



**TASAF II**  
**IMPACT EVALUATION STUDY**

**A JOINT RESEARCH PROJECT BETWEEN**  
**THE WORLD BANK**  
**AND**  
**ECONOMIC DEVELOPMENT INITIATIVES**

**Data Processing Manual**

**June 2008**

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## A. Programs used by EDI data processing team

- FileZilla:



This program is used to access the ftp server in order to transfer data between local (your own computer) and ftp site (online) folders. For instance, to be used

- 1) By supervisors when transferring 'final data for HQ review' to ftp
- 2) By you to transfer data from ftp to your local folders in order to review the data
- 3) By you to transfer FINAL data from your own local folders to ftp site of the World Bank once data is clean.

FTP addresses used for TASAF:

To communicate with field - field work ftp site: <ftp://ftp.edi-africa.com>

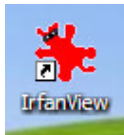
Username and password can be obtained only on request.

To communicate with WB – Data ftp site: <ftp://TASAFData.edi-africa.com>

Username and password can be obtained only on request.

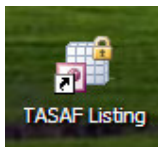
At the left hand side, you will find all your LOCAL folders. On the right hand side, you will find the folders located online on ftp. By dragging files from one side to the other, you can copy files between local and ftp folders.

- IrfanView:



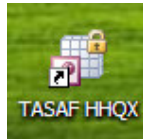
This program can be used in case you need to create screen shots, which might be useful when you want to explain some features to the field supervisors. For instance, in case there is a new electronic supervisor's tool that needs to be explained to supervisors, screen shots are useful for the purpose of visualisation. After having opened the program, pressing 'C' will activate the program, and pressing Ctrl + F11 will take a screenshot of the window that is currently open on top of your desktop.

- Listing QX program:



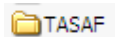
This program is used by interviewers to collect Listing QX data and by you to review this listing data. We refer to the interviewer's manual for a detailed discussion of this program.

- HH QX program:

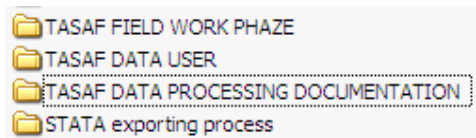


This program is used by interviewers to collect HH QX data and by you to review this data. We refer to the interviewer's manual for a detailed discussion of this program.

## B. Discussion and organisation of TASAF files/folders on your computer



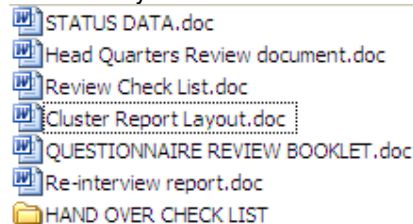
It is important that you organise your computer well in order not to get lost in all the TASAF files. You are obviously free to organise your computer the way you prefer, but as an example and in order to discuss the current TASAF files we will use the following folder organisation of the TASAF folder for the discussion here:



- **"TASAF field work phase"**: this folder contains all programs and documents *internally* used by EDI staff during *work in process*:



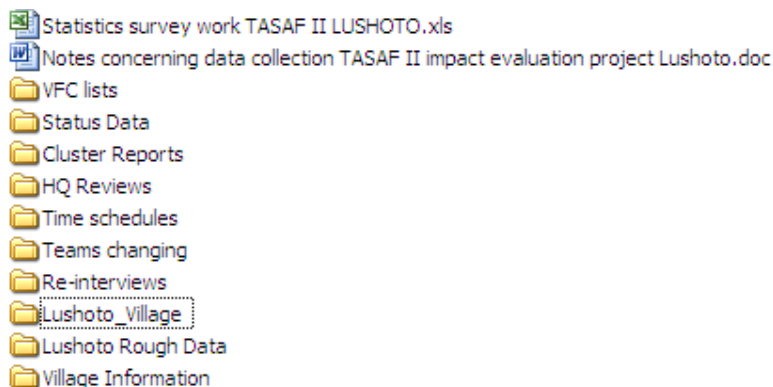
- **"Field logistics"**: this folder contains the *layouts* of all logistical documents used by EDI staff for TASAF:



Cf. interviewer's manual & infra for a discussion of the purpose of these documents.

- **Districts**: For each district visited so far, we have a sub-folder. In the example here above, we only have Moshi and Lushoto. As more districts will be visited, new sub-folders will be created. Within these sub-folders, you need to put all district specific folders/files.

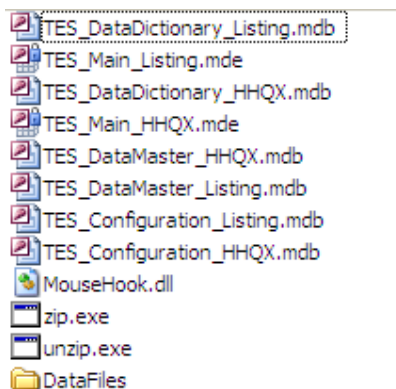
### Example Lushoto:



Note that the “statistics survey work TASAF II LUSHOTO” and “Notes concerning data collection TASAF II impact evaluation project Lushoto” are just *temporarily* working documents. Once they are FINAL, they will be copied to the “TASAF data user” folder (cf. supra).

For a discussion of the other sub-folders here, we refer to the more detailed discussion below.

- “**OLD**”: This folder contains all OLD TASAF related work in process documents, no longer in use.
- “**TESDB**”: This is a very important folder. It contains the Access questionnaire program files that are used in the field to collect data, and that need to be used by you for data review:



For your purpose, you can ignore most of the files in this folder, which are only there to make the qx programs run smoothly behind the surface. Important to you are

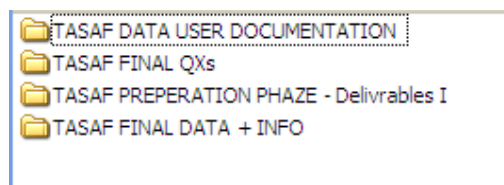
- TES\_Main\_Listing.mde : Double tapping this file will open the listing qx program. You will find a shortcut on your desktop.
- TES\_Main\_HHGX.mde : Double tapping this file will open the HH qx program. You will find a shortcut on your desktop.
- “DataFiles” folder. This folder contains ALL mdb datafiles (both listing and HH) of ALL clusters (at cluster level, i.e. NOT the merged ones on district level), once these are created. When connecting to a cluster for the first time, the file will be automatically created in this folder. **It is crucial that these**

**datafiles remain in this folder!** If re-located, the program will not recognize the file when trying to connect to the cluster. Each time you connect to the listing or HH program for a certain cluster and you change data, the respective datafile in 'DataFiles' will be updated. Each time you connect to the datafile of a cluster, however, a BACKUP datafile is created of the form  
PreDD2008051813\_TES\_Listing\_Data\_030417\_Merged.mdb.  
In case you loose data, this backup file makes it possible to recover data.  
Also important in this 'DataFiles' folder are the following sub-folders:

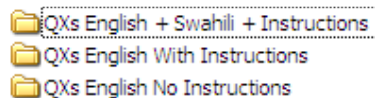


These sub-folders are used during the import of data transferred by supervisors to your own computer. Cf. infra for a detailed discussion.

- **“TASAF Data User”**: This folder contains all FINAL information/data sent to the customer, i.e. the WB. We strongly recommend you to organise this folder in the way it is shown in this section, since this same organisation is used on the ftp site of the WB as well:

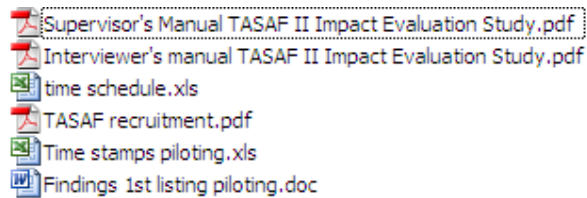


- **“TASAF final QXs”**: This sub-folder contains the questionnaires as they are currently used in the field. Note that you need to update this folder the moment the questionnaires change. Contact the Project Coordinator if you wish to update the QXs. We have the questionnaires in 3 different formats: 1) One containing questions in English + Swahili + Instructions; 2) One containing the questions ONLY in English, but with instructions; 3) One containing the questions ONLY in English and NO instructions.



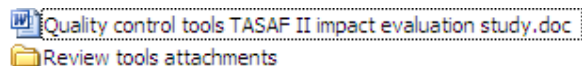
These QXs have already been submitted on the WB ftp site. If you update the QXs, however, it is important that you submit the updated version to the WB.

- **“TASAF preparation phase – Deliverables I”**: This sub-folder contains the deliverables sent to the WB after completion of the training, right before the start of the field work (training manuals, TASAF recruitment report, piloting results, etc.):



This folder is already uploaded on the WB ftp site. Only in case of updates, you need to upload it again.

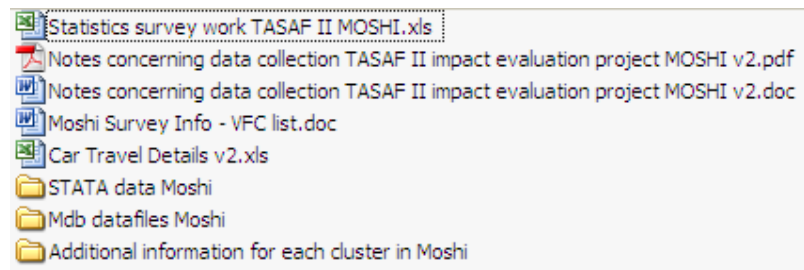
- “TASAF data user documentation”: This folder contains all documents addressed to the data user. We will have to create more documents for the data user, which will be located here.



- “TASAF final data + info all clusters”: This folder is very important for the data processing team. It contains all district specific FINAL data/info. As more districts get completed, more sub-folders get added. Example:

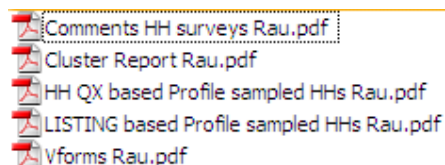


Within each of these district specific sub-folders, we have the following files/sub-folders (example Moshi), which all have been submitted to the WB concerning Moshi data:



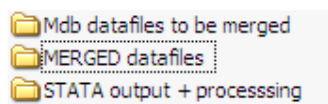
- “Statistics survey work TASAF II MOSHI”: Basic Statistics of field work in the district (nr of working days, nr HHs listed, nr HHs sampled, average survey duration, etc.). Cf. infra for discussion.
- “Notes concerning data collection TASAF II impact evaluation project MOSHI”: District specific data collection information. Cf. infra.
- “Moshi Survey Info VFC list”: This is the VFC info used for pre-populating the V-forms before V-confirmation. The STATUS of the persons listed on V4 are based on whether or not they were listed on this VFC list.
- “Car travel details”: Details of nr of kilometers driven in the district, both for field work purposes and for coordination purposes.

- “STATA data Moshi”: This folder contains the FINAL STATA data of the district. You will see that the data will be grouped in folders named after the date on which the data got transferred. At the moment, we only have folder '090608', folder of the 9<sup>th</sup> of June 2008. In case we need to update the data and transfer again, it will be placed in another folder. Data for listing and HH qx are located together in one folder.
- “Mdb datafiles Moshi”: This folder contains all data of a district in Mdb format (used by interviewers and supervisors in field, and also by EDI HQ to review data). You will find 2 folders containing all SEPERATE mdb datafiles for Moshi for listing and HH qx respectively. These files are the FINAL ones you used during review of cluster data. You will also find a folder containing the MERGED datafiles in which data of all clusters are merged together, one for listing and one for HH QX. You cannot, however, use these merged datafiles to view the data by using the program. You can only view them per cluster separately. The purpose of these FINAL MERGED datafiles are to be able to export all district data together to STATA. Cf. infra.
- “Additional information for each cluster”: This folder contains 20 folders, one for each village in the district. Within each of these folders, you will find 5 information reports of those villages, submitted to the WB:



Cf. infra for more information on these reports. Among other things, these folders contain the final V-reports.

- “**TASAF DATA PROCESSING DOCUMENTATION**”: this folder contains all documentation useful for data processing staff. For instance, it contains this manual.
- “**STATA exporting process**”: This folder contains all files used and obtained during the STATA exporting process. More specifically, it contains:



The logic of this folder is that you need 1) the 20 cluster Mdb datafiles to be merged into the 2) MERGED datafiles, such that 3) that can be exported to Stata and processed there.



### C. 1<sup>st</sup> V-form review by EDI HQ: BEFORE start field work in the village

Before the field teams arrive in the village, the lead supervisor will go to all the study villages in the district to confirm the so called V-forms, i.e. the forms concerning the village information. This village information contains information concerning the TASAF groups in the village, such as member names, VG criteria, etc. We refer to the supervisor's manual for a detailed discussion of these V-forms. Given the extreme importance of having the narrow VG criteria right (the listing AND HH QXs are based on them), the V-forms need to be double checked by several different eyes BEFORE listing in the village starts. This check needs to happen by 1) the person conducting the V-forms (lead supervisor), 2) EDI headquarters and 3) by Berk Bozler at the WB (in this sequence). Most likely, the research project coordinator (Mitti) will be checking these V-forms at EDI headquarters, and forward them to the WB. However, we do mention the procedure here, in case the data processing coordinator needs to assist in this task.

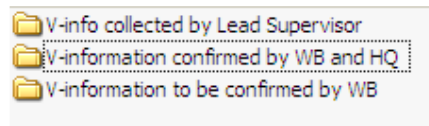
Right after the V-confirmation has taken place, the person who conducted the V-forms will upload the V-confirmation results on the field work ftp site in **folder /TASAF/Village\_data\_files/FIELD** in the respective cluster folder. This person will inform the EDI HQ that he has uploaded the V-forms and that they are ready for check. The V-confirmation results are captured in the *merged listing datafile*, created by the person conducting the V-forms, right before collecting the V-info. This same datafile will eventually be used to collect listing data as well, once the V-info has passed the HQ and WB checks.

More specifically, the V-form check procedure goes as follows:

- The lead supervisor confirms the V-forms in the field and uploads them in /TASAF/Village\_data\_files/**FIELD** on field work ftp site. He will send an email to EDI HQ to inform them that he has uploaded this data.
- The EDI HQ downloads the collected V-info for review. Once they have downloaded the files, they AND ONLY THEY, have the **live version of the V-forms**! The field staff should **NOT** be making changes in the V-forms WITHOUT informing the EDI HQ from that moment onwards! EDI HQ then reviews the V-forms and make the necessary changes. Points to pay attention to:
  - Make sure the comments, if any, are clear and written in full sentences
  - Make sure (by running check) that there are no missing fields. Double check this by having a look at the pdf V-form reports manually.
  - Check whether the narrow VG criteria of the village are reasonable. In case, for instance, that the 'oldest age female' is '35', you should not change this, but mention it to Berk when forwarding him the form for review. Most likely he will decide to drop that age as minimum age. Or, for instance, in case there is only one disabled person, but not living in village, it is very likely that Berk decides to drop 'disability' as VG criterion. In case Berk asks you later to drop the age, or a VG criterion, you need to *delete* the entry for the respective person (who is causing the narrow VG criterion to be there), BUT do not forget to write a comment about this in person's comment box.
  - In the comment box of the PM, write that that person is the PM of the group
  - If you refer to other persons in the list (for instance, if one person replaces another person), you need to use person ID
  - Etc.
- Once EDI HQ are finished reviewing the V-forms, they create a V-form pdf report by using the "Detailed village information" report in the listing program. This pdf report is then send to Berk Bozler at the WB, who will review it ASAP. No need to send him the mdb files, the pdf will do.
- The WB sends you back their comments in an email. You need to make the necessary changes in the live version of the V-forms, and upload the FINAL merged datafiles on /TASAF/Village\_data\_files/**HQ**, in a folder called "FINAL merged datafiles

CLUSTER X”, where cluster X stands for the clusters for which the FINAL merged datafiles are uploaded. Note that you should only upload the mdb files, NOT the pdf reports. Immediately when that is done, EDI HQ send an email to the lead supervisor to inform him that the final merged datafiles to be used for listing are uploaded. Attached to this email, the updated V-form pdf report (‘detailed village information’) should be attached and referred to. This pdf report will be printed out by the field supervisors before the start of the field work in the village. It will be used by the field teams to get the profile of the village. The lead supervisor will then communicate with the respective supervisor who will be visiting the cluster for survey work. The supervisor will then use this final merged datafile to start listing.

Make sure you organise your local folders well. We suggest you to have, per cluster, a sub-folder called ‘Village information’ in the main **“TASAF field work phase”** folder. See part B above. Within that folder, it would be best to distinguish between 3 sub-folders such as:



- V-information collected by lead supervisor:  
Contains the V-forms in the mdb format as they are collected by the lead supervisor. These are the merged mdb files that will be reviewed by EDI HQ. Note that this folder will only have the mdb merged datafiles, and NOT the pdf versions of the V-forms.
- V-information to be confirmed by WB: Contains the V-forms in the format AFTER you have reviewed them. These are the forms that you have sent to the WB for final check. Note that this folder ONLY contains the V-forms in pdf format. The WB does NOT need to have the mdb files, they will only have a look at the pdf files.
- V-information confirmed by WB and HQ: Contains the FINAL V-forms, reviewed by the WB. These are the forms that will be used in the field for listing and HH survey. We distinguish 2 sub-sub-folders here: one containing the final mdb merged datafiles and one containing the final V-form pdf reports.

#### D. Steps to follow for review of data coming from field supervisors

In total there are 4 aspects that the supervisor needs to satisfactorily complete for each cluster and that need to be checked by EDI HQ:

- V-forms completion

As discussed above, V-forms (village information) are confirmed and reviewed BEFORE arrival of the teams in the village. However, some points can still be missing after completion of the field work (such as name supervisor visiting the village for survey work) and that needs to pass the final review by you as well. Double check that all V-information is correct before submission to the WB.

- Cluster Report

Right after completion of a cluster, the supervisor needs to write a brief cluster report and needs to send it to EDI HQ. This report has a pre-determined layout, which can be found in folder ‘field logistics’ (cf. supra). 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 might have influenced the survey results.

- Listing data

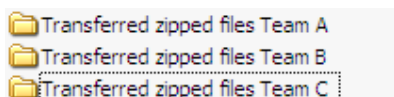
Listing data contains many HH records per cluster, all of which need to be reviewed. Several points deserve special attention, such as whether all TASAF members/VEO/VC/Prime Mover got matched during listing, whether the number of listed persons does not differ too much from the expected number (and if it does, whether a comment is made by supervisor), etc. See discussion below for more detailed suggestions of how best to review this data.

- HH data

HH data normally contains 14-29 HH records per cluster, depending on the number of TASAF groups in the village. Again, all of these records need to pass the final review by EDI HQ. Special attention here needs to go to whether the required number of HHs of each stratum has received the HH survey, whether 2 HHs of a polygamist TASAF member did not get sampled twice, etc. See discussion below for more detailed suggestions of how best to review this data.

**We suggest you to follow the following steps in order not to forget anything crucial while reviewing data:**

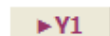
- 1) **Supervisor contacting you:** You will receive an email from the supervisor informing you that he/she has transferred final data for listing and HH qx and cluster report. Most of the time they transfer all these data together, only rarely they will transfer this data separately, in which case they will specify. In case they do not specify it means that they have transferred both listing and HH data. Usually, they attach the cluster report to this same email, which also needs to be reviewed.
- 2) **Download zipped data transferred from field to HQ from ftp server:** You first need to download the transferred data. In order to do so, do the following:
  - ❖ Open FileZilla and connect to <ftp://ftp.edi-africa.com>.
  - ❖ At ftp side, browse to the transferred datafiles. The supervisor will always transfer FINAL reviewed data for HQ review into folder /TASAF/Transfer\_Files/**ForHQ**/ on ftp. In this folder, all transferred data is grouped in sub-folders, one for each cluster on the basis of its cluster ID. Enter the sub-folder of the cluster that you want to download data of. For instance, if you need to review transferred data for Mghwashi in Lushoto, you to enter /TASAF/Transfer\_Files/ForHQ/040117/, in which you will find all data the supervisor transferred for HQ review concerning cluster 040117. Note that within this cluster sub-folder, you can sort all folders and datafiles by date, which makes it easier to locate the most recently transferred data. You only need to download the most recently downloaded data of each file. The HH and listing merged datafiles are of the following form respectively (example for cluster 040117):
    - TES\_HHGX\_Data\_040117\_Merged\_200806112015.zip
    - TES\_Listing\_Data\_040117\_Merged\_200806110857.zip
 Note that the datafile names each end with the format YEAR/MONTH/DAY/TIME. You need to check this date and time to make sure you will be downloading the latest and final data of that cluster.
  - ❖ Copy (drag) the files from ftp to your local folder. We recommend you to locate the listing and HH zipped files respectively in local folders TASAF\TASAF FIELD WORK PHAZE\TESDBD\DataFiles\Transferred zipped files Team X\Listing\ and TASAF\TASAF FIELD WORK PHAZE\TESDBD\DataFiles\Transferred zipped files Team X\HH QX\, where X will be A, B or C, depending on which team collected the data (see discussion folder organisation above):



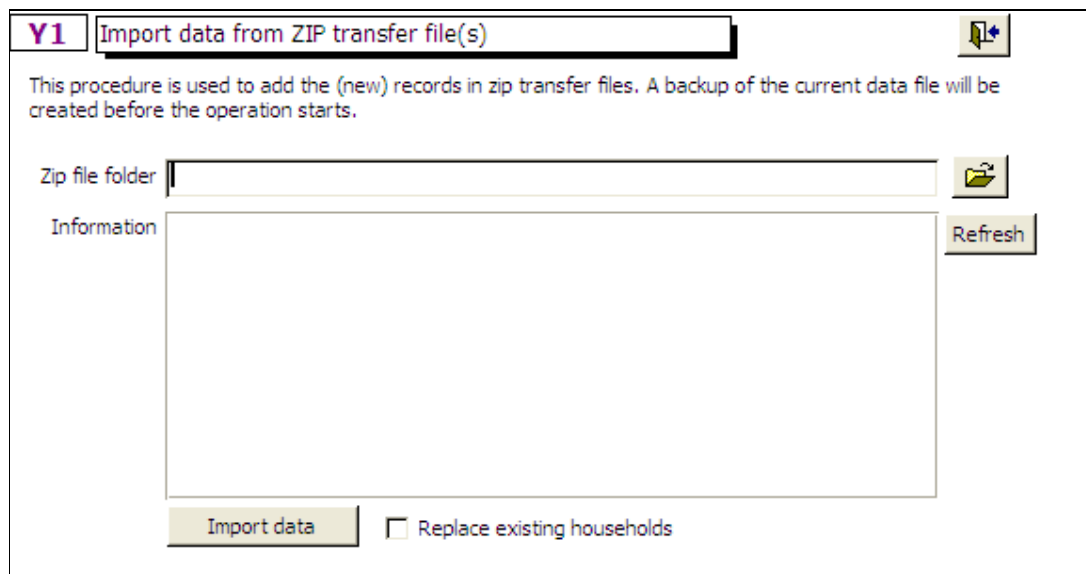
Within these folders you will find sub-folders 'listing' and 'HH QX'. Copy the files in the appropriate folders.

These files are ZIPPED files, and will be unpacked *automatically* while importing the data into the merged file you copied before when reviewing V-form data. See step 3 below.


- 3) **Import listing and HH data:** Now that you have downloaded the data from the ftp site, you need to import all listing and HH records from these zipped downloaded datafiles into your own datafiles:
- Listing program:
    - First make sure you have the LATEST FINAL MERGED LISTING DATAFILE installed in the 'DataFiles' folder. This is the datafile containing the V-data approved by EDI HQ and WB. **IT IS VERY IMPORTANT THAT YOU ARE 100 % SURE THAT YOU INDEED HAVE THIS LISTING DATA FILE INSTALLED, AND NOT AN OUTDATED ONE.** You will find the FINAL listing datafiles in the folder 'FINAL merged datafiles to be used for listing' (see part B).
    - Once you are sure this final merged datafile is located in the 'datafiles' folder, you can open the listing program and connect to the respective cluster.
    - Find your way to form X, 'Supervisor tasks'.
    - On form X, enter

 Import data from transfer file

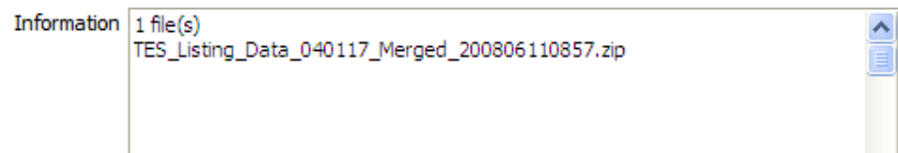
The 'Import data from ZIP transfer file' form looks as follows:



- Browse to the folder containing the zipped listing file you want to import the records from. Remember that this is the one that you have just downloaded from the ftp server. Do NOT CONFUSE yourself between listing and HH datafiles! Make sure you browse here to the LISTING zipped folder:

Zip file folder  D:\TASAF\TASAF FIELD WORK PHAZE\TESDBD\DataFiles\Transferred zipped files Te

The information window will show you the zipped listing file located in the folder:

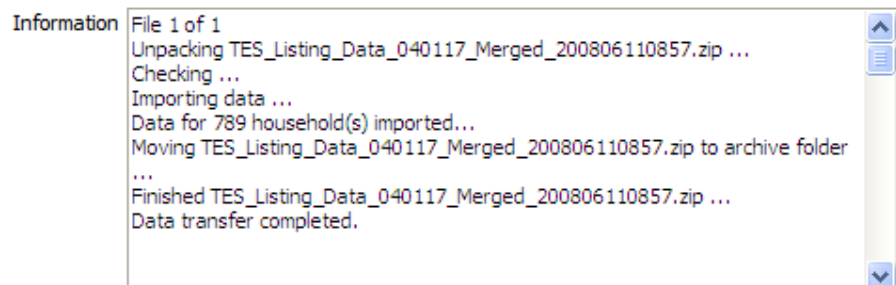



There should only be ONE file listed here! We only have one listing file per cluster. Double check whether it is indeed the file that you want to import the records from.

- The **Refresh** button allows you to refresh the contents of the folder you browsed to in case you have changed it in the mean time.
- If the ☐ **Replace existing households** is UNTicked, only NEW data will be imported. If it is the first time you are importing listing data for this record, it does not matter whether the box is ticked or not. If it is NOT the first time you are importing records for this cluster, however, you need to think twice before importing data. Note the difference between the following 2 cases:
  - ❖ Listing data of the cluster has been reviewed before. You were not happy with some of the listing records and had asked the supervisor to make some changes in these records. Since existing records do not get re-imported, you had deleted those specific records in your merged datafile, such that they could be imported again, in their updated format, in the current import process (cf. infra). In this situation, you should NOT tick the 'replace existing households' button. The existing records in your merged file, for which there were no problems, will remain, while the updated ones will get imported.
  - ❖ Listing data of the cluster has been reviewed before. You were not happy with several aspects of the listing data, and you decided that all of them should be re-imported in the current import process, after the supervisor has made the required changes. In this case, you should tick the 'replace existing households' tick box, such that ALL listing records get replaced.

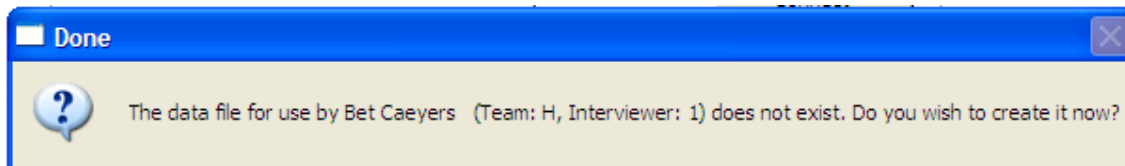
Note that the V-form info will NEVER get replaced, even if you tick the 'replace existing households' tick box. The reason why this is the case is because we do not want the V-info to be changed in the field. Remember that you and only you have the live version of these forms.

- Tick the **Import data** button to import the data. The data will get imported and the following message will appear:




Note that the message tells you the number of listing records that got imported. The message also tells you that the zipped file has been moved to an archive folder after the records are imported. The first time you import listing data for a team, the 'archive' folder gets automatically created. From then onwards, all imported zipped files will be classified in this archive folder: TASAF\TASAF FIELD WORK PHAZE\TESDBD\DataFiles\Transferred zipped files Team X\Listing\Archive. 

- Have a look at form X3 to check whether all listing records are indeed listed.
- HH program:
  - In case it is the first time you are importing HH data, you should NOT have a HH datafile yet in the 'DataFiles' folder. In that case, open the HH program and connect to the cluster under your name. A NEW file will be created. The following message appears:



Select 'yes' here.

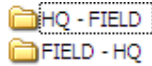
- In case it is NOT the first time you are importing HH data, the previous message will NOT appear.
- Move to form X and access  Load data from a transfer file.
- The 'import data from ZIP transfer file' form will look exactly the same as in the listing program, and the procedures to follow are even so analogous. Import the data.

Leave both the listing and HH program open, you will need both of them for review.

- 4) **Prepare HQ Review document:** Now that you have imported all the records you need to review, you are almost ready to start the review process. You still need to prepare your HQ review document, however, which will be used during your review work. During your review work, you need to write a HQ Review document, in which you write ALL your feedback/comments concerning the data collected by the supervisor and reviewed by you. This HQ Review report is sent to the supervisor each time after review. The supervisor then needs to write his/her comments below your comments (using another colour), in order to confirm that he/she has read it, and/or in order to clarify and to comment on the measures he/she has taken to solve the issues. An empty layout of the HQ Review can be found in the 'field logistics' folder (cf. supra). Appendix A shows you the layout of this report.

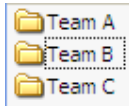
At the start of field work in a new district, you need to create a NEW empty HQ review document for each team. This same document will then be used for the entire district field work duration, though each time saved as a new document with a different name (with name including date of submission to supervisor). By having one single document per team per district, in which you add review results when they come in, it is easy to go back to old comments in case this turns out to be necessary.

Currently, the 'HQ Reviews' are located, for instance for Lushoto, in the TASAF/TASAF FIELD WORK PHAZE/Lushoto/HQ Reviews folder. Within that folder, we distinguish between HQ Reviews sent from HQ to field and those that came from field to HQ:

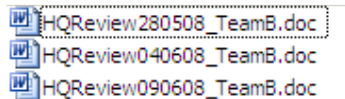


Each new HQ Review that you send to the field needs to be saved as a NEW HQ Review document in the first folder (with the name of the file referring to the date of submission), and each HQ Review that the supervisor sends back to you (after he has added his comments below your comments) needs to be stored in the second folder. You should always start working from the LATEST HQ Review version and save it as a NEW document under a new name referring to the date of submission! If the supervisor had to write comments below your comments, the latest version will be stored in the FIELD-HQ folder.

Within the “HQ-FIELD” and “FIELD-HQ” folders, we have a sub-folder for each team:



Within each of these sub-folders, the HQ reviews of each team are stored. For instance, for team B:



You need to follow this naming convention for the HQ review documents. The name of the files shows you the DATE (DAY/MONTH/YEAR) of submission of HQ Review Report and the name of the team.

Save a new copy of the HQ review in folder “HQ-FIELD”. This copy will be used for your current review.

During review, you will need to fill in the pre-determined layout of the report, by entering your review results in BLUE.

When creating a new HQ Review report for a new district (only to be done at start of district field work), make sure you change the title of the report such that it refers to the correct district and the correct team.

*Example:*

### **HEAD QUARTERS REVIEW – Lushoto: Team C**

In the box on top of the report, you need to enter the Date of SUBMISSION of the HQ Review Report (to be done for EACH review) and the DISTRICT NAME.

*Example:*

Date	04/06/08
District	Lushoto

In the “satisfactorily completed clusters” box, you need to list all clusters (ID and Name) within the district that the respective team has satisfactorily completed. At the start of field work in the district, this box will be empty. At the end of the field work, this box will list ALL clusters in the district.

Example:

Satisfactory completed clusters				
04101 Magamba				

Analogous, in the 'Unsatisfactorily completed clusters' box, ALL REMAINING Unsatisfactorily completed clusters that the team will visit in the district need to be listed. At the start of the field work in the district, this box will list ALL clusters the team will have to visit. At the end of the field work, this box will be empty.

Example:

Unsatisfactory completed clusters				
	04117 Mghwashi	04106 Shembekeza	04109 Balangai	04108 Mahange
04110 Tekwa				

The moment a cluster is satisfactorily completed, you move it from box 2 to box 1.

For each cluster in the district to be visited by the team, there will be a review BOX in the review report, in which review results need to be entered. Each box will have the ID and name of the cluster:

CLUSTER ID	04101 Magamba
------------	---------------

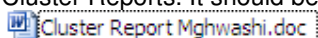
Also enter the date of 1<sup>st</sup> HQ Review of the cluster subject to review:

Date 1st HQ Review	17/06/08
--------------------	----------

Once you have prepared a new HQ Review document (saved under a NEW name referring to submission date in the 'HQ to FIELD' folder), you are ready to start the review process. Leave the HQ Review report open throughout the review. You will continuously need it to add your review results. We will discuss each part of the HQ review whilst discussing the review process further here below.

- 5) **Open all programs and files that are relevant to your review work:** the listing program (connect to cluster subject to review); Open the HH program (connect to cluster subject to review); Open the Cluster Report; Open the new HQ Review Report you have prepared under step 4.
- 6) **Read cluster report:** You should read this cluster report before reviewing data. It might and should clarify weird observations in the data. In case you find any unusual observation for which no comment was made by the supervisor, you need to emphasize this to the respective field supervisor.

Save the cluster report in the folder TASAF/TASAF FIELD WORK PHAZE/[DISTRICT NAME]/Cluster Reports. It should be stored in the following form:



This cluster report will also be submitted to the WB. Make sure it is clear and well written. Delete information that you don't think is relevant for data user. For instance, in case they mention a technical issue which you were able to resolve, delete that comment.



Add information in case you find unusual issues in the cluster data yourself, while no comment has yet been made by field supervisor. Make sure the following fields are correctly entered:

- Submission date
- District ID: 4 digits
- District name
- Cluster ID: 6 digits
- Cluster name
- Start date survey work: check whether it is consistent with date first listing record (see listing program)
- Finish date survey work: check whether it is consistent with date last HH record (see HH program)
- Field work duration: check whether it is consistent with start + finish date
- Expected Number of HHs in village: Check whether consistent with info in 'Detailed Village Info' report in Listing program. You can create this form on form X7 in listing program.
- Actual Number of HHs: Check whether consistent with info in 'Detailed Village Info'.
- Read Listing comments carefully. Make sure they are clear and well written. Delete redundant info. Make sure the comments are written in black. The supervisor is supposed to comment on
  - ❖ The reason why difference between expected and actual nr of HHs listed (if significant difference)
  - ❖ They need to comment on anything found different during listing than what was expected during V-confirmation. For instance, in case a HH was said to be living in the village during V-confirmation, while he seemed to be living elsewhere in reality, the supervisor needs to comment on this.
  - ❖ The supervisors tend to give a summary of all HH record specific unusual issues here as well. These comments are repeated in the HH record comment boxes, however. This is just in order to have an overview.
- The nr of HH sampled for HH survey needs to be entered correctly: see HH program. You can count the nr of HH records manually. OR you can go to the 'back end' of the program by pressing F11 and check the nr of records in table HHData.
- Read HH QX comments carefully:
  - ❖ In case the nr of HHs sampled differs from what it is supposed to be, a comment MUST be made to clarify
  - ❖ The supervisor should comment on the nr of replacements made.
  - ❖ The supervisor should comment on inconsistencies found between listing and HH data (cf. infra).
- Read GENERAL comments carefully

If cluster report is satisfactorily completed, write 'OK' in cluster report box of HQ review:

Cluster Report:  
OK

Write the necessary comments in this comment box in case of any feedback/comments. Usually, you will be able to make the changes yourself in the cluster report. However, it is always better to write feedback comments here such that the supervisor won't be making the same mistake in the future.

## 7) Final Review V-forms:

Although the V-forms have been reviewed before, some information might still be missing. Enter the V-forms, and check them again. Usually, the name of the supervisor visiting the village for survey work and the official TASAF ID is still missing. Make sure you add a # for the TASAF ID, e.g. #11. When everything is fine, write 'ok' in V-form box in HQ Review.

V-forms:  
OK

In case you need some further information from the field in order to satisfactorily complete the V-forms, please mention this in this box.

#### 8) Review listing data:

Now you can start reviewing the listing data.

- ❖ The first thing to enter in the HQ Review concerning the listing review is the Date of 1<sup>st</sup> listing day on top of the cluster box in the HQ Review. This field indicates the start of the field work in the village:

Date 1 <sup>st</sup> listing day	02/06/08
----------------------------------	----------

- ❖ A VERY important point you need to check is whether ALL people listed on V4 (with status 'confirmed') have been matched during listing and whether the required nr of HHs per stratum has been sampled for HH survey. Based on your findings, you need to complete the following box in the HQ review:

	Target number	Current number
Number of HHs listed in village		
Number of people matched living IN village		
Number of people matched living OUTSIDE this village		
Prime mover(s) Identified?		
Prime mover(s) Listed/Matched?		
Prime mover(s) HH survey?		
Targets reached?		

This box gives you both the TARGET numbers (i.e. the numbers you are aiming to get) and the CURRENT numbers (i.e. the numbers that are currently achieved). A discussion of the fields in this table:

#### Number of HHs listed in village:

TARGET: See 'Detailed Village Information' Report in listing program.

CURRENT: See 'Detailed Village Information' Report in listing program.

#### Number of people matched

TARGET: See 'Detailed Village Information' Report: Make sum of 1) VEO, 2) VC, 3) PM if different from VC/VEO/TASAF member, 4) number of different TASAF members

CURRENT: See Listing program.

1) First check the 'show unmatched HHs' button on form X3 to see whether there are any unmatched HHs. In case there is a person listed, try to figure out why that is the case. Read cluster report. Read V-forms. Normally, there should NOT be any name listed.

2) Sort HHs on form X3 by STRATUM. Count the total nr of HHs in strata 1-7 + 10.

3 possible cases:

a) Total nr = target nr: fine in this case

b) Total nr < target nr: check again on form 'unmatched HHs' whether nobody is listed. If nobody is listed, it might be that several matched

<p>persons are living in the same HH. Check this manually by entering the records.</p> <p>c) Total nr &gt; target nr: This means that some persons have been matched TWICE, that is there are more than 1 HHs associated to one or more persons listed on V4. In order to see which persons this applies to, open 'Detailed Village Information' report. This form shows you for each person the HH(s) to which the persons got matched. In case of being matched more than once, several HHs will be listed. The V-info will also show you whether the person is polygamist or not. In case of polygamy, the reason is clear: A polygamist VEO/VC/TASAF MEMBER/PM is matched in each of his HHs. This is correct. Check whether this polygamy finding is indeed consistent with information entered in L3Q7-L3Q8 for these HHs. If not consistent, a HQ review comment MUST be made, because this is a mistake. If the V-info is inconsistent with the listing info concerning polygamy, the supervisor should have made a comment in cluster report. If not done so, give this feedback to supervisor.</p> <p>3) Check whether the appropriate nr of HHs have been matched in each stratum. There should be at least 2 stratum 1 and 3 stratum 2 HHs. Otherwise, comment must have been made in cluster report.</p> <p>Within this topic, we distinguish between people living IN village, and people NOT living in village. You better make this distinction.</p>
<p><b>Prime mover(s) Identified?</b></p> <p>Check in 'Detailed Village Information' report in listing program (V-forms). Check whether for each TASAF group the PM has been identified. If indeed identified, enter 'YES' in this field.</p>
<p><b>Prime mover(s) Listed/Matched?</b></p> <p>Check in 'Detailed Village Information' report whether the PM got matched, i.e. check whether there is a HH ID matched to his/her HH. If indeed so, type 'YES' here. You can also double check on form X3, manually.</p>
<p><b>Prime mover(s) HH survey?</b></p> <p>Check in HH program on form whether the HH ID of the PM is indeed among the HHs sampled for HH survey. If so indeed, type 'YES'.</p>
<p><b>Targets reached?</b></p> <p>If all targets reached in this box, type 'YES'. If not, enter 'NO'. If the targets are not reached, write your comments in blue right below the target box.</p>

- ❖ Run validation check procedure on form X3. For each error/missing field you find, write a comment in the listing data comment box of the cluster. Also, for each warning check whether a comment is made. If not, this is a mistake, and a comment must be made in HQ review. Make sure the comments written by the supervisor in the comment boxes are clear. Use the question identification codes (see discussion in interviewer's manual) when referring to questions!

*Example:*

HH specific comments listing:		
#	HH ID	Comments
1	4064	MANY missing fields for this HH record. More specifically, this HH was supposed to get the long listing form. But it did not. Why? You will have to go back to get this data.

- ❖ Check the 'other' descriptions. You can do this by using the report "Descriptions for 'other' codes" in listing program. Check whether 1) each 'other description' is translated to English; 2) whether the 'other description' is correct in the sense that it cannot be categorized in an existing response

code. 3) whether there are no MISSING 'other' descriptions. As a double check, also press F11 and go to table 'LHHOtherDescription' to see whether there are no redundant records in that table.

- ❖ Check whether the appropriate nr of HHs have been sampled for HH survey, based on listing data: Use report "Profile sampled & allocated HHs" in listing program for this purpose. On top of this form, you will see a figure of the following kind:

Stratum	1	2	3	4	5	6	7	8	9	10	TOTAL
# HHs allocated (originally selected)	2	3	0	0	3	0	0	3	3	1	15
# Replacement HHs	0	0	0	0	1	0	0	0	0	0	1

This figure shows you for each stratum the number of HHs assigned to interviewers for HH survey. Even replaced HHs are considered under '#HHs allocated (originally selected)'. In case a HH had to be replaced in a certain stratum, you will see this in line '# replacement HHs'. The numbers in this figure are based on form X5 in listing program. This implies that if a supervisor forgets to assign an interviewer on this form, it will not be counted. Double check this. Emphasize to supervisors that they should ALWAYS assign an interviewer on this form. ALSO for replacement HHs.

Check whether the numbers are as expected.

- Stratum 1: 2 HHs. In case less than 2, a VALID comment needs to be made in cluster report.
- Stratum 2: 3 HHs. In case there is one elite missing here, they need to sample another HH of the group (stratum 5), in order to make a total of 6 per group.
- Stratum 3: 3 HHs if there is a second TASAF group. In case there is one missing here, they need to sample another HH of the group (stratum 6), in order to make a total of 6 per group.
- Stratum 4: 3 HHs if there is a third TASAF group. In case there is one missing here, they need to sample another HH of the group (stratum 7), in order to make a total of 6 per group.
- Stratum 5: ALWAYS at least 3 HHs
- Stratum 6: ALWAYS at least 3 HHs if there is a second TASAF group
- Stratum 7: ALWAYS at least 3 HHs if there is a third TASAF group
- Stratum 8: ALWAYS 3 HHs
- Stratum 9: ALWAYS 3 HHs
- Stratum 10: 1 HH per TASAF group for which the PM is not VC/VEO/TASAF member

Double check whether this is consistent with nr of HHs listed in HH program on X2. Count manually, or go to back end of HH program (F11) and look at nr of records in table HHData.

On X2 in HH program, DOUBLE CHECK whether the required nr of HHs has been sampled in each stratum. ALSO, CHECK and confirm that NO MULTIPLE HHs of the same person have been sampled! We only want a maximum of ONE HH per VEO/VC/PM/TASAF member, even for polygamist HHs.

- ❖ Write any general feedback comments concerning Listing data in the "general comments Listing survey" box, if necessary. If nothing special to mention, enter 'OK'.

## 9) Review HH data:


- ❖ Make sure you are still connected to the cluster subject to review in HH program.
- ❖ Form H: check whether for all unavailable HHs, questions CQ2 and CQ3 are answered.
- ❖ X2: check the date of interview. There should not be an outlier. In case there is an outlier, a comment needs to be made in cluster report.
- ❖ Run validation check on X2. Make sure that no error/missing field remains in error report. In case there is a warning, a comment **MUST** be made. The supervisor needs to translate the comments for HH records for which a warning is listed in error report. In case there is something wrong with a HH record, make a comment in HQ Review. Use the question identification codes (see discussion in interviewer's manual) when referring to questions!!

Example:

HH specific comments HH QX:		
#	HH ID	Comments
1	6102	T5GQ2: the question to 'Other (1)' shock experienced?' is 'yes', but no description for this other shock has been made. You can see this if you first select 'no', and then 'yes' again, the 'other description' window will pop up. Make sure you enter this information.
2	5062	T3: person ID 1 and person ID 3 have exactly the same name. There is a comment about this in HH record's comment box, but written in Swahili, though not translated. Can you please translate this?

- ❖ Check the 'other' descriptions. You can do this by using the report "Descriptions for 'other' codes" in HH program. Check whether 1) each 'other description' is translated to English; 2) whether the 'other description' is correct in the sense that it cannot be categorized in an existing response code. 3) whether there are no MISSING 'other' descriptions. As a double check, also press F11 and go to table 'HHOtherDescription' to see whether there are no redundant records in that table. Delete redundant data.
- ❖ Check the HH records' *comments*. The report "Comments HH surveys" gives you an overview of all the HH QX comments of the cluster. Read them carefully. Check whether there is anything weird. Check whether anything needs to be changed on the basis of these comments. These comments will also be submitted to the WB. Check whether they are clear, and whether there are no redundant comments. Delete comments that do no longer apply. Comments can easily be edited in the 'back end' of the program. Press F11 and enter table HHData. You can change the comments in column 'comments'. Pressing SHIFT F2 pops up a comment box in an easier format to be edited.
- ❖ Check for inconsistencies between listing and HH data by using the 2 HH profile reports, one for listing and one for HH data. For each inconsistency, a comments needs to be made. It is almost impossible if there are no inconsistencies at all. If no inconsistencies at all, ask supervisor for more explanation on how this comes. We have to make sure that he/she does not change data.
- ❖ Write any general feedback comments concerning HH data in the "general comments HH survey" box, if necessary. If nothing special to mention, enter 'OK'.

- 10) **Make decisions of deleting records in listing and/or HH datafile(s)** : Remember that if you do not tick the 'replace existing records' tick box on the IMPORTING form, records **ONLY** get imported in case they do not yet exist in your merged datafile. In case you would tick the 'replace existing records' tickbox, **ALL** existing records would get replaced by the ones you import next time, even the ones that were ok in the first review. Often, however, you only want to replace some records, but not all, for instance if you have already made some changes yourself in some of the records during the first review and you do not want these records to be replaced in the second transfer. In case you only want to re-import **SOME** records for which you asked the supervisor to make some changes, you should **DELETE** these records in your merged datafile now (either listing or HH program, depending on which records it concerns), after you have written your feedback comments concerning these records in the HQ Review. By doing so, these problematic records will be re-imported next time you import the data, even if you do not tick the 'replace all records' tickbox.

You can delete records by ENTERING the record first and then by ticking the  button WITHIN the record. It will not work if you try to this on form X3 in listing program, or form X2 in HH program.

Note that in case you are not happy with most of the listing or HH data, it might be easier if would re-import **ALL** records (either listing or HH program, or both) again in the next transfer. You can do so by ticking the 'replace existing HHs' tickbox, and there is no need in this case to delete any record now. They will be over-written during the next importing process anyways.

- 11) **Replace existing HH records when data gets re-imported next time?** Depending on your decision in step 10, you need to answer the following boxes in the HQ review cluster box:

<b>Replace existing HH records? ONLY FOR HQ PURPOSE</b>	<b>Listing QX</b>	
	<b>HH QX</b>	

This information serves to remind you **NEXT** time the supervisor transfers data (after having worked on your HQ review feedback) of whether you want to replace all existing records (by ticking the 'replace existing HH records' tickbox) while importing, or not. In case you want **ALL** listing data to be re-imported again next time, enter 'yes' on the 'listing QX' line here. In case you only want to re-import some records that you have now just deleted during this review, you enter 'no'. Analogous for the HH QX.

- 12) **General comments:**

Write any general comments concerning the cluster review in the HQ review, in the 'general comments box':

<b>General comments</b>	
-------------------------	--

- 13) **Satisfactorily completed?**

To finalise the HQ Review, you need to answer question 'satisfactorily completed?' on top of cluster box in HQ review.

<b>Satisfactorily completed?</b>	
----------------------------------	--


Only if all components of the cluster are satisfactorily completed, enter 'yes' here. In case the supervisor needs to make some further changes in either listing of HH data based on your HQ review, enter 'no'. You might have written some **FEEDBACK** comments that you want the supervisor to read, but which do not involve any further changes in the data (for instance in case you made the changes yourself) but you do want the supervisor to be aware of this, you need to write this in this box as well. Something like 'Yes, but do read the feedback in the HQ review and confirm that you have read them below the HQ comments'. Next time you review, you need to

check whether the supervisor has actually confirmed this. If he did, you can change the entry here to 'Yes'.

Do not forget to classify the cluster as 'satisfactorily completed' or 'Unsatisfactorily completed' on top of the HQ review.

#### 14) Update 'Status Data' document:

This document keeps everybody informed about the status of the data of each team. For an example of such a report, see the Appendix B 'Status Data' which gives you the status of the data in Lushoto as it is currently standing. Note that we distinguish between 5 different states of the data. The legend of the report explains you the meaning of each status.

On your computer, for Lushoto for instance, the 'status data' files are stored in TASAF/TASAF FIELD WORK PHASE/LUSHOTO/Status Data/. Each time you update the file, you need to save it as a new document, under a new name of the form  Status Data 090608.doc, where the name ends with the date of update. Once you have updated the document, you also need to upload it on the ftp field work server in the folder TASAF/Status Data.

Before the start of the field work in a district, you need to make a NEW 'status data' report, relevant to the new district. Make sure you change the report title and date. For each supervisor, pre-populate the boxes with the clusters that will be visited by his/her team. Pre-populate each field within the box with status '1', which is the first status the data is in. From then onwards, the moment that the status changes, you need to adjust the appropriate fields.

When you have reviewed data and you want to submit a HQ review to the supervisor, you first need to update the 'status data' document. Upload the updated 'status data' document also on the field work ftp site, such that everyone has access to this document.

*Example:*

<b>BHOKE</b>			
<b>Cluster</b>	<b>Listing data</b>	<b>HH QX data</b>	<b>Cluster report</b>
<b>040101 Magamba</b>	<b>5</b>	<b>5</b>	<b>5</b>
040117 Mghwashi	3	3	5
040106 Shembekeza	1	1	1
040109 Balangai	1	1	1
040108 Mahange	1	1	1
040110 Tekwa	1	1	1

#### 15) Submit HQ review to supervisor:

Once you have gone through all previous steps, you are ready to submit your HQ review document to the respective supervisor. Even if the data was satisfactorily completed, you need to submit this HQ review. You should do this by email:

- ❖ Zip HQ review document
- ❖ Attach zipped HQ review report to email
- ❖ Mention which data specifically you have reviewed.
- ❖ Briefly mention which data is satisfactorily completed and which is not
- ❖ Make summary of URGENT matters in this email
- ❖ Emphasize to supervisor that you want them to make the necessary changes and to write their comments below your comments in the HQ review, in case this is necessary, and send it back to you once they have re-uploaded the updated data.
- ❖ At the end of the email, you need to paste a copy of the status of the data of the respective team.



- ❖ Subject of the email should be of the form 'HQ Review DDMMYY Team X'
- ❖ Put the lead supervisor in copy of the email
- ❖ Send the email
- ❖ Upload the HQ Review on the field work ftp server:  
TASAF/HQReview/CLUSTER NAME/TEAM X

#### 16) Follow-up review:

After you have submitted the HQ review to the supervisor, he/she will make the necessary changes to the data. Once he/she is finished, he/she will re-transfer the data (listing and/or HH data, depending on which data was unsatisfactorily completed during first review), inform you by email with the HQ review in attachment, in which he/she will have written his comments in another colour.

*Example:*

9	3015	There are only 3 persons in the HH. Based on the entries in L2Q3-Q4 and L3Q2, there are at least 2 persons older than 18. Hence, it is NOT possible that there are 2 orphans younger than 18 in HH. This error was listed in report. Rectified as I had to revisit the cluster
10	7106	The number of orphans in the HH is INCONSISTENT with the responses to L2Q1-L2Q4 and L3Q2. This error is listed in error report!! I had to revisit the household, and the it is now rectified

As you can see, the supervisor has added his/her comments in another colour. Based on these comments, check the data again. If the problem is fixed, write 'OK' below the comments. If all problems in the cluster data are resolved, change the data status to 'satisfactorily completed'. Send the HQ review back to the supervisor, so that he/she knows the status. If still some issues, write this in HQ review.

### E. Procedure to follow when cluster is satisfactorily completed

#### ○ Add cluster summary statistics in 'District Statistics Excel' Work in Process sheet

For each district, we keep summary statistics of the survey work. For Lushoto, for instance, this excel file is called "Statistics survey work TASAF II LUSHOTO.xls." and can be found in folder TASAF/TASAF FIELD WORK PHAZE/LUSHOTO/. At the start of the field work in a district, you need to create a new document such as this one.

You need to add the summary statistics for a certain cluster when this cluster is satisfactorily completed. Add a new line for the respective cluster. The clusters are sorted by VISITING PERIOD. Within visiting period, sort by Team ID. Most information that needs to be added in this form can be found in 1) cluster report, and 2) 'Detailed Village Information' report in listing program. Open these 2 documents before starting to complete the 'Statistics' excel sheet. For each cluster, you need to enter the following information:

- ❖ Cluster ID
- ❖ Cluster Name
- ❖ Visiting Period: See cluster report
- ❖ Visiting team
- ❖ Expected nr of HHs in village: see "Detailed Village Information" report
- ❖ Actual nr of HHs in village (based on listing): see "Detailed Village Information" report
- ❖ Actual share of non-vulnerable non-TASAF HHs in village (CWIQ estimate = 47) : see "Detailed Village Information" report



- ❖ 1/X: this is the share of non-vulnerable non TASAF HHs receiving long listing form (calculated on the basis of expected nr of HHs in village and expected nr of non-vulnerable HHs in village): see “Detailed Village Information” report
- ❖ Actual nr of non-vulnerable non-TASAF HHs actually receiving long listing form (target = 75): see “Detailed Village Information” report
- ❖ Nr TASAF groups in village: see “Detailed Village Information” report
- ❖ Nr of HHs sampled for HH survey: See HH program and cluster report. Do NOT count replaced HHs (i.e. do not double count).
- ❖ Average duration HH survey (in minutes): this information will be discussed here below, as a final point.
- ❖ Nr days field work in village: see cluster report.
- ❖ Comments: In this field you need to enter any comment about facts that influenced the nr of HHs sampled for HH survey. Compulsory comments here are comments describing WHO is the Prime Mover. Because the nr of sampled HHs will depend on whether the PM is a HH that has already been sampled in another stratum or not. If the PM is not a VEO/VC or TASAF member, you will always have an additional HH sampled. For instance, in case there is only 1 TASAF group in the village:
  - If the PM is VEO/VC or sampled TASAF HH, then we only have 14 HH sampled
  - If the PM is NOT the VEO/VC or sampled TASAF HH, we will have 15 HHs sampled.

Information of who is the prime mover can be found in the “Detailed Village Information” report.

Any other issue that affects the nr of HHs sampled for HH survey needs to be discussed in this comment box. For instance, in case the VEO/VC could not be visited for HH survey, we will lack one HH record.

- ❖ Information concerning the duration of the HH surveys conducted in the district. Detailed information of survey durations of all clusters needs to be provided in a SECOND sheet, called ‘HH survey duration details’. This detailed information will then be used to calculate AVERAGE survey duration per cluster, entered in column ‘Average duration HH survey (in minutes)’.

First open HH program and make sure you are connected to the respective cluster. Press F11 (i.e. go to back end of the program). Enter table ‘HHData’. Sort the table by HH ID. Now copy the following columns to the respective columns in the second excel sheet ‘HH survey duration details’ in the ‘statistics’ excel file:

- CLID
- HH Num
- InterviewStart
- InterviewEnd

Make sure the Interview Start and Interview End columns have the format ‘category = Custom’ and ‘Type = hh:mm’, i.e. the entries need to show the time (hour + minute).

Add a column ‘Interview Duration (Min.)’. Make sure this column has format ‘category = number’. The fields in this column should be based on formula:  $=(\text{HOUR}(\text{InterviewEnd})*60+\text{MINUTE}(\text{InterviewEnd}))-(\text{HOUR}(\text{InterviewStart})*60+\text{MINUTE}(\text{InterviewStart}))$ .

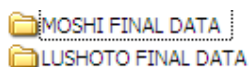
This formula calculates the duration of each interview. You can use this information to check whether there are any weird duration observations. In case there are weird observation, contact supervisor.

On the basis of the duration of each HH survey in the cluster, calculate the CLUSTER AVERAGE DURATION in the same excel sheet. Copy this average

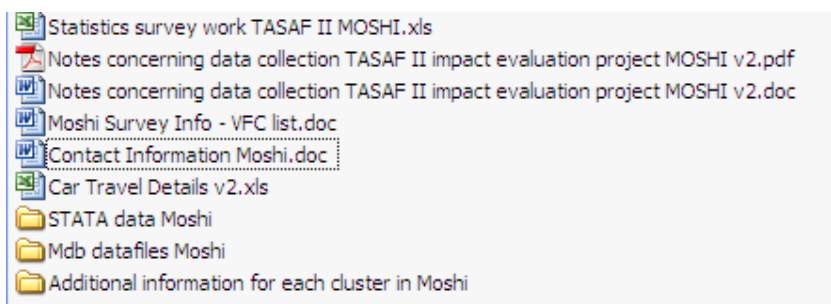
to column 'Average duration HH survey' in sheet one, in the respective cluster line.

- **Prepare cluster specific reports for submission to the client**

While reviewing data, the data and cluster info remains in the *work in process* folder. Once all components of the cluster are satisfactorily completed, however, you can prepare the cluster specific data for submission to the client. The final data/info awaiting the submission to the client is stored in folder TASAF/TASAF DATA USER/TASAF FINAL DATA + INFO/. Within this folder, there are sub-folders for each of the districts visited so far for TASAF:

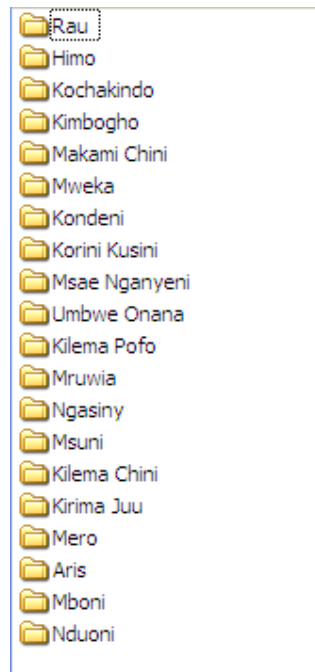


For submission to the client, for each district, you will need to collect the following folders/files within each district sub-folder (example Moshi):

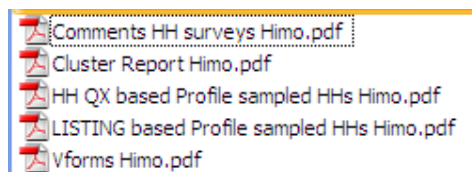


For now, ignore the general non-cluster specific components of this folder and the Mdb datafiles. These will be taken care of at the end of field work in the district, right before submission to the client. Cluster specific data/information, however, can and should be prepared and stored right after satisfactorily completion of a cluster. Doing this now will save you time at the end of field work in the district. More specifically, the folder "Additional information for each cluster in Moshi" needs to be completed at this stage.

This folder contains sub-folders for each cluster in the district. Create a new sub-folder the moment a cluster is satisfactorily completed. At the end of field work in the district, you will have 20 sub-folders. Example Moshi:



For each cluster, you need to create and store the following 5 pdf reports:



We will now discuss these 5 forms separately, and explain how and where you can create these reports. Make sure you follow the naming convention as shown in this figure when saving the reports. It would confuse the client if you would change the names.

#### ❖ Comments HH surveys

This report shows all HH data comments. Open the HH program. Go to form R 'reports'. Select the 'Comments HH surveys' report. Create the report. Double check whether all comments are clear. From this report, create a pdf format report and save it in TASAF/TASAF DATA USER/TASAF FINAL DATA + INFO/[DISTRICT NAME] FINAL DATA/ Additional information for each cluster/[CLUSTER NAME].

Naming convention example RAU: 

#### ❖ Cluster Report

We need to submit a pdf format of the cluster report to the WB. Go to folder TASAF/TASAF FIELD WORK PHAZE/[DISTRICT NAME]/Cluster Reports and open the cluster report of the cluster that you have satisfactorily completed. Create a pdf version of this cluster report and save it in TASAF/TASAF DATA USER/TASAF FINAL DATA + INFO/[DISTRICT NAME] FINAL DATA/ Additional information for each cluster/[CLUSTER NAME]

Naming convention example RAU: 

❖ HH QX based profile sampled HHs

This report gives you more information about the profile of the HHs sampled for HH survey. It contains summary information of each sampled HH. This summary report is based on information in the data collected during HH survey (i.e. NOT based on listing data). This report is also submitted to the WB. Open HH program. Go to form R 'reports'. Select report 'Summary Info HH for Listing comparison'. Create report. Create pdf version of the report and save it in TASAF/TASAF DATA USER/TASAF FINAL DATA + INFO/[DISTRICT NAME] FINAL DATA/ Additional information for each cluster/[CLUSTER NAME]

Naming convention example RAU:  HH QX based Profile sampled HHs Rau.pdf

❖ LISTING based profile sampled HHs

Very often, we found discrepancy between the listing and HH data of sampled HHs. Often, listing data does not seem to be 100 % reliable. That is why it is useful to also create a report containing the same summary info as the 'HH QX based profile sampled HHs' but then based on the LISTING data. These 2 reports can then be used to compare listing and HH data of sampled HHs.

Open listing program. Go to form X7 'reports'. Select 'Summary Info HH for HH comparison'. Create report. Save as pdf version in TASAF/TASAF DATA USER/TASAF FINAL DATA + INFO/[DISTRICT NAME] FINAL DATA/ Additional information for each cluster/[CLUSTER NAME]

Naming convention example RAU:  LISTING based Profile sampled HHs Rau.pdf

❖ Vforms

Finally, we need to make a final report of the V-forms, containing all village information. Open listing program. Go to form X7 'reports'. Select report 'Detailed village information'. Create report. Create pdf version and save it in TASAF/TASAF DATA USER/TASAF FINAL DATA/[DISTRICT NAME] FINAL DATA/ Additional information for each cluster/[CLUSTER NAME].

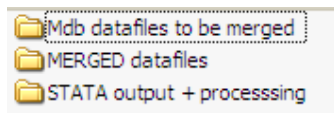
Naming convention example RAU:  Vforms Rau.pdf

○ **Prepare the datafiles for being merged and exported to STATA**

At this stage, you have satisfactorily completed the listing and HH QX mdb datafiles of the cluster. However, we need to submit the data in STATA format. Moreover, we need to submit the data on DISTRICT level, instead of CLUSTER level. That means that we need to MERGE the cluster level data first (20 cluster datafiles in total for each district), into 1 single MERGED datafile, both for listing and for HH data. Only once we have the merged datafiles, we can export them to STATA.

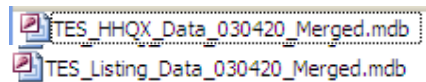
Make sure all programs are closed before starting this process.

All files to be used in this process, and the STATA output the process results in, are stored in folder "STATA exporting process".



❖ “Mdb datafiles to be merged”

This folder has 2 sub-folders, one for listing and one for HH data. In these folders you need to store the mdb DATAFILES of the listing and HH QX respectively, the moment this data is satisfactorily completed for a cluster. More specifically, the moment you are 100 % sure that all data for a cluster is satisfactorily completed, go to folder TASAF/TASAF FIELD WORK PHAZE/TESDB/DataFiles and copy the respective HH QX and listing mdb datafiles. These datafiles are of the following form:



Where 030420 is the cluster ID.

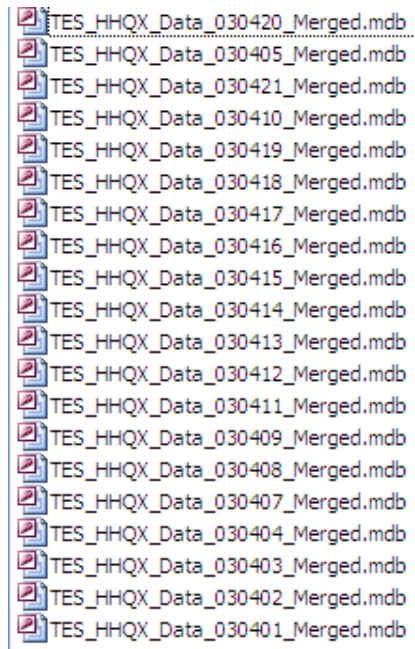
Store the files, respectively, in

TASAF/STATA exporting process/Mdb datafiles to be merged/[DISTRICT NAME]/ ALL DATAFILES HH QX MOSHI TO BE MERGED

And

TASAF/STATA exporting process/Mdb datafiles to be merged/[DISTRICT NAME]/ ALL DATAFILES LISTING MOSHI TO BE MERGED

In these 2 folders, all HH and listing datafiles will wait to be merged together on district level once we have all, i.e. 20, cluster datafiles satisfactorily completed. Once merged together, they can be exported to STATA (cf. infra). For Moshi, a district in which all clusters have been satisfactorily completed already, the ‘all datafiles listing Moshi to be merged’ folder looks as follows now:



#### ❖ MERGED DATAFILES

This folder will eventually contain the 2 merged datafiles on district level, 1 for listing and 1 for HH data. You can leave this one for now. You need to wait until all clusters are satisfactorily completed before you can merge all 20 datafiles. See below.

#### ❖ STATA output + processing

This folder will be used for reviewing data in stata. See part F here below.

### F. Merging data and Exporting to STATA

When all clusters are satisfactorily completed, you will have 20 separate LISTING mdb datafiles and 20 separate HH DATA datafiles stored in

TASAF/STATA exporting process/Mdb datafiles to be merged/[DISTRICT NAME]/ ALL DATAFILES HH QX MOSHI TO BE MERGED

And

TASAF/STATA exporting process/Mdb datafiles to be merged/[DISTRICT NAME]/ ALL DATAFILES LISTING MOSHI TO BE MERGED

respectively. We need to submit the data in STATA format, however. Moreover, we need to submit the data on DISTRICT level, instead of CLUSTER level. That means that we need to MERGE the cluster level data first (20 cluster datafiles in total for each district), into 1 single MERGED datafile, both for listing and for HH data. Only once we have the merged datafiles, we can export them to STATA.

The MERGE process AND the STATA EXPORTING process all happen on the same form, in both listing and HH program. The procedure to follow is similar in both programs. You always need to EXPORT FIRST the listing data, BEFORE exporting the HH data. Let us start with the LISTING program.

## LISTING:

Assume we want to merge and export the data for Moshi. Follow the following steps:

- Open listing program and connect to whichever cluster in the district you want to merge and export the data for.
- Find your way to form Y2 (accessible through form X), i.e. the 'Merge and export data to Stata' form. This form looks as follows:

Y2 Merge files and create export script

Create a single merged file from multiple data files.

Source folder

Target file

Information

Refresh

Merge data Create Stata file

- You need to browse to the appropriate SOURCE folder and TARGET file.
  - ❖ Source folder = the folder where you have stored all the 20 FINAL listing datafiles to be merged for stata exporting. Remember that this folder is TASAF/STATA exporting process/Mdb datafiles to be merged/[DISTRICT NAME]/ ALL DATAFILES LISTING MOSHI TO BE MERGED When you have browsed to this path, the information window will show all the files in that folder:

Y2 Merge files and create export script

Create a single merged file from multiple data files.

Source folder D:\TASAF\STATA exporting process\Mdb datafiles to be merged\MOSHI\ALL DATAFI

Target file D:\TASAF\STATA exporting process\MERGED datafiles\TES\_FINAL\_merged\_data\_list

Information

20 file(s)

TES\_Listing\_Data\_030401\_Merged.mdb

TES\_Listing\_Data\_030402\_Merged.mdb

TES\_Listing\_Data\_030403\_Merged.mdb

TES\_Listing\_Data\_030404\_Merged.mdb

TES\_Listing\_Data\_030405\_Merged.mdb

TES\_Listing\_Data\_030407\_Merged.mdb

TES\_Listing\_Data\_030408\_Merged.mdb

TES\_Listing\_Data\_030409\_Merged.mdb

TES\_Listing\_Data\_030410\_Merged.mdb

TES\_Listing\_Data\_030411\_Merged.mdb

TES\_Listing\_Data\_030412\_Merged.mdb

Refresh

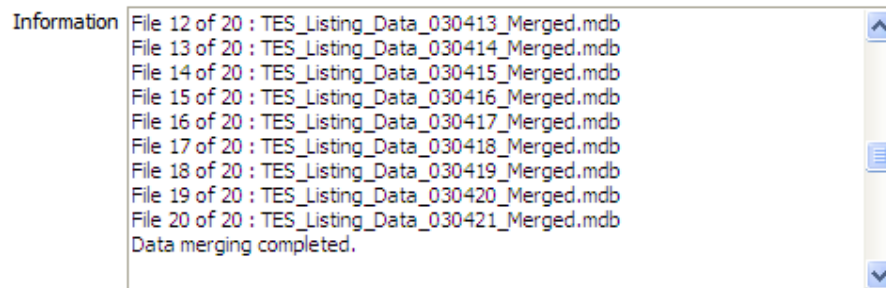
Merge data Create Stata file

Double check that these files are indeed the ones you want to merge. Double check that there are indeed 20 files in total.

- ❖ Target file = the MERGED mdb file that will contain the MERGED listing data of Moshi (merged on district level). If it is the first time that you are merging the listing data for a district, no such merged files will exist. In that case, browse to the folder in which you want

the MERGED datafiles to be stored and enter the name of the file yourself. The folder in which you need to store this file is TASAF/STATA exporting process/Merged datafiles. The naming convention for the MERGED datafile is:  
TES\_FINAL\_merged\_data\_listing\_Moshi.mdb.

- Now that you have identified the files that you want to be merged and the datafile in which the files need to be merged, you are ready to merge. In order to do so, tick the **Merge data** button. It will take a minute to merge the data. Once the merging process is finished, the message 'Data merging completed' will appear in the Information Window (scroll down to see it):



- Now that you have the data of all 20 clusters merged into 1 single listing datafile for the district, you can export the data as such to Stata. In order to do so, make sure the TARGET file is STILL the merged listing datafile for the respective district. If this is the case, tick the **Create Stata file** button. Ticking this button will create a STATA do-file. This will only take a few seconds. When the STATA do-file is created, a message will appear which informs you where you can find the do-file:

D:\TASAF\TASAF FIELD WORK  
PHAZE\TESDBD\Stata\Import\_TES\_FINAL\_merged\_data\_listing\_Moshi.do has been created.

This message shows you WHERE you can find the do-file which will import all the data to Stata.

- Browse to the location of the Stata do-file. Copy the do-file and paste into TASAF/STATA exporting process/Stata output + processing. You will be processing the STATA data in this folder.

## HH DATA:

Merging cluster HH datafiles and exporting the data to STATA happens on form X5 in the HH program. The procedure to follow is exactly the same as in the listing program. The only difference is the SOURCE folder and TARGET file.



SOURCE folder = TASAF/STATA exporting process/Mdb datafiles to be merged/[DISTRICT NAME]/ ALL DATAFILES HH QX MOSHI TO BE MERGED

TARGET file = TASAF/STATA exporting process/Merged datafiles/  
MOSHI\TES\_FINAL\_merged\_data\_HHQQ\_Moshi.mdb

































Copy the created do-files in the **SAME** folder as in which you have stored the listing do-file: TASAF/STATA exporting process/Stata output + processing

When you have successfully completed the previous steps, you will find 2 DO-files in folder TASAF/STATA exporting process/Stata output + processing:



 Import\_TES\_FINAL\_merged\_data\_HHGX\_Moshi.do  
 Import\_TES\_FINAL\_merged\_data\_listing\_Moshi.do

It is important that you FIRST run the LISTING do-file, BEFORE running the HH do-file. Do this now. By doing so, all listing and HH data will get imported to STATA. The dta files will be stored in the same folder from which you run the do-files from:

 VillageProjectGroup.dta	 HHTimeStampData.dta
 VillagePerson.dta	 HHShock.dta
 LHHTimeStampData.dta	 HHSampleRecord.dta
 LHHSampleRecord.dta	 HHPrivTransfers.dta
 LHHRecord.dta	 HHOtherDescription.dta
 LHHOtherDescription.dta	 HHMemberConsumption.dta
 LHHNumMatch.dta	 HHMember.dta
 LHHGroupMembership.dta	 HHLivestock.dta
 LHHGPSData.dta	 HHEnterprise.dta
 LHHDisMember.dta	 HHData.dta
 LHHAsset.dta	 HHCredit.dta
 Kitongoji.dta	 HHConsDataCatCDE.dta
 Interviewer.dta	 HHConsDataCatB.dta
 Import_TES_FINAL_merged_data_listing_Moshi.do	 HHConsDataCatA.dta
 Import_TES_FINAL_merged_data_HHGX_Moshi.do	 HHChild.dta
 HHTransGroup.dta	 HHAsset.dta

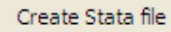
You now have all STATA data of the district in the same folder. You can start checking this data by using STATA.

## G. Review and Clean Data in STATA

Our ultimate goal is to reduce the data cleaning by using STATA as much as possible, to almost zero. However, especially in the beginning, it is necessary that you do review the STATA data, by making tabulations, etc. In case you find inconsistencies/errors in the data NOT detected in the Access program, contact the project coordinator ASAP. It might be possible to add new validation rules in the program, in order to AVOID the error to re-occur.

Also, in case you need to change data, it is better to do this in the ORIGINAL mdb datafiles and repeat the entire process of merging and exporting to STATA again. Only if it would mean a lot of extra work, while it can be done very quickly by using STATA, you can write a separate DO-file which makes the changes. But remember in that case that you will always have to run this DO-file ON TOP OF THE OTHER 2 DO-FILES that have been automatically created by Access.

Moreover, especially in the beginning, you should check whether the dataset is clear and user friendly. In case you find scope for improvement concerning the general way the data gets exported (i.e. changes that would affect the data exporting process for EACH district), such as labelling of variables, tables to be exported, etc., contact the project coordinator. Most of these things need to be changed in the DataDictionary. In case you change the DD, do not forget to install the UPDATED program on your computer, BEFORE repeating the data merging and STATA exporting process. Some things, however, cannot be changed in the DD and need to be changed by writing a new DO-file. In this case, write the new do-file and forward this to the project coordinator. He needs to add the new DO-file part in the Access program, such that it gets automatically added in the do-file created by ticking the

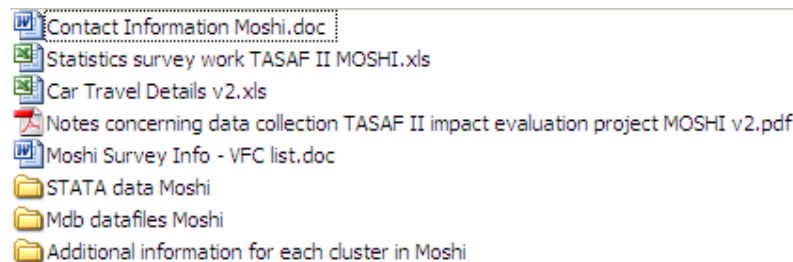
 button. Note that you should ONLY add this DO-file part in the Access Program, in case you want the changes to be AUTOMATICALLY made FOR EACH DISTRICT.

The way the Access Program should be updated will be explained to the Project Coordinator separately.

The WB will continuously be analysing the data. It is very likely, especially in the beginning, that they ask EDI to make some changes in the way the data gets exported to STATA. They might even send parts of DO-files that they want EDI to add in the Access Program, such that the changes are AUTOMATICALLY made when ticking the **Create Stata file** button. The project coordinator will be in charge of this, but you will need to work closely together on this.

## H. Preparing submission final data to the WB

Once all clusters are satisfactorily completed in a district, you can finalise the info/data to be submitted to the WB. All data/info to be submitted needs to be stored in TASAF/ TASAF DATA USER/TASAF FINAL DATA + INFO/[DISTRICT NAME]. We have briefly mentioned above all files/folders that need to be submitted within this folder. We will repeat the list here (example Moshi):



- Contact information:

For each district, we need to submit a document containing as much as possible contact information of the TASAF group members, TASAF group leaders, VEO, VC, etc. You need to ask the lead supervisor to organise this information while in the field. He needs to collect as much detailed contact information as possible, since this information will be used by the World Bank to re-locate the groups for future purposes.

- Statistics survey work TASAF II:

While still being work in process, this document is stored in TASAF/TASAF FIELD WORK PHAZE/[DISTRICT NAME]/. Remember that you are adding information to this document each time a cluster is satisfactorily completed (see part E of this manual). That means that once all clusters are satisfactorily completed, this document will be completed as well. The only thing you need to do at this stage is double check whether all information is given, whether the averages and totals are well calculated, and copy the file to the FINAL folder: TASAF/TASAF DATA USER/TASAF FINAL DATA + INFO/[DISTRICT NAME]/.

- Car Travel Details:

We need to submit transport travel details (kilometres driven) to the client. The project coordinator will be in charge of compiling this document. Contact the project coordinator in time to make sure you have this document when you need to submit all data to the client.

- Notes concerning data collection TASAF II impact evaluation project in [DISTRICT NAME]

When still being work in process, this document is stored in TASAF/TASAF FIELD WORK PHAZE/[DISTRICT NAME]/. This document contains all DISTRICT specific data collection information. Keep track of all changes made concerning data collection method (response codes, etc.) specific to this district, and note them down in this

document. For instance, if the team composition changed in this district, you need to note this down here (this happened in Lushoto). When field work in the district is finished, store the FINAL copy of this file in TASAF/TASAF DATA USER/TASAF FINAL DATA + INFO/[DISTRICT NAME]/.

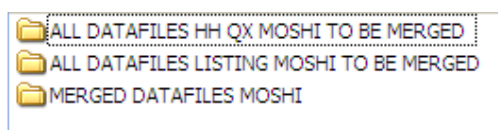
- Survey Info – VFC list

This list contains all district information we obtained from the VFC, concerning villages, TASAF groups, etc. This list is obtained BEFORE the field work starts, and is used to pre-populate the V-forms. It is on the basis of this document that the STATUS of the people on V4 is determined ('confirmed' versus 'not confirmed'). This VFC list also needs to be submitted to the WB. Make a copy of this list and save it in TASAF/TASAF DATA USER/TASAF FINAL DATA + INFO/[DISTRICT NAME]/.

- STATA data:

Once you are 100 % happy with the STATA DATA located in the TASAF/TASAF FIELD WORK PHAZE/STATA folder, you can copy the dta files into the FINAL STATA folder, to be submitted to the WB: TASAF/TASAF DATA USER/TASAF FINAL DATA + INFO/[DISTRICT NAME]/STATA. Put the data in a sub-folder, named to the date of submission to the WB. In case you need to update the date afterwards, you can then upload a new (updated) sub-folder. 📁090608

- Mdb datafiles: We also submit the mdb files, both the SEPARATE cluster ones AND the MERGED ones. Copy them from the TASAF/STATA exporting process folder into the following folders:



- Additional information for each cluster:

Also this folder will already be completed at this stage. Double check, however, whether all info in this folder is still up to date.

## I. Submission of final data to World Bank

At the end of the field work in a district, you need to submit the data as soon as possible. PART G in this manual discusses all components that need to be submitted. Basically, it is the entire TASAF/TASAF FINAL DATA + INFO folder for the respective district. When you have completed all components of this folder, we are ready to submit the data to the WB. Contact the Project Coordinator. He needs to have a final look at this data. He will be in charge of submitting the data for the WB. The data gets submitted by transfer to DATA ftp site. See PART A for username and password. The organisation of the DATA ftp site is completely the same as the setup of your local folder TASAF/TASAF DATA USER folder. You will easily find your way through the folders to submit all the district components.

Once you have uploaded all data, you should immediately send an email to the all people involved in the TASAF project, to inform them that you have uploaded the data on the DATA ftp site.

#### **J. Submission of Group QX and Community QX data**

The Group QX and Community QX data are taken care of separately. This data needs to be submitted together with the other data. You need to coordinate this well. Contact the Project Coordinator to assist you in this.

#### **K. Backup your computer!**

At the end of EACH week, you need to backup your entire computer in order to avoid losing data.

#### **L. Check whether backups are regularly made in the field**

In the field, supervisors are required to backup the data they collect as often as possible, preferably each evening. They need to transfer the data to the ftp site in TASAF/Transfer\_Files/Backups/. You should regularly check whether they are actually doing so.

#### **M. Check whether raw data gets transferred to ftp in the field**

Supervisors are required to transfer RAW data to the ftp field work site, in TASAF/ROUGH DATA. This raw data is the listing and HH data as it was originally collected, i.e. BEFORE the supervisor starts making changes. Supervisors tend to forget to do this. You should regularly check whether they are actually doing so.

**APPENDIX A: Layout HQ Review Document**

**HEAD QUARTERS REVIEW – DISTRICT NAME: TEAM X**

Date	
District	

Satisfactory completed clusters				

UNsatisfactory completed clusters				

**CLUSTER REVIEWS:**

<b>CLUSTER ID</b>			
<b>Date 1<sup>st</sup> listing day</b>			
<b>Date 1st HQ Review</b>			
<b>Replace existing HH records? ONLY FOR HQ PURPOSE</b>	<b>Listing QX</b>		
	<b>HH QX</b>		
<b>Satisfactorily completed?</b>			
<b>General comments:</b>			
<div style="border: 1px solid black; padding: 5px; min-height: 40px;"> <b>Cluster Report:</b> </div>			
<div style="border: 1px solid black; padding: 5px; min-height: 40px;"> <b>V-forms:</b> </div>			
		<b>Target number</b>	<b>Current number</b>
Number of HHs listed in village			
Number of People matched living IN village			
Number of People matched living OUTSIDE this village			
Prime mover(s) Identified?			
Prime mover(s) Listed/Matched?			
Prime mover(s) HH survey?			
Targets reached?			

General comments listing:

HH specific comments listing:		
#	HH ID	Comments

General comments HH survey:

HH specific comments listing:		
#	HH ID	Comments

## APPENDIX B: Status Data Document

### STATUS DATA: Lushoto 17/06/08

#### Legend: Different stata of data:

##### STATUS 1: TO BE TRANSFERRED 1 ST TIME:

HQ has not yet informed by email about ANY transfer of this data up to now. HQ waiting for first HQ transfer so that it can be reviewed by HQ.

##### STATUS 2: TRANSFERRED 1<sup>st</sup> TIME AND CURRENTLY BEING REVIEWED:

HQ have well received the data transferred by supervisor for the first time and is currently reviewing it for the first time.

##### STATUS 3: TO BE TRANSFERRED AGAIN:

Received HQ transfer at least ONCE, HQ review made and sent to supervisor, HQ currently waiting to be informed by email about updated HQ transfer in which necessary changes based on HQ review are made.

##### STATUS 4: TRANSFERRED 2<sup>nd</sup> TIME AND CURRENTLY BEING REVIEWED:

HQ have well received second (or higher) HQ transfer of the data by the supervisor in which the required changes based on previous HQ review are supposed to be made. HQ are currently reviewing this data. Supervisor is waiting for another HQ Review.

##### STATUS 5: SATISFACTORILY COMPLETED:

Data has been satisfactorily completed by the supervisor. When all aspects of a cluster are completed, the cluster line will be in **purple**.

<b>ALLAN</b>			
Cluster	Listing data	HH QX data	Cluster report
04102 Yoghoi	5	5	5
040114 Nkukai	3	5	5
040113 Kalumele	3	3	5
040115 Kweulasi	2	2	2
040111 Lwandai	1	1	1
040112 Kwekanga	1	1	1
040107 Kisiwani	1	1	1

<b>BERNARD</b>			
Cluster	Listing data	HH QX data	Cluster report
040103 Kwefingo	5	5	5
040119 Kwezindo	5	5	5
040104 Mwangoi	5	5	5
040105 Mlesa	1	1	1
040116 Hambalai	1	1	1
040120 Miego	1	1	1
040118 Kiviricha	1	1	1

<b>BHOKE</b>			
<b>Cluster</b>	<b>Listing data</b>	<b>HH QX data</b>	<b>Cluster report</b>
<b>040101 Magamba</b>	<b>5</b>	<b>5</b>	<b>5</b>
040117 Mghwashi	3	3	5
040106 Shembekeza	2	2	2
040109 Balangai	1	1	1
040108 Mahange	1	1	1
040110 Tekwa	1	1	1