

**IMPLEMENTATION OF ICT-BASED HOUSEHOLD-LEVEL
PANEL SURVEY FOR THE 'VOICES FROM THE
MARGINS AND INCLUSIVE POLICY RESPONSE TO
COVID-19 PANDEMIC' PROJECT**

Field Completion Report (Three Rounds Combined)

Submitted to

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30 December 2021

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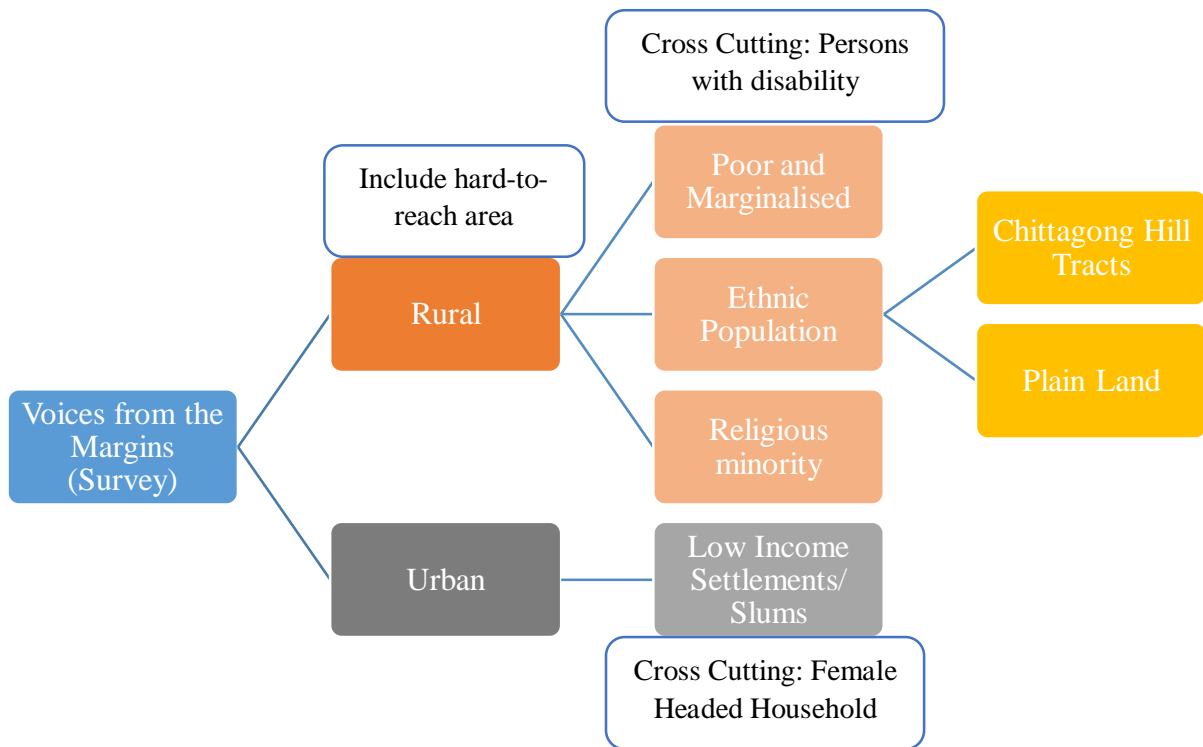
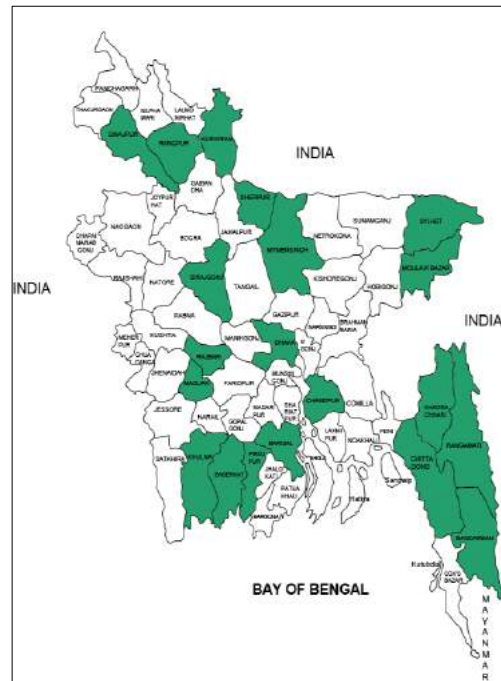
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A. Introduction

The main task of this assignment was to collect data in three instances on a set of pre-defined indicators from a panel of households (the panel is set during the first survey) using KoBoToolbox—a computer-based personal interviewing (CAPI) application and perform data analysis in a prescribed format. The surveys took place in three different quarters of 2021.

The survey covered different marginalized groups on five factors, namely 1) Economic opportunities, 2) Gender, 3) Living in remote areas with low access to health services, 4) ethnic and religious background, and 5) disability. The survey covered four different target groups across urban and rural areas (including hard-to-reach areas) of Bangladesh. The surveys covered 43 Unions in 36 Upazilas across 17 Districts and 17 low-income settlements across 3 City Corporations. The following diagram depicts the different groups covered in the surveys.

District and City Corporation Coverage of the Panel Surveys (Green Highlighted)



B. The Recruitment

From the pool of enumerators of HDRC, field personnel—with experience in similar assignments—were employed. The field personnel of various categories were chosen based on the criteria fixed in advance (academic qualification, experience of CAPI survey,

friendliness). The consecutive surveys attempted to employ the same field personnel involved in earlier rounds of the survey.

C. Training

Rigorous training on data collection was provided to the field personnel for each round of surveys to gather qualitative data and quantitative information using structured questionnaires and FGD guidelines consecutively. The trainings were arranged in the training venue of HDRC and imparted by qualified and experienced trainers and experts from BRACU-CPJ and HDRC.

The training sessions were led by BRAC personnel, and relevant HDRC staff was present during the training sessions to provide support and any necessary clarifications. Classroom lectures, demonstrative interviews, role plays, data input and mock interviews utilizing electronic devices, evaluation of lessons learned, and proposed solutions were provided in the training sessions. Separate training sessions were held for the field supervisors, and Audio and visual equipment were used in the training sessions. Each training included MOCK interviews and field practice.

Table 1: Summary of training sessions for the assignment

Survey Round	Duration of training	Number of field personnel	Number of BRAC personnel	Number of HDRC personnel
First round	30 May 2021 to 2 June 2021	25	4	5
Second round	31 August 2021 to 2 September 2021	25	4	5
Third round	07 December 2021 to 09 December 2021	24	3	4



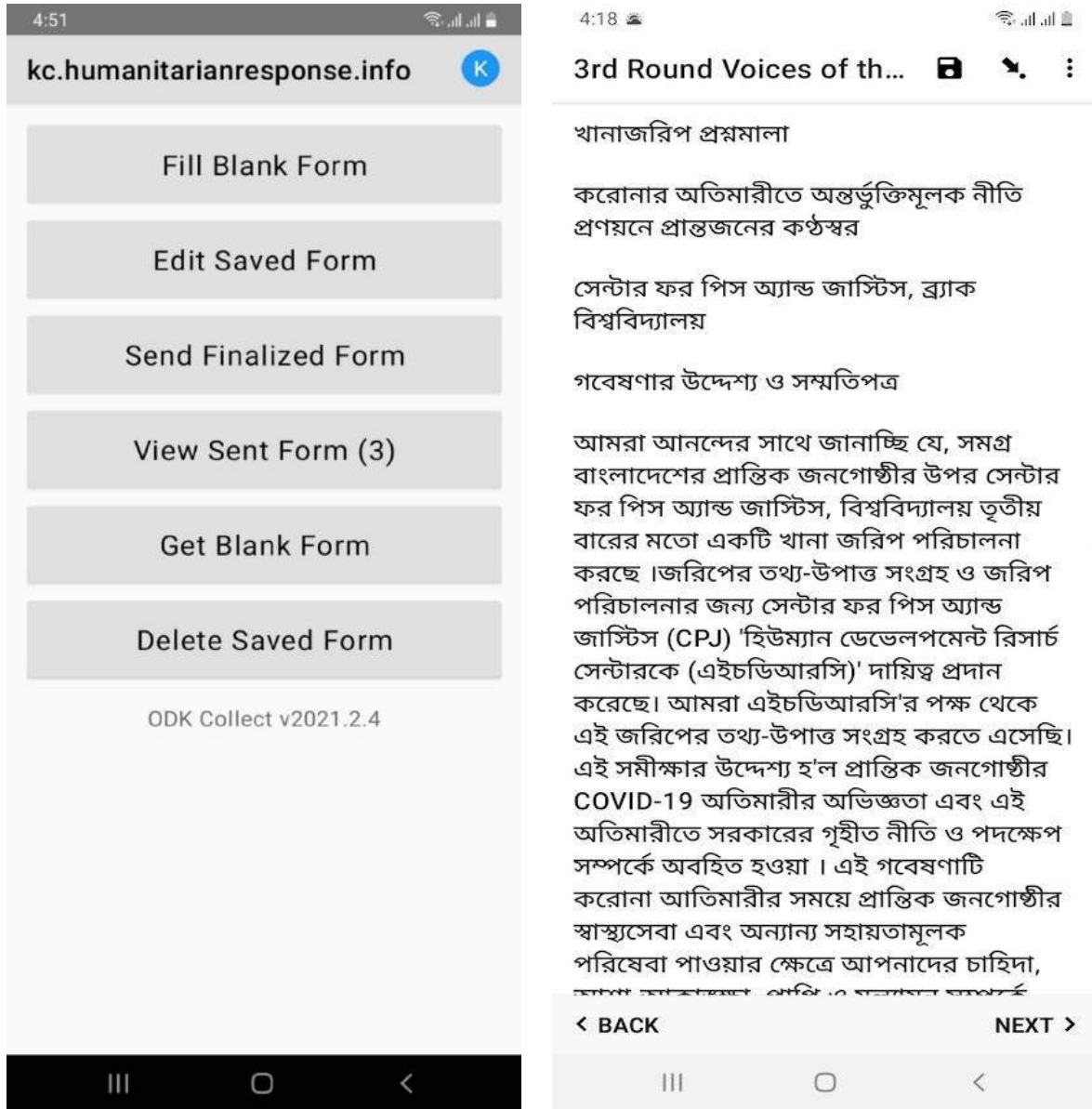
Training Session for Field Personnel at HDRC Conference Room

D. Questionnaire and Checklists

The questionnaire for the household survey and FGD checklist was prepared before the first survey round. Some minor revisions of the questionnaire and checklist were made based on field experience keeping the original (finalized before the first survey round) set of questions intact.

E. Updating the application

An XLSForm of the questionnaire to install in the KoBo was prepared, installed, and updated alongside the questionnaires. All the devices/tabs for data collection were also prepared before the training sessions. During the training session, using the devices, the necessary correction was made, and trouble/problems were fixed and finalized the KoBo-collect accordingly to enhance the precision of data and smooth the process of data collection.



Selected Screen Shots of data collection application in android device

F. Field Plan

For the household survey in each round, HDRC produced a field plan with all the field team's required instructions and explanations. Based on the experience of the first round of the survey, the HDRC team adopted the following in the consecutive surveys.

- The teams were provided a separate day for scripting the FGD discussion.
- Field visits plan of the HDRC personnel, mentioning the days, to maintain data quality was provided.
- The tentative dates for the FGDs for each team were mentioned in the plan.

G. Fieldwork

A total of 7 teams were deployed for data collection. Each team consisted of 3 to 6 enumerators. Teams were instructed to follow the field plan in order to gather data methodically and complete their work timely. Before starting fieldwork, the plan was shared with BRACU-CPJ authorities. Field teams were suggested to communicate with the HDRC team if any enumerator could not find/reach the targeted household member(s). Daily updates on unreachable household members, including their unique ID and other details, were sent by the field team to the HDRC team through SMSs. The HDRC team informed the BRACU-CPJ team of this information with the samples not accessible in this round. The BRACU-CPJ team, in collaboration with the HDRC team, will determine how to proceed to solve these issues.

Moreover, along with the measures described above, the field teams were instructed to maintain the following activities:

- Submit a daily report on challenges found during the fieldwork;
- Upload collected data in the server every day after the finishing data collection and necessary checking of data; If unable to upload collected data at the end of the day due to any inconveniences, such as—internet connectivity problem, upload the data before starting the fieldwork on the following day.
- Maintain a log of unreachable and unidentified household members in each consecutive round following the first round of the survey in a pre-specified format.
- Not to attempt to collect any replacement for unreachable and/or unidentified samples.

The following activities were undertaken/ensured during the fieldwork:

- Each field team shared the details (through unique ID numbers specified in the list of respondents) of the target respondents not reachable daily. Each team shared such updates daily through SMS (an SMS system was instructed to the field team).
- HDRC team shared the updates with the BRACU-CPJ team. BRACU-CPJ team, in consultation with the HDRC team, can decide the way forward with the samples not reachable in this round.
- The field teams reported any challenge or deviation for fieldwork daily.
- The field team uploaded data (unless there is an internet problem) daily before starting the fieldwork on the following day.
- In writing, in a specified format, the field teams maintained a log of the interviewed, not interviewed, or not identified respondents in the second and third rounds. Such a format was shared with the field team, and necessary instructions were provided.
- The field team did not collect any replacement sample

HDRC team members and a quality control officer maintained close contact with the field team.



Some snapshots of data collection activities

H. Data Storage and Online Based Data Inspection

The field Supervisors checked the data collected by the enumerators before submitting it to the server. At the end of each day, all checked forms/data were uploaded to the server by the enumerators. The enumerators suggested submitting the daily reports of the field performance—accomplishments of data collection—in Google Sheets, which help all the relevant follow up the development of data collection by the field teams. Access to the server to view the progress of data collection was given to the BRACU personnel. The data manager in HDRC inspected the data to identify the inconsistencies and communicate with the field personnel accordingly to maintain the data flow and accuracy.

The screenshot shows a data storage sheet in a server. The table has columns for Validation status, start, end, and other survey details. The first row shows a validation status of 'Not success' and a percentage of 3.7%. The table contains 30 rows of data, with the first row showing a validation status of 'Not success' and a percentage of 3.7%.

A Screen Shots of the data storage sheet in the server

Response Rates of Field Survey

The first round of surveys covered 1,533 households. The second round of surveys tracked down 1,496 households (97.6%), and the final (third) round of the survey could track 1,477 households (96.3%). So, the panel database will be prepared for 1,477 samples.

Table 2: The response rate of the panel survey by broad Target Groups

Target Groups	Target Sample	Complete Sample (panel)	Incomplete Sample	Percentage of Incomplete Sample
Ethnic and Religious Community	492	491	1	0.2
Rural Poor	531	516	15	2.8
Urban Slum/Poor	510	470	40	7.8
Overall	1,533	1,477	56	3.7

The pie chart shows the response rate of the panel survey. The chart is divided into two segments: Success (96.3%) and Not success (3.7%).

The details of the field surveys for each round is presented in Table 3.

Table 3: Details of fieldwork by Phases

Team	Sample district/city	Target sample	Complete	Not success	FGD	Start date	End date
First Round							
1	Sylhet, Moulvibazar, Sherpur, Mymensingh	187	As the first round of	N/A	2	5 June 2021	17 June 2021

Team	Sample district/city	Target sample	Complete	Not success	FGD	Start date	End date
2	Dinajpur, Rangpur, Kurigram	238	panel survey, there is no incidence of incomplete sample	N/A	2	5 June 2021	17 June 2021
3	Rangamati, Khagrachori, Bandarban	153		N/A	2	5 June 2021	17 June 2021
4	Dhaka City Corporation, Shirajgonj, Chandpur	391		N/A	3	5 June 2021	17 June 2021
5	Khulna City Corporation, Magura, Rajbari	207		N/A	3	5 June 2021	17 June 2021
6	Bagerhat, Pirojpur, Barishal	221		N/A	1	5 June 2021	17 June 2021
7	Chittagong City Corporation	136		N/A	1	5 June 2021	17 June 2021
Total of First round		1,533 (100.0%)			N/A	14	
Second Round							
1	Sylhet, Moulvibazar, Sherpur, Mymensingh	187	187	0	2	4 September 2021	17 September 2021
2	Dinajpur, Rangpur, Kurigram	238	233	6	2	4 September 2021	19 September 2021
3	Rangamati, Khagrachori, Bandarban	153	153	0	2	4 September 2021	17 September 2021
4	Dhaka City Corporation, Shirajgonj, Chandpur	391	365	25	2	5 September 2021	17 September 2021
5	Khulna City Corporation, Magura, Rajbari	207	204	3	2	4 September 2021	17 September 2021
6	Bagerhat, Pirojpur, Barishal	221	220	1	2	4 September 2021	17 September 2021
7	Chittagong City Corporation	136	134	2	2	4 September 2021	17 September 2021
Total of Second round		1,533 (100.0%)	1,496 (97.6%)	37 (2.4%)	14		
Third Round							
1	Sylhet, Moulvibazar, Sherpur, Mymensingh	187	186	1	2	11 December 2021	25 December 2021
2	Dinajpur, Rangpur, Kurigram	233	229	3	2	11 December 2021	25 December 2021
3	Rangamati, Khagrachori, Bandarban	153	153	0	2	11 December 2021	25 December 2021
4	Dhaka City Corporation, Shirajgonj, Chandpur	365	360	6	2	11 December 2021	25 December 2021

Team	Sample district/city	Target sample	Complete	Not success	FGD	Start date	End date
5	Khulna City Corporation, Magura, Rajbari	204	200	4	2	11 December 2021	25 December 2021
6	Bagerhat, Pirojpur, Barishal	220	219	1	2	11 December 2021	25 December 2021
7	Chittagong City Corporation	134	130	4	2	11 December 2021	25 December 2021
Total of Third round		1,496 (97.6%)	1,477 (98.7%)	19 (1.3%)	14		

I. Quality Assurance

HDRC undertook the following activities to ensure data and information accuracy from the survey.

- HDRC recruited qualified field personnel. A stringent filtering process for the selection of assessors was put in place;
- HDRC recruited field personnel who are hill adivashi (CHT) with adequate educational qualification to overcome any language barrier;
- HDRC prepared time-bound and target-oriented implementation plan and shared with BRACU-CPJ for random inspection;
- IT experts were available for any necessary troubleshooting and maintenance of data entry programs and management;
- HDRC ensured daily reporting of data collection summary;
- HDRC team members undertook field visits as part of quality assurance activity;
- The data consistency was checked daily, and feedbacks were shared with field teams to ensure data accuracy or backcheck;
- Data was stored on multiple platforms to ensure no data loss.

J. Field Visits by HDRC Representatives

HDRC representatives visited the selected locations and spent some days with field teams to oversee/follow the fieldwork as a part of the quality assurance activity (Table 4).

Table 4: Field movement of HDRC Representatives

District/Location	Date of Observation	Tentative HDRC Representative	Round of Survey
Dhaka	06 June 2021	Kabiruzzaman	1 st round
Moulavibazar	08 June 2021	Md Nawal Sarower	1 st round
Chandpur	14 June 2021	Faisal M Ahamed	1 st round
Dinajpur	7-8 September 2021	Kabiruzzaman	2 nd round
Magura	11 September	Kabiruzzaman	2 nd round
Chattogram	9 September 2021	Riazul Islam	2 nd round
Dhaka	5 September 2021	Kabiruzzaman	2 nd round
Sherpur/ Mymensingh	11-12 September 2021	Faisal M Ahamed	2 nd round
Dhaka	14 December 2021	Kabiruzzaman	3 rd round

District/Location	Date of Observation	Tentative HDRC Representative	Round of Survey
Magura	19 December 2021	Kabiruzzaman	3 rd round
Mymensingh	22 December 2021	Faisal M Ahamed	3 rd round
Rangpur	19 December 2021	Md Nawal Sarower	3 rd round

K. Challenges

Field teams faced some challenges during the data collection as follows:

- Due to the unfavourable weather, teams had faced difficulty completing the data collection;
- During monsoon, the communication was challenging in hard-to-reach areas (a couple of field personnel were injured in accidents);
- Internet connectivity was poor in several remote areas, so the data storage was delayed in some instances;
- In some areas, interviewing the respondents in three consecutive quarters of 2021 was challenging without promising any direct benefit.

L. Mitigation Strategies

HDRC has compensated team members who have experienced complications due to the weather. The injured team members were treated, and HDRC covered the treatment costs.

A total of 56 households (3.7%) dropped out from the survey (37 households during the second round survey and another 19 during the third round survey). Data could not be collected from these dropped households further. Following Table 5 provides the reasons for the dropout.

Table 5: List of HHs could not reach with the reasons

SL	HHID (created by HDRC)	Reason for dropout	Phase of dropout
1.	671	Household members were not at home and went to attend a wedding	2 nd round
2.	672	Household members went to Sirajganj to attend a program	2 nd round
3.	713	Household members were not present; they were in Dhaka	2 nd round
4.	747	Household members migrated to Khulna	2 nd round
5.	792	Household members were not present in the household	2 nd round
6.	775	Household members migrated to Dhaka	2 nd round
7.	857	Household members migrated to another union	2 nd round
8.	1026	Household members migrated to a rural area	2 nd round
9.	1030	Nobody knows where the whereabouts of the household members	2 nd round
10.	1049	Household members migrated to Comilla	2 nd round
11.	1067	Household members migrated to Comilla	2 nd round
12.	1080	Household members migrated to Tangail	2 nd round
13.	1121	Household members left the area	2 nd round
14.	1125	Household members left the area	2 nd round
15.	1151	Household members migrated to Sherpur	2 nd round

SL	HHID (created by HDRC)	Reason for dropout	Phase of dropout
16.	1155	Household members migrated to Kurigram	2 nd round
17.	1174	Household members migrated (location not known)	2 nd round
18.	1198	Household members migrated to Bhola	2 nd round
19.	1212	Household members migrated to Jamalpur	2 nd round
20.	1222	Household members migrated to Bhola.	2 nd round
21.	1235	Household members migrated to Bagerhat	2 nd round
22.	1246	Household members migrated to Netrokona	2 nd round
23.	1250	Household members migrated to Netrokona	2 nd round
24.	1254	Household members migrated to Barisal	2 nd round
25.	1268	Household members migrated to the village	2 nd round
26.	1270	Household members migrated to Comilla	2 nd round
27.	1313	Household members migrated to Gazipur	2 nd round
28.	1321	Household members migrated to Gazipur	2 nd round
29.	1348	Household members migrated to a rural area	2 nd round
30.	1362	Household members migrated to Bhola	2 nd round
31.	1364	Household members migrated (location not known)	2 nd round
32.	1365	Household members migrated to Bogra	2 nd round
33.	1379	Household members could not be reached over the phone, and nobody knew their whereabouts.	2 nd round
34.	1402	Household members migrated to Bogra	2 nd round
35.	1442	Household members migrated to Khulna	2 nd round
36.	1447	Household members migrated to Rupnagar	2 nd round
37.	1482	Household members were visiting Keraniganj (not found in the location)	2 nd round
38.	410	Household members migrated to Dhaka	3 rd round
39.	558	Household members migrated to the village	3 rd round
40.	603	Household members migrated to Dhaka	3 rd round
41.	607	Household members migrated to Dhaka	3 rd round
42.	704	Household members migrated to Dhaka	3 rd round
43.	748	Household members migrated to Khulna	3 rd round
44.	911	Household members migrated to Dhaka	3 rd round
45.	961	Household members migrated to the village	3 rd round
46.	979	Household members migrated to Dhaka	3 rd round
47.	1133	Household members migrated to Dhaka	3 rd round
48.	1209	Household members migrated to the village	3 rd round
49.	1231	Household members migrated to the village	3 rd round
50.	1238	Household members migrated to the village	3 rd round
51.	1260	Household members migrated to Bhola	3 rd round
52.	1263	Household members migrated to Cumilla	3 rd round
53.	1281	Household members migrated to Netrokona	3 rd round
54.	1339	Household members migrated to Bogura	3 rd round
55.	1373	Household members migrated to Noakhali	3 rd round
56.	1490	Household members migrated to the village	3 rd round

M. HDRC Team

The HDRC team worked on this assignment:

- Faisal M Ahamed, Survey Manager
- Ajoy Kumar Saha, Data Manager
- Md. Kabiruzzaman, Field Operation
- Laila Begum, IT Expert for Application
- A S M Obaidur Rahman, System Analyst
- Nawal Sarwer, Research Associate
- Md Riazul Islam, Research Associate
- Md Abu Taleb, Finance Manager

Field Data Collection Staff

Abu Iqbal Mohamed	Ms. Poros Moni Srtiy
Amena Akter Urmi	Ms. Poros Moni Srtiy
Anuka Raptan	Mst. China Khatun
Asma Akter Koli	Mst. China Khatun
Asmani Akter	Nilufar Yesmin
Aysha Khatun	Nusrat Jahan Nizum
Farjana Parvin Konok	Probin Tripura
Hasina Khatun	Ripon Mondal
Johirul Islam Hira	Rupa Moy Chakma
Lutful Karim	Salma Akter Keya
Mafizur Rahman	Shahida Akter
Mamun or Rashid	Shamsunnaha
Masuda Begum	Sharmin Akter Asha
Md Kayum Hawlader	Sharmin Sultana
Md. Abdul Wahed	Shohel Ahamed
Md. Awlia Hasan	Sonia Akter
Md. Golam Jakaria	Sonjoy Kumar
Md. Golam Mostafa	Sonya Akter
Md. Harun-ur Rashid	Sumi Khatun
Md. Ratul Biswas	Sumittro Dewan
Md. Sariful Islam	Suraiya Parvin Trishna
Md. Shafiqul Islam	Suro Chakma
Md. Zia Nasim	Syed Azharul Islam
Mira Baroi	Tusa Chakma
Mitali Tanchangya	Utpal Kumar
Mousumi	