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**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*) | GUYANA |
| 1. The sampling, fieldwork, and data processing for this survey was completed by: (*Company*) | STATMARK LLC |
| 1. This company is based in: (*Company Headquarters*) | FLORIDA |

1. **Contact Information:**

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| 1. Who is the company’s contact person(s) for follow up questions? |
| ADRIANA RIVAS – PM /Orlando M Riebman CEO |

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| 1. What are the contact person’s email address and phone number? |
| [Arivas@statmark.net](mailto:Arivas@statmark.net) – [584141512044/riebman@statmark.net](mailto:584141512044/riebman@statmark.net) - 9548951358 |

1. **General Description:**

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| 1. What were the exact dates of fieldwork? |
| The fieldwork was conducted from July 1th to august 24th |

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| 1. While the poll is nationally representative, what were the principle geographic areas targeted for full fieldwork? (i.e. regions, provinces, states) |
| The poll is nationally representative.  The principal geographic areas were:   * Georgetown * New Amsterdam * Linden |

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

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| 1. What was the achieved sample size? |
| 500 cases |

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| 1. In what language(s) were the interviews conducted? |
| All of them were conducted in English, official language in Guyana. |

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| 1. What was the average length of each interview? |
| The average Interview length was 41 minutes |

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| 1. What was the length of the longest and shortest interviews? |
| The shortest was of 21 min, and the longest of 108 min |

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”). |

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| **Original document** | **Local version** |
| Parliament / Congress | National Assembly |
| President / Prime Minister | President |

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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. |

1. **Ethnic groups**

African descent

Mixed

Portuguese

East Indians

Amerindian

Chinese

Portuguese and east indian

European

|  |
| --- |
| **Religious Preference** |
| Roman Catholic |
| Hinduism |
| Buddhism |
| Seventh day Adventist |
| Rastafarian |
| Protestant |
| Jehovah’s Witness |
| Muslim |
| The Church of Jesus Christ of Latter-day Saints (Mormons) |
| Anglican |
| Atheist |
| Christian |

1. **Income Brackets (in Guyana Dollars)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Quintile 1** | **Quintile 2** | **Quintile 3** | **Quintile 4** | **Quintile 5** |
| < 150.000 | 150.001 - 300.000 | 300.001 - 450,000 | 450.0001 - 600.000 | More than 600.000 |

1. **Levels of education**

|  |
| --- |
| Elementary school diploma |
| Middle school diploma |
| High school diploma or equivalent |
| Bachelor’s degree |
| Graduate degree (Masters, Ph.D.) |
| Vocational |

1. **Currency**

Guyana Dollar

1. Frecuency:

Monthly

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| 1. Please list any other changes to the demographic section of the questionnaire. |
| N/A |

1. **Survey Design:**

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| 1. What was the target population/sample universe for the survey? |
| 18+ years |

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| 1. What was the coverage error associated with the survey design? |
| 3.1 95% CONFIDENCE INTERVAL |

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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 |
| It comprises a multistage methodology. Geostatistical units were selected based on population weight, geographic representation for each large region. The whole procedure took five stages, from larger units to the smallest one (last one is drawn randomly).   * First stage: Biggest unit / Region * Second stage: City * Third stage: PSU |

| **Region** | **City** | **Psu** |
| --- | --- | --- |
| **4** | **Georgetown** | Campbellville |
|  |  | Charlestown/Albouystown |
|  |  | Cummings Lodge |
|  |  | East Ruimveldt |
|  |  | Festival City/ North Ruimveldt |
|  |  | Kitty |
|  |  | Lilliandaal |
|  |  | Lodge |
|  |  | Sophia |
|  |  | South Ruimveldt |
|  |  | Tucville |
|  |  | Werk-en-Rust |
|  |  | West La Penitence/ Alexander Village |
|  |  | West Ruimveldt |
| **6** | **New Amsterdam** | Cow Dam |
|  |  | Fort Ordinance |
|  |  | Glasgow |
|  |  | Stanleytown |
|  |  | Symthstown |
|  |  | Vryheid |
| **10** | **Linden** | Amelia's Ward |
|  |  | Blue Berry Hill |
|  |  | Christianburg |
|  |  | Cinderilla City |
|  |  | Retrieve |
|  |  | Silvertown |

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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. **Variables involved**

**Regions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Region** | **Georgetown** | **Linden** | **New Amsterdam** |
| **Population** | 313,429 | 109,431 | 39,452 |
| **Sample** | 369 | 62 | 69 |

**Source:** http://www.statisticsguyana.gov.gy/ **Year:** 2012

**Gender**

|  |  |
| --- | --- |
| **Female** | **Male** |
| 49.8% | 50.2% |
| 249 | 251 |

**Source:** http://www.statisticsguyana.gov.gy/2012

**Age**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Age Group** | **18-24** | **25-34** | **35-44** | **45-54** | **55-64** | **65+** |
| **Population** | 93,377 | 101,838 | 96,420 | 78,270 | 49,222 | 37,007 |
| **Sample** | 102 | 112 | 106 | 86 | 54 | 40 |

**Source:** http://www.statisticsguyana.gov.gy/2012

**Quintiles**

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| --- | --- | --- | --- | --- |
| **Quintile 1** | **Quintile 2** | **Quintile 3** | **Quintile 4** | **Quintile 5** |
| < 150.000 | 150.001 - 300.000 | 300.001 - 450,000 | 450.0001 - 600.000 | 600.000 + |
| 91,227 | 91,227 | 91,227 | 91,227 | 91,227 |
| 100 | 100 | 100 | 100 | 100 |

**Source**: Our fieldwork provider in Guyana, based on 2021 surveys

**Urban / Rural**

|  |  |
| --- | --- |
| **URBAN** | **RURAL** |
| 191,810 | 535,193 |
| 367 | 133 |

1. **Questions/criteria were applied to classify a respondent for each relevant stratum**

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| **QUESTIONS** | **CRITERIA** |
| REGION | Region |
| GENDER | Gend |
| AGE | Age |
| INCOME QUINTILES | Income VS Income2 |
| RURAL / URBAN | % population |

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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? |
| Sample distribution proposed in the sampling plan was achieved through random sampling. Streets Neighborhoods of Primary sampling units were randomly chosen. Each house along the chosen street was approached. At each house where there was interest to answer the questionnaire. Via Kish method, the programmed questionnaire randomly chose the respondent among members of the household 18+ provided by one of the household occupants.  We did not use weights to adjust the sample after fieldwork was completed |

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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. |
| Please, see section 18. |

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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.* |
| Enumeration areas were selected by street within the geographical area. Each street was assigned a number. The assigned numbers were then placed into a randomizer. The first 5 streets at the top of random list were chosen. The randomizer at <https://www.random.org/lists/> was used. |

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| 1. Please list the enumeration areas selected for the survey. |
| Please, see section 18- |

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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 enumeration areas were substituted |

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| 1. Describe, in detail, the procedure for selecting households in each enumeration area. |
| Please, see section 22 |

1. **Respondent Selection**

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| 1. How were individual respondents selected within each household? (e.g. Kish Grid; Last Birthday; Next Birthday) |
| We used the kish table in the questionnaire |

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| 1. Were all individuals required to give informed consent before completing the survey? |
| Yes. All individuals were asked via questionnaire if they agree to partake in the survey. |

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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? |
| The questionnaire scheduled date, time, name, telephone number and address for call backs. The interviewer called ahead of rescheduled time to confirm the call back. In call back instances, the respondent was present to receive the interviewer. |

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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? |
| 21 interviewers worked on the project. 4 in one team at New Amsterdam. 4 in one team at Linden. Two teams of 5 and on team of three in Georgetown. All female interviewers. |

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| 1. Please describe how interviewers were trained for the project. |
| Interviewers were trained together at Georgetown, face to face for 3 days. They were shown the questionnaire while devices were in their hand. Geographical areas and streets were highlighted in the presentation. They were also taught recording incidences, brake away and call back procedures. |

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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? |
| All 21 interviewers were under supervisor care daily. 150 interviews were in-person or telephone back-checked by the supervisory team. |

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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? |
| Quality control measures were interview duration time, silent recordings, geo-fencing and answer patterns.  We rejected for quality-control reasons 50 interviews. |

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| 1. Please describe the data process.    1. How was the process supervised?    2. How many questionnaires were selected for double-entry? |
| No applicable |

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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? |
| Please, see section 41 |

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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? |
| Please, see section 41 |

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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? |
| Please, see section 41 |

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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? |
| Please, see section 41 |

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.) |
| There are not required |

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| 1. Please provide the table of incidents and rejection rate for the survey. |

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| Refusals | 1745 |
| Break off | 13 |
| Non - contact | 3 |
| Other reason of eligibility | 7 |
| Unknown if housing unit | 2 |
| Unknown if eligible respondent | 2 |
| Other reason for unknown ineligibility | 1 |
| Outside of sample | 0 |
| Not a housing unit | 1 |
| No eligible respondent in the household | 10 |
| Quota filled | 2 |
| Other reason for ineligibility | 2 |
| Total | 1788 |

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| 1. Please include any other comments on the design, implementation, and data processing for the survey. |

Not applied

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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** |
| Guyana | Nationally representative | Statmark LLC | 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 |

**Requirements for Sampling Methodologies**

***In person, face-to-face interviews***

For face-to-face survey design in a country, the following requirements for sampling methodology must be incorporated. Please describe the sampling methodology in detail below and provide the following information.

1. The sample should be a probabilistic sample. Please describe the following:

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| a) How Primary Sampling Units (PSU’s) are selected |
| PSU’s were selected according to the PSU’s chosen from the previous study. They were also cross referenced against sample population representation data in the 2012 Guyana Census according to age, gender and town. |
| b) How the selection of the household is done (population registers are preferred, followed by building registers, field enumeration and as a last resource, systematic random sampling) |
| Sample distribution proposed in the sampling plan was achieved through random sampling. Streets Neighbourhoods of Primary sampling units were randomly chosen. Each house along the chosen street was approached. At each house where there was interest to answer the questionnaire. Via Kish method, the programmed questionnaire randomly chose the respondent among persons in the household 18 and over from aa oral list supplied by the occupants.  We did not use weights to adjust the sample after fieldwork was completed |
| c) Clusters and stratification variables to be used |
| Not applied |
| 1. Coverage error (if possible) and confidence interval |
| Please, see section 17 |

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| 1. A multistage stratification proportionate to the population sample distribution with the random selection of households and respondents should be used. Please describe the multistage stratification process, the random selection of households, and the random selection of respondents. |
| Please, see section 19 |

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| 1. Sampling units shall be randomly selected from electoral registers, the census bureau, or another up-to-date and reliable source. Please specify how sampling units will be selected. |
| Please, see section 22 |

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| 1. If an alternative method (e.g., random route procedures) is recommended, please include the justification for the method. |
| No applied |

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| 1. Within each household, respondents will be randomly selected from the individuals present in the household at the time of the survey (NOT from all individuals that live in the household). Methods of random selection can include a Kish Grid or the last birthday method. If needed, an example Kish Grid is available in the Supplemental Survey Materials. Please indicate the method of respondent selection to be used. |
| Ok |

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| 1. If the selected respondent is unable to complete the interview, the surveyor will move to the next household in the random route. The surveyor will not interview another respondent in the same household. |
| Ok |

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| 1. While it is not required to conduct revisits, polling partners may utilize revisits if they would like to. Please indicate this in your sampling methodology. |
| According to each PSU, 15% of the completed interviews were call back in person. There was a higher frequency of randomly selecting and spot checking the completed interviews at the beginning of field work. |

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| 1. Please explain the procedure for substituting sampling points, if necessary. |
| No sampling points were substituted. |