

Gender and Youth Assessment: Enumerators Manual

Excellence in Agronomy Initiative of the CGIAR

December 2023

CONTENTS

INTRODUCTION	4
CONDUCTING THE INTERVIEW.....	7
FIELDWORK PROCEDURES	9
INSTRUCTIONS FOR COMPLETING MODULES	11
Module A – Household Information Sheet	11
Module B – Informed Consent and Signature Page	11
Part 1: Household Survey with Household Head or Representatives	12
Part 2 – Individual Interviews with the Identified Primary Male and Female Decision Makers	13
2.1 and 2.2 – Respondent consent and identification	14
2.3 – Market Access	14
2.4 – Agricultural Extension.....	15
2.5 and 2.6 – Digital Access and Use Case Technology	15
2.7 – Household Decision Making.....	15
2.8 – Access to Capital	16
2.9 – Access to Credit.....	16
2.10 – Group Membership	16
2.11 – Time Use	17
2.12 – Attitudes	18
2.14 – Willingness and Capacity to Innovate	18

Please note that this enumerator training manual was developed for use by Use Case teams before the first pilot add-on survey was implemented in Ethiopia in February/March of 2023. It should be modified to fit each Use Case context and priorities before use in future studies.

1. INTRODUCTION

Survey Objectives

The Excellence in Agronomy (EiA) Initiative aims to deliver agronomic gain for millions of smallholder farming households, with emphasis on women and young farmers for measurable impact on food and nutrition security, income, water use, soil health, and climate resilience. This objective will be achieved through:

- **Facilitating the delivery of agronomic solutions**, including co-creation and deployment of gender- and youth-responsive solutions to smallholder farmers via scaling partners.
- **Enabling the creation of value from big data and advanced analytics**, through the assembly and governance of data and tools; application of existing analytics and solutions for specific use cases; supply of information on climate impacts, inclusivity, and sustainability of agronomic solutions; and national agricultural research system (NARS) capacity strengthening.
- **Driving the next generation of agronomy at scale innovations** by addressing key knowledge gaps and facilitating innovation in agronomy research through engagement with partners.
- **Nurturing internal efficiencies for an agile and demand-driven agronomy research and development community** through internal organization and external partnerships for prioritization, demand mapping, and foresight.

A survey tool was developed by the EiA add-on teams for administering by Use Case teams within their place of work. The tool was developed to understand farmer segmentation, gender and generational differences in agricultural management practices and technology adoption, yield gap decomposition and key performance indicators of agronomic gains, and current practices in the Use Case population of interest. With this better understanding, along with an understanding of other contextual factors, Use Case teams will have the necessary information to inform the design of their Minimum Viable Products (MVPs) to ensure they meet the needs of women, men, youth, and different farmer types and help increase yields and other agronomic gain outcomes.

Sample

The sample must represent the primary population who will be targeted by the MVP – within the country or region of the country where the Use Case is implementing its research. Hence, for EiA, these are ***farm households who grow at least one of the focal crops of the Use Case, in the geographical area where the Use Case intends to reach farmers during the validation and piloting stages of the MVP.*** The sample strategy will be outlined in a separate document, but we highlight the important components relevant to the enumerators here.

Critical to a good **household survey** is the definition of a household and who would be considered a household member (see Box 1). We propose a standard definition here, though the Use Case teams can propose a modification depending on their context and commonly used definitions in national household surveys for their country.

Box 1. Household and household member definition

The concept of household is based on the arrangements made by persons, individually or in groups, for providing themselves with food or other essentials for living. A household may be either:

- a) **A one-person household:** a person who makes provision for his or her own food or other essentials for living without combining with any other person to form part of a multi-person household, or
- b) **A multi-person household:** a group of two or more persons living together who make common provision for food or other essentials for living. The persons in the group may pool their resources and may have a common budget. They may be related or unrelated persons or constitute a combination of persons both related and unrelated. If someone stays in the same household but does not bear any costs for food or does not take food from the same pot, they are not considered household members.

Importantly, a person is only considered a *household member* if *s/he was present in the household for at least 6 months in the past 12 months and for at least half of the weeks in these months.*

Exceptions include:

- **Permanent joiners:** people who recently joined the household with the intention of permanently staying in the household, for example, after childbirth, marriage or other.
- **Permanent leavers:** people who recently left the household and who do not intend to rejoin the household in the near future. For example, people who passed away, who left for marriage, etc.
- **Children who are away more than 6 months** of the year for educational purposes.

The survey must also represent *male and female primary decision makers within farm households* (see Box 2). If a household does not consist of an adult male household member, only one female primary decision maker can be interviewed. Likewise, if there is no adult female household member in a household then only one male primary decision maker can be interviewed.

Box 2. Definition of primary male and female decision makers

The primary respondent should be either the man or woman in the household who is targeted by the Use Case, or in the case of a control group, the “type” of man or woman targeted by the Use Case.

The other primary respondent is typically the spouse of the primary respondent, or if the spouse is not available, another adult household member of the opposite sex who is primarily responsible for making both social and economic decisions related to agriculture.

If multiple eligible adults are present, the main choice should be the person (either male or female) who is cultivating the Use Case focal crop and who is the main decision maker regarding the agronomic practices applied to the Use Case focal crop.

The primary and secondary respondents are usually husband and wife in a dual-headed household, however, they can also be another member as long as there is one male and one female aged 18 and over. For instance, a woman could be living with her adult son/daughter or a man could be living with an adult daughter/son. The first choice should be to interview the main decision maker of issues related to the Use Case focal crop and their spouse. Another respondent should only be interviewed if the spouse is not available.

It may also be the case that there is only a primary female respondent and there is no adult male present in the household, or that there is only a primary male respondent but no adult female respondent. In this case only one person, the primary decision maker for the Use Case focal crop, will be interviewed.

In case the primary decision maker for the Use Case focal Crop is a polygamous male respondent, one wife should be randomly selected to be interviewed.

Survey Modules

There are two parts to the gender-youth assessment survey, identified as Part 1 and Part 2 (Box 3). Part 1 includes the main household questionnaire; whereas Part 2 consists of the individual questionnaire. The household questionnaire asks general questions regarding the household. This part can be answered by any knowledgeable household member, as well as by multiple household members. The household questionnaire offers information on the households' socio-economic status, including household composition and farm practices.

The individual questionnaire should be administered to one male and one female primary decision maker in the household, as identified in the household questionnaire. This questionnaire contains questions pertaining to the individual who responds to the questionnaire. To ensure that the respondent answers freely, the enumerator should ensure the respondent is interviewed separately. No other household members or other should be present or able to overhear the interview, except for small children below two years of age.

Box 3. Questionnaire modules

Household Information Sheet

Informed Consent

Part 1: Household Survey with HH Head or Representative

- 1.1 – Household Roster and Demographics
- 1.2 – Land Use
- 1.3 – Crop Production and Use
- 1.4 – Agricultural Inputs and Management
- 1.5 – Livestock
- 1.6 – Food Security and Hunger
- 1.8 – Off-farm Income
- 1.9 – Poverty indicators
- 1.10 – Farm Labor Endowment
- 1.11 – Access to Inputs and Machinery

Part 2: Individual Interviews with the Identified Primary Male and Female Decision Makers (Separately)

- 2.1 – Informed Consent
- 2.2 – Respondent Identification
- 2.3 – Market Access
- 2.4 – Agricultural Extension
- 2.5 – Digital Access
- 2.6 – Use Case Technology
- 2.7 – Household Decision Making
- 2.8 – Access to Capital
- 2.9 – Access to Credit
- 2.10 – Group Membership
- 2.11 – Time Use
- 2.12 – Attitudes
- 2.13 – Risk Perception and Aversion
- 2.14 – Willingness and Capacity to Innovate

Privacy and Confidentiality

To ensure privacy, enumerators are not allowed to interview anyone they know. If you are assigned a household where you know someone, you should inform your team leader. The team leader will re-assign that household to another enumeration team, and your team will be assigned a different household.

All data collected by you for this survey will be completely confidential. These data should not be discussed with anyone other than with your team leader. You should not share information from the survey -- including the names

of respondents (the individuals who are interviewed) – with anyone. Even within a household, you should not show responses provided by one member to any other member of the household.

Data from several thousand respondents will be consolidated for reports. Respondents' names will not be reported, and it will not be possible for anyone to deduce the identity of respondents from the reports.

Enumerator's Role

The enumerator is pivotal to the success of the survey. Close adherence to procedures for conducting the interviews and entering data will ensure the quality of the survey. The enumerator's responsibilities include:

- Participating in the household listing.
- Locating the assigned households and completing Module A, *Household Information Sheet*, for each household.
- Explaining the survey to the household and obtaining signed informed consent to participate in the survey, as in Module B.
- Identifying all members of the household who are eligible to be interviewed for each of the survey modules.
- Interviewing all eligible members for all modules, including returning to the household if eligible members were absent on the first visit.
- Entering the respondent's answers onto the tablet accurately.
- Submitting the interview data to the team leader and discussing issues with the team leader; and
- Tracking and reporting progress in completing assignments.
- Documenting challenges encountered during field data collection.

Detailed instructions on how to complete these tasks are provided in this manual.

2. CONDUCTING THE INTERVIEW

General Guidance

The enumerator represents the Excellence in Agronomy Initiative and <survey implementer> to the households assigned to the enumeration team. The enumerator needs to make a favorable impression on household members. Enumerators should follow these basic guidelines:

- Dress appropriately for fieldwork (according to the culture of the place of assignment).
- Address all community and household members encountered politely and with respect.
- Visit households during appropriate hours. (Note: enumerators may need to visit a household outside these hours to interview someone who was not available during the initial visit. This will be planned with the household.)
- Treat all information that you collect as strictly confidential.

Introduction in the Household

As a potential stranger in the house, it is important to observe all the rules and customs governing visits to other people's houses. Please follow these steps at the beginning of each household visit:

- Knock first and greet everyone

- Introduce yourself politely and say that you are working for <survey implementer>
- Ask to speak with a head of the household.
- Explain that you are there to conduct a survey on farming practices and that local authorities have approved the survey.
- Ask permission to enter the house if appropriate.
- You should automatically show your <some proof of legitimacy as enumerator> in all cases.

Be patient with household residents who appear suspicious of the interview. Carefully explain the purpose of the interview, the fact that all information is completely confidential, and the fact that respondents can refuse to respond to any question.

Ensuring Privacy

Make sure that only household members are present during the administration of the main household questionnaire (Part 1). Friends, neighbors, or other non-household members should not be present during the household interview.

For Part 2 especially, which raises many questions about gender, personal opinions, and decision-making that cannot be answered truthfully with other adults around, respondents should be interviewed separately from other household members. Make sure that only the person who is the main respondent to a survey module is present during the enumeration of that module. Although there may be situations where it will be difficult to separate a respondent from his or her family due to different reasons (e.g. care activities, social norms ...) you should aim to have only the principal respondent to the module present. If it is unavoidable to have children around, it is okay for them to remain, but other adults should not be present. Further, you should pay special attention to avoiding having other adult household members around. In case local customs and norms mandate that respondents and interviewers are of the same gender, the teams should organize themselves to accommodate these customs.

Asking Questions

There are many procedures you should follow to ensure a high-quality interview:

- Do not rush the interview. Allow the respondent time to think before responding. Let the respondent know that his/her answer is very important.
- Read the question exactly as it is written (or as you were taught to translate it during training). Read it slowly and clearly. If the respondent does not understand the question, explain what the question is asking, and then reread the question slowly.
- Unless instructed to do so, do not read the list of possible answers to the respondent. Let the respondent answer on his/her own. You then select the survey response that best matches the answer given by the respondent.
- Do not suggest responses.
- Remain neutral. Do not give the impression that any response is more appropriate than others. Never appear to disapprove of any response.
- Respondents may have multiple responses to a given question. If the questions allow only one answer, you should enter the response that the respondent says is true most of the time.
- Respondents may provide long answers that include a lot of information not directly relevant to the question. Simply record the relevant response and ignore non-pertinent information. If the respondent has not answered the question at all, steer the respondent politely back to the question.
- Do not argue with respondents.

- If the respondent is reluctant to answer a question, explain that individual responses will be completely confidential, and that it is normal to not always know the right answer, but that having their best guess will be incredibly helpful. If the respondent still will not answer the question, select 'refused' and proceed to the next question.

Interviewing Instructions on the Questionnaire and Tablet

You will be conducting the interview from a tablet. When reading questions from the tablet, please phrase them as it appears. Pay attention to special instructions that are not to be read to the respondent or questions containing blanks that you will need to fill in as you speak. For example, please do not read "NAME" in the following question: "How old is [NAME]?" Rather, read the actual name of the relevant household member.

Reporting Issues to the Team Leader

For many questions, the enumerator must interpret the respondent's answer. Sometimes this may be difficult. Write down the household ID, respondent, question number, and anything that you want to discuss with your team leader. It will be possible to change a response after discussing it with the team leader following the interview. You should keep such notes organized so that you do not confuse households, respondents, modules, or questions with one another.

Please alert your team leader of any problems regarding the tablet survey immediately.

3. FIELDWORK PROCEDURES

Enumeration Team

Typically, enumeration teams work with a fixed set of enumerators which are responding to one supervisor. Typically, teams consist of about 4-5 enumerators for one supervisor. The exact number however can differ depending on the specific context and logistics. Each enumerator will have his/her tablet for entering data. Each enumeration team member is responsible for his/her tablet. If you must exchange tablets with your enumeration team partner because your tablet's battery is too low or for any other reason, note this on the control sheet. Also, note that the team leader will collect your tablet every evening to review and save data and recharge your tablet. Make sure the team leader always returns the correct tablet to you. Enumerators are expected to stick to this rule because it is very essential for the success of any survey.

Control Sheet

Members of the enumeration team will be given a control sheet that lists all households assigned to the team in that cluster (see Annex A). The control sheet will provide the household number that will be used on the survey forms. The enumeration team will track progress in completing the survey in all of their assigned households on their control sheet (see Annex A).

Managing the Household Interview

The survey contains 4 main modules from A through D. The primary enumerator will conduct all modules of a survey. The secondary enumerator will interview one of the individual respondents, while the primary enumerator interviews the other one; or alternatively the primary enumerator interviews each respondent.

If there are issues regarding the respondent's willingness to speak with a specific enumerator because of the enumerator's gender or any other reason, the two enumerators may switch responsibilities during the interview. However, this must be recorded on the control sheet and reported to the supervisor. The supervisor must be alerted as soon as possible when such a scenario is anticipated.

Team Responsibilities

The enumerator will:

- Receive household assignments on the control sheet from the team leader.
- Inform the team leader when a household should be re-assigned to another enumerator because:

Gender and Youth Assessment: Enumerators Manual

- The enumerator knows someone in the household, or.
- The enumerator does not speak the language spoken in the household.
- Ask the team leader for advice about how to interpret responses or handle confusing parts of the survey or data entry process.
- Report progress in completing assignments to the team leader; and
- Provide their tablets each evening to the team leader.

The enumerator will meet with the team leader at the end of each day to discuss the above items. Each day, the team leader will review the data from the household interviews conducted by the enumerator that day. The team leader will check to see that each enumerator's tablet has the completed modules listed on the control sheet. The team leader will ensure that enumerators properly upload their data to the server at the end of the day and ensure that batteries are recharged. Enumerators should expect to hear from team leaders if there are any problems or concerns.

Missed Interviews

Eligible household members may not be available during an enumerator's first visit to the household. In these cases, the enumerator will plan a time with the household to return to interview the missing household members. Remember that the household members will have to provide informed consent before being interviewed.

The enumerator will return to the house if the missing household member will be available when the enumerator is still in the cluster and can return to the house. If eligible respondents are not expected to be available when the survey team is working in that cluster, it will not be possible to complete the interviews for that household. The enumerator will note this on the household record on the tablet and the control sheet. Every effort should be made to complete all modules with all eligible respondents.

Data Management

Enumerators will provide tablets to the supervisor at the end of the workday. Supervisors will upload data to a server using an automated tool that is installed on their tablets. Enumerators are not entitled to retain access to any records, or to share them with anyone other than supervisors/ team leaders.

Ensuring High-Quality Data

The enumerator has a key role in ensuring the quality and utility of the survey. To succeed, enumerators must:

- Visit all assigned households;
- Obtain the cooperation and signed informed consent of household members;
- Build rapport with respondents so they complete the interview;
- Ask the questions exactly as written while providing helpful explanations when necessary;
- Interpret the respondent's answers correctly;
- Ensure that individuals are not interviewed in the presence of other adults whenever possible (and especially in Part 2); and
- Enter all responses accurately.

Enumerator commitment to completing each of these activities per this manual and the training is central to the quality of the survey.

In addition to the enumerator's actions, several other measures are in place to ensure survey quality:

- Team leaders will observe enumerators as they conduct some of their interviews.

- Team leaders and survey supervisors will check with a random sample of interviewed households to confirm that the household members were interviewed. Team leaders also will use other means to verify that interviews were conducted.
- Enumeration team members will support each other. For example, enumeration team members can help each other interpret responses, identify eligible household members to be interviewed, and review data.
- With the respondents' consent, some interviews may be recorded.
- The tablet has some automated edit checks that will notify the enumerator immediately if the entered data is not acceptable (for example, the age of the respondent entered is out of range). The tablet also is programmed to ensure the enumerator enters a response to all required questions.
- The enumerator will discuss any responses about which he or she is uncertain with the team leader.
- The team leader in conjunction with data managers will review the completed household record to identify missing or problematic information.
- The team leader will confirm that there is data for every household assigned to an enumeration team.
- Data managers will carefully review all data to see if there are unusual patterns of responses or outliers.
- Survey coordinators, including team leaders and data managers, will review timestamps and quality of responses to assess whether an enumerator is conducting the assessment at an appropriate speed.

4. INSTRUCTIONS FOR COMPLETING MODULES

Module A – Household Information Sheet

Objective

This module should be completed by the enumerator before beginning the survey. It will identify the household and enumeration team administering the survey.

Who Responds to This Module

The enumerator will complete this module on his/her tablet. This information must be recorded before the commencement of the interview.

Module B – Informed Consent and Signature Page

Objective

The informed consent process will be handled on a paper informed consent sheet and not on the tablet. However, enumerators will be required to confirm that consent was obtained on the tablet and will only be allowed to proceed with the interview once consent is obtained.

Who Responds to This Module

The explanation about who should respond to this module is explained in Box 1 above.

Remember that each respondent should listen to the background information on the survey. Any respondent that will provide answers will have to permit the enumerator by signing the form. These may include. If a person has not given written consent to the interview, they may not answer questions at any time. Please make sure that if the primary respondent elects another individual to answer a specific module the selected individual has signed the consent form.

If a person has not given written consent to audio recording, the enumerator must proceed to interview them without recording audio. This only applies to the person that refuses. For example, if only one person in the household refuses audio recording, the enumerator should switch off recording only for that person and use it for the others.

Further Instructions

General	<ul style="list-style-type: none"> • Read the statement on top of the informed consent sheet to the household members. • Leave one copy of the consent sheet with the household. • Everyone should sign the main form and household copy. <p>NB: a signed consent is not mandatory if the respondent does not trust giving a signature, but verbal consent is mandatory.</p>
---------	--

Part 1: Household Survey with Household Head or Representatives

Objective

Module 1.1 is used to develop a list of every eligible member of the household and to determine who should be interviewed.

Who Responds to This Module

The primary male or female respondent should respond to this module unless there is another individual who knows most about the age, education, and other characteristics of the household or household members.

Further Instructions

General	<ul style="list-style-type: none"> • The enumerator should define the eligibility of who counts as a household member. • Please tell the household to include anyone who currently lives in the house and generally eats meals together. • Include anyone who lived in the house recently (within the last 6 months) and plans to return to the household in the future. • Include anyone who has recently moved into the home (less than 6 months, e.g., a newlywed bride) and plans to live with the family permanently. • Do not include anyone who left more than 6 months ago or left recently (less than 6 months) but does not plan to return to the house in the future (e.g., a daughter who married and left to live with her husband's family or a son who has moved to his residence with his family). • Do not include anyone who lived less than 6 months at the house total.
1.1.1	<ul style="list-style-type: none"> • Include anyone who has lived in the household for at least 6 months in the last 12 months including individuals who have permanently joined the household (newborn babies under 6 months old or newlywed)
1.1.2	<ul style="list-style-type: none"> • Start with listing the names of all the people in the household. Then start asking the questions per person, one by one • Include anyone who has lived in the household for at least 6 months in the last 12 months and is 15 years or older. • Indicate the age of household members in years • Skip questions on religion and ethnicity if sensitive
1.2 – 1.2.2	<ul style="list-style-type: none"> • Own/Use: These are plots that the household owns and cultivates themselves. • Rent/Borrow: These are plots rented or borrowed from someone else. • Rent out/Lend: These are plots owned by the household but that someone else is cultivating. • It is helpful to make a drawing of all the parcels on paper first, giving each parcel a number and name, then start filling out the information in the survey tool. • The household head or representative is eligible to provide answers to the questions

1.3	<ul style="list-style-type: none"> • These questions refer to crops that are important in terms of quantity, bringing food into the home, or making money. • Note that a maximum of 5 crops is allowed.
1.3.2	<ul style="list-style-type: none"> • For <i>eia_addon_crop_use</i>, crop can be grown partially for household food consumption and partially for sale in the market but record the activity only once based on what the respondent says the crop is primarily grown for.
1.3.3	<ul style="list-style-type: none"> • Respondent's response to <i>Eia_addon_crop_use</i> 1.3.2 will determine the questions to answer in 1.3.3 (For instance, if the response to <i>Eia_addon_crop_use</i> was “eat” and “sell”, only ‘<i>crop_consumed_prop</i>’ and ‘<i>crop_sold_prop</i>’ will be answered)
1.3.4	<ul style="list-style-type: none"> • Respondents should only be asked if their answer to ‘<i>eia_addon_crop_use</i>’ was ‘sell’
1.3.5	<ul style="list-style-type: none"> • Include residues in the field after the main harvest, and after processing crops
1.3.6	<ul style="list-style-type: none"> • Examples of crop products include flour and beer
1.4	<ul style="list-style-type: none"> • Please read examples aloud • For manure and compost, this includes allowing animals to dung in the fields • For pesticides, this includes herbicides, insecticides, fungicides, and similar chemicals • For irrigation, this includes pouring water from a bucket or pipe, or stream.
1.5	<ul style="list-style-type: none"> • Important livestock in terms of bringing food into the home or making money. • Maximum 4 types of livestock allowed.
1.8	<ul style="list-style-type: none"> • In <i>eia_addon_offfarm_income_proportion</i>, consider all off-farm incomes against all incomes from farm produce
1.10	<ul style="list-style-type: none"> • Off-farm work includes both farm and non-farm wage work, off-farm businesses, etc. • For questions <i>eia_addon_reciprocal_farm_workers</i>, <i>eia_addon_hired_workers_fulltime</i>, and <i>eia_addon_hired_workers_parttime</i>, do not include people working on parcels rented out. • For the skipping pattern instructions on the questions <i>eia_addon_reciprocal_farm_workers</i>, <i>eia_addon_hired_workers_fulltime</i>, and <i>eia_addon_hired_workers_parttime</i>, note that <i>farm_labor</i> represents the options for the question ‘<i>eia_addon_plot_labour</i>’ in 1.2.1
1.4 – 1.11	<ul style="list-style-type: none"> • Specific questions on these are straightforward, however, pay attention to the skipping patterns where necessary.

Part 2 – Individual Interviews with the Identified Primary Male and Female Decision Makers

Objective

This module should be completed twice for each household i.e., an individual interview with the identified primary male and female decision makers.

In the case where there is only 1 adult female or male decision maker in the HH, there is no need to administer this questionnaire to another HH member (e.g., a child < 18 years old), and therefore, only the primary adult female or male is asked to respond to the questionnaire. If the respondent is different from the main respondent in the household questionnaire, the respondent must provide informed consent prior to the start of the interview.

This questionnaire contains questions pertaining to the individual who responds to the questionnaire. To ensure that the respondent answers freely, the enumerator should ensure the respondent is interviewed separately. No other household members or other should be present or able to overhear the interview, except for children below two years of age. In the exceptional case where an interview in private is impossible due to contextual factors or norms, the number of non-respondent attendants must be limited to the best possible extent. Moreover, any interview not conducted in private must be duly reported to the supervisor and this information must be entered on the questionnaire.

Enumerator teams should include male and female enumerators and ideally, they are gender balanced. It is preferable that male enumerators interview male respondents, while female enumerators interview female respondents. However, matching enumerators and respondents based on gender can be burdensome logistically, such that teams might decide to not strictly follow this rule where it is deemed culturally acceptable.

Who Responds to This Module?

Ask both primary male and female decision makers to answer this module (see Box 4). If a household does not include an adult (≥ 18 years old) male household member, only the female primary decision maker can be interviewed. Likewise, if there is no adult female household member in a household then only the male primary decision maker can be interviewed. The definition of primary male and female decision makers is shown in Box 1. Respondents should be interviewed separately with no other household members or outsiders present (with the possible exception of small children). Remember that each respondent must be asked separately for consent to be interviewed and must fill out the informed consent form.

Box 4. Definition of primary male and female decision makers

The primary respondent should be either the man or woman in the household who is targeted by the Use Case, or in the case of a control group, the “type” of man or woman targeted by the Use Case.

The other primary respondent is typically the spouse of the primary respondent, or if the spouse is not available, another adult household member of the opposite sex who is primarily responsible for making both social and economic decisions related to agriculture.

If multiple eligible adults are present, the main choice should be the person (either male or female) who is cultivating the Use Case focal crop and who is the main decision maker regarding the agronomic practices applied to the Use Case focal crop.

The primary and secondary respondents are usually husband and wife in a dual-headed household; however, they can also be another member as long as there is one male and one female ≥ 18 years old. For instance, a woman could be living with her adult son/daughter, or a man could be living with an adult daughter/son. The first choice should be to interview the main decision maker of issues related to the Use Case focal crop and their spouse. Another respondent should only be interviewed if the spouse is not available.

It may also be the case that there is only a primary female respondent and there is no adult male present in the household, or that there is only a primary male respondent but no adult female respondent. In this case only one person, the primary decision maker for the Use Case focal crop, will be interviewed.

In case the primary decision maker for the Use Case focal Crop is a **polygamous male respondent**, one wife should be randomly selected to be interviewed. Alternatively, the survey team could inquire from the husband on which of his wives should participate in the interview or which of his wives is most engaged in agricultural activities.

2.1 and 2.2 – Respondent consent and identification

Before starting the interview, please double-check to ensure:

- You have noted the household ID and individual’s name correctly for the person you are about to interview. **Having the correct household ID and individual’s name of the respondent (as noted in the household roster) is very important.**
- You have gained informed consent for the individual to respond to this questionnaire;
- You have sought to interview the individual in private or where other members of the household cannot overhear or contribute answers.
- Do not attempt to make responses between the primary and secondary respondents the same—it is ok for them to be different.

2.3 – Market Access

Objective

The purpose of the questions in this section is to get an idea about men’s and women’s access to the market.

Further Instructions

General	<ul style="list-style-type: none"> Do not attempt to ensure that responses are the same between the male and female respondents. It is okay for them to be different. Specific questions on these are straightforward, however, pay attention to the skipping patterns where necessary. Normally however, the tablet will take care of the required skipping patterns automatically.
eia_addon_market_distance	<ul style="list-style-type: none"> Distance to market should be recorded in minutes
eia_addon_market_prevented_reason	<ul style="list-style-type: none"> Do not read response options aloud. Listen to the respondent and select the appropriate answer

2.4 – Agricultural Extension

Objective

The purpose of the questions in this section is to get an idea of an individual's sources of information related to agricultural production, marketing, or weather. This module also considers an individual's access to training and skill acquisition for the improvement of livelihood.

Further Instructions

eia_addon_extension_source	<ul style="list-style-type: none"> Respondents should select a maximum of 3 sources of information
eia_addon_receive_info_extension_freq eia_addon_advice_not_act_reason	<ul style="list-style-type: none"> Responses should be based on the sources of information selected in eia_addon_extension_source Repeat questions if more than one source of information is selected
eia_addon_training_prevented_reason eia_addon_training_multiple_prevented_reason	<ul style="list-style-type: none"> Do not read response options aloud. Listen to the respondent and select the appropriate answer.

2.5 and 2.6 – Digital Access and Use Case Technology

Objective

The objectives of the questions in these modules are to assess individuals' digital access – devices, internet networks, and information sources; and to understand individuals' usage of use case technology.

Further Instructions

General	<ul style="list-style-type: none"> Specific questions on these are straightforward, however, pay attention to the skipping patterns where necessary. If a respondent is not familiar with a term or concept, please simply re-read the question slowly, and ask her to use whatever interpretation of that concept she has. If a respondent says, "I don't know", do not immediately enter this response; push the respondent gently to provide an answer, noting how there are no 'right' answers, and you are interested in their reactions at that moment in time. Note that the term "Use case technology" could either narrowly refer to the specific use case technology under consideration, or it could refer to any subcomponent or relevant related technology, tool or innovation.
---------	---

2.7 – Household Decision Making

Objective

The objective of the questions in this section is to get an idea of farming decisions, as well as an individual's ability to make personal and household decisions about farming practices.

Further Instructions

General	<ul style="list-style-type: none">• The reference time frame for this question is always 12 months. In some cases, for crop production-related activities, it will be helpful to ask the respondent to think about the last two cropping seasons if the area has a bi-annual crop season. In other cases, the reference period should only be one cropping season depending on the number of cropping seasons per year, the intervention, and the timing between surveys. This should be decided upon and standardized during the training period.• In some languages, there is a singular you and a plural you. This question refers to the singular you (the person being interviewed, not the respondent together with his or her family). If the local language does not distinguish between singular or plural, make sure the respondent understands that this applies to just him/her (This will also apply to all other places where we ask about “you” in the individual questionnaire).• The responses should describe who makes the decisions most of the time, even if in reality they may be made on a case-by-case basis.
---------	---

2.8 – Access to Capital

Objective

The purpose of this module is to get an idea about men’s and women’s access to capital or assets and their ability to control the use of the resource. Again, do not attempt to ensure that responses are the same between the male and female respondents. It is okay for them to be different.

Further Instructions

General	<ul style="list-style-type: none">• Ownership here is based on the respondent’s understanding; it is self-defined. The respondent may report owning assets by themselves (solely), or with others (jointly).• If there are multiple items with some owned solely and other items owned jointly, the respondent may answer both, “solely and jointly”.• Do not double count assets, include each in one category only.• Non-farm business equipment includes any asset used for small businesses such as solar panels (if used for recharging), sewing machines, brewing equipment, equipment used for processing food, bicycle or other transport equipment if used for a business, etc.• Count an asset even if it is broken at the time as long as the asset could be fixed or sold (and therefore has some value to the individual or household).
---------	--

2.9 – Access to Credit

Objective

The purpose of this module is to get an idea about men’s and women’s access to credit.

Further Instructions

General	<ul style="list-style-type: none">• Do not attempt to ensure that responses are the same between the male and female respondents. It is okay for them to be different.• This is a straightforward module, however, pay attention to the skipping patterns where necessary.
---------	---

2.10 – Group Membership

Objective

The purpose of this module is to get information regarding men’s and women’s access to social capital.

Further Instructions

General	<ul style="list-style-type: none"> If a certain group is not contextually appropriate, it may be replaced with the appropriate group in the same category; if no replacement exists it may be omitted from the questionnaire. Whether or not to omit a group should be decided during the training; a group should never be omitted when conducting a questionnaire.
eia_addon_hhmembership	<ul style="list-style-type: none"> Note that groups in the community can be either formal or informal groups
eia_addon_membership_person	<ul style="list-style-type: none"> Note that being an “active” member of a group should be defined by the respondent (i.e., his/her subjective idea of what being a member constitutes). If asked by the respondent, you may indicate that “active” membership could constitute attending meetings, paying a user fee, holding a leadership position within the group, etc. However, explain that there is too much variation in group type to have a standard definition for an active member so encourage the respondent to use his/her judgment.
eia_addon_grptype_person	<ul style="list-style-type: none"> Note that many groups have multiple activities. For instance, an agricultural group may have a microfinance component. When this is the case, choose the group category that represents the primary activity. If the agricultural group provides many extension services, including microfinance, then the agricultural group, not the credit or microfinance group, should be selected. Ask the respondent to describe the group in greater detail if you are unclear.

2.11 – Time Use

Objective

The purpose of this module is to get an idea about work pressure and on how men’s and women’s time is spent. We are particularly interested in agricultural activities such as farming, non-farm income generating activities, and domestic works, and personal activities. *The total should be equal to 24 hours.*

Further Instructions

General	<ul style="list-style-type: none"> Questions in this module refer only to the respondent himself/herself and not to the family. Please make sure that the respondent understands that the question applies only to the individual, personally. The number of hours that are reported in this section, including the hours of sleeping time at night, should add up to 24 hours. If 2 or more tasks are done at the same time, for example, childcare while feeding chickens, put the hours or minutes in the main activity. If there is no clear “main” activity, split the time among those activities. The most important information from this module is the satisfaction with leisure time and the amount of time respondents spent on rest/sleep/leisure/hobby/personal activities. We need to have as accurate estimates as possible. If an activity lasted for 30 minutes, please record 0.5 hours.
time_personal	<ul style="list-style-type: none"> Please enter the response in hours. This also includes sleeping time and resting time (i.e. include also nighttime used for sleeping) Include travel time for personal purposes, for example to visit family or friends
time_farming	<ul style="list-style-type: none"> Please enter the response in hours.

	<ul style="list-style-type: none"> • This question is about crop farming, not other activities like livestock rearing or fishing. • Include travel time if it is for farming purposes, such as time travelling to and from the farm and time spent to acquire agricultural inputs.
time_nonfarm	<ul style="list-style-type: none"> • Please enter the response in hours. • Note that off-farm here can also include livestock rearing or fishing • Include travel time if the travel is for non-farm business purposes.
time_domestic	<ul style="list-style-type: none"> • Please enter the response in hours. • Include travel time that is for household purposes, for example to buy groceries for home consumption.

2.12 – Attitudes

Objective

The purpose of this module is to get an idea about individuals' different opinions on social norms and perceptions regarding women's and youth's roles in farming, agronomic practices, and agricultural technology adoption.

We will have two sets of questions with a contrasting meaning, one is focusing on gender/youth inequality and the other one is focused on gender equality. Each respondent will only have to respond to one set of the questions. The allocation of a set to a respondent will happen automatically. The program will randomly allocate one of these sets to the respondent. The enumerator cannot choose this.

Further Instructions

General	<ul style="list-style-type: none"> • Inform the respondents that there are no correct or wrong answers, we just want to know their perceptions and feelings regarding the questions
---------	--

2.14 – Willingness and Capacity to Innovate

Objective

This module aims to understand the capacity and willingness of respondents to adopt new innovations and technologies in agriculture.

Further Instructions

eia_addon_any_newtechs	<ul style="list-style-type: none"> • New technologies or practices include new crop varieties, water-saving techniques, animal feeds, etc.
------------------------	---

Confirmation of ID of Decision Maker

Objective

The objective of these questions is to confirm that the respondent of the individual questionnaire was a male or female decision maker, and to indicate the enumerator's ability to be interviewed with only the male or female decision maker alone.

Further Instructions

eia_addon_decision_maker_id_confirm - eia_addon_individual_interview_success	<ul style="list-style-type: none"> • To be answered only by the enumerator at the completion of the survey
--	---

Contributors

Isabel Lambrecht, Francois Iradukunda, Catherine Ragasa, Chibuzo Nwagboso, and Steven Michael Cole

Contact Details

Isabel Lambrecht - I.Lambrecht@cgiar.org

Francois Iradukunda - F.Iradukunda@cgiar.org

Catherine Ragasa - C.Ragasa@cgiar.org

Chibuzo Nwagboso - C.Nwagboso@cgiar.org

Steven Michael Cole - S.Cole@cgiar.org

Suggested citation

Isabel Lambrecht, Francois Iradukunda, Catherine Ragasa, Chibuzo Nwagboso, and Steven Michael Cole (2023). Excellence in Agronomy Initiative, Gender and Youth assessment: Enumerators Manual. Excellence in Agronomy Initiative: Nairobi, Kenya.

The Excellence in Agronomy Initiative forms a part of the CGIAR's new Research Portfolio, delivering science and innovation to transform food, land, and water systems

CGIAR is a global research partnership for a food secure future. CGIAR science is dedicated to transforming food, land, and water systems in a climate crisis. Its research is carried out by 13 CGIAR Centers/Alliances in close collaboration with hundreds of partners, including national and regional research institutes, civil society organizations, academia, development organizations and the private sector. www.cgiar.org

We would like to thank all funders who support this research through their contributions to the CGIAR

Trust Fund: www.cgiar.org/funders

To learn more about this Initiative, please visit this webpage

To learn more about this and other Initiatives in the CGIAR Research Portfolio, please visit

www.cgiar.org/cgiar_portfolio

© 2023 CGIAR System Organization. Some rights reserved.

This work is licensed under a Creative Commons Attribution-Noncommercial 4.0 International Licence (CC BY-NC 4.0).

