# **Appendix 19: EconInsights Data Collection Capabilities**

# **Logistics and Other Services**

**Recruitment and hiring of enumerators, qualitative survey experts and field supervisors:** We will recruit data collectors and supervisors who have a minimum of first degree in relevant fields and a minimum of two years of previous household/individual and community level survey experience of data collection using Computer Assisted Personal Interview (CAPI) systems. We will also hire highly experienced qualitative survey experts who have master’s degrees in sociology, land economics or related field. Econinsight will recruit about 40 enumerators, 8 field supervisors and 8 qualitative survey experts from its larger pool of enumerators, supervisors and enumerators who participated in similar large scale community/kebele, and household/individual level surveys and qualitative research that involves focus group discussions and key informant interviews/surveys. We will primarily recruit the team from our qualitative and quantitative survey team who performed well in the surveys of the Agriculture and Growth Program (AGPI) as well as in the impact evaluation survey of the rural and urban productive safety net projects (RSNP& UPSNP). We will also recruit enumerators who were participated in the baseline and end line survey of ELTAP and ELAP projects by publicly advertising the position and by consulting the Landesa REL team. The survey team will consist of both female and male enumerators who fluently speak the local dialect specifically Tigirigna, Amharic, Oromiffa and the relevant languages spoken in SNNP. To this end, we will have an Amharic speaking, Oromiffa speaking, SNNP and Tigirigna speaking qualitative and quantitative survey teams.

**Translation and Contextualizing of the Survey Instrument:** The research assistant in collaboration with the project coordinator will translate the survey instrument into the three or four local languages. The program manager Dr. Tigabu Degu Getahun and his colleagues at Econinsight will also closely collaborate with the Landesa REL team to contextualize the community level and the household / individual level survey instruments and the qualitative guidelines and checklist.

**Training, Piloting and Debriefing:** The project manager under the supervision of the Landesa REL team will thoroughly explain and elaborate the meaning and content of each question to the data collectors**.** He will define the code of conduct, the composition and organization of the team, the communication channel and all other relevant issues necessary for high quality output. Before dispatching the team to the field EconInsights will conduct mock and pilot interviews to pretest the content of the survey instruments and to check that the survey team understands every question in the various survey instruments. EconInsights will identify any areas that need to be better explained. Training is also an opportunity for each survey team to learn from their own and/or colleagues’ mistakes and experience and to check whether each question is correctly formulated and programmed in the survey software (Survey CTO). After the pilot and mock interview, there will be a debriefing session to update the team with the changes to the survey instrument, if any, and draw important lessons from experiences and mistakes during the pilot and for the coordinator to elaborate further on less clear or misinterpreted questions.

**Data Collection and Programming**: Data collection will be conducted using Computer-assisted personal interviewing (CAPI) techniques. Enumerators involved in the project will need to have prior experience with CAPI surveys. We will assign one of our highly experienced data programmers and data base managers to program the survey instrument Survey CTO.The qualitative survey team in collaboration with the research assistant and programmer will be translating and coding qualitative data as well as preparing written field reports. The team will be also in charge of translating transcripts from FGDs and coding using qualitative analysis software.

**Logistic and other services:** we will provide logistic and other related services that are relevant to the survey. We will ensure the availability of the training venue, android tablets, stationery, field cars, battery charger, and solar power for the field team.

# **Risk and Risk mitigation strategies**

The main challenge that we expect in relation to this assignment is high attrition given the five-year time gap between the first and second follow up survey period. The attrition might be caused by refusals, change in physical address of respondents, or natural death of respondents. To minimize refusals, we hire only highly talented and qualified enumerators and supervisors and provide them a detailed communication skills training. We also use other methods to convince the respondents to voluntarily collaborate with us for the interview. Landesa will ask our local data collector (EconInsights) to use the FHI360 manual for basic training of their data collection staff on research and ethics. In addition, EconInsights will explain and practice how to apply consent during a five day training of their data collection staff. See the curriculum for the basic training here: <https://www.fhi360.org/sites/all/libraries/webpages/fhi-retc2/Resources/RETC2_Edition_Full_FNL.pdf>. If the respondent changes her/his address to Addis Ababa, we will follow and interview them in person. To minimize attrition due to wrong or non-functioning phone numbers, the enumerators will be trained to frequently call and reach respondents via not only respondents phone number but also their close contacts phone number. In addition, they need to attempt to contact each head of household in person at least twice. Other risks are related ethnic based conflict. To mitigate this risk, we plan to use enumerators who are well connected both in terms of the culture, language and ethical background of the communities in the respective survey sites. Losing tablets or data after conducting the survey due to various reasons is also a threat. To mitigate this risk, every supervisor will be instructed to have always a backup data and every enumerator must upload the data on the same date of interview to the Econinsight server that will be shared with the Landesa REL team.

# **Quality Procedure and Check in**

As EconInsight and its researchers are often involved not only in the data generation processes but also in the analysis of the data, we understand that the quality of data-driven analyses is highly determined by the quality of the underlying data set. This is particularly true for impact evaluation projects, where data entry or measurement errors, or inadequate or inappropriate observations, could reduce the power of the study leading to biased or incorrect inference on the efficacy of the intervention. We thus committed to devising several ways to ensure the collection of quality data. The first step in ensuring the collection of quality data is related with the recruitment of highly qualified and motivated enumerators and supervisors. Training is also a vital component of data quality. We will conduct two weeks of training, debriefing and protocol discussions on survey instruments and project aims and scopes. We will also provide constant monitoring of enumerators and field supervisors performance to ensure data quality and that the survey protocol is strictly observed at all times. In addition, we will institute routine checks on data quality in parallel with data collection so that mistakes can be rectified during the course of the survey. Before uploading data to the survey servers, the supervisors will review a random set of completed interviews to make sure that the survey is completed to their satisfaction. Whenever Econinsight discover omissions, mistakes or data anomalies, it will send back a report to the supervisors with detailed comments on the variables that warrant corrective action and such corrections would be implemented immediately. Another layer of data quality checking is provided by the data programmers. While the data programmer is mainly tasked with designing the electronic version of the survey instrument, he/she will be responsible for managing the data flow processes in real time. Additionally, we will also use random checks and audits to ensure that completed interviews have taken place. While we rely on constant monitoring to ensure that high quality data is collected, the prospect of long-term and continued employment in Econinsight projects, which is conditional on performance and honesty, solicit desirable behaviour from the survey team.

# The use of electronic data collection [CAPI] gives additional opportunities for data collection supervision and quality control. During the design stage, EconInsights will exploit the capabilities of the electronic program to incorporate automatic skip patterns and constrain responses so that the enumerator will not have unlimited leverage to continue recording responses even when the data is clearly incorrect, invalid or inconsistent. In addition, to make sure that the enumerator follows the correct sequence (flow of the questionnaire), relevance checks will be incorporated into the program. The use of CAPIs will allow EconInsights to use effective supervision and quality control mechanisms. Two approaches of supervision will be followed for the project. The first one is field level supervision in which the supervisors oversee the enumerators’ performance in the field directly. This also includes the audit survey in which about 5% of the respondents are randomly selected and interviewed on selected questions with the help of an independent auditor and compare their responses with the responses in the main survey. The second is office level supervision. The research assistants receive the data once the enumerators send it to the server and export it to STATA, and they will review it to make sure that there are no errors or inconsistent responses. We will instruct the survey team to upload the data to the EconInsights server on the date of data collection so that the EconInsight research assistant, the survey coordinator and the program manager can check the quality of the data (completeness, reliability, consistency of responses, outliers etc.). A do-file written by the research team and the program manager would also be constantly run by the research assistant and programmer to ensure that entered data is of acceptable quality. We will give due attention to the place and time of interview, respondent privacy and ethical considerations and hence inform the respondent that participation in this survey is full voluntarily based, confidential and no risk or benefit is associated with their response to minimize response bias due to respondents’ misperceptions of the purpose of the survey. We will report the progress of the data collection and problems encountered on a weekly basis to the Landesa REL team.

# **Technical Experts and Roles**

All of the EconInsights key research and survey staff that will be assigned to carry out the study have more than five years’ experience conducting large scale household/individual surveys, firm surveys, community level surveys and qualitative studies that involve FGDs and interviews with authorities. The key research staff have conducted several surveys based quantitative and qualitative studies in the area of agricultural and land economics and experimental and quasi experimental impact evaluation studies over the last ten years. EconInsights has provided similar services to various local and international institutes and organizations.

**Program Manager**: Econinsight will assign Dr. Tigabu Deguto manage the project. He will be responsible to oversee all aspects of the quantitative and qualitative data collection including obtaining permissions for data collection and piloting, translation, training of data collectors and quality assurance in the field. He will also offer intensive training to the survey team on objectives of the research project and on the survey instruments. He will also conduct a preliminary analysis and produce an impact evaluation report using the community and household/individual level data. Dr. Getahun was the principal investigator of the quantitative study of the AGPI end line evaluation study and AGPII mid line qualitative and quantitative evaluation survey study which involved large scale household and individual surveys (more than 10,000 treatment and control households), community and woreda level surveys of authorities and qualitative research based on FGD and KIIs of local authorities, project implementing and administrative officers and selected beneficiaries. He also manages several other large scale qualitative and quantitative survey projects and programs that aim to evaluate the impact of various government programs such as urban safety net projects, urban density and land evictions, the ‘Impact of Agricultural Growth Program’ (AGP) on gender, nutrition, commercialization and small holder productivity (and the Program of Accompanying research on Agricultural innovation on 11 African countries), the impacts of rural youth employment initiatives in four African countries, the ‘Her time use’ study, ‘Quality and Contracting in Agricultural Supply Chains’, ‘Quality-graded wheat value chain development and agricultural transformation in Ethiopia’, ‘Urbanization and its impact on land eviction’, ‘Women employment and empowerment in Ethiopia,’ ‘The poverty and gender impact of low skill jobs’, ‘Impact assessment for ILO’s Advancing Decent Work and Inclusive Industrialization in Ethiopia Program’, and ‘Impact of the Small and Medium size Enterprise(SME) Financing Project’. He obtained PhD in agricultural economics from university of Bonn, Germany and master’s in development economics from University of Copenhagen, Denmark. Dr. Getahun has widely published in the fields of development economics. He is currently a senior researcher at university of Bonn and Econinsight. He was also a lead researcher at the Policy Study Institute, which was formerly called the Ethiopian Development Research Institute (EDRI).

**Field Coordinator and Research assistant**: Dr. Gebyehu Manie and Mr. Alemayehu Woldu will serve as research assistant and field coordinator, respectively, for this project. They both were involved in the baseline and follow up data collection of several large scale quantitative and qualitative survey projects including the impact evaluation study of AGPI, AGPII and UPSNP among other impact evaluation projects. **Gebeyehu Manie Fetene (PhD)** is a research associate at Econinsight and Ethiopian Policy Studies Institute (former Ethiopian Development Research Institute) since 2017. He also worked at the Technical University of Denmark (Denmark) as research assistant, at the University of Dresden as visiting research fellow (Germany). Dr.Gebeyehu has involved in managing data collection and conducting descriptive analysis for several projects of this nature. He obtained a PhD degree in applied economics (behavioral and experimental economics) from the Technical University of Denmark (2016), and a master’s in Environmental and Natural Resources Economics from the University of Copenhagen (2012), as well as a mater’s in Economic Policy Analysis from Addis Ababa University (2013). **Alemayehu Woldu** is a research assistant and field coordinator at EconInsight and was a research officer at the Policy Studies Institute. He obtained his bachelor’s degree in economics and master’s degree in social work from Addis Ababa University in 2007 and 2013 respectively. He has extensive experience in teaching at the university. He also worked with NGOs and private institutions. At EconInsight, he has been involved in different capacities in the various impact evaluation projects. The field coordinator and research assistantshelp the program manager in the recruitment, selection and training of enumerators and supervisors. They also ensure that filed work plans and research protocols are strictly enforced at all times. They regularly remain in contact with the team of supervisors to oversee the flow of work in the field and respond to technical and logistical challenges that would arise during the project implementation.

**Girum Abebe (PhD):** is a deputy managing Director at Econinsight. He will be overseeing the financial and technical management of the project. In the absence of Dr. Tigabu, he will act as an acting program manager. He obtained PhD in Development Economics from the National Graduate Institute for Policy Studies (GRIPS) in Tokyo, Japan. He was a visiting scholar at the University of Oxford, Department of Economics, between January and March 2017.  He has been actively engaged in field experiment designs, particularly in the implementations and impact evaluations of business and management skills training to young entrepreneurs, in the analysis of targeting and drafting of pre-analysis plan in the safety net program to the poorest of the poor and the impact evaluation of job search assistance schemes to young unemployed job-seekers. Dr. Girum is widely publishing in the field of development economics.

**Data Programmer: Asamnew Lemma:** EconInsight will assign Mr. Asamnew Lemma to program surveys in SurveyCTO, in collaboration with the project manager and the Landesa REL team. After becoming familiar with the survey instrument, the data programmer will also provide additional training to data collectors on CAPI utilization, data entry and reporting. He will also provide debugging and immediate troubleshooting services to the survey team when problems related to the software arises. Asamnew has a BA degree from in computer science with several years of experience preparing survey templates and monitoring data entry. He has been actively engaged in digitalizing forms (Computer Assisted Personal Interviewing) for various projects in Policy Study Institute. He was the database programmer of the various large scale household and enterprise surveys conducted at Econinsight and EDRI.

**Finance head and Accountant:** EconInsight will assign a senior accountant Ms. Tsige, admin assistant Ms. Member and finance manager Mr. **Gedefaw Kidane** to financially manage this project. All of them will be responsible for project financial transactions and compliance with government rules and regulations as well as project patterns' internal requirements. They have several years of experience in managing project finances with various clients, including WB, IFPRI,USAID, UN Agencies, International NGOs such as Save the Children, JSI , ECM, London School Hygiene and Tropical Medicine/LSHTM/, University of Stanford, and the University of Oxford .