

Revised
Liberia Institute of Statistics and Geo-Information Services
CWIQ SURVEY WORKPLAN

	Description	Responsible Party (ies)	Place	Starting date/Duration	Activity/Output
I.	Administrative Arrangements				
a.	Preparation of project documents	LISGIS/Donors	Monrovia	Feb-April 2007 (3 Months)	Final Project Documents
b.	Establishing of project technical and Steering Committees	LISGIS/Donors	Monrovia	March 2007 (1 wk)	List of members of PTC and PSC
c.	Procurement of Survey equipment	Donors/LISGIS	Abroad/Monrovia	April-May 2007 (2 Months)	List of project equipment
d.	Recruitment of consultant	Donors	Abroad/Monrovia	April 2007 (1 Month)	Consultant available
e.	Signing of Project Document and PCA	LISGIS/Donors	Monrovia	May 2007 (1 day)	Signed PD and PCA
II.	Design of Survey Documents				
a.	Development of draft survey questionnaire	LISGIS/Consultant	Abroad/Monrovia	March 2007 (1 month)	Copy of survey questionnaire
b.	Survey Design and Sample Selection	LISGIS/Consultant	Monrovia	May –June 2007 (2 months)	List of selected Sample EAs
c.	Development and Printing of household Listing Forms	LISGIS/Consultant	Monrovia	May 2007 (2 wks)	List of Listing forms
d.	Development of Tabulation Plan	LISGIS/Consultant	Monrovia	May-June 2007 (2 months)	List of tabulation plan
e.	Preparation of training manual	Consultant	Monrovia	May 2007 (2 wks)	Copy of training Manual

III.	Field Work				
a.	Recruitment of Cartographers and Household Listers	LISGIS	Monrovia	May 9-12, 2007 (4 days)	List of Cartographers and Listers
b.	Training of Cartographers/HH. Listers	LISGIS	Monrovia	May 2007 (1Wk)	List of trained field staff
c.	Household listing	LISGIS	Monrovia	May-June 2007 (45 days)	List of completed Households forms
d.	Recruitment and training of Coordinators and Pilot Supervisors	LISGIS	Monrovia	May 28,2007 (2 wks)	List of trained Field Staff
e.	Pre- test questionnaires	Field staff	Selected areas	June 2007 (1 wk)	List of completed questionnaires
f.	Analysis of the pilot test questionnaires	LISGIS/Consultant	Monrovia	June 2007 (1 wk)	Pre-test result
g.	Finalization of questionnaires based on pilot test	LISGIS/Consultant	Monrovia	June 2007 (1 wk)	Final questionnaire
h.	Printing of questionnaires for field interviews	LISGIS/Consultant	Monrovia	June 2007 (1 week)	List of printed questionnaires
i.	Recruitment and training of field staff	LISGIS/TA	Monrovia	June 2007 (2 wks)	List of field trained staff
j.	Deployment of field staff	LISGIS	All Counties	June 2007 (1 day)	List of deployed field staff
k.	Field Interview	Field staff	All counties	June- July 2007 (50 days)	List of completed questionnaires
l.	Field Monitoring	Field Monitors and senior staff	All counties	June-July 2007 (50 days)	Field monitoring reports

IV.	Data Processing			August	
a.	Recruitment and training of data processing staff	LISGIS	Monrovia	May 2007 (1 week)	List of data processing staff
b.	Manual data processing/coding and editing	LISGIS	Monrovia	July 2007	List of coded questionnaires
c.	Data Entry	LISGIS/TA	Monrovia	July – August (2 months)	Information generated on data processing
d.	Electronic editing of data	LISGIS/TA	Monrovia	August 2007 (1 wk)	Information edited
e.	Analysis of data	LISGIS/TA	Monrovia	August –Sept. 2007 (2 months)	Report on data analysis
f.	Preparation of draft report	LISGIS/TA	Monrovia	September 2007 (2 weeks)	Final Report
g.	Preparation of final report	LISGIS	Monrovia	September 2007 (2 weeks)	Copy of final report
h.	Dissemination of results	LISGIS	Monrovia	September 2007 (1 wk)	Report on Dissemination