CHAPTER 2
Planning Checklist

A well-devised plan is needed to ensure successful implementation of the Toolkit. The planning process should be initiated prior to securing funding. The amount of time required for the planning process will vary based on your organization's existing infrastructure and resources. Consider this checklist a model that can be adapted as necessary to meet your specific needs and situation. You can also change the sequence of activities as needed. For example, you could conduct field-level planning before initiating national-level planning.

Part I. National-level planning

A. Select a site to conduct survey. Criteria for selection include:

- Availability of a reasonable estimate of population size
- A stable, post-emergency population with no major influx or outflow of people
- Availability of basic reproductive health services

B. Engage national-level stakeholders.

- Engage potential stakeholders, such as:
  - National government agencies responsible for refugees
  - Ministries of Health
  - United Nations High Commissioner for Refugees
  - Other non-governmental organizations working with the population of interest
- Establish how involved each of these organizations will be.
- Inform them of the purpose and scope of the assessment.

C. Develop budget and timeline.

- Develop budget using the template in Appendix A. This will determine the financial scope of the survey.
- Develop project timeline, which should include activities such as preparation of questionnaire, hiring and training survey team, data collection, data cleaning, analysis, report writing, and dissemination of findings.
- Secure funding.

D. Prepare locator form and questionnaire.

- Modify country-specific responses on questionnaire. This may require technical assistance from DRH.
- Modify country-specific fields on the locator form.
- Translate locator form and questionnaire into the local language, using translators who are able to read and write both English and the local language.
- Back-translate forms into English to ensure they were translated correctly.
- Revise translated forms as needed. (This normally occurs during training and the pilot test, with input from the survey team.)
- Finalize standard local-language version of the locator form and questionnaire.

Part II. Field-level planning

A. Meet with camp coordinators or local officials.

- Inform them of the purpose and scope of the survey and obtain buy-in.
- Obtain information regarding the camp or community, such as population size, organization, and other contextual issues that may affect survey implementation.
- Request to meet with community leadership to identify potential survey team members.
- Identify potential training and interview sites and necessary materials, such as tables and chairs.
- Meet with key community stakeholders to learn about needs and services of the population. Examples of key stakeholders include community leadership, health center directors, food distribution coordinators, reproductive health and HIV/AIDS project coordinators, and other NGO representatives.

- Establish a resource list of referral services (e.g., social workers, health care services) that will be available to participants.
- If applicable, establish roles and responsibilities of stakeholders. You may also be able to recruit trainers and supervisors from among the key stakeholders you have identified.
- Determine availability of household lists from stakeholders that could be used in sampling.

B. Determine which sampling method you will use. (See Chapter 3, Sampling Instructions, for more information on sampling.)

- Define geographic bounds of area to be surveyed.
- Obtain or create a map of area to be surveyed.
- Determine what sampling method you will use (random vs. cluster).
- Use the selected sampling method to develop a list of households that will be surveyed.

C. Determine staffing needs.

- Identify trainer(s). Having two trainers is ideal, as the locators will be trained separately from supervisors and interviewers. Trainers can also serve as supervisors during data collection.
- Determine the number of interviewers needed using the following method:
  - What is your sample size (the number of people that will be interviewed)? Refer to the sampling strategy to determine this number. ________ (sample size)
  - Divide the sample size by the number of days you have allotted for data collection. This will give you the number of interviews that need to be conducted in one day. _____ (number of interviews collected per day)
  - Divide the number of interviews collected per day by the number of interviews that can be completed by one interviewer in one day. In previous surveys, interviews averaged about 1 hour per interview, and 5 interviews were conducted per interviewer per day. Consider the advantages of fewer versus more interviewers to meet your desired project timeline (Table 2.1). _____ (number of interviewers needed)

Table 2.1: Advantages of having fewer or more interviewers.

Fewer interviewers:	More interviewers:
It will be easier to find a sufficient number of competent interviewers.	More people will be trained in survey methods.
Fewer people will need to be trained.	More people will obtain field experience.
Better coordination between interviewers can be achieved.	It will foster broad participation and involvement of more organizations.
Fewer vehicles and less equipment will be needed.	Data collection will be completed in less time.

- Determine number of locators needed. Previous surveys used a ratio of 1 locator per 2 to 3 interviewers. For example, if there are 10 interviewers, then 3 to 5 locators would be needed. ______ (number of locators needed)
- Determine number of supervisors needed, based on number of survey teams. Previous surveys used a ratio of 1 supervisor per 5 to 8 interviewers. ______ (number of supervisors needed)
- Determine number of data entry staff needed. Previous surveys required 1 to 2 data entry staff. ______ (number of data entry staff needed)
- Determine how data analysis will be conducted. Options include pre-programmed analyses, site-specific programming, or submission of cleaned data to CDC for analysis. If you are going to perform your own data analysis, then you will need staff with appropriate skills. ______ (number of data analysis staff needed, optional)
- Determine additional staffing needs, such as support staff listed in Table 2.2. ___________

  ____

D. Plan and conduct interviews with potential survey team members.

- Obtain supplies for meeting, such as pens, pencils, and paper.
- Develop standard interview questions to test ability of survey team applicants. Questions could focus on the qualifications and responsibilities described in Table 2.2.
- Explain roles and responsibilities of team members (from Table 2.2) to applicants.
- Conduct interviews with survey team applicants.
- Select and hire team members. You may need to re-assign or release individuals during training. We recommend that you train a few more people than what you estimate you will need.

Table 2.2: Titles, qualifications, and responsibilities of survey team members.

Title	Qualifications	Responsibilities
Trainers	• Female or male (female preferred) • Health knowledge or experience • Able to conduct interviewer and locator training • Training experience (preferred)	• Modifying training manual as needed • Preparing location for training • Obtaining training supplies and make photocopies of handouts and materials • May assist with report writing • May also serve as a supervisor during data collection
Supervisors	• Female or male (female preferred) • Able to read and write in local language • Able to gain strong familiarity with survey • Previous survey experience (preferred) • Health knowledge or experience (preferred)	• Reviewing completed questionnaires to ensure completeness, accuracy, and logic of survey responses • Responding to difficult situations, filing Incident Reports, etc. • May assist with report writing • Could also serve as a trainer during training
Interviewers	• Female • Able to read and write in local language • Age is within respondents' age range • Representative of ethnic groups of respondents	• Administering surveys and recording responses • Providing information on referral services, if needed • Protecting privacy and confidentiality of respondents
Locators	• Male or female • Able to read and write in local language • Familiar with local area • Respected community member	• Locating respondent households • Explaining general purpose of survey • Selecting one respondent from all eligible women in selected household • Obtaining verbal consent from respondents • Sending selected respondents to interview location
Translators	• Male or female • Able to read and write in local language and language of survey team supervisor	• Translating interviewer and locator training materials • Translating English language questionnaire to local language version • Back-translating from local language version to English language to check accuracy (A different translator should perform the back-translation.)
Interpreters	• Male or female • Able to speak both local language and language of supervisor	• Assisting in communication between supervisor and team members during training and data collection • Could also serve as a translator
Data entry staff	• Male or female • Experience in the specific job responsibilities (preferred)	• Entering the completed questionnaires into the pre-programmed CSPro data entry program
Support staff	• Male or female • Experience in the specific job responsibilities (preferred)	• Data analysts (optional): analyzing the data based on the tables and guidelines provided in the Toolkit, using software such as CSPro, Epi Info, SAS, STATA, or SPSS • Driver(s) (optional): transporting survey team(s) to the central interview location, bringing selected participants to the interview location, and providing logistical support as needed • Financial officer (optional): tracking expenses and overseeing the budget

Part III: Training

- Modify training manual to fit needs.
- Secure a location for training. Ensure tables and chairs are available.
- Obtain supplies for training, including:
  - name tags or tents
  - refreshments or meals
  - pens, pencils, and paper
- Make copies of training handouts, including locator form and questionnaire, for participants.

Part IV: Data collection

- Make a sufficient number of copies (based on your sample size) of the locator form and questionnaire.
- Provide a list of selected households and a map of the area to locators, drivers, and/or interviewers.
- Make copies of resource list, to be distributed to all participants.
- Equip interview room with adequate seating and provide seating for women waiting to be interviewed. If possible, arrange room to provide privacy for each interview. Provide a space with a chair for supervisor to check completed questionnaires.
- Determine number of cars and drivers needed to transport survey team members or respondents to interview site.
- Estimate amount of water and other refreshments needed for team members and participants.
- Provide extra paper, pencils, or erasers.
- Obtain thank-you gifts for participants (if providing).
- Provide a secure location to store completed questionnaires.

Part V: Data entry and analysis

- Determine number of computers needed to conduct data entry and analysis.
- Install CSPro computer program for data entry.
- Develop a schedule to ensure that data is backed up on a routine basis.
- Provide a locked cabinet on-site to secure completed questionnaires when not in use.

Part VI: Report preparation, dissemination, and translation of data to action

- Determine number of copies of reports needed and how they will be printed.
- Develop a dissemination plan for findings. The plan should identify the target audience and dissemination methods. Potential audiences include stakeholders at the national and local level, media, and your survey team.
- Determine how you will present findings back to the community that was surveyed. Community meetings are one possible venue. Refugee or local leadership may be able to assist you in presenting findings.
- Engage stakeholders to determine next steps and discuss priority needs, based on findings.
- Review Chapter 6, Suggestions for Data Use, to create a data to action plan.