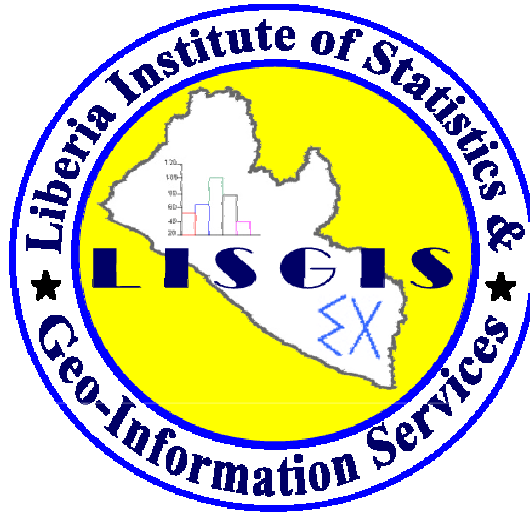


CORE WELFARE INDICATORS QUESTIONNAIRE (CWIQ)



Interviewers and Supervisors Training Workshop

Training Schedule

July 16—July 31 2007

Liberia Institute of Statistics & Geo-Information Services
P. O. Box 629
9th Street, Sinkor
Monrovia, Liberia

CORE WELFARE INDICATORS QUESTIONNAIRE CWIQ

Training Schedule for the Main Survey

Day	Time	Topic	Responsibility
TRAINING OF SUPERVISOR'S AND FIELD COORDINATORS			
MON 16	8:00-9:00	Registration of participants	Workshop Secretariat
	9:00-9:05	Official opening	
	9:05-9:30	Invocation	
	9:30-9:45	Welcome Statement	Hon. T. Edward Liberty
	9:45-10:00	Objectives of training	Hon. Francis F. Wreh
	10:00-10:45	Remarks	MPEA, UNDP, WB, DFID, CBL, MIA
	10:45-11:00	Coffee Break	
	11:00-11:30	Survey objectives	Enock/Ivo
	11:30-1:00	Duties and functions of Supervisor, Coordinators	Enock/Ivo
	1:00-2:00	LUNCH	
	2:00-4:00	Supervisor's/Coordinators tasks	Enock/Ivo
	4:00-4:30	Coffee Break	
	4:30-5:30	Documents and materials for the survey	Enock
TUES 17	8:00-9:00	Registration of participants	
	9:00-10:00	Field work organization	Enock/Fayiah
	10:00-10:30	Coffee Break	
	10:30-1:00	Field spot checks	Jim
	1:00-2:00	LUNCH	
	2:00-4:00	Supervisor's tasks during Interviewer training	Jim
	4:00-4:30	Coffee Break	
	4:30-5:30	Receiving and submitting questionnaires	Jim
WED 18	8:00-9:00	Registration of participants	
	9:00-10:00	Price Survey	Enock/Jefferson/Adams
		Objectives of the price survey, Format of the questionnaire, Items to be priced	
	10:00-10:30	Coffee Break	
	10:30-11:00	Use of weighing scales, Demonstration	
	11:00-4:00	Field Work Practice	
	4:00-5:30	Debriefing –Experience in the field	
TRAINING OF INTERVIEWER'S			
THUR 19	8:00-9:00	Registration of participants	Workshop Secretariat
	9:00-10:00	Introduction to CWIQ survey	Enock/Ivo
	10:00-10:30	Coffee Break	
	11:30: 1:00	Objectives, sample design, survey instruments, confidentiality	Enock

Day	Time	Topic	Responsibility
		Role of Interviewers, Field Supervisors, Coordinators. Interviewing techniques	Enock/Jim/Ivo
		Introduction to CWIQ questionnaire Structure, Format, Sections, Filters, Skips	
	1:00-2:00	LUNCH	Jim
	2:00-4:00	Recording and shading	
		Exercises:	
		Hand printing, shading	
	4:00-4:30	Coffee Break	Jim
	4:30-5:30	Demonstration on scanning process in class Results on hand printing and shading	
FRI 20	8:00-9:00	Registration of participants	Workshop Secretariat
	9:00-10:00	Questionnaire Section A - Interview Information	Enock
		Page format, Reference number, Result, Interview end, Comments, Date, Time, etc.	
	10:00-10:30	Coffee Break	Enock
	10:30-1:00	Questionnaire Section B: List of Household Members	
		Definition of household, Question format, Filters and Skips Defined	
	1:00-2:00	LUNCH	Enock
	2:00-4:00	Exercise	
		Simulation of interview for Section B. Two trainees, one as Interviewer and the other as Respondent. Class to complete Section B.	
	4:00-4:30	Coffee Break	Enock
	4:30-5:30	Discussion	
		Emphasizing: Filters, Skips, Definitions as applicable in Section B simulation	
SAT 21	8:00-9:00	Registration of participants	Workshop Secretariat
	9:00-10:00	Questionnaire Section C – Education	Enock
		Explanation of Filters, Skips, Definitions as applicable to each question	
	10:00-10:30	Coffee Break	Enock
		Exercise	
	10:30-1:00	Simulation of interview for Section C. Two trainees, one as Interviewer and the other as Respondent. Class to complete Section C using the same questionnaire completed for section B simulation	
	1:00-2:00	LUNCH	Enock
	2:00-4:00	Discussion	
		Emphasizing: Filters, Skips, Definitions as applicable in Section C for each question	
		Questionnaire Section D – Health	
		Explanation of Filters, Skips, Definitions as applicable to each question	

Day	Time	Topic	Responsibility
	4:00-4:30	Coffee Break	Enock
	4:30-5:30	Exercise	
		Simulation of interview for Section D. Two trainees, one as Interviewer and the other as Respondent. Class to complete Section D using the same questionnaire completed for sections B and C simulations	
MON 23	8:00-9:00	Registration of participants	Workshop Secretariat
	9:00-10:00	Discussion	Enock
		Emphasizing: Filters, Skips, Definitions as applicable in Section D for each question	
		Questionnaire Section E – Employment	
		Explanation of Filters, Skips, Definitions as applicable to each question	
	10:00-10:30	Coffee Break	Enock
		Exercise	
	10:30-1:00	Simulation of interview for Section E. Two trainees, one as Interviewer and the other as Respondent. Class to complete Section E using the same questionnaire completed for sections B, C and D simulations	
	1:00-2:00	LUNCH	Enock
	2:00-4:00	Discussion	
		Emphasizing: Filters, Skips, Definitions as applicable in Section E for each question	
	4:00-4:30	Coffee Break	Jim/Ghapoutsu
	4:30-5:30	Each trainee to Complete Section A, check the completion of Sections B-E and submit to Team leader of group for scanning	
			Enock
		Questionnaire Section F – Employment	
		Explanation of definitions as applicable to each question, treatment of decimal point, leading zeros, etc	
TUES 24	8:00-9:00	Registration of participants	Workshop Secretariat
	9:00-10:00	Questionnaire Section G – Employment	Enock
		Explanation of definitions as applicable to each question, treatment of decimal point, leading zeros, etc	
	10:00-10:30	Coffee Break	Enock
	10:30-1:00	Questionnaire Section H – Displacement/Food Aid	
		Explanation of definitions as applicable to each question and skips, completion of responses.	
		Questionnaire Section P – Subjective poverty	

Day	Time	Topic	Responsibility
		Explanation of definitions as applicable to each question and how to complete each question	
	1:00-2:00	LUNCH	
	2:00-4:00	Questionnaire Section I – Children Under 5	Enock
		Explanation of definitions as applicable to each question and how to complete the question	
	4:00-4:30	Coffee Break	
	4:30-5:30	Simulation exercises returned to trainees through team leaders. Discussions in the groups led by team leaders.	Jim/Aboubakar
		Exercise Trainees requested to complete one questionnaire for the own household covering Sections A to I and submit next day of training.	Jim/Aboubakar
WED 25	8:00-9:00	Registration of participants	Workshop Secretariat
		Exercise	
	9:00-10:00	Trainees to find a partner within their group and to interview each other as Interviewer and respondent and vice-versa (One on One)	Enock
	10:00-10:30	Coffee Break	
	10:30-1:00	Income & Expenditure Survey Questionnaire	Enock
		Objectives of the I & E survey, Format of the questionnaire, Sections of the questionnaire	
	1:00-2:00	LUNCH	
	2:00-4:00	Questionnaire Sections J & K – Durable Goods Consumption of Home Produce and Gifts in Kind	Enock
		Explanation of the questions in columns of the questionnaire and type of expected responses. Explanation of some of the listed items.	
	4:00-4:30	Coffee Break	
	4:30-5:30	Questionnaire Sections L& M Frequently Purchased Items Less Frequently Purchased Items	Enock
		Explanation of the questions in columns of the questionnaire and type of expected responses. Explanation of some of the listed items.	
FRI 27	8:00-9:00	Registration of participants	Workshop Secretariat
	9:00-10:00	Questionnaire Sections N & O Household Income Household Transfers	Enock
		Explanation of the questions in columns of the questionnaire and type of expected responses. Explanation of some of the listed items.	
	10:00-10:30	Coffee Break	
	10:30-1:00	Exercise	Enock
		Trainees to find a partner within their group and to interview each other as Interviewer and respondent and vice-versa (One on One)	
	1:00-2:00	LUNCH	
	2:00-4:00	Continue on One-on-One exercise	

Day	Time	Topic	Responsibility
	4:00-4:30	Coffee Break	
	4:30-5:30	Continue on One-on-One exercise Formation of teams for field exercise next day	Enock/Workshop Secretariat
SAT 28	8:00-5:30	Field Exercise	Workshop Secretariat/Enock
		Trainees proceed to the field to practice filling the CWIQ and I & E Questionnaire (One of each). Trainees should bring the completed questionnaires to the training room, hand to the supervisors to submit for scanning	
Mon 30	8:00-9:00	Registration of participants	Workshop Secretariat
	9:00-10:00	De-briefing session on the field exercise	Enock
	10:00-10:30	Coffee Break	
	10:30-1:00	Revision on Questionnaire sections, Filets and Skips	Enock/Ghapoutsas/Ivo
	1:00-2:00	LUNCH	
	2:00-4:00	Revision	Enock/Ghapoutsas/Ivo
	4:00-4:30	Coffee Break	
	4:30-5:30	Revision	Enock/Ghapoutsas/Ivo
Tues 31	8:00-9:00	Registration of participants	Workshop Secretariat
	9:00-10:00	Scanned questionnaires from the field exercise returned with error listings. Trainees assemble in their classroom groups for discussion	Ghapoutsas/Jim
	10:00-10:30	Coffee Break	
	10:30-1:00	Continue Classroom group discussions	
	1:00-2:00	LUNCH	
	2:00-2:30	Final well wishes and thanks	Ivo Njosa
	2:30-5:30	Deployment	Workshop Secretariat