LEGEND Project |

Data Collection Protocol

A LEGEND Challenge Fund Project, from the UK Department for International Development

Data Protocol |
What is your data protocol?

- Who is responsible for **developing surveys**?
- How are your **survey's tested**?
- Where are the **CAT phones kept**?
- Who makes sure they are **charged**?
- Who **uses** the phones to collect data?

- Where do they **collect** the phones from?
- Who makes sure surveys are **correctly completed**?
- Who will make sure that the data is **analysed**?
- Where will they **send that data**?
- Who will they **show that data to**?

Guidance on
Conducting interviews

Before you begin, ask yourself

What do you want to know?

- Do you know your questions?
- Do you know why you are asking them?
- Are you focused on what is important?
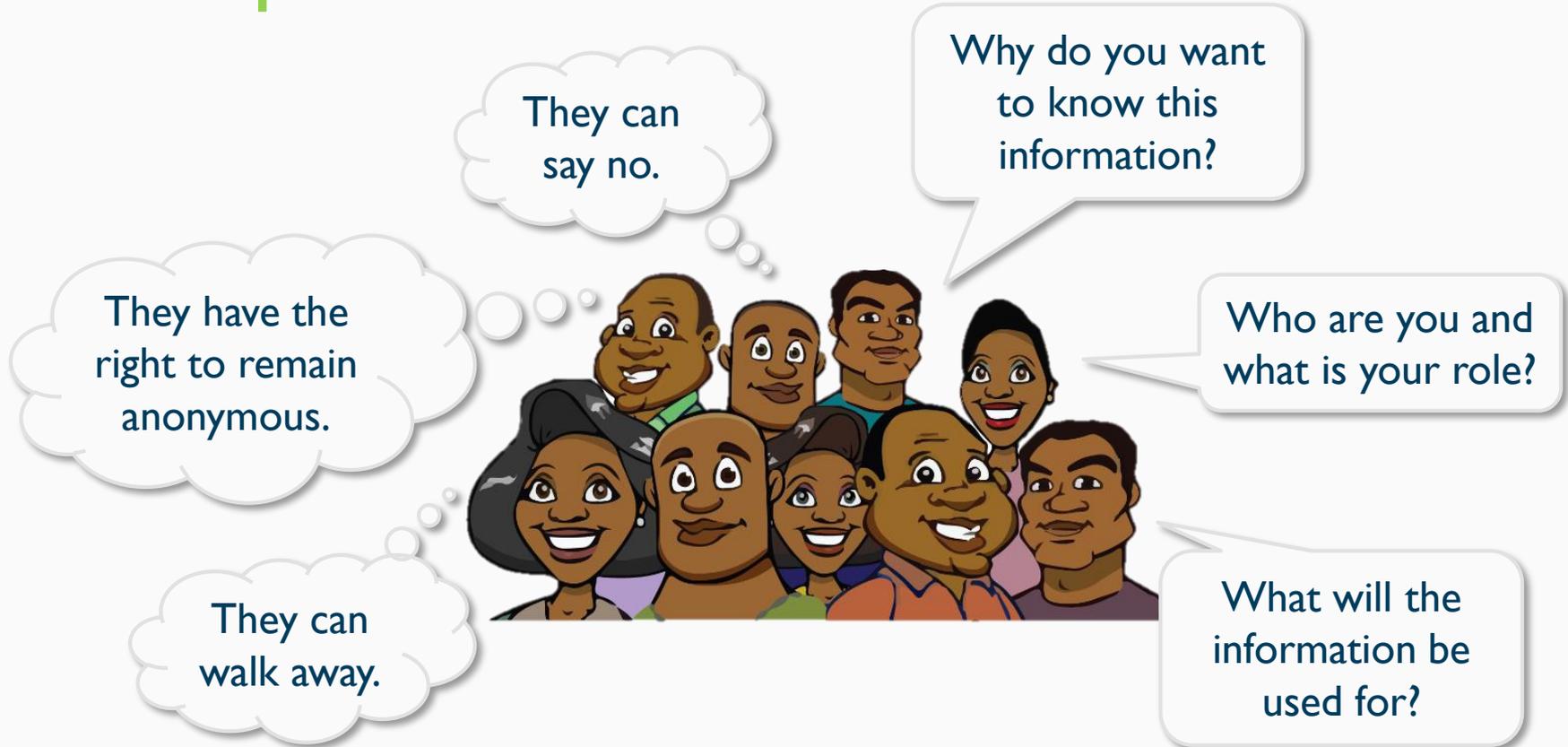
How will you ask your question?

- Does the person understand the questions?
- Can you explain better if they don't?
- Does who you are, affect how people respond?

How will you avoid biased answers?

- Are you using fair explanations?
- Are you focussed on getting open and honest answers?
- Do the respondents know that there is no "right answer"?

Conducting Interviews |
Participants need to know

They can say no.

They have the right to remain anonymous.

They can walk away.

Why do you want to know this information?

Who are you and what is your role?

What will the information be used for?

Conducting Interviews |
During the interview

Encourage the person you are interviewing by:

- Not interrupting them.
- Using facial expressions or words to let them know you are listening.

Stay on topic by:

- Making sure they answer the question you asked.
- Politely bringing them back to the question if they stray off topic.

Record the answers by thinking about:

- The most important things the person has told you.
- Their key words.
- What they emphasised more than once.

Guidance on
Creating a sample group

What is a sample group?

*A sample group is the group of people who you are testing your survey on to make sure it **does the job you want it to**. All the people in your sample group must answer the **same set of questions**.*

All your members

You don't want to test your survey on *all* of your members, this would take too long….

Your sample group

…So, you need to select some of your members who you will test it with.

Creating a sample group |
How do you set up a sample group?

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Step 1: List the key differences

- Your sample group must try have the same differences as your cooperative.
- Choose two or three differences that are most important.
- These will be your subgroups.

Step 2: Estimate the proportions

- What percentage of your group fit into each subgroup?
- Use this to determine how many people from each subgroup should be included in your sample group.

Example

~**50**% of members are women

~**25**% of members have less than 5 ha

~**40**% of members have 5 ha

~**35**% of members have more than 5 ha

Creating a sample group |
How do you set up a sample group?

Step 3: Agree on a total sample size

- At least 30 people should be in your sample group to make your results valuable.
- Work out how many people should be in each sub-group using the sum below

Step 4: Write a shortlist of members for each subgroup

- Split your survey team in half – one group should write a shortlist of potential respondents who fit each subgroup
- The second should select the final group from the shortlist.

Step 5: Review your total sample group

- Come together as a whole survey team again and go through the list.
- Once you agree on the members, your sample group is complete.

30 x **(the percentage of the subgroup)** = **(the number of people in the subgroup)**

Guidance on
Sharing, storing and accessing data

Sharing, storing and accessing data |
Before sharing personal data, think about

Why do you need to share the data?

- Is there an objective?
- Can it be anonymous?

What needs to be shared?

- Use only the data you need to achieve your aim.

Who is it being shared with?

- Use "need to know" principles.

When should it be shared?

- How often?

How should it be shared?

- Are there rules in place?

Is sharing achieving its objective?

- Can you tell?

What risks come with sharing the data?

- Are people at risk? How?

Sharing, storing and accessing data |
Before storing data, think about

1. Anticipate how your data will be used

2. Know your use case

3. Keep raw data raw

4. Store data in open formats

5. Data should be structured for analysis

6. Data should be uniquely identifiable

7. Link relevant metadata

8. Adopt the proper privacy protocols

9. Have a systematic backup scheme

10. Base the location and the method of data storage on how much data you have