



Leaving no trade unrecorded

MAJOR ROLES AND RESPONSIBILITIES OF ICBT SUPERVISORS



**GHANA
STATISTICAL SERVICE**

Outline of Presentation

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Introduction

1. Good team supervision is an essential part of fieldwork.
2. The supervisor's role before, during and after fieldwork is therefore critical in achieving the overall objective of the survey.
3. The success of the survey depends on good supervision that will ensure the collection of quality data.
4. It is necessary for a supervisor to ensure there is teamwork throughout the data collection period.
5. This session presents the guidelines for field supervisors to execute their duties during fieldwork.

Purpose and Learning Outcomes

The purpose of this presentation is to equip trainees with the required knowledge and skills to enable them play leadership roles as field supervisors.

By the end of the presentation, trainees should be able to:

- describe the functions of the supervisor;
- follow and apply the guidelines of assigning and monitoring the work of interviewers; and
- explain the main tasks of a field supervisor before, during and after data collection.

Why Roles and Responsibilities of Supervisors (1/3)

Understanding the roles and responsibilities of supervisors for field data collection is essential for effective field operations, accurate data and successful project outcomes:

- **Quality Control:** Supervisors ensure data is collected accurately and consistently, minimising errors and biases.
- **Guidance and Support:** provide training, solve field problems, and support the interviewers.
- **Accountability:** Clearly defined roles ensure accountability for the data collection process.

Why Roles and Responsibilities of Supervisors (2/3)

- **Efficient Resource Use:** Supervisors manage resources, schedules, and logistics effectively.
- **Data Integrity:** Supervisors ensure adherence to protocols and ethical guidelines, which is crucial for maintaining the integrity of the data collected.
- **Problem Resolution:** Supervisors help resolve conflicts or issues that arise in the field, ensuring smooth data collection.

Why Roles and Responsibilities of Supervisors (3/3)

- **Data Verification:** Supervisors verify data completeness and accuracy before submission, ensuring high-quality data.
- **Reporting and Feedback:** Supervisors provide regular reports and feedback to higher management, ensuring timely adjustments and informed decision-making..

Duties of the Supervisor (1/6)

The Supervisor is responsible for all these:

1. prepare itinerary with team members;
2. distribute field logistics;
3. supervise and assign work to interviewers and driver;
4. complete community entry protocols;
5. publicise the ICBT;
6. secure accommodation before the arrival of interviewers;
 - the interviewer must bear the cost of the accommodation if any;
 - ensure that interviewers settle all costs incurred, including utility bills;
 - ensure that interviewers show appreciation;

Duties of the Supervisor (2/6)

The Supervisor is responsible for all these:

7. introduce the interviewer to the community;
8. specify the support expected from community leaders and members;
9. guide the opinion leaders to select respondents for the ICBT Questionnaire;
 - at least a third of either sex should participate; and
 - select the participants to reflect the different occupations, leadership roles and age categories.

Duties of the Supervisor (3/6)

The supervisor is responsible for all these:

10. identify periodic markets patronised by the community and administer the Price Questionnaire on a market day;
11. assist interviewers in locating selected borders in the assigned district;
12. review the work of the interviewers;
13. continue coaching and re-training whiles on the field;
14. conduct spot checks in supervisory areas;
15. observe interviews with permission from respondent;
16. do not correct the interviewer in the presence of the respondent;

Duties of the Supervisor (4/6)

The Supervisor is responsible for all these:

- 16.sync data to headquarters (HQ) daily;
- 17.receive updates from HQ;
- 18.send updates from HQ to interviewers;
- 19.check and help interviewers solve challenges they encounter during interview and while staying in the community;

Duties of the Supervisor (5/6)

The supervisor is responsible for all these:

- 22. report any problem encountered to the ICBT Secretariat;
- 23. review and respond to all queries contained in the reports from the Data Quality Monitor (DQM);
- 24. make sure all corrections are done before the cycle ends;
- 25. provide a regular situational report on the work to the ICBT Secretariat;

Duties of the Supervisor (6/6)

The supervisor is responsible for all these:

- 22.attend all meetings scheduled by the ICBT Secretariat;
- 23.collect all the materials that are returnable including the tablets;
- 24.work with the driver to complete the vehicle logbook in all daily travels in full and sign;
- 25.submit fuel receipts and photocopies of the logbook 3 days after the end of the cycle.

Major Roles of ICBT Supervisors (1/2)

- Supervisors are responsible for taking prices of all recorded products.
 - This means that after Interviewers have synchronized the data, then at the start of the following week Supervisors will receive a pricing questionnaire.
 - The Supervisors are responsible for taking prices for all unique combinations of products and unit of measures by their Interviewers in the previous week.

Major Roles of ICBT Supervisors (2/2)

- Supervisors also need to supervise the Interviewers. This means that they visit their interviewers at the borders and check whether they capture all informal trade.

How to Maintain Good Team-work

1. Agree on a set of rules to guide how members relate and conduct themselves during the fieldwork.
2. Be humble and willing to learn from each other.
3. Involve team members in your decisions about the work.
4. Be fair and firm to all team members.
5. Have regular discussions on the work with the team.
6. Motivate the team and give commendation where necessary.
7. Be responsive to their needs and legitimate requests.
8. Maintain mutual respect.

Revision

- 1) Discuss the functions of a supervisor.
- 2) How does the Supervisor maintain good teamwork?
- 3) List three guidelines for assigning and monitoring the work of interviewers.
- 4) What is your major role as an ICTBT Supervisor?

Answers

- 1) Refer to manual page 12-13
- 2) Refer to manual page 62
- 3) Refer to manual page 12-13
- 4) Refer to manual page 12

THANK YOU

Please Any Question...?

