

PHONES STUDY: GENERAL NOTES FOR SURVEY ADMINISTRATORS

1. **Ensure the questionnaire is printed on both sides of A4 paper.** [Reduces cost and weight of papers to be transported].
2. Ensure the printers **staple the questionnaire pages in order.** In the Child Mobility study this sometimes caused confusion and wasted time.
3. **Keep staplers available** in the field in case any sheets are found out of order so they can be reordered prior to the interview.
4. **Daily checking of completed survey sheets by the research collaborators is essential (please tick and initial the first sheet of checked questionnaires and note any queries by page number in the top right hand corner).** Any errors/omissions should be sorted out at that time or by the RA returning to the respondent later the same day or the next day. Tick the queries off the list on the front sheet once resolved.
5. It is particularly important to be vigilant in checking responses as you move to a new site: each site tends to throw up different issues which may need discussion with the team as a whole.
6. **The research collaborators should sit in on a few interviews with every RA at the start of work in each site.** This is important for ensuring that the RA is following the correct procedure and to pick up any errors at an early date (e.g. re mode of sampling).
7. **In remote rural settlements** it may be difficult to find enough households for sampling, even when satellite villages are included. In this case start with a standard sampling procedure (maximum two young person 9-25y per household). If this is insufficient to obtain the numbers required (125x 9-18s and 63x 19-25s), then go round the households again, sampling a third time (removing the young people already interviewed from the selection). Occasionally it may be necessary to make a further round. **Please make a careful note of any such deviations from the standard sampling procedure.**
8. On many occasions in the child mobility study we found children very keen to be interviewed: please ensure the RAs explain they can go to the child's household but must make a random selection there from all in our study age range there.
9. Ideally interviewing should take place at a time when children are at home from school. In the child mobility study, sometimes we had to work on a school day and found there were not so many children around in the morning, despite school shift systems being in operation. However, this proved helpful in picking up a small sample of out-of-school and disabled children and those children who were absent from school for some reason. We found the best arrangement was to work from the early morning, take a break from interviewing in the middle of the day and then work a full afternoon and into the evening. Clearly the pattern of work adopted needs to fit local conditions.
10. Remind RAs that there is no need to put lots of additional information on the questionnaire (we will have substantial material from the qualitative interviews etc.). However, anything really novel/significant which emerges obviously should be noted.
11. RAs are likely to make quite a lot of (mostly minor) errors on days 1 and 2 in each settlement type but should be able to check back and resolve most of the queries. They will become increasingly accurate after a few days in each location, but occasionally new issues may arise that had not been met by that RA at an earlier stage, so **constant checking is vital.**
12. **Collect numbers of refusals each day from every RA and keep a tally** for each settlement.