

## **Appendix 3**

### **SURVEY MANAGEMENT**

#### **Overview**

- Each survey team will be asked to complete 12 household surveys per day for a total of 180 per team during the survey period (15 days). Therefore, each enumerator will be asked complete a total of 45 surveys or 3 per day during the time of the survey. That means a total of 720 households will be surveyed.
- Thirty PAs will be visited in 15 days – 15 project PAs and 15 non-project PAs. Therefore, each day one project PA and one non-project PA will be visited.
- For each of the project PAs, we will survey 24 project participants (360/15). In addition, for each project PA, we will survey 12 non-participants (180/15). For the non-project PAs identified by HCS, we will survey 12 households (180/15). HCS will identify a set of preferred households and a list of alternate households from each PA and provide the lists to team leaders.
- Each day, one survey team will go to the non-project PA and the other three teams to the project PA. Of the three teams that go to the project PA, one team will interview non-project participants and two teams will interview project participants. Each day a total of 48 surveys should be completed: 24 HCS project households (two teams), 12 non-project participants in HCS PAs (one team) and 12 in a non-project PAs (one team).
- The teams should be rotated – that is, the same team should not go to the non-project PA everyday nor interview the participants. Team leaders can decide on the rotation keeping the survey coordinator informed of activities.
- Two community surveys should be done each day: one in the project PA and one in the non-project PA. The HCS coordinator should arrange for leaders or representatives from the communities to be interviewed. The community survey will be done by two of the team leaders each day so each team leader will have done 7 or 8 by the end of the survey. The team leader that goes to the non-project PA with his team will survey that PA. The team leader that goes to the project PA with his team AND surveys the non-project households will do the community survey for that PA.
- By the end of the survey day, the team leader should collect the surveys, verify their accuracy by going over the checklist, ensure the enumerator has signed off on the form and sign their name verifying the accuracy of the form. Finally, the team leader should take the completed and signed forms and assign a survey number to it. Each team should have a different number to start off their household codes: Team 1 households will all start with 1, team 2 will all start with 2, team 3 with 3 and team 4 with 4. So at the end of the day, the team leader from survey team 1 will number each of the surveys from that day as 101, 102, 103, ....The team leader from team 2 as 201, 202, 203... Team 3 as 301, 302, 303.... and Team 4 as 401, 402, 403... Using this household code, the household survey number will be assigned. The team leader will fill in the daily log writing the household survey number next to the name in the log.
- The survey coordinator will manage all the forms providing them to team leaders as required. All completed and signed surveys and the daily log should be given to the survey coordinator. He will check the code numbers and put the code on each page of the survey. He should keep track of all completed surveys and forms during the course of the survey.

## Daily activities

1. Day before visit to the field. Lists of 24 HCS project households and alternates, 12 non-project participants and alternates in HCS PAs, and 12 in a non-project PAs and alternates should be given to team leaders. The team leaders should agree on which team will go to which set of households with two teams going to survey participants, one team non-participants in project communities and one team non-participants in non-project communities (rotating roles as noted above). Survey coordinators should be informed of the plans.
2. Team leaders will assign enumerators the households they should survey. The survey coordinator needs to ensure that the households are available and willing to be surveyed. If it is not possible to survey that household, the team leader will provide the enumerator with an alternative household to survey from the alternate list.
3. Surveys should be done. Team leaders should ensure that their team is able to complete 12 household surveys each day.
4. Team leaders conducting the two community surveys for that day should do so.
5. During the day the team leader should collect the surveys, verify their accuracy by going over the checklist, ensure the enumerator has signed off on the form and sign their name verifying the accuracy of the form. This is best done in the field since the household can be questioned if there are problems
6. Team leaders should take the completed and signed surveys, assign a household code to it and fill in the household survey number.
7. Once all surveys are completed the team leaders should complete the daily log. All household surveys, the community surveys, and the daily logs should be submitted to the survey coordinator. The team leaders and survey coordinator should sign the daily log verifying they have been submitted and received.
8. Survey coordinator should keep track of all the daily logs, household surveys and community surveys.