

## ***Regional Workshop: Survey Design***

*Holiday Inn, Nairobi*

*23<sup>rd</sup> – 30<sup>th</sup> September*

### *Agenda*

#### **Workshop expected results:**

- Strengthened skills of UNICEF officers, government counterparts and survey coordinators for planning, organization, management and coordination of MICS4.
- Improved understanding of the indicators and the recommended survey methodology for collecting data on the situation of children and women through household surveys.
- Draft survey plans produced for countries committed to conducting MICS4.

#### **Workshop Facilitators**

##### UNICEF

Attila Hancioglu (AH)	Senior Advisor (MICS Global Coordinator), Statistics and Monitoring Section, Division of Policy and Practice, HQ
Turgay Ünalán (TU)	Statistics Specialist, SMS, HQ
Priscilla Akwara (PA)	Senior Advisor, Statistics and Monitoring, SMS, HQ
Holly Newby (HN)	Statistics and Monitoring Specialist, SMS, HQ
Oliver Petrovic (OP)	Early Childhood Development Programme Specialist, HQ
Bo Pedersen (BP)	Statistics and Monitoring Specialist (Survey Coordinator), ESARO
Jan Rieländer (JR)	M&E Officer, ESARO
Michelle Seroussi (MS)	MICS Coordinator, WCARO
Jayachandran Vasudevan (JV)	Household Survey Consultant, UNICEF ESARO

##### External Consultants

Augustine Botwe (AB)	Freelance Consultant, Survey Management
Pierre Martel (PM)	Freelance Consultant, Survey Management
David Megill (DM)	Freelance Consultant, Statistics (Sampling) Expert

##### Resource Persons (UNICEF)

Philip Jespersen (PJ)	Regional Chief of M&E, ESARO
Jacqueline Aligula	Senior M&E Assistant/DevInfo Focal Point, ESARO
Akihiro Fushimi	Education Specialist, ESARO
Lynete Okengo	Early Childhood Development Consultant, ESARO
Sophie Hickling	Sanitation and Hygiene Specialist, ESARO
Wei Ha	Social and Economic Policy Specialist, ESARO
David Alnwick	Regional Advisor, HIV/AIDS, ESARO
Nankali Maksud	Project Officer, Child Protection, ESARO
Brigitte de Lay	Regional Advisor, Child Protection, WCARO
Angus Spiers	Regional Malaria Advisor, ESARO
Peter Hailey (PH)	Project Officer, Nutrition, ESARO
J. Rolando Figueora	Maternal & Neonatal Health Specialist, ESARO
Vincenzo Vinci (VV)	Planning and Reports Specialist, ESARO

##### External Guests

Paul Ametepi (PA)	ICF Macro
Staff	UNFPA, Kenya Office
Moritz Bilagher	UNESCO Institute of Statistics

Time	Topic	Objective	By	Methodology
8.30-8.50	Opening Session	Elhadj As Sy, Regional Director, ESARO; Attila Hancioglu, Global MICS Coordinator		Welcome Speeches
8.50-9.00	Mandatory Security Briefing		UNON	
9.00-9.15	Introduction of Participants and Resource Persons		PJ	
9.15-9.30	Presentation of MICS4 Videos		AH	
9.30-10.15	Objectives of the Workshop and Adoption of Agenda	To review themes to be covered in the workshop and agree on the program	BP	Presentation
	Administration and Logistics	To discuss workshop administration and logistics		Discussion
10.15-10.30	Coffee Break			
10.30-11.15	MICS4 in the Context of Global Commitments and Reporting Needs	To understand 1) the importance of monitoring progress towards MDG, WFFC and other goals, 2) the importance and place of MICS4 in reporting on development on a global level, and 3) reporting needs at regional and country level	AH	Presentation and discussion
11.15-12.00	The role and use of MICS data across Africa south of the Sahara	Country experiences to share how MICS3 data has been used at the country level for decision making	MICS3 Countries	Presentations and discussion
12.00-12.30	Using household surveys as evaluation tools	To understand what a household survey can and cannot do in terms of contribution to programmatic evaluations	JR	Presentation
12.30-13.30	Lunch			
13.30-14.15	The MICS4 Process	To understand the survey cycle and key decisions to be taken before data collection, including institutional structure, human resources, survey scope, timetable, budgeting	AH	Presentation and discussion
14.15-15.00	Country Data and Survey Needs Assessment	Countries break into small groups to work with facilitators to discuss survey plans and data needs in the country		Group work
15.00-15.20	Coffee Break			
15.20 -16.00	Overview of MICS4 Research Tools	To understand the structure of questionnaires To explain modules and the flow of modules and eligibility issues	AH	Presentation
16.00-16.30	How to Customize MICS4 Questionnaires to Countries	To understand general rules in adapting questionnaires to countries and completing and administering questionnaires	TU BP	Presentation

Time	Topic	Objectives	By	Method
8.15-8.30	Daily Feedback	To learn reflections from 'eyes and ears' group on previous day's sessions	BP	Presentation
8.30-9.30	MICS4 Household Questionnaire: Household Information Panel Household Listing Education	To understand, for each module: The background, goals and indicators, purpose, eligibility, content, preparatory work for customizing module Wording of questions and response categories	AH	Presentation
9.30-10.30	MICS4 Household Questionnaire: Water and Sanitation Handwashing Household Characteristics	As above	TU	Presentation
10.30-10.50	Coffee Break			
10.50-11.00	MICS4 Household Questionnaire: Child Labor Child Discipline	As above	BP	Presentation
11.00-11.45	Insecticide Treated Nets Indoor Residual Spraying	As above	HN	Presentation
11.45-12.30	MICS4 Household Questionnaire: Salt Iodization	As above Demonstration: How to Test Salt for Iodine Content	HN	Presentation
12.30-13.30	Lunch			
13.30-14.30	Group Discussion	Discussion on MICS4 Household Questionnaire		Discussion
14.30-15.00	MICS4 Women's Questionnaire: Women's Information Panel and Woman's Background Child Mortality	To understand, for each module: The background, goals and indicators, purpose, eligibility, content, preparatory work for customizing module The actual wording of questions and response categories	AH	Presentation
15.00-15.20	Coffee Break			
15.20-16.30	MICS4 Women's Questionnaire: Desire for Last Birth Maternal and Newborn Health Illness Symptoms Contraception Unmet Need	As above	HN	Presentation

Time	Topic	Objectives	By	Method
8.15-8.30	Daily Feedback	To learn reflections from 'eyes and ears' group on previous day's sessions	BP	
8.30-10.15	MICS4 Women's Questionnaire: Female Genital Mutilation/Cutting Attitudes Toward Domestic Violence Marriage/Union Sexual Behavior HIV/AIDS	To understand, for each module: The background, goals and indicators, purpose, eligibility, content, preparatory work for customizing module The actual wording of questions and response categories	PA	Presentation
10.15-10.30	Group Discussion	Discussion on MICS4 Women's Questionnaire		Discussion
10.30-10.50	Coffee Break			
10.50-11.00	MICS4 Under-5s Questionnaire: Under-5s Information Panel and Age	To understand, for each module: The background, goals and indicators, purpose, eligibility, content, preparatory work for customizing module The actual wording of questions and response categories	AH	Presentation
11.00-11.45	MICS4 Under-5s Questionnaire: Birth Registration Early Childhood Development	As above	OP	Presentation
11.45-12.30	MICS4 Under-5s Questionnaire: Breastfeeding Care of Illness	As above	HN	Presentation
12.30-13.30	Lunch			
13.30-14.30	MICS4 Under-5s Questionnaire: Malaria Immunization	As above	BP	Presentation
14.30-15.00	MICS4 Under-5s Questionnaire: Anthropometry	As above	HN PH	Presentation
15.00-15.20	Coffee Break			
15.20-16.00	Anthropometry (continued)	To understand the additional training and supervision requirements for anthropometry with demonstration on how to weigh and measure children Demonstration: How to Weigh and Measure Children	HN PH	Demonstration
16.00-17.00	Group Discussion	Discussion on MICS4 Under-5s Questionnaire		Discussion

Saturday 26 <sup>th</sup> September			Day 4	
Time	Topic	Objectives	By	Methodology
8.15-8.30	Daily Feedback	To learn reflections from 'eyes and ears' group on previous day's sessions	BP	Presentation
8.30-9.45	Modules in Development	To gain awareness of new topic areas that are being explored and developed for inclusion in MICS	AH BP	Presentation
9.45-11.00	Group Discussion	Q&A on all MICS4 Questionnaires		Discussion
11.00-11.20	Coffee Break			
11.20-12.30	Working Groups with facilitators	To discuss the relevance of each module for individual countries and identify the potential modules and list of indicators		Group work
12.30-13.30	Lunch			
13.30-13.45	General Structure of a Country Survey Plan / Proposal	To explain and discuss the country survey plan, to be produced by each country at the end of the workshop and contents and style of the survey plan	TU	Presentation and discussion
13.45-14.30	Survey Techniques	To discuss recruitment and structure of fieldwork teams To understand methods for obtaining accurate, in-depth, unbiased responses in a variety of normal and difficult conditions. To discuss roles and responsibilities of fieldwork team members and fieldwork procedures	BP	Presentation
14.30-15.15	Field Staff and Training Issues	To develop a list of topics that need to be covered in a national survey training exercise and a list of recommended training methods	HN	Presentation, practice and discussion
15.15-15.30	Coffee Break			
15.30-16.10	Survey Logistics Logistics Arrangements	To understand the key role of adequate logistics in a survey (transport, computers, supplies, secretarial help etc) To develop a complete list of logistics to be managed	AB JV	Presentation and group discussion
16.10-16.30	Timetable and Budget Calculations	To understand typical timetable for a national survey, common survey budget items, calculation of the survey budget	TU	Presentation and group discussion

## Sunday 27<sup>th</sup> September

Day off

Time	Topic	Objectives	By	Methodology
8.30-9.00	Review and workshop feedback	Feedback and questions on what has been covered so far including survey plans Daily feedback	BP JR	Presentation
9.00-10.30	Sampling Overview	To explain 1) the importance of correct sampling procedures, key concepts in proper sampling, review of MICCS4 prototype sampling design, 2) the relationship of sampling with other factors, such as cost, time, fieldwork organization, and 3) factors that determine sample size, how to calculate sample size, sample size determinants, formula for sample size calculation, number of PSUs and cluster size	DM	Presentation
10.30-10.50	Coffee Break			
10.50-12.30	Advanced Sampling	To discuss: 1) Sampling options, use of sample frames, mapping and field procedures, techniques to minimize bias and 2) sub-national estimates  To introduce sampling errors, survey weighting	DM	Discussion
12.30-13.30	Lunch			
13.30-15.00	MICS and DHS Programmes Combining a MICS with DHS Adding MICS modules to other household surveys	MICS and DHS Global and local collaboration How to combine a MICS with a DHS and to consider adding MICS modules to other household surveys	AH PA BP	Discussion
15.00-15.20	Coffee Break			
15.20-15.40	Q&A on Country Survey Plans	Clarification of expectations on Country Survey Plans		Discussion
15.40-17.00	Country work on country survey plans	Country team group work		Group work

**Tuesday 29<sup>th</sup> September** **Day 6**

<b>Time</b>	<b>Topic</b>	<b>Objectives</b>	<b>By</b>	<b>Methodology</b>
8.15-8.30	Daily Feedback	To learn reflections from 'eyes and ears' group on previous day's sessions	BP	Presentation
8.30-9.00	GPS in MICS	How and why to use GPS	BP	Presentation
9.00-9.45	Data Entry and Processing	To understand: 1) The role of data entry in a household survey, 2) methods to accomplish data entry, and 3) software for data entry.  To preview the agenda of the second MICS4 workshop	TU	Presentation and group discussion
9.45-10.30	Data Analysis and Reporting	To understand the MICS4 process in analyzing data Reporting activities	BP	Presentation
10.30-10.50	Coffee Break			
10.50-11.50	Survey Quality Control	To understand: 1) The types of errors that can influence survey validity and reliability, 2) how to prevent, identify, and correct errors and low-quality work, and 3) the key role of adequate supervision and team interaction in the field	HN PM	Group discussion
11.50-12.30	MICS3 Evaluation	Excerpts from independent evaluation of MICS3	AH	Presentation
12.30-13.30	Lunch			
13.30-14.15	Data quality lessons learnt from MICS3	To learn from some of the data quality problems found from MICS3	AH	Presentation
14.15-15.00	Working Groups Completion of report on survey plans	Country teams complete survey plans and presentation	Country teams and facilitators	Group work
15.00-15.20	Coffee Break			
<b>Parallel Sessions</b>				
15.20-16.30	Working Groups Completion of report on survey plans (continued)	Country teams complete survey plans and presentation	Country teams and facilitators	Group work
15.20-16.30	Meeting: HQ MICS Team, ESARO, WCARO, and UNICEF COs	To discuss UNICEF staff's roles and responsibilities at HQ, RO and CO levels To discuss issues related to data needs assessment, survey coordination, proposal development, funds mobilization/fund-raising	AH BP VV	Group discussion

Time	Topic	Objectives	By	Methodology
8.15-8.30	Daily Feedback	To learn reflections from 'eyes and ears' group on previous day's sessions	BP	Presentation
8.30-9.15	Data Archiving and Dissemination	1) a brief overview of data archiving toolkit (IHSN) 2) Using and disseminating MICS results	TU	Presentation and discussion
9.15-10.00	MICS Resources on the Web	To introduce 1) the Childinfo/MICS4 website, 2) the MICS4 Blog, and 3) the MICS4 Forum	AH BP	Presentation and discussion
10.00-10.30	MICS Technical Assistance from UNICEF	To describe the 1) technical support that will be provided by ESARO and HQ, 2) technical support efforts to be established 3)The review process To describe next steps in MICS coordination and implementation	AH BP	Presentation
10.30-10.50	Coffee Break			
10.50-12.30	Country Presentations on Survey Plans	To learn: Implementing Agency and MICS Team Envisaged Content Sampling Fieldwork Survey Instruments Needed Technical Support Needs Budget Timetable To offer suggestions on resolving problems To discuss major challenges in the implementation of MICS4		Countries present survey plans using a generic 5-slide presentation
12.30-13.30	Lunch			
13.30-14.30	Country Presentations on Survey Plans (continued)	As above		As above
14.30-15.15	Participants Evaluation	To present the results of the participant evaluation forms To revisit critical aspects of the workshop To discuss the main outcomes of the workshop	BP JR	Presentation and Discussion
15.15-16.00	Closure of the Workshop	Distribution of certificates Closing speeches	AH PJ	
16.00-	Coffee and refreshments			