Feed the Future

Survey Implementation

Document

Organization Manual

Zone of Influence Survey

[COUNTRY]

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# Abbreviations

BFS Bureau for Food Security

CAPI computer-assisted personal interviewing

COR contracting officer’s representative

CSPro Census and Survey Processing System

EA enumeration area

GPS Global Positioning System

IRB Institutional Review Board

IT information technology

PII personally identifiable information

QCS quality control and support

RFP request for proposals

ToT training of trainers

USAID United States Agency for International Development

VCC value chain commodity

ZOI Zone of Influence

# Introduction

Feed the Future seeks to reduce poverty, hunger, and undernutrition among women and children, and to increase income, women’s empowerment, dietary diversity, appropriate feeding practices, and resilience. Program efforts are concentrated in Zones of Influence (ZOIs) in Feed the Future target countries. Progress in achieving Feed the Future’s objectives is tracked using population-based performance indicators.

The purpose of the Feed the Future [YEAR] [COUNTRY] ZOI Survey is to provide U.S. Government interagency partners, the United States Agency for International Development (USAID) Bureau for Food Security (BFS), USAID/[COUNTRY], the [COUNTRY] government, and development partners with information on the current status of the Feed the Future population-based ZOI-level indicators. The ZOI Survey is designed to monitor progress and determine whether there has been statistically significant change over time at the population level in key outcome and impact indicators, with the expectation that the effects of the program should spread beyond beneficiaries to the general population in the ZOI over the life of the program.

This Organization Manual explains the standard approach to and provides general guidelines for organizing and implementing the Feed the Future [YEAR] [COUNTRY] ZOI Survey, starting with the planning stages through the dissemination of results. This manual is intended as an aid to USAID/BFS, the USAID Mission, Feed the Future [CONTRACTOR], the in-country survey subcontractor, and other Feed the Future stakeholders involved in implementing the survey. It is part of a set of manuals, guidelines, and protocols that provide step-by-step guidance to design and implement Computer-Assisted Personal Interview (CAPI)[[1]](#footnote-1) -based Feed the Future ZOI Surveys.

Section 2 of this manual outlines the survey tasks, associated deliverables, and proposed schedule. Section 3 presents the positions and responsibilities of the contractor and field-based survey team staff, as well as guidance on the recruitment of field staff. Section 4 presents additional information about the survey tasks outlined in Section 2.

# Survey tasks, deliverables, and proposed schedule

Designing and implementing the ZOI Survey will span approximately 20 months and comprise three phases: the planning phase, months 1–8; the fieldwork phase, months 9–12; and the post-fieldwork phase, months 13–20. Table 1 presents the 47 tasks, associated deliverables, and proposed schedule, which aligns with the ZOI Survey core Gantt chart (see Appendix A). Unforeseen events or circumstances often arise that may require the survey schedule to shift, so it is important to be flexible but also to keep the survey within the overall timeframe and budget.

Table 1: Detailed Tasks, Associated Deliverables, and Proposed Schedule for the Feed the Future [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 Institutional Review Board (IRB) | 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 a request for proposals, if applicable | Scope of work (with detailed fieldwork implementation plan, including team structure, fieldwork timeline, and logistics), request for proposals, if applicable | Month 2 |
| 6 | Prepare the sampling design | Sampling design plan | Month 2 |
| 7 | Coordinate with the national statistics office to select primary sampling units | 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 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, if applicable | 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 survey pretest and pilot protocols | Survey 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 4–6 |
|  | 19b—Supervisor and Field Editor Manual | Customized Supervisor Manual (computer-assisted personal interviewing) or Supervisor and Field Editor Manual (for paper-and-pencil interviewing surveys) | Months 4–6 |
|  | 19c—Survey Organization Manual | Customized Survey Organization Manual | Months 4–6 |
|  | 19d—Global Positioning System Manual | Customized Global Positioning System Manual | Months 4–6 |
|  | 19e—Quality Control and Support Team Manual | Customized Quality Control and Support Team Manual | Months 4–6 |
|  | 19f—Listing Manual and List Preparation Protocol | Customized Listing Manual and List Preparation Protocol | Months 4–6 |
| 20 | Develop field check tables | Field check table shells | Months 4-7 |
| 21 | Prepare data file 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—Interviewer training plan | Interviewer training plan |  |
|  | 26b—Training agenda (facilitator and trainee versions) | Training agenda (facilitator and trainee versions) |  |
|  | 26c—Attendance sheets | Attendance sheets |  |
|  | 26d—Quizzes | Quizzes |  |
|  | 26e—Role-play exercises | Role-play exercises |  |
|  | 26f—Demonstration of field check tables and interpretation | Demonstration of field check tables and interpretation |  |
|  | 26g—Demonstration of real-time remote fieldwork monitoring (if planned) | Demonstration of real-time remote fieldwork monitoring (if planned) |  |
|  | 26h—Tablet training materials (if relevant) | Tablet training materials (if relevant) |  |
|  | 26i—Agriculture-specific training materials | Agriculture-specific training materials |  |
|  | 26j—Anthropometry training materials | Anthropometry training materials |  |
|  | 26k—Biomarker training materials (if relevant) | Biomarker training materials (if relevant) |  |
|  | 26l—Supervisor and field editor training materials (including assignment and control sheets) | Supervisor and field editor training materials (including assignment and control sheets) |  |
|  | 26m—Data entry staff and supervisor training plan and materials (if relevant) | Data entry staff and supervisor training plan and materials (if relevant) |  |
|  | 26n—Information technology (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 personally identifiable information (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 survey pretest (as part of ToT) | ToT and survey 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, interpretation of key findings, and any other pertinent information regarding data quality | Month 16 |
| 42 | Analyze the data | 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) | Internal use data files | Months 17–20 |
| 46 | Prepare public use data files (excludes PII) | Public use data files | Months 18–20 |
| 47 | Enter values in the Feed the Future Monitoring System | Feed the Future ZOI Survey indicator values in the Feed the Future Monitoring System | Month 20 |

# Survey staffing

As the survey planning process begins, [CONTRACTOR] will establish a survey team that comprises central office- and field-based staff. [CONTRACTOR] will either execute the survey completely through direct hiring of qualified local staff or enter into a subcontract, as allowed under its award with USAID, for the implementation of specific aspects of the survey that [CONTRACTOR] deems necessary and appropriate. (See Section 4.3 for information about the subcontracting tasks.) Apart from key personnel, who must meet specific criteria and be approved by USAID, the contractor or subcontractor can adjust the position titles, position responsibilities, and number of staff as long as all responsibilities and survey tasks are assigned to survey team staff who are qualified, able to take on the responsibilities, and able to complete assigned tasks according to the survey schedule.

## 3.1 Central office survey staff

The [CONTRACTOR] ZOI Survey project director is responsible for providing the close technical and management oversight required to ensure successful implementation of the survey. In addition to a project director, [CONTRACTOR] central office staff should include the following: senior researcher, data processing manager, research assistant, sampling statistician, Census and Survey Processing System (CSPro) programmer, and data analyst. Each central office-based survey team position and its responsibilities are documented in Appendix B, Table B1, to ensure a standardized, quality-focused approach to survey implementation across countries. An organizational chart for the [CONTRACTOR] central office survey staff is also included in Appendix B, Section B1. [CONTRACTOR] should also have administrators to handle contracts and subcontracts.

## 3.2 Field-based survey staff

If [CONTRACTOR] will not collect data itself, it will sign a contract with an in-country organization that will lead data collection (see Section 4.3). The survey subcontractor (or contractor, if there is no subcontract) is responsible for filling several key field-based positions needed to carry out the survey: survey director, data manager, information technology (IT) specialist, social survey field manager, agriculture survey field manager, and quality control and support (QCS) team members, as well as field team positions (field supervisors, interviewers, and drivers). These positions and their associated responsibilities are detailed in Appendix B, Table B2. A prototype field-based staff organizational chart for the survey is also included in Appendix B, Section B2.

The success of a survey frequently depends heavily on the capability and availability of the field-based survey director. The survey director should have substantial experience managing and implementing large household surveys, including collecting anthropometric data and using IT-based data collection tools, and should have the highest level of proficiency in the country’s native language. The survey director’s role extends beyond organizational and decisionmaking responsibilities and includes hands-on participation in all phases of survey implementation (e.g., questionnaire design, listing, questionnaire and survey pretests, field staff training, fieldwork, and data processing).

The survey director should be sufficiently free from competing responsibilities and be able to devote his or her full time to the survey, particularly during the planning and training stages, to ensure that field staff fully understand the survey content and field procedures and to support decisions that need to be made.

The social survey field manager and the agriculture survey field manager are in charge of the organization, implementation, and supervision of the survey fieldwork. They should be full time during fieldwork preparation, field staff training, and the fieldwork itself. Other staff necessary for successful implementation of the survey include office support and administrative staff, although these positions are not listed in Table B2.

## 3.3 Recruitment of field staff

Highly motivated, well-trained field staff are essential to a successful survey. ZOI Surveys use a field team approach to data collection. Each field team comprises seven members: one field supervisor, one agriculture interviewer, two teams of two interviewers (at least one female per team), and one driver.

The number of field teams will depend on several criteria, including the sample size, the desired duration of data collection, the number of capable interviewers and field supervisors recruited, the number of languages spoken in the ZOI, and the number of vehicles available. A related consideration is the amount of funding available for the survey. Ideally, no more than 10–12 field teams with 50–60 interviewers should be used. Data collection will generally take three months, but calculating the duration of data collection involves making assumptions about the number of interviews that an interviewer can complete in a day, the total number of interviewers, and the travel time between clusters.

If a local organization is subcontracted to conduct data collection, the survey subcontractor is responsible for recruiting field staff, although [CONTRACTOR] will verify that all staff have the necessary qualifications. Recruitment of interviewers and field supervisors should take into account the ideal number of field teams and the number of field staff needed to speak local languages. The number of staff recruited should be at least 10 percent higher than the number needed for fieldwork to allow for attrition and dismissal of candidates who prove to be inadequate.

Recruitment should be based on an objective test of the candidates’ abilities, and under no circumstances should recruitment be based on the candidates’ relationship to survey staff, favoritism, or other unacceptable recruitment practices. Senior staff may experience strong pressure to choose particular candidates. The only good way to select staff is through a review of candidate qualifications for the position and an objective rating of their performance during training. Having objective written tests during training will help survey staff document the reasons certain candidates could not be selected. Sample quiz questions are included in Document 3.2, Quizzes, in the Feed the Future ZOI Survey Methods Toolkit.[[2]](#footnote-2)

The ZOI Survey Training Manual[[3]](#footnote-3) contains useful information related to recruiting and training staff, including characteristics to look for in applicants, sample application materials, and tips for implementing effective trainings.

# Survey design and implementation tasks

This section describes each task included in Table 1 and the Feed the Future ZOI Survey Core Gantt Chart provided in Appendix A. The tasks are organized by the following categories: 4.1 Initial survey planning, 4.2 Ethical approval, 4.3 Survey subcontractor, 4.4 Survey instrument, 4.5 Training, 4.6 Fieldwork preparation and implementation, 4.7 Data analysis, and 4.8 Post-analysis tasks.

For each task, the proposed timeline, associated deliverables, and additional relevant resources are included. Any additional resources that are included in the Feed the Future ZOI Survey Methods Toolkit are denoted by their document number in the toolkit, which can be found at: <https://www.agrilinks.org/post/feed-future-zoi-survey-methods>.

## 4.1 Initial survey planning

Initial survey planning tasks include initial activity planning, including an inception visit, if applicable; preparing the study design and implementation plan; customizing the sampling design and selecting primary sampling units (enumeration areas); devising a plan to acquire the materials needed for fieldwork; and preparing survey manuals for survey staff to use.

### Task: Activity planning

Timeline: Month 1

Deliverables: Customized workplan with schedule and Gantt chart

Additional resources: The entire Feed the Future ZOI Survey Methods Toolkit; in particular, the Feed the Future ZOI Survey Core Gantt Chart (Toolkit Document 1.6)

As soon as possible after contract award, [CONTRACTOR] should begin preparatory activities for the survey. [CONTRACTOR] will first read and become familiar with the Feed the Future ZOI Survey Methods Toolkit, which comprises technical guides and templates to be used for all aspects of the survey process and is available on the Agrilinks website.[[4]](#footnote-4) [CONTRACTOR] will convene stakeholder planning meetings to ensure stakeholder buy-in and to make critical decisions to inform survey planning and implementation. [CONTRACTOR] will meet with USAID/BFS, USAID/[Country], the Ministry of Agriculture, the Ministry of Health, and the central statistical office to discuss the survey requirements and plans. Stakeholders will use these meetings to decide on the content, sample size, timing, and location of the ZOI Survey, and to develop plans to obtain ethical clearance in [COUNTRY] and to arrange for the procurement of equipment and other materials needed for the survey.

Upon completing this task, [CONTRACTOR] will submit a customized workplan with schedule and Gantt chart to USAID/[Country] in Month 1.

#### Survey content

The ZOI Survey core questionnaire (Toolkit Document 2.0) is standardized and cannot be changed; however, the questions should be customized to local context, where applicable. In addition, optional modules and additional questions within core modules can be included if stakeholders choose. [CONTRACTOR] will decide, in collaboration with USAID/[Country] and USAID/BFS, which optional modules and questions will be included in the ZOI Survey.

#### Sample size

The aim of the ZOI Survey is to produce single-point-in-time estimates of indicators, including their standard errors and confidence intervals, and to enable a statistical test of differences to detect changes in indicators over time. Guidance describing how to calculate the sample size to ensure that the sample is large enough to detect changes is available in the *Feed the Future Population-Based Survey Sampling Guide* (Toolkit Document 2.1).[[5]](#footnote-5) The [CONTRACTOR] sampling statistician will follow guidance in the sampling manual to determine the sample size for each population of interest in the ZOI Survey.

#### Timing of data collection

Data for the ZOI Survey will be collected with the following considerations for timing:

* Harvest time
* Seasonal issues, such as major holidays and weather that impedes fieldwork
* Political and security issues, such as elections or other events that could preclude fieldwork

Data collection should take place post-harvest for the priority value chain commodity (VCC) crops selected for inclusion in the survey. If the harvest periods for the priority VCC crops differ, data collection should take place after the harvest of the major staple food crop.

[CONTRACTOR] will carefully weigh these considerations with USAID/[Country] and USAID/BFS to determine when data collection will take place. After determining the timeframe for data collection, the planning and post-fieldwork phases will also be specified and agreed upon.

#### Survey location

The geographic focus of the ZOI Survey data collection is the ZOI, the geographic area where the Feed the Future program is expected to have an impact on poverty and nutrition. If the ZOI in [COUNTRY] has changed since the beginning of the Feed the Future Initiative, the Mission, the USAID/BFS MEL Technical Advisor, and [CONTRACTOR] should consider how it has changed and determine which areas should be included in the ZOI Survey using guidance from the *ZOI Survey Guidance for Target Countries* (Toolkit Document 1.0), the appropriate study protocol (Toolkit Document 1.3 or 1.4), and the sampling manual (Toolkit Document 2.1).

### Task: Undertake an inception visit, as applicable

Timeline: Month 1

Deliverables: Inception visit report, as applicable

Additional resources: (1) ZOI Survey Guidance for Target Countries (Toolkit Document 1.0), (2) Statement of work template for Missions (Toolkit Documents 1.1 and 1.2)

If the contractor is not located in [COUNTRY], the contractor will travel to [COUNTRY] to undertake preparatory activities in person, including the activities described in the other initial survey planning tasks in Section 4.1. Upon completing the inception visit, [CONTRACTOR] will submit an inception visit report to USAID/[COUNTRY] in Month 1 or shortly thereafter. If the contractor is located in [COUNTRY], the travel associated with this task may not be required; however, it would be appropriate to prepare a set of meeting minutes or similar to establish a record of decisions made and next steps planned during the start-up phase of this activity.

### Task: Prepare the study design and accompanying implementation plan

Timeline: Months 2–3

Deliverables: Survey protocol

Additional resources: (1) Feed the Future ZOI Survey core Gantt chart (Toolkit Document 1.6), (2) Study protocol (Toolkit Documents 1.3 and 1.4)

The survey protocol and implementation plan are two documents that will guide the planning and implementation of the [YEAR] [COUNTRY] ZOI Survey. Two ZOI Survey study protocol templates are available in the ZOI Survey Methods Toolkit for customization: Document 1.3 is a template for endline/baseline ZOI Surveys, and Document 1.4 is a template for baseline-only ZOI Surveys. The [CONTRACTOR] project director and senior researcher will use the endline/baseline or baseline-only study protocol template and the timeframes established in the initial stakeholder meetings to develop and submit a draft of the customized survey protocol, high-level implementation plan, and Gantt chart to USAID/[COUNTRY] and USAID/BFS by Month 2. USAID/[COUNTRY] and USAID/BFS will provide feedback on the documents, which [CONTRACTOR] will use to finalize the [YEAR] [COUNTRY] ZOI Survey protocol and to develop a detailed implementation plan that includes all survey tasks, associated deliverables, timelines, and persons responsible.

### Task: Prepare the sampling design

Timeline: Month 2

Deliverables: Sampling design plan

Additional resources: Sampling Manual (Toolkit Document 2.1)

The [YEAR] [COUNTRY] ZOI Survey will be conducted in a randomly-selected sample of households representative of the entire population living in the ZOI. The ZOI Survey will use a cross-sectional, multi-stage cluster sampling design,[[6]](#footnote-6) with three stages of sampling as described in the *Feed the Future ZOI Survey Guidance for Target Countries* (Toolkit Document 1.0) and the sampling manual (Toolkit Document 2.1): (1) primary sampling units, or enumeration areas (EAs), will be selected from the sampling frame using probability proportional to size methodology; (2) households will be selected from the sampled EAs using the household listing operation results and fractional interval sampling; and (3) all household members in selected households eligible for participation in the survey will be included in the sample using the “take all” approach.

The [CONTRACTOR] sampling statistician, together with other stakeholders, will define sample strata (for example, geographic area [e.g., district] or residence [e.g., rural, urban]) and allocate the sample across the strata (i.e., proportionally to the population, equally among the strata, or by power). If the ZOI Survey is an endline/baseline survey, and the phase one ZOI (P1-ZOI) and phase two ZOI (P2-ZOI) are not the same, the P1-ZOI non-overlap areas, the P2-ZOI non-overlap areas, and the P1-P2 ZOI overlap areas should be included as three first-level strata.

### Task: Coordinate with the national statistics office to select primary sampling units

Timeline: Months 2–3

Deliverables: List of selected clusters (first-stage sampling)

Additional resources: Sampling Manual (Toolkit Document 2.1)

[CONTRACTOR] will coordinate with the [National Statistics Office] to select the primary sampling units (EAs) from the stage one sampling frame during Months 2–3. The resulting list of selected EAs will be used for the household listing operation and planning fieldwork logistics.

### Task: Arrange for material provisioning (tablet computers, scales, and height boards)

Timeline: Months 4–5

Deliverable: Supply ordering plan and timeline (including customs management plan if supplies are being shipped to country)

Additional resources: Customized Field Supervisor Manual (developed from Toolkit Document 2.4)

Numerous materials, including tablets, height boards, and scales, are needed for fieldwork. These materials should be secured well in advance of fieldwork and should also be available for training. A customs management plan should be developed for any supplies that are being shipped to [COUNTRY].

The [CONTRACTOR] research assistant will help the project and survey directors acquire the necessary materials, including handling any international shipment requirements such as customs paperwork, packing the materials, and arranging courier services.

[CONTRACTOR] should allow at least five weeks for shipping and customs clearance; tablets should arrive at least two weeks before the survey pretest to allow time for configuration. Tablets will be consigned to the USAID Mission, a Feed the Future implementing party with duty-free status, or the survey subcontractor for customs clearance.

Each field team will have its own vehicle and will be accompanied by a driver. The vehicles must be large enough to carry all the field team members and their gear, and all survey materials. A list of survey supplies and equipment can be found in the Field Supervisor Manual.

### Task: Prepare the survey manuals

Timeline: Months 4–6

Deliverables: Customized manuals: Interviewer, Supervisor, Survey Organization, Global Positioning System (GPS), QCS Team, and Listing; and List Preparation Protocol

Additional resources: ZOI Survey Guidance for Target Countries (Toolkit Document 1.0), customized statement of work, customized study protocol, customized survey questionnaire

To achieve comparable information across time within the same country as well as across countries, it is not only important to use comparable questionnaires but also comparable procedures. Therefore, USAID/BFS has developed a set of manuals to accompany the ZOI Survey core questionnaire. [CONTRACTOR] will customize the manuals in close collaboration with the survey subcontractor, if a subcontract exists, to ensure that the survey subcontractor’s procedures are fully aligned with procedural requirements for the survey. The Interviewer Manual and Survey Organization Manual customized for the [YEAR] [COUNTRY] ZOI Survey should be finalized by Month 6.

The survey manuals that are deliverables for this task are as follows:

* **Survey Organization Manual**: Explains the standard approach to implementing the ZOI Survey and includes general guidelines for accomplishing the numerous tasks involved in implementing the ZOI Survey. (Toolkit Document 2.5)
* **Listing Manual:** Provides detailed instructions on how to implement the household listing exercise, a critical component of the ZOI Survey. Before conducting the survey, all households located in the selected clusters will be listed; these lists will be used to select the final sample of households to be included in the survey. The household listing is the foundation of the scientific process used to select a random, representative sample; the integrity of the entire survey rests on the production of a rigorous, accurate household listing. (Toolkit Document 2.2)
* **Interviewer’s Manual:** Explains to interviewers how to do their job. The manual complements the ZOI Survey questionnaire and includes background information about the survey, explanation of fieldwork procedures, explanation of the questionnaire content, and guidelines on how to conduct interviews and collect data. The interviewer’s manual also contains information on collecting GPS coordinates at the household level. Ensuring that all interviewers understand the questionnaire and conduct interviews following standardized procedures is key to ensuring that they collect high-quality data. (Toolkit Document 2.3)
* **Anthropometry Manual:** Explains to measurers and measurer assistants when to collect anthropometric measurements and how to do so accurately. The manual describes how to take care of the height boards and scales, how to ensure quality control, how to prepare the respondent, how to take measurements, and how to record the results. (Toolkit Document 2.13)
* **Agriculture Manual:** Explains to the agriculture interviewers how to do their job. The manual complements the ZOI Survey questionnaire and includes sections on agricultural technologies for the VCCs. Specifically, it provides instructions on how to collect households’ use of technology for cultivating different types of crops and raising different types of livestock. The manual also provides instructions on how to georeference plot boundaries for area measurements (of either plots or ponds), and how to collect data for yield measurements.
* **Supervisor’s Manual:** Explains to field supervisors how to do their job. The manual complements the ZOI Survey questionnaire and describes the field supervisors’ roles and responsibilities, and the procedures that field supervisors should follow as they prepare for fieldwork, supervise field teams during data collection, and ensure data quality. If the survey is to be conducted using paper questionnaires, an additional section will be included that details the field editors’ responsibilities. (Toolkit Document 2.4)
* **QCS Team Manual:** Provides detailed instructions to QCS team members on how to perform their quality control responsibilities and provide support to the field staff, including interviewers and field supervisors. (Toolkit Document 2.6)
* **In-Country Data Manager’s Manual:** Provides detailed information on the role and responsibilities of the in-country data manager, as well as instructions on how to receive data from the field, track data processing, produce data review reports, and identify data quality issues. (Toolkit Document 2.7)

The Interviewer Manual, Supervisor Manual, and QCS Team Manual will be translated into a national language if English is not a national language.

## 4.2 Obtaining ethical approval

Before the start of the data collection phase of the survey, [CONTRACTOR] must complete proper clearance protocols. Specifically, this includes approval from both U.S.-based and in‑country Institutional Review Boards (IRBs).

### Task: Develop plan to obtain ethical review from federalwide-certified and in-country IRB

Timeline: Month 1

Deliverable: Plan for meeting the IRB requirements for both U.S. and in-country IRBs

Additional resources: IRB submission forms, templates, instructions, and requirements to be obtained from the contractor’s IRB and the in-country IRB or survey stakeholders

[CONTRACTOR] must obtain approval from both an IRB that is registered with the Office for Human Research Protections in the United States and from an appropriate in-country IRB. A generic protocol and survey instrument for the ZOI Survey should be submitted to [CONTRACTOR]’s IRB for provisional approval. After obtaining approval by an ethics committee in [COUNTRY], [CONTRACTOR] should submit the final, customized protocol, survey instrument, and documentation of approval in [COUNTRY] to obtain final approval. Any deviations from the protocol as approved by the IRBs must be reported to the [CONTRACTOR] project director and the IRBs.

The IRB review process and timeline can vary substantially from country to country, and obtaining ethical approval can be a lengthy process, so a plan should be developed early in the survey planning process and incorporated in the survey timeline and workplan. As an ethical approval plan is developed in Month 1, [CONTRACTOR] should obtain any forms that must be submitted, as well as submission instructions and requirements. In-country stakeholders should provide information on expected timelines and additional resources.

### Task: Submit application for review to the IRB

Timeline: Months 3–4

Deliverable: Approval from federalwide-certified IRB and local IRB, as applicable

Additional resources: Plan for obtaining ethical review

The field-based survey director will submit the package of all IRB submission requirements, prepared according to [COUNTRY]’s ethical review procedures, to the in-country IRB by Month 4.

### Task: Ensure that IRB approvals have been received

Timeline: Month 7

Deliverable: Documentation that IRB clearances have been obtained

Additional resources: Applications to IRB

If the in-country IRB requests additional information, the survey director should submit it as soon as possible after receiving the request to ensure approval before the start of fieldwork. If [CONTRACTOR] does not receive in-country ethical approval by Month 7, [CONTRACTOR] should check on the status and determine whether anything needs to be done to obtain approval within the coming month so that fieldwork is not delayed. [CONTRACTOR] must keep in mind that after obtaining in-country ethical approval, [CONTRACTOR] must obtain final IRB approval from its own IRB.

[CONTRACTOR] must submit proof of approval from the federalwide-certified IRB and the in-country IRB to USAID/[COUNTRY] as deliverables before data collection begins.

## 4.3 Identifying and partnering with a local survey implementing organization

[CONTRACTOR] will likely need to subcontract with a local organization or individuals to complete most of the in-country survey work—most notably, data collection. [CONTRACTOR] may, however, find that it needs to enter into additional subcontracts for other aspects of survey implementation, such as translation or the household expenditure analysis. [CONTRACTOR] will develop scopes of work and solicit proposals, if applicable. This section contains information about issuing requests for proposals (RFPs) and entering into subcontracts with local organizations.

Local subcontractors will need to submit a proposal, including a budget, as part of this process, and [CONTRACTOR] should allocate time accordingly. [CONTRACTOR] should anticipate needing additional time to translate the RFP and subcontract if English is not the main language in the country.

### Task: Develop scope of work for a local survey implementer and issue an RFP, if applicable

Timeline: Month 2

Deliverables: Scope of work (with detailed fieldwork implementation plan, including team structure, fieldwork timeline, and logistics), RFP, if applicable

Additional resources: (1) Study protocol (Toolkit Documents 1.3 and 1.4), (2) Translation protocol (Toolkit Document 2.9)

[CONTRACTOR] must issue an RFP if it will manage a free and open competition to identify a subcontractor to perform data collection, but if based on market research, only one organization meets the criteria for the award, [CONTRACTOR] can enter into a sole source subcontract without issuing an RFP. The [CONTRACTOR] subcontracts administrator will help develop the survey subcontractor RFP or sole source justification.

The national statistical office is often the most appropriate organization to serve as the local survey implementation partner because it is usually the source of the sampling frame and the organization that has the most experience executing large surveys. Many countries, however, have private data collection firms that may be better positioned to carry out the needed activities. The template study protocols (Toolkit Documents 1.3 and 1.4) list criteria by which [CONTRACTOR] can assess a local organization’s ability to implement a survey of the size and complexity of the ZOI Survey. [CONTRACTOR] must submit a scope of work for the survey subcontractor with detailed fieldwork implementation plan and RFP, if applicable, to USAID/[COUNTRY] as deliverables.

### Task: Subcontract to local partner organization, if applicable

Timeline: Month 4

Deliverable: Contract signed with local survey organization

Additional resources: Subcontractor’s statement of work for ZOI Survey

If [CONTRACTOR] issues an RFP for an in-country data collection organization, it will evaluate all responses received by the deadline it set for applications and negotiate a contract with the best-suited applicant by Month 4. If a sole source contract is justified, [CONTRACTOR] can simply negotiate a contract with the one suitable candidate identified.

The [CONTRACTOR] subcontracts administrator will help manage the procurement process and develop the survey subcontract. After awarding the subcontract, the subcontracts administrator will ensure adequate oversight of in-country subcontractor performance to support payment approval, review in-country subcontractor invoices, and monitor the drawdown of the in-country subcontractor budget throughout the subcontractor’s period of performance.

[CONTRACTOR] will submit the contract signed with the in-country organization to USAID/[COUNTRY].

## 4.4 Preparing the survey questionnaire

[CONTRACTOR] will customize the Feed the Future ZOI Survey core questionnaire for the [COUNTRY] context early in the survey planning process to ensure that the customized questionnaire can be translated, tested, and programmed on tablets for data collection in advance of field staff trainings. As the questionnaire is being customized and programmed, [CONTRACTOR] will establish range values for question responses, unit conversion and data structure files, and a codebook, and also develop survey pretest and pilot protocols in preparation testing the programmed questionnaire under field conditions.

### Task: Undertake questionnaire design

Timeline: Months 2–3

Deliverable: Customized questionnaire

Additional resources: Feed the Future ZOI Survey core questionnaire (Toolkit Document 2.0)

The [CONTRACTOR] senior researcher will lead the customization of the Feed the Future paper‑based core questionnaire in Month 3 to include any optional modules and questions that were chosen for inclusion and to incorporate local wording and context-appropriate response options into the core questionnaire.

The [COUNTRY] Feed the Future core questionnaire contains the following 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 for primary female and male decisionmakers
* Module 7: Agricultural technologies and agricultural productivity
* Module 8: Household consumption expenditures

Module [X] will be added to collect additional data on XXX, as required by the USAID Mission.

Upon finalization of the customized paper-based questionnaire, [CONTRACTOR] will submit the customized questionnaire to USAID/[Country] by Month 3.

### Task: Translate questionnaire according to established translation protocol

Timeline: Month 3

Deliverable: Translated questionnaire

Additional resources: Feed the Future Translation Protocol (Toolkit Document 2.9)

If English is not a national language in [COUNTRY], the customized ZOI Survey questionnaire and informed consent forms (as well as the Interviewer’s, Supervisor’s and QCS Team Manuals) will be translated into [NATIONAL LANGUAGE] by professional translators on the survey subcontractor team or by other subcontracted professional translators in-country by Month 3, after the customized ZOI Survey questionnaire is approved by USAID/BFS and USAID/[Country]. The questionnaire will be translated and back-translated in accordance with the Feed the Future Translation Protocol (Toolkit document 2.9). The customized ZOI Survey questionnaire and informed consent forms will also be translated into any native language of 10 percent or more of the population in the ZOI.

[CONTRACTOR] will submit all translations of the final customized questionnaire to USAID/[COUNTRY] as deliverables in Month 3.

#### A note on translation

Appropriate translation procedures are central to the quality of the survey and, therefore, to the quality of the collected data. Poor translation of survey documents may result in the collection of invalid and unreliable data. High-quality translation requires both strong linguistic skills and a solid understanding of the survey objectives, procedures, subject matter, and terms and expressions used in the questionnaire. The survey subcontractor will identify a translation team for each language into which the survey documents will be translated. A minimum of three translators (one translator, one reviewer, and one translation manager who will adjudicate differences and serve as back-translator) per language will be trained on the translation protocol by senior technical advisors. If the survey subcontractor does not have staff with the requisite language skills to translate the survey documents, [CONTRACTOR] should subcontract the work to individuals or an organization that does.

### Task: Establish range values for implementing range checks

Timeline: Month 3–4

Deliverable: File of range values (indicating which questionnaire items will have range checks and what the ranges will be)

Additional resources: Not applicable

Interviewers will use computer-assisted personal interviewing (CAPI) on tablets to collect data for the ZOI Survey. The CSPro programmer will program the customized questionnaire into the tablet data collection programs and set up the response options and range checks. These built-in checks will ensure that interviewers must enter a value for required questions and cannot enter values outside the designated numeric or alphabetic ranges, thereby improving data quality by considerably reducing the amount of missing and inconsistent data.

The [CONTRACTOR] data processing manager will create an Excel file that indicates which questionnaire items need range checks. The range check values will be established by the [CONTRACTOR] in close consultation with knowledgeable in-country stakeholders (e.g., [SUBCONTRACTOR], USAID/[COUNTRY], local implementing partners). This task is especially critical for the consumption expenditures module, for which having appropriate local prices for given quantities is important for maintaining data that are interpretable and of adequate quality. The CSPro programmer will then program the checks into the tablet data collection programs.

### Task: Prepare unit conversion tables

Timeline: Month 3–4

Deliverable: Excel file indicating local units of measure and conversion factors (to make equivalent to standard units of measure)

Additional resources: Not applicable

A number of Feed the Future ZOI Survey indicators rely on standard units of measure, such as centimeters for length and height, kilograms for weight, hectares for area, and U.S. dollars for currency. These standard units may not be used in [COUNTRY], so it is important to determine what units of measurement are used locally and will be understandable to survey respondents.

The [CONTRACTOR] data processing manager will create an Excel file that indicates local units of measure to be used in the survey, based on the customized version of the questionnaire. The conversion factors required to make these local units equivalent to the standard units of measure required for data analysis will be established by the [CONTRACTOR] in close consultation with knowledgeable in-country stakeholders (e.g., [SUBCONTRACTOR], USAID/[COUNTRY], local implementing partners).

### Task: Implement questionnaire pretest according to established protocol

Timeline: Months 4–5

Deliverable: Questionnaire pretest report

Additional resources: Questionnaire pretest protocol (Toolkit Document 2.10)

Conducting a questionnaire pretest before fieldwork is a critical step in the process of high-quality data collection. A questionnaire pretest can identify questionnaire problems before fieldwork begins, giving the team time to make the changes required for an effective survey.

[SUBCONTRACTOR] will conduct a questionnaire pretest in-country using all translated versions of the paper questionnaire to ensure that interviewers and respondents can clearly understand the questionnaire and each translation. This questionnaire pretest will include some cognitive assessment-type questions about selected questionnaire items; USAID/BFS, [CONTRACTOR], and [SUBCONTRACTOR] will collaboratively select these questionnaire items.

The questionnaire pretest will identify questions that may need to be reworded to improve understanding, changed for different response options, altered to fix problems with question flow and skip patterns, or corrected for issues with translations. This will help ensure optimal data quality. In addition, the questionnaire pretest will flag any questions that demonstrate an inability to elicit the information intended to be captured from respondents. This will contribute to future improvements in the questionnaire design and its administration. It is also a mechanism for the senior survey staff to gain experience in training field staff prior to the training of trainers and main training.

The [CONTRACTOR] survey director and trainers will first train the questionnaire pretest team members who will implement the paper questionnaire pretest over five to six days. The training will include background information, questionnaire content, mock interviews and role play, guidance on how to use cognitive probes and the questionnaire pretest forms, and an overview of the questionnaire pretest report content to be developed after the questionnaire pretest.

After the paper questionnaire pretest is implemented during Month 4 or 5, [CONTRACTOR] will make any necessary adjustments to the customized, translated questionnaire, and the CSPro programmer will revise the tablet data collection programs accordingly. [CONTRACTOR] will also develop a questionnaire pretest report to submit to USAID/[COUNTRY].

### Task: Develop survey pretest and pilot protocols

Timeline: Months 4–5

Deliverables: Survey pretest and pilot protocols

Additional resources: (1) Survey pretest protocol (Toolkit Document 2.11), (2) Pilot protocol (Toolkit Document 2.12)

To ensure smooth survey operations, two field-based exercises will be conducted using the customized, translated questionnaire on tablets prior to the start of fieldwork. These field-based exercises are the first opportunities to test the data collection programs under field conditions.

The survey pretest, which will be implemented at the end of the training of trainers (ToT), aims to identify any programming issues or errors in the quality control mechanisms in the data collection programs, test the usability of the interviewing interface, and ensure data transmission and connectivity among the survey team members. It also provides another opportunity to identify and correct any remaining questionnaire content, translation, or design problems.

The survey pilot, which will be implemented at the end of the interviewer training, is conducted by the entire survey team to ensure that all survey procedures, logistics, and systems are functioning as expected. The pilot constitutes the final opportunity to make any updates or changes to the questionnaire and its translations before fieldwork begins.

The survey pretest will last approximately three days and conclude with a debriefing. The survey pilot will last approximately six days and also conclude with a debriefing. To ensure that the survey pretest and pilot are both implemented efficiently, a customized protocol for each exercise should be developed in Month 4 or 5, ahead of the trainings, using the template protocols available in the Feed the Future ZOI Survey Methods Toolkit (Document 2.11 for the survey pretest and Document 2.12 for the pilot). Each protocol should include the purpose of the exercise, participants, location, means of transport, materials required, duration, and expected outcomes.

[CONTRACTOR] will submit the customized survey pretest and pilot protocols as deliverables to USAID/[Country] by Month 5.

### Task: Program and test the questionnaire

Timeline: Months 4–6

Deliverable: Questionnaire programming plan

Additional resources: (1) CSPro data entry program (Android) (Toolkit Document 2.16), (2) Survey pretest protocol (Toolkit Document 2.11)

Data collection programming and testing is a multistage process that starts approximately five months before fieldwork. Programming will begin when the customized questionnaire is frozen, meaning that all survey modules and questions have been identified and the flow of the questions, including skip patterns, has been determined. At this point, the data processing manager, together with the CSPro programmer, will identify specifications that differ from the standard tablet data collection programs developed for the Feed the Future ZOI Survey core questionnaire, and the CSPro programmer will adjust the data collection programs accordingly. The subcontractor will load the tablet data collection programs, including all translated languages, onto the tablets under the instruction of the survey director. The programmed tablets will be tested at [SUBCONTRACTOR]’s office prior to the survey pretest to ensure that the data collection programs are fully functional.

The tablets will be used during the ToT. Although it will not be possible to modify the customized questionnaire substantially at this point because the logic in the data collection programs will have been rigorously tested and finalized, provisions have been made for possible minor issues identified during training that require modification. These might include incorrect translations, missing response options, or issues with skip patterns or navigation through the data collection programs. To address any identified issues, the CSPro programmer should be present to modify any question text or translations, program logic, or the dictionary and to retest until the program passes the testing procedures. The revised program will be shared and distributed to all tablets through a Dropbox managed by the in‑country data manager. All updates to the tablet data collection programs will first be distributed to field supervisors (or in the survey pretest, those individuals acting as field supervisors) through Dropbox, and then each field supervisor will send the update to the interviewer tablets through Bluetooth connections.

The tablets will also be used, and therefore tested, during the interviewer training and pilot. If any issues are identified, the data collection programs will be revised simultaneously with questionnaire revisions and retested, and the upgraded data collection programs will be distributed as described above.

Upon completing this task, [CONTRACTOR] will submit the questionnaire programming plan to USAID/[COUNTRY] by Month 6.

### Task: Prepare data file structure and codebook

Timeline: Months 4–7

Deliverables: Structure of the data file and expected format of the codebook

Additional resources: Codebook (Toolkit Document 2.17)

The [CONTRACTOR] data processing manager will prepare the data file structure and codebook format by Month 7. Documentation of the data file structure and codebook format has been prepared for the ZOI Survey, so the [CONTRACTOR] data processing manger will prepare a country‑specific document detailing additional country-specific questions, modules, or weights, as well as a list of any variables in the standard codebook that have not been included in the survey. The data file structure and codebook format will be released with the public data files, but they should be prepared at this stage—between Months 4 and 7— to capture all notes on structure and variables.

Upon completion of this task, [CONTRACTOR] will submit the data file structure and expected codebook format to USAID/[COUNTRY] by Month 7.

### Task: Develop and code programming specifications

Timeline: Months 4–7

Deliverables: Programming specification tables

Additional resources: Not applicable

The [CONTRACTOR] CSPro programmer, under the direction of the project director and senior researcher, will develop and code programming specifications by Month 7, according to differences in the country-specific questionnaire and the core tablet data collection programs developed for the ZOI Surveys. The CSPro programmer will align the tablet data collection programs with the final paper questionnaire, including ranges of acceptable responses, skips, necessary error messages, and other standard checks and filters.

## 4.5 Preparing fieldwork monitoring and management plans

The [CONTRACTOR] will undertake activities that contribute to the effective monitoring and management of the survey fieldwork, specifically by developing field check tables, a data monitoring plan, and a fieldwork management and monitoring plan. The corresponding tasks are as follows:

### Task: Develop field check tables

Timeline: Months 4–7

Deliverable: Field check table shells

Additional resources: Field check tables (Toolkit Document 2.15)

The [CONTRACTOR] data processing manager and senior researcher will determine field check table requirements and develop field check table shells by Month 7. The field check table file in the Feed the Future ZOI Survey Methods Toolkit includes a standard set of field check tables that can be used as a template to develop customized field check tables for the [YEAR] [COUNTRY] ZOI Survey.

The field check tables will be used to monitor the quality of data collection, both by field teams and by individual interviewers. Tables should be developed according to planned monitoring during the data collection period. The [CONTRACTOR] data processing manager will work with the CSPro programmer to modify the standard tablet programs that the in-country data manager will use to produce the field check tables at least weekly during data collection. The [CONTRACTOR] data processing manager and senior researcher will review field check tables to identify potential issues with data collection.

Upon completion of this task, [CONTRACTOR] will submit field check table shells customized for the [YEAR] [COUNTRY] ZOI Survey to USAID/[COUNTRY] by Month 7.

### Task: Develop data monitoring plan

Timeline: Months 4–7

Deliverable: Data monitoring plan

Additional resources: (1–3) Customized Field Supervisor, QCS Team, and In-Country Data Manager Manuals

To ensure that high-quality data are used to calculate Feed the Future indicators, [CONTRACTOR] should design its survey operations with multiple quality control mechanisms incorporated throughout the data collection process. The tablet data entry program includes built-in quality control functions. Field supervisors spot-check household rosters, observe interviewers while they are conducting interviews, have regular field team debriefing meetings, and provide retraining as needed to interviewers. QCS teams observe and review field supervisors’ work to ensure that they are performing their quality control activities appropriately. The in-country data manager generates field check table and survey status reports that the survey team uses to monitor fieldwork progress and to identify potential issues with data collection. [CONTRACTOR] should describe each of these mechanisms in the data monitoring plan developed during Months 4–7 and submitted to USAID/[COUNTRY] by Month 7.

The [CONTRACTOR] senior researcher and data processing manager will work with the survey subcontractor to address any issues. Information about data monitoring can be found in the customized Field Supervisor, QCS Team, and In-Country Data Manager Manuals.

### Task: Develop fieldwork management and monitoring plan

Timeline: Months 4–7

Deliverable: Detailed fieldwork management and monitoring plan

Additional resources: Field movement plan template (Appendix E)

Fieldwork will span approximately 3-4 months and will include coordination of several field teams, so it is important to develop a fieldwork management and monitoring plan to ensure that fieldwork stays on schedule and that adequate support is provided to field staff throughout data collection.

The number of field teams will depend on several criteria, including the sample size, the desired duration of data collection, the number of capable interviewers and field supervisors recruited, the number of languages spoken in the country, and the number of vehicles available. A related consideration is the amount of funding available for the survey. Ideally, no more than 10–12 field teams with 50–60 interviewers should be used.

Calculating the duration of data collection involves making assumptions about the number of household interviews that a team of interviewers can complete in a day, the total number of interviewers, and the travel time between clusters.

If appropriate, the survey management team should consider having all teams start main fieldwork close to the subcontractor’s office to make close supervision of field teams by senior survey staff more feasible early on in fieldwork, when rigorous supervision is most needed.

Field teams should be assigned to areas taking into account the languages spoken by individual team members, and ensuring that the travel times for each field team are minimized. Field teams generally work six days per week. A field movement plan should be prepared for each field team to monitor the fieldwork progress. This plan should include the travel date to the cluster, cluster number, district, village, and duration of fieldwork in that location, including the number of days and dates (see Appendix E for a field movement plan template).

The fieldwork management and monitoring plan should specify which field teams are assigned to which clusters and when each cluster will be visited. It should also specify when QCS teams will visit each field team to provide support and when various data monitoring reports should be generated by the in‑country data manager. [CONTRACTOR] will submit the detailed fieldwork management and monitoring plan to USAID/[COUNTRY] by Month 7.

## 4.6 Listing of households and cleaning of household listings

The household listing is the foundation of the scientific process used to select the survey sample; the integrity of the entire survey operation rests on the production of a rigorous, accurate household listing.The household listing operation will be completed approximately six to seven weeks before the start of fieldwork.

### Task: Plan and implement listing operation

Timeline: Months 6–7

Deliverables: Listing field report and household listing

Additional resources: (1) Household Listing Manual (Toolkit Document 2.2), (2) Customized survey protocol

A successful listing operation requires careful planning ahead of fieldwork, including ensuring that the listing teams have the required supplies and materials for the listing exercise. [SUBCONTRACTOR] will ensure the listing teams have the preliminary base and location maps for each of the selected enumeration areas to become familiar with the selected communities and to facilitate identification of all the boundaries of the cluster. [SUBCONTRACTOR] will make the necessary logistical arrangements, including preparing monetary advances, establishing lines of communications, and planning for travel and lodging accommodations. In addition, [SUBCONTRACTOR] will obtain letters of introduction from [XXX] that describe the listing activity and assure relevant officials of the legitimacy of the fieldwork.

On reaching a selected community, the listing team will first meet with a community leader to explain the purpose of the survey and the listing exercise, and request community cooperation. The listing team will provide the community leader with the letter of introduction from [XXX] describing the survey and the benefits that the survey findings can provide to the country and community. The listing team will also share promotional materials, such as posters or brochures, with community leaders and in central gathering places in the community to encourage participation in the survey and thus increase response rates.

The listing team will visit each sampled enumeration area (EA) to map, number, and list all structures, dwelling units, and households in the designated boundaries of the EA. The name of a responsible adult household member for each household will also be recorded. While in the community and surrounding area, the listing team will also gauge the average distance of farms from the listed households, identify options for food and lodging, ascertain availability of electricity and Internet access, and identify the languages or dialects spoken in the community.

After the complete listing information for a selected EA is received in the survey subcontractor’s office, staff will enter the information in an Excel spreadsheet. These listing data will then be cleaned to ensure consistency, especially in terms of place names; comprehensiveness; and removal of duplicate cases. The spreadsheet will then be encrypted and sent through a secure file transport protocol to a dedicated [CONTRACTOR] staff member for the random selection of households for interview.

Upon completion of this task, [CONTRACTOR] will submit a listing field report and the household listing redacted for PII to USAID/[COUNTRY] in Month 7 or shortly thereafter.

For additional detailed guidance on implementing the listing operation, refer to the Household Listing Manual (Toolkit Document 2.2).

### Task: Randomly select households

Timeline: Months 6–7

Deliverable: List of households selected for interview, redacted for personally identifiable information (PII)

Additional resources: (1) Customized sampling design (household selection procedure), (2) List of selected clusters

After the cleaned EA listing file has been received by [CONTRACTOR], the [CONTRACTOR] sampling statistician will implement the household selection procedure. The final lists of randomly selected households, along with cluster and household identification numbers, will be sent to the social survey field manager, who will assign clusters and provide the lists of selected households in those clusters to the field supervisors. The lists of selected households will be used in field management tasks, and will be programmed into the data entry system and loaded onto each tablet.

Upon completion of this task, in Month 7, [CONTRACTOR] will submit a complete list of households selected for interview with any PII redacted to USAID/[COUNTRY].

## 4.7 Training

[CONTRACTOR] will undertake training activities, including the survey pretest and pilot, over a five-week period immediately preceding the start of fieldwork, as follows:

* Weeks 1–2: ToT for agriculture specialists and field supervisors, including the survey pretest
* Weeks 3–4: Interviewer training
* Week 5: Pilot

Procedures for field staff training are covered in depth in the ZOI Survey Training Manual (Toolkit Document 3.0).

### Task: Develop interviewer training plans and supporting materials

Timeline: Months 4–7

Deliverables: Customized Interviewer training plan, Customized training agenda (facilitator and trainee versions), Develop country-specific field check tables and interpretation, Planning a system for real-time, remote fieldwork monitoring, Tablet training materials (if relevant), Agriculture-specific training materials, Anthropometry training materials, Biomarker training materials (if relevant), Supervisor training materials (including assignment and control sheets), Data entry staff and supervisor training plan and materials, IT staff training plan and materials

Additional resources: (1) ZOI Survey Training Manual (Toolkit Document 3.0); (2) Training schedules for the ToT, interviewer and data manager trainings (Toolkit Document 3.1); (3) Quizzes (Toolkit Document 3.2); (4) Training sign-in sheet template (Toolkit Document 3.3); (5) Final, customized ZOI Survey questionnaire; (6) Final, customized survey manuals (Interviewer, Field Supervisor, QCS Team, In-Country Data Manager, Anthropometry); (7) Final, customized tablet data entry program

In preparation for training activities, [CONTRACTOR] and the survey subcontractor will customize a number of training-related materials for the [YEAR] [COUNTRY] ZOI Survey. These documents include the training PowerPoint slides (Toolkit Document 3.0); training schedules for the ToT, interviewer, and data manager trainings (Toolkit Document 3.1); quizzes (Toolkit Document 3.2); and the training sign-in sheet template (Toolkit Document 3.3).

[CONTRACTOR] will submit the customized interviewer training plan (training agenda) to USAID/[COUNTRY] by Month 7. Upon completion of this task, [CONTRACTOR] will also submit the other materials listed above by Month 7.

### Task: Implement training of trainers

Timeline: Months 7–8

Deliverable: Completion of training

Additional resources: (1) ZOI Survey Training Manual (Toolkit Document 3.0), (2) Customized survey pretest protocol, (3) Customized training materials

Much of the survey training will be implemented in Months 7 and 8. During the first 12 days of the survey training period, the [CONTRACTOR] senior researcher will work with the field managers to train 15 to 20 experienced senior interviewers and supervisors selected to be trainers for the main interviewer training; these staff will also serve as QCS team members during the main fieldwork.

The first six days of the ToT will include an overview of the ZOI Survey, survey documents, research ethics and human subjects protection, as well as a discussion of the survey questionnaire, including question-by-question instructions. The second six days will focus on using the tablets generally and for survey tasks specifically, as well as mock interviews and role play. An illustrative ToT agenda can be found in Appendix 1 of the ZOI Survey Training Manual (Toolkit Document 3.0).

### Task: Implement survey pretest (as part of ToT)

Timeline: Months 7–8

Deliverable: ToT and survey pretest report

Additional resources: Customized survey pretest protocol

At the end of the ToT, the tablet data entry program will be pretested according to the final, customized survey pretest protocol. This field-based survey pretest is the first opportunity to test the data collection programs under field conditions. The survey pretest aims to identify any programming issues or errors in the data collection programs, test the usability of the interviewing interface, and ensure data transmission and connectivity among the survey team members—interviewers, supervisors, and the in-country data manager. It also provides another opportunity to identify and correct any remaining questionnaire content, translation, or design problems.

After completing the survey pretest, the survey subcontractor will hold an all-day debriefing session to consolidate feedback from interviewers and field supervisors and propose revisions to the survey questionnaire and translations or the tablet data collection programs.

Any issues with the ZOI Survey questionnaire or tablet data collection programs will be communicated to the [CONTRACTOR] data processing manager, who will ensure that corrections are made, documented, and tested. After the program revisions have passed testing, the revised program will be downloaded from a Dropbox created by [CONTRACTOR] and loaded on all tablets before the main interviewer training, at the instruction of the survey director.

The survey pretest also will test data transmission, extraction, and generation of field check table reports at the [CONTRACTOR]’s central office. The [CONTRACTOR]’s data processing manager will closely monitor the effectiveness of these systems, procedures, and activities and ensure that any issues are resolved.

Upon completion of this task, [CONTRACTOR] will submit a ToT and survey pretest report to USAID/[COUNTRY] by Month 8 or soon thereafter.

### Task: Implement main training

Timeline: Month 8

Deliverable: Completion of training

Additional resources: (1) ZOI Survey Training Manual (Toolkit Document 3.0), (2) Customized training materials

After the survey pretest has been completed, the social survey and agriculture survey field managers will work with the training team to train approximately 70 interviewers, field supervisors, and QCS team members over the next two and a half weeks. The training will cover an introduction to the survey, how to conduct interviews, questionnaire content, fieldwork procedures, and how to enter and manage data on tablets. Hands-on training and practice sessions will cover the use of all technical equipment required for survey implementation, including tablet computers with programs for data entry and land area measurement, and scales and measuring boards for weighing and measuring women and children.

During the final days of the interviewer training, field supervisors and QCS team members will attend one-day trainings to learn about the responsibilities specific to their roles.

### Task: Implement pilot (as part of main training)

Timeline: Month 8

Deliverables: Main training and pilot report

Additional resources: (1) ZOI Survey Training Manual, (2) Customized training materials, (3) Customized pilot protocol

At the conclusion of the interviewer training, the entire survey team will conduct a six-day pilot of all survey procedures, logistics, systems, and the revised questionnaire and translations, according to the customized pilot protocol. 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, everyone participating in the pilot will meet to discuss issues and challenges and to identify solutions. Proposed solutions will be tested on subsequent days.

At the conclusion of the pilot, a debriefing meeting will be held, during which the survey team will discuss all issues encountered. Proposed changes to the survey questionnaire, translations, procedures, logistics, and data entry program will be documented and prioritized. The [CONTRACTOR] senior researcher, research assistant, and data processing manager will work with the survey subcontractor survey director, data manager, and QCS team members to revise the survey manuals and plan any needed retraining.

[CONTRACTOR] will submit the main training and pilot report to USAID/[COUNTRY] in Month 8 or soon thereafter.

### Task: Implement data entry and data management pilot as part of survey pilot

Timeline: Month 8

Deliverables: Data entry and data management pilot report

Additional resources: Customized pilot protocol

During the survey pilot, [CONTRACTOR] will specifically test the data collection and management programs and procedures. [CONTRACTOR] will clarify any procedures that are unclear or revise procedures that are not working well. Proposed revisions to the questionnaire and data collection programs will be communicated to the [CONTRACTOR] data processing manager, who will coordinate implementation, documentation, and testing of the final changes. The survey director and data processing manager will ensure the alignment of the questionnaire, translations, and translated data entry program. Revisions to the questionnaire and data collection programs and other preparations for fieldwork may take a few days, so there may be a brief hiatus between the pilot and the initiation of fieldwork. After the data collection programs pass testing, the revised programs will be downloaded from [CONTRACTOR]’s Dropbox and loaded onto all the tablets at the instruction of the survey director.

Upon completing this task, [CONTRACTOR] will submit the data entry and data management pilot report to USAID/[COUNTRY] in Month 8 or soon thereafter.

## 4.8 Implementing main fieldwork

The [CONTRACTOR] will leverage all of the foregoing preparatory activities during the main fieldwork:

### Task: Implement fieldwork

Timeline: Months 9–13

Deliverables: (1) Weekly fieldwork reports, (2) Summary fieldwork report at end of data collection activities

Additional resources: (1) Household listing; (2–4) Customized Interviewer, Field Supervisor, and QCS Team Manuals; (5) Data monitoring plan; (6) Fieldwork management and monitoring plan

ZOI Surveys use a team approach to data collection. There are many advantages of working in teams, including the ability to better and more easily supervise the fieldwork, facilitate transportation, and safeguard the well-being of field staff.

Field supervisors are responsible for making logistical arrangements for their field teams, including ensuring the availability of working vehicles to transport field teams within and between clusters, arranging for food and lodging for field teams, providing advances to field supervisors to cover cash outlays, providing alternative sources of electrical supply to charge tablets, addressing any medical or emergency needs that arise during fieldwork, and ensuring the security of field teams. The survey subcontractor will follow its standard procedures for providing this logistical support.

The survey director and field managers will ensure that field teams have all supplies and equipment that they need for data collection when they deploy to the field. QCS teams will deliver additional and replacement supplies as needed when they visit field teams. A list of supplies and equipment that each field team will have can be found in the Field Supervisor Manual customized for the [YEAR] [COUNTRY] ZOI Survey.

Rigorous field supervision will be provided throughout the course of fieldwork according to the data monitoring plan and the fieldwork management and monitoring plan.

[CONTRACTOR] will submit weekly fieldwork reports throughout fieldwork and a summary fieldwork report at the end of data collection activities to USAID/[COUNTRY] as deliverables.

### Task: Generate field check tables

Timeline: Months 9–14

Deliverable: Weekly field check tables

Additional Resources: Customized field check table shells

The in-country data manager will generate field check tables using aggregated survey data and the field check table shells. Field check tables provide a wider view of the data than the data management system, and they will be used to identify data collection issues at the interviewer and field team levels. The field check table reports will allow the field supervisor to evaluate the team’s performance for response rates, missing data, outliers, age displacement, and value heaping.

[CONTRACTOR] will track performance, implementation, data uploading, and data quality. The in‑country data manager will send reports weekly to the [CONTRACTOR] data processing manager and senior researcher throughout fieldwork. The in-country data manager will work with field managers, QCS teams, and field supervisors to ensure that any identified issues are addressed promptly through retraining, as necessary, and to provide positive feedback for teams that are performing well.

[CONTRACTOR] will submit field check tables weekly to USAID/[COUNTRY] throughout fieldwork.

## 4.9 Cleaning, weighting, and analyzing the data

The groundwork for the analysis of ZOI Survey data is laid early on in the survey implementation process, long before the first interview is conducted, with the development of data treatment and analysis plans, data cleaning plans, and a data weighting protocol. These plans and protocols are then implemented once the data begin coming in from the field.

### Task: Prepare the data treatment and analysis plan

Timeline: Months 2–3

Deliverable: Data treatment and analysis plan

Additional resources: (1) Feed the Future ZOI Survey data treatment and analysis plan (Toolkit Document 2.18), (2) March 2018 version of the Feed the Future Indicator Handbook (Toolkit Document 5.0), (3) July 2016 version of the Feed the Future Indicator Handbook

Data analysis will include the calculation of demographic and household characteristic variables and the ZOI Survey indicators (see Appendix C), and comparisons of Feed the Future phase one ZOI Survey indicators at baseline and endline, if applicable. The phase one ZOI Survey indicators are detailed in the July 2016 version of the Feed the Future Indicator Handbook,*[[7]](#footnote-7)* and the phase two ZOI Survey indicators are detailed in the March 2018 version of the Feed the Future Indicator Handbook (Toolkit Document 5.0). All calculations will follow standardized step-by-step guidance in the Guide to Feed the Future Statistics (Toolkit Document 2.8).

The [CONTRACTOR] data analyst will customize the data treatment and analysis plan document (Toolkit Document 2.18) to align with the questionnaire and tablet data collection programs customized for the [YEAR] [COUNTRY] ZOI Survey. If country-specific modules or questions are included in the customized ZOI Survey questionnaire to enable the calculation of additional indicators, the [CONTRACTOR] data analyst will collaborate with USAID/[COUNTRY] and the individuals who requested the additional information to add the new indicators to the data treatment and analysis plan.

[CONTRACTOR] will submit the customized data treatment and analysis plan to USAID/[COUNTRY] by Month 3. The [CONTRACTOR] data analyst may also support USAID/BFS and USAID/[COUNTRY] to conduct additional analyses, if the necessary resources and time to conduct the analyses are available. Throughout survey implementation, [CONTRACTOR] will coordinate with USAID/BFS and adapt the analysis plan, if required.

### Task: Prepare data cleaning plan

Timeline: Months 4–7

Deliverable: Data cleaning plan

Additional resources: (1) Customized In-Country Data Manager Manual; (2) Customized data treatment and analysis plan; (3) Customized tablet data collection programs and associated materials

As the [CONTRACTOR] data processing manager, with support from other survey team staff, develops field check tables and data collection tools, he or she should also develop a data cleaning plan. The data cleaning plan should describe cleaning that will take place based on secondary (consistency) editing reports generated by the in-country data manager and on [CONTRACTOR]’s feedback, as well as final data cleaning that the [CONTRACTOR] data processing manager and data analyst will undertake upon receipt of the final clean dataset from the survey subcontractor.

Information about secondary editing reports and data cleaning done by the survey subcontractor can be found in the In-Country Data Manager Manual, and information about data cleaning to be performed by [CONTRACTOR] can be found in the data treatment and analysis plan.

Upon completion of this task, by Month 7, [CONTRACTOR] will submit the data cleaning plan to USAID/[COUNTRY].

### Task: Prepare data weighting protocol

Timeline: Month 8

Deliverable: Data weighting protocol

Additional resources: Customized data treatment analysis plan

Sampling weights will be calculated so valid inferences can be made from the ZOI Survey sample to the respective populations from which they were drawn. These weights adjust for differential sampling rates of subpopulations, correct for nonresponse, and help reduce variance in estimates. The [CONTRACTOR] sampling statistician will prepare a data weighting protocol according to the guidelines in the data treatment and analysis plan customized in Task 8.

Upon completion of this task, in Month 8, [CONTRACTOR] will submit the data weighting protocol to USAID/[COUNTRY].

### Task: Clean the data

Timeline: Months 14–15

Deliverable: Memo advising of data cleaning steps implemented according to plan and notable findings during the cleaning process

Additional resources: Data cleaning plan

The [CONTRACTOR] data processing manager will clean the data in partnership with the in‑country data manager, according to the data cleaning plan. The data processing manager will develop a memo advising that the data cleaning plan was implemented according to protocol and will include any notable findings from the data cleaning process. Any findings pertinent to the use of the final dataset will be documented and released with the dataset. [CONTRACTOR] will submit this memo to USAID/[COUNTRY] by Month 15.

### Task: Weight the data

Timeline: Month 14

Deliverable: Memo advising that the weighting of the data has been completed according to protocol

Additional resources: Data weighting protocol

After the survey subcontractor sends the final clean dataset to [CONTRACTOR], the [CONTRACTOR] sampling statistician will weight the data according to the weighting protocol. Weights will be provided to the [CONTRACTOR] data analyst to add to the final datasets to be provided for analysis.

Upon completion of this task, in Month 14, [CONTRACTOR] will submit a memo to USAID/[COUNTRY] advising that the weighting of the data has been completed according to protocol.

### Task: Prepare the data quality assessment memo

Timeline: Month 16

Deliverable: Memo presenting response rates, final set of field check tables, interpretation of key findings, and any other pertinent information regarding data quality

Additional resources: Not applicable

After the data are cleaned and examined, the [CONTRACTOR] data processing manager and data analyst will develop a memo that includes response rates, a final set of field check tables, interpretation of key findings, and any other pertinent information that indicates the quality of the data. [CONTRACTOR] will submit this memo to USAID/[COUNTRY] in Month 16.

### Task: Analyze the data

Timeline: Months 16–19

Deliverables: Frequencies, cross-tabulations, and additional required statistical analyses

Additional resources: (1) Customized data treatment and analysis plan, (2) Data analysis program (Stata) (Toolkit Document 2.19), (3) Customized data file structure and codebook

The [CONTRACTOR] data analyst will analyze the survey data according to the customized data treatment and analysis plan.

The majority of the indicator analysis, with the possible exception of the Food Insecurity Experience Scale, will be done using Stata statistical analysis software. SAS, SPSS, and R software may also be used for data cleaning and management, and for the Food Insecurity Experience Scale analysis. For the child anthropometry data, z-scores will be calculated using the World Health Organization “igrowup” programs,[[8]](#footnote-8) which were also used for baseline ZOI Survey data analyses. The logic for the “igrowup” anthropometry analysis is programmed into the CSPro data collection programs for the ZOI Survey, which obviates the need for data analysis using other software.

Upon completion of this task, by Month 19, [CONTRACTOR] will submit frequencies, cross‑tabulations, and additional required statistical analyses to USAID/[COUNTRY].

### Task: Prepare final report tables

Timeline: Months 18–19

Deliverable: Final report tables (draft, final)

Additional resources: (1) Guide to Feed the Future Statistics (Toolkit Document 2.8), (2) Customized data treatment and analysis plan, (2) Data analysis program (Stata) (Toolkit Document 2.19), (3) Final report templates (Toolkit Documents 4.0 and 4.1)

The data analysis will follow the instructions in the Guide to Feed the Future Statistics and the customized data treatment and analysis plan, which will include guidance on analyzing data for the [COUNTRY]-specific survey indicators and tables for those indicators. The [CONTRACTOR] data analyst will customize the Stata data analysis code available in the Feed the Future ZOI Survey Methods Toolkit to conduct the analysis. The final report template (Toolkit Document 4.0 for the phase one endline/baseline analysis and Toolkit Document 4.1 for the phase two baseline analysis) contains standardized tables to include in the final report.

[CONTRACTOR] will submit draft final report tables to USAID/[COUNTRY] and request feedback. Upon receiving feedback, [CONTRACTOR] will finalize the tables and submit them to USAID/[COUNTRY] by Month 19.

## 4.10 Disseminating survey products and results

### Task: Prepare protocol for rendering data suitable for public use

Timeline: Month 14

Deliverable: Protocol for preparation of public use data

Additional resources: Protocol for preparing data for public use (Toolkit Document 4.2)

Under the terms of the United States President’s Executive Order, Making Open and Machine Readable the New Default for Government Information, and the Administration’s Open Data Policy, data from Feed the Future ZOI Surveys are required to be made available as open and machine-readable public use datasets after the final Country Reports are published.

An essential step in the preparation of Feed the Future ZOI Survey datasets for public use is ensuring respondent privacy and confidentiality. [CONTRACTOR] will ensure and protect respondent privacy and confidentiality by removing identifying information from the datasets, including direct identifiers, such as names, addresses, GPS coordinates, or any other personally identifying number or characteristic; and indirect identifiers, such as 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] data processing manager or designee will develop a protocol for preparation of public use data using the template that is available in the Feed the Future ZOI Survey Methods Toolkit (Toolkit Document 4.2).

[CONTRACTOR] will submit the customized protocol for preparation of public use data to USAID/[COUNTRY] in Month 14.

### Task: Draft final report text

Timeline: Months 17–19

Deliverable: Final report text (draft, final)

Additional resources: Final report templates (Toolkit Documents 4.0 and 4.1)

The final report will be developed based on the final report template in the Feed the Future ZOI Survey Methods Toolkit (Toolkit Document 4.0 for the endline/baseline survey and Toolkit Document 4.1 for the baseline only survey). The report will describe the purpose of the ZOI Survey indicator assessment, the sources of data for each indicator, the sample design for the ZOI Survey, the procedures to collect data, limitations, and findings for all Feed the Future indicators, plus additional survey modules requested by the USAID Mission.

[CONTRACTOR] will submit a draft final report to USAID/[COUNTRY] and request feedback. Upon receiving feedback, [CONTRACTOR] will revise and finalize the report and submit it to USAID/[COUNTRY] by Month 19.

The approved, 508-compliant report will be posted on the Feed the Future website, Agrilinks, and the Development Experience Clearinghouse.

### Task: Prepare internal use data files (maintains some PII)

Timeline: Months 17–20

Deliverable: Internal use data files

Additional resources: Not applicable

The [CONTRACTOR] data processing manager will prepare the USAID internal use dataset, which will be in clean, analyzable condition, including key recoded variables, and retaining analytical PII variables (e.g., geospatial information on household location and plot/pond perimeter). [CONTRACTOR] will submit the internal use data files, including the metadata and codebook, to USAID in accordance with ADS Chapter 508 by Month 20.

### Task: Prepare public use data files (excludes PII)

Timeline: Months 18–20

Deliverable: Public use data files

Additional resources: Not applicable

The [CONTRACTOR] data processing manager will prepare the public use data files according to protocol. All redacted data and PII, questions from the core ZOI Survey questionnaire not included in the survey, country-specific questions added to the survey, and corresponding data will be documented and released with the final public use data files and data dictionaries. [CONTRACTOR] will submit the public use data files to USAID/[COUNTRY] by Month 20. USAID/BFS will post the public use data files on USAID.gov.

### Task: Enter values in Feed the Future Monitoring System (FTFMS)

Timeline: Month 20

Deliverable: Accurately populated FTFMS database

Additional resources: Not applicable

[CONTRACTOR] will enter the total and disaggregated indicator estimates into the Feed the Future Monitoring System by Month 20 but will not report indicator estimates for categories with fewer than 30 cases.

In addition to entering indicator estimates into the Feed the Future Monitoring System, [CONTRACTOR] may also present the survey findings to USAID/BFS, the USAID Mission, and the host country government staff via a webinar.

# 

# Appendix A. 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 federalwide‑certified and in-country IRB |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 | Prepare the study design and accompanying implementation plan |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 | Develop and issue RFP for a subcontractor, if applicable |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 | Prepare the sampling design |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 7 | Coordinate with the 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 survey pretest and pilot protocols |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 18 | Questionnaire programming (either for tablets or for data entry program) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 19 | Preparation of manuals: |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 19a - Interviewer Manual |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 19b - Supervisor Manual |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 19c - Survey 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 survey 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 the 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 | | | | | | | | | | | | | | | | | | | | | |

# Appendix B. Feed the Future ZOI Survey staffing charts

**B1. [CONTRACTOR] central office prototype staffing plan**

\* Field-based subcontractor staff

Table B1: [CONTRACTOR] Central Office Staff and Responsibilities

| **Position** | **Responsibilities** |
| --- | --- |
| Project director | * Serve as chief of party. * 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. * Serve as the primary point of contact with the United States Agency for International Development (USAID) Mission, host country government, and the subcontractor, as applicable. * Serve as 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. * Provide training to the survey subcontractor, if applicable, on translation, questionnaire pretesting, and listing procedures. * Oversee the development of the Country Report, including writing many sections of the report. * Work with the survey director to track survey progress and resource requirements. * Communicate needs for information technology, programming, and data management to the data processing manager. * Communicate directly with the survey director, sampling statistician, and data analysts for support in their functional areas. |
| Senior researcher | * Provide high-level technical support for a broad range of survey activities, including supporting the development and customization of survey documentation that includes developing the questionnaire and technical manuals, managing version control of the survey documentation, managing translation activities, and coordinating logistical support. * 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. * Report to the project director. |
| Data processing manager | * Develop and manage the customization of data processing documentation and systems for the survey. * Oversee the programmers. * 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 datasets that protect respondent confidentiality. * Train the in-country data managers and serve as a resource for them and the data analysts who monitor data quality. * Report to the project director. |
| Research assistant | * 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. * Report to the senior researcher. |
| Sampling statistician | * 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. * Report to the senior researcher. |
| CSPro CAPI programmer | * Program the data entry screens and the field check tables, train the data entry staff, and assist in training interviewers and supervisors. * Report to the data processing manager. |
| Data analyst | * 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. * Conduct other analyses requested by the USAID Mission. * Provide text for indicator analyses for the Country Report. * Report to the senior researcher. |
| Key administrative staff | * Contracts administrator to ensure compliance with corporate, contract, and legal requirements, and advise on contract revisions and reviews, and, in some cases, will negotiate modifications and agreements. * Sub-contracts administrator to develop the survey subcontractor request for proposals or sole source justification, manage the procurement process, develop survey subcontracts, ensure adequate oversight of in-country subcontractor performance to support payment approval, review in-country subcontractor invoices, and monitor the drawdown of the in-country subcontractor budgets. To monitor the drawdown of the overall survey budget and communicate regularly with the Survey Coordinator and Project Director about the budget. * Financial analyst to monitor the financial performance of the project and assist with review and preparation of work order amendments. Prepare and update the financial forecast and conduct ad hoc analysis of labor and non-labor costs. * Equipment Coordinator to manage the international shipment of the tablets and other equipment, including preparing the customs paperwork, configuring and packing the tablets, arranging courier services, and then receiving and checking the returned tablets. |

**B2. Field-based prototype staffing plan**

Table B2: Field-based Staff Positions and Responsibilities

| **Position** | **Responsibilities** |
| --- | --- |
| Survey director | * Ensure that all aspects of survey operations are implemented according to protocol. |
| Data manager | * Respond to data quality reports generated in the field and communicate any problems that are discovered to field supervisors and survey management. * Report the nature and scope of these problems and suggest solutions. |
| Information technology specialist | * 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 retraining for field staff as needed; and task‑appropriate configuration, security, and training for non-survey hardware. |
| Social survey field manager | * Lead the coordination and management of field operations, including the hardcopy questionnaire pretest, listing, pilot, and main fieldwork. |
| Agriculture survey field manager | * Lead the coordination and management of data collection related to the agriculture component of the study, including the hardcopy questionnaire pretest, listing, pilot, and main fieldwork. |
| Quality control and support (QCS) teams | * Visit field teams once each week. * Provide quality assurance. * Provide any materials 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. The QCS teams will include an agriculture specialist, who will visit the field teams to observe data collection for the agriculture survey module, including Global Positioning System-based plot area measurement. |
| Field supervisors | * Organize and supervise the field team’s day-to-day work. * Meet with community leaders, manage the vehicle and driver, and coordinate room and board for the team. * Each field team will have one field supervisor. |
| Interviewers | * Successfully and accurately complete all assigned interviews. * Each field team will comprise five interviewers: two teams of two social survey interviewers each, plus an agriculture specialist. Each team of social survey interviewers will comprise one female and one male interviewer, with the dedicated agriculture specialist (male or female) working in coordination with the two-interviewer teams. |
| Drivers | * Ensure that the field team safely arrives at and returns from the selected survey clusters. * Each field team will have one driver. |

# Appendix C. Feed the Future ZOI Survey indicators

This appendix refers only to the population-based Feed the Future Zone of Influence (ZOI) Survey indicators, which are a subset of all Feed the Future Indicators.[[9]](#footnote-9) There are three categories of indicators: (1) indicators that are included only in Feed the Future phase one, (2) indicators that are included only in Feed the Future phase two, and (3) indicators that are included in both Feed the Future phase one and phase two.

The phase one data analysis entails calculating endline estimates for all phase one indicators included in the baseline ZOI Survey using data collected in the phase one ZOI of the [YEAR] [COUNTRY] ZOI Survey and then comparing the baseline and endline indicator estimates to determine whether there were statistically significant changes over the project period in the phase one ZOI. The phase two data analysis entails calculating baseline estimates for all phase two indicators included in the [YEAR] [COUNTRY] ZOI Survey in the phase two ZOI.

Table C1: Population-based ZOI-level Performance and Context Indicators to include in the [Country] ZOI Endline-Baseline Survey [Year]

| **Feed the Future phase one:**  **Population-based ZOI-level indicators[[10]](#footnote-10)** | | **Feed the Future phase two:**  **Population-based ZOI-level indicators** | |
| --- | --- | --- | --- |
| 1 | Prevalence of poverty: Percent of people living on less than $1.25/day (2005 PPP) | NO LONGER REPORTED UNDER  FEED THE FUTURE PHASE TWO | |
| 2 | Depth of poverty: Mean percent shortfall relative to the $1.25/day (2005 PPP) poverty line |
| 3 | Daily per capita expenditures (as a proxy for incomes) (2010 USD) |
| 4 | Prevalence of underweight (WAZ < -2) children under five years of age |
| 5 | Women dietary diversity: Mean number of food groups consumed by women of reproductive age (WDDS) |
| 6 | Women’s empowerment in agriculture index (WEAI) |
| 7 | Prevalence of moderate and severe hunger in the population, based on the Household Hunger Scale (HHS) |
| 8 | Prevalence of stunted (HAZ < -2) children under five years of age | Prevalence of stunted (HAZ < -2) children under five years of age | 1 |
| 9 | Prevalence of wasted (WHZ < -2) children under five years of age | Prevalence of wasted (WHZ < -2) children under five years of age | 2 |
| 10 | Prevalence of underweight (BMI < 18.5) women of reproductive age | Prevalence of underweight (BMI < 18.5) women of reproductive age | 3 |
| 11 | Prevalence of children 6-23 months receiving a minimum acceptable diet | Prevalence of children 6-23 months receiving a minimum acceptable diet | 4 |
| 12 | Prevalence of exclusive breastfeeding of children under six months of age | Prevalence of exclusive breastfeeding of children under six months of age | 5 |
| NEW TO FEED THE FUTURE PHASE TWO | | (Abbreviated) Women’s Empowerment in Agriculture Index (A-WEAI) | 6 |
| Prevalence of moderate or severe food insecurity in the population, based on the Food Insecurity Experience Scale (FIES) | 7 |
| Prevalence of women of reproductive age consuming a diet of minimum diversity | 8 |
| Prevalence of healthy weight (WHZ >+2 or  <-2) among children under five years of age | 9 |
| Proportion of households with the self‑perceived ability to successfully manage future shocks and stresses | 10 |
| Proportion of households with high social capital | 11 |
| Proportion of households that believe local government will respond effectively to future shocks and stresses | 12 |
| Proportion of households participating in group-based savings, micro-finance or lending programs | 13 |
| Percentage of households with access to a basic sanitation service | 14 |
| Percentage of households with soap and water at a hand-washing station commonly used by family members | 15 |
| Yield of targeted agricultural commodities within target areas | 16 |
| Proportion of producers in the targeted area who have applied targeted improved management practices or technologies | 17 |
| Prevalence of poverty: Percent of people living on less than $1.90/day (2011 PPP) | 18 |
| Depth of poverty of the poor: Mean percent shortfall relative to the $1.90/day (2011 PPP) poverty line | 19 |
| Asset-based Wealth Index | 20 |
| Prevalence of households that are near-poor: households that are within 100% and 125% of the poverty line [Context indicator] | 21 |
| Proportion of women who are empowered according to the five domains of the A-WEAI [Context indicator] | 22 |

Missions may consider adding questions to the questionnaire to calculate a limited number of additional population-based outcome indicators. For example, adding a ZOI population-level agriculture-related outcome indicator will assist Missions in linking beneficiary-level outcomes to population-level impacts and tracking progress toward higher-level impacts. Collecting data for additional indicators may also substantially increase the length and complexity of the survey, which typically increases cost and reduces data quality. Missions should weigh the costs and benefits of adding questions to the survey.

# Appendix D. CAPI interviewing

Depending on the circumstances, determine which mode of data collection—computer-assisted personal interviewing (CAPI) or the traditional paper questionnaire (pencil and paper interviewing [PAPI])—makes the most sense for the survey. Preparations, and therefore staffing, will depend on which technique is employed. For example, if CAPI is used, field editors may not be essential.

The CAPI approach has advantages and disadvantages. With built-in programming and quality checks, CAPI improves data quality by considerably reducing the amount of missing and inconsistent data. Because built-in programming can require that a response is entered for a question and that skip patterns are followed correctly, missing data (typical in PAPI) can be avoided. In addition, because built-in quality checks minimize interviewers entering inconsistent data, the interviewers can probe to avoid inconsistencies during the interview where possible. CAPI data are also available for analysis sooner because there is no need to wait for data entry to be completed after fieldwork is finished, which is typically the case for paper-based surveys. When CAPI is used, field editors are not needed because the programming checks will perform quality checks.

Potential disadvantages of CAPI include the cost of the units to collect data, increased level of technical assistance required, increased length of field staff training, and logistical difficulties in replacing tablets if they are damaged or stolen during fieldwork. Other logistical hurdles are the need to recharge the units’ batteries, to ensure that data are not lost due to malfunctions, and to protect the units from theft.

CAPI requires a tablet to be purchased for each interviewer and field supervisor. Additional tablets are required for fieldwork coordinators and quality control supervisors, and spares need to be on hand in case tablets in the field are lost, stolen, damaged, or inoperable. In addition to the tablets themselves, accessories such as bags and memory cards to back up data are required. When possible, items such as generators or vehicle power adaptors should be purchased to charge tablets when teams do not have access to electricity.

One important consideration is the increased level of technical assistance that CAPI surveys require to implement. The need for technical assistance is in two areas:

* Preparation of the software applications for interviewing and data management
* Training of interviewers and supervising fieldwork

The preparation of the interview and data management programs is a relatively complex programming task due the size and complexity of the Feed the Future ZOI questionnaires, as well as the need to adapt the field data management system to handle functions using Bluetooth technology, such as transfers of data and household assignments between supervisors and interviewers. In addition, text for the survey questions needs to be integrated into the interview programs, which requires considerable additional work, particularly if multiple languages are used. As a result, the programming time required to implement a CAPI survey is longer than that required for a paper survey.

Training interviewers and supervising fieldwork both require data processing specialists with detailed knowledge of the CAPI system and the ability to make necessary changes and corrections to the software system. Furthermore, the length of the main interviewer training requires additional days, compared to paper-based survey training, to ensure that all field staff are comfortable using the technology. It is also important to arrange for local specialists to be available during data collection to visit teams in the field to resolve problems.

# Appendix E. Field movement plan

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Team 1** | | | | | | |
| Travel Date | Cluster Number | District Name | Village Name | Working Duration | | |
| From | To | Days |
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| --- | --- | --- | --- | --- | --- | --- |
| **Team 2** | | | | | | |
| Travel Date | Cluster Number | District Name | Village Name | Working Duration | | |
| From | To | Days |
|  |  |  |  |  |  |  |
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| --- | --- | --- | --- | --- | --- | --- |
| **Team 3** | | | | | | |
| Travel Date | Cluster Number | District Name | Village Name | Working Duration | | |
| From | To | Days |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |

1. See Appendix D for further description on CAPI interviewing, and differences between CAPI and Paper and Pencil Interview (PAPI). [↑](#footnote-ref-1)
2. <https://www.agrilinks.org/post/feed-future-zoi-survey-methods> [↑](#footnote-ref-2)
3. <https://www.agrilinks.org/post/feed-future-zoi-survey-methods> [↑](#footnote-ref-3)
4. <https://www.agrilinks.org/post/feed-future-zoi-survey-methods> [↑](#footnote-ref-4)
5. Diana Maria Stukel. 2017. *Sampling Guide for Population-Based Surveys in Support of Feed the Future Zone of Influence Indicators.* Washington, DC: Food and Nutrition Technical Assistance Project, FHI 360. [↑](#footnote-ref-5)
6. 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://www.agrilinks.org/post/feed-future-zoi-survey-methods>) for more details. [↑](#footnote-ref-6)
7. Feed the Future Indicator Handbook Definition Sheets. U.S. Government Working Document, updated July 2016. <https://www.agrilinks.org/sites/default/files/resource/files/FTF%20Indicator%20Handbook%2010.5.2016%202016D.PDF> [↑](#footnote-ref-7)
8. The “igrowup” programs are available for download in SPSS, SAS, Stata, R, S-Plus, or WHO Anthro at <http://www.who.int/childgrowth/software/en/>. [↑](#footnote-ref-8)
9. For more information about the universe of Feed the Future indicators, see <https://feedthefuture.gov/sites/default/files/resource/files/FTF-Indicator-Handbook-March-2018.pdf> [↑](#footnote-ref-9)
10. Two additional indicators in phase one, “Prevalence of anemia among children 6-59 months” and “Prevalence of anemia among women of reproductive age,” are not required even if they were collected as baseline. They are therefore omitted from this list. [↑](#footnote-ref-10)