



Preparation Timeline Template for SMART Surveys in Somali Region, Ethiopia

The purpose of this document is to list key activities throughout different phases of a SMART survey and to also incorporate some of the challenges that took place during the April 2018 Kelafo SMART survey in the Somali Region of Ethiopia. This document can be used to help plan for the 3 remaining SMART surveys that will take place in the Somali Region in the second half of 2018. For a more detailed description of activities kindly refer to the Global SMART Annex 1.1 Conducting a Survey Checklist.

The layout of this document is in the order that the phases of a SMART survey will occur (Pre-enumerator training planning to final report) but the deadlines of the activities are not in chronological order. After the survey plan has been developed it is important to put the activities in chronological order. It is assumed that the need for a survey and the location of the survey has been determined and that all stakeholders have defined the survey objectives. The deadlines listed are general and some may have to be adapted for each survey. It is very important to assign a person(s) responsible for each of the activities at the listed start date (to be adapted as needed).

PRE ENUMERATOR TRAINING

Activities	Basic Details	Start	Deadline
Create survey plan and timeline	Use this template (adapt as needed) to create a timeline for all phases of the survey. It is VERY important to identify a focal point person(s) for each of the activities. Make survey that the survey data collection does not take place during the rainy season.	6-8 weeks prior to the start of the enumerator training	Survey plan and timeline should be completed at the latest 5 weeks before the start of the enumerator training

Pre Enumerator training – Survey Questionnaire

Activities	Basic Details	Start	Deadline
Development of Questionnaire	Conduct several meetings with stakeholders to develop questionnaire based on survey objectives. Step 1: Identify Sections to include. Step 2: Identify Indicators to include Step 3: Identify questions that correspond with the indicators. Use global indicators and questions where possible and use local indicators and questions for remaining.	4 weeks prior to enumerator training	High quality draft prepared for start of training
Translation of Questionnaire	Use back translation technique	2 week prior to training	High quality draft prepared for start of training



Pre Enumerator Training – Survey Protocol

Activities	Basic Details	Start	Deadline
Research available information needed for sampling size calculation and protocol	Conduct research from all available sources that will be used for the protocol (including sample size information). Some of these sources will be cited in the final report discussion section as well	4 weeks prior to the start of enumerator training	2 weeks prior to the start of enumerator training
Create sampling frame	Determine if up to date information is available. If not alternative methods will need to be applied such as physically going to the Kebele or Sub kebele level to obtain population or household information. The sampling frame can be included as an Annex in the protocol	4 weeks prior to the start of enumerator training	2 weeks prior to the start of enumerator training
Create protocol	Write the survey protocol and submit for validation	3 weeks prior to start or enumerator training	Submit 2 weeks prior to the start of enumerator training
Validate protocol	Assume that there will be a couple of draft with comments so allow 2 weeks for the protocol to be validated	Submit 2 weeks prior to the start of enumerator training	Protocol validated before start of enumerator training

ENUMERATOR TRAINING

Activities	Basic Details	Start	Deadline
Reserve training venue	Determine location of training venue and confirm that a generator is available to ensure power throughout the training	3 weeks prior to the start of enumerator training	1 week prior to the start of enumerator training
Ensure that quality anthropometric equipment is available	Confirm that high quality height boards, MUAC tapes, and digital SECA scales are available. If not available in country allow time to procure as a top priority	8 weeks prior to the start of enumerator training	Start of enumerator training
Create survey slides	Create enumerator training slides or adapt existing slides	3 weeks prior to the start of	1 week prior to the start of enumerator



		enumerator training	training
Translate survey slides	Translate enumerator training slides	1 week prior to the start of enumerator training	Start of enumerator training
Recruit staff for the training	Recruit and confirm all staff that will take part in the enumerator training and data collection	4 weeks prior to the start of training	1 week prior to the start of training
Identify UNICEF person(s) that will attend enumerator training	It is recommended that a UNICEF staff person is present for all of the training or a minimum the first 3 days. It does not have to be the same person that attends the entire training.	3 weeks prior to the start of enumerator training	Start of enumerator training
Identify UNICEF or government person who is in charge of payment of staff for training	This person should be present for at least 1 day during the training and the staff payment schedule for the training and data collection can be discussed at this time.	2 weeks prior to the start of enumerator training	Start of enumerator training
Create local Event Calendar	Create draft event calendar with national and zonal events	2 weeks prior to the start of enumerator training	1 week prior to the start of training
Translation of Event Calendar	Use back translation technique	1 week prior to the start of training	Start of enumerator training
Finalize Questionnaire and Event Calendar	Continue to work with survey staff throughout enumerator to improve event calendar including local events along with the survey questionnaire (minor adjustment to survey question answer options and translation)	Start of enumerator training	Finalize event calendar and questionnaire after field test
Printing of questionnaire and event calendar	Allow at least 1 day between end of training and data collection for printing	End of enumerator training	Start of data collection
Selection of clusters (stage 1 cluster sampling)	Ideally stage 1 selection of clusters using ENA for SMART can take place before the start of the enumerator training. On occasion this may not be possible and may have to take place throughout the enumerator training	1 week before the start of the enumerator training	End of enumerator training
Purchase all supplies and stationary required for	It is common to purchase all of the supplies and food required for the enumerator training (including standardization test and field	3 weeks prior to the start of	Start of enumerator training



the training	test) and data collection at the same time.	enumerator training	
Agree with staff on the hours and breaks times throughout the enumerator training	On the first day of the enumerator training during the introduction session the work day hours and break times must be agreed with staff as well as repercussions such as loss of wages if significant time is missed.	Day 1 of enumerator training	Day 1 of enumerator training

Enumerator Training - Standardization Test

Activities	Basic Details	Start	Deadline
Reserve venue for standardization test	Ideally the venue will be the same as the enumerator training. If this is not possible an alternative venue will have to be arranged.	3 weeks prior to the start of enumerator training	Start of enumerator training
Recruit children for standardization test	Ensure that 12 children (2 children will be alternate) less than 5 years and caretakers are available for the standardization test. Try to include at least 2 children under 2 years to practice length.	3 weeks prior to the start of enumerator training	Start of enumerator training
Purchase small incentive or arrange stipend for standardization test	Arrange to have a stipend culturally appropriate incentive/gift or gift purchased for each of the children along with water and food.	1 week prior to the start of enumerator training	Start of enumerator training
Arrange for transportation of mothers and children if needed	It is recommended to plan transport for the children and caretakers to bring them to the standardization test venue and drive them home after a lunch.	2 weeks prior to the start of enumerator training	Start of enumerator training

Enumerator Training - Field Test

Activities	Basic Details	Start	Deadline
Determine a location for the field test	Identify a location for the field test that is similar to survey area and is NOT included in the selected clusters.	2 weeks prior to the start of enumerator training	Start of enumerator training
Receive local government approval to	Create any required permission letters and conduct any necessary meeting with government officials to ensure that the field test	2 weeks prior to the start of	Start of enumerator training



Technical Rapid Response Team



conduct field test	can take place as scheduled	enumerator training	
Purchase all supplies and food required for the field test	It is common to purchase all of the supplies and food required for the enumerator training (including standardization test and field test) and data collection at the same time.	3 weeks prior to the start of enumerator training	Start of enumerator training
Arrange for transportation	Transportation will need to be arranged to bring the team to the field test location and back to a central location.	3 weeks prior to the start of enumerator training	Start of enumerator training

DATA COLLECTION

Activities	Basic Details	Start	Deadline
Receive government approval to conduct survey	Acquire government approval at all appropriate levels of government and receive proper documentation	4 weeks prior to the start of data collection	1 week prior to the start of data collection
Reserve accommodation for staff if needed	Reserve accommodation for staff if they are not from the survey area	3 weeks prior to the start of data collection	1 week prior to the start of data collection
Purchase all supplies and required for the data collection	It is common to purchase all of the supplies and food required for the enumerator training (including standardization test and field test) and data collection at the same time.	3 weeks prior to the start of data collection	Start of data collection
Arrange for transportation	It is recommended to use vehicles from UNICEF and NGO's that are involved in the survey. Hiring external vehicles should be used if the other option is not available. If external vehicles and drivers are used the contract should state the start time of data collection and any other relevant stipulations.	4 weeks prior to the start of data collection	1 week prior to the start of data collection
Satellite phones	All team leaders should be provided with a satellite phone if there is any chance that cell phone coverage could be limited throughout data collection. If this is not possible at least every vehicle and the survey manager should have a satellite phone.	4 weeks prior to the start of data collection	1 week prior to the start of data collection
Arrange for location the data entry people and survey manager can	The location must have electricity. If power is an issue then a generator must be rented.	2 weeks prior to the start of data collection	1 week prior to the start of data collection



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work throughout data collection			
Arrange for location that teams will meet each day of data collection	It is common for the meeting location to be the same place where the survey manager and data entry people will work throughout the data collection.	2 weeks prior to the start of data collection	1 week prior to the start of data collection
Conduct daily plausibility checks	The survey manager should conduct ENA plausibility checks after each day of data collection and provide feedback to teams	All throughout data collection	All throughout data collection
Selection of households (stage 2 cluster sampling)	It is common for household selection to take place in the field by each team. In a camp setting if up to date household information is available it is recommended for the supervisors and/or survey manager to conduct the household selection ahead of time and provide a list of households each day to the teams.	All throughout data collection	All throughout data collection

DATA ENTRY AND VERIFICATION

Activities	Basic Details	Start	Deadline
Select data entry people	Select at least 2 people to enter data. If possible the data entry people can attend relevant parts of the enumerator training.	4 weeks prior to the start of the enumerator training	Start of enumerator training
Create data entry templates	Data entry people and survey manager must agree on the type of template and software they want to use to enter each section of the questionnaire.	2 weeks prior to the start of data collection	Field test day as part of the enumerator training
Enter data throughout data collection	Data entry people will enter data throughout data collection and will likely finish a few days after data collection. It is recommended to have 2 people working on 1 computer. One person will read the information and the other person will enter the data.	Day 2 of data collection	5 days after data collection
Verify entered data	After all data is entered a visual inspection of the data sets should take place and any questionable data should be verified by checking the filled out questionnaire. All anthropometry flagged data must be checked.	End of data collection	1 week after data collection



DATA ANALYSIS AND RESULTS PRESENTATION

Activities	Basic Details	Start	Deadline
Determine individual(s) that will be responsible for data analysis	It is common for multiple people to be involved with the data analysis; therefore, it is important to determine the person responsible for each section of the questionnaire.	4 weeks prior to the start of the enumerator training	Start of data collection
Conduct data analysis	Conduct data analysis and create all necessary tables and graphs	1 week after data collection or as soon as verified datasets are available	2 weeks after data collection
Results presentation	Create slides for results presentation. Slides that do not pertain to the results (methodology etc) can be created before analysis is completed.	End of data collection	2-3 weeks after data collection

REPORT WRITING

Activities	Basic Details	Start	Deadline
Determine individual(s) that will be responsible for writing the report	It is common for multiple people to be involved with the report writing; therefore, it is important to determine the person responsible for each section of the report.	4 weeks prior to the start of the enumerator training	Start of data collection
Write survey report	Write the survey report. All sections of the report that do not pertain to the results (intro, methodology etc) can be created before the analysis is completed.	End of data collection	3-4 weeks after data collection