Feed the Future

Survey Implementation

Document

Scope of Work

Zone of Influence Survey

[COUNTRY] [YEAR]

*Baseline Survey for Feed the Future Phase 2*

[DATE]

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# Abbreviations

A-WEAI Abbreviated Women’s Empowerment in Agriculture Index

COR contracting officer’s representative

DAP Disclosure Analysis Plan and Record of Implementation

EA Enumeration Area

FIES Food Insecurity Experience Scale

GPS Global Positioning System

IRB Institutional Review Board

PII Personally Identifiable Information

PPS probability proportional to size

PSU primary sampling unit

QCS quality control and support

RFP request for proposals

RFTOP request for task order proposals

USAID United States Agency for International Development

WHO World Health Organization

ZOI Zone of Influence

# Purpose of this Assignment

The purpose of this [request for task order proposals (RFTOP)] is to procure the services of a specialized firm (hereafter the Contractor) to implement a population-based survey to collect data to quantify key indicators and establish a baseline for the second phase of Feed the Future in [Country].

Feed the Future seeks to reduce poverty, hunger, and undernutrition among women and children, and to increase income, resilience, women’s empowerment, dietary diversity, and appropriate feeding practices, and improve hygienic environments. Program efforts are designed to impact the population in Zones of Influence (ZOI) in Feed the Future target countries. One of the main tools to track progress in achieving Feed the Future’s high-level objectives are population-based performance indicators collected at baseline and then periodically thereafter.

The purpose of the [year] Feed the Future ZOI Survey in [Country] is to provide the United States Agency for International Development (USAID)/[Country], its U.S. Government interagency partners, the USAID Bureau for Food Security, USAID Missions, the Government of [Country], and development partners with information on the baseline status of the Feed the Future population-based ZOI level indicators in [Country]. This baseline [year] [Country] ZOI Survey assessment shall be designed to detect statistically significant changes expected in indicator values after five years.

# 2. Background

## 2.1. Country Context and Feed the Future

[MISSION TO COMPLETE]

## 2.2. Building Capacity in National Data Systems

[MISSION TO COMPLETE]

# 3. Methodological and Technical Considerations

## 3.1 Indicators to be Reported

### Feed the Future Population-Based Indicators

There are 20 population-based Feed the Future performance and two “context”[[1]](#footnote-0) indicators in this phase of Feed the Future to be measured through the ZOI Survey. These are listed in Table 1.[[2]](#footnote-1)

**Table 1: List of Population-based ZOI Performance and Context Indicators in the Second Phase of Feed the Future**

| 1 | Prevalence of poverty: Percent of people living on less than $1.90/day 2011 PPP |
| --- | --- |
| 2 | Depth of poverty of the poor: Mean percent shortfall of the poor relative to the $1.90/day 2011 PPP poverty line |
| 3 | Prevalence of stunted (HAZ < -2) children under five (0-59 months) |
| 4 | Prevalence of wasted (WHZ < -2) children under five (0-59 months) |
| 5 | Prevalence of underweight (BMI < 18.5) women of reproductive age |
| 6 | Prevalence of healthy weight (WHZ ≤ 2 and ≥-2) among children under five (0-59 months) |
| 7 | Prevalence of children 6-23 months receiving a minimum acceptable diet |
| 8 | Prevalence of exclusive breastfeeding of children under six months of age |
| 9 | Prevalence of women of reproductive age consuming a diet of minimum diversity |
| 10 | Percentage of households below the comparative threshold for the poorest quintile of the Asset-Based Comparative Wealth Index |
| 11 | Prevalence of moderate and severe food insecurity in the population, based on the Food Insecurity Experience Scale (FIES) |
| 12 | Ability to recover from shocks and stresses index |
| 13 | Index of social capital at the household level |
| 14 | Proportion of households that believe local government will respond effectively to future shocks and stresses |
| 15 | Proportion of households participating in group-based savings, micro-finance or lending programs |
| 16 | Percentage of households with access to a basic sanitation service |
| 17 | Percentage of households with soap and water at a hand-washing station commonly used by family members |
| 18 | (Abbreviated) Women’s Empowerment in Agriculture Index (A-WEAI) |
| 19 | Yield of targeted agricultural commodities within target areas |
| 20 | Proportion of producers who have applied targeted improved management practices or technologies |
| 21 | Average percentage of women achieving adequacy across the six indicators of the Abbreviated WEAI (A-WEAI) [Context Indicator] |
| 22 | Prevalence of people who are ‘Near-Poor’, living on 100 percent to less than 125 percent of the $1.90 2011 PPP poverty line [Context Indicator] |

### Mission-specific Population-based Indicators

USAID/[Country] has identified additional population-based indicators to be collected as part of the [year] ZOI Survey. These indicators will help inform specific areas of interventions and allow USAID/[Country] to track progress in achieving its objectives. These indicators are listed in Table 2. Complete definitions in the form of Indicator Reference Sheets are provided in Annex xx.

**Table 2: List of USAID/[Country]-specific Population-based Indicators**

| 1 |  |
| --- | --- |
| 2 |  |

## 3.2 Geographic Focus of the Survey

The geographic focus area for this survey is the Feed the Future ZOI in [Country], which covers [X, Y, and Z]. The ZOI is the geographic area where Feed the Future programs are expected to have an impact on hunger, poverty, and nutrition. A map of the current ZOI is shown below and a full list of the [regions/districts/communes] included in the ZOI is provided in Annex 3. This list shall be used to determine the sample frame for the [year] [Country] ZOI Survey.

(INSERT MAPS)

## 3.3 Sampling

### Sampling Design

The sampling design described here follows the Feed the Future ZOI Survey Guidance and the Sampling Guide.[[3]](#footnote-2) The Feed the Future [year] [Country] ZOI Survey shall be conducted among a random sample representative of the entire population living in the ZOI. The ZOI Survey should use a cross-sectional, stratified, multi-stage cluster sampling design,[[4]](#footnote-3) with three stages of sampling.

In the first stage, the Contractor shall select enumeration areas (EAs) from a sampling frame composed of all EAs in the [regions/districts/communes] in the list provided (see Section 3.2 and Annex 3) using probability proportional to size (PPS). The name, location, and population of each EA in the ZOI shall be verified with the [National Statistical Office] before performing the first-stage sampling (see Section 4.1)[[5]](#footnote-4). After the first stage selection of EAs, a complete listing of all households in the EAs selected in the first stage shall be completed (see Section 4.4). In the second stage, households shall be selected using fractional interval systematic sampling. Finally, in the third stage, eligible household members shall be selected using a “take all” sampling approach, meaning that all household members who meet the eligibility criteria should be included in the sample. These include all children under age 6 for stunting, wasting and healthy weight indicators; all children under age 3 for feeding behaviors; all women ages 15-49 for underweight and minimum dietary diversity indicators; and all producers of key commodities for application of improved practices and yield indicators. No subsampling among eligible members should occur.

**Table 3: Sampling Methods for Each Stage of Sampling**

|  | **Stage 1:**  **Selection of**  **EAs** | **Stage 2:**  **Selection of households** | **Stage 3:**  **Selection of individuals** |
| --- | --- | --- | --- |
| Method of sampling | Systematic PPS | Fractional interval systematic | Take all |

### Sample Size

The [Country] ZOI Survey sample size has been calculated following guidance developed by the Bureau for Food Security.[[6]](#footnote-5) USAID/[Country] has determined that the sample size for the ZOI baseline survey should be [xx] households. This sample size should be sufficient to capture a meaningful change over a period of five years for the three Feed the Future goal-level indicators for hunger, malnutrition, and poverty:

* Prevalence of moderate or severe food insecurity in the population, based on the Food Insecurity Experience Scale (FIES);
* Prevalence of stunted (HAZ < -2) children under 5 years of age; and
* Prevalence of poverty: Percent of people living on less than $1.90/day 2011 purchasing power parity.

As the three indicators are proportions (prevalence), the parameters and assumptions used to calculate the initial sample size for the ZOI Survey for each of the three indicators are presented in Table 4. Before selecting the EAs, the [Country] ZOI Survey sample frame shall be stratified into [country-specific strata] for a total of [xx] strata.

**Table 4: Parameters Used in the Calculation of the Initial Sample Size**

| **Indicator** | **Estimated baseline prevalence** | **Expected change**  **(δ)** | **Estimated endline prevalence** | **Significance level (1-α)**  **/ power (1-β)** | **Design effect** | **Initial sample size** |
| --- | --- | --- | --- | --- | --- | --- |
| FIES |  |  |  | 95% / 80% | 5 |  |
| Stunting |  |  |  | 95% / 80% | 2 |  |
| Poverty |  |  |  | 95% / 80% | 5 |  |

The starting values were obtained from [sources]. The expected meaningful changes were estimated based on the following data and assumptions: [describe data, assumptions, and sources]. A 95 percent confidence level and 80 percent power level were used across the board. Design effects of five for poverty and hunger, and two for stunting are used. These are based on the average design effects in the Feed the Future phase one ZOI surveys for the poverty indicator, the Gallup World Poll for the FIES-based hunger indicator, and common practice for the stunting indicator.

The initial sample sizes were further inflated to ensure that data will be collected from enough households and individuals to reach power requirements, taking into account households without children under 5 years old and households that will decline to be interviewed (non-response), as shown in Table 5. The anticipated non-response rate used here to adjust the sample size mirrors the non-response obtained in the following [survey(s); or other sources].

The final sample size, denoted by , is the initial sample size () multiplied by the two adjustments, as follows:

**Table 5: Adjustments from the Initial Sample Size to the Final Sample Size**

| **Indicator** | **Initial sample size** | **Average number of children under 5** |  | **Anticipated non-response rate** |  | **Final sample size** |
| --- | --- | --- | --- | --- | --- | --- |
| FIES |  |  |  |  |  |  |
| Stunting |  |  |  |  |  |  |
| Poverty |  |  |  |  |  |  |

The final sample size for the [xx] indicator is the largest and hence retained as the overall survey sample size.

As mentioned above, USAID/[Country] would like to see the sample frame stratified into [specific strata]. The Contractor shall verify the population size by strata and allocate the sample proportionally based on the population of each stratum. The Contractor shall then divide the sub-samples by the number of households to be interviewed per EA to compute the number of EAs to be visited per stratum. Each stratum should contain at least two EAs to ensure a minimum level of statistical representativeness.

## 3.4 Survey Calendar

USAID/[Country] has assessed the various requirements and constraints and determined that, assuming that the core questionnaire, data entry programs, and all templates are used, the entire ZOI Survey process should take approximately [18 to 20] months, starting in [Month/Year] with the start of the work or an inception visit, as applicable, and ending in [Month/Year] with the delivery of final datasets. The pre-field work tasks are estimated to take approximately six to eight months, and the fieldwork should take approximately five months. Data cleaning, analysis, and reporting should take up the remaining seven months planned. A detailed list of tasks can be found in the core Gantt chart provided in Annex 1.

The main fieldwork should take place from [Month/Year] to [Month/Year]. Because of the need to collect agricultural data, the timing of the survey is critical. The timing of the main fieldwork is set based on the post-harvest season of […]

[FILL IN ONE OF THE 2 OPTIONS AS APPLICABLE; DELETE THE OTHER]

[…[crop 1, crop 2, crop 3], which were selected as the three main value chains for the purpose of this survey.]

(OR)

[…[crop x], which has the largest number of producers in [Country] ZOI among the three value chains selected for the purpose of this survey. The two other value chains, [crop y and crop z], are harvested at a different time of year.]

The following factors were also considered in determining when the main fieldwork for the ZOI Survey should take place.

[FILL IN AS APPLICABLE]

* [Seasonal issues (e.g., major holidays, weather that impedes fieldwork): ];
* [Political and security issues (timing of elections or other events that may preclude fieldwork):]; and
* [USAID/Country requirements: ].

# 4. Tasks

This section describes the major tasks the Contractor is expected to perform under this task order. The key deliverables associated with each task are listed after the description of the task. A complete list of all required deliverables is provided in Section 5, along with a timeline and whether the approval of the Contracting Officer’s Representative (COR) is required. All deliverables are to be submitted to USAID in the required timeframe, regardless of whether approval is required.

## 4.1 Start of Work/Inception Visit and Survey Preparatory Activities

Before undertaking the planning and implementation of this survey, the Contractor shall read and be familiar with the Feed the Future ZOI Survey Methods Toolkit,[[7]](#footnote-6) which comprises technical guides and templates that shall be used for all aspects of the survey process and is available on [Agrilinks](https://agrilinks.org/post/feed-future-zoi-survey-methods). The Toolkit covers the whole survey process and comprises various technical guides and templates for all major deliverables with instructions for customization where appropriate. References to some of these documents are made throughout this statement of work.

As soon as possible after contract award, the Contractor shall undertake preparatory activities for the survey. If the Contractor is not located in [Country], the Contractor shall plan to travel to [Country]. Preparatory activities include meeting with key stakeholders, obtaining the necessary information for the sampling design, and updating the timeline proposed by USAID/[Country] (see Section 5 and Annex 1) in the form of a Gantt chart for all contract activities and submission of deliverables. A core version of the Gantt chart is part of the Toolkit and can be found [here](https://agrilinks.org/post/feed-future-zoi-survey-methods).

In particular, this task includes the following activities:

* Meet with USAID/[Country] staff and government representatives from [the National Statistical Office, Ministry of Agriculture, Ministry of Health, Others…].
* Review appropriate procedures and develop a plan to obtain U.S. federalwide-certified and country-mandated Institutional Review Board (IRB) certification [and any other requirements].
* Coordinate with the [National Statistical Office] to review the sampling plan and select primary sampling units (PSUs).
* As applicable, identify and assess the capacity and past performance of local survey implementation firms or organizations and determine if a subcontracting request for proposals (RFP) should be issued.
* Determine appropriate provisioning source for the survey equipment (tablets, scales and height boards, Global Positioning System [GPS] units).

**Deliverables include**: Inception visit report, if applicable; updated Gantt chart; sampling design

## 4.2 Data Collection

The Contractor can either execute the survey completely (through direct hiring of local qualified staff) or enter into a subcontract, as allowed under its award with USAID, for the implementation of specific aspects of the survey that the Contractor deems necessary and appropriate. The Contractor remains responsible, however, for completing the survey to the quality specified in this document. The decision on how the data will be collected should be clearly articulated in the response to this RFTOP.

If subcontracting is preferred, helpful criteria for assessing local organizations’ ability to implement a survey of the size and complexity of the ZOI survey are as follows:

* The documented past performance of the organization in implementing several large-scale household surveys with sample sizes comparable to the [Country] ZOI Survey and resulting in good-quality data;
* The capacity of the local organization to carry out specific aspects of the survey process it may be responsible for, such as listing, training, collecting social and agricultural data, data entry and transmission, and supervision;
* The organization’s experience in using tablet computers for data collection, if applicable;
* Calendar record of usual timelines for survey implementation, and the organization’s ability to complete surveys on time;
* The ability of the organization to staff the project as needed for the work;
* The experience of the organization’s staff in the requisite roles defined for the ZOI survey;
* The availability of the organization to complete work in the required time period; and
* [Any other country-specific requirements]

**Deliverables include:** If subcontracting components of the survey process, copy of the award documents

## 4.3 Review, Adapt, and Translate the Survey Questionnaire and Training Manuals, and Prepare a First version of the Study Protocol

The Contractor shall use the core ZOI documentation to produce customized, country-specific versions of the questionnaire, training manuals, and study protocol for the [Country] ZOI survey, as instructed in the templates. [In addition, because the [Country] ZOI survey questionnaire includes country-specific items (Module X), the Contractor shall ensure that all core ZOI survey documents and programs are updated accordingly.]

The[year] [Country] Feed the Future ZOI Survey questionnairecontains the following survey modules:

* Module 1: Household roster and demographics;
* Module 2: Dwelling characteristics;
* Module 3: Food security and resilience;
* Module 4: Women’s nutrition and anthropometry;
* Module 5: Children’s nutrition and anthropometry;
* Module 6: Abbreviated Women’s Empowerment in Agriculture Index (A-WEAI) for primary female and male decisionmakers;
* Module 7: Agricultural technologies and agricultural productivity;
* Module 8: Household consumption expenditures; and
* Module [X]: Any other data required by the USAID Mission.

### Training Material

The Contractor shall adapt the training material templates available [here](https://agrilinks.org/post/feed-future-zoi-survey-methods)[[8]](#footnote-7) for the purpose of training the trainers, the interviewers, and all supervisory staff.

### Translation

[The Contractor shall have all survey documentation, including the questionnaire, informed consent form, manuals, and training materials, translated into [NATIONAL LANGUAGE].]

[In addition,] the [Country] ZOI Survey questionnaire shall be translated into [LOCAL LANGUAGES], which are those spoken by 10 percent of more of the population in areas where the survey will be implemented. The Contractor can use the Excel version of the core questionnaire, which has a translation sheet at the end of the workbook that can be used to facilitate this process.

The documents should be translated and back-translated in accordance with Feed the Future’s standard translation protocol.8 All language versions of the survey questionnaire shall be loaded on the tablets and be provided to the field teams in hardcopy.

### Study Protocol

The Contractor shall update and adapt the template study protocol 8 that includes the initial version of the [Country] ZOI Survey questionnaire and ancillary documents.

**Deliverables include:** [year] [Country] ZOI Survey Study Protocol (including the questionnaire and all translated versions); Data Treatment and Analysis Plan; [Country] ZOI Survey Supervisor’s Manual, Interviewer’s Manual, and Quality Control and Support (QCS) Team Manual (including translated version in countries where English is not a national language).

## 4.4 Pre-main Fieldwork Activities

### Data Entry Programming and Testing

After the [Country] ZOI survey questionnaire customization is completed and finalized, the Contractor shall begin the multi-stage process of updating the data entry program and testing data entry procedures and scenarios, and updating the associated codebook. Tablet computers with an Android operating system are to be used to capture the ZOI survey data, along with CSPro as the data entry program.

A core CSPro data entry program that corresponds to the core ZOI Survey questionnaire has been developed, tested, and made available for Contractor use, as has a core ZOI Survey codebook.[[9]](#footnote-8) The Contractor shall use these as the basis on which to develop the [Country]-specific programs and codebook. The [Country]-specific programmed questionnaire shall be tested, and if changes are required, the program and codebook shall be modified, and these modifications documented, until the programmed questionnaire passes testing.

Testing and revisions to the questionnaire shall follow a careful process. First, the programmed questionnaire will be frozen before the pretest to be implemented during the training of the trainers (see the Pretest section for the description and timing) and unfrozen only for any updates resulting from the pretest. It will then be frozen again until the main training and completion of the pilot (see the Pilot section). Any further edits or revisions based on the pilot exercise will be done on the programmed and paper questionnaire before the start of the main fieldwork.

It is expected that edits and revisions should be minor issues, such as incorrect translations, missing response options, or issues with skip patterns or navigation through the data entry program. Revisions shall trigger re-testing of the data entry programming and codebook until all pass testing.

The Contractor shall ensure that the tablets are configured, loaded with the data entry program, and [shipped to/available in] [Country]. The Contractor should plan [xx] weeks for shipping and customs clearance. Tablets will be consigned to [the USAID Mission, a Feed the Future implementing party with duty-free status, or the Contractor if in-country, as applicable] for customs clearance.

### Household Listing and Community Sensitization

The Contractor shall send listing teams to each cluster to conduct the household listing and do community sensitization. Each listing team shall comprise an experienced field supervisor, a lister, and a cartographer.

The Contractor shall undertake a complete **household listing** of the selected EAs approximately six weeks before the start of the pilot. The Contractor shall use the Feed the Future Listing Manual found [here](https://agrilinks.org/post/feed-future-zoi-survey-methods) to plan and execute the household listing.

In particular, the listing team shall visit each EA to map, number, and list all structures, dwelling units, and households in these dwellings in the designated boundaries of the EA. The name of a responsible adult household member shall also be recorded for each household.

**Community sensitization** entails meeting with community leaders to explain the purpose of the survey and to request community cooperation. The listing team will provide the community leader with a letter from [XX] and materials describing the survey [and benefits that may accrue to the country and community from the survey findings].

While in the community and surrounding area, the listing team should ascertain the availability of electricity and Internet access, assess how far on average agricultural plots are located from household residences, and identify options for food and lodging.

### Household Selection

Once listing information from all EAs has been completed, the listing data shall be sent to the Contractor’s office for cleaning and analysis by the statistician. The Statistician shall then undertake therandom **household selection.** The lists of clusters and selected households shall be used in planning field management tasks and shall be loaded on each interviewer’s tablet computer.

### Training, Pretest, and Pilot

The Contractor shall undertake training, pretest, and pilot activities over a five-week period immediately preceding the start of fieldwork, as follows:

* Weeks 1–2: Training of trainers for agricultural specialists and field supervisors, including pretesting the data entry program, data transmission, and data receipt and quality control procedures;
* Weeks 3–4: Training of interviewers (agriculture and non-agriculture components of the questionnaire); and
* Week 5: Pilot.

#### Training of Trainers

The Contractor shall train the trainers. This involves selecting and training QCS team members as trainers for the main field staff training. Field supervisors should be trained at the same time if it is possible to select supervisory staff before the main training. Training shall be based on the Interviewer’s, Supervisor’s, and QCS Team Manuals (available at <https://agrilinks.org/post/feed-future-zoi-survey-methods>) and shall cover the following:

* **Introduction to the survey:** survey objectives, sample, survey modules, survey implementation, confidentiality, and field supervisor role;
* **Preparing for fieldwork:** collecting materials, obtaining monetary advances for field expenses, arranging transportation and accommodations, and contacting local authorities;
* **Questionnaire content:** household roster; informed consent; dwelling characteristics; household consumption expenditures; food security and resilience; A-WEAI; women’s and children’s anthropometry; women’s dietary diversity, and infant and young child feeding; improved agriculture technologies, including sketching plot maps, measuring land size using GPS applications, and collecting data on crop productivity; and household consumption expenditures;
* **Organizing and supervising fieldwork:** assigning households to field teams and tracking completion, handling pending interviews, observing interviews, monitoring and evaluating interviewer performance, conducting systematic spot-checks of household composition, reducing non-response, maintaining motivation and morale, and completing work in a cluster;
* **Data management:** distributing work; checking questionnaires for completeness; archiving data; backing up files, including shape files; and transmitting data; and
* **Reporting and communications:** maintaining schedule and procedures for reporting to the field manager and handling issues that require immediate communication.

Hands-on training and practice sessions will cover the use of all technical equipment required for survey implementation, including tablet computers with apps for data entry and land area measurement using GPS, medical grade digital scales, and validated, field-worthy measurement boards. Core content training schedules, PowerPoint slides, manuals, and quizzes can be found [here](https://agrilinks.org/post/feed-future-zoi-survey-methods).

#### Pretest

Thepretestshould be planned for the end of the first week of the training of trainers and will test the programmed survey questionnaire as well as data transmission, extraction, and generation of field check table reports. The pretest should be conducted in rural areas near the training site. It should include households that are similar to those of the planned survey respondents and to the extent possible respondents who speak each of the local languages. The pretest shall focus on the survey questionnaire—whether the flow between modules works well, whether respondents can comprehend all survey questions, and whether the full range of appropriate responses are available. The pretest will also identify any problems with the translations and with using the tablet (e.g., skip patterns, navigation between modules).

Any issues with the survey questionnaire, program, and data quality control procedures identified during the pretest shall be fully documented and corrections made. The corrected versions of the questionnaire and survey manuals shall then be translated and re-loaded onto the tablets, and used and tested during the second week of the training of trainers.

#### Main Interviewer’s Training

The interviewer’s training shall be done by the Contractor’s training team and shall last three weeks, inclusive of the pilot. Training should be based on the Interviewer’s Manual and complementary training materials available [here](https://agrilinks.org/post/feed-future-zoi-survey-methods). The training shall cover the following:

* **Introduction to the survey:** survey objectives, sample, survey modules, survey implementation, confidentiality, interviewer’s role, assignment to supervisors, payment for services;
* **Conducting the interview:** giving general guidance, approaching the household, building rapport, converting refusals, obtaining informed consent, ensuring privacy, using translations, asking questions, probing, following interview instructions on the questionnaire and tablet, noting differences between the printed questionnaire and tablet screens, and flagging issues to be discussed with the field supervisor;
* **Questionnaire content:** household roster; informed consent; dwelling characteristics; household consumption expenditures; food security and resilience; A-WEAI; women’s and children’s anthropometry; women’s dietary diversity and infant and young child feeding; improved agriculture technologies, including sketching plot maps and land size measurement using GPS applications; and household consumption expenditures;
* **Fieldwork procedures:** following field team members’ roles and responsibilities, using control sheet, managing the household interview, reporting to the field supervisor, following up on missed interviews, ensuring high data quality, and monitoring and reviewing interviewers’ performance;
* **Entering and managing data on the tablet:** understanding the tablet and screen components, starting a questionnaire on the tablet, navigating the questionnaire, advancing through survey modules and groups, entering responses, dealing with refusals, troubleshooting, transmitting data;
* **Completing survey modules:** knowledge of general instructions, administering each survey module, asking questions, and entering responses question by question;
* **Anthropometry:** women’s and children’s measurement and quality control; and
* **Improved agriculture technologies:** understanding instructions on three main value chain commodities in [Country], understanding improved agriculture technologies and storage, sketching plots, measuring crop productivity, and measuring land area size using GPS applications.

Hands-on training and practice sessions will cover the use of all technical equipment required for survey implementation, including tablet computers with apps for data entry and land area measurement, GPS, medical grade digital scales, and validated, field-worthy measurement boards.

#### Training in Human Subjects Protections

All trainees and anyone who might see survey data shall undertake training in human subjects protections. Significant attention should be dedicated to the elements of informed consent, namely the need to explain:

* The purpose of the research;
* The duration of the respondent’s participation;
* The general content of questions to be asked;
* Any foreseeable risks to the respondent;
* Any benefits to the respondent or others from the research;
* How confidentiality of records containing personally identifiable information (PII) will be maintained;
* Whom to contact with questions about the survey or about the respondent’s rights; and
* That participation is voluntary, that refusal to participate will involve no penalty or loss of benefits to which the respondent is otherwise entitled, and that the respondent may discontinue participation at any time without penalty or loss of benefits.

At the conclusion of the human subjects protections training, each trainee shall sign a statement of confidentiality. Signed statements of confidentiality shall be retained in the Contractor’s office for a period of three years.

#### Pilot

At the conclusion of the interviewers’ training, the entire field team shall conduct a week-long pilot of all survey procedures and logistics and of the questionnaire and translations. The Contractor shall follow the pilot protocol[[10]](#footnote-9) developed by Feed the Future in planning and implementing the pilot.

The pilot will be conducted in rural communities that are in the ZOI but not part of the sample. At the end of each day, all pilot participants should meet to discuss issues and challenges and to identify solutions. Proposed solutions should be tested on subsequent days.

At the conclusion of the pilot, all proposed changes to the survey questionnaire, manuals, translations, procedures, logistics, and systems shall be documented, and any re-training undertaken as necessary.

Depending on their extent, revisions to the questionnaire, manuals, and data entry program may take several days, so there may be a hiatus between the pilot and the initiation of fieldwork.

**Deliverables include:** [year] [Country] ZOI Survey implementation plan, household listing and household listing field report, [year] [Country] ZOI Survey training reports (including field reports from the pretest and pilot), [year] [Country] ZOI Survey questionnaire and survey manuals—Final, Final [year] [Country] ZOI Survey Study Protocol, Final Data Treatment and Analysis Plan

## 4.5 Fieldwork

Once IRB approval is obtained and all pre-field activities (see Section 4.4) are completed satisfactorily, the Contractor shall begin the main fieldwork, taking into consideration the following requirements.

### Composition of and Support to Field Teams

Each field team shall include a field supervisor, two pairs of household social interviewers, plus an agricultural interviewer. Given the gender-sensitive nature of some aspects of the questionnaire, female interviewers should interview female respondents; therefore, each interviewer team should have at least one female interviewer (i.e., at least two female interviewers on each field team). The supervisor will need to organize logistics such that the agriculture interviewer is not working alone to implement the agriculture modules of the questionnaire. Each field team should have its own vehicle.

The QCS teams will regularly visit the field teams to ensure that they have supplies and that any problems needing support from central management are dealt with promptly. They will also provide moral support to the teams and provide an additional layer of field supervision and quality assurance.

### Field Supervision

The Contractor shall put in place a rigorous, multi-layered field supervision strategy to ensure the quality of the data. The front line for data quality assurance will be the field supervisors who shall closely review each questionnaire summary prior to the transmission of the data. Field supervisors shall also observe all interviewers as they conduct interviews, spot check a random sample of interviewed households, and provide additional instruction to interviewers as needed.

QCS teams shall also provide additional quality assurance while visiting field teams (see Composition of and Support to Field Teams) during the course of fieldwork.

### Data Transmission and Management

The Contractor shall set up a secure server to store all survey data. Field supervisors will send the data from verified questionnaires in encrypted files over secure channels to the Contractor’s server. Data transmission shall be accompanied by a report describing the data being transmitted. The data will be transmitted to the server as soon as possible depending on Internet availability.

The Contractor shall put in place the necessary procedures to address potential challenges with the process of transmitting data, such as low Internet bandwidth or damaged hard drives and screens. The Contractor will identify the most reliable methods of accessing the Internet and will send damaged tablets to the central office for data extraction. Extensive efforts shall be undertaken to recover data from any tablets that are damaged.

### Data Quality Controls

The Contractor shall track performance, implementation, data uploading, and data quality throughout the survey. Any observed problems should be promptly addressed, including through re-training as necessary. Positive feedback for teams that are performing well should be provided as an essential part of data quality control. USAID should be alerted to any serious issues with implications for the integrity of the survey.

The Contractor will use two quality assurance systems to ensure documentation of sample completion and the quality of data entry: a data management system and field check table reports.[[11]](#footnote-10)

The data management system will be used to assign households in each cluster to be interviewed and track completion of selected households (i.e., cases) at the end of each workday. It will also be used to verify that data are complete and internally consistent—that all appropriate modules have been completed, the location identifiers are accurate, and the identifiers for eligible respondents are correct and consistent across all modules. Field supervisors shall send field teams back to households to complete or correct interviews as necessary, and should conduct some of these follow-up interviews themselves.

The Contractor shall generate field check table reports using aggregated data. Templates for field check tables are available [here](https://agrilinks.org/post/feed-future-zoi-survey-methods). These tables will show value ranges, skip patterns, and consistency across variables; identify missing data, outliers, heaping, and age displacement; and calculate response rates. Field check table reports will identify data collection problems at the interviewer, team, and cluster level, and will allow field supervisors to evaluate their team’s performance. Of particular interest will be checks of household and respondent identifiers, to ensure that data can be linked across modules. Key issues will be identified, noted on the reports, and sent back to the field team supervisor, who will take appropriate actions as described in the [Country] ZOI Survey Study Protocol.

**Deliverables include:** [Country] ZOI Survey Field Check Tables and Quality Control Reports (weekly)

## 4.6 Data Cleaning and Analysis and Report Preparation

The Contractor shall clean and analyze the data, calculate the required indicators, prepare data tables, draft the report, and prepare the dataset according to USAID Open Data Policy.

### Data Cleaning

The Contractor shall document and maintain a trail of the steps and procedures followed during data cleaning such that all intermediate data files can be reproduced afterward by USAID if necessary. Using the final dataset, the Contractor shall calculate sampling weights based on design weights corrected for non-response for each of the selected EAs (see Annex 2: Calculation of Response Rates and Weights).

The Contractor shall calculate and tabulate indicator values for all indicators (see Table 1) and disaggregates as specified in the Feed the Future Guide to Statistics and the Data Treatment and Analysis Plan*.* As stipulated in the Data Treatment and Analysis Plan, for each point estimate, the Contractor shall generate and tabulate the unweighted sample size (N), weighted standard deviation (for continuous indicators), weighted standard error, weighted confidence intervals, design effect, and response rates.[[12]](#footnote-11)

The Contractor shall use Stata, SAS, SPSS, or R to clean and analyze the data and generate the required statistics. The Feed the Future Guide to Statistics12 includes Stata programming codes to calculate the indicators, except for FIES, which is partially written in R. Stata programming codes should be translated into another software language if a different statistical package is used.

For the child anthropometry data, z-scores shall be calculated using the World Health Organization (WHO) “igrowup” programs.[[13]](#footnote-12) The logic for WHO “igrowup” anthropometry analysis is programmed in CSPro for the Feed the Future ZOI Survey, hence obviating the need for data analysis using other software.

The Contractor shall prepare the [year] [Country] ZOI Survey Report following the Country Report template,12 the Guide to Feed the Future Statistics,12 and the Data Treatment and Analysis Plan12 for [country]-specific indicators.

In addition, the Contractor shall plan on presenting the findings to USAID [Country] [in person or as a webinar] following the submission of the report.

**Deliverables include:** [year] [Country] ZOI Survey Data Cleaning and Analysis Report, [year] [Country] ZOI Survey data tables (draft and final), [year] [Country] ZOI Survey Report (draft and final), [year] [Country] ZOI Survey presentation slides (draft and final)

## 4.7 Dataset Preparation and Disclosure Analysis Plan

After submission of the [year] [Country] ZOI Survey Report, the Contractor shall prepare two datasets: one for USAID internal use and one for public use prepared according to the US Government’s Open Data Policy.

The USAID internal use dataset shall be in clean, analyzable condition, including key recoded variables, and retaining analytical PII variables (e.g., geospatial information); it must be transmitted to USAID in accordance with ADS Chapter 508 and include the metadata and codebook.

The public use dataset shall protect respondent privacy and confidentiality by removing identifying information from the data, including direct identifiers (information such as names, addresses, GPS coordinates, or any other personally identifying information or characteristics) and indirect identifiers (data that do not specifically identify a person or location, but that can be used to do so, one variable at a time or in combination, because they uniquely describe a person or household).

The Contractor shall develop a Disclosure Analysis Plan and Record of Implementation (DAP) for the dataset intended for public use. The steps in the DAP will be executed as follows:

1. Collect and review USAID, IRB, and other relevant institutional review or approval documents and informed consent forms to ensure that any restrictions on release of data for public use are satisfied or renegotiated, if possible.
2. Review the data file for the presence of direct identifiers, list all direct identifiers and geographic identifiers below district level, and delete them from the file. Ensure that cluster identification numbers are unique to the survey and cannot be linked to external datasets.
3. Manage indirect identifiers as follows:

(a) Review all questionnaires for country-specific questions that could capture externally observable information about the respondent, including textual or qualitative data.

(b) Run cross-tabulations of standard and country-specific indirect identifiers by district and identify data items that occur at very low frequencies in each district.

(c) Identify viable external data sources against which to compare outlier status of identified low-frequency variables within each district, if possible.

(d) Document the proposed approach to handling identification-risk data items.

(e) Obtain approval for the proposed approach.

1. Suppress or recode items deemed to be capable of posing an indirect risk to respondent’s confidentiality and anonymity.

A DAP template can be found at <https://agrilinks.org/post/feed-future-zoi-survey-methods>.

**Deliverables include**: [year] [Country] ZOI survey USAID internal use dataset, codebook, [year] [Country] ZOI survey public use dataset, DAP

# Task List, Deliverables, and Proposed Schedule

Table 6 shows a detailed list of tasks with a proposed schedule based on the recommended timing of the survey (see Section 3.4). The schedule is adapted from the core Gantt chart.[[14]](#footnote-13) Because [year] [Country] ZOI Survey includes non-standard elements, such as country-specific indicators, the implementation schedule was adapted from the template to reflect the need to devote additional time to collect these indicators.] The Contractor may be advised by USAID/[Country] to further adjust the schedule and Gantt chart proposed here, after the award is executed and an actual timeline can be developed. The Contractor shall submit any revised schedule and Gantt chart for approval as part of its workplan.

Table 6 includes a list of deliverables associated with each task. There are two types of deliverables under this task order: those requiring COR approval (in bold and with an asterisk) and those not requiring COR approval. Both types of deliverables shall be submitted according to the requirements and timeline specified. Deliverables not requiring COR approval include a number of key documents, which will be reviewed in a timely fashion by USAID/[Country] after submission and could prompt USAID/[Country] to request the Contractor to revise and resubmit a document or make adjustment to procedures. Related activities, however, will be allowed to continue while these deliverables are reviewed.

**Table 6: List of Tasks, Associated Deliverables, and Proposed Schedule for the [year] [Country] ZOI Survey**

| **Gantt chart**  **ref** | **Detailed task** | **Deliverable** | **Timeline** |
| --- | --- | --- | --- |
| 1 | Activity planning | **Customized workplan with schedule and Gantt chart\*** | Month 1 |
| 2 | Inception visit, as applicable | Inception visit report, as applicable | Month 1 |
| 3 | Develop plan for obtaining ethical review from federalwide-certified and in-country IRB approval | Package of all IRB submission requirements for both U.S. and in-country IRBs | Month 1 |
| 4 | Prepare the study design and accompanying implementation plan | **Survey protocol\*** | Months 2–3 |
| 5 | Develop a scope of work for the local survey implementation partner and issue RFP, if applicable | Scope of work (with detailed fieldwork implementation plan, including team structure, fieldwork timeline, and logistics), RFP, if applicable | Month 2 |
| 6 | Prepare the sampling design | **Sampling design plan\*** | Month 2 |
| 7 | Coordinate with national statistical office to select PSUs | List of selected clusters (first-stage sampling) | Months 2–3 |
| 8 | Prepare the Data Treatment and Analysis Plan | **Data Treatment and Analysis Plan\*** | Months 2–3 |
| 9 | Undertake questionnaire design (paper version) | **Customized questionnaire\*** | Months 2–3 |
| 10 | Translate questionnaire according to established translation protocol (paper version) | Translated questionnaire | Month 3 |
| 11 | Submit application and protocol for review to the IRB | Documentation that IRB clearance has been obtained | Months 3–4 |
| 12 | Establish range values for implementing range checks | File of range values (indicating which questionnaire items will have range checks, and what the ranges will be) | Month 4 |
| 13 | Prepare unit conversion tables | Excel file indicating local units of measure and conversion factors (to make equivalent to standard units of measure) | Month 4 |
| 14 | Subcontract to local partner organization | Contract signed with local survey organization | Month 4 |
| 15 | Implement questionnaire pretest according to established protocol | Questionnaire pretest report | Months 4–5 |
| 16 | Arrange for material provisioning (tablet computers, scales, and height boards) | Supply ordering plan and timeline (including customs management plan if supplies are being shipped to country) | Months 4–5 |
| 17 | Develop pretest and pilot protocols | **Pretest and pilot protocols\*** | Months 4–5 |
| 18 | Program and test the questionnaire (either for tablets or for data entry program) | Questionnaire programming plan | Months 4–6 |
| 19 | Prepare the survey manuals: |  | Months 4–6 |
|  | 19a - Interviewer Manual | **Customized Interviewer Manual\*** | Months 5–6 |
|  | 19b - Supervisor and Field Editor Manual | Customized Supervisor Manual (CAPI) or Supervisor and Field Editor Manual (for paper-and-pencil interviewing surveys) | Months 5–6 |
|  | 19c - Survey Organization Manual | **Customized Survey Organization Manual\*** | Months 5–6 |
|  | 19d - GPS Manual | Customized GPS Manual | Months 5–6 |
|  | 19e - QCS Team Manual | Customized QCS Team Manual | Months 5–6 |
|  | 19f - Listing Manual and List Preparation Protocol | Customized Listing Manual and List Preparation Protocol | Months 5–6 |
| 20 | Develop field check tables | Field check table shells | Months 4–7 |
| 21 | Prepare data structure and codebook | Structure of the data file and expected format of the codebook | Months 4–7 |
| 22 | Develop and code programming specifications (tablets only) | Programming specification tables | Months 4–7 |
| 23 | Prepare data cleaning plan | Data cleaning plan | Months 4–7 |
| 24 | Develop data monitoring plan | Data monitoring plan | Months 4–7 |
| 25 | Develop fieldwork management and monitoring plan | Detailed fieldwork management and monitoring plan with regular progress reports throughout fieldwork | Months 4–7 |
| 26 | Develop interviewer training plans and supporting materials: |  | Months 4–7 |
|  | 26a - Develop interviewer training plan | **Interviewer training plan\*** |  |
|  | 26b - Develop training agenda (facilitator and trainee versions) | Training agenda (facilitator and trainee versions) |  |
|  | 26c - Demonstration of field check tables and interpretation | Demonstration of field check tables and interpretation |  |
|  | 26d - Demonstration of real-time remote fieldwork monitoring (if planned) | Demonstration of real-time remote fieldwork monitoring |  |
|  | 26e - Tablet training materials (if relevant) | Tablet training materials (if relevant) |  |
|  | 26f - Agriculture-specific training materials | Agriculture-specific training materials |  |
|  | 26g - Anthropometry training materials | Anthropometry training materials |  |
|  | 26h - Biomarker training materials (if relevant) | Biomarker training materials (if relevant) |  |
|  | 26i - Supervisor and field editor training materials (including assignment and control sheets) | Supervisor and field editor training materials (including assignment and control sheets) |  |
|  | 26j - Data entry staff and supervisor training plan and materials (if relevant) | Data entry staff and supervisor training plan and materials |  |
|  | 26k - IT staff training plan and materials | IT staff training plan and materials |  |
| 27 | Implement listing operation | **Listing field report and household listing\*** | Months 6–7 |
| 28 | Implement cleaning of listing data and selection of households (on a rolling basis) | List of households selected for interview, redacted for PII | Months 6–7 |
| 29 | Ensure that IRB approvals have been received | Approval from federalwide-certified IRB and local IRB as applicable | Month 7 |
| 30 | Implement training of trainers (TOT) | Completion of training | Months 7–8 |
| 31 | Implement pretest (as part of TOT) | **TOT and pretest report\*** | Months 7–8 |
| 32 | Implement main training | Completion of training | Month 8 |
| 33 | Implement pilot (as part of main training) | **Main training and pilot report\*** | Month 8 |
| 34 | Implement data entry and data management pilot as part of all-systems fieldwork pilot | Data entry and data management pilot report | Month 8 |
| 35 | Prepare data weighting protocol | Data weighting protocol | Month 8 |
| 36 | Implement fieldwork | Weekly fieldwork report, plus summary fieldwork report at end of data collection activities | Months 9–13 |
| 37 | Generate field check tables | Weekly field check tables | Months 9–14 |
| 38 | Weight the data | Memo advising that the weighting of the data has been completed according to protocol | Month 14 |
| 39 | Prepare protocol for rendering data suitable for public use | **Protocol for preparation of public use data**\* | Month 14 |
| 40 | Clean the data | Memo advising of data cleaning steps implemented according to plan, and notable findings during the cleaning process | Months 14–15 |
| 41 | Prepare the data quality assessment memo | **Memo presenting response rates, final set of field check tables and interpretation of key findings, and any other pertinent information regarding data quality**\* | Month 16 |
| 42 | Analyze the data | Produce frequencies, cross-tabulations, and any additional required statistical analyses | Months 16–19 |
| 43 | Prepare final report tables | **Final report tables (draft, final)**\* | Months 18–19 |
| 44 | Draft final report text | **Final report text (draft, final)\*** | Months 17–19 |
| 45 | Prepare internal use data files (maintains some PII, e.g., GPS coordinates) | **Internal use data files**\* | Months 17–20 |
| 46 | Prepare public use data files (excludes PII) | **Public use data files**\* | Months 18–20 |

# 

# Team Composition

At a minimum, the project team shall include the following central office personnel, as listed in Table 7.

**Table 7: Central Office Staff and Responsibilities**

| **Central office staff position** | **Central office staff responsibilities** |
| --- | --- |
| Project director | The project director will serve as chief of party and will have overall responsibility for the survey quality and timeliness, including design, such as the protocol and questionnaire finalization; preparation, including various procedural, managerial, and training elements; direction; and oversight of the survey implementation, analysis, and report writing. The project director will serve as the primary point of contact with the USAID Mission, host country government, and the subcontractor, as applicable. The project director also will be the main point of contact on survey progress, quality, and adherence to budget, and will be the point of contact for the field manager on case completion issues. The project director will provide training to the survey subcontractor, if applicable, on translation, questionnaire pretesting, and listing procedures. The project director also will be responsible for the Country Report, including writing many sections of the report. The project director will work with the survey director to track survey progress and resource requirements. The project director will communicate needs for information technology, programming, and data management to the data processing manager. The project director will communicate directly with the survey director, sampling statistician, and data analysts for support in their functional areas. |
| Senior researcher | The senior researcher will provide high-level technical support for a broad range of survey activities, including supporting the development and customization of survey documentation that includes the questionnaire and technical manuals; managing version control of the survey documentation; managing translation activities; and coordinating logistical support. The senior researcher will provide quality control for all survey deliverables, oversee the work of the data analysts, and help coordinate the development of the Country Report, including maintaining the outline and schedule. The senior researcher will report to the project director. |
| Data processing manager | The data processing manager will develop and manage the customization of data processing documentation and systems for the survey, and oversee the programmers. The data processing manager will determine the requirements for the data entry programs, field check tables and data quality reports, and will be responsible for the creation of public use data sets that protect respondent confidentiality. The data processing manager will train the in-country data managers and serve as a resource for them and the data analysts who monitor data quality. The data processing manager will report to the project director. |
| Research assistant | The research assistant will support the project director, senior researcher, and data processing manager with their respective tasks potentially including conducting some in-country tablet trainings, coordinating equipment procurement, monitoring survey progress on a day-to-day basis, and ensuring version control of survey documents. The research assistant will report to the senior researcher. |
| Sampling statistician | The sampling statistician will calculate the survey sample size, design the sample, select the first stage of the sample, compute design weights, oversee application of the household selection process to select the second stage, calculate response rates, and compute the final adjusted weights. The sampling statistician will report to the senior researcher. |
| CSPro programmer | The CSPro programmer will program the data entry screens and the field check tables, train the data entry staff, and assist in training interviewers and supervisors. The CSPro programmer will report to the data processing manager. |
| Data analyst | The data analyst will conduct analysis of survey data, including development of the analysis plan, calculation of indicator values from primary and secondary data, calculation of population estimates, development and quality control of tables in the country report, and quality control of all analysis. The data analyst will conduct other analyses requested by the USAID Mission. The data analyst will provide text for indicator analyses for the Country Report. The data analyst will report to the senior researcher. |

The following field-based positions shown in Table 8 are recommended.

**Table 8: Field-based Staff Positions and Responsibilities**

| **Field-based staff position** | **Field-based staff responsibilities** |
| --- | --- |
| Survey director | The survey director will be responsible for ensuring that all aspects of survey operations are implemented according to protocol. |
| Data manager | The data manager will respond to data quality reports generated in the field and communicates any problems that are discovered to field supervisors and survey management. The data manager will report the nature and scope of these problems and suggest solutions. |
| Information technology specialist | The information technology specialist will liaise with the technical teams and local non-technical staff to ensure that the technology being used to implement the survey is available, functional, and well-understood. Duties will include survey hardware oversight (customs procedures as appropriate, maintenance, tracking); management of questionnaire updates; leveraging local networks for optimal data delivery; technical re-training for field staff as needed; and task-appropriate configuration, security, and training for non-survey hardware. |
| Social survey field manager | The social survey field manager will be responsible for leading the coordination and management of field operations, including the hardcopy questionnaire pretest, listing, pilot, and main fieldwork. |
| Agriculture survey field manager | The agriculture survey field manager will be responsible for leading the coordination and management of data collection related to the agriculture component of the study, including the hard copy questionnaire pretest, listing, pilot, and main fieldwork. |
| QCS Teams | Rotating regional QCS teams will visit the field teams once each week. The QCS teams will include an agriculture specialist, who will visit the field teams to observe data collection for the agriculture survey module, including GPS-based plot area measurement. The objective of the QCS teams will be to provide quality assurance and also to provide any material or moral support that the field teams need. The number of QCS teams required to provide appropriate coverage will be determined by the size and geographical distribution of the fieldwork. |
| Field supervisors | Each field team will have one field supervisor. The field supervisor will be responsible for the team and the day-to-day organization and supervision of the team’s work. The field supervisor will also meet with community leaders, manage the vehicle and driver, and coordinate room and board for the team. |
| Interviewers | Each field team will comprise five interviewers: two teams of two social survey interviewers each, plus an agricultural survey specialist. Each team of social survey interviewers will comprise one female and one male interviewer, with the dedicated agricultural specialist (male or female) working in coordination with the two-interviewer teams. The agricultural specialist will be responsible, in tandem with one of the other two interviewers, or alternatively the team supervisor, for conducting the agriculture interview (questionnaire Module 7) and measuring the fields for all eligible households. Interviewers will be responsible for successful and accurate completion of all assigned interviews. |
| Drivers | Each field team will be accompanied by one driver who will ensure that the field teams safely arrive at and return from the selected survey clusters. |

# Annex 1: Feed the Future ZOI Survey Core Gantt Chart

|  | **Feed the Future Zone of Influence Survey**  **Tasks and Timeline** | **MONTH** | | | | | | | | | | | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 1 | Activity planning |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 | Inception visit |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 | Develop plan for obtaining ethical review from federal-certified and in-country IRB |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Prepare the study design and accompanying implementation plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Develop and issue RFP for a sub-Contractor, if applicable |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | Prepare the sampling design |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | Coordinate with national statistical office to select PSUs |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 8 | Prepare the analysis plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 | Undertake country-specific customization of the core questionnaire (paper version) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 | Questionnaire translation (paper version) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 11 | Submit application for review to the IRB |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 | Establish range values for purposes of implementing range checks |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 13 | Prepare unit conversion tables |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 14 | Subcontract to local partner organization, if applicable |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 15 | Implement questionnaire pretest |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 16 | Material provisioning (tablets, scales, and height boards) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 17 | Develop pretest and pilot protocols |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 18 | Questionnaire programming (either for tablets or for data entry program) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 19 | Preparation of manuals: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 19a - Interviewer Manual |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 19b - Supervisor and Field Editor Manual |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 19c - Fieldwork Organization Manual |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 19d - GPS Manual |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 19e - Quality Control and Support Team Manual (rotating supervisory team) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 19f - Listing Manual |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 20 | Develop field check tables |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 21 | Prepare data structure and codebook |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 22 | Develop and code programming specifications (tablets only) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 23 | Prepare data cleaning plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 24 | Develop data monitoring plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 25 | Develop fieldwork management and monitoring plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 26 | Develop interviewer training plans and supporting materials |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 26a - Training plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 26b - Agenda (facilitator and trainee versions) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 26c – Attendance sheets |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 26d - Quizzes |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 26e - Role play exercises |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 26f - Demonstration of field check tables and interpretation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 26g - Demonstration of real-time remote fieldwork monitoring (if planned) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 26h - Tablet training materials (if relevant) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 26i- Agriculture-specific training materials |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 26j - Anthropometry training materials (if relevant) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 26k - Biomarker training materials (if relevant) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 26l - Supervisor training materials (incl. assignment and control sheets) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 26m - Data entry staff and supervisor training plan and materials |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 26n - IT staff training plan and materials (if relevant) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 27 | Implement listing operation |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 28 | Implement cleaning of listing data and selection of households (on a rolling basis) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 29 | Ensure that IRB approval has been received |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 30 | Implement training of trainers |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 31 | Implement pretest (as part of training of trainers) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 32 | Implement main training |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 33 | Implement pilot (as part of main training) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 34 | Implement data entry/data management pilot as part of all-systems fieldwork pilot |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 35 | Prepare data weighting protocol |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 36 | Implement fieldwork |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 37 | Generate field check tables |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 38 | Weight the data |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 39 | Prepare protocol for rendering data suitable for public use |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 40 | Clean the data |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 41 | Prepare data quality assessment memo |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 42 | Analyze the data |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 43 | Prepare final report tables |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 44 | Draft final report text |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 45 | Prepare internal use data files (maintains some PII, e.g., GPS coordinates) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 46 | Prepare public use data files (excludes PII) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 47 | Enter values in Feed the Future Monitoring System |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Notes: RFP – request for proposal; PSU – primary sampling unit; IRB – institutional review board; PII – personally identifiable information | | | | | | | | | | | | | | | | | | | | | |

This Gantt chart is predicated on the availability of existing core survey documentation (questionnaire, manuals, data entry program, etc.) that need only be customized according to country-specific details. Addition of new questions, modules, or procedures will require considered revision and extension of the timeline represented in this chart.

# Annex 2: Calculation of Response Rates and Weights

Design weights will be calculated based on the separate sampling probabilities for each sampling stage and for each cluster. We have:

1 first-stage sampling probability of the i-th cluster in stratum h.png first-stage sampling probability of the i-th cluster in stratum *h*

2 second-stage sampling probability within the i-th cluster - hh selection.png second-stage sampling probability within the i-th cluster (household selection)

The first-stage probability of selecting cluster *i* in the sample is:

3 The first-stage probability of selecting cluster i in the sample is.png

The second-stage probability of selecting household in cluster *i* is:

4 The second-stage probability of selecting household in cluster i is.png

Where:

5 number of sample clusters selected in stratum h.png number of sample clusters selected in stratum *h*

6 total population in the frame for the i-th sample cluster in stratum h.png = total population in the frame for the i-th sample cluster in stratum *h*

7 total population in the frame in stratum h.png total population in the frame in stratum *h*

8 number of sample households selected for the i-th sample cluster in stratum h.png number of sample households selected for the i-th sample cluster in stratum *h*

9 number of households listed in the household listing for the i-th sample cluster in stratum h.png number of households listed in the household listing for the i-th sample cluster in stratum *h*

The overall selection probability of each household in cluster *i* of stratum *h* is the product of the selection probabilities of the two stages, and the design weight for each household in cluster *i* of stratum *h* is the inverse of its overall selection probability.

The sampling weight will be calculated with the design weight corrected for non-response for each of the selected clusters. Response rates will be calculated at the cluster level as ratios of the number of interviewed units over the number of eligible units, where units could be household or individual (e.g., woman, child). The household sampling weight will be calculated by dividing the household design weight by the household response rate. The individual sampling weight will be calculated by dividing the household sampling weight by the individual response rate.

# Annex 3: List of [Regions/Districts/Communes] Comprising the [Country] Zone of Influence

1. Context indicators are required to be reported by target country posts; however, no target will be set for those indicators. [↑](#footnote-ref-0)
2. The revised Feed the Future Indicator Handbook is currently under production and will be released at the end of the first quarter of 2018. It will be available at: https://feedthefuture.gov/progress. [↑](#footnote-ref-1)
3. These documents are available at <https://agrilinks.org/post/feed-future-zoi-survey-methods>. [↑](#footnote-ref-2)
4. Although Feed the Future recognizes the value of panel surveys for some purposes, they are not ideal for the purposes of tracking indicators representative at the population level and over time, and therefore they are not recommended. See the *Feed the Future ZOI Survey Guidance* (<https://agrilinks.org/post/feed-future-zoi-survey-methods>) for more details. [↑](#footnote-ref-3)
5. If any EA selected in the first stage is found before or during the listing operation to have a much larger population than average, an additional stage of sampling is required. The EA should be segmented, and one segment should be selected and listed. See the Feed the Future Sampling Guide and Listing Manual at <https://agrilinks.org/post/feed-future-zoi-survey-methods> for details and instructions on when and how to segment EAs and how to account for segmentation when calculating sample weights. [↑](#footnote-ref-4)
6. These documents are available at <https://agrilinks.org/post/feed-future-zoi-survey-methods>. [↑](#footnote-ref-5)
7. This toolkit is available at <https://agrilinks.org/post/feed-future-zoi-survey-methods>. [↑](#footnote-ref-6)
8. These documents are available at <https://agrilinks.org/post/feed-future-zoi-survey-methods>. [↑](#footnote-ref-7)
9. These documents are available at <https://agrilinks.org/post/feed-future-zoi-survey-methods>. [↑](#footnote-ref-8)
10. Available at <https://agrilinks.org/post/feed-future-zoi-survey-methods>. [↑](#footnote-ref-9)
11. Documents and programs are available at <https://agrilinks.org/post/feed-future-zoi-survey-methods>. [↑](#footnote-ref-10)
12. Documents are available at <https://agrilinks.org/post/feed-future-zoi-survey-methods>. [↑](#footnote-ref-11)
13. Please visit <http://www.who.int/childgrowth/software/en/> to download the igrowup programs in SPSS, SAS, Stata, R, S-Plus, or WHO Anthro. [↑](#footnote-ref-12)
14. Available at <https://agrilinks.org/post/feed-future-zoi-survey-methods>. [↑](#footnote-ref-13)