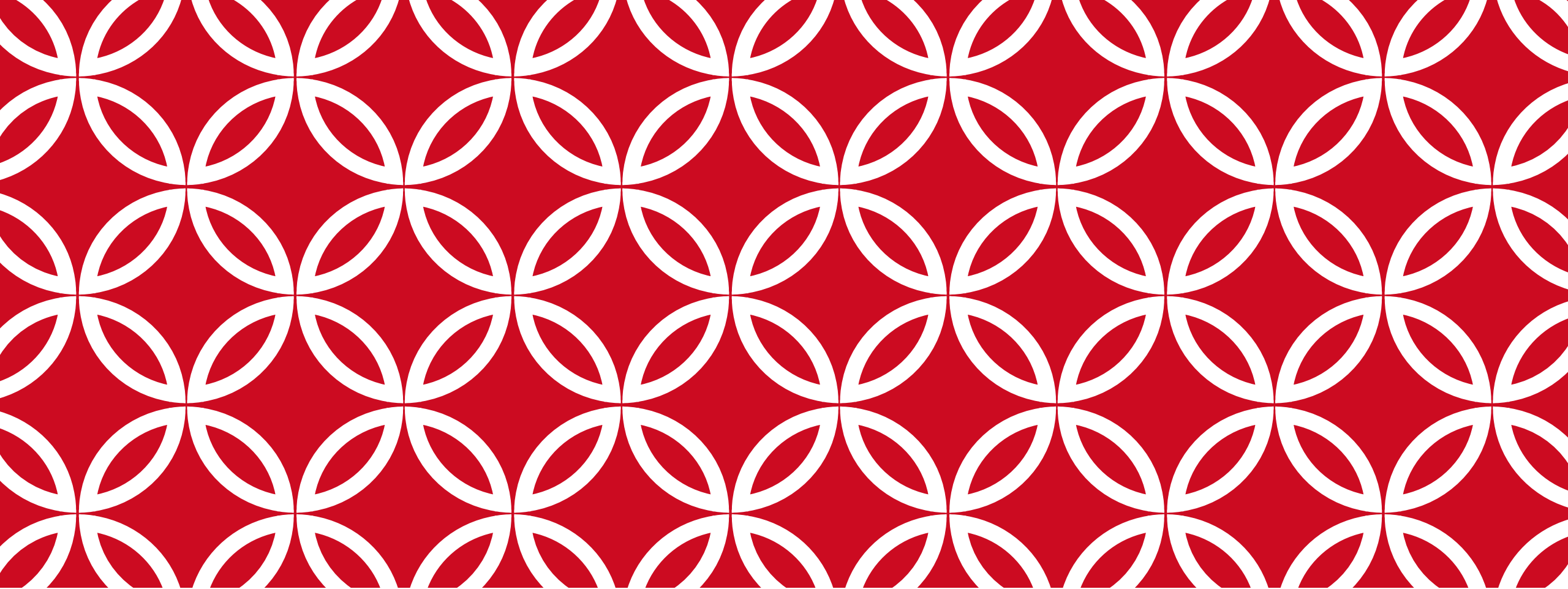


THE ROLE OF THE SUPERVISOR

HIES 2016



MAIN RESPONSIBILITIES

HIES 2016

WHO IS THE SUPERVISOR?

The supervisor is the **main link** between the teams and the HIES main office in Dhaka.

He/she is the **CORE** management team in the field.



WHAT WOULD HAPPEN IF
THERE IS NO SUPERVISOR?

YES! IT IS NOT POSSIBLE TO
CARRY OUT THE SURVEY
WITHOUT SUPERVISORS.

**He/she must help the field staff
maintain good professional
practice.**



**SUPERVISORS ALLOW TO
MAINTAIN EVERYTHING IN
ORDER, GIVING
CONSTANT SUPPORT TO
THE INTERVIEWERS**

HE/SHE HAS **SIX** MAIN TASKS

1)

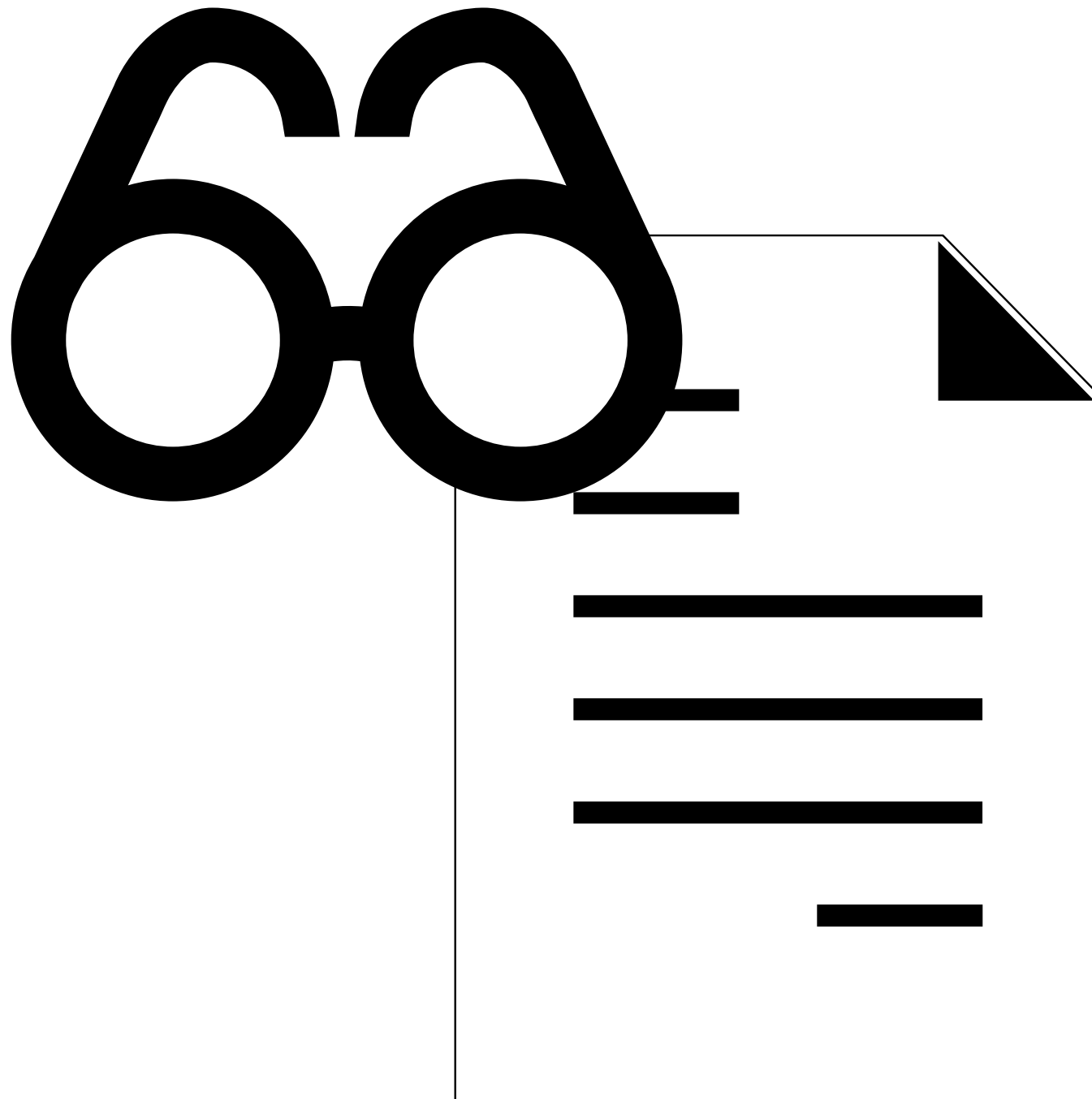
- A. Arrangements** for the recruitment of the female facilitators.
- B. Introduce** the female facilitators to the interviewers.
- C. Provide** the field staff with blank questionnaires and other materials.

1)

- D.** On the first day of every term, **accompany** the team to the households.
- E.** **Assign** reserve households if replacements are necessary.

2)

- A. Examine** all the questionnaires completed by the field staff.
- B. If** corrections are needed, the supervisor will accordingly instruct the interviewers.

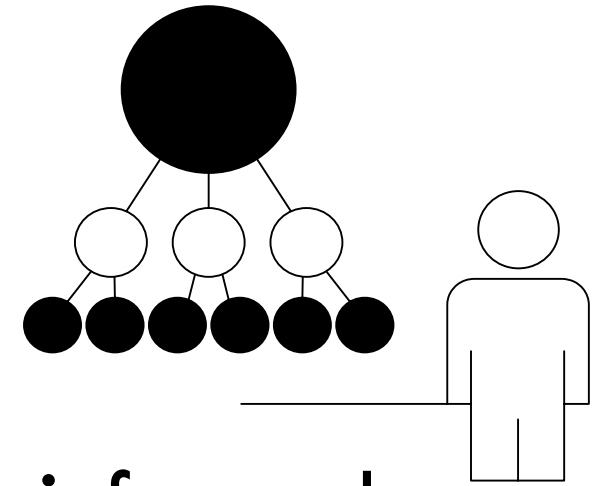


3)

- A. Observe** one or more of the interviews each term (20 days) (to evaluate their work).
- B. Help** the field staff maintain good professional practices.

Observing interviews keep the supervisor aware of any problems faced by the interviewers

4)



A. Keep the management team in Dhaka informed of the performance of the **interviewers** and female **facilitators**.

B. Make regular evaluation reports that cover:

Behavior and appearance
during interviews

Working relationships

Quality of the interviews

4)

Each month this evaluation report will be sent by the supervisor to the BBS head office in Dhaka

5)

- A. Help** the field staff in the problems found during the course of their work.
- B. Hold** discussions with all team members about their work at the end of each term

5)

The interviewers and female facilitators must keep the supervisor informed of any problem that they encounter.

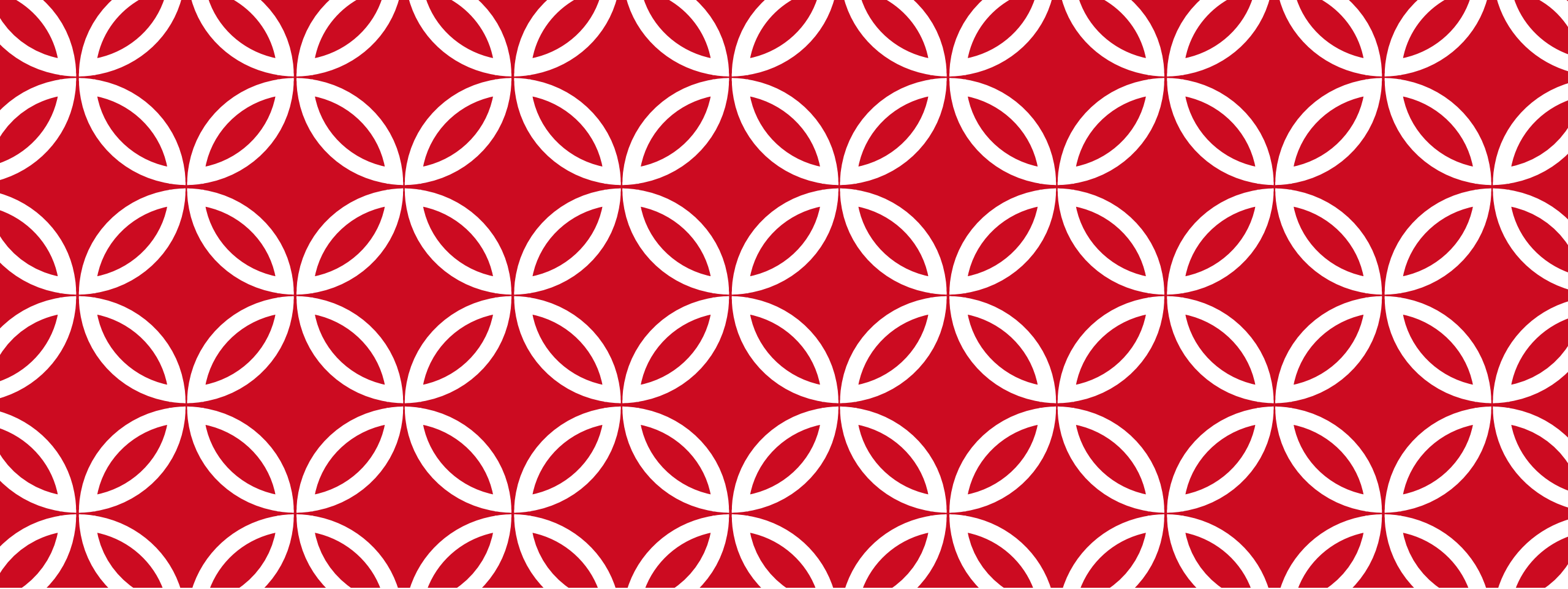
6)

- A.** **Completing** the community questionnaire in each PSU.
- B.** **Enter** this data to the computer.

This questionnaire will be handed over to one of the two interviewers to enter the data into the computer

ADDITIONAL RESPONSIBILITIES

- A.** **Extra** responsibilities will be provided from the core HIES management team.
- B.** **Each month**, the supervisor will make at least 3 supervision visits to the PSU in which field work is being carried out.

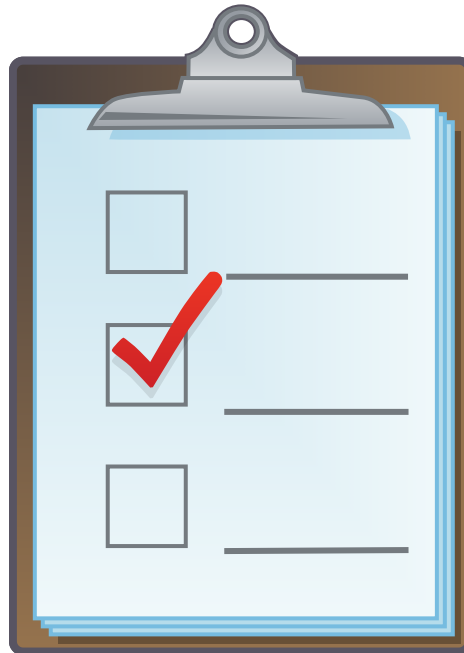


ADMINISTERING THE COMMUNITY QUESTIONNAIRE

HIES 2016

ADMINISTERING THE COMMUNITY QUESTIONNAIRE

During the third visit to the PSU, the supervisor should complete the community questionnaire in each rural PSU.



THE COMMUNITY QUESTIONNAIRE

The community questionnaire is short, and seeks to collect information about:

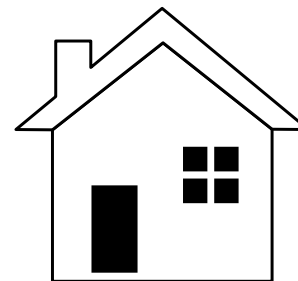
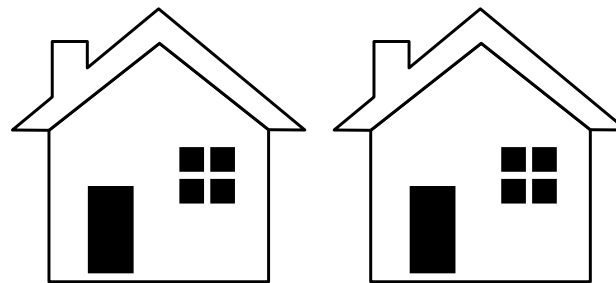
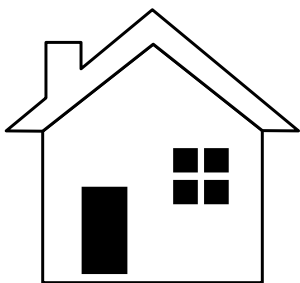
- A. Agriculture
- B. Employment practices
- C. Prices
- D. Availability and accessibility of services

CONSIDERATIONS

There are **important considerations** that the supervisor should bear in mind when completing the community questionnaire.

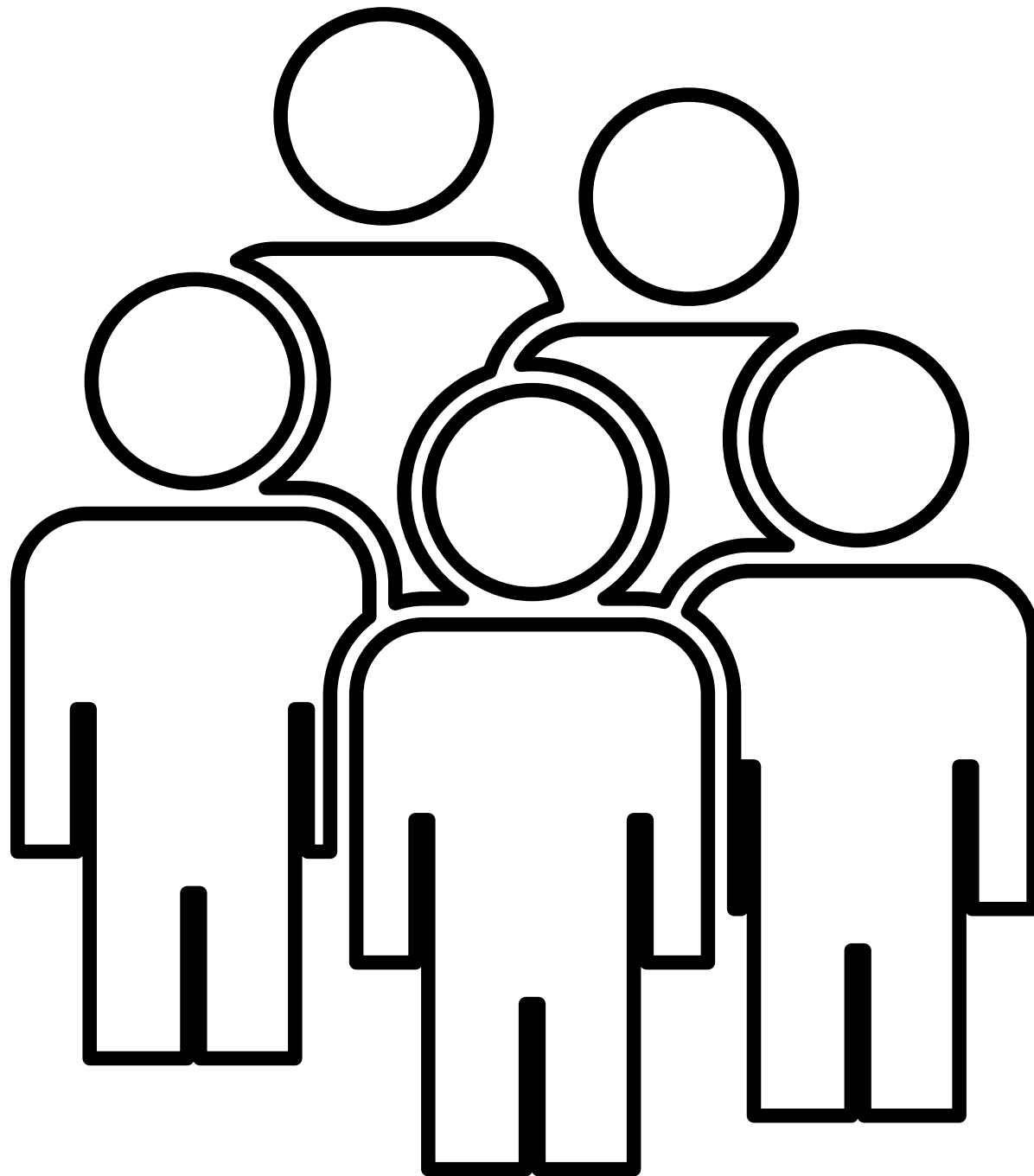
1)

- A.** The main unit of observation for the questionnaire is the **village** in which households reside.
- B.** If there are households outside the village, the questionnaire should be administered in the village that has the **majority** of households.



2)

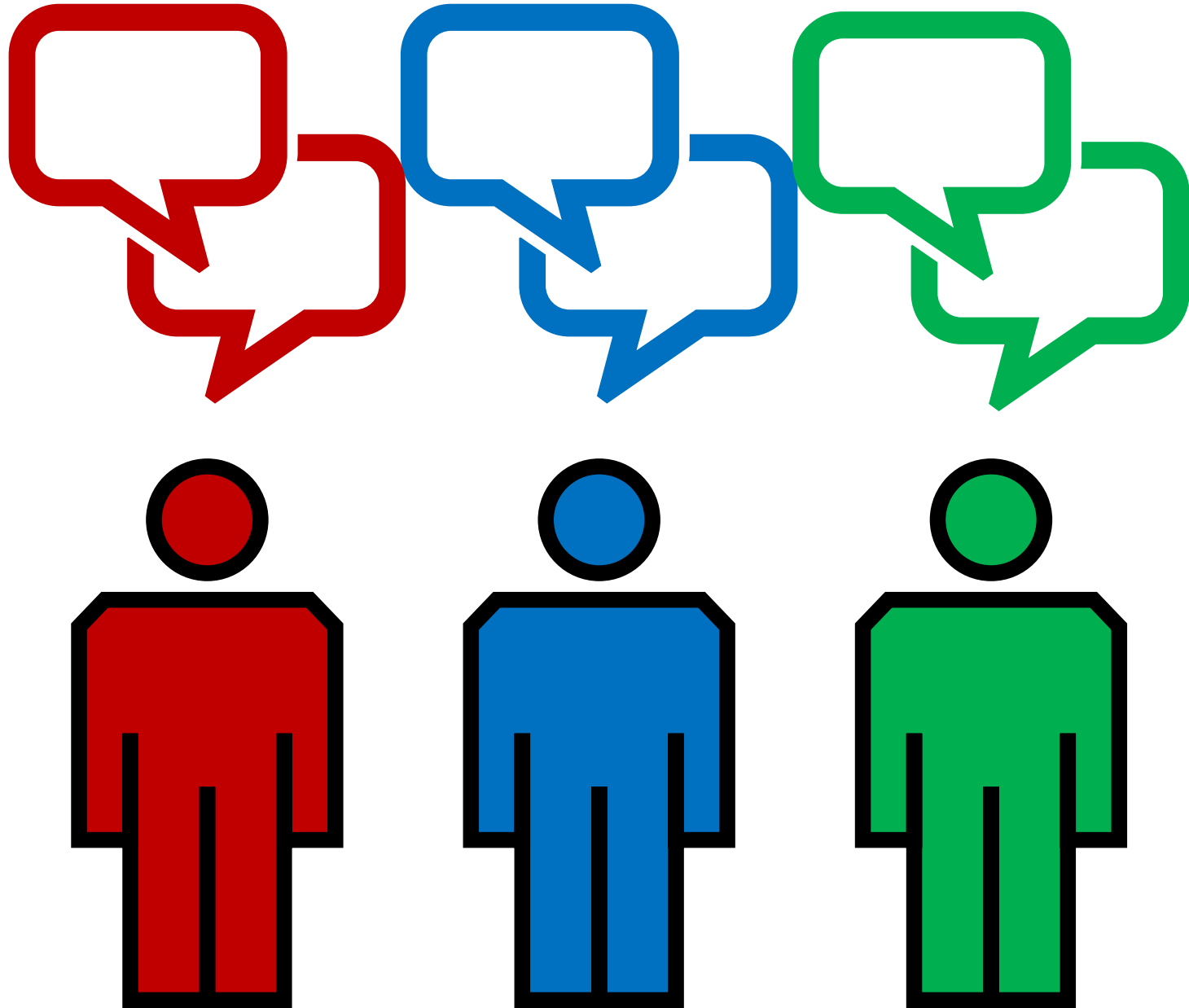
- A. Community questionnaire** is to be administered to a group of village residents.
- B. He/she must** gather answers from many households in order to **maximize** Informational representability.

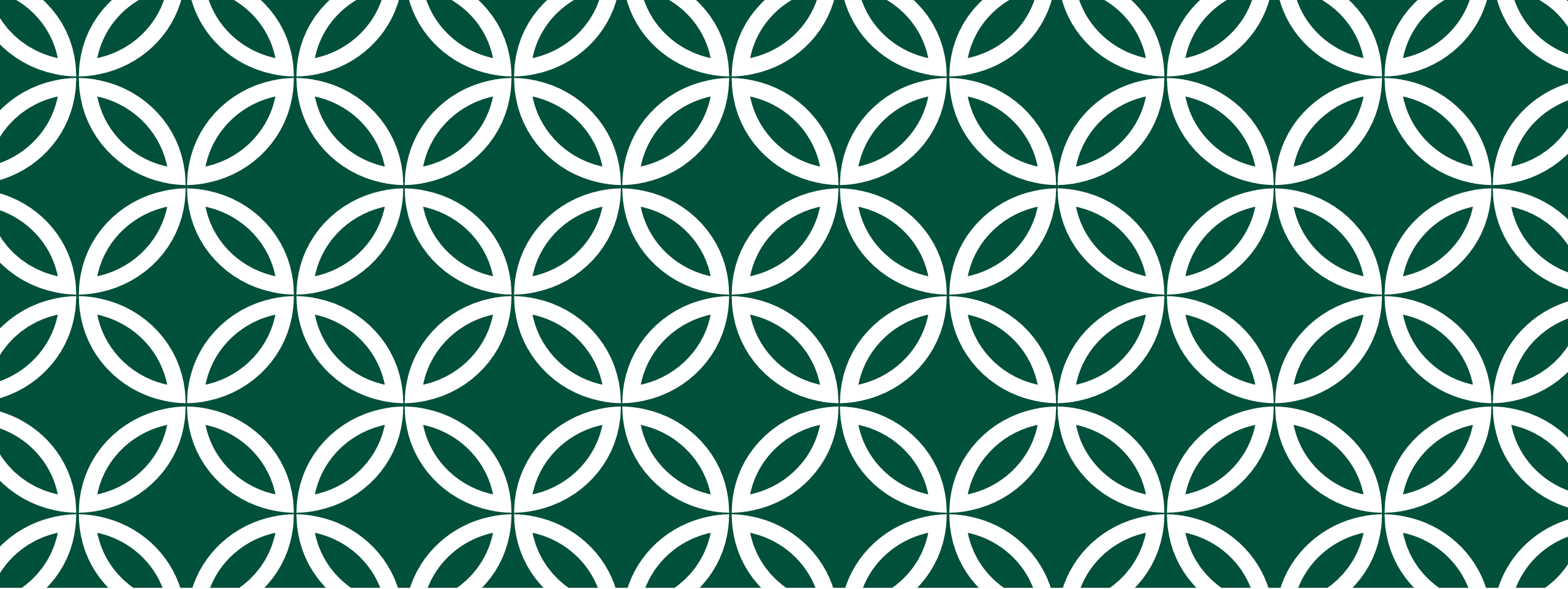


3)

- A.** In case of strong disagreement, he/she should move on to other question.
- B.** Later, he/she should try to **obtain** this information from another representative group.

With tact and diplomacy





THE ROLE OF THE SUPERVISOR

HIES 2016