

9.1. Coordinate with health and administrative authorities

Involvement of health and administrative authorities at regional, district, other sub-national and community levels in ITN campaign activities, including the assessment, is vital to the quality and success of the campaign. Given the many competing demands on the time and attention of authorities at all levels, it is important for the M&E sub-committee to include information regarding the campaign assessment as part of overall ITN campaign updates, taking care not to share details of the assessment logistics which could introduce bias. For national assessments, this information-sharing will need to align with regular ITN campaign updates to authorities.

It is critical to communicate assessment findings to district and regional health authorities and the national malaria programme daily, including

corrective actions that have been identified for HHR and/or ITN distribution activities. The data analyst should submit both a written and verbal summary of results to the M&E sub-committee and assessment coordinator at the end of each day or the following morning if additional time is needed to analyse results. Results should be submitted to health personnel at the level of the lot being assessed (e.g. district or sub-district), the levels above including other sub-national levels (e.g. region) and to the national malaria programme and M&E sub-committee. Ideally, assessment supervisors for in-process assessments should attend the daily ITN campaign debrief meetings at the lot and/or sub-national level to discuss assessment findings and any corrective action(s).

9.2. Prepare data collection tools

Once the questionnaires and any additional data collection and supervision tools are finalized, it is important to ensure that all assessment teams have the data collection tools that they need.

Paper-based data collection tools. Printing, collating, stapling and preparation of boxes for storing and transporting printed questionnaire copies should be organized well in advance of the assessment. A detailed plan is required for the preparation of a sufficient number of questionnaire copies for surveyors and supervisors. If sub-national printing facilities are available and reliable, they may reduce transport time and costs. When the printed questionnaires are delivered, it will be critical to carefully check several boxes to ensure that copies are complete, legible and stapled in the correct order.

Electronic data collection tools. After the tool is selected (Step four and Annexes 4 and 5), it will be important to identify the specific types

of equipment needed for data collection. Tasks may include procurement of dedicated smartphones or tablets for the assessment, though this option is very costly and may not be feasible. In many cases, the MOH and partners may have smartphones or tablets which can be used for the purposes of the assessment. If a research agency or independent organization will be contracted to support the assessment, the request for applications for interested organizations can specify digital data collection as part of the requirements. Alternatively, surveyors may be selected in part based on their ownership of a smartphone which can be used for the assessment. As this approach is used in more studies, lessons learned are emerging on the use of personal mobile phones for data collection²⁹.

29. See the experience of Togo using personal mobile phones for an ITN distribution campaign. https://allianceformalariaprevention.com/wp-content/uploads/2022/05/AMP_digitalisation_mass_campaign_Togo_EN.pdf

9.3. Plan for data processing

The M&E sub-committee should support the identification of available desktops and laptops for data processing and analysis (Step ten).

9.4. Organize data collection fieldwork administration and logistics

Well-organized administration and logistics for each component of the HHR or ITN distribution assessment will reinforce the quality of the training, data collection, data processing and analysis. To achieve this, detailed plans should be developed for:

- Logistics for secure transport of field staff and supervisors to and from training and data collection sites. Generally, each data collection team has one dedicated vehicle with a driver so vehicles must be large enough to carry a full team and their equipment. In some cases, vehicles may not be able to reach selected clusters and alternative transport options (motorcycles, boats, etc.) may need to be planned and budgeted for.
- Procurement, transport and provision of assessment materials for each supervisor and/or surveyor. Materials may include:
 - ✦ Pens, folder, notebook, flipchart, markers, maps for training
 - ✦ Pens, pencils, clipboards, job aids for data collection
 - ✦ Identification badge or other identifier for surveyors, supervisors
 - ✦ Chalk or markers to mark houses
- Administration of accommodation fees and per diem for field staff

The *GPEI Field Manual for Assessing Vaccination Coverage Levels Using LQAS* includes a useful checklist pre field deployment, which recommends that everyone going to the field bring the following items:

1. **Personal identification:** to always be able to demonstrate who you are and why you are there to the interviewees.
2. **Survey manual:** for reference in the field.
3. **List of the localities (clusters) in the lot to survey:** if it is not possible at central level to pre-select the clusters where the survey will take place, then the survey teams will need to select the clusters once they are in the lot with the help of local public health officials.
4. **Maps of the localities to survey:** if maps of the localities (clusters) of the lots are available in advance, it may be helpful to provide electronic or paper copies of them or links to online maps to the survey teams during training; if they are not available survey teams will have to draft them on site.
5. **Table of random numbers or random number generation application:** to allow random selection of sectors in a village (or settlement) with more than 20 HHS, individuals, etc.
6. **Notepad and pen:** to take notes, draft the map of the locality if needed, complete the questionnaires.
7. **Questionnaires:** carry spare copies in case the questionnaires get lost or damaged during travel.
8. **Summary sheet:** also carry spare copies in case of loss or damage during travel.
9. **Survey contact sheet:** to know who to contact during the survey, especially if a decision needs to be taken in their lot.

9.5. Ensure data quality control and assessment supervision

The most important component of ensuring **data quality** is to supervise the data collection adequately. Assessment supervisors observe a person or activity to make sure that everything included in the assessment protocol and/or field survey manual is done correctly and safely. Assessment supervisors should observe surveyors on the job and provide any feedback to help the surveyors improve their approach for subsequent HH visits and interviews. Supervisors should return to a few of the HHs where interviews were conducted to do a short interview and compare the results of the survey team with the supervisor's notes.

Assessment supervisors should provide feedback directly to surveyors and a summary of any significant issues to the assessment

coordinator and should keep notes of their observations to include in daily and final assessment supervision reports. To reinforce supervision observations leading to actionable improvements during the assessment, the assessment coordinator should also participate in daily data summary and daily review meetings with HHR or ITN distribution teams and their immediate supervisors.

Data quality may also depend on motivation and morale of the surveyors, both of which are important to the overall effectiveness of the assessment, and so it is important during planning and budgeting to ensure security, administrative and logistics support for data collection teams and supervisors.

Data collection

- In each selected cluster, the data collection team should prepare a sketch map, locate the boundaries of the cluster and undertake HH selection in line with the sample design
- If the HH members in selected HHs are not present, the interview team should apply the approach for HHs not at home identified in the survey design (Step four)
- For each interview, the surveyor should present her/himself as well as the objective of the assessment and secure informed consent from the head of HH and interviewee(s) (if different) to conduct the survey, hold the interview and mark the HH
- Surveyors must ensure that they collect data from exactly 10 HHs in each cluster