



**INNOVATIONS FOR POVERTY ACTION  
PARENTAL NUDGES PROJECT [PNP]**

Endline Survey - Caregiver and Child Survey IField Staff  
Training Agenda

Venue: Conference Hall of the Tamale Sports Stadium  
Date: 2<sup>nd</sup> August to 6<sup>th</sup> August 2021 | Time: 9 am – 5 pm daily

TIME	SESSIONS	LEAD	METHOD
<b>DAY ONE – MONDAY 2<sup>ND</sup> AUGUST 2021</b>			
08:30 - 09:00 am	ARRIVAL AND REGISTRATION	FS	
09:00 - 09:30 am	INTRODUCTION AND ADMINISTRATIVE ISSUES <ul style="list-style-type: none"> <li>▪ Introduction of Facilitators and Participants</li> <li>▪ Review Training Schedule</li> <li>▪ Training Objectives</li> <li>▪ Ground Rules</li> <li>▪ Training Package</li> <li>▪ Administrative Issues</li> </ul>	Murphy	Presentation Q&A
09:30 - 09:45 am	INTRODUCTION TO IPA	Mathew	Presentation Q&A
09:45 - 10:15 am	OVERVIEW OF PNP <ul style="list-style-type: none"> <li>▪ Context of the Evaluation</li> <li>▪ Details of the Intervention</li> <li>▪ Evaluation Design</li> <li>▪ Study Design and Sampling</li> </ul>	Edward Murphy	Presentation Q&A
10:15 - 10:55 am	Introduction IPA Research Protocols <ul style="list-style-type: none"> <li>▪ Research Ethics and Data Quality</li> </ul>	Mathew	Presentation Q&A
10:55 - 11:15 am	Health Break/Snack		
11:15 am - 12:30 pm	INTERVIEW PROCEDURE <ul style="list-style-type: none"> <li>▪ Preparing for the Interview</li> <li>▪ Conducting the Interview</li> <li>▪ Finishing the Interview</li> <li>▪ Reducing Non-Response</li> <li>▪ Handling Pending Interviews</li> </ul>	Murphy Edward	Presentation Q&A
12:30 - 1:00 pm	CAREGIVER SURVEY <ul style="list-style-type: none"> <li>▪ Information Panel</li> <li>▪ Caregiver Consent</li> <li>▪ Child Roster</li> </ul>	MurphyEdward	Presentation Q&A

	<ul style="list-style-type: none"> <li>Caregiver Background</li> </ul>		
1:00 - 2:00 pm	Lunch		
2:00 - 3:00 pm	<p>CAREGIVER SURVEY Contd.</p> <ul style="list-style-type: none"> <li>Parent Engagement in Education</li> <li>Caregiver Emotional Supportiveness</li> <li>Strengths and Difficulties</li> <li>Physical Health/ Malaria Prevalence</li> <li>Parent-Reported Attendance</li> <li>Parental Attitude on Attendance (AK &amp; AA)</li> </ul>	Murphy Edward	Presentation Q&A
3:00 -4:00 pm	<p>CAREGIVER SURVEY</p> <ul style="list-style-type: none"> <li>Disciplinary Practices</li> <li>Educational Aspirations</li> <li>Parent Perception on Returns to Education</li> <li>Parent Self-Efficacy</li> <li>Parent Mental Health</li> <li>Gender Bias</li> </ul>	Murphy Edward	Presentation Q&A
4:00 - 4:40 pm	<p>CAREGIVER SURVEY</p> <ul style="list-style-type: none"> <li>Implementation Quality</li> <li>Food Security</li> <li>Tracking Updates</li> <li>Interview Outcome</li> </ul>	Murphy Edward	Presentation Q&A
4:40- 4:55 pm	QUIZ 1	Murphy Mathew	Written Assessment
4:45 - 5:00 pm	WRAP OF DAY ONE AND SIGN OUT	FS	Discussion
<b>DAY TWO - TUESDAY 3<sup>RD</sup> AUGUST 2021</b>			
08:30 - 09:00 am	ARRIVAL AND REGISTRATION	FS	
09:00 - 09:20 am	RECAP OF DAY ONE	FS	Discussion
09:20 - 09: 25 am	<p>CONDUCTING THE CAREGIVER SURVEY USING SURVEYCTO</p> <ul style="list-style-type: none"> <li>Overview of SurveyCTO</li> <li>Tablet Functionality Issues and Standard Settings</li> <li>Using Manage Cases</li> </ul>	Mathew	Presentation Q&A
09:25 - 10:45 am	<p>CONDUCTING THE CAREGIVER SURVEY USING SURVEYCTO</p> <ul style="list-style-type: none"> <li>Downloading Forms and Uploading Data to the Server</li> <li>Bench testing of Caregiver Survey SurveyCTO form</li> </ul>	Mathew	Presentation Q&A

	Feedback on Caregiver Survey SurveyCTO form		
10:45 - 11:00 am	Health Break/Snack		
11:00 - 12:00 am	MOCK INTERVIEW - CAREGIVER SURVEY I <ul style="list-style-type: none"> <li>Paired Interviews with Feedback</li> </ul>	Murphy	
12:00 - 1:00 pm	CONDUCTING THE CAREGIVER SURVEY IN LOCAL LANGUAGES <ul style="list-style-type: none"> <li>Overview of Local Language Versions of Assessments</li> <li>Break-Out Sessions into Survey Languages</li> </ul>	FS	
10:00 - 2:00 pm	Lunch		
2:00 - 3:45pm	CONDUCTING THE CAREGIVER SURVEY IN LOCAL LANGUAGES (Contd) <ul style="list-style-type: none"> <li>Overview of Local Language Versions of Assessments</li> <li>Break-Out Sessions into Survey Languages</li> </ul>	FS	Presentation Q&A
3:45 - 4:50 pm	CHILD SURVEY <ul style="list-style-type: none"> <li>General Guidelines for Conducting the Assessment</li> <li>Information Panel</li> <li>Child Consent - Demonstration</li> </ul>	Murphy Edward	Presentation Q&A
4.50 - 5.00 pm	REVIEW OF DAY TWO AND WRAP UP	FS	
<b>DAY THREE - WEDNESDAY 4<sup>TH</sup> AUGUST 2021</b>			
08:30 - 09:00 am	ARRIVAL AND REGISTRATION	FS	
09:00 - 09:30 am	RECAP OF DAY TWO	FS	Discussion
09:30 - 10:15 am	CHILD SURVEY <ul style="list-style-type: none"> <li>Item 1 - Personal Awareness</li> <li>Item 2 - Education</li> <li>Item 3 - Conflict Resolution</li> <li>Item 4 - Relationship</li> </ul>	Edward Esinam	Presentation Q&A
10:15 - 10:45 am	CHILD SURVEY <ul style="list-style-type: none"> <li>Item 5 - Oral Vocabulary</li> <li>Item 6 - Non-Word Reading</li> <li>Item 7 - Spelling</li> <li>Item 8 - Listening Comprehension</li> </ul>	Edward Esinam	Presentation Q&A
10:45 - 11:00 am	Health Break/Snack		
11:00 - 11:45 am	CHILD SURVEY <ul style="list-style-type: none"> <li>Item 9 - Oral Reading and Comprehension</li> <li>Item 10 - Phonological Awareness</li> </ul>	Esinam Edward	Presentation Q&A
11:45 am - 1:00 pm	CHILD SURVEY <ul style="list-style-type: none"> <li>Item 11 - Counting</li> <li>Item 12 - Number Discrimination</li> <li>Item 13 - Missing Number</li> </ul>	Esinam Edward	Presentation Q&A

	<ul style="list-style-type: none"> <li>▪ Item 14 - Numbers</li> <li>▪ Item 15 - Word Problem</li> </ul>		
1:00 - 2:00 pm	Lunch		
2:00 - 2:55 pm	CHILD SURVEY <ul style="list-style-type: none"> <li>▪ Item 16 - Operations</li> <li>▪ Item 17 -Short Term Memory</li> <li>▪ Item 18 - Working Memory</li> <li>▪ Item 19 - Gender Bias</li> </ul>	Esinam Edward	Presentation Q&A
2:55 - 3:40 pm	CHILD SURVEY <ul style="list-style-type: none"> <li>▪ Item 20 - Time Use</li> <li>▪ Item 21 - Child Wellbeing</li> <li>▪ Item 22 - Caregiver Engagement</li> <li>▪ Item 23 - Job and Education Aspirations</li> </ul>	Esinam Edward	Presentation Q&A
3:10 - 4:40 pm	CHILD SURVEY <ul style="list-style-type: none"> <li>▪ Item 24 - Motivation</li> <li>▪ Item 25 - Self-Esteem</li> <li>▪ Item 26 - Food Insecurity Experience</li> <li>▪ Item 27 - Child Perception on Returns to Education</li> <li>▪ Interview Outcome</li> </ul>	Edward Murphy	Presentation Q&A
4.40 - 5.00 pm	REVIEW OF DAY THREE	FS	Discussion
<b>DAY FOUR - THURSDAY 5<sup>TH</sup> AUGUST 2021</b>			
08:30 - 09:00 am	ARRIVAL AND REGISTRATION	FS	
09:00 - 09:30 am	RECAP OF DAY THREE	FS	Discussion
09:30 - 10:15 am	MOCK INTERVIEW - CHILD SURVEY <ul style="list-style-type: none"> <li>▪ Paired Interviews with Feedback</li> </ul>	Edward Murphy	Presentation Q&A
	ADMINISTERING THE CHILD SURVEY USING SURVEYCTO <ul style="list-style-type: none"> <li>▪ Bench Testing of Caregiver Survey SurveyCTO Form</li> <li>▪ Feedback on Caregiver Survey SurveyCTO Form</li> </ul>		
10:15 - 11:00 am	INTER-RATER RELIABILITY MEASURE I <ul style="list-style-type: none"> <li>• Group Practice</li> <li>▪ Discussion and Feedback on Assessor Accuracy Measure</li> </ul>	FS	Listening and Scoring
11:00 - 11:15 am	Health Break/Snack		
11:15 - 12:15 am	CONDUCTING THE CHILD SURVEY USING LOCAL LANGUAGES <ul style="list-style-type: none"> <li>▪ Overview of Local Language Versions of Assessments</li> <li>▪ Break-Out Sessions into Survey Languages</li> </ul>	Mathew	Presentation Q&A

12:15 am - 1:00 pm	INTER-RATER RELIABILITY MEASURE II <ul style="list-style-type: none"> <li>• Group Practice</li> <li>• Discussion and Feedback on Assessor Accuracy Measure</li> </ul>	Murphy	Presentation Q&A
1:00 - 2:00 pm	Lunch		
2:00 - 3:45 pm	ROLEPLAY <ul style="list-style-type: none"> <li>▪ Break in pairs to role-play both caregiver and child surveys</li> </ul>	FS	Roleplay
3:45 - 4:45 pm	IPA's SAFEGUARDING POLICY <ul style="list-style-type: none"> <li>▪ Safeguarding Responsibility</li> <li>▪ Abuse</li> </ul>	Murphy	Presentation Q&A
4:45 - 4:55pm	GETTING READY FOR FIELD VISIT <ul style="list-style-type: none"> <li>▪ Team Assignment</li> </ul>		
4.50 - 5.00 pm	REVIEW OF DAY FOUR	FS	Discussion
<b>DAY FIVE - FRIDAY 6<sup>TH</sup> AUGUST 2021</b>			
07:30 - 08:15 am	GETTING READY FOR FIELD VISIT <ul style="list-style-type: none"> <li>▪ Arrival and Registration</li> <li>▪ Departure to the Field</li> </ul>	Murphy	Discussion
08:15 - 1:00 pm	FIELD VISIT	FS	Interviews
1:00 - 3:45pm	DEBRIEFING	Murphy	Discussion
3:45 - 4:55 pm	GETTING READY FOR THE FIELDWORK <ul style="list-style-type: none"> <li>▪ Team Composition and Expectations</li> <li>▪ Survey Schedules and Field Movement Plan</li> <li>▪ Data Quality Assurance and Security Systems</li> <li>▪ Equipment, Materials, and Supplies</li> <li>▪ Safety and Security</li> </ul>	Murphy	Presentation Q&A
4:55 - 5:00 pm	WRAP UP OF THE TRAINING SESSION	Murphy	