

### 6.1. Select assessment teams – composition and roles

The *GPEI Field Manual for Assessing Vaccination Coverage Levels Using Clustered LQAS* provides a comprehensive description of the composition and roles of successful survey teams, which is adapted below for ITN campaign assessments<sup>23</sup>.

Personnel for successful assessments include:

- Data analyst
- Coordinator
- Supervisors
- Surveyors
- Local guides

To maintain objectivity of the assessment process and results, all personnel should be selected among qualified health system staff or applicants who are not directly involved in the ITN campaign itself. In the case of in-process assessments, it would not be feasible for HHR and/or ITN distribution staff to participate in the assessment given other roles and responsibilities. For this reason, if a national malaria programme does not have funds for external monitoring to be implemented and will conduct the assessment(s) internally, staff selected should be different from those already identified for campaign supervision and monitoring roles.

**Data analyst.** The data analyst will work closely with the M&E sub-committee to finalize the mobile device application questionnaire, working from the model questionnaires in [Annex 14](#). The data analyst will also support several critical steps early in the assessment planning process, including the development and testing of skip and calculation logic

embedded in the questionnaires and pre-testing of the questionnaires; the selection of a survey data analysis application (e.g. Stata, R, SPSS); and the development and running of the coding in preparation for data cleaning and analysis prior to the start of the cLQAS. She/he will develop the summary indicator and dummy data tables and analyse and share results from data collected as quickly as possible with members of the M&E sub-committee, assessment coordinator and other stakeholders and decision-makers.

Important criteria for selecting the data analyst include skills and experience in data analysis, mobile device applications and mapping. National malaria programmes will need to consider internal capacity, expertise within other MOH departments or campaign partner organizations, or alternatively to engage an external consultant for this important role.

**Assessment coordinator.** Ideally, the assessment will be coordinated by the M&E sub-committee chair, or her/his designated national malaria programme or partner staff member if, for example, an independent organization is contracted to implement the assessment or support data compilation, cleaning and analysis. The coordinator ensures that the assessment planning and implementation proceeds according to the protocol, budget and timeline established. The tasks include recruiting personnel, securing equipment and resources, overseeing training and supervision, and interpreting and sharing results. The coordinator and data analyst will also need to establish and maintain close communication with national malaria programme leadership at central and sub-national levels to review assessment data and determine actions needed in the case of uncertain or failed cluster results.

23. GPEI (2012). *Assessing Vaccination Coverage Levels Using Lot Quality Assurance Sampling*. Field Manual.

**Assessment supervisors** may be hired or nominated for this role of ensuring assessment quality. Supervisors may be selected from independent partners who are not involved in the campaign, such as non-governmental organizations (NGOs) or universities, WHO, UNICEF or other technical partners. Supervisors guide overall effective organization of the data collection activities. Throughout the process, supervisors review the data from surveyors, conduct preliminary analysis of data results daily, and transmit the paper-based or electronically collected data which has been entered into mobile devices or spreadsheet applications to a web database accessed by the

data analyst, as noted in Step 10.2. The M&E sub-committee and/or assessment TWG should establish a mechanism for assessment supervisors to share results as part of daily debriefings with health facility and district ITN campaign staff.

**Surveyors** conduct HH visits and administer the questionnaire. They need to be familiar with and understand the local geography and culture to ensure a successful assessment. As described in the Training Field Staff for DHS Surveys manual<sup>24</sup>, criteria for selecting surveyors are presented in Table 5.

**Table 5:** Criteria for selecting surveyors

<b>Gender</b>	Consider gender equity in hiring, to allow for assessment respondents to be interviewed by someone who is of the same sex when feasible or requested
<b>Language</b>	Ensure that candidates are fluent in the language(s) used for training as well as at least one of those used in the questionnaire
<b>Educational level</b>	For example, a secondary education
<b>Previous assessment experience</b>	If feasible. Stakeholders may be able to recommend research staff or consultant surveyors who have already supported other studies
<b>Availability</b>	Available for the whole length of the assessment. Potentially, they will need to work evenings and weekends and may not return home during the activity
<b>Personal attributes</b>	Maturity, integrity, approachability, respectful attitude, attention to detail, a commitment to assessment results and ability to achieve objectives within established deadline
<b>Physical fitness</b>	Surveyors may need to travel long distances in varying conditions

A standard recruitment process should be applied in considering field staff for the ITN campaign assessment team, including careful review to ensure that no real, potential or

perceived conflict of interest is present in terms of any other personal, familial or professional interest in the outcome of the ITN campaign.

24. ICF Macro (2009). Training Field Staff for DHS Surveys. Calverton, Maryland, U.S.A.: ICF Macro.

**Local guides.** In some cases, where qualified surveyors are less familiar with the geographical area, local guides may be recruited to support surveyors. In areas experiencing insecurity, local guides can help to facilitate access for assessment teams as well as raise awareness of any changes in the security situation that may

affect the safety and ability of assessment teams to circulate. Local guides may also be important in areas where the cultural context may make it difficult for surveyors from outside the area to gain the trust of HHs to allow entry into homes and to respond openly to survey questions.

## 6.2. Identify number of surveyors and number of days needed to conduct assessments

The number of surveyors needed depends on the geographic size of the lots, length of the questionnaire, the conditions in the field, and the availability of vehicles for ease of movement. As noted in section 4.4, typically, assessment data collection for six to ten clusters may be

completed within as few as two days, using three to five teams of one to two surveyors for each team, equipped with vehicles. Where feasible, it is useful to recruit 10–15 per cent more than the number of surveyors needed, to cover needs in case of illness or attrition.

## 6.3. Establish recruitment processes

To support the unbiased selection of field staff candidates with the strongest qualifications, it is important to establish a standard documented process for the review of all applications and selection of final candidates for the assessment. As described in Training Field Staff for DHS Surveys manual<sup>25</sup>, the components of this process may include:

- **Recruiting at sub-national level(s)** so that respondents can clearly understand the language spoken and identify surveyor(s) as “local”. Surveyors who are familiar with the local area can also support assessment planning and logistics and advise on specific customs or practices to support the smooth functioning of the assessment. Disadvantages with sub-national recruitment may include higher costs for training where it is centralized.
- **Equitable recruitment**, including outreach to vulnerable groups and hard-to-reach populations will reinforce the ITN campaign vision to reach all who need ITNs and will allow flexibility in deploying assessment staff to conduct interviews according to gender, cultural and contextual needs to reassure assessment participants.
- **Objective criteria**, as captured in standard application forms and applicant tests, including for example educational level, length of previous experience, language ability, knowledge of local context in assessment zones, attention to detail, handwriting legibility, ability to undertake the necessary walking for field work, as well as availability.
- **Talents** needed to perform interviews well, including sound judgement and troubleshooting skills, maturity to handle challenges as they arise in the field, approachability and ability to speak clearly and respectfully with respondents across many HHs and communities, as well as integrity and commitment to the quality and viability of assessment results.
- **A personal interview with the candidate** to confirm written application inputs, language skills, availability and other criteria. A standard set of interview questions should be developed and notes captured during each interview retained.
- **Documentation of the process**, including notes taken by hiring manager(s), candidate archives, and any scoring of CVs and criteria used for the scoring.

25. ICF Macro (2009). Training Field Staff for DHS Surveys. Calverton, Maryland, U.S.A.: ICF Macro.