



**Covenant of Mayors**  
in Sub-Saharan Africa

# CoM SSA SEACAP Toolbox

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The full SEACAP Toolbox is found here: <https://comssa.org/>



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# CoM SSA SEACAP Toolbox

## 3.2.1 A guide for Energy Access field data collection

This chapter is one component of the SEACAP Toolbox for the full Toolbox, please visit: <https://comssa.org/>

What you will learn in this chapter:

- The different actors for data collection
- What should be done before, during and after data collection by each actor

This chapter has been designed for Local Government Officials and partners completing a SEACAP



# CONTENTS:

Before data collection...

During data collection...

After data collection...



A large teal rounded rectangle is centered on the slide, containing the text "Before data collection...".

Before data collection...

# Choosing the actors

1. Survey coordinator

2. Field supervisor

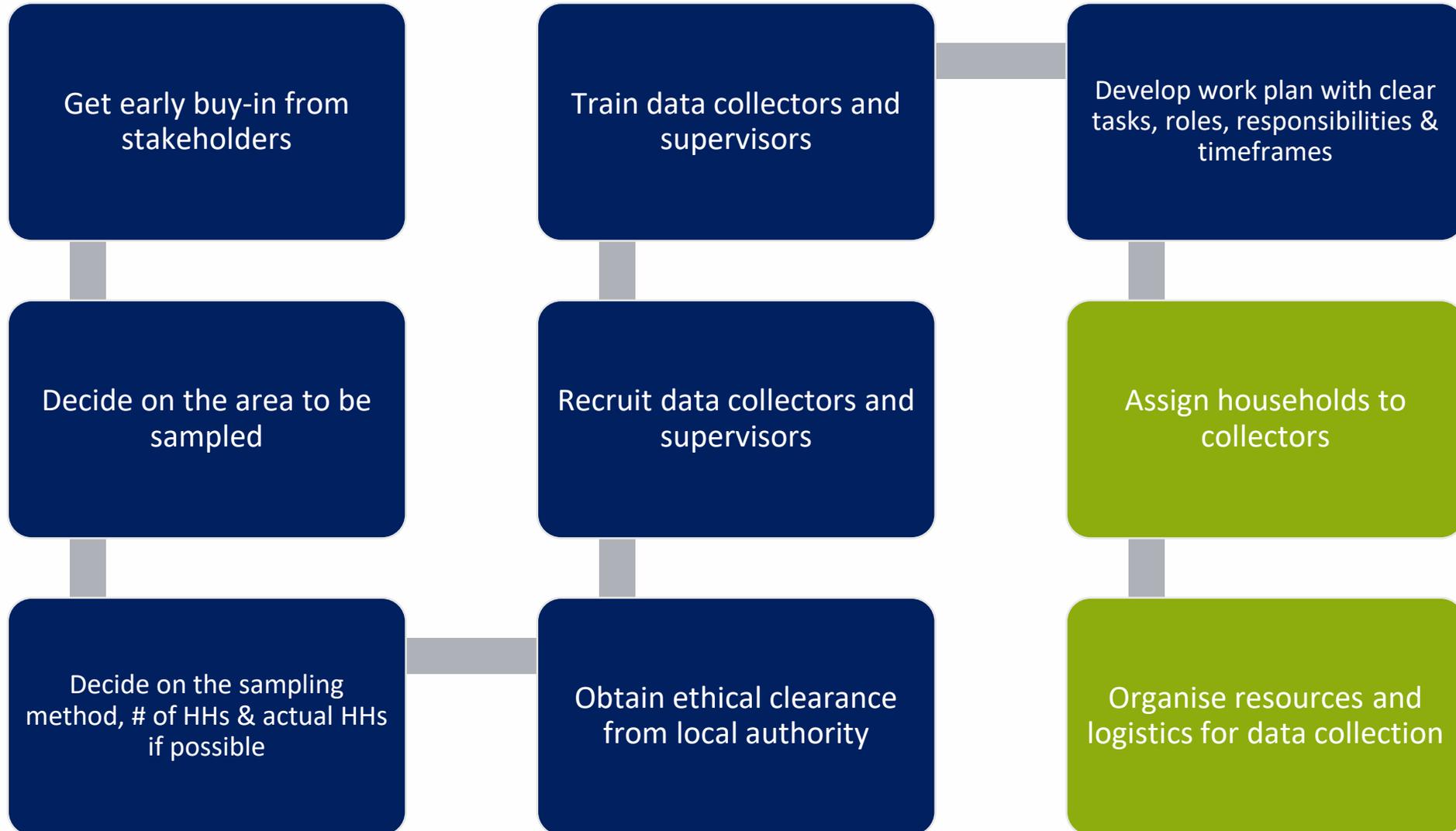
2. Data collectors

Survey coordinators

Field supervisors

Field data collectors

# Sequence of events before data collection:

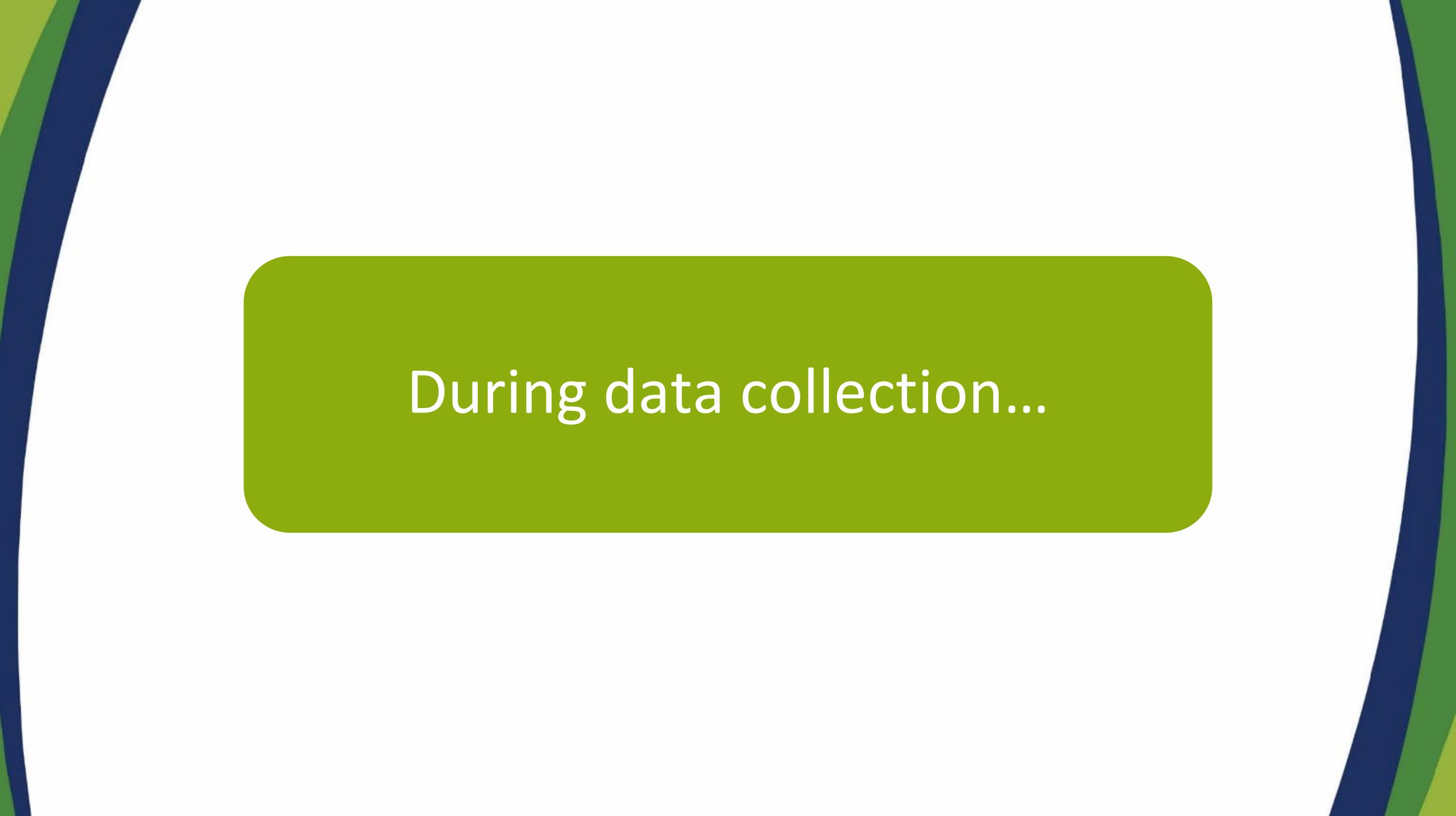


# Checklist of resources needed by data collectors:



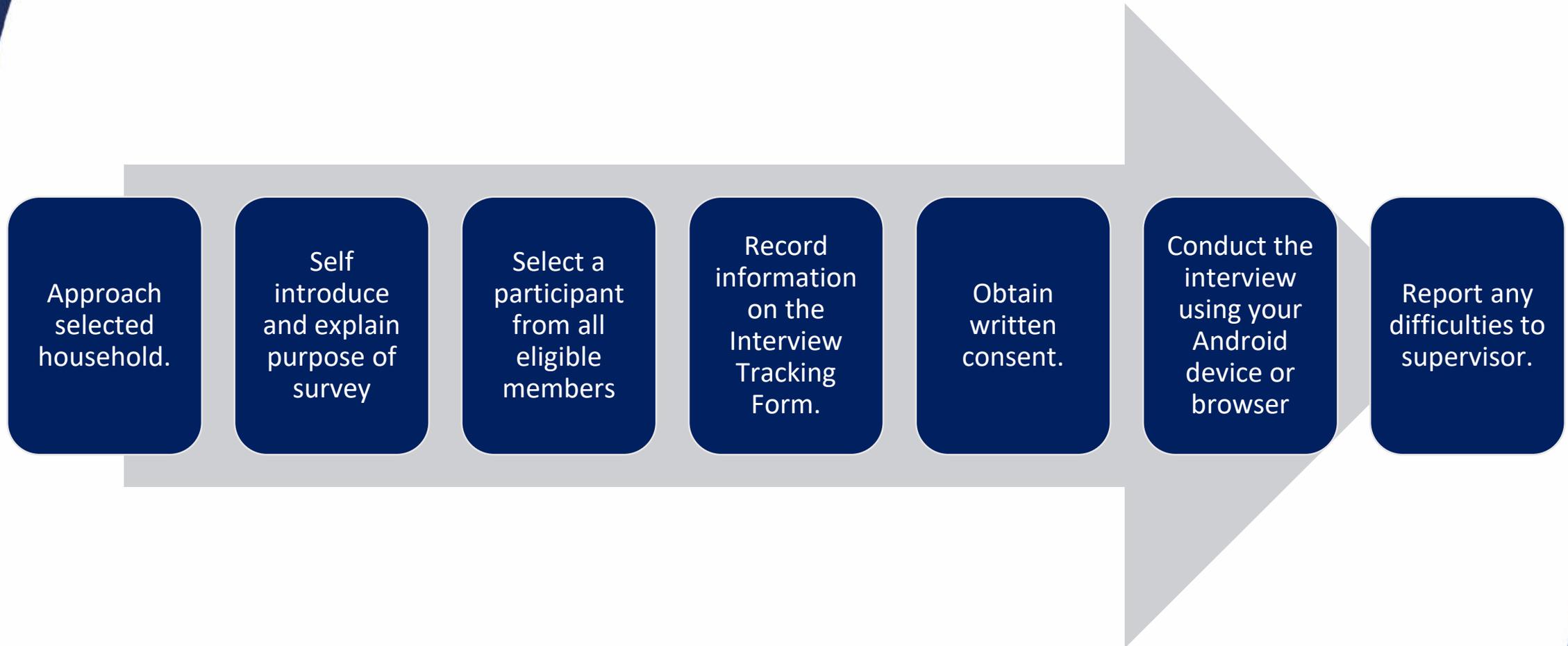
- Map or list of households in sample
- Android device or a tablet (internet browser)
- Consent Form
- Notification of CoM SSA household survey visit
- Interview Tracking Form





During data collection...

# Sequence of data collectors' tasks:



# Procedure for approaching the household



If...	then...
Someone is at home,	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.
Nobody answers,	look around to see if someone is nearby.
Nobody is at home	leave a notification of the CoM SSA survey visit and record details in the Interview Tracking Form
Household members are not available at the time of the first visit.	make at least 2 different visits to obtain an interview. Choose times that are different – early morning or late afternoon.



# Reacting to various situations in obtaining consent form



If:	Then:
The intended participant declines to take part in the survey or parts of it,	ask the participant whether he/she understands the purpose of the survey.
The participant does not understand the purpose of the survey or specific aspects of it,	rephrase the purpose of the survey and try to clarify further and motivate.
The participant understands the purpose of the survey and still declines to take part.	circle "Refused" in the consent form and record age and sex as best as you can.



## 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

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The next chapter is 3.3: Access to Energy target setting and action planning





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