

MAFE Methodological Note 1

Migrations between Africa and Europe: Survey Guidelines

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MAFE Survey Guidelines

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1. Objectives

The objective of this document is to present the MAFE survey methodology. It includes a presentation of all the tools used in the 9 countries. This document is complemented by a data collection report. It was primarily written on the basis of the MAFE-Senegal experience in order to ease its replication on Congolese and Ghanaian populations.

1.1. Project general design

The MAFE research project aims at understanding migratory movements of sub-Saharan populations, and at studying the impact of international migration on the development of origin areas. Both departure and destination countries are included in the MAFE project to investigate these issues.

The data collection component of the project targets several Sub-Saharan African countries (Senegal, Ghana, DR Congo), as well as several European countries (France, Spain, Italy, United Kingdom, The Netherlands, Belgium). Data are collected from households and individuals, using two separate questionnaires.

- The **household questionnaire** is used in departure countries to collect data on the household members' characteristics (age, sex, education...), on the socio-economic characteristics of the households, and on remittances. Information is also collected on international migrants with specific links to the household members¹.
- The **individual questionnaire** is a life-history questionnaire, in which detailed retrospective data is collected on internal and international migrations, births, marriages, employment, investments, remittances²...

The general strategy is the following one:

1. A household survey is conducted among a sample of households in the capital cities in Africa (*household questionnaire in origin countries*);
2. A life history survey among a sample of individual respondents is conducted in the departure countries (non migrants, return migrants and spouses of migrants). The individual respondents are selected from the households in the origin countries (*individual questionnaire in origin countries*);

¹ In MAFE-Senegal and MAFE-Congo I, the questionnaire was designed to collect detailed information on (1) current members of the household, (2) children of the household head who are not living in the household (currently abroad or not), (3) partners of household members living abroad, and (4) kin of the household head or his/her partner who live abroad. In MAFE-Ghana and MAFE-Congo II, information is also collected on the parents living abroad (mother and/or father) of children living in the household. Information is provided by the household head, or by a member who is able to provide reliable information.

² The questionnaire is made up of two separate parts:

- a life history calendar (AGEVEN grid) which is an excellent tool for the interviewers and respondents to date the relevant events. It allows obtaining reliable dating of life events (marriages, births, deaths, migrations...).
- a book of modules containing the detailed questions on each of the spells and events identified with the life history calendar (a line in AGEVEN = a column in the book).

3. A life history survey is carried out among migrants in destination countries (*individual questionnaire in destination countries*).

1.2. The tool's kit of the MAFE survey

Several tools were designed for the MAFE survey. A basic kit was designed by INED based on the tools used during the MAFE Senegal Survey. Some of the tools were then adapted when required by each of the MAFE teams. For the purpose of this document, examples from the MAFE Senegal survey will be given as it was the first MAFE survey that has been implemented. Information about MAFE Ghana and MAFE Congo surveys is available in the data collection report.

The tools used by each of the MAFE Teams are available on a DVD. For each team, the kit tool included 2 or 3 sections (depending whether the survey was done in Europe or in Africa):

- A first section which includes the common tools for both questionnaires (household and individual), i.e. materials related to population awareness raising, reporting, sampling...
- a second section dedicated to the tools related to the household questionnaire (for African countries only)
- a third section dedicated to the tools related to the individual questionnaire.

In this document, we indicate for each type of action undertaken, the basic tools' kit that has been used.

2. Population Awareness Raising

Tools of the Survey Kit (HH and Bio)

- 1.2.0** LEAFLET - Senegal (example)
- 1.2.1** LEAFLET - European Project
Privacy_Letter
- 1.2.2** (see examples of MAFE-Senegal on Mioga)

The MAFE surveys collect information on potentially vulnerable populations (undocumented migrants) and on sensitive subjects (remittances, legal status...). In order to facilitate the fieldwork and increase the quality of the data, it is important to carefully inform the people who are to be interviewed. This starts with the respect of legal requirements. Partners prepared the tools that are appropriate to their own context. The documents used within MAFE-Senegal were given as examples.

2.1. Legal Pre-requisites

The legal pre-requisites change according to the country.

In France (only), we had to obtain a **legal authorization** before starting the fieldwork (in principle it should have been before contracting with the survey firm). It was a very long and uncertain process (9 months). The CNIL (*Commission nationale informatique et libertés*) was concerned by the way we obtained the contacts in Senegal and, most of all, by the sensitivity of certain variables contained in the questionnaires (ethnic group, religion). We obtained the authorization to ask these questions, but in order to keep them in our files, we had to ask to the interviewees to sign a **written informed consent**. At the end, about 50 consents turned to be negative or not clearly readable.

According to legal prescriptions, in all European countries, a **letter** was designed to explain their **rights** to the interviewees. In Senegal, no specific document was designed.

2.2. MAFE Leaflet

In most countries, a leaflet was designed and used to sensitize respondents and authorities about the MAFE project.

- It presents the main objectives of the survey, and aims at informing the respondents on the use of the data. In addition to information on the objectives of the survey, the leaflet also included contacts of the persons in charge of the MAFE project in the country. These persons should be reachable before, during, and after the survey.
- The leaflet can be used at different stages of the project. In Mafe-Senegal, it was used before the surveys to inform migrant associations in France and to sensitize the populations of the neighbourhoods selected for the survey in Dakar. The leaflet was also handed over to all respondents in France and Spain, and to those who were particularly interested in Senegal. Interviewers, respondents, and members of the teams all recognized the interest of the leaflet at each stage of the survey. In Italy, it was decided to design a specific leaflet with an Italian content.

2.3. Other techniques

a) Before the survey

In advance of the survey, several communication actions have been undertaken:

- In Africa, inform neighbourhood heads / municipalities of survey by an official letter or by a visit
- Use local radio / migrants radio and chat show to present the survey

- Inform an organisation of migrants who can support the survey
- Visit the key places of the community (churches...)

b) During the survey

Interviewers had documents that give them a sort of official cover such as a letter from the institution in charge of the survey or a badge.

c) After the survey

Within the MAFE-Senegal project, for which the data is already available for analysis, we produced special efforts to present results to the population,

- through the website (which address was given on the leaflet),
- through public meetings to which associations were invited .

3. Sampling strategies

The general objective of the MAFE project is to constitute a transnational sample of individuals in departure and destination countries, as well as a sample of households in departure countries. A specific report is available on sampling methods used in each country.

Common Tools of the Survey Kit

- 1.4.1 Sampling_Guidelines_Europe
- 1.4.2 Sampling_Guidelines_Africa
- 1.4.3 Sampling_Weighting_Report_Model
- 1.4.3 Sampling_Weighting_Report_Congo

Tools for the HH Survey

- 2.4.1 Listing_Form_HH
- 2.4.2 Follow_Up_Form_HH
- 2.4.3 Follow_Up_Grid_HH
- 2.4.4 Selection Grid for individuals_Africa

Tools for the Bio Survey

- 3.4.1 Ind_FollowUp_Form_Africa
- 3.4.2 Selection Form - Europe
- 3.4.3 Ind Follow up grid (xls) - Africa
- 3.4.4 Ind Follow up grid (xls) - Europe

For details on how were built the samples and computed the weights:

- in Africa, see doc. 142
- in Europe, see doc 141

3.1. Objectives and selection criteria

Households: they must be representative of the surveyed region. A stratification is necessary to maximize the number of households with migrants abroad and/or with return migrants.

Individuals: the target population is defined using similar criteria in departure and destination countries.

- **Aged 25-75** at the time of the survey. This lower age limit was set in order to obtain informative life histories. By not including respondents younger than 25, the resources are used more effectively.
- The respondents must be **born in the departure country** (DR Congo, Ghana, Senegal). The place of birth criterion is used to exclude people who were born out of their country of origin in order to exclude second generation migrants in Europe and to increase the homogeneity of sample.
- The respondents must have (or have had) the **citizenship of the departure country**. The citizenship criterion is used to exclude children of immigrants and, more especially, of expatriates (e.g. children born in Senegal of French parents).
- In the surveys conducted in Europe, **migrants must have emigrated out of Africa at 18 or later, for a stay of at least one year**. This is a way to reinforce the homogeneity of the sample by excluding people of the 1.5 generation who are often “passive” migrants.

In theory, surveyed individuals must be representative of the whole population with these characteristics in the departure region and in the destination countries.

The sample is composed of **males and females**. In Europe, in spite of a gender demographic disequilibrium, the objective was to include 50% of males and 50% of females in order to allow gender analyses.

Regarding the **migration status**, there are 4 strata:

- **Migrants**, in Europe only (although some migrants might be surveyed in the origin country during a visit)
- **Return migrants:** those who have lived in a foreign country, whatever the country. In Africa only.
- **Migrants' spouses:** individuals (usually women) whose partners are currently living abroad. In Africa only.
- **Other individuals.** In Africa only.

3.2. In departure countries (Africa)

Two types of questionnaires are used in the departure countries: (1) the household questionnaire and (2) the individual life history questionnaire.

- The first questionnaire is used among a **representative sample of households in the target region**.
- The second questionnaire is used among a **sample of individuals in the selected households**, targeting both return migrants and non-migrants. The household questionnaire is thus used as the sampling frame for the selection of individual respondents. Eligible individuals for the life history survey are randomly selected in the households (non-migrants) or all of them are selected (migrants' spouses, return migrants and visiting migrants).

The MAFE-Senegal experience

See the grid summarizing the sampling strategy applied in MAFE-Senegal (Appendix 4).

The sampling procedure adopted in the MAFE-Senegal survey is described below. A three-stage stratified random sample was used. At the first stage, primary sampling units (census district) were selected randomly with varying probabilities. At the second stage, households were selected randomly in each of the selected primary sampling units (PSUs). At the third stage, individuals were selected within the households.

a) Selection of primary sampling units (first stage)

In the Senegal survey, the sample was designed to be probabilistic and representative of the Dakar region, and at the same time to maximize the chance of reaching households 'affected' by international migration (rare population). The sampling frame used to select the primary sampling units was the 2002 Population Census. The census districts (CD) –which are usually used as the primary sampling units in surveys in Senegal – have an average size of 100 households in urban areas.

60 primary sampling units were randomly selected at the first stage. This number of primary sampling units allows reaching a balance between a large dispersion of households (which decreases sampling errors) and a more concentrated sample (which reduces costs). The region of Dakar was divided into 10 strata of equal size, according to the % of migrant households within each of them (in average, 11.6% of the households were 'migrants'). 6 CD's per stratum were drawn, with a probability proportional to the number of households within each CD. In other words, census districts with a large number of migrants were more likely to be selected than those with low numbers of migrants. This approach increases the number of migrants interviewed in the individual survey, while still having a probabilistic sample representative of the target area. Sampling weights need to be used at the analysis stage to take account of the different probabilities of selection. Oversampling areas with large number of migrants is important, as it allows obtaining samples of return migrants and of households affected by migration that are large enough for statistical

analyses (for example, to compare the impact of migration on housing). This approach also allows collecting a larger number of contacts of migrants in Europe³.

The listing of the households in the 60 selected primary sampling units was updated in order to select the sample of households. This stage was essential because a lot of changing occurred in some large neighbourhoods of Dakar since the previous census (2002), especially in suburban areas. This counting also allowed distinguishing between households with and without migrants.

b) Selection of households (second stage)

The following approach was used in MAFE-Senegal:

- Households were selected randomly (using systematic random sampling) from the updated list of households in the selected PSUs. Two strata were distinguished: the households with migrants and those without migrants. A maximum of 50% of households with migrants were drawn in each district. Selected households that could not be reached (absence, refusals,...) were **not replaced** during the fieldwork. Replacement would distort the computation of sampling weights, and could also lead to bias the sample. To take account of refusals and absences of households, 22 households were selected to reach an effective sample size of 20 households per CD on average (a total of 1 200 households in Dakar region was to be reached).

c) Selection of individuals (third stage)

Next, individuals were selected within households for the life history survey. In each household, individuals were classified into 3 strata (which do not overlap):

- Return migrants, who were aged 18 or over at their (first) departure (or whose age at departure is unknown).
- Spouses/partners of migrants (if the spouse/partner is not a return migrant himself/herself).
- Other people.

Then, a simple random sample was done in each household to select:

- Up to 2 return migrants (random selection if more than two in the households, all the return migrants were selected if not more than two in the household)
- Up to 2 Spouses/partners of migrants (random selection if more than two in the household)
- Another individual.

³ As explained later, part of the samples of Senegalese in Europe were deemed to be constituted using contacts obtained in the departure country.

NB: in the MAFE Senegal survey, the quantitative objectives were not completely fulfilled: 1 396 individuals were selected, only 1 067 were interviewed. At the end, the drop was of 23,6%, while we expected a drop of 10%. For other surveys, **see the data collection report.**

Selection techniques. Two different approaches can be used to select individual respondents in the households.

Option A. In MAFE Senegal, the household survey was completed before the start of the biographic survey. A selected set of information on individual members of the households was entered (age, gender, migration status... see section 5.1) for all the households; the eligible respondents constituted the sampling frame for the individual survey. This strategy requires the household survey to be finished before the individual survey starts. This method allows controlling strictly the selection of the individuals. However, it generates costs of data entry and probably increases the drop of individuals by introducing a lag in the data collection schedule.

Option B. Another approach, used in Congo, is to carry out both surveys at the same time. A Kish selection grid (Appendix 3) can be added to the household questionnaire and used to select the individual respondents directly. This requires the interviewers to be trained to use the grid. It also necessitates a strict control of the proper use of the grid by the supervisors.

Whatever the option, **for each selected individual, it is essential to keep as an individual ID, the ID that was given in the HH questionnaire (a combo of the HH identifier and of the individual identifier within the HH).**

3.3. In destination countries (Europe)

Requirements. The objective of the survey is to obtain a sample 'as representative as possible' of the African populations (Congolese, Ghanaian, Senegalese) in the destination countries (150 individuals per origin and destination country). The way the sample is constituted may vary across countries, but some common principles were respected:

- The composition of the sample should be as close as possible to the population of (Congolese, Ghanaian, Senegalese) migrants in the country in terms of gender, geographic distribution, age, socio-economic category or occupation.
- One exception: the sample should be gender balanced. Males and females should be equally represented in order to allow gender analyses
- Samples in origin and destination may be linked, but migrants with weak or no relationships at origin should not be excluded from the sample,
- Both documented and undocumented migrants should be represented in the sample.

Selection method.

Constraints: (1) Appropriate sampling frame are rarely available; (2) limited size of the sample in each European country (200 Senegalese per country, but only 150 Congolese and Ghanaians).

Due to these constraints and to fulfil the requirements, the **quota method** was preferred in France and Italy to collect information on Senegalese migrants. This method requires

- having auxiliary data that can be used to set quotas of respondents by different types of characteristics (gender, age, region of residence...),
- that respondents are recruited through a variety of channels to ensure the representativeness of the sample.

In Spain, a sample of Senegalese migrants was drawn in the Padron. This source appears as a unique sampling opportunity in Europe since it is annually updated and includes all migrants, even the undocumented ones.

The Senegalese sample in Europe was made up from two types of samples:

- a linked sample of respondents, whose contacts were obtained in Senegal through the household survey. The module D of the HH questionnaire was designed to help the collection of contacts. It had to be entered and transmitted securely to the destination countries before data collection started in Europe (see section 5.1). The contacts validity was checked before the fieldwork began. For Senegalese in France, 156 contacts were collected but only 54% of them were actually usable (correct contacts but a large amount were not interviewed). In Italy, almost no contact could be used. The efficiency of this method varies a lot according to the context ;
- an additional sample made up in each country to reach the expected sample size. The size of the additional sample is unknown until the contacts in the origin country have been obtained. The method of selection of this sample varied across countries (selection in a municipal register, through migrant associations, street recruitment, by snowballing methods...).

Regions were selected to cover the largest possible population of Senegalese in the country. Ex: in France, 64% of the people born in Senegal are concentrated in 3 only regions (Ile de France, Rhône-Alpes and Provence-Alpes-Côte d'Azur).

3.4. Sampling and follow-up tools

Several tools were designed for sampling households and individuals within households, and for the follow-up of the fieldwork.

Household listing form (one form per primary sampling unit)

When a two-stage sample is used, a random sample of primary sampling units is selected at the first stage (usually with a probability proportional to size). A random sample of households is then selected within each selected primary sampling units. The listing operation consists of visiting each of the selected primary sampling units, recording on the household listing form all the households found in the primary sampling units, their address and the names of the heads of the households. For each household, the presence of migrants is also recorded and used as a stratification variable. A household is recorded as having “migrants” if at least one member of the household has lived abroad for at least one year.

The form was designed to be used in Senegal, where information was also collected for compounds in which households are located. The form may need to be adapted for the Ghanaian and the Congolese contexts. The major requirement is that all the households are listed, and that the appropriate information is collected for these households (address, name of head of household, and presence of migrants).

Sampling of households within primary sampling units

In each selected primary sampling unit, households are selected randomly from the sampling frame constituted during the listing operation. A systematic random sample should be performed to select the households.

Households’ follow-up form (one form per household)

This is the form that allows identifying households with the identification number attributed at the time of selection, the names of the household head, and the address of the household (or its location on a map). The first part of the form is filled by the survey coordinator: it contains the information needed to find the selected household, and the identification number of the household. The second part of the form is filled by the interviewer. This section allows keeping track of all the contacts with the households (necessary to evaluate the non-response rates, absences...).

Individuals’ follow-up forms (one form per individual respondent)

Two types (one in Africa, one in Europe) of individuals’ follow-up forms are used to identify individual respondents to be contacted for the individual survey, to keep track of the contacts with the interviewers, and to record the way the respondents were selected (from the household, through associations...).

The first part of the form used in African countries is filled by the survey coordinator: it contains the information needed to identify the household and the selected respondent, as well as the identification numbers of the household and the

respondent. The second part is filled by the interviewer. The first three questions are used to check the eligibility of the respondent (age, born in the departure country, ever had the citizenship of the departure country). The second page of the form is used to record the possible results of each visit (completed, absent, refusal...). If the questionnaire is not completed, comments should be given on the reason for this.

In European countries, the contact form is used. The first part of the form contains the information needed to identify the respondent (name, address, way of recruitment...). The first page of the form varies depending on the way the person was recruited. The first part is filled either by the interviewer or coordinator (by the interviewer if the person is recruited directly). Four questions are used to check the eligibility of the respondent. The results of each contact with the respondents are recorded on the second page. Finally, the last section of the form is used to record new contacts provided by the respondent.

Selection of individual respondents within households (in Africa)

In each selected household, one or several eligible respondents were selected to participate in the biographic survey. Two approaches can be used:

- i. If the household and individual surveys are conducted in two stages, a sampling frame of individuals is prepared using a quick data entry operation. All the relevant information is entered, and the selection of respondents is done randomly using a random selection algorithm (separate document).
- ii. If household and individual surveys are conducted at the same time, it is necessary to select the individual respondents in each household directly after the household questionnaire has been completed. The form "Selection of eligible respondents for the individual survey" is designed to identify the eligible respondents and select the respondents for the individual survey. First, all the eligible return migrants and spouses of current migrants are selected. Next, one respondent is selected randomly among the remaining eligible members of the household, using a random selection grid (see explanations in Appendix 3).

4. Trainings

This section describes more specifically the interviewers' training.

NB: In addition, it is important to note that specific sessions were organized for fieldwork supervisors and controllers.

Common Tools (HH and Bio)

1.1.1 MAFE_Project_Presentation

1.1.2 Questions_Answers_Presentation

Tools for the HH survey

- 2.1.1 Handbook_Questionnaire_HH
- 2.1.2 Handbook_Field_Instructions_HH
- 2.1.3 Exercices

Tools for the HH survey

- 3.1.1 Handbook_Questionnaire_BIO
(including after interview)
- 3.1.2 Alan's life Abstract
- 3.1.3 Handbook_notations_definitions
- 3.1.4 Handbook_Field_Instructions_BIO
(MAFE Senegal example provided)
- 3.1.5 FAQ_Frequent_Errors
- 3.1.6 Exercices
- 3.1.7 Education_System_Description

NB: The documents listed above are only the training documents... But during the trainings, the various survey tools have also to be presented. Appendix 5 is a list of all the documents used during the Bio Survey in Senegal and France.

4.1. Participants

Trainers included at least two persons. The researcher in charge of the survey was one of the trainers.

Interviewers: Because of the complexity of the questionnaires, only interviewers with a good experience in complex surveys were recruited. In Europe, interviewers must be able both to recruit the migrants and to fill correctly the questionnaire. As a general rule, it is preferable to have a relatively small number of well-trained interviewers than a large number of interviewers. In African countries, it was highly recommended to hire the same interviewers to conduct both household surveys and individual surveys. This approach proved to be very efficient in all the surveys.

NB: different approaches were used. For instance, Congo and Senegal adopted the two approaches listed below:

- In Congo, both trainings occurred at the same time (one after the other) and the interviewers were able to collect data of the 2 questionnaires at the same time;
- in Senegal, 2 phases were organised : (1) training and fieldwork for the HH questionnaire, (2) training and fieldwork for the individual questionnaire.

Other participants:

- Ideally, the fieldwork supervisors would have been trained during the pilot. Otherwise, they need to follow the same training than the interviewers;

- Controllers also need a complete training. They had to be trained with the interviewers.

NB: Fieldwork supervisors and controllers need, in addition, a **specific training** on their specific activity (how to supervise / how to control).

After the training session, only the interviewers satisfying quality criteria were hired for the survey (think about replacement!).

Total: 15 participants per training as a maximum → 2 or 3 sessions were necessary in Africa.

4.2. Trainings Agenda

The training of interviewers was organized by local teams, with a possible support from the teams responsible for the data collection packages (INED, UCL), and from other teams when necessary.

The local training teams were trained during a “training of trainers” session held in Europe. Ined provided training material that was then adapted by the national teams.

a) General structure

Each trainings included:

- “semi-passive” sessions, during which interviewers listen to presentations and explanations by trainers, but during which questions by interviewers and discussions with trainers were also encouraged.
- “active” sessions, during which interviewers use the questionnaire. These sessions are important for the interviewers to be confronted with the difficulties of the questionnaire, and to grasp the objectives and concepts of the surveys. Simulations were organized to cover varied “real-life” situations (arrival in the household, answers to questions on the survey by the respondents, and of course use of the questionnaire). The simulations started with relatively easy situations and used progressively more complex examples. At the end of the simulations, interviewers had an in-depth understanding of the concepts of the questionnaire and skips, and were fluent with it.
- Fieldwork sessions, during which interviewers use the questionnaire in real situations. It is very important that the interviewers complete questionnaires in real-world situations. The trainers supervised at least one interview for each of the interviewers. A full debriefing individual session with all the interviewers was organized, to identify and correct remaining problems.

After the training:

- In Europe, it is essential that each interviewer has a meeting to discuss with a trainer / supervisor about the quality of his/her 2 first questionnaires.
- In Africa, interviewers are in permanent contact with their fieldwork supervisor. In Senegal, meetings were organized once a week between the controllers' team and the fieldwork supervisors. These meetings proved to be essential to amend the way the questionnaires were filled. All the questionnaires of a same interviewer were read by a same controller: this organization helped to correct the recurrent flaws.

b) The household questionnaire

The training of interviewers for the household questionnaire lasted at least 5 days. It included:

- a general presentation of the survey. (doc 111 and 112).
- a general presentation of the household questionnaire (doc 211).
- a presentation of the follow-up form. Each partner prepared a PPT for the presentation of the fieldwork organisation (doc 212).
- simulations of parts of the questionnaires and of the full questionnaire
- fieldwork, in which interviewers conduct at least two complete interviews
- individual debriefing sessions with trainers

A full description of the suggested HH training agenda is provided in Appendix 3

c) Life history questionnaire

The training session lasted at least 5 days. In France, the agenda was the following:

- Day 1:
 - o Presentation of the MAFE project (doc 111 and 112)
 - o Principles of the retrospective approach, detailed presentation of the questionnaire with Alan's life, (doc 312)
 - o Dating issues (doc 313). Notation exercise (doc 313)
- Day 2: Dating exercises, complete simulation of a life (adapted by each partner).
- Day 3: First questionnaire on the field in the morning. Debriefing in the afternoon.
- Day 4: Check up of the first questionnaires and discussion with the interviewers in the morning. Afternoon: indications on the individuals' selection, presentation of the "follow-up of individuals" form and other tools (leaflet, official letters,

incentives...). Each partner prepared a PPT for the presentation of the fieldwork organisation.

5. Fieldwork organization

The surveys are done using paper questionnaires through face-to-face interviews (a telephone survey or an assisted interview by computer is not possible with the individual MAFE questionnaire).

For more details on practical aspects, see

- the grids "Data Coll Org Form" (Appendix 2)
- the timeline of the Senegalese survey (Appendix 1).

5.1. Data collection Schedule

In Africa, 2 options:

- In Senegal, the survey was organized in two stages. The first stage consisted in collecting household data. At the end of that stage, selected data of the household questionnaire were entered in order to constitute the sampling frames for individual surveys in Africa and in Europe. The household survey thus precedes the collection of life histories both in Africa and Europe.
- In RD Congo, both HH and individual surveys were carried out at the same time. It necessitated drawing individuals within the households through the Kish selection method.

NB: In Senegal, the interviewers who did the work in a household did also the work for the individuals of this precise household. It was a way to create a confidence relationship.

In Europe, the moment for data collection depends on the selection method. In MAFE-Senegal, the fieldwork could start only after completion of the household survey: we had to wait for the contacts collected within the households. As a consequence, the fieldwork for the biographic questionnaires was done almost at the same time in all countries. This simultaneity is a heavy burden in terms of organization.

5.2. Work force

Various people had to intervene during the fieldwork:

- **Interviewers.** The questionnaires being complicated and the training long, it was important to pay generously the interviewers to avoid that they drop out. In Europe, the work of the interviewers is a bit heavier than in Africa. It includes three stages:

- The interviewers first had to set up an appointment with respondents by using the phone contacts or another source of recruitment. Interviewers needed to confirm the appointment.
 - The interview was then done. The average duration of the interviews was approximately 1h45 in France.
 - Control and cleaning of the questionnaire and transcription of some of the data after the interview⁴. Approximately one additional hour was necessary for this.
- **Field supervisor.** In Europe, she/he is in the headquarters. He/she makes sure that the interviewers have all the materials they need, that the fieldwork progress... He/she fills the “tableau de bord”. In Senegal, field supervisors were on the field with the interviewers. Part of their job was to do a quick control of the questionnaires (with a form).
 - **Controllers.** They do a close reading of the questionnaires and some codification work. In Senegal, a same controller read all the questionnaires of a same interviewers. These pairs helped to increase the quality of the questionnaires.
 - **Data entry agents.** They enter the data under the supervision of an **engineer**. In France, this work was done by persons who knew very well the questionnaire (one interviewer, one controller). It helped to increase the quality of the data.

5.3. Fieldwork material

- **Questionnaires.**
 - Copies: the questionnaires are long and complicated to assemble. We had to anticipate the reproduction work
 - Storage: questionnaires must be stored in a manner that allows finding quickly any questionnaire (in a good shape) until the end of the project (for instance, when the questionnaires arrive in the headquarters, they can be classified by primary sampling units). During the phase of data entry, the questionnaires were stored not too far from the computers.
 - **Bio Survey, list of the materials used**
 - 3.2.1** Biographic questionnaire
 - 3.2.2** Modules additional sheets
 - 3.2.3** AGEVEN_GRID_A3
 - 3.2.4** AGEVEN_GRID_ A3_Supplement
 - 3.2.5** AGEVEN_GRID_ A4
 - 3.2.6** AGEVEN_GRID_ A4_Supplement

⁴ The life history survey is made up of two parts (life history calendar and book of modules). The data collected on the life calendar need to be transcribed on the book. Only data on the book of modules will be entered.

- **Cards used**

o **For the HH Survey**

2.3.1 card_Conformity_Age_Year

2.3.2 card - education system

2.3.3 card - "district" / "territoires" list

2.3.4 Card_Historical_Events

o **For the Bio Survey**

card - district / regions list

3.3.1 - for Ghanaians : UK / NL / Ghana

- for Congolese : UK / BL / RDC

3.3.2 card - timeline of historical events
(for Ghana and RDC histories only)

- **Other materials:**

- o Interviewers official credentials
- o Incentives / gifts for interviewees (according to the country)
- o Pen, etc.

5.4. Fieldwork supervision

In each country, the person in charge of the general supervision of the survey was responsible for

- the organization of meetings between the various people working on the survey
- the follow up of the field work.

Meetings

To insure the quality of the questionnaires' content, fieldwork supervision included:

- An individual discussion with each interviewer after reading his/her first two completed questionnaires, in order to correct as quickly as possible any mistakes, misunderstandings... This stage is an absolutely necessary complement to the training;
- A weekly meeting with all fieldwork supervisors and the controllers' supervisor(s). These meetings are essential to increase the quality of the questionnaires by identifying the recurrent problems in the filled questionnaires.
- A final assessment of data collection with interviewers in order to sum up the difficulties encountered on the fieldwork and to identify potential biases in the survey (in the sample or in the interviewees' answers)

Follow up

To insure the quality of the sample, supervisors recorded the progress of data collection. It is essential...

- to follow up the fieldwork (timing of the survey + quotas surveillance in Europe),
- to keep track of the questionnaires: it is necessary to be able to locate any questionnaire at any time (on the field with the interviewer or with the supervisor, in the control office, in the data entry office, stored...)
- to assess the potential biases of the sample and to compute weights at the end of the survey.

A daily «tableau de bord» was filled (interviews completed, number of appointments, duration of interviews, reasons for refusals, date and time of contact, gender and age of respondent who refused to participate,...). An excel spreadsheet was made available.

6. Data entry

6.1. General organisation

Data entry programmes were provided by Ined.

Partners did not need to have their own licence of Access.

<p style="text-align: center;">Tools of the HH Survey</p> <p>2.6.1 data capture programme 2.6.2 consistency tests programme 1.6.1 Guideline</p> <p style="text-align: center;">Tools of the Bio Survey</p> <p>3.6.1 data capture programme 3.6.2 consistency tests programme 1.6.1 Guideline</p> <p>NB: a guide have been sent to explain how these tools work.</p>

Data entry agents training

For each questionnaire, at least one-day training was organised with 3 parts:

- A general presentation of the questionnaire
- General recommendations (see the box below)
- Data entry tests using real questionnaires

General recommendations to the agents

- **Data entry agents should inform ASAP any problem they encounter, any doubt they have.** This is a **golden rule** that allows to save a lot of troubles and a lot of time!
- Data entry agents should always capture what they see on the questionnaire and never correct by themselves things they may find weird. They should never transform the information that was collected even though it is totally unlikely.
- If an answer does not correspond to a pre-coded response, indicate the answer in the “specify” boxes (for instance, the name of an apparently unknown village)
- Codification: if not done before data entry (7777, 8888, 9999) or after data entry (villages, occupations), follow the rules indicated in the section 7 of the guidelines

Data entry supervision

Data entry agents had a daily meeting with the data collection supervisor and/or a person able to

- Guarantee that they have always a sufficient stock of questionnaires to capture;
- Answer to their questions and solve their problems (necessitates a good knowledge of the questionnaires, of the data entry programmes and of the consistencies tests);
- Register and report any problem in the data entry programme. Note that, for the sake of homogeneity, only Ined is able to perform changes in the data entry programme;
- Install updated versions of the programmes;
- Control the quality of the data (See the section on quality control, section 7);

6.2. Data entry of the household sampling frame

The list of all the households living in the selected PSU (primary sampling units) was entered in order to allow the random selection of the households.

This can be done in an excel sheet (a model was provided).

6.3. Data entry of the individuals sampling frame (optional)

Following the household survey, two quick data entry operations were planned in Senegal in order to build sampling frames for the individual surveys⁵:

⁵ The sampling frame of the household was a simple Excel file built after the counting of the households in each Census district.

(1) Quick data entry of selected information on the individual members of the households (quick data entry form). The objective was to prepare the sampling frame for the individual life history survey in the region of Dakar. This operation was completed before the start of the collection of life histories. The variables entered into the database were used to select the individuals and to generate automatically the “address forms” of the individuals (names, location of the household on the map). The selected variables are the following:

- Household identification number (4 digits)
- Census district number (useful to check that the merge using the household identification number has been done properly)
- Q1-2 (necessary to identify individuals in the household)
- Q3 (used to exclude individuals aged less than 25 from the sample)
- A1 (information that allows identifying the persons selected in the household, in addition to the first name. It is also useful to check the composition of the sample)
- A2 (used to excluded deceased people from the sample)
- A3 (information that allows identifying the persons selected in the household, in addition to the first name. It is also useful to check the composition of the sample)
- A4 (only regular household members are eligible for the survey)
- A7a and A7b (used to oversample spouses/partners of migrants)...
- A12 (used to oversample return migrants)
- A14-15 (only people born in the country, with the citizenship of the country of birth at birth are eligible for the survey)

(2) Quick data entry of the contacts in Europe (information contained in the contact module of the household questionnaire). The objective was to create a sampling frame for interviewing migrants in Europe that were identified in the household survey. All the necessary information was contained in the module D (contacts). Data was entered only for individuals whose contacts have been obtained (selective data entry). Variables to be entered:

- Neighbourhood
- Household identification number
- Individual identification number
- D5, « split » into several variables
- Digit indicating if the contact is direct or indirect
- Place of residence (town, region) of the migrant
- Country of residence of the migrant
- Name of intermediate person, if the contact is indirect
- Link between the intermediate person and the migrant, if the contact is indirect
- Contact (e-mail address or phone number)
- D6-D11

- Used to find the migrant and get in touch with him/her
- D8 is not used to find the migrants, but is useful from a methodological point of view to study the selection of respondents.

The transmission of the list of contacts of migrants could be done securely through a secured server.

Note: The Module D was not used for the surveys in DR Congo and Ghana.

6.4. Questionnaires' data entry

Household and individual questionnaires were captured consecutively. Data entry programs (software: **Runtime** of MS Access 2003) were provided by Ined. Partners did not need to have their own licence of MS Access 2003.

Indications on data entry agents' work:

- Training for data entry operators lasted between 2-5 days, and included the presentation of the questionnaires,
- Operators immediately reported to the research team any problem and hesitation regarding the data,
- The average duration of data entry for the individual questionnaire was approximately 40 minutes per questionnaire,
- Some open-ended questions have been entered literally (names of places, occupation...). They were coded ex post, by the research teams
- Some coding could be asked to data entry operators (if not asked to controllers, see section 7.2). Ex.: don't know, no response, refusals...

Tests programmes are included in the data entry kit.

7. Procedures to ensure data quality

7.1. Quality control before data entry

<p>Common Tools</p> <p>1.5.2 Proofreaders_Guide (in depth reading)</p> <p>Tools of the HH Survey</p> <p>2.5.1 Fast_Reading_Grid_HH</p> <p>2.5.2 Reading_Problems_Grid_HH</p> <p>2.5.3 Circulation_Grid_HH</p> <p>Tools of the Bio Survey</p> <p>3.5.1 Fast_Reading_Form</p> <p>3.5.2 ProofReaders_Problems_Form</p> <p>3.5.3 Circulation_Form</p>

Questionnaires were controlled at several stages before being sent to the data entry office:

- by the interviewers themselves, after the interview
- by the field supervisors: quick control to check whether the questionnaires are complete, and to avoid inconsistencies. Check lists were provided by INED for each questionnaire.
- by “controllers”: See the “Controllers’ guide”.
 - o in depth reading of the questionnaires to identify inconsistencies that have not been seen previously.
 - o Basic codification. Whatever the tradition in matter of codification in the country, for the sake of homogeneity, it is essential to use the codes proposed within the MAFE project:
 - 7777: refusal
 - 8888: no answer where an answer was expected
 - 9999: for don’t know
 - o In Senegal, some questionnaires were controlled twice.
- by the responsible of data collection / researcher : after control, one questionnaire out of ten were re-controlled in order to be sure that everything is understood by controllers.
- In some instances, questionnaires were sent back to the interviewers, who may have to go back to the respondent’s place to complete or correct the questionnaires.
 - o These comings and goings of the questionnaires could be reduced with a good coordination between the field and the controllers office (common training + weekly meetings + fixed duos interviewer – controller)
 - o 2 tools were proposed:
 - a form on which controllers note down their remarks and questions to the interviewers
 - a “circulation grid” to keep track of the questionnaires when they are sent back on the field
- At some point, there is a need to complete the individual questionnaires: transcription of the biographic grid on the modules book (end of the questionnaire).
 - o In France, it was done by the interviewers
 - o In Senegal, it was done by the controllers

In France, the average duration of the close reading + coding + transcription lasted around 75 minutes per questionnaire.

7.2. After data entry: data cleaning and codification

After data entry, there is an automated control of data (programme provided by Ined). The errors messages could result from two kinds of problems:

- Type 1: simple data entry errors.
- Type 2: real inconsistencies within the questionnaire

<p>Common Tools</p> <p>1.5.1 Professions_Codes_List_Instructions</p> <p>Tools of the HH Survey</p> <p>2.6.2 consistency tests programme</p> <p>Tools of the Bio Survey</p> <p>3.6.2 consistency tests programme</p>

Who should correct the data?

- Errors of type 1 (simple data entry errors) could be corrected by data entry agents. Data entry agents were not be allowed to enter into the databases to correct errors by themselves (too many risks of unwanted changes). These corrections were made only through the Access form of data entry (modification mode).
- Errors of type 2 are to be corrected by supervisors. They are the errors that remain after corrections by the data entry agents. Only the persons responsible for data collection are able to solve these problems because:
 - o At this stage, solving the remaining inconsistencies requires a very good knowledge of the questionnaires (see the list of error messages: 5.4.1)
 - o It is important that inconsistencies are solved using the same rules in the various countries involved in the project. For this purpose, each partner was asked to report encountered problems (see the weekly report forms, doc 131 and 132) and the coordination team disseminated information on how to solve the problems.

Codification

After data entry, each partner was expected to code two types of variables, present in both questionnaires:

	HH Quest	Bio Quest
Villages and towns of its own country: - all of them if no automatic codification was done during data entry, or - only those who were not automatically coded during the data entry phase if automatic codification was done	- A14VIL, using A14DEP + official list of towns and villages	- Q303, using Q304 - Q511, using Q512 - Q626 (V1, V2, V3), using Q627 + official list of towns and villages
Occupations	- A20, using 19, A21 + instructions and codes list	- Q403, using Q402, Q404, Q405, Q408 + instructions and codes list

7.3. Researchers' involvement

Members of the research team had to be **involved in the different stages of data collection**, from the control of questionnaires to the data coding and data entry. This is necessary in order to:

- Answer questions from interviewers and coding agents;
- Ensure a maximum consistency and homogeneity of data collection and codification throughout the survey ;
- Answer questions from respondents on the objectives and method of the survey.

Regular meetings of the research team with supervisors, coding operators and data entry operators was recommended to sort out possible problems, and to control the quality of the data.

Researchers must insure that there is a **maximum coordination** between the various countries involved in the project:

- National teams should always discuss any change to the survey kit with the coordination team before implementing it.
- Any problem should be reported to the coordination team so that a unique solution is applied in all contexts.

8. Reporting

In general, it is important **to document all the problems encountered** at the different stages of data collection, including the coding and data entry stages. The data collection coordinator recorded all the problems and solutions, and transmitted it to the research team.

Tools of the Survey Kit

- 1.3.1 Weekly_Report_Form_Africa
- 1.3.2 Weekly_Report_Form_Europe
- 1.3.3 Data_Collection_Report_Model_Africa (final)
- 1.3.4 Data_Collection_Report_Model_Europe (final)
- 1.3.5 Data_Collection_Report_Spain (example in English)
- 1.3.5 Data_Collection_Report_France (example in French)
- 1.3.5 Data_Collection_Report_Italy (example in French)
- 1.3.5 Data_Collection_Report_Senegal (example in French)
- 1.4.3 Sampling_Weighting_Report_Model
- 1.4.3 Sampling_Weighting_Report_Congo (example)

- A regular reporting was expected from each partner. Each partner had to send every week a “weekly report on data collection form”. The form included information on the number of completed questionnaires, refusals, households not found... (summary of follow up forms), and records of all the problems encountered during the fieldwork (questionnaires and sampling), as well as all the solutions that were adopted. It is extremely important that each partner completes this form and sends it regularly. In this way, we make sure we adopt common solutions to common problems in different countries, and that all the problems were recorded.
- A final report had to be written in each country, following the sections and questions of a template used in all countries. See the templates (one template for African countries, another one for European countries). It was recommended to fill progressively the report during data collection.
- Sampling and weighting issues were treated in separate reports. It was also very important to keep track of all the information needed to write the report and compute sampling weights. It was also recommended to start writing the report as early as possible.

Appendix 1: Survey schedule (weeks)

Prerequisites include:

- A pilot survey: pre-testing and minor adaptations of the questionnaires,
- Getting authorizations for conducting the survey,
- Collecting available data to define the sampling strategy (sampling frame, quotas indications)

Example

Activities	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36					
AFRICA																																									
Listing of households in selected PSUs	■	■	■																																						
Entry of sampling frame of households				■																																					
Random selection of households							■																																		
Training of interviewers Household questionnaire (1)							■																																		
Training of interviewers Household questionnaire (2)								■																																	
Training of supervisors/controllers (HH Q)									■																																
Debriefing interviewers – supervisors – controllers										■																															
Household data collection										■	■	■	■	■	■	■																									
Control of household questionnaires											■	■	■	■	■	■																									
Data entry of households questionnaires											■	■	■	■	■	■	■																								
Assessment of Household data collection																		x																							
Data entry of individual sampling frame and contacts																■	■	■																							
Random selection of individuals																	■	■																							
Training, biographic questionnaire (1)																	■	■																							
Training, biographic questionnaire (2)																		■	■																						
Training of supervisors/controllers (Bio Q)																			■																						
Debriefing interviewers – supervisors – controllers																				■																					
Data collection Q bio																				■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	
Controls Q bio																					■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■		
Data entry individual questionnaires																						■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■		
Assessment of biographic data collection																																							x		

Activities	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36		
EUROPE																																						
Training of interviewers																																						
Data collection																																						
Debriefing interviewers – supervisors – controllers																																						
Controls Q bio																																						
Data entry																																						
Assessment of biographic data collection																																						
Data cleaning																																						

Appendix 2: MAFE-Senegal Project – Data Collection Organisation

COUNTRY : FRANCE SURVEY : Individual (201)	Who? How many?	When? How long?
Field (interviews)	10 interviewers (1 in Lyon, 2 in Marseille, 7 in Paris)	4 months, part time
Interviewers' supervision Follow up the fieldwork ("tableau de bord")	1 supervisor (headquarters)	
Quick control of the questionnaires	3 assistants (2 at the same time)	
Close reading of the questionnaires	2 controllers	
Coding (occupation, don't know, etc.)	+ 1 person at Ined for the two 1 st questionnaires of each interviewer	
Data entry	2.5 (1 controller + 2 interviewers)	9 days, after data collection
Data entry supervision	1 engineer (Ined)	On going
Data base corrections	1 research assistant	

COUNTRY : ITALY SURVEY : Individual	Who? How many?	When? How long?
Field (interviews)	10 interviewers	2 months and a half, part-time
Interviewers' supervision	2 supervisors (headquarters)	2 months and a half
Follow up the fieldwork ("tableau de bord")	1 researcher (headquarter)	2 months and a half
Quick control of the questionnaires	1 supervisor (headquarter)	2 months and a half
Close reading of the questionnaires	1 supervisor (headquarter)	5 months
Coding (occupation, don't know, etc.)	1 researcher + 1 coding operator	2 days
Data entry	1 operator + 1 supervisor	15 days
Data entry supervision	1 supervisor	during data entry
Data base corrections (priority level)	1 researcher	2 days
Data base corrections (global)	1 researcher (FIERI)	On going

COUNTRY : SPAIN SURVEY : Individual (200)	Who? How many?	When? How long?
Field (interviews)	11 interviewers (1 in Valencia, 1 in Alicante, 1 in Balears, 1 in Canary Island, 1 in Almería and Murcia, 1 in Madrid, 5 in Cataluña and Zaragoza)	Valencia (Pepe Lluna): 2 months, part time Alicante (Fernando): 15 days Balears (Bárbara): 3 months and a half Canary Island (Fanny): 2 months Almería y Murcia (Malang) 2 months Madrid (Antonio): 1 month Cataluña (Meritxell: 3 months and a half Oriol: 2 months Marianne: 1 month Yusuf: 1 month José Zamorano: 1 month
Interviewers' supervision	2 supervisors (not at the same time)	4 months, part time
Follow up the fieldwork ("tableau de bord")	2 assistants	
Quick control of the questionnaires		
Close reading of the questionnaires	2 controllers + 3 people at UPF (Universitat Pompeu Fabra).	4 months, part time
Coding (occupation, don't know, etc.)	1 supervisor	
Data entry	1 supervisor and 2 interviewers	15 days, after data collection
Data entry supervision	1 engineer (INED)	15 days, after data collection (during 9 days)
Data base corrections	1 supervisor and 1 person at UPF	On going

COUNTRY : SÉNÉGAL SURVEY : Individual (1 396 people drawn, 1 067 actual interviews)	Who? How many?	When? How long?
Field (interviews)	20 interviewers	10 weeks, full time
Interviewers' supervision	4 Supervisors, on the field with 5 interviewers each	
Follow up the fieldwork ("tableau de bord")	Post-doc + research assistant	
Quick control of the questionnaires	Supervisors, on the field	
Close reading of the questionnaires	- Controllers team (5 persons + 1 supervisor)	- 10 weeks, full time
Coding (occupation, don't know, etc.)	- only 1 person dedicated to occupation coding	- Started 1 week after the beginning of the fieldwork - occupation coding at the end (all at once)
Data entry	6 persons	5 weeks full time
Data entry supervision	1 engineer (IRD)	4 months full time
Data base corrections	Research assistant (Lucie)	During data entry + final tests

COUNTRY : SÉNÉGAL SURVEY : Household	Who? How many?	When? How long?
Field (interviews)	20 interviewers	5 weeks, Full time
Interviewers' supervision	4 Supervisors, on the field with 5 interviewers each	
Follow up the fieldwork ("tableau de bord")	Post-doc + research assistant	
Quick control of the questionnaires	Supervisors, on the field	
Close reading of the questionnaires	Controllers team (5 persons + 1 supervisor)	5 weeks, Full time Started 1 week after the beginning of the fieldwork
Coding (don't know, etc.)	Data entry operators	During data entry
Data entry	6 persons	5 weeks, Full time, after completion of data collection
Data entry supervision	1 engineer (IRD)	
Data base corrections	Ined Phd student → checking programmes (STATA) IPDSR Assistant → questionnaires checking	After data entry completion

Appendix 3: Training Program Suggestions - HH Survey

GENERAL SUGGESTIONS

5 days at least + ½ day for debriefing

Materials:

- Ppt presentations
- copies of sections of the questionnaire to do small exercises (2 copies of each page)
- full questionnaires: interviewers should not go on the field before having filled at least one full questionnaire.

DAY 1

General presentation of the survey (about 3 h 30)

Structure of the questionnaire (about 0h30)

Detailed content of the questionnaire: cover and introduction (about 2 h00)

Additional Material: Question and answer presentation of the project

DAY 2

Reminder of the information given the day before (about 0h30)

Introduction (p.2) (1h00)

Flap, list of individuals (4h00)

Flap, questions Q2 to Q4 (1h00)

DAY 3

Reminder of the information given the day before (about 0h30)

Module A, A2 to A7 (3h30)

Module A, A8 to A11 (1h30)

Module A, A15 to A21 (3h30)

Additional Material: occupation codes list

DAY 4

Reminder of the information given the day before (about 0h30)

Module A, A14 to A13 (2h00)

Module B-C (2h00)

Module E, conclusion and Module O (1h00)

General instructions (1h00)

DAY 5

Reminder on the important concepts (0h45)

Translation issues (4h00)

Test Interview(s) (3h30)

DAYS OUT

Interviewers go on the field to test the questionnaire in a real context.

DAY 6

Debriefing and last field instructions (3h30)

Appendix 4: Sampling Strategy in Senegal

Sample design	Type of sample	Two-stage stratified random sample
	Sample size	1 200
	Area covered by the survey	Administrative Region of Dakar (covers 20% of the national pop ^o)
Stratification	Brief description of stratification	<ul style="list-style-type: none"> - Level 1: 10 strata of equal size, according to the % of migrant households within each PSU - Level 2: 2 strata: HH with or without migrants - Level 3: 3 strata: return migrants, migrants spouses, others
Sampling frames and selection of sampling units	Level 1	
	Name of primary sampling units	Census Districts (CD)
	Number of primary sampling units in the area	2, 109
	Area covered by the sampling frame at level 1	All the urban and rural districts in the administrative Region
	Average size of PSU	Average: 139 households per PSU (min=6, max =461) NB: size at the time of the census
	Number of PSU to be selected	60 CD
	Type and source of available sampling frame at level 1	List of all the primary sampling units. Sampling frame used in the 2002 National Census in Senegal.
	What is the available information (Population size, number of households, etc.)	Population: 2.2 millions Households: 293 000
	Method of selection of PSU	Random selection with a probability proportional to the number of HH within the CD. - 6 CD per stratum
	Available information for stratification (specify the source)	Estimated prevalence of international migration in the PSU (2002 Census). In average, 11,6% of the households were 'migrants'.
	Level 2	
	Name of secondary sampling units	Household
	Number of secondary sampling units in the area	293 000
	Average size of secondary sampling units	7.6 persons per HH
	Number of SSU to be selected per primary sampling unit	22 HH per CD → a total of 1,320 HH - 11 HH with a migrant if possible. - if not, all the HH with at least a migrant abroad → a total of 449 HH with a mig - completed by a sample of non-migrants HH
	Type and source of available sampling frame at level 2	No sampling frame available. The list of households within each selected PSU had to be updated, with an information on whether each HH declared a migrant abroad.
	What is the available information on SSU ?	After enumeration : number of HH + migratory status of each HH
	Available information for stratification (specify the source)	Estimated prevalence of international migration in the PSU (2002 Census)
	Method of selection of SSU	Random Sample of the households in each PSU, from the list of enumerated households
	Expected non response rate	Expected rate: 10% Actual rate:

	Level 3	
	Name of tertiary sampling units	Individual
	Number of tertiary sampling units in the area	2 200 000 ind.
	Number of TSU to be selected per secondary sampling unit	<u>In theory:</u> 1 to 5 per HH - return migrants (up to 2 per HH) - mig spouses (up to 2 per HH) - other: 1 <u>Actual sample:</u> 1,396 ind 201 return mig (14%) 152 spouses (11%) 1,043 others (75%)
	Type and source of available sampling frame at level 3	HH Survey
	What is the available information on TSU?	Sampling frame of all the individuals identified within the HH quest. A set of variables entered after completion of the HH survey
	Available information for stratification (specify the source)	Identification (first name, address...), gender, age, migratory status (return mig, migrant spouse), nationality, country of birth (HH Mafe survey)
	Method of selection of TSU	Random selection in the sampling frame
	Expected non response rate	Expected rate: 15% Actual rate: 24%

Appendix 5: List of the tools used during the Bio Survey in Senegal and in France

	SENEGAL	FRANCE
Training	3 trainers + 20 interviewers + 4 supervisors + 7 readers	2 trainers + 10 interviewers + 2 supervisors + 2 readers
Power Point Presentations (111, 311, 313, 314)		
Printed handbook (doc 111, 112, 311, 313, 314, 315, 317)	34 exemplaires	15 ex
Alan's Grid	34 ex	15 ex
Notation Exercice (slide 111 in doc 313) 1st page of the grid (houses + family)	31	15 ex
Questionnaires (for exercises)	31 ex	10 ex
Questionnaires (for real experiment)	31 ex	10 ex
Data Collection		
Follow up Forms / selection forms		
Follow up grid		
Questio + Short Grids	800 ex (1 st vague)	100 ex
Questio + long grids	300 ex (1 st vague)	100 ex
Card with region codes	45 ex	20 ex
Add. Sheets (questio)	50 ex (1 st vague)	20 ex (1 st vague)
Documents à remettre aux enquêtés		
Leaflets	1600 ex	200 ex
Consent Form	no	200 ex
Telephone cards	No	200 ex
Reading – Codif – Data Capture		
Fast reading forms	1600 ex	200 ex
Proofreaders_Guide	15 ex	2 ex