

MULTIPLE INDICATOR CLUSTER SURVEY (MICS4) WITH MALARIA BIO-MARKERS

GUIDELINES FOR FIELD MONITORS (15TH SEPTEMBER TO 15TH DEC., 2011)

Background

The Multiple Indicator Cluster Survey Round 4 (MICS4) aims at providing indicators to monitor progress on health-related issues relating to women and children in Ghana. Findings from (MICS4) would also provide up-to-date information on measuring progress towards goals established by the GPRS II, the MDGs (21 out of 53) and UNICEF programmes. It is a nationally representative household sample survey designed to provide estimates on a large number of indicators to assess the situation of children and women in the areas of health, education, child protection and HIV/AIDS at the national level, regional as well as for urban and rural areas in the country. The uniqueness of MICS4 compared to MICS3 is that it has an enhanced Malaria Module and Bio-marker and as a result, blood samples of all children under five years will be collected for malaria and anaemia tests. It also has an enhanced water, sanitation and hygiene module, and national health insurance questions.

In execution of this exercise, the Ghana Statistical Service (GSS) is collaborating with the Ministry of Health, and with support from UNICEF, USAID, CDC and Macro. About 12,150 households will be enumerated during the period allocated for fieldwork.

The appropriate checks and verification procedures have, therefore, been put in place to ensure that the data are of high quality. In line with this, Monitors have the primary responsibility to ensure that there is good supervision and that field staff are following the directives that they have been given. The Monitors should have a sense of purpose and dedication to duty and must commit to attaining high standards in the areas that they will be assigned to supervise.

2.0 Levels of Monitoring

There are three main types of monitors in this survey. The first is the National Monitors (Appendix A) made up of six Management and Senior Staff who will direct the Regional Field Monitors in the MICS4, making sure that they are on the field as required and are doing exactly what they are expected to do.

The second group of Monitors is the Zonal/Regional Field Monitors (Appendix A). This group of Monitors is directly responsible for all the teams working in their specific zones/regions. There are 20 Monitors in this group, 10 zonal Monitors who will work on rotational bases and 10 Regional Statisticians who are to monitor the work of the various field teams in the regions they will be assigned to.

The third category is a group of officers from stakeholder organizations and development partners. This group undertakes monitoring activities at their own cost and discretion, and is, therefore, not subject to GSS rules and regulations.

3.0 Tasks of the Field Team Monitor

The Zonal/Regional Field Monitor is responsible for ensuring that quality work is done in his/her assigned areas. Their effective monitoring and follow ups would entail, among others, the following:

- a. Observing how enumerators and supervisors conduct their interviews, their general comportment and their degree of compliance with the rules and regulations of the field work as directed in both the enumerators' and supervisors' manuals; correcting them as needed, and conveying to the National Monitors and MICS4 Coordinator the common or persistent errors of the field workers. This means that all monitors must be abreast with the content of the manuals.
- b. Keeping in constant touch with the assigned team and ensuring that the field work is being well managed and properly planned. To this end, Monitors are to ensure that:
 - i. All field officials are on the field as expected and in the prescribed uniform.
 - ii. Field officials have and do carry enough quantities of field materials with them and handle questionnaires with utmost care.
 - iii. Completed questionnaires and other related materials/control forms for each EA are well edited and neatly packaged, when the team is moving to the next EA.
 - iv. The assigned vehicle is used only for fieldwork.
 - v. Fuel receipts are signed and countersigned by both the driver and supervisor.
 - vi. The vehicle log book is regularly and correctly filled in for each trip or segments thereof.
 - vii. The breakdown of a team's vehicle should not disrupt the day's work. In such circumstances, the team should be conveyed to their area of work, and the supervisor assisted to get the needed attention to address the problem.
 - viii. Supervisors make their daily work status call. Note that these calls are provided for in the higher allowances paid to supervisors.
- c. Helping teams to resolve any technical and administrative challenges, including:
 - i. Assisting the team with locating their assigned EAs
 - ii. Assessing the daily work load of each enumerator, making sure that all control forms are checked and there is no idle period during work hours.
 - iii. Checking that all localities within the boundaries of a type 3 EA are visited and interviews conducted. Every effort should be made to locate all selected households in EA.

- iv. Verifying that expenditures are genuine and that these are authorized expenditures and have valid receipts to cover them even if it requires the Monitor contacting the source of the receipt.
- d. Holding review meetings with the team after each day's work. It is the Field Monitor's responsibility to maintain high standards of performance, output and conduct of each of them. The Monitor should, therefore, without fail or delay recommend to the survey coordinator/GSS Management the immediate recall of any field officer who does not live up to expectation. Regional Monitors are ultimately responsible for the work of the teams they visit. Monitors will be called to explain why they did not report any misconduct or poor performance that could have negative consequences on the outcome of the work.
- e. Reporting at regular but short intervals to the MICS4 Secretariat on all aspects of the field operation with particular emphasis on status and progress of the work, as well as challenges faced and how problems are being solved. The reports should be submitted by e-mail to the Deputy Government Statistician (OP), and copied to the Government Statistician, Deputy Government Statistician (TS) and Vivian.asantey@statsghana.gov.gh. Also, complete the checklist in Appendix C and attach it to your report. This must be done from the first day of monitoring and subsequently every third day, for the entire duration of the exercise. Monitors are also required to provide weekly update by making phone calls to the Secretariat through Vivian Asantey – 0245221325.

4.0 Field Scrutiny

All Monitors must be with their teams from the start of field work to provide the necessary technical guidance and foundation for the field exercise. This will require working alongside the teams each day from the start of work to the end. Monitors are to make sure that the work of all the teams in their assigned areas is carefully scrutinized throughout the period of the supervisory visit. You are also to conduct spot checks. This means that at the onset, all teams must be visited within an interval of 4 days during these initial visits. The following checks are to be carried out on completed questionnaires:

- Check to ensure that the information panel of each completed questionnaire is correctly filled by the enumerators.
- Check to ensure that the ages of household members in the household questionnaire correspond with ages in the individual questionnaires.
- Ensure that the appropriate columns of Form A have been completed as directed.
- Do a random sample of two households of each EA and review to make sure that all household members are listed and eligible members filtered out and appropriate questionnaire used. Check that the editor edits questionnaires on a daily basis and the supervisor collates and packs all completed questionnaires serially and made ready to be transported to Accra.

All Monitors are to sit in a minimum of two interviews a day. Form B of the Monitor's check list must be completed for each interview.

5.0 Post Field Activities

Field Monitoring is expected to end on December 15, 2011. All monitors are to produce a comprehensive report on all field activities within five days of the completion of field monitoring. The report must indicate date of arrival in the field and dates for each activity, conduct of field staff and challenges faced by the various teams and how they were resolved, your own findings, suggestions and conclusions.

All receipts covering fuel and other approved expenses are to be cleared within three days after the field monitoring.

6.0 Remarks

It must be noted that any monitor whose work is found to be unsatisfactory stands the chance of losing any future opportunity to monitor field work.

7.0 Suggested form of field report

A. Overview (teams assigned, materials and logistics taken for assignment or for distribution, dates covered by the exercise)

B. For each team

- Members of team/supervisor
- Areas where they worked/you met the team – (describe, giving pertinent details such as type of EA) total number of eligible women, children and men,
- Number of days spent in an EA/cluster
- Any unique problems, persistent/common problems, how the problems were resolved, etc.
- Conduct of the team, describe how team organized the work, what the typical day was like, what were some “best” model practices to share, what were some bad practices to be discouraged
- Supervisor's leadership style – what lessons can be drawn from the exercise

C. Lessons learnt

What field practices can be adopted?

What are the gaps in instructions, contracts, guidelines, materials, etc. that should be addressed in future field exercises?

What variations/innovations did you introduce and how did these work?

Identify practices that yielded good results.