

Step-by-Step Guide for Enumerators Baseline Study on the Carbon Footprint of Coffee in Latin America

This document serves as a guide for data collectors/enumerators for the Baseline Study on the Carbon Footprint of Coffee in Latin America, led by the Sustainable Coffee Challenge. Please read these instructions to understand how to collect high-quality carbon-related data from a diverse range of farmers in the most ethical and efficient manner.

Note: The Kobo Toolbox app is not available for iOS devices, but iOS users can also access the app directly on their iOS devices by simply clicking the web link below.

Click the link to access the survey on your iOS devices: [\[REDACTED\]](#)

Select your preferred language setting in the upper-right corner of the survey, as shown in the image.



The screenshot shows the KoboToolbox interface for the survey. At the top left is the KoboToolbox logo. At the top right, there is a language selection dropdown menu labeled "Elija idioma" with options for Spanish (selected), Portuguese, and English. The main heading of the survey is "Conservation International- Sustainable Coffee Challenge". Below the heading are logos for meo CARBON SOLUTIONS, 4C, GRAS Global Risk Assessment Services, and SUSTAINABLE COFFEE CHALLENGE. A section titled "Información del Enumerador" is expanded, showing a required field for the interviewer's name and surnames, with a tip: "Consejo: Entrada del enumerador".

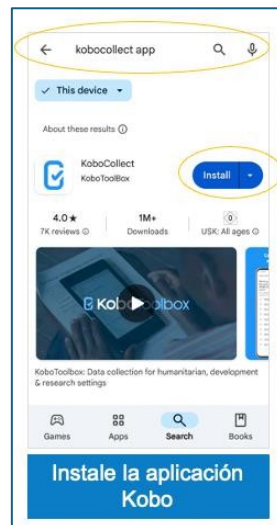
Step 1: Familiarize yourself with the survey

Before you begin collecting data, you should familiarize yourself with the project survey, the questions you will ask, and how to use the Kobo Toolbox (the mobile app we have chosen to support data collection from your smartphone or tablet). To access the survey, download the Kobo app from the Google Play Store (for Android devices) or access it via a web link on your iOS device. Follow the steps below:

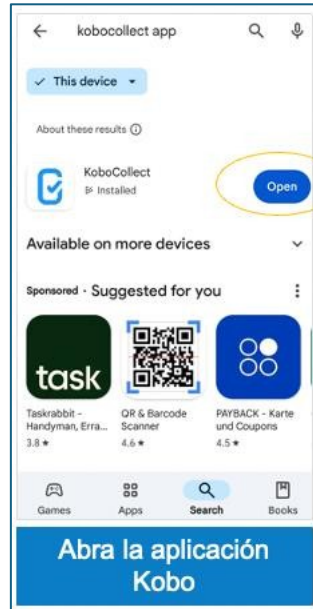
Step 1.2: Open the “Play Store” app on your Android device:



Step 2. Search for the Kobocollect app in the search box. Click "Install":

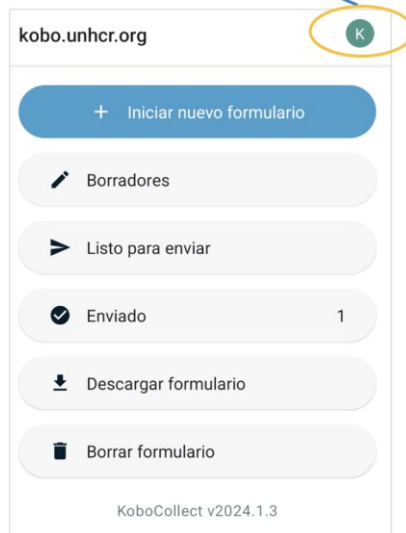


Step 1. 3. Click “Open” to launch the app:



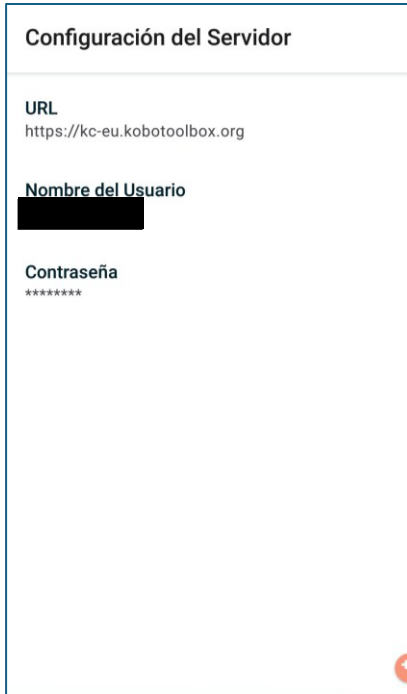
Step 1.4. The app window should look like the image below; click on the letter K

- 1) Dar click en la letra K



Step 1.5. Enter your username and password, which will be provided below.

Username: [REDACTED] Password: [REDACTED]

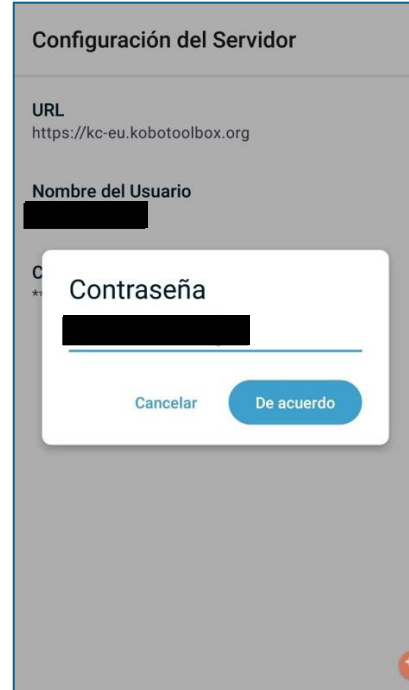


Configuración del Servidor

URL
https://kc-eu.kobotoolbox.org

Nombre del Usuario
[REDACTED]

Contraseña



Configuración del Servidor

URL
https://kc-eu.kobotoolbox.org

Nombre del Usuario
[REDACTED]

Contraseña
[REDACTED]

Cancelar De acuerdo

Step 1.6. Click on the correct form to download the survey



kobo.unhcr.org

- + Iniciar nuevo formulario
- Borradores
- Listo para enviar
- Enviado
- Descargar formulario
- Borrar formulario

KoboCollect v2024.1.3

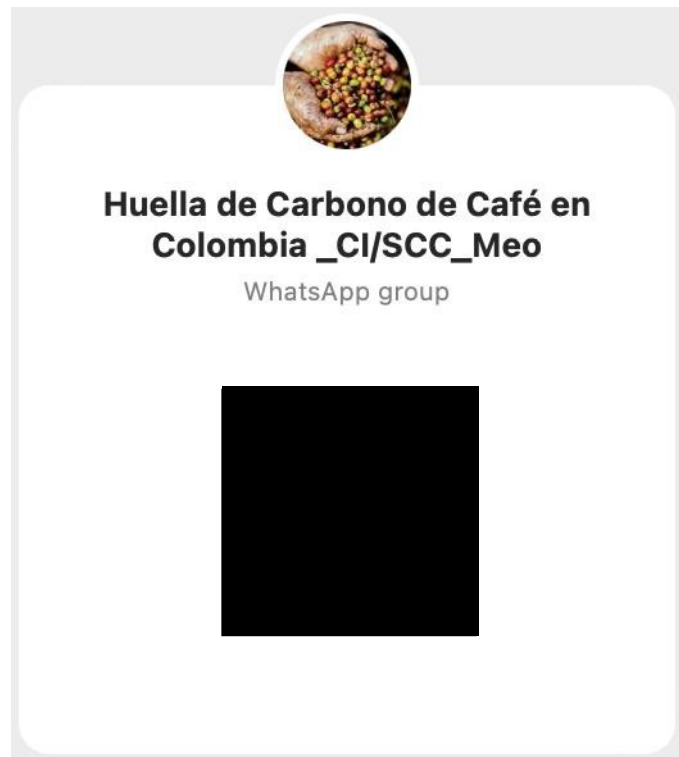
Pantalla de inicio de la aplicación Kobo Listo para el entrenamiento

Step 2: Join the WhatsApp group

A WhatsApp group has been created to provide you with remote assistance throughout the data collection process. You can send any questions, concerns, or technical issues to the group, and they will be answered as soon as possible.

Links to the training recordings are also available here: [REDACTED]

Invitation to the Colombia/Spanish WhatsApp group:
[REDACTED]



Step 3: Prepare for farm visits

3.1 Contact the farmers

You should already have a list of the farmers you will need to visit, organized by municipality, that has been provided to you assigned to you, with up-to-date contact information. If this is not the case, please speak with your team members or [REDACTED]. We also recommend that you call each of the farmers on the provided list to schedule your field visit, to ensure they are present when you arrive to conduct the survey. See Appendix 1 for more information on how to select the farms/farmers to be surveyed.

3.2 Print the necessary documents

Once you have familiarized yourself with the survey and Kobo Toolbox, and the farmers are aware Once you've arrived at your destination, you'll be ready to conduct the field surveys. In addition to your phone or tablet, which you'll use to collect and store survey data, you'll need to bring a few other items.

- **Consent form:** Before conducting the survey, it is important to obtain consent from the farmers you will be interviewing. Remember to print enough copies of the attached form, as all farmers must sign it before you can begin the survey. This is a legal and ethical requirement to ensure that all farmers agree to the terms of participation.
- **Project description:** Print a copy of the attached project description, which will be useful for explaining the purpose of the survey to participating farmers.

3.3. Check for Kobo Toolbox updates

As a final quality check, it's essential to make sure that Kobo Toolbox is up to date and working properly before heading out into the field. To do this, open the app and check for available updates. If any are available, download and install them. Doing this in advance will help you avoid technical issues while you're in the field, where you may not have internet access. If you have any questions about the update process, contact the WhatsApp group for more information.

Step 4: Farm Visits

4.1 Introduction or Initial Greeting

When you arrive at a farm to conduct a survey, introduce yourself and explain why you are there. Inform the farmers that you are conducting a survey to gather information about their coffee farming practices. Politely ask them to sign the consent form to agree to officially participate in the project.

4.2. Administering the survey

Once the farmer has signed the consent form, you can begin the survey using Kobo ToolBox. To do this, open the questionnaire in the app and ask each question to the farmer, entering their responses directly. Take your time to ensure that the data is recorded accurately, and instruct farmers to consult their farm records


whenever possible and not rely solely on memory. If farmers do not know an answer, the survey provides prompts regarding the use of default values; otherwise, the answer can be left blank. It is worth noting that even if there is no internet access in the field, Kobo Toolbox works offline, meaning you can continue to enter survey responses on your device.

4.3. Thanking farmers for their time

Be sure to thank the farmers for their time and answer any questions they may have about how their data will be used in the future (information regarding data use is available on the consent form).

Step 5: Upload data

Once you have visited all the farms on your list for the day and collected your data, return to a location with internet access. Once there, open Kobo Toolbox and connect your device to the internet. The app will automatically sync the data and upload it to the system. The information will be stored securely and can be accessed later for further analysis. Make sure all data from your farm visits is uploaded before ending your day.

Thank you for reading this guide. If you have any questions, please use the WhatsApp group or contact .

Appendix 1: Randomization Protocol

When deciding which farmers to visit for the Baseline Study on the Carbon Footprint of Coffee in Latin America, please keep the following randomization procedures in mind:

- **Diversify farm locations:** Please prioritize visits not only to nearby farms but also to those that are farther away or difficult to access to increase the diversity of the sample, as this helps mitigate sampling bias.
- **Avoid bias in farm selection:** Although a surveyed/identified farm can serve as a useful reference for identifying another potential sampling site, avoid selecting farms with similar characteristics (for example, farms that are part of the same program sustainability training). This practice reduces the risk of introducing bias into the sampling process.
- **Ensure that both certified and non-certified farms are represented:** To avoid sampling bias, avoid focusing exclusively on certified farms when your supply chains include both certified and non-certified farms. Include a random mix of certified and non-certified farms in your sample to ensure that the sample accurately reflects the entire population within the supply chain.

Strict adherence to these protocols is crucial for preserving the integrity and validity of the data collection process, and ensures that the study results are representative and reliable.