

Feed the Future

Survey Implementation

Document

Guidelines for

Quality Control and Support Teams

Zone of Influence Survey

[COUNTRY] [YEAR]

August 2018

This publication was prepared for review by the United States Agency for International Development. It was prepared for the Bureau for Food Security, United States Agency for International Development, USAID Contract Number GS-23F-8144H/AID-OAA-M-12-00006

**Recommended Citation**

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*Feed the Future Zone of Influence Surveys: Guidelines for Quality Control and Support Teams.*

Washington, DC: Bureau for Food Security, USAID

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# 

# 1. Introduction

This manual provides detailed instructions on how to perform the duties of a Quality Control and Support (QCS) team member for the Feed the Future Zone of Influence (ZOI) Surveys. This introductory section gives an overview of the purpose of the ZOI Surveys and the role and responsibilities of the QCS team. Subsequent sections address details of the QCS team function and responsibilities.

This manual is predicated on the assumption that QCS team members have a thorough understanding and command of the ZOI Survey questionnaire, *Interviewer’s Manual*, *Field* *Supervisor’s Manual,* and the *Organization Manual*. QCS team members also are required to receive training and comply with all ethics and confidentiality protocols applicable to the ZOI Survey.



**QCS team members are responsible for complete and**

**in-depth knowledge of the ZOI Survey materials:**

Questionnaire

Interviewer’s Manual

Field Supervisor’s Manual

Organization Manual

All ZOI Survey ethics and confidentiality protocols

**These documents and protocols describe the standards used to assess the performance of interviewers and field supervisors.**



## Purpose of the survey

Feed the Future is the U.S. Government’s global food security initiative that seeks to reduce poverty, hunger, and undernutrition among women and children and to increase, resilience, income, women’s empowerment, dietary diversity, and appropriate feeding practices. Feed the Future’s programmatic efforts are concentrated in Zones of Influence (ZOI) in a number of countries, including [COUNTRY].

Progress in achieving the objectives of the Feed the Future initiative is tracked using information collected through representative cluster sample household surveys, known as ZOI Surveys. These surveys are designed to provide information on Feed the Future indicators with an acceptable level of statistical accuracy (95% level of confidence).

## Role and responsibilities of the QCS teams

To ensure that good-quality data are used to inform Feed the Future indicators, Feed the Future [CONTRACTOR] has designed its survey operations with multiple quality control (QC) mechanisms incorporated throughout the data collection process. A key method of quality assurance for the ZOI Survey is deployment of QCS teams during fieldwork.

The QCS team will consist of two QCS supervisors, one for the social science component of the survey, and one for the agriculture component of the survey. The QCS teams visit the survey field teams once each week during the field work. Each visit should take approximately 1½ to 2 days. The objective of the QCS teams is to provide the essential range of support functions that the survey field teams require:

* Support to help teams improve the quality of their data collection activities, such as strict observance of survey protocols and interviewing techniques;
* Material and human resources support, such as replacing tablets or survey documents, or, on occasion, a team member; and
* Moral support, such as providing positive feedback on the quality of the team’s work based on central office analysis or inquiring into the well-being of team members in the event of interpersonal tensions on the team.

The QCS team members are responsible for providing all three types of support to the field staff, including interviewers and field supervisors. When field teams receive the positive support they need to work effectively and efficiently, team morale and data quality both improve.

Sections 2, 3, and 4 of this manual describe the responsibilities of the QCS team for the different types of support, instruct how to provide the support, and set the procedures on how to document feedback about the support needed and provided. The information should be reported to the field manager and Feed the Future [SURVEY CONTRACTOR].

# 2. Quality control support

QCS teams perform numerous critical QC functions. First, the QCS teams discuss data collection quality and progress with each field supervisor, based on field check table reports, survey status reports, and household structure reports[[1]](#footnote-1) from the in-country data manager. The QCS team works with the field team to resolve any issues. Second, the QCS team reviews the QC activities undertaken by the field supervisor. The QCS team has a team debriefing at the end of the visit with each field team to discuss its findings, based on the field check table report review and observations, as discussed in the following paragraphs.



The entire team should be openly praised for QC report findings that indicate good-quality work.



## 2.1 Follow up on field check table reports

The in-country data manager will receive and review field check table reports from Feed the Future [CONTRACTOR] on the data collected for the ZOI Survey. The field check table reports provide detailed information about the quality of the interviews and the overall study progress. In addition, the in-country data manager produces a survey status report that shows overall progress in completing fieldwork at the cluster level. The in-country data manager also produces household structure reports that show the result codes for each selected household overall, as well as result codes of each module, and results of anthropometry measurements for each eligible woman and child in the survey. Findings will be available for data that have been transmitted to the Feed the Future [SURVEY CONTRACTOR] for the following information[[2]](#footnote-2):

* *Roster data:* presence of male and female primary decisionmakers, age heaping, age displacement in women and children, and expected number of eligible women and children for anthropometry;
* *Women’s Empowerment in Agriculture Index:* eligibility and response rates;
* *Women’s nutrition and anthropometry:* age displacement, eligibility, and response rates;
* *Children’s nutrition and anthropometry:* age displacement, age heaping, eligibility, completeness of date of birth and age reporting, response rates, and validity of height and weight measurements;
* *Agricultural practices and land area measurement:* eligibility and response rates for agriculture survey modules, including land area measurement, and soil assessment;
* *Status of eligible women per household in each cluster:* number of eligible women and mean number of eligible women per household in each of the clusters;
* *Household revisit report:* among the households with an overall status of not at home, postponed, or unavailable, the percent distribution of households that were visited one, two, or three times; and
* *Response rate report:* overall response rate by survey team, completion of modules within each household, and response rates for anthropometry.

The in-country data manager will provide summaries of findings to the QCS team, and will provide feedback and guidance for QCS team members to relay to the field teams. The in-country data manager will give the QCS team copies of the field check table reports in hard copy if the QCS team visits headquarters or by email if the QCS team is in the field. The in-country data manager’s summaries will include positive feedback on areas where good performance has been observed and constructive criticism on areas where improvement is needed.

**It is the responsibility of the QCS team to ensure that the field supervisor is aware of both positive findings and data quality concerns raised in these reports.**

When the field check table reports indicate problems with data quality, the QCS team should discuss the findings with the field supervisor to ensure that the field supervisor—

* Understands what the problems are;
* Understands how the problems may best be addressed; and
* Has a plan for improving performance.

All data quality problems should be documented in the *Data Quality Control Report Follow-Up* form (see Annex A). The QCS team should have an adequate number of copies of this form.

The QCS team is responsible for following up and confirming that all data quality issues are being adequately addressed in the field. On each visit to the field team, the QCS team should review the previous *Data Quality Control Report Follow-Up* form with the team to see that revised procedures or re-training have been implemented. The QCS team should review more recent field check table reports or information from the in-country data manager to confirm that previously-identified data quality problems are not reappearing in more recently collected data.

The QCS team should immediately contact the field manager with any concerns about failure to resolve issues identified by the field check table reports. The concerns should also be documented on a *Data Quality Control Report Follow-Up* form.

## 2.2 Interview observations

The main job of the QCS team is to confirm that high-quality data are being collected and recorded. An important part of this responsibility is observing interviews directly. Another important part is observing the field supervisor as he or she observes and provides feedback on an interview. The latter is important because the field supervisor will observe and provide feedback on many more interviews than the QCS team will be able to observe. On each field visit to a given team, QCS team members must each observe at least one interview. The agriculture QCS supervisor will observe the agriculture interview for the agriculture modules, land area measurement, and soil assessment, and the social science QCS supervisor will observe the social science interviewer for all other modules and anthropometry measurement, as it is being observed by the field supervisor. As much as possible, the QCS team members also should observe each interviewer on the team as he or she conducts an interview in that cluster.

QCS team members should note the following points on the *Social Science and Agriculture* *Interview Observation* form (see Annex B1 and B2):

* *Correct household selected:* Refer to the *Interviewer’s Assignment Sheet* to ensure that the appropriate household was interviewed and that the interviewer selected the correct household ID on the tablet.
* *All household members were entered in the roster:* Take notes during collection of roster data to make sure the interviewer included all household members. Also note whether the interviewer asked the questions and probes provided in the questionnaire to make sure that no household members were missed.
* *All eligible women and children were interviewed:*Observe whether the interviewer attempted to interview all eligible women and children. If an eligible woman or child is not available, the QCS team member should note whether the interviewer arranged to return when the missing household member would be available.
* *All household members that cultivated or raised value chain commodities were interviewed:* The agriculture QCS team member should observe whether the agriculture interviewer interviewed all household members who cultivated or raised the selected value chain commodities (VCC). In addition, the agriculture QCS team member should observe the land area measurement and soil assessment of the agricultural plots or aquaculture ponds.
* *For non-completed interviews or survey modules, outcome codes have been entered correctly:*If the interviewer goes to a household but cannot conduct the interview, make sure he or she used an appropriate outcome code for the situation. Similarly, if the interviewer is unable to complete a survey module as part of that visit, check to make sure an appropriate module-level code and comments were entered, and a follow-up visit was scheduled, if appropriate.
* *Proper procedures were followed conducting anthropometric measurements:*Ensure that proper procedures are followed to weigh and measure the women and children. After the interview, review the height and weight data on the interviewer’s tablet to confirm that the information was entered correctly.
* *Interviewer asked questions objectively:* Note whether the interviewer asked questions objectively and otherwise helped the respondent understand questions without rushing the respondent.
* *Interviewer was professional in conducting the interview:* Note whether the interviewer appropriately introduced the survey and answered any participant questions, the interviewer was respectful and polite at all times.

After observing the respective interviews and measurements, the QCS team members should observe the field supervisor while he or she gives the interviewer feedback. The QCS team members also should provide feedback for the interviewer. The QCS team should complete the *Feedback on the Field Supervisor Observation of an Interview* form (Annex C) to document how well the field supervisor performed this important QC task, noting any differences in the problems identified by the QCS team members and by the field supervisor.

As noted earlier, the QCS team members also should try to observe each interviewer as he or she conducts an interview in the cluster. For each of these interview observations, the Social Science and the Agriculture QCS team members should complete an *Interview Observation* form (Annex B1 and B2) and provide feedback to the interviewer after leaving the household.

The QCS team members should meet with the field supervisor to review the QCS team members’ observations on the interviews, and on the performance of the field supervisor while monitoring the quality of the interview and providing feedback to the interviewer.

## 2.3 Review of field supervisor activities

The QCS team will assure that the field team is following general procedures described in the *Interviewer’s Manual* and that the field supervisor is completing the QC tasks according to procedures described in the *Field Supervisor’s Manual*. To do this, the QCS team will observe or check a number of documents and observe the field supervisor’s QC work in the current cluster. The QCS team will conduct these checks:

* Meet briefly with local authorities;
* Compare the *Supervisor’s Assignment Sheet* to the *Interviewer’s Assignment Sheets* to ensure orderly coordination of fieldwork and appropriate handling of hidden households and re-assignments;
* Review a percentage of households classified as non-residential, vacant, or demolished;
* Review a percentage of the *Informed Consent Registers* to verify that informed consent was documented for all respondents in a given household;
* Review a percentage of the roster spot-checks conducted by the field supervisor;
* Re-walk a percentage of agricultural plots or ponds to confirm the perimeter of the plot or pond;
* Re-assess a percentage of the soil assessments to confirm the hole in the soil was dug and the assessment properly conducted;
* Observe the field supervisor performing archiving, backing up, and, where possible, transmitting a completed household form to Feed the Future [CONTRACTOR]; and
* Observe the field supervisor conducting a daily team meeting.

The following paragraphs describe the required content of these checks. The findings should be documented on the *General Field Team QC Report* form (Annex D).

**Meet briefly with local authorities**. The QCS team should meet briefly with the local authorities to confirm that the field supervisor met with them before undertaking the survey in the cluster and answered any questions about the survey. The QCS team also should confirm that the local authorities have no concerns about the behavior or activities of the field team, and thank the local authorities for the cooperation they have shown and their community’s cooperation with the survey.

**Compare the *Supervisor’s* and *Interviewer’s Assignment Sheets***.The QCS team should compare the information on the *Supervisor’s Assignment Sheet* and the *Interviewer’s Assignment Sheets* to ensure that they are consistent and complete. The QCS team will verify—

* The assignment of households to interviewers is consistent between the *Supervisor’s Assignment Sheet* and all *Interviewer’s Assignment Sheets*.
* The status of all interviews is consistent between the *Supervisor’s Assignment Sheet* and all *Interviewer’s Assignment Sheets*.
* Any re-assignments of households from one interviewer to another interviewer are documented consistently and completely on the three assignment sheets: (1) the *Supervisor’s Assignment Sheet*, (2) the Assignment Sheets of the original interviewer, and (3) the assignment sheet for the replacement interviewer.
* Hidden households have been handled correctly, that they have been given the correct household ID number by adding a digit to the household ID number of the original household in the dwelling unit, and that they have been assigned to an interviewer.

This check of between the *Supervisor’s* and *Interviewer’s Assignment Sheets* should reveal any discrepancies between the assignment and completion of households. Inconsistencies or inaccuracies would indicate the fieldwork is not being tightly managed and could result in incomplete work, duplication of effort, or delays.

**Review Informed Consent Registers.** For one of the households that has been completed while the QCS team is in the cluster, the QCS team should review the *Informed Consent Register*, which lists every household member who provided oral informed consent to be interviewed, against the names of individuals who responded to each survey module on that interviewer’s tablet. The QCS team should confirm that every individual who responded to a survey module is listed in the *Informed Consent Register*.

**Review sampled households classified as non-residential, vacant, or demolished.** If some households were classified as non-residential, vacant, or demolished on the *Supervisor’s Assignment Sheet*, the QCS team should visit one or two of these locations to confirm that they were coded appropriately.

**Review the roster spot checks.** The field supervisor must conduct a spot check of the household roster for at least one household for each interviewer on his or her team in each cluster. The social science QCS supervisor should review the field supervisor’s documentation to confirm that at least one household’s roster was spot-checked for each interviewer in each cluster. The social science QCS supervisor should then compare the field supervisor’s roster to the roster data on the household form on the interviewer’s tablet to make sure they are consistent.

**Re-walk agricultural plots or ponds to confirm the perimeter of the plot or pond.** The agriculture QCS supervisor must conduct a spot-check of the plots or ponds for at least one eligible farming household that cultivated or raised the VCC. After selecting the plot, the agriculture QCS supervisor must walk around the agricultural plot or pond and measure its perimeter, and compare it with the perimeter measured by the agricultural interviewer. The data points along the perimeter should be compared to make sure they are consistent.

**Re-assess soil assessments to confirm that the hole in the soil was dug and the assessment properly conducted, and observe the soil assessment.** The agriculture QCS supervisor must spot-check at least one hole that was dug and has been covered. He or she must also observe the agricultural interviewer conducting the soil assessment to ensure the right depth of the pit and the type of soil sample collected for the assessment. In addition, the agriculture QCS supervisor should review the agriculture interviewer’s tablet for the data collected on soil assessment.

**Observe household form archiving, backup, and transmission.** The QCS team should observe the field supervisor as he or she finalizes and transmits a household form that has been reviewed and deemed ready for transmission. The QCS team should watch as the field supervisor finalizes the household form, archives it on the interviewer’s tablet, backs it up on the field supervisor’s tablet, and transmits the form to Feed the Future [CONTRACTOR]. If there is no Internet capability in the cluster, the QCS team will not be able to observe transmission.

**Observe the field supervisor conducting a daily team meeting.** The QCS team should observe as the field supervisor conducts a daily team meeting. The field supervisor should solicit examples of successes and challenges experienced by field team members, provide comments on the interview observations and data quality reviews, provide an update on progress in completing work in the cluster, summarize positive aspects of the team’s work, and provide detailed instructions on how to address any performance issues going forward. The QCS team should observe whether the field supervisor encourages field team member questions, answers questions respectfully and accurately, emphasizes the importance of any needed changes, ensures team members understand any procedures that need to be improved, and encourages the team.

**Document findings.** Before leaving the cluster, the QCS team should document all findings from the QC visit on the forms mentioned in this section. The QCS team should carefully review the completed forms with the field supervisor to make sure they understand all issues or procedures that require improvement. The QCS team will retain the forms and refer to them at the start of the next QC visit with that field team. Issues identified in one QC visit should not be observed on subsequent QC visits. If issues recur, the QCS team should discuss these with the field manager because they indicate repeated failure on the part of the field team supervisors to adhere to procedures and, depending on the nature of the problem, may require focused retraining with closer monitoring or replacement of staff.

## 2.4 Debriefing the survey field team

The QCS team must conduct a debriefing for the field team before leaving the cluster. This debriefing can be incorporated into the field team’s daily meeting. During this debriefing, the QCS team should use clear, specific, and actionable examples of the field team’s observed weaknesses and strengths. This debriefing should be constructive and provide positive reinforcement for good performance and useful, practical suggestions for improving performance where needed. The QCS team should give all field team members ample opportunity to ask questions and ensure that each team member understands the requirements.

The QCS team should use the *Debrief Summary Report* (see Annex E) to write a summary of the debriefing content and the field team’s response. The QCS team should retain the *Debrief Summary Report* and review it before the next QC visit to the field team. If issues recur, the QCS team should discuss these with the field supervisor and field manager. The QCS team will work with the field manager to determine the appropriate course of action.

# 3. Material and human resources support

The QCS team will be involved with both material and human resources support. It will replenish any supplies or materials that the survey field teams need. In addition, the QCS team will provide human resources support if needed due to changes in staffing during the field period. The next section discusses the QCS team support in these areas.

## 3.1 Material support to survey field teams

The field teams will have been supplied with the following supplies before leaving for the field assignment:

Fieldwork documents:

* *Field Supervisor’s Manual*,
* *Interviewer’s Manuals* (each interviewer should have his or her own copy and the field team should have several spare copies as replacements),
* *Anthropometry Manual* (one per interviewer),
* Lists of clusters assigned to the field team,
* Lists of selected households in each cluster and maps or satellite images of those clusters showing the selected households,
* Listing data (copies of completed listing forms) for the clusters assigned to the field team,
* List of local authorities in clusters assigned to the field team,
* Letter of introduction from the [MINISTRY],
* Paper copies of the questionnaire in all languages that are the native language of 10 percent or more of the population in the assigned clusters,
* Documents to be used in the cluster *[Note: All completed documents will be returned to the central office]*,
* *Supervisor’s assignment sheets* (one for each assigned cluster, plus spares),
* *Interviewer’s assignment sheets* (one for each interviewer for each cluster, plus spares),
* *Informed consent forms* (one for each assigned household, plus spares),
* *Spot-check package* (cover and consent form and survey module 5 only; at least three per cluster, plus spares),
* *Vehicle mileage and expenditure log* forms,
* List of phone numbers of field supervisors and the languages spoken by their teams (to be used in case of emergency or to identify an interviewer who speaks a language not spoken on the field team), and
* List of emergency contact information for all field team members.

Supplies:

* Identification for each field team member;
* Clipboards, briefcases, backpacks;
* Necessary supplies for paperwork in the cluster (e.g., paper clips, pen and pencils, staplers and staples, and tape);
* First aid kit;
* Waterproof containers and envelopes to store documentation;
* Portable seca® scales (model 881) and ShorrBoards® for measuring (two of each);
* Batteries for seca scales (eight AA batteries);
* Laminated anthropometry ranges (three);
* Laminated yellow-orange card showing the color of orange-fleshed sweet potato (three);
* Laminated cardstock with images of major food items of different sizes (three sets);
* Set of common measuring tools (e.g., measuring cups, bushel containers) (three sets);
* Tablet computers (set up and configured) and carrying cases, with matching IDs for the interviewer and the tablet (total of six: one for the field supervisor, one for agriculture interviewer, and one each for the four social science interviewers);
* Equipment for charging multiple tablets at a time, including wall adapters and car chargers if needed;
* Mobile phone with SIM card and phone charger; and
* Wi-Fi hot spot.

The QCS teams will coordinate with the field supervisors on each team to identify any shortages in team supplies. The QCS teams will acquire and deliver any needed supplies to the teams during their rotational visits.

When replenishing supplies requested by the team, use the *Field Team Re-Supply Checklist* (Annex F) to document each supply requested by the field team, the date the supplies were requested, and the date the supplies were delivered to the team. One form should be used for each team.

## 3.2 Providing human resources support to survey field teams

Personnel issues may arise during the fieldwork that require human resources intervention, such as a member of the field team falling ill, being injured, or requiring dismissal due to inability or refusal to comply with fieldwork procedures. The QCS team should discuss these personnel issues with the field supervisor and determine a plan of action.

Use the *Provision of Human Resources Support to Field Team* form (Annex G) to document any personnel issues. For each issue, record the date, the concern, and how it was resolved.

## 3.3 Reporting on material and human resources support

Compile the *Field Team Re-Supply Checklist* and *Provision of Human Resources Support to Field Team* and provide copies of the completed forms to the field manager. The QCS team should also retain a copy of these documents on file.

# 4. Moral support

Survey fieldwork is physically and emotionally challenging. Field teams often must walk considerable distances, hike up and down mountains, or paddle across rivers to reach the households they are to interview. There is always the risk of bad weather, vehicle breakdowns, illnesses, or insecurity when in the field, and these risks must be managed while at the same time conducting the careful work of interviewing respondents, which in itself can be stressful.

In addition, field team members are sometimes away from their families, loved ones, and the comforts of home for weeks, which can add to the stress of fieldwork.

Given the inherently stressful nature of survey fieldwork, it is beneficial for staff well-being and, in turn, for the quality of the fieldwork, for the QCS teams to help boost the morale of field team members when the QCS teams make their rounds.

## 4.1 Responsibilities of the QCS team

The QCS team is responsible for implementing all of its work in a supportive fashion; even field teams with data quality problems should be shown how to improve their work in a positive manner, with the assumption that after they have been shown the correct way to work, they will improve their practices.

The QCS team is also responsible for conveying to the teams the appreciation that the entire project has for their work. Resources and the effort of hundreds of staff all over the world have gone into the preparations for this survey, but it is the hard work and effort of the survey field team members that determines the success and quality of the survey. The field staff should understand that their work is greatly valued and appreciated, and one of the responsibilities of the QCS team is to convey this appreciation.

## 4.2 How to provide moral support to survey field teams

There are many ways that the QCS team members can provide moral support to the survey field teams. Small gestures of appreciation for the work of the team, including simply bringing cold fruit drinks or snacks to the team, can help boost morale. These can also include thoughtful inquiries into individual team members’ well-being if, for example, one member of the team is recovering from illness experienced during fieldwork.

It is up to the QCS team to determine the most appropriate means of conveying moral support and appreciation for the team’s work, based on the circumstances of each team.

## 4.3 How to report on moral support needed and provided

The *General Field Team QC Report* (Annex D) provides a space for comments. Please use this space to report on moral support that the field team may need, and the type of moral support provided by the QCS team during its visit.

# 5. Conclusion

QCS teams serve a vital function in ensuring the quality of the fieldwork by helping teams to improve the quality of their data collection activities, ensuring that teams have the material and human resources support that they need, and providing moral support to staff in the field.

Adherence to the guidelines and procedures presented in this manual will help assure a successful survey that produces reliable information that can, in turn, be used to improve the lives of people in [COUNTRY].

# Annex A: Data quality control report follow-up

|  |  |  |  |
| --- | --- | --- | --- |
| Date |  | | |
| Cluster Number |  | | |
| Field Supervisor’s Name & ID# |  | | |
| QCS Team Member Name  (Social Science/Agriculture) |  | | |
| Check every report reviewed with the Field Supervisor for Cluster Report on the following modules:  \_\_\_ Roster data (Module 1) \_\_\_Women’s Nutrition (Module 4)  \_\_\_ Children’s Nutrition (Module 5) \_\_\_ WEAI (Module 6)  \_\_\_ Agriculture Technologies (Module 7)  \_\_\_ Household revisit \_\_\_ Response rate \_\_\_Partial complete | | | |
| DESCRIPTION OF ISSUE | | DATE CONVEYED TO SUPERVISOR | FOLLOW-UP/  RESOLUTION/  COMMENTS |
|  | |  |  |
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# Annex B1: Social science interview observation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date |  | | | | |
| Cluster Number |  | | | | |
| Interviewer’s Name |  | | | | |
| Interviewer’s ID |  | | | | |
| QCS Team Name |  | | | | |
| interview QUALITY CRITERIA | | Y | N | COMMENTS |
| Correct household was interviewed. | |  |  |  |
| Correct household ID # was selected on the tablet. | |  |  |  |
| Interviewer probed appropriately to complete the household roster. | |  |  |  |
| All eligible women and children were interviewed or interviewer arranged to return when missing eligible women or children are available. | |  |  |  |
| Interviewer used correct outcome codes. | |  |  |  |
| Correct anthropometry procedures were followed. | |  |  |  |
| Interviewer was objective in the way she or he asked questions. | |  |  |  |
| Interviewer was respectful and polite at all times. | |  |  |  |
| Comments on the interviewer’s performance: | | | | |

# Annex B2: Agriculture interview observation

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date |  | | | | |
| Cluster Number |  | | | | |
| Ag. Interviewer’s Name |  | | | | |
| Ag. Interviewer’s ID |  | | | | |
| Ag. QCS Team Name |  | | | | |
| interview QUALITY CRITERIA | | Y | N | COMMENTS |
| Correct household was interviewed. | |  |  |  |
| Correct household ID # was selected on the tablet. | |  |  |  |
| All eligible adults who grow or raise the selected value chain commodities were interviewed. | |  |  |  |
| Agriculture interviewer arranged to return when missing eligible adults (farmers) are available in the household or on the farm. | |  |  |  |
| Interviewer used correct outcome codes. | |  |  |  |
| Correct land area (or pond area) measurement and soil assessment procedures were followed. | |  |  |  |
| Agriculture interviewer was objective in the way she or he asked questions. | |  |  |  |
| Agriculture interviewer was respectful and polite at all times. | |  |  |  |
| Comments on the agriculture interviewer’s performance: | | | | |

# Annex C: Feedback on field supervisor observation of an interview

|  |  |
| --- | --- |
| Date |  |
| Cluster Number |  |
| Field Supervisor’s Name |  |
| Field Supervisor’s ID |  |
| QCS Team Supervisor Name  (Social Science/Agriculture) |  |
| Observations (Yes/No)  \_\_\_\_\_ Field supervisor did not interrupt Interviewer unless necessary.  \_\_\_\_\_ Field supervisor provided balanced feedback (both positive feedback and constructive criticism) on Interviewer’s performance.  Note any discrepancies between problems that the QCS team member observed and problems that the field supervisor observed:  Other comments on the field supervisor’s observation of an interview: | |

# Annex D: General field team QC report

|  |  |
| --- | --- |
| Date |  |
| Cluster Number |  |
| Supervisor’s Name |  |
| Supervisor’s ID |  |
| Social Science QCS Team Supervisor Name |  |
| **Supervisor/Interviewer Assignment Sheet Check**  \_\_\_\_\_ All household assignments on the Supervisor’s Assignment Sheet are listed on the appropriate Interviewer’s Assignment Sheet.  \_\_\_\_\_ Each household’s status on the Interviewer’s Assignment Sheets is accurately recorded on the Supervisor’s Assignment Sheet.  \_\_\_\_\_ Re-assignments of households (if any) are accurately documented on the Supervisor’s Assignment Sheet and both Interviewer’s Assignment Sheets.  \_\_\_\_\_ Hidden households (if any) have been given the correct ID number and assigned to an Interviewer. | |
| **Informed Consent Register Review**  \_\_\_\_\_ Informed Consent Register check for Interviewer ID # \_\_\_\_\_ was acceptable.  \_\_\_\_\_ Informed Consent Register check for Interviewer ID # \_\_\_\_\_ was acceptable.  \_\_\_\_\_ Informed Consent Register check for Interviewer ID # \_\_\_\_\_ was acceptable. | |
|  | |
| **Roster Spot Check**  ***Interviewer ID # \_\_\_\_\_:***  \_\_\_\_\_ Field Supervisor has spot checked at least one roster for this Interviewer.  \_\_\_\_\_ Roster data on the tablet are accurate.  ***Interviewer ID # \_\_\_\_\_:***  \_\_\_\_\_ Field Supervisor has spot checked at least one roster for this Interviewer.  \_\_\_\_\_ Roster data on the tablet are accurate.  ***Interviewer ID # \_\_\_\_\_:***  \_\_\_\_\_ Field Supervisor has spot checked at least one roster for this Interviewer.  \_\_\_\_\_ Roster data on the tablet are accurate. | |
| **Household Form Finalization, Archive, Backup, and Transmission**  \_\_\_\_\_ Yes/No Household ID # \_\_\_\_\_ form was correctly finalized, archived, backed up, and transmitted. | |
| **Team Meeting Observation**  \_\_\_\_\_ Field Supervisor asked about team successes, challenges, and lessons learned.  \_\_\_\_\_ Field Supervisor commented on data quality.  \_\_\_\_\_ Field Supervisor commented on interview observations.  \_\_\_\_\_ Field Supervisor commented on progress in cluster.  \_\_\_\_\_ Field Supervisor provided any additional training requested by headquarters or QCS team.  \_\_\_\_\_ Field Supervisor encouraged team members to participate in meeting/ask questions.  \_\_\_\_\_ Field Supervisor provided positive feedback. | |

# Annex E: Team debriefing report

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| Date |  | |
| Cluster Number |  | |
| Supervisor’s Name |  | |
| Supervisor’s ID |  | |
| QCS Team Supervisor Names |  | |
| DESCRIPTION OF ISSUE | | RESOLUTION/ FOLLOW UP ACTION/ COMMENTS |
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# Annex F: Field team resupply checklist

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| --- | --- | --- | --- | --- |
| Supervisor’s Name | |  | | |
| Supervisor’s ID | |  | | |
| Field Team Number | |  | | |
| Date | Materials Requested | | Quantity | Date Fulfilled |
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# Annex G: Provision of human resources support to field teams

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| --- | --- | --- | --- |
| Field Supervisor’s Name | |  | |
| Field Supervisor’s ID | |  | |
| Field Team Number | |  | |
| Date | Issue | | How Resolved |
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1. Genevieve Dupuis. 2018. *Feed the Future Zone of Influence Surveys: In-Country Data Manager’s Manual.* Washington, DC: Bureau for Food Security, USAID. [↑](#footnote-ref-1)
2. Genevieve Dupuis, Kiersten B. Johnson, and Jasbir Kaur. 2018. *Feed the Future Zone of Influence Surveys: Field Check Tables.* Washington, DC: Bureau for Food Security, USAID. [↑](#footnote-ref-2)