

DAILY LOGISTICS IN MOBILE DATA COLLECTION FOR UNHCR SENS

Survey team structure

The overall survey team includes the survey coordinator who has the overall responsibility of the survey; assistant coordinator(s); team supervisors; and the data collection teams.

Daily activities for coordinator

In the morning, the coordinator must make sure that all team leaders receive their phones and sign off correctly. While the data collection teams are in the field, the survey coordinator can act as an additional supervisor and also support the supervisors with upcoming issues.

In the evening the coordinator must go through the following steps:

- Together with supervisors, check and verify ALL forms
- Forms that need correction should be kept on phone to be verified next day (do not mark them as finalized)
- Upload all finalized forms to server (synchronizing)
- Transfer forms from server to computer using ODK briefcase
 - Server → csv → excel
 - Save excel files according pre-defined folders and file names
- Run ENA SMART plausibility check

The coordinator must also make sure to charge ALL phones completely overnight; and the next morning give feedback to relevant supervisors and/or teams if corrections need to be made.

Daily activities for supervisors

The most important tasks for the supervisors are during data collection in the field:

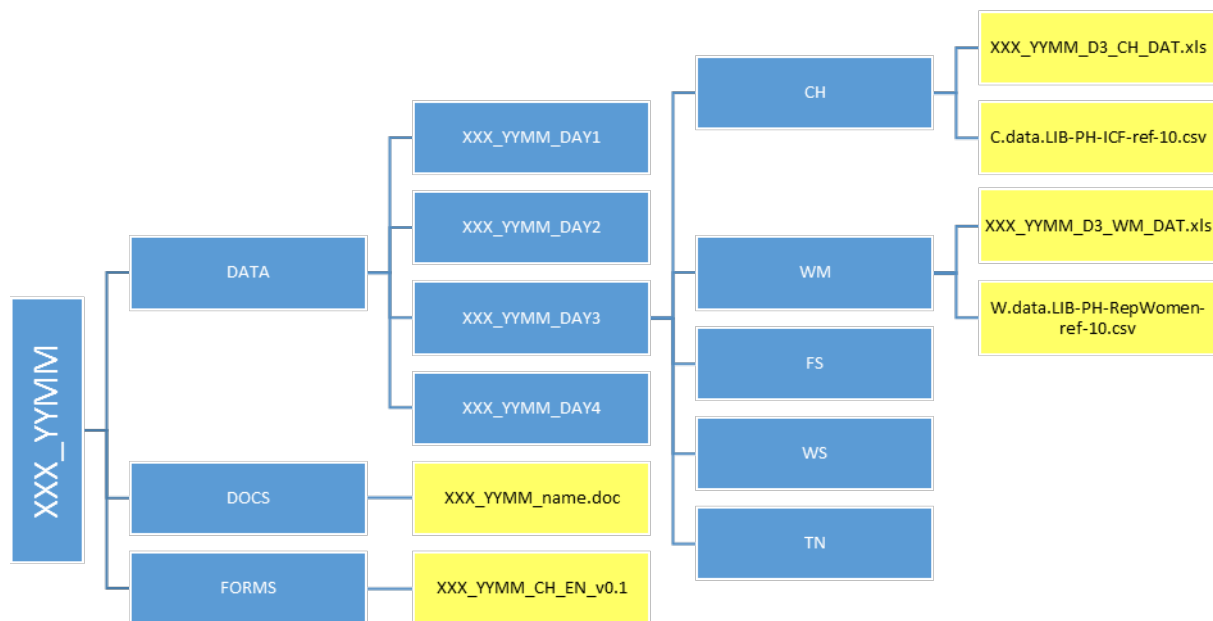
- Support survey teams when needed
- Regularly check the various teams for:
 - Correct sampling
 - Correct anthropometry and Hb measurement techniques
 - Correct interviewing techniques
 - Correct phone settings
 - Correct entries on phone forms
- After data collection, make sure all team leaders hand in all phones.

In the evening, the supervisors should check and verify ALL forms before handing the phones over to the coordinator. And in the next morning, give feedback to relevant teams if corrections need to be made.

How to organise and name folder and files on computer

When downloading data from the server you must be careful with how you store the data on your computer. When you download data the csv file will contain data from the actual day's data collection and all previous days – meaning that when you are downloading after day 4 your csv file will include data from day 1, day 2, day 3 and day 4. But since the downloaded file is automatically given the same name every day – the name of the form – you must carefully rename the csv file before saving to make sure you keep track of the different days. Below is a suggestion on how to organize and name the folders and files on your computer. We suggest you prepare separate folders for each day and separate folders for each of the questionnaires under each day. The separate questionnaire folders should then contain all information related to data downloaded at the end of that day.

Figure 1: How to organize your data.
(Blue indicates folders and yellow indicates files.)



Teams

Each data collection team includes at least **one team leader** and **two anthropometry measurers**, and then other team members depending on which modules are included: Hb measurer, additional interviewer for household modules and/or translator.

The team leader has the main responsibility for the quality of the data collected by the team. The team leader should oversee the anthropometry measurements and handle the individual questionnaires. The additional interviewer should be responsible for handling the household questionnaires.

There should be two anthropometry measurers in each team to make sure the measurements are done correctly following standard procedures. If Hb is included an additional Hb measurer could be included in the team – or the anthropometry team could also be responsible for Hb measurements if competent.

If the setting requires so, each team should include a translator who is fluent in both the language of the respondent and the language of the data collection team.

Daily activities for team leaders

In the morning, the team leader must go through the following points:

- Check that the team has all necessary equipment
- Receive and sign off the phones
- Check the following on the phones:
 - Time and date
 - Flight mode
 - All forms are there
 - Check all equipment

During data collection, the team leader must make sure all mobile forms and support forms are filled for each household.

- Individual questionnaires
- Household questionnaires
- Data collection control sheet
- Household listing form

At the end of the day the team leader hands in phones and all filled in support forms to a supervisor.

DAILY USE OF MOBILE PHONE

1. Turn on phone by pressing top left button until it vibrates.
2. Select language "English United Kingdom". Push "Done".
3. No SIM card is ok. Push "OK".
4. Set date and time. Select "Settings". Select "Date & time". Select "Set date" and set the correct date. Select "Set time" and set the correct time.
5. Go back using the arrow button on bottom left.
6. Select "Display" and "Brightness". Slide brightness to low.
7. Go back using the arrow button on bottom left.
8. Select "Wireless & networks" and tick "Airplane mode".
9. Go to main screen using home button on bottom middle.
10. Select "ODK Collect"

Enumerator

- Select "Fill Blank Form" and fill in the relevant form.
- Tick "Interviewer: I confirm that questionnaire is complete"
- DO NOT tick "Supervisor: I confirm that questionnaire is complete"
- Name this form: camp_t1_hh1_child, camp_t1_hh1_woman
- Push "Save Form and Exit"
- DO NOT tick "Mark form as finalized"

Supervisor

- Select "Edit Saved Form" and choose relevant form
- Read through and check for:
 - All questions filled
 - Weight, height, MUAC, Hb
- Remember to check each child and each woman
- Tick "Supervisor: I confirm that questionnaire is complete"
- Tick "Mark form as finalized"
- Push "Save Form and Exit"