

Survey Teams

Objectives of the module

By the end of this module, you will be able to:

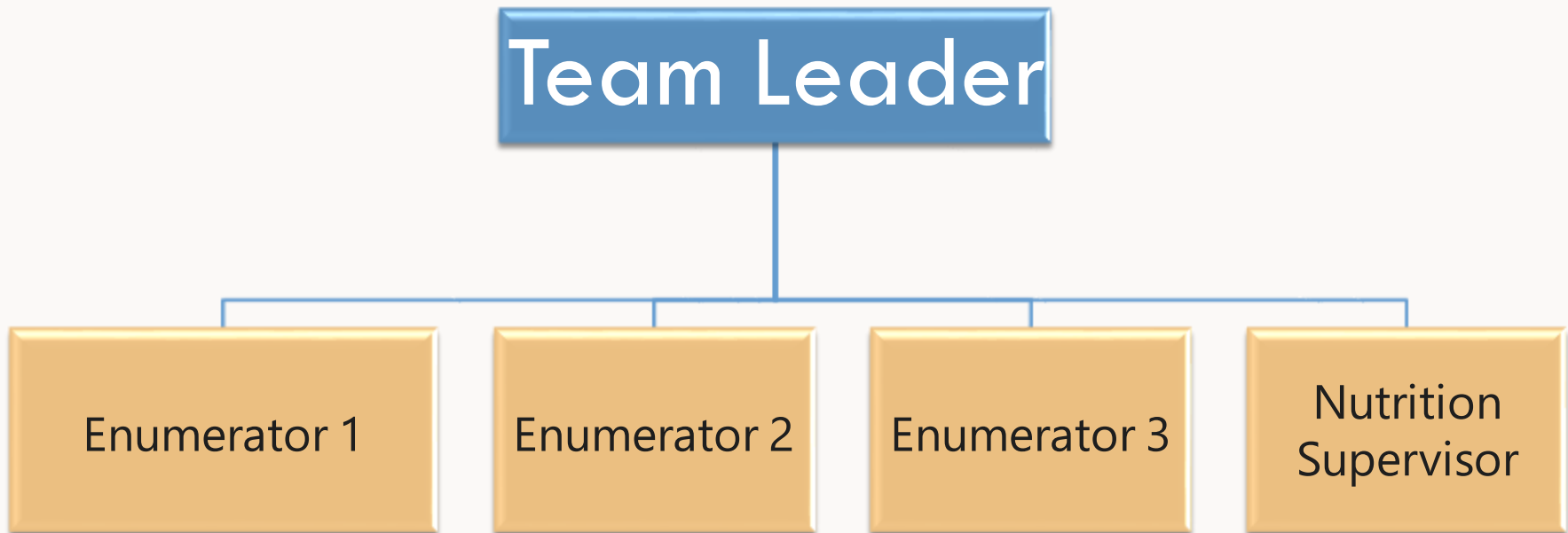
- Define the roles and responsibilities of every survey team member.
- Recruit, structure and train a competent, efficient and reliable survey team.

Survey Team Composition

- 1. Team Leader:**
 - Responsible for the quality and reliability of the data collected.
- 2. 3 Enumerators & 1 Nutrition Supervisor:**

Responsible for collection & recording of quality data.
- 3. Community Leader/Guide, if possible:**
 - To facilitate the implementation of the survey and make it more efficient.
 - Can guide the team and locate households.
 - Support with translation where necessary

Survey Team Composition



Roles and responsibilities

Four Teams per State, each will constitute;

1. Team Leader: broad roles and responsibilities
2. Nutrition Supervisor: Measurer
3. Enumerators: Measurers.

1: Team Leader- Requirements

- Very good organization and communication skills
- Supervising experience
- Prior experience in similar surveys required
- Very good command in English, Arabic and local languages

1: Team leader: Roles

- Introduce team to the clusters and lead in household sampling
- Accurately map clusters or use/create lists to maintain random HH selection & complete Cluster Control Form
- Oversee all data collection activities adherence to protocols
- Ensure that proper measuring/interview techniques are being used.
- Ensure that all survey equipment and supplies are transported and stored
- Share timely feedback with Survey Coordinators on field progress & challenges experienced
- Ensure that all survey equipment and supplies are transported and stored correctly
- Manage all aspects of the team.

2: Nutrition Supervisor- Requirements

- Good communication skills
- Knowledgeable on nutrition/anthropometric assessments
- Very good command in English, Juba Arabic. Understanding of local languages is an advantage
- Prior experience in similar FS &N surveys

2: Nutrition Supervisor

- Assist team leader with sampling of households
- Ensure anthropometric measurements are taken and recorded accurately
- MUST confirm ALL Oedema cases before recording
- Refer malnourished children & mothers to the nearest facility
- Identify sampled HHD and do introduction at household level
- Assist team leader with mapping (or creating lists) and other areas when requested
- Ensure both Food Security and Nutrition modules are duly completed
- Measure weight, height, edema for children 6-59 and MUAC of children 6-59 months and women aged 15-49yrs.
- Ensure adherence to FSNMS protocols & ensure quality data
- Any other relevant duty as may be assigned by the team leader

3: Enumerator- Requirements

- Good communication skills
- Very good command in English, Juba Arabic. Understanding of local languages is an advantage
- Prior experience in similar FS &N surveys

3: Enumerators

- ❑ Identify sampled HHD and do introduction at household level
- ❑ Assist team leader with mapping (or creating lists) and other areas when requested
- ❑ Ensure both Food Security and Nutrition modules are duly completed
- ❑ Measure weight, height, edema for children 6-59 and MUAC of children 6-59 months and women aged 15-49yrs.
- ❑ Adhere to FSNMS protocols & ensure quality data
- ❑ Check for calibration of equipment and functionality of tabs on daily basis before going to the field
- ❑ Carry and maintain proper care of measuring equipment and Tablets
- ❑ Any other relevant duty as may be assigned by the team leader

General Survey Team Characteristics

- Good level of education: know how to read, write and count.
 - ▣ Not necessarily health professionals.
- Knowledge of local language in survey area.
- Good physical condition (able to walk long distances).
- Good eyesight.
- Friendly, sociable, eager to learn and hard working.

Specific Survey Team Characteristics

- Each team member must:
 - ▣ Be able to carry out all their tasks.
 - ▣ Understand the roles and responsibilities of their teammates.
 - ▣ Successfully complete the training program and pass the standardisation test.
- Teams should be made up of at least one man and one woman.
- All team members should maintain ALL survey equipment

Training

- ❑ **Must be completed before starting the survey.**
- ❑ The same training must be given to each team member in order to ensure standardisation of the methodology.
- ❑ 4 Days Training at the State Level

Bad quality survey is data due to:

- ❑ Faulty equipment.
- ❑ Biased selection.
- ❑ Badly trained personnel.
- ❑ Lack of communication with the authorities and the population.
- ❑ Lack of understanding of the roles and responsibilities of each team member (e.g.,: calibration of equipment).

Bad quality survey data results in:

- Waste of time.
 - Waste of money.
 - Waste of resources.
 - Unmet expectations from stakeholders.
- Can greatly affect decisions to help the most vulnerable groups.**