THE 2003 NATIONAL RISK AND VULNERABILITY ASSESSMENT – NRVA

TRAINING PACK AND GUIDE

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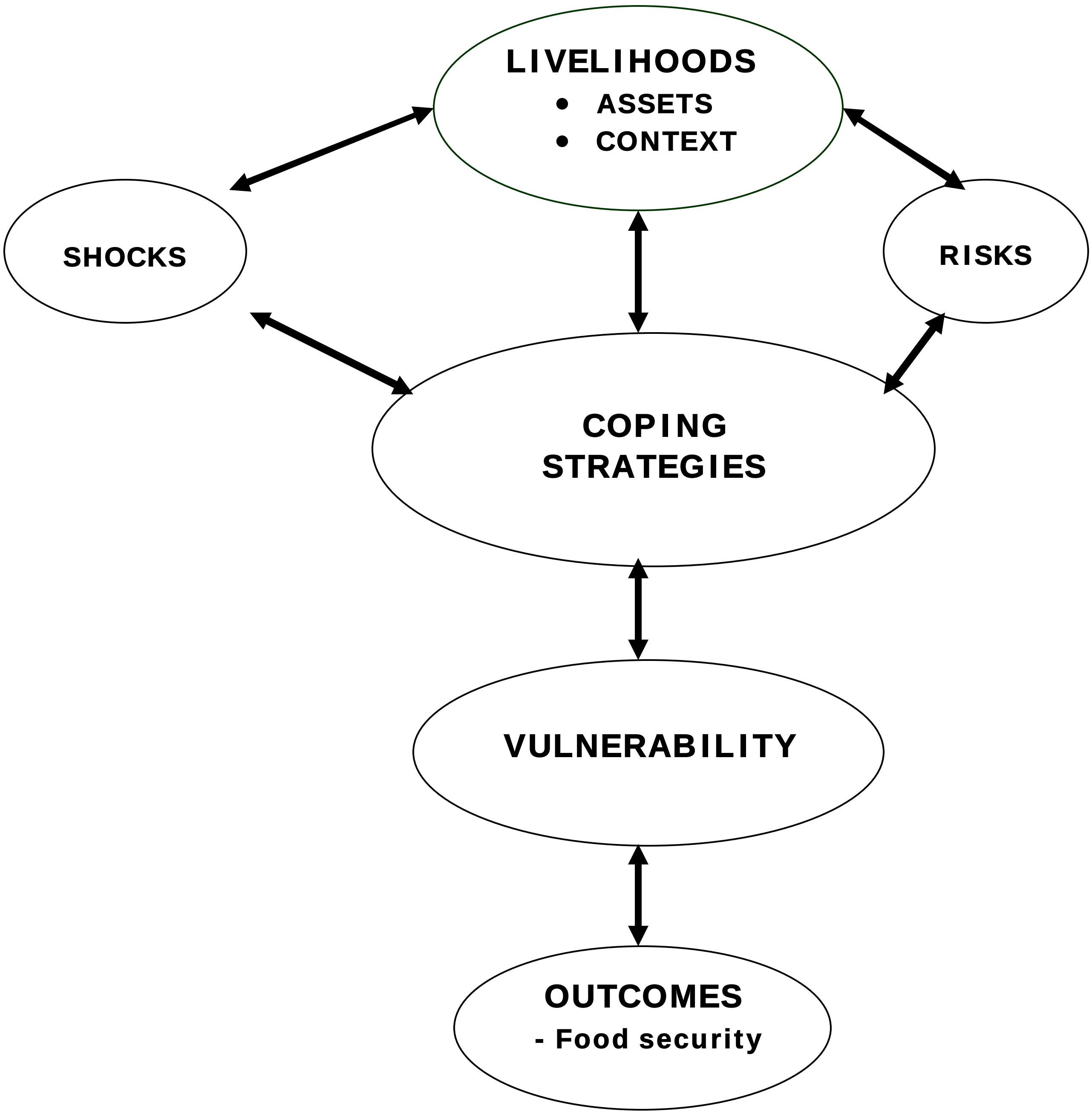
DAY 1 – INTRODUCTION:

KEY CONCEPTS



LIVELIHOODS

LIVELIHOODS can be described as:

- The ways in which people access and use resources to pursue strategies for their survival and to reduce vulnerability to shocks and risks;
- The sum of the means by which people get by;
- Or simply, livelihoods can be thought of as strategies people use to make a living in the present and to survive into the future.

For example, a farmer grows wheat for immediate household needs, for cash from sale in the market, and for a seed store for a future harvest.

The initial components of a livelihood are **ASSETS** and **CONTEXT.**

ASSETS can be social, human, natural, physical, and financial.

- Social assets can be family or community networks;
- Human assets can be ability to work or skill or education level;
- Natural assets can be land, water, or forests;
- Physical assets can be houses, animals, carpets, or a weaving loom;
- Financial assets can be cash, savings, or other financial resources.

Assets form the bases of livelihood strategies for individuals, households, and communities.

The **CONTEXT** is shaped by the political, social, religious, and natural environment.

- Political context is the power structure or decision-making system within which an individual is governed;
- Social context is the set of rules that determine an individual's position in the family or community;
- Religious context provides the parameters that determine the choices, options, and actions of an individual, household, or community;
- Natural context is the physical environment in which an individual, household, or community is located.

The context in which assets are found and employed will determine the way in which an individual, household, or community will pursue their livelihood. Context can have positive or negative effects on a livelihood. For example, social and religious context will support the most needy through charity, but may prevent women from accessing certain types of employment.

SHOCKS AND RISKS

SHOCKS and **RISKS** can be described as:

A **shock** is

- An event that usually has negative consequences for the majority of individuals, households, or communities;
- A shock can be natural, economic, political, or social in nature;
- A shock can come at the individual level (such as illness), the village or community level (such as landslides or locust plague), or the national level (such as civil war);
- Shocks can also be entirely external, such as a collapse in the world market (export) price.

A **risk** is

- The likelihood of a given shock occurring, for instance, the proximity of a family's house to a flood plain will determine risk to the flood;
- Risks are likely to be heightened in zones prone to natural disasters, or conflict, or in populations exposed regularly to epidemics;
- Hazards bring risks: an individual, household, or community is better able to fend off a risk (e.g., a disease) when they have greater resilience to the hazard (e.g., through better health);
- A household will be at greater risk of food insecurity if they
    - Do not have able-bodied workers in the household;
    - Live far from health care facilities, transport links, or markets;
    - Have little or no access to land;
    - Have a low level of household or productive assets.

The set of a household's assets partially determines how they manage risks and shocks. For instance, a household with a good store of wheat (physical asset) will be better able to survive the hungry season, and a household with a variety of assets (weaving looms, livestock, draught animals, human labour, etc) will be in a better position to diversify sources of income during lean times. Likewise, an individual with an education (human asset) will be better able to find a job if forced to move to a city during a drought.

Individuals, households, and communities also manage risk and shocks through their **coping strategies**.

COPING STRATEGIES

COPING STRATEGIES can be described as:

Coping strategies

- Are how an individual, household, or community adjusts their livelihood strategies in response to shocks or risks;
- Will depend on the nature of the shock or risks;
- Are embedded in livelihood systems; for example, a farmer will use different coping strategies (such as crop diversification) than will a trader (such as varying trade routes in conflict zones);
- Will depend on the assets or resources that are available;
- Will depend on the context (political, social, religious, and natural) in which the individual, household, or community lives;
- May have positive or negative impacts on the livelihood strategies and outcome; for instance, diversifying crops may protect against a shock to the price of wheat, but selling productive assets (such as a milking cow or weaving loom) may decrease livelihood options and erode future coping strategies;
- May be employed *in anticipation* of a shock; for instance, households may sell their livestock before the peak of a drought if they expect livestock prices to drop. In this way, the appearance of coping strategies can serve as an indication of coming hard times.

Some coping strategies are called **crisis strategies**. These are used when common coping strategies have failed to deal with the shock. Crisis strategies may include migration, repeatedly skipping meals, severe depletion of productive assets, and separation of families. Crisis strategies often lead to increased vulnerability. It may be many years before a household can recover from the increased vulnerability that accompanies the exhaustion of normal coping strategies.

VULNERABILITY

VULNERABILTY can be described as:

- Vulnerability is determined by the combination of livelihood strategies, shocks, risks, assets, context, and coping strategies;
- Individuals, households, or communities are vulnerable if they are not able to cope with some or all aspects of adversity or shock;
- Individual, households, and communities are vulnerable if the combination of their livelihoods and coping strategies is likely to increase their exposure to risks and shocks, thereby making them more vulnerable in the future;

- The level of vulnerability is also determined by place in society, and is influenced by gender, age, social or political status, economic or physical well-being, ethnicity, geographical location, etc;
- Vulnerability comes in different forms: some people are vulnerable to food insecurity, others are vulnerable to disease, others are vulnerable to economic crisis;
- Vulnerability is linked to poverty, but is not the same as poverty: not all poor people are vulnerable and not all vulnerable are poor. For example, a big landowner is vulnerable to crop disease, but he is not poor. A poor person with no assets is less vulnerable to theft.

Coping strategies will lessen or increase vulnerability. Likewise, vulnerability will affect the available range of coping strategies. For instance, a more vulnerable household is likely to have already sold most essential and productive assets, and thus can no longer employ asset depletion as a coping strategy.

The combination of livelihoods, coping strategies, and vulnerability will determine the ultimate **outcome** for the individual, household, or community.

OUTCOMES

OUTCOMES can be described as:

- An outcome is the end result of a livelihood strategy,
    - made up of assets and context,
    - affected by risks and shocks,
    - determined by coping strategies,
    - influenced by the extent of vulnerability;
- An outcome can be the levels of production, education achieved, or job obtained;
- An outcome can be the desired livelihood (such as being a teacher), or can be the state that the individual, household, or community is seeking to achieve, such as good health or food security;
- An outcome will determine the set of assets, the context, and the livelihood strategy to be employed in the future.

For the purpose of this assessment, we are focusing on one possible outcome -- **food security.**

FOOD SECURITY

Although "food security" has been defined many different ways over time, we are using the following definition:

> *Food security is achieved when all people at all times have secure access to the sufficient quantity and quality of food needed for an active and health life.* S. Jaspars and W.J. Fielding, "Rapid Emergency Food Needs Assessment: Analytical Framework and Approach," Afghanistan: 2002.

The chart below helps to explain what we mean by food security. The column on the right explains what we mean in each part of the definition in the shaded column on the left.

Food security is achieved when…	
…all people…	*Poor or otherwise* *Infants and adults* *Agriculturists or pastoralists* *Urban or rural* *Close to or far from roads etc.*
…at all times…	*From year to year* *Season by season* *Month by month* *Week to week* *In times of disaster etc.*
…have secure access to… (physical, economic and social)	*From their crops or animals* *Fish or wild foods* *From markets or relatives* *From food aid etc.*
…the sufficient quantity…	*Of food energy – typically based on 2,100 kcals/ person/day*
…and quality… (safe, nutritious and culturally acceptable)	*From the right mixture of carbohydrates, proteins, fats, minerals and vitamins*
…of food…	*Whether cooked or uncooked* *Whether in solid or liquid forms*
…needed for an active and healthy life.	

The two key components of food security are **availability** of food and **access** to food.

Availability of food is a measure of the food that is, and will be, physically available in the relevant vicinity of a population during the given consumption period through a combination of domestic (national) production, stocks, trade and transfers. In other words, is there enough food available at the individual, household, community, district, provincial, and national level?

Access to food is a measure of the population's ability to acquire available food during the given consumption period through a combination of its own production and stocks, market transactions, and transfers. In other words, if there is food available, are individuals, households, communities, districts, provinces, and nations able to access sufficient amounts of this food?

THE NATIONAL RISK AND VULNERABILITY ASSESSMENT – NRVA – 2003

BACKGROUND:

- November 2002: The MRRD called for a stakeholder review of the methodology of the 2002 WFP VAM Countywide Assessment of Food Needs. As WFP/VAM was the only technical unit that has had the experience and capability in Afghanistan to conduct countrywide food security assessments for two years in a row, the purpose of the stakeholder review was to explore ways in which the VAM methodology could be expanded to meet greater information needs of stakeholders in the country, allowing for data that could be used to guide government policies and plan interventions beyond food aid.

- February to March 2003: A coordinator hired on behalf of the government by the Afghanistan Research and Evaluation Unit – AREU – arrived to lead the stakeholder review. Key stakeholders included the MRRD, Ministry of Agriculture and Animal Husbandry (MAAH), the Ministry of Health (MoH), FAO, UNICEF, and NGO's that are involved in food security activities in Afghanistan. The process is initiated, and all relevant Ministries, Agencies, and NGO's are consulted on requirements and needs for incorporation into the VAM methodology.

- April 2003: Stakeholder needs were consolidated, and an Afghan team comprising of Ministerial, WFP VAM, FAO, and NGO stakeholders, together with representatives of UNICEF, prepare a methodology in Mazar that incorporates all needs – where possible – of the stakeholders.

- May 2003: The developed methodology is presented to the stakeholders, comments and feedback received and incorporated into the methodology. This methodology has now become, and is called, the National Risk and Vulnerability Assessment - NRVA.

- June 2003: The World Bank becomes involved in the methodology of the assessment, and incorporates a poverty line questionnaire at the household level.

METHODOLOGICAL OVERVIEW:

- The 2003 NRVA will cover all rural settled populations, and will including short and long-range migratory Kuchi's. The only population groups that will not be covered in this assessment are urban residents and IDP camps.

- The assessment incorporates a MRRD/MAAH/MoH/MoWA/WFP study to look at food security and determine intervention strategies for the coming year; a MRRD/World Bank poverty line study; a

MoH/UNICEF survey to look at dietary diversity as an indication of nutritional status; a MAAH/FAO food security and agricultural survey; and a Tuft's University study to follow up on their survey last year to determine changes of vulnerability in Afghanistan since last year.

- The assessment will also be directly linked into and supportive of the National Surveillance System (NSS), and will provide an interface for continuous updates by the NSS, WFP VAM Unit, WFP Monitoring and Evaluation Unit, and other food security assessment partners in the field.

- The final product will be released to partners as a database, to allow for continuous updating and refinement through continued monitoring and assessment. Thus, it can be viewed as a living assessment.

The methodology has been developed that allows for levels of data enquiries that progress from District level, to community Shura's, wealth groups, and finally households, and is summarized as follows:

- **District level:** An overview of the district will be collected from key informants such as District Authorities, Kuchi leaders, and Veterinary Field Units.
  - The aim is to determine the different agro-ecological zones within a District, and compare and rank them according to most and least vulnerable/food insecure areas. Criteria for the ranking of these areas will be based on access to markets, health facilities, water, education, physical environment, security, and land mines.
  - An enquiry to determine areas of where Kuchi populations and settlements can be found will be asked, and an estimation of the population living in each area will be collected. This will provide a more refined estimate of populations that could require assistance and where they live.
  - Market price data will be collected at the main District markets, to allow for the calculation of peoples abilities to meet food needs through their income.
  - This information will form the basis for planning the type of assistance that is needed and where this assistance should be targeted.

- **Community Shura:** The next level of inquiry will be as a focus group discussion with community leaders, and will be asked both from men and women Shura.
  - The aim is to collect an overview of market and health facility access, education and literacy rates, primary cereal production and livestock ownership for the village, and shocks, risks, and priorities for the community.
  - The Shura will be asked to conduct a wealth-grouping stratification of the community - as very-poor, poor, medium, and better-off families. The number of families falling into each wealth group will be collected to provide an estimation of the population numbers that are likely to fall into each category.

  - Typical agricultural land and livestock ownership will be determined, and the total primary cereal production will be collected and quantities assigned to the different wealth groups.
  - Shura level interviews will be conducted by men surveyors to men, and women surveyors to women – the women's questions will focus more on their roles in the community and households, education, constraints to livelihoods, and female-headed households.

- **Wealth group:** Of the four wealth groups identified, only three will be assessed - the very-poor, poor, and medium wealth groups. The assumption has been that the better-off group are the typically the few families in the village that are not likely to face food insecurity. The loss of the better-off group interview will allow for more time to conduct household interviews.
  - The aim of the wealth group interviews is to determine the **TYPICAL** situation that families in these groups are likely to be facing.
  - For each wealth group, the assessment will collect information on secondary, fruit, cash crop and livestock production and sales. Seasonal data on labour and any other type of income generating activities, as well as remittances, will be collected. This will allow us to estimate what levels of own agricultural / livestock production and how much money can be made by typical families in this wealth group.
  - Data will be collected on debts, transportation costs, and non-food essentials. This will allow for the calculation of an income - expenditures budget, ultimately giving us an estimation of cash available for the purchase of food.
  - Information on frequency and means to access markets, health facilities, shocks, coping strategies, and wealth group priorities will be collected.
  - Finally, if relief assistance is ultimately required for the community, the seasonal intervention preferences – food, cash, combinations or other – will be collected together with the rationale for the decision, from the wealth group.
  - Wealth group interviews will be conducted by male surveyors to men, and female surveyors to women.

- **Households:** At least 7 household interviews should be conducted in the village – 2 from each wealth group – very poor, poor and medium – and 1 from a female-headed household. Male surveyors will conduct 1 household interview from the three wealth groups identified, and women will do the same with the addition of 1 interview to female-headed households.
  - The aim of the household interview is to determine the situation of the individual family.
  - Data that allows for the determination of poverty levels and vulnerabilities at the household level will be collected.
  - There is a focus on agricultural production and livestock.
  - There is also a focus on dietary diversity and consumption patterns.
  - The questionnaires have also been designed and standardized to complement the wealth group questionnaires – findings derived at from the wealth groups in the final analysis can be cross-checked and verified by the household data.

National Risk and Vulnerability Assessment (NRVA) 2003

	Agricultural Production			Livestock Dairy Production			
Indicator	Cereal– rainfed & irrigated	Other food / cash crops	Fruit production	Cows	Sheep	Goats	Camels
Source	? / ?	? / ?	? / ?	? / ?	? / ?	? / ?	? / ?

Own Produced Foods

Kcal Equivalent

Cereal Value Equivalent

Food gap & needs by wealth group within agro-ecological

Coping strategies & shocks (? / ?)

? / ? identified priorities by wealth group

? / ? identified intervention preferences by wealth group

Dietary diversity Score (?)

- Community Identified Intervention and implementation strategies for wealth groups & gender
- Better targeting and interface for monitoring and evaluation
- Allows for continuous live updates through further assessments.
- Allows for understanding of how shocks affect different groups
- Returnees status within wealth group profiles
- Compatible with current National Surveillance guidelines
- Disaggregated data set for further stakeholder analysis

Income Available for Food Balances

	Sources of income					Expenditures				
Indicator	Agricultural sales	Livestock sales	Labour	Remittance	Other	Agricultural production costs	Labour (away from villages)	Market access / transport	Non-food essential	Debt / loan repayment
Source	? / ? headed hhs	? / ? headed hhs	? / ?	? / ?	? / ?	?	?	? / ? headed hhs	? / ?	? / ? headed hhs

OUTPUTS

OUTPUTS:

Once the questionnaires have been completed, they will be sent to Kabul for data entry, verification, and final analysis. The outputs from the assessment are expected to be:

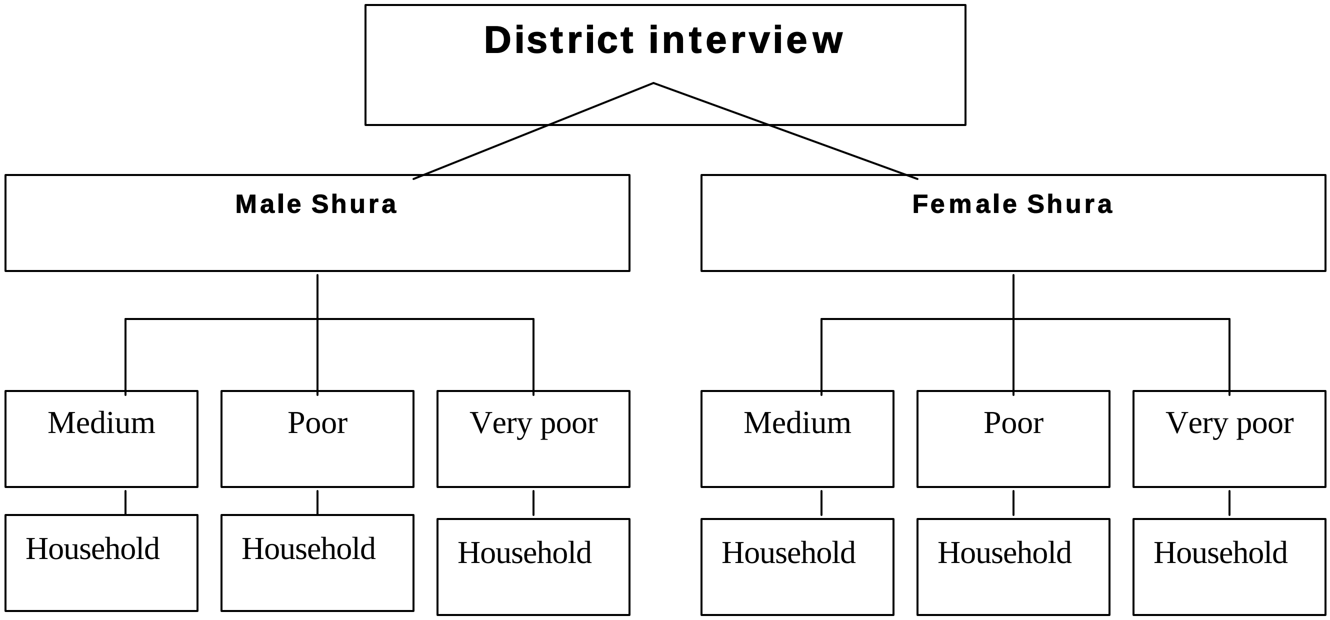
- By wealth group in each agro-ecological zone within the District, the following:
  - A crude baseline of vulnerability across Afghanistan.
  - An understanding of poverty levels to guide policy and intervention strategies.
  - An estimation of projected food needs until the harvest of 2004.
  - An understanding of dietary diversity as a proxy to possible nutritional status.
  - A more defined estimate of population figure facing needs.
  - A stated preference for food or cash interventions, by season, to allow for better response programming.
  - A stated priority of activities and needs to be used for project planning by partners.
  - A deeper understanding of access to markets, health, and education.
  - A deeper understanding in changes in access to land, livestock, pastures and water.
  - A deeper understanding of gender.
  - An interface that provides links to the NSS and other assessment / surveillance activities conducted by partners.

IMPLEMENTATION OF THE NRVA 2003

GEOGRAPHICAL SCOPE:

- 2,045 villages in 371 Districts are planned for the assessment. Of these villages, 197 will be Kuchi settlements – or 10% of the sample.
- Total data sets: 371 District surveys; 4,090 Shura surveys; 12,270 wealth group interviews; and 14,315 household interviews. In all, a total of a little over 31,000 interviews are to be conducted in the NRVA.
- Data collection time is expected to take 1 day for the district survey, and 5 hours in the village to complete the assessment.
- Data entry, screening, validation and analysis of data will be centralized in Kabul, and conducted by partners of the NRVA.

SURVEY AND INTERVIEW PROCESS:



NEEDS AND REQUIREMENTS:

- 75 surveyor teams will be required in July, August and September, reducing to about 10 teams in October. Team composition is two men and two women surveyors. Thus, a total of 150 men and 150 women will, on a daily basis, be conducting the survey throughout the entire country for the next three months.
- Surveyors are recruited from the Ministries, WFP, and other Agencies and NGO's, and WFP VAM staff.
- Training will be run for all surveyors. This will take five days, including a one-day test before the surveyors are selected. Training will be held in Kabul, Faizabad/Kunduz, Mazar, Hirat, Kandahar and Jalalabad, every month, for all surveyors. Staff from WFP and other partners will supervise the fieldwork.

Teams will need to have and be provided with:

- District maps
- Sufficient questionnaires for District, Shura, Wealth group and Household interviews
- Every surveyor must have notebooks for the recording of detailed information and manual calculations, as well as pens and pencils
- A list with official Province and District codes, and a list of villages that need to be surveyed
- The FAO village list for the recording of agro-ecological zones by District Authorities
- Every team must have a GPS

END OF DAY 1 TRAINING

DAY 2 – DISTRICT AND SHURA QUESTIONNAIRES:

DISTRICT QUESTIONNAIRES

OBJECTIVES OF THE SESSION:

By the end of the session, the surveyor will have learned the steps required to conduct and complete the District Questionnaire.

The District Questionnaire is broken down into 3 main sections:

1. a ranking and population estimate exercise;
2. a Kuchi identification and population exercise;
3. data collection on market prices.

1. Ranking and population estimate exercise: Use the District level guidelines and go through each section step by step with the surveyors.

Key areas to focus on:

- Explanations of livelihood / agro-ecological zones
- Ranking exercises
- Use of percentages to estimate populations living in each agro-ecological zones

2. Identification and selection of Kuchi settlements: Use the District level guidelines and go through each section step by step with the surveyors.

Key areas to focus on:

- Kuchi population type definitions
- Definitions of types of migration
- How to use and draw the Kuchi areas on a map, and how to use the correct mapping codes for Kuchi areas

3. Market price data collection: Use the District level guidelines and go through each section step by step with the surveyors.

Key areas to focus on:

- The months that data on prices are required
- Commodities and food types
- Weights and measures

OTHER REQUIREMENTS AT DISTRICT LEVEL:

Explanation of listing the agro-ecological zones as per the 5 categories in the District Level Questionnaire **SECTION B** against the provided village list. The aim is to have each village in this list placed into one of the 5 agro-ecological zones. This list should be left with the District Authorities to fill, and then the Provincial MAAH center for forwarding to Kabul.

IMPLEMENTATION AND RESPONSIBILITIES:

On arrival in the district, the team must find out the market day. There will be many people in the district center on this day, but few people in the villages. The team therefore SHOULD conduct the district interviews on the market day. If the day the team arrives is a market day, then the district level questionnaire should be completed that day. If the market day is on another day of the week, then the team must make an appointment with the District Authorities to conduct the district questionnaire on that day. The team should then leave the district center and proceed to the villages to begin surveying. The team should return to the district center to complete the questionnaire on the market day.

The survey Team Leader must ensure the following:

- Arrange for the focus group discussion with the key informants.
- That the team has been divided into who will conduct the District questionnaire with the key informants, who will conduct the interview with the Veterinary Field Unit (VFU), and who will collect the market price data.
- That questionnaires are completed correctly, and that the questionnaire codes all match up.
- That village selection for the Kuchi settlements is done correctly, yet the number of villages to be selected does not exceed the number of villages already planned for the Kuchi in the District
- That market price data is collected correctly and in the correct units of measurement.
- That the District Authorities clearly understand what they should do with the village lists and agro-ecological zoning, as well as the procedure for sending the information to the Provincial MAAH center.
- That a timetable and schedule of village lists is left with the District Authorities. This list should indicate what days the team will be in each village, and should include travel time to each village. The supervisors will collect this list and will use it to locate the teams in the field.

SHURA QUESTIONNAIRES

OBJECTIVES OF THE SESSION:

By the end of the session, the surveyors will have learned the steps required to conduct and complete the Shura Questionnaire for both men and women and will know how to conduct a Wealth Group breakdown.

Key areas to focus on:

- Introduction of the NRVA 2003 to the community Shuras, including how to ensure that expectations for assistance are not raised in the community
- Definitions of the different types of health facility
- Understanding the concept of a wealth group, and that “better-off” does not mean “rich”
- How to conduct a wealth group break down; use role plays to help with this
- Although breakdown of wealth groups will be done to 4 categories, only 3 categories – very poor, poor, and medium - will be assessed
- GPS coordinates are included in the Shura questionnaires, but practical training for using a GPS will be done on the last day of the training

IMPLEMENTATION AND RESPONSIBILITIES:

The TEAM Leader must ensure the following:

- Arrange for the focus group discussion with the Shuras
- That the team has been divided into who will conduct the interviews with each wealth group and with the different households within each wealth group after the completion of the Shura interview
- That questionnaires are completed correctly, and that the questionnaire codes all match up
- That the team has been briefed, and is aware of who is where in the village, and knows what time to meet up after the interviews have been completed
- That every team member has, and is clear, on their ToR’s and responsibilities in the village

END OF DAY 2 TRAINING

DAY 3 – WEALTH GROUP QUESTIONNAIRES:

WEALTH GROUP QUESTIONNAIRES

OBJECTIVES OF THE SESSION:

By the end of the session, the surveyor will have learned the steps required to conduct and complete the Wealth Group Questionnaires with male and female representatives of the "very poor", "poor", and "medium" categories identified during the Shura interviews.

There are two important concepts to convey during the training session on wealth groups. These are:

1. Reviewing the meaning and important aspects of a "wealth group" learned during the Shura level training
2. Understanding the meaning of "typical" and "ranges" in completing the questionnaires

1. Reviewing the meaning of "wealth group":

Key areas to focus on:

- Shura training from Day 2 for a review of the concept of wealth groups.
- Using the wealth group breakdowns conducted in the Shura interviews to plan interviews.
- Interviewing representatives from only three of these four groups (the very poor, the poor, and the medium).

2. Understanding the meaning of "typical" and "ranges." Use the wealth group guidelines and go through each section step by step to ensure that surveyors understand the meaning of "typical" and "range" in each instance.

Key areas to focus on:

- Meaning of "typical"
- Meaning of "range"
- Simple plotting exercise to go over the concept of typical and ranges.
- Filling in "ranges" for "typical" households within the wealth groups in the questionnaires

QUESTIONAIRRE AND GUIDELINES:

Key areas to focus on:

- Filling in codes for ranges and percentages
- Differences between male and female questionnaires

IMPLEMENTATION AND RESPONSIBILITIES:

The TEAM Leader must ensure the following:

- That the wealth groups match those identified at the Shura level
- That there are representatives present from each of the three required wealth groups (male and female)
- That questionnaires are completed correctly, and that the questionnaire codes all match up
- That the team has been briefed, and is aware of who is where in the village, and knows what time to meet up after the interviews have been completed
- That every team member has, and is clear, on their ToR's and responsibilities in the village

END OF DAY 3 TRAINING

DAY 4 – HOUSEHOLD QUESTIONNAIRES:

HOUSEHOLD QUESTIONNAIRES

OBJECTIVES OF THE SESSION:

By the end of the session, the surveyor will have learned the steps required to conduct and complete the Household Questionnaire with male and female-headed households.

The Household Questionnaire is divided into 3 main sections:

1. the collection of household data;
2. the collection of production data;
3. the collection of dietary diversity data.

1. The collection of household data includes basic demographic information (such as members of household and language spoken) as well as information on migration, education, health, employment, assets, amenities, shocks and risks, and program participation. Using the household level guidelines, go through sections **B** to **K** step by step with the surveyors.

Key areas to focus on:

- Selection of households from wealth groups based on the size of each wealth group
- Inclusion of female-headed households
- Introduction to household head of the NRVA and interview process
- Anonymity of questionnaires
- Definition of types of health facilities

2. The collection of production data includes information on land tenure, crop production, and livestock. Using the household level guidelines, go through sections **L** to **O** step by step with the surveyors.

Key areas to focus on:

- Concepts of ownership, renting, mortgage, sharecropping and landless
- Local units of measure
- Sensitivity of questions regarding opium

3. The collection of dietary diversity data includes questions on dietary diversity and consumption. Using the household level guidelines, go through section **P** step by step with the surveyors.

Key areas to focus on:

- Interviewing the household member with the most knowledge regarding food preparation (probably a woman)
- Recall over 7 days for consumption and diversity

QUESTIONAIRRE AND GUIDELINES:

- Tracking of each HOUSEHOLD MEMBER across all questions in the questionnaire
- Possibly interviewing both male and female members of the same household for different sections

IMPLEMENTATION AND RESPONSIBILITIES:

The team must seek to find households that are representative of their wealth group, and must seek to include female-headed households if there are any in the village.

The survey Team Leader must ensure the following:

- That the appropriate number of households from each wealth group (including female-headed households) have been selected;
- That the teams know who will conduct the interviews with each household;
- That questionnaires are completed correctly, and that the questionnaire codes all match up;
- That the team has been briefed, and is aware of who is where in the village, and knows what time to meet up after the interviews have been completed

END OF DAY 4 TRAINING

DAY 5 – WRAP-UP AND FINALIZATION OF THE TRAINING:

GEOGRAPHICAL POSITIONING SYSTEM - GPS

OBJECTIVES OF THE SESSION:

By the end of the session, the surveyor will have learned the steps required to use a GPS and take readings of elevation, latitude, and longitude.

Using the guidelines in the Shura questionnaire, follow the steps on how to use a GPS. Make sure that the surveyors know to explain what the GPS is to the community, and why they are taking a reading. They **MUST** put the community at ease and seek their agreement before taking the reading. The benefits to having the reading taken in the village – such as being able to identify it later and come back to it if needed – must be made clear. If the community disagrees with the GPS reading being taken by the team, then the team must stop 1000 meters (1Km) outside the village when leaving (use the odometer in the vehicle to measure 1 km) and take the readings from this location. In this instance, the team must be certain to indicate on the questionnaire that they have taken the reading outside of the village.

Key areas to focus on:

- Why the surveyor is taking a GPS reading and what it will be used for
- How to explain this to the community
- Switching on the GPS
- Navigating the GPS to take a reading
- Finding the right locations
- Taking 3 readings of elevation, latitude, and longitude
- Recording the 3 readings
- Switching off the GPS
- Caring for the GPS in the field

A summary from the guidelines on the use of the GPS is as follows:

- The GPS has already been set up correctly for you to use. It should **NOT** be necessary to press **ANY** of the buttons apart from those mentioned here.
- Stand in an open area, clear of trees and buildings.
- Press the POWER button for at least 1 second to switch on the GPS.
- The signal bar at the bottom of the screen should be completely dark, and the top of the screen should read “Ready to navigate”

- If you do not get the message, "Ready To Navigate" within a couple of minutes, it is very likely that you are in a situation where the GPS cannot see enough satellites to calculate a position. This might well happen if the community is in a deep valley. Therefore, try to climb the nearest hill to improve the chances of your GPS reading more satellites. As you get to a position that has a wider view of the sky, you should get the "Ready to Navigate" signal. If that is impossible, then when leaving the village try to get the reading of the closest possible point to the village. If you have to take a GPS reading outside of the village, it is **VERY IMPORTANT** to write to the left of Section B: "**Reading from outside the village".**
- Press the PAGE button 3 times to move to the page with "**MARK**" as the first option.
- Press the ENTER button. At the bottom of this screen you will see 3 readings.

Example: The **FIRST** line is the reading for **ELEVATION**, the **SECOND** line is the reading for **LATITUDE**, and the **THIRD** line is the reading for **LONGITUDE**.

• Elev: 1784M
• N34.52981°
• E069.18066°

- Record the 3 numbers on the form, representing elevation, latitude and longitude, in that order, as per the example above. If you encounter a number greater than those in ranges indicated, turn off the GPS, turn it back on and on repeat the process again for step 1.
- To increase precision, take 3 readings for each community, each in the same spot. Press the **PAGE** button 3 times to get back to the "Ready to navigate screen". Then walk away from that spot a distance of at least 20 meters but still remain in the open air. Turn around and return to the ***exact same spot*** as before.
- Press the **PAGE** button 3 times again to get back to the page with "**MARK**" as the first option. Record the second reading (elevation, latitude and longitude).
- Do the same thing again, walk away 20 meters in the open their, turn around and comeback to the same spot and record the third reading (elevation, latitude and longitude).
- When you have finished all three readings, the table should be completed.
- The readings will most likely not be identical to each other but they will be close to each other. This is because the GPS is re-calculating its position each time and gets slightly different results even when you are standing in exactly the same spot. Do not worry about this small level of variation.
- Once you have finished all three readings, press the **POWER** button to switch off the GPS as soon as possible, as a GPS uses a lot of power from the batteries.
- Make sure that the GPS is stored in a safe place away from direct sunlight when it is not in use.

TEAM RESPONSIBILITIES – TOR'S

OBJECTIVES OF THE SESSION:

By the end of the session, the surveyors will have learned and will understand their roles and responsibilities within the survey team of the NRVA, against the ToR's. Go through each TOR and explain clearly the function of each position.

Key areas to focus on:

- Team composition and Tory relationships between the team members
- ToR's – roles and responsibilities of each team member.

Use this session to answer any questions related to how the team works, who does what, and how the NRVA is managed in the field.

FINAL NRVA METHODOLOGICAL REVIEW

OBJECTIVES OF THE SESSION:

You will be going over the NRVA methodology again as a recap of the last 4 days. Ensure that all the surveyors are familiar with the methodology, their ToR's, and the roles and responsibilities that they will have during the assessment. Use this opportunity to go over questions that may have been raised during the training, and answer any other questions that the surveyors may have to ensure that they have understood the entire process.

By the end of the session, the surveyor must know exactly what he or she is doing, and the reasons behind each step, in the District and villages to collect the information for the NRVA 2003.

Key areas to focus on:

- Rationale and methodology of the NRVA 2003
- Introductions with district authorities, Shuras, and households and how to not raise expectations for assistance in the communities
- Selection of key informants, and forming and managing focus groups
- Interview and data collection techniques, and conducting wealth group breakdowns
- The concepts of TYPICAL and RANGES, and filling in the questionnaires
- Ending interviews
- Roles and responsibilities of the survey teams

- Cross checking questionnaires before leaving the District and village

Ensure that all surveyors are clear on all NRVA procedures, and answer any last questions that the surveyors may have.

TEST

OBJECTIVES:

At the end of the training, you will test the surveyors to see who has understood the concepts of the NRVA and how to manage the assessment. The test is written, and you will be provided the answer sheet to guide your marking.

After you check the test results you will select the surveyors for participation in the NRVA. For those who have passed, proceed with the explanations of the administration processes that are required to run the assessment.

For those who have not passed, thank them for their participation, but advise them that they cannot participate in the assessment this time. If they are willing to come back and redo the training again, they will be most welcome.

ADMINISTRATION AND LOGISTICS

OBJECTIVES:

The surveyors need to know the administrative and logistical processes of the NRVA. This will cover all aspects such as salaries, hiring of vehicles, advances, schedules, supervision, stationary needs, and feedback.

Key areas to focus on:

- Salaries: Payment is US$10 per day for Ministry and hired staff. They will receive a 50% advance for field expenses, and will receive the balance on successful and appropriate completion of the fieldwork. Maharams can be taken, and will be paid US$5 per day. NGO staff will receive their advances from their NGO's at the NGO rates, unless advised to do otherwise by the head of the NGO. Payment of NGO staff will be made to the NGO and not to the surveyor.

- Vehicles: Teams will be given a transport allowance, and will be responsible for the hiring of their own vehicles. They must ensure that the vehicles they hire are 4-wheel drives, in good working order, and will be able to take them to remote areas over difficult terrain. Some teams will need to hire horses or donkeys to access the villages, but the rate will not change.

A 50% advance for the hiring of the vehicles will also be given, and the remainder will be paid on successful and appropriate completion of the fieldwork. Those traveling in WFP vehicles will not receive a transport allowance, and will need to sign a waiver before traveling in WFP vehicles.

- Scheduling: The surveyors will be given a schedule for their fieldwork, indicating the Province, District, and villages that they will need to go to. This schedule is to be followed, and only adjusted at the District level once the team has found out about the District market days and the time required to travel to the villages. This information will come from the District Authorities. At the District center, the team needs to leave an updated schedule of their route and which villages they will be in on which days. This will allow the supervisors to catch up with the teams in the field and assist with any problems that the teams might be facing.

- Supervisors: Will be traveling throughout the country and following the teams. When a supervisor meets a team, they will discuss any problems, give guidance, and assist the team in any way that is required. They will also collect completed questionnaires for the Districts that the team has completed.

- Stationary needs: Teams must ensure that they proceed for the fieldwork with all of their stationary needs. Questionnaires – including spare copies – must be counted and checked to ensure that they are sufficient before the team leaves. It is advisable that the team takes 2 District questionnaire's (including 1 spare); for each village to be surveyed: 1 Male and 1 Shura interview questionnaire, 3 male and 3 female wealth group interview questionnaires, and 7 household interview questionnaires. These totals must be multiplied by the number of villages that are to be assessed in each district, and 10 spare copies of each questionnaire type should be taken to cover any eventualities. In addition, teams must ensure—before they leave -- that they have District maps, a notebook, pens and pencils, a calculator, the official Province and District list and codes, the villages list to be surveyed, and the FAO village list and guidelines for recording the village agro-ecological zones by the District Authorities

- Feedback: Surveyors will need to provide feedback and their thoughts on how the assessment has been conducted, any problems they have faced and how they dealt with these problems, and an overall picture of the area in terms of vulnerability based on their discussions with the communities and their observations in the area during the NRVA. This will be done through a debriefing with the supervisors both in the field, and on return to the area office after the completion of their fieldwork.

Once again, ensure that all surveyors are clear on the entire NRVA administrative and logistical procedures, and answer any last questions that the surveyors may have.

END OF DAY 5 AND NRVA TRAINING