

Job description for survey teams

- Each survey team should be composed of at least 4-5 people.
- The composition of team members needs to be sensitive to the local context in terms of gender, ethnicity and language skills as well as local knowledge of the survey area. It is best practice to include at least one woman on each team. It is also useful to include members in each team who will be able to easily carry the height boards and other equipment.

All survey team members must have the following qualifications:

- They should be able to write and read the main language used for the survey and speak the local languages of the areas where the survey will be conducted.
- They should have sufficient level of education, as they will need to read and write fluently and count accurately.
- They should be physically fit to walk long distances and carry the measuring equipment.

It is not necessary for all team members to be health professionals. In fact, anyone from the community can be selected and trained as long as s/he meets the above criteria.

Survey coordinator (1 per survey)

Skills and required abilities:

- Have a university degree or the equivalent, with advanced education in nutrition, with a specific competency in humanitarian emergencies.
- Have significant experience in undertaking nutrition surveys (design and methodologies, staff recruitment and training, field supervision and data analysis/write up).
- Be familiar with the SMART survey methodology and ENA for SMART, Epi/ENA or Epi Info software.
- Be fluent in English with excellent writing and presentation skills *[insert any other language requirements]*.
- If data collection will be done with smartphones:
 - Proficient in IT and able to adapt to new technologies with ease
 - Familiar with the use of the smartphones and ODK before data collection begins (extra time may be required during preparation for familiarisation).
 - For survey coordinators with no prior experience collecting survey data with smartphones and ODK, UNHCR HQ / Regional Office will be providing training and support prior to survey implementation.

Tasks:

The coordinator guarantees the respect of the survey methodology; s/he has the responsibility for:

- 1- Gathering available information on the context and survey planning,
- 2- Selecting team members,
- 3- Training team members,
- 4- Supervision of the survey: Taking necessary actions to enhance the accuracy of data collected:
 - 4.1 Visiting teams in the field and making sure that before leaving the field, each team leader reviews and signs all forms to ensure that no pieces of data have been left out; making sure that the team returns to visit the absent people in the household at least twice before leaving the area.
 - 4.2 It is particularly important to double check all cases of oedema, as there are often no cases of oedema seen during the training and some team

members may therefore be prone to mistaking a fat child for one with oedema (particularly with younger children). The coordinator should note teams that report a lot of oedema, confirm cases, and visit all of these children to verify their status.

- 4.3 Ensuring that households are selected properly and, that the equipment is checked and calibrated each morning during the survey, and that measurements are taken and recorded accurately.
- 4.4 Deciding on how to overcome the problems encountered during the survey. Each problem encountered and decision made must be promptly recorded and included in the final report, if this has caused a change in the planned methodology.
- 4.5 Organizing data entry into ENA for SMART and Epi Info software and checking any suspect data every evening, by using the appropriate sections of the SMART plausibility report and other checks.
- 4.6 Organizing an evening or morning “wrap up” session with each team to discuss any problems that have arisen during the day¹.
- 4.7 Ensuring that the teams have enough time to take appropriate rest periods and has refreshments with them. It is very important not to overwork survey teams since there is a lot of walking involved in carrying out a survey, and when people are tired, they may make mistakes or fail to include more distant houses selected for the survey.
- 4.8 Analyse the data and write the report.

¹ This may not be possible if the survey area is large since the teams might be widely separated and remain in the field for several days. In that case, communication with teams in the field might often be very difficult; hence, each team leader must be sufficiently trained to be able to take decisions independently.

Survey supervisor (minimum of 1 per survey; more is preferable)

Skills and required abilities:

- To be able to read, write and count; know the area to survey; be reliable and friendly.
- If data collection will be done with smartphones:
 - Familiar with the use of the smartphones and ODK before data collection begins (extra time may be required during preparation for familiarisation).

Tasks:

The supervisor assists the coordinator and guarantees the respect of the survey methodology; s/he has similar responsibilities than the survey coordinator, especially during supervision of team (as shown below).

1. Assist supervision of the survey: Taking necessary actions to enhance the accuracy of data collected:
 - a. Visiting teams in the field and making sure that before leaving the field, each team leader reviews and signs all forms to ensure that no pieces of data have been left out; making sure that the team returns to visit the absent people in the household at least twice before leaving the area.
 - b. It is particularly important to double check all cases of oedema, as there are often no cases of oedema seen during the training and some team members may therefore be prone to mistaking a fat child for one with oedema (particularly with younger children). The supervisor should note teams that report a lot of oedema, confirm cases, and visit all of these children to verify their status.
 - c. Ensuring that households are selected properly and, that the equipment is checked and calibrated each morning during the survey, and that measurements are taken and recorded accurately.
 - d. Deciding on how to overcome the problems encountered during the survey. Each problem encountered and decision made must be promptly recorded and included in the final report, if this has caused a change in the planned methodology.
 - e. Assisting with organizing data entry into ENA for SMART and Epi Info software, and checking any suspect data every evening, by using the appropriate sections of the SMART plausibility report and other checks.

- f. Organizing an evening or morning “wrap up” session with each team to discuss any problems that have arisen during the day².
- g. Ensuring that the teams have enough time to take appropriate rest periods and has refreshments with them. It is very important not to overwork survey teams since there is a lot of walking involved in carrying out a survey, and when people are tired, they may make mistakes or fail to include more distant houses selected for the survey.
- h. Assist with the analysis of the data and writing of the report.

² This may not be possible if the survey area is large since the teams might be widely separated and remain in the field for several days. In that case, communication with teams in the field might often be very difficult; hence, each team leader must be sufficiently trained to be able to take decisions independently.

Team leader (1 per team)

Skills and required abilities:

- To be able to read, write and count; know the area to survey; be reliable and friendly.
- If data collection will be done with smartphone:
 - Capable of using a smartphone and able to quickly adapt to new approaches and technologies.
 - Able to multi task and manage the phone whilst keeping an eye on other team members to ensure good quality measurements and data collection.

Tasks:

1. Ensures all forms and questionnaires are ready at start of day;
2. Ensures all equipment is ready at start of day;
3. Calibrates measurement instruments on daily basis;
4. Ensures all food/refreshments are ready at start of day;
5. Organises briefing meeting with his/her team before departure in morning;
6. Speaks with representatives to explain the survey and its objectives,
7. Manages the households selection procedure;
8. Uses a local events calendar to estimate the age;
9. Checks if the child is malnourished (checks for the presence of oedema) and if child or woman is severely anaemic and fills the referral form if necessary;
10. Fills the children and women questionnaires;
11. At all times checks and supervises the anthropometric and haemoglobin measurements and records the data;
12. Supervises the team member filling out the household questionnaires on WASH, food security and mosquito net coverage;
13. Ensures that houses with missing data are revisited before leaving the field the same day;
14. Checks that all forms are properly filled out before leaving the field.
15. Ensures that all the equipment is maintained in a good state;
16. Manages time allocated to measurements, breaks and lunch;
17. Ensures security of team members; and
18. Note and report the problems encountered.

Interviewer (1 per team)

Skills and required abilities:

- To be able to read, write and count; know the area to survey; be reliable and friendly.
- If data collection will be with smartphone:
 - Capable of using a smartphone and able to quickly adapt to new approaches and technologies.

Tasks:

1. Is responsible for filling out the household questionnaires;
2. Conducts the interviews on WASH, food security and/or mosquito net coverage and records the data;
3. Respects the time required for interviews, breaks and meals;
4. Follows security measures.

The anthropometric measurer must acquire some special skills and knowledge although s/he does not have the primary responsibility for tasks that are related:

5. Know how to select households for the survey.

Measurer Anthropometry (2 per team)

Skills and required abilities:

To be able to read, write and count; know the area to survey; be reliable and friendly.

Tasks:

1. Measures the height, weight and arm circumference;
2. Assesses the presence of oedema;
3. Uses a local events calendar to estimate the age;
4. Respects the time required for measurements, breaks and meals;
5. Takes care of the equipment;
6. Follows security measures.

The anthropometric measurer must acquire some special skills and knowledge although s/he does not have the primary responsibility for tasks that are related:

7. Know how to select households for the survey;
8. Know how to check if a child is malnourished;
9. Know how to check the health card for vaccination and vitamin A supplementation;
10. Know how to use the event calendar for estimation of age;
11. Learn how to make a reference for a malnourished child.

Measurer Haemoglobin (1 per team)

Skills and required abilities:

To be able to read, write and count; know the area to survey; be reliable and friendly. In many settings, it is preferable to recruit a laboratory staff for this role.

Tasks:

1. Measures the haemoglobin of children and women;
2. Respects the time required for measurements, breaks and meals;
3. Takes care of the equipment;
4. Follows security measures.

The haemoglobin measurer must acquire some special skills and knowledge although s/he does not have the primary responsibility for tasks that are related:

5. Know how to check the health card for vaccination and vitamin A supplementation
6. Know how to use the local events calendar to estimate age;
7. Know how to select households for the survey;
8. Know how to check if a child is malnourished;
9. Learn how to make a reference for a severely anaemia child or woman.