



FEED THE FUTURE

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

Feed the Future Zone of Influence Survey

Field Supervisor Training



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**KANSAS STATE
UNIVERSITY**
Department of Agricultural Economics

METSS
Monitoring, Evaluation and Technical Support Services



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CONTENTS

- Introduction to the survey
- Roles and responsibilities
- Preparing for fieldwork
- Organizing and supervising fieldwork
- Assuring data quality and managing data
- Interacting with the central office and QCS team



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INTRODUCTION

Sample

- The Zone of Influence (ZOI) survey will be conducted in areas representative of households in the target population.
- Household members can be related or unrelated, but they should:

Target population: women and children vulnerable to poverty, hunger, and undernutrition.

Household: adults and children who live together in the same dwelling.

- Acknowledge the same person as lead decisionmakers for the household;
- Share the same housekeeping and cooking arrangements; and
- Share the same contiguous roof.





INTRODUCTION

Sampled households

- The households will be selected from EAs in the ZOI.
- The sample size for this survey is 3099 households, or 20 household per EA from 179 EAs.
- Field teams will:
 - Receive a list of EAs and households selected for interview in each EA.
 - Go to each selected household and ask all eligible household members to participate in the survey.
 - Visit households up to 3 times to complete the survey with all eligible household members.





INTRODUCTION

Survey content

- Cover and informed consent
- Module 1 Household roster and demographics
- Module 2 Dwelling characteristics
- Module 3 Food security and resilience
- Module 4 Women's nutrition
- Module 4a Women's anthropometry
- Module 5 Children's nutrition
- Module 5a Children's anthropometry
- Module 6 Empowerment in agriculture
- Module 8 Household consumption expenditure





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INTRODUCTION

Survey implementation

- USAID METSS II Project Central Office – includes KSU- is providing technical assistance for the ZOI survey.
- METSS II Project Field Team is planning, conducting, and supervising the fieldwork, including training and managing the field teams and ensuring the quality of fieldwork.



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INTRODUCTION

Survey implementation

- The procedures documented in the *Field Supervisor's Manual and Interviewer's Manual* must be followed as written.
- The field supervisor is responsible for ensuring that the field team adheres to these procedures.
- If a field team has questions about procedures, the field supervisor should contact the field manager right away for clarification.
- If a field team is unable to follow procedures, they should stop work, and the field supervisor should contact the field manager right away for instructions.





INTRODUCTION

Confidentiality

- All data collected by interviewers will be confidential.
- Survey results will not include respondents' names, and it will not be possible for anyone to identify respondents from the results.
- Household information will be discussed only by the 2-person interviewer team and their field supervisor.
- The day's work will be discussed while maintaining respondent confidentiality in field team meetings.
- Interviewers are not allowed to interview anyone they know.
- Field supervisors will monitor the location of all tablets, to ensure that data are safe.





INTRODUCTION

Dismissal from the team

Grounds for immediate dismissal from the field team include:

- Inappropriate behavior towards any member of the team or community
- Falsification of data
- Unethical research conduct
- Unauthorized use of the survey vehicle
- Unauthorized use of tablets
- Attendance problems
- Repeated failure to follow survey procedures





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ROLES AND RESPONSIBILITIES

Central office team

Position	Summary of responsibilities
Survey Director	Ensures all aspects of survey are implemented according to protocol
Social Science Survey Field Manager	Coordinates and manages overall field operations
In-Country Data Manager	Identifies and helps to resolve data quality issues
IT Specialist	Supports use of technology to collect data

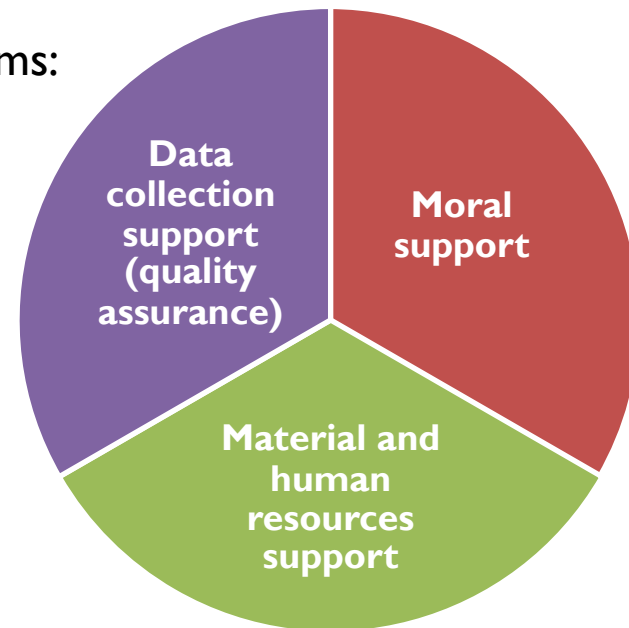




ROLES AND RESPONSIBILITIES

Quality Control and Support (QCS) teams

- Visit field teams preferably once a week, but at least once every two weeks
- Provide three types of support to field teams:





ROLES AND RESPONSIBILITIES

Field team

Position	Summary of responsibilities
Field supervisor	Organizes and supervises the field team's day-to-day work
Interviewer (4)	Works in pairs to conduct household interviews
Driver	Transports the field team

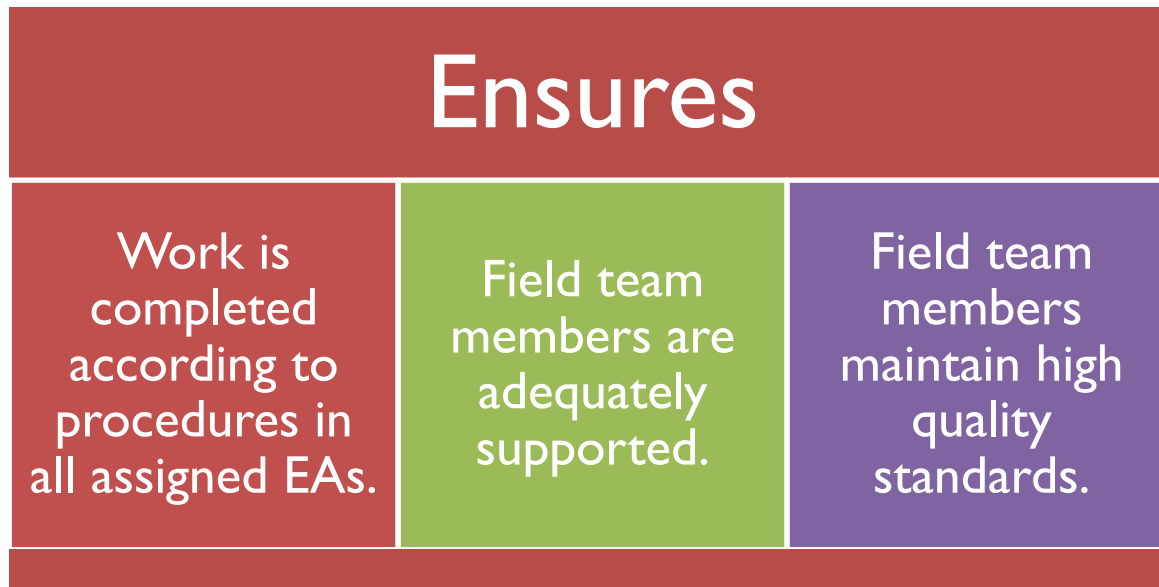




ROLES AND RESPONSIBILITIES

Field supervisor

- Is the senior member of a field team.





ROLES AND RESPONSIBILITIES

Field supervisor

- Has a complete understanding of survey procedures, the questionnaire, and managing interviews on the tablets.
- Communicates regularly with the field manager.
- Contacts the field manager or QCS team with any questions or issues.
- Carries copies of the *Field Supervisor's Manual* and the *Interviewer's Manual* for reference in the field.





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PREPARING FOR FIELDWORK

Field supervisors' tasks to prepare for data collection

1. Collect fieldwork supplies
2. Obtain monetary advances for field expenses
3. Ensure communication
4. Arrange transportation and accommodations



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PREPARING FOR FIELDWORK

I. Collect fieldwork supplies - documents and forms

- Copies of manuals
- Lists and maps of EAs and selected households
- List of local authorities and letter of introduction
- Paper copies of the questionnaire (including translations)
- Forms: informed consent, vehicle mileage, expenditure, spot-check package
- Supervisor and interviewer assignment sheets
- Contact information for (and languages spoken by) all field teams
- Emergency contact information for all field team members





PREPARING FOR FIELDWORK

I. Collect fieldwork supplies - other materials

- Identification for each field team member
- Paperwork supplies: clipboards, writing utensils, backpacks, stapler, tape, waterproof containers/envelopes
- First aid kit
- Laminated cards of major food items and set of common measuring tools
- Tablet computers, battery chargers, and Wi-Fi hotspot
- Mobile telephones, SIM cards, and battery chargers
- Anthropometry equipment





PREPARING FOR FIELDWORK

2. Obtain monetary advances for field expenses

- The field supervisor is responsible for handling payments expenses in the field and must ensure sufficient funds to cover expenses during fieldwork.
- Covered expenses include fuel for the field vehicle
- **[How and when funds are distributed]**
- **[How field supervisor can access additional funds while in the field]**
- **[What receipts/documentation are required]**
- Receipts should be submitted to the central office.





PREPARING FOR FIELDWORK

3. Ensure communication

- Review the field team's assigned EAs, maps or satellite images of those EAs, and schedule for completing fieldwork with the field manager.
- Develop a schedule for communications and data transfer when the field team is in EAs where cellular service, Wi-Fi, and landline coverage is not available.
- If needed, the QCS team can serve as the communication channel between the field team and central office.





PREPARING FOR FIELDWORK

4. Arrange transportation

- Work with the central office to make travel arrangements.
- Ensure the vehicle is used only for survey work and is adequately maintained.
- Direct the driver's work (e.g., planning interviewer drop-offs and pick-ups).
- Record all transportation-related costs and mileage, and maintain receipts.
- Arrange for alternative modes of transportation where necessary.
- If security problems, road blockades, difficult terrain, or natural disasters block access to a selected household or entire EA, immediately inform the field manager, who will determine next steps.





PREPARING FOR FIELDWORK

4. Arrange accommodations

- Ensure that field team members have food and lodging that is comfortable, secure, and located close to the EA.
- Try to arrange lodging where tablets can be recharged.
- If such lodging is not available, arrange an alternative (e.g., charge tablets using the vehicle battery).





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ORGANIZING & SUPERVISING FIELDWORK

Responsibilities during fieldwork

Contact local authorities

Locate selected households

Assign interviews

Monitor completion of assignments

Reduce non-response

Monitor and support interviewer performance

Maintain interviewer motivation and morale

Finalize work in EA





ORGANIZING & SUPERVISING FIELDWORK

I. Contact local authorities

- Contact local authorities prior to starting fieldwork in an EA.
- Use appropriate honorific titles when addressing the authorities.
- Provide the authorities with the letter of introduction.
- Ask about market days or other events that may impact interviews.
- Ensure support from the authorities and express appreciation for being allowed to conduct the survey in their community.





ORGANIZING & SUPERVISING FIELDWORK

I. Contact local authorities

- Explain to local authorities:
 - The survey is approved by the central government.
 - The survey will improve knowledge of food security and the nutrition of women and children—to the long-term benefit of the community.
 - There is no cost to the community or to any respondent.
 - Respondents' identities will be protected.
 - Respondents can refuse to participate.
- Ask the field manager to intervene if local authorities are reluctant.





ORGANIZING & SUPERVISING FIELDWORK

2. Locate selected households

- Locate EA boundaries to ensure the field team is in the right location.
- Ask local authorities or the central office to help identify boundaries if needed.
- Point out assigned households on a map to interviewers and the driver when making assignments each day.
- Ensure the interviewers and driver are aware of landmarks that will help locate each household.





ORGANIZING & SUPERVISING FIELDWORK

3. Assign interviews: Designate interviewers

Interviewers will work in households in teams of 2 to:

- Enhance security of interviewers
- Improve quality of interviews
- Allow interviewers to share the burden of administering a long questionnaire
- Provide necessary support for taking anthropometric measurements.





ORGANIZING & SUPERVISING FIELDWORK

3. Assign interviews: Designated interviewers

- Teams of 2 interviewers visit each selected household:
 - Interviewer A : lead interviewer
 - Interviewer B: secondary interviewer
- Interviewers alternate being Interviewer A to ensure equitable workload and leadership responsibility.
- For call-backs, Interviewer A must return to the household, but Interviewer B can be different if necessary.





ORGANIZING & SUPERVISING FIELDWORK

3. Assign interviews: Opening the EA

- When arriving in a new EA, use the *Supervisor Application* on your tablet to open and select the EA.
- Enter the EA number.
- Select “1. Open/Close EA” from the supervisor menu.
- Select “Yes” when the system asks if you want to open the EA.
- If you make an error in the order of procedures, the tablet shows an error message and will not allow you to continue out of sequence.





ORGANIZING & SUPERVISING FIELDWORK

3. Assign interviews: Assign households

- Make assignments daily to manage workload and pace of data collection.
- Assign households carefully to ensure Interviewer A is able to complete all household visits, including call-backs.
- To assign a household:
 1. Make assignment on tablet
 2. Complete assignment sheets
 3. Ensure interview can be administered in respondent's native language
 4. Deal with hidden households, if any





ORGANIZING & SUPERVISING FIELDWORK

3. Assign interviews: Assign households (Tablet instructions)

- Select “2. Assign households to Interviewers” from the tablet supervisor menu.
- Select the household from a list of households.
- Select the interviewer who will be Interviewer A from a list of interviewers.
- Select “6. Send updates to interviewers” from the tablet supervisor menu to transmit the household assignment to the interviewer.

After assignment, only the interviewer assigned to the household can select that household from his or her menu.





ORGANIZING & SUPERVISING FIELDWORK

3. Assign interviews: Assign households (Form instructions)

- Add household to supervisor's assignment sheet.
 - Record household information from household EA list and Interviewer A's ID number.
 - If a re-assignment is necessary later, strike through the original assignment, and on a new row, list the household ID number, date of re-assignment, and the ID number for the new Interviewer A.
- Review all interviewer's assignment sheets each day to:
 - Ensure consistency and accuracy
 - Track progress
 - Plan fieldwork based on outstanding households and needed call-backs





ORGANIZING & SUPERVISING FIELDWORK

3. Assign interviews: Assign households (Native language)

- Interviews should be conducted in the native language of the respondent.
- If Interviewer A does not speak the language of the respondent, re-assign the household if possible to:

Interviewer B, if she speaks the respondent's native language

Another interviewer on the field team, if neither Interviewer A nor Interviewer B speaks the respondent's native language

Interviewer on a nearby field team, if no one on the field team speaks the respondent's native language

Interpreter, if no one on a nearby field team speaks the respondent's native language





ORGANIZING & SUPERVISING FIELDWORK

3. Assign interviews: Assign households (Native language)

Interviewer B, if she speaks the respondent's native language

- Interviewer A and B swap roles.
- The field supervisor re-assigns the household to the new Interviewer A.
- New Interviewer A adds the household to her interviewer's assignment sheet.
- Original Interviewer A crosses out the household on his or her interviewer's assignment sheet.
- The field supervisor updates the supervisor's assignment sheet.





ORGANIZING & SUPERVISING FIELDWORK

3. Assign interviews: Assign households (Native language)

Another interviewer on the field team, if neither Interviewer A nor Interviewer B speaks the respondent's native language

- The field supervisor re-assigns the household to an interviewer on the field team who speaks the respondent's native language.
- The supervisor, original Interviewer A, and new Interviewer A all update their assignment sheets accordingly.





ORGANIZING & SUPERVISING FIELDWORK

3. Assign interviews: Assign households (Native language)

Interviewer on a nearby field team, if no one on the field team speaks the respondent's native language

- The field supervisor asks the field manager if any nearby field teams have an interviewer who speaks the language.
- Arrangements are made to bring that interviewer to the EA to complete the interview.
- The interviewer from the other EA accompanies Interviewer A to the household and uses Interviewer A's tablet to complete the interview.
- Interviewer A tracks the interview on his or her interviewer's assignment sheet.





ORGANIZING & SUPERVISING FIELDWORK

3. Assign interviews: Assign households (Native language)

Interpreter, if no one on a nearby field team speaks the respondent's native language

- The field supervisor asks the field manager to arrange for an interpreter.
- Interviewer A returns to the household with the interpreter.
- The interpreter reads the survey questions and tells Interviewer A the respondent's responses, which Interviewer A records in his or her tablet.
- If the questionnaire is not in the respondent's native language, the interpreter translates both the questions and responses.
- Interviewer A notes the use of an interpreter in a comment at the end of the household form on the tablet.





ORGANIZING & SUPERVISING FIELDWORK

3. Assign interviews: Assign households (Hidden households)

- The interviewer first confirms that the 2nd household:
 1. Resides under the same roof as the selected household
 2. Does not share cooking or housekeeping arrangements with selected household
 3. Recognizes a different lead household decisionmaker
- The field supervisor then confirms the 2nd household was not identified during listing.
 - If it was identified, the interviewer will only interview the selected household.
 - If it was not identified, the interviewer will interview both households.





ORGANIZING & SUPERVISING FIELDWORK

3. Assign interviews: Assign households (Hidden households)

- For hidden households, create a household entry in the tablet sample file:
 1. Select “10. Hidden households” from the tablet supervisor menu.
 2. Select “1. Add hidden household.”
 3. Select a household number from the available list.
 4. Enter the household address and name of household head.
 5. Select “Yes” to confirm the addition of the hidden household.
- Assign the household to an interviewer.
- Send the assignment to the interviewer.





ORGANIZING & SUPERVISING FIELDWORK

3. Assign interviews: Assign households (Hidden households)

- Add the hidden household to the supervisor's assignment sheet.
- Ensure Interviewer A adds the hidden household to his or her interviewer's assignment sheet.
- Send the interviewer team back to interview the hidden household.
- Inform the field manager of the hidden household; the field manager should also notify the sampling statistician.





ORGANIZING & SUPERVISING FIELDWORK

4. Reduce non-response

- To help ensure that survey data are representative of the target population, data should be collected from all eligible household members in all selected households.
- A high non-response rate introduces bias to the survey findings.
- Emphasize to interviewers the importance of a high response rate.
- Interviewers may need to return to a household up to 3 times.
 - Interviewers should visit when household members are available, not necessarily when it is convenient for them.
 - Visits may be at mealtimes, early morning, evening, or on the weekend.
 - Do not visit 3 times on the same day, unless household member(s) are certain to return that same day.





ORGANIZING & SUPERVISING FIELDWORK

4. Reduce non-response

There are 3 types of non-response:

Type	Issue	Examples	Field supervisor's role
1	Unable to locate or access a household	<ul style="list-style-type: none"> • Structure inaccessible • Structure not found • Structure non-residential, vacant, or demolished 	Help interviewers to locate or access selected household
2	Unable to locate an eligible respondent	<ul style="list-style-type: none"> • No one home at time of visit • Respondent temporarily absent 	Have interviewers do a call-back when the eligible respondent will be there
3	Respondent refuses interview	<ul style="list-style-type: none"> • Linguistic, ethnic, or personality barrier • Inconvenient time • Not interested in participating 	Assign household to a different interviewer or conduct interview yourself



ORGANIZING & SUPERVISING FIELDWORK

4. Reduce non-response

- Provide retraining or support to interviewers with high refusal rates.
- For type I non-response, even if no interview takes place, be sure a household identification cover sheet is completed for that household, with the appropriate result code.
- If call-backs are needed, Interviewer A must return to the household, but Interviewer B can be different, if necessary.





ORGANIZING & SUPERVISING FIELDWORK

5. Monitor completion of work

- Ensure the field team adheres to fieldwork schedule.
- Review status of all assigned households every day with interviewers.
- Assign up to 3 call-backs to a household to complete data collection.
- Note final status of each household on supervisor's assignment sheet.
- Ensure final status of each household matches what is recorded on the interviewer's assignment sheet.





ORGANIZING & SUPERVISING FIELDWORK

6. Monitor interviewer performance

Controlling the quality of data collection is the most important function of the field supervisor

You will
do this
by:

Observing interviews

Spot-checking household composition

Conducting team meetings





ORGANIZING & SUPERVISING FIELDWORK

6a. Monitor interviewer performance: Observe interviews

- Identify misunderstandings, poor habits, or issues that might not be apparent from review of data.
- Ensure interviewers fully understand and adhere to survey procedures.
- Observe each interviewer several times each week throughout fieldwork.
- Do not interrupt to ask questions or to provide training while observing.
- Offer to assist interviewer only if you see a serious problem.
- Take notes (see next slide) and discuss performance immediately after leaving household.





ORGANIZING & SUPERVISING FIELDWORK

6a. Monitor interviewer performance: Observe interviews

While observing, note the following points. Did the interviewer:

- Introduce the survey objective correctly?
- Obtain informed consent from each respondent before asking questions?
- Show respect to respondent and address all questions/concerns?
- Appropriately probe for household members' ages?
- Ask questions as written and follow questionnaire instructions?
- Assess respondents' understanding of questions and appropriately assist respondents with recall?
- Complete all questions?





ORGANIZING & SUPERVISING FIELDWORK

6a. Monitor interviewer performance: Observe interviews

- Comment on both positive aspects and those that need improvement.
- Ensure interviewer knows how to improve his or her performance.
- Do not assume that interviewers' performance will improve steadily during fieldwork.
- As the end of fieldwork nears, interviewers may be preoccupied with getting home or finishing their work and pay less attention to details.
- Discuss any common issues and the correct procedures during a field team meetings, but do not identify those who prompted the discussion.





ORGANIZING & SUPERVISING FIELDWORK

6a. Monitor interviewer performance: Observe interviews

- If you do not speak the language of interview, you can still detect problems:
 - How did the interviewer conduct him or herself?
 - How did the interviewer interact with the respondent?
 - How did the interviewer enter data on the tablet?
- Note: Male field supervisors should not observe module 6W (female WEAI).





ORGANIZING & SUPERVISING FIELDWORK

6b. Monitor interviewer performance: Spot-check household composition

- Survey modules 4, 4a, 5, 5a, and 6 are administered to household members who are eligible based at least in part on age.
- To reduce their workload, interviewers may be tempted to:
 - Subtract years from a woman's age if close to the lower boundary of eligibility (~ 11-14 years or ~ 15-17 years)
 - Add years to a woman's age if close to the upper boundary of eligibility (~ 50-55 years)
 - Add years to the ages of children under 6.
- This practice can negatively impact the quality of the survey data.





ORGANIZING & SUPERVISING FIELDWORK

6b. Monitor interviewer performance: Spot-check household composition

- Regularly spot-check household composition by returning to certain households and independently collecting roster data.
- Spot-check one household for each interviewer in each EA.
- Do not select the households for spot-checks randomly.
- To the extent possible, select households that have women or children of borderline ages by checking the household roster on the interviewers' tablets every day.
- Conduct spot-checks *before* the households' data are finalized and transmitted to Central office.





ORGANIZING & SUPERVISING FIELDWORK

6b. Monitor interviewer performance: Spot-check household composition

- Use the paper *spot-check package*, which consists of a blank cover sheet and a blank household roster.
- Write “SPOT CHECK” across the top of the *spot-check package* forms.
- Complete the household identification and geographic location portions of the cover sheet (items 01-07).
- Complete items 101-104, including the line number of the household roster: name, relationship to the household primary adult decisionmaker, sex, and age for all members of the household.





ORGANIZING & SUPERVISING FIELDWORK

6b. Monitor interviewer performance: Spot-check household composition

- Carefully probe ages of household members who are close to the ages of eligibility for relevant survey modules:

Module	Module description	Eligible household members	Eligible age range	Age ranges to probe
4 and 4a	Women's nutrition and anthropometry	Women	15-49 years	11-14 years & 50-55 years
5	Children's nutrition	Children	0-2 years	3-4 years
5a	Children's anthropometry	Children	0-5 years	6-7 years
6	Empowerment in agriculture	Women and men	At least 18 years	15-17 years





ORGANIZING & SUPERVISING FIELDWORK

6b. Monitor interviewer performance: Spot-check household composition

- Compare your household roster with the interviewer's.
- Send the interviewer back to the household if:
 - A household member is not listed in the roster and the individual is eligible for additional survey modules. *The interviewer will add the person to the roster and complete all relevant modules.*
 - The age of a household member is incorrect in the roster and the correct age makes the individual eligible for additional survey modules. *The interviewer will correct the age in the roster and complete all relevant modules.*





ORGANIZING & SUPERVISING FIELDWORK

6b. Monitor interviewer performance: Spot-check household composition

- If a household member is omitted or if the age is incorrectly recorded but the individual is not eligible for additional survey modules, have the interviewer revise the roster information without returning to the household.
- Ensure the interviewer updates his or her assignment sheet if there are changes to the modules that require completion.
- Increase spot-check frequency if errors are identified during spot-checks.

METSS II Project Central Office will also analyze the age distributions of household members to determine if there is observable displacement indicating systematic efforts by interviewers to reduce their workload.





ORGANIZING & SUPERVISING FIELDWORK

6c. Monitor interviewer performance: Conduct team meetings

- Convene a team meeting at the end of each day or the following morning.
- Expect these meetings to take up to 1.5 hours, but they may run longer in the early days of fieldwork when everyone is still learning.
- Use the time to evaluate the team's work, provide guidance and instruction, and follow up on any observed problems.
- Use the meetings as a learning opportunity. Never assign blame or attribute mistakes to individuals.
- Communicate issues not addressed in the training materials or manuals to the field manager right away and request guidance.





ORGANIZING & SUPERVISING FIELDWORK

6c. Suggested field team meeting agenda

Time		Topic
0:00	Welcome	Thank team for hard work that day.
0:05	Success stories	Ask interviewers to share a success story from the day's work.
0:15	Lessons learned	Ask interviewers to share a lesson learned from the day's work.
0:45	Interview observations	Praise good work observed and discuss mistakes noticed.
1:00	Data issues	Summarize findings from tablet data. Praise high-quality data. Report mistakes.
1:15	Overall fieldwork quality	Share latest data quality findings from central office (e.g., response rates, age displacement or age heaping problems). Congratulate the team for positive findings. Review procedures to improve negative findings.
1:30	Summary and close	Summarize positive aspects of the team's work, remind the team of performance issues, and thank everyone again for another day of hard work.



ORGANIZING & SUPERVISING FIELDWORK

7. Motivate the field team

- Ensure field team members understand expectations.
- Recognize good work.
- Provide adequate and timely logistical and supervisory support.
- Don't assign blame or attribute mistakes to individuals.
- Lead by example (e.g., be punctual, responsible, respectful, professional).
- Celebrate the field team's accomplishments.
- Recognize improvements in quality and progress in completing the field team's assigned work.





ORGANIZING & SUPERVISING FIELDWORK

7. Motivate the field team

- Make sure that team members understand:
 - They are working to collect important information that will be used to design programs and policies to lift up the situation of people in the country.
 - Careful review of their work, honest feedback, and open sharing of issues and lessons all contribute to the team's performance.
 - They should feel comfortable asking questions and admitting to mistakes so that they—and their peers—keep learning and improving.
 - Their work is also being monitored by you, METSS II Project Field Team, and METSS II Project Central Office, so they want to really show that their work shines.





ORGANIZING & SUPERVISING FIELDWORK

8. Finalize work in EA

- Before leaving a EA:
 - Thank local authorities.
 - Organize all documentation.
 - Confirm that all selected households have been interviewed on the supervisor's assignment sheet.
 - Close the EA on your tablet.





ORGANIZING & SUPERVISING FIELDWORK

8. Finalize work in EA

- Close the EA on the tablet:
 1. Select “3. Receive questionnaires from interviewers” from the tablet supervisor menu to obtain all completed questionnaires on your tablet.
 2. Select “4. Concatenate data from current EA” from the tablet supervisor menu to combine all interviewer data.
 3. Select “1. Open/Close EA” from the tablet supervisor menu.
 4. Enter the number of the EA to be closed.
 5. Select “Yes” to confirm that you would like to close the EA.





ORGANIZING & SUPERVISING FIELDWORK

8. Finalize work in EA

- If there are errors in the structure of the data, the EA will not close and a list the errors will appear on the tablet.
- To resolve the errors:
 1. Identify the error code given on the left of the output
 2. Refer to **Annex G** of the *Supervisor's Manual* for an explanation of the error, reason it may be appearing, and guidance for how to resolve the issue.
 3. After interviewers make corrections to their data and resend it, repeat the steps on the previous slide.
 4. Continue this process until all errors are resolved.





ORGANIZING & SUPERVISING FIELDWORK

8. Finalize work in EA

- After ensuring that the EA data are error-free:
 - Select “7. Prepare data transmission to C.O.” from tablet supervisor menu.
 - Select “8. Transmit data to Central Office” from tablet supervisor menu.
- Confirm with the in-country data manager that he or she received the data transmitted.
- Record the date of transmission on the supervisor’s assignment sheet.
- Verify that there is a backup of every completed household record on your tablet.





ORGANIZING & SUPERVISING FIELDWORK

8. Finalize work in EA

- Organize the following paper forms:
 - Completed supervisor's assignment sheet (1 per EA)
 - Completed interviewer's assignment sheets (1 per interviewer per EA)
 - Completed spot-check packages (1 per household that was spot-checked)
- Deliver forms to central office or give to QCS team to deliver.





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ASSURING DATA QUALITY & MANAGING DATA

Tasks to complete for completed household interviews

1. Review the summary of data at the end of the household form to assess the interview's completeness and the quality of data.
2. Mark the household interview as finalized on the supervisor's assignment sheet.
3. Ensure Interviewer A archives the data on his or her tablet and transmits the completed questionnaire to you.
4. Back up the data on your tablet and on the thumb drive, and then transmit the completed questionnaires to the in-country data manager.





ASSURING DATA QUALITY & MANAGING DATA

Ia. Review household form: Verify households are complete

- Review household form summary screen on your tablet and confirm that:
 - Interviews categorized as ‘not conducted’ have an appropriate result code to indicate the reason.
 - Conducted interviews include appropriate result codes for all survey modules and all module respondents.
 - For certain codes (e.g., not home), the interviewer team should have made 3 attempts to conduct the interview.
 - There are no ‘postponed’ final result codes.
- Ask interviewer to correct any errors and to return to the household if any modules are missing or incomplete.





ASSURING DATA QUALITY & MANAGING DATA

Ib. Review household form: Confirm height and weight

- Review all anthropometric data as you receive them from interviewers using the household summary screen on your tablet:
 - Confirm the height/length and weight of children to make sure they are within acceptable ranges. (See *Supervisor's Manual Annex E* for expected values.)
 - Review the body mass index (BMI) of all women 15-49 years and make sure they are within the acceptable range (between 16 and 35).
- The tablet will flag any heights/lengths and weights that are out of range.
- Discuss out-of-range values with the household's Interviewer B.

- Ask interviewer to retake measurements if there is doubt about the values.





ASSURING DATA QUALITY & MANAGING DATA

Ic. Review household form: Check for age heaping

- Children's anthropometric indicators are sensitive to age, so children's ages must be recorded accurately.
- Sometimes you may find that ages clump on certain values—this is called “age heaping” and occurs when:
 - Respondents do not know exact ages of their children.
 - Interviewers do not carefully probe for children's ages.
- For example, a respondent saying that a child is:
 - 1.5 years (18 months) when she is really 20 months.
 - 4 years (48 months) when he is really 45 months.





ASSURING DATA QUALITY & MANAGING DATA

Ic. Review household form: Check for age heaping

- Children whose recorded ages may indicate age heaping will be noted on the household summary screen.
- If you suspect age heaping, ask the interviewer how he or she probed for the child's age or what documentation he or she saw of the child's age.
- If you do not believe the interviewer followed appropriate procedures, send the interviewer back to the household to recollect age data.

METSS II Project Central Office regularly reviews data to identify possible age heaping, and METSS II Project Field Team will inform you if they see age heaping in any of your field team's data.





ASSURING DATA QUALITY & MANAGING DATA

4. Archive data

- Archive data for a household after you have reviewed them and deemed the household form “finalized.”
- Archive and transfer the data in two ways:
 - (1) To an external memory flash drive
 - (2) To a password-protected Dropbox folder, accessible only by your tablet, the ICDM, and the METSS II Project Data Manager.





ASSURING DATA QUALITY & MANAGING DATA

4. Archive data

- Back up data to external flash drive:
 - Select “11. Backup to external flash memory” from the tablet supervisor menu.
 - Ensure flash memory drive is connected and select “Yes.”
- Back up data to Dropbox and transmit to central office:
 - Select “7. Prepare data transmission to C.O.” from tablet supervisor menu.
 - Select the data to be backed up/transmitted.
 - Select “8. Transmit data to Central Office” from tablet supervisor menu.
- Record the transmission date on the supervisor’s assignment sheet.





ASSURING DATA QUALITY & MANAGING DATA

4. Archive data

- If an internet connection is not available in a EA, wait until the field team is in a location with connectivity.
- When a connection is available, transmit all un-transmitted, final household forms from the previous EA.
- Transmit files as soon as Internet access is available, even if this requires delaying fieldwork slightly.
- Make a special trip to the closest location with cellular or Wi-Fi access to transmit files, if needed.





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INTERACTING WITH CENTRAL OFFICE AND QCS TEAMS

Field manager

The field manager is based at the central office. This person is responsible for assigning EAs and monitoring field teams' progress. Throughout fieldwork you:

- Report to the field manager and interact frequently.
- Ensure the field manager knows your field team's location at all times.
- Communicate—daily if possible—to discuss:
 - Progress in EAs.
 - Data, personnel, or logistical issues.
 - Requested or approved changes in procedures.

Send completed paperwork—either in person or through the QCS team.



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INTERACTING WITH CENTRAL OFFICE AND QCS TEAMS

Data manager

The data manager reviews data quality regularly and sends you reports that indicate issues and suggested ways to resolve the issues.

- Address the identified issues with interviewers as suggested in reports. Approaches include:
 - Discussions with interviewer
 - Additional interviewer observations
 - Additional training
- In extreme cases, interviewer replacement may be necessary.





INTERACTING WITH CENTRAL OFFICE AND QCS TEAMS

QCS teams

QCS teams will visit each field team at least once every two weeks to:

- Ensure adherence to quality control procedures.
- Provide retraining to address challenges or revisions to procedures.
- Deliver supplies and replacement team members, if needed.
- Share field-check tables from the data manager.
- Collect paperwork for completed EAs.
- Observe and review field supervisor's work.
- Answer questions, provide encouragement, and boost morale.





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