# Local Government COVID-19 Response Survey

Yale/LSE/NASC and Governance Lab

## 1. Basic Information

<table>
<thead>
<tr>
<th>Q.N.</th>
<th>Question</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Which province is the respondent in?</td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Which district is the respondent in?</td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Which municipality is the respondent in?</td>
<td></td>
</tr>
<tr>
<td>1.4</td>
<td>What is the name of the respondent?</td>
<td></td>
</tr>
<tr>
<td>1.5</td>
<td>What is the gender of the respondent?</td>
<td>1. Female</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Male</td>
</tr>
<tr>
<td>1.6</td>
<td>Date of interview</td>
<td></td>
</tr>
<tr>
<td>1.7. a.</td>
<td>Call successful?</td>
<td>1. Yes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. No</td>
</tr>
<tr>
<td>1.7. b.</td>
<td>Reason why the call was not successful</td>
<td>1. Not picked up or unreachable</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2. Invalid number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>3. Wrong number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>4. Call answered by non-respondent</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. Busy</td>
</tr>
</tbody>
</table>
2. Consent

Namaste Sir/Ma’am, my name is [surveyor] and I am speaking from Governance Lab, a private research organization based in Lalitpur. We are currently working with the Nepal Administrative Staff College, Lalitpur and Yale University (US) on a research to understand the effects of the Covid19 pandemic and nationwide lockdown on the functioning of local and provincial governments. For this purpose, we will conduct a brief phone survey, which will require 15 minutes of your time.

Participation is completely voluntary. You are free to decline to participate, to end participation at any time for any reason, or to refuse to answer any individual question. There are no known or anticipated risks to you for participating. Although this study will not benefit you personally, we hope that our results will add to the knowledge about the current situation across various municipalities and provinces and assess requirements of officials who are working to control the current outbreak. The results are expected to be useful for preparing policies and plans for managing such type of health emergencies in future.

The survey is completely confidential. We will not share any information that could personally identify you to anyone outside the research team, and we will store your responses securely. Upon analyzing the data, all the personal identifiable information (PII) will be deleted from the data. Any personal details that can identify you will be removed before we share this information with any government agency or other bodies. If you agree, your responses will be audiotaped.

If you have any questions about this study, you may contact (Ms. Roshani Bhujel, Training and Research Officer, Nepal Administrative Staff College, 9851201046).

If you would like to talk with someone other than the researchers to discuss problems or concerns, or to discuss your rights as a research participant, you may contact the Yale University Human Subjects Committee, +1-203-785-4688, human.subjects@yale.edu or Nepal Administrative Staff College, Research and Consulting Services Department, phone 01-5522002 or 9851201046 rcsd@nasc.org.np

Do you have any questions at this time?

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| 2.1 | Do you wish to participate in this study? | 1. Yes  
2. No |
| 2.2 | Do you consent to us recording audio for data quality purposes? | 1. Yes  
2. No |
### 3.A. Number of Households

| 3.A.1 | Do you know how many households are there in this municipality? | 1. Yes  
2. No  |
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<tr>
<th></th>
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</thead>
<tbody>
<tr>
<td>3.A.2</td>
<td>How many households are there in this municipality?</td>
<td></td>
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### 3.B. Vulnerable Households

We will be asking a few questions about vulnerable households in your municipality throughout this survey. By vulnerable, we mean households who are eligible for food relief as per federal guidelines. I.e. the ultra-poor, daily wage earners, and helpless groups such as disabled, elderly and children without parents.

| 3.B.1 | How many households in your municipality do you think would qualify as 'vulnerable' according to this definition? | 1. Yes  
2. No  |
|-------|-------------------------------------------------------------------------------------------------|-------|
| 3.B.2 | Are you keeping a beneficiaries list? | 1. Yes  
2. No  |
| 3.B.3 | If you are not keeping a beneficiaries list, why not? | 1. We have sufficient agricultural produce  
2. Political issues  
3. We do not have a proper record keeping system  
4. There is a too large number of beneficiaries  
5. Other (Please specify): |       |

### 4. Responsibilities

We are going to ask you about the formation of a committee for COVID-19 response in your municipality.

| 4.1 | Have you formed a COVID-19 committee in your Local Government? | 1. Yes  
2. No  |
|-----|-------------------------------------------------|-------|
| 4.2 | Who is heading that committee? | 1. CAO  
2. Mayor  
3. Deputy Mayor  
4. Other  
(Please specify): |       |
| 4.3 | If committee is not formed, what is the reason for not forming a committee? | 1. Not necessary  
2. Do not know the procedures to form it  
3. Other  
(Please specify): |       |
5. COVID-19 Prevention Activities

Now we will ask about some of the measures or activities the local government in this municipality may have been undertaking to test or trace households, or measures taken to minimize the spread of the disease, such as lockdowns, promoting hygiene, and encouraging wearing masks.

| 5.1 | What COVID-19 prevention activities are being conducted by the local government in this municipality? (Select all that apply.) | 1. Lockdown enforcement  
2. Quarantine activities  
3. Testing  
4. Tracing  
5. Distributing hygiene kits (soaps, sanitizer, masks)  
6. Distributing PPE  
7. Enforcing masks in public  
8. Promoting public awareness  
9. Other (Please specify): |
| 5.2 | How many households in your municipality do you think have been served through [activity]? | 1. Yes  
2. No  
3. Don’t know |
| 5.3 | Do you think the households in this municipality are well aware of COVID-19? | 1. Yes  
2. No  
3. Don’t know |

6. Food Relief and Market Management

Now we would like to know about any food relief activities that the local government has implemented or been a part of during this crisis. This could be any activity or measure that pertains to helping households in the municipality acquire more or enough food for their members.

| 6.1 | What food relief measures are being conducted by the local government in this municipality? (Select all that apply.) | 1. Relief packet distribution  
2. Taking stock of food  
3. Maintaining supply chain  
4. Monitoring market for price and quality  
5. Encouraging people to use local products  
6. Other (Please specify): |
| 7. No activities |
6.2 What number of vulnerable households in your municipality do you think have been served through [activity]?

6.3 What percentage of the population in your municipality might have sufficient food and essential supplies to sustain the lockdown?

6.4 If the lockdown goes on for long, for how many months does your municipality have food supplies? (in Months)

6.5 How has the cost of rice changed compared with last week? Has it decreased, stayed the same, or increased?

6.6 How has the cost of daal changed compared with last week? Has it decreased, stayed the same, or increased?

6.7 How has the cost of vegetables compared with last week? Has it decreased, stayed the same, or increased?

7. Support to Specific Individuals

7.1 Are you providing any other COVID-related relief support to specific individuals such as the elderly, disabled, pregnant women, children etc.? (Select all that apply.)

8. Finance

Now I would like to ask about any finance-related activities. This could involve budgeting, applying for grants, paperwork associated with receiving aid, or any other activities that involve the movement of money through the local government.

8.1 What is being done by the local government in this municipality to ensure adequate finances are available for COVID-19 support? (Select all that apply.)

1. Increase
2. Decrease
3. Don’t know

1. Using LG’s emergency fund
2. Shifting from LG’s other funds
3. Receiving money from federal government
4. Receiving money from provincial government
5. Receiving money from private agencies
6. Receiving money from Nepali NGOs
7. Receiving money from international NGOs
8. Other (Please specify): ____________________
9. No activities
## 8.2 How sufficient are the financial resources that your Local Government has for COVID-19 crisis response?

1. Not enough  
2. Enough  
3. More than enough

## 8.3 Can you please tell me the contribution from various sources to your total COVID-19 funding?

1. Amount  
2. Rank  
3. Don’t know  
4. Refuse to answer

## 8.4 Please provide a rank to these sources in terms of their contribution to total COVID-19 funding. Insert rank in the boxes.

1. LG’s emergency fund  
2. LG’s other fund  
3. PG fund  
4. FG funds  
5. Private (such as business and individual)  
6. Nepali NGOs  
7. International NGOs  
8. Other (Please specify):

## 8.5 Please enter the amount of funding from these sources in the boxes (in lakhs).

Note: 100,000 = 1 lakh  
10,000 = 0.1 lakh  
1,000 = 0.01 lakh

1. LG’s emergency fund  
2. LG’s other fund  
3. PG fund  
4. FG funds  
5. Private (such as business and individual)  
6. Nepali NGOs  
7. International NGOs  
8. Other (Please specify):

### 9. Coordination and support from other levels/organizations

Finally, we would like to know what you think about the level of coordination between the Local Government in this municipality and the Federal and Provincial Governments, or with external organizations such as NGOs, CBOs, etc.

#### 9.1 What types of organizations? (are supporting/planning to provide any kind of help in your municipality)  
(Select all that apply.)

1. Bank/Cooperative  
2. CBO  
3. INGO  
4. NGO  
5. Other (Please specify):  
6. No organization is assisting

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1 Note to enumerator: Please ask them to report the amount of money they received/collected from different sources. If they deny then ask for the ranking.
| 9.3 | What kind of support? *(Select all that apply.)* | 1. Finance  
2. Food related  
3. Health care  
4. Information dissemination/Awareness  
5. Other (Please specify): ____________ |
| 9.4 | What is your view on the level of coordination with PG on COVID-19? Is it not enough, enough, or more than enough? | 1. Not enough  
2. Enough  
3. More than enough |
| 9.5 | What is your view on the level of coordination with the Federal Government, such as MOFAGA, on COVID-19? Is it not enough, enough, or more than enough? | 1. Not enough  
2. Enough  
3. More than enough |
| 9.6 | What major challenges is this local government facing in dealing with COVID-19? *(Select all that apply.)* | 1. Lack of fund  
2. Lack of health facilities and health workers  
3. Lack of coordination within LG  
4. Lack of facilities like quarantine and isolation  
5. Public awareness  
6. Coordination with FG and PG  
7. Lack of data  
8. Lack of food  
9. Other (Please specify): __________  
10. None |