



FEED THE FUTURE

The U.S. Government's Global Hunger & Food Security Initiative

Field Staff Training Manual

PI-Zone of Influence Endline Survey (2019)

[GHANA]



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KANSAS STATE UNIVERSITY
Department of Agricultural Economics

METSS
Monitoring, Evaluation and Technical Support Services



Outline

- Introduction
- Recruiting field staff
- Training field staff
- Planning for interviewer training
- Engaging and motivating training participants
- Sexual harassment
- Appendices





Introduction

- Purpose

- Provide guidelines and procedures for recruiting and training interviewers and field supervisors
- Provide a standard approach to the design and implementation of training for comparability
- Reference to Trainers

- Survey background

- Survey used to track progress in achieving the objectives of the FtF initiative
- Survey designed to provide information of statistical accuracy of 95% confidence level





FEED THE FUTURE

The U.S. Government's Global Hunger & Food Security Initiative

- Survey background

- Survey Information collected

- Household identification, basic demographic information for all household members, and dwelling characteristics
 - Household food security and resilience
 - Children's and women's dietary intake, nutrition, and anthropometry
 - Household decision making, community engagement, and time use
 - Household consumption expenditures



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2. Recruiting field staff

- Goal: identify the best possible candidates for fieldwork
- **Field structure:** Six member team - 4 interviewers, 1 supervisor and 1 driver
- **Qualifications of candidates**
 - Ability to ask questions in a fluent and natural manner and to put the respondent at ease.
 - Field supervisors should have experience, nutrition or sociology background
 - Sex
 - Language
 - education





- **Qualifications of candidates continued**

- Survey experience
- Availability
- Physical fitness
- Place of origin
- Presentable, able to handle problems as they arise, and have a good team spirit
- Maturity, responsibility, friendliness, attentiveness, and respectfulness

- **Candidates Screening and selection for training**

- Application form
- Written test
- Personal interview





3. Training field staff

- **METSS support GSS to conduct listing training and listing**
 - Refer to Feed the Future ZOI Survey Methods—Household Listing Manual
- **Questionnaire Pretest training** – refer to the Feed the Future Survey Methods—Survey Pretest Protocol.

3.1 Training structure

- Training activities will occur over a six-to-seven-week period
- ToT – First 2 weeks
 - After: Test tablet computers and software
 - Update CAPI programming





3. Training field staff

3.1 Training structure cont.

- In-country data manager (ICDM) training - 2 days concurrent with the ToT prior to the survey pretest
- Interviewer training – 2.5 weeks following pretest
- Field supervisor and QC trainings – separate 1 day training on last day of interviewer training
- Pilot interviewees
- Incorporate rest days into training schedule





3.1.1 Training of trainers

- **Content of training**

- Introduction to survey
- Questionnaire content
- CAPI

- **Schedule of training**

- First seven days – Survey content
- Remaining six days – tablet computer training and CAPI
- Hands –on training and Practice





3.1.2 In-country data manager's training

- ICDM collaborate with data processing manager for survey data management
- ICDM Training – 2 days before TOT CAPI Training
- **Training content**
 - Setting up the ICDM computer and server
 - using the ICDM menu and programs;
 - performing structure checks and secondary editing;
 - downloading and saving data; and finalizing clusters
 - For field monitoring: how to review field check tables, report any issues, identify any bottlenecks in data processing, and review overall fieldwork progress





5.1.5 Survey pretest, debriefing, and CAPI updates

- At the end of TOT- days 14 and 15

Purpose:

- to check flow between modules, comprehension of questions, availability of full range of responses
- Identify problems with using CAPI – skip patterns and navigation between modules
- check data transmission, extraction, and generation of field check table reports at the central office level
- Pretest in Rural area near training site
- Focus on obtaining interviews with respondents similar to intended respondents
- Choose respondents by convenience
- Debrief
- Update paper questionnaire and CAPI





Interviewer and Anthropometry trainings

- Introductory to the survey
- Conduct of the interview
- Questionnaire content
- Fieldwork procedures
- Entering and managing data on the tablet
- Completing survey modules
- Anthropometry
- Schedule review

Anthropometry training

- Use of seca® scales and ShorrBoards® for the collection of height and weight measurements of children and women





Interviewer and Anthropometry trainings

- Length of training: 18 days (days 17- 34)
- Training content
 - Introduction to the survey
 - Conduct of the interview
 - Questionnaire content
 - Fieldwork procedures
 - Entering and managing data on the tablet
 - Completing survey modules
 - Anthropometry





Interviewer and Anthropometry trainings

- Training schedule
 - Days 17-25: overview, fieldwork- conducting interview, paper questionnaire
 - Days 26-27: field days – anthropometric measurements
 - Day 28: field experience debrief, mid-training quiz
 - Day 29-34: CAPI training; quiz on CAPI
- Anthropometry
 - Days 21, 22, and 33





Training in human subjects protections

- First day of TOT and Interview trainings
- Content of Training: Explanation of the following
 - Purpose of the research
 - Duration of the respondent's participation
 - General content of questions to be asked
 - Any foreseeable risks to the respondent
 - Any benefits to the respondent or others from the research
 - Maintenance of confidentiality in records that identify participants
 - Points of contact for questions about the survey or about respondent rights
 - Voluntary participation
- Signing of confidentiality statements





Supervisor training

- **Supervisor:** Senior member of team; Oversees teams work; Resource to interviewers; review interviewers work
- Selected from pool of candidates or pre- identified during recruitment
- One day training
- **Content of training** (refer to Field supervisor's manual)
 - Preparing for fieldwork
 - Organizing and supervising fieldwork
 - Field measurement and logistics
 - Data management
 - Reporting and communications





QCS team training

- Role of QCS team: data quality support, material and human resources support, and moral support that field teams require during fieldwork.
- visit the field teams once each week – duration of 1.5 to 2 days
- Training content
 - Providing quality control support
 - Providing material and human resources support
 - Providing moral support
 - Reporting on support provided





- **Pilot and debriefing (days 35- 40)**

- pilot of all survey procedures, logistics, systems and the revised instrument
- Rural communities of the ZOI but not part of survey sample
- Debriefing and discussion of issues
- Final revisions

- **Determining final interviewer teams and their assignments**

- Determined by the end of training
- Process for assigning teams: observations during training, local language proficiency, performance on tests, and additional qualifications as stated on the application form and during the personal interview, complement each other





Planning for interviewer training

- Training schedule
- Size of training class
- Location of training
- Training materials
 - Materials for interviewers
 - Additional materials for field supervisors
 - Additional materials for QCS teams
- Trainers





Engaging and motivating training participants

- Building morale
 - Get to know the participants
 - Stress the importance of the survey
 - Ask questions
 - Encourage trainees to ask questions
 - Occasionally, ask a trainee to read aloud
 - Avoid pointing out an individual participant's errors in front of class
 - Emphasize teamwork
 - Be willing to accept criticism
 - Do something special for the participants
 - Put the survey in the spotlight





Engaging and motivating training participants

- Training techniques
 - Mock interview
 - Demonstration interview
 - Front-of-class interview
- Evaluation and testing of trainees
 - Take note of trainees who need more attention and training
 - Conduct frequent assessment
 - Pair enumerators to identify individuals who compliment each other





Sexual harassment

- Unwelcome words or actions of a sexual nature or based on sex that
 - create an intimidating, hostile, or offensive working environment or
 - affect an individual's employment status or condition
- Some points to consider
 - Sexual harassment is a form of violence. It is about power and intimidation, not sexual attraction.
 - Sexual harassment is typically thought of in terms of behavior by a man toward a woman. However, women may also sexually harass men, men may sexually harass other men, and women may sexually harass other women.
 - Sexual harassment can be perpetrated by a supervisor toward an employee, by an employee toward a supervisor, or between co-workers.
 - It does not matter whether the harasser intends to intimidate or offend anyone. What is important is the effect the behaviour has on the person being harassed.

