Training of Trainers and Survey Pretest Report

[COUNTRY] [YEAR]

*Feed the Future Phase Two Zone of Influence Midline Indicator Assessment*

[Submission date]

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**Abbreviations**

CAPI computer-assisted personal interviewing

P2 phase two

SIO Survey Implementing Organization

TOT training of trainers

USAID United States Agency for International Development

ZOI Zone of Influence

# Introduction

Feed the Future seeks to reduce poverty, hunger, and undernutrition among women and children, and to increase income, resilience, women’s empowerment, dietary diversity, and appropriate feeding practices, and improve hygienic environments. Program efforts are designed to impact the population in Zones of Influence (ZOIs) in Feed the Future target countries, including [Country]. Progress in achieving Feed the Future’s objectives is tracked using population-based indicators collected at baseline and then periodically thereafter.

The Feed the Future [Year] [Country] Phase Two Zone of Influence (P2-ZOI) Midline Indicator Assessment is the first assessment of the Feed the Future P2-ZOI indicators in [Country] since the baseline indicator values were established. Midline data will be collected for this midline indicator assessment through the [Year] [Country] P2-ZOI Midline Survey (hereinafter referred to as the Midline Survey), which comprises a main survey and parallel survey.

The assessment will provide the United States Agency for International Development (USAID) Bureau for Resilience and Food Security, USAID [Country], the Government of [Country], and development partners with information about short-term progress of the P2-ZOI indicators.

[Contractor], which is leading implementation of this midline indicator assessment, has subcontracted [local Survey Implementing Organization (SIO)] to carry out Midline Survey fieldwork and related activities, including the household listing operation, community sensitization, the training of trainers (TOT) and survey pretest, and the main field staff training and pilot. This report presents the details of the TOT and survey pretest.

# Training of trainers

Survey team members from [local SIO] and [Contractor] conducted an intensive [xx]-day TOT from [start date] to [end date]. A total of [xx] individuals were trained in the TOT. (A detailed training schedule is included in **Appendix A.**)

For the first [X] days, participants were trained on the survey objectives, Interviewers’ roles and responsibilities, interviewing techniques, and the survey content using paper versions of the questionnaires. Participants walked through the paper questionnaires question-by-question with the trainers to understand each question, the response options, skip patterns, and the instructions. The TOT trainers ensured that each question in each translation was understandable to the participants and captured the meaning of the question as intended in the source-language questionnaires. Any translations that were identified for review by the translation team were logged in the TOT and Survey Pretest Issue Log (**Appendix B**) and revised, if needed, before the survey pretest took place. After reviewing each questionnaire module, the trainees participated in mock interviews and role playing to further refine their knowledge and familiarity with the questionnaire content. Trainees were then trained on using the computer-assisted personal interviewing (CAPI) system over [X] days. Topics included an introduction to CAPI, tablet basics, CAPI data collection, assigning tasks, and transferring data. During the CAPI training, trainees gained experience using the tablets by entering data from the mock interviews into the CAPI system and transferring the data to a Field Supervisor’s tablet.

The main issues trainees encountered during the TOT included the following:

* [Issue #1 and solution]
* [Issue #2 and solution]

A detailed list of issues encountered during the TOT (and survey pretest) is included in **Appendix B**.

# Survey pretest

The survey pretest was the first opportunity to test the questionnaire, translations, and CAPI system under field conditions. The main objectives of the survey pretest were to ensure that the CAPI data collection applications are aligned with the final questionnaires; ensure that there are no issues with the translations or data collection applications; and ensure successful data transfer among Interviewers, Field Supervisors, and the secure server, and between the secure server and the Central Office computer, which the In-Country Data Manager uses to review and process the data. The In-Country Data Manager also practiced running the checks and generating the reports that they are responsible for during survey fieldwork.

The survey pretest was carried out over [X] days in [location of survey pretest], from [start date] through [end date], including [X] days of travel and [X] days of fieldwork. A total of [X] field teams were formed, each consisting of five members—one Field Supervisor and four Interviewers (at least two female Interviewers and up to two male Interviewers). Within each field team, Interviewers worked in pairs, comprising either two female Interviewers or a male and a female Interviewer. A total of [X] Interviewer teams comprised female pairs, and [X] Interviewer teams comprised male-female pairs.

Each Interviewer team was assigned [X] main survey households and [X] parallel survey households. To obtain sufficient feedback on questionnaire content, translations, and CAPI data collection applications for all modules, the survey team aimed to test the main survey questionnaire with a minimum of [X] households per language and the parallel survey questionnaire with a minimum of [X] households, for a total of [XX] households. For each language, efforts were made to interview both male and female respondents and include all eligible respondents within selected households.

Throughout pilot fieldwork, [Contractor] and [local SIO] survey team members accompanied Interviewers and provided supervision and support. Any issues that emerged were communicated among the survey team members, and possible solutions were shared and implemented by those affected.

[Insert additional survey pretest details.]

**Table 1** shows the number of surveys conducted in the survey pretest, by language. [Describe the results presented in Table 1.]

Table 1: Main and Parallel Surveys Conducted by Language

| **Language of questionnaire** | **Number of Interviewer teams** | **Interviews conducted\*** | | |
| --- | --- | --- | --- | --- |
| **Main survey** | **Parallel survey** | **Total** |
| [Language 1] |  |  |  |  |
| [Language 2] |  |  |  |  |
| [Language 3] |  |  |  |  |
| [Language 4] |  |  |  |  |
| **Total** |  |  |  |  |

\*Reflects the number of households with a final household result code of complete; that is, Modules 1 and 2 were completed, and all other modules for which the household was eligible had a final result code.

The median time it took to administer the main survey questionnaire in a household was [amount of time], and the median time it took to administer the parallel survey questionnaire in a household was [amount of time]. It is important to note, however, that median durations include only the time that Interviewers were administering the questionnaire; it does not include the time spent introducing the survey, obtaining informed consent, locating eligible respondents, or taking breaks, or chatting between modules. Furthermore, the median durations reflect the total time across the Interviewer pair. Interviewers could have interviewed two respondents concurrently when different respondents were eligible for different modules, which would have resulted in the actual time the Interviewer pair spent administering the survey in the household less than the time that is obtained by summing individual module durations.

**Table 2** presents the number of modules completed across all languages for the main survey, as well as the median duration of each module, the median number of eligible respondents per household for modules that can be administered to more than one respondent per household, and the number of module refusals. **Table 3** presents this information for the parallel survey. Additional module-level duration information by language can be found in **Appendix C.**

Table 2: Number of Modules Completed, Median Module Duration, Median Number of Eligible Module Respondents per Household, and Number of Modules Refused for the Main Survey

| **Module** | | **Number completed** | **Median duration**  **(minutes)** | **Median number of eligible respondents per household** | **Number of refusals** |
| --- | --- | --- | --- | --- | --- |
| **Household-level modules** | | | | | |
| Module 1 | Household roster and demographics |  |  |  |  |
| Module 2 | Dwelling characteristics and household assets |  |  |  |  |
| Module 2A | Climate adaptation |  |  |  |  |
| Module 3 | Food security and resilience |  |  |  |  |
| **Individual-level modules** | | | | | |
| Module 4 | Women’s nutrition |  |  |  |  |
| Module 5 | Children’s nutrition, children under 2 years of age |  |  |  |  |
| Children’s nutrition, children 2-4 years of age |  |  |  |  |
| Module 6 | Women’s empowerment in agriculture |  |  |  |  |
| Module 7 | Agriculture technologies | | | | |
| 7.[X] | [VCC-1] |  |  |  |  |
| 7.[X] | [VCC-2] |  |  |  |  |
| 7.[X] | [VCC-3] |  |  |  |  |

Notes:

Median module durations include only modules that have module outcome=1 (completed).

Median duration is reported per household for household-level modules and per respondent for individual-level modules.

Table 3: Number of Modules Completed, Median Module Durations, Median Number of Eligible Module Respondents per Household, and Number of Modules Refused for the Parallel Survey

| **Module** | | **Number completed** | | **Median duration (minutes)** | **Median number of eligible respondents per household** | **Number of refusals** |
| --- | --- | --- | --- | --- | --- | --- |
| **Household-level modules** | | | | | | |
| Module 1 | Household roster and demographics |  | |  |  |  |
| Module 2 | Dwelling characteristics and household assets |  | |  |  |  |
| Module 8 | Household consumption expenditure | | | | | |
| 8.1 | Food in the past 7 days |  | |  |  |  |
| 8.2-8.7 | All other sub-modules |  | |  |  |  |
| **Individual-level modules** | | | | | | |
| Module 7.90 | Plot map |  | |  |  |  |
| **Plot-level modules** | | [VCC-1] | [VCC-2] |  |  |  |
| Module 7.91 | Plot information and identification |  |  |  |  |  |
| Module 7.92 | Plot area |  |  |  |  |  |

Notes:

Median module durations include only modules that have module outcome=1 (completed).

Median duration is reported per household for household-level modules, per respondent for individual-level modules, and per plot for plot-level modules.

Frequency tables for the data collected in the pilot have been tabulated and submitted through secure file transfer as an **annex** to this report. In addition, a table of “Other (specify)” responses collected by Interviewers during the pilot is included in **Appendix D.**

At the conclusion of the survey pretest, on [date], a review meeting was held at [location]. During the meeting, survey pretest participants reported issues they encountered with the questionnaire content, translations, the CAPI system, and procedures to the survey team.

Main issues encountered during the survey pretest included the following:

* [Issue #1 and solution]
* [Issue #2 and solution]

A detailed list of issues encountered during the survey pretest (and TOT) is included in **Appendix B.**

# Appendix A: TOT schedule

# Appendix B: Issues identified during the TOT and survey pretest

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **[Year(s)] [Country] Midline TOT and Survey Pretest Issue Log** | | | | | | | |
| **Stagea** | **Type of issueb** | **QREc** | **Item number** | **Finding or issue** | **Proposed change** | **Statusd** | **Next steps, if not complete** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

a Stage: TOT (T) or Survey pretest (SP)

b Type of issue: Content, CAPI, Translation, or Other

c QRE (questionnaire): Main (M) or Parallel (P)

d Status: Complete (i.e., proposed change was approved by USAID and made)

Tentative (i.e., proposed change was made but awaiting USAID approval)

In progress (i.e., proposed change was approved by USAID but not yet made)

# Appendix C: Module-level survey pretest results

Table C.1: Median Module Durations for the Main Survey, by Language

| **Module** | **Median module duration per respondent**  **(minutes)** | | | | | **Overall median duration**  **(minutes)** |
| --- | --- | --- | --- | --- | --- | --- |
| **[L1]** | **[L2]** | **[L3]** | **[L4]** | **[L5]** |
| **Household-level modules** | | | | | | |
| Module 1 |  |  |  |  |  |  |
| Module 2 |  |  |  |  |  |  |
| Module 2A |  |  |  |  |  |  |
| Module 3 |  |  |  |  |  |  |
| **Individual-level modules** | | | | | | |
| Module 4 |  |  |  |  |  |  |
| Module 5 (0-1 years) |  |  |  |  |  |  |
| Module 5 (2-4 years) |  |  |  |  |  |  |
| Module 6 |  |  |  |  |  |  |
| Module 7.[X] |  |  |  |  |  |  |
| Module 7.[X] |  |  |  |  |  |  |
| Module 7.[X] |  |  |  |  |  |  |

Notes:

Average duration is reported for only modules that were completed (i.e., module outcome code=1).

Total median duration includes only the time that Interviewers were administering the questionnaire; it does not include the time spent introducing the survey, obtaining informed consent, locating eligible respondents, or taking breaks, or chatting in between modules.

Table C.2: Median Module Durations for the Parallel Survey, by Language

| **Module** | **Median module duration per respondent**  **(minutes)** | | | | | **Overall median duration**  **(minutes)** |
| --- | --- | --- | --- | --- | --- | --- |
| **[L1]** | **[L2]** | **[L3]** | **[L4]** | **[L5]** |
| **Household-level modules** | | | | | | |
| Module 1 |  |  |  |  |  |  |
| Module 2 |  |  |  |  |  |  |
| Module 8.1 |  |  |  |  |  |  |
| Modules 8.2-8.7 |  |  |  |  |  |  |
| **Individual-level modules** | | | | | | |
| Module 7.90 |  |  |  |  |  |  |
| **Plot-level modules** | | | | | | |
| Module 7.91 |  |  |  |  |  |  |
| Module 7.92 |  |  |  |  |  |  |

Notes:

Median module durations include only modules that have module outcome=1 (completed).

Median duration is reported per household for household-level modules, per respondent for individual-level modules, and per plot for plot-level modules.

# Appendix D: Other (specify) responses

# Annex: Survey pretest data frequencies

Please see the following files with frequency tables generated with survey pretest data:

* [File name for main survey data]
* [File name for parallel survey data]

They were submitted separately to USAID through secure file transfer. The tables include all survey variables except those that capture direct personally identifiable information (i.e., [insert variable names and labels]).



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