

3. Guidelines for Enumerator

1. INTRODUCING YOURSELF AT THE SCHOOL

The principal should have heard of your coming but if the principal should not be there, and nobody else should be aware of your visit, then,

- Leave a copy of the letter from the Ministry of Education
- Leave a copy of the letter from the Minister of Finance
- Leave a copy of the letter from the Education and Culture Department
- Mention that the regional coordinator arranged for your visit in advance.

If neither the principal nor other important administrative staff (education manager, school accountant) should be there on the day of your visit, reschedule the visit. If only one of the administrative staff members is missing, then go ahead and do the interviews.

Make the following points:

The Open Society Forum (Soros Foundation) has been charged with conducting this study. It is a World Bank study that has been conducted in many other countries of this world.

The study is designed to understand how money flows through all levels of government to arrive at a school. For this purpose, the study has already collected information on finance and budget from the Ministry of Education and the Ministry of Finance. The purpose of this visit is to compare that data from the central level with the information at the school level.

The study seeks to analyze the current system of education finance, and make suggestions how that system could be approved to serve schools better. Therefore, we are not only interested in obtaining factual information on budgetary issues, but we are also interested in your opinion and suggestions.

The study is not an audit of the school's accounts.

Please state the following: “Your school has been randomly chosen. There are a total of 90 schools in Mongolia that have been randomly chosen. This means that we listed all the secondary schools in Mongolia, afterwards we randomly selected 90 schools. It is as if we had placed the names of all schools in Mongolia in a big hat, and then drew 90 names out of a hat.”

Make it clear that there is no other reason for selecting this school. It was a random selection of schools.

We are not here to control the answers and control the schools, but it is important that all information are disclosed, and opinions are openly expressed. Answering the

questions will not have any negative impact on them [in Mongolian: they will not be punished for frank answers]. Mention that you as enumerators have signed a Confidentiality Agreement, and that you will not share any information given to you. Only the research team will analyze the findings, and at the time the questionnaires are analyzed by the research team, nobody will know from where and whom the information was retrieved.

Also assure them that their cooperation will have an impact on improving the current education finance system. The findings from this research will be made public, and is most likely have a positive impact on future education finance policies.

Please repeat this information – random selection, anonymous information, usefulness of this research – at the beginning of EACH INTERVIEW.

2. SELECTING YOUR INTERVIEWEES

The selection of the interviewees needs to be made during the briefing (30 minutes) at the beginning. The principal and education manager should be present at that meeting. Please explain that we select in all 90 schools the same kinds of interviewees; it is therefore important that they find the interviewees for you.

Use the sheet in this booklet for your own planning, and leave a filled-out form with the principal [see APPENDIX SCHEDULE]. Use the following Schedule to set up all the interviews:

[Insert Time & Name]	ENUMERATOR 1	ENUMERATOR 2
Duration: 30 minutes Location: Principal's Office Starting time:	Initial Meeting with Principal and other School Staff (Enumerators 1+2)	
Duration: 45 minutes Location: Principal's Office Starting time:	Group Interview Principal, Accountant and Manager (Enumerators 1 + 2) Instrument: SCH-FACT	
Duration: 60 minutes Location: 2 separate room --room of principal and room of education manager Starting time: ...	School Principal SCH-PRINC	Education Manager Grade 8 SCH-MANAG (middle/high school lead education manager)

Duration: 30 minutes Location: room of accountant Starting time:	Interview with School Accountant Instrument: SCH-ACC	Education Manager Grade 4 (primary school education manager) SCH-MANAG
20 minutes break	BREAK	BREAK
Duration: 30 minutes Location: 2 different classrooms Starting time: ...	8 th Grade Class Teacher (first in alphabet) SCH-TEACH	8 th Grade Regular Teacher (last in alphabet) SCH-TEACH
Duration: 30 minutes Location: 2 different classrooms Starting time: ...	30 minutes 4 th Grade Class Teacher (first in alphabet) SCH-TEACH	30 minutes 4 th Grade Class Teacher (last in alphabet) SCH-TEACH
Duration: 20 minutes Location: 2 different classrooms	8 th Grade Class Monitor (first in alphabet) SCH-MONIT	4 th Grade Class Monitor (last in alphabet) SCH-MONIT
20 minutes break	BREAK	BREAK
Duration: max. 50 minutes (incl. walk to homes) Location: homes of class parents Starting time: ...	40 minutes Class Parent Grade 8 (first in alphabet) SCH-CLPAR	40 minutes Class Parent Grade 4 (last in alphabet) SCH-CLPAR

Three things are very important to discuss at the briefing meeting:

- (1) Schedule a starting time for each interview so that the interviewees do not have to wait for you. Hand over the filled schedule to the principal so that he/she can notify the interviewees (see Appendix SCHEDULE)
- (2) The first few interviews are with the principal, education manager, and school accountants. For these interviews you can meet in their offices. However, for the interviews with the teachers and the class monitor, you need to find two rooms (preferably classrooms or rooms in the school dormitory) where you can conduct the interviews without any interruption. Please do not use the offices of the administrative staff for the interviews that are scheduled after the break. The interviews with the two class parents must be conducted outside the school facilities, preferably in the home of the class parents.
- (3) It is important that you interview exactly the individuals listed in the Schedule. It is important that you randomly select the individuals as follows. This applies, of course, only to large schools where you have to make a selection.

Selection process for 8th grade class teacher:

Select the first 8th grade class teacher from the alphabet.

Selection process for 8th grade regular teacher:

Select the last regular 8th grade class teacher from the alphabet.

Selection process for the first 4th grade class teacher:

Select first 4th grade class teacher from the alphabet.

Selection process for the second 4th grade regular teacher:

Select the 4th grade class teacher listed last in the alphabetical list.

Selection process for 8th grade class monitor:

Select the first in the list.

Selection process for 4th grade class monitor:

Select the last in the list.

If there is more than one education manager, then select the lead education manager for primary school and for middle/high school, respectively.

Selection process for class parents from grade 8:

Select the first class parent in the alphabet.

Selection process for the 4th grade class teacher:

Select the last class parents at the end of the alphabet.

What to do if these individuals are not available on the day of your school-visit?

These are alternatives (only use them if there is absolutely no way of finding the correct interviewees) in case the interviewees are not available:

Correct Interviewee	Alternative if Interviewee not Available
	(ONLY use this option if absolutely necessary)
Principal	Education Manager
Education Manager	Principal
School accountant	Principal or Education Manager
8 th Grade or 4 th Grade Class Teacher	Regular Teacher from Grade 8 or 4
8 th Grade Regular Teacher	Grade 5-7 Regular Teacher
8 th or 4 th Grade Class Monitor	8 th or 4 th Grade Group Monitor
Class Parent from Grade 8	Regular Parent from Grade 8
Class Parent from Grade 4	Regular Parent from Grade 4

At the beginning of each interview, there is a question on whether you succeeded to interview the correct person. If you had to choose an alternative person, please note it there.

3. READING THE QUESTIONNAIRE

Be polite and respectful in all interviews. It is important that you read the questions *and* the response categories exactly how they are written in the questionnaire.

Do not engage in a discussion, and under no circumstances suggest any answer. Let the interviewee decide which answer she/he wants to give. If she/he needs to hear the response categories again, please re-read them. Give the interviewee time to decide how she/he wants to response.

Very important: Assure your interviewee that you will not share their responses with any other person at the school nor with education authorities. The questionnaires will only be analyzed by the researchers, and will not be shared with anybody else. They should feel completely free to share their opinions with you.

4. NOTING THE CODE AND THE ANSWERS

Keep the booklet neat and tidy – we do not want arrows nor your own comments in the questionnaires. The only instances when you write comments is if you ask a open ended question (marked with “please specify” or “please write comments”). Otherwise, you are expected to write down the code that is listed in the questionnaire.

We need a response in the answer box for EVERY QUESTION.

If the interviewee says “I don’t know” – then use code 99.

If you asked the question, but the interviewee does not give you any answer, then use code 88.

If the question is not appropriate and you do not ask it (applies specially to questions that say “go to question ...”), then cross out the question.

If the interviewee gives you an answer for which we did not provide a code, then please note this question.

5. ENDING YOUR SCHOOL VISIT

Thank your interviewees and the administrative staff for permitting you to conduct the study. Assure them that their response will only be shared with the research team, and will not be shared with any other individuals or institutions.

Also mention that the regional coordinator might contact them at some time to solicit their feedback on this school visit. If they wish you share additional information on issues discussed during the school visit, they can always call the National Project Coordinator of PETS, A. Gerelmaa, Open Society Forum. Her phone number is 11 – 313 207.

5. CHECKLIST FOR ENUMERATOR

	yes	no
Introduction		
Left copy of the letter of the Ministry of Education		
Left copy of the letter of the Ministry of Finance		
Left copy of the letter of the Education and Culture Department		
Explained the objective and purpose of the PETS study		
Explained that the study is not an audit/control of their school		
Explained that the school has been randomly selected among 90 schools		
Explained that the enumerators are held to confidentiality		
Explained that the study will be useful and the general findings will be made public		
Scheduling the Interviews		
Set the meeting time for each interviewee		
Arranged for 2 rooms in which we can conduct interviews without disruption		
Discussed the random selection of interviewees (teachers, parents, student)		
Discussed alternatives in case the correct interviewee is not available		
Conducting the Interviews		
Read all questions and response categories as they are written in the booklet		
Wrote down the correct codes – if you don't write don't a code from the response categories in the question, then <ul style="list-style-type: none"> ▪ cross out the question (if it doesn't apply) ▪ write 99 (for "don't know") ▪ write 88 (for no answer) ▪ write down answers of interviewees in case there is no specific code provided in the response categories 		
Ending the School Visit		
Thanked them for taking their time and arranging for the interviews		
Repeated that their responses will be kept confidential and not shared with anyone other than the researchers in Ulaanbaatar		
Mentioned the regional coordinator (who will contact them for feedback) and the phone number of the national project coordinator (in case they would like to speak with the person in charge)		