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# **CHAPTER 1**

## **GENERAL INFORMATION**

### **1.1. The Job of a Supervisor**

As a supervisor, you will be assigned 5(five) enumerators under your supervision. An identification card (ID) will be provided, which you need to wear during the enumeration period. This card entitles you as an official supervisor of the Agriculture Census 2015.

Your main duties are as follows:

- a) Participate in enumerators' and supervisors' training.
- b) Wear your ID card everytime you go out to supervised enumerators or interview town officers.
- c) Distribute TNAC documents to enumerators and collect TNAC documents from enumerators whenever completed.
- d) Visit enumerators randomly to review their work.
- e) Assist and solve enumeration problems whenever needed.
- f) Fill up the 3 (three) forms, TNAC Form 1-1 Listing, TNAC Form 1-2 Listing, and TNAC Form 4 Village questionnaire accurately.
- g) Make sure that all questionnaires and villages assigned to you are covered. No questionnaires and villages assigned to you should be left out.

### **1.2. Hours of Work**

No specific hours have been prescribed. However the most important thing is of you must complete your work on or before the deadline. You should plan your hours of work accordingly. In most cases, you will have to adjust your working hours to the time when you are most likely to find the knowledgeable respondent at home. The most likely or convenient time may be early in the morning or in the evening from Monday to Saturday. Do not make interviews on Sundays except at the request of the respondents.

### **1.3. Confidentiality of Census Information**

As stated in the Statistics Act of 1978, all information collected in the census is confidential and should not be revealed to anyone except to the Census Supervisors and Officials. This means that you may not give any census information even to the members of your family. You will take an oath of office requiring you to keep the information confidential.

### **1.4. General Instructions**

For supervisors there are 3 (three) forms that will be used in the census, including TNAC Form 1-1 Listing, TNAC Form 1-2 Listing and TNAC Form 4 Village.

Complete the questionnaires in black ink. Do not use pencil. If you make a mistake, cross it out neatly with a single line and enter the correct answer. Write carefully and legibly. Make sure numbers and fractions are clearly written. Areas should be specified in squared meters for town allotment and acres and/or fractions of acres for bush allotment. Use decimal notation for acres (for example 1,25; 0,50; 0,75, etc).

Note: If you do not have sufficient space on the form to enter all the information supplied, use another additional form.

## **CHAPTER 2**

### **INSTRUCTIONS FOR FILLING IN THE CENSUS QUESTIONNAIRES**

All the TNAC Form Listing will be used for the initial press release of census preliminary results. This contains all information on households and organizations: Number of parcel, area of parcel, household composition, area of food crops, number of coconut trees, number of livestock kept. The supervisors take the information needed from TNAC Form 2 Holding. This will be done after enumerators under his/her supervision completed enumeration for one household/ organization. Check TNAC Form 2 Holding thoroughly before filling in the TNAC Form 1 – 1 and TNAC Form 1-2 Listing. The supervisors should confirm that each form has been accomplished completely and accurately by the enumerators.

#### **How to Accomplish the TNAC Form 1-1 and 1-2 Listing**

1. Enter the Village name and its code
2. Enter the number of each page in the top right corner of the form, for example, if a census block consists of 20 pages, the first page will be Page 1 out of 20, the second page Page 2 out of 20....., and the last page will be Page 20 out of 20.
3. One set of TNAC Form 1-1, TNAC Form 1-2 is for one census block.
4. Accomplish the TNAC Form 1-1 and TNAC Form 1-2 of selected data items by taking selected information from TNAC Form 2 Holding. Enter the date after each sheet has been accomplished.

#### **2.1. TNAC Form 1- 1 Listing**

##### **Geographic Identification**

Fill in the identification particulars correctly.

Village                      Write Village name in the space provided and enter its code in the boxes provided.

Page...out of....              Enter the page number for each page, beginning with Page 1 out of ... , the last page of each census block. For example Page 1 out of 20, if a census block consists of 20 pages; Page 2 out of 20 ,....., and Page 20 out of 20 for the last page

Date accomplished      Enter the date of accomplished (day and month) in the space provided

##### Col (1) Household Number.

Fill in household number in this column. This can be taken from TNAC 2 Holding Identification Particulars.

##### Col (2) Head of Household/ organization name

Copy household/ organization head from TNAC 2 Holding Section A.

##### Col (3) Type of holding

Enter the type of holding code in this column. This can be taken from TNAC 2 Holding Identification Particulars.

Col (4) Number of Parcel

Enter the number of parcel in this column. This can be taken from TNAC 2 Holding Section E part A the last line of column (1)

Col (5)–(6) Area of Parcel

Town allotment: Enter the area of parcel in squared meter in column (5). This can be taken from TNAC 2 Holding Section D1 the last line (Total) column (2)

Bush allotment: Enter the area of parcel in acres in column (6). This can be taken from TNAC 2 Holding Section D3 the last line (Total) column (3) and (4) by rounding up or down. If fraction of acres less than a half then rounding down. If fraction of acres a half of acres or more then rounding up.

Col (7)– (8) Location of Parcel

Enter the number of parcel in the village in column (7) and outside the village in column (8). This can be taken from TNAC Form 2 Holding Section D1 column (5) and D3 column (6). Examine village name in Section A and Section D1 and D3. If they are the same, means “in the village”, otherwise, outside the village. Count the number of parcel in the village and outside the village.

Col (9)–(11) Household Composition

Enter the number of household composition in these column. Column (9) for male, column (10) for female and column (11) for total. This can be taken from TNAC Form 2 Holding the last line (Total) section B. Make sure that column (8) + column (9) must be = column (10)

**NOTE:**

**ENTER TOTAL FOR THIS PAGE IF A PAGE HAS COMPLETED, BY ADDING EACH COLUMN IN THE FORM.**

**FOR SECOND PAGE, THIRD PAGE ETC., UNTIL THE LAST PAGE, ALSO ENTER TOTAL FROM PREVIOUS PAGE AND TOTAL.**

**TOTAL FOR THIS PAGE + TOTAL FROM PREVIOUS PAGE = TOTAL**

## **2.2. TNAC Form 1- 2 Listing**

### **Geographic Identification**

Fill in the identification particulars correctly.

Village

Write Village name in the space provided and enter its code in the boxes provided.

Page...out of....

Enter the page number for each page, beginning with Page 1 out of ... , the last page of each census block. For example Page 1 out of 20, if a census block consists of 20 pages; Page 2 out of 20 ,....., and Page 20 out of 20 for the last page

Date accomplished

Enter the date of accomplished (day and month) in the space provided

Type of Holding      Circle 1 if it is a household and 2 if it is an organization. Enter its code in the box provided.

Col (1) Household Number.

Fill in household number in this column. This can be taken from TNAC Form 1-1 Listing.

Col (12) - (18) Area of food crops at time of visit

Enter area of food crops at time of visit. Column (12) cassava, column (13) yam, column (14) x/taro, column (15) c/taro, column (16) a/taro, column (17) sweet potatoes and column (18) vegetables.

This can be taken from TNAC Form 2 Holding Section E1 A. The area is taken from column (5a) and (5b). Use a scratch paper before filling in these column, if needed. Fill in the area each crop in acres without fraction. After summing up area of each crop, make area in acres by rounding up or down. If a fraction of acres less than a half then rounding down. If a fraction of acres a half of acres or more then rounding up.

Col (19) Number of Coconut Trees

Enter the number of coconut trees in this column. This can be taken from TNAC Form 2 Holding Section E1 A. The number of trees is taken from column (6). Use a scratch paper before filling in these column, if needed.

Col (20) – (26) Number of Livestock Kept at time of visit.

Enter the number of livestock kept at time of visit. Column (13) cattle, column (14) sheep, column (15) goat, column (16) pigs, column (17) horse, column (18) chicken and column (19) ducks. This can be taken from TNAC Form 2 Holding Section G1.

Col (20) Cattle

Enter the number of cattle taken from TNAC Form 2 Holding Section G1 column (3), code 10 (Beef cattle) and 20 (dairy cattle). Use a scratch paper before filling in this column, if needed

Col(21) Sheep

Enter the number of cattle taken from TNAC Form 2 Holding Section G1 column (3), code 50.

Col (22) Goat

Enter the number of cattle taken from TNAC Form 2 Holding Section G1 column (3), code 60.

Col (23) Pigs

Enter the number of cattle taken from TNAC Form 2 Holding Section G1 column (3), code 30.

Col (24) Horses

Enter the number of cattle taken from TNAC Form 2 Holding Section G1 column (3), code 40.

Col (25) Chickens

Enter the number of cattle taken from TNAC Form 2 Holding Section G1 column (3), code 70.

Col (26) Ducks

Enter the number of cattle taken from TNAC Form 2 Holding Section G1 column (3), code 80.

**NOTE:**

**ENTER TOTAL FOR THIS PAGE IF A PAGE HAS COMPLETED, BY ADDING EACH COLUMN IN THE FORM.**

**FOR SECOND PAGE, THIRD PAGE ETC., UNTIL THE LAST PAGE, ALSO ENTER TOTAL FROM PREVIOUS PAGE AND TOTAL.**

**TOTAL FOR THIS PAGE + TOTAL FROM PREVIOUS PAGE = TOTAL**

This last portion of TNAC Form 1-2 Listing provides information that you have accomplished the census questionnaires completely and accurately in a specified date.

**2.3. TNAC FORM 4 VILLAGE****2.3.1. The Importance of Village Data.**

The village data collection is proposed to build a village level database which will help the policy makers and development oriented agencies carry-out a multi-faceted analysis of the condition of Tonga villages. The data collection aims to put together the baseline information on several domains which will help in identification of priority areas for action by the Government and the international donor agencies.

As the social and economic dimensions of rural livelihoods are inseparably inter-twinned, the data collection aims to capture information on access and availability of both social and economic infrastructure as well as means of production and employment. The data on aspects such as resource endowment, potential threats and inherent comparative advantages available through local skills is also planned to be gathered through the data collection.

**2.3.2. The Objective of Village Data Collection****Coverage**

Data collection will cover all the villages in Tonga.

**Approach:**

- It is proposed to cover all the villages in the survey and no sampling is envisaged.
- Only questions that are suitable to be answered for the village as a whole, rather than an individual household, have been included in the survey. The questions suitable to be addressed to the households will be taken up at agriculture census.
- The information for the database will be captured through the following three channels:
  - (i). The administrative records

- (ii). Response of an informed representative of the village (Town officer).
- (iii). Processed village level key data available from other large scale Statistical operation such as agricultural census and population census, as well as official sources such as Ministry of Agriculture and Food, Forestry and Fisheries (MAFFF), and Statistics Department.
- There are 5(five) types of questions to be collected from town officer (village representative). The areas covered are:
  - (i). Town officer information
  - (ii). Main economic activity
  - (iii). Outbreak in the village
  - (iv). Farmers cooperative
  - (v). Perceived development priorities of the village.

### **2.3.3. Data Collection Methodology**

Village heads (Town officer)/ representatives will be interviewed by an enumerator. The enumerator will fill in the questionnaire in their respective villages, preferably in consultation with other residents of the village. Consultation within the village before filling the questionnaire will help eliminate individual response bias.

### **2.3.4. Instruction for Filling in the Village Questionnaire**

<u>Village number</u>	Enter village number in the boxes provided
<u>Village name</u>	Write village name in the space provided
<u>Supervisor's name</u>	Write clearly the name of supervisor
<u>Date accomplished</u>	Enter the date of accomplished (day and month) in the space provided
<u>Town officer's name</u>	Write clearly town officer's name
<u>Town officer's age</u>	Write town officer's age in years
<u>Town officer's sex</u>	Circle town officer's sex and fill in the code in the box provided

#### ***1. Main Economic Activity.***

The purpose of this question is to gather data on main economic activity of the majority of village population.

1.1. Circle the main economic activity of the majority of population in the village and fill in the code in the box provided.

Code 01    Agriculture

Code 02    Fisheries



- Code 03    Handicraft and cottage industry
- Code 04    Agro-tourism/rural tourism/resorts and restaurants
- Code 05    Major Commercial trade/ retail
- Code 06    Rearing livestock
- Code 07    Services
- Code 08    Others (specify.....)

1.2. If the main source of income is agriculture or fisheries (code 1 or 2), circle the commodity (subsector) of the main source of income and fill in the code in the box provided.

1.3. a. Population working as migrant workers abroad. If there is population in the village working as migrant abroad, circle 1 (Yes), otherwise circle 2 (No) and fill in the code in the box provided.

b. If the answer in 3a is Yes then fill in the number of migrant workers in Australia and New Zealand in the boxes provided.

## **2.    *Outbreak in the village***

**Outbreak** is a sudden creation of a condition which badly affects a large part of the population. For the purpose of the survey a situation will be considered as an “outbreak” if at least 20 percent of the human population, or crop area or heads of animals or trees/ plants are adversely affected by the disease or attack. It is, however, possible that situation might have improved later as a result of measures taken by the administration and the eventual damage might have been much less than 20 per cent.

If there was an outbreak in the village in the last 3 (three) years, fill in code 1 (Yes) for such an outbreak, otherwise fill in code 2 (No).

## **3.    *The Activity of Organization/ Self Help Group/ Association/ Co-operative of Farmers.***

The intention here is to assess the activity of organization/ self-help group/ association/ co-operative of farmers such as number of organizations, legal status, membership, affiliated to district/ regional organization, source of financial support, area of activities.

Usually, only one organization is active in a village for dealing with agricultural activities. But a situation where more than one organizations are active in a village may not be uncommon. In such situations, the “legal status”, “membership”, “affiliation” and “financial support” of the most dominant organization should be reported. However, for reporting the “activities”, all the activities of all the organizations should be reported. Questions 3.4 and 3.5 permit multiple responses.

Does an Organization/ Self Help Group/ Association/ Cooperative of farmers active in the village?

Circle the answer, 1 (Yes) or 2 (No) and fill in the code in the box provided.

If the answer is Yes, fill in the number of organization/ self help group/association/ cooperative of farmers in the space provided and put it in the box.

Fill in the response of each organization in a separate table 3.1 – 3.5

Three tables for 3 (three) organizations are provided. If there is only one organization, fill in one table; if there are more than 3 (three) organizations, use additional form.

3.1. Fill in code of legal status of organization in column response.

Code 1: Cooperative

Code 2: Registered association

Code 3: Informal group

3.2. Fill in the approximate number of members from village in column response.

3.3. Fill in affiliated to district/ regional organization code in column response.

Code 1 (Yes), and 2 (No).

3.4. Fill in source of financial support code in column response (permit multiple response).

Code 1: International agency

Code 2: Government

Code 3: Parent organization

Code 4: Contribution by members

Code 5: Charitable institution

Code 6: Others

3.5. Fill in area of activitiescode in column response (permit multiple response)

Code 1: Input supply

Code2: Agricultural Credit

Code 3: Labour sharing

Code 4: Processing of produce

Code 5: Marketing of produce

Code 6: Irrigation

Code 7: Social welfare

Code 8: Political

Code 9: Others

**4. *The three most important development priorities which should be addressed by the Government to improve the agricultural productivity and well-being of the residents of the village***

The goal here is to get the perceived development priorities of the community, rather than the stated priority of the Government or any other donor agency. In answering this question the documents of the village giving development plans or fund allocations should not be referred. It would, however, be desirable that the respondent discusses this with other informed residents of the village with a view to identifying the priorities. One way of deciding the priority could be to think what activities the residents of the village would like to undertake first if limited funds for development are available.

It should be clarified that the responses to this question will be used for overall planning process rather than assigning grants or project to that particular village.

Indicate area of intervention using the codes listed below. In case your priority is notcovered under any one in the list, please specify in words in the last column

Codes for response.

Code 1: Irrigation

Code 2: Drainage Control

Code 3: Transport Facility and Road Development

Code 4: Tele-communication Facilities

Code 5: Credit Facility

Code 6: Improvement of Market for sale of agricultural produce

Code 7: Supply of agricultural inputs

Code 8: Renting and repair of agricultural machinery

Code 9: Animal health care and other livestock services

Code10: Create additional employment opportunities

Code11: Education facilities

Code12: Health care

Code13: Improved supply of electricity

Code14: Agricultural produce processing facilities

Code15: Warehouse and cold storage

Code16: Provide for pasture land

Fill in the code in column code for most development priority, either high priority, medium priority and low priority. If the development priority is not covered in the above codes briefly mention your priority in the last column provided for high priority, medium priority and low priority.

## **5. Notes**

The purpose of this section is to enable the enumerator to make a relevant note if there is any particular matter related to question number 1 – number 4 that must be written.

This last portion of TNAC Form 4 Village provides information that you interviewed the respondent in a specified date and that you have accomplished the census questionnaires completely and accurately.

There are two persons who should print and sign their names in this certification portion:

1. the town officer after he/she has been properly interviewed;
2. you as an enumerator, after you have interviewed the respondent and fill in all the census questionnaires.

Remember that this portion means that you have certified that you have interviewed the respondent and that you have recorded the data in each question accurately.