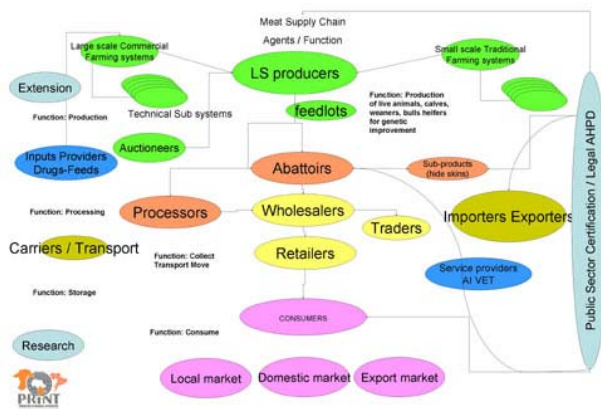


- b. Local or national government authorising research
  - i. Purpose and nature of the study
  - ii. Timing, size and geographical coverage of the survey
  - iii. Identify local partners and delegate tasks
- c. Community leaders
  - i. Purpose and nature of the study
  - ii. Timing, size and geographical coverage of the survey
  - iii. Identify local partners and delegate tasks
  - iv. Description of participatory process and examples of survey questions
7. Organisation of logistics (travel/housing)
  - a. Local partners supplying logistics
    - i. Purpose and nature of the study
    - ii. Timing, size and geographical coverage of the survey
    - iii. Transport and accommodation required
8. Survey
  - a. Timeframe of survey will vary given the extend of the survey
9. Questionnaire cleaning and input into VAIMS toolkit
10. Analysis and report writing



University of the Free State



National Agricultural Marketing Council  
Strategic positioning of South African Agriculture in dynamic global markets



## Purpose of VAIMS survey planning chart

The purpose of the VAIMS survey planning chart is to enable the user to plan a survey with the use of a step by step guideline from the identification of the research area, selecting and training of enumerators, groundwork, organization of logistics to the final step of analyzing the performance of the value chain and writing the report. Developed for SADC, PRINT with the financial assistance of the European Union.



SADC—PRINT  
VAIMS



## Value Added Information Management System (VAIMS) for livestock value chains in the SADC region



Developed for the SADC PRINT project (Promotion of Regional Integration in the SADC Livestock sector) in consortium by:

University of the Free State (UFS), Stellenbosch University (SU), International Livestock Research Institute (ILRI) and The South African National Agricultural Marketing Council (NAMC)

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VAIMS is an information and data management system that is designed to collect, store, manage and analyse information on livestock marketing chains in smallholder settings.

Activity	Week												
	1	2	3	4	5	6	7	8	9	10	11	12	13
1	█												
2		█											
3			█										
4				█									
5					█								
6						█							
7							█						
8								█					
9									█				
10										█			
11											█		
12												█	
13													█

### Activities & VAIMS survey planning chart

1. Identification of research area
  - a. Identification of information sources
  - b. Identification of key informants
2. Research on activities in identified research area
  - a. Identification of basic chain characteristics
    - i. Key products and by-products at consumer stage
    - ii. Key processing technical and processing transformations
    - iii. Actors in the chain
    - iv. Locations of actors and transformation activities
    - v. Number of each actor by location
    - vi. Recent developments
  - b. Identification of transaction arrangements
    - i. Seasonality of production
    - ii. Seasonality of consumption
    - iii. Payment timing and methods
    - iv. Quality systems used and reward system for quality
    - v. Method of price formation at each stage
    - vi. Recent developments
  - c. Setting geographical boundaries
    - i. Geographic supply area
    - ii. Geographic area traders purchase in
    - iii. Geographic area traders sell in
    - iv. Geographical area processors purchase in
    - v. Geographical area processors sell in
    - vi. Geographical area retailers purchase in
3. Identification and selection of enumerators
  - a. Task description
    - i. Written
    - ii. Advertised
  - b. Screening and testing
    - i. Basic screening procedure
    - ii. Testing procedure
    - iii. Selection
    - iv. Review and re-selections
4. Issue enumerators with questionnaires
  - a. Familiarisation with purpose and scope of study
  - b. Familiarisation with questionnaires
5. Training of enumerators
  - a. Initial procedures
    - i. Familiarisation with purpose and scope of study
    - ii. Familiarisation with questionnaires
    - iii. Familiarisation with issues of data quality
    - iv. Instructions in ethics, protocols and behaviour
    - v. Demonstration
  - b. Training activities
    - i. Detailed passage through questionnaires
    - ii. Test interviews
    - iii. Evaluation of test interviews
    - iv. Address to key areas
    - v. Review and re-selections
  - c. Implementation of protocols
    - i. Detailed passage through protocols
    - ii. Testing on protocols
    - iii. Evaluation of tests
    - iv. Address to key areas
    - v. Review and re-selections
  - d. Field supervision
    - i. Adherence to protocols
    - ii. Quality of data
    - iii. Workshops
    - iv. Reviews
    - v. Time recording
  - e. Overall responsibility
    - i. Selection
    - ii. Training
    - iii. Field supervision
    - iv. Contracting and payment
    - v. Dispute resolution
6. Groundwork/familiarisation with role-players within the research area
  - a. Local partners supplying the enumerators
    - i. Purpose and nature of the study
    - ii. Timing, size and geographical coverage of the survey
    - iii. Languages required

