

Guidelines for Collection of Baseline Data of Village and Household



[Odisha PVTG Empowerment and Livelihoods Improvement Programme (OPELIP)]

Introduction:

Establishing baseline for villages implemented by a NGO involves capturing, analyzing and recording sets of information involving socio economic, demographic, livelihoods, natural resources, agriculture & allied information, access to different services as well as village facilities infrastructure etc.

While building rapport with the community the NGO and its team should initiate collection of baseline information. The base line should be *collected* in first three months of entry to the village. The information may be collected from secondary as well as primary sources by the NGO team. The process of information collection should be completed before initiating the actual micro planning with the community. The baseline information will serve as benchmark for the village, and certain variables will be monitored time to time to see whether the project is moving in right direction. The baseline information will be presented to the community before initiating the planning process so that the community can assess the situation and assist in collecting any additional information to feed into the planning process.

The tool for baseline consists of two parts:

- **Village Data:** *Detailed guidelines for capturing and analyzing in-depth information about various aspects of village, villagers, village situation, Infrastructure, representation in Panchayats, Water and Land resources, livelihoods –through FGDs, secondary data and other PRA methods.*
- **Households Data:** *HH survey for capturing essential aspects of information at HH level –for all HHs in a village*

The suggested baseline process uses PRA tools as per the requirements. It is suggested that before applying the baseline tool, NGO does quick assessment of what is already available (with support from NGO Staff, MPA Staff and Line departments etc.) or what can easily be obtained from available known sources. Many stories and case studies are generated during PRA exercises. The team involved in the exercise is expected to consciously record these stories.

Following points are necessary to undertake baseline survey in OPELIP villages:

- Explain the importance and purpose of the household survey, which will help to plan different interventions needed for them to improve their livelihoods and assess the impact of programme interventions.
- Plan and conduct participatory rural appraisal (PRA) and focused group discussions (FGDs) with the villagers including women, landless and marginal farmers during collection of village data.
- NGO team can also take the help of local line department officials during collection of village as well as household information.
- Team of multi-disciplinary experts should be involved in PRA & FGDs facilitated by a good facilitator.
- The results of PRAs and FGDs should be used for detailed stratified household survey.
- PMU will train the Special officer, Project Manager and NGO Team Leader about the process and details of data collection
- MPA and NGO should train all the enumerators by the expert and tell them the importance and expectation of high quality baseline data.
- The household data would be collected by the CRPs through household interviews however village data should be collected by the NGO experts
- The Village data will be in part a summary of the household data and partly collected in Village/Hamlet Sabha.
- Household as well as village data formats to be translated to Odia language for ease in communicating with the community.
- Before data collection the NGO staff and CRPs should be trained and well versed with the questioners.
- The MPA staff especially Social Mobiliser should cross check the household data sheets at least 15% by physical verification in the field.
- The Project Manager also physical verify 05 % of household data sheets.
- The information collected from households and village should be entered in to the excel formats for data analysis and report generation.
- The collected data both in soft and hard copy should be deposited for verification by MPA staff on partly basis in every weekly basis.
- The total data collection process should be completed within one month.

- VAW and LI/LA of the NGO will assist the CRP in data collection in the respective villages adopted by the VAW/LI.
- VDC office bearers should also help the CRPs and NGO staff for facilitation of data collection in convincing the households.
- The NGO technical staff will physical verify the 25% of the households data to be collected in each of the villages
- NGO technical staff may adopt different villages preferable GP as a unit so as to ease in monitoring the data collection process
- The NGO technical staff should do different PRA exercises for collection of village data.
- The NGO should prepare a baseline report of village and summary of household data with detail analysis. The baseline report will also be the part of the Village Development Plan.

Village Data

District:

Block Name:

Revenue Village:

Hamlet Village Name:

Name of MPA:

Name of NGO:

Name and Signature of village leader/VDA president:

Name and signature of other respondents/VDC members:

Survey Team Members / Designations and signatures:

Survey Team Leader/ Designation and signatures:

Date of completion of exercise:

Date of dispatch to MPA Office:

Signature of NGO Team Leader:

Verification signature by Social Mobiliser:

Verification signature by Project Manager:

Village Data to be Collected

General Information:

Name of Village: _____ Name of Panchayat: _____
 Name of Block: _____ Name of Tehsil: _____
 Name of Sub-Division: _____ Name of District: _____
 Post Office: _____ Nearest Bank: _____
 Nearest Town: _____
 Status of the Village: Revenue Village/ Hamlet

Names & Distances of Nearest Villages

	East	West	North	South
Name				
Distance, km				
Social Composition	PVTG/ ST/ Other/ Mixed	PVTG/ ST/ Other/ Mixed	PVTG/ ST/ Other/ Mixed	PVTG/ ST/ Other/ Mixed

Distances in Kilometres from:

Tarmac Road	Panchayat	Anganwadi	Haat	Post Office	MPA Office
Block	Bank	Market Town	PHC	Tehsil	Sub-division
District Town	Primary School	Secondary School	High School	PDS Shop	

Access Road to the Village: Tarmac Road/ Kutcha Jeepable/ Cemented Path/ Dirt Track

Source of Drinking Water: Piped Water (Borewell)/ Hand Pump/ Open Well/ Pond/ River/Chuan/Gravity fed

Distance from Drinking Water Source: _____ kilometres

The Village Has an ASHA Worker? YES/ NO

Is the Village Electrified¹? YES/ NO

No of households are electricity consumers:

1

Issued by MOP, vide their letter No. 42/1/2001-D(RE) dated 5th February 2004 and its corrigendum vide letter no. 42/1/2001-D(RE) dated 17th February 2004.) As per the new definition, a village would be declared as electrified, if :

- Basic infrastructure such as Distribution Transformer and Distribution lines are provided in the inhabited locality as well as the Dalit Basti hamlet where it exists.
- Electricity is provided to public places like Schools, Panchayat Office, Health Centers, Dispensaries, Community centers etc.
- The number of households electrified should be at least 10% of the total number of households in the village.

Settlement Pattern: Linear with Single Row/ Linear with Multiple Rows/ Scattered
CC Roads Inside the Village: Fully/ Partially/ Nil

Representation in Panchayat:

No. of Meetings of *Palli Sabha* Held in Previous 12 Months:

How Many Ward Members from Village: Men; Women

Is the Sarpanch from the Village: Yes/No

Nearest Haat: _____ Frequency: _____

Nearest Seed and Fertiliser Market: _____ Distance: _____ km

Nearest Mandi: _____ Distance: _____ km

Village focused Cultural Practices and Customs

<i>Cultural Practices and Customs – General:</i>
<i>Cultural Practices and Customs – Livelihood Related, if any:</i>

Source: FGD with Villagers during PRA exercise

Household Data

District:

Block Name:

Revenue Village:

Hamlet Village Name:

Name of MPA:

Name of NGO:

Name and Signature of head of household:

Name and signature of respondent (if not head):

Relationship to head (if not head):

Telephone number:

Name of three neighbors:

Survey Team Members / Designations and signatures:

Survey Team Leader/ Designation and signatures:

Date of completion of exercise:

Date of dispatch to MPA Office:

Signature of NGO Team Leader:

Verification signature by Social Mobiliser:

Verification signature by Project Manager:

Summary of Household Data

A. Demographics:

Total No. of Households: _____ Female Headed Households (No): _____
 Source of drinking water: _____ (give details, e.g. how many hand pumps, etc.)
 Households with Disabled Member: _____
 Total Population: ____ Male: ____ Female: ____ Transgender: _____
 PVTG: _____ ST (non-PVTG): _____ SC: _____ OBC: _____
 Other: _____
 Aadhar Card: _____ NFS Card Households: ____ Job Card Holders: ____ Old age pensioners: _____

B. Land ownership and utilization:

Total Landed Families: _____ Total Landless Families: _____
 No. of Families without House Site: _____
 Marginal Farmers (up to 2.5 acre): ____ Small Farmers (2.5 to 5 acre): ____
 Large Farmers (over 5 acre): ____

C. FRA Situation:

FRA Applications		Processing of Applications	
Area Applied For	No. of Households	Area Applied For	No. of Households
Did not Apply		Application Rejected	
Less than 0.5 acre		Less than 0.5 acre	
0.5 to 1 acre		0.5 to 1 acre	
1 to 2 acre		1 to 2 acre	
2 to 5 acre		2 to 5 acre	
5 to 10 acre		5 to 10 acre	

No. of Households Whose FRA Applications are Pending: _____

D. No. of Households Land Use and Irrigation

Major Land Uses	Hectare
Cultivated Area	
Irrigated	
Un-irrigated	
Current Fallow	
Permanent Fallow	
Cultivable Waste Land	
Podu Land	
Forest	
Grazing / Pasture	

E. Detailed Household Information

A. General Information

A.1. Basic Demographics

Person	Name	Age	Age at Marriage	Education	Reasons of discontinuation	Whether Literate (Yes/No)	In School Yes/NO	Marital Status	Aadhar card no.	NF S card no.	Job card No.	Sex
A	B	C	D	E	F	G	H	I	J	K	L	M
Female (Head)												
Male (Head)												
First Child												
Second Child												
Third Child												
Fourth Child												
Fifth Child												
Others (Pls. Specify)												

Tick the head either Female or Male who takes the decision in the home.

F (Financial problem/No school near by/ Not willing to study/Engaged in household activity/others)

A.2. Dependent Old Members (Give Number & Details): _____

A.3. Total Family Members: _____ Adults: _____ Children: _____ (Male: _____ Female: _____ Transgender: _____)

A.4. Social Group (Tribe or Caste Name): _____ (PVTG/ST/SC/OBC/Other)

A.5. Does any household member suffer from mental/physical impairment? Yes/No

If Yes, Give Details: _____

A.6. Own Job Card: Yes/No

A.7. Own BPL Card: Yes/No

A.8. Own AAY Card: Yes/No

A.9. Does Any Member Get Old Age Pension: Yes/No If Yes, Who: _____

A.10. Does Any Member Get Widow Pension: Yes/No If Yes, Who: _____

A.11. Any other pension (Please specify): Yes/No If Yes, Who: _____

B. Housing

B.1. House Site with *Patta*: Yes/No

B.2. Backyard/ *Baadi* with *Patta*: Yes/No

B.3. Recipient of Indira Awas/ Mo Kudia House: Yes/No

B.4. Type of House:

Type of Walls	Type of Roof	No. of Rooms	Separate Kitchen	Veranda	Separate for Livestock	Windows
Mud/ Brick/ Stone	Thatch/ Local Tiles/ Machine Made Tiles/ Asbestos Sheet/ GI Sheet/ RCC		Yes/ No	Yes/ No	Yes/ No	Yes/ No

B.5. Presence of Toilet: Yes/No Whether Using it : Yes/No

B.6. Presence of water facility in Toilet : Yes/No

C. Movable Assets (Yes/No):

Bullock Cart: __ Bicycle: __ Two-wheeler: __ Tractor: __ T.V.: __ Radio: __
Mobile/Phone: __ Other: _____

D. **Source of Drinking Water:** Tap from boring water supply / Hand Pump/ Open Well/ Pond/ Stream/Chuan/Gravity Fed

D.1. **Distance of Drinking Water:** __ Km

E. **Source of Lighting:** Electricity/ Solar Light/ Kerosene/ None

F. If Electrified then availability in a day: in hour

G. **Cooking Fuel:** Firewood/Other (Specify) Distance to Collect Firewood: _____
Km

H. **Land (Acre) Cultivated:**

Revenue <i>Patta</i> Land	Revenue Land without <i>Patta</i>	Forest Land with FRA <i>Patta</i>	Forest Land without <i>Patta</i>	<i>Baadi</i> or Backyard

I. **Land Use (Acres)**

Terraced Paddy Area	Terraced Non-Paddy	Un-terraced Non-Paddy	Under <i>Podu</i>	Horticulture	Kitchen garden	Mortgaged

J. **Irrigation (Acre):**

Seasons	Area	Sources
<i>Kharif</i>		
<i>Rabi</i>		
Summer		

K. **Settled Cultivation: Crops (include vegetable), Practices & Output (Previous 12 months)**

Seasons	Name of Crop	Area Acre	Output, Kg	Seed (local or improved)	Compost/ Manure Used, Quantity	Fertilizer used, Kg
<i>Kharif</i>						
<i>Rabi</i>						
Summer						

L. ***Podu* Cultivation (Previous 12 Months)**

L.1. **Area Cultivated:** ____ acres

L.2. **Crops Cultivated & Output (Kg)**

Cereals		Pulses		Oilseeds		Tubers		Vegetables	
Name	Output	Name	Output	Name	Output	Name	Output	Name	Output

M. Farm Produce Traded (Previous 12 Months):

Name of Produce	Qty. Sold, Kg	Income, Rs	Buyer

N. Livestock (No.):

Cows: _____ Buffaloes: _____ Bullock: _____ Calf: _____ Sheep: _____

Goat: _____ Pigs: _____ Chickens: _____ Others: _____

O. Livestock/derivatives traded (Previous 12 months)

Livestock	Qty. Sold	Income, Rs	Buyer

P. Source of Draft Power:

Own: Bullocks/Buffalo/Cow/None
Bullocks/Buffalo/Cow/None

Borrowed/Rented:

Q. NTFP Collection

Name of NTFP	Quantity Collected	Qty. for own Use	Qty. Sold	Income, Rs	Buyer

R. Migration

Person	Days within State	Nature of Work	Income, Rs/ Year	Days Outside State	Nature of Work	Income, Rs/Year

S. Local Wage Work

Person	Days	Nature of Work	Income, Rs/Year

T. Formal Employment (Salaried Job) if any

Person	Employer (Govt/Private)	Work (skilled/ unskilled)	Migrated/ Commutes	Income/Year, Rs

U. Non-Farm Activity (Business or Enterprise, NTFP Processing, Skilled Job Work, Artisanal Work)

Person	Nature of Work	Days/Year	Income/Year, Rs	Where Sold

V. Sources of Income: (Yearly)

Agriculture: Rs_____ NTFP: Rs_____ Livestock: Rs_____ Wages (Local): Rs_____ Wages (Migration): Rs_____ Artisanal: Rs_____ Salaried Job: Rs_____ Other: Rs_____

Total Income: Rs_____

W. Household Expenditure estimation (previous 12 months), Rs:

Food	Clothing	Medical	Schooling or Education	Agriculture	Festivals	Alcohol, Tobacco	Other Specify	Total

X. **Food Security from Own Produce:** Months: _____

Y. **Food Sources from PDS:** Months: _____

Z. **Indebtedness:** SHG/ Bank/ Moneylender/ Relatives

Source	Amount, Rs	Purpose	Period, months	Interest	Mortgage
Relatives					
SHG					
Bank					
Trader					
Pure Moneylender					
Other Financial Institutions					

AA. Illness (No. of Occasions & Period in days) Total in a year

Person Afflicted	Malaria	Diarrhoea	Fever	Other

BB. Implementation of FRA

Area Occupied: _____ Acres No. of Sites: _____

Patta Sought: _____ Acres No. of Sites: _____

Patta Awarded: _____ Acres No. of Sites: _____

Map Available: Yes/ No Location Known: Yes/ NO In Use/Developed:
Yes/ No

CC. Participation in Panchayat

Number of Meetings of *Palli Sabha* Attended in Past 12 Months (Number)

_____ By Female Head of Household _____ by Male Head of Household