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The U.S. Government's Global Hunger & Food Security Initiative

Pilot Protocol

Zone of Influence Survey



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UNIVERSITY
Department of Agricultural Economics

METSS
Monitoring, Evaluation and Technical Support Services



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- This **Protocol Pilot** describes Feed the Future's approach to piloting the ZOI surveys.
- The main purpose of the pilot is to run an end-to-end test of all survey procedures under field conditions, and develop solutions for any issues that may arise.



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The following steps are required to implement the pilot:

1. Select the pilot location and determine the sample.
2. Practice the field procedures required to collect the data.
3. Debrief survey staff on problems encountered and discuss possible solutions.
4. Revise the survey instrument or procedures, as needed, based on findings from the pilot.



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Step I: Select the pilot location and determine the sample.

- The pilot should be conducted under realistic field conditions, in communities with cultural, linguistic, and livelihood characteristics that are similar to the sampled areas of the ZOI surveys.
- It is important to conduct the pilot in areas where the languages of translated questionnaires are spoken so that the translations can be tested and interviewers can practice carrying out interviews in the local languages.





Step 2: Practice the field procedures required to collect the data.

Implement all the survey steps from start to finish. In general, this includes piloting the following procedures:

1. Planning travel logistics
2. Preparing materials required for the pilot test
 - a. Printing back-up questionnaires in all languages
 - b. Printing field forms for all interviewers
 - c. Charging tablets to ensure 100 percent battery life
 - d. Packing measuring boards and scales





1. Distributing the required materials and equipment
2. Collecting data in the assigned households and supervising interviewers
3. Adhering to quality control and quality assurance procedures
 - a. Reviewing the data collected on the tablets
 - b. Transmitting the completed questionnaires to supervisors
 - c. Reviewing of tablets by the supervisors
4. Transmitting data from the field to the central office





Step 3: Debrief survey staff on problems encountered and discuss possible solutions.

To ensure an effective, efficient post-pilot debriefing session, all supervisors must review and consolidate, by team, all of the feedback forms submitted by the interviewers. Specific issues should be noted directly on the paper questionnaire, paying close attention to any of the following issues:

- Problems with the questionnaire or translations
- Problems with the CAPI data collection programs
- Problems with interviewer training
- Problems with logistics or transportation
- Problems with data transmission





- General observations about the fieldwork and interview, noted on the final page of the questionnaire, such as—
 - Issues with the selection of respondents in a household
 - Lack of rapport with the respondent or respondent fatigue or reluctance
 - Household dynamics that may have influenced the interview
 - Difficulties in reviewing and revising the questionnaire
 - Any other events worth noting





Step 4: Revise the questionnaire or procedures, as needed, based on findings from the pilot.

- The METSS Central Office and the METSS Field Team will review all concerns brought to their attention and decide on appropriate corrective actions.
- It is critical that each issue be properly addressed before the fieldwork begins.





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Thank You



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