EXPLAIN THE PROJECT TO THE FARMER. HIS REQUEST WILL CONTRIBUTE TO COMMUNITY KNOWLEDGE BASE AND IN PARTICULAR TO THE ESTABLISHMENT OF THE LOCAL AGRICULTURAL ARCHIVE

GOOD IMAGES ARE EXTREMELY IMPORTANT. You must take one of the FARMER, one showing the ENVIRONMENT and SEVERAL of the PROBLEM as indicated in the section 3.

THE GUIDELINES & RULES

1. Quality: You must deliver data and information of high quality. The questionnaire must be fully completed and make sure all details are correct. Be objective! We are interested in facts, even if they seem unpleasant.

2. No repetitive questions: You should take care that each interview deals with a new issue. Ask the farmer to highlight another problem if he raises a problem that was the subject of previous interview.

3. Pro poor: Collaborate with poor farmers as much as possible.

4. Gender balance: 50% of the interviews must be carried out with female farmers and 50% with male farmers.

5. Individual interviews: Farm interviews should be carried out with individual farmers and not with groups!!!

6. Good coverage: You must cover the whole region in which the farmers' organisation operates and must chose farmers form different villages.

7. Field visit: Do not stay in the compound. To verify the accuracy of the information provided by the farmers, you must visit his fields. The exact determination of the field size is very important in data analysis.

8. GPS: Make sure the GPS is working properly before taking pictures. Wait until the GPS sign stops blinking.

9. Image quality: Check the quality and sharpness of the images that you have taken.

10. Duration: We assume that an interview will take 2 to 3 hours.

11. Backup: Keep all questionnaires in a safe place and save all original images in full size. We might need them later.

INSTRUCTIONS FOR FILLING THE FORM	
INSTRUCTIONS FOR FILLING THE FORM *Questions in bold and italic are mandatory.* Other questions are mandatory in some cases. **(S1)** Single Select: Check one option only with **X** **(MS)** Multiple Select: you may check several options with **X** **(F)** Figure: Provide a figure (e.g. 4200 or 0.5) **(T)** Text: Write a text **(D)** Date dd-mm-yyyy **(GPS)** GPW coordinates: as indicated on the digital camera	**(ID)** Object ID: Select the ID from the list of objects at the bottom of this form. Write the name of the object (crop, animal or product) if it is not listed. **(%)** Percent: Percent figure to indicate the share / portion **(R1-5, 7, 8 or 9)** Ranking according to importance: Verify which option is the most important. Write **1** for the most important option, **2** for the second, **3** for third and so on until you have completed all fields. If an option is of no importance you must put a **n.** Example: For question 74 (R1-7) you will end up with a code like ***n1nn3n2*** if **farming** is the most, **other** is the 2nd most and **trade** the 3rd most important source of income and all the others are not important. **Section 5** must be completed only if the farmer has participated in the past. **Incomplete forms are not accepted!!!**

Section 1: BASIC INFORMATION

01 Date of the interview(D)		*02 Name of Field Agent (T)*	
03 Name of Country (T)		*04 Name of the village (T)*	

05 Latitude (GPS)	*Deg*		*min*		*sec*	*N*		*or S*	
06 Longitude (GPS)	*Deg*		*min*		*sec*	*E*		*or W*	

Section 2: FARM DATA

07 Farmer's name (T)		08 Farmer's mobile number (T)	
09 Farmer's age (F)		*10 Is the farmer literate? (S1)*	*yes* *no*
11 Farmer's gender (S1)	*female* *male*	*12 How many people does he have to feed? (F)*	

Land, land use and land tenure

13 Area unit used in this form (S1)	*ha* *acre*	*14 Total area cultivated (F)*	
14a Total area of pasture (F)		*14b Total area under fallow (F)*	
15 How much of his land does he own? (F)		*16 How much land does he hire for money? (F)*	
16a How much land do you borrow for free? (F)		*17 Does he hire people for field work? (S1)*	yes no

CROPPING - What does he grow on his fields at PRESENT?

Field	1	2	3	4	5	6	7	8
18 Size of the field (F)								
19 Number of the main crop (ID)								
20 Planting date (D)								
21 Weeks from planting to harvest (F)								
22 Other crops on the same field (ID)								

CROPPING - What did he grow on the same fields in the PREVIOUS SEASON?

	1	2	3	4	5	6	7	8
23 Number of main crop (ID)								
24 Planting date (D)								
25 Harvesting date (D)								

PRODUCTION - How much did he produce on HIS ENTIRE FARM in the PREVIOUS SEASON?

	Crop 1	Crop 2	Crop 3	Crop 4	Crop 5	Crop 6	Crop 7	Crop 8
26 Crop number (ID)								
27 Production (kg) (F)								
28 Share marketed (%)								
29 Own consumption (%)								

ANIMAL PRODUCTION

	Animal	Camel	Chicken	Cows	Donkey	Duck	Goats	Horse	Pigs	Rabbits	Sheep	Turkey
30 Number of animals (F)												
31 Own consumption (F)												
32 Number marketed (F)												
32a Number that died last year (F)												

33 Milk prod. per day (litres) (F)		*34 Milk own consumption (%)*		*35 Milk marketed (%)*	
36 Egg production per day (F)		*37 Egg own consumption (F)*		*38 Eggs marketed (F)*	

OTHER ACTIVITIES

39 Do you engage in other important activities like post harvest processing, craft or trade: (T)

40 In which farm activity would you like to invest to make more money? (T)

Section 3: DESCRIPTION OF THE PROBLEM - QUESTIONS

41 Give a description of the problem and formulate simple & precise questions that express the problem and to which the answer service should respond. Indicate one problem only! Make sure that the problem was not yet addressed by another farmer in your area! (T)

42 Estimated the annual financial loss caused by the problem in local currency (F)

43 Do other farmers have the same problem? (S1)	*no*	*some*	*many*

44 What did you do to solve the problem? Do not forget to name the products used. (T)

Must be completed if the problem is about an ANNUAL CROP
TAKE IMAGES OF: Field, an entire plant, leaves (above and below), particular signs like insects, spots, etc.

45 Affected area (%)		46 Estimated expected yield loss (%)	

47 Origin of planting material / seeds (S1)	own	bought	

48 Type of planting material (S1)	improved variety	local variety	49 Weeding per season (SS)	1	2	3

50 How many years has the field been under cultivation? (years) (S1)	1	2	3	4	5	more than 5

51 Inputs used (MS)	None	Urea	NPK	Compost	Pesticides	Herbicide

52 In the last 3 years, how many times have you planted this crop on this plot? (S1)	1	2	3	4	more

Must be completed if the problem is about a PERENNIAL CROP
TAKE IMAGES OF: Tree or shrub, environment, leaves (above and below), fruits, particular signs like insects, spots, etc.

53 Size of the plantation (F)		54 Number of trees (F)		55 Percent affected (%)	

56 Year of plantation (F)		57 Year of first harvest (F)	

58 Origin of planting material (S1)	own	neighbour	nursery	official nursery

59 Inputs used (MS)	None	Urea	NPK	Compost	Pesticides	Herbicide

Must be completed if the problem is about ANIMAL HUSBANDRY
TAKE IMAGES OF: Animal, skin, eyes, nose, faeces (droppings), sleeping environment, area where it feeds from, infected area

60 How many animals do you have?		61 How many are affected?			

62 What do the animals eat? (R1-5) [Put **1** for the most important, **2** for the 2nd most important, **3** for the 3rd … . Put ***n*** for not applicable]	Pasture	Concentrates (bought feed)	Collected fodder	Milling residues	Hay

62a Grazing system (S1)	Communal	Paddock -Zero grazing	Rotational grazing	Tethering (tied to pole)
63 Shelter during the day (S1)	stable or shack with roof	fenced area	free ranging	tied to rope
64 Shelter at night (S1)	stable or shack with roof	fenced area	free ranging	tied to rope

65 Drinking water (MS)	river/creek	borehole/protected well	lake/pond	rainwater/cistern	tap-water
66 Health care (MS)	vitamins	antibiotics	de-wormer	vaccines	consult veterinarian	acaricide

67 Breed (SS)	local breed	improved breed

Section 4: OTHER MATTERS

68 Production constraint (R1-8) [Put **1** for the most important, **2** for the 2nd most important, **3** for the 3rd … . Put ***n*** for not applicable]	access to land	labour	access to market	water	transport	theft	access to inputs	access to credit
	Prod.1	Prod.2	Prod.3	Prod.4	Prod.5	Prod.6	Prod.7	Prod.8
71 What food do you buy regularly? (ID)								
72 How much per month (kg or litres) (F)								
73 Price (per kg or litre) (F)								

74 Main sources of monetary income (R1-7) [Put **1** for the most important, **2** for the 2nd most important, **3** for the 3rd … . Put ***n*** for not applicable]	Trade	Farming	Work on other farms	Food processing	Craft	Salary/Employment	Other

75 Main expenditures (R1-9) [Put **1** for the most important, **2** for the 2nd most important, **3** for the 3rd … . Put ***n*** for not applicable]	Water	Health	Food	Farm inputs	Clothing	Leisure	Education	Construction	Transport

76 In a credit system? (MS)	No	Bank	Farmers' Association
76a Where do you access extension services (T)			

FARMER ORGANISATION & VILLAGE GROUP

77 Member of a farmers' organisation? (S1)	yes	no	78 How much is the annual contribution? (F)	
79 Name of the farmer's organisation (T)				
80 Why are you a member (T)				

81 Are you a member of a village farmer group? (S1)	yes	no	82 Number of members (F)	
81b Is it an apex of the farmer organisation above (S1)	yes	no		
83 Name of the farmer's group (T)				
84 Why are you a member (T)				

MARKETING

85 Pproducts that he sells on the market (ID)	
86 Name of your main market (T)	
87 How often do you go to this market per month? (F)	

88 Does he sell products on other markets? (S1)	yes	no	

89 Products that are sold at farm-gate (ID)	
90 Products that are sold in cooperation with a farmers' association or group? (ID)	
91 What crops does he sell to neighbours for processing? (ID)	
92 What products does he sell to a factory for processing? (ID)	

93 From whom do you usually seek advice if you have a problem? (R1-7) [Put **1** for the most important, **2** for the 2nd most important, **3** for the 3rd … . Put ***n*** for not applicable]	input supply shop or market	family	neighbour	extension officer	field agent of the farmers organisation	village group	study books and internet

101 ID of the old request in RUN (F)		
102 Does he still have the printed answer? (S1)	yes / no	

103 What was it about? What was the problem?(T)

104 Please, tell what the advice was.(T)

105 Did you try to implement the advice? (S1)	yes / no	
106 If yes, did the advice solve the problem? (S1)	yes / no	

107 What were the main benefits of the advice? (T)

108 What difficulties did you experience when you tried to follow the advice? (R1-7) [Put **1** for the most important, **2** for the 2nd most important, **3** for the 3rd …. Put **n** for not applicable]	cannot find inputs	need to travel to buy inputs	too costly	too much work	instruction not clear	instructions not complete	need practical assistance

109 Did you make further enquiries in order to solve the same problem? (S1)	yes / no	
110 Did you use the information at another occasion or did you discuss it with other persons? (S1)	no / once / several times	
111 How much did the production increase due to the advice? (%) (F)		
112 How much more money did you earn per season? (F)		
113 With how many people have you shared the answer? (F)		
114 How often did you consult the archive?(S1)	never / 1 / 2 / 3 / 4 / 5 / several times / many times	
115 If not, why don't you consult the archive? (S1)	1st time he sees it / had no problems / too far / other reason	
116 ID of most interesting article (F)		

117 Why is it the most interesting article (S1)	have the same problem	had same problem in the past	I grow the crop / breed the animal / do the same activity	neighbour has the problem	planning to start with this activity	general interest or curiosity

118 ID of 2nd most interesting article (F)

119 Why is it the 2nd most interesting article (S1)	have the same problem	had same problem in the past	I grow the crop / breed the animal / do the same activity	neighbour has the problem	planning to start with this activity	general interest or curiosity

120 ID of the 3rd most interesting article (F)

121 Why is it the most interesting article (S1)	have the same problem	had same problem in the past	I grow the crop / breed the animal / do the same activity	neighbour has the problem	planning to start with this activity	general interest or curiosity

122 Are you willing to pay for the continuation of the service and having access to archive? (S1)	yes / no	
123 If yes, how much, he thinks, the farmers are willing to pay PER YEAR for the continuation of this service? (F)		

124 How can we improve the service? (R1-5) [Put **1** for the most important, **2** for the 2nd most important, **3** for the 3rd …. Put **n** for not applicable]	Place the archive closer to my village	Use rural radio to reach more farmers	Translate questions into local language	Reduce the response time	Allow farmers to ask more than one question

125 How can we increase the impact of the service? (R1-5 [Put **1** for the most important, **2** for the 2nd most important, **3** for the 3rd …. Put **n** for not applicable]	Help farmers to market their products	Establish a store that sells farm inputs (drugs, seeds, chemicals, tools,…)	Establish a place that sells improved planning material	Provide technical training, assistance and demonstration plots	Help farmers to process their products	Scale out and reach more farmers

126 Any other comment? (T)

Section 6: CHECK LIST OF THE DATA ENTRY AGENT

Q = Question

	Yes		No	
Z01 Check sum: Make sure, that the sum of the figures of corresponding questions is consistent. (S1) *a.* (Q14+Q14a+Q14b) – (Q15+Q16+Q16a)=0 *b.* Sum of figures Q18 = Q14 *c.* Q29+Q28=Q27 *d.* Q34+Q35=Q33 *e.* Q37+Q38=Q36	Yes		No	
Z02 Image of farmer: Make sure that the image of the farmer is present (S1)	Yes		No	
Z03 Correct rating codes: All codes of question 62, 68, 74, 75 and 93 correct and complete. (S1)	Yes		No	
Z04 Total farm production: Correct production The figures in question 27 indicates the total production of that crop on the entire farm of the previous season. (S1)	Yes		No	
Z05 Cells empty for no data: All cells for which NO data was gathered should be empty. (S1)	Yes		No	
Z06 Zero '0' if observed value is zero: Make sure to put a zero'0' if the observed value was zero. (S1) Example 1: If the farmer produces 10 litres of milk and markets all 10 litres you must put 0 for question 34. Leave the cell empty if he does not produce milk. Example 2: If the farmer has no pigs leave the cell empty. If the farmer has 3 pigs (q30) and own consumption (q31) is 3 then you should put a zero '0' for question 32.	Yes		No	
Z07 Mandatory questions: All mandatory were all addressed. (S1)	Yes		No	
Z08 Good images: The selected images should be clear and different. In total there should be 4 to 5 images. Images were only reduced in size and not just part of the original (do not cut a part of the original). (S1)	Yes		No	
Z09 Field visit: The field agent has effectively visited the fields of the farmer during the interview. (S1)	Yes		No	
Z10 Comment of the data entry agent:				

Section 6: List of Objects (Crops, Animals & Products)
To be used for questions 19, 22, 23, 26, 71, 85, 89, 90, 91 and 92

ID	Crops	ID	Crops	ID	Crops	ID	Crops	ID	Animals	ID	Product
0	Fallow	14	Cucumber	28	Mango	43	Soybean	101	Cattle	205	Charcoal
66	Arabicum	15	Eggplant	29	Millet	44	Spinach	102	Chicken	201	Eggs
1	Avocado	60	Endogenous vegetable	30	Oil Palm	45	Sugarcane	103	Duck	301	Fish (smoked)
2	Banana	16	Eucalyptus	31	Okra	46	Sunflower	104	Fish (fresh)	302	Flower (wheat)
3	Barley	17	Flowers	32	Onion	47	Sweet Potato	105	Goat	206	Fuel Wood
4	Beans	61	Fonio	33	Orange	48	Tangerine	109	Guineafowl	203	Honey
5	Cabbage	18	Grape	34	Papaya	56	Taro (Cocoyam)	110	Honey bee	303	Meat (beef)
6	Carrot	19	Green Pepper	35	Passion fruit	49	Tea	106	Pig	304	Meat (goat)
7	Cashew	20	Groundnut	36	Pea	50	Tobacco	111	Rabbit	305	Meat (pork)
8	Cassava	21	Guava	37	Pineapple	51	Tomato	107	Sheep	204	Milk
9	Chilli Pepper	22	Irish Potato	38	Pumpkin	63	Tree-tomato / Tamarillo	108	Turkey	306	Petrol (lamp)
10	Cocoa	23	Jackfruit	64	Pyrethrum	52	Vanilla			307	Sardines
11	Coconut	25	Lemon and Lime	39	Rice	53	Watermelon			308	Sugar
12	Coffee	24	Lemon Grass	40	Sesame / Simsim	54	Wheat			309	Vegetable oil
65	Coriander	26	Lettuce	41	Sorghum	55	Yam				
13	Cotton	27	Maize	42	Soursop	62	Zucchini				

Write the name of the crop, animal or product for objects that are not included in the list.