

GUIDELINES FOR DISTRICT QUESTIONNAIRE - NRVA 2003

The district level survey is designed to build up a district profile of agro-ecological resources, a profile of populations with access to key facilities (including markets, education and health services), and a list of significant labour opportunities. It also records details about any migratory kuchi communities that are present in the district at this time. This allows for:

1. Identification of the different livelihood zones within the district
 2. Sampling of communities within livelihood zones.
 3. Ranking of the different zones in terms of vulnerability.
 4. Identification of developmental priority needs for the zones within the district.
 5. Raising awareness of the NRVA at the District level.
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COMPOSITION OF FOCUS GROUP

The district level questionnaire is to be completed with a focus group discussion with key informants. The focus group should consist of the following informants, if possible:

1. District authorities
2. Representatives from relevant ministries (Agriculture, MRRD, Education, Health, Tribal Affairs, Women's Affairs)
3. Representatives from key national and international NGO's operating in the area
4. 1 or 2 teachers
5. 1 or 2 Kuchi leaders
6. Veterinary Field Unit staff (particularly important if there are likely to be kuchi settlements in the district)

Kuchi leaders can usually be found by district authorities within a reasonable time. The Veterinary Field Unit staff can be found in their clinic in the districts where these exist.

District authorities are often difficult to find in the afternoon after 2.00 PM, therefore the most appropriate time for this meeting is in the morning. When arriving in a district in the afternoon, it is recommendable to start arranging for the meeting by identifying and contacting the relevant people for the meeting the next morning.

SECTION A - DISTRICT IDENTIFICATION

Objective: In Section A, we need to code the questionnaire, so that we can link the information for this district in the database with other data coming from communities within the same district. It is important that you fill in these numbers clearly. The Team Leader must ensure that all the codes on all the district questionnaires are complete and correct.

Questions must be filled as follows:

A1. Interviewer: Record the name of the surveyor that has conducted this interview.

A2. Date: Record the date of the interview (date/month/year) in the **2003 calendar year**. **Do not record** the date in the Afghani year of 1382.

A3. Official District name: Afghanistan officially has 329 Districts since 1984 that have been mapped out. Each of these 329 Districts has a code and a name that allows you to find these Districts on a map. Here, you have to record in English the official name for which of the 329 Districts that you are in, or what the name of the District was in 1984; use the Province and District list that you have been given. Thus, if you are in Naharin District, then record Naharin using the same spelling in English that is on your list.

A4. Perceived district: Since 1984, there have been new Districts created from the 329 officially mapped Districts. For example, Jilga District in Baghlan Province was created after 1984, but it has not been mapped and so does not have a code on the list that you have been given. Thus, here you must record in English the name of the District that the community tells you that they are living in – for example, Jilga District – from the list of new Districts that you have been given.

A5. Official District Code: Of these official 329 Districts on the list that you have been given, you will find the codes of the District. You have to record the code of the official District of 1984 that the village is in (e.g. Naharin District – code 1309) even if you are now in Jilga District, which is the new District created from Naharin District.

A6. Official Province name: Record the province from the official 32 province definition. Afghanistan officially has 32 Provinces since 1984, all of which have been mapped out. Here, you have to record the official name for which of the 32 Provinces that you are in, from the Province and District list that you have been given. Thus, if you are in Baghlan Province, then record Baghlan using the same spelling in English that is on your list.

A7. Perceived Province: It could be possible, especially if a village is in a newly created District, that the community feels that they are living in another Province. If they feel that they are in another Province, then write down its name in English.

A8. Official Province Code: Of these official 32 Provinces on the list that you have been given, you will find the codes of the Province. Thus, you have to record the code of the official Province of 1984 that the village is in (e.g. Baghlan Province – code 13) even if the community feels they are in another Province.

SECTION B-DISTRICT INFORMATION

B1. This question is about the different agro-ecological zones that are found within the district. Ask if the zone is present in the district, and then record **1** for **YES** or **2** for **NO**.

B2. Ask the focus group to estimate the **TOTAL** population of the district, and write that down in the top row for total. Then, have the focus group estimate the **PERCENTAGE** of population that lives in each zone, and write down the percentage for the relevant zone. These numbers should add up to 100.

NOTE: Only fill in the rows that correspond to the listed agro-ecological zone for the rest of the table.

B3. This question is trying to get an estimate of the number of people that have returned to the district since last year's wheat harvest. This would include both IDP's and we returnees. Write the total number of people in the top row and then allocate percentages for each agro-ecological zone.

B4. This question is trying to get an estimate of the number of Kuchis in the district. Write the total number of people in the top row and then allocate percentages for each agro-ecological zone.

NOTE: Ask both Kuchi and non-Kuchi key informants to try to arrive at a general consensus on the Kuchi population.

B5. This question is trying to determine how the population has changed in the last year, both in the district and by agro-ecological zone. Fill in the code (from 1 to 5) for the correct answer.

B6. This question is trying to determine the major components of the agricultural aspects of the livelihoods in the zones within the district. You can select up to three answers, ordering them in level of importance. Fill in the code for each agricultural livelihood characteristic.

B7. This question is trying to determine the major components of the non-farm aspects of the livelihoods in the zones within the district. You can select up to three answers, ordering them in level of importance. Fill in the code for each non-farm livelihood characteristic.

B8. This question considers whether there are any other natural resources within the district that are exploited for income other than crop and grazing land. Fill in the code for the correct answer.

NOTE: For questions B9 through B18, fill in the answers only for the agro-ecological zones that you had identified in B1.

B9. If the focus group feels that the education provided is insufficient, try to get a consensus for the main reason for this limitation in each zone.

B10. If the focus group feels that the health facilities provided are insufficient, try to get a consensus for the main reason for this limitation in each zone.

B11. This question asks if there are landmines affecting livelihoods in the agro-ecological zones. There may be landmines in the zone that do not impact livelihoods and do not present a recurring danger.

B12. When asking about significant pests and diseases: significant here means **UNUSUALLY** high levels of crop loss due to pests and diseases.

B13. This question asks about the main livestock diseases experienced since the last wheat harvest.

NOTE: For questions B14 and B15, be sure NOT to raise expectations for assistance. Explain that you are seeking people's opinions on the greatest needs in the area.

B14. This question asks the key informants for their opinions on priorities that the Afghan Government should attempt to provide in each agro-ecological zone.

B15. This question asks the key informants about the reimbursement scheme (for participation in relief projects) that they think is the most appropriate for the district.

B16. Provide the name of the main food market – in **ENGLISH** - used by the communities in each of the agro-ecological zones.

B17. This question asks where the nearest permanent food market is for the residents of each agro-ecological zone. Fill in the code.

B18. This question asks if there is a reduction of the goods available in food markets in a particular season. Fill in the code for the seasons when market supply is reduced in each zone agro-ecological zone.

B19. This question asks how **SUPPLIES AND GOODS** are transported – either by **VEHICLE** or **PACK ANIMAL** - to the nearest permanent food market in each agro-ecological zone to keep it stocked, at different times of the year. Fill in the appropriate

code for each season.

B20. This question asks the key informants how they perceive differing levels of vulnerability in each agro-ecological zone. (Vulnerability is defined as the likelihood of being affected by hazards, such as conflict, food insecurity, floods, etc.) or particularly prone to poverty and food insecurity.

Example: if the key informants feel that the people living in Zone 2 face the least vulnerability and the best conditions, you would put a **1** (for Best) in the box below Zone 2.

B21. Indicate whether the any of the characteristics listed exist or are found in each of the agro-ecological zones within the district. These characteristics should explain the differences between the agro-ecological zones, and the reasons why the zones were ranked in the manner that they were by the key informants in **B20**. Indicate whether the characteristics exists or is found in each zone by filling in **1** (for **YES**) or **2** (for **NO**) in the box next to each characteristic for each agro-ecological zone listed. This should form a basis for comparison across the zones.

B22. This question asks about different types of shocks that may have occurred in the last year in each agro-ecological zone. If there is a shock that is not listed in the available options, write – in **ENGLISH** – what the shock was in the box in row **16**.

GUIDELINES FOR SECTION C – KUCHI

In this assessment, we will **ONLY** assess those Kuchi that were still migrating and livestock dependent at the onset of the last drought, as a **KUCHI POPULATION** in this section of the District Questionnaire. Often, even if Kuchi have settled generations back and have become an integral part of another rural settled population, they will still consider themselves to be Kuchi. In this assessment, these “**Settled Kuchi**” will be assessed as part of a settled rural community and **NOT** as a separate Kuchi population.

Categories of Kuchis

For the purposes of this assessment, the following 4 types of kuchi communities will be assessed:

1. **Kuchi that ARE currently short range** migratory Kuchi: these Kuchi **MIGRATE**; their summer and winter areas are in the **SAME** province
2. **Kuchi that ARE currently long range** migratory Kuchi: these Kuchi **MIGRATE**; their summer and winter areas are in **DIFFERENT** provinces
3. **Kuchi that USED TO BE short range** Kuchi at the onset of the last drought: these Kuchi used to migrate **WITHIN** the province, but no longer do so.
4. **Kuchi that USED TO BE long range** Kuchi at the onset of the last drought: these Kuchi used to migrate **BETWEEN** the provinces, but no longer do so.

C1. If there are migratory kuchi in the district, answer **YES**, then go on to answer questions **C2-C20**. If there are no kuchi communities in the district or none that were still migratory at the onset of the drought, then end interview, and **DO NOT** fill in the rest of the questionnaire.

NOTE: Those Kuchi that were still migrating before the onset of the drought, but have stopped migrating now due to loss of livestock are to be considered as migratory kuchi for the purposes of this questionnaire, and therefore the community should be included when answering questions **C2-C20**

If you have answered YES: Mark the areas on the map provided where the kuchi are currently living. Code each area that you have drawn on the map with the name of the tribe and sub-tribe **AND** a number from 1 to 10, depending on the number of areas that you have drawn. If for example there are only 2 areas that Kuchi are living in, and you have drawn these areas on the map, then code the first area 1 and the second area 2. Make sure that you write the code **IN** the area that you have drawn on the map. For the rest of the questions, this code that you have written on the map **MUST CORRESPOND** with the map code written on the questionnaire (in the furthestmost right-hand column).

Once you have done this, go on to questions **C2 to C16**.

NOTE: Make sure that for **ALL** the questions that you ask in **C2 to C20**, you are asking them for the Kuchi communities that are living in the areas that you have **MARKED** on the map, next to the **CODE** that you have given for each area. Ask **ALL** of the questions for each area that you have identified before moving to the next one. For example, ask all the questions from **C2 to C20** for the area coded 1 before asking the questions from **C2 to C20** for the area coded 2.

C2. Next to the code of each area that you have identified and marked on the map, write down the name – in **ENGLISH** - of the tribe and the sub-tribe that is living in that area. Make sure you use the name of the tribe and sub-tribe, and **NOT** the name of the leader of the community, as the leader may change.

C3. Often, there will be a local name for an area where migratory kuchi are living in. Write down this **LOCAL** name – in **ENGLISH** – of the area that the tribe that you have identified in C2 is currently living in.

C4-C9. These questions refer to migration patterns of the Kuchi. If only part of the community migrates, then enter the data for this group. Question **C11** quantifies how much of each kuchi community does not migrate.

C4. Indicate whether this current location is the summer, winter or recently permanent location for each of the kuchi groups in

the district. Recently permanent refers to kuchi that have ceased to migrate since the beginning of the drought. If the community is either in its winter location or recently formed permanent location then go to question **C13**. If the kuchi community is in the summer location, proceed to question **C5**.

C5. Record the month that each group leaves this location.

C6. Record the **PERCENTAGE** of households from the migrating kuchi community that do not move from this summer location at all during the year.

C7. Record the number of weeks spent travelling from current location to winter location. If the entire community does not migrate enter 0.

C8. Record the **LOCAL** name of the winter location – in **ENGLISH** – of these migratory Kuchi communities.

C9. Write the official names of the province and district that this winter location is in.

C10. Write down the code of the month that the Kuchi community will leave the winter area.

C11. For those groups where a part of the community migrates and a part does not, enter the **PERCENTAGE** of households in the community that does **NOT** migrate. Make sure they speak only about the community that is currently there together. It is possible that all the households of the community in **THIS** district do migrate, but that there are other members of their tribe (or larger community) that have remained behind elsewhere. In that case it should be entered that 0% of **THIS** community does not migrate.

C12. Write down the number of weeks spent travelling from the winter location to the summer location.

C13. What is the number of households in each of these communities? For the purpose of this survey, a household is defined as a unit where people eat and sleep together and are economically integrated. When the leaders give their numbers, it is essential to confirm whether the leaders are referring to 'tents' or 'households', since there might be more households living in one tent.

C14. Write down the average household size, with the household defined the same way as in **C13**.

C15. For each kuchi community in the district, record the category – or type - that each community belongs to. It should be clear from the data collected from **C2-C14** which are the short or long-range migratory Kuchi communities. From the data collected so far, it will not be clear whether those that have stopped migrating and have settled since the onset of the last drought were previously long or short range kuchi. You will have to ask the key informants for this information. If your district is in the kuchi winter areas, the kuchi that you encounter are most likely to be short-range migratory, ex-short and ex-long kuchi. If your district is in the summer kuchi areas, you will most likely encounter communities that are long-range migratory kuchi.

C16-C20. If there is **MORE** than 1 kuchi community in the district, have the key informants identify the best off and the poorest of these kuchi communities. Enter the map codes to identify these kuchi communities in the table for livestock ownership next to the heading: **Map Code** =. Once you have done this, enter the range of livestock ownership for the best off and the poorest community for each of the livestock types in questions **C16-C20**.

ONCE YOU HAVE COMPLETED QUESTIONS C12 TO C16, END THE INTERVIEW.

The next table you see must be completed by the survey team, as it is a guide to summarize your findings which will allow you to determine the types of Kuchi villages that you need to assess.

Selection of type and number of Kuchi communities to be assessed

Once you have filled in the questions **C1- C20**, you will be in a position to fill-in the table below totalling the number of households for each category of kuchi. Once this table is completed, then follow the steps to determine the sample of kuchi communities to be assessed in the NRVA 2003.

1. Determine the **NUMBER** of households for the different types of kuchi communities in the district. For example, in the table below there are three different categories of Kuchi in this district, and the approximate number of households in each category has been recorded.

Summary of population and household number by kuchi type - TO BE CALCULATED BY THE SURVEYOR ONLY

Number kuchi communities	Approximate total number	Number of kuchi	Approximate number of kuchi	Total number of	Definition	Categories of Kuchi
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to be assessed in each category	of kuchi households in the district	communities to be selected for assessment:	population from each category Compare total with value from question B4.	households for each kuchi category		
	0 – 100	0	3000	500	Kuchi that migrate, summer and winter areas in the same province.	1-Short range migratory Kuchi
	100 – 500	1	0	0	Kuchi that migrate, summer and winter areas are in different provinces.	2-Long range migratory Kuchi
	500-1000	2	800	100	Kuchi that used to migrate within the province	3-Ex short range Kuchi
	> 1000	3	1400	200	Kuchi that used to migrate between the provinces	4-Ex long range Kuchi
			5200	800	Total	

Cross checking of estimates of kuchi population in the district

In the first section of the questionnaire at question **B4**, the number of Kuchi has been asked. To cross check the information between the information given in question **B4** and the information given in **C13-C14**, multiply the number of households by the number in each household and add this up to give you the population of kuchi the district, using the table above in the questionnaire to record your estimates. Compare the total number for the population of kuchi with the one given in question **B4**. If the two figures are significantly different, ask the key informants which figure is a better estimate of the district Kuchi population, and make sure a generally agreed consensus is reached and recorded appropriately.

2. Select the number of kuchi communities to be sampled. In this example, we have 3 categories of Kuchi in the district. The total number of Kuchi households in this district is 800. According to the guide on number of communities to be selected in the table below, this number falls into the 500-1000 range, and therefore we should select **2** kuchi communities for NRVA assessment from this district.

Approximate total number of kuchi households in the district	Number of kuchi communities to be selected for assessment.
0 – 100	0
100 – 500	1
500-1000	2
> 1000	3

3. Selection of communities for assessment from the different types of kuchi in the district.

If all the kuchi in the district belonged to one category, then it is easy - select two settlements from this one category. If there is more than one category of kuchi in the district, then select the sample first from the largest community. In this example, we select the 1st community from the short-range migratory kuchi because they have the largest number of households. The ex-long range migratory kuchi are the 2nd largest group, so the second community will be sampled from this category. There will be no assessment in the smallest group, the ex-short range migratory kuchi. Record the results by entering the number of communities to be assessed in each category as in table below.

Summary of population and household number by kuchi type - TO BE CALCULATED BY THE SURVEYOR ONLY

Number kuchi communities to be assessed in each category	Approximate total number of kuchi households in the district	Number of kuchi communities to be selected for assessment:	Approximate number of kuchi population from each category Compare total with value from question B4.	Total number of households for each kuchi category	Definition	Categories of Kuchi
1	0 – 100	0	3000	500	Kuchi that migrate, summer and winter areas in the same province.	1-Short range migratory Kuchi
	100 – 500	1	0	0	Kuchi that migrate, summer and winter areas are in different provinces.	2-Long range migratory Kuchi
	500-1000	2	800	100	Kuchi that used to migrate within the province	3-Ex short range Kuchi
1	> 1000	3	1400	200	Kuchi that used to migrate between the provinces	4-Ex long range Kuchi
			5200	800	Total	

If there are more than 1000 kuchi households in the district: the sampling guidelines indicate to select 3 communities. If you have only 2 kuchi community types, then select 2 communities from the larger and 1 from the smaller kuchi category. If you have 3 or 4 different types of kuchi communities in the district, then select one from the three most populated categories.

GUIDELINES FOR DISTRICT PRICE QUESTIONNAIRE

District prices should be collected during the district Centre visit. The team should divide themselves, with some visiting the

local government administration to form a focus group to complete the District Level Questionnaire, while the other two can visit in the district market and fill in the prices required.

The district visit should be made on a market day. If you arrive in a new district, find out the market day first. If that day is a market day, then proceed to perform both the district level questionnaire and the district price questionnaire. If the market day is on some other day of the week, then first visit some of the villages and return to the district on the market day.

Even if there is more than one market in the district, it has been decided that we will just visit the market in the district administrative centre. We expect that the prices here will be representative of all the market in the district. In the very unlikely event that the district administrative centre does not have a market, then go to the most widely used market in the district. If there is no market at all in the district, then no market prices can be collected. Market prices from neighbouring districts will be applied to those communities in this district.

A1 to A8: Follow the same coding procedure that is explained in **SECTION A – DISTRICT IDENTIFICATION** of these guidelines

B1. Write down the location – in **ENGLISH** – of where this market is found. Most of the time this will be the same name as the district administrative center but it is asked just to cover the unlikely event that the district market and the district administrative center are not in the same location.

B2. Ask whether this market is operational, or open, all year and write down the answer. If it is **NOT** operational all year, then go on to **B3** to determine the reason why it is not. If it **IS** operational all year, then do not fill B3 and **GO TO C1**.

B3. Write down the code for the reason why this market is not operational / open all year.

C1. Write down the prices – in **AFGHANIS** – of the **CHEAPEST CLEANED** grain wheat found in the market. Note that you have to collect **WHAT** the price was in each of the 3 months listed

C2. Write down the prices – in **AFGHANIS** – of the **DIFFERENT LIVESTOCK TYPES AND AGES** sold in the market. Note that you have to collect **WHAT** the prices were in each of the 3 months listed.

C3. Write down the daily wage rate – in **AFGHANIS** – of both **SKILLED and UNSKILLED** labour. Note that you have to collect **WHAT** the daily wage rates were in each of the 3 months listed.

C4. For each food item in the list in the questionnaire, find out the **CURRENT** price – in **AFGHANIS** - per **KILOGRAM**. If the item on the list is not available in the market, then leave the cell blank. If the item on the list is available in the market but sold in some other unit, then correct the unit to the locally used one.