**Protocole FOR CONDUCTING A SURVEY**

**INDICATIVE content**

**[TITLE of the SURVEY]**

**[PROJECT]**

**[PROGRAM]**

**[Delegation]**

# BACKGROUND AND RATIONALE

* 1. **Context** : Outline of the project that the survey fits into ; the context
	2. **Justification**
		1. Interest and necessity for carrying out this study
		2. Available information on the question and information gap, what is at stake, why now ?)

# PURPOSE AND OBJECTIVE OF THE SURVEY

* 1. **General objective**

What are we aiming to get out of the survey ?. Eg. Situation snapshot, test an hypothesis, evaluation, exploration. Eg. “gather baseline information about knowledge, attitudes and practices of X with regards to child labor in a certain area among caregivers”.

* 1. **Specific objectives**

(2 to 5) following on from main objective. (*When for a baseline – endline study – list relevant indicators that will be examined).*

* 1. **Main survey’s initial questions and /or hypothesis** :

Question and anticipated findings but refutable (to precise what we would like to know and orient data collection) that we would like to test.

Attention : indicate comparison requirements, which will determine sampling design. If comparison has to be done overtime, then same design and instruments will be used.

# AUDIENCE AND USE OF FINDING

* 1. **Utilisation of survey’s results** : main targeted audience ? Will the results be published ? Communicated to whom and how ? Are they any communication output planned – required ? (reports, presentations, others)

# METHODOLOGY

* 1. **Target population – unit**

Demographic characteristics, access to services, social and professional characteristics, others (children on the move..). Unit : from whom data will be collected (head of household ? Social worker… ?)

* 1. **Geographical scope**
	2. **Sampling design**

Which methods would you suggest a priori as the most valid according to objective, population size to be examined and of the study, context and resources ? Simple (systematic) random sampling, Stratified, cluster, purposive ? Expected prevalence and degree of accuracy ? Leave up to experts to review and refine the sampling design.

[eg : cross-sectional study with two-staged cluster sampling technique. Clusters are defined as villages and are considered as the smallest geographical unit (…)In the Clusters were selected at random by assigning probability to population size (PPS). Thus, 30 clusters, each comprising at least 100 households were sampled. In the second sage, Households were chosen at random from within each cluster area. A list of households in the area was obtained from the village elders. Since each team was to assess 15 households per cluster, a sampling interval was determined from the total number of households obtained. A starting point was then randomly selected and subsequent households identified through the calculated sampling interval]. (Maternal, Child Health & Nutrition Survey, Bengladesh - Tdh 2016)

* 1. **sampling size calculation**

See sampling guidance

* 1. **Data collection tools and procedure**

[Modalities for questionnaire design, validation process, testing and translation, topics included]. See international and national standards and models.

* 1. **Data quality insurance mechanism, team and organization**

[Profile, enumerators’ team, training mechanisms, data collection work plan, supervision team and mechanism, data quality control].

* 1. **Data entry and treatment**

How and by whom, which matrix / software, data entry supervision, cleaning.

* 1. **Data analysis modalities and plan**

Who, software. Main analysis expected, Main variables to be cross-check, data visualization modalities. Calculation modalities

See Data analysis plan model.

# Ethical consideration

[Describe any specific or possible ethical issue that could arise from the survey. Describe potential risks and process to mitigate them]

Description of mechanisms that will be adopted to guarantee : protection and security of respondent and teams, informed consent, confidentiality of data, data use and protection, expertise and adequate skills (psychologist, social worker, educators, other staff having completed specialized communication training courses)– preparation of the team, acute protection cases referral in case of emergency during the data collection work] and secure storage of data following survey closure.

For collective sensitive information through Mobile Data collection mechanisms, do not use a free tool like Kobo, but rely on advanced MDC tool such as Survey CTO and contact IM advisor).

For more information about : sensitive and Personally Identifiable Information international standards o See chapter 6 of professional standard for professional work at : <https://www.icrc.org/eng/assets/files/other/icrc-002-0999.pdf>

also DPIA: Data Protection Impact Assessment tools <https://www.icrc.org/en/download/file/18149/dpia-template.pdf>

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|  ***Check: Ethical considerations in conducting surveys**** *The enumerators and supervisors should be experienced and qualified for the tasks, be aware of Do no Harm approach and have strong communication skills*
* *The questionnaires should be reviewed from a gender and child-friendly perspective. Before carrying out a survey involving children, extreme care should be considered (relevance, validity…). Composition of enumerators teams should be gender balanced (in some contexts, women should always be interviewed by women and men, by men).*
* *Participating in the survey should not represent a risk for the interviewees. Any serious adverse effect should be reported and monitored.*
* *Informed consent should be given before participating in a survey, and the participants should be able to withdraw at any moment. Respondents should be explained how the research findings are likely to be used. They must then be asked, and must be free to choose, whether or not: they can be quoted in materials; photographs can be taken and used, name can be used in material. Their choices must be clearly recorded and always kept with their testimony and/or the relevant media.*
* *If it is agreed that all or any part of a participant’s testimony should be confidential then that commitment must be clearly recorded and respected. If the testimony is to be made anonymous, or used with a false name, make sure that any other identifying details are also changed.*
* *The place should be comfortable and guarantee freedom of speech. confidentiality and privacy.*
* *No money should be given for participating in a survey, unless participants would have incurred direct financial cost for ensuring their participation*
* *During the survey, any serious protection case identified should be reported or referred. Participants to the survey should be enabled to contact Tdh team or the supervisor of the survey to report any major issue.*
* *Any consultant and enumerators involved in a survey are entitled to sign Tdh’s Child Safety Policy*
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# TIMEFRAME

Specify the expected starting date and the estimated length in terms of working days (recommended), using, if possible, a timetable or a Gantt diagram. You can combine with roles and responsibilities.

Highlight the different phases

* Refine research questions
* Refine analysis plan
* Sampling
* Questionnaire design :
	+ preparation,
	+ testing
	+ piloting
	+ translation
	+ training
* Data collection
* Data entry
* Data cleaning
* Data pre-analysis
* Data analysis
* Report drafting
* Presentation and debriefing

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| --- |
| For optimal survey planning, think about the following :* Number of surveyors
* Number of surveyors team that will cover different zones in the same time
* Number of interviews that must be carried out in the same geographic zones
* Commuting time between / within geographical areas
* Average number of interviews that can be made daily, taking into account presumed availability of potential interviewees (Gender and Child sensitiveness !)
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# DISSEMINATION PLAN

***Exemple (to be included)***

# BUDGET

See [budget template].


# REFERENCE DOCUMENTS AND ANNEXES

List the documents required for the preparation of the survey ; desk review, secondary information, informed consent forms…