

# Quality Preschool For Ghana (QP4G) Study

- BASELINE 11
- INTERVIEWER TRAINING
- Jack and Jill School, Accra
- 3<sup>rd</sup> – 4<sup>th</sup> November. 2015



# Welcome and Introductions

Henry Atimone  
Jonathan Addie



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# Review of Training Process

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Jonathan Addie  
(Research Associate)



# Ground Rules for Training

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- The training will cover 2 days – Tuesday and Thursday.
- Follow the instructions of the facilitators.
- Guard the training supplies with utmost care.
- Switch mobile phones to silent or vibration modes.
- Attend all sessions punctually.
- Do not eat when training is in session.
- Respect one another.



# Training Objectives

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- By the end of this training, you will be able to:
  - State roles, responsibilities and expectations for your involvement in the Baseline II survey.
  - Understand the survey and Baseline II questionnaires.
  - Explain the field operations and survey process.
  - Carry out an effective interview, using the tablet.
  - Carry out the survey in the field, following the correct protocols prescribed during the training.



# Training Outcomes

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- By the end of this training, participants will be:
  - ✓ positive about their involvement in the survey process;
  - ✓ confident that they are well-prepared for the field survey operations (e.g., interviewing, recording);
  - ✓ confident that they are fully supported by the survey management and supervisory/monitoring team, and in the field by the team leaders.



# Training Evaluation

- *Participation:-* Observation/monitoring
- *Knowledge of survey instruments:-* Quizzes
- *Punctuality:-* Attendance
- *Interview skills:-* Observation/monitoring
- *Criteria:* Understanding, attention to detail, accuracy, and motivation.
- *Positions assigned based on observed strengths*
  - Auditors and Interviewers.



**Are there any questions about the  
ground rules, training outcomes,  
objectives and evaluation?**





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# Administrative Issues and Other Announcements

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Jonathan Addie  
Henry Atimone



# Other Issues

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- Nature/Type of employment:
  - You are considered a short-term staff
- Formalization of employment:
  - You will be required to sign an employment contract (2 copies) which will also be signed by the country director.
  - You keep a copy and IPA also keeps a copy
- Your participation in this training is not a definite job offer - *It is a means to an end!*
- Training is non-residential.



**Are there any questions about the  
administrative arrangements?**



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# Overview of the Caregiver Survey

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Jonathan Addie  
Henry Atimone



# Data Requirements

## ○ Caregiver Outcomes

Instrument	Variables	Respondents
KG caregiver survey	<ul style="list-style-type: none"><li>○ Parent perception about ECD;</li><li>○ Parent school choice;</li><li>○ Household poverty status;</li><li>○ Parent involvement in school activities; and</li><li>○ Nature of parents-child interactions.</li></ul>	KG caregivers



# Scope: Summary

Survey Instruments	Method of Data Collection	Respondents		
		<i>Type</i>	<i>Per School</i>	<i>Total</i>
Proprietor Survey	In-person interview	Proprietors	1	125*
Head Teacher Survey	In-person interview	Head Teachers	1	240
KG Teacher Survey	In-person interview	KG teachers	2	480
Classroom Observation	Video survey	KG teacher & children	2	480
Direct Child Assessment	In-person assessment	KG children	15	3600
Caregiver Survey	Telephone survey	Caregivers	15	3600



# Key Dates

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Key Activities	Key Dates	
	From	To
Training	3 <sup>rd</sup> November 2015	4 <sup>th</sup> November 2015
Data collection	5 <sup>th</sup> November 2015	27 <sup>th</sup> November 2015



# Our Role

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- Quality preschool education provides the basis for quality learning, emotional and social development of the child.
  - The QP4G Study seeks to make sensible suggestions for improving these outcomes.
  - Base on what works and what does not work.
- Data therefore need to be accurate to help us make sound decisions on scaling up our intervention.
  - This is important work and **WE ALL NEED TO DO IT WELL.**
  - We cant just fail the Ghanaian child!





**Are there any questions  
about the caregiver survey?**



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# Survey Techniques and Management

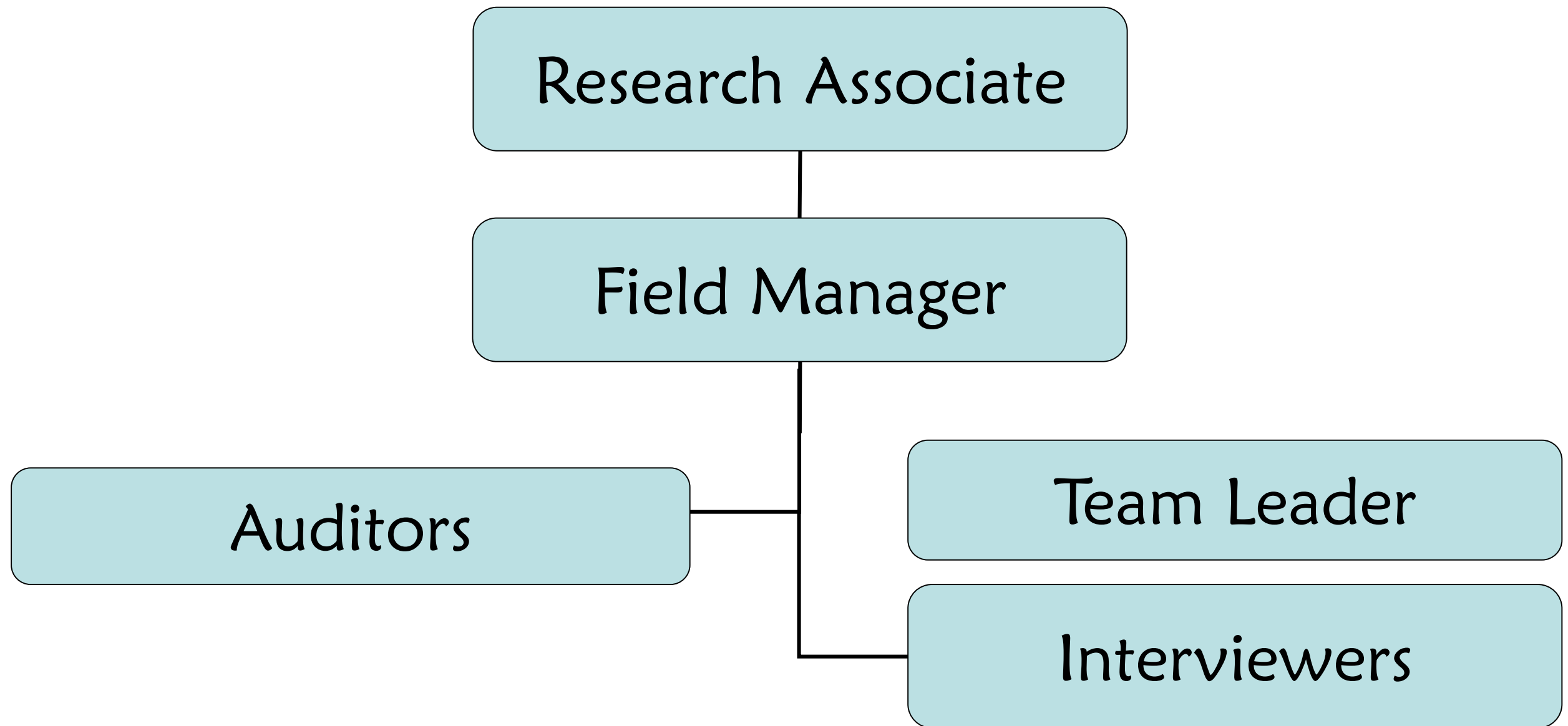
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**Jonathan Addie**  
**Henry Atimone**



# Team Structure

- There would be a single survey team structure.  
The team is comprised of:



# Team Leader's Role

Responsibilities/Tasks	Report To
<p>The Team Leader's duties include:</p> <ul style="list-style-type: none"><li>▪ Supervise all the surveyors, manage their work, and ensure that they are all following IPA survey protocols;</li><li>▪ Assign daily work task to surveyors.</li><li>▪ Track on daily bases all surveys conducted by the surveyors.</li><li>▪ Ensure sufficient surveys, supplies, and forms for all surveyors;</li><li>▪ Solve and communicate all problems with team members to the Research Associate</li><li>▪ Randomly edit administered surveys;</li><li>▪ Maintain team motivation and morale and foster team spirit.</li></ul> <p>Perform other duties related to the project that may be assigned to him/her.</p>	RA



# Auditor's Role

Responsibilities/Tasks	Report To
The Auditor is responsible for auditing the Caregiver survey. The auditor conducts 10% back-checks on completed surveys.	RA



# Interviewer's Role

Responsibilities/Tasks	Report To
The Caregiver Interviewers are responsible for administering the Caregiver Surveys only according to IPA data collection protocols. Specifically, the Caregiver Interviewer performs the same role as the Teacher Interviewer except that the interview is done using telephone surveys.	Team Leader



# Survey Process

- Before Fieldwork

- Work begins at 9am each week day (no work on weekends)
- The Team Leader will assign caregivers to interviewers.
- The interviewer uses information on the assignment sheet to conduct the interviews.
- The Team Leader will provided all logistics required by the interviewer to execute the task for the day.
- Interviewers will contact the Team Leader/Field Manager if they find issues with the assignment sheet or logistics.
- Interviewers must ensure there is enough battery power on both Tab and Phone



# Survey Process

- During Fieldwork

- Each interviewer is expected to begin surveying at 9am each survey day.
- Interviewers are expected to contact the Team Leader/Field Manager or the Research Associate if they encounter any challenge during the conduct of the interviews.
- Interviewers should contact the Team Leader for phone credit top ups if they are running out of credit. The top up level should be GHC 10.
- Interviewers should also charge their Tab and Phone if they are running out of battery power.
- The Team Leader will randomly review completed surveys before they are uploaded to the SurveyCTO server.





# Survey Process

- After Fieldwork

- Team Leader/Field Manager ensures all data from completed forms are saved to the SurveyCTO server.
- The team meet at the end of each survey day meet to discuss the day's work, challenges, and way forward.
- The Field Manager/Team Leader addresses the concerns of the team members and direct issues to the RA.
- The Field Manger/Team Leader will manage all required forms.
  - ✓ Submit all necessary field documentations to RA.
  - ✓ Keep track of all completed surveys and update RA the progress of work.
- Work closes at 5pm each working day



**Are there any questions?**



# Survey Field Protocols

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Jonathan Addie  
Henry Atimone



# Obtaining Informed Consent I

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- Inform consent informs a potential respondent about the:
  - Purpose of the study,
  - Risks,
  - Potential benefits,
  - Confidentiality,
  - Compensation,
  - Duration
  - Contact information for questions, and
  - Conditions of participation in the study.



# Obtaining Informed Consent II

- To obtain informed consent:
  - Read the informed consent statement verbatim to the potential respondent.
  - When consent is given;
    - ✓ In YES on the TAB and begin the interview.
  - When consent is denied:
    - ✓ Be polite and thank the person for his/her time.
    - ✓ Immediately inform your team leader.



# Expectations

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## Auditors

- Each auditor will audit 10% of the caregiver survey

## Interviewers

- 12 telephone interviews per day;
- 60 per week; and
- ~216 during the survey period.



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# Fieldwork Monitoring and Data Quality Control Systems

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Jonathan Addie



# Fieldwork Monitoring

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- Multiple monitoring procedures in ensuring quality data;
  - ✓ Observation of interviews/assessment
  - ✓ Back checking 10% of surveys completed by interviewers.
    - Regular back check analysis
  - ✓ Editing of completed surveys
    - Primary responsibility lies with Interviewer;
    - Second responsibility lies with Team Leaders.
    - Editing is a continuous process in the survey.
  - ✓ High frequency checks to be conducted by Intern.
    - Interviewers will be required to correct minor errors.
    - Serious errors will be penalized.





**Are there any questions about the field monitoring?**



**Thank you!**  
**Any questions?**

