



Islamic Republic of Afghanistan
Central Statistics Organization



Data Quality Assurance Policy

Address

Central Statistics Organization
Ansari Watt
Kabul, Afghanistan
P.O.Box: 1254
Phone: +930202104338
E-Mail: mail@csso.gov.af
Website: www.csso.gov.af

Contents

MESSAGE FROM CSO	4
ACRONYMS.....	5
1. SUMMARY	6
2. PURPOSE OF THIS DOCUMENT	6
3. DATA COLLECTION METHODOLOGY	7
4. SURVEYS.....	7
A. STAGES IN SURVEY OPERATIONS	7
B. DEVELOPMENT OF SURVEY OBJECTIVES.....	8
C. CREATION OF STEERING COMMITTEE AND TECHNICAL WORKING GROUPS	8
D. SURVEY DESIGN	8
D.1 Security Assessment	8
D.2 Preparation of a Survey Master Plan	9
D.3 Timeline and Checklist of Activities	9
D.4 Manpower Needs	9
D.5 Recruitment.....	10
D.6 Payment to Field Staff	10
E. QUESTIONNAIRE DESIGN	10
F. PRE-TEST/S AND PILOT TEST/S	10
G. SAMPLING DESIGN.....	11
H. MAPPING AND LISTING OPERATIONS.....	11
H.1 Recruitment of Cartographers.....	12
H.2 Training of Cartographers.....	12
H.3 Supervision and Monitoring	12
H.4 Processing of Maps.....	13
H.5 Processing of Listing Sheets and Other Survey Forms.....	13
H.6 Data Analysis of Mapping and Listing Results	13
1. TRAINING	13
1-1 Training Materials	13
1-2 Selection of Master Trainers	14
1-3 Training of Trainers	14
1-4 Training Methodology.....	14
1-5 Training Schedule	14
1-6 Evaluation of Participants and Training.....	15
I SURVEY ENUMERATION	15
J-1 Distribution of Assignment.....	15
J.2 Supervision/Monitoring	16

J.3 Monitoring tools.....	17
J.4 Progress Monitoring.....	17
J.5 Communication Channels from the Field and Head Office.....	17
J.6 Measurement of Coverage and Sampling Errors	17
K DATA PROCESSING	18
K.1 Editing and Coding	18
K.2 Verification	18
K.3 Data Capture	19
K.4 Reject Listing Verification.....	19
K.5 Weight Generation.....	19
K.6 Statistical Table Generation and Evaluation.....	20
L DATA ANALYSIS.....	20
M DATA DISSEMINATION.....	20
N DOCUMENTATION	21
O DATA WAREHOUSING.....	21
5. ADMINISTRATIVE-BASED DATA COLLECTION.....	21
6. DATA INTEGRATION AND HARMONIZATION.....	24

Message from CSO

It is a pleasure that for the first time data quality assurance policy has been prepared for country's statistical system and for obtaining reliable data at the stage of implementation.

This document is a basic policy guideline for improving the quality of statistical data so that stakeholders in the statistical system use it and be committed to produce reliable data.

Afghanistan requires more statistical data and information for its economical and social development in compare to any other country, as much as these data are precise and accurate that much policymakers, program makers and researchers confidently can utilize it.

The collection of data at each stage, whether through surveys or through data producers, requires the use of new methodologies, new technical facilities, monitoring and capacity building of manpower. This document will help to facilitate the above mentioned facilities.

In the preparation of this document, the United Nations Population Fund for Afghanistan has directly cooperated the Central Statistics Organization and has been reviewed by World Bank, we are grateful for their cooperation. We hope this document will be a solving tool for the existing data quality problems in the future.

ACRONYMS

ADSO:	Assistant District Statistics Officer
ALCS:	Afghanistan Living Conditions Survey
ANSO:	Assistant Nahia Statistics Officer
APHC:	Afghanistan Population & Housing Census
CA:	Controller's Area
CSO:	Central Statistics Organization
DSO:	District Statistics Officer
EA:	Enumeration Area
GIRoA:	Government of the Islamic Republic of Afghanistan
HHL:	Household Listing
NSO:	Nahia Statistics Officer
PSO:	Provincial Statistics Officer
SDES:	Socio-Demographic and Economic Survey
UNFPA:	United Nations Population Fund

1. Summary

The Central Statistics Organization (CSO) was created in 1972 as an independent agency within the organizational structure of the Government of the Islamic Republic of Afghanistan (GIROA). It then became a ministry and was reclassified once again as an independent organization in 1993. CSO's mandate as stipulated in Article VIII of Statistics Law states that CSO is the agency responsible to collect, compile, analyse and publish statistical information relating to commercial, industrial, financial, social, economic, environmental and general activities and conditions of the people. With this directive, CSO is responsible to generate and disseminate accurate, reliable, and up-to-date statistics which is important in nation building.

With decades of conflict, the statistical system in the country has faced several problems and suffered losses in terms of resources including the statistical capacity to collect, generate and disseminate the data needed for reconstruction undertakings of the government. Efforts to gain the losses have slowly emerged after the establishment of the interim government in 2002. Since then, CSO has embarked on the conduct of some national surveys and attempted for the second Afghanistan Population and Housing Census (first population census was in 1979). Immediately after that year, among the data collection activities that were undertaken by CSO were the Household Listing in 2002 to 2005, National Risk and Vulnerability Assessment in 2003 and 2005, Pilot Census of Population in 2007, small scale surveys on price, and administrative-based data collection as well as small scale surveys such as "Accessibility of Persons with Disability to Buildings with Two or More Storey in Kabul City.

The need for reliable, accurate, and up-to-date statistics has been the core of the strategies stipulated in all the plans for statistical development and improvement. In 2004, the Statistical Master Plan was prepared which included the conduct of the different surveys and censuses as well as statistical activities intended to build the capacity of CSO. Succeeding plans were prepared in 2008-2009 (Capacity Building Plan) and in 2010 (National Statistics Plan for 2010-2014). Very recently, the National Statistics Strategies for 2016 to 2020 was developed with emphasis on statistical system management and data quality improvement.

With several surveys and other data collection activities lined up for CSO in the next five years, it is important that quality assurance is emphasized in every step. Too much resources are put into each data collection process and hence the output should be of high quality or these resources are just wasted. Quality assurance as defined by Statistics Canada (1998) is "*any method or procedure for collecting, processing, or analysing survey data that is aimed at maintaining or enhancing their reliability or validity*"¹. It is then essential that each process in every data collection is scrutinized from design to implementation so that implementers are assured that the final outputs could provide the data they are designed to achieve.

2. Purpose of this policy

This document was prepared to guide CSO in carrying out a data collection process (surveys/censuses/administrative based data collection) putting emphasis on quality output which starts from the preparatory phase up to data dissemination and documentation. Disregarding its importance could put all resources to waste and the collected data useless. All those involved should be guided by the quality assurance measures discussed in this document.

¹ Household Sample Surveys in Developing and Transition countries, Statistics Canada, 1998)

3. Data Collection Methodology

CSO is implementing the two most common types of data collection method namely, census/survey and administrative-based data collection.

A census or a survey is a method of collecting information or data as reported by individuals (household census/survey) or establishments (census/survey of establishments). Collection could be through a face to face interview, phone interview, or self-report information as indicated in the census/survey instruments.

Administrative data collection, on the other hand, is defined as the set of activities involved in the collection, processing, storage and dissemination of statistical data from one or more administrative sources. This is the equivalent to a survey but with the source of data being administrative records rather than direct contact with respondents. Administrative records are data collected for the purpose of carrying out various non-statistical programs. For example, collection of custom documents from the Bureau of Customs to collect information on the flow of goods and services in and out of the country.

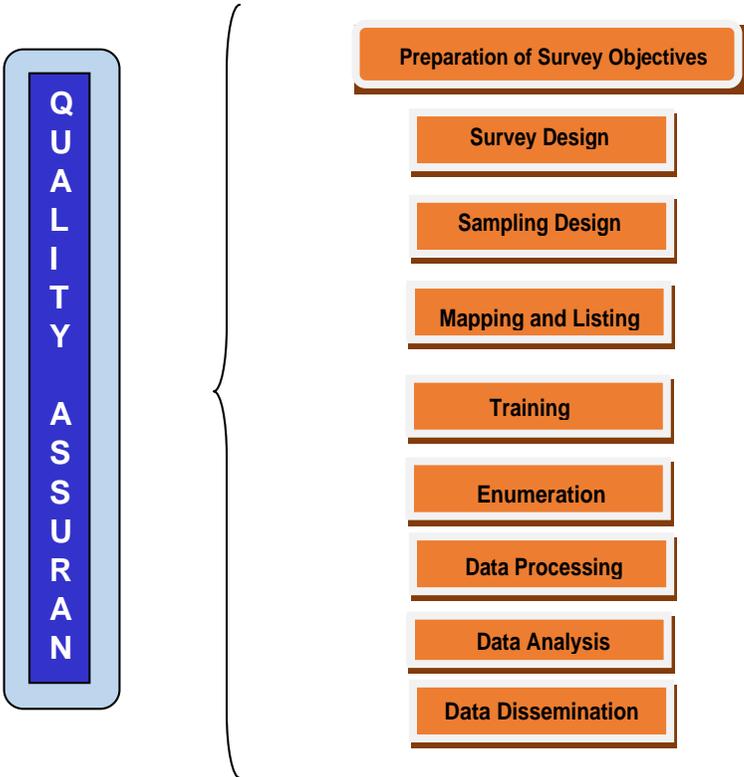
This policy comprised of two major parts:

- **Surveys data**
- **Administrative data**

4. Surveys

A. Stages in Survey Operations

Survey operations normally follow the following major stages which consist of several and detailed activities. Each stage has corresponding quality assurance measures.



It should be noted that the flow above does not mean that the plan should be prepared and activities executed one after the other. The different activities in the different stages could be carried out simultaneously as soon as the over-all design of the survey has been developed. For instance, the setting up of data processing centre could be done at the same time during the surveyors' training stage. What is important is that those activities should be well coordinated.

B. Development of Survey Objectives

Before planning for any survey, the objectives should first be properly identified. Those objectives should be SMART, that is, they should be specific, measurable, achievable, realistic, and time-bound. Once the objectives are determined and finalized, the indicators that would meet the defined objectives should be developed.

1. Survey objectives should be SMART

The objectives and the indicators should serve as guide in the development of the survey design. Once both objectives and indicators are defined, then plans could be strategically prepared.

It is important that proper consultation with data users be held to ensure maximum utilization of data that has to be collected from the survey. Care should, however, be made when conducting consultation for a since the tendency is that most users would add several indicators not significantly connected to the survey objectives. It should be noted that having a long list of indicators would result to a very long questionnaire which could burden respondents and ultimately affect the quality of the data gathered during enumeration. It is therefore necessary to identify priority indicators that would directly meet the objectives.

C. Creation of Steering Committee and Technical Working Groups

To ensure maximum cooperation and support from relevant partners, Steering Committee and relevant technical working group/s should be established prior to survey design. Duties and responsibilities of member agencies should be identified so that they are properly guided.

2. Steering Committee and Technical Working Group/s should be created

D. Survey Design

The design of the survey should consider all activities related to its implementation. It should be comprehensive enough to the last detail. It should start with the assessment of security, followed by the preparation of survey master plan, and planning for all logistical, administrative and technical aspects of the survey. As mentioned above, each activity should ensure that quality assurance measures are incorporated in each plan.

D.1 Security Assessment

Before any survey plan could be developed, security assessment is necessary to determine the risks and accessibility of the sample areas.

3. Security assessment should be done prior to survey

Security information such as the degree of insecurity (secure, partially insecure, and completely insecure) could be collected from the local authorities (Provincial Governor, District Administrators, Provincial and District Shuras) and people in the provinces since they are the ones who know best their own areas of jurisdiction. They would know which areas could be accessed by the surveyors and supervisors (refer to Annex 1 for the sample of security assessment conducted by the PSOs in the different provinces. The

information provided were from the provincial and district authorities and also based on PSOs own assessment).

For partially insecure areas, the field workers should be advised to take extra caution and collaborate with village elders for any assistance. In some cases, the data collection may be delayed for some days/weeks as the staff should be advised to wait until the security situation allows for access. For highly insecure areas, aside from village elders, close collaboration should be made with district and provincial authorities. Advice should be sought from them on the possibility of access.

The latest security assessment from the Afghanistan National Security/Ministry of Defence/Interior, if available, could also be requested and could be used to determine the current security condition in the districts.

D.2 Preparation of a Survey Master Plan

A well-crafted Master Plan should be ready before starting a survey. It should contain the details of the processes, guidelines, procedures, quality assurance policies relevant to each process, manpower required, timelines, outputs required, communication channels, and all other instructions for the survey implementers with proper reference to the Data Collectors’ Manual, Supervisors’ Manual, Training Manual, Data Processing Manual, and all other manuals that contain the different procedures for each activity of the survey.

4. A Survey Master Plan should be prepared during the planning stage

Plans and survey designs should be thoroughly discussed among the survey implementers, incorporating their comments and suggestions thereafter before finalization. Dissemination to concerned staff should follow so each stage is properly coordinated and that everyone has a clear understanding of the entire process.

D.3 Timeline and Checklist of Activities

To guide each and every one involved in the survey undertaking, a checklist of activities with corresponding due dates, responsible person/s and status should be prepared. For easy access of every person involved in the survey, the checklist should be put in a common directory or drive (e.g. Google drive) so everyone could know the progress of each activity for easy monitoring.

5. A Timeline and Checklist of Activities should be prepared during the planning stage

For SDES, the checklist is located in the Google drive and access is granted to relevant staff for updating and information. The list is also discussed with CSO and UNFPA staff during regular meetings to assess the status and address the challenges and issues. For AfDHS, the list of activities and status per activity were discussed during meetings (refer to Annex 2 for the template used for AfDHS).

D.4 Manpower Needs

Based on the sample size, quota per day and the number of days to cover the activity, the number of staff to be hired such as cartographers and assistants, surveyors, controllers, editors, coders, receipt and control clerks, district statistics officers and their assistants (if needed), monitors, master trainers, data encoders, and other people who will be involved should be calculated in advance so that enough time is allotted for recruitment. Hence, using these factors, the manpower needs varies from survey to survey.

6. The number of people to be involved in each step should be determined

Likewise, staff of CSO who will be involved in the survey should be identified in advance so that they can be trained on the different tasks that would be assigned to them.

The number of staff required is also needed to determine the quantities of materials/supplies that will be procured. It should be noted that in some cases procurement takes time and hence, those quantities should be sent to the procurement unit well ahead of time to avoid delays in the operations.

D.5 Recruitment

Recruitment should be a transparent process so as not to face complaints from local officials. When recruiting, some reserves (usually 20% of the total number of surveyors/controllers/district editors/coders/ R&CC needed) should be allotted. They will be called when the hired staff backed out due to sickness, employment elsewhere, etc.

7. Sufficient number of reserves should be allotted for surveyors and controllers

D.6 Payment to Field Staff

Late payments to field staff affect the quality of the survey process. Field staff may decide not to continue with their assigned tasks or just fill out the survey instruments without going to the sample households anymore if they do not have enough money to finance their movement from one area to another.

8. Payments to field staff should be timely

Processing the payment of several people involve in the survey operations is a major challenge normally faced in a large-scale data collection undertaking. Hence, it is important that proper procedures for payments are in place so that staff could be paid on time.

E. Questionnaire Design

The contents of the questionnaire should meet the objectives of the survey. If not, resources will be wasted since implementers will not be able to get the desired output/s. Hence, it is important that the objectives and indicators should be reviewed first before any development of the questionnaire could be made. It is also important not to collect information which are not included in the objectives/indicators already developed since any question included will have a cost implication. It should be noted that the longer the questionnaire is, the higher is the cost since interviewers will have to conduct the interview with the respondents longer and hence will have to be paid more.

9. Questionnaire/s should be designed to meet the objectives of the survey

Questions should be carefully phrased such that these are easily understood by both the interviewers and the respondents. Questions should also be tested for clarity. Designers should follow the rules on questionnaire design such as simplicity/clarity, direct to the point, sensitivity, proper sequencing of questions, preference for coded answers rather than open-ended questions, and appropriate considerations for data capture (traditional data entry or scanning).

10. Pre-tests and pilot test should be undertaken to test the processes and survey instruments

F. Pre-test/s and Pilot Test/s

Testing the different processes is very important to determine if there are still procedures and survey instruments that need to be improved. For a large scale data collection activity, such as a census or conducting SDES in several provinces at the same time, a pilot is an essential process. Pilot test is a dress rehearsal for the actual

survey. Pilot test usually has a wider scope of activities to be tested whereas the pre-test is specific to an activity or instrument to be tested such as the questionnaire design, new technology, and new procedure.

Series of pre-tests is normally carried out prior to the pilot test since the pilot test is supposed to be a dress rehearsal of the actual survey and hence, the procedures and instruments should be more or less final ready for implementation. In the pilot test, all processes and instruments to be used such as survey instruments, recruitment, logistics, training, data processing, and data analysis should be tested. Based on this exercise and lessons learned, improvements should be made in the instruments and processes prior to the actual implementation. The testing should allow for the identification of challenges, issues/problems, and risks such that these could be addressed prior to the implementation of the survey.

The size of the pilot /pre-test should be sufficient to test as much as possible all cases in the different conditions, situations, and areas. For instance, samples for testing should be taken both from urban and rural areas as well as from low, middle, and high income communities. Considerations should also be taken in areas with different ethnicities and languages to test how the different cultures would respond to the survey instruments and to the survey itself. The number of pre-tests could be done as many as necessary depending on the purpose or objective of the tests.

The data collected from pre-tests/pilot test should not be disseminated publicly since the questionnaires used to collect the survey data are not yet in their final form. Likewise, the procedures implemented in the tests are not final and hence, could affect the quality of the data collected from these tests.

G. Sampling Design

The methodology for the selection of samples, calculation of the sample size and their allocation must be precise to achieve robust estimates. There should be a balance for a need for a larger sample size with the cost of the survey. The pros and cons of the different sampling methodologies should be carefully studied and determined as to what is best appropriate to the objective/s of the survey. A wide range of reference materials on sampling design could be utilized. Alternately, CSO could seek assistance from a sampling expert if there is a need for a complex sampling design.

11. *The size of the sample must be adequate to meet the objective/s of the survey*

The sampling frame to be used for the selection of samples should be the most recent sampling frame available. If the frame is more than two years, the frame should be updated by carrying a listing/mapping of households where the samples could be selected prior to enumeration.

At present, CSO is using the frame developed during the 2003-2005 Household Listing and is updated whenever an SDES is carried out in particular provinces. Hence, as of the writing of this document, for the latest frame of CSO, it is updated so far for 13 provinces already. As SDES was first carried out in 2011, updating of frame is indeed necessary. Should there be sufficient funds for a household listing, CSO should consider conducting the listing to update the sampling frame.

H. Mapping and Listing Operations

Mapping and listing operation is a very important component of a survey process since this is where the sampling frame could be derived from in the absence of any source of frames such as registers. The outputs of this process which are the listing sheets and updated maps/sketches of the enumeration areas are used to draw and locate the samples for the survey. The quality of these outputs should be ensured in order to achieve unbiased estimates from the survey. This can be achieved only if every step of this operation is carefully planned, implemented, and monitored. The following are the processes involved:

H.1 Recruitment of Cartographers

At present, CSO has around 75 cartographers and supervisors who carry out the mapping and listing in the different provinces. If the needed number of cartographers and supervisors is not enough, cartographers/supervisors should be hired from where the sample EAs are located or if not, from the nearest EA. For transparency purposes, the announcement for the post should be made such that the CSO is not accused of recruiting relatives or friends of the officials. The criteria set should be followed, and whenever necessary, examination should be administered to determine if the applicants can follow the directions/procedures on mapping/listing. It is also important to check their character by conducting an interview especially when they are asked to receive and use GPS for collecting coordinates of the EAs/villages, establishments, institutions, and other important landmarks as part of the mapping/ listing activity. This is to avoid hired staff running away with GPS units.

12. Recruitment of cartographers/ listers should follow the criteria set

H.2 Training of Cartographers

If the cartographers/supervisors will be hired, the training on how to conduct the mapping/listing should be undertaken. The training should include how to accomplish the mapping forms, how to use GPS devices as well as how to prepare maps. Aside from the discussion of all forms and manual, a practical exercise or examination to test their understanding and ability to perform the different tasks for mapping should likewise be part of the training. For SDES, the training normally lasts for eight days.

13. Hired cartographers/listers should be trained properly, to include concepts, procedures and practical exercises

If the number of CSO cartographers is enough, hiring is therefore not necessary and so as the training. Only briefing should then be given to CSO cartographers before they could be deployed to the provinces.

H.3 Supervision and Monitoring

Supervision/monitoring of mapping and listing operations should be carried out in the different areas to ensure that cartographers/listers do their job properly, that is, they will completely and correctly list all enumeration units in the assigned EAs as per the instructions laid out in the mappers/listers' manual.

14. Supervision and monitoring should be carried out by following sets of instructions on monitoring/supervision

Supervisors should also be guided on how to conduct monitoring/supervision as per the manual of instructions for supervisors. Hence, this manual should also be prepared for them so that they would know how to carry out their tasks. It is also important for the supervisors/monitors to check the progress of the work of the mappers/listers and determine if they are lagging behind or way above their expected outputs. In both cases, supervisors/monitors should know the reasons for these and should be able to address the issues.

GPS devices for mapping could also be used to track the movement of cartographers to determine if they really visited the assigned areas. Supervisors should check the data from the GPS devices to check the areas that the cartographers visited. Supervisors should be very strict on this and should dismiss any personnel found cheating on his job. CSO had used this in the past for mapping and was able to track the movement of the cartographers and even supervisors. They were able to trace missed units – houses/establishments/villages and asked the cartographers to go back to the areas and re-enumerate those missed units.

H.4 Processing of Maps

The quality of the information collected through mapping and listing operations is very important since wrong information will lead to biased estimates as households will be attributed to wrong geographical location. Hence, checking of maps prepared during the mapping/listing operations should be carefully implemented.

15. Collected information should be compared with the previous databases and the latest images/topomaps

After downloading all coordinates and tracks from GPS devices and scanning all sketch maps, valid points should be identified through the geographic identification codes and the description/notes/names as indicated in the GPS devices. They should be properly compared with the previous coordinates collected (e.g., 2009-2010 Household Listing) and/or with the recent satellite images/coordinates. Should there be any inconsistency, verification and corrections should be made in the data files. Refer to the detailed instructions in checking the maps.

H.5 Processing of Listing Sheets and Other Survey Forms

Once the listing sheets and other survey forms are received from the field, these should be immediately checked as to the completeness and consistency of items. Instructions on how to check/edit and encode the listing sheets and other forms (Village Questionnaire, as in the case of SDES) should be prepared so that editors/coders will be guided on what/how to check the documents.

16. Instructions manual on how to process the listing sheets should be prepared and followed by the editors, coders,

H.6 Data Analysis of Mapping and Listing Results

Aside from using the information collected from the listing sheets as sampling frame for both households and establishments surveys, the information collected from the mapping and listing operations such as the number of establishments and institutions would provide data for valuable planning for humanitarian and emergency purposes as well as any economic planning. Hence, results should be analysed and published/disseminated.

17. Results of mapping and listing operations should be analysed and disseminated

1. Training

Training the data collectors and supervisors is an essential and crucial component in any data collection activity. Without proper training, they may collect wrong information producing wrong statistics. The common phrase “*Garbage in, garbage out*” will be applicable in this case. It is therefore very important that training activities should be planned properly including the preparation of training materials, criteria to be used for selecting Master Trainers (MTs), training of MTs, methodology to be used in the training, schedule and contents of the training, and the process to be used for evaluating the trainees and the training itself. Training of all staff involved in the survey operations is required in order to ensure uniform application of survey instruments, understanding of the purposes/objectives of the survey; motivate the staff in performing their tasks; provide practical illustrations and suggestions; and improve the overall quality of the data.

1-1 Training Materials

Training materials should be prepared and tested for their appropriateness in the actual training for data collectors and supervisors. The training materials should include the instruction

18. Training materials should be prepared in advance and tested for their applicability

manuals, stationeries, forms to be used for practical exercises, blown up forms (large enough to be seen by the trainees even from a distant) to be used for practical exercises, and other training visual aids to further enhance the learning process.

1-2 Selection of Master Trainers

The quality of the training rests heavily on how the trainers would be able to impart the instructions as discussed in the manuals for surveyors and supervisors. Thus, trainers should be selected based on their ability to train. As the number of CSO Master Trainers is limited, CSO should be able to train staff with potential to become trainers. They should undergo the training of trainers and determine based on their performance who have the potential to act as trainers. Depending on the length and complexity of the topics to be discussed, the number of trainers for each class should be at least two so that there are checks and balances

19. Master Trainers should be selected based on their ability to conduct the training

1-3 Training of Trainers

Trainers should be guided on how to conduct the training and what points/topics to emphasize. They should know when and how to conduct the participants' evaluation and when to encourage trainees' participation in the class. All these should be included in the Trainers' Guide. The guide should also ensure that the training that will be conducted is standard all throughout the different levels

20. Trainers' guide should be prepared and discussed with the trainers

(national, provincial, groups/clusters).

1-4 Training Methodology

Aside from lectures, there should be trainees' participation in the discussions. Trainers should encourage each trainee to contribute to the discussion to ensure understanding of the topics being discussed.

21. Practical exercises should be included in the training

Exercises to test the understanding of the participants should be mandatory in the training. Exercises could be in a form of written examinations, questions and answers, mock interviews, and field practice. Mock interview is a role playing session where one trainee acts as an interviewer and another acts as the respondent, and the remaining participants as observers at the same time filling out the questionnaire. Discussion follows the role playing to point out the things that should be improved when conducting the interview. Depending on the schedule, several mock interviews could be carried out to accommodate as much trainees as possible. It is also possible to invite people (non-trainees who do not know the concepts/procedures discussed in the class) to act as respondents so that the trainees would be able to practice how to ask the questions and probe properly to actual respondents.

1-5 Training Schedule

Training schedule should be followed strictly since other activities following the training will be affected if the schedule is not followed. Trainers should keep the pace of the training on track. Trainers should manage the discussion if it goes out of the current topic being discussed and should inform the trainees if they will be covered in the succeeding topics. If some questions would not benefit most of the trainees, and a few of the trainees would just want clarification with the trainers on topics which were previously discussed, the trainers could arrange for a special session outside the training proper to discuss those questions so as not to affect the training schedule.

22. Training schedule should be followed strictly

The trainers should gauge if the participants in general, need more discussions and clarifications and that if there is a need to extend the training. If this is the case, the trainers may need to extend the training hours – perhaps in the morning or longer hours in the afternoon, and try not to affect the number of training days. If still it is not possible with extended hours, it may be needed to extend the training days. It should be noted that it is very important for the trainees to understand their work before they are deployed in their areas of assignment. When the training days are extended, trainers should inform the survey coordinator and management so that necessary adjustments in the succeeding activities could be made.

To determine the number of days required for the training of surveyors and supervisors, this should be made part of the pre-tests being carried out for testing the questionnaires and instruction manuals.

The duration of the training per survey depends on the type of the survey to be carried out. For the latest AfDHS, the training for surveyors took 28 days, while 12 to 14 days for the SDES surveyors’ training. These were established initially based on the pre-tests conducted for these surveys.

1-6 Evaluation of Participants and Training

To determine if the trainees could accomplish their tasks correctly, it is necessary to evaluate their performance during the training. There should be written examinations for the trainees which should cover the concepts discussed and important procedures to follow. Likewise, there should be assessment of their participation in the discussions in the class, as well as assessment on their capacity to interview and fill out the questionnaires during the role playing/field practice sessions.

Trainees should also evaluate the training provided to them in terms of how efficient the trainers conducted the training, the completeness and appropriateness of the training materials, the schedule, the training venue, and other relevant observations from the trainees that would help improve trainings in the future.

I Survey Enumeration

Another crucial stage of the survey process is enumeration, that is, the house to house visit of data collectors. If the information collected from the respondents are not accurate and the procedures for collecting the data are not properly followed, the statistics that will be generated from the survey will also not be accurate. Again, the common phrase: “Garbage in, garbage out” will apply. Hence, it is essential that all procedures discussed during the training be applied correctly by each individual involved in enumeration.

Each activity at the enumeration stage should be carefully planned such that there is no room for error. Below are the activities that need to be properly executed and monitored.

J-1 Distribution of Assignment

Sample enumeration areas and households to be interviewed should be carefully distributed to the data collectors so that there is no room for deliberate manipulations by the data collectors. That is, depending on the circumstances and environment, the distribution of workload should either be based on the number of households per day or the number of days required to cover the sample EAs. Close supervision is needed in both options. In the first option, there is a tendency to deliberately increase the number of households such that the payment is also increased. In the second option, surveyors may not actually visit all the households but would still receive the same amount since the basis of payment is the pre-determined number of days. In both cases, the quality of the data being collected is affected as they do not show the actual condition on the ground.

When giving assignments to surveyors, the terrain, distances of the households, weather, and transportation facility should be factored in. The number of households per day in the urban areas is normally higher than the number of households required to be visited/interviewed in the rural areas. This is because the houses in the urban areas are more densely located than in the rural areas. Hence, it is important that these be considered in deciding the quota per day and is normally determined based on the outputs in the pre-tests and pilot test.

J.2 Supervision/Monitoring

Supervision/monitoring is very important to ensure that only quality data is collected by each and every data collector in the field. Checking of the work accomplished by the surveyors is very crucial especially on the first week of the survey period since surveyors are not very much familiar yet with the questionnaire and hence prone to commit errors.

23. Supervision/monitoring should be carried out by observing the interviews, checking the questionnaires, conducting re-interviews, and spot-checking

The supervisors/monitors should perform the following tasks to ensure that only high quality data are collected:

- a. observe surveyors while conducting interviews;
- b. edit/check the questionnaires accomplished by the surveyors;
- c. conduct re-interviews and match the data collected through re-interviews with those accomplished by the surveyors;
- d. conduct spot-checking, that is, check if the surveyors are indeed in the field visiting the households and conducting interviews; and,
- e. Conduct frequent meetings with surveyors to discuss their difficulties and provide possible solutions to the problems.

The supervisors/monitors should visit all areas assigned to them to ensure that all surveyors under their assignment are working properly in accordance to the guidelines and procedures set for the survey taking. Each supervisor should prepare an itinerary so that the survey coordinator would likewise be able to monitor the supervisors if they are properly doing their job.

Separate instruction manuals should be prepared for supervisors to guide them on how to supervise the data collectors. As in the case of SDES, separate instruction manuals were prepared for Controllers (a team supervisor; supervising about 3 to 4 surveyors), Nahia/District Statistics Officers and their Assistants, Provincial Statistics Officers, and Kabul Staff supervisors/monitors.

If security will allow surveyors to use GPS as well as if there are sufficient number of GPS devices for surveyors and/or supervisors, this device is a very good tool to use for tracking the movement of surveyors to determine if they indeed went to the assigned area/s and to the sample households to conduct the interview.

Supervisors could also use computer tablets for monitoring instead of paper-based monitoring. A computer program has been used for this purpose during the SDES monitoring where observations and findings were directly encoded into the computer tablets. That system could still be further enhanced/developed such that the retrieval and consolidation of information could be facilitated.

J.3 monitoring tools

In order to assist the supervisors on how to conduct monitoring, checklist and guidelines on how to perform this task should be prepared, followed and reported. Important indicators such as average household size, sex ratio, checks on presence of infants and very young children (ages 1-4) who are normally missed by the respondents, and other relevant indicators should be included in the checklist of items which should be closely monitored (refer to Annex 3 for the monitoring guidelines used for SDES).

24. Checklist/guidelines for monitoring should be prepared to be used by the supervisors/monitors

A very important task of the supervisors and monitors is to check if the sample households have been visited by the data collectors. Hence, it is important that supervisors/monitors also visit sample households which are situated in remote/difficult to reach areas which are suspected to be intentionally not visited by the surveyors.

J.4 Progress Monitoring

Surveyors and supervisors should be asked to report to the survey coordinator/management the progress of data collection as well as any challenge they are facing so that these are immediately attended to. The progress monitoring will allow the survey management to assess if the data collection is on track as per the schedule. If the status of the field work is delayed, survey management should be able to address that in consultation with the provincial staff/coordinator. The reason for the delay should be known in order to properly address the problem.

25. Progress of the field work should be monitored in order to determine if the activities will be completed as planned

A progress monitoring form should be designed to record and keep track of the progress of the field work. A reporting schedule to the survey management should be agreed upon so that information is received regularly from the field. ALCS has been using a monitoring form to keep track of the submission of accomplished questionnaires to CSO. Information recorded were date of submission, completeness of submission as well as information on the missing questionnaires (refer to Annex 4 for the sample of the form used).

J.5 Communication Channels from the Field and Head Office

A staff in the provinces should be assigned to take charge of recording and reporting the progress to the PSOs and the survey management in Kabul. Likewise, a staff or a unit should be assigned at the central office to receive all the reports from the field and relay the same to survey management. Also, the staff or the unit should be responsible to relay instructions from the central office to the field offices. This is to avoid confusions and to ensure that same instructions from the survey management are relayed to the field.

26. To standardize communications from/to the central office to/from the field, a staff or a unit should be assigned to manage all incoming and outgoing communications

J.6 Measurement of Coverage and Sampling Errors

Report on survey results should include standard errors for important indicators so that users would be able to determine the measurement error in statistical terms.

27. Coverage and sampling errors should be documented and reported

Likewise, the coverage of the survey – non-response and missed households (or respondents) should be included in the report. This would give the users better understanding of the data collected in the survey.

K Data Processing

Refer to Annex 5 for the flow of data processing. It starts from the time the accomplished questionnaires are received from the surveyors/supervisors. There are several steps to follow in order to generate the final statistical tables. In each step, the quality of the output should be ensured.

K.1 Editing and Coding

If the scale of the survey is large then a district editing/coding is necessary so that questionnaires are checked at the earliest and could be easily returned to the surveyors should there be a need for further verification. If the survey is small, then the editing and coding could be undertaken at the provincial offices. In both places, the process involves the following:

a. Receipt of accomplished questionnaires:

As much as possible submission of filled out questionnaires should be done at the earliest even if the whole area assigned to the surveyors has not been completed yet. That is, submission could be done on staggered basis so that accomplished questionnaires could be checked by the editors/coders at the earliest. When receiving/transmitting the questionnaires, these should be recorded in the receipt/transmittal form. A copy of the receipt form should be given to the person submitting the questionnaires/forms so that he/she also has a documentation of all his/her submission. Both the persons submitting and receiving the questionnaires/forms should sign the receipt form (refer to Annex 6 for the sample of Transmittal/Receipt Form used for SDES).

28. All questionnaires received and returned to surveyors/supervisors should be recorded in order not to misplace any

b. Checking of geographic identification:

Geographic identification covers all names and codes of the provinces, districts/nahias, controller's area, enumeration areas, villages, gates, buildings, housings, and household serial numbers (some surveys do not have all these numbers). Checking the geographic names and codes is very important as this will ensure complete coverage of the sample households. Likewise, this activity would ensure that accomplished questionnaires are properly attributed to the actual locations of the households as this would result to a wrong analysis when the characteristics of the households are cross tabulated with locations.

29. Geographic identification should be checked in order to account all sample households

c. Editing and coding:

Checking of questionnaires for consistency and completeness of entries should be done immediately as soon as the questionnaires are submitted by the surveyors/ controllers. This would ensure errors are corrected at the earliest and that surveyors/controllers would not commit the same errors in the succeeding interviews. A manual for editing and coding should be prepared in order to guide the editors and coders on how to perform their tasks.

30. Editing and coding of entries should be done immediately so that errors committed during the data collection are corrected at the earliest

K.2 Verification

After the questionnaires are edited and coded in the districts or provincial office, these should be sent to the provinces/Kabul office for verification. The process of verification is the same as that of the

31. If the questionnaires are complex and the chance of committing errors during data collection is high, another level of verification is required

district/provincial editing/coding. That is, with receipt and control of documents, geographic identification checking and editing/coding. Depending on the extent of observed errors in the questionnaires during the supervision/monitoring and complexity of the questionnaires, the verification can be done on a sample basis or on a 100% basis.

K.3 Data Capture

Data capture is the process of transferring information collected into a machine readable format. The most common technologies are the traditional data entry and scanning. Another method of data capture is the use of computer tablets for data collection in which the data are immediately encoded during the data collection process. CSO has tried this technology in the User Satisfaction Survey (a small scale survey) and will be continued in the next rounds of the same survey.

32. Sufficient testing of different methods for data capture should be done in deciding which technology to be

In deciding which technology to be adopted, there should be thorough tests on which method is appropriate in the context of Afghanistan. CSO has adopted the scanning technology for the National Risk and Vulnerability Assessment Survey but returned to the traditional data entry technology due to some challenges faced in the system (refer to NRVA documentation on scanning).

When the traditional data entry is decided, it is also necessary to implement a double entry process where the entries in the questionnaires are encoded twice. The double entry process will be able to check if the entries encoded during the first entry are the same as the entries in the questionnaires or not. If they are not the same, the encoder of the second data entry should replace them with the correct entries.

It is also important to monitor the performance of encoders, that is, to check if they are encoding the entries properly. This can be done by looking at the encoding log statistics where each encoder is assigned an ID and based on that ID the error log can be determined. For hired personnel not performing well, a warning can be issued and if there is no improvement on the performance, the contract could be terminated. For regular employees of CSO, also a warning can be issued and the concerned person/s should be dealt with properly by the management.

K.4 Reject Listing Verification

Even if the questionnaires were subjected to editing in the districts and/or provincial verification, computer editing is still necessary in order to ensure that all errors are corrected before the generation of statistical tables. Inputs to computer editing should be supplied by the subject matter specialists who are well versed on the concepts and indicators so that all possible checks could be included in the computer program. Inputs should be discussed and finalized in consultation with the computer programmer/s and should be properly tested. The output is called Reject Listing. The list includes all errors – inconsistencies between and among items, outliers, and incomplete entries. The list should be either be verified against the original entries in the questionnaires or can be automatically corrected using other entries in questionnaires.

33. All data files should be subjected to computer editing

K.5 Weight Generation

Data collected from sample surveys should be provided with sampling weights. These should be calculated based on the sampling design adopted for the survey. The weights should be attached in each record in the final data set.

34. Sampling weights should be attached in each record in the data file

K.6 Statistical Table Generation and Evaluation

Even if the questionnaires and data files are subjected to several layers of editing/checking, it is still possible that there would be outliers in the data. It is not necessary however, that these outliers are outright considered errors in the data, but rather these outliers should be further checked if indeed these are actually existing or errors due to data collection or editing. If the data is correct, cases like these should be properly documented and if needed, should be included in the data analysis.

35. Statistical tables should be evaluated as to their accuracy and reliability

Guidelines should be prepared on how the statistical table evaluation could be undertaken. The guidelines should include checks on the consistency of totals, within and among the tables generated, outliers, accuracy and reliability of indicators. Whenever possible, it is also important that the data generated from the survey be compared with other surveys or sources of data, e.g. from HMIS, ALCS, etc. Or, with the same survey undertaken in the past and check if the increases or decreases in the values are valid (see Annex 7 for the sample of guidelines for table verification for SDES).

L Data Analysis

Data collected and processed should be analysed so that users would understand the different indicators collected in the survey and be able to use them properly. There are normally three different types of analysis being prepared after data collection and processing – analysis for preliminary results, analysis for final results, and in-depth analysis. The first one may contain only indicators that are easier to generate and validate and is normally released to the public earlier than the rest of the analyses. This is also done so that users can immediately use the data for policy making, programme development, and project evaluation. Normally the preliminary results do not deviate much to the final results. As much as possible preliminary results should be released not more than eight months after the data collection. The second one should contain descriptive analysis for most of the indicators collected in the survey while the third one should contain mostly the relationship among the indicators and other analyses not included in the second publication.

36. Preliminary results of the survey should be released within six to eight months after the survey period.

M Data Dissemination

Data dissemination is very important so that users will be informed and educated on data collected, processed, and analysed. The methods and materials for data dissemination should be designed according to the type of users/audience, e.g., different for policy makers, academe/technical people/researchers, students, media, general public, politicians, etc. The data dissemination plan should be consistent with legislation, institutional policies and with clearly defined protocols describing what can be published, to whom the data will be released, under what terms of use, and in what form it will be released (i.e., anonymized microdata).

37. Data dissemination methods and materials should be prepared depending on the type of users/audience

A data dissemination plan including policies on microdata dissemination should be prepared for every survey undertaking to be used as guide by the concerned staff and officials of the Publication and Dissemination Department. In preparing the plan, it will be useful to refer to the data dissemination strategies of other countries and determine which are applicable in the context of Afghanistan.

N Documentation

All processes, methodologies, decisions made, instructions, lessons learned, challenges, and relevant information should be written for documentation purposes. This will help guide in planning for the same survey or other future surveys. Likewise, documentation helps the users understand what the data are measuring and how they were created. Without proper documentation of the survey design and methods used when collecting and processing the data the risk is high that users will misunderstand or misuse the data. Detailed documentation allows users to assess the quality of the data and also reduces the burden on the producer of the data to answer queries. Hence, all versions of the data should be fully documented to aid in the preservation of the data and institutional memory.

38. All processes, instructions, lessons learned, challenges, and survey materials should be properly documented to serve as guide for the next survey undertaking

The international standard for the preparation of survey metadata – Data Documentation Initiative (DDI) could be followed in which the codebook version of the standard is the most appropriate and easiest to apply. Following the DDI standard ensures that the full survey life-cycle is documented and serves as a standard checklist of what one has to know about the survey and its datasets. Using a standard also ensures that metadata can be easily uploaded to and found in online data catalogues.

O Data Warehousing

Final data sets should be properly stored with backups in different locations for security purposes (at least three different locations). If needed, a password may be included in the final data set and only authorized staff/officials should have access. Protocols should be defined as to how the data sets shall be stored and who can have access to them. Data have analytical value for a long period of time and plans should be made for the long term preservation of the data. In order to ensure usefulness over time, the data should be archived along with detailed metadata, all survey instruments (questionnaires and interviewer instructions, and other related materials).

39. Final data sets should be stored in at least three different locations.

Not only the final data set should be kept but also the data set after the first data entry separately from the second (double) data entry. Data sets that passed through the different reject listing verification (e.g. first pass, second pass, etc. until the data set is cleaned) should also be kept so that if there is a need to go back to these data sets, original values can still be retrieved. If the same survey will be undertaken in the future, it is better to keep all those data files until a new survey is conducted. For one time surveys, it is better to keep those files for 2 to 3 years.

5. Administrative-Based Data Collection

Administrative data are gathering via record and registration by governmental and non-governmental organs, these data are gathered through standard forms that filled out by data producers and after analysis and evaluation entered in to consolidated system.

Data should be accurate and qualified to be a good base for policy design, program preparation and monitoring their progress.

Currently the quality of Administrative data is faced with the following challenges.

The Challenges:

- Non availability of data research and analysis centre.
- Low quality and non-accuracy in presenting data by some of Ministries, Organizations, Private sector and non-Governmental Organs, due to non-availability of database and low capacity of data analysis in the mentioned Institutions.
- Low capacity of staff of statistical system.
- Low usage of Information Technology for system building and betterment of data quality.
- Less development of statistical ballads and standards for use of Ministries, Organizations, Private Sector and others.
- Weak coordination among data producer Organs.
- Lack of experts for strengthening and revision of some sections of statistical system.

Analysis of the current situation of country's statistical system and indicating weak points in data quality and accuracy , requires codification and implementation of data qualification policy which base on that, next actions could be performed.

Establishing Centre for Research and Trainings

By establishing this Canter two aims could be achieved.

- Creating capacity for analysis and research of statistical data.
- Promoting capacity of staff of statistical system.

In this canter not only result of data gathering from surveys and administrative data should be analysed, but it will be used in development and revision of methodologies of implementing surveys and gathered administrative data, development of statistical standards and ballads should be continually studied and to create new methodologies for better conducting surveys which can be truly affected on data quality.

Statistical trainings in this canter will help us to cover building capacity for staff of statistical system, promoting methodologies, establishing analysis capacities, methods of data placement in the related formats, introduction with international methodologies and their usage in statistical system of our country, data process, methods of preparing technical reports and other affairs concerning statistical system.

Making electronic data collection System

Exchange of data and information using newest technologies is counted one of the highlights of strengthening statistical system and can be a guarantee for data quality and accuracy.

Keeping electronic communication between data producers and CSO has already started and after completion of central database "which is in progress" these communications will be completed.

Using different methods of electronic system is very important, not only for survey implementation, data process and data analysis, but also for data gathering, data process and sharing data with data users, especially it can be a guarantee for data quality and accuracy.

Using the equipped electronic instruments at all processes of statistical system is a highlight in this policy and is considered to establish online data exchanging system.

Standardizing Questionnaires

Existence of standard questionnaires would be mostly affected on data quality, accuracy and eliminating data gap, in this policy's framework attention will be paid, to standardize the questionnaires and enrol new necessary indexes, to provide more comprehensive data and eliminating most of data gap. Achieving this goal is needed continuously work with data producers, to indicate the new indexes and include in to the questionnaires and then to proceed filling the questionnaires using new data.

Capacity Building

Having expertise and proficiency at all dimensions of statistical system, properly in guaranteeing data quality and accuracy has a key role, presence of statistical personnel with high professional degrees, their trainings and introduction to methodologies of statistical system will pave the way for improvement of the system.

Raising the levels of education of the current staff, recruiting new statistical personnel, dispatching some of the staff to abroad countries to learn higher education as MA and PHD, holding workshops inside and outside of the country for CSO personnel and data producers, exchanging data and information with academic statistical institutions are the steps toward raising the professional skills of the statistical system employees that would undoubtedly affected on data quality.

Strengthening Coordination and Cooperation

Continually work with statistical stakeholders including data producers at the national level, International Organizations and statistical Institutes of countries, organizing International workshops, seminars and conferences to use the experiences of the international statistical institutions, to exchange statistical experiences, utilizing International methodologies, using experiences of external experts to renewal, replacement and standardizing the system are the major elements for betterment of data quality which is more concerned in this policy.

It is very important that the integration and completion of the data collected by different producers be checked and evaluated. Only in the same way as a survey, if the collected data are not exactly checked, it will be useless or the information will be misleading the users. Manuals should be prepared on how to check the integration, completion and validity of the collected data, and data providers should be instructed, on how they can make the necessary adjustments to the forms or methods of data collection.

It is also important that the tendency of data be analysed. If there is variation in the trend of the data, these changes should be discussed with data producers' committee/group, in order to check whether these changes are valid or as a result of mistakes. A detailed plan should be prepared for the type of analysis is to be done.

6. Data Integration and Harmonization

With increasing number of different surveys that CSO is conducting, it is important that consistency and comparability of the framework, concepts, procedures, methodologies, definitions, and classifications be taken into consideration. Data integration and harmonization could reduce the cost of statistical collections and load to the respondents. Likewise, it could provide richer information and allows richer databases to be used for more extensive analysis.

CSO should prepare a guideline or protocol on data integration and harmonization. Reference could be made to the Protocol on Statistical Integration and Classification.

**40. *Data integration/
harmonization plan should be
developed***

Annex 1 – Sample of Security Assessment

Security Assessment				
Information from CSO Provincial Statistics Officers (as of July 2016)				
Name Province	District Name	Secure	Partially insecure	Completely insecure
WARDAK	Provincial center of wardak (maidan shahr)		√	
WARDAK	Jalrez			√
WARDAK	Hissa-i- awal behsud		√	
WARDAK	Markaz-i-behsud		√	
WARDAK	Daimirdad			√
WARDAK	Jaghata			√
WARDAK	Chak-i-wardak			√
WARDAK	Sayyidabad			√
WARDAK	Nerkh			√
LOGAR	Provincial center of logar (puli alam)	√		
LOGAR	Baraki barak		√	
LOGAR	Charkh		√	
LOGAR	Khushi	√		
LOGAR	Mohammad agha	√		
LOGAR	Khar war			√
LOGAR	Azra			√
GHAZNI	Provincial center of ghazni (ghazni)	√		
GHAZNI	Deh yak		√	
GHAZNI	Zanakhan			√
GHAZNI	Khawaja omari		√	
GHAZNI	Rashidan			√
GHAZNI	Wali mohammad shahid khugyani			√
GHAZNI	Jaghata			√
GHAZNI	Waghaz			√
GHAZNI	Qara bagh		√	
GHAZNI	Giro			√
GHAZNI	Andar		√	
GHAZNI	Nawur		√	
GHAZNI	Ajristan			√
GHAZNI	Malistan			√

Annex 2 – Checklist of Activities for AFPHS

2015 Afghanistan Demographic and Health Survey Detailed Project work plan

MAJOR ACTIVITIES	PROPOSED DATES	INPUT	OUTPUT	REMARKS
Sample design	Completed	ICF sampler worked with CSO sampler on the sample design	The sample design for the survey determined. Representative at the provincial level, urban/rural, and national.	
Sample selection	Completed	ICF sampler worked with CSO sampler on the sample design	950 sample clusters were identified.	
Questionnaire review	Completed	Questionnaire review session in the technical committee	Indicators for the survey decided and agreed upon	
Setting up Accounting firm	Completed	Open bidding process was carried out from various firms.	ATLN was selected for providing the service for disbursing the project funds.	
Setting up hiring firm for consultants	Completed	Open bidding process was carried out from various firms.	Smart Move Logistics Company was selected for hiring the two MOPH staff and the Resident Advisor.	
Translation of questionnaires	Completed	MOPH took the responsibility to hire a company to carry out the translation of questionnaires.	Questionnaires were translated to Dari and Pashto languages.	
Back-translation of questionnaires	Completed	MOPH took the responsibility to hire a company to carry out the back-translation of questionnaires.	Questionnaires were back-translated to Dari and Pashto languages.	
Translation of manuals	Completed	MOPH took the responsibility to hire a company to carry out the translation of field manuals to Dari and Pashto.	Dari version is complete. However, the Pashto version is still pending.	
Pretest training/fieldwork	Completed	A two-week long training was conducted by ICF for the master trainers.	The questionnaires were tested in the field and the results helped in modifying the questionnaires. The master trainers were trained on the content of the DHS questionnaires and procedures.	
Household listing training	Completed	Four day training program for the listers and mappers from the provinces. Training includes following DHS protocols in carrying out the listing operation.	Listers and mappers will be trained to conducting the listing operation in the sample clusters. They will carry out a day of field practice, which will be included in the training.	
Household listing field preparation	Completed	Prepare logistics of field operation	Teams will receive their payment and other field supplies.	
Launch fieldwork in Kabul	19 April 2015	Start fieldwork in Kabul	33 teams (each comprising of two members) will complete household listing and mapping for once clusters each. This will be carried out under intense supervision of the trainers.	Plan changed. Kabul will be done by an independent team.
Retrieve the completed clusters	na	Retrieve completed forms and review	All the issues and problems encountered will be resolved. Team will be well prepared to go to the provinces and carry out the listing operation.	Plan changed. Kabul will be done by an independent team.

Household listing operation	19 April - 30 June 2015	Fieldwork on household listing	Complete the household listing. Selection of households will be done simultaneously.	
Revision of instruments after pretest	April 2015	All the questionnaires reviewed and updated by the ADHS team.	Questionnaires finalized for the training.	
GPS units release	Additional delay			As the committee handling the release of GPS units at the Ministry of Interior changed, the release might be delayed. GPS readings will be carried out during the main fieldwork.
Presentation of questionnaires in TAC	First week May 2015	Present questionnaires in TAC	Get consent to move ahead with the questionnaires	
Recruitment of field staff	April 2015	Recruitment test prepared and translated to Dari and Pashto. Recruitment tests and interviews will be carried out at the provincial levels.	Field staff for the main training will be identified.	
Orientation for the trainers	2 May - 6 May 2015	Refresher and orientation for the trainers, preparation of the training materials and palning for the main training.	Trainers will be prepared for the main training.	
Training of fieldstaff	9 May 2015 - 4 June 2015	Train the field staff on the ADHS questionnaires and procedures.	Field staff trained and prepared for the fieldwork.	
Start the fieldwork in Kabul clusters	6 June - 10 June	Conduct fieldwork in the Kabul clusters under intense supervision of the trainers.	Complete the work in the first clusters in Kabul.	
Review fieldwork experience	June 11 2015	Review the experience in the first clusters. Resolve any issues faced.	Field teams become ready to conduct the fieldwork.	
Start fieldwork	June 13 - October 2015	Fieldwork in the provinces	Complete the fieldwork.	
Develop data entry program	May 15 2015	ICF data processing specialist develops data entry program.	Data entry program prepared.	
Data entry and editing	June 13 - November 2015	Data entry persons will be trained at CSO by the ICF data processing specialist.	Data entry process begins and completed by November 2015. Periodic field check tables will be developed to monitor the fieldwork.	
Monitoring the fieldwork	June - October 2015	Fieldwork monitoring by the ADHS team.	Ensure good quality data.	
Preparation of Key Indicator Report	November 1- 30, 2015	Prepare Key Findings Report	Present the Key Findings	

Annex 3 - Sample of Monitoring Guidelines for CSO Monitors

Monitoring Guidelines for CSO Monitors of SDES

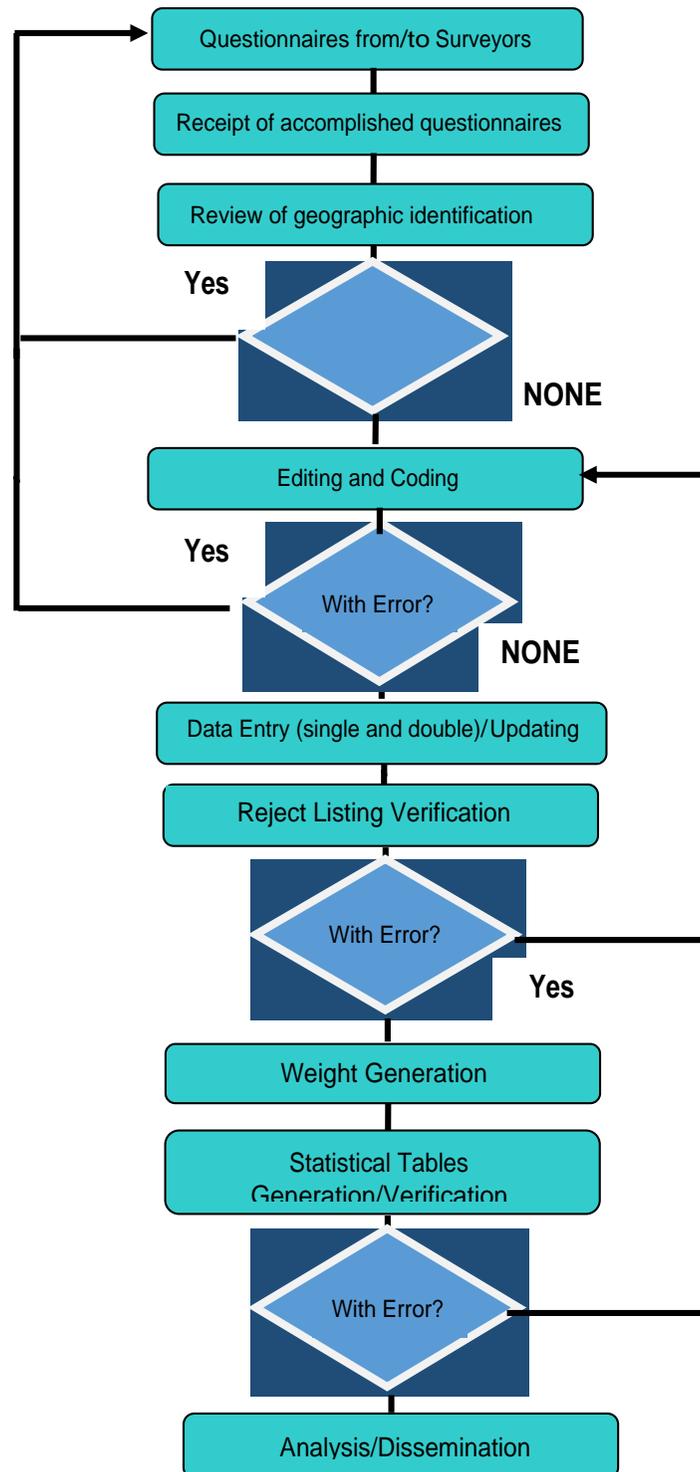
1. You should have the following forms for to be able to perform your job properly:
 - a. Form 22 – list of villages and enumeration areas
 - b. Form 11, 12, 13 in sufficient number
 - c. SDES CSO Monitoring Form 1
 - d. SDES CSO Monitoring Form 2
 - e. SDES CSO Monitoring Form 3
2. **Form 22.** This is the list of villages and enumeration areas by district. The form also contains the number of households as collected during the mapping and listing activities. You will be given this list per your assigned district. Refer to the instructions on using SDES CSO Monitoring Form 2 and 3.
3. For each day of monitoring, you should visit at least one EA per day. In each visit, you should accomplish at least one Form 11; at least two households for Form 12; and at least 3 households for Form 13. You should submit these forms to PSO Coordinator every week, whenever possible. No payment of the remaining DSA shall be made without these forms properly accomplished.
4. **SDES CSO Monitoring Form 1.** In this form, you should record your accomplishment per day. This will also be submitted to PSO Coordinator together with Forms 11, 12, and 13. This is the summary form in which you will get the information from SDES CSO Monitoring Form 2.
5. **SDES CSO Monitoring Form 2.** The details of your visit to the households are to be recorded in this form. Fill out the boxes at the end of the form for the totals. These totals should be transferred to Form 1. The total number of households visited should be the total of YES and NO, in column 5. The total number of households missed is the total of NO in column 5. For column 7, you should specify the action taken and the follow up action made.
6. Make sure that Surveyors are filling out and submitting SDES Form 6 to Controllers every week and/or every time they meet and Controllers are filling out and submitting SDES Form 10 every week to DSO. Also, make sure that DSO is filling out SDES Form 18 every week.
7. **SDES CSO Monitoring Form 3.** Use this form to record the details of the editing of the questionnaires. You should specify the reasons or observations in the respective columns.

Annex 4 – Sample of Progress Monitoring Form

ALCS Monitoring Form

Sorted data			Report					Survey month: 5					
Sequential number	Missing questionnaires M+F	Major errors per HH	Cluster identification					Date questionnaires were received at CSO			Completed HH questionnaires		
			Province		Cluster		Code of		YY	MM	DD	Male	Female
			name	code	no.	Supervisor	Man. check						
195	0	#DIV/0!	0	0	0	0	0	0	0	0	0	0	
1	0	0.0											
2	0	0.0											
3	0	0.0											
4	0	0.0											
5	0	0.0											
6	0	0.0											
7	0	0.0											
8	0	0.0											
9	0	0.0											
10	0	0.0											
11	0	0.0											
12	0	0.0											
13	0	0.0											
14	0	0.0											
15	0	0.0											
16	0	0.0											
17	0	0.0											
18	0	0.0											
19	0	0.0											
20	0	0.0											
21	0	0.0											
22	0	0.0											
23	0	0.0											
24	0	0.0											
25	0	0.0											
26	0	0.0											
27	0	0.0											
28	0	0.0											
29	0	0.0											
30	0	0.0											

Annex 5 – Flow of Data Processing



Annex 6 - Sample of Transmittal/Receipt Form

SDES Form No. 7



ISLAMIC REPUBLIC OF AFGHANISTAN
CENTRAL STATISTICS ORGANIZATION
SOCIO-DEMOGRAPHIC AND ECONOMIC SURVEY
TRANSMITTAL/RECEIPT FORM

Identification Particulars

Province Name: _____ Village Name: _____

District Name: _____ Controller Area Code _____ ...

City Name: _____ Enumerator Area Code _____ ...

Nahia Code _____

Item	Total Number Issued	Number Received	Remarks
1	2	3	4
1. Listing Sheets for Village/Enumeration Area (Form 1)			
2. Listing Sheets for Household/Institution (Form 3)			
3. SDES Form 4 *			
4. Enumerator's Daily Worksheet (Form 5)			
5. Enumerator's Work Progress & Completion Report (Form 6)			
6. Mobile Households Certificate of Enumeration (Blank)			
7. Sketch Map			
8. Identification Card			
9. Enumeration Area Map			
10. Manual of Instructions for _____			
11. Clipboards			
12. Bags			
13. Ballpen			
14. Stamp pad			
15. Ink			
16. Pencil			
17. Brush			
18.			
19.			
20.			
21.			
22.			

*For accomplished questionnaires, fill out Building and Household Serial Nos. at the back of this sheet

Documents Handed over

Name : _____

Signature : _____

Date: / /
Day Month Year

Documents Received

Name : _____

Signature ; _____

Date: / /
Day Month Year

Annex 7 - Sample of Table Evaluation Guidelines

GUIDELINES FOR EVALUATION OF SDES TABLES

A. Population Tables

A.1 Table P1.1 - Population by Type, Sex, Age, and District

- ✓ Compare the projected population by district and SDES population by district. Compute the average annual growth rate.
- ✓ Check for the sex ratio at birth (under 1 year old). Normal range should be 102 to 107. Formula for sex ratio (SR) = male population/female population x 100.
- ✓ Check also the sex ratio for the entire province.

A.2 Table P1.2 - Household Population by Single Years of Age, Sex, and District

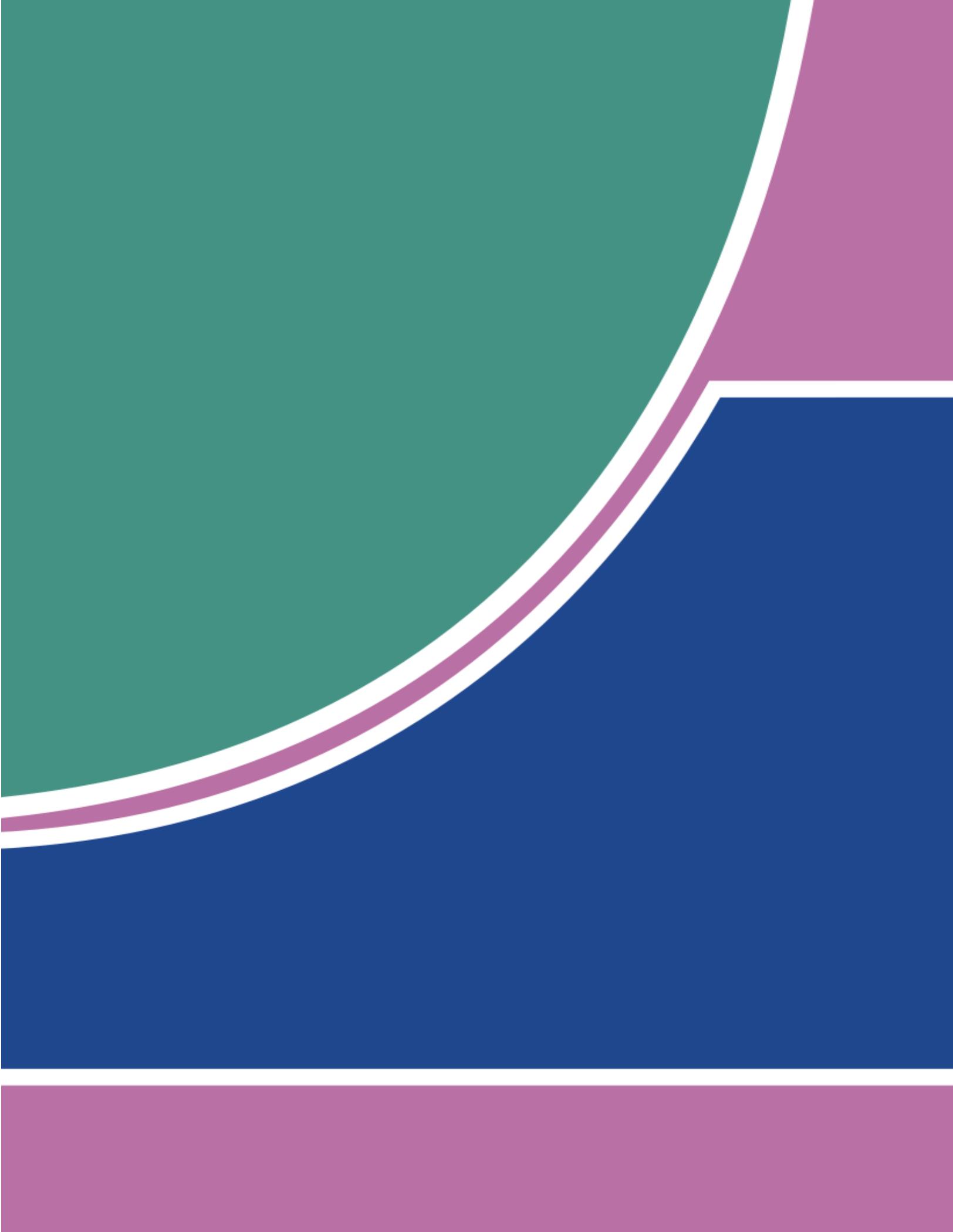
- ✓ Prepare the age-sex pyramid and check the shape of the pyramid especially the 0-4 age group. Compare with SDES Provinces.
- ✓ Compute for the median age and dependency ratio. Compare with SDES Provinces.

A.3 Table P1.3 - Household Population by Marital Status, Age, Sex and District

- ✓ Check for the marital status of persons under 15 years old. If the frequency for below 15 years old and unmarried is zero, put remarks to be verified from the questionnaire.
- ✓ Not Reported category with non-zero entries is acceptable.

A.4 Table P1.4 - Household Population by Relationship to Household Head, Marital Status, Sex and District

- ✓ Spouse, Son-in-law, Daughter-in-law, Mother and Father should have **NO** entries under never married not engaged and never married engaged categories. Put remarks to be verified from the questionnaire if found with non-zero entries.
- ✓ For Spouse, there should be **NO** entries under widowed, divorced and separated categories. Put remarks to be verified from the questionnaire if found with non-zero entries.
- ✓ For institutional member, there should be **NO** entries in all categories for the marital status. If there is entry, put remarks.



This document was created with Win2PDF available at <http://www.daneprairie.com>.
The unregistered version of Win2PDF is for evaluation or non-commercial use only.