

CHAPTER 6

CONDUCTING THE FIELDWORK

This chapter should be read by sampling specialists and other technical resource persons, along with survey coordinators. Supervisors and interviewers should read the sections that are relevant to them. The chapter will explain:

- How to map, segment and list households
- What interviewers should do in the field
- What field supervisors and editors should do in the field.

This chapter describes the main activities to be carried out when conducting the MICS3 fieldwork. This includes activities for updating the sample by listing staff and those related to data collection by interviewers, field editors and field supervisors. The instructions on how to map, segment and list households are included here as a continuation of the decisions taken in Chapter 4 on the design and sample selected. Additional instructions for interviewers, editors and supervisors can be found in the Instructions to Interviewers (Appendix Three) and Instructions to Supervisors and Editors (Appendix Four).

HOW TO MAP, SEGMENT AND LIST HOUSEHOLDS

In Chapter 4 you were shown various sampling options for the design of your survey. Two of those options involve segmentation in the field as a key operational step. Segmentation has to be carried out in many primary sampling units (PSUs), however they are defined (some may be census enumeration areas, for example), prior to the selection of the households for the survey. Recall that under Option 2, the households within each selected segment must be *listed and then sub-sampled* for interview, whereas in Option 3, *all* the households in each selected segment are included in the sample. We now give detailed guidelines on how to map and segment your PSUs.

In this chapter, the following definitions are used:

- A *household* is a group of persons who eat and live together.
- A *dwelling* is a building or residential unit. It may include one or more households, as in the case of compounds or apartment buildings.

Sample updating activities need to be implemented well in advance and before data collection by trained listing teams, each consisting of two enumerators. A field coordinator will monitor the entire operation.

The responsibilities of the *coordinator* are:

- Obtain the basic materials and identification for all the PSUs included in the MICS3 sample.
- Arrange for the reproduction of all listing materials (listing manual, mapping and listing forms).
- Assign teams to PSUs.
- Obtain travel allowances for the teams.
- Arrange for transportation of the teams to the field.
- Monitor the receipt of the completed listing forms at the central office.
- Verify that the quality of work is acceptable.

The responsibilities of the *enumerators* are:

- Contact local officials in each PSU/segment to inform them about the listing operation and to obtain their cooperation.
- Identify the boundaries of the PSU/segment.
- Draw a map showing the location of the PSU/segment.
- Draw a detailed sketch map of the segment.
- List all the households in the segment in a systematic manner.
- Communicate to the coordinator any problems encountered in the field and follow his/her instructions.

CREATING SEGMENTS – SAMPLE OPTIONS 2 AND 3

Follow the steps below for each PSU selected:

Step 1: Ascertain the number of segments to be created. The number of segments is pre-specified in the sample selection by the sampling staff, and in that regard the coordinator should be told how many segments to create by the sampler.

Under Sample Option 2, the number of segments was determined at the first stage of selection by dividing the total number of *persons* in the PSU by the number of people in a *standard* segment, usually 500, rounding to the nearest whole number. Note that for a large number, perhaps a majority of PSUs, the number of segments under this option will be equal to one – in such cases, *no segmentation will be necessary*. Only when the number of segments is two or greater must mapping and segmentation be carried out.

Under Sample Option 3, the number of segments, again, has already been predetermined by the sampling staff at the first stage of selection, though computed differently than under Option 2. In Option 3, the number of segments is calculated by dividing the total number of *households* in the PSU by the desired cluster size, and rounding the result to the nearest whole number. Table 6.1 gives an illustration of the number of segments that the sampling staff would create for Sample Option 3 in a given PSU when the desired cluster size is equal to 20 households.

EXAMPLE (SAMPLE OPTION 3):

Suppose the frame (for example, the last population census) recorded 115 households in the PSU and the average cluster size is to be 20 households. Dividing 115 by 20 gives 5.75. Rounding it to the nearest whole number gives 6. *Exactly* 6 segments are to be created in this PSU, even if the *current number* of households is quite different from the original 115. Using Table 6.1 would give the same result by looking up the number of households (115) in the table and reading off the number of segments (6).

Table 6.1
Determining the Number of Segments to Create in a Given PSU
(Cluster Size = 20 Households) – Sample Option 3

<i>Number of Households</i>	<i>Number of Segments</i>
1-29.....	1
30-49.....	2
50-69.....	3
70-89.....	4
90-109.....	5
110-129.....	6
130-149.....	7
150-169.....	8
170-189.....	9
190-209.....	10
<i>Etc.</i>	

In some cases, the PSU may be too large, in terms of population, for easy segmentation and mapping. You may divide the PSU first into, say, four quadrants with approximately the same area and then select one of the quadrants at random before carrying out the segmentation in the sampled quadrant. In such cases, the sampling staff should be consulted. In our example, the sampler would then divide the frame count of the number of households in the PSU by four and recalculate the number of segments to create in the chosen quadrant. A note must be made of these special cases so that the correct survey probabilities and weights can be calculated later at the estimation and analysis stage.

EXAMPLE (SAMPLE OPTION 3):

With a cluster size of 20 households, a PSU with 560 households would result in 560/20, or 28, segments – too large a number for efficient segmentation. Instead, the PSU may be divided into four quadrants of about 140 households each. One quadrant would be chosen at random and, according to Table 6.1, seven segments would be created in the chosen quadrant.

NOTE: Steps 2 through 7 apply (a) only to those PSUs in Sample Option 2 that require segmentation and (b) to all PSUs in Sample Option 3. Go to Step 9 for those PSUs in Sample Option 2 that **do not require** segmentation.

Step 2: To prepare the sketch map, go to the field with the available boundary map and locate the outer boundaries of the PSU. If a map is not available, get help from a local person and draw a map marking these boundaries, identifying the names of roads, lanes and streets and showing physical boundaries such as streams, rivers and so forth (use standard symbols suggested for mapping).

Step 3: Draw internal markers that will help identify locations and aid in establishing a path of travel. These markers include internal streets, paths, streams and so forth (use standard symbols suggested for mapping).

Step 4: Draw a small square representing each dwelling unit in its appropriate location on the map. For help in later locating the households, it is also useful to mark other prominent buildings – schools, churches, mosques and so forth (use standard symbols suggested for mapping).

For purposes of making the segments, absolute precision in the count of households is not necessary. A quick count of dwellings can be used instead of counting households.

Note that the sketching should be a quick count operation for locating dwellings, which does not require knocking on doors to inquire about households or the names of occupants. An exception is multi-dwelling buildings that appear to include several households – for example, in the case of large compounds or apartment buildings, where you should ask about the number of households and record it on your map.

Step 5: Count the number of dwellings in the PSU and divide it by the number of segments that have been specified by the sampling staff (step 1, above), whether Sample Option 2 or 3. This will give you the approximate number of households that each segment should contain.

Step 6: Based on the sketch map, divide the PSU into the pre-specified number of segments with roughly the same number of dwellings. This means that the size of the segments in terms of geographic area may vary considerably – densely populated areas will have geographically small segments and low-density segments will be large. Assign each segment a number.

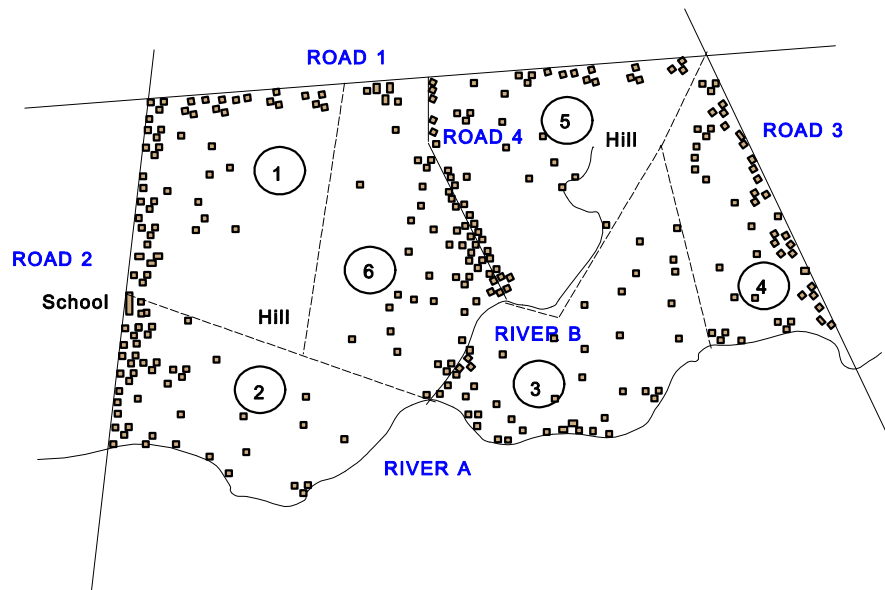
EXAMPLE:

The pre-specified number of segments is six and, after mapping, your PSU was found to contain 241 dwellings. You should then divide it into six segments of about 40 dwellings each.

It is essential to create segments in such a way that segment boundaries can be easily identified. *You may have to relax the criterion of equal-sized segments in order to achieve this.* The

segment will be visited later, perhaps by some other field worker, so the boundaries must be readily identifiable on the sketch map and on the ground.

Table 6.2
Sample PSU and Segments



Step 7: After segmentation has been completed, the next step is to select one and only one segment at random in each of the PSUs. Using a random number table, choose a random number between one and the number of segments created in the PSU to identify which segment is to be selected.

EXAMPLE:

If the PSU has been divided into six segments, using a random numbers table choose a random number between one and six to determine which is selected. Do this independently for each sample PSU.

If possible, the person selecting the segment should not be the same person who created the segmentation in the first place, in order to prevent the possibility of inadvertent bias.

Table 6.3
Using Segmentation in Urban Areas

Segmenting urban areas is easier than segmenting rural areas. Cities and towns are usually organized into blocks or some similar units. When using census enumeration areas, maps are usually available showing streets and blocks. If unavailable, these maps can be easily drawn. A quick drive through the area will let you find out whether the number of dwellings appears to be about the same in every block. If so, the segmentation may be based on the blocks or parts of the blocks.

EXAMPLE:

Let us suppose that your urban PSU, say a census tract, includes 18 very similar blocks and that you require 7 segments. Divide 18 by 7 to obtain 2.6 blocks per segment. Using the map, divide the area into 7 segments with 2.5 blocks each (the last will have to include 3 blocks to complete 18).

If the number of dwellings in the blocks varies, proceed as for the rural areas, counting the total number of dwellings in the area and later dividing them into the required number of segments.

When sketch mapping rural areas you do not have to worry about separating dwellings from households. However, in urban areas, you should ask how many households are present in tall buildings (for example, those with more than two floors).

IMPORTANT: *Step 8 applies to Sample Option 3 only.*

Step 8: Interview all households in the selected segment. Note that the number of households is likely to be different from the desired cluster size because of population changes since the frame was constructed. It is essential to interview all the households no matter what the original, desired cluster size is.

EXAMPLE

If the desired cluster size is 20 households and the selected segment in a given PSU contains 27 households, all 27 households must be included in the sample for interview. Likewise, if the selected segment is found to contain fewer than the desired 20, say 15 households, then those 15 would be interviewed.

IMPORTANT: *Steps 9 to 11 apply in Sample Option 2 to all selected segments, including those in segmented and non-segmented PSUs.*

Step 9: Make a new listing of the households in the sample segment. Include in the listing the address or other information that will pinpoint its location, the name of the head of the household, and the number of household members. This step may be carried out by the supervisor or an interviewer.

Step 10: From the listing, apply the sample interval and the random start that has been set already by the sampling staff. This will be done back in the office. Then select the sample households accordingly (that is, systematically) until the end of the list is reached. Note that the number of households selected into the sample, in a given segment, may differ from the *expected* number because of population changes that may have occurred since the frame was constructed and because sampled segments will differ somewhat in size (even without population change). *It is essential, however, to use the within-segment selection rate that was determined on the basis of the census measure of size rather than the current measure.*

Step 11: Make a list of sample households to give to the survey interviewer. Include in the list the information obtained from the listing operation described in step 9. Mark the sampled households on the segment map to help the interviewer locate them.

FIELD PROCEDURES FOR DATA COLLECTION

At the country level, field supervisors and field editors have important roles in MICS3. They are the primary links between the field coordinator and the interviewers. As such, they are responsible for ensuring both the progress and the quality of fieldwork.

This section provides the information needed by interviewers, field supervisors and field editors to carry out their duties. Candidates for the positions of interviewers, field supervisors and field editors for MICS3 should read this chapter carefully during their training. They should also study the Instructions for Interviewers (in Appendix Three) and Instructions for Supervisors and Editors (in Appendix Four), since it is necessary to thoroughly understand the questionnaire and the procedures for completing it. Individuals selected to serve as field supervisors and editors should continue to refer to this chapter throughout the fieldwork period.

INTERVIEWER RESPONSIBILITIES IN THE FIELD

The daily routine of the interviewer should include the following:

- Read the PSU (or segment) map and locate the segment.
- Follow the map boundaries closely to locate the households to interview in the segment:
 - (i) Sample Option 3 – locate and interview all the households inside the segment boundary.
 - (ii) Sample Option 2 – locate and interview only those households designated for the sample.
- Fill in a new Interviewer's Control Sheet (see Appendix Four) for each PSU (sample segment).
- Locate the household to be interviewed.
- Introduce yourself to household members and ask permission to carry out the interview.

- Apply the questionnaires to *all eligible members in the household*.
- Fill in the responses to the questionnaire in a neat and legible way.
- When in doubt about the coding of an answer, write it down in full at the margin of the questionnaire and check the correct coding with the supervisor at the end of the day.
- If applicable, carry out or assist in the additional procedures for data collection, including testing salt iodine and anthropometry.
- Check completed interviews to be sure that all questions were asked.
- Return to the household to interview women, mothers or caretakers not contacted during initial visits.

CONDUCTING AN INTERVIEW

In this section you will find a number of general guidelines on how to build rapport with a respondent and conduct a successful interview.

Building Rapport with the Respondent

The field supervisor will assign an interviewer to make the first contact with a household selected for MICS3. Any *knowledgeable adult member of the household* is a suitable respondent for the household interview (this person may or may not be a woman aged 15 to 49 years or a mother or caretaker). If, in the unlikely situation that the household is composed only of children (below age 15), the most capable child should be interviewed, but this should be brought to the attention of the editor and the supervisor. If one or more eligible women or children under five are identified in the Household Listing Form, the interviewer will complete individual questionnaires for every eligible woman and mother/caretaker identified. The first responsibility of an interviewer is to establish rapport with the respondent.

1. **Make a good first impression.** When first approaching the respondent, do your best to make her/him feel at ease. The introductory sentences at the beginning of each questionnaire should be read exactly as they are printed in the questionnaire.
2. **Always have a positive approach.** Never adopt an apologetic manner, and do not use phrases such as “Are you too busy?” Such questions invite refusal before you start. Rather, tell the respondent, “I would like to ask you a few questions” or “I would like to talk with you.”
3. **Stress confidentiality of responses.** Explain that the information you collect will remain confidential, that no individual names will be used for *any* purpose, and that all information collected will be grouped together to write a report.
4. **Answer any questions from the respondent frankly.** Before agreeing to be interviewed, the respondent may ask you some questions about the survey or how she/he was selected. The respondent may also be concerned about the length of the interview. If she/he asks, tell her/him the average duration of each of the

questionnaires, which will have been estimated during the pre-test and provided to you during your training. Indicate your willingness to return at another time if it is inconvenient for the respondent to answer questions then.

5. **Interview the respondent alone.** The presence of a third person during an interview can keep you from getting frank, honest answers from a respondent. It is, therefore, very important that the interviews be conducted *privately* and that all questions are answered by the respondent her/himself, especially for the woman's interview, which includes the most sensitive questions. If other people are present, explain to the respondent that some of the questions are private and ask where the best place is that you can talk with her alone. Sometimes asking for privacy will make others more curious, so they will want to listen; you will have to be creative in finding a solution. Establishing privacy from the beginning will allow the respondent to be more attentive to your questions.

Tips for Conducting the Interview

1. Be neutral throughout the interview.
2. Never suggest answers to the respondent.
3. Do not change the wording or sequence of questions.
4. Handle hesitant respondents tactfully.
5. Do not create expectations about assistance based on the responses.

FIELD PROCEDURES

Fieldwork for MICS3 will proceed according to a timetable, and the survey will be successful only if each member of the interviewing team understands and follows correct field procedures.

Preparatory Activities and Interviewer's Control Sheets

Each morning your supervisor will brief you on your day's work and explain how to locate the households assigned to you. When your supervisor assigns households to you, you should write the identification information on the Interviewer's Cluster Control Sheet. The identifying information (household number, name of the head of the household) and your name and date of assignment will be written in Columns 1 and 2.

Columns 3 through 7 of the Interviewer's Cluster Control Sheet serve as a summary of the results of your work in the field for each household. At the end of the day, you will be responsible for recording in these columns the final outcome for all household visits and individual interviews you have conducted.

When you receive your work assignment, review it and ask any questions you might have. Remember that your supervisor and editor will not always be available to answer questions once the work begins. You should be sure that:

- Columns 1 and 2 of your Interviewer's Cluster Control Sheet are complete and that it contains all the information you will need to identify the selected households
- You have a Household Questionnaire for each household you are assigned
- You fill in the identification information on the cover page of each Household Questionnaire
- You know the location of the selected households you are to interview and have sufficient materials (maps, written directions, etc.) to locate them
- You understand any special instructions from your supervisor about contacting the households you are assigned
- You have several blank questionnaires for women and children under five.

After completing a household interview, you will allocate a Questionnaire for Individual Women and Questionnaire for Children Under Five for each eligible woman and child identified in the household. Fill in the identification information on the cover sheet of the appropriate questionnaire for each eligible woman and child identified in the Household Schedule.

Contacting Households

Each country may have a specific method of numbering the structures and households so that each has a unique number within the selected cluster. The instructions here assume a sample design that includes the assignment of unique numbers on all structures within sampling units and a listing of households, identified by name of the head of household. Each household is then assigned a number and the sample of households selected. In countries where the sample is drawn on the basis of dwellings rather than households, the contact procedures will have to be modified.

You may have problems in locating the households that were selected, because the people may have moved or the listing teams may have made an error. Here are examples of problems you may encounter and how to solve them:

- **The selected household has moved away and the dwelling is vacant.** If a household has moved out of the dwelling where it was listed and no one is living in the dwelling, you should consider the dwelling vacant and circle '6' ('Other') in HH9 on the cover sheet of the Household Questionnaire and write in 'Dwelling vacant' in the space provided.
- **The household has moved away and a new household is now living in the same dwelling.** In this case, interview the new household.
- **The structure number and name of household head do not match with what you find in the field.** Say, for example, that you have been assigned a household headed by Sola Ogedengbe, who is listed as living in structure number 003. But when you go

to 003, the household living there is headed by Mary Kehinde. Consider whatever household is living in 003 as the selected household. You would interview the household headed by Mary Kehinde.

- **The household selected does not live in the structure that was listed.** If, for example, you are assigned a household headed by Vincent Okigbo, located in 007, and you find that Vincent Okigbo actually lives in another structure, interview the household living in 007. In other words, if there is a discrepancy between the structure number and the name of the household head, interview whoever is living in the structure assigned to you.
- **The listing shows only one household in the dwelling, but two households are living there now.** In this case, interview both households, and make a note on the cover page of the household that was not on the listing. Your supervisor will assign this household a number, which you should enter on the questionnaire. However, if the listing shows two households, only one of which was selected, and you find three households there now, only interview the one that had been selected and ignore the other two. In either case, inform your supervisor of the situation.
- **The head of the household has changed.** In some cases, the person who is listed as the household head may have moved away or died since the listing. Interview the household that is living there.
- **The house is all closed up and the neighbours say the people are on the farm (or away visiting, etc.) and will be back in several days or weeks.** Circle '2' ('Not at home') in HH9 on the cover sheet of the Household Questionnaire. The house should normally be revisited at least two more times to make sure that the household members have not returned.
- **The house is all closed up and the neighbours say that no one lives there; the household has moved away permanently.** Circle '6' ('Other') in HH9 on the cover sheet of the Household Questionnaire and complete 'Other specify' appropriately.
- **A household is supposed to live in a structure that, when visited, is found to be a shop and no one lives there.** Check very carefully to see if anyone is living there. If not, circle '6' ('Other') in HH9 on the cover sheet of the Household Questionnaire and complete 'Other specify' appropriately.
- **A selected structure is not found in the cluster, and residents tell you it was destroyed in a recent fire.** Circle '4' ('HH not found/destroyed') in question 9 on the cover sheet of the Household Questionnaire.
- **No one is home and neighbours tell you the family has gone to the market.** Circle '3' ('Not at home') in HH9 on the cover sheet of the Household Questionnaire and return to the household at a time when the family is likely to be back (later in the day or the next day).

Identifying Eligible Respondents

To be 'eligible' means to 'qualify' for something. An eligible respondent is someone who is qualified to be included in the survey. You will use the Household Questionnaire to identify who is eligible to be interviewed for the Questionnaire for Individual Women and the Questionnaire for Children Under Five. All women aged 15 to 49 years and all children under 5 years of age who are members of the household are considered eligible in MICS3. It is very important that you do not miss an eligible respondent when you fill in the Household Listing Form.

The following are examples of the kinds of problems the interviewer may experience in obtaining an interview with an eligible woman (for the woman's questionnaire) or a mother or caretaker (for the under-five's questionnaire):

- **Eligible respondent not available.** If the eligible respondent is not at home when you visit, ask a family member or a neighbour when the respondent will return. You should contact the household at least three times, trying to make each visit at a different time of day. Under no circumstances is it acceptable to conduct all three visits on the same day and then stop trying to contact the respondent.
- **Respondent refuses to be interviewed.** The respondent's availability and willingness to be interviewed will depend in large part on the initial impression you make when you meet the respondent. Introduce yourself and explain the purpose of your visit. Read the introduction printed on the appropriate questionnaire. If the respondent is unwilling to be interviewed, it may be that the present time is inconvenient. Ask if another time would be more convenient and make an appointment.
- **Interview not completed.** A respondent may be called away during the interview or may not want to answer all the questions at the time of your visit. If an interview is incomplete for any reason, you should try to arrange an appointment to see the respondent again as soon as possible to obtain the missing information. Be sure that you record on the cover sheet of the questionnaire that the interview is incomplete and indicate the time you agreed upon to revisit the household; you should also report the problem to your editor or supervisor.
- **Respondent incapacitated.** There may be cases in which you cannot interview a respondent because the person is too sick, is mentally unable to understand your questions or because she/he is deaf, etc. In these cases, specify that the respondent is incapacitated on the cover sheet of the questionnaire (circle '5' in WM7 or UF9).

The outcome and date of the final attempt to contact an eligible respondent should be noted in Column 8 of your Interviewer's Cluster Control Sheet. It is important that you are consistently accurate in recording your visits, since this form provides a summary of all eligible respondents in the MICS3 sample. These forms will be returned to the central office for review following completion of interviewing.

Making Call-backs

Because each household has been carefully selected, you must make every effort to conduct interviews with the households assigned to you, and with the eligible respondents identified. Sometimes a household member will not be available at the time of your first visit. You need to make at least three separate visits when trying to obtain a household interview, and at least three separate visits when trying to obtain interviews with women or children under five.

At the beginning of each day, you should examine the cover sheets of your questionnaires to see if you made any appointments for revisiting a household or eligible respondent. If no appointments were made, make your call-backs to a household or respondent at a different time of day than the earlier visits: For example, if the initial visits were made in the early afternoon, you should try to arrange your schedule so you make a call-back in the morning or late afternoon. Scheduling call-backs at different times is important in reducing the rate of non-response (that is, the number of cases in which you fail to contact a household or complete an individual interview).

Checking Completed Questionnaires

It is the responsibility of the interviewer to review each questionnaire when the interview is finished. This review should be done before you leave the household so that you can be sure every appropriate question was asked, that all answers are clear and reasonable, and that your handwriting is legible. Also check that you have followed the skip instructions correctly. You can make minor corrections yourself, but the respondent should clarify any serious errors. Simply explain to the respondent that you made an error and ask the question again.

Returning Work Assignments

At the end of fieldwork each day, check that you have filled out the cover sheet of a Household Questionnaire for each household assigned to you, whether or not you managed to complete an interview. You should inform your supervisor about any problems you experienced locating a household, completing a Household Questionnaire, or conducting an interview with an eligible respondent. For difficult cases, at least three visits will be made to a household during MICS3 in an effort to obtain a completed interview.

Once you have completed all the interviews required for a sample household, the completed Household Questionnaire, with accompanying questionnaires for women and for children under five placed inside, must be returned to your supervisor. Make sure you have filled in on your Interviewer's Cluster Control Sheet the final result and date of all interviews you completed and the date you returned the questionnaires to your supervisor.

Supplies Required for Fieldwork

Before leaving for the field, interviewers should make sure they have adequate supplies for the day's work (including those described in Table 5.1). These supplies include:

- A sufficient supply of questionnaires
- Interviewer's Cluster Control Sheets
- Interviewer's Manual
- Identification documents
- A clipboard
- Blue ballpoint pens
- A briefcase or bag in which to carry the questionnaires
- Visual aids such as vitamin A tablets, literacy cards, etc. (see Table 5.1)
- Salt testing kits
- Any personal items you will need to be comfortable, given the circumstances and the area in which you are working.

WHAT EACH FIELD SUPERVISOR AND EDITOR SHOULD DO

Supervisors and editors will have many tasks during the survey. While a summary of the tasks is included here, a more complete description of the field supervisors' and editors' duties and responsibilities is included in Appendix Four: Instructions for Supervisors and Editors.

Responsibilities of the Field Supervisor

The field supervisor is the senior member of the field team. He/she is responsible for the well-being and safety of team members as well as the completion of the assigned workload and the maintenance of data quality. The field supervisor receives his/her assignments from, and reports to, the field coordinator. The specific responsibilities of the field supervisor are to prepare for the fieldwork, to organize and direct the fieldwork, and to spot check the data collected in the Household Questionnaire.

Preparing for fieldwork requires that the field supervisor:

- Obtain sample household lists and/or maps for each area in which his/her team will be working and discuss any special problems.
- Become familiar with the area where the team will be working and determine the best arrangements for travel and accommodations.
- Contact local authorities to inform them about the survey and to gain their support and cooperation.
- Obtain all monetary advances, supplies and equipment necessary for the team to complete its assigned interviews. Careful preparation by the supervisor is important

for facilitating the work of the team in the field, for maintaining interviewer morale, and for ensuring contact with the central office throughout the fieldwork.

Organizing fieldwork requires that the field supervisor:

- Assign work to interviewers, taking into account their linguistic competence, and ensure that there is an equitable distribution of the workload.
- Maintain fieldwork control sheets and make sure that assignments are carried out.
- Make spot checks of the Household Questionnaire by conducting household interviews.
- Regularly send completed questionnaires and progress reports to the field coordinator and keep headquarters informed of the team's location.
- Communicate any problems to the field coordinator.
- Take charge of the team vehicle(s), ensuring that it is kept in good repair and that it is used only for project work.
- Ensure that questionnaires are kept confidential and that interviewers do not discuss the results of the interviews among themselves or with others.
- Make an effort to develop a positive team spirit; a congenial work atmosphere, along with careful planning of field activities, contributes to the overall quality of a survey.

Responsibilities of the Field Editor

The specific duties of the field editor are to monitor interviewer performance and to carry out anthropometric measurements of children (see procedures for weighing and measuring in Appendix Five). Close monitoring of interviewers and editing of completed interviews is essential to assure that accurate and complete data are collected. This is especially important during the initial phases of fieldwork, when it is possible to eliminate interviewer error patterns before they become habit.

Monitoring interviewer performance requires that the field editor:

- Observe several interviews every day.
- Edit all completed questionnaires in the field – editing must be completed prior to leaving the sample area where the data was collected.
- Conduct regular review sessions with interviewers and advise them of any problems found in their questionnaires.
- Put completed questionnaires from a sample area in order and pack them up to be sent to the central office.

Table 6.4
Keeping Up the Morale of the Team

Particularly after the first 2-3 weeks of fieldwork, it is important to keep the morale of the team high. Interviewing becomes routine and standards may be relaxed. Here are some suggestions for maintaining the team's spirits:

- If possible, avoid having fieldworkers away from their families for more than 2 consecutive weeks.
- Ensure that the fieldworkers understand exactly how much and when they will get paid and avoid any delays in paying them. Ensure that money for expenses (for example, meal allowances) is provided before costs are incurred.
- The fieldwork team should work together as a group at all times. Interviewers can carry out interviews in neighbouring houses in the same cluster, while the editor is in the cluster area as well, editing questionnaires or going to households to carry out anthropometric measurements as interviewers call and tell them that there are eligible children. The supervisor is preferably with the team at all times too, taking care of all logistic arrangements, observing interviews from time to time, editing questionnaires if necessary, especially in clusters where the editor is using most of her/his time measuring/weighing children. This increases the sense of security among the team, and it becomes possible to help each other make decisions about locating houses and so forth.
- Special attention must be paid to drivers. You should brief them and explain the need for random sampling and for reaching sample households that may be far away from good roads. They must also be instructed about the need to avoid interfering with the interviews. Otherwise, they may try to influence the sampling and interviewing procedure.
- Within the limitations imposed by the workload, interviewers should have time to rest at midday and at the end of each working day, as well as having at least 1 full day off per week. Otherwise, they will become excessively tired and this will affect the quality of their work.