

INCEPTION REPORT

Project

BASELINE SURVEY:
MEDIATION AND COMMUNITY LEGAL EMPOWERMENT

Prepared for:



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Inception Report Baseline Survey: Mediation and Community Legal Empowerment

I. Project Preparation

1.1 Team preparation

In the first stage of project preparation, REDI set up the core team which is consist of: a project manager, a survey manager, a training manager, a data manager, 3 monitoring staffs, 12 survey supervisors, 13 field data entries, 2 data editors and a project secretary for the implementation of this survey.

Listed below is name of person, who was assigned in the survey team management, they are:

- | | |
|----------------------|---|
| 1. Project Manager | : Indra N. Fauzi |
| 2. Project Secretary | : Habib Basuni |
| 3. Survey Manager | : Regina Niken W. |
| 4. Training Manager | : Saryudhi |
| 5. Data Manager | : Wahyu Wibowo |
| 6. Monitoring staff | : Pebruawan Ariyanto
Abdul Wachid
Rochmad Subagyo |

Referring to *Term of Reference* (TOR), the survey will be conducted in 2 provinces, which are Maluku and Nangroe Aceh Darussalam (NAD). In Maluku Province, survey will be conducted in these kabupaten:

- a. Kabupaten Maluku Tengah
- b. Kabupaten Seram Bagian Barat
- c. Kabupaten Seram Bagian Timur
- d. Kabupaten Maluku Tenggara
- e. Kabupaten Kepulauan Aru

While in Nangroe Aceh Darussalam Province, the survey will be conducted in these kabupaten:

- a. Kabupaten Aceh Besar
- b. Kabupaten Aceh Barat
- c. Kabupaten Aceh Utara
- d. Kabupaten Pidie
- e. Kabupaten Pidie Jaya

Both for Maluku and NAD Province, survey team consists of 1 supervisor survey, 1 data entry and 3 - 4 enumerators. At the implementation of this survey in Maluku Province, REDI recruited some local people and they would be assigned as enumerator. REDI also conduct cooperation with local partner, that is: University of Pattimura and University of Darussalam in Ambon City.

The recruitment process for local partner also did in Nangroe Aceh Darussalam. At this province, the recruitment process was helped by some local people who were involved in previous REDI's project. They assisted the selection process for the new local partner. This selections process was under responsibility of senior team of REDI (project secretary, survey manager, training manager and monitoring staff). The selection process covers: administrative selection (considering CV's of candidate), interview, and review of the process of interview while it was conducted to candidate.

From the selection process detailed above, team obtained 35 enumerators for Maluku Province and 57 enumerators for NAD Province. By considering the result of selection process, team decided to select 20 enumerators candidates for Maluku and 35 enumerators candidates for NAD and they will be involved at training.

1.2 Processing permit

Processing permit was started by arranging letter of recommendation from KPDT and Bakesbang Linmas, East Java Province. This letter will be used as a covering letter sent to Government of Maluku Province and NAD Province. Processing permit at provincial level was conducted by team of REDI, while arranging the permit hereinafter up to the village level was conducted by team which is consist of selected enumerator. The permit letter for Maluku and NAD province and also District are attached.

II. Training of Trainer (TOT)

Training of Trainer (TOT) was conducted after core team of this survey has formed. TOT was proposed for this team. TOT was held on October 13th -16th, 2008. An objective of TOT is to provide training for supervisor and data entry. The training aimed to inform participant about:

- a. Survey background
- b. Survey objective
- c. Survey management
- d. Survey procedure
- e. Survey questionnaires
- f. Questionnaire testing
- g. Sampling method
- h. Field survey management

The method used in TOT was classical training and field training. Classical training was conducted on October 13th-14th, 2008 at Graha Widya Bhakti-STIESIA, Jl. Menur Pumpungan 30 Surabaya. Field training was conducted on October 15th, 2008 in Kabupaten Gresik. The selected villages for this field training are Desa Sembungan Kidul Kecamatan Dukun and Desa Sekapuk Kecamatan Ujung Pangkah. During field training, survey team was trained and practiced the interview session to a community, interview to key informant, and interview to household. This field training was held by all survey team except for data entry and data editor. Data entry and data editor still had to attend the classical training at Graha Widya Bhakti-STIESIA. Training material delivered to data entry and data editor was more focused on manual checking, CS-Pro program, and data management.

Number of participant of TOT is 34 persons, they are: 1 project manager, 1 survey manager, 1 training manager, 1 data manager, 3 monitoring staff, 2 data staff, 12 supervisor, 13 data entry. List of TOT participant is attached.

III. Training for Survey Team

Training for team survey was conducted separately for each survey location at Maluku Province and NAD Province. Training for team survey at Maluku Province was held on October 20th–25th, 2008 at Hotel Wijaya II, Ambon. The participants were 18 candidates of enumerator, 5 supervisors, 5 data entries, a project manager, a survey manager, training manager and 2 monitoring staff.

Classical training in Maluku Province was held on October 20th-22nd, 2008. On October 23rd, 2008 there was conducted field training for household survey at Desa Batu Merah-Kota Ambon and Desa Tengah-tengah-Kabupaten Maluku Tengah. Detail on training agenda and schedule for Maluku team is attached.

In NAD, training was conducted on October 29th – November 3rd, 2008 at Wisma Permata Hati, Banda Aceh. The participants attended this training are: 31 candidates of enumerator, 7 supervisors, 8 data entries, a project manager, a survey manager, training manager and a monitoring staff.

Classical training in NAD was conducted on October 29th-31st, 2008. On November 1st, 2008 there was held field training for household survey at Desa Nusa and Desa Tanjung, Kecamatan Lhoknga, Kabupaten Aceh Besar. Detail on training agenda and schedule for NAD team is attached.

IV. Team Composition

Team composition (supervisor and data entry) was done on October 16th, 2008 after the implementation of TOT in Surabaya. REDI decided the composition of supervisor and data entry was based on the evaluation result to make a balanced team capacity. Main team composition in Maluku and NAD Province are detailed in attachment.

V. Targeted Respondent

Total targeted respondent in Maluku Province are 900 households respondent, 204 key informant respondents and 68 community interviews. Total respondent will be interviewed in each district in Maluku is shown in Table 1 below.

Table 1
Distribution of Respondent in Maluku Province

District	Number of Location		Number of Respondent		
	Sub District	Village	HH	KI	C
Maluku Tengah	5	33	410	99	33
Seram Bagian Barat	2	10	130	30	10
Seram Bagian Timur	3	12	140	36	12
Maluku Tenggara	3	11	190	33	11
Kepulauan Aru	1	2	30	6	2

Total targeted respondent in NAD are 1,584 households respondents, 714 key informant respondents and 238 community interviews. Total respondent will be interviewed in each district in NAD is shown in Table 2 below.

Table 2
Respondent Distribution in Nangroe Aceh Darussalam

District	Number of Location		Number of Respondent		
	Sub District	Village	HH	KI	C
Aceh Barat	7	36	234	108	36
Aceh Besar	12	48	318	144	48
Aceh Utara	12	84	582	252	84
Pidie	10	58	378	174	58
Pidie Jaya	2	12	72	36	12

VI. Schedule of Survey Implementation

Based on district locations of survey in Maluku Province, schedule of survey by each team is detailed below:

Table 3
Timeline Field Survey in Maluku Province

Team	District	Schedule
A	Maluku Tengah (Leihitu, Saparua)	October 26 th – November 10 th , 2008
B	Maluku Tengah (Amahai, Salahutu, Banda)	October 25 th - November 12 th , 2008
C	Maluku Tenggara (P. Dullah Utara, P Dullah Selatan, Tayando, Pulau-pulau Aru)	October 25 th - November 15 th , 2008
D	Seram Bagian Barat (Huamual Belakang, Seram Barat)	October 26 th - November 5 th , 2008
E	Seram Bagian Timur (Werinama, P. Gorom, Seram Timur)	October 26 th - November 14 th , 2008

Meanwhile, schedule of survey by each team in NAD is detailed as follows:

Table 4
Timeline Field Survey in Nangroe Aceh Darussalam Province

No.	Cluster	Schedule
F	Aceh Barat	November 3 rd – December 29 th , 2008
G	Aceh Besar	November 3 rd – December 23 th , 2008
H	Aceh Besar	November 3 rd – December 23 th , 2008
I	Aceh Utara	November 3 rd – January 5 th , 2008
J	Aceh Utara	November 3 rd – January 5 th , 2008
K	Pidie	November 3 rd – December 30 th , 2008
L	Pidie Jaya	November 3 rd – December 30 th , 2008

FIELD TEAM COMPOSITION

A. Supervisor and Data Entry in Maluku

A. Supervisor

1. Kalbar Zulkarnaen
2. Lulun S. Prianton
3. Shodiqin
4. Hadi Sujatmiko
5. Drestanto Widjanarko

B. Data Entry

1. Dian Rohmawati
2. Annisa Poprita
3. Widhianmerta
4. Joseph S Dwi Firmanto
5. Agnes P. Ginting

B. Supervisor and Data Entry in Nangroe Aceh Darussalam

A. Supervisor

1. Ilyas
2. Gawang M. Kiswandi
3. Masykur Sajidi
4. Ryan Hidayat
5. Rizal Habibie
6. Lalu Atari
7. Himawan

B. Data Entry

1. Dewi Pujo
2. Chafid Alfuadi
3. Ahmad Saefudin
4. Triwulandari
5. Deny Ismayanti
6. Nur Hasna
7. Arfian
8. Hesti Arisanti

Letter of Permission

Team Composition

TOT and Training Agenda