



STEP  
8

## Train assessment personnel

### 8.1. Develop the field survey manual

To prepare for data collection, surveyors will need to participate in a training of approximately three days for household selection, data collection, reporting and decision-making in the field. As a first step to organizing the training and developing the manual, it will be important

- Overview of the ITN campaign
- Overview of the assessment, its purpose, and key questions of interest, how the assessment will be carried out and how the results will be used
- Review of the instructions for each step of implementing the assessment, including hands-on exercises to practise each of the steps with hypothetical case studies and data, allowing participants to ask questions and refine their approach
- Review of the content and purpose for data collection forms, applications and technology (for digital data collection), including practice in completing the forms with hypothetical data
- Practice session in a community close to the training venue which allows each surveyor the opportunity to draw and use segmentation mapping, select the random starting point HH(s) in the cluster and conduct the HH sampling. This should be scheduled for at least half a day and should include ample time for surveyors to ask questions, discuss any problems encountered, adapt the field manual as needed for the logistics and planning of the fieldwork (being careful not to edit any components of the manual that would alter the assessment itself and cause a misalignment with the assessment being conducted in other areas)

to develop a **detailed agenda for the training session** to be implemented. The training workshop agenda, adapted from the *GPEI Field Manual for Assessing Vaccination Coverage Levels Using LQAS* should include a(n):

- Written pre- and post-test to understand surveyor strengths and weaknesses, track progress after the training, and identify any surveyors not performing to a minimum threshold of capacity needed for a quality assessment
- Plan for reinforcement, if necessary, if post-test results show weaknesses or misunderstanding



Based on the training agenda, a **cLQAS field survey manual** should be developed, incorporating the assessment design (Step four) and instructions for field teams. The manual will include instructions<sup>27</sup> for:

- Introducing the assessment and its objectives
- How to select the clusters in each lot, with the help of local public health officials (if it is not possible at central level to pre-select the clusters)
- How to choose HHs based on random sampling presented in Step four
- How to choose an individual in the HH who should be interviewed
- How to administer the questionnaires
- How supervision and monitoring will be organized
- How to report results, when and to whom while in the field
- Troubleshooting problems

## 8.2. Organize training sessions

Training sessions should be organized well in advance, including selection of venues and catering services and invitations to participants with information about timing for arrival, transport and location and duration of stay. It will be important for facilitators to ensure that they have identified areas where the community-level practice session will take place and ensure that community leaders are informed in advance of the training. Equipment and materials for the training should be available in

advance of starting the session.

To ensure that surveyors understand and retain the key information presented, trainers should incorporate key aspects of effective training, as described in the **AMP Considerations for training for implementation of ITN mass distribution campaigns**<sup>28</sup>. For example, effective training requires including the use of practical and interactive sessions, and preparation and delivery of materials based on adult learning principles.

27. GPEI (2012).

28. [https://allianceformalariaprevention.com/wp-content/uploads/2022/06/Training\\_ITN\\_Campaign\\_Considerations\\_for\\_Training\\_032021\\_EN.pdf](https://allianceformalariaprevention.com/wp-content/uploads/2022/06/Training_ITN_Campaign_Considerations_for_Training_032021_EN.pdf)

