Annex C - Data Processing, Monitoring and Data Validation

MSR strongly recommends that this project be administered using Computer Assisted Personal Interviewing (CAPI) devices, where the entry of data will take place during the field work. The teams will be submitting the data everyday through the devices. The data is submitted by transferring/synchronizing the data using CS Pro and the process ensures 100% verification and data cleaning of all data collected. This allows the survey manager to monitor the quality of the data collected, to identify any inconsistencies in how questions are being asked and interpreted or other errors during the field work. This also allows the survey manager to give feedback to the field survey teams as the data collection progresses.

The implementation of a project using CAPI works as follows:

1. The final instrument is programmed in English using CS Pro
2. The program is tested and check by DP Staff.
3. At this point the language is changed to Myanmar, but keeping the English version to make the transfer of data back to English at the end of the study easy.
4. Once DP staff is satisfied then experience Fieldwork Supervisors will check the program for completeness and logic.
5. Once the program is approved it will be used as part of the pilot for the project, this way the data will be checked by the DP team.
6. The interviewers will be debriefed about the program, checking for any logic, skip, legibility or any other issues.
7. If necessary, any issues will be fixed and the final program installed in the CAPI devices to be used for the project. Team can only be deployed once the final questionnaire is verified to be working correctly.
8. The teams will use the program on a daily basis, and every time they have access to reasonable speed internet the teams will synchronize their CAPI devices with head office. This normally happens at least 3-4 times per week.
9. The devices also allow for the taking of photos of the local area and to match those photos to specific interviews. These photos will be saved and only synchronized with head office only when there is good internet available of the CAPI devices return to head office.
10. The synchronization of data ensures that a backup of all data is created and it serves as an opportunity to continuously check on the amount of data being collected as well as being able to identify on any issues affecting the teams during data collection.
11. In addition to the back-up created by syncing the CAPI devices, MSR head office backs the server on a daily basis making sure that all work and all data is securely store offsite our head office server.
12. All through the fieldwork period the MSR data processing team will compile the data collected. The team will systematically review all data collected for logic, consistency and completeness. If any issues are identified the FW team will be identified and if necessary respondents will need to be revisited.

13. Open ended other 'specify' responses are transferred and code-frames created as per the particular requirements of each project. If necessary, a sample of open responses can be translated and delivered to the client for the creation of code-frames.
14. Code-frame creation
    a. MSR will review the open responses and group the answers into similar answers.
    b. When a sufficient number of answer are similar a code is created
    c. MSR will share with the client a sample of open responses translated and the code frames created.