

Terms of Reference for the baseline inventory - also to be used in the monitoring campaigns

- *Version 01 – 25-04-2008 – Till Neeff*

Background on types of land use

The inventory shall address conversion of coffee plantations to other land-use types. The land-use classification system to be used is the following:

- Coffee plantations
 - o Rustic traditional system
 - o Multi-crop traditional system
 - o Modern multi-crop system
 - o Commercial system
 - o Single crop system without shadow
- Cropland
 - o Maize and beans
 - o Other cropland
- Abandoned land
 - o With grass, shrubs and trees
 - o With grass and shrubs
 - o With grass only
- Settlement
 - o Lotification
 - o Urbanization
- Other, please detail

Data items to be collected

- Date of the interview, location of the interview (telephone or actual location)
- Name of the interviewer
- Number of FICAFE credit (from the FICAFE database)
- Full contact information of the survey participant, relationship to the credit holder
- Total area registered in the FICAFE and FINSAGRO system (from the FICAFE database)
- Classification of the area (from the FICAFE database) according to the above land-use classification system at end of [year of the campaign]
- Classification of the area (from the FICAFE database) according to the above land-use classification system at end of [previous year of the campaign]

Inventory steps

The following steps shall be carried out:

1. Identify all land owners from the FICAFE database that were not able to pay all or part of their quotas that were due in [year of the campaign].
2. Determine the sample size.
3. Select the sample randomly from the identified land owners.
4. Contact the selected owners on the phone and collect the listed data items.
5. Quality control in the field.

Sample size

100 successful interviews shall be collected. It may be advisable to attempt for more in order to account for possible failures to carry out interviews.

Methodology

Data shall be collected during field visits or in phone interviews. At least 25% of the data points shall be double-checked in field visits.

Data shall be recorded in questionnaires. Later, the results from the inventories shall be copied in one excel spreadsheet.

Quality control

The results of the field visits shall be compared against those from the phone interviews in order to validate the quality of the results of the phone interviews.

Deliverables

Initial deliverables shall be presented before starting the field interviews

- The questionnaire
- The excel spreadsheet for reporting the final results of the survey

Final deliverables shall be presented after conclusion of the inventory

- 1 excel spreadsheet containing the results of all inventories
- All completed questionnaires from the phone interviews
- All completed records from the field visits
- Summary description of how the data were collected including observations made during data collection