TASAF II

IMPACT EVALUATION STUDY

A JOINT RESEARCH PROJECT BETWEEN

THE WORLD BANK
AND
ECONOMIC DEVELOPMENT INITIATIVES

FIELD SUPERVISOR’S MANUAL

FIELD ADMINISTRATION

February 2008

Table of contents

I. Introduction

EDI has been contracted by the World Bank, in collaboration with TASAF, to organise a survey that will form the cornerstone of TASAF's evaluation. It is EDI's job to send its interviewer teams out to the field to collect high-quality, reliable data that can be analysed by researchers on the project.

The conclusions from this research are of extreme importance for both the Tanzanian Government and the international community. They will be used to plan future projects and plan the development of the nation. The role of the supervisor is key in this process. Your team is the source of the data and the quality of the research and resulting policies will stand or fall depending on your job. The role of the supervisor is to supervise the work done by interviewers and to crosscheck all the data collected. The supervisor is also the link between the interviewers and the main EDI headquarter offices. This job of high responsibility needs strict guidelines and strict discipline. Unless you follow these guidelines to the letter the data your team will collect will be of no value. This document, the supervisor's manual, will discuss field procedures specific to the supervisor. Note, however, that this manual should be considered as **additional** information to the interviewer's manual. All **contents of the interviewer's manual** are **also part of the training materials for the supervisor** and should be studied carefully by any person involved in this project. In this manual we will refer to specific sections in the interviewer's manual in case procedures have been discussed there, but the contents of those sections will not be repeated here.

Part 2 of this manual discusses the responsibilities of the supervisor in the field. Part 3 proceeds by discussing the software tools that should be used in order to carry out the responsibilities of a supervisor.

II. SUPERVISOR'S RESPONSIBILIES

2.1. TRAINING, ASSESSMENT AND RECRUITMENT OF INTERVIEWERS

As a supervisor, you will be in charge of training, evaluating and recruitment of interviewers before the start of the field work. While you are training the interviewers it is when you get to know the weaknesses/strengths of the interviewers and where you should put more emphasize on. Moreover, you will get to know their behaviour and this will help you to select and manage your team. The training consists of both *in house* training and *field training*. Make sure all interviewers understand all field procedures in detail before they leave for field work.

2.2. FINANCES AND ACCOUNTING: HANDLING CASH FOR EDI

Before given the responsibility to handle cash for EDI, a supervisor must know all the logistics involved in handling cash such as how to use and handle imprest accounts for EDI. All financial matters should be reported through imprest accounts. To handle imprest accounts, one is required to keep all receipts used for every transaction related to EDI field expenses. The supervisor will also be the one to pay the interviewers as well as to take care of transport to field work and all expenses required in the field work area.

2.3. PROVIDING INCENTIVES (GIFTS), IDENTIFICATION STICKERS FOR LISTING AND REFRESHMENTS

Each team will be provided by EDI headquarters by most of the field equipments (cf. section 2.9). However, there are a few things for which the supervisor is in charge of the provision. First of all, there are the incentives (gifts) for the households and for the group members. Furthermore, the supervisor will have to take care of the provision of identification stickers for listing. Also, the supervisor should make sure the trainees have refreshments (water, lunch) during the day.

2.4. MANAGING THE VEHICLE LOG BOOK

Most of the cars we use are hired on working bases and the payments are subject to travelled distances. The supervisor needs to monitor the use of a car that is for the purpose of the project. More specifically, he/she will be required to have a log book on which details of each trip made will be recorded. Information recorded will include where (starting of a trip and ending of it) and when and for how long (in kilometres) the trip was. The recording of this information will be guided by log books provided. It is expected that a trip will start from a station where the supervisor sleeps. In case a driver sleeps away from the supervisor's place, the distance covered by his/her movement shall not be included in your logbook. Once a cluster is reached a trip is completed and a new one within a cluster is started.

Car logbook information will not be used only for car payments but also for measuring the cost for carrying out such a survey. This means the log book information is part of the instruments used for this experiment. For logbooks to have valuable information the supervisor needs to fill them seriously and accordingly.

2.5. FIELD PLANNING

You should always keep in mind that as a supervisor the main objective of this research work is to obtain reliable and quality data. Poor planning will make your activities prove failure, hence as a supervisor you are expected to plan well all your activities on the field, and AHEAD OF TIME.

The supervisor is supervising a team of 7 interviewers that visit households simultaneously. Moreover, he/she will also be required to plan how long his/her team will stay in a village, how the group will be spited, how to get local assistants, when and where to conduct the group and community questionnaires, to make sure that ALL households in the village are listed, when to sample the households for interview, to report to the village officials, to prepare households for household questionnaire, etc. All of these demand excellent planning. This planning can be started at the office and finalised on the field once you have more detailed village information.

On average, field work in one village in this project should be completed in 4 days. Table 2.1 shows you an overview of all field procedures of this project, each scheduled on a specific day. You and your team should try to follow this schedule as good as possible. Of course, this schedule is based on an average village. Sometimes the village will be smaller, in case it may be completed in 2-3 days. Sometimes the village may be larger, in case it may take you longer to complete. However, the supervisor needs to plan field work in each village such that on average, the time schedule in table 2.1 is maintained. On top of the procedures listed in table 2.1, the supervisor should continuously monitor the quality of the data collection, by 1) direct observation of interviews, 2) Re-interviews and 3) Questionnaire reviews (cf. sections below).

Table 2.1.Field time planning

Day	Field procedures
Day 0	- Travel - Arrival in village - Reporting - Recruitment of scouts - Village information confirmation (V-forms) - Mapping village - Assigning of neighbourhoods for listing to interviewers and scouts - Equipment hand-over procedure - Battery charging procedure
Day 1	- Equipment hand-over procedure - Preparing car for field work - Leaving to field - Start listing exercise - Equipment hand-over procedure - Evening discussion - Consolidate listing data - Questionnaire review procedure - Allocated listed strata 1-4 & 10 HHs to interviewers - Transferring data - Battery charging procedure
Day 2	- Equipment hand-over procedure - Preparing car for field work - Leaving to field - Finalising listing exercise - Start household surveys strata {1-4 & 10} - Conducting HH QX surveys

	- Assisting supervisor in conducting community QX if necessary. - Equipment hand-over procedure - Consolidate listing data + household questionnaire data - Questionnaire Review Procedure - Draw sample strata {5-9} - Transferring data - Battery charging procedure
Day 3	- Equipment hand-over procedure - Preparing car for field work - Leaving to field - Finalising HH QX surveys - Assisting supervisor in conducting group QX's if necessary. - Equipment hand-over procedure - Evening discussion - Questionnaire Review procedure - Transferring data - Battery charging procedure
Day 4	- Equipment hand-over procedure - Preparing car for field work - Conducting remaining of HH QX surveys - Tying up loose ends - Packing and leaving to next village - Equipment hand-over procedure - Evening discussion - Questionnaire Review Procedure - Transferring data - Battery charging procedure

2.6. ARRIVAL IN THE VILLAGE

Your team will be staying in or close to the working village/cluster. As a supervisor, it is your responsibility to organise accommodation for your team. If you are working in nearby clusters you can select a centre cluster for your team to stay.

Inform your VEO or VC to prepare scouts/guides for listing exercises. These people need to be there when mapping the village. The following need to be considered when selecting a place for your team;

- Accessibility to food
- Electricity, since solar power is often unreliable (due to cloud cover)
- Security
- …

In order to take these points into consideration, you as a supervisor will need help from village officials.

2.7. REPORTING

Cf. section 3.3.2 interviewer's manual

A supervisor is a representative of the survey management in field. For the survey to be accepted at any given level a clear introduction is required. Supervisors are supposed to report from district level to survey clusters. Interviewers will report on households but a supervisor needs to have a check in which he/she can be sure that the reporting and introduction of a survey was clearly done. You will be obliged to follow and obey this protocol; begin at the district level, ward, village and finally to the cluster. Your impression to them has contribution to your achievements. Sometimes a letter of introduction from District officials is important for clarification. Some district officials would prefer to join and see what you are doing, try to convince him/her and show that a letter is enough for you. Bearing in mind that if you keep moving with these people you will add up to your operating cost. If it is necessary for him/her to be with you it should not exceed two days.

When reporting at cluster level, the following things need to be done:

- Introduction of your team to the village
- Finalize the village confirmation process (completing V-forms): The V-forms containing the crucial TASAF village information will be confirmed by the lead supervisor BEFORE your team arrives in the village. However, you may have to finalize this confirmation. You have to make sure the V-forms are 100 % complete, BEFORE starting the listing exercise.
- Ask VEO/VC to prepare a village map for mapping the village, necessary for the listing exercise
- Recruitment of local assistants (cf. section 2.8) that will assist in the survey work
- Arrange for community questionnaire and group questionnaire meetings (Cf. section **Error! Reference source not found.** and section 2.16)

2.8. RECRUITMENT OF LOCAL ASSISTANTS

Cf. section 3.4.4 + 3.5.1 interviewer's manual

Local assistants are not only guides, but also the right hands of the interviewer. When assessing their capability to hold the intended responsibility a supervisor should think of them as 'a person that could be considered in case he or she applies for an interviewer position at EDI'. A supervisor should explain well to the chairman (or any person left with responsibilities of finding the candidates for the post) all tasks that they are expected to perform. It should be explained also that candidates will be assessed in the first days and if they do not fit for a purpose they can be replaced. Criteria for choosing one as a Local Assistant will include:

- Have to have ability to understand complicated instructions within a short time.
- Have to be able to read, write and explain what they know to others
- Have to be with good reputation within a cluster, thus acceptable
- Have to know and be ready to visit ALL parts of the cluster
- Have to be willing to spend their time for the duration of the village visit
- Ready to be paid little amount

When candidate Local assistants are met for the first time, the following should be done:

- Be given clear introduction of the survey as well as what they are expected to do
- Be guided on how to explain the mission to others
- Be given a list of households that are to be visited within a cluster. For the listing survey, they are given a list of all TASAF members/VEO/Village chairman. Cf. interviewer's manual section 3.5.1 for more detailed information. For the household survey, they will be a given a list of the sampled households to be visited by him/her.
- Providing him/her with identification stickers to be used during listing

2.9. Equipment management

2.9.1. Preparation of check lists for field equipments

Before leaving for field work a supervisor needs to prepare a check list of all equipments required for field work. These equipments should be continuously maintained in the field. Equipments for this project provided to you and your team by EDI headquarters include:

- Vehicle log book
- Field work manuals (1 for each team member)
- Stationeries
- 8 UMPC
- 8 GPS
- 1 laptop
- Batteries (large and small – 1 for each team member)
- UMPC bags (1 for each team member)
- Field bags (1 for each team member)
- Stylus pen (1 for each team member + spare ones)
- Personal questionnaire review booklets (1 for each interviewer)
- Dry cleaning tissue (1 for each team member)
- Wet cleaning tissues (boxes provided to the supervisor)
- Extension cables (2 for each team)
- Invertors (1 for each team)
- Solar panel (1 for each team)
- Fluorescent light (2 tubes for each team)
- Accumulator batteries (3 for each team, one car battery and 2 solar batteries)
- Solar regulators (1 for each team)
- Rain coats (1 for each team member)
- Anthropometric equipments (5 sets per team)

These equipments belong to EDI and will be checked at the end of each district.

You are required to establish a list of all required equipment for field work. Do not only rely on your memory and do prepare this list. Furthermore, you should document which equipment has been assigned and handed over to which interviewer in your team.

The items in the list above are items provided to you by the head quarters before you leave for field work. Besides these items, there are other items of which the provision should be taken care of by you as a supervisor, such as incentives for the households and group members (gifts) and listing identification stickers (cf. section 2.3). In order to avoid forgetting things required on the field, or in order not to forget things while moving from one hostel to another, you should make additional check lists of all items that are required for each purpose. Appendix A shows you an example of a list of items that should move with you during your travel (from one hostel to another). This list is just an example and is not exhaustive, you will have to add items if required. The check list of things required for daily field work will probably be smaller, since you will want to leave some items in your hostel, such as extension cables or part of the incentives etc.

2.9.2. Preparing equipment

- Technological equipment: UMPCs, GPS, solar, panel, batteries, inverters, multimeter, hydrometer
- Anthropometric equipment: height boards, weighing sales
- Other equipment: Bags (backpacks, UMPC bags), Rain coats

2.9.3. Equipment hand-over procedure

As a supervisor, you are supposed to make sure all equipments given to you are maintained by interviewers, and the only way you can do this is to receive and check all the equipments from an interviewer every evening. Don't take for granted that every thing from your interviewer is okay without crosschecking. Mind you if things keep misplaced finally you will fail to effect/ implement your duties.

Cf. section 3.9 interviewer's manual for more details about this procedure.

2.9.4. Charging procedure (solar panel/batteries/UMPCs)

A supervisor is required to make sure that the batteries of the UMPCs are fully charged every night before she/he goes to bed and that the accumulators are charged. There are two different power systems by which a supervisor can charge both the small and the large battery of the UMPCs. The first popularly known is the use of TANESCO power and the second is by the use of natural Solar energy. You will use them interchangeably according to accessibility (either Solar or TANESCO power). To begin with, your team will be given electrical equipments such as extensions, plugs, invertors, multi-meter, DC florescent tube, battery hydrometer, accumulators, solar panel, regulator and connecting wires. If you are working in a cluster where there is power from TANESCO you will be required to use the power for charging your UMPCs but this does not exempt you from charging your accumulators using solar power. Because of regular power cuts in most places of our country, <u>you should make sure your accumulators are charged during the day by the use of solar panel.</u> Since the inverter can convert DC to AC and vice verse you can use TANESCO power to charge your accumulators at the same time you are charging your UMPCs.

Solar power can be used to charge accumulating batteries (accumulators) which can later be used to charge UMPCs, to provide light or provide energy for other instruments which are to be used in the field area. The regulator is used to control solar power and the solar panel is the one which absorbs the sunlight. This exercise should be done on the car board so as to be able to absorb more sunlight and also this will ensure safety of the materials used in the solar panel connection. One more advantage of this is that you can continue charging even when the car is moving.

The solar panel is connected with an electrical cable with two wires, a red one and a black one. The red wire needs to be connected to a positive terminal of the regulator, while the black one needs to be connected to the negative terminal.
The wires from the accumulator are similar, and they follow similar procedures. There are clear marks on the regulator indicating which connection goes to what pole.

The following are the points to note when laying out the solar power connection:

- Lay out the solar panel in a way that it will face the sunlight.
- Connect the wire from solar panel to the regulator (solar power controller).
    - The red wire should be connected to the positive pole and the black wire should be connected to the negative pole.
- Connect the wire from the regulator to the batteries.
    - The red wire should be connected to the positive pole and the black wire should be connected to the negative pole.
- When the solar power is connected, the blue (charging) and orange (power out) lights on the regulator will be on.
- When the battery is charging, the battery light (the middle light) will be off.
- Observe the red and green light on the inverter; A red light implies that the internal AC is cut off and the power is coming essentially from the battery, while the green light implies that the battery DC is cut off and that you are using AC source
- <u>**Switch off all the sockets when connecting extensions and wires to a source of electric power.**</u> You should as well maintain loose connections as this may cause

damage to your electrical appliances. Once you are satisfied with your arrangements, switch on the socket to allow the charging process to commence

In case you do not receive enough solar radiations during the day and the centre you are working in does not have electricity, you are advised to ask the car driver to charge your accumulators when you are moving around. Do not use the solar accumulator for this case because it will not retain electric power.

2.10. Preparing car for field work

Each evening you need to check with your driver to see whether your car needs any adjustment so that it does not hinder you from going to the field area unnecessarily. Make sure the car has enough fuel. Park all the equipments in the car as required, talk to your driver on how to handle the solar panel and all the procedures for charging accumulators. The solar panel is such delicate equipment; it should not be loaded with heavy materials on top of it otherwise you will cause a serious damage. Make sure also the log book is available in your car before you start moving.

2.11. Confirming village level information: V-forms

For every selected TASAF village there shall be a list of TASAF group members + VEO + Village Chairman, who are identified by the District officials. This list will be provided to you before the start of the project, together with other village information. This information will be pre-populated in the UMPC on the so called V-forms (cf. infra).

Short after arrival in the village, before the start of the listing exercise, a supervisor will be required to confirm the pre-populated information on the V-forms. He/she will also have to collect more detailed information about the village and about the people on the list, information that was not available before arrival in the village. In order to confirm and collect this village information, the supervisor should arrange a meeting with a small group of well-informed people in the village, <u>of which at least one leading member of each TASAF group in the village</u>. You should arrange this meeting while reporting to the village officials upon arrival in the village.

Section 3.2.1 in part B of this manual will discuss the V-forms in much more detail.

2.12. Mapping

Cf. section 3.4.2 in interviewer's manual

2.13. Assigning neighbourhoods for listing to interviewers and scouts

Basing on mapping information, you are required to assign interviewers neighbourhoods for listing exercises. Remind the scouts/guides to remember the set boundary, so that there is no confusion leading to skipping HH.

Cf. section 3.4.3 in interviewer's manual

2.14. SUPERVISING LISTING AND HOUSEHOLD SURVEY

You are in charge of supervising the listing exercise and the HH surveys.

In a broad sense listing is done so as to stratify the village population, after which you can make a sample of households. This sample will be interviewed after listing by use of the household questionnaire. In its full form, the listing exercise is conducted in 8 minutes on average. The HH survey will take 2 hours on average. Your role as a supervisor in this is

- To ensure that listing surveys and HH surveys are conducted as required. Try to make random visits to your team as often as possible to avoid cheatings from interviewers
- To ensure that interviewers do not loose time, especially during listing this is important
- To ensure that ALL households in the village are listed. It is important that every existing household in a village is listed before you draw your sample for household survey. When your team is through with the listing exercise, confirm this with your guide by realizing the mapping each one was assigned to. You should also use the electronic supervisor's tools (cf. part 3 of this manual) in order to check this. If there seem to be areas where listing was not done, assign interviewers to go and finish the part. Make SURE you do this before you draw your sample.
- To ensure that the interviewers are using the GPS units in the correct way as it is lined out in interviewer's manual appendix D. Make demonstrations when necessary. Make sure ALL GPS units are properly working BEFORE starting the listing exercise.
- Make sure the interviewers are using the anthropometric equipment as required.
- Make sure each interviewer/guide is provided with enough stickers to put on doors of dwellings. Emphasize as much as possible the importance of these stickers, i.e. to ensure that ALL households are listed.

2.15. MERGING DATA AND SAMPLING OF DATA

After the listing exercise, the supervisor needs to merge the data of all the interviewers in his/her team and draw a sample of households for the household questionnaire. The software provides nice tools to assist you in these tasks. All supervisor's tasks for which software tools need to be used will be discussed in part III of this manual.

2.16. CONDUCTING COMMUNITY QUESTIONNAIRE

A supervisor will be <u>responsible for conducting community questionnaires</u>. He will need to conduct them in person himself. While reporting upon arrival in the village, you will be required to inform the village chairperson to arrange a meeting with people who know much about their village. Newly immigrated or young people will not qualify for this work no matter clever they are. It is important that at least one village official attends the meeting. Make sure the selected group represents the community well. More specifically, it should contain people who knows much about

- Different education types of the community members, preferably for this the chairperson of education committee.
- Economic activities in the community.
- Infrastructure (including transportation possibilities) and water supply preferably for this the chairperson/secretary of development committee or community officer. The latter must have worked in the named village for not less than two years.
- Births and deaths, migrants and immigrants of that village. Preferably for this the village chairperson or secretary of the village.
- All different types of health services and social services available in and used by the community members, preferably the chairperson of the health committee
- Agriculture and livestock activities of the village especially a chairperson of agriculture and livestock committee
- Community, government and NGO investments in the community
- Cultural practices, including inheritance practices preferably the village chairperson

This will in total make a group of about 7 famous people of that village with whom you wish to conduct the community questionnaire. Make sure you arrange a meeting that all those persons can attend. The arrangement should include the time and location where the interview will take place.

The community questionnaire meeting can last up to 2.5 hours. Make sure the village leaders are aware of this while you are arranging the meeting. The following are some of the most important points to be followed when conducting the community survey:

- Time should be recorded 3 times: 1) At the start of an interview, 2) At the beginning of section 7 and 3) At the end of the questionnaire. The total time used will be calculated as a difference between start of an interview and end of section 7.
- Introduce the aim of being there, i.e. the aim of the survey and ask for their corporation.
- Start by registering the names, gender and time of stay in the community of all participants in the meeting.
- When discussing do not allow someone to dominate the discussion. Make sure every member is participating in the discussion.
- Ask the questions as they are written in the questionnaire and in a form of allowing a discussion. Read each question carefully while letting every member listening and understand the demand of your question. The respondents should also be given a chance to ask questions if any and the supervisor should reply the questions in a clear way.
- It is important always at the end of discussion for each question to insist whether the reached answer for the named question is agreed by all or more than 85% of your participants/respondents, fore instance "*do we all agree that this village has never received any kind of investment for the past 12 months from any organization including local contributions"*? Do not record any thing until their majority **Yes** answer is eared out.
- If the village contains few clusters allow them to seat regarding to their clusters as this will improve the discussion
- At the end of the discussion, inform the participants that the information they have given to you is strictly confidential and will have NO IMPACT AT ALL (positive nor negative) on the outgoing projects or activities in the village.

Cf. Section2.18 for more details about the supervision tasks of the supervisor in the field.

2.17. CONDUCTING GROUP QUESTIONNAIRE

An interview conducted by use of group questionnaire focuses on the vulnerable groups that are available in the village. However, if there are more than 3 groups, then at least the primary, secondary and tertiary group should be interviewed by use of group questionnaire. Similar to community questionnaire interview, the supervisor should arrange with a village leader beforehand to gather ALL group members for interview. Group questionnaire surveys should be done separately, however, that is arrange separate meeting for each of the VG groups in the village.

The arrangement should include the time and location where the interview will take place. A group questionnaire lasts for about one and a half hours.

The following are some of the important points to follow when conducting the group interview:

- Clear introduction about the aim of conducting the group questionnaire and of conducting the survey in general.
- Registering information such as the number and names of persons available during the interview.
- Ask questions as they are written in the questionnaire while allowing some discussions to take place for every question asked.

- Give thanks after the interview plus making clear that, the information given is treated as confidential.

In case a cluster visited contains a HIV/AIDS VG group, the supervisor will be required to conduct a short additional one-on-one HIV/AIDS interview to all members of that group individually. This should happen right after the group questionnaire survey is completed.

2.18. SUPERVISION IN THE FIELD WORK AREA

A supervisor is expected to supervise a team of 7 interviewers. The quality of data collected needs much of the supervisor's attention. Interviewers have to be assisted on how to collect genuine data from their respondent and this is done through a day to day monitoring. There are several mechanisms on achieving this. Supervision in the field work area includes 1) observing how the interviews are conducted, 2) conducting re-interviews and 3) reviewing data collected by the interviewers. Appendix B discussion in detail all procedures to be followed by supervisors and HQ to maintain high quality data. This section summarizes.

2.18.1. Direct observation

Direct observation, i.e. observing an interviewer WHILE he is conducting an interview, is of utter most importance. It enables you as a supervisor to get to know the weaknesses of the interviewers in your team, and to improve the field work by giving feedback in the evening. Not only weaknesses, but also strengths can be observed, which should also be communicated to the other members of the team, not only to improve the data collection, but also to motivate your team members.

Supervision may sometimes be done by surprise by the supervisor.

While observing an interviewer, you should make notes. In case your remark is only a minor one and would not influence the data collection for the household you are at, you should not interfere immediately but give your feedback after you have left the household. All of your comments during the day, collected by observing several interviewers, should be communicated to ALL of your team members in the evening, NOT only to the interviewer to which the comment applied because the comments will be useful for everybody.

You are kindly asked to communicate to the EDI headquarters anything that was unclear to the interviewers in your team and that was NOT explained in the interviewers' manual. We will then update the manual and send to you the updated version as soon as possible.

2.18.2. Re-interview

Completed activities have to be checked. Selected questions have to be re-asked as to verify the answers priory recorded by interviewers. Note that re-interviews may not be feasible for the listing questionnaires. Hence, you should focus on the longer household questionnaires for re-interviews.

After each re-interview, the supervisor will need to write a report on the results of his/her re-interview.

Furthermore, on being given the data collected by interviewers, if any information is not reliable or commented to need attention by the interviewer the supervisor is required to revisit the households for more confirmation of the information and re interview if at all necessary. Sometimes, the head quarters will ask you to re-visit a certain household in case data was missing or suspect.

2.18.3. *Questionnaire Review*

At the end of each working day, each completed questionnaire has to be verified and reviewed by the supervisor. There are several tools available to the supervisor useful for review and feedback to the interviewers. All software related tools are discussed in part 3 of this manual.

One important hard copy tool is the "Questionnaire Review Booklet". Each evening, all interviewers should hand-over to their supervisor their personal "Questionnaire Review Booklet", in which review results for each interviewer will be written down by the supervisor later that evening. We refer to section 3.11 in the interviewers' manual for a discussion of this Review Booklet. We emphasize that it is very important that you know the Question Identification Code scheme as it is lined out in section 4.2 of the interviewers' manual by heart, since your communication between you and the interviewer in the Booklet is based on this scheme.

2.18.4. *Evening discussion*

In the evening of each working day, the supervisor should meet with the whole team of interviewers so as to discuss all matters concerning the interview which caught any kind of attention on the respective day and concerning planning for the next day(s). This discussion will include

- Your feedback on interview observations of the respective day
- Your feedback on the field procedures of the respective day (whether they went smoothly or not, etc.)
- Feedback of your interviewers to you about anything encountered while on the field
- Layout of planning for the following day(s). This includes time schedule, details of village you will be visiting (including TASAF details - VG groups, etc.), assignment of tasks to the interviewers in your team (who will assist in battery charging, mapping, etc.), etc.

2.19. TRANSFER OF DATA TO EDI HEAD QUARTERS

Each evening, the supervisor will have to transfer all data collecting during the day to the EDI headquarters. Even if the records have not been reviewed yet, it is important that you do so for backup purposes. Part 3 of this manual will discuss the software transferring tools. The supervisor will be provided with a CDMA modem in order to be able to transfer online.

2.20. REPORTING TO EDI HEADQUARTERS

As a supervisor you will be required to regularly report to EDI headquarters about the ongoing activities in the field. We refer to Appendix B for this purpose.

III. Supervisor's tasks - Software tools

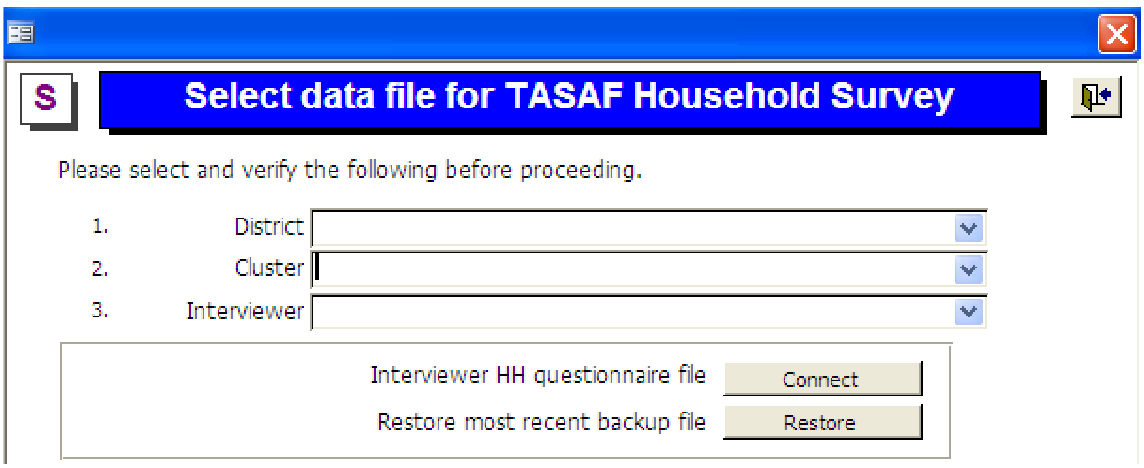
3.1. Introduction

As discussed in the previous part, the supervisor is in charge of several tasks, some related to the listing exercise (Village information, merging the data, follow-up interview, sampling, etc.), other related to the household survey (questionnaire review, writing reports, etc.), some related to both (questionnaire review, etc.). The software provides nice tools to assist you in these tasks.

In order to find your way through the electronic forms, please first read part 5 of the interviewers' manual carefully.

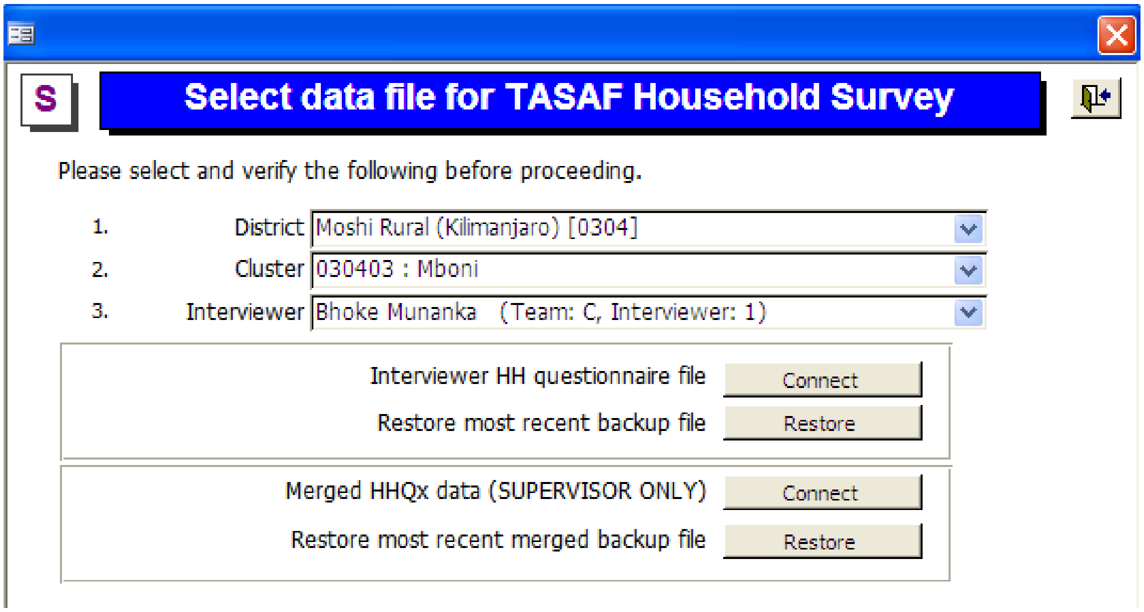
The software tools to be used by the supervisor in order to carry out his/her tasks are grouped together on one form, i.e. form **X**, both in the listing questionnaire and in the household questionnaire. In order to find your way to this form, you should follow the following instructions:

When opening the questionnaires, a form of the following kind will pop up:



As explained in section 6.2 of the interviewer's manual, you need to select the district and cluster here. Moreover, you need to select your name here. Note that the supervisor of each team will ALWAYS have ID 1 in a team.

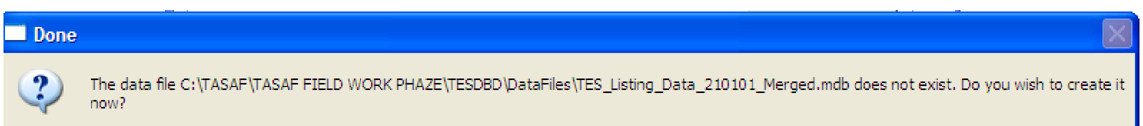
You will note that if you select your name as a supervisor, another Connect and Restore button will appear on form S. These buttons are disabled for interviewers. For the listing questionnaire, the form then looks as follows if you access the program being a supervisor:



For the listing questionnaire, this form will be similar.

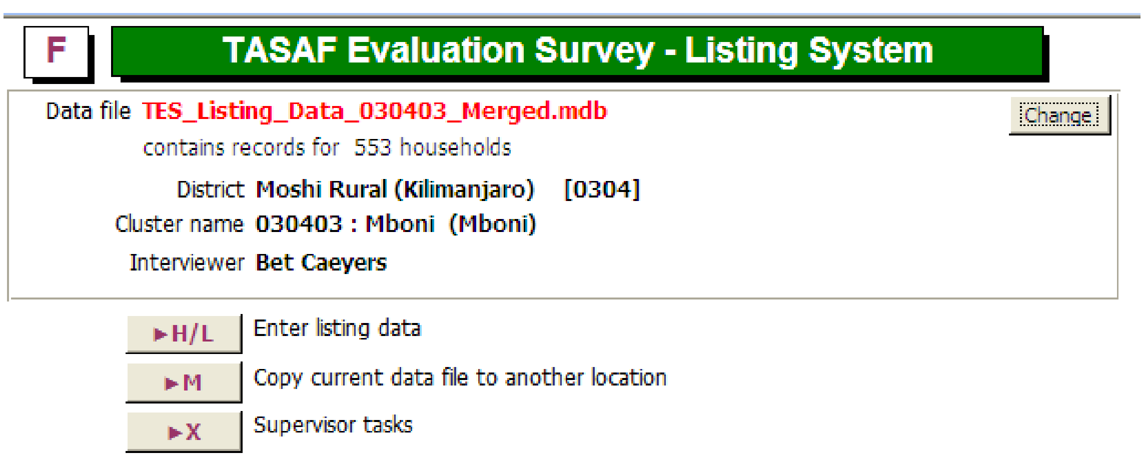
Note the difference between ‘connect’ and ‘restore’ buttons. The restore button should ONLY be used in case of loosing data, in order to restore the BACKUP file. Cf. Section 3.4.

Note the different As a supervisor, you need to select the second (bottom) connect button. The first time you do this, a warning of the following kind will pop up:



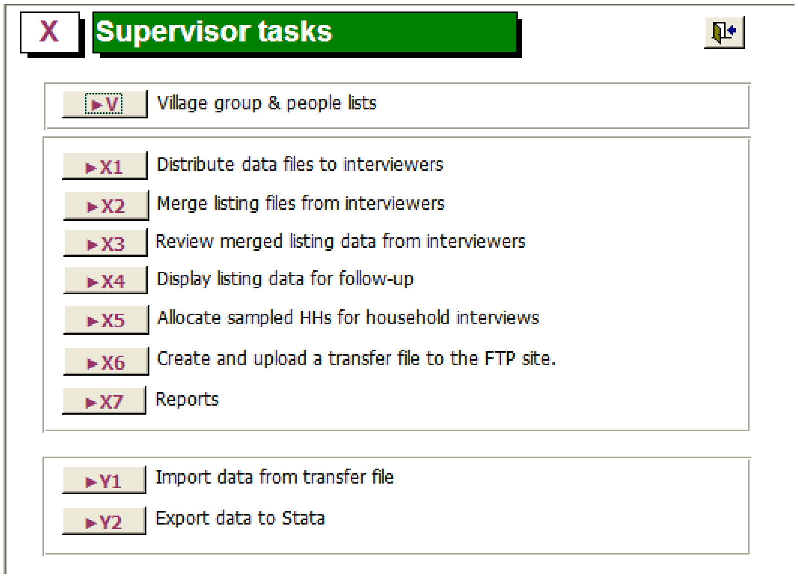
This is normal, because the first time you connect for a certain village, you need to create a MERGED DATAFILE for that village, which will be the CENTRAL datafile of that village. You will be the one keeping this datafile. All the data that the different members of your team collect will have to be added to this central merged datafile on your laptop.

Connecting as a supervisor will bring you to the F form, from which you can access the supervisor tasks form. For the listing questionnaire:



For the household questionnaire, this form looks similar.

Follow the arrows to find you way to the **X** form here. For the listing questionnaire:



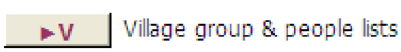
For the household questionnaire, this form will look similar, though there will be fewer supervisor tasks than there are required for listing data.

Tools Y1 and Y2 can be ignored, they are meant for HQ only.

The supervisor tasks on form X are sorted in the sequence in which they have to be carried out. The following sections will discuss these software tools, which need to be used as lined out in this manual in order to carry out your tasks properly. We will start with the supervisor tasks related to the listing questionnaire. We will then proceed to the tasks related to the household questionnaire.

3.2. SUPERVISOR TASKS RELATED TO LISTING SURVEY

3.2.1. Village information confirmation: V-forms

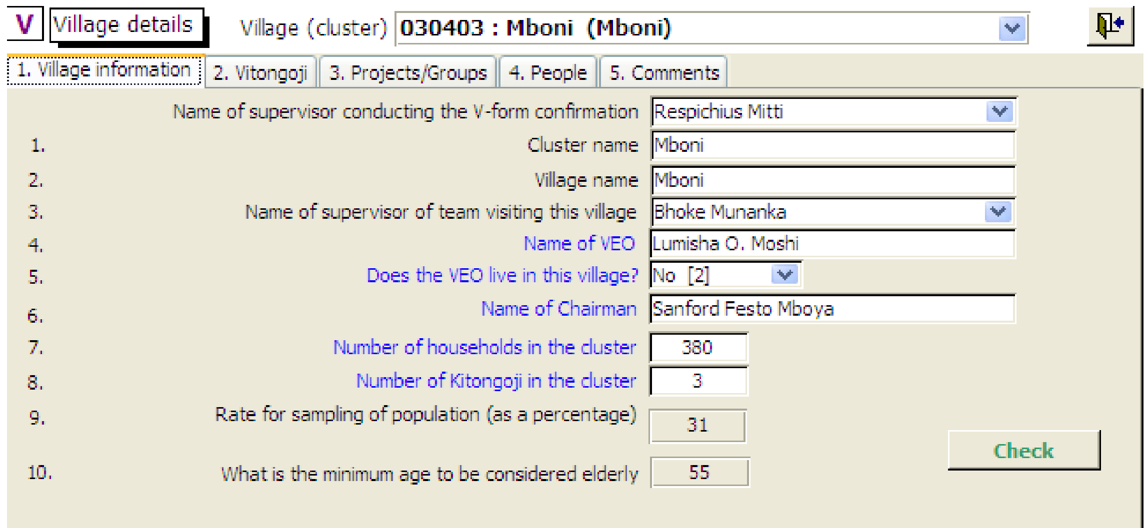


Following the arrows starting from form X will bring you to form V, which contains the so called V-body which should be used for the village information confirmation as discussed in section **2.11**. We will now discuss the V-forms in more detail. Appendix C contains specific instructions to all the questions on the V-forms. READ THOSE INSTRUCTIONS CAREFULLY!

The V body consists of 5 different tabs, of which the sequence needs to be followed while entering/confirming the village data. ONLY THE BLUE QUESTIONS NEED TO BE CONFIRMED WITH THE VILLAGE OFFICIALS. The black questions cannot and should not be confirmed.

It is IMPORTANT that you carry out the validation check procedure EACH time BEFORE moving on to the next form.

V1: Village information



V | Village details

Village (cluster) 030403 : Mboni (Mboni)

1. Village information | 2. Vitongoji | 3. Projects/Groups | 4. People | 5. Comments

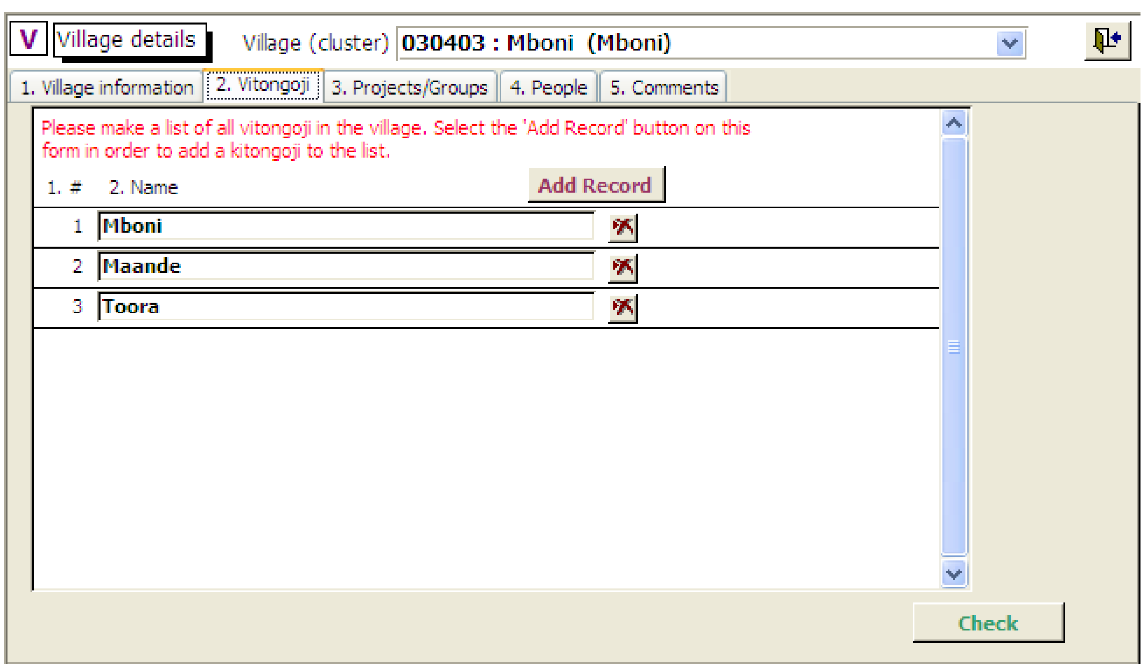
	Name of supervisor conducting the V-form confirmation	Respichius Mitti
1.	Cluster name	Mboni
2.	Village name	Mboni
3.	Name of supervisor of team visiting this village	Bhoke Munanka
4.	Name of VEO	Lumisha O. Moshi
5.	Does the VEO live in this village?	No [2]
6.	Name of Chairman	Sanford Festo Mboya
7.	Number of households in the cluster	380
8.	Number of Kitongoji in the cluster	3
9.	Rate for sampling of population (as a percentage)	31
10.	What is the minimum age to be considered elderly	55

Check

General instructions:

Most of the fields on this form will be pre-populated based on information we got from the District Council before the start of the project. You should, however, confirm the blue questions on the form with the village officials.

V2: Vitongoji



V | Village details

Village (cluster) 030403 : Mboni (Mboni)

1. Village information | 2. Vitongoji | 3. Projects/Groups | 4. People | 5. Comments

Please make a list of all vitongoji in the village. Select the 'Add Record' button on this form in order to add a kitongoji to the list.

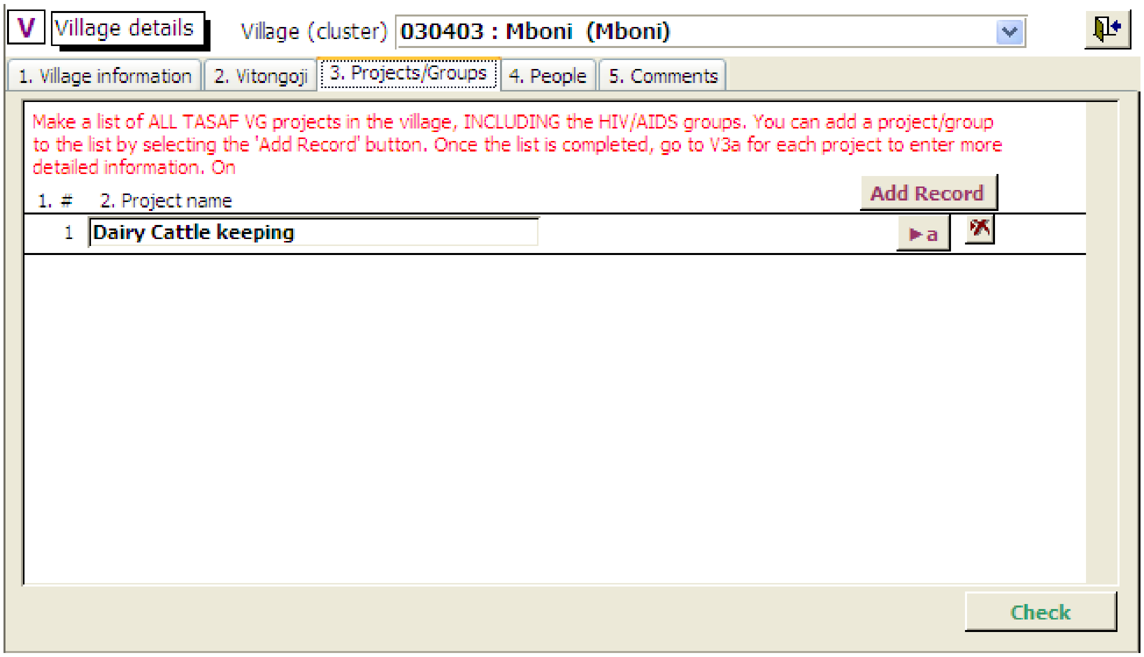
Add Record

1. #	2. Name
1	Mboni
2	Maande
3	Toora

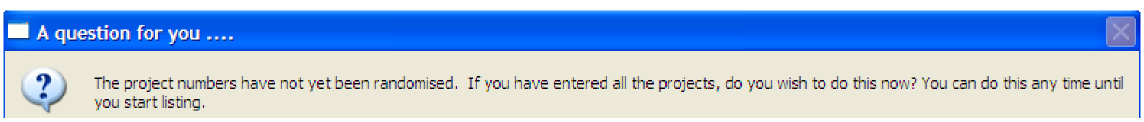
Check

On this form, you need to make a list of ALL vitongoji in the village. To add a kitongoji to the list, tick the Add Record button. Make sure the number of vitongoji listed here corresponds to the number of vitongoji entered on V1Q8.

V3: PROJECTS/GROUPS



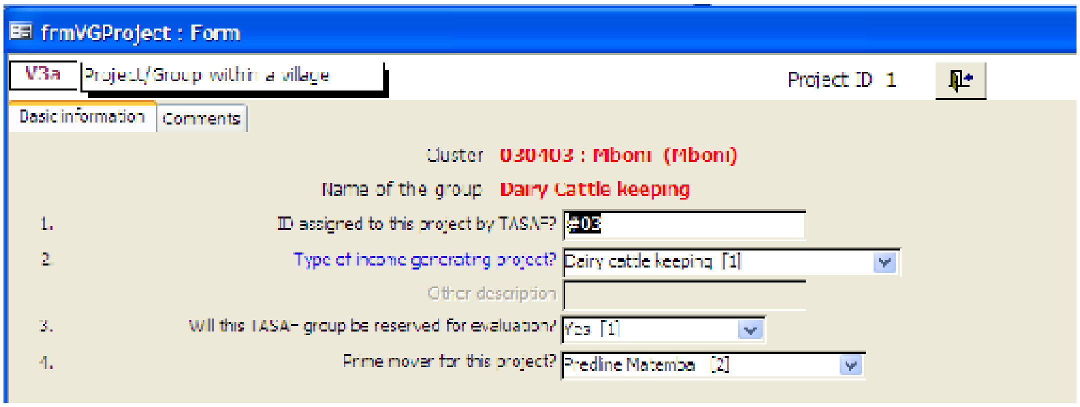
As the instructions on the form make clear, you should make a list of ALL TASAF groups in the village here, even if there are more than 3 and including the HIV/AIDS groups. Once the list is complete, you need to complete V3a for EACH group listed (also for the HIV/AIDS groups). Once V3a is completed for each group, you need to carry out the randomization procedure BEFORE moving on to V4. If you do not do so before moving on, the following warning will pop up:



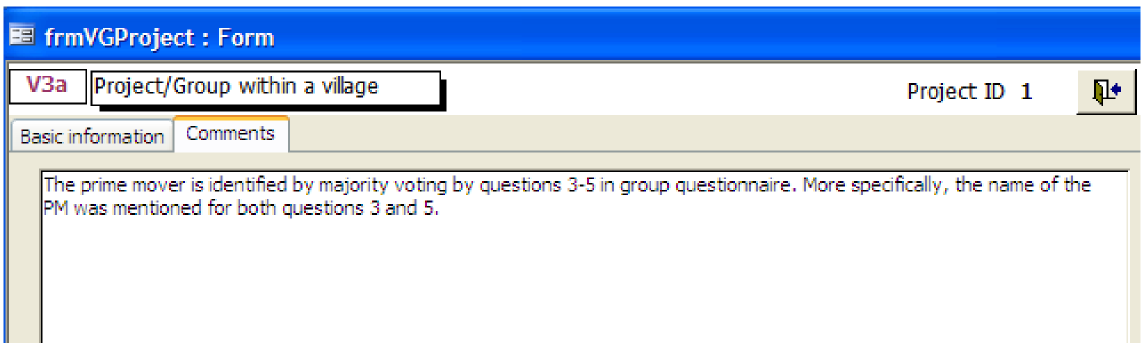
As the warning tells you, you MUST randomize BEFORE listing starts. The randomization process assigns randomly an ID between 1 and 10 (starting with 1, depending on the number of TASAF groups in the village) to each of the TASAF groups listed on V3. The reason why is because we only consider a maximum of 3 TASAF groups per village for this survey, i.e. when more than 3 only the ones that got assigned ID 1, 2 and 3 will be considered. HIV/AIDS groups will be excluded from the randomization process, however, and will be assigned an ID > 10. The reason is because HIV/AIDS groups are NOT considered in this survey, hence they should not be among the 3 TASAF groups sampled in the village. Note that it is therefore extremely important that you answer question V3aQ3, i.e. whether the TASAF group is reserved for evaluation or not, correctly. The answer to this question determines whether a TASAF group gets included in randomization process or not.

V3a: Project/Group within a village

Tab 1:

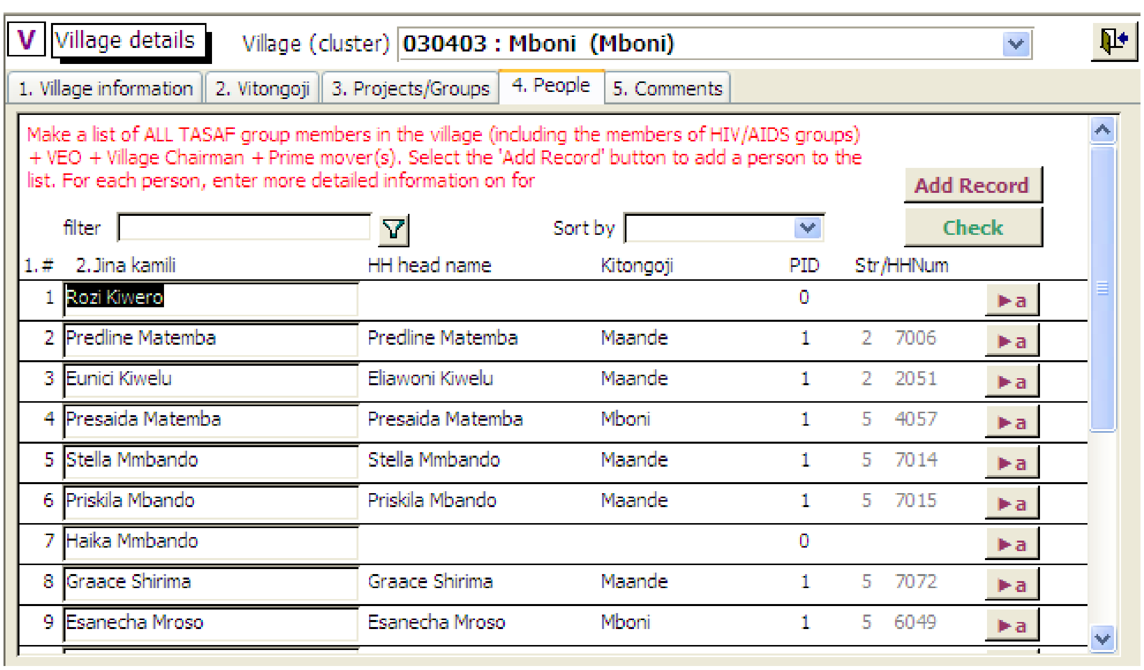


Tab 2:



In this box you need to write ANY comments you have concerning the TASAF groups in the village.

V4: Projects/Groups



1.#	2.Jina kamili	HH head name	Kitongoji	PID	Str/HHNum	
1	Rozi Kiwero			0		
2	Predline Matemba	Predline Matemba	Maande	1	2	7006
3	Eunici Kiwelu	Eliawoni Kiwelu	Maande	1	2	2051
4	Presaida Matemba	Presaida Matemba	Mboni	1	5	4057
5	Stella Mmbando	Stella Mmbando	Maande	1	5	7014
6	Priskila Mbando	Priskila Mbando	Maande	1	5	7015
7	Haika Mmbando			0		
8	Graace Shirima	Graace Shirima	Maande	1	5	7072
9	Esanecha Mroso	Esanecha Mroso	Mboni	1	5	6049

This form will be pre-populated with a list of all TASAF members + VEO + Village Chairman. This list might be inaccurate, however, and needs to be confirmed. For each name on the list, complete sub-form V4a.

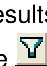
Note that the prime mover will only be known AFTER the group questionnaire (cf. section **Error! Reference source not found.**) has been completed. AFTER COMPLETING THE GROUP QUESTIONNAIRE, you should GO BACK TO FORM V4 TO CHECK WHETHER THIS PERSON IS ALREADY LISTED IN THE PEOPLE LIST OR NOT. If he/she is not yet listed, you SHOULD ADD him/her to the list and complete form V4a for this person.!!! Make sure you select ‘yes’ to question V4aQ11. If he/she is already listed, you should make sure that the answer to question V4aQ11 is set to ‘yes’. Note that the answer to V4aQ11 is BY DEFAULT set to ‘no’ for each person. You will need to change the answer to this question to ‘yes’ the moment you know who this person is. It is important that the prime mover is listed here, so you should not forget this. FOR EACH TASAF group in the village, there is 1 and only 1 prime mover. Also for the HIV/AIDS groups.

Moreover, you should check whether the prime mover was sampled to get the household questionnaire or not. Even if he/she was not yet sampled, you should MAKE SURE that this person gets a household questionnaire.

Besides the official names of the people, form V4 also shows a summary of some characteristics of those people: the HH head name, the kitongoji in which the person lives and the ID of the TASAF project the person is linked to (if any). The ‘stratum’ column at the right of the PID column shows you the stratum to which the person would belong <u>if he/she would be alone in the household</u>, i.e. his/her PERSONAL stratum. Note that this is just a temporarily stratum indication, because if some persons in one household differ in PERSONAL stratum, the HOUSEHOLD stratum will be determined by the lowest personal stratum present in the household (stratum 1 dominates stratum 2 for instance). It is the stratum at household level that we are interested in for this survey, not the personal one. However, the personal stratum indication on V4 is useful, since it gives us an overview of the number of persons in each of the strata. We know that we need 1 VEO and 1 village chairperson in the village, for instance. Hence, you have to check that there are not more and not less than 2 persons in stratum 1. You need to check whether this is correct, BEFORE you start listing exercise.

The HH Num column will show you the ID of the HH the person is member of, ONCE THAT Household has been listed and ONLY IF the person got matched during the listing visit.

One special tool to note is the ‘Filter’ tool on form L4: 

. The usefulness of this tool is to be able to filter out specific names in the list, once the list is completed. This might be useful for instance in case you want to review/edit data about one particular person on the list after the list has been completed. You simply enter the name of the person in the filter tool box, tick the  button, and your filter results will be shown in the list. If you want to return to the complete list of people, simply tick the  button once again.

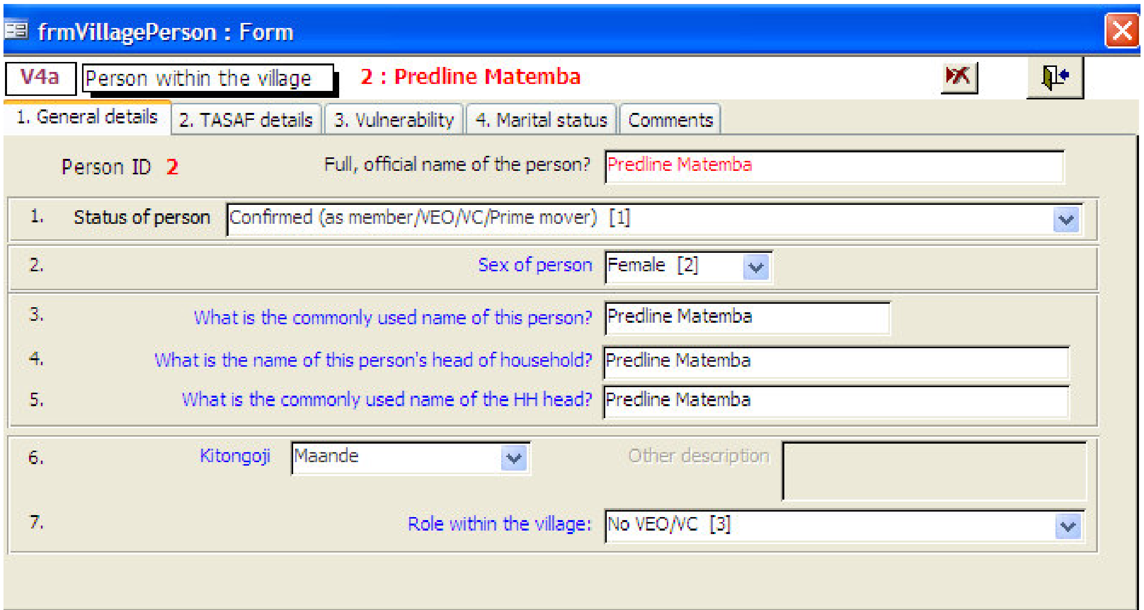
Another useful tool is the 

tool, discussed in the interviewer’s manual part 5. This tool enabled you to sort the people in the list by either ID number, full official name, commonly used name, kitongoji, (TASAF) project ID and by stratum.

V4a: Person within the village

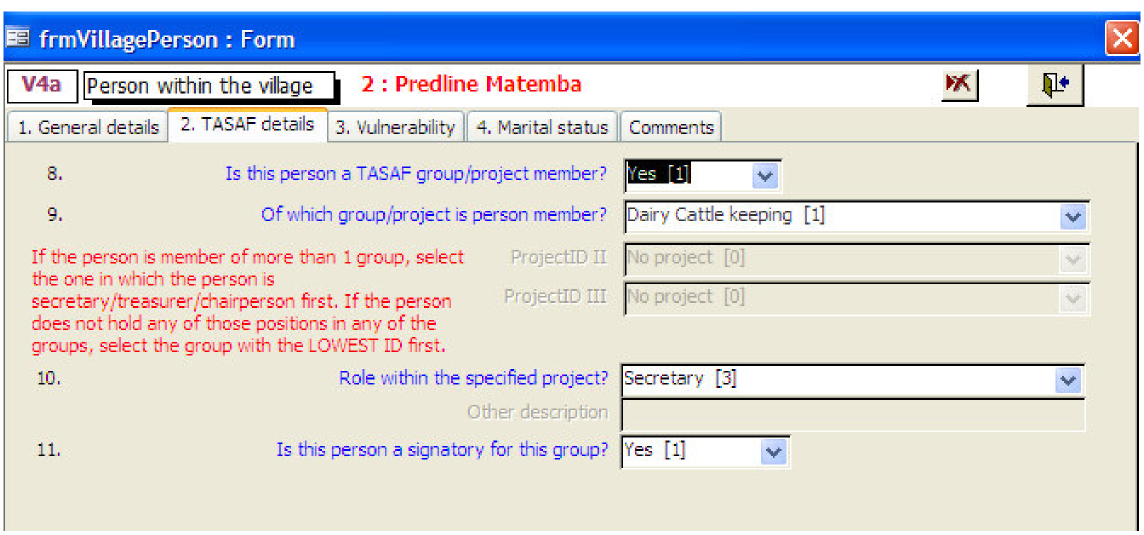
For EACH person listed on V4, complete V4a, following the skip pattern.

Tab 1:



The first question to answer here is the Status of the person. Follow the question specific instructions as outlined in Appendix C carefully here! ONLY if the person is NOT confirmed to be either TASAF member, or VEO, or Village chairperson or Prime mover, all the other questions on the form are skipped. If the person is confirmed to belong to the list, the form will look as followed:

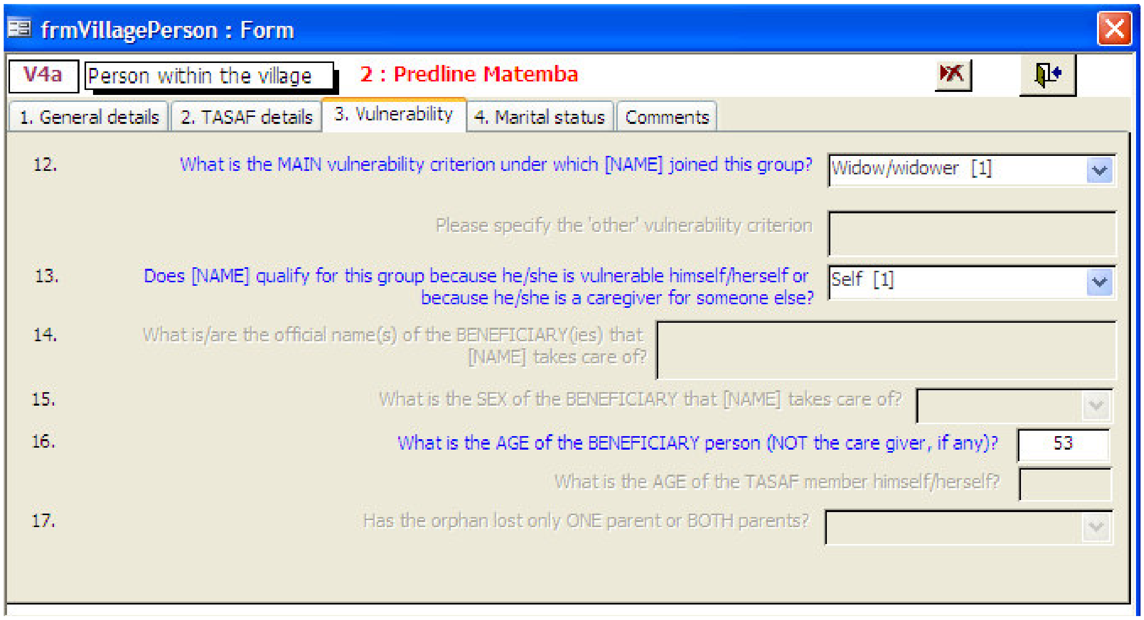
Tab 2:



Note that By DEFAULT, the answer to question 9 response fields is 'no project'.

For question 9, the reason why 'no project' is entered is technical (reasons of referential integrity). You have to make sure, however, that the entries are changed appropriately, i.e. if the person belongs to a group, select that group if the field is enabled. The second and third project ID fields are only enabled if there are respectively at least 2 or 3 TASAF groups in the village. If the person does not belong to a second or third group (if enabled), select 'no project'. If the answer to question 8 is 'yes', note that the response in field one of Project ID cannot be 'no project'. If the response to question 8 is 'no', all 3 project ID fields will be disabled, and the entry 'no project' should remain for each field.

Tab 3:



The questions on this form ask about the VG criteria under which the person joined the TASAF group. Asking these questions for all TASAF members will enable us to identify the NARROW VG criteria of the TASAF group and those of the village as a whole.

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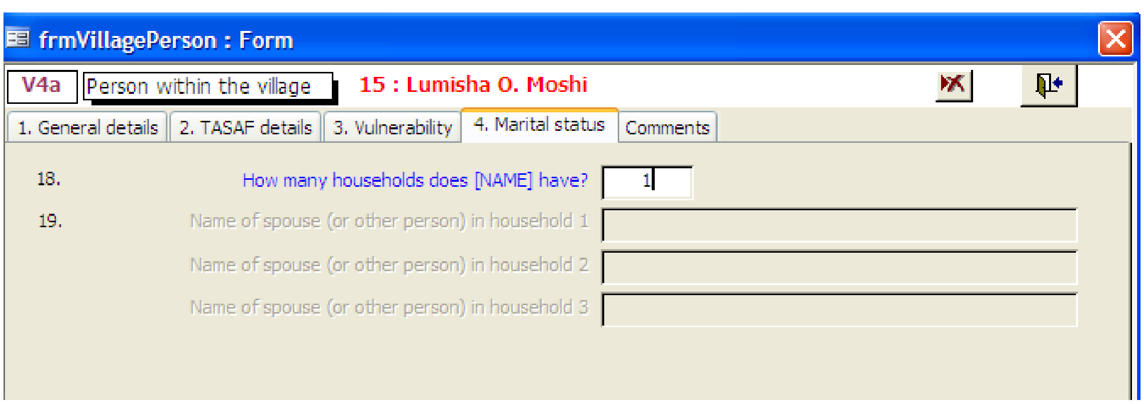
The NARROW VG criteria of a village are important for the survey, since the strata division is based on the NARROW VG definition of the TASAF groups in the village. More specifically, stratum 8 only contains those households with at least one member meeting one of the NARROW VG criteria of (sampled) TASAF groups in the village. Moreover, several skips in the household questionnaire are based on these NARROW criteria. Hence, it is of EXTREMELY important that we get these narrow VG criteria right. In case of ANY doubt, please consult the EDI headquarters immediately.

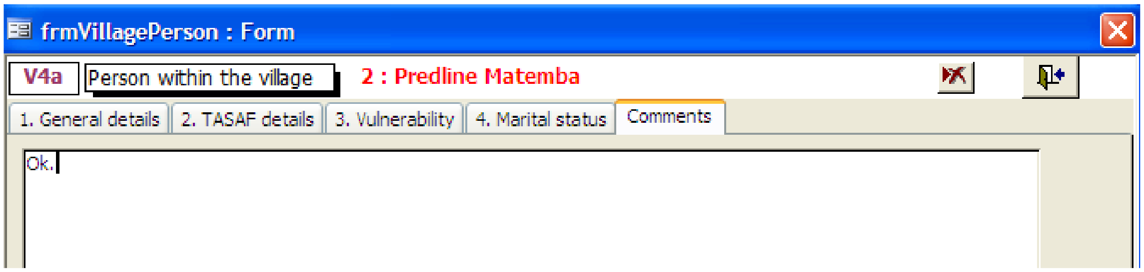
Tab 4:



Tab 5:

In the comments box you should write any comment you may have about one or more of the people listed.

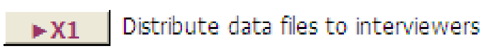
V5: Comments



In this comment box you need to write any relevant comment concerning your visit in the village.

You MUST run the final validation check BEFORE moving on to the next supervisor's task. MAKE SURE NO ERRORS REMAIN!

3.2.2. Distribute data files to interviewers: X1



AFTER the village information confirmation (completion V-forms) and BEFORE the start of the listing exercise the supervisor will be required to install a data file containing the confirmed village information on the UMPC of EACH interviewer in his/her team. It is very important that you do so, because without this village information, the listing exercise cannot be carried out. Why? Remember that during the listing exercise households are stratified. The stratification depends to a great extent on a MATCHING procedure, in which people listed on V4 in the V-forms are matched to households visited during listing. For instance, when an interviewer arrives during listing exercise at a HH with an ordinary TASAF member (as opposed to elite member, such as chairperson) of TASAF ID 1, the matching procedure will, based on the datafile containing the confirmed village information, detect this person in the household and assign the HH to stratum number 5. Etc.

Now that you understand why each UMPC needs to be installed with a datafile containing the V-information BEFORE the start of the listing exercise, we will discuss the software tool that enables you to do so. It is captured on form X1.

First you need to make sure that

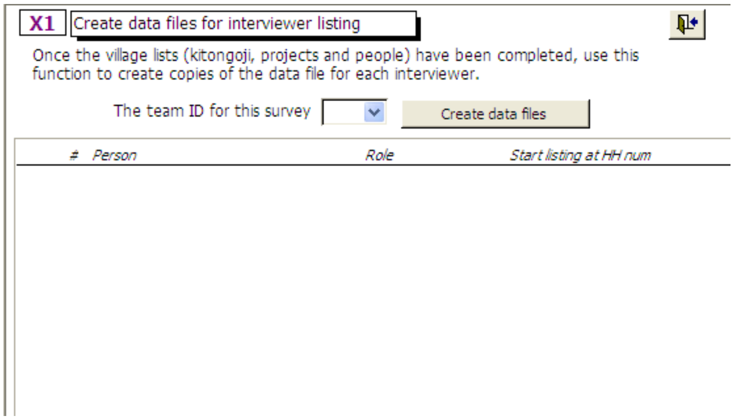
III.1. You have the FINAL merged data file (containing the FINAL and double checked confirmed V-information) of the village in which you are about to do listing installed in the folder 'TASAF\Full System\Datafiles' in your laptop. Since the headquarters will be reviewing the merged datafile after the village information has been confirmed, make sure you have the FINAL reviewed version that the headquarters have sent you installed in your laptop.

III.2. You have to make sure that you are CONNECTED (via form S) to the village that you are about to visit for listing.

III.3. You are CONNECTED (via form S) to that village with your OWN name as a supervisor

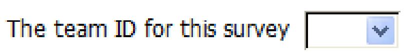
Each interviewer will get his/her own data file to be used during listing. These files will at the beginning only contain the village information (V-forms), but once the interviewer starts listing, the file will store all the listing records of the respective interviewer.

The creation of the data files to be distributed to the interviewers is done on the supervisor's laptop through form X1 (accessible via form X):



Follow the following steps:

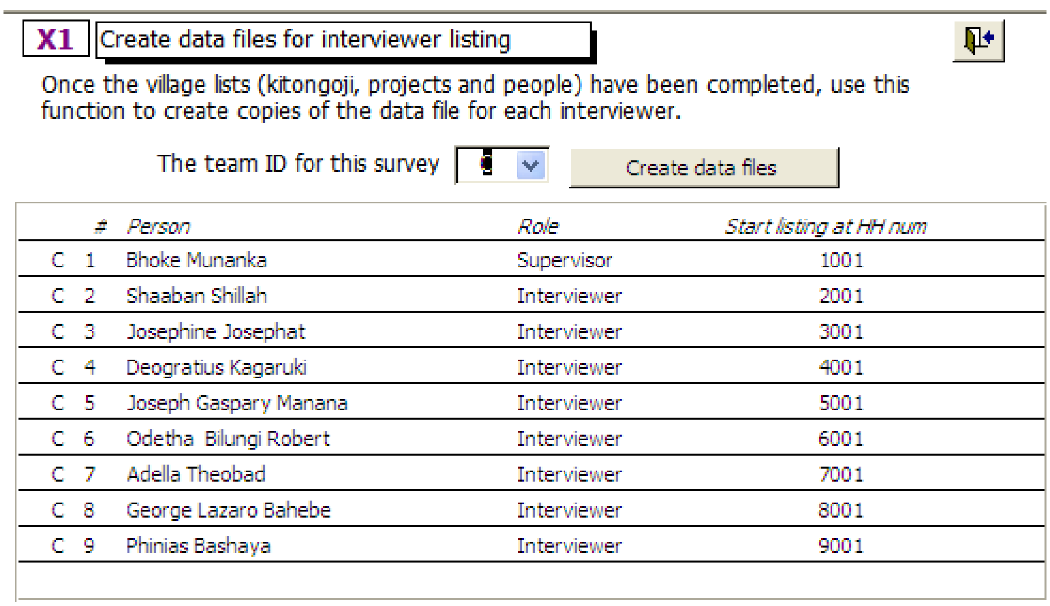
1) Select the identification letter of your team:



Teams:

Alan	Team A
Bernard	Team B
Bhoke	Team C

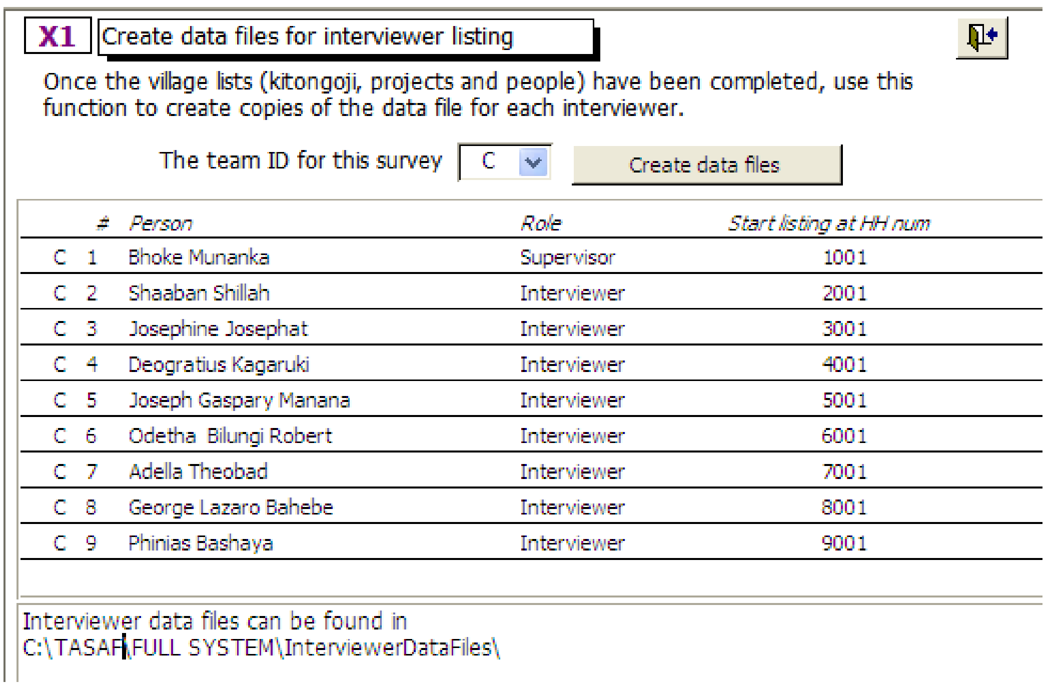
2) Once you have selected your team ID, all your team members will listed in the box on X1. Example:



This figure is just an example. The actual team in the field will have a different composition in the field. Moreover, there will only be 7 interviewers per team + one supervisor. The supervisor will always have ID 1.

Though not really related to the "distribute datafiles" task, this is a good place to discuss the HH ID scheme. The column at the right in the figure here above shows you the 'start listing at HH num'. This needs further explanation. Each time an interviewer conducts a listing survey for a HH, that HH will get assigned a HH ID. This HH ID will depend on 1) the ID of the interviewer and 2) the rank in the HH sequence that the interviewer follows in his listing exercise. The column at the right in the figure here above shows you the ID of the first HH that each interviewer of your team will list. As you can see, the first number of the HH ID is each time the ID of the interviewer. For interviewer ID 2, the first HH to be listed has HH ID 2001. The second HH that that interviewer will list will have HH ID 2002. The third HH ID 2003, etc.

3) For each of the interviewers of your team, you need to create an interviewer specific datafile, which will contain the Village information. This can be done by ticking the Create data files button on X1, once you have selected your team ID. Once the files are created, form X1 will look as follows:



X1 Create data files for interviewer listing

Once the village lists (kitongoji, projects and people) have been completed, use this function to create copies of the data file for each interviewer.

The team ID for this survey C Create data files

	#	Person	Role	Start listing at HH num
C	1	Bhoke Munanka	Supervisor	1001
C	2	Shaaban Shillah	Interviewer	2001
C	3	Josephine Josephat	Interviewer	3001
C	4	Deogratius Kagaruki	Interviewer	4001
C	5	Joseph Gaspary Manana	Interviewer	5001
C	6	Odetha Bilungi Robert	Interviewer	6001
C	7	Adella Theobad	Interviewer	7001
C	8	George Lazaro Bahebe	Interviewer	8001
C	9	Phinias Bashaya	Interviewer	9001

Interviewer data files can be found in
C:\TASAF\FULL SYSTEM\InterviewerDataFiles\

Note that a message at the bottom of X1 informs you where you will find the interviewer datafiles that have been created. This directory will depend on where you have installed the program on your laptop. Follow the directory to localise the files.

By ticking the Create data files button, you will create 7 different data-files, one for each interviewer in your team. Within the folder "InterviewerDataFiles" you will find 7 different interviewer specific sub-folders named after the interviewers in your team, each sub-folder containing the interviewer specific datafiles for each village.

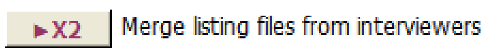
Example: The prepared listing datafile for cluster 180216 for Phinias Bashaya would be found in folder InterviewerDataFiles\Phinias Bashaya and would be called TES_Listing_Data_180216-200825.mdb. Note that the first 6 numbers denote the CLUSTER ID, and the last 6 numbers denote the interviewer's ID by which he/she is officially registered as a staff at EDI.

4) Once you have created the files, you need to install them in the UMPC's of the interviewers in your team, BEFORE listing starts. In order to do so, first copy them in a folder on your USB stick. Make sure you organise the folder in a clean and clear way so that you do not get confused. We suggest the following organisation of your USB stick:
    a. Create a "TASAF" folder on your USB stick
    b. Within the TASAF folder, create a folder for each village you will be visiting
    c. Then you copy all the interviewer specific datafiles that you have just created on the appropriate village folder

5) Now you are ready to copy the datafiles onto the UMPC's. IT IS IMPORTANT THAT YOU INSTALL THE RIGHT DATAFILE IN THE RIGHT UMPC, I.E. IN THE UMPC OF THE INTERVIEWER AFTER WHOM THE DATAFILE IS NAMED. You need to make sure you install the file in the folder called "Datafiles" in the TASAF folder in the interviewer's UMPC.

6) Once you have installed all UMPC's of the listing interviewers with their interviewer specific datafile containing the V-information, your team is ready to start listing.

3.2.3. Merge listing files from interviewers: X2



At the end of a listing day, when all your team members are back together with you in base camp, you need to merge all the data that your different team members have collected during the day into the merged datafile of the village in your laptop. This should be done by using form X2:

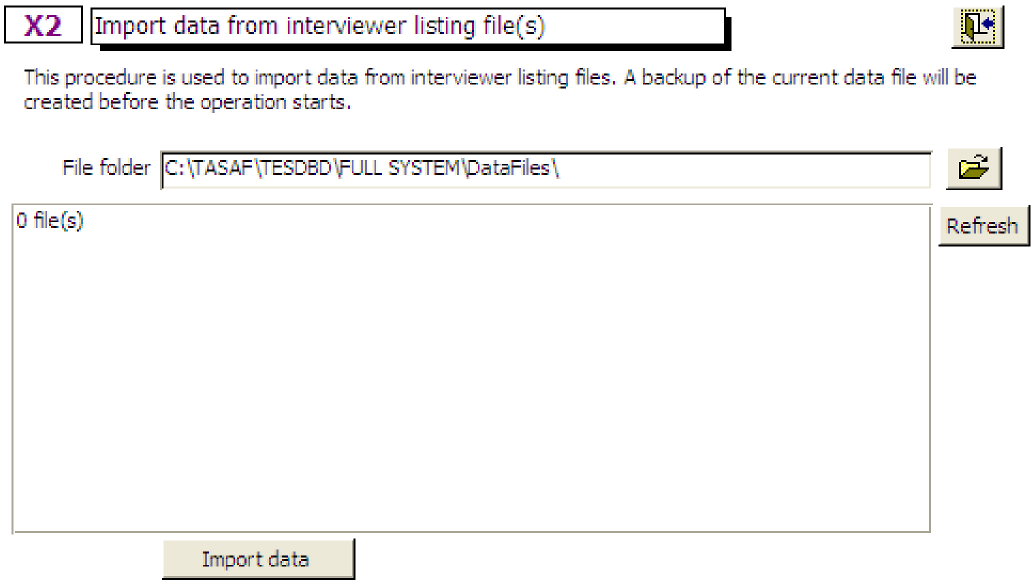
You need to follow the following steps:

1) Copy the listing datafiles of each interviewer onto your USB stick. You can over-write the one that you copied onto the UMPC BEFORE the start of the listing exercise. Remember that the interviewer specific listing datafiles are of the following kind: "TES_Listing_Data_180216-200825.mdb". You will find them in the same location as where you copied them into BEFORE the listing exercise started, i.e. in the folder "DataFiles". Make sure you have copied onto your USB stick the datafiles of ALL the interviewers that have been listing that day. Each listing interviewer has 1 datafile. If all 7 interviewers have been listing, you will need to copy 7 datafiles onto your USB stick.

2) Plug in your USB stick in your laptop.

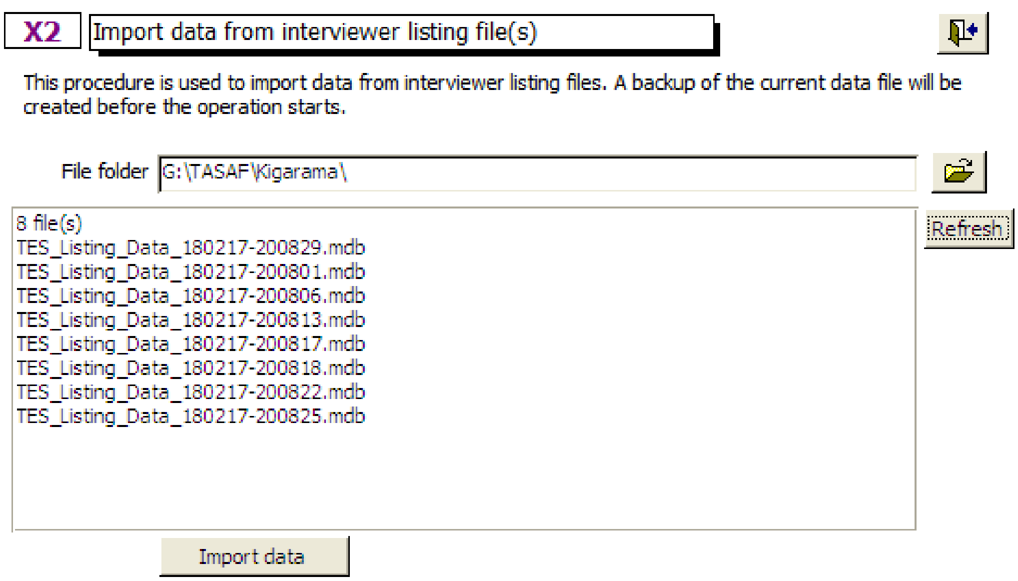
3) Connect on form S to the village that has been listed that day. Make sure you select your name as a supervisor.

4) Open form X2:



5) By using the button, browse to the location on your USB stick where you have copied the listed files that contain the data your team members collected during the day.

6) The listing data files of the interviewers that you need to merge into your MERGED data file will be listed in the box as follows:



Double check that all the files you need to merge are listed in that box. In case you add another datafile to your USB stick, you need to tick the Refresh button in order to refresh the contents in the box shown on X2.

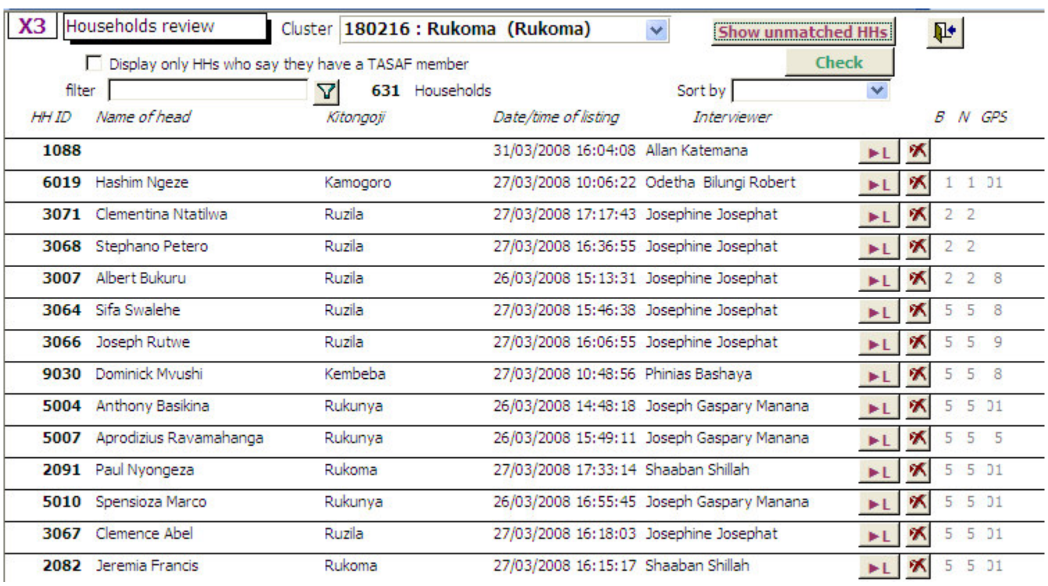
7) When you are sure all the listing datafiles you need are listed in the box, tick the Import data button. All the NEW listing records your team members created/changed during the day will be copied into the merged datafile of the village

on your laptop. The box on X2 will show you the number of new records that go imported.

IMPORTANT NOTES:

- Only listing records that are NOT YET present in your merged datafile will get transferred. In case you asked an interviewer to change a certain listing record on his UMPC, you need to make sure you first DELETE it in the merged datafile, otherwise it will NOT get imported into your merged datafile.
- Your merged datafile will be the FINAL data that will get transferred to the HQ. Hence, your ultimate goal must be to have a CLEAN merged datafile. If a listing record is not yet satisfactorily completed you can
    1) Make the necessary changes in the merged datafile yourself or
    2) Delete the record in the merged datafile, ask the interviewer to make the changes in his/her UMPC and important the record again once the necessary changes have been made

3.2.4. *Review merged listing data from interviewers*



X3 Households review — Cluster 180216 : Rukoma (Rukoma) — Show unmatched HHs — Check

Display only HHs who say they have a TASAF member

filter — 631 Households — Sort by

HH ID	Name of head	Kitongoji	Date/time of listing	Interviewer	B	N	GPS
1088			31/03/2008 16:04:08	Allan Katemana			
6019	Hashim Ngeze	Kamogoro	27/03/2008 10:06:22	Odetha Bilungi Robert	1	1	[illegible]1
3071	Clementina Ntatilwa	Ruzila	27/03/2008 17:17:43	Josephine Josephat	2	2	
3068	Stephano Petero	Ruzila	27/03/2008 16:36:55	Josephine Josephat	2	2	
3007	Albert Bukuru	Ruzila	26/03/2008 15:13:31	Josephine Josephat	2	2	8
3064	Sifa Swalehe	Ruzila	27/03/2008 15:46:38	Josephine Josephat	5	5	8
3066	Joseph Rutwe	Ruzila	27/03/2008 16:06:55	Josephine Josephat	5	5	9
9030	Dominick Mvushi	Kembeba	27/03/2008 10:48:56	Phinias Bashaya	5	5	8
5004	Anthony Basikina	Rukunya	26/03/2008 14:48:18	Joseph Gaspary Manana	5	5	[illegible]1
5007	Aprodizius Ravamahanga	Rukunya	26/03/2008 15:49:11	Joseph Gaspary Manana	5	5	5
2091	Paul Nyongeza	Rukoma	27/03/2008 17:33:14	Shaaban Shillah	5	5	[illegible]1
5010	Spensioza Marco	Rukunya	26/03/2008 16:55:45	Joseph Gaspary Manana	5	5	[illegible]1
3067	Clemence Abel	Ruzila	27/03/2008 16:18:03	Josephine Josephat	5	5	[illegible]1
2082	Jeremia Francis	Rukoma	27/03/2008 16:15:17	Shaaban Shillah	5	5	[illegible]1

Now that all the listing data is imported into the merged datafile on your laptop, you can start reviewing the listing data. You MUST review ALL the listing data BEFORE sampling. You should NOT sample before the listing exercise is satisfactorily completed. The review should be done by use of form X3. the form shows you all HH listing records that are present in the merged datafile of the village. You can sort the records by HH ID, by name of head, by kitongoji, by date/time of listing, by Interviewer who conducted the listing survey and by stratum (narrow one).

A useful tool is again the 

tool which will allow you to easily find a certain record in the list by entering the name of the head of that HH. You will see that this is especially useful when trying to locate a non-matched HH, for instance. Cf. infra.

Note the tick box "Display only HH's who say they have a TASAF member". To begin the reviewing, make sure this tick box is unticked, so that you can see ALL the HH records.

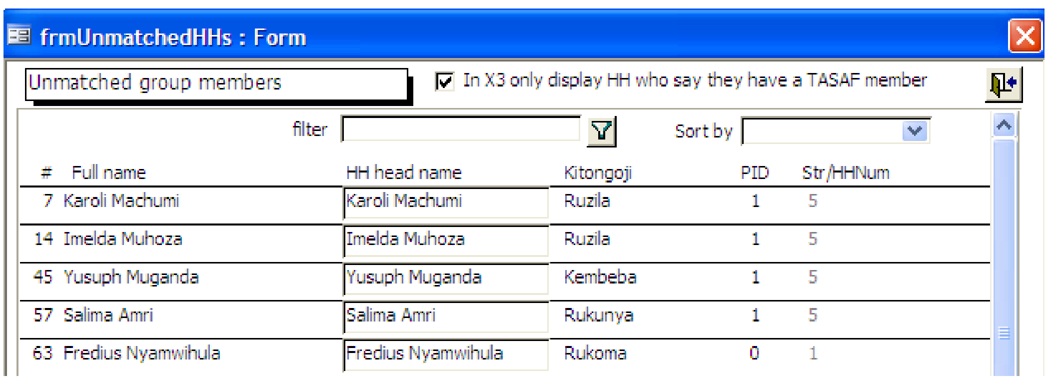
Ticking the box will only list those household records in which the respondent answered ‘yes’ to question 4 on L7 “Are you or any other HH member a member of TASAF group […]”. Filtering out those records is useful if you want to find unmatched HH’s. Cf. infra.

We will provide you with a Review Check List which HAS TO BE USED and followed while reviewing data! Among those points, there are the following extremely important checks you need to carry out:

1) Have a look at the total number of HH’s listed. This number is shown on top of X3. Check whether this number is consistent with the expected number of households in the village.

2) Very important: You need to check is whether all the people listed on V4, i.e. all TASAF members, VEO, Village chairperson and prime mover have been listed AND matched. Of course, if the listing is not yet finished, for instance at the end of the first listing day, it is normal that several persons will not be matched yet. However, even at that stage it is useful to get an idea how many are still missing. When the listing exercise is finished, however, there should NOT be any person unmatched. If someone did not get matched, it means that something went wrong, and you need to solve it.

   The most effective way of checking this is by using the ‘unmatched HH’s’ form, which can be accessed by ticking the **Show unmatched HHs** button on X3.


frmUnmatchedHHs : Form

Unmatched group members

In X3 only display HH who say they have a TASAF member

filter

Sort by

#	Full name	HH head name	Kitongoji	PID	Str/HHNum
7	Karoli Machumi	Karoli Machumi	Ruzila	1	5
14	Imelda Muhoza	Imelda Muhoza	Ruzila	1	5
45	Yusuph Muganda	Yusuph Muganda	Kembeba	1	5
57	Salima Amri	Salima Amri	Rukunya	1	5
63	Fredius Nyamwihula	Fredius Nyamwihula	Rukoma	0	1

This form will you show you all people that have either 1) been missed in listing or 2) have been listed but by mistake have not been matched.

In the second case, i.e. if the HH has been listed but not matched, you should be able to find the HH record in the list on X3, in which case you can and should match the person yourself. So the first thing you need to do is to try to find the HH record by use of the useful FILTER tool. You will have to be creative and try many different entries that sound similar to the head of the household of the person that has been missed in matching procedure.

Note that the filter tool on the ‘unmatched group members’ is connected to form X3. If you filter a name (or parts of a name) in the filter tool on form ‘unmatched group members’, the list on X3 will automatically be filtered as well.

If you find the HH record, which you hopefully will, you need to match the person listed on L1b of that record. Do try to figure out how it comes that the person was not matched and inform the interviewer who made this mistake.

In case you cannot find the HH record by all means, it probably means that the HH of that person has not been visited during listing. If you carry out the listing exercise correctly, this should never happen. But when it happens, you HAVE to POSTPONE the sampling.

You need to solve the problem first. You need to figure out the reason why this HH has not been listed.

3) You need to review all the listing data. We do not expect you to review all the records manually. You can run the validation check of all the records together by using the Check button on X3. At the moment, you can only run the validation check on ALL records together. In the future, we will add the possibility of checking records per interviewer, per kitongoji, etc. Make sure you read ALL the errors/warnings listed. You have to correct all the error mistakes, errors should NEVER remain. Nor should there be MISSING fields. For each WARNING, a comment by the interviewer needs to be made in the comment box. Warnings can remain in the error report, as long as a satisfactorily comment is made.

   Important note: Sampling needs to wait until L1 and L2 forms have been 100 % SATISFACTORILY completed for ALL the households in the village. Remember that sampling is strata based, and L1 and L2 determine to which stratum a HH belongs to. When reviewing, make sure there are NO missing fields on these forms. Once those 2 forms are fine for ALL household records, you can sample. For correction of mistakes on the other forms, you do not need to postpone sampling. However, you should make every effort to correct the mistakes/missing fields on the other forms whilst your visit in the village. Many errors/missing fields will be solved by follow-up interviews (cf. infra).

   Besides carrying out the validation checks, you should also pick out at random several records that you check MANUALLY, without using the automatic validation check. Although the automatic validation check procedure is a great advantage, it is not perfect. It might be that some mistakes are not detected by the automatic check.

   In case you are not happy with a certain record and you feel that you need to re-visit it, make sure question L8Q1 'is follow-up necessary?' is set to 'yes' for that record. It will consequently be listed on X4 for follow-up. Cf. infra.

   In the rare case that a certain listing record needs to be re-visited or corrected by an interviewer (instead of by you), you need to DELETE the record from X3 by ticking the button (remember that records do not get imported if they already exist in the merged datafile, that is why you have to delete it). Make a comment about this record in the Personal Review Booklet of the interviewer (make sure you tick the 'listing tick box' in the review box in this case, since the review comment concerns a listing record, not a HH one!).

   Even if you find a mistake in a listing record that you corrected yourself, you should give feedback about this mistake to the interviewer by use of his/her personal review booklet, to avoid the mistake to happen again in the future.

3.2.5. Display listing data for follow-up

▸X4 Display listing data for follow-up

For each record for which the interviewer selects 'yes' as a response to L8Q1 "Is a follow-up interview necessary?", you will need to organise follow-up interviews. There are 2 possible cases in which a survey cannot be satisfactorily completed during first listing visit and that a follow-up visit is necessary:

1) The head, spouse or other adult member is present but he/she cannot provide the interviewer with all required information. In this case, the interviewer has to set the answer to the question "Is a follow-up interview necessary for this household?" on form L8 to 'yes'. The interviewer will need to give the <u>reason</u> why this is the case on

the same form, in L8Q2, together with the identification codes of the questions for which there are missing fields, or for which information needs to be confirmed. The interviewer will also mention the name and relationship to head of the person that would be able to give you the missing information. This information should be used by you as a supervisor while organising follow-up interviews.

OR

2) None of these members (head, spouse or other adult member) were at home at the moment of the interviewer's visit. In that case, the following questions were automatically skipped (since the respondent was assumed not to be in the position to answer these questions):

- L8Q1: Have you ever heard of a development program called TASAF?
- L8Q2: Have you or anyone in your household attended a meeting in which the details of TASAF were explained?
- L8Q3: Have you ever heard of TASAF group […]?
- L4Q7-Q9: In the past 7 days, on how many days have you or anyone in your HH eaten […]?

Selecting a respondent other than the 3 members mentioned above, will also imply that the question "Is a follow-up interview necessary for this household?" has automatically been set to 'yes', since several questions have been skipped. Moreover, the "why is follow up necessary?" field will be automatically filled with 'Infosource > 3", which indicates to the supervisor that a follow up is necessary because the respondent was somebody else than code 1, 2 or 3 and hence the questions listed here above had been skipped. In case only the skipped questions have been left blank, the only text that will be entered in L8Q2 is "Infosource > 3", which means that you only need to organise follow-up for the 6 questions listed here above.

All household records for which a follow-up is necessary will be listed on form X4:

X4 Households to follow up

District **Bukoba Rural (Kagera) [1802]**
Cluster **180216 : Rukoma (Rukoma)**

filter **68** Households Sort by Date & Time

HH ID	Name of head	Kitongoji	Reason	done	Comments	
4003	Frans Kashunju	Kyaibanda	Info source > 3			8
2006	Mutalemwa Christopher	Rukoma	Info source > 3 haki			9
5004	Anthony Basikina	Rukunya	Mtoa taarifa ambaye			5
6004	Sprian Stephano	Kamogoro	Info source > 3maele			9
5006	Pastory Alon	Rukunya	Mtoa taarifa ambay			9
4009	Antony Nyabenda	Kyaibanda	Info source > 3 hakui			8
7015	Benjamin Mondest	Rukoma	msahiliwa mkuu hakup			9
5009	Alex Marco	Rukunya	Mtoa taarifa hajui baa			9
5010	Spensioza Marco	Rukunya	Baadhi ya taarifa haz			5
5011	Alexander Marco	Rukunya	Baadhi ya taarifa haz			9
9015	Sesilia Mbogo	Kembeba	Mwongozaji hakuwa r			5
5013	Moses Kayanda	Rukunya	Taarifa zimetolewa na			9
9019	Angella Sospeter	Kembeba	Maelezzo ymetolewa			9
2027	Generoza Christopher	Rukoma	Info source > 3 jiran			9
9020	Jessy Jacob	Kembeba	Mtoto ndiye amesahili			9
9022	Gabriel Mbogo	Kembeba	aliyahiliwa ni mtoto.			9

All the records listed here are directly linked to the merged datafile. Changes made here will be made in the merged datafile, and vice versa. So you can and ideally should use this form when conducting follow-up surveys.

Again, there is the filter tool on this form which can be used to filter a specific household record.

Also, you can sort the households by HH ID, name of head, kitongoji, by date/time and by narrow stratum (last column at the right)

The number of HH's for which a follow-up is necessary is shown on top of form X4.

In the column 'reason' you will find a copy of the entry made by interviewer in field L8Q2, i.e. the field "why is follow-up necessary". This is very useful, because it enables you to directly see what needs to be done in order to satisfactorily complete the listing record. Double tapping this field will pop up the comment in full. You should emphasize to the interviewers that they describe in field L8Q2 all information you need in order to complete the survey. That is 1) the reason why follow-up necessary, 2) ID codes of questions subject to follow-up and 3) name of available person that would be suitable to answer this question. One exception is when the only reason for follow-up is because the respondent was not head/spouse/other HH member. Remember that the interviewer is instructed to always select 'yes, follow up necessary' in this case. In this case, the entry in L8Q2 will only be Info source > 3. You then know what to do to complete the record, that is completed the questions that have been skipped (cf. supra).

Once you have completed a record, you tick the 'done' tick box of that record on form X4. When you close the form and open it another time, the record will be disappeared from the list.

In the 'comment' field of a follow-up record on form X4, you can write any comments to the HQ that you as a supervisor might have about a certain follow-up record. It would be nice if you could write these comments in English. For instance, if you have a valid reason why the record cannot be completed, you need to write the reason in the comment box of that record.

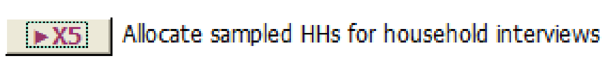
You have to judge yourself whether a follow-up is necessary/feasible or not. If there are too many records listed, for instance, and you don't think it's feasible to organise follow-up interviews for all of them, you should filter out the most important ones, while for the other record you write a comment that explains why it's not possible to satisfactorily complete that record.

The most important records to be completed are obviously the strata 1-7 and 10 ones. You can sort the records by stratum to filter these out. You MUST make every effort to make sure that at least these records are satisfactorily completed, and they are no longer listed on X4.

Ideally, you organise follow-ups in base camp, that is you invite the HH members to your base camp. However, this might not be feasible in some cases, in which case you need to visit the HH's yourself. If you go out to the field yourself to conduct the follow-up interview, it might not be practical to use your laptop. If you use a UMPC, make sure you first copy the merged datafile into the 'Datafiles' folder of your UMPC and that you connect as a supervisor such that you can access form X4.

If you ask an interviewer to do a follow-up, do not forget to delete the record from the merged datafile first by ticking the button. It will then be imported again once the interviewer has re-visited the HH and once the data in the listing datafile of that interviewer is imported again.

3.2.6. Allocate sampled HHs for household interviews



Remember that the main purpose of the listing exercise is to stratify the ENTIRE population so that EACH household falls into ONE stratum and ONLY one and that we can identify vulnerable groups and TASAF members in the village. We need this information in order to draw a sample of 1) VEO/Village chairperson, 2) TASAF members 3) vulnerable non-TASAF households and 4) non-vulnerable non-TASAF households. Table 3.1 shows an overview of the strata, together with the sample size for each of the strata.

Table 3.1.

Stratum No.	**Inclusion criteria**	**Sample Size**	**Notes**
{1}	VEO and Chairman	2	Complete universe sampled
{2}	Group 1 chairperson, secretary and treasurer	3	Complete universe sampled
{3}	Group 2 chairperson, secretary and treasurer	3	Complete universe sampled
{4}	Group 3 chairperson, secretary and treasurer	3	Complete universe sampled
{5}	Group 1 other members	3	
{6}	Group 2 other members	3	
{7}	Group 3 other members	3	
{8}	Eligible non-members of any group	3	Fit VG criteria of the union of all TASAF groups in village, but are not members. If more than one VG criterion, then the union is used rather than intersection
{9}	Population	3	Population minus those in other strata (can include members of non-selected 4^{th}, 5^{th} etc. groups)
{10}	Prime mover	1	Complete universe sampled Based on 3 questions in group questionnaire we determine prime mover(s). If not yet captured in previous strata, we add them to sample.

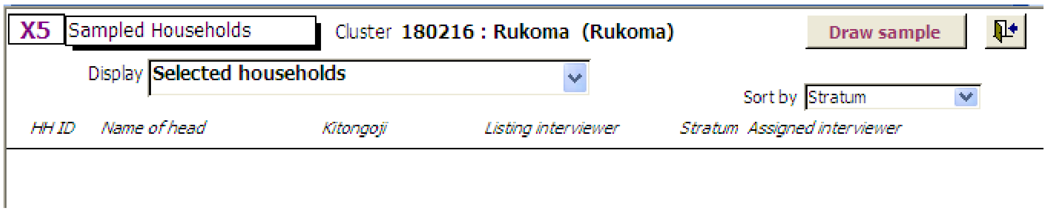
You can see from this table that

1) ALL HH's in strata 1-4 and 10 need to get the HH survey ('complete universe sampled'), hence no need for sampling for those strata
2) For strata 5-9, however, a sample needs to be drawn to determine which HH's in those strata will get the HH survey. We only need a sample of 3 HH's, while there will almost always be many more households in the stratum.

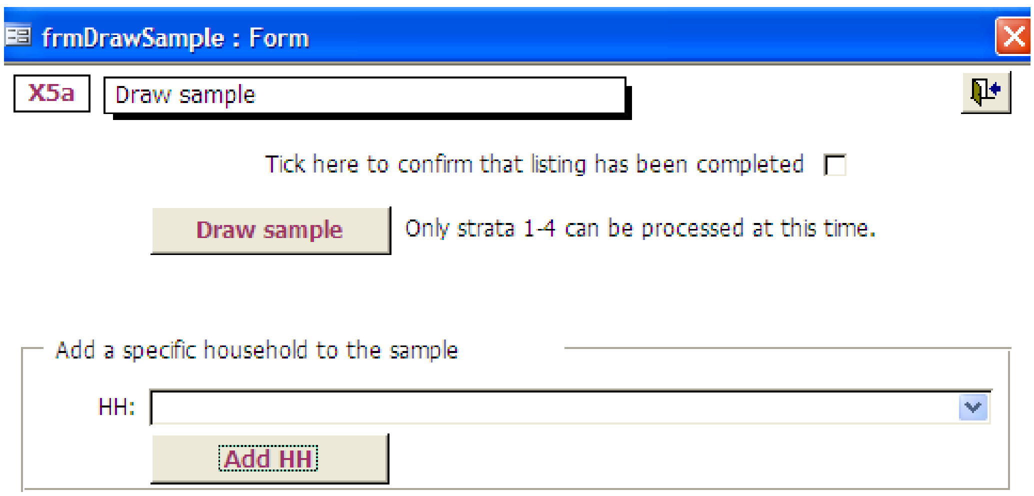
Since no sample needs to be drawn for strata 1-4 and 10, in principle we do not need to wait until listing is finished before we can start conducting HH surveys for those HH's. We do, however, for logistical reasons prefer to wait for HH survey until the HH has received the listing survey. That means that in the evening of the first listing day, the supervisor has to check which households of strata 1-4 and 10 have yet been listed. If well planned, the supervisor can even steer the listing on the first day such that he/she can be sure that all HH's in strata 1-4 and 10 are listed on the first day. He/she then allocates these households to interviewers of his/her team who then can conduct HH surveys for these households on the second day already. Below we will discuss in more detail how this allocation should be done by use of the software tools.

For strata 5-9, we can only draw a sample once the listing exercise is FULLY completed. And only once that sample is drawn, we can conduct the household surveys for these households.

The sampling procedure and the allocation of sampled HHs for HH surveys to interviewers needs to be done by use of form X5. BEFORE sampling, the form will look as follows:

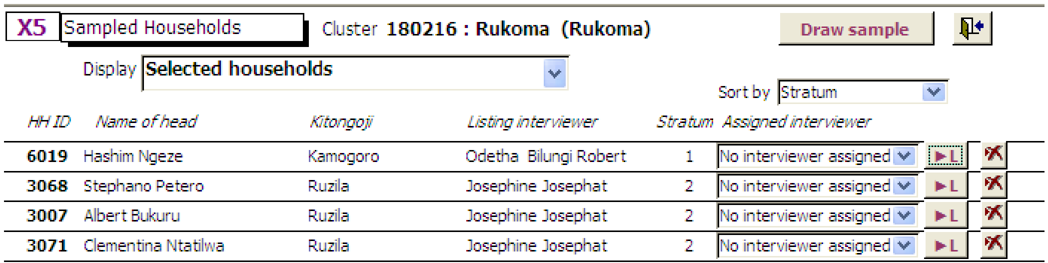


In the evening of the first listing day, when you want to allocate HH's for HH survey to interviewers of your team, you need to tick the Draw sample button. The following window will pop up:



If the listing exercise has not yet been completed, you should leave unticked the tick box: Tick here to confirm that listing has been completed . As long as that box is unticked, only households in strata 1-4 and 10 that have yet been listed can be processed. In that case, ticking the Draw sample button will

1) first update the stratification, to ensure that all households are placed in the correct stratum
2) then it will list all household records belonging to strata 1-4 and 10 that have yet been listed on form X5 as follows:



We repeat that the supervisor can and should steer the listing exercise on day 1 such that most or even better most households in strata 1-4 and 10 are listed. In the example here above we only had 1 TASAF group, hence strata 3-4 do not apply. The prime mover (stratum 10) was not yet listed. There is also one household in stratum 1 missing (remember that there are 2 households in stratum 1). All households in stratum 2, however, have been listed and can be allocated to interviewers for HH survey.

Even when the listing exercise is not yet finished, for instance in the evening of day 1, you can split up your team in some that continue the listing exercise (the number of interviewers you need for listing depends on the number of HH's that remain to be listed) and others that start conducting HH surveys for strata 1-4 and 10 households.

On form X5 you can assign interviewers to HH records for HH survey. You can assign an interviewer to a HH record by selecting the name of the interviewer in the column 'assigned interviewer'. It's up to you to organise which interviewer gets which household records.

You can sample the remaining household's for HH survey ONLY once you are 100 % SURE that

> **1) ALL households in the village are visited AND**
> **2) All people on V4 have been matched (i.e. on form X3: form 'unmatched household' should NOT list ANY persons) AND**
> **3) Forms L1 and L2 have been 100 % satisfactorily completed for ALL listed household records (i.e. NO errors remain listed in error reports concerning L1 and L2 fields)**

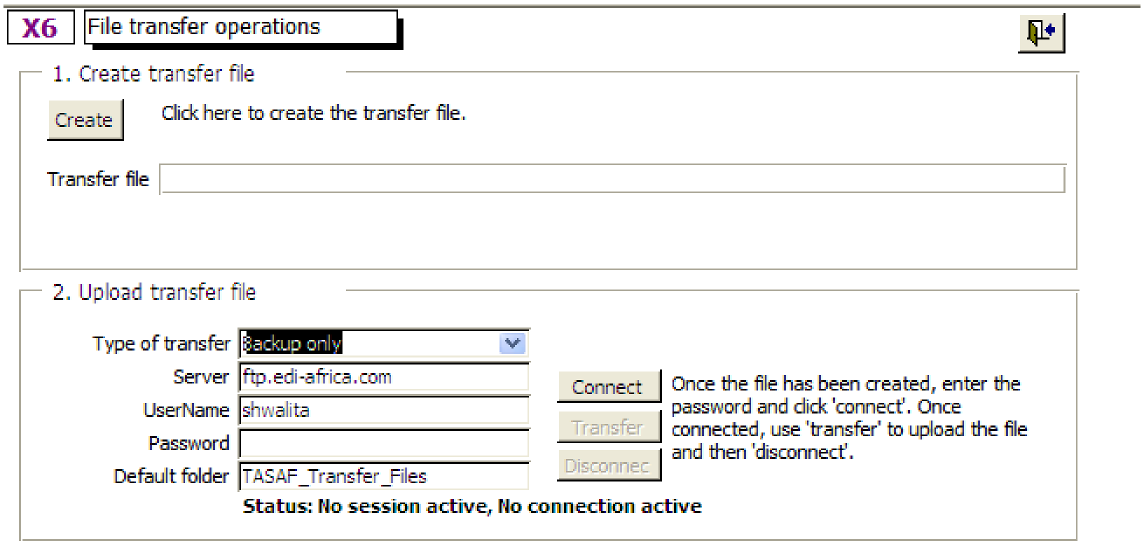
Once you are 100 % sure that these conditions are satisfied, you can tick the tick box: Tick here to confirm that listing has been completed ☐ on the "draw sample" form. A sample of all other strata will consequently be drawn and all sampled households will be listed on X5, after which you can assign interviewers to the records for HH survey.

Based on table 3.1, you know exactly the number of households you need to sample for each stratum. You have to DOUBLE CHECK whether you have sampled the correct number of households for EACH of the strata. Some points to note here:

1) Note that the stratum of the prime mover is empty if the prime mover is already captured by strata 1-4. In that case it is obvious that no HH from stratum 10 gets sampled (because the stratum is empty).
2) Depending on the number of TASAF groups in the village, strata 3-4 and 6-7 might be empty.

3.2.7. Create and upload a transfer file to the ftp site

Each evening or at least each time the supervisor has access to internet, he/she needs to transfer new/edited data to HQ. Each time there are new or updated listing data records, you need to transfer them on ftp server. EVEN IF YOU HAVE NOT REVIEWED THE DATA, you need to transfer ALL records, because it also serves as a **backup**. Transferring data on ftp is done via form X6:



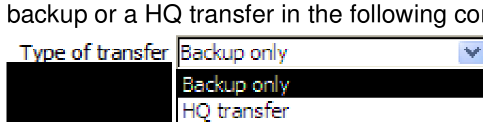
The supervisor needs to proceed as follows:

1) The first step is to create the transfer file by clicking the ***Create*** button. This will export the new data of merged datafile as a series of files which are packed into a single zip file. The file name is created automatically.

2) Indicate whether it is a 'backup' transfer or a HQ transfer (transfer to head quarters for review). Backup transfers needs to be done EACH EVENING of a survey data. Even if you have not yet reviewed the data because of time constraint, you need to do so, to avoid loosing data in case of technical problems. It is very important that you do so. As long as you select backup data, you will have the live version of the data and the HQ will not make any changes to it.

   HQ transfers are transfers of FINAL data that has been reviewed by you and of which you are 100 % satisfied. Note that the moment you have transferred data to the HQ, the data is considered FINAL, and you should NOT make any further changes to it, because from that moment onwards the HQ will have the live version.

   On the file transfer electronic form you should indicate whether it is a backup or a HQ transfer in the following combo-box:



3) Next make sure that the UMPC is connected to the internet (for example by means of a GPRS or CDMA connection). Use a web browser to test that the connection is working.

4) Enter the FTP password into the Password box. Leave all the other values unchanged unless instructed otherwise.

5) Click on ***Connect.***

6) Click on ***Transfer*** as soon as it is enabled.

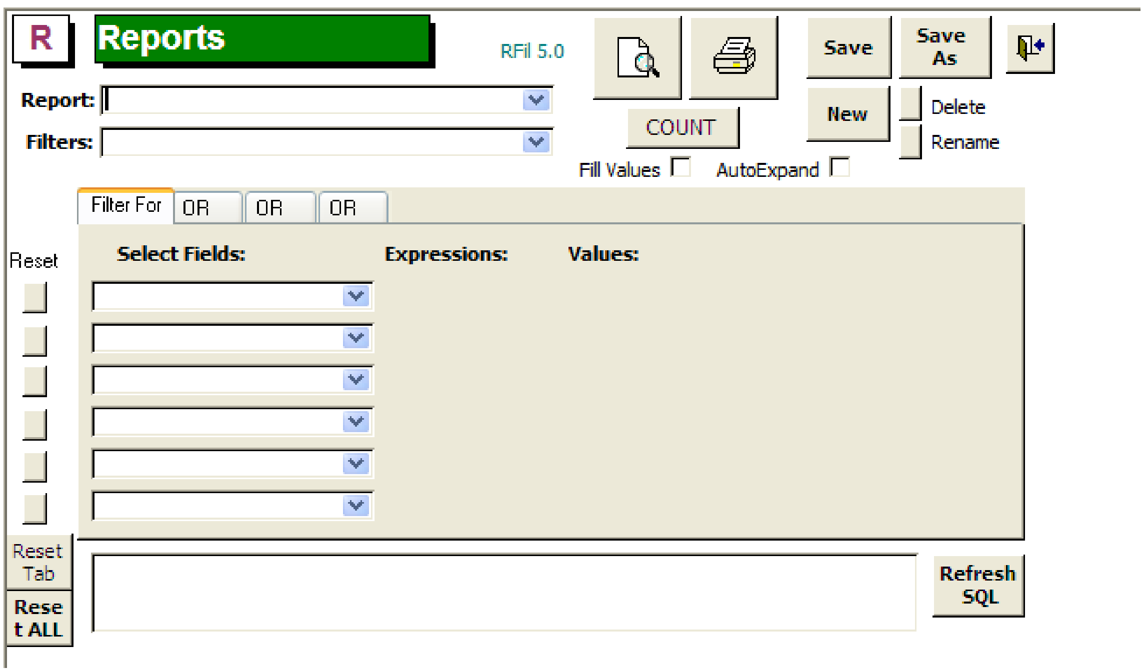
7) Click on ***Disconnect*** when the transfer has been completed.

3.2.8. Reports

Reports

The software provides you with reports very useful to assist you in the supervisor tasks described here above. The reports can easily be created by use of the following form:

You can create a report by using the following form:



In 

select the report you want to create.

Once you have selected the report, you need to tick the  button, which will preview the report.

Currently, we have 6 different reports in the listing program. Possibly more will be added as the project goes on.

- *Descriptions for 'other' codes*

For some questions, the interviewer is allowed to select 'other' as a response option, in case the response of the respondent is not present in the pre-populated response list. In that case, the interviewer needs to describe this 'other' response in a pop-up window. You, as a supervisor, need to check these other descriptions. More specifically, you need to check the following:

- For EACH 'other' selection, a description MUST be made
- Check whether the 'other' response should indeed not be categorized in an existing response option. Often, interviewers easily think that a response option does not apply, while it does, especially in the beginning. When in doubt, contact the HQ.
- You need to translate the 'other' descriptions so that it can be used by the data user.

o *Detailed village information*

This report contains all information collected during V-form confirmation. Usefulness to supervisor:

- You need to study it carefully BEFORE visiting the village, so that you know all its relevant features such as TASAF groups, VG criteria, etc.
- You also need to use it for instance to verify who the Prime Movers are, so that you can make sure that those people are sampled.
- Before sampling, you need to check which persons need to be matched during listing. When listing is completed, please verify whether all these persons have indeed been matched.
- The report tells you the EXPECTED nr of HHs in the village, the nr of TASAF groups, the nr of TASAF members, etc. This gives you an idea of the number of HHs to be listed, which should be used when planning field work in the village.
- Etc.

o *Summarized village information*

This report contains the same kind of information as the 'detailed village information' report, but then only a summary of it. TO be used when you want a quick idea of the village profile.

o *Interview comments*

This report gives you an overview of all the comments made by the interviewers. This one should be read by you so that you can see if anything unusual happened in the field.

o *Profile sampled & allocated HHs*

This report gives you a brief summary of basic info collected during listing for those HHs that are sampled for HH survey. For instance: nr of people in HH, nr of orphans, names of TASAF members, etc. You will see that the data in this report is grouped PER INTERVIEWER. Each interviewer has a separate page, such that you can print out the report and give each interviewer his/her respective page of the HH he/she has been allocated to visit for HH survey. The interviewer should then read the report carefully in order to get a clear idea of the profile of the HH he/she's about to visit. When conducting the HH survey, he/she then needs to keep this information in mind. Each time there is an inconsistency with the data collected during listing, he/she needs to figure out why this is the case and write a comment about this.

On top of the report, you will find an overview of the HH sampled per stratum. Make sure you have the required nr of HHs sampled per stratum. See the Review Check List.

- *Summary Info HH for HH comparison*

  While reviewing HH data in the evening, among other things you need to check for <u>inconsistencies between listing and HH survey data</u>. In order to do so, you need to compare the "Summary Info HH for HH comparison" report (report in the listing program) and the “Summary Info HH for Listing comparison” report (report in the HH program, cf. infra). The “summary Info HH for HH comparison” report contains exactly the same information as the “*Profile sampled & allocated HHs* report”, but now the records are sorted by HH ID, instead of grouped per Interviewer. This will simplify the comparison with the HH data, because the setup of the “Summary Info HH for Listing comparison” report in the HH program is exactly the same.

  In case you find inconsistent information, you have to figure out what went wrong. You will have to re-visit the HH to clarify. Once you have the CORRECT information, you can adjust the data to make it consistent, but you will have to make a comment about this in the record comment box and/or in the cluster report.

  Of course, the ages are allowed to differ somehow, because often these are estimates. You do not need to comment about small differences in this. However, if the difference is more than 10 years, you have to check what went wrong. Do make the necessary measures if the interviewers make mistakes.

3.3. SUPERVISOR TASKS RELATED TO HH SURVEY

The software tools in the HH survey program are completely analogous to those in the Listing program. The only difference is that there are less tools necessary (no sampling, etc.). The tools enable you to

- Import data from an MDB file provided by interviewer
- Review data
- Create and upload transfer files to ftp site
- Create reports

In the HH program, we currently have 2 reports:

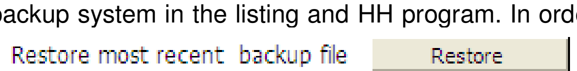
- *Descriptions for 'other' codes*

  The contents and purposes of this report is exactly the same as the one in the listing program. Cf. supra.

- *Summary Info HH for Listing comparison*

  This report needs to be used by the supervisor in order to compare listing and HH data for sampled HHs. Cf. discussion here above for the report in listing program ‘*Summary Info HH for HH comparison”*.

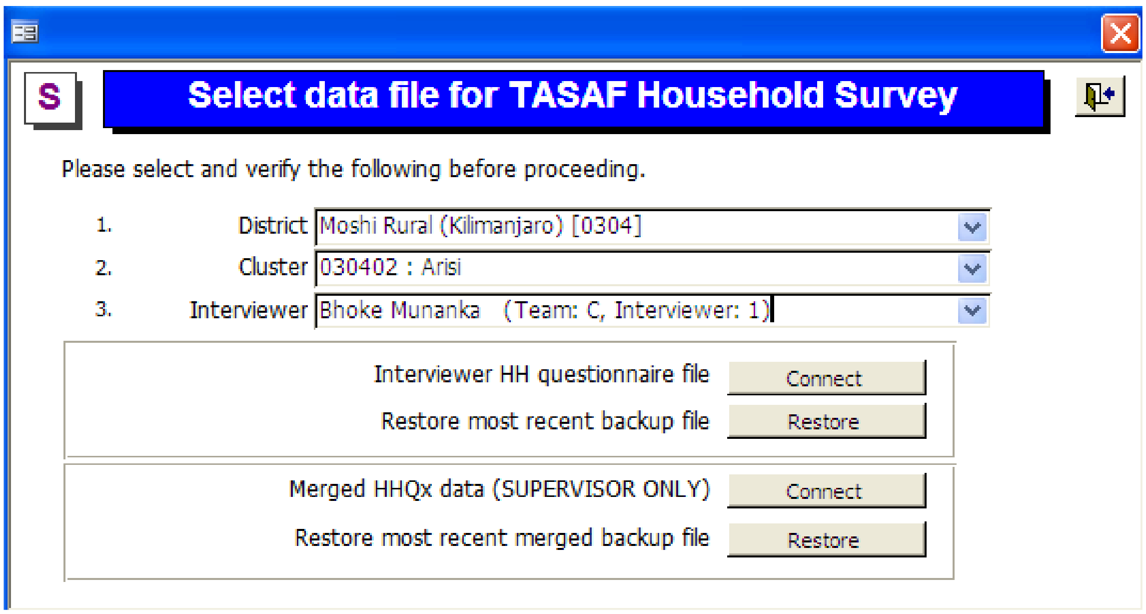
3.4. BACKUP SYSTEM

To ensure that data does not get lost in the (hopefully rare) case that your computer crashes, we have developed a backup system in the listing and HH program. In order to recover data, you need to use the 

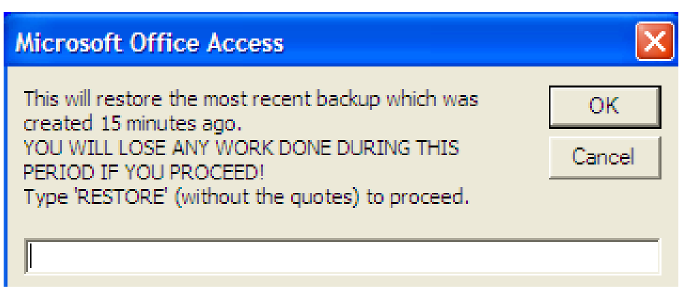
button. Note that this system SHOULD ONLY BE USED IF THE PROGRAM WAS CRASHED AND THE DATA FILE HAS BEEN LOST!

For the interviewer, a backup is created each time he/she disconnects from a certain cluster (for HH data) or if he creates a new record (for Listing data). For the supervisor, a backup of his/her MERGED datafile (i.e. the file in which all HH records created by the interviewers of his/her team have created are merged) is made each time form X3 is opened and if the last backup was more than 30 minutes ago. If you loose data (which will hopefully rarely happen), you can restore the datafile by ticking the following button:

YOU SHOULD ONLY RESTORE A BACKUP FILE IN CASE YOU HAVE LOST DATA!



Ticking the ‘restore’ button will pop up the following form:



Follow the instructions. Note that the warning tells you when was the datafile was backed up for the last time. In the example, this happened 15 minutes ago. All data that changed within 15 minutes ago will unfortunately be lost. But better to only loose that data, than all of your data…

Only if you’re really sure you need the backup, you should enter RESTORE and tick ‘ok. The current merged datafile will be replaced with the backup one.

For the listing program, this is analogous.

APPENDIX A: CHECK LIST OF ITEMS NOT TO FORGET WHILE MOVING TO ANOTHER VILLAGE

- Vehicle log book
- Field work manuals (1 for each team member)
- Stationeries
- 8 UMPCs
- 1 laptop
- Batteries (large and small – 1 for each team member)
- UMPC bags (1 for each team member)
- Field bags (1 for each team member)
- Stylus pen (1 for each team member + spare ones)
- Personal questionnaire review booklets (1 for each interviewer)
- Dry cleaning tissue (1 for each team member)
- Wet cleaning tissues (boxes provided to the supervisor)
- Extension cables
- Invertors
- Solar panel
- Fluorescent light
- Accumulator batteries
- Regulators
- Rain coats (1 for each team member)
- Anthropometric equipment
- Incentives
- Identification stickers
- Luggage
- …

APPENDIX B: Quality control tools/procedures TASAF II impact evaluation study

The interviewers, supervisors and head quarter staff use a range of tools (of which most of them are software related) and follow several procedures to maintain high quality of the data collected in the field. This document discusses the main procedures/tools.

A) PROCEDURES/TOOLS USED BY INTERVIEWERS

1) Validation rules:

One of the main advantages of electronic survey work is that errors can be detected ON THE SPOT by the interviewer while still in the household's dwelling. This is done through a system of validation checks, based on validation rules written by EDI head quarters. The interviewer's manual discusses the validation check system as follows:

VERY important *in the survey sequence are the* ***validation checks****, which are located on most of the forms. In the view of its great importance, we will spend quite a large part of this manual on its discussion.* ***BEFORE leaving a form*** *once you have completed all of its questions, you should tick the* ***green check box*** 

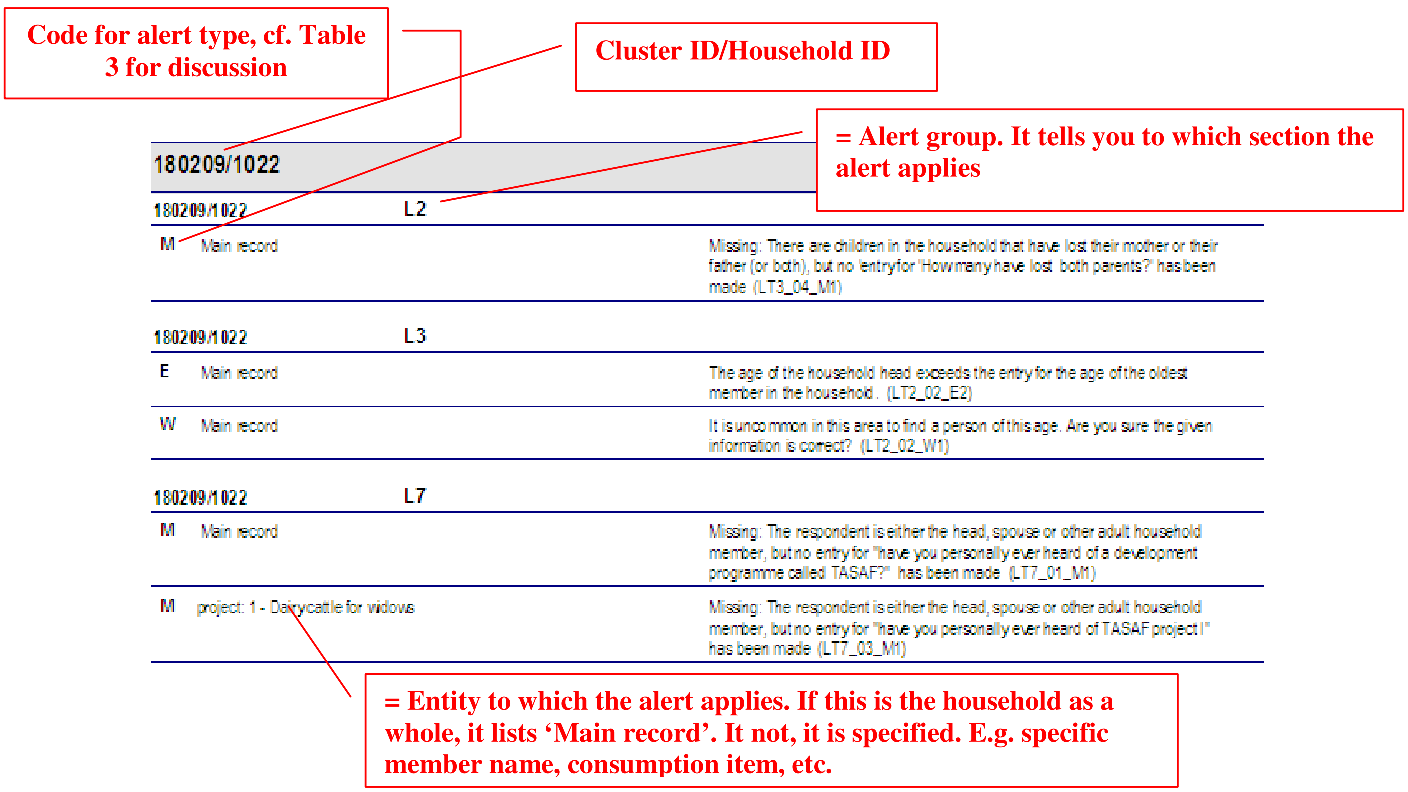
, if it is located on that form, in order to run the validation process. Any missing fields and/or inconsistencies between question responses will consequently be listed in an ***alert report****. Also, at the entire end of the interview, you should tick the final* ***validation of completed interview check****, which will run all validation checks of all forms all over again. Since it is a* <u>*repeated*</u> *check procedure serving as a double check, it should not show many new alerts.*
The alert report distinguishes between ***three alert types*** *that are listed and discussed in table 4.3. What you should do in case one or more of these alert types appear in your alert report depends on the alert type.*

<u>Table. 4.3.</u> Type of alerts in alert report

Alert type	***Type code***	***Description***	***What to do?***
Missing	*M*	*This alert tells you that you have forgotten to fill in a required field*	*You must <u>immediately</u> go back to that field and make sure that it is filled in.* ***Do not make any changes, however, without asking the respondent the questions again.*** *Run the validation check again to make sure that the missing error has been removed from the alert report.*
Error	*E*	*This alert tells you that you have made an entry error. This can be of different kind.* *E.g., you have entered a negative value, while only positive values are allowed for that field* *E.g., you have made an entry in a disabled, i.e. grey, field.* *E.g., there is an inconsistency between two responses. For instance, if Mary claims to be married to Francis, while Francis claims to be separated.*	*You must <u>immediately</u> go back to the relevant fields and make the necessary changes until the error alert disappears from the alert report (i.e. after making changes run the validation check again until the error alert disappears).* ***Do not make any changes, however, without asking the respondent the questions again.***

Warning	*W*	*This alert WARNS you that you MIGHT have made a mistake, but not necessarily so.* *E.g., if you have entered a higher level than usual for the level of education completed.* *E.g., if you have entered a higher number than usual for the number of rooms used by the household*	*You should reconsider the relevant question, and make sure that the given information is correct. However, <u>if</u> the given information is <u>correct</u>, you should <u>not</u> make any changes. In that case, the warning alert will NOT disappear from the list, but it can be ignored if you are sure the given information is correct.*

<u>Fig. 4.1.</u> Example of an Error report



An example of an alert report is shown in the figure here above. (By default the report opens in a small format. You have to <u>tick the screen once with your stylus pen in order to enlarge the report and to be able to read the alerts</u>).

Note that right after each alert description in the alert report, there is a code in between brackets. You may ignore it, as it denotes the alert code, which is there rather for design purposes and is not very relevant to you.

***To close the error report** on the UMPC, <u>tick **'print preview'** in the upper left corner of the report, and then select **'close'**.</u>*

***In the ideal case** where there are **no errors or warnings** detected during the validation process, the following window will pop up once you have ticked a 'check' box:*

The previous text discusses the validation check system to the interviewer.

This validation check system is entirely based on underlying *validation rules* (not seen by interviewers) that are written by the EDI head quarters. Attachment "Validation rules Listing and HH survey.xls" contains all the validation rules that are currently in the program, 934 in total (listing survey + HH survey). Each rule detects a different kind of error in the data. The attachment has 3 sheets: 1) Validation rules LISTING, 2) Validation rules HH survey, 3) Column description. The latter discusses the purpose of each of the columns in the validation rule table.

Can you please have a look at these rules, and confirm whether you agree? Also, in case you find errors in the data NOT detected by the validation rules, or in case you think of potential errors not tackled by the rules, please inform us ASAP, so that we can add new validation rules in order to avoid that the error re-occurs.

B) PROCEDURES FOLLOWED AND TOOLS USED BY SUPERVISORS

Besides re-running the validation checks, the supervisors follow the following procedures to maintain high quality of the data:

2) The supervisor continuously supervises the work of his/her team members in the field by
    a. Direct observations: observing interviewers WHILE they are conducting an interview. This is often done by surprise visits.
    b. Re-interviews: The supervisor revisits the HH and selected questions are re-asked to verify the answers priory recorded by the interviewers.

3) Reviewing data: Questionnaire Review Booklets

    At the end of each working day, each completed questionnaire has to be verified and reviewed by the supervisor. There are several tools available to the supervisor useful for review and feedback to the interviewers. All software related tools are discussed in point 4 here below. One important hard copy tool is the "Questionnaire Review Booklet". Each evening, all interviewers should hand-over to their supervisor their personal "Questionnaire Review Booklet", in which review results for each interviewer will be written down by the supervisor later that evening.

    The interviewer's manual discusses the Questionnaire Review Booklet procedure as follows:

Each evening of a working day, you must hand over your UMPC together with your personal "Questionnaire Review Booklet" to your supervisor who will transfer all recently completed household records onto his/her computer in order to review them. For the household questionnaire, you need to tick the 'ok for transfer' check box on form H (cf. infra) once a record is completed. ***Do not forget to do so. Only records for which this check box is ticked will be transferred in the evening.***

For the listing questionnaire records, records of households for which a follow-up interview is necessary, will also be transferred to the supervisor's laptop, though not yet for final review. For those household records, your supervisor will first have to organise re-visits/invitations to base camp, in order to complete all records.

Note that records will only be transferred once, unless you have been asked by your supervisor to edit a specific household record, in which case it will be transferred again once you have made the required changes. ***Hence, you should NOT change ANY data after the first transfer, unless your supervisor asks you to do so.*** *The moment you have checked the 'ok for transfer' box and the record got transferred to the supervisor's laptop, your supervisor will* *have the 'live version' of the record, which means that he/she decides who will make changes, if necessary.*

Each morning, your supervisor will return to you your UMPC equipment and your personal "Questionnaire Review Booklet", in which he/she will have written comments for the household records that had been transferred the evening before. For the listing questionnaires, your supervisor will ONLY make a comment if something was wrong with one of your listing records of the previous day. For the household questionnaires, however, there will be a comment box for EACH of the households for which a record had been transferred the evening before, even for those that had been satisfactorily completed.

A typical page of the Questionnaire Review Booklet is presented in appendix C of this manual:

<table>
<tr><td>Date</td><td></td><td rowspan="4">If the comments concern listing, the following box will be checked:
☐</td></tr>
<tr><td>HH ID</td><td></td></tr>
<tr><td>First entry?</td><td>YES / NO</td></tr>
<tr><td>OK?</td><td>YES / NO</td></tr>
<tr><td colspan="3">Comments:</td></tr>
</table>

*Each reviewed **household record** for the HH questionnaire survey will be assigned a new box in the Review Booklet. Your supervisor will enter the ID of the household record that has been reviewed and the date on which this review has taken place. In case the record was reviewed for the first time, your supervisor will have selected 'yes' to the question "first entry"? In case the record had been reviewed before but you had been asked to make some changes which were now subject to review, the answer to this question will be "no". In case a household record is satisfactorily completed by you as an interviewer, your supervisor will haven written 'ok' in the respective comment box and he will have selected 'yes' to the question 'OK?'. In case your supervisor has selected 'no' to the 'OK?' question, he/she will have written comments in the comment box referring to which changes need to be made in order to correctly complete the questionnaire. These changes need to be made the following day, after which you should again make sure that the 'ok for review' box on form H of that household record is checked, so that it can be re-transferred to your supervisor for review.*

*In case the comments concern a **listing record**, the box in the upper right corner will be checked. Most of the times, these listing comments, if any, will mainly be there for feedback purposes and you will not be asked by your supervisor to make any changes. You should,* *however, make sure that you take this feedback seriously and that you do not make the mistakes again in the future.*

Note that the communication of your supervisor to you in your Questionnaire Review Booklet will be based on the Question Identification Code scheme as it is lined out in section ***Error! Reference source not found.*** *of this manual. It is therefore VERY important that you fully understand this scheme in order to be able to understand the comments of your supervisor.*

We emphasize again that ***YOU SHOULD NOT MAKE ANY CHANGES IN THE COMPLETED QUESTIONNAIRE WITHOUT ASKING THE RESPONDENT THE QUESTIONS AGAIN****, unless your supervisor asks you to do so. The comment box in your Questionnaire Review Booklet will instruct you what to do and whether a re-visit of the household is necessary.*

4) Review check list

Given the extremely busy time schedule of the supervisor, it might happen that he/she forgets to review something. Besides, supervisors are also just human beings. In order to avoid that, we have made a Review Check List, which the supervisor follows closely in the field while reviewing data. Before transferring data to the HQ, the supervisor needs to go over this check list to ensure that he/she has not forgotten anything. See attachment 'Review Check List'.

5) Supervisor software tools

The software provides nice tools to assist the supervisor in his/her main task, i.e. to collect high quality data. We refer to the document "Supervisor software tools" in the attachment for a discussion of all these software tools. This document is equivalent to part 3 in the supervisor's manual. Important tools are in-build reports (cf. part 3.2.8 and 3.3 in "supervisor software tools"). For examples of these reports (discussed in "supervisor software tools" doc) for Mboni, see attachement folder 'reports'. **It would be nice if you could have a look at the 'other descriptions' reports each time we send you 'final' data, so that you can confirm whether you agree/disagree with 'other specifications', i.e. whether they can indeed not be captured by an existing response category.**

6) Cluster report

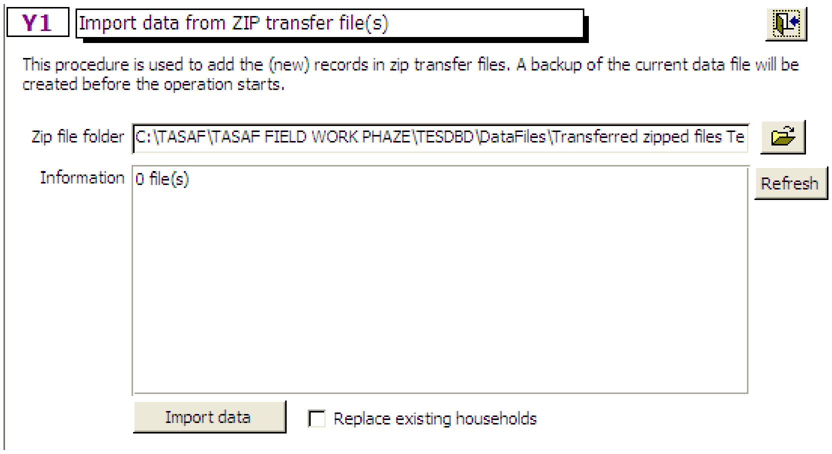
Right after completion of a cluster, the supervisor writes a brief cluster report and sends it to the HQ. This report has a pre-determined layout. Cf. attachment 'Cluster report Mboni' for an example of such a report for Mboni. In that report, the supervisor is asked to mention anything unusual that happened in the field that migh influence the survey results.

C) PROCEDURES FOLLOWED AND TOOLS USED BY HEAD QUARTERS

Once the supervisor is 100 % satisfied with the data collected by his/her team, he/she transfers the data to the EDI HQ. This should be done as soon as possible. However, given the tight time schedule, we do ask the supervisor not to rush in order to avoid making errors. Usually, data is transferred 2 days after completion of a cluster (note that we are talking about HQ transfers here, NOT about backup transfers which should be done each evening). When transferred to HQ, the HQ need to import the data from the transfer file on ftp server, to review the data, to send HQ review reports back to supervisor, etc. When the data is clean, the data is transferred from HQ to data user (WB). Data can also be exported to Stata.

7) Import data from transfer file

The HQ first create their own merged datafile by connecting on form S to the cluster under their own name (for me that means selecting Bet Caeyers as interviewer on form S). Once that is done, they can import the data.



Browse to the folder where you have saved the transferred file and then import all records by ticking the Import data button. If you already have records in the merged datafile and you do NOT want to replace these by the importing ones, and you only want to import NEW records, you do NOT tick the ☐ Replace existing households button. However, if you have existing records, but you DO want to replace them by the new imported ones, you have to tick the ☐ Replace existing households button. Doing so will first DELETE ALL EXISTING HH RECORDS, before importing the new ones. However, since the HQ will always have the live version of the V-forms, the V-forms will NEVER be replaced, even when the ☐ Replace existing households button is ticked. Only listing records will be removed. In case you do not have any data yet in the merged datafile, it does not matter whether you tick the ☐ Replace existing households button or not.

8) HQ Review report

The HQ use all the tools of the supervisors mentioned above to review the data. When HQ review is finished, the HQ send a HQ review report to the respective supervisor. The supervisor then needs to read this HQ review carefully and make the necessary changes to the data, while writing his/her comment on the HQ review document below the HQ comments (using a different colour). Once that is finished, the supervisor sends this HQ review back to the HQ who then review the data again. Etc. See attachment 'HQ Review' for the layout of such a HQ Review.

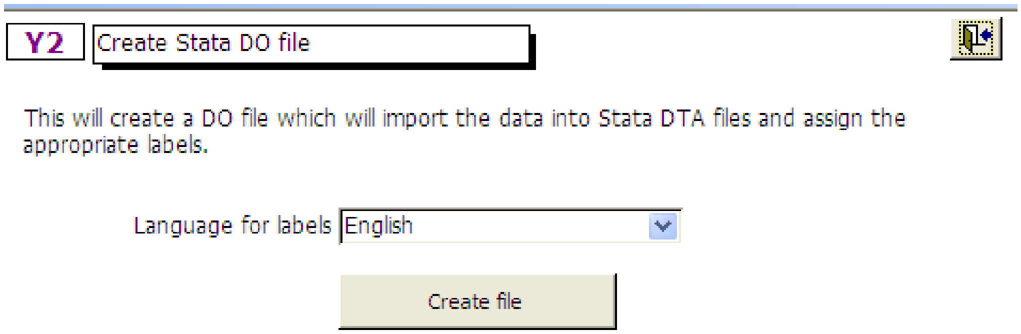
The HQ will only review data that has been transferred as 'HQ transfer' type. Moreover, the HQ will only review if they have received back the HQ review report on which the supervisor has written his/her comments. The supervisor is also asked to submit the cluster report while transferring data to HQ.

9) Status data

This document keeps everybody informed about the status of the data of each team. It is located on the ftp server (the server we are using at EDI to share documents), and is regularly updated. For an example of such a report, see the attachment 'Status Data' which gives you the status of the data as it is currently standing.

10) Exporting to Stata

This should be done by using the following form:



Doing so will create a DO file which will import data into Stata DTA files and assign the appropriate labels. These labels are the ones defined in the DataDictionary, of which EDI has the live version at the moment. If you want, we can give you the table that contains these labels, such that you can give all variables the labels that you wish. We can then incorporate that in the live version. The variable names will be defined in STATA on the basis of the ALTERNATIVE field name, which is the identification code of the question from which the variable is derived.

To be honest, we did not have time yet to focus on the Stata Exporting system. Hence, some data table will be exported that are no longer relevant. We will work on this as soon as possible. But this gives you an idea already.

V1 Village information

V1Q0

Name of supervisor conducting the V-form confirmation

Name of supervisor conducting the V-form confirmation

In this field you need to select the name of the person conducting the V-form confirmation. Note that this question does NOT ask about the name of the supervisor visiting the village for listing and HH survey.

V1Q1

Cluster name

Jina la eneo la utafiti

For this project, our target group is the village. Hence, cluster name and village name are the same.

V1Q2

Village name

Jina la kijiji

In general, a cluster is defined as a target group for a study. For this project, our target group is the village. Hence, cluster name and village name are the same.

V1Q3

Name of supervisor of team visiting this village

Jina la msimamizi wa kundi linalotembelea kijiji hiki

In this field the name of the supervisor that will visit the village together with his/her team for listing HH's and to conduct HH surveys needs to be selected. Note that we do NOT want you to give the name of the person conducting the V-form confirmation here.

V1Q4

Name of VEO

Jina la mtendaji wa kijiji

In the rare case of the village not having a VEO, you should leave this field blank, though a comment MUST be made. In case there is a VEO but he does not live in the village, you SHOULD enter his/her name but you should write comment about this in the comment box.

V1Q5

Does the VEO live in this village?

Je, mtendaji wa kijiji anaishi hapa kijijini?

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

In case the answer to this question is 'no', a COMMENT MUST be made.

V1Q6

Name of Chairman

Jina la Mwenyekiti

In the rare case of the village not having a chairman, you should leave this field blank, though a comment MUST be made.

V1Q7

Number of households in the cluster

Idadi ya kaya katika eneo la kijiji

This number will always be an approximation, even after confirmation with the knowledgeable people before the start of the listing excercise. Though it should always give you an idea of the number of households you have to expect to be listed. After listing, check whether the number of households listed has reached the number of expected households.

V1Q8

Number of Kitongoji in the cluster

Idadi ya vitongoji katika eneo la kijiji

V1Q9

Rate for sampling remainder of population (as a percentage)

Kiwango cha uchukuzi wa sehemu iliyobakia ya idadi yote katika eneo la utafiti (katika asilimia)

This question will be disabled. The percentage entered here, is the share of non-vulnerable non-TASAF members (remainder of population) for which you want a LONG listing survey. This will determine the rate at which households not defined as vulnerable (form L2) or TASAF member (L1) will get a long listing survey. The rate depends on the number of households in the village, as entered in response field 7. Consequently, if you change the entry in V1Q7, the entry for V1Q9 will automatically adjust.

V1Q10

Minimum age to be considered elderly

Je, mtu huitwa mzee kuanzia umri gani wa chini?

This question will be locked. It is not possible for the supervisor to change the entry to this field. It is the GLOBAL minimum age to be considered elderly, which determines whether the household gets the long listing form in case the ACTUAL minimum age to be considered elderly does not exceed this global minimum age. All households with at least one member older than this global minimum age will get the long listing form.

V2 Vitongoji

ID Kitongoji

ID Kitongoji

This field is automatically created after adding a new record for a kitongoji. It cannot be changed after it has been created.

V2Q2

Name of Kitongoji

Jina la Kitongoji

In this field, please enter the names of all vitongoji in the village. If you want to add a new kitongoji to the list, tick the 'Add record' button on top of the form. Make sure the number of vitongoji listed here is the same as the entry to question V1Q7.

V3 Projects/Groups

MAKE A LIST OF ALL TASAF VG PROJECTS IN THE VILLAGE, INCLUDING THE HIV/AIDS GROUPS. YOU CAN ADD A PROJECT/GROUP TO THE LIST BY SELECTING THE 'ADD RECORD' BUTTON. ONCE THE LIST IS COMPLETED, GO TO V3A FOR EACH PROJECT TO ENTER MORE DETAILED INFORMATION. ONLY ONCE V3A IS COMPLETED FOR ALL GROUPS, YOU SHOULD CARRY OUT THE RANDOMISATION PROCESS BY TICKING THE 'RANDOMISE' BUTTON. IT IS VERY IMPORTANT THAT YOU ANSWER QUESTION V3AQ3 FOR EACH TASAF GROUP, BEFORE RANDOMIZING. ONLY ONCE THE RANDOMISATION HAS BEEN CARRIED OUT, MOVE ON TO V4.

Group ID

Group ID

V3Q2

Name of the group

Jina la kikundi

Note the difference between group name and project name. The group may already have existed BEFORE the start of TASAF. Hence, the group name may differ from the project name. Usually, however, the 2 will be the same.

V3a Projects/Groups within a village

V3aQ1

ID assigned to this project by TASAF?

Namba ya kikundi ya utambulisho iliyotolewa na TASAF?

This is the OFFICIAL ID assigned to the TASAF groups. It will be obtained from the TASAF officials at the district council.

V3aQ2a

Type of income generating project?

Aina ya mradi wa uzalishaji mali?

[1]=Dairy cattle keeping, [2]=Pig keeping, [3]=Poultry keeping, [4]=Indigenous poultry keeping, [5]=Dairy goat keeping, [6]=Coffee Processing, [7]=Improved Zebu keeping, [8]=Market, [9]=Tailoring, [10]=Bee keeping, [11]=Oil pressing factory, [12]=Carpentry, [13]=Vegetable production, [14]=Tree nursery, [99]=Other (specify),

[1]=Dairy cattle keeping, [2]=Pig keeping, [3]=Poultry keeping, [4]=Indigenous poultry keeping, [5]=Dairy goat keeping, [6]=Coffee Processing, [7]=Improved Zebu keeping, [8]=Market, [9]=Tailoring, [10]=Bee keeping, [11]=Oil pressing factory, [12]=Carpentry, [13]=Vegetable production, [14]=Tree nursery, [99]=Nyingine (taja),

Enabled if V3aQ2a = [99]

V3aQ2b

Type of income generating project? OTHER DESCRIPTION

Aina ya mradi wa uzalishaji mali? MAELEZO MENGINE

V3aQ3

Will this TASAF group be reserved for evaluation?

Je, hiki kikundi cha TASAF, kitahusika kwenye tathmini?

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

Note that this question asks whether the TASAF group can be considered as a control group in the survey or not. Control groups, that are randomly selected, will have to wait about 1 year before they get the TASAF funds. This will enable us to evaluate the impact of TASAF. For most of the TASAF groups, the answer to this question will be 'yes'. Only for those groups for which we will not postpone the start of TASAF, because of ethical reasons, the answer to this question will be 'no'. For instance, HIV/AIDS groups will not be reserved. You should consult the people from TASAF and the people at the World Bank in order to be able to answer this question.

V3aQ4

Prime mover for this project?

Muhusika mkuu wa uanzishwaji wa mradi huu?

This question can only be answered AFTER conducting the group questionnaire, based on 3 questions in that questionnaire. Once you know who the prime mover is, you should make sure he/she is present in the list on V4. If not yet present, you should add him/her to the list. Once the person is on the list, he/she will be listed in response field V3aQ14, you then need to select his/her name here.

The 3 questions in the group QX that determine the prime mover are 1) Who called the first meeting of the TASAF group? 2) Who wrote the application to TASAF? And 3) Who suggested the specific income-generating activity of your group TASAF? The person that is mentioned at least twice as a response to these 3 questions, is considered the prime mover of the group. Only in the rare case that 3 different names are mentioned as a response to these 3 questions, the supervisor is allowed to choose one among those 3 persons to be the prime mover, based on the supervisor's own impression of who is the prime mover after the group meeting.

V3aQComments

General comments

Maoni kwa ujumla

In this comment box you write ANYTHING that is related to ANY section on section V3a: Projects/Groups within a village.

V4 **People**

MAKE A LIST OF ALL TASAF GROUP MEMBERS IN THE VILLAGE (INCLUDING THE MEMBERS OF HIV/AIDS GROUPS) + VEO + VILLAGE CHAIRMAN + PRIME MOVER(S). SELECT THE 'ADD RECORD' BUTTON TO ADD A PERSON TO THE LIST. FOR EACH PERSON, ENTER MORE DETAILED INFORMATION ON FORM V4A.

Person identifier (sequence number)

Namba ya utambulisho (kwa mfululizo)

V4Q2

Full, official name of the person

Jina kamili la mtu?

On this form, you need to make a list of 1) ALL TASAF members (of the primary, secondary and tertiary group) AND 2) the VEO AND 3) the village chairman AND 4) the prime mover of each group. You enter the FULL, OFFICIAL NAME in this field.

V4a People within the village

THIS FORM MUST BE COMPLETED FOR ALL PERSONS LISTED ON V4, FOLLOWING THE SKIP PATTERN.

V4aQ1

Status of person

Hali ya mtu

[1]=Confirmed (as member/VEO/VC/Prime mover), [2]=Added to list as TASAF member/VEO/VC/Prime mover during/after pre-listing meeting, [3]=Known but NOT confirmed as member/VEO/VC/Prime mover, [4]=Unknown in the village,

[1]=Amehakikiwa kuwa mwanakikundi/VEO/Mwenyekiti/Muhusika mkuu/mwanzilishi, [2]=Ameongezwa kwenye orodha kama VEO/Mwenyekiti/Muhusika mkuu/mwanzilishi wakati/kabla ya kikao cha uhakiki wa majina, [3]=Anajulikana kijijini lakini hakuhakikiwa kama mwanakikundi/ VEO/Mwenyekiti/Muhusika mkuu/mwanzilishi, [4]=Hajulikani kijijini,

Note that before the V-confirmarion starts, the V-forms will be pre-populated with information that we obtained from the VFC from the district council. While confirming upon arrival in the village, however, it might be that some information received from the VFC is not 100 % accurate. Some persons may have to be added to the people list, other will no longer be relevant. You will have to indicate the status of each person listed in this question field.

If 1) the person was already present in the list before the start of the confirmation process, and if 2) the person is confirmed to be either TASAF member (of ANY group in the village)/VEO/Village chairperson/prime mover, you select response option 1 here. This will be the most common case.

If 2) the person was NOT present in the list before the start of the confirmation process, and if 2) the person gets ADDED to the list during/after confirmation because it appears that the person DOES belong to the list in the capacity of TASAF member/VEO/Village chairperson/Prime mover, you should select response option 2 here.

If 1) the person was present on the list before the start of the confirmation process, but if 2) the person is NOT confirmed to be EITHER a TASAF member/VEO/Village chairperson/prime mover, you select option 3. Note that it is very important that you double check this information! ONLY select this option if you are REALLY sure the person is NOT a TASAF member, VEO, Village chairperson or Prime mover, and provide an explanation in the comment box if this is the case.

If 1) the person was present on the list before the start of the confirmation process, but if 2) the well-informed village people are SURE that they do NOT know that person, select response option 4 here. ONLY select this option, if you are really sure that NONE of the well-informed village people know the person and provide an explanation in the comment box if this is the case.

If the answer to this question is option 3 or 4, i.e. the person is confirmed NOT to belong to the list, make sure that all fields in V4a for this person are empty, BEFORE you disable to fields.

Enabled if V4aQ1 = [1] or [2]

V4aQ2

Sex of person

Jinsia ya mtu

[1]=Male, [2]=Female,

[1]=Mme, [2]=Mke,

This question will need to be asked of each CONFIRMED person listed in the list.

Enabled if V4aQ1 = [1] or [2]

V4aQ3

What is the commonly used name of this person?

Je, mtu huyu anajulikana zaidi kwa jina gani?

Enter here the name of the person by which the person is commonly known in the village. If this name is the same as the official name, double tap the field which will copy the official name.

Enabled if V4aQ1 = [1] or [2]

V4aQ4

Name of this person's head of household?

Je, mkuu wa kaya wa mtu huyu anaitwa nani?

In this field you enter the name of the head of the household where the person on the list is member of. Sometimes, the listed name will be the head of the household. In that case, the entry in this field will be the same as the name on the list. Often, however, the listed person will not be the head of the household, in case the name will differ. The household head name will be used later for the matching process on form L1. Hence, it is important that you spell the name correctly.

Double clicking this field will copy the entry from the previous field.

V4aQ5

Enabled if V4aQ1 = [1] or [2]

What is the commonly used name of the HH head?

Je, mkuu wa kaya anajulikana zaidi kwa jina gani?

Enter here the name of the person by which the person is commonly known in the village. Double clicking this field will copy the entry from the previous field.

V4aQ6a

Enabled if V4aQ1 = [1] or [2]

ID of Kitongoji in which this person lives

Namba ya utmbulisho wa kitongoji aishipo mtu huyu

Select here the kitongoji in which the person lives. The response list in this combo box depends on the information given by you on form V2.

V4aQ6b

Enabled if V4aQ6a = [0] (= Other village)

ID of Kitongoji in which this person lives - OTHER DESCRIPTION

Namba ya utmbulisho wa kitongoji aishipo mtu huyu - MAELEZO MENGINE

If the person lives in another village, please specify the village AND kitongoji within that village here. If the person needs to be sampled, you should use this information in order to locate the person for HH interview.

V4aQ7a

Enabled if V4aQ1 = [1] or [2]

Role within the village:

Role within the village:

[1]=Village chairman, [2]=Village Executive Officer, [3]=No VEO/VC,

[1]=Mwenyekiti wa kijiji, [2]=Afisa mtendaji wa Kijiji, [3]=No VEO/VC,

This is the first question that aims to place the person in a certain stratum. For instance, in case the person is 'village chairman' or 'VEO', his/her household will be placed in stratum one (the stratum number is shown on form V4). Note that there can only be 1 village chairperson and only 1 VEO per village.

V4aQ8

Enabled if V4aQ1 = [1] or [2]

Is this person a TASAF group/project member?

Je, huyu ni mwanakikundi wa kikundi cha TASAF?

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

For most of the people, the answer to this question should be 'yes'. For the VEO, the Village Chairman and the prime mover, however, the answer might be 'no'.

V4aQ9a

Enabled if V4aQ8 = [1]

ProjectID I

ProjectID I

If the person is member of more than 1 group, select the one in which the person is secretary/treasurer/chairperson first. If the person does not hold any of those positions in any of the groups, select the group with the LOWEST ID first.

V4aQ9b

Enabled if V4aQ8 = [1] and there at least 2 projects

ProjectID II

ProjectID II

In the rare case of the person belonging to more than 1 TASAF group, select the second TASAF group the person belongs to here. Although it does matter which TASAF group to select in response field 1, it does not matter which one to select next if the person belongs to more than 2 groups. If the village only has 1 TASAF group, this response field will be disabled. AUTOMATICALLY the disabled field will be filled with 'no project', this is normal and you should leave it that way. If the village has more than 1 TASAF group, you MUST answer this question for each person listed on V4. In that case, if the person does NOT belong to a second group (which will be most common), select 'no project' yourself manually.

Enabled if V4aQ8 = [1] and there at least 3 projects

V4aQ9c

ProjectID III

ProjectID III

In the very rare case of the person belonging to more than 2 TASAF groups, select the third TASAF group the person belongs to here. Although it does matter which TASAF group to select in response field 1, it does not matter which one to select second or third. If the village only has 1 or 2 TASAF groups, this response field will be disabled. AUTOMATICALLY the disabled field will be filled with 'no project', this is normal and you should leave it that way. If the village has more than 2 TASAF groups, you MUST answer this question for each person listed on V4. In that case, if the person does NOT belong to a third group (which will be most common), select 'no project' yourself manually.

Enabled if V4aQ8 = [1]

V4aQ10a

Role within the specified project?

Wadhifa kwenye mradi husika?

[1]=Member, [2]=Chairman, [3]=Secretary, [4]=Treasurer, [5]=Vice-chairman, [6]=Vice-secretary, [7]=Storekeeper, [99]=Other (specify),

[1]=Member, [2]=Mwenyekiti, [3]=Katibu, [4]=Mweka hazina, [5]=Makamu mwenyekiti, [6]=Katibu msaidizi, [7]=Mtunza stoo, [99]=Nyingine (taja),

If the response to this field is 'other', you MUST specify which 'other' type in the comment box of V4a of this person.

Enabled if V4aQ10a = [99]

V4aQ10b

Role within the specified project? OTHER DESCRIPTION

Wadhifa kwenye mradi husika? MAELEZO MENGINE

Enabled if V4aQ8 = [1]

V4aQ11

Is this person a signatory?

Je, huyu ni muweka sahihi?

[1]=Yes, [2]=No,

[1]=Ndiyo, [2]=Hapana,

A signatory is a person who usually signs important documents (often financial documents) concerning the TASAF group. Normally, there are 4 signatories per TASAF group.

Enabled if V4aQ8 = [1]

V4aQ12a

What is the MAIN vulnerability criterion under which [NAME] joined this group?

Je, ni kigezo gani KIKUU cha uhitaji/kutojiweza kilichopelekea [JINA] kujiunga katika kikundi hiki?

[1]=Widow/widower, [2]=Elderly, [3]=Orphan, [4]=Disabled, [5]=HIV/AIDS, [88]=DK, [99]=Other (Specify),

[1]=Mjane/Mgane, [2]=Mzee, [3]=Yatima, [4]=Mwenye ulemavu, [5]=UKIMWI/VVU, [88]=Sijui, [99]=Nyingine (Taja),

This question is only asked if the person is a TASAF group member. This question, when answered for all TASAF members in the group, will determine the broad VG criterion of the group as a whole. A criterion will be considered a broad VG criterion of the group if there is AT LEAST ONE member in the group for which that criterion is selected as a response to this question V4aQ12a.

If the person joined the group under more than 1 VG criterion, you should select the MAIN one.

There is a DK option here. However, this option should ONLY be selected if none of the well-informed village persons has a clue about which VG criterion applies. This should be VERY rare, however.

There is also an 'other' option, which should only be selected if the criteria does not fall at all under the other options. Note that if the respondent says 'mentally disordered' , for instance, this can still be categorized under 'disabled'. If you select 'other', the next field will be enabled, in which you need to specify this 'other'. But again, before selecting 'other' you should think carefully whether this criterion really does not fall under any of the pre-listed VG options.

Enabled if V4aQ12a = [99]

V4aQ12b

What is the MAIN vulnerability criterion under which [NAME] joined this group? OTHER DESCRIPTION

Ni kigezo gani KIKUU cha uhitaji/kutojiweza kilichopelekea [JINA] kujiunga kwenye kikundi hiki? MAELEZO MENGINE

In this field you need to specify the 'other' VG criterion under which the person joined the group.

V4aQ13

Enabled if V4aQ8 = [1]

Does [NAME] qualify for this group because he/she is vulnerable himself/herself or because he/she is a caregiver for someone else?

Je, jina anastahili kuwa kwenye kikundi hiki kwa sababu yeye mwenyewe ana uhitaji/kutojiweza au kwa sababu anamtunza mtu mwingine?

[1]=Self, [2]=Caregiver WITHIN HH, [3]=Caregiver OUTSIDE HH,

[1]=Binafsi, [2]=Mlezi wa MWANAKAYA, [3]=Mlezi wa ASIYEMWANAKAYA,

This question will be enabled for ALL TASAF members. With this question, we will be able to distinguish between those members that are beneficiaries themselves ('SELF') and those that are CAREGIVER of a vulnerable person. Note that
- If the member is BOTH a beneficiary himself/herself AND a carer for somebody else, option 'self' should be selected.
- If the member is not a beneficiary himself/herself but takes care of AT LEAST one person INSIDE of his/her HH, you should select "caregiver within HH"
- If the member is not a beneficiary himself/herself but takes care ONLY of persons OUTSIDE the HH, you should select "caregiver outside the HH"

V4aQ14

Enabled if V4aQ13 = [2] or [3]

What is/are the official name(s) of the BENEFICIARY(ies) that [NAME] takes care of?

WAFAIDIKAJI/MFAIDIKAJI rasmi anayetunzwa na [JINA] anaitwaje?

This question is ONLY enabled if the member is a CAREGIVER. Note that you should enter the name of the BENEFICIARY here, NOT the carer. In case that there is more than 1 beneficiary, you need to enter the the main one(s), do not enter all of them in case of many.

V4aQ15

Enabled if V4aQ13 = [2] or [3] AND V4aQ12a = [1] or [2]

What is the SEX of the BENEFICIARY that [NAME] takes care of?

WAFAIDIKAJI/MFAIDIKAJI rasmi anayetunzwa na [JINA] ni wa jinsia gani?

[1]=Male, [2]=Female,

[1]=Mme, [2]=Mke,

This question, asking about the BENEFICIARY (NOT the care giver) is there to determine the actual NARROW VG criteria of the broad VG criteria 'disabled' and 'elderly'. Hence, question ONLY enabled if
• Member is care giver (because we already have the sex of TASAF member himself/herself from V4aQ2)
• If VG criterion in V4aQ12a is either 1) widow or 2) elderly. Because we do not need this NARROW VG criterion for the other VG criteria

If there is more than one beneficiary, enter the gender of the main one mentioned in V4aQ14.

V4aQ16a

Enabled if V4aQ8 = [1]

What is the AGE of the BENEFICIARY person (NOT the care giver, if any)?

WAFAIDIKAJI/MFAIDIKAJI rasmi anayetunzwa na mwakikundi huyu wa TASAF ana umri gani?

One of the reason why this question is asked is to determine the NARROW VG criteria of ELDERLY broad criterion.

V4aQ16b

Enabled if V4aQ13 = [2] or [3]

What is the AGE of the TASAF member himself/herself?

What is the AGE of the TASAF member himself/herself?

V4aQ17	Enabled if V4aQ12a = [3] **Has the orphan lost only ONE parent or BOTH parents? IF THE TASAF MEMBER IS CARER OF AT LEAST ONE 'both parents' ORPHAN, SELECT OPTION [1]** *Je, yatima huyu amefiwa na mzazi MMOJA au wote WAWILI? IF THE TASAF MEMBER IS CARER OF AT LEAST ONE 'both parents' ORPHAN, SELECT OPTION [1]* [1]=BOTH parents, [2]=ONE parent only, [1]=WOTE wawili, [2]=MMOJA tu, To determine the NARROW VG criteria of broad ORPHAN VG criterion. Hence, only enabled if V4aQ12a = ORPHAN Note that this question asks about - The TASAF member IF the person is beneficiary himself/herself - The BENEFICIARY IF the TASAF member is a caregiver What to do if the TASAF member cares about more than 1 person? If there is AT LEAST one orphan that lost both parents, you should select option 'BOTH parents'. Only if all the orphans that the TASAF member takes care of are SINGLE PARENT orphans, select option 2 '1 parent only'.
V4aQ18	Enabled if V4aQ2 = [1] AND if person is head of HH **How many households does [NAME] have?** *Je, [JINA] ni mkuu wa kaya wa kaya ngapi?* This question aims to deal with polygamist HHs, necessary for sampling purposes.
V4aQ19a	Enabled if V4aQ18 >=1 **Name of spouse (or other person) in household 1** *Jina la mwenza (au mtu mwingine) kwenye kaya ya 1* In this field you should enter the name of a person that can uniquely identify this first HH of the head.
V4aQ19b	Enabled if V4aQ18 >=2 **Name of spouse (or other person) in household 2** *Jina la mwenza (au mtu mwingine) kwenye kaya ya 2* In this field you should enter the name of a person that can uniquely identify this second HH of the head.
V4aQ19c	Enabled if V4aQ18 >=3 **Name of spouse (or other person) in household 3** *Jina la mwenza (au mtu mwingine) kwenye kaya ya 3* In this field you should enter the name of a person that can uniquely identify this third HH of the head.
V4aQHHNum	**Household number to which this named individual is matched** *Namba ya kaya ambako mtu huyu ametambuliwa* This question will be AUTOMATICALLY answered ONCE the HH of a person listed on V4 gets matched during listing.
V4aQComments	**General comments** *Maoni kwa ujumla* In this box, you write ANY comment you have about anything unusual about this person. A comment is compulsory, for instance, in case the person was added/deleted from the list during V-confirmation, to explain the reason why.

V5 Comments Village

Comments about village

Comments about village

In this box, you write ANY comment you have about anything unusual you noted during V-confirmation. There should always be something in written in this box. In case you don't have any comment, you enter 'ok', in the box.