

# Guidelines to Undertaking and Managing a Baseline Study within a Livelihoods Programme

Key Steps	Recommended Timing
1. Use the country livelihoods programme logframe and global livelihood programme impact indicators to establish an outline M&E framework for the programme	After programme has been approved
2. Develop a Terms of Reference (TOR) for the baseline study and contract necessary support	The 1 <sup>st</sup> month of the programme
3. Refine baseline methodology with consultant and partners	The 2 <sup>nd</sup> month of the programme
4. Undertake participatory analyses and planning with communities in selected sites	The 2 <sup>nd</sup> month of the programme
5. Undertake household surveys	The 2 <sup>nd</sup> & 3 <sup>rd</sup> month of the programme
6. Data analysis & write up of report	The 3 <sup>rd</sup> month of the programme
7. Use baseline with partners to refine programme design and M&E framework	The 3 <sup>rd</sup> month of the programme
8. Use baseline as reference for annual programme review	1 year later
9. Use baseline as reference for programme evaluation	3 years later

## Introduction

Trócaire's Strategic Framework for 2006-2016 sets out the overall objective and 3 main outcomes for the global livelihoods programme. Subsequently, the annual global livelihood meetings in Malawi 2007 and India 2008 developed the global livelihood programme indicators. (see annex 3)

The annual livelihoods meeting in Uganda 2009 advanced this work further by breaking down the global livelihood impact indicators and agreeing upon a minimum menu of usable indicators which all livelihoods programmes could use to measure impact.

This document provides guidance on how to collect information on global livelihoods programme impact indicators. It sets out a minimum number of indicators that can be used to report against global impact indicators. Programmes may undertake more comprehensive baselines that include indicators that reflect their particular context.

### **Step One: Use the country livelihoods programme logframe and global livelihoods programme impact indicators to establish an outline M&E framework for the programme**

- Prior to undertaking a baseline study, the programme will already have been designed and approved.
- Use the country livelihood and global livelihood programme impact indicators to determine what needs to be measured.
- For each indicator identify what information will be collected quantitatively, qualitatively, and the sources and methods used to collect information. It is helpful to set this out in a table which can be used as a checklist.
- Remember the baseline can be used to refine the programme logframe/indicators. The process of establishing the baseline will help refine which indicators are most feasible for measuring impact; and establishes initial values for indicators which will assist in making them SMARTer<sup>1</sup>.
- The global livelihoods programme impact indicators focus on the following areas: (i) income (ii) food security (iii) livelihood resilience (iv) access to land and water (v) natural resource management (vi) advocacy (vii) gender (viii) impacts on households affected by HIV. The global programme impact indicators should be compatible with country programme indicators which will allow for a common approach to measuring the impact of programmes at a global level.
- Table 1: Illustrates the different global livelihoods programme impact indicators and methods for collecting information. These can then be further refined. For example food security can be measured through looking at number of meals consumed; dietary diversity; hunger gap etc.

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<sup>1</sup> Specific, Measurable, Achievable, Relevant, Time Bound

**Table 1: Global livelihoods programme impact indicators and sources of information**

Common Programme Indicators	Sources & Methods of Information Collection		
	Household Survey	Participatory Processes	Partner Reports
Income	X	X	X
Food Security	X	X	X
Resilient Livelihoods	X	X	X
Access to Land & water	X	X	X
Natural Resource Management	X	X	X
Livelihood Programmes reflect the different needs of men and women		X	X
Livelihoods of those affected by HIV are more resilient		X	X
Evidence that Trócaire influences Livelihood Related Policies		X	X

**Step Two: Develop a Terms of Reference (TOR) for the baseline study and contract necessary support**

- The TOR might be expected to contain the following sections: Background, Purpose, Expected Output, Methodology, Timeframe, Budget and Consultant Profile. (See Trócaire’s Accounting and Learning Framework for more information).
- Key Considerations for the TOR are as follows:
  - **Purpose:** To provide information on the current livelihood situation of the programme’s target population. The impact areas need to be selected as relevant from the country programme and global programme impact indicators. The global programme impact indicators are (i) income (ii) food security (iii) livelihood resilience (iv) access to land and water (v) natural resource management (vi) advocacy (vii) gender (viii) impacts on households affected by HIV. The prospective consultants’ tender should be invited to set out in detail how the baseline for relevant impact indicators will be established.
  - **Expected Output:** A report which provides an overview of key findings related to relevant impact areas; identifies implications for improving and refining programme design and make detailed recommendations about the monitoring system for the programme.
  - **Methodologies:** A number of methodologies will be used. The primary data collection methodology will be a questionnaire administered at household level. This will be supplemented by up to date secondary data sources where available. Participatory methodologies including focus group discussions; key stakeholders interviews and other participatory tools will also be undertaken to collect qualitative data and refine the questionnaire design. *It is important to ensure that Gender, and HIV issues related to livelihoods (and Risks where there are significant hazards) are addressed in the participatory processes.*

- **Timeframe:** The process of undertaking a baseline will most likely be spread over a two month period. During this time the methodology will be refined with partners, participatory analyses will take place at selected sites, household surveys will be administered, the data analysed and findings disseminated to partners and communities. To be effective it is important that a tight schedule is maintained between undertaking the research, feeding back the results and using these to refine the programme.
- **Budget:** It is important to plan for sufficient funds/time for undertaking the baseline. It is an important investment in programme quality, aids programme design, ability to report and facilitates co-financing. The cost will vary according to context. The Kenya baseline cost approximately €10,000 out of overall annual programme of €400k. This included the fees for an international consultant for 28 days; paying the survey enumerators and data entry clerks. Where possible the consultant should be responsible for managing and paying enumerators and data entry clerks. Partners will be very important for identifying enumerators and facilitating logistics at the local level.
- **Consultant Profile:** The consultant should have significant experience in undertaking livelihood analyses and research including facilitating/managing participatory processes, managing household surveys and data analysis. This should be evident from the proposal/tender they submit. Also, it would be good to see examples of work that the consultant has previously undertaken.

### Step Three: Refine baseline methodology with consultant and partners

- Once the consultant is selected it is important to allow time to explain and discuss in more detail the nature of the livelihoods programme and the key elements information is required on. This should allow for a further refining of the methodology.
- Refining the methodology will involve identifying partners with which to undertake the household survey, the criteria for selecting survey sites, drafting a questionnaire and outlining the questions that will be addressed in the participatory processes.
- The programme officer's main role is to ensure that the areas of impact that Trócaire wishes to measure are adequately addressed. It is a good idea to have a checklist of these areas to ensure they are being addressed.
- The relevant global livelihoods programme impact indicators to be included are: (i) income (ii) food security (iii) livelihood resilience (iv) access to land and water (v) natural resource management (vi) advocacy (vii) gender (viii) impacts on households affected by HIV.
- The consultant should be able to articulate clearly how baselines in these areas will be established.
- When selecting partners to be involved in the household survey it is important to include partners who work directly with the communities, to look at two representative sites for each partner's work and survey at least 20 households giving a minimum of 40 households per partner. Programmes are free to use a larger sample size which improves the accuracy of the data.

- Once partners, who will be involved in the household survey, have been identified a workshop needs to be organised to explain the baseline process in more detail.

#### **Step Four: Undertake participatory analyses and planning with communities in selected sites**

- Survey sites should be selected so that they are as representative as possible of the areas and communities where partners are working.
- Participatory analyses would then be undertaken in selected sites. This will be done to refine questions in the household survey, identify wealth groups and vulnerable groups, and collect qualitative data.
- This opportunity should be used to collect information on the local development context, local livelihoods, and development priorities. This is also the opportunity to collect information and establish a baseline on gender, HIV, identify vulnerable groups and undertake a risk analysis (Where there are significant hazards) (see table 2)
- While the participatory processes will be managed by the consultant in conjunction with partners it is good for the programme officer to participate in some of these workshops to ensure that key issues raised are captured and responded to in the programme

**Table 2: Establishing baseline information for selected Indicators using participatory processes**

Indicator	Baseline
<p><b>Evidence Livelihood Programmes reflect the different needs of men and women</b></p>	<p>At the outset of the programme there is an opportunity to build on existing analysis and explore with partners, communities, groups of men and women, and key informants the extent to which livelihood programmes reflect the needs of men and women and what improvements can be made. Community level analyses and planning sessions are good opportunities to collect information for the baseline. It is useful in a baseline to include an overview of the different livelihoods strategies and needs of men and women and changes desired during the course of the programme.</p> <p>Key things to consider are:</p> <ul style="list-style-type: none"> <li>- Sex disaggregated data on participants and identification of vulnerable participants based on gender (widows, female headed households, etc.)</li> <li>- Gender related differences or vulnerabilities that affect livelihoods               <ul style="list-style-type: none"> <li>o The different needs, priorities, roles, and livelihoods options of men and women</li> <li>o The different opportunities and constraints between men and women (ownership of assets, labour availability, involvement in decision making)</li> </ul> </li> <li>- Strategies are adapted to reflect the different needs of men and women and improve gender equality.</li> <li>- Indicators should be disaggregated by sex and for male and female headed households.</li> <li>- Indicators for improved gender equality should also be identified for monitoring (e.g. increasingly number of women accessing land)</li> </ul> <p>(see the gender mainstreaming checklist for more information)</p>
<p><b>Evidence Livelihoods Programmes reflect the needs of those affected by HIV</b></p>	<p>In high prevalence countries it is important to explore with partners, communities, groups of people living with HIV, and key informants (such as home base care) the livelihood opportunities and constraints faced by affected households. Community level analyses and planning sessions are good opportunities to collect information for the baseline. The baseline could include an overview of the current situation and changes desired during the course of the programme.</p> <p>Key things to consider are:</p> <ul style="list-style-type: none"> <li>- Data on vulnerable participants such as estimate of prevalence in the community; households affected by chronic illness; number of participants who are members of groups of People Living with HIV (where such group exists), child headed households, household caring for orphans. It is important to indicate to what extent such affected households are included in the programme.</li> <li>- How HIV affects livelihoods in the programme?</li> <li>- How overall strategies are adapted to reflect the impact of HIV; what specific strategies are in place to meet the needs of HIV affected households and setting indicators to monitor progress</li> </ul> <p>(Also see Checklist for HIV Mainstreaming and Mainstreaming HIV in Trócaire’s Livelihoods Programmes)</p>
<p><b>Evidence that communities are less vulnerable to the impact of natural and man-made hazards</b></p>	<p>Where natural and man-made hazards are factors to be considered in a programme Trócaire’s <b>Participatory Risk Management Methodology</b> uses familiar Participatory Learning and Appraisal exercises and have adapted these to incorporate a risk management focus. Programme Officers/Partners may find this methodology appropriate to their local context; or select some of its tools to answer certain questions.</p>
<p><b>Evidence that Trócaire Influences Livelihood Related Policies</b></p>	<p>The baseline here would briefly outline the key issues the programme prioritises and the changes desired.</p>

### **Step Five: Undertake household surveys (see Annex 1)**

- See Annex 1 for more detailed information.
- The consultant would be in charge of developing and piloting the questionnaire, training and supporting the enumerators, ensuring the quality of data collection and subsequently of data entry.
- Partners would support logistics at the survey sites and identify suitable enumerators.
- It would be important for the programme officer to accompany the process for a couple days to ensure quality and get a feel for the main issues being identified at grassroots level.

### **Step Six: Data analysis & write up of report**

- This process will be managed by the consultant.
- The key issues for the programme officer to manage are:
  - The report is completed quickly so its relevant and timely
  - That the information in the report is of direct relevance to the objectives of the livelihoods programme and the information is accessible for stakeholders
  - That the findings and their implications for the programme are clear.
  - That Trócaire has copies of datasets and original questionnaires
  - To ensure the quality and accuracy of the report
- The consultant should also provide detailed recommendations on the monitoring system taking into account the role of each partner.

### **Step Seven: Use baseline with partners to refine programme design and M&E framework**

- The baseline findings should be presented and discussed with partners at a workshop soon after the household surveys and participatory processes have been completed.
- The Programme Officer's main role is to ensure that findings are used with the partners to refine the programme. The baseline can contribute to refining the programme in a number of ways:
  - Refining the logframe and updating indicators. The process should assist in refining which indicators best reflect the programme objectives, the feasibility of collecting information on different indicators and how often information can be collected. It may also be possible to see if targets can be set for some indicators to make them SMART. This information should be used to update/refine the M&E framework that will be used by the programme.
  - The baseline may identify changes/adaptations that may need to be made to the programme

- The process may also indicate how targeting may need to be improved.
- It is important that the main implications of the baseline are documented and the PPD are updated as necessary.

#### **Step Eight: Using the baseline as reference for annual programme review**

- The partners meeting arranged to feedback the results of the baseline is an opportunity to refine and discuss with each partner which particular indicators they will be reporting against, how they will collect information and how often they will collect this information.
- The indicators which partner will report against will be determined by the nature of the particular projects that Trócaire funds and be informed by both the common and specific programme indicators.
- If annual household surveys (undertaken on the same dates a year later, to cancel out seasonal variations) are a component of annual monitoring then it is important to ensure that the indicators identified by the original baseline survey are tracked.
- Table 3 Further breaks down the Global Programme Impact Indicators into a menu of indicators for which information can be collected using annual household surveys.



**Table 3: Menu of Global Livelihood Programme Impact Indicators that could be monitored using annual household surveys<sup>2</sup>**

Indicator	What it tells us	Monitoring Implication
<b>Income</b>		<b>Select at least 2 Indicators from this group</b>
Household Income	Income	Changes would need to be analysed in relation to baseline values and with reference to changes in income/poverty at the regional/national level. E.g. Income may fall/rise due to general economic circumstances. Progress then needs to be benchmarked against what is happening generally in the economy as well as the initial baseline values
Income & Livelihood Diversity	Income Diversity/Resilience	
Changes in Assets	Income/Resilience	
<b>Food Security</b>		<b>Select at least 2 Indicators from this group</b>
No. of Meals	Food Security & Resilience	Progress here would be measured in terms of baseline indicators and cross referenced to what is happening at regional/national level. As improvements/ setbacks may be attributable to good rains, drought, fertiliser subsidies it is important to show how programme participants compare to the average.
Dietary Diversity	Food Security and resilience	
Hunger Gap	Food Security and resilience	
<b>Resilient Livelihoods</b>		<b>Select at least 1 indicator from this</b>
Coping Strategy Index	Resilience	Progress here would be measured in terms of baseline indicators and cross referenced to what is happening at regional/national level.
Savings	Resilience/Income	
<b>Access to land</b>		<b>Use indicators as relevant to the programme</b>
People's access to land; and proportion of land which is productively used.		It would be useful to compare changes of people's to access of land access to progress reported in partner reports. It will also be useful to see if as a result of livelihood intervention people increase their capacity to use more land productively.
<b>Access to Water</b>		<b>Use indicators as relevant to the programme</b>
No. HH using irrigation, types of irrigation and area of HH land under irrigation.		Progress here would be measured in terms of baseline indicators
<b>Natural Resource Management</b>		<b>Use indicators as relevant to the programme</b>
No. HH using land improvement practices, types of practices, and area of HH land under improvement practices.		It is useful to compare changes in this indicators with partners reports of progress on natural resource management

<sup>2</sup> Data will be disaggregated according by male and female headed households.

- More detailed progress on other indicators such as access to land and water etc can be collected from partner reports based on the indicators that have been agreed with each partner to report against. Table 4 outlines some examples of global livelihood programme impact indicators that partners may include in their reports.

**Table 4: Examples of indicators that can monitored via partner reports**

Indicator	Considerations
<p style="text-align: center;"><b>Access to land and water</b></p> <p>No. of titles secured for communities/individual (disaggregated by sex)</p> <p>No. of land disputes resolved (disaggregated by sex)</p> <p>Increase in the number of beneficiaries who have access irrigation (disaggregated by sex)</p> <p>Increase in the area under irrigation</p>	<p>These two quantitative indicators illustrate Trócaire’s work on access to land that can be aggregated across global programmes</p> <p>The numbers benefiting from/and area under irrigation can be collated globally while the type of irrigation used will depend on the local context.</p>
<p style="text-align: center;"><b>Natural Resource Management</b></p> <p>Increase in area under improved land management practices</p>	<p>The area under improved land management in acres/ha is an indicator that can be aggregated globally while allowing for techniques of improved land management to be defined locally.</p>
<p><b>Evidence that Trócaire Influences Livelihood Related Policies</b></p>	<p>Report here would indicate progress against priorities and desired changes the identified in the programme baseline.</p>

- Participatory methodologies including focused group discussions; key stakeholders interviews and other participatory tools could be repeated on annual basis to measure changes on qualitative indicators such as gender, HIV and risks. (see table 2)

### **Step Nine: Use baseline as reference for programme evaluation**

- A programme evaluation will be conducted at the end of the PPD cycle and in many cases programmes may choose to undertake a mid-term evaluation as well.
- Indicators identified for use in the baseline surveys will again be used in the evaluation to measure progress and impact of the livelihoods programme.
- The evaluation surveys should target the same areas as the baseline and be conducted at the same time of year (to cancel out seasonal variations).
- The end of cycle programme evaluation will also serve as the **baseline** evaluation for the **next phase** of the programme.

- Establishing a good quality baseline also allows progress to be measured a number of years later, to assist in evaluating partners and Trócaire's work over the longer term.

## Annex 1- Guide to Completing the Household Survey

<b>Guide to completing the Household Survey</b>
1. Type and Number of Partners to be involved in the baseline survey
2. Questionnaire Development 2.1 Note on Context Specific Information for Questions
3. Global Livelihood Programme Impact Indicators-Links to Sample Questionnaire
4. Guidance on using the questionnaire for the quantitative component of the baseline study. 4.1 Notes on Page 1 information 4.2 Section A-Household Information 4.3 Section B-Household Income 4.4 Section C- Household Assets 4.5 Section D-Household Food Production, Stocks & Access to Land & Water 4.6 Section E-Food Consumption 4.7 Section F-Resilient Livelihoods 4.8 Section G- Agricultural Extension

## 1. Recommendations for the type and number of partners to be involved in the baseline survey.

- All partners whose interventions involve working directly with the communities should ideally be involved in the household survey component of the baseline study.
- A *minimum* of 40 households per partner should be randomly selected from two sites (20 households per site or all 40 households from one site if only one is feasible and if that site can offer a representative sample of the target population in the partner's area of work). A representative sample of the target population is a sample that includes all of the target groups of the programme as well as all of the different characteristics of households within the target groups.
- A minimum of 100- 200 households should be surveyed for the programme baseline.
- Households surveyed should be selected through random sample. Please ensure that proper random sampling is adhered to.
- Purposive sampling of Female Headed Households should be used to include Female Headed Households. For example, if national/local level statistics reveal that 30% of households are headed by females, the sample should then include 30% female headed households.
- The findings of the baseline survey should be disaggregated **by gender of the head of household** so that the situation of female headed households may be compared to the situation of male headed households.

## 2. Questionnaire Development

- The consultant should develop the questionnaire to describe fully the baseline situation regarding the areas in which impact is to be measured.
- To assist in the design of a questionnaire for the household survey, an example of a livelihoods household questionnaire that has been developed by Trócaire is included in Annex 2. This is a modified version of the questionnaire developed by Trócaire Kenya and used for the Kenya Livelihoods Baseline Survey.
- This questionnaire can be used, and modified (questions can be added or a substantial number of questions can be removed if necessary). This questionnaire may simply inform the development of a new questionnaire for the survey and it is expected that the questions in the sample questionnaire will be useful for this. However, it is important (no matter what type of questionnaire is used) that the global livelihood programme impact indicators are addressed.
- The Programme Officer, the partners and the consultant will decide on the final layout of the questionnaire. The design of the questionnaire will also be informed through focus group discussion.

- It is important to note that caution is needed in designing the household questionnaire and undertaking the survey. Unless carefully constructed and limited in scope, they may fail to provide needed data on the main variables in time to be useful to the programme. Therefore, if the questionnaire contains too many questions and the survey involves too large a sample, this could result in critical “bottlenecks” in the processing and analysis of data which would hinder the timely completion of baseline surveys. It is important to collect the minimum of data and to construct questionnaires that simplify the processing of data as much as possible. Note that the sample questionnaire provided in annex 2 is very detailed and is designed to capture information on number areas that may not be needed for all country baselines.

### **2.1 Note on context specific information for questions**

- In order to develop the household questionnaire, it will be important to determine local, contextual information which will inform how a number of questions are presented. This can be determined through the pre-survey participatory focus group discussions with relevant and knowledgeable stakeholders.
- Local, contextual information such as the types of possible income sources, the range of different household assets (as well as a good estimate of the value of these assets), the types of different food groups consumed in the programme area, the types of coping strategies that are typically adopted (and local perception of how severe each coping strategy is), types of land improvement technologies, sources of agricultural extension advice etc, will be needed in order to develop codes to answer a number of questions and to enter and analyse data more efficiently.
- For example, the pre-survey focus group discussion may reveal that the most common sources of income in the programme area are: crop sales, remittances, casual agricultural labour, casual non-agricultural labour, cash for work programme, livestock sales, skilled trade/artisan, petty trade (sales of firewood etc), sale of vegetables, beer brewing and sales, a formal salary or pension, fishing, sale of hand crafts.
- In order to complete the questionnaire more efficiently and assist data entry and analysis the following codes could be created for income sources based on the above information. Income sources: 1 =crop sales, 2 = remittances, 3= casual agricultural labour, 4 =causal non-agricultural labour, 5 =cash for work programme, 6 = livestock sales, 7= skilled trade/artisan, 8 = petty trade, 9 = sale of veg, 10 = beer brewing and sales, 11 = formal salary or pension, 12 = fishing, 13= sale of hand crafts 14 = No first source of income, 88 = other, 98 = N/A (no second source of income) 99 = (no third source of income).
- See Section B (Household Income) for an example of how this is done in the sample questionnaire.

- There will be a number of other questions in the questionnaire which will require codes. These will be developed by focus group discussion and/or consultation with key stakeholders. For example, if looking at migration (see Section Q A13 for example) coding of potential responses would be helpful, also when looking at B10 (reasons for borrowing money), B11 (source of loan), C1 (non-livestock assets), C7-C10 (livestock), D9 (most important sources of cereal), E3 (list of food groups), section F, types of coping strategies adopted, D20 land improvement technologies, G£ source of agricultural extension.
- Piloting of the questionnaire will be important to ensure that the codes are correct and encompass the most likely responses.

### 3.Global Livelihoods Programme Impact Indicators and Link to Sample Questions

- It is recommended to use **at least five of the global livelihoods programme impact indicators** that can be selected from the menu of indicators that are set out in table 5. Note that all Trócaire Livelihoods Programmes will be using at least five common programme level indicators. These five indicators are drawn from “Income” (at least 2), “Food Security” (at least 2) and “Resilient Livelihoods” (at least 1). If programmes are addressing Access to land and water issues and Natural Resource Management issues, then these indicators should also be addressed.
- The survey will also be used to collect information on **specific country livelihood programme indicators**.
- The “link to questionnaire” column in Table 5 outlines the questions to be answered in order to address the common programme indicators. **These questions are marked with an \* in the questionnaire.**
- While some choice is given as to which income, food security, and resilient livelihoods indicators can be used, **all partners** involved in the programme baseline study must use the **same indicators**.

**Table 5: Menu of Global Livelihood Programme Impact Indicators that could be monitored using annual household surveys**

Area	Indicator	Requirement	Link to Sample Questionnaire in Annex 2
<b>Income</b>		<b>Select at least 2 of these indicators</b>	
1.Income	Determine the level of household income.		Section B Questions B4-B7
2.Income and Livelihood Diversity	Determine the number of sources of income of the households, the types of income sources and rank in importance to the household.		Section B Questions B1-B3
3.Household Assets	Determine the amount of livestock and non-livestock assets that the household has and the value of these assets.		Section C Questions C1 & C7
<b>Food Security</b>		<b>Select at least 2 of these indicators</b>	
1.No. of Meals	Determine the number of meals eaten by adults and children in the household the day before the survey.		Section E Questions E1,E2
2.Dietary Diversity	Determine the number of food groups members of the household consumed from in the previous day.		Section E, Question E3
3.Hunger Gap	Determine the number of months the main food stocks (main staple food) ran out before the last harvest.		Section D Question D 4.
<b>Resilient Livelihoods</b>		<b>Select at least one of these indicators.</b>	
1.Coping Strategy Index	Determine the extent to which household adopt coping strategies to cope with food shortages.		Section F Questions F1.1—F1.6
2.Savings	Determine whether household have savings and what level of savings they have.		Section F Questions F2.1, F2.2
<b>Access to land</b>		<b>Select this indicator if relevant to the programme.</b>	
Access to land.	Determine the % of households who have secure access to and control over land.		Section D Question D 7
	Determine the amount of land people have		Section D Question D6
	Determine how much of their land a household productively use		Section D Question D8
<b>Access to Water</b>			
Use of Irrigation	Determine if the household is using irrigation.		Section D Question D18
	Determine what type of irrigation techniques the household is using.		Section D Question D19
	Determine the % of the household's land that is under irrigation.		Section D Question D20
<b>Natural Resource Management</b>		<b>Select these indicators if relevant to the programme.</b>	
Use of land improvement technologies.	Determine if the household is using land improvement practices		Section D Question D15
	Determine the type of land improvement practices		Section D Question D16
	Determine % of land under land improvement practices		Section D Question D17



## 4. Guidance on using the sample questionnaire

This part of the guidance note discusses each section of the sample questionnaire, outlines the information sought in that section, and advises on which questions in each section are relevant to the menu of global livelihoods programme impact indicators in table 1. In addition to addressing the global programme impact indicators the programme officer, partners and consultant will add or remove questions in order to fulfil the requirements of the baseline study and address specific country programme indicators.

### 4.1 Notes on Page 1 information

Please ensure that the enumerator records all of the information on the first page of the questionnaire. i.e. village, NGO, sites, name of enumerator, dates of interview etc.

### 4.2 Section A - Household Information

This section provides basic but essential background information on the household.

Use as much of this section as is relevant to the programme and add extra questions if necessary. At a minimum the following questions need to be answered:

- Name of respondent, gender and age of head of household.
- Whether respondent is *head* of household.
- Total number of persons in the household.

Other areas in this section that may possibly be of interest to the programme are establishing the literacy level and the educational attainment of the head of household as well as dependency ratio, migration and hospital/clinic visit information.

The dependency ratio may be of interest to the programme. The dependency ratio shows how many members of the household depend on healthy and economically active adults (or potentially economically active adults.) Normally, the higher the dependency ratio, the more vulnerable the household is to food insecurity. This can be a useful indicator to identify different vulnerabilities between male headed households, female headed households and those households caring for people with illness or disability.

The dependency ratio can be calculated by using the formula below.

$$\frac{\text{Number of hh members } <16 \text{ or } >65 + \text{hh members unable to work through disability or sickness}}{\text{Number hh members aged } >16 \text{ and } < 65} \times 100$$

i.e the number of household members aged 16 or under and the number of household members aged 65 or over plus the number of household members who are unable to work

due to disability or sickness multiplied by 100 and then divided by the number of household members who are older than 16 and younger than 65.

### **4.3 Section B – Household Income**

Calculating the average household income over the previous period (e.g.) month can be a good indicator of livelihood security (particularly in communities who are more integrated into the cash economy). The number of livelihood strategies or sources of income is also a useful indicator of livelihood diversity.

Use as much of this section as is relevant to the programme (remove and add questions as necessary). Ensure that the questions relevant to the income indicators as laid out in Table 5 above are answered.

Therefore at a minimum, the following areas need to be addressed:

- Sources of income/livelihood
- Total household monthly income

Income sources will be specific to the local context and the range of income sources will be determined through Focus Group Discussion. In the sample questionnaire there are examples of codes for income sources. While codes for 12 different income sources are provided in the questionnaire local focus group discussions may reveal that a smaller or greater number of income sources represent all principle income sources in the operating context.

### **4.4 Section C – Household and Livestock Assets**

Section C looks at non livestock and livestock assets as indicators of household assets.

Change in asset ownership is a strong indicator of improvements or deteriorations in livelihood security. It is also easy for respondents to recall assets. Livestock ownership is a good indicator because it is quite responsive – animals are often the first things that are bought as an investment or sold when the situation deteriorates. Non livestock assets such as home improvements are also good indicators of improving livelihoods.

Use as much of section C as is relevant to the programme. If you intend to use the household assets indicator, you will at least need to establish the value of household assets and will therefore need to address question in C1 and question C7 for livestock assets.

Other questions from this section that you may wish to use, address the sale (and reason for sale) as well as the acquisition of assets. For example questions C2- C6 and C8-C10 explore recent changes in assets, where large sudden changes may be a sign of the onset of a crisis. This information may or may not be necessary for your programme.

You will need to compile a list of non-livestock household assets that are relevant to the context of the programme. This will be done through the initial focus group discussion with relevant stakeholders and through piloting of the questionnaire. Ensure that assets are included which would indicate a change in food/income/livelihood security of the household. Ensure that as accurate as possible an estimate of the value of each asset is determined. Include a list of assets with estimates of value in the annexes of the final report. The total value of non livestock assets will be calculated during data analysis.

When addressing question C7, you will need to compile a list of livestock household assets and their values as are relevant to the context of the programme. This can be determined through focus group discussion. Ensure that assets are included which would indicate a change in food/income/livelihood security of the household. The total value of livestock assets will be calculated during data analysis.

Note that, for reporting purposes, the value of total household assets (disaggregated by livestock and non-livestock assets) is all that needs to be presented to satisfy the indicator.

#### **4.5 Section D-Household Food Production Stocks and Sources**

Use as much from this section as is relevant for your programme. If you are using the “Hunger Gap” you will *need to address* questions D1 and D4. When addressing the “Hunger Gap” question, it is assumed that we are concerned with stocks of the most important *cereals*.

This section also contains questions on current stocks of staple foods, the length of time these stocks will last (from the time of the survey), the most important sources of cereals/staple foods, the amount of land owned, cultivated and harvested, reasons for not cultivating or harvesting, the size of the last cereal harvests and the percentage of cereal lost to pests.

If your programme is addressing access to land issues, the question in this section regarding secure access to land should be addressed. Responses to this question will determine the number of households that perceive their own access to land to be secure. For livelihoods programmes with a strong focus on access to land, more information on land access and control and greater detail on individual cases can be obtained from other sources including partner reports etc.

If your programme is addressing improved land practices and/or water conservation, these questions in section D should be addressed. If your programme is addressing agricultural extension services, the questions on agricultural extension must be addressed. Again, if the programme has a strong focus on land improvement and water conservation, and agricultural services/other services, more information relevant to the baseline study may be obtained from other sources, including partner reports.

#### 4.6 Section E-Food Consumption

Better food security is reflected in increases in consumption. “Number of Meals” is a practical indicator to use as the respondent is usually able to accurately remember the number of meals consumed by adults and children on the day before the survey. Section E contains questions (E1 and E2) to address the “number of meals” indicator.

In many places increases in food security will be reflected in **increased dietary diversity** – households add meat, fish, vegetables and dairy produce to their diets. This question can be asked in the context of consumption in the week or the day prior to the survey – as long as there is consistency between baseline and subsequent surveys in terms of time of year, sample profile etc. Change in dietary diversity is then indicated by the increases or reductions in the number of food types consumed.

**Note:** For reporting purposes, presenting the total sum of dietary diversity of the households will be sufficient (rather than presenting information on all food groups).

#### 4.7 Section F- Resilient Livelihoods

There are two components to the resilient livelihoods section – coping strategy index and savings.

The coping strategy index is an index based on how households adapt to the presence or threat of food shortages. The coping strategy index is most effectively applied if the person within the household who has the primary responsibility for preparing and serving meals is asked a number of questions regarding how households are responding to food shortages.

If using the coping strategy index, you’ll need to look at questions F1.1-F1.6. People will respond to food shortages differently depending on their context. Therefore, it is important that questions F1.1-F1.6 are modified to suit the context of the programme. This will involve ensuring that the questions reflect the most common local coping strategies e.g. a question may be added such as “has the household consumed a larger than usual amount of wild foods” or has the households harvested immature crops or relied on casual labour for food, borrowed money to buy food, reduced expenditure on non-food items, healthcare, education, livestock etc to buy food.

##### **Box 1: Approaches to Looking at the Coping Strategy Index**

The programme context will also determine how severe communities perceive different coping strategies to be. Weighting the coping strategies according to severity will be necessary if you decide to use option C in the table below to calculate a weighted sum of different coping strategies (where the weights reflect the frequency of use and the severity of the household’s response).

The coping strategy index will need to be tailored during the pre-survey focus group discussion to identify context specific coping strategies.

There are several ways of summarizing the information obtained from these questionnaires.

- A) You can count the number of different coping strategies used by the household. Here, this is the number of strategies that the household used often, from time to time, or rarely. The higher the sum, the more food-insecure the household.
- B) Calculating a weighted sum of these different coping strategies, where the weights reflect the frequency of use by the household. A simple way of doing so is to make the weights consecutive, so that "often" is counted as a 4, "from time to time" is counted as a 3, "rarely" is counted as a 2, and "never" is counted as a 1. The higher the sum, the more food-insecure the household.
- C) Calculating a weighted sum of these different coping strategies, where the weights reflect the frequency of use—as described above—and the severity of the household's response. A simple way of doing so is to ascribe a weight of 1 to the use of strategies such as eating less preferred foods (question #1) and reducing portion sizes served to men, children, and women (questions #2, 3, and 4), a weight of 2 to skipping meals (question #5) and a weight of 3 to skipping eating all day (question #6). Again, the higher the sum, the more food insecure the household.

If necessary further information or examples on how to practically use the Coping Strategy Index can be obtained from the Evaluation and Impact Unit in Maynooth ([emckernan@trocaire.ie](mailto:emckernan@trocaire.ie))

A second indicator of a household's resilience is its level of cash savings. See questions F2.1 and F2.2 for examples of questions regarding savings. This indicator may be particularly useful if the programme is operating in area that is well integrated into the cash economy.

#### **4.9 G –Services**

If your programme is addressing access to services, such as agricultural extension services, then questions such as those outlined in Section G should be addressed. More information relevant to the baseline study may be obtained from other sources, including partner reports.

## Annex 2- Sample Household Questionnaire

(Note Questions with an \* are linked to the menu of global livelihood programme impact indicators)

<b>Village / Location</b> _____  __ __
<b>NGO</b> _____  __ __
<b>Site GPS Coordinates</b> _____
<b>Name of Enumerator</b> _____

<b>A: HOUSEHOLD INFORMATION</b>			
<b>A1</b>	Name of respondent		
<b>A2</b>	Is the respondent the head of the household?	1 = Yes, 2 = No	
<b>A3</b>	Is the household male (MHH) or female headed? (FHH)	1= MHH, 2 = FHH	
<b>A4</b>	Age of head of household		
<b>A5</b>	Is the head of household literate?	1 = Yes, 2 = No	
<b>A6</b>	How many years education did head of household complete?		
<b>A7</b>	Total number of people in the household		
<b>A8</b>	How many members are 16 years old or less?		
<b>A9</b>	How many members are 65 years old or more?		
<b>A10</b>	How many of the adults in the HH between ages of 16 and 65 are unable to work? (Disability, illness etc.)		
<b>A11</b>	<p>What is the Dependency Ratio of the Household?</p> <p>Dependency Ratio can be calculated using formula below</p> $\frac{\text{No. of household members <16 or >65 + hh members unable to work through disability or illness}}{\text{No. of hh members aged >16 and < 65}} \times 100$		
<b>A12</b>	How many household members have migrated in the last three months?		
<b>A13</b>	<p>What were the reasons for migration? (identify each case)</p> <p><b>1</b> = To work ; <b>2</b> = For school; <b>3</b> = To help other HH; <b>4</b> = To relieve strain on this HH; <b>5</b> = Stayed behind when this HH moved; <b>6</b> = Marriage; <b>7</b> = Death of parent/ caretaker ; <b>88</b> = Other (specify above)</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<b>A14</b>	How many times in the last 3 months have members of the household had to use the services of a doctor		

## B. Household Income

What were the 3 most important sources of income for your household?

B1* First most important income source	B2* Second most important income source	B3* Third most important income source
_	_	_
Specify if other (88)_____	Specify if other (88)_____	Specify if other (88)_____
<b>IF NO SOURCE OF INCOME AT ALL (CODE 13), GO TO B3</b>		

### CODES FOR B1,B2,B3

**Income sources:** 1 = Remittance; 2 = Crop sales; 3 =Casual agric. labour; 4 = Casual non-agric. Labour; 5 = Livestock sales (cattle, chicken, goats etc.) ; 6 = Skilled trade/artisan; 7 = Medium/large Business; 8 = Petty trade (firewood sales, etc) ; 9 = Beer Brewing; 10 = Formal salary or pension; 11 = Fishing; 12 = Vegetable sales; 13 = No 1<sup>st</sup> source of income at all; 88 = Other; 98 = N/A (no 2<sup>nd</sup> source of income) 99 = (no 3<sup>rd</sup> source of income)

<b>B4*</b>	How much does your household make from its first income source in the last period (e.g. month) (B1)?	
<b>B5*</b>	How much does your household make from its second income source in the last period (B2)?	
<b>B6*</b>	How much does your household make from its third income source in the last period (B3)?	
<b>B7*</b>	What was your household's <b>total</b> cash income last period (e.g. month)?	
<b>B8</b>	How much of your household's income was spent on food last period?	
<b>B9</b>	During the last 3 months, did you or any member of your household borrow money?	1 = Yes; 2 = No. <b>IF NO, GO TO C</b>
<b>B10</b>	What were the main reasons to borrow money?  PLEASE RECORD THE 2 MAIN REASONS: 1= to buy food; 2 = to pay for health care; 3 = to pay for funeral; 4 = to pay for other social events; 5 = to avoid selling assets; 6 = to buy agric. Input; 88 = other reason (specify)	_ _   <b>88 = other</b> _____
<b>B11</b>	From whom did you borrow money?  1 = Friends/relatives; 2 = Bank / NGO; 3 = Money lender; 88 = Other (SPECIFY)	_   <b>88 = other</b> _____



<b>C. Assets</b> <sup>3</sup>					
<b>C1*</b>	<p><b>How many of</b> following items are owned by you or any member of your household?</p> <p><b>IF DON'T OWN ONE SPECIFIC ITEM OF THE LIST, WRITE IN 00</b></p>	Chair	<input type="text"/>	Buckets	<input type="text"/>
		Table	<input type="text"/>	Iron roof sheets	<input type="text"/>
		Bed	<input type="text"/>	TV	<input type="text"/>
		Bicycle	<input type="text"/>	Harrow	<input type="text"/>
		Hoe	<input type="text"/>	Metal granary	<input type="text"/>
		Axe	<input type="text"/>	Maize mill	<input type="text"/>
		Sickle	<input type="text"/>	Plough	<input type="text"/>
		Panga	<input type="text"/>	Cultivator	<input type="text"/>
		Mortar	<input type="text"/>	Treadle pump	<input type="text"/>
		Radio	<input type="text"/>	Fishing nets	<input type="text"/>
		Ox/donkey cart	<input type="text"/>	Canoe	<input type="text"/>
		Mattress	<input type="text"/>		

<sup>3</sup> The main non livestock assets and values for these will be determined by focus group discussion as appropriate to the local country context. The numbers of assets are recorded in the questionnaire and these are later used in data analysis to generate a total value for non livestock assets.

<b>C2</b>	Did you sell any HH assets in the past 3 months?				1 = Yes; 2 = No. <b>(IF NO, GO TO C6)</b>	
<b>C3 &amp; C4</b>	<b>CIRCLE A YES OR NO ANSWER FOR EACH ITEM IN THE LIST</b>  <b>FOR EACH YES IN C4, INDICATE REASON in C5 FROM CODE LIST AT BOTTOM OF PAGE</b>	<b>C4</b> What did you sell?	YES	NO	<b>C5</b> What was the main reason for sale of each type?	
		Hand tools	1	2	Hand tools	<input type="text"/> <b>88 = Other</b>
		Transport assets	1	2	Transport	<input type="text"/> <b>88 = Other</b>
		Fishing assets	1	2	assets	<input type="text"/> <b>88 = Other</b>
		Non-productive assets	1	2	Fishing assets	<input type="text"/> <b>88 = Other</b>
					Non-productive assets	<input type="text"/> <b>88 = Other</b>
<b>C5</b>	Did your Household acquire any asset in the past 3 months				1 = Yes; 2 = No. <b>(IF NO, GO TO C8)</b>	
<b>C6</b>	What did you acquire?				YES	NO
					1	2
	Hand tools				1	2
	Transport assets				1	2
	Fishing assets				1	2
	Non-productive assets				1	2

**Possible Definitions and coding for C4:** Hand tools: = Hoe, sickle, axe, Transport assets: ox-cart, bicycle, canoe; Fishing assets: canoe, fishing net; Non-productive assets: bed/mat, table, chair, TV, radio.

		<b>C7*</b> How many livestock does your household currently own?	<b>C8</b> How many did you acquire in the past 3 months? <b>IF NONE, TYPE IN 0</b>	<b>C9</b> How many did you sell in the past 3 months? <b>IF NONE, TYPE IN 0</b>	<b>C10</b> What was the main reason to sell this livestock (coding below)
<b>C7 – C10<sup>4</sup></b>	Livestock type				
	Draught cattle	1.  __	1.  __	1.  __	1.  __
	Cattle	2.  __	2.  __	2.  __	2.  __
	Donkeys	3.  __	3.  __	3.  __	3.  __
	Sheep/Goats	4.  __	4.  __	4.  __	4.  __
	Pigs	5.  __	5.  __	5.  __	5.  __
	Poultry	6.  __	6.  __	6.  __	6.  __

**Reasons for sales for C5 and C11:** 1 = No longer needed; 2 = To pay normal daily expenses; 3 = To buy food for HH; 4 = To pay medical expenses; 5 = To pay other emergency; 6 = To pay debt; 7 = To pay social event; 8 = To pay funeral for HH member; 9 = To pay funeral for someone outside HH ; 10 = To pay school expenses; 88 = Other reason (specify).

<sup>4</sup> The main livestock assets and values for these will be determined by focus group discussion as appropriate to the local country context. The numbers of assets are recorded in the questionnaire and these are later used in data analysis to generate a total value for livestock assets.

## D. Household Food Production, Stocks and Access to Land & Water

<b>D1</b>	Does your household have its main staple food in stock now? 1 = Yes. 2 = No - <b>IF NO, GO TO D3</b>			
<b>D2</b>	How many months do you think your current main staple food stock (from own production) will last? <b>IF LESS THAN A MONTH, WRITE 00</b>	<input type="text"/> <input type="text"/> <input type="text"/> <b>NUMBER OF MONTHS</b>  <b>THEN GO TO D4</b>		
<b>D3</b>	How many months ago, did your main staple food stock (from own production) finish? <b>IF LESS THAN A MONTH AGO, WRITE 00</b> <b>IF THEY NEVER HAD STOCK, WRITE 98</b>	<input type="text"/> <input type="text"/> <input type="text"/> <b>NUMBER OF MONTHS</b>		
<b>D4*</b>	How many months before your last harvest did your main staple food stock run out? <b>IF LESS THAN A MONTH, WRITE 00</b>	<input type="text"/> <input type="text"/> <input type="text"/> <b>NUMBER OF MONTHS</b>		
<b>D5</b>	During the past 3 months, what were your household's most important sources of <u>cereals / staple food</u> to eat? <b>RANK IN ORDER OF IMPORTANCE FROM 1 TO 3 (most important source = 1)</b>			
	1. From own harvest	<input type="text"/>	7. Food for Work	<input type="text"/>
	2. Casual Labour	<input type="text"/>	8. Purchased from shops	<input type="text"/>
	3. Borrowed	<input type="text"/>	9. Food barter	<input type="text"/>
	4. Gifts from relatives / neighbours / community	<input type="text"/>	10. No 2 <sup>nd</sup> source of food	<input type="text"/>
	5. Free food aid (eg WFP / NGO)	<input type="text"/>	11. No 3 <sup>rd</sup> source of food	<input type="text"/>
	6. Food received though school feeding	<input type="text"/>		
<b>D6*</b>	What is the total amount of land that your household owns? (1 acre =0.4h/a)			<input type="text"/> <input type="text"/> <input type="text"/> hectares
<b>D7*</b>	Does this household have secure access and control over its land? 1 = Yes; 2 = No			<input type="text"/>
<b>D8*</b>	During this past season, how much land did you productively use?			<input type="text"/> <input type="text"/> <input type="text"/> hectares
<b>D9</b>	During this past season, how much of this land did you harvest?			<input type="text"/> <input type="text"/> <input type="text"/> hectares
<b>D10</b>	What were the reasons for not cultivating or harvesting all your land? <b>Indicate all that apply</b>	<b>Reasons for not cultivating or harvesting</b> : 1 = planned fallow ; 2 = lack water ; 3 = lack seeds ; 4 = lack other input ; 5 = lack labor; 6 = flood ; 7 = destroyed by insect / birds / animal ; 8 = drought ; 9 = rented to someone else to cultivate ; 88 = other (specify)		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <b>88 = other</b> -----

<b>D11</b>	What was your maize yield last harvest?	__  kg ( 1 sack = 90kg) (or relevant local measure)	__  oxcart (or relevant local measure)
<b>D12</b>	What was your sorghum yield last harvest?	__  kg ( 1 sack = 90kg) (or relevant local measure)	__  oxcart (or relevant local measure)
<b>D13</b>	What was your millet yield last harvest?	__  kg ( 1 sack = 90kg) (or relevant local measure)	__  oxcart (or relevant local measure)
<b>D14</b>	In a normal year what percentage of your maize do you lose to pests?		__  %
<b>D15*</b>	Do you use land improvement practices?	1= Yes; 2 = No	__
<b>D16*</b>	What type of land improvement practices do you use?		__
<b>D17*</b>	What % of your land is under improvement practices?		__  %
<b>D18*</b>	Do you use irrigation to cultivate crops?	1= Yes; 2 = No	__
<b>D19*</b>	What type of irrigation techniques do you use?		__
<b>D20*</b>	What % of your land is under irrigation?		__  %

**Coding for D20:** Developed through focus group discussion according to local context e.g. 1= terracing etc.

**Coding for D23:** Developed through focus group discussion according to local context e.g 1= drip etc.

**Coding for D21 and D24:** 1= 0-20%, 2= 20-40%, 3= 40-60%, 4 = 60-80%, 5= 80-100%

## E. Food Consumption

<b>E1*</b>	How many meals (including porridge or bread) did <b>adults</b> eat <b>yesterday</b> in your household? (Respondent should clearly outline the actual meals when responding)	__  <b>NUMBER OF MEALS</b>
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<b>E2*</b>	How many meals (including porridge or bread) did the <b>children</b> eat <b>yesterday</b> in your household?  <b>IF NO CHILDREN IN THE HH, WRITE 88 = N/A</b>	__  <b>NUMBER OF MEALS</b>
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<b>E3*</b>	Which of the following foods did somebody in your household eat as part of a meal or snack yesterday?  <b>GO THROUGH THE LIST WITH RESPONDENT AND GIVE A YES OR NO ANSWER FOR EACH ITEM OF THE LIST</b>					
		YES	NO		YES	NO
	1. Ugali, millet, bread or other cereals			7. Cooking oil /fats		
	2. Cassava, potatoes, other tubers			8. Meat		
	3. Vegetables or leaves			9. Egg(s)		
	4. Fruits (including wild fruits)			10. Fish		
	5. Legumes (beans, groundnuts etc)			11. Sugar or sugar products		
	6. Milk			12. Other		

<b>1. Sum of Dietary Diversity:  ____ </b> Note: For every food group that is marked "Yes" assign a score of 1. Add up score for total sum of dietary diversity.	
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## F- Resilient Livelihoods

### F 1 Coping Strategy Index

The most knowledgeable person in the household regarding food preparation and distribution within the household is asked a series of questions of the following form.

<b>In the last seven days:</b>	Never <b>1</b>	Rarely (once) <b>2</b>	From time to time (2 or 3 times) <b>3</b>	Often (5 or more times) <b>4</b>
F1.1* Has the household consumed less preferred foods?  <b>Weight = 1</b>				
F1.2* Have you reduced the quantity of food served to <b>men</b> in this household?  <b>Weight = 1</b>				
F1.3* Have you reduced your own consumption of food?  <b>Weight = 1</b>				
F1.4* Have you reduced the quantity of food served to children in this household in the last seven days?  <b>Weight = 1</b>				
F1.5* Have members of this household skipped meals in the last seven days?  <b>Weight = 2</b>				
F1.6* Have members of this household skipped meals for a whole day?  <b>Weight = 3</b>				
<b>F2 Savings</b>				
<b>F2.1*</b>	Does your household have cash savings? 1 = Yes, 2 = No			
<b>F2.2*</b>	If your household has cash savings, how much savings do you currently have?		Local Currency   _____	

## G- Agricultural Extension

<b>G1</b>	Have you received some form of agricultural extension advice in the past year?	1= Yes; 2 = No	
<b>G2</b>	How often (annually) are you visited by an agricultural extension worker?		
<b>G3</b>	What was the source of this agricultural extension advice?		
<b>G4</b>	Did you have to pay for the extension service?	1= Yes; 2 = No,	
<b>G5</b>	How would you rate the quality and usefulness of the advice you received from the agricultural extension worker?		

**Coding for G3:** e.g. 1= Gov, 2 =NGO, 3 = Church, 4 = Private Sector, 5=Other

**Coding for G5:** 1=Excellent, 2 = Good, 3 = Satisfactory, 4= Unsatisfactory, 5= Very Poor

----- **END OF QUESTIONNAIRE** -----



## **Annex 3- Global Livelihood Programme Indicators**

Organisational Programme Objective: To increase the capacity of poor, marginalised and vulnerable people to secure sustainable and just livelihoods.

	Organisational Programme Outcome	Outcome Indicator	Means Of Verification	Impact Indicator
1	People have sustainable & robust livelihoods that provide them with food security, a growing income and an improved quality of life.	<ul style="list-style-type: none"> <li>• Programmes apply strategies that improve the quality &amp; quantity of food that targeted communities produce &amp; use in a sustainable way</li> <li>• Programmes pilot &amp; adopt innovative &amp; sustainable approaches to agriculture</li> <li>• Programmes &amp; strategies promote diversification within agriculture including adaptation to climate change</li> <li>• Programmes &amp; strategies increase farmers access to value added activities such as processing &amp; marketing</li> <li>• Improve access to, management of &amp; control over strategic assets (esp land &amp; water) for vulnerable groups with a particular focus on women's rights.</li> </ul>	<p>Country strategic plans</p> <p>Programme reviews</p> <p>Stories of change</p> <p>Case studies</p> <p>Advocacy strategies developed</p> <p>Livelihoods Policy</p>	Increased food security, income & improved quality of life within targeted communities

		<ul style="list-style-type: none"> <li>• Programmes &amp; strategies diversify livelihoods options for the poor</li> <li>• Livelihoods programmes support policy &amp; advocacy work aimed at addressing structural barriers to sustaining livelihoods.</li> <li>• Trócaire carries out collaborative advocacy to influence the trade &amp; food security policies of selected governments and international bodies.</li> <li>• Livelihoods programmes reflect programmes the different needs &amp; priorities of women &amp; men.</li> <li>• Livelihoods programmes in high prevalence countries work towards identifying specific strategies that respond to the needs of households affected by HIV/AIDS</li> </ul>		<p>Increased security of access to land for women.</p> <p>Evidence of sustainable management approaches to land/water &amp; other natural resources</p> <p>Evidence that Trócaire &amp; partners influence livelihood related policies at a local, national an international level. (trade, land, agriculture, food security etc)</p>
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			<p>Programme analysis &amp; strategies clearly reflect the different needs of men and women</p> <p>Specific strategies identified &amp; applied</p>	<p>Livelihoods programmes respond to the needs of women &amp; men.</p> <p>Evidence that Livelihoods of those affected by HIV protected &amp; more resilient.</p>
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2	<p>People's Livelihoods are more resilient – they are better able to withstand &amp; manage the impacts of natural &amp; man-made disasters.</p>	<ul style="list-style-type: none"> <li>Strategies in place to increase Trócaire &amp; partners' capacity to carry out vulnerability/risk analysis to inform programme design</li> <li>Programmes more clearly identify risk &amp; the appropriate actions to reduce them.</li> </ul>	<p>Programme reviews</p> <p>Documented vulnerability analysis</p> <p>Case studies</p> <p>Programme documents</p> <p>Risk reduction strategies identified in programmes</p>	<p>Evidence that communities are less vulnerable to the impact of disasters</p> <p>HIV/AIDS affected Households less vulnerable to livelihoods shocks</p>
3	<p>Trócaire increasingly researches &amp; addresses the issue of migration</p>	<p>Trócaire in Ireland will develop an overview of the key issues and actors related to migration in Ireland.</p> <p>Trócaire adopts a more strategic approach to migration issues</p> <p>At least two regions have developed strategies to deal with the issue of migration. (International &amp; internal where this is significant)</p>	<p>Country/regional strategic plans</p> <p>Programme reviews</p>	

