

Module 2: Capturing Sweetpotato Vine Dissemination

1. Justification

A core element of all sweetpotato projects is the multiplication and dissemination of vines to households. Every project needs to monitor how many beneficiaries they have reached and where those beneficiaries are located. Most projects focus on the delivery of improved varieties, sometimes targeted to specific groups such as young children under five years of age, so knowing the name of the variety distributed and the amount received will assist in estimating the amount of area under production. Ideally, any one should be able to use the dissemination information to return later and see whether the beneficiary household is still producing the varieties distributed. With the growing use of cell phones, collecting the phone number would enable increased use of telephone surveys to monitor permanent adoption and other issues (pest/disease problems; degree of commercialization).

2. Objective

The purpose of the vine dissemination forms is to:

- a) Record the names of the head of household and principal female caregiver in households receiving vines and sufficient information (village, cell phone) to enable that household to be located for follow-up verification of adoption of the sweetpotato varieties being disseminated.
- b) Have a record of the amounts and types of sweetpotato varieties being distributed within a given geographic area and whether the material was labeled to facilitate farmers learning the names of the different varieties and/or complying with the labeling requirement for quality declared seed.
- c) Enable the given project to know if it has met stipulated criteria regarding the type of recipient they should target. For example, noting the gender of the head of household and whether it is the head of household or the principal female caregiver (*if she is not the head*) most responsible for sweetpotato production in the household. Some projects require 75% of the recipients to be households with a child under five years of age. Dominant categories (types) of recipient households are listed.
- d) Record Number of vines provided by variety by vine source. If vines are commercialized, space to record the total amount of cash received.

- e) Promote the use of standardized collection tools across countries with consistent use of the same country, administrative units and variety codes and thus facilitate aggregation across countries.

3. Tool

Explanation of Forms

Typically, there are four types of situations:

- 1) A set quantity of material of one to two varieties is provided to every household.
- 2) More than two varieties are provided to a household, and the amounts and type of variety may differ by household.
- 3) The distribution is done all at once (Mass distribution) with or without the farmers redeeming vouchers
- 4) The distribution is done at the site of a vine multiplier when vine recipients arrive to collect vines on different dates.

All forms are provided below and in an attached EXCEL file for easy printing.

Form 1. Vine Dissemination Form (Without Vouchers)

We will describe in detail the information to be recorded on this form. Then for subsequent forms we will describe the relevant differences compared to Form 1.

Line 1.

COUNTRY: Please fill in the country code. Reference list provided in Appendix A.

ORGANIZATION. Write down the name of the organization. CIP will have the code of 0001. Make a code sheet for the key organizations on your project ahead of time. Coordinate with other projects in your country so that the code use is unique, that is only one organization gets the code 0002 or 0003, etc.

MASS DISSEMINATION: If all the recipients on the table received their vines on the same day in a major effort to cut and disseminate the material, fill the box with 1. Otherwise, like for participants using a DVM on different days, fill in zero (0).

SHEET NUMBER: For each distinct date in a distinct village, the sheet number should be unique. For example on 2/2/2016 for the village of Sauti, there could be sheet number 0001-0010 capturing 130 vine recipients.

Line 2.

DAY. Fill in the numeric day of the month vines were distributed.

MO. Fill in the numeric code for the month the vines were distributed.

YR. Fill in the year the vines were distributed

COUNTY (ADMIN1CD). For every country, there should be a code sheet prepared for the top level administrative unit names. In the case of Kenya the top most administrative unit is the County.

SUB-LOC (ADMIN4CD). The title of this Administrative unit #4 can vary; sub-location is the equivalent unit in Kenya. Please refer to the list in Appendix B.

VILLAGE (ADMIN5CD). The title of this Administrative unit #5 can vary; village is the equivalent unit in Kenya. Coordinate with SASHA data manager on this coding.

Line 3.

NAME OF MULTIPLIER OR VINE SOURCE. Before beginning the dissemination exercise, assign each vine multiplier or institution (extension service, agricultural school, orphanage) multiplying material a code not exceeding four digits. Write out the name in full (first name + last name) and its code on the form.

NAME OF MONITOR OR EXTENSIONIST. Often there is a change agent (extension agent, scientist) present to help with the dissemination. These agents should also be given codes. Write out the name in full (first name + last name) and its code on the form.

Line 4.

VARIETY #1. Write out the name in full (e.g. Kabode) and its code on the form. The list of variety codes is provided in Appendix B.

AMOUNT DISTRIBUTED PER PERSON/HOUSEHOLD AND ASSOCIATED UNIT. This form is for fixed amounts to be distributed per household. Let's say each person is to receive a 100 cuttings of variety #1. Then 100 would be recorded in the boxes next to Amount distributed and a 1 would be placed in the box for a unit code. If the vines are weight, say 5 kilograms per household, then 5 would be placed in the box to the right of Amount and 2 placed in the Unit box.

LABELED? All quality material (pre-basic, basic, quality declared) should be labeled, with the name of the variety, the date received, and the contact information for the multiplier or other source of planting material. Fill in the box with 1 if labels are in use.

IS THIS QUALITY DECLARED MATERIAL? Increasingly countries are adopting regulation to improve the quality of vines being distributed as planting materials. If the source of vines (multiplier or organization) has had the field inspected for quality, fill in the box with 1.

Line 5. Same as for Line 4, except that this is for the second variety, Variety #2

Table: Line for each recipient of sweetpotato vines

Column 1. No. Put the number of the recipient for this sheet. The first line will be 1, the second 2, until there are no more recipients.

Columns 2 & 3. Date of Redemption. For those receiving materials from DVMs, record the day, then the code for the month (i.e. 2=February) reflecting the day the vines were given to the recipient.

Column 4. Head of Household: First & Middle Name. Having a complete name will help locate the household in the future. Write out the full first and middle name of the head of household. Do not use initials.

Column 5. Head of Household: Last Name or Family Name. Write out the full surname of the head of household. Verify that it is the surname, not the first name.

Column 6. Sex of Head of Household. We are committed to collecting gender disaggregated data. Please note the sex of the head of household: 0 for female; 1 for male.

Column 7. Female Caregiver: First and Middle Name. In cases where we are targeting households with pregnant women or those with children under five or two years of age, write the first and middle name of the mother here. If this person is the same as the head of the household (i.e. it is a female-headed household) write the word SAME. If there are no selection criteria, write the first and middle name of the wife of the head of household.

Column 8. Female Caregiver: Write out the full surname of the female caregiver, even if it is the same as the last name of the head of household.

Column 9. Leads Sweetpotato Growing. In follow-up surveys, we often want to speak to the person most responsible for sweetpotato production on the farm. If the head of household is the person responsible (making decisions concerning) the production of sweetpotato, write 1 in the box; if the female caregiver is, write 2. If the household members say both, record 1 for head of household.

Column 10. Type. This column captures any dominant criteria used to select households targeted to receive planting material. If no criteria have been used, that is anyone in the village can receive, the write 0 (none). If the household was selected because an under five year old child was present, write 2. If the household was selected because a child under two years of age was present, write 3. If the household was selected because a member is pregnant, write 3. If the household was selected because it was food insecure or recovering from drought, write 4.

Column 11. CELL PHONE NUMBER (OWN OR CLOSEST CONTACT). Explain to the recipient that we would like to have their phone number because the person's supporting this effort may want to call and verify that they have actually received the vines. Note the cell phone number of the recipient. The country code is not necessary. If the recipient does not have a cell phone, ask for the number of a neighbor they know.

Column 12. NAME OF VILLAGE (if different from above). The village in which the vines are being distributed (noted in the header under AD5) may not be the same as where the recipient household is living. Ask them the name of the village where they live. If it does not match the name under AD5, record the name of the village. Ideally, you will have a code sheet of names and codes of nearby villages before the distribution starts. After filling in the sheet for all recipients, please fill in the code for the appropriate village. Again, this is to assist in locating the household for monitoring follow-up.

Column 13. TOTAL MONEY RECEIVED. In some areas, vines are being partially or fully commercialized. Note the currency being used at the top of the column. Then fill in the relevant row with the amount of money received from each vine recipient household for the vines. If the vines are free, write 0.

Form 2. Vine Dissemination Form (With Vouchers)

There is only one change on this form compared to form one.

Column 12. VOUCHER NUMBER. Some projects issue vouchers to targeted recipients who then redeem them at the vine multiplier's plot. The voucher usually contains information about the name and location of the voucher recipient. Hence, in this column the number of the voucher should be recorded and this column replaces Name of village, since that should be captured on the voucher itself.

Form 3. Vine Dissemination Form: Multiple Varieties and Varied Amounts (Without Vouchers)

Lines 1-3 are the same as for Form 1. The difference exists in lines 4-6. This is a form to use if

- a) There are more than 2 varieties being distributed or
- b) The amounts and/or kinds of varieties given to the household varies between households and
- c) No of vouchers are used.

Line 4.

STANDARD AMOUNT OF VARIETY DISTRIBUTED AND UNIT. If all the varieties distributed to each household are in the same standard amounts, record the amount and the kind of standard unit (1 for cuttings, 2 for kilograms, 3 for bags). If bags are the units used, count the number of 30 cm cutting equivalents per bag. If varied amounts are given, just

fill in the UNIT code and put 99999 in the standard amount, which will indicate that the specific amounts in the table will be used.

Line 5.

VARIETIES. List all the varieties that could be selected from, each with the name and code. The list of variety codes is provided in Appendix B.

NO. OF VARIETIES DISTRIBUTED PER HOUSEHOLD. Indicate how many of all the varieties are being distributed PER HOUSEHOLD on this day. Let's say that there are 8 varieties listed, but each household will only receive 2 of the eight.

CODES FOR DISTRIBUTED VARIETIES. This form permits a maximum of 4 varieties to be given to a single household. If more are given, the form will need to be revised. For VAR1, write the code of a variety being distributed that appears in the VARIETIES list; do the same for VAR2, VAR3, and VAR4.

Table. Columns 12-15. ACTUAL AMOUNT OF VINES RECEIVED BY THE HOUSEHOLD BY VARIETY. In these columns, the actual amounts of the UNIT indicate in the header are recorded for each variety. For example, if household #1 was given 100 cuttings of VAR1 and 100 cuttings of VAR3, then 100 should be noted under the column 12 for VAR1, and column 14 for VAR3, with 0 indicated in columns 13 and 15.

Form 4. Vine Dissemination Form: Multiple Varieties and Varied Amounts (With Vouchers)

This form is the same as Form 3, except that the column for Name of Village has been replaced by a column for recording VOUCHER NUMBER.

4. Implementation Strategy

- A. Vine dissemination using Decentralized Vine Multipliers. In this case, farmers come to the multiplier to receive vines when they are ready to plant. The multiplier or a family member of the multiplier is trained on how to record the recipient's information on the form. Sometimes, set days are scheduled for farmers to come to retrieve the vines and an extension agent assists in the distributed.

The multiplier maintains the form. The completed form, along with completed vouchers if they have been used, must be submitted for a payment to be made to the multiplier if the vines have been subsidized by a project.

An ODK form is then used by the extension agent to upload key header information (Lines 1-6), then take a photo of the form which is forwarded to a centralized location for digitizing. Then agent should verify that all information on the form is complete and fully captured.

- B. Mass vine dissemination. Mass dissemination takes place either when a large number of people come to a central place to retrieve vines and/or vines are cut at a central location and delivered to a village with numerous recipients. Key to this exercise is advance preparation. Farmers receiving the material should have all of their information listed on the relevant form in advance *and* advised to prepare their plots to receive the material on a given day. Ideally that list will be digitized, sorted in alphabetical order and printed on the distribution to facilitate timely dissemination with a large group of people.

An ODK form is then used by the extension agent to upload key header information (Lines 1-6), then take a photo of the form which is forwarded to a centralized location for digitizing. Then agent should verify that all information on the form is complete and fully captured. Alternatively, if the coordinating extension agent has no access to a smartphone, they should ensure that the entire form is filled and taken back to a central location for digitization.

Appendix A. Country Codes

2	Angola
3	Benin
5	Burkina Faso
6	Burundi
13	Congo, Democratic Republic of
18	Ethiopia
21	Ghana
25	Kenya
29	Madagascar
30	Malawi
35	Mozambique
38	Nigeria
39	Rwanda
45	South Africa
49	Tanzania
52	Uganda
53	Zambia

Appendix B. Variety Codes

SN	Variety	Country of Origin
1	Amelia	Mozambique
2	Ana Akwanire	Malawi
3	Bela	Mozambique
4	Caromex	USA
5	Carrot C	Tanzania
6	Chiwoko	Zambia
7	Cecilia	Mozambique
8	CN-1424-9	Taiwani
9	CN1448-49	Taiwani
10	Cordner	USA
11	CRI-Apomuden	Ghana
12	Delvia	Mozambique
13	Ejumula	Uganda
14	Erica	Mozambique
15	Esther	Mozambique
16	Gaba Gaba	Mozambique
17	Impilo	South Africa
18	Ininda	Mozambique
19	IRENE	Mozambique
20	Jane	Mozambique
21	Japon Tresmesino Select 21	Peru
22	Jewel	USA
23	Kadyaubwerere	Malawi
24	Kakamega	Kenya
25	Kandee	USA
26	Kaphulira	Malawi
27	KENSPOT 3	Kenya
28	KENSPOT 4	Kenya
29	KENSPOT 5	Kenya
30	Khano	South Africa
31	KIEGEA	Tanzania
32	K566632	Kenya
33	Lourdes	Mozambique
34	Lo-323	USA
35	MATAYA	Tanzania
36	Mathuthu	Malawi
37	Mayai	Tanzania
38	Melinda	Mozambique
39	Namanga	Mozambique

40	NASPOT 8	Uganda
41	NASPOT 9 O	Uganda
42	NASPOT 10 O	Uganda
43	NASPOT 12 O	Uganda
44	NASPOT 13 O	Uganda
45	Olympia	Zambia
46	Persistente	Mozambique
47	Resisto	USA
48	RW11-2560	Rwanda
49	RW11-2910	Rwanda
50	Sumaia	Mozambique
51	Tainung 64	Taiwani
52	Tio Joe	Mozambique
53	Twatasha	Zambia
54	Umuspo/1 (King J)	Nigeria
55	Umuspo/3 (Mothers' Delight)	Nigeria
56	W-119	USA
57	W-151	USA
58	Zambezi	Zambia
59	Zonden	Malawi
60	199062.1	Peru