**QUANTITATIVE SURVEYS CHECKLIST**

This checklist was developed to help you to **ensure a maximum quality of your baseline, endline and other surveys** focusing on largely indicators-related data. For each stage of the survey, it enables you to quickly detect whether you have omitted an important step which might influence the quality of your data. Use it before you start planning your survey and throughout its implementation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **YES** | **NO** | **N/A** |
|  **SURVEY PREPARATION** |
| 1 | In the case that your **capacity** is limited, have you considered requesting your organization’s advisor or an external consultant to conduct the survey?  | Y | N | N/A |
| 2 | Is the survey based on a clear **description of its** **methodology** (including the plan for data analysis)following your organization’s guidance or IndiKit’s [Rapid Guide](https://www.indikit.net/text/5-methodology)?  | Y | N | N/A |
| 3 | Does the survey methodology include data collection from a **control group**, enabling you to determine whether the changes can be attributed to your intervention? | Y | N | N/A |
| 4 | Did you send the survey methodology to your organization’s **M&E Advisor for feedback**? | Y | N | N/A |
| 5 | If required, did you secure relevant **authorities’ approval** for conducting the survey?  | Y | N | N/A |
| 6 | Does your survey include all the data required for the project’s **indicators**?  | Y | N | N/A |
| 7 | If you included any **additional data**, did you explain in the survey methodology how exactly it will benefit your project? | Y | N | N/A |
| 8 | Did you keep the amount of any **additional data to a minimum**? (for example, 10-15 questions) | Y | N | N/A |
| 9 | Did you ensure that the baseline data which is prone to **seasonal changes** will be collected at the same time of a year as the endline data? (otherwise they will not be comparable) | Y | N | N/A |
| 10 | Were the questions (and possible answers) prepared based on [**IndiKit’s guidance**](http://www.indikit.net/)? | Y | N | N/A |
| 11 | If you had to use an important, commonly used indicator that is not included in [IndiKit’s database](http://www.indikit.net/), did you **propose that the indicator** is included in IndiKit?  | Y | N | N/A |
| 12 | If you use tablets, were **data constraints** established to prevent recording unrealistic values? |  |  |  |
| 13 | Was the questionnaire **translated** into the language in which the questions will be asked? | Y | N | N/A |
| 14 | Was the quality of the translation verified by asking an independent member of staff to **translate it back** to the original language to see if there are any irregularities?  | Y | N | N/A |
| 15 | Was the translated questionnaire **pre-tested** with 8-15 members of your target group? | Y | N | N/A |
| 16 | Did you check the survey’s **logistics** preparation by using IndiKit’s [Survey Logistics Checklist](https://www.indikit.net/text/5-methodology)?  | Y | N | N/A |
|  **TRAINING OF DATA COLLECTORS** |
| 17 | Did you allocate at least 40% of the training’s time to having two data collectors **role play an interview** while the others observe the process and provide their comments afterwards? | Y | N | N/A |
| 18 | Did you allocate at least 1-2 days for **piloting the survey**, focusing on whether the data collectors 1) face any survey implementation problems; 2) follow a correct respondent selection strategy; and 3) ask questions and record answers in a correct way?  | Y | N | N/A |
| 19 | Did you allocate at least one working day in between piloting and data collection to **correct any major programming or coding issues**? | Y | N | N/A |
| 20 | Did you **select and train Supervisors** who will monitor and improve the quality of data collection by using the [Quality Improvement and Verification Checklists](https://www.indikit.net/text/5-methodology)? | Y | N | N/A |
| 21 | Did you take the necessary precautions for minimizing the risk of data collectors **faking data**, such as offering honest data collectors a positive letter of reference; informing about consequences of faking the data; or verifying a sample of questionnaires with the respondents? | Y | N | N/A |
|  **DATA COLLECTION** |
| 22 | Did you ensure intensive **supervision of all data collectors** by using the [Quality Improvement and Verification Checklists](https://www.indikit.net/text/5-methodology)? | Y | N | N/A |
| 23 | Every day, after the data collectors returned from the field, were their completed **questionnaires reviewed**, mistakes identified, unclear information clarified and relevant feedback provided? (either during the same day or the morning of the next day) | Y | N | N/A |
| 24 | Did you **verify whether the data collectors really interviewed the people** reported as interviewed? (by supervisors re-visiting interviewees; by reviewing GPSs coordinates; by checking the start/end times for each interview, etc.) | Y | N | N/A |
| 25 | Once the data collection was over, did you **meet all data collectors**, thank them for their work and discuss together how the next survey could be made even better?  | Y | N | N/A |
|  **DATA ANALYSIS, REPORTING AND USAGE** |
| 26 | Did you control whether the data was **coded and entered** correctly?  | Y | N | N/A |
| 27 | Did you **clean-up the entered data** in order to avoid all double entries, misspellings, empty cells and other mistakes?  | Y | N | N/A |
| 28 | Did you discuss with the project team the practical **implications of the survey findings** for the implementation strategy of the project and its individual activities?  | Y | N | N/A |
| 29 | Does the survey report include feasible, action-oriented **recommendations** based on the survey’s findings?  | Y | N | N/A |
| 30 | Did you send the draft version of the report to your organization’s technical advisor and/ or relevant manager for **review and feedback**?  | Y | N | N/A |
| 31 | Did you organize a **dissemination workshop** for the project partners and other stakeholders?  | Y | N | N/A |
| 32 | If your survey provided data that might be useful also to your colleagues, other aid agencies, donors or authorities, did you **share it**? (preferably in a well-designed summary version) | Y | N | N/A |
| 33 | Have you done your best to ensure that the survey can later be **replicated**, including sending its report, data set (with any confidential data removed) and methodology to all the relevant staff and saving it to a designated place?  | Y | N | N/A |

 **> Would you like this checklist to be available in a different language?** [**Get in touch with us**](https://www.indikit.net/contact-us)**!**

 **> Help us to make this checklist even better –** [**send us your suggestions**](https://www.indikit.net/contact-us)**!**

Published by: **People in Need (2017)** | Author: Petr Schmied | indikit@peopleinneed.cz | www.indikit.cz