

TRAINING GUIDELINES FOR
CONDUCTING
THE HUMAN RESOURCE DEVELOPMENT SURVEY
IN
TANZANIA

From
Monday 2nd August
to
Saturday 21st August
1993

University of Dar-es-Salaam

The World Bank

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Part I - INTRODUCTION TO THE SOCIAL STRATEGY HOUSEHOLD SURVEY

Introductions in the group

Training outline

Training objectives

1.1 The Relevance of the Study

Theoretical and practical issues

Assessing the impact of economic crisis on social sectors in Tanzania

Locating the study within the wider conceptual framework

1.2 Aims and Objectives of the Study

Identification of key issues

Hypothesis, general and specific aims and objectives

Relevance and contribution of the study towards understanding the current issues and national policy implications

1.3 Research and Questionnaire Design

Type and planning of the research

Introduction to the questionnaire

General discussion

Part II - METHODOLOGY AND INFORMATION COLLECTION

2.1 Variables

Type and selection of variables and their importance

Information required from each of them

Dependent and independent variables

2.2 Sample Design

Sampling frame

The number and location of households to be studied

Selection and identification of the households to be interviewed

Problems of bias

2.3 The Role of Supervisors and Interviewers in the field

Key issues related to the relationship between the supervisors and interviewers Attitudes and responsibilities of the two groups in the field

2.4 Interviewing and Data Collecting Techniques

How interviews are to be conducted

Sensitivity of the interviewers to observe and record human behaviour

Advantages and disadvantages of techniques; the question of bias

Part III - FIELDWORK AND TRAINING

3.1 The Logistics of the Fieldwork

What important factors affect the collection of data; availability of resources

Problems arising in the field

Quality of data and data collection

3.2 Methods and Techniques Relevant to the Study

The methods and techniques employed specifically for the study

How to overcome problems faced in the field

3.3 The Relevance of Measurements for the Study

The indicators used within the survey and their relevance in answering questions

Ways of obtaining information

3.4 Ethical Considerations

Code of ethics needed to be observed during interviewing and data collection

Part IV - PRATICAL APPLICATIONS

4.1 Administering the Questionnaire

Practical issues related to the questionnaire

Overcoming problems when asking questions to gain information required

4.2 Data Evaluation and Problem Assessment

Discussion on the likely problems to be faced by the interviewers and the solutions

which need to be considered

Part V - TRAINING SUMMARY

5.1 Skills and Knowledge

The relevance of the course to conduct the survey
Skill and knowledge acquired in preparation of the fieldwork

5.2 Timetable

Time period allocated to conduct the study; tasks and activities
Monitoring and evaluation of the study during fieldwork
Maps and work plan needed

5.3 Resource Source and Equipment

The availability of resources in the field
Equipment to be taken

Part VI - PILOTING OF THE SURVEY IN THE FIELD

6.1 Urban and Rural Areas

Selecting urban and rural areas
Piloting in these areas

6.2 Evaluation of Questionnaire Contents and Design

Discussions on piloting of the questionnaire
Practical applications of techniques considered
Problem assessment

6.3 Discussion and Conclusion

Group discussions prior to beginning the fieldwork