

## **IFAD DATA COLLECTION PACKAGE**

### **INTRODUCTION**

This Data Collection Package is a comprehensive knowledge product for Project Management Units (PMUs) and Country Offices (COs) for the implementation of time- and cost-effective face-to-face surveys for accurate reporting on IFAD11 Tier II Development Impact Indicators (2.2.1-2.2.5): SOs, EG, nutrition and some of the mainstreaming themes.

The package consists of a mix of tools, guidance documents and learning material which are intended to support the user from start to finish in the design and implementation of the survey.

Table 1 contains an overview of the structure of the Data Collection Package. Documents are saved in different thematic folders. For each document the last three columns provide the following information:

- WHO the target user is intended to be;
- WHEN, in the data collection process, it should be used;
- WHAT the content is.

In order to adequately read this information, it is important to clarify the different roles within the teams that will be involved in the various phases of the data collection and at different levels.

#### **Research Team**

The Research Team is made by all the people who have the responsibility of designing and supervising the implementation of the survey as well as of conducting the analysis and reporting once the data have been collected. The Research Team is led by the **Principal Investigator (PI)** who can be supported by one or more **Co-investigators (Co-I)**. The PI and Co-I, oversee the work of one or more **Research Analysts (RA)** who are in charge of data management and analysis. The Research Team should also include a **Survey Solutions Designer** who is responsible for programming, testing and adapting the questionnaire in Survey Solutions.

#### **Survey Team**

The field level part of the survey team is composed of **Interviewers**, responsible for tracking and interviewing households, and **Field Supervisors**, responsible for establishing the community contact, seeking permissions, managing the interviewers and their workload, and if needed conduct the roles of an interviewer. **Data Monitors**, who are centrally located and do not travel with the field teams, are responsible for the review of submitted interviews, providing technical feedback to interviewers and alerting survey management of data related issues. A central **Data Manager** is responsible for the assignments of cases to teams or interviewers, overall tracking of progress and completion, the supervision of the data monitors and making available the data in real time. A **Fieldwork Manager** is responsible for the logistical operations of the survey. A **Survey Manager** is responsible for the successful delivery of the survey and acts as the main counterpart for IFAD. Data, fieldwork and survey managers together comprise the survey management team. Often a single person fills more than one of the roles.

**Table 1.** Structure of the Data Collection Package

Folder	File	WHO	WHEN	WHAT
<b>01_Questionnaire</b>	01a_Questionnaire Overview.docx	PI, Co-I, RA	Design, Analysis	<ul style="list-style-type: none"> <li>• Provides a general overview of the questionnaire's structure and content in relationship to IFAD reporting commitments on Tier II Development Impact Indicators</li> <li>• Maps questionnaire's sections and questions to impact and mainstreaming themes indicators and introduce the color coding system used in the Excel version of the household questionnaire template</li> </ul>
	01b_IFAD Questionnaire.xlsx	PI, Co-I, RA	Design, Analysis	<ul style="list-style-type: none"> <li>• Is the Excel version of the reference household questionnaire template to be used in the survey</li> <li>• Questions providing information to be used in the construction of impact and mainstreaming themes indicators are color coded following the convention adopted in the Questionnaire Overview document</li> </ul>
	01c_IFAD Questionnaire SuSo.pdf	PI, Co-I, RA	Design, Analysis	<ul style="list-style-type: none"> <li>• Is the pdf copy of the programmed version of the questionnaire in Survey Solutions</li> </ul>

	01d_Designer Guidelines.docx	PI, Co-I, RA, SuSo Designer	Design	<ul style="list-style-type: none"> <li>• Explains the design principles of the questionnaire and the conventions taken throughout the design</li> <li>• Explains how to customize the parts of the questionnaire that can be the object of contextualization</li> <li>• Explains how to translate the questionnaire into local languages</li> </ul>
	01e_make_lookup_tables.do	SuSo Designer	Design	<ul style="list-style-type: none"> <li>• Stata do file to make/update the lookup tables in Survey Solutions as explained in the Designer Guidelines</li> </ul>
<b>02_Manuals</b>	02a_Interviewer Manual.docx	Trainers, Interviewers, Supervisors, Data Monitors	Training & field work	<ul style="list-style-type: none"> <li>• Contains detailed explanation of all the questions included in the reference questionnaire template backed up by practical example and visual aids</li> <li>• Explains duties and responsibilities of the interviewer and provide guidance on how the interview should be conducted and the relationship with the respondent managed</li> </ul>
	02b_Survey Solutions Overview.docx	Trainers, Interviewers, Supervisors, Data Monitors	Training	<ul style="list-style-type: none"> <li>• Provides general information on the Survey Solutions interview collection platform covering topics such as the hierarchical organization of user roles, the main entities of the system and</li> </ul>

				the description of a typical survey timeline
	02c_Headquarter Guidelines.docx	Trainers, Supervisors, Survey Managers	Training & field work	<ul style="list-style-type: none"> <li>● Provides a general description of the tasks that need to be accomplished to deploy and manage a data collection project using Survey Solutions</li> <li>● Explains the configuration of the Survey Solutions HQ module covering the entire survey cycle from basic configuration of users' roles and questionnaires, the process of creating assignments and reviewing the interviews collected, and the data export process</li> </ul>
	02d_Data Monitor Manual.docx	Data Monitors	Training & field work	<ul style="list-style-type: none"> <li>● Lists responsibilities of the data monitors and the requirements for the set-up</li> <li>● Briefly describes the relevant functionality in Survey Solutions</li> <li>● Gives a detailed description of how to review and verify interviews under which criteria to reject and approve and how to provide feedback to the interviewers</li> <li>● Describes the checks added to the instrument with information relevant to the monitors</li> </ul>

<b>03_Training</b>	03a_Training Guidelines & Quizzes.docx	Trainers	Training	<ul style="list-style-type: none"> <li>● Provides guidelines on how to set up and deliver an effective training to supervisors, interviewers and data monitors</li> <li>● Provides an overview of the recommended training schedule and a detailed description of all training sessions</li> <li>● Illustrates the criteria for selecting field workers and data monitors</li> <li>● Contains the solutions to the quizzes (programmed in Survey Solutions, see below) and provides instructions for contextualizing specific questions</li> </ul>
	03b_Training Quizzes SuSo.pdf	Trainers	Training	<ul style="list-style-type: none"> <li>● Is the pdf copy of the programmed version of the training quizzes in Survey Solutions</li> </ul>
<b>04_Data_processing</b>	04a_DMS do-files	PI, Co-I, RA	Analysis	<ul style="list-style-type: none"> <li>● Includes a README file describing the pre-requisites, setup and do-file structure of the data management system (DMS)</li> <li>● Contains Stata do file templates for: <ul style="list-style-type: none"> <li>○ Exporting the data from the Survey Solutions platform</li> <li>○ Append data from different versions to make raw data</li> </ul> </li> </ul>

				<ul style="list-style-type: none"><li>○ Create a copy of the raw data and provide some space for cleaning for the data collection firm</li><li>○ Create a copy of the clean data and provide space for indicators construction</li></ul>
<b>05_Sampling</b>	05a_Sampling Guidelines.docx	PI, Co-I, RA	Design	<ul style="list-style-type: none"><li>● Contains the main elements for guiding the design and selection of the study sample, including the identification of the control group</li></ul>
<b>06_Procurement</b>	06a_ToR.docx	PI, Co-I, RA	Survey preparation	<ul style="list-style-type: none"><li>● Terms of Reference template to be used in the call for proposals for procuring data collection services to external survey firms</li></ul>