Module 5
Enumerator training guidelines
ECW Baseline Workshop & Training Manual

Enumerator Training

The Enumerator Training must last at least five days – any less will not allow sufficient time to cover the multitude of issues required.

The Enumerator Training consists of three main parts, each of which will be explained in detail in the following sections. Briefly, they are as follows:

Part I  About WFP
Outlines main topics/concepts about WFP that the enumerator must be familiar with.

Part II  About the WFP Gender Policy
Outlines main points about ECW III, IV and V, as should be explained to enumerators who will be using the relevant questionnaires.

Part III  Completing the ECW Baseline Questionnaires
Outlines some of the issues that might arise when completing particular questions in the ECW questionnaires.

Part IV  Techniques: In the field
Plan of action for the enumerator upon arrival in the field. Practical steps outlining what should be done and how.

What to do, where to start?

To begin with, the enumerators will be involved only with those questionnaires (and WFP activities) that relate to ECW III, ECW IV and ECW V. This translates into Food-for-Work, Food-for-Training and Relief Food Distribution activities. This means explanations can be limited to these activities. As a general rule, remember to:

☆ Keep explanations simple and to the point  
☆ Provide concrete examples wherever possible  
☆ Do not use WFP jargon and terminology  
☆ Keep the training participatory  

Part I: About WFP

Unless the enumerators selected are WFP staff, they will not be familiar with even the most basic of WFP operations. Part I of the training will focus on providing them with sufficient background information to allow them to understand (a) the Gender Policy and (b) the questions on the ECW Baseline Questionnaires.

STEP: Introduce WFP
OBJECTIVE: Give enumerators a good understanding of what – and how – WFP carries out its mandate.

The following presents a possible transcript that can be used in this opening session. It is structured around the basic concepts of:
- WFP mandate
- WFP operations & activities
- Beneficiaries and recipients
- How distribution take place
- Specific activity types (as relevant to this exercise)

The transcript is presented in colloquial English, and in a conversational style. It is directed at enumerators who have no experience working with WFP and is intended as a general and superficial introduction. While it provides a somewhat simplistic description of WFP, it has been structured to ensure that the key terms and concepts required for a solid understanding of the Enhanced Commitments to Women and the baseline questionnaires that enumerators will be working with are covered. While the transcript can clearly be modified as desired, should the Trainer choose not to use it at all, he/she should ensure that the key terms in bold in the transcript are nonetheless clearly explained to the enumerators. The general concepts to which each paragraph (or group of paragraphs) refers are listed in brackets and in italics [... ] at the beginning of each section.

Boxes indicating Q: and A: indicate questions that the trainer should pose to the enumerators, and some of the possible answers that could be accepted. The objective is to stimulate discussion.

Boxes around star points X indicate suggestions as to what the Trainer should do at that point in the presentation, and normally involve some additional, context-specific explanation or example.

Possible transcript for this section:

[WFP mandate and general profile]

“The World Food Programme is the food aid agency of the United Nations involved in fighting what is often called “the war against hunger”…”

☆ Provide the standard organisational description.

Q: What are some of the conditions that cause hunger?  
A: poverty, natural disasters, conflict, drought, etc.

[household food insecurity]

When the people in a household regularly go hungry – which means that there is not enough food in the
home to satisfy the nutritional requirements of all the household members on a regular basis – we say that the household is food insecure. What WFP strives to improve by providing people with food, which we call food assistance, is household food security in general.

[Operation categories]

Clearly the degree and seriousness of household food insecurity can vary significantly from country to country, and even from location to location within the same country. Depending on the type of food insecurity – its causes and its perseverance (why and how long households have been insecure) – WFP can intervene in different ways.

WFP normally operates through what are called operations. These operations can generally be of three types: Emergency operation (EMOP), Protracted Relief and Recovery (PRRO), and Development. Operations are large-scale interventions that are in turn characterised by a series of activities, and different activities can be designed to obtain specific objectives. EMOPs take place in areas where food insecurity is extremely high and severe. In these areas the local population can be at risk of malnutrition and disease because of severe disruptions to their normal living habits and conditions. These situations can be found, for example, in post-conflict situations, natural disasters, etc. EMOPs usually involve the distribution of large amounts of food to great numbers of people. PRROs instead tend to take place after an EMOP because the targeted population may have developed some coping mechanisms, and/or the emergency conditions may have stabilised, but it still needs some assistance to move out of their emergency conditions. Development programmes are carried to address non-emergency situations where household food insecurity still needs to be improved. They tend to focus primarily on helping the targeted population develop sustainable coping mechanisms and improved household food security.

[Programme design and implementation]

The development of an operation – regardless of the type – involves numerous parties. The first phase of the operation life-cycle is the design phase. This is when all the ideas relating to how the operation will run, and who it will help, are put down on paper. This involves WFP staff, but it also involves the government of the host country, and possibly numerous partners. Even if WFP distributes food, it cannot operate completely on its own because of the magnitude of its interventions. It therefore works with many national and local organisations that help it carry out its activities. These partners are called implementing partners because the help WFP implement its activities. Implementing partners can be non-governmental organisations (NGOs), community-based organisations (CBOs), other United Nations agencies, government agencies, etc. The design phase is characterised by consultations with all of the above players (as is relevant to the context), the people that the activities are designed to assist, and WFP staff. WFP is particularly committed to discussing its activities with the people they are intended to assist to make sure that the activities are effectively useful to them. This approach takes the shape of participatory consultations. The result of all the various discussions and participatory consultations that take place between all the players – called stakeholders - is a set of programme documents that are submitted to the WFP Executive Board when it meets in Rome (three or four times a year), for review and approval. Once programme documents are approved, the Country Office that submitted the project proposal can begin to implement the activities on the ground – i.e., actually begin carrying out the work related to the activities defined in the approved programme documents.”

Provide a brief explanation of the ongoing operation/s in your country. Explain if they are an EMOP, PRRO or Development/Country Programme. Explain what conditions defined each (what is/was going on in the country to determine the programme type). Explain if they are in design or implementation phase.

Provide a brief explanation of any ongoing activities in the above-mentioned operations. Keep it short – the objective is just to help them understand how an activity relates to an operation, and to give them some concrete examples of what activities can entail.

[Beneficiaries and recipients]

“In all cases – regardless of the operation type and as mentioned above – WFP always identifies a group of people to whom it needs to provide food assistance. This group of people is called the target population or target group. When someone in the target population actually eats the food that WFP distributes, we say that that person is a beneficiary – we use this term because the individual is personally benefiting from the food consumed. At times however, we also use the term recipient and this term is used to refer to any person who simply collects food from WFP, but does not necessarily eat it. For example, if a woman collects food, goes home and eats it – she is both a recipient and a beneficiary. If however, the woman collects the food, goes homes but gives it all to her child, the woman is the recipient, while the child is the beneficiary.”

Make sure this concept is clear by asking for some other examples in daily life of recipient/beneficiary examples.
Part II: About the WFP Gender Policy

What to do, where to start?

This section will focus on describing and explaining the rationale behind the Enhanced Commitments to Women that the enumerators will be working with – i.e. ECW III, IV and V.

☆ Keep explanations simple and to the point
☆ Give concrete examples wherever possible
☆ Keep the training participatory! (involve them)

STEP: Introduce ECW

OBJECTIVE: Give enumerators a good understanding of what the commitments refer to, and why they have been made.

[General background on Gender Policy]

Because WFP is focussing on improving household food security and because many studies (and experience) have shown that when women control the household food supply it is much more likely that all household members will benefit from it, WFP has developed a Gender Policy that attempts to improve – among other things – women’s control over the food that WFP distributes. Although there are also many other objectives in the Gender Policy, we will focus on those that relate specifically to the activities we will be carrying out.

The Gender Policy is composed of eight commitments – or major objectives. They’re actually called enhanced commitments to women because they are based on a previous set of commitments that the organisation established some years before. The commitments focus on women because of the issue mentioned before, which is to help improve their control over household food security and also to help them develop human and physical assets. Assets refer to any output obtained from a process – assets can be tangible, concrete outputs (in which case they are called physical assets) or they can be outputs of an intangible, personal nature (in which case they are called human assets). Human assets usually refer to skills and capabilities – acquiring new knowledge and skills will help women take more control over their own livelihoods and opportunities for income-generation. Some physical assets can also alleviate women’s workload – e.g., a water-well closer to the village, a cleared swamp to allow them to grow crops, etc.

Each commitment is then composed of additional sub-commitments. The sub-commitments express more specific objectives that fall under the umbrella of the main commitment.”

☆ Make sure all enumerators have a copy of the Gender Policy Leaflet.

[ECW III]

“The first commitment we will look at is Enhanced Commitment III. Please take a couple minutes to read the main commitment as it appears on the Gender Policy leaflet.”

☆ Give five minutes to allow enumerators to read ECW III and then read through it out loud.

“ECW III says that WFP should Ensure that women benefit at least equally from the assets created through food for training and food for work. Let’s first explain the various terms used by the commitment.

To begin, it mentions that women should benefit equally from the assets created. Like we said before, assets are the outputs (whether human or physical) of a given process. The objective of this statement is that in all cases, whatever type of asset is created, both women and men should be able to benefit equally from it.

As mentioned by the commitment, assets can be created through food-for-training and food-for-work activities.”

Q: what are food-for-training activities?
A: (open)

☆ Once answers have been provided, give concrete examples of the ongoing FFT activities being carried out in the country.
☆ Provide other examples as well, of other types of food-for-training activities (use personal experience to elaborate and make the discussion interesting). Some examples could be: basket-weaving, embroidery, pasta making, handicrafts, adult literacy, vocational skills (e.g., midwifery), wood carving, tailoring, etc.

Q: what are food-for-work activities?
A: (open)

☆ Once answers have been provided, give concrete examples of the ongoing FFW activities being carried out in the country.
☆ Provide other examples as well, of other types of food-for-work activities (use personal experience to elaborate and make the discussion interesting). Some examples could be: fish ponds, swamp reclamations, road maintenance, etc.)
“Now that we have a good understanding of what these two types of activities are, we can see how important it is that both men and women benefit equally from the assets created through the activities. This covers the general concept related to ECW III, however, we need to look at the sub-commitments to see exactly what objectives we have to meet, and how.

Please read sub-commitment III.1 now.”

“Sub-commitment III.1 says that WFP should ensure that at least 70 percent of the participants in food-assisted training activities will be women and adolescent girls, i.e. for out-of-school education, life skills training, income-generating skills training, micro-enterprise establishment and community leadership training.

The first part of this sub-commitment will require the collection of two bits of information: the total number of participants, and the number of participants who are women, so that the percentage of women’s attendance can be calculated.

When we say participants we mean all those people taking part in the training activity – participants can also be called the trainees in this case.

Where possible, we need to collect the information for adult women and adolescent girls separately. Adolescence in this case is defined as covering the age period from 10 to 19 years of age. This is the official description as defined by WHO and adopted by WFP.”

Q: Why is the target set at 70%?
A: (open)

“The 70% target has been established as a positive measure. Positive measures comprise temporary actions to improve the position of those who are disadvantaged by offering them compensatory opportunities. This facilitates empowerment by counterbalancing the effects of disadvantages. Positive measures should be discontinued after the disadvantage has been removed. In this case, setting the target at 70% is a positive measure.

The disadvantage that this sub-commitment actually refers to by passing this positive measure, is the disadvantage that many women face versus men, with regards to skills and knowledge. Many women lack even the most basic skills since they often do not attend or complete primary schooling, while often boys are often able to complete primary school (at least).”

☆ Give some background on the primary schooling situation for boys and girls in the country and how this disadvantage is specifically defined in your context. Make sure the concept is clearly understood before proceeding.

☆ Proceed to describe what types of training activities (what skills and/or competencies) are being offered in the FFT activity that the enumerators will be offering. Explain to which of the categories of activities listed in the sub-commitment the FFT activities belong to (e.g., life skills training, income-generating skills training, etc.).

“Let’s go on to look at the second sub-commitment.”

“Sub-commitment III.2 states that in order for a physical asset to be created under FFW, the situation analysis will need to indicate that the asset is based on the needs of women and adolescent girls from food-insecure households, that the women and girls will participate in the asset’s management and use, and that they will derive at least 50 percent of the benefits from the asset. This sub-commitment is composed of a series of smaller objectives, each of which will correspond to specific questions in the questionnaires we will be using.

Firstly, it is referring to food-for-work now, instead of food-for-training. The first part of the sub-commitment refers to the situation analysis. Before an activity can be created, some sort of assessment of what assets are necessary needs to be carried out. This actually means that before we can assist people in creating something that is supposed to help them improve their household food security, we first need to ask them what those things could be. We need to analyse their situation – their surroundings, conditions, etc. – and on the basis of this analysis, we need to decide what assets would prove most beneficial for them in improving their household food security. What the sub-commitment is specifically referring to, is that this situation analysis must take place in collaboration with the future asset beneficiaries. Because WFP must ensure that women and adolescent girls benefit equally from any assets produced, it is then important that the situation analysis be carried out not only with the beneficiaries, but specifically with women and adolescent girls. This is important because women may have different needs and priorities than men, and if assets are created only taking the needs and priorities of men into account, it is much more difficult to ensure that women and adolescent girls will then benefit equally.”

☆ Give five minutes to allow enumerators to read ECW III.2 and then read through it out loud.
Provide some contextually-pertinent examples of how men’s and women’s needs (and priorities) could be different, so as to show how this process is important.

“The sub-commitment then goes on to state that women – and adolescent girls – need to participate in the asset management. This simply means that once the asset is produced, women must be involved in any decision-making that will take place with regards to that asset. This means, for example, that if they create a well, they should also be involved in deciding who has access to it, when they have access to it, and how much water they can take. If the can participate in the decision-making related to the use of the asset created, then it is more likely that they will also be able to benefit from it themselves.”

Provide additional examples and explanations of assets that could be created in view of the above-identified women’s and men’s needs.

Make sure the concept of “needs” is clear.

Make sure the concept of situation analysis is clear.

Give five minutes to allow enumerators to read ECW III.3 and then read through it out loud.

Sub-commitment III.3 continues to talk about food-for-work and says that food-for-work activities will be designed in a manner that facilitates the participation of women and adolescent girls (beyond age 15) as workers and ensures that they will not be overburdened.

Q: If the activity specifies that women have to work to get WFP food, why is this statement being made?
A: (open)

“Women regularly carry out numerous domestic tasks that sometimes can be extremely demanding – both with regards to time and to physical strength and resistance. While many women want to work on WFP food-for-work activities because they – and their households - benefit from the food assistance, they still have to go about their own business on a personal basis.”

Q: What are some of the tasks and domestic chores that women are often involved in in this context?
A: collecting wood, food, fetching water, watching after children, etc. Look for answers specific to the environment you are in.

“Because WFP wants women to participate equally in asset creation and management, and given that women often need to tend to many different issues and sometimes have different needs as compared to men, special efforts need to go into creating a working environment that makes it easier for them to attend and participate in the tasks, rather than more difficult. This could refer to anything from providing simple sanitation facilities, additional security, or even day-care alternatives so they can bring their children to the work site with them. Without these services, women might be less likely to attend, or if they attend anyway, they might be put into difficult positions –i.e., where, with whom, could they leave the children?”

Have a discussion with the enumerators and ask them to identify what some of the things they feel are important for them in their own environments that make it easier for them to go to the office, university, school, etc. (e.g., the presence of bathrooms, the possibility to work flexible hours and/or days, the possibility to call in sick). Raise the point that these same desires are shared by beneficiaries (as relevant to their contexts).

The objective is for enumerators to understand through their own experiences how certain additional services can make participating /attending an activity easier – even for beneficiaries.

Note that the sub-commitment states in parentheses that girls must be beyond the age of 15. This is because by WFP policy, children under the age of 15 cannot participate in work-related activities.

In addition to the above, the sub-commitment also states that the FFW activities must make sure that women are not overburdened.

Q: How could women be overburdened? Why is this mentioned?
A: This refers to the fact that women and adolescent girls (beyond the age of 15) should not be assigned tasks of too long a duration or physical demand as they will already have/ still have to carry out their own daily domestic tasks and chores. The objective is to take women’s workloads into account when designing FFW activities so that they can adequately carry out both the FFW tasks as well as their own tasks without putting themselves under too much physical and mental pressure.

“The last sub-commitment under commitment III states that the person who participates in the food-for-training or food-for-work activity will receive an individual or household food ration card, issued in her/his name.

In order to fully understand this, we need to discuss how food is distributed to beneficiaries in these situations.

Suppose WFP must distribute food to 100 people. Yet the WFP representatives who deliver and
distribute the food do not necessarily know every one of the 100 people personally. This means that they need a way of verifying who the 100 people who have a right to the WFP food are. They do this by consulting a list on which all of the 100 people’s names are listed. This list is called a food distribution list. Food distribution lists can be prepared and maintained by many different players (WFP food aid monitors, implementing partner staff, etc.) depending on the situation in which they are used. Some activities go beyond using only food distribution lists – in these activities, every person who is listed on the food distribution list also receives a food ration card. The food ration card acts as a “food-entitlement identity card” – they are issued to an individual and the individual’s name is written on it. The food ration card therefore acts as a statement of that person’s entitlement to a food ration. Food ration cards can be issued for individual rations – which means that by presenting the food ration card at the moment of distribution the individual will receive the correct amount of food for himself/herself – or they can be issued for household rations – which means that the person presenting the card will be given enough food to satisfy his/her family’s food needs. The amount of food that will be given to a person presenting a household food ration card will depend on the person’s family size, or rather, the number of people in the individual’s household.”

“Let’s look at Enhanced Commitment IV.”

☆ Give five minutes to allow enumerators to read ECW IV and then read through it out loud.
☆ Describe the existing relief distribution activities in terms of beneficiary population category (e.g., refugees, IDPs, etc.) and setting (e.g., refugee or IDP camps, settlements, urban bakeries, etc.), and types of distribution sites.
☆ Given enumerators some background on the beneficiaries, what classifies their conditions as relief conditions, and a general description of how the relief ration size and composition, distribution schedule, etc.

“The objective of ECW IV is to contribute to women’s control of food in relief food distributions of household rations.

As mentioned earlier, numerous studies have shown that when food is put into the hands of women, it is more likely to arrive at the household for the benefit of all household members. Because of this, and because WFP’s mandate is to improve the household food security of poor food insecure peoples, WFP intends to contribute to women’s control over the household food ration in relief food distributions through this commitment, and its various sub-commitments. What is meant by control? In this case, control also refers to the woman’s ability to access food – not only get it – and her ability to then use it to feed her household members. These aspects of “control” are addressed in the sub-commitments that make up commitment IV.

Let’s look at the first sub-commitment.”

☆ Give five minutes to allow enumerators to read ECW IV.1 and then read through it out loud.
☆ The first sub-commitment states that WFP will assess where food distribution points are best
established to allow women to collect the rations themselves and to avoid burdensome and unsafe travel to the distribution points.”

Q: What does this mean?
A: (open)

“In relief situations, because there are usually so many people involved, WFP food is usually transported to a distribution site. This is usually a location where there is a storage facility nearby (if it is a camp of some sort) or a place where the foods are worked and provided to beneficiaries in another form (for example an urban bakery). The beneficiaries then gather around this location to collect their respective food rations so they can take them back to their homes. Normally food rations are collected at specific intervals, for example once or twice a month. The distribution schedule can vary from activity to activity, as well as between distribution locations. Before a relief food distribution activity begins, the distribution sites need to be identified. Where is WFP going to take its food so that it is as convenient as possible for beneficiaries to come and collect it?

Sub-commitment IV.1 says that this decision needs to take the opinions of the people who come and collect the food into consideration. In particular, because women are frequently the recipients (they often collect food instead of men) the sub-commitment states that women must be consulted on the final choice on the distribution location in question. These participatory consultations need to take place so that the women can identify any locations that would be particularly inconvenient for them. At the same time, they need to be consulted on potential distribution locations also because the distances they would have to travel to get to them might be too long and would result in overburdening them if they also had to carry the weight of the rations they collect.

It is important to note that the choice of where a distribution location will be established also takes numerous other factors into account. Accessibility of the location (to the WFP vehicles as well as the beneficiaries) is fundamental. In addition, accessibility will also be related to the tonnage of food that needs to be carried out to the locations. Greater tonnages will put more demands on the logistics infrastructures (e.g., vehicles, roads, bridges, etc.) while smaller deliveries may have a little more flexibility.”

“Sub-commitment IV.3 states that except in situations where there is no adult woman in a household, each household ration card for free food distributions will be issued in a woman’s name. In most places, ration cards in relief food distribution activities are issued in the name of the head of household.”

“Q: What does this mean?
A: (open)

“Sub-commitment IV.3 states that except in situations where there is no adult woman in a household, each household ration card for free food distributions will be issued in a woman’s name. In most places, ration cards in relief food distribution activities are issued in the name of the head of household.”

It is for this reason that the second sub-commitment states WFP will also determine if special packaging is required to facilitate the collection and carrying of food rations by women.”

☆ Give five minutes to allow enumerators to read ECW IV.2 and then read through it out loud.

“This does not mean that WFP will provide special packaging – it just means that it should assess whether special packaging is consistently required across the board.

As described in the FFT and FFW section, food distribution in relief distribution activities is also (usually) based on food distribution lists and/or the presence of food ration cards.”

☆ Provide a detailed explanation of which method is used in the relief distribution activities that will be visited.

☆ Explain clearly if food distribution lists are available and if ration cards are also used. If the relief situation is a refugee situation, explain the concept behind refugee registration cards (and the fact that they may be used for food distribution, but that they are also used for non-food items that may be distributed by other partners). If the relief situation targets IDPs explain what means are used to keep tabs on beneficiaries and whether there is a food distribution list. In all cases, explain along what lines food is given to an individuals.

☆ Give five minutes to allow enumerators to read ECW IV.3 and then read through it out loud.

“One the distribution location has been established, and the distribution schedule (what days and times food will be distributed) has been determined, recipients/beneficiaries will present themselves at the distribution site to collect their food. Because food is not distributed everyday, recipients are given a ration that is sufficient to cover the time period between the current distribution and the next one e.g., food for a month, for example. This means that if the person is receiving wheat, cereals, pulses, etc. the bad they are given to him in can get very heavy. The standard size bag for distribution of WFP food is the 50 kilogram bag. In some situations, smaller 25 kilogram bags are in use – but the smaller bag is not yet fit into any corporate policy on this issue. Regardless, were foods packaged in lighter bags, it is evident that it would be easier for all recipients/beneficiaries to collect and carry food rations home.

It is important to note that the choice of where a distribution location will be established also takes numerous other factors into account. Accessibility of the location (to the WFP vehicles as well as the beneficiaries) is fundamental. In addition, accessibility will also be related to the tonnage of food that needs to be carried out to the locations. Greater tonnages will put more demands on the logistics infrastructures (e.g., vehicles, roads, bridges, etc.) while smaller deliveries may have a little more flexibility.”
Q: How do we define head of household?
A: (open)

Define and explain the role of head of household: This is the main decision-maker in the household as per the socio-cultural norms. In households where there is a man, he is usually considered the head of household. However, the head of household may be a woman (a widow, a divorced or abandoned woman, a grandmother, a wife of a disabled/migrant man etc.) or even a child when both parents have passed away. As per the WFP Gender Policy 2003-2007 in relief food distributions the head of household is not automatically the household food entitlement holder (the food-entitled individual), although in many such operations, the name of the head of household is the only name captured, and therefore tends to be the only individual associated to the household food ration.

Q: What is the difference between Head of Household and food entitlement holder?
A: (open)

Define and explain the role of head of household: According to WFP’s Gender Policy for every household this should be a woman, independent of who is the head of household. The head of household may be the man/husband, but the entitlement to the distributed household food ration should be granted to an adult female household member. Where there is more than one adult female household member the decision as to which woman should receive the household food entitlement is left up to household members. In polygamous households, every wife should be entitled to the food ration for herself, her children and other dependents – the man/husband may either be considered a part of that group, i.e. a “dependent” of one of the wives, or may be listed separately and hold his own one-person food entitlement.

“In households where there are no adult men (e.g., he has left, passed away, etc), a woman can become the head of household. In these cases, we say that her household is a woman-headed household. Where there are no adult men or adult women, and the household is lead by a youngster, we call it a child-headed household. In the first two cases, WFP is promoting that any rations cards issued to the household for free relief food distribution be issued in a woman’s name – even if the head of household is a man. This is primarily to enforce the idea that in all households (where there is an adult woman present) the woman should be officially entitled to the household’s food ration. Where ration cards are not being used, the sub-commitment can be read as referring to the food distribution lists, for which it would mean that the food entitled person for every household should be a woman (where an adult woman is present in the household). This will have implications for how the food distribution list is designed – it means that there have to be specific columns for the various roles – i.e., Head of household, Food Entitlement holder, Recipient, Family size, ration, etc…”

Provide an example of a food distribution list in use in one of the relief activities to which the enumerators will go. Clearly explain all of the column headings.

Ensure that the difference between head of household, recipient and food entitlement holder have been clearly understood.

Explain how the food distribution list would have to be modified (if necessary) to include all the information required (primarily the food entitlement holder column).

Provide enumerators with a very clear explanation of how polygamous households are currently listed on the food distribution lists (or

In many locations there are also polygamous households – where there is a single man who is married to more than one woman. In many places, all of the wives and their respective dependants (children) are listed under a single head of household, who is their husband. However, this means that the husband (or his selected wife) can collect the food for the entire household (including the other wives). This however, does not ensure all the other wives and their children get the food they deserve.”

Give five minutes to allow enumerators to read ECW IV.4 and then read through it out loud.

“The fourth sub-commitment therefore states that in polygamous families, a separate ration card will be issued for each wife and her dependants; the husband will be considered a member of one of these groups/households. This means now every wife should be listed independently of her husband, on the food distribution list. Where ration cards are being used, this means that every wife should get her own ration card, and her family size should indicate herself and her children. In this manner, every wife would be entitled to her correct ration, and every wife could collect her own food for her and her children. The husband could then either choose to be considered a dependant of one of the wives (but not all) or he could choose to have an individual ration card issued to him in his own name.”

Provide enumerators with a very clear explanation of how polygamous households are currently listed on the food distribution lists (or
how ration cards are issued to them if cards are in use).

☆ Make sure it is clear that every wife must have her own card – and why this is important (so that she has control over the food needed by herself and her dependants).

“The previous four sub-commitments – while trying to help women acquire more control over their household food supply – could also be seen as bringing women more into the spotlight when it comes to food. While it is good from the point of view of increasing their control over food, it can also increase their exposure to risk and insecurity. This is particularly true when considering situations of high insecurity or social breakdown.”

☆ If these conditions are present in your country, describe them in detail. Explain what risks women face because of these circumstances.

☆ Give five minutes to allow enumerators to read ECW IV.5 and then read through it out loud.

“For this reason sub-commitment IV.5 states that in situations of high insecurity or social breakdown, distribution arrangements will be designed in consultation with women to avoid putting them at risk. As mentioned previously, and because the previous sub-commitments tend to expose women more simply by entitling them to the food rations, every effort must be made by WFP to ensure that these newfound risks are reduced as much as possible. Like in sub-commitment IV.1, participatory discussions also need to take place with women on these issues, if the circumstances warrant it (e.g., if there are conditions of high insecurity and social breakdown).”

☆ If this is the case in your country, discuss what such arrangements could be – what would women say about the existing distribution arrangements?

☆ Give five minutes to allow enumerators to read ECW IV.6 and then read through it out loud.

“While the above efforts can be made to change how women appear on food distribution lists and how ration cards are issued, another important aspect of contributing to improving women’s control over household food supplies, is to ensure that they are given all the information they need to be able to make use of their entitlement. At the same time, having more information on their entitlements will give them more power to defend them. Sub-commitment refers to this by stating that: information will be provided to male and female beneficiaries about distributions: e.g. the size and composition of the household food rations; beneficiary selection criteria, distribution place and time; the fact that they are to provide no services or favours in exchange for receiving the rations; and the proper channels available to

them for reporting cases or attempted cases of abuse linked to food distribution.”

☆ Give five minutes to allow enumerators to read ECW IV.6 and then read through it out loud.

Q: What does abuse refer to here?
A: (sexual exploitation, bartering, blackmailing e.g., any demands that are made to the recipient in exchange for the WFP food)

“Not only do recipients have to be informed of ration size and composition, changes and distribution schedules – so that they are able to present themselves in a timely manner to claim the food to which they are entitled – but they also have to know what to do, and who to go to, if they every have any problems collecting their ration. Proper channels refer to places and/or people recipients can go to if they need to report abuse, that are safe for the recipient and are effective in capturing the information reported. Recipients need to be assured that they can trust the reference point they have been given, that their peers will not come to know what they have complained about, that they will not meet with retaliation, etc. Stigmatisation and retaliation are the two main concerns recipients could have in reporting situations of abuse related to relief food distribution.”

☆ Explain what – if any – mechanisms are supposed to be in place to address these issues at the ground level.

“Although all sub-commitments in ECW IV seem to point to the women as the sole person who should collect food, WFP also realises that there are times when this will not be possible. In fact, as per ECW IV.7 women will be encouraged to receive the food themselves but will be given the right to formally designate someone to collect the rations on their behalf.”

☆ Give five minutes to allow enumerators to read ECW IV.7 and then read through it out loud.

“This simply means that women should in all cases be entitled to the household food ration (as explained above, either by being listed on the food distribution list as the food entitlement holder, or by having a ration card issued in her name), but that they can ask someone else to pick it up for her in case she has any other commitments or reasons for doing so, of her own.”

[ECW V]

“Now that women have received their food, either through FFW, FFT or Relief distribution activities, WFP is also committed to ensuring that women also be equally involved in any decision-making related to the assets they now possess.”
“Enhanced Commitment V states that WFP should ensure that women are equally involved in food distribution committees and other programme-related local bodies.”

Q: What are food distribution committees?
A: (open)

Q: What are asset management committees?
A: (open)

Clearly define food distribution committees as they are structured in the relief activity in question. Make sure the way the committees work is understood.

Make sure the term assets in a FFW activity is clear, and what types of asset management committees there are in the context the enumerators will visit.

“As this commitment focuses on equal involvement of women in the above committees - and all programme-related bodies – the first sub-commitment to ECW V places emphasis on participatory consultations with women already in the very first phases of the activity design process.”

Give five minutes to allow enumerators to read ECW V.1 and then read through it out loud.

“Sub-commitment V.1 states that participatory approaches with women and men will be used, to the extent possible, for beneficiary identification, activity identification and formulation, monitoring-and-evaluation system development, and monitoring and reviewing the progress and results.”

Q: Why is this important?
A: (open)

Explain why the involvement of beneficiaries even in the preliminary stages is important.

“Once activities begin to yield assets and food distribution and asset management committees begin to form, the Gender Policy commits to ensure – through sub-commitment V.2 - that at least half of the representatives and half of the “executive-level” members (e.g. chairpersons, secretaries, treasurers) on food distribution and asset-creation committees will be women. If joint committees are socially not acceptable, separate women’s committees will be formed and mechanisms established so that women’s views will be considered.

If for any reason the enumerators are not familiar with the local cultural norms and behaviours that might be related to participatory consultations with women, ensure that you provide some details and examples for them to discuss.
“Given that passive participation is very common, sub-commitment V.3 focuses on providing women with additional leadership trainings, so as to give them the skills and self-confidence required to be able to actively participate.”

☆ Give five minutes to allow enumerators to read ECW V.3 and then read through it out loud.

“Sub-commitment V.3 states that in all operations, WFP will seek to identify partners that provide community participation and leadership training to women who take part in food distribution and asset-creation committees. Contracts with implementing partners will reflect this training requirement.”

Part III: About the ECW Baseline Questionnaires

☆ Provide the enumerator with copies of the FFT, FFW and Relief Distribution Implementation questionnaires.

☆ Ensure that the questionnaires are carefully read before the training starts.

Technique:

☆ Discuss each questionnaire one at a time, and discuss each one question by question. Ensure that the questions and their relative guidelines have been clearly understood;

☆ Review the guidelines together and explain the answer options for each question (e.g., yes, no, NR, NK, text, etc.);

☆ If the questionnaires are kept in English (or French or Spanish) but the enumerators will be translating on the spot, ensure that a translation for each question is agreed upon by the group. (They need to write these translations down as they go along.)

☆ Break enumerators into groups for discussion and role play – they must complete the questionnaires among themselves (e.g., two enumerators play respondents, two enumerators play enumerators);

☆ Meet after each group-work sessions to review results to discuss any issues raised.

☆ Develop Interview Strategy.

☆ Field test

☆ Review and discuss issues raised.

Other issues to cover…

In all cases, use the question guidelines to clarify any issues that might come up.

• Collecting data on adolescents

Although enumerators have been given the definition for adolescents as covering the age group from 10 to 19 years of age, this information will not always be available in the field.

What to do? Enumerators should always try to get information broken down as requested. When it is not available, they will have to resort to the second best definition for the age range in question. This means that the enumerator should try to determine what the “local” definition of adolescence is, and answer the questions accordingly. If this happens, enumerators should make a note of it somewhere.
near the questions for which these answers are sought.

- **[ENUMERATOR] questions**
  These questions are directed at the enumerator. He/she should respond providing his/her own personal judgement. These questions ask the enumerators opinion on the information collected, as verified through observation.

- **Identifying “executive-level” committee members (questions on ECW V)**

  An “executive-level” member is equivalent to any individual in a leadership position that has influence on the food distribution system or important food distribution management issues. Such a position may be found in the high-level committees only or also in those one or even two levels down the hierarchy of committees that may exist in a given population.

**Definition of leadership positions**

Although men and women may be represented in many committees responsible for food distribution they may not necessarily take part in the decision making that affects food management and distribution. Food management committees are likely to have an internal hierarchical structure which identifies leadership positions --i.e., positions whose voices carry weight in the final decision-making of the whole committee. If men or women hold positions through which they effectively influence decision making regarding the food distribution and management system, they are to be considered as having a leadership positions for the purpose of this indicator. These positions may include the roles of: President, Vice-President, Chairperson, Secretary, Treasurer, Counsellor, Minister, Special representative etc. or according to the socio-cultural context the representatives or leaders of a community (e.g. Horn of Africa). It is the number of men and women holding these positions that must collected.

Where a committee is actually termed an “executive committee” by the beneficiaries themselves, note that it will still have an internal hierarchical structure – the same indications provided above apply –i.e., only the leadership positions that carry a voice in the decision-making need to be identified. Do not consider all members just because the committee is defined as an “executive committee” – consider those who have a role in decision-making.

- **Counting committee members**

  There may be more than one committee, as well as different levels of committees existing within any one group of beneficiaries.

  For example: there are 10,000 food aid beneficiaries:

  There may be a General Administrative Committee for food distribution for the entire beneficiary population (there may be only one such committee which the beneficiaries might also identify as the “executive level” committee); e.g., this committee has 10 members; 5 of them are in leadership positions.

  Further down the hierarchy of beneficiary committees there may be:

  - **Block committees** (e.g., quarters, groups, sectors etc. - terms may vary per country/setting)
    e.g., 40 committees for all 10,000 beneficiaries, responsible for receiving food their block from the warehouse and distributing it to the family/household size committees; if these block committees have members covering positions that allow them to participate and influence decision-making as regards the food management and distribution system, they are also to be considered as holding leadership positions and they should be counted for this indicator; e.g., there may be 5 representatives per committee of which 3 hold leadership positions.

  - **Family/household size committees**
    e.g., 200 committees for all 10,000 beneficiaries, responsible for the actual distribution to final recipients; there may be 3 representatives per committee, of which 1 holds a leadership position within the smaller committee, but is not in a position to participate or influence the food management and distribution system, and therefore should not be counted for the purpose of this indicator.

  In the above example, there are three levels of committees (the General Administrative Committee, the Block Committee and the Family/Household Size Committee) and the total number of representatives on committees responsible for food management is calculated as follows:

<table>
<thead>
<tr>
<th>Committee</th>
<th>Total representation</th>
<th>Leadership positions</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Administrative</td>
<td>1 committee * 10 members</td>
<td>1 committees * 5 members in leadership positions</td>
</tr>
<tr>
<td>Block</td>
<td>40 committees *5 members</td>
<td>40 committees *3 members in leadership positions</td>
</tr>
<tr>
<td>Family-size</td>
<td>200 committees *3 members</td>
<td>200 committees *0 members in leadership positions</td>
</tr>
<tr>
<td><strong>Totals:</strong></td>
<td>(1<em>10)+(40</em>5)+(200*3) = 810</td>
<td>(1<em>5)+(40</em>3)+(200*0) = 125</td>
</tr>
<tr>
<td>All individuals in committees</td>
<td>Individuals in leadership positions</td>
<td></td>
</tr>
</tbody>
</table>
810 people involved in food management committees (data to be collected by gender but only 125 are in leadership positions that have influence on the food management and distribution systems - it is this latter number that is collected for the SPR indicator.

What to do to collect the data:

1. Identify the mechanism through which food is distributed in the operation: individual household handouts, community-based distribution, family-size distribution, etc.
2. Ask how many committees are responsible for food distribution at the whole relief food distribution site – identify all levels including those identified as “executive” and non-executive by the beneficiaries.
3. Establish local definition of leadership positions in committees responsible for food management – i.e., find out what the positions whose voice carries weight in the final decision-making of the whole food distribution system in a distribution site are called, e.g., president, vice-president, treasurer, chairman, representatives of special groups – women, youths, etc.
4. You may find that such leadership positions only exist at the highest level of committees, or that they exist both at the highest level (e.g. overall camp level) as well as at one/two levels further down (e.g. the block level etc).
5. You do NOT need to ask the composition of all committees responsible for food distribution (how many men and how many women).
6. You need to identify the number of individuals, by sex, covering leadership positions only – as defined above - in all committees responsible for the food distribution system and management (it could be at the highest level, but also one/two level/s down)
7. In addition to the figures, it is useful to have discussions with men and women on committees to see how they perceive their own roles, and the roles of the opposite sex. Also investigate the type of women’s participation – whether it is active or passive (do they attend and actively express their ideas and contribute to decision-making, or do they attend but remain in silence or simply second ideas proposed by men?)

- Counting the number of women who have a ration card issued in their name

Issues to consider/differences on the ground:

A household food ration card in relief food distributions as per WFP Gender Policy may look as follows:

Example of a household food ration card in a refugee situation:

<p>| | | | | | | | | | | | |</p>
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<thead>
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<tr>
<td>UNHCR</td>
<td>WORLD FOOD PROGRAMME</td>
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<td>E</td>
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</tbody>
</table>

| REFUGEE FAMILY CARD |
| N° RWA * 000000 |

| Name of Head of Family: | Date: |
| F | G | H |

| Food Entitlement holder: | Individual daily ration: |
| J | K | L |

- Maize Meal 350 grams
- Pulse 120 grams
- Veg. Oil 20 grams
- Salt 5 grams
- CSB as available 40 grams

<table>
<thead>
<tr>
<th>Family size (in words)</th>
<th></th>
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<th></th>
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<th></th>
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<th></th>
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<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
<td>11</td>
</tr>
</tbody>
</table>

- Not all relief distribution operations will be using household food ration cards. For example, IDPs, returnees/reintegration operations may not have rations cards. Nevertheless, names that identify household/families will be on a distribution list compiled either by UNHCR, the government or WFP staff (e.g., log books, etc). All food distribution is based on the availability of food distribution lists, therefore in all cases, the information that will be reviewed to collect the data required for this indicator will come from the food distribution lists available at the food distribution site (usually held at the warehouse by the WFP Food Aid Monitor/implementing partner). The objective in all cases (whether there is a man in the household or not) is to have women listed on the food distribution lists as the household food entitlement holders – if household ration cards are in use, they also need to be issued in women’s names.

- Distribution lists are not all standard, and frequently only list the head of household without indicating the sex of the individual, nor the person holding the household food entitlement (the food-entitled person). There may be provision for recording the food recipient (the person who collects the food) as this was already required under the Commitments to Women 1996-2001. Polygamous families are not clearly identifiable from these lists. Therefore it will be necessary to discuss the lists in depth with the Food Aid Monitors and/or implementing partners who are very familiar with the names and the distribution process.

Ideally distribution lists should:
o list the head of household, the household food entitlement holder (the food entitled individual) and the food recipient/collector (for example: the husband – who is head of household, the wife – who is the person entitled to the household ration, and the adolescent son/daughter – who is the person who picks up the food on a specific distribution date, as delegated by his/her mother);

- indicate the sex of each of the individuals filling these roles;
- indicate the total number of individuals by sex at the bottom of each sheet.

Example of a food distribution list in a refugee situation

<table>
<thead>
<tr>
<th>Card #</th>
<th>HoH</th>
<th>Sex</th>
<th>Food entitled individual</th>
<th>Sex</th>
<th>Family size</th>
<th>Food Collector</th>
</tr>
</thead>
<tbody>
<tr>
<td>1111</td>
<td>Xxxx</td>
<td>M</td>
<td>Aaaa</td>
<td>F</td>
<td>7</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2222</td>
<td>YYYY</td>
<td>M</td>
<td>Bbbb</td>
<td>F</td>
<td>6</td>
<td>F</td>
</tr>
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<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>3333</td>
<td>Zzzz</td>
<td>F</td>
<td>Zzzz</td>
<td>F</td>
<td>3</td>
<td>M</td>
</tr>
<tr>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Total male 2 0 1 2 2
Total female 1 3 2 1 1

• Community-based distribution:
This type of distribution is not encouraged by WFP. It means that quantities of food are given to the village-head/community leader who then proceeds to deliver to the various households/individuals according to whatever distribution mechanism they will have decided upon amongst themselves. In these cases, if there are lists, they will only indicate the village-head (or equivalent) to whom the larger quantities are given. The village-head should then be in a position to provide an estimate of the numbers of men and women receiving food from him/her, but there will be no way of verifying this information, and it will not likely reflect any "entitlement" rights for women.

What to do to collect the data:
1. Ask if household ration cards are in use.
2. Access the food distribution lists through the Food Aid Monitor or the implementing partner representatives.
3. Verify what type of information is presented on the food distribution lists and how the decision is made with regards to which household member is listed on the food distribution list.
4. Where there is a distinction between the head of household and the person holding the household food entitlement (the food-entitled individual), tally the total number of women and men listed as the head of household and as the food-entitled individual on each page, and then create respective aggregates for the entire list (also by sex).
5. Where only the head of household is listed, tally the total number of women listed and the total number of men listed.
6. In both cases, if the sex of the individuals is not listed, make sure that the local Food Aid Monitor or the implementing partner representative is present to assist in the interpretation of names.

• Who are the respondents?
Questions in the implementation questionnaires are either addressed to the Site Administrator or the Beneficiaries.

In the first case, the Site Administrator can be a WFP Field Monitor, an Implementing Partner Representative, or even a local government or ministry representative. Questions are to be asked of the individual, and the enumerator is to mark the Site Administrator’s answers.

Questions in the Beneficiaries section are to be asked to various people. The enumerator should speak with different groups of men and/or women, depending on the question, and using his/her best judgement, based on the consultations held, establish the final value that is to be reported once sufficient feedback has been obtained.

Interview strategy
Once all the steps of the questionnaire training process have been completed, attention must be focussed on developing an interview strategy.

Enumerators must be given indications on HOW to obtain the answers they need, how to formulate their interviews, and ensure they obtain spontaneous feedback from beneficiaries.

How to develop an interview strategy:
☆ Study the questionnaire very well & familiarise with all of the questions
☆ Pick out the main key words and link them to their issues
☆ Put issues in a logical sequence (valid for conversation)
☆ Icebreaker
☆ Identify an “opening” conversational topic
☆ Gradually introduce the key issues
☆ Extract the responses from the conversation
☆ Complete the questionnaire (either as you go along, or after, if you have taken good notes during the process)
☆ NEVER ask questions point blank.
ECW III, IV and V: examples

1. FFT & FFW Implementation questionnaire:
   - Main concepts:
     - Distribution method (site administration)
       - Lists / cards
       - Information & entitlements
       - Participatory consultations
       *Opening Question:* “Can you tell me how distribution takes place here?”
     - Capacity building (imp. Partner)
       *Opening Question:* “Can you tell me how these tasks were identified for this activity?”
     - Sustainability (men and women) (FFT only)
       *Opening Question:* “Can you tell me what you plan to do with the skills you are learning here once the activity is finished?”
     - Tasks and work norms (men and women) (FFW only)
       - Participatory consultations
       - Entitlements
       - Awareness of differences
       *Opening Question:* “Can you tell me how these tasks were identified for this activity?” followed by “Can you tell me how food distribution takes place for the work you do?”
     - Food distribution committees and Asset management committees:
       - Composition
       - Participation (men & women)
       *Opening Question:* “Can you tell me if there are any groups or committees who decide on how food distribution should take place?” followed by “Can you tell me how these committees are formed and by whom?”

2. Relief Distribution Implementation questionnaire:
   - Main concepts:
     - Distribution method (site administration)
       - Lists / cards and issuance method
       - Polygamous households
       - Information & entitlements
       - Participatory consultations (site & arrangements)
       *Opening Question:* “Can you tell me how distribution takes place here?”
     - Food distribution committees
       - Composition
       - Participation (men & women)
       *Opening Question:* “Can you tell me if there are any groups or committees who decide on how food distribution should take place?”

The Golden Rule: 20/80

The enumerator should speak only 20% of the time – the respondent should speak 80% of the time.

Code of good conduct

Please ensure enumerators are aware of the following rules:

- No smoking during interviews with respondents;
- No chewing gum during interviews with respondents;
- Mobile telephones must be turned off during interviews with respondents;
- Dress code must be appropriate for the site and cultural norms in place at the site being visited;
- Absolutely no food or drinks are to be consumed at sites where beneficiaries are present;
- Listen to what respondents are saying.

Draft schedule of training

<table>
<thead>
<tr>
<th>Day</th>
<th>AM</th>
<th>PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>About WFP</td>
<td>About the WFP Gender Policy</td>
</tr>
<tr>
<td>2</td>
<td>FFT &amp; FFW Implementation Questionnaires</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Relief Distribution Implementation Questionnaire</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Field Trips</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Debriefing: Review and Discussion</td>
<td></td>
</tr>
</tbody>
</table>

Materials to give the enumerators

All enumerators should receive a complete set of training materials, ideally before the training begins. They should be asked to read all questionnaires before the training begins.
In detail, they should receive:

- A copy of the WFP Gender Policy (full)
- Gender Policy (leaflet)
- A copy of all relevant ECW Implementation questionnaires
- Glossary of terms & List of acronyms
- A notepad with a hard back, or, alternatively, a soft notepad and a writing board
- Pencils
- A list of contact numbers for the Survey Monitor

Part IV: In the field

This section is written for the enumerator, and provides guidelines on how to organise the time available in the field. At the end of the section, a separate column provides a checklist that may be cut-out and kept by the enumerator to help complete the various steps when in the field.

Arriving at the site

Depending on the site in question and the administrative structure in place (e.g., whether there are government representatives present on the ground, an implementing partner or only a WFP Food Monitor) you may be met upon arrival by any of the following levels of people.

- **General overseer of whole activity** (site supervisor, camp manager, etc. may be local or provincial government representative, implementing partner representative, etc.)
- **Distribution overseer**: Usually a WFP Food Monitor and/or an Implementing Partner representative
- **Beneficiaries**: Men and women receiving WFP food at the site and participating in the WFP activity.

The general overseer or administration will have been informed of your arrival by the Survey Coordinator/relevant WFP sub-office. However, always ensure that the individual who meets you is aware of the purpose of your visit.

Introduce yourself

**When introducing yourself to Government representatives:**

- Give you name, country/location of origin and some background on yourself.
- Explain the purpose of your visit, as part of a larger research study with regards to WFP’s implementation of the corporate gender policy.
- Explain that you are not WFP staff, and that you have been hired externally to assist in the large data collection exercise
- Stress the importance of your speaking with men and women equally.
- Stress that there is no assessment taking place of current implementation procedures – i.e., you are not collecting information that will be used to judge the performance of the activity, only
When introducing yourself to beneficiaries:

- you name, country/location of origin and some background on yourself.
- Explain the purpose of your visit, as part of a larger research study on the food distribution process in WFP activities. **Do not say you are conducting a Gender Survey. Do not use the word GENDER, nor specify that you are interested only in WOMEN.**
- Explain that you will be interested in speaking with both men and women, possibly together and separately.
- Explain that you are not WFP staff, and that you have been hired externally to assist in the large data collection exercise. Explain that will be willing to listen to any questions that beneficiaries might have, but that you have no authority to make any promises or make any changes to the current situation.
- Explain that you are not there to make any changes to the current food ration, distribution arrangements, or any other issue that might affect the beneficiaries directly (or that they might be concerned with).

**The interviews**

**Site administrator questions**

- Upon arrival at the site speak with the relevant person to cover the questions listed in the questionnaire for the Site Administrator.

In most cases, this person will be the person responsible for monitoring the food distribution. At times, you may also have another person present who may also be able to provide the required information even if he/she is not responsible for monitoring the actual food distribution. Where this is the case, some questions may be better answered by one rather than the other. Sometimes:
  - questions on the food distribution lists/ration cards may be directed at the storekeeper, warehouse manager, WFP food aid monitor, implementing partner warehouse supervisor, etc.
  - questions on sensitisation activities, general information dissemination methods, numbers of households and male and female beneficiaries etc., may be directed at the general site overseer.

**Beneficiary questions**

Often beneficiaries will have been told of your arrival. You may find groups of beneficiaries already waiting for you.

**Try to avoid working with pre-arranged groups of beneficiaries. Try to organise your own.**

**Organising Focus Group Discussions (FGDs)**

- Decide if you need to work with men and women separately, and which ones you wish to begin with.
- Gather the selected beneficiaries into a small group, between 5 and 8 people. Do not work with larger groups.
- Find an acceptable place and manner to sit with the group.
  - Ensure that you place yourself in friendly and neutral conditions. E.g., if the beneficiaries are sitting on the floor, sit on the floor with them, if they offer you a chair, ensure they also sit on a chair.
  - Keep distances respectfully close. Do not sit far away or off to one side.
  - The best arrangement is usually to sit in a circle with equal distances between all group members.
- Identify the composition of the group and any power figures that might be present:
  - Notice if there are any external authority representatives. This may include even the WFP monitor, IP representatives, site administration representatives, etc. These people will influence beneficiary responses. If you see they negatively influence beneficiary contributions, make an effort to speak to beneficiaries separately after the group has finished.
- Introduce yourself as described above, and then begin with your interview strategy.

**Interview methods**

**Opening**

Apply your interview strategy. This might/should include any of the following:

- Your personal introduction.
- Request an introduction from the beneficiaries (what are their names?, where are they from?, do they have children? etc.)
- Opening question (usually requesting a description of a process you are interested in – see the section on the Interview strategy.)
- Listen and take notes where necessary.
• Use participatory approaches as much as possible:
  - Draw pictures, symbols, signs where this may facilitate communication – i.e., use drawings (e.g., on the ground) to draw the site/village/camp where you are, to describe the distances from their homes to the distribution point (Relief, FFW, FFT), the area they cover for their work (FFW), etc.
  - Use proportional piling to help understand amounts and number of people when figures are not available and percentage estimates are hard to obtain.

Asking delicate questions

• Never ask questions directly

• If you need to discuss HIV/AIDS sensitisation and awareness-levels:
  - Approach the subject from a very broad perspective, begin by discussing education in general, possibly start with that of children e.g., “is there a primary school for children?”
  - Ask beneficiaries to describe what education is available to children beyond primary school – i.e., is there any secondary school? Any out-of-school activities?
  - What do children study in school? What is studied in the other educational activities that are available?
  - Move towards questions asking if there is any training in sanitation, nutrition and health in general. Allow beneficiaries to respond freely, prompt for additional information by asking “anything else?”…
  - Delicately ask if there are any training or awareness-raising activities on specific health issues, particular diseases and conditions. If there are HIV/AIDS sensitisation measure in place, the beneficiaries should mention them at this point. If you have information from the Site administrator that there are such activities but the beneficiaries do not mention them, explain that you have been told about them and would like to know if they (the beneficiaries) are aware of them.

• If you need to discuss women’s sensitisation and awareness-raising with men:
  - If working with a men’s focus group, begin asking about any training initiatives that might be available to them (the men)
  - Ask what topics are covered, what topics would they be interested in? Do they ever talk about women’s roles in these trainings?
  - Do women participate in these activities with men? If they do or do not, how do men feel about this?
  - How would men feel about special training initiatives being offered to women as well?
  - How would men feel if these activities helped women learn more skills and helped them learn to express their point of view and opinions?

• If you need to discuss issues of abuse:
  - Never use the work abuse unless beneficiaries use it first
  - Approach the subject from a broad perspective, discussing any issues that arise with regards to distribution (e.g., difficulties, complications, etc.).
  - Ask if they have ever heard of anyone (e.g., someone else, not them) who has had problems when collecting their food – ask about men and women, and then particularly about women. e.g., have they ever heard of any beneficiaries being asked to work in exchange for their food?
  - When asking these questions, it is important that there be no figures of authority in the group or even near the group. If you see that beneficiaries are not comfortable, do not proceed further.

Speaking freely with men and women

If you notice that when you speak with women, men hang around the group and influence women’s reactions and responses by their sheer presence:

• Arrange for the male enumerator to distract the men and take them away:
  - Have him move closer to the men and begin discussing some of the men’s activities (e.g., agriculture, artisanal work, housing, etc.).
  - The male enumerator should emphasise that his colleague (the female enumerator) is just talking about “women’s issues” with the women, and that he would be interested in seeing some of the activities the men are involved in.
  - The male enumerator should then move away from the women’s group with the men so as to leave the women undisturbed.
**Dealing with beneficiary questions**

- If when you first begin beneficiaries immediately begin asking questions that deviate from the topic you need to discuss:
  - Explain you are willing and interested to listen to their questions, but you would rather cover them after you finish your discussion with them on the topics you need to cover.
  - When you have finished, re-iterate that you are not WFP staff and that you have no authority to change or address any issues that might arise. You can only refer the issues to the WFP staff that you revert to and that any response to the issues will have to come from them.
  - If beneficiaries understand this, invite them to ask any questions or raise issues that you can refer back to your WFP supervisor.

**Closing**

- As you close the conversation with beneficiaries, make an effort to summarise the points that have been discussed and the information you have collected. **Clarify any doubts you may have immediately.**
- Thank the beneficiaries for their time and explain that the information you have collected will be very useful to the study that WFP is conducting.

**Triangulation & number of respondents**

- If time permits, you should interview more than one group of beneficiaries for each set of questions – this serves to double-check the answers of one group against the answers of another, to be sure the responses reflect the general situation.
- You may work with small groups, as described above, or you may speak with individuals, if groups prove unmanageable. In either case, ensure you speak with as many different people as possible.
- When completing the questionnaire at the end of the visit, evaluate all the answers you have received and provide the single final answer that you feel is most representative of the reality described by the various respondents you have spoken with. **Complete only one questionnaire per site** even if the answers represent feedback from many people.

**Timing**

- The interview with beneficiaries through Focus Group discussions should take between **45-60 minutes.**

**Completing the questionnaires**

- Upon completion of all focus group discussions find a place where you can sit to a side and begin to fill-in the relevant questionnaire
- Make sure every single question has been answered.
- If you have any doubts, go back to the source of the information and verify so as to complete the questions.
- Transcribe and shorthand notes you may have taken, either onto the questionnaire if appropriate, or in your notebook. These notes will be important for the feedback and debriefing session that will be held in the WFP office upon completion of the entire process.

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**Enumerator Field Checklist:**

<table>
<thead>
<tr>
<th>Introduction with site overseer</th>
<th>Site administrator questions covered</th>
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<tbody>
<tr>
<td>Site administrator questions covered</td>
<td>Organisation of women’s focus groups</td>
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<tr>
<td>Organisation of women’s focus groups</td>
<td>Completion of beneficiary questions directed to women</td>
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<tr>
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<td>Collection of beneficiary questions, if necessary</td>
</tr>
<tr>
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<td>Did you triangulate? (speak with different groups / individuals)</td>
</tr>
<tr>
<td>Did you triangulate? (speak with different groups / individuals)</td>
<td>Did you thank the beneficiaries?</td>
</tr>
<tr>
<td>Did you thank the beneficiaries?</td>
<td>Completion of questionnaire (privately)</td>
</tr>
<tr>
<td>Completion of questionnaire (privately)</td>
<td>Have you answered every single question?</td>
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<td>Did you thank the site administrator / overseer?</td>
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</table>

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**ECW Baseline Workshop & Training Manual**

The interview with beneficiaries through Focus Group discussions should take between 45-60 minutes.
Terms of Reference: Enumerator
ECW Baseline Survey Initiative

In view of assisting the World Food Programme in the conduct of the Global Baseline Survey on the implementation of the Enhanced Commitments to Women, the following are the tasks and responsibilities to be carried out by field enumerators hired to carry-out data collection in the field:

The incumbent will:

- Participate in a five-day training that will be arranged and offered by the WFP Country Office;
- Review and familiarise with the ECW baseline questionnaires that will be provided;
- Will develop an appropriate interview strategy in collaboration with his/her assigned partner for the relevant questionnaires;
- Will visit the WFP activity sites that will be assigned to him/her by the WFP Survey Coordinator, and will:
  - Meet and discuss relevant issues with the site administers;
  - Hold focus group discussions with the men and women beneficiaries, as needed to adequately complete the questionnaires;
  - Complete the relevant questionnaires using participatory interview methods at the site;
  - Verify all questionnaires will have been correctly, coherently and legibly completed prior to departure from the individual sites visited;
  - return all completed questionnaires to the WFP Survey Coordinator;
  - compile legible notes on any issues encountered, and will provide feedback on any issues raised by beneficiaries that go beyond the scope of the survey.
- Participate in a group debriefing session that will be held in the WFP Country Office upon completion of all data collection activities;
- Remain available to the WFP Survey Coordinator throughout the Country Office and Headquarters data quality control phase for clarification of any issues related to the data collection he/she will have carried out, as might be needed.

Essential prerequisites

- Fluency in the language spoken by the beneficiaries to be visited
- Completion of secondary school education.
- Ability to travel to remote areas, and spend many hours in the field, as might characterise some WFP sites

Desirable prerequisites

- Previous experience with and/or knowledge of WFP mandate and activities
- Previous experience in conducting sociological surveys, collecting data through respondent interviews, knowledge of participatory research methods
- University studies in sociology, psychology or other areas related to communication and social research
- Strong knowledge of English.

For the recruiter:

The incumbent must be assessed on his/her ability to communicate in an open, non-judgemental manner. Enumerators must be good listeners, and extroverted by non-boisterous personalities are to be preferred to introverted, taciturn or extroverted and aggressive personalities. Personal appearance is important and manner of dress should be taken into consideration. Enumerators should be assessed for their ability to communicate on equal terms with beneficiaries.