**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:**

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|  | COMPANY RESPONSE |
| 1. This Methodological Report Form is for the survey conducted in: (*Country*) | **ST. KITTS & NEVIS** |
| 1. The sampling, fieldwork, and data processing for this survey was completed by: (*Company*) | **DMR INSIGHTS LIMITED** |
| 1. This company is based in: (*Company Headquarters*) | **ST. LUCIA** |

1. **Contact Information:**

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| 1. Who is the company’s contact person(s) for follow up questions? |
| **Shauna Marshall** |

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| 1. What are the contact person’s email address and phone number? |
| **shauna@dmrinsights.com** |

1. **General Description:**

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| 1. What were the exact dates of fieldwork? |
| **07/11/22 - 08/08/22** |

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| While the poll is nationally representative, what were the principle geographic areas targeted for full fieldwork? (i.e. regions, provinces, states) |
| **St. George** **St. Paul** **St. Anne** **St. Thomas** **Trinity** **Christ Church** **St. John** **St. Mary** **St. Peter** **Nevis** |

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

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| 1. What was the achieved sample size? |
| **n=500** |

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| 1. In what language(s) were the interviews conducted? |
| **English** |

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| 1. What was the average length of each interview? |
| **49 mins** |

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| 1. What was the length of the longest and shortest interviews? |
| **Shortest :46 mins**  **Longest: 1:26 mins** |

1. **Customization of Questionnaire:**

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| 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”). |
| **Please reference the final approved script** |

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| 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. |
| **Please refer to approved Sample Plan** |

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| 1. Please list any other changes to the demographic section of the questionnaire. |
| **None** |

1. **Survey Design:**

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| 1. What was the target population/sample universe for the survey? |
| **n=500** |

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| 1. What was the coverage error associated with the survey design? |
| **None** |

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| 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 |
| **Considering the same population size, the primary sampling unit was region:**  **St. George** **St. Paul** **St. Anne** **St. Thomas** **Trinity** **Christ Church** **St. John** **St. Mary** **St. Peter** **Nevis** |

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| 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. |
| 1. **City, Gender, Age, Income** 2. **The Script provided** 3. **Please reference final sample plan shared** |

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| 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? |
| **The programmed Kish Grid, with quotas was used** |

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| 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. |
| **Latest census data was used** |

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| 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.* |
| **Interviewers were assigned starting point within each PSU to begin house to house visits.** |

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| 1. Please list the enumeration areas selected for the survey. |
| **St. George** **St. Paul** **St. Anne** **St. Thomas** **Trinity** **Christ Church** **St. John** **St. Mary** **St. Peter** **Nevis** |

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| 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. |
| **No** |

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| 1. Describe, in detail, the procedure for selecting households in each enumeration area. |
| **Interviewers were advised to alternate between every other home** |

1. **Respondent Selection**

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

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

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| 1. Describe the procedure for respondent substitution.    1. How many substitutions took place during the survey? |
| **None** |

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| 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? |
| **Call backs were completed within 48 hours of completing the interview. 30% of the sample was randomly called back.** |

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| 1. Were any groups of individuals deliberately excluded from the survey? (e.g. Government employees, police officers, market research professionals, etc.) |
| **No** |

1. **Supervision and Quality Control**

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| 1. How many interviewers worked on the project (excluding supervisors/managers)?    1. Divided into how many teams?    2. How many male and female interviewers? |
| **5 Teams**  **Males: 7**  **Females: 10** |

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| 1. Please describe how interviewers were trained for the project. |
| **All team members participated in a mandatory 2-day training session which covered all modules of the instrument and project. At the end of the training exercise, each team member had to complete an assessment to determine eligibility to work on the project.** |

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| 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? |
| **10% conducted under direct supervision**  **30% back checked and validated from central office (call-backs)** |

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| 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? |
| **Direct Supervision**  **Telephone Verification**  **Interview duration check**  **17 disqualified for short duration** |

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| 1. Please describe the data entry process.    1. How was the process supervised?    2. How many questionnaires were selected for double entry? |
| **No data entry process required – all surveys entered live in the survey mobile app during the interview** |

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| 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? |
| **500** |

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| 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? |
| **243** |

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| 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? |
| **62** |

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| 1. What was the number of people you attempted to contact to take the survey, but were ultimately unable to contact? |
| **74** |

1. **Other**

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| 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.) |
| **None applied** |

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| 1. Please provide the table of incidents and rejection rate for the survey. |
| **379 (39% Rejection Rate)** |

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| 1. Please include any other comments on the design, implementation, and data processing for the survey. |
| **None** |

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| 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.” |

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| **Country/Territory** | **Areas Covered** | **Polling Company** | **Methodology** | **Sample** | **Year** |
| St. Kitts & Nevis | Nationally representative | DMR Insights Limited | Face-to-face | 500 | 2022 |

*Examples:*

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| **Country/Territory** | **Areas Covered** | **Polling Company** | **Methodology** | **Sample** | **Year** |
| Belize | Nationally representative | CID-Gallup Latin America | Face-to-face | 1020 | 2014 |
| Kyrgyzstan | Nationally representative | WJP in collaboration with  local partner | Face-to-face | 1000 | 2016 |
| United States | Nationally representative | YouGov | Online | 1018 | 2016 |