CoM SSA
SEACAP Toolbox

Module 3.3.1: Field data collection guidelines

What you will learn in this module:

• What should be done before, during and after data collection by each actor
Contents:

Before data collection…

During data collection…

After data collection…
Before data collection…
After data collection…

### Choosing the actors

<table>
<thead>
<tr>
<th>1. Survey coordinator</th>
<th>2. Field supervisor</th>
<th>3. Data collectors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coordinate all major aspects of data collection</td>
<td>Supervisors a team of data collectors</td>
<td>Active data collection in the field</td>
</tr>
<tr>
<td>Supervise the field supervisors</td>
<td>Report to the survey coordinator</td>
<td>A set of field data collectors report to a field supervisor</td>
</tr>
</tbody>
</table>

Survey coordinators ➔ Field supervisors ➔ Field data collectors
Localisation and representation when choosing actors

- Actors should be local to the area and representative across gender, sex, race and ethnicity
- Local and representative actors will assist in putting households at ease, improving the data collection process
- Local and representative actors will also assist in households feeling a sense of ownership in the process
- Localisation and representation and is important element of decolonizing development processes
Sequence of events before data collection:

1. Get early buy-in from stakeholders
2. Decide on the area to be sampled
3. Decide on the sampling method, # of HHs & actual HHs if possible
4. Obtain ethical clearance from local authority
5. Train data collectors and supervisors
6. Recruit data collectors and supervisors
7. Develop work plan with clear tasks, roles, responsibilities & timeframes
8. Assign households to collectors
9. Organise resources and logistics for data collection
Ethical factors to consider in data collection design

Consider the following:

• Have efforts been made to ensure that the community and potential participants understand the activity’s purpose and possible outcomes to avoid raising false expectations?

• Have community and stakeholder concerns been considered?

• Are local supervision mechanisms in place to monitor women and marginalized groups protection and review ongoing activities?

• Has the possibility of community stigma from participation been anticipated and safeguarded against?

• Have field staff been trained to respond appropriately to the discovery of persons in serious danger?
Checklist of resources needed by data collectors:

- Map or list of households in sample
- Android device or a tablet (internet browser)
- Consent Form
- Notification of CoM SSA household survey visit
- Interview Tracking Form
During data collection…
Sequence of data collectors’ tasks:

1. Approach selected household
2. Self introduce and explain purpose of survey
3. Select a participant from all eligible members
4. Record information on the Interview Tracking Form
5. Obtain written consent
6. Conduct the interview using your Android device or browser
7. Report any difficulties to supervisor
A checklist for actors: Good practice in data collection

• Am I confident about the purpose of this data collection exercise?

• What views do I hold about the members of the households where I am collecting data? Do I hold stigma towards household members? If so, is it ethical for me to collect data from these households?

• Are there vulnerable community members that I may encounter? How will I alter my data collection if I encounter vulnerable persons?

• What will I do if I encounter a person who seems uncomfortable or in danger?
## Procedure for approaching the household

<table>
<thead>
<tr>
<th>If...</th>
<th>then...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Someone is at home,</td>
<td>speak to the first adult you encounter in the household. Verify that they live in the household and then explain the purpose of the visit.</td>
</tr>
<tr>
<td>Nobody answers,</td>
<td>look around to see if someone is nearby.</td>
</tr>
<tr>
<td>Nobody is at home</td>
<td>leave a notification of the CoM SSA survey visit and record details in the Interview Tracking Form</td>
</tr>
<tr>
<td>Household members are not available at the time of the first visit.</td>
<td>make at least 2 different visits to obtain an interview. Choose times that are different – early morning or late afternoon.</td>
</tr>
</tbody>
</table>
Reacting to various situations in obtaining consent form

<table>
<thead>
<tr>
<th>If:</th>
<th>Then:</th>
</tr>
</thead>
<tbody>
<tr>
<td>The intended participant declines to take part in the survey or parts of it,</td>
<td>ask the participant whether he/she understands the purpose of the survey.</td>
</tr>
<tr>
<td>The participant does not understand the purpose of the survey or specific aspects of it,</td>
<td>rephrase the purpose of the survey and try to clarify further and motivate.</td>
</tr>
<tr>
<td>The participant understands the purpose of the survey and still declines to take part.</td>
<td>circle “Refused” in the consent form and record age and sex as best as you can.</td>
</tr>
</tbody>
</table>
Some key aspects to note when using the browser or KoBo Collect App:

- Do not refresh the screen during data collection
- Do not spend much time on getting the GPS location if it does not work due to weak internet connectivity
- If device is not connected to the internet, the GPS function will not work
Role of field supervisors during data collection

- Supervise the data collection process and record daily activities
- Ensure data is of appropriate quality
- Manage human resources and any issues that may arise
- Ensure regular data submission to the server
- Send regular process reports to the survey coordinator
After data collection…
Role of each actor:

**Data collectors:**
- Ensure submission of forms by connecting to the internet if data collection was done offline
- Submit all consent forms and data collection tracking forms to field supervisors

**Field supervisors:**
- Ensure collection of all forms from data collectors
- Ensure all areas and planned households have been covered
- Ensure all data collected have been submitted to server

**Survey coordinators:**
- Ensure all forms have been submitted by field supervisors
- Perform data quality checks send back data collectors to household to re-conduct survey if necessary
- Clean and analyse data obtained
Please note:
This module has been designed for local government officials and partners who are developing their SEACAP.

This module is one component of the SEACAP Toolbox. For the full Toolbox, please visit: https://comssa.org/
CoM SSA SEACAP Toolbox

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