0.1 Objective

Project teams will submit the paper survey along with a pre-analysis plan/i2i table/concept note. The objective of the review is to ensure that the survey designed is collecting all required information in a manner conducive to the respondents.

Main findings

This report details the findings from review of the paper survey designed for the *Survey Round* of the *Project name* project.

Required practices

- *List required practices identified for project*

Recommended practices

The ietestform command (from the iefieldkit package) was run and the results are attached. It is a good practice to run iestestform multiple times during survey development. This is to make sure you've incorporated all suggested changes that are relevant and to re-test when new questions are added during the development phase of the survey.

- *List recommended practices identified for project*

The checklist in the next section details the exact findings.

Checklist

General

CHECKS	YES	NO	N/A
Survey begins with informed consent			

Consent section includes:

CHECKS	YES	NO	N/A
Project **Title**, topic and organization leading project			
Duration of survey and/or project			
Potential **Benefits and Risks** to respondents			
Participation and Withdrawal consequences			
Privacy and **Confidentiality**			
Details of survey firm **contact point** for respondents' questions			
(If in-person survey) **COVID-19** risks and survey staff's current health status			

CHECKS	YES	NO	N/A
Has the survey been translated to the **local language(s)**?			
Are all the **outcomes of interest** in the PAP/i2i table reflected in the survey?			

Survey Flow

CHECKS	YES	NO	N/A
Is the survey divided into **multiple modules?**			
Does each module have an **introductory script?**			
Could the **order** of survey modules be improved for better respondent understanding?			
Are there **open-ended** questions which can be phrased as questions with choice lists in the survey?			
Are there any questions in the survey that could be **ambiguous** or that the same person could answer in two different ways?			
If so, does the survey have **disclaimers** or clarifying statements/examples to guide respondent?			

CHECKS	YES	NO	N/A
Are there **sensitive questions** in the survey that could make the respondent uncomfortable?			
If so, does the survey incorporate strategies to mitigate this? (ie, **ensure anonymity**, ask for consent for that module, ensure the enumerator is in private with the respondent, self-administration of module)			
Are questions asked only when **relevant**? (ie, the question "What level of schooling are you in?" is only relevant if the question "Are you in school" is answered Yes)			
Are there modules that repeat for several people or items? (ie, a **loop**)			
If so, is the loop **clearly indicated** to enumerators in the survey?			

Improving data quality during data collection

CHECKS	YES	NO	N/A
Does the survey have a **unique id** indicator for each respondent?			
Are answer choices **systematically coded**? (ie, -9 for "Other", -8 for "Do not know", and -7 for "Prefer not to answer")			
Are there questions in the survey that could be subject to **recall bias?**			
If so, does the survey incorporate strategies to **mitigate the bias**? (ie, multiple measurements, consistency checks)			
If there is no way to ask the question while avoiding bias, has the team considered avoiding that question and obtaining that information through **alternate means**? (ie, administrative data, geospatial data, triangulation)			