you will **NOT** receive any payment.

Expectations from Enumerators

- Follow the protocol and get familiar with the code of conduct of the survey.
- Maintain the highest level of professionalism.
- Always keep your mobile phones on as communication is of the utmost importance. Please put your phone on “vibrate” mode during interviews.

- Understand the flow of the questionnaire and the use of Survey CTO.
- Master the conduct of survey in the respondent's language.
- Only complete questionnaires should be submitted to the server daily.
- Ensure you document additional information during the interview in the notepad provided to you.
- Report any observations or challenges to your supervisor for prompt action.

Supervisors

The first level of supervision falls on the team supervisors; hence they play a critical role in ensuring that quality data are collected in accordance with the field protocol. They are the first point of call for providing solutions to challenges that may be encountered in the field. The supervisors are the most senior members of the field team. It is their duty to ensure the welfare and safety of the enumerators. The supervisor is responsible for the management of fieldwork, as well as monitoring the data collection exercise and ensuring the quality of data collected.

The key roles and responsibilities of supervisors during the implementation of this survey are highlighted below:

- Work with the extension agents to facilitate community entry for smooth data collection activities.
- Assign interviewers to selected households and organize the team to ensure effective field work.
- Keep track of enumerators' daily interview and document households where interview has not been conducted after the first visit.
- Ensure that the interviewers can identify the correct households to be interviewed.
- Daily check ALL the completed interviews of assigned enumerators before uploading them on the server.
- Check and ensure that the enumerators are asking the right questions in the right way and recording the answers correctly.
- Take note of any issue observed and discuss with the team to rectify the issue.
- Ensure you are aware of the location of your assigned enumerators while they are on the field.
- Organize a mop-up and re-visit where interviews have been rescheduled.
- Communicate the number of households interviewed and report the figures daily to the IFPRI team.
- Ensure that the team has all the materials required for field work including charged tablets, field manual and show cards, contact details of assigned extension agents and ID cards.
- Be part of the interview. Conduct spot checks – these are necessary and to be conducted intermittently during the period of implementation.
- Manage interviewers in the field – safety, discipline, conduct, and debriefing of daily activities.
- Report serious problems of team functioning or data collection including issues regarding the safety of the teams in the field.
- Mediate in case of problems within the team to solve issues if possible and communicate to the Field Manager should there be team problems that they cannot resolve.
- Maintain high and positive team morale.

RESEARCH ETHICS

Ethical behaviour is essential to the conduct of quality research. This entails adhering to professional standards, which require you to maintain the highest standards of honesty, fairness, and equity in interpersonal and professional relationships during research. This study has been approved by the Nigeria National Health Research Ethics Committee (NHREC). Local approvals from the state government and the local government area of the study sites were also sought and received.

Informed Consent

Informed consent will be obtained from all relevant parties prior to participation. All field staff will be careful to respect all research subjects, ensure that they suffer no harm (emotional, psychological, or physical), treat all data as confidential and report any incidents to supervisors or management. Follow all guidelines in the informed consent. An eligible respondent has the right to refuse participation. If you are refused consent, answer any questions the person may have and re-take the consent again making sure to explain areas you think might be of concern to the respondent. If the person still refuses, thank the respondent, and leave the household.

Verbally informed consent will be received from all study participants. No participants will be interviewed without their informed consent. Each time you conduct an interview, you must read the consent form completely and answer any questions the respondent has. In addition to informed consent, you should take permission from any relevant authorities. In all communities, the team will get permission from the community head before going to a household. Within the household, you must also get permission from the household head before speaking with your key respondent.

The Informed consent discusses the following topics with the participant:

<i>INTRODUCTION</i>	Your name, the organization you represent and the project survey you are doing
<i>BENEFITS OF PARTICIPATION</i>	There is no direct benefit to participating in this research. However, the responses we receive may help to improve decision-making around agricultural policy and nutrition in Nigeria.
<i>CONFIDENTIALITY</i>	No information provide will be made available to anybody. Nobody will be able to link information to a respondent.
<i>VOLUNTARINESS</i>	Respondent has the right to participate or not participate. They could also decide not to answer any question they don't feel like answering. They can withdraw consent at any time before, during, or after the interview.
<i>RISKS OF PARTICIPATION</i>	The only risk in this case is the TIME that the respondent will spend and the potential for someone to overhear their conversation.

The script to guide the administration of the informed consent is present in the questionnaire and programmed in the CAPI. You will be prompted to administer informed consent by the CAPI and in all cases

possible the interviewer should use the local language to explain as clearly as possible without missing any topics.

Remember:

- The respondent consent in this study is verbal consent.
- Always read the consent to the respondent. Please, DO NOT skip any part of the consent, for every part of the consent process must be read to the participant.
- Answer all questions or concerns that the participants may have about the consent before proceeding with the interview.
- Remember that the participant **always** has the right to refuse to answer any question, or to end the interview at any time. Please DO NOT force the respondent to answer you, but rather document the situation and report to your supervisor.
- Remind the participant that their answers are confidential and anonymous.

Privacy - Where to conduct interviews

Privacy is a critical concern in data collection activities, especially when dealing with personal or sensitive information. Privacy is important to ensure the respondent gives an honest response. Participants must be assured that their privacy rights will be always respected. Ensure that there are no third parties included during the interview, other than members of the household. The presence of third parties during the interview may prevent you from having honest responses from the respondent. It also violates the rule of confidentiality.

Confidentiality

This refers to the agreement with an individual regarding the treatment of information obtained from or about the individual. Confidentiality pertains to the treatment of information that an individual has disclosed in a relationship of trust and with the expectation that it will not be divulged to others, in ways that are inconsistent with the understanding of the original disclosure without permission. Enumerators must assure the participants that their answers will be completely confidential. All data collected is strictly confidential. Please DO NOT proceed with sensitive questions in the presence of others.

Always adopt a positive approach

Never be apologetic and do not use words like, "Are you too busy?" "Would you spare a few minutes?" or "Would you mind answering some questions?" Such questions obviously invite refusals before you start. "I would like to ask you a few questions" or "I would like to talk to you for a few minutes" Such statements may mislead the respondent to think that your mission is unimportant and invite refusal. A positive attitude increases the chances of gaining cooperation from respondents.

Tips on conducting the interview

Your behaviour throughout the interview is crucial for ensuring that each question and questionnaire is a success. You must always:

- Dress with modesty. DO NOT expose your body.
- Be neutral – never appear to approve or disapprove any of the respondent’s answers. Never allow the respondent to think that (s)he has given a right or wrong answer by your facial expression or tone of voice.
- Never suggest answers to the respondent. Rather probe, that is, ask questions in such a manner that the respondent comes up with the relevant answer. Document additional information provided by the respondent in your jotter.
- Be polite and respectful throughout the interview.
- Make your respondent feel comfortable and relaxed, whilst also ensuring that they treat the questions you are asking seriously.
- Answer any questions the respondent might have about the project/study truthfully. If you do not have enough information, please DO NOT give false information, rather, call the attention of your supervisor.
- Refrain from arguing with respondents or having political discussions with them.
- If your respondent is reluctant to answer any question or seems embarrassed by what you are asking, you can:
 - Emphasize confidentiality.
 - Reassure them by explaining that the same questions are being asked to thousands of people and that all the answers are going to be merged when they are analyzed.
 - Let them know that they do not have to answer a question if they really do not want to.

FIELD LOGISTICS

Survey Materials

Each enumerator will be provided with a tablet and an accompanying charger. Field personnel are expected to ensure that all survey materials (e.g. tablets, charger, consent forms, etc.) are kept in safe and good condition. At all times, you must have the following:

- Tablets (CAPI) – 1 per enumerator
- A notebook and a pen
- Enumerator manual
- Contact details for all the survey team in case of the need to call someone while in the field.
- Sufficient call credit and data for your personal phone
- Survey bag.

Note: bring these materials to every training session and fieldwork. The manual will serve as a reference guide throughout the fieldwork. We have recruited more enumerators for this training than required. At the end of the training, the best enumerators will be selected based on their test results and performance during field practice.

Safety and security in the field

Please, do not compromise your safety during field work. If you encounter any trouble/challenge during field-work, such as community members expressing dissatisfaction with your work, health problems, or accidents, please contact your supervisor immediately. Safety is top priority, and it is our responsibility to ensure our good health and well-being. Enumerators should never compromise their safety during field work.

General security and safety guidelines

- Liaise frequently with extension agents and local guides to assess potential threats and understand the level of danger in the area.
- Avoid mass gatherings, political demonstrations, and any situations that may compromise your safety.
- Refrain from carrying large amounts of cash, jewelry, or expensive electronic devices. Do not attract unnecessary attention to yourself by carrying or displaying a large amount of money, jewelry, or expensive electronic gadgets.
- Ensure your mobile phone is fully charged, and you have sufficient airtime and data to communicate when necessary.
- Avoid routes or areas known to be unsafe or security compromised.
- Avoid travelling early morning (before 7 AM) or late evening/night hours.
- Remain vigilant and alert to any signs of surveillance or suspicious activities.
- Report any security incidents or concerns to your supervisor immediately.
- In insecure areas, regularly communicate with other team members in the vicinity, sharing your locations and movements. Effective communication and tracking will help ensure everyone's safety and security.
- Always ensure you always work in pairs in a community!

Precautions

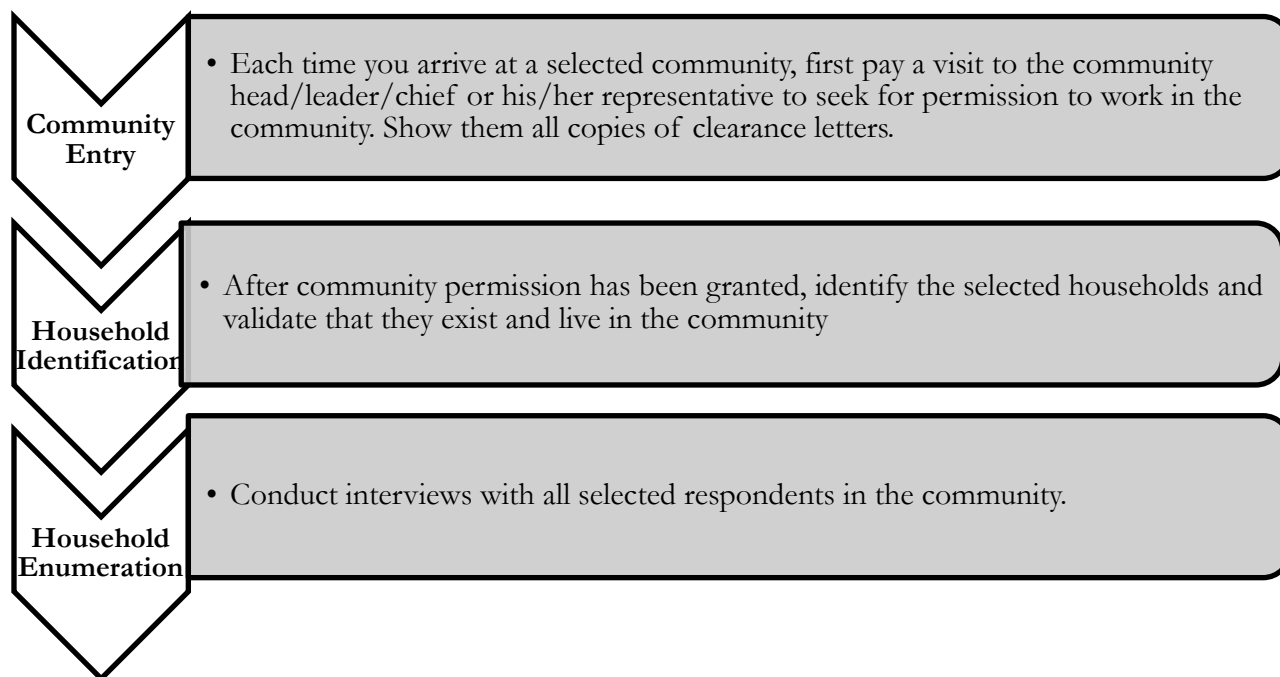
Field teams should take the following precautions to help to ensure their safety and security during field work:

- Ensure that all advocacy and community entry processes have been followed, and that community leaders are aware of your presence in their community.
- Keep tablets and other gadgets concealed when traveling and when first entering a community.
- Conduct all field work and travel to and from communities during daylight hours only. Leave a community early enough to return to accommodations before dark (6:00 pm).
- Always carry the following numbers: State extension agents, all field team members and Supervisor. We will also provide you with key security personnel contact details in case of any distress.

If any security incident (such as an accident, theft, etc.) occurs, the affected team members should put their priority on reaching safety and informing any relevant authorities, such as the police. The team member can call their supervisor and the IFPRI research team for support at any time, as needed, as well.

Field work process

The field work can be classified into three stages as outlined in the diagram below.



ELECTRONIC DATA COLLECTION STRATEGY

Tablet assignment and care

This survey will be conducted using electronic forms programmed in tablets unlike traditional paper-based surveys. Each enumerator will be assigned a dedicated tablet for the entire study period. This tablet remains the property of the International Food Policy Research Institute (IFPRI) Nigeria and must be handled with utmost care. **Always keep the tablet in its protective case!**

We expect to recover all tablets in good condition at the end of this survey. In the event of careless or willful damage to a tablet, the cost of repairs or replacement will be deducted from the enumerator's allowance.

Introduction to Survey CTO

Survey CTO is a software platform with enhanced functionality for designing forms, collecting data, monitoring data quality, analyzing data, and more. Its security features include transport encryption, device-side and server-side data redundancy, support for easy survey data encryption with a user-defined public/private key pair and the option for unencrypted data to be restricted to cold room computers (computers totally disconnected from the Internet and all other networks). Survey CTO is highly customizable and provides enumerators with options and controls while they collect data. The midline questionnaire has been pre-programmed on the software and is ready for use.

Survey CTO Collect Setting

How to Start and Administer the Survey

Survey CTO is easy to use and “open source” software that can be deployed on phones and tablets that use the Android or iOS operating system. To start the program, unlock the screen and select the Survey CTO symbol to start the application.

To administer the survey, you must go through the following steps:

1. Open the Survey CTO application from the main screen.
2. Select “Get blank form” to download.
3. Click on “Fill blank form” to start a new survey.
4. Complete the survey.

Survey Instrument

Summary of the Modules – Farmers Questionnaire

Modules	Summary of instruction
Module A - Household Information	This module aims to collect demographic details about the household members.
Module B – Farm Information	This module aims to gather information about the respondent's farmland, crops cultivated, plot characteristics, and future plans for crop production.
Module C – Input Use	This module aims to gather information about the respondent's use of fertilizers and pesticides for a specific crop plot.
Module D – Production and Sales	This module aims to gather information about the respondent's crop production, harvesting, and sales.
Module E – Access to Market and Related Disruptions	This module aims to assess the respondent's experiences and perceptions related to access to markets, fair pricing, government support, market disruptions, and access to credit and farmer associations.
Module F – Previous Sales and Interactions with School Feeding Programs	This module aims to assess the respondent's knowledge of and experiences with selling produce to nearby schools that offer feeding programs.
Module G – Aspiration	This module aims to assess the respondent's current status, aspirations, and expectations related to household income, personal income, household assets, children's education level, and social status.
Module H – Happiness and Subjective Wellbeing	The module aims to assess the respondent's overall happiness, life satisfaction and perceived economic conditions.

Module I – Trust Control and agency	This module aims to assess an individual’s perception of trust, control, and agency in various aspects of their life. Ask about the respondents’ perceived control over their life, role of luck and chance, trust in various entities, social interactions
Module J – Time Use and New Investments	This module aims to gather information about the respondent's household business ownership, access to finance, recent investment-related activities, and time allocation across various activities.
Module K – Gender Attitude	This module aims to assess the respondent's personal beliefs and attitudes towards gender roles and norms
Module L – Decision Making	This module aims to understand who in the household makes decisions regarding various aspects of household life.

Summary of the Modules – Cooks Questionnaire

Modules	Summary of instruction
Module A – Caterer and Cooking Personnel	This module aims to gather basic socio-demographic information about the cook respondent.
Module B – Catering and Cooking Environment and Facilities	This module aims to assess the cooking environment, facilities, and resources available to the cook for preparing school meals.
Module C – Caterers Meal Planning	This module aims to capture detailed data on the meals prepared by the cook, including ingredients and quantities used.
Module D – Caterers Food Procurement	This module aims to gather information about the cook's food procurement practices and costs over the last month.
Module E – Nutrition Knowledge	This module aims to evaluate the cook's knowledge about nutritious foods and feeding children aged 5-15 years.
Module F – Payments and Challenges	This module aims to understand the cook's experience with payments for school meals and any challenges faced.
Module G – Access to Markets and Related Disruptions	This module aims to assess the cook's access to local food markets and any recent disruptions.
Module H – Aspiration	This module aims to measure the cook's aspirations related to income, assets and children's education.
Module I – Happiness and Subjective Wellbeing	This module aims to capture the cook's self-reported happiness and satisfaction with life.
Module J – Trust, Control and Agency	This module aims to evaluate the cook's sense of trust, control and agency in various aspects of life.
Module K – Autonomy in Decision-Making	This module aims to understand the level of autonomy the cook has in decision-making related to resource use.

Module L – New General Self-Efficacy Scale	This module aims to assess the cook's self-efficacy using the New General Self-Efficacy scale.
Module M – Attitude towards Domestic Violence	This module aims to gauge the cook's attitudes and opinions about domestic violence against women.

Summary of the Modules – School Level Questionnaire

Modules	Summary of instruction
Module A – School Identification	This module aims to gather basic socio-demographic information about the cook respondent.
Module B – Catering and Cooking Environment and Facilities	This module aims to assess the cooking environment, facilities, and resources available to the cook for preparing school meals.
Module C – Caterers Meal Planning	This module aims to capture detailed data on the meals prepared by the cook, including ingredients and quantities used.
Module D – Caterers Food Procurement	This module aims to gather information about the cook's food procurement practices and costs over the last month.

Who are the respondents?

Farm Questionnaire: The survey questionnaire is to be answered to the **most knowledgeable person in farming in the household**. It could be the household head or any member of the family. Have the main respondent (farmer) answer all the modules although other members can also help the main respondent in responding to questions.

What is a household? For this survey, a household is defined as a group of people who normally live and eat their meals together, sharing expenses. More specifically, household members must meet at least one of the following criteria:

- Has lived with and eaten with the household (sharing expenses) for at least six months of the past year and continues to do so, OR
- Has joined the household within the past six months and now lives and eats with the household, sharing expenses.

Cooks Questionnaire: The cooks' questionnaire is to be answered by the cook. He/she will answer all modules in the questionnaire.

School Level Questionnaire: The school-level questionnaire is to be answered by an administrative staff member of the school. He/she will answer all modules in the questionnaire.

General rules

- Each question should be read clearly and exactly as presented in the questionnaire. You should make sure that the way the question is read preserves the sense of the English question, rather than

a word-by-word translation. If you have any issues about how to phrase a question, you should ask your supervisor and refer to your notes from the training.

- If “other specify” is chosen, ALWAYS specify **in English** unless a local name is requested. Check your spelling carefully any time you are typing an answer. Beware of autocorrect feature on the tablet.
- *Do not read options/answers if question states “DO NOT READ OPTIONS ALOUD”*
- Please ask and probe to avoid having refusals to answer questions.

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