**Project Alter Poverty / MPA Tanzania**:

**Recap Training**

Version: 20/09/2021

**Protocol to follow for conduction the main survey**

**1/ Before starting the day of survey:**

* Make sure your phone is charged. Click on “battery saver” mode in the phone settings.
* If advised so, make sure you have the last version of the questionnaire: in Kobo, when you click on “get blank form”, click on refresh at the bottom to charge the last version.

***Supervisor:***

* Prepare the change: 2000 shillings x 32 households
* Take care of the timing of tides in order for fishers to be available (please check section **3/**). Supervisors may check this (Zanzibar tide information website) website to organise their venue: <https://www.tide-forecast.com/locations/Zanzibar-Tanzania/tides/latest>

**2/ When arriving to the village / town**

* Stay as discreet as possible, for instance by splitting before arriving in the main central place (square etc.) of the village.

***Supervisor:***

* Shall bring a list of roof IDs from **Qfield**, and note those corresponding to households that were interviewed during the day. This may also help to dispatch teams around the village, in order to avoid going two times at the same place and lose time.

**3/ Finding a house to survey:**

- Choose a building to survey with your supervisor on **Qfield** (or ask your supervisor where you should go).

- Click on the dot of the house to see the ID of the roof *ID\_roof*.

- Remember the *ID\_Roof* number, you will need it in Kobocollect.

- Walk to the building with Qfield.

Note: if one green point is located near several houses → just pick one of them

It can happen that a building is not a house but something else (a mosque, a shop, a school …). If the building is not a house / or no one lives in this building:

- Open Kobotoolbox, enter the region, the village and the name of the enumerator. Enter the ID of the roof (seen on Qfield).

- Indicate that the building is not a house. Give a brief description of what the building is.

- Take GPS coordinates

- Take a picture of the building

- Save the questionnaire

- Go to the nearest house, and conduct the survey (you can use the same ID of the roolf in Qfield (*ID roof*) as for the initial building).

**4/ When you have located a house to survey**

When you arrive in a house:

* If the person is not available right now to answer but can be available later in the day, take an appointment with him / her and come back. For instance, it may be the case that fishermen/women may be gone to fish in the morning (low tide) but may come back with the high tide later in the day: in this case come back when they have returned.
* ask to speak to the head of the household if possible. If he/she is not there, ask if you can speak to her/him later in the day. If it is really not possible to speak to the head of the household, you may conduct the survey with someone else (but it should really be someone who knows the household activities well, and who is older than 18 years old).

* Once you have found someone to talk to in the house: Open Kobocollect, Then “Fill blank form”, and you can start.
* If the person does not want to participate, indicate it in the form, save this form, then go to the closest house just next to where you are, and do the survey (entering the same ID of the roof in Qfield (*ID\_roof*).

Note: if someone refuses to say their name, you should enter “kakataa” instead of their name in the form. Then, you can continue the interview normally.

**5/ At the end of the survey:**

* At the end of the survey, you will have to take the GPS location (it will be asked in the questionnaire): it may work better if you are outside the house. Wait for 3 minutes max to get precise GPS location.
* When you are asked to take a photo of the house, if the respondent agrees: try to take the whole house when taking the photo, by going a few steps back from the house.
* Always save the form when you finish a survey with the respondent, and before starting the next one, otherwise there is a risk you lose the data.

**6/ As soon as you have some some internet, send the collected forms:**

Data can be connected offline on Kobocollect (without internet access). However, at the end of the day of interviews (or as soon as you have wifi/ internet/ data), you need to send all the collected forms you have.

**ADDITIONAL IMPORTANT NOTES:**

* Data quality requirements:
  + Objective: minimum of 32 households per village (this means 32 completed surveys, with people that accepted to answer). Buildings that were not houses, or households that refused to answer do not count.
  + This means 32 **well completed** surveys (a survey completed in less that 20 or 15 minutes is unlikely to be of high quality and may be not considered as well completed → Quick surveys may be considered as ‘bad’ quality data, and are much less useful for the future research (sometimes even useless).

For instance, answers should be coherent: Below are some examples of issues we noticed in the first data collected:

* The person declares that fishing is their main activity in the past week, it is not coherent if they later say they fished 0 days during the last month → if this is the case, try to clarify with the respondent to have more coherent answers.
* In the questionnaire/survey, there is a question about the number of people in the household (aged 18-70), which are contributing to the revenue / livelihood of the household: this means including every household member (up to 5), aged between 18 and 70 years old, that is contributing in some way to the household revenue and activities (even if they are not present at the time of the interview).
  + Example: If the person you survey is the spouse of the head of the household, then it is not coherent if they indicate there are 0 other members in their household: there should be at least 1 other member in the household (her husband, the head of the household). Otherwise, she would be the head of the household.
* Short follow-up survey for people of the 2003 study: ***Supervisor:*** Once everything is set for the main (household) survey, the supervisor may ask the facilitator to think about which of the 2003 survey people are available/around, find them back and ask the few questions (activity and MPA perception) to them.
* Covid protocol
  + if you feel like you have any COVID-related symptoms (fever, cough, headache, loss of smell or taste, etc.): please tell your supervisor, and do not conduct surveys.
  + Even if you feel good and have no symptoms, try to wear a mask during interviews (if it does not scare respondents), wash your hands before each interview, and, if possible, conduct the interview just outside the house rather than inside.
  + You may offer sanitizer to respondents.