
Annex 8: Checklist for study supervisor

1. Preparing the study

- Make sure that you have the right version of the questionnaire ready on paper or uploaded on the smartphones.
- Make sure that you have enough air time and that the interviewer's and your mobile phones' batteries are fully charged.
- Divide the interviewer's work and plan the transportation accordingly.
- Organize transport, food and accommodation for the team.
- If necessary, inform the local authorities about the study.

2. During the study

- Greet the local authority and, if necessary, inform them about the study activities.
- Help the interviewer to find the first households and make sure that they are correctly selected.
- Check if the interviewer is using the questionnaire properly.
- Ensure that interviews remain confidential.
- Check that each interviewer is filling out the questionnaires properly and in the same way. If there are any inconsistencies, immediately discuss and clarify everything with the interviewer.
- Audit the data in all the questionnaires before leaving each site to ensure they are properly filled in and do not contain any inconsistent or incongruous data. Re-collect and complete missing data.
- Motivate your team and stay in contact with them so that you can react if there are any problems.
- Check that the expected number of completed questionnaires has been attained at each site before leaving.
- Collect the questionnaires on a daily basis and store them in a secure place.