

Poverty Alleviation in the Wake of Typhoon Yolanda

FIELD MANUAL FOR SURVEY¹

Introduction

This survey will generate baseline data on post-Yolanda strategies in relation to poverty alleviation and the conditions necessary for the success of these strategies. The surveys will be done at the local government levels (selected barangays in Palo, Tacloban and Tanauan) every year from 2015 to 2017. The surveys will focus on urban population risk, vulnerability to disasters and resilience to environmental challenges. It will also hopefully look at the relevance of gender, age, educational attainment, socioeconomic status, and disability in post-disaster poverty alleviation strategies. Relevant dimensions of human security in the context of post-disaster situations will be highlighted.

Aside from gathering primary data from the communities, the survey will utilize existing or available statistical data, e.g. community-based monitoring system (CBMS) data, to serve as household level data. It will also gather community or barangay profiles in the past 5 years. Thus, multi-level data will be generated by the survey – individual, household and community levels. Aside from computing the human security, resilience and effectiveness of the poverty alleviation strategies in the selected local government units, the study aims to explore the communities' own efforts to alleviate poverty.

This research project is currently undertaken by the University of Nottingham, United Kingdom, in cooperation with the University of Nottingham, Ningbo, China and the University of the Philippines, Diliman. The project is also partnering with academics from the University of the Philippines in Tacloban, local governments, non-government groups, and researchers in the selected localities.

Objectives of the Survey

The survey has the following objectives:

- Generate current data from a sample of the individuals on their conditions before and after Yolanda;

¹This manual has been adapted and patterned after the field manuals used by three previous projects of the Third World Studies Center, University of the Philippines, Diliman, namely, "Developing a Human Security Index for the Philippines: An Exploratory Study in Selected Conflict Areas" funded by the United Nations Development Programme's Conflict Prevention and Peacebuilding Programme (UNDP-CPPB Philippines) and the UN Action for Conflict Transformation (ACT) for Peace In Mindanao, June 2007-December 2008; "A Pilot Study on the Human Security Index in Five Municipalities in the Philippines" funded by UNDP-CPPB Philippines, June 2010-December 2011; and "A Pilot Study on the Human Security Index in One Municipality in Mindanao" funded by the Office of the Vice Chancellor for Research and Development's Outright Research Grant, University of the Philippines, Diliman, October 2011-September 2013 (grantee is Maria Ela L. Atienza who was Director of the Third World Studies at the time the grant was given). In all these three previous projects, Atienza and Clarinda L. Berja served as Project Leader and Assistant Project Leader respectively.

- Estimate the level and quality of assistance after Yolanda in different areas, e.g. relief, shelter, livelihood, etc.;
- Estimate the level of human security, resilience and self-help of the community after Yolanda; and
- Acquire data on other factors associated with human security in post-disaster contexts such as human dignity or self-worth, social safety nets, and capacity to mitigate threats, incorporating the gender, age, and other dimensions.

The benchmark picture from the survey data is a contribution to other existing data compiled by other groups regarding the effectiveness of interventions and the conditions of people after Yolanda. The succeeding surveys in 2016 and 2017 will track possible changes in the interventions, conditions and actions of people in the selected municipalities and barangays, particularly in the area of poverty alleviation.

The proposed research methodology for the baseline study shall follow the principle of triangulation wherein at least four sources of information to answer the objectives shall be employed. These are:

1. Documents Review. This shall involve search and review of various documents which are already available in relation to disaster risk reduction and management, human security, resilience, and Yolanda. This will include academic assessments, comparative cases studies, reports of government agencies and other groups involved in Yolanda areas, plans and proposals. It will also look into existing community-based surveys conducted by the local government units in the province.
2. Focus Group Discussion (FGD). FGDs with selected stakeholders such as women, persons with disability, elderly, mixed, and youth shall be done after the field investigation to validate the estimates that are computed from the fieldwork. A total of thirty-nine (39) FGDs spread over three years with a minimum of six and a maximum of 10 participants per discussion will be conducted in Tacloban, Palo and Tanauan. Facilitators of the FGDs in the selected municipalities will be coming from Leyte, Palo and and Tanauan to ensure that sensitivity to the subtleties of the local language will be exercised.

Table 1. Distribution of Focus Groups (to be conducted in 3 years - 1 per year/group)

	Women	Persons with Disability	Elderly	Mixed	Youth (18-24 years old) *changed aspirations after Haiyan
Tacloban	3	3	3	3	3
Palo	3	3	3	3	
Tanauan	3	3	3	3	
TOTAL	9	9	9	9	3

Total number of FGDs: 39

3. Survey. A total of about 800 households per year will be randomly selected in 20 barangays in Palo, Tacloban and Tanuan to come up with robust estimates. In each barangay, an average of 40 households (50 maximum, 20 minimum, or roughly 10 percent of total population per barangay) will be sampled using a simple random sampling design. Only one respondent per household will be interviewed since it is assumed that there will be too small variation in the responses of individuals belonging to one household. Target respondents will be those living in households clustering around the center of the barangay which is usually the barangay hall. The survey will allow for two callbacks to increase response rate.

Table 2. List of Sample Barangays

	Tacloban	Palo	Tanuan	Total number of barangays
Least affected	Abucay	Cavite East (19)	Salvador	3
Most affected	Anibong (66, 67) San Jose (87, 88, 89) Magallanes (54, 54-A)	Salvacion (23) Cogon (12) San Joaquin (27) Libertad (15) Pawing (17)	Sto Nino Sta Cruz (210) Calogcog (180) Bislig (174) San Roque (208)	17
TOTAL	8	6	6	20

4. Key Informant Interviews. The project team will also conduct key informant interviews with local officials, national officials, international agencies, non-government and people's organizations, etc. regarding their actions and plans in relation to poverty alleviation in Yolanda areas and other disaster-prone areas. Another set of interviews will focus on interviewing two households per barangay in the twenty selected barangays (a total of forty households) over three years to track their situation.

Confidentiality

All those who are involved in the survey are required to maintain in STRICT CONFIDENCE any information pertaining to any particular person that is obtained in the conduct of the survey. The individual information collected shall not be used for any purpose other than the one stated in the objectives of the study.

The Role of the Interviewer

The quality of the survey data greatly depends on the people who actually collected these data — the INTERVIEWERS or ENUMERATORS. Thus, your acceptance of the job as Interviewer/Enumerator requires a commitment from you to maintain the standards of the highest quality by ensuring that all information you collect are correct and complete and are obtained strictly in accordance with the instructions explained in this manual and discussed during the training for Interviewers.

As interviewer, you play a major role in the undertaking of the survey. Your work requires tact in approaching people, attention to the smallest detail and a sense of responsibility to keep confidential all information about individuals and households that you obtain during the survey. Dedication to your job is of prime importance.

This section gives the details of your role in the survey and your specific duties and responsibilities as an interviewer.

Designation of Enumerators/Interviewers

As an Interviewer, you will be issued an appointment and project identification card as proof of your authority in relation to the conduct of the survey. Whenever you are at work for the survey, you should always wear your identification card as proof of being an authorized field interviewer to convince the respondent to be interviewed.

Your appointment as an Interviewer will be effective officially at the start of the training for Interviewers. As a condition for your appointment, you have to undergo training and that you complete the enumeration work assigned to you.

Duties and Responsibilities of an Enumerator/Interviewer

As an interviewer, your tasks include the following:

1. Asking the questions correctly as discussed in this manual.
2. Recording/noting down accurately the responses given to you.
3. Checking each response to see to it that it is reasonable and consistent with every other response.
4. Encoding the responses daily in the encoding software program to be provided by the Project.
4. Submitting completed and field edited forms to Field Supervisor (FS) weekly, if once a day is not possible.

You must pay careful attention to each of these tasks. Your being able to do this will contribute to the success of this undertaking.

In order to fully carry out these basic duties, you should perform the following:

1. Attend the training for Interviewers to gain understanding of the concepts, definitions and instructions regarding the conduct of the survey;
2. Always use this Field Manual as reference and guide in your job;
3. Plan your travel route in advance to reduce unnecessary loss of time and callbacks or revisits to the interviewees. Only one callback or revisit is allowed per interviewee. If the interview is not yet successful on the second visit, ask your FS for a replacement;
4. Fill out the survey forms completely and accurately;
5. Check your work for completeness, reasonableness, consistency, legibility, etc. If you find any omission or inconsistency, which cannot be corrected using other information within the questionnaire, revisit the household to get the required information;
6. Complete your enumeration assignment within the specified period;
7. Keep all information collected strictly confidential by not showing the accomplished forms to persons other than your supervisor and authorized project personnel; and
8. Prepare, accomplish and submit as scheduled all pertinent documents, reports and forms to your duly designated supervisor.

Relationship with the Field Supervisor

For a proper appreciation of your role as Interviewer, you must also understand your relationship with your FS. The major duties and responsibilities of a FS in relation to your work as Interviewer are the following:

1. Your FS is responsible for ensuring that you and other Interviewers under him/her do interview work satisfactorily. He/she plans and organizes the work in his/her area of supervision and sees to it that everything is conducted efficiently and completely within the prescribed time.
2. If an Interviewer assigned to your FS is unable to enumerate or to complete the interview in his/her respective areas of assignment on time, he/she may assign you to cover this area if you have already finished your assignment. You are expected to accept this task in the interest of the service. Of course, the FS will only assign additional work that you can reasonably do.
3. Your FS is required to check your work as the survey proceeds to make sure that you have done your work correctly and have followed the standard procedures laid down by the project. You must show and submit your work to him/her and report to him/her the progress of your work as required. You must correct any error he points out in your work and avoid committing the same error again.
4. As part of his/her supervisory functions, your FS will visit the area assigned to you to check that you have completely covered your sample area. He/she will also reinterview some of those you have interviewed to check whether the information you have obtained are valid. Such checking by the supervisor is a standard procedure in all surveys in order to collect high quality data.
5. The FS will provide you all the necessary field supplies such as questionnaires, instruction manuals, field reporting forms, etc. As soon as you complete the interview, you must return all unused supplies and materials to him/her.
6. The FS may have general information on such matters as travel, accommodation, terrain, etc., in your assigned area. It is your duty to obtain all relevant information from him/her.

7. The FS serves as a link between you and the project investigators. Just as he/she informs you of instructions from the project investigators, you must inform him/her of any problem or difficulty that you experience. Seek his/her advice on how to deal with problems in the field as often as needed.

Supplies and Materials

After training and prior to the start of survey, your FS will provide you with survey forms, administrative forms and supplies that you will need in the course of your work. As soon as you receive them, check whether the materials allocated for you are correct.

The checklist below describes the survey and other forms as well as the supplies. You will learn about how they will be used and/or completed in the sections that follow.

1. Questionnaire for Individuals in the Community
2. Household Form
3. Community Questionnaire (from interview with key informant from the community and from CBMS data generated if available)
4. Interviewer’s Accomplishment Report
5. Interviewer’s Kit containing the following supplies: pencil, black ballpen, eraser, pencil sharpener, notebook, and clipboard.

Sampling Design

The survey sample size is 800 per year spread over the twenty barangays in the three local governments. These barangays were chosen based on whether they were least affected or most affected by Yolanda. In each sample area, 50% of the respondents must be females and the other 50%, males.

Selection of households

There are 20 to 50 households to be chosen in each barangay. The first household is sampled by choosing a central location in the community, for example, the barangay hall or the market place. This is usually where the houses are clustered. Then, choose a random direction and then choose one of those houses at random to be the starting point of the survey. If the houses are not clustered around the center of the barangay, the barangay could be divided into 3-4 clusters, then select the cluster with the number households as starting point. After which, every two households is selected until 20 females and 20 males are interviewed per barangay. The households in the sample are selected to give as widespread coverage as possible of the community consistent with practicality.

Table 3. Estimated Distribution of Sample Respondents by Barangay Per Year

	Least affected (Control)	Sample Size	Most affected	Sample Size	Total

Tacloban	Abucay	40	Anibong, Bgy 66 Anibong, Bgy67 San Jose, Bgy 87 San Jose, Bgy 88 San Jose, Bgy 89 Magallanes, Bgy 54 Magallanes, Bgy 54-A	40 40 40 40 40 40 40	320
Palo	Cavite East	40	Salvacion (23) Cogon (12) San Joaquin (27) Libertad (15) Pawing (17)	40 40 40 40 40	240
Tanauan	Salvador	40	Sto Nino Sta Cruz (210) Calogcog (180) Bislig (174) San Roque (208)	40 40 40 40 40	240
TOTAL					800 (approx.)

Survey Instruments and Procedures

The survey uses three forms/instruments to collect the data needed. The Individual's Questionnaire and Household Form are to be filled out using face-to-face interview while the Community Form will be accomplished by the Field Supervisor. The barangay office or the municipal/city planning office is the primary sources of data. The Interviewers are not allowed to let the interviewees fill out the questionnaire by themselves.

Procedure for the Conduct of Interviews

1. Whom to interview. Interview only those found in the list of sampled respondents. The Field Supervisor shall provide you with the list of those whom you will interview. Included in the list are the possible replacements to sample respondents who refused to be interviewed or those who cannot be located.
2. How to Interview. Getting accurate and complete information is the prime objective of a data gathering. As an interviewer, you can do this by being polite at all times but at the same time, being authoritative enough to win the trust and confidence of the respondent. A good impression of you counts much towards the success of the interview.
3. How to Handle Field Operation Problems. The Interviewer should communicate to the FS any problem encountered in the field that would cause any delay or jeopardize the field operation.

4. How to Ask Questions. In asking questions, observe the following rules:

- Ask all questions exactly as they are worded in the questionnaire. Changing the wording can change the meaning of the question and thereby, change the answer.
- If the respondent cannot understand or is not comfortable with the language of the interview (which is in the local language or dialect), read the English translation of the question.
- Ask all questions in the order shown in the questionnaire. Strictly follow / do not skip instructions because you may ask unnecessary or not applicable questions/s which might lengthen the interview. Remember that we want to minimize interview time as much as possible.
- Never ask a leading question. A leading question is one that suggests the answer desired by the interviewer. By asking a leading question, the respondent's mind is set into believing that the answer suggested by the question is the right one.
- Do not interrupt the respondent while he/she is answering a question to asking for an explanation.
- Finish recording an answer before asking the next question.

5. How to Record Answers. Observe the following rules in recording answers to the questionnaires:

- You must fill up the questionnaire during the actual interview. You must not write the answers on a separate sheet of paper with the intention of transcribing the answers to the questionnaire at a later time.
- Complete all identification and background information to maintain accuracy and consistency.
- Write neatly and legibly.
- Do not make unnecessary marks or comments on the form. Write remarks on the space provided.
- Most of the items are provided with possible answers and their corresponding codes. Put a check mark on the space after the code. Make sure that the check is written on the appropriate space and does not occupy space in other response category.
- Other items require writing the information. For write-in entries, be concise but clear.
- Question series are written in matrices. Encircle the number which corresponds to the answer.
- Use only the supplied pencils when filling-up the forms. If none is available, do not use ballpen/pen or marker instead; use a pencil with dark lead (e.g. Mongol No. 1 or B pencil) to record information.
- When correcting marks or characters, ensure that each entry is properly erased. Do not leave any dirt on the questionnaire.
- Do not fold the questionnaires anytime.

6. How to Check Completed Questionnaire.

After each interview, review the questionnaire immediately. This means going over the entries to see to it that they are legible, complete, reasonable, and consistent with each other. Verify from the respondent certain answers which are doubtful. If even after probing you still find the answer doubtful, accept the answer but write remarks/explanations to guide your Supervisor in reviewing the questionnaire.

If it is not possible to make a thorough review of the questionnaire immediately after completing the interview, you must at least go over it before leaving the place of interview (residence of respondent or hall of justice) to make sure that no question was omitted. You may do the detailed check later. In case of major errors or discrepancies, return to the interviewee as soon as possible to verify and correct such errors.

In conducting the interview, be guided by the following:

1. Be presentable. Make a good impression by dressing appropriately and neatly. Some people judge others by what they wear and may not entertain someone who appears messy or untidy.
2. Be polite. Different people will react to you differently. However, you must always remain cordial and polite. Always try to smile. Be prepared for all types of questions and give honest answers.
3. Introduce yourself and the Survey. Your introduction is important. As an introduction, you may say the following: —"Good morning/afternoon. I am (Your Name), an enumerator of the Poverty Alleviation in the Wake of Typhoon Yolanda Project. Here is my identification card. We are currently conducting a survey of individuals on human security in selected barangays in Palo, Tacloban and Tanauan. I would appreciate very much your answering questions in this undertaking. Please be assured that all your answers will be treated as confidential."
4. Explain the importance and objectives of the survey. Sometimes it is necessary to explain the objectives of the survey to gain cooperation from a person. Explain to him/her the objectives of the Survey as discussed in the introductory part of this manual. An example of how you may be able to explain the Survey objectives would be as follows: —The data that will be obtained from this undertaking will generate current data from individuals in the community about the effectiveness of poverty alleviation strategies after Yolanda.
5. Ask all the questions in the questionnaire. Ask a question even if you already know the answer to it. What you think may not be the right answer.
6. Do not settle for an unsatisfactory answer. Occasionally, a person's answer may be confusing or unclear. In that case, do not settle for his/her answer. If a person's answer is not satisfactory, you should probe for more information. The most common types of probing are:
 - Repeating the question. Asking the question several times sometimes helps the respondent in providing information, which he/she needs to recall from memory.

- Asking for more information. Asking the respondent to explain more clearly his/her answers.
 - Pausing to give the person time to think. Do not hurry the respondent, give him/her time to think of the answers.
7. Thank the person for cooperating. Always try to leave the respondent with a good feeling toward the Survey. Thus, after the interview, express your appreciation for the person's cooperation. For example: —"Thank you very much for your time in answering the questions."

How to accomplish the Questionnaire for Individuals

Recording information about the interview

It is very important to record all the details of conduct of the interview. This information will be used to determine the logistical and other administrative requirements in the field. On the first page of the questionnaire, you will find a call record box. This is where you will record the information on the following:

1. Name of Interviewer
2. Date of interview
3. Whether interview is the first visit, second visit, or a replacement.
4. Time started
5. Time ended

1. Call record. Fill up completely items 1-5 and leave items 6-9 blank.

2. Block A. #12. Please take note of daily income if R cannot provide estimated monthly income, then ask R how many days of work per week, on average.

3. Block B. Experiences during Yolanda Disaster Response.

B1. Refers to ANY form of assistance, including psycho-social intervention.

B2. If yes in #1, ask what kind of assistance. Specify the kind of assistance received, if not listed in the pre-coded responses. all responses that apply.

B3. For each assistance mentioned, ask whether R assistance is adequate in B3a-B3e.

B4. This refers to the contents of the food packs that they received. Accept all answers that apply.

B5. Hygiene packs include toiletries, face towel and sanitary napkin (for women).

B6. Check all that apply. Multiple response.

B7. If R stayed in an emergency shelter, ask R to specify the location. If not, skip to B11.

4. Block C. Recovering from Yolanda

C12 . This refers to R's general well being, whether it became better, same or worse after Yolanda.

C13. This refers to the effect of Yolanda to your family.

C14-C17. These are straightforward questions that are self-explanatory.

C18. This refers to sources of livelihood of all family members.

5. Block D. Resilience and Community Support

D21. This refers to support sought from neighbors/ community members, before Yolanda.

D22 and D23. These questions refer to receiving from and providing financial support to family and friends.

D24. This refers to people who disengaged in the community after the Yolanda experience, because for instance some might be traumatized by death.

D25. This is a follow up question to determine whether community made effort to engage them back to community life.

D26. Ask R to rank the top three agencies that help him/her after Yolanda.

D27. This question refers to capability of their community for self-help after a disaster.

D28. This refers to the extent of community self-help. Check pre-coded response categories.

D29. This pertains to the extent of Yolanda's effect on R's family well -being.

D30 - D31. This asks whether R considers himself happy (in general) before and after Yolanda.

D32-D33. This refers to being disaster resilient or being able to adjust and recover from the damage it caused, before and after Yolanda

D34. This refers to one's confidence in his/her own capacity to face the challenge of another disaster.

D35. This refers to R's perceived cause of the huge impact of Yolanda to their province.

D36-D37. This refers to duplication of aid received and whether they received something they don't need.

D38a-D38c. Ask this question to R with disability or family member with disability.

D39. This refers to R's perception about bases for the allocation of aid.

D40. This refers to the extent aid was helpful in re-establishing their livelihood.

D41. This refers to the extent aid helped them gain confidence.

D42. This asks of R's perception about capability in addressing problems caused by Yolanda.

D43. This is an open-ended question about major concerns post-Yolanda.

Please note that actual questions will be released in due course along with the survey data.