|  |
| --- |
| **EXPLANATORY NOTE**This document outlines an operational plan for the data collection phase of the household survey during a profiling exercise. This document helps plan out how the fieldwork will actually be conducted. It includes the operational structure showing how the implementing/data collection partners fit in, the roles and responsibilities for the various actors involved and the work plan for the next steps. To help with planning, the data collection phase takes on average 2 months: * 1 week planning and preparations including putting together this document
* 1 week training
* 1 week pilot
* 1 week adjustments and re-training
* 2-3 weeks data collection
* 1 week consolidating data, documenting issues, and debriefing

The tool is intended more for the profiling partners involved in doing the data collection, but it should be shared with and reviewed by the Profiling Working Group to keep all partners informed. |

**PROCESS FOR DEVELOPING AND ADAPTING THIS DOCUMENT**

This document guides the planning discussions. The Profiling Coordinator or the Field Coordinator (depending on the staff available for the data collection phase) can start drafting this document and generally then works with the data collection partners directly to determine the best approaches. This document can be shared in extracts or in its entirety; whatever is most efficient for clarifying the best options.

Discussions about what is feasible in the context that happened during the [methodology design phase](http://www.jet.jips.org/phase/designing-the-methodology/) are especially relevant now. These issues may need to be revisited when clarifying logistical details, for instance the safest and most efficient option for getting enumerators to various locations.

This document serves as the basis for other materials that could be useful depending on the scope of data collection and needs of the partners, especially:

* List of materials for procurement;
* Terms of Reference for field staff, including enumerators and supervisors;
* Field manual specifically for enumerators to review before their training and to keep with them when in the field. This can remind them of daily schedules, meeting points for picking up mobile data collection devices (i.e. tablets), how to contact other enumerators, and other logistical details;
* Training materials to be used during the enumerator trainings, including agenda and session plans and any materials to give out during the training; and,
* Matrix/spread sheet for keeping track of data collection progress throughout (for instance a matrix with geographic locations and number of questionnaires administered there each day).

Note that this tool assumes that mobile data collection will be used; if a paper-and-pen questionnaire has been developed, then additional roles (such as questionnaire designer to format the questionnaire, data entry staff and a data entry supervisor) need to be added.

**OPERATIONAL PLAN**

**PROFILING EXERCISE OF DISPLACEMENT SITUATION IN [LOCATION]**

Table of Contents

I. INTRODUCTION 3

II. ORGANISATIONAL STRUCTURE 3

III. ROLES AND RESPONSIBILITIES DURING DATA COLLECTION 4

IV. WORK PLAN 6

# INTRODUCTION

This section outlines the main objective(s) of the profiling exercise to bring all partners up to speed. This can be taken from the [Methodology Document](http://www.jet.jips.org/tool/template-methodology-document) or other background information on the exercise. It should then describe briefly how the data collection phase fits in the larger profiling process.

# ORGANISATIONAL STRUCTURE

The organisational structure is created by the Profiling Coordinator or a Fieldwork Coordinator, who is responsible for overseeing the fieldwork and supervising the data collection staff. The staff typically includes: enumerators, who administer the household questionnaire, team leaders and supervisors, as well as a supervisor in charge of uploading the data from the mobile devices to the server. The roles and hierarchy in the structure will vary based on the following factors:

* Total number of household interviews to be conducted;
* Available time (assuming that the budget has been fixed by now);
* Geographical areas to be covered, transport logistics and security considerations;
* Availability data collection staff candidates to be trained;
* Use of mobile data collection or paper and pen.

If a big team is required, it will be necessary to include a level of supervisors communicating between the Team Leaders and the Profiling Coordinator. Again, if paper-and-pen data collection takes place, additional staff is required for the data entry and its supervision. If larger geographical areas are covered, additional teams or longer time frames should be taken into account in addition to transportation logistics and possible accommodation. If urban areas are included, by contrast, distances might be smaller but the identification of relevant addresses is likely to be more complex and time-consuming. Security concerns may also affect the size of the field teams.

**Figure 1:** Example oforganisational structure (when using mobile data collection)

# ROLES AND RESPONSIBILITIES DURING DATA COLLECTION

1. **Profiling Coordinator**

**Role:** The Profiling Coordinator (or a Field Coordinator) supervises the data collection phase, unless the data is collected by a different body taking this responsibility, such as a National Statistics Office, or a research institute or an NGO conducting assessments.

**Responsibilities:**

* Recruits enumerators, and identifies supervisors/ team leaders during enumerator training in order to identify these individuals based on proven skills.
* Leads the planning and the delivery of the training of supervisors, team leaders and enumerators.
* Supervises the implementation of the pilot.
* Conducts daily debriefs with supervisors during the data collection and makes adjustments to operational planning if needed.
* Addresses any concerns brought up by the supervisors/ team leaders pertaining to data collection logistics, data quality, security, etc.
* Trouble shoots where needed.
* Ensures the necessary contractual arrangements and payment of all data collection staff.
1. **Supervisors**

**Role:** Supervisors / profiling assistants work under the responsibility of the Profiling Coordinator and are providing technical, operational and administrative support during and after the data collection. Each supervisor will supervise a number of teams, each with a separate team leader.

**Responsibilities:**

Supervise/coordinate team leaders providing support in the field as needed.

Debrief with team leader to identify any data collection issues that need to be addressed.

* Update Profiling Coordinator on a daily basis, and raises any concerns related to security, data quality, conduct etc.

Ensures the distribution and overview of the relevant field work equipment (tablets, batteries, manuals, etc.).

* If relevant, collects mobile phones/tablets at the end of each day and delivers to data quality supervisor to upload administered questionnaires to the server.

If relevant, liaises with local authorities in area of data collection.

1. **Team leaders**

**Role:** Team leaders work under the responsibility of the supervisors, to whom they provide daily progress updates. Team leaders act as a link between enumerators and supervisors and are responsible for supervising data collection on the ground by checking the quality of the interviews and providing support as needed to the enumerators.

 **Responsibilities:**

* Prepare the mobile phones/tablets as well as other material and documents needed for the enumerators.
* Check the presence of enumerators in the field by monitoring work progress and that agreed working hours are met.
* Ensure quality of interviewing process and of data collected by accompanying different teams – especially in the beginning – and by reviewing the collected data – possibly in the form of spot checks.
* Provide solutions to any problems, which the enumerators have been unable to resolve and checks with the supervisors or Profiling Coordinator when in doubt.
* Organise daily meetings to debrief with the enumerators and collect mobile phones/tablets.
* Have daily debriefings with the supervisors or Profiling Coordinator to discuss how data collection is going, and to hand over mobile phones/tablets.
* Retrieve all equipment from the enumerators and return them to the supervisors/ Profiling Coordinator after the data collection.
1. **Data quality supervisor**

**Role:** The data quality supervisor reports to the Profiling Coordinator and is responsible for supervising or conducting the upload of all questionnaires administered on the mobile phones/tablets.

**Responsibilities:**

* Collects all mobile phones/tablets on a daily basis and uploads all administered questionnaires to the server.
* Checks quality of administered questionnaires and identifies any omissions or mistakes, which are then communicated to the supervisors/ team leaders to clarify with the responsible enumerator.
* Updates Profiling Coordinator on progress.

# WORK PLAN

A work plan for the period of the data collection should be developed to ensure overview of how the data collection teams will proceed, i.e. which locations will be covered, when and by which teams, and how many interviews will be done in each location. This can be taken from the overall [profiling work plan](http://www.jet.jips.org/tool/template-workplan) tool.

# MONITORING

Additional tracking of logistics can be done by developing a spread sheet for each field team or by location. This can include relevant information like number of interviews conducted per day per location (or per field team) to help monitor progress.