

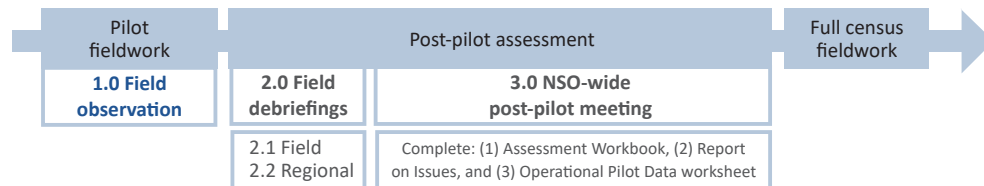
Tool for Assessing Pilot Electronic Censuses (TAPEC)

Activity 1.0: Field Observation Form

INSTRUCTIONS

What is the TAPEC Field Observation Form? The first TAPEC activity is the field observation of the pilot conducted by an independent observer to the national statistical office (NSO) or a NSO staff member. The Field Observation Form is printed out and used by a field observer to collect assessments and notes in the field. An observer may observe multiple enumeration areas or there may be multiple observers. For each area observed, the observer should complete a new Field Observation Items form and submit all forms to the NSO to be consolidated and entered into the **Assessment Workbook**.

Figure 1. TAPEC Activities Timeline: Activity 1.0



Instructions: Print out this form prior to traveling to the enumeration area. Observe fieldwork and complete all items in this form. Check *Yes*, *No*, *NA* (not applicable), or *DK* (don't know) as appropriate and provide comments in the space below each item or in the notes as needed. Once complete, return the form to the NSO to input the responses in the **Assessment Workbook**.

Example: How to complete the Field Observation form items and comments

5.6	There were sufficient arrangements to charge the tablets and power banks in the field <i>Not enough power banks and power cords were available to charge all tablets. Only 2 power banks available for 10 enumerators in area observed.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
5.8	Data transmission through the network was problem free <i>Network reception was very poor in the field, so data transmission was spotty. Field supervisor had to travel to urban center to transmit data.</i>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK

NOTE: DATA ENTRY FOR MULTIPLE FIELD OBSERVERS

If there are multiple field observers, the NSO must consolidate all field item responses and comments in the **Assessment Workbook**. The item responses must reflect ANY issues found in the field observation. Detail specific issues found in the region(s) in the "Comments" field.

Example: Inputting data with multiple field observations in the **Assessment Workbook - Field Obs. Items** spreadsheet

Item	Field Observation Items	Y/N/NA/DK	Comments
5.6	There were sufficient arrangements to charge the tablets and power banks in the field	No	Region 1 and 2: Had sufficient power banks. Region 3: Did not have enough power banks for all tablets.
<i>IT Infrastructure - Telecom Infrastructure</i>			
5.8	Data transmission through the network was problem free	Don't know	Region 1 and 2: Data transmissions observed were problem free. Region 3: Observer did not see data transmitted.

In this example, three regions were observed and issues were detected in Region 3, so the item response reflects the issue in Region 3 and the comments detail the specific issues found in each region.

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Field Observation Items

NAME OF THE OBSERVER <input type="text"/>	REGION <input type="text"/>	PROVINCE <input type="text"/>	GEOGRAPHIC CODES <input type="text"/>
DATE OF OBSERVATION (DD/MM/YYYY) <input type="text"/>	ENUMERATION AREA <input type="text"/>	NA = Not applicable DK = Don't know	

PILOT ENUMERATION

IT INFRASTRUCTURE	5.6	There were sufficient arrangements to charge the tablets and power banks in the field	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
	5.8	Data transmission through the network was problem free	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK

TABLET PREPARATION	6.5	Tablet synching using Bluetooth worked as designed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
	6.6	Tablet synching using the internet worked as designed	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK

MAPS	8.1	The EA boundaries followed the physical features (e.g. rivers, mountains, etc.) as expected	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
	8.3	The physical features were useful for recognizing demarcation between neighboring EA	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK
	8.6	Landmarks were accurate with sufficient coverage to aid in navigation	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA <input type="checkbox"/> DK

(continue comments on back of form if needed)

FIELDWORK PREPARATION

9.1 The vehicles are easily identified as part of the pilot census Yes No NA DK

9.2 Supervisors and enumerators had tablets that were fully charged at the beginning of their workday Yes No NA DK

9.3 Supervisors and enumerators kept their tablets safe and clean Yes No NA DK

9.4 Supervisors and enumerators were assigned the correct EA on the tablet Yes No NA DK

9.5 If paper maps were provided, GEOIDs were accurate and consistent between supervisor and enumerator maps within a supervisory packet Yes No NA DK

FIELDWORK SUPPLIES

9.6 Supervisors and enumerators wore uniforms/apron/caps Yes No NA DK

9.7 Supervisors and enumerators wore visible identification badges Yes No NA DK

9.8 Every supervisor and enumerator carried an official letter that authorized them to collect data Yes No NA DK

9.9 Every supervisor and enumerator had a printed manual, if not included in the tablet Yes No NA DK

(continue comments on back of form if needed)

- 9.10 Every supervisor and enumerator had a waterproof bag to carry materials Yes No NA DK
-
- 9.11 Every supervisor and enumerator had a tablet in a protective case Yes No NA DK
-
- 9.12 Every supervisor and enumerator had a pencil and notepad Yes No NA DK
-
- 9.13 Enumerators had SIM cards with adequate data plan for communication, if in accordance with NSO plans Yes No NA DK
-
- 9.14 Supervisors had mobile phones to communicate Yes No NA DK
-
- 9.15 Supervisors had SIM cards with adequate data plan, if in accordance with NSO plans Yes No NA DK
-
- 9.16 Supervisors had supervisory paper/electronic maps Yes No NA DK
-
- 9.17 Every supervisory team had appropriate power supplies (e.g. cords, adapters, chargers, power banks) Yes No NA DK
-

(continue comments on back of form if needed)

9.18 Supervisors and enumerators introduced themselves using standard official script Yes No NA DK

9.19 Supervisors and enumerators highlighted that respondents data will be protected by legal privacy and confidentiality provisions Yes No NA DK

9.20 Enumerators got consent from respondents to conduct interview Yes No NA DK

9.21 If required, enumerators referred to (pilot) census night Yes No NA DK

9.22 Enumerator made sure to ask if there were other members in the household at the end of the roster Yes No NA DK

9.23 Enumerators asked questions verbatim as in the census instrument Yes No NA DK

9.24 Respondents did not consistently ask for clarification for select questions Yes No NA DK

9.25 When required, enumerators reworded some questions but kept the same meaning Yes No NA DK

9.26 Supervisors and enumerators were well trained in the use of the tablets Yes No NA DK

(continue comments on back of form if needed)

INTERVIEWING SKILLS (cont.)

9.27 Before leaving a household, enumerators made sure that they saved the interview Yes No NA DK

9.28 If interview was only partially completed, enumerators made an appointment with respondents to return Yes No NA DK

9.29 If respondent was absent, enumerator followed NSO training guidelines Yes No NA DK

9.30 Supervisors and enumerators were polite and assumed professional demeanor Yes No NA DK

9.31 Supervisors and enumerators were using the official translation to ask the questions in the local language, where appropriate Yes No NA DK

TEAM WORK

9.32 Enumerators reported to their supervisor at least once a day Yes No NA DK

9.33 Enumerators transmitted their work to the supervisor or HQ as instructed Yes No NA DK

9.34 Supervisors walked the boundaries of work unit with their enumerators to ensure they understood their EA boundary, if required according to training protocols Yes No NA DK

9.35 Supervisors made sure that enumerators were dropped off at their assigned EA on the first day, if required according to training protocols Yes No NA DK

(continue comments on back of form if needed)

- 9.36 Supervisors and enumerators made sure that households were associated with the correct EA Yes No NA DK
-
- 9.37 Supervisors spot-checked all team members interviews in the first day or two Yes No NA DK
-
- 9.38 Supervisors were spot-checking their team members interviews as specified in the training protocols Yes No NA DK
-
- 9.39 Supervisors communicate at least once a day with enumerators to address concerns and mentor them Yes No NA DK
-
- 9.40 Supervisors reported to HQs (or their supervisors) at least once a day Yes No NA DK
-
- 9.41 If the data collection software generated reports on completion/quality, then supervisors checked daily and acted based on the report Yes No NA DK
-
- 9.42 The supervisor to enumerator ratio was manageable Yes No NA DK
-
- 9.43 IT staff were available to troubleshoot issues in the field (e.g., battery life, data transmission, applications, hardware, etc.) Yes No NA DK
-

(continue comments on back of form if needed)

- 10.1 Logging into the application was issue-free Yes No NA DK
-
- 10.2 Mapping application was available and loaded in less than a minute in all regions Yes No NA DK
-
- 10.4 CAPI-device map accuracy and zoom levels were sufficient and did not cause any difficulties Yes No NA DK
-
- 10.5 GPS points were captured consistently with guidelines laid out in manual(s) Yes No NA DK
-
- 10.6 If GPS point was to be captured, it was easy to access designated location in a timely fashion (e.g., entrance to dwelling, central courtyard, along right of way) Yes No NA DK
-
- 10.8 Tablet batteries retained enough charge for interviewers to complete work daily (per manufacturer's specification and recommended charging practices) (if no, please specify in comments) Yes No NA DK
-
- 10.9 Tablet screens worked without freezing (if no, please specify in comments) Yes No NA DK
-
- 10.10 Tablet screens were easy to see and use (e.g., sun glare on their screens did not make it difficult to see) (if no, please specify in comments) Yes No NA DK
-
- 10.11 Tablet touch-screens were responsive (if no, please specify in comments) Yes No NA DK
-
- 10.12 Tablets had no other issues that made it difficult to use (if no, please specify in comments) Yes No NA DK
-

CAPI APP: SUPERVISOR

10.13 The assignment of households through the menu worked as designed Yes No NA DK

10.14 If the supervisor application is linked to the map application using GEOIDs, it performed as designed Yes No NA DK

10.15 The review of interviews in the supervisory application worked as designed Yes No NA DK

CAPI APP: ENUMERATOR

10.16 The enumerator was able to see and work with the assigned EAs smoothly Yes No NA DK

10.17 The enumerator was able to see and work with the assigned households smoothly Yes No NA DK

10.19 For questions that ask for a number, the programmed range of numerical responses were adequate to record all responses. (e.g., age, number of household members, number of children, number of mobile phones, etc.) Yes No NA DK

10.22 Navigating to the next screen was smooth (for instance, answer option buttons were not too close to the next screen arrow) Yes No NA DK

10.23 Interrupted interview was easy to put on pause and resume later Yes No NA DK

10.24 It was easy to add household members in the household listing in the middle of the interview if a mistake had been made by the respondent or interviewer Yes No NA DK

(continue comments on back of form if needed)

10.25 It was easy to drop household members in the household listing in the middle of the interview if a mistake had been made by the respondent or interviewer Yes No NA DK

10.26 It was easy to navigate the app to go back and correct a response when new information conflicted with a previous response Yes No NA DK

10.27 When enumerator encountered a consistency check, the application prompted them to review/revise the response Yes No NA DK

10.28 When enumerator encountered a consistency check that needed revision, the application navigated them to correct the screen Yes No NA DK

NOTES:
