WFP

World Food Programme

SAVING
LIVES
CHANGING
LIVES

Checklist

BEFORE DATA COLLECTION

1. FILE MANAGEMENT

☐ Have you created **dedicated shared folders** on an agreed-upon platform for saving all relevant documents with **appropriate access permissions**?

☐ Have you added the survey as planned in Data Library (guidance here)?

2. QUESTIONNAIRE DESIGN AND PROGRAMMING

☐ Have you created/updated the **assessment analysis plan** that addresses the study objectives?

☐ Have you ensured only questions relevant to the **study objective** are included?

☐ Have you used the standardized modules and variable names as per **Survey Designer** and the **Codebook**?

☐ Have you ensured that you included **informed consent** to participate in the survey?

☐ Have you ensured that there is a **uniquely identifiable survey ID number**?

☐ Have you reviewed and **minimized open-ended questions** and responses?

☐ Have you checked that all key questions are standardized and set as **mandatory** to avoid unexpected missing values?

☐ Have you ensured that there are **no umbrella (yes/no) questions** allowing enumerators to skip key modules?

☐ Have you considered the **order** of the modules based on logic, context and sensitivity?

☐ Have you added and tested the **skip logic, constraints, and warning messages**?

☐ Have you **contextualised** modules with use from thematic experts, where relevant?

☐ Have you finished the **translation** in all languages, where relevant?

☐ Have you **tested the programmed tool** on an electronic device?

☐ Have you tested the flow and length of the questionnaire and only included the **necessary questions**?

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3. ENUMERATOR TRAINING

- ☐ Have you considered **context-appropriate backgrounds** during the recruitment of enumerators, including gender, ethnicity, language?

- ☐ If collecting anthropometric nutrition data, have you included trainers that are SMART experts and ensured you have a sufficient number of MUAC tapes for training and data collection?

- ☐ Have you prepared/updated the **training materials** (e.g., manual, agenda, presentations) in the necessary languages?

- ☐ Have you prepared a document with contextualised examples of **small quantities** for the training of the food consumption score module?

- ☐ Have you discussed **typical consumption habits** for the context?

- ☐ Have you discussed the **correlation** between the key food security modules?

- ☐ Have you discussed the role of enumerator **observation**?

- ☐ Have you discussed the importance of **probing**, especially when inconsistent responses are provided?

- ☐ Have you reviewed the response options and the use of "**other, please specify**", and "not applicable?

- ☐ Have you reviewed the use of **enumerator field notes** and reporting?

- ☐ Have you included **practical exercises and role-playing scenarios** in the training?

- ☐ Have you included a **post-training test** with focus on testing all enumerators' understanding of the tool, sampling and key modules, ensuring only enumerators who passed the test is sent for data collection?

- ☐ Have you **finalised the questionnaire** incorporating any potential inputs coming from the training and pilot testing, as well as feedback from the enumerators?

- ☐ Do you have an **enumerator management and communication plan** in place, including a **feedback mechanism** for enumerators to report issues during data collection?

DURING DATA COLLECTION

1. HIGH FREQUENCY CHECKS

☐ Have you checked the **number of completed interviews** against the designed sample?

☐ Have you checked the distribution of key variables and identified **erroneous values and outliers?**

☐ Have you checked for **missing values in key variables?**

☐ Have you checked the use of **special values, such as "don't know" and "other, specify"?**

☐ Have you checked for **duplicate records?**

☐ Have you checked the **survey duration** and flagged surveys that are significantly shorter or longer than average?

☐ Have you reviewed **anomalous consumption patterns?**

☐ Have you reviewed **anomalous coping strategy behaviours?**

☐ Have you checked that the **expenditure module responses make economic sense?**

☐ Have you checked for **illogical responses by triangulating the data?**

☐ Have you checked **enumerator performance**, including daily completion, missing data, response inconsistencies, and flagged errors?

☐ Have you provided **regular feedback** to team leaders about enumerators based on their performance checks?

2. ISSUE LOG

☐ Have you documented all potential errors in an **issue log?**

☐ Have you categorized issues by type (e.g., data quality, technical problems) for easier resolution?

☐ Have you **communicated all issues** to the field supervisors for clarification and correction as planned?

☐ Have you established a **timeline for issue resolution** and follow-up to ensure corrections are made promptly?

AFTER DATA COLLECTION

1. DATA CLEANING

☐ Have you completed the designed **sample**?

☐ Have you **documented any deviation from the designed sample** and the potential impact on the analysis?

☐ Have you reviewed and addressed **special values?**

☐ Have you dealt with **anomalous expenditure values?**

☐ Have you verified that data are consistent through **triangulation?**

☐ Have you **documented key steps in your syntax and lessons learned** to be reviewed for future assessments?

☐ Are you keeping a **data cleaning log** that includes steps taken and rationale for decisions made during the cleaning process?

2. DATA AND DOCUMENT MANAGEMENT

☐ Have you uploaded the raw and cleaned datasets, and scripts processing the data to **dedicated folders?**

☐ Have you uploaded the final versions of the raw and cleaned datasets, scripts, questionnaire, and other related documents to **DataLib?**