

STEP 3 - TEMPLATE NO. 8 - Template for recording farm interviews and focus group discussions

Recording of interviews and focus group discussions with farmers and agricultural workers

Instructions: This template can be used to record interviews and focus groups. The first column contains the type of questions from the interview guide, the second column can be used to codify (when possible) some of the answer in order to compare responses across large sets of interviews and focus group records, the last column provides space to put in the notes from the interview or focus group.

Questions	Response codification	Description / notes
1. General		
Date of the Interview		
Enterprise		
Agricultural surface		
Category	Choose an item.	
Farm/plantation size	Choose an item.	
If operators, number of producers members		
2. Geographic access		
Accessibility to farm / plantation	Choose an item.	
Time to access the plantation		
Means of transport	Choose an item.	
3. Workforce		
Number or people working at the farm/plantation		
Different types of workers	Choose an item.	

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Division by type of activity		
Risks and hazards identification in the workplace	Choose an item.	
Procedure to be followed in the event of an accident	Choose an item.	
Distance between the field and the closest medical Centre?		
In the event of an accident, who pays for the costs of transport and medical care?	Choose an item.	
Procedure to report and record accidents	Choose an item.	
Registration of workers with the entity responsible for compensation and health services	Choose an item.	
Staff turnover	Choose an item.	
Main concerns raised by the workers		
Most hazardous stages of production for the workers		
Action taken to prevent accidents and diseases	Choose an item.	
Harvest period		
Harvest frequency	Choose an item.	
Number of people harvesting per ton, per hectare		
Average time of one harvest for one day		

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Average length of a working day		
Training of the workers / the farmer	Choose an item.	If so, topics of the training: Trainer:
Satisfaction with the work done?	Choose an item.	
4. Agricultural Tools and Equipment		
Type of tools and equipment used :	Choose an item.	
<i>Preparation of dikes and canals, dams for irrigated crops</i>	Choose an item.	
<i>Land clearing</i>	Choose an item.	
<i>Ploughing</i>	Choose an item.	
<i>Making of drainage ditches</i>	Choose an item.	
<i>Weeding</i>	Choose an item.	
<i>Stripping</i>	Choose an item.	
<i>Treatment of disease/pests/weeds</i>	Choose an item.	
<i>Fertilizing</i>	Choose an item.	
<i>Harvest</i>	Choose an item.	
Maintenance of tools and agricultural material	Choose an item.	
5. Inputs		
Operations requiring inputs :		
<i>Preparation of dikes and canals, dams for irrigated crops</i>	Choose an item.	
<i>Land clearing</i>	Choose an item.	
<i>Ploughing</i>	Choose an item.	
<i>Making of drainage ditches</i>	Choose an item.	

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Weeding	Choose an item.	
Stripping	Choose an item.	
Treatment of disease/pests/weeds	Choose an item.	
Fertilizing	Choose an item.	
Harvest	Choose an item.	
Training on the use of the input and on the Equipment	Choose an item.	
Use of chemical inputs (by type of operation)	Application method	Details
Choose an item.	Choose an item.	Name of the product: Dose per Hectare: Unit price
Choose an item.	Choose an item.	Name of the product: Dose per Hectare: Unit price
Choose an item.	Choose an item.	Name of the product: Dose per Hectare: Unit price
Use of chemical fertilizers, during the past 5 years (reduction, increase)	Choose an item.	Explanation:
Use of organic fertilizers, during the past 5 years (reduction, increase)	Choose an item.	Explanation:
Use of chemical product for treatment of disease/pests/weeds during the past 5 years	Choose an item.	Explanation:
Use of organic product for treatment of disease/pests/weeds during the past 5 years	Choose an item.	Explanation:
The supplier gives information or training on the use of these products	Choose an item.	
Challenges and problems related to inputs		
Use of protective material or equipment	Choose an item.	Details: ; If so, supplier, price, acquisition method
Provenance of the seeds	Choose an item.	

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6. Buyers/Clients		
Main clients/buyers		
Proportion of sold/stocked production per seed	Choose an item.	
Existence of a contract with the clients	Choose an item.	
Elements of the contract		
Main requirements of the buyers to respect	Choose an item.	
Constraints to meet the requirements	Choose an item.	
Requirement of certification by the client	Choose an item.	Details: Type of certification, who is paying, frequency
Method to determine prices	Choose an item.	
Price of the crop Kilo last year		
Contact with the client on a regular basis	Choose an item.	
Support from the clients	Choose an item.	
7. Supporting functions, services and technical support		
Have you received technical support or training on the following topics?		
<i>Plantations development</i>	Choose an item.	
<i>Planting equipment</i>	Choose an item.	
<i>Fertilizer management</i>	Choose an item.	
<i>Pesticides management</i>	Choose an item.	
<i>Harvest</i>	Choose an item.	
<i>OSH</i>	Choose an item.	
<i>Business and finance management</i>	Choose an item.	
<i>Other</i>	Choose an item.	

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Have you already received a loan for your production/farm?	Choose an item.	
Is the access to a bank/loan easy? What are the difficulties?		
Member of a producers' association or a cooperative? What were your incentives to join?	Choose an item.	
Labour inspectors visit	Choose an item.	
Health services visit	Choose an item.	
8. Perception		
Main challenges		
Future projects		