**Methodological Report Form Guidelines**

**Fieldwork 2022**

Thank you for working as a partner of the World Justice Project in the production of the WJP Rule of Law Index. Before fieldwork starts, we wanted to send you our methodological reporting form, which will allow you to provide information about your survey design and data collection process. We are sending this form now so you know what information we will need at the end of the project. This information will help in interpreting the data, help to ensure that the data are reliable and valid, and protect the legitimacy and credibility of the product. Below are some notes about the form.

* Use the provided examples and follow-up questions within the reporting form to assist you as you fill out this form.
* If you need to attach any other materials to the reporting form, please append them to the end of the reporting form. This will help keep all of your materials together and organized and will assist us in archiving these documents.
* Make sure to include the name of the country in which polling is being conducted and the name of your company and where it is based at the top of the reporting form.
* If you are conducting polling in multiple countries, please submit a separate report for each country.
* Please try to answer each section as thoroughly and completely as possible.

Please contact us if you have any questions or concerns about this form. Thank you for your cooperation.

**General Population Poll**

**Full Fieldwork Methodological Report Form 2022**

1. **Introduction:**

|  |  |
| --- | --- |
|  | COMPANY RESPONSE |
| 1. This Methodological Report Form is for the survey conducted in: (*Country*) | Colombia |
| 1. The sampling, fieldwork, and data processing for this survey was completed by: (*Company*) | Tempo Group |
| 1. This company is based in: (*Company Headquarters*) | Bogotá D.C., Colombia |

1. **Contact Information:**

|  |
| --- |
| 1. Who is the company’s contact person(s) for follow up questions? |
| Julián González Forero – Project Director |

|  |
| --- |
| 1. What are the contact person’s email address and phone number? |
| Julian.gonzalez@tempogroupsa.com +57 1 6416064 - +57 1 3182815151 |

1. **General Description:**

|  |
| --- |
| 1. What were the exact dates of fieldwork? |
| May 31st, 2022 to June 28th, 2022 |

|  |
| --- |
| While the poll is nationally representative, what were the principle geographic areas targeted for full fieldwork? (i.e. regions, provinces, states) |
| **Central Region:**   * Bogotá D.C. * Bucaramanga * Ibagué * Villavicencio * Sogamoso * Facatativá   **Caribbean Region:**   * Barranquilla * Cartagena * Ciénaga * Malambo * Turbaco * Cereté   West Region:   * Medellín * Cali * Pereira * Pasto * Yumbo * Calarcá |

|  |
| --- |
| 1. What was the mode of interviewing? (e.g. face-to-face; online) |
| Face to face household interview |

|  |
| --- |
| 1. What was the achieved sample size? |
| 1000 interviews |

|  |
| --- |
| 1. In what language(s) were the interviews conducted? |
| Spanish |

|  |
| --- |
| 1. What was the average length of each interview? |
| The average length was 44 minutes |

|  |
| --- |
| 1. What was the length of the longest and shortest interviews? |
| The longest interview had a length of 81 minutes and the shortest one had 26 minutes of length |

1. **Customization of Questionnaire:**

|  |
| --- |
| 1. Please list all final adaptations to the terminology of the questionnaire (e.g. **q5a\_G1**: Changed “President” to “Prime Minister” or **q1\_G1**: Changed “Environmental Protection Authority” to “Department of Conservation”). |
| Q1a. “Los oficiales del gobierno local” by “Los funcionarios del gobierno local”  Q1b. “Los oficiales del gobierno nacional/federal” by “Los funcionarios del gobierno nacional”  Q2f. “Guardia Civil” by “Ejército”  Q3b. “Gubernamentales” by “del sector público”  Q5a. “Miembros del Parlamento/Congreso” by “Congresistas”  Q5b. “Los oficiales del gobierno nacional/federal” by “Los funcionarios del gobierno nacional”  Q5c. “Los oficiales del gobierno local” by “Los funcionarios del gobierno local”  Q6a-Q7a. “oficina del gobierno local” by “alcaldía local”  Q8. “municipalidades” by “alcaldías”  Q10b. “del gobierno” by “del sector público”  Q10c. “altos oficiales del gobierno” by “altos funcionarios del gobierno”  Q11a\_11. “oficial público” by “funcionario público”  Q11e\_6. includes “juzgados”  C1. “casero” by “arrendador”  E1. “atender” by “asistir”  J2. “Cédula” by “¿cédula de ciudadanía?”, and “licencia de manejo” by “licencia de conducción”  K2. includes “gota a gota”  Q23 “tribunales” by only “juzgados”  Q20 option 3 “asistencia legal” by “ayuda legal”  Q20 option 4 “A un tribunal” by “A un juzgado”  Q27A/Q28A “un tribunal” by “un juzgado”  Q27B/Q28B “agencia investigadora” by “autoridad judicial”  Q38\_G2 “alto oficial” by “alto funcionario”  Q40a\_G2 “oficial” by “funcionario”  Q40b\_G2 “vecindario (comunidad/colonia)” by “barrio (localidad/comuna)”  Q41c\_G1/ Q41d\_G1/ Q41e\_G2 “oficiales del gobierno” by “funcionarios del gobierno”  Q46\_G1/ Q47\_G1/ Q46\_G2/ Q47\_G2 “Presidente/primer ministro” by only “Presidente”  Q\_204/ Q\_245 “Presidente/primer ministro” by only “Presidente” and “miembros del gabinete” by only “ministros”  Work – Trabajador del Gobierno “federal/estatal” by “nacional/departamental”  Wagreement “Acuerdo” by “contrato”  A5 “Móvil” by “celular”  A6. “¿Una identificación emitida por el gobierno?” by “¿Una cédula de ciudadanía?”  A7 “W.C. (Excusado)” by “Sanitario (Inodoro)”  Qpi3b “Baches” by “Huecos” |

|  |
| --- |
| 1. Please list a. ethnic groups, b. religious preferences, c. income brackets, and d. levels of education applied in the customization of the questionnaire’s demographic section. For income, please specify the currency and the time period used for reporting income. For education, please provide the number of years of schooling and the level of advancement for each education level. |
| **Religion – Options:**  1. Católico  2. Cristiano  3. Evangélico  4. Ateo  5. Agnóstico  6. Otra  99. No responde  **Ethnic groups** – Options:  1. Indígena  2. ROM  3. Raizal  4. Palenquero  5. Afrocolombiano  6. Ninguna de las anteriores  99. No responde  **Political Parties** – Options:  1. Partido Liberal  2. Partido de la U  3. Partido Alianza Verde  4. Partido Cambio Radical  5. Partido Centro Democrático  6. Partido Conservador  7. Partido Pacto Histórico  8. Partido ASI  9. Partido Polo Democrático  10. Partido Mira  11. Partido Opción Ciudadana  12 Partido Nuevo Liberalismo  13. Otro  99. No responde  **Regions** – Options:  1. Región Central  2. Región Occidental  3. Región Caribe  **Levels of education** – Options:  1. Ninguno  2. Primaria (Five years)  3. Secundaria (Four years)  4. Bachillerato (Two years)  5. Pregrado/licenciatura (Four to Five years)  6 Posgrado (Maestría/ Doctorado) (Two years/ Four years)  7. Vocacional/ Técnico (Two years)  Regarding the topic income, income\_cur is "colombian pesos", income\_time is "monthly" and the options for  the quintiles are:  1. (1st quintile) $0 a $600.000  2. (2nd quintile) $600.001 a $1.000.000  3. (3rd quintile) $1.000.001 a $2.000.000  4. (4th quintile) $2.000.001 a $4.000.000  5. (5th quintile) Más de $4.000.000 |

|  |
| --- |
| 1. Please list any other changes to the demographic section of the questionnaire. |
| **Age ranges** – Options:  1. 18-24  2. 25-34  3. 35-44  4. 45-54  5. 55-64  6. 65+ |

1. **Survey Design:**

|  |
| --- |
| 1. What was the target population/sample universe for the survey? |
| Men and women. 18+ years old. Citizens residing in the coverage cities of Colombia. |

|  |
| --- |
| 1. What was the coverage error associated with the survey design? |
| NA |

|  |
| --- |
| 1. Please list and describe each of the sampling units included in the survey? For example, the sampling units may be:  * Region (primary sampling unit) * City (secondary sampling unit) * District (tertiary sampling unit) * Neighborhood (quaternary sampling unit) * Enumeration area |
| • **Region (primary sampling unit):**  1. Centro  2. Occidental  3. Caribe  **• City (secondary sampling unit)**   1. Bogotá 2. Bucaramanga 3. Ibagué 4. Villavicencio 5. Sogamoso 6. Facatativá 7. Medellín 8. Cali 9. Pereira 10. Pasto 11. Yumbo 12. Calarcá 13. Barranquilla 14. Cartagena 15. Ciénaga 16. Malambo 17. Turbaco 18. Cereté   • **District – Localidad/ Comuna/ Corregimiento (tertiary sampling unit)**  • **Neighborhood – Vereda (quaternary sampling unit)**  • **Neighborhood Block/ Vereda Zone**: Selected ramdomly within each neighborhood selected for urban sample and zones within each vereda selected for rural sample. |

|  |
| --- |
| 1. Please describe, in detail, the sampling plan and stratifications that were monitored during fieldwork.    1. What variables were involved? (e.g. city, gender, age, socio-economic status, etc.)    2. What questions/criteria were used to classify a respondent for each relevant stratum?    3. What information source was used to set targets? (e.g. census data, population statistics, etc.)   Please include a link to the data source or an attachment if possible. |
| **Region**   |  |  |  |  | | --- | --- | --- | --- | | **Central Region** | **West Region** | **Caribbean Region** | **Total** | | 412 | 350 | 238 | 1000 | | Data source: DANE (Statistics Department of Colombia)  <http://www.dane.gov.co/index.php/estadisticas-por-tema/demografia-y-poblacion/proyecciones-de-poblacion> | | | |   **Gender**   |  |  |  | | --- | --- | --- | | **Female** | **Male** | **Total** | | 513 | 487 | 1000 | | Data source: DANE (Statistics Department of Colombia)  <http://www.dane.gov.co/index.php/estadisticas-por-tema/demografia-y-poblacion/proyecciones-de-poblacion> | | |   **Age**   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **18-24** | **25-34** | **35-44** | **45-54** | **55-64** | **65+** | **Total** | | 162 | 206 | 195 | 160 | 137 | 140 | 1000 | | Data source: DANE (Statistics Department of Colombia)  <http://www.dane.gov.co/index.php/estadisticas-por-tema/demografia-y-poblacion/proyecciones-de-poblacion> | | | | | | |   **City**   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Bogotá** | **Medellín** | **Cali** | **Barranquilla** | **Cartagena** | **Pereira** | **Bucaramanga** | **Ibagué** | **Villavicencio** | **Pasto** | **Ciénaga** | **Malambo** | **Turbaco** | **Facatativá** | **Yumbo** | **Calarcá** | **Cereté** | **Sogamoso** | **Total** | | | 270 | 127 | 114 | 79 | 66 | 40 | 36 | 31 | 32 | 27 | 26 | 24 | 23 | 23 | 22 | 20 | 20 | 20 | 1000 | | | Data source: DANE (Statistics Department of Colombia)  <http://www.dane.gov.co/index.php/estadisticas-por-tema/demografia-y-poblacion/proyecciones-de-poblacion> | | | | | | | | | | | | | | | | | | |   **Urban/ Rural divide**   |  |  |  | | --- | --- | --- | | **Urban** | **Rural** | **Total** | | 763 | 237 | 1000 | | Data source: DANE (Statistics Department of Colombia)  [<http://www.dane.gov.co/index.php/estadisticas-por-tema/demografia-y-poblacion/proyecciones-de-poblacion>](https://www.dane.gov.co/index.php/estadisticas-por-tema/demografia-y-poblacion/censo-nacional-de-poblacion-y-vivenda-2018/donde-estamos) | | | |

|  |
| --- |
| 1. Were you able to achieve the sample distribution proposed in the sampling plan?    1. If so, did you achieve it through random sampling or did you need to apply quotas?    2. If you applied quotas, please describe the process for selecting respondents to fill these quotas.    3. Did you use any weights to adjust the sample after fieldwork was completed? |
| Yes, the sample distribution proposed in the sampling plan was achieved. The fieldwork was developed applying quotas.  Once a quota was closed, the surveyor verified if the next selected respondent had the characteristics of the opened quotas at that moment. Otherwise, the surveyor moved to the next household in the random route until finding a respondent who could apply for the missing quotas.  Any weight was didn’t use to adjust the sample after fieldwork was completed. |

|  |
| --- |
| 1. Please describe, in detail, the sampling method and how the sample was drawn.    1. Were any external population statistics, census data, or other sources used to draw the sample? If yes, please provide a link to the source or an attachment if possible. |
| Neighborhoods/ Veredas of the different socioeconomic levels available in Colombia, divided proportionally  based on each level’s share of the country’s population, considering the classification of the Geographic  Institute of Colombia (IGAC), the Planning Offices of each city and Utility official companies. |

|  |
| --- |
| 1. Please describe, in detail, how enumeration areas were selected. *By enumeration area, we mean the smallest geographic unit for data collection that is allocated to a single enumerator.* |
| **Selection of PSUs & SSUs:** Primary sampling units (Neighborhoods and “Veredas”) were randomly selected by the random procedure. The most recent available sample frame of Sampling Units was selected as the starting point (First stage) on the basis of geo-administrative divisions.  The second stage in sampling consisted of selecting randomly blocks within each neighborhood selected for urban sample and zones within each vereda selected for rural sample. The aim was to make sure that each PSU/ SSU was selected with an equal probability within all Sampling Units in each city. |

|  |
| --- |
| 1. Please list the enumeration areas selected for the survey. |
| Attached List. |

|  |
| --- |
| 1. Were any enumeration areas substituted due to interviewer safety, inaccessibility, or other logistical reasons? If yes, please list these neighborhoods/settlements and the reason. |
| We had some difficulties with the respondents of lower income due to security issues in the areas  where they live and adverse weather conditions in some rural areas, but these areas finally wasn’t substituted. |

|  |
| --- |
| 1. Describe, in detail, the procedure for selecting households in each enumeration area. |
| Selection of the Household: In according to random walk fieldwork procedure the fieldwork coordinator selected the first household to be sampled (within the neighborhood block or “vereda” zone selected), and the surveyor followed clear instructions on how to select remaining households within that zone. Each household selected for the sample was obtained from the following rule:   * Urban sample: Once selected the city, the neighborhood and the neighborhood block, began at the corner of the block to the center, and the walk was done in the same direction clockwise. * Rural sample: Once selected the city, the “vereda” and the “vereda” zone, began at the corner of the zone selected, and the walk was done in the same direction clockwise.   Office buildings, uninhabited/abandoned housing units, schools, hospitals, public buildings, factories,  workshops, supermarkets and shops was excluded from the count. |

1. **Respondent Selection**

|  |
| --- |
| 1. How were individual respondents selected within each household? (e.g. Kish Grid; Last Birthday; Next Birthday) |
| “Kish Grid” method |

|  |
| --- |
| 1. Were all individuals required to give informed consent before completing the survey? |
| Yes |

|  |
| --- |
| 1. Describe the procedure for respondent substitution.    1. How many substitutions took place during the survey? |
| Under any circumstances, the selected respondent could be substituted with another person. If the selected respondent was unable to complete the interview, the surveyor moved to the next household in the random route. |

|  |
| --- |
| 1. Describe the procedure for callbacks.    1. How many attempts were made to reach a selected respondent?    2. In aggregate, what were the contact percentage rates for each attempt? |
| Revisits or callbacks wasn’t contemplated within the project. Surveyor moved to the next household in  random walking route. |

|  |
| --- |
| 1. Were any groups of individuals deliberately excluded from the survey? (e.g. Government employees, police officers, market research professionals, etc.) |
| Advertising and Market research professionals, Police and Army officers |

1. **Supervision and Quality Control**

|  |
| --- |
| 1. How many interviewers worked on the project (excluding supervisors/managers)?    1. Divided into how many teams?    2. How many male and female interviewers? |
| a. 42 Interviewers into 10 teams  b. 24 female and 18 male |

|  |
| --- |
| 1. Please describe how interviewers were trained for the project. |
| For the project, 42 surveyors were trained. The training program for each interviewer was developed in a complete day and include all the issues required by our quality management system (ISO 20252). Besides, the training included the following issues:   1. Review of general and specific objectives of the project 2. Target group, geographic coverage and sample 3. Methodology of data collection 4. Procedure for selecting households and individual respondents 5. Review of the entire questionnaire and showcards 6. Role game with the surveyors. |

|  |
| --- |
| 1. What was the process for back-checking interviews?    1. How many interviews were conducted under direct supervision?    2. How many interviews were checked through in-person or telephone back-checks by the supervisory team?    3. How many back-checks were performed by the central office? |
| 1. 20% under direct supervision 2. 30% under back checks – telephone and supervisory team 3. 20% under personal central office |

|  |
| --- |
| 1. Please describe the quality control measures used to flag/reject interviews. (For example, geo-fencing, audio recording, photos, answer patterns) Were any questionnaires rejected for quality-control reasons?   If so, how many? |
| The quality control measures are based our Quality management system (ISO 20252). Besides, includes georeferencing, photos and answer patterns.  Two (2) questionnaires was rejected, due the information wasn’t properly registered in the system, because  had missing information |

|  |
| --- |
| 1. Please describe the data entry process.    1. How was the process supervised?    2. How many questionnaires were selected for double-entry? |
| The capture screen was not allow input codes that are not in the questionnaire. 100% of surveys was reviewed  and audited. |

|  |
| --- |
| 1. What was the number of respondents who successfully completed the survey from start to finish, no matter how many DK/NA responses they provided? |
| 1.000 respondents completed successfully all the survey |

|  |
| --- |
| 1. What was the number of people contacted to take the survey that did not ultimately take the survey? In other words, how many people rejected to take the survey at all? |
| 5.427 people contacted |

|  |
| --- |
| 1. What was the number of interviews where the respondent did not complete the survey from start to finish? In other words, how many people terminated the survey early? |
| 451 respondents terminated the survey early |

|  |
| --- |
| 1. What was the number of people you attempted to contact to take the survey, but were ultimately unable to contact? |
| 206 |

1. **Other**

|  |
| --- |
| 1. Please list all of the weights used in the final dataset, and explain how they were calculated. (Examples of weights include post-stratification weights, design weights, and population weights.) |
| NA |

|  |
| --- |
| 1. Please provide the table of incidents and rejection rate for the survey. |
| |  |  | | --- | --- | | **Incident** | **Total** | | Refusals | **896** | | Break off | **451** | | Non - contact | **206** | | Other reason of eligibility | **118** | | Unknown if housing unit | **604** | | Unknown if eligible respondent | **541** | | Other reason for unknown ineligibility | **96** | | Outside of sample | **762** | | Not a housing unit | **604** | | No eligible respondent in the household | **355** | | Quota filled | **673** | | Other reason for ineligibility | **121** | | **Total contacts** | **5427** | |

|  |
| --- |
| 1. Please include any other comments on the design, implementation, and data processing for the survey. |
| No additional comments |

|  |
| --- |
| 1. The World Justice Project would like to acknowledge our polling partners in each country measured in the Index. Please enter the details for the country where you have conducted fieldwork this year, and how you would like your company’s name to appear. If you would prefer not to be publicly acknowledged, please enter “WJP in collaboration with local partner” under “Polling Company.” |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Country/Territory** | **Areas Covered** | **Polling Company** | **Methodology** | **Sample** | **Year** |
| Colombia | Nationally representative | Tempo Group | Face-to-face | 1000 | 2022 |