



Pre-Test of Questionnaires

MICS Punjab 2017

Bureau of Statistics Punjab

10/11/17

Zero Draft

MICS 2017-Punjab

Report of the Pre-test of Questionnaires

Pre-testing of survey instruments is the very essential in terms of getting confidence that in addition to all other objectives the customization of these tools is done in perfect manner. Bureau of Statistics (BoS) Punjab after completing the 9 days training of trainers (ToTs) has also completed PAPI based pre-testing of all five questionnaires in the field with his master trainers. This pre-test not only affirms the customization of all questionnaires but also provides the good insight for administering them in terms of native languages and time.

A close accompany of Director General BoS and PMER specialist from UNICEF was worth mentioning which yielded some strategic decisions regarding time allocation for clusters, team formation and HR selection for various regions of Punjab.

After completing the Pre-test, a comprehensive feedback session headed by the Director General BoS was conducted with one-day lag. Observations recorded by all the participants were discussed in detail and decisions made on each observation.

Objectives

Pre testing is generally necessary to ascertain the smooth flow of the questionnaire, extent of transpiring translation into local languages. The objective of the pre-test was to verify that the questionnaires are functioning well in the Punjab context and specifically to make sure that:

- Translations are accurate;
- Standard questions are clear and response categories are adequate for the survey population;
- Survey-specific response categories are adequately customised;
- Survey-specific questions and modules are adequately tested;
- Difficult or sensitive questions/modules are identified so that extra training can focus on these questions during the fieldworker training;
- Respondents do not misinterpret the questions, i.e. questions are not ambiguous or difficult to understand;
- Changes in wording or improved translation have been incorporated when required;
- Where necessary the explanation is added in the Manual of the respective questionnaire.
- The questionnaires flow smoothly;

- Interviewer instructions in questionnaire and in the Instructions for Interviewers are clear and sufficient;
- There is adequate space on the questionnaires and all answers can be clearly coded;
- New codes for common answers that were not included in the pre-tested questionnaires are created;
- Average duration of interviews is calculated in order to plan the fieldwork;
- Daily workload per interviewer/team can be planned.

Organisation of the Pre-test

Clusters selected for pre-test

Punjab has very diversified geographical features and socio-economic culture. This can be evident that there are three main languages of the Punjab i.e. Punjabi, Saraiki and Pothohari, whereas the change in accent can be observed after every 20 km on average in the same language. Keeping in view this geographic and socio-economic diversification, for pre-testing province was divided into three parts i.e upper, centre and lower (south) Punjab with further stratification of Urban and Rural.

One urban and one rural cluster was selected from lower stream of upper Punjab, one urban Cluster was selected from centre Punjab and rest of the cluster was selected from the upstream of south Punjab. This selection is well consistent geographical distribution of the province and also encompasses the language dispersion.

Personnel

All participants of the training of trainer were the part of this pre-testing exercise. The Director General as master trainer remain dynamic part in all four clusters. Minimum qualification of the trainer was Master in Statistics or Economics but most of the team members have advance degree of M. Phil in their respective subjects. The team was comprises of 10 female and 3 male members with overall supervision of Director General BoS. For quality insurance two monitors the technical members of MICS Punjab did field monitoring as well as desk monitoring in pre-testing. All the team members remained up to set standards will impart training to the enumerator during full roll out.

Training

Before pre-testing 9 days of training (TOT) commenced from 15-08-2017 to 23-08-2107 was conducted in Park Lane Lahore. The contents of the training is annexed (annex-I). This training was organised according to the international standards and protocols.



Participatory approach was one of the major feature of this training. For each participant conduction of at least one session was mandatory, this approach not only enhanced the confidence of the trainer but also make a learning environment for all the participants. Two members from Punjab Economic Research Institute (PERI) responsible for third party validation were also invited to monitor the ToT. Beside this for an independent evaluation a consultant was hired who will submit a comprehensive report with his recommendations for full roll out.

Another interesting feature of this training was “practice session”. In this session it was mandatory for all the participants to take the test of 20 marks, for what they have learned in the preceding day. This activity works...for two reasons, first to keep all the participants focused during training and second,



intact with survey material like Manuals, questionnaires and other survey tool throughout the training. At the end an evaluation of each module was undertaken and well-conceived by the participants.

The CAPI application is yet to be finalized. The dictionary validation is awaited from the UNICEF expert(s).

Fieldwork

Date	District	Area	Logistic	Location	Remarks
26-08-2017	Chiniot	Urban	Office vehicle	Downstream upper Punjab	Field work
27-08-2017	Chakwal	Rural	Office vehicle	Upper Punjab	Field work
02-09-2017	Sahiwal	Urban	Office vehicle	Centre Punjab	Field work
03-09-2017	Khanewal	Rural	Office vehicle	Southern Punjab	Field work
07-09-2017	Lahore				Feedback session



There was no change in field schedule all activities are lined with pre-decided timelines.

As soon as BoS receives the validation of dictionary from the UNICEF the date of CAPI pre-testing will be announced. Keeping in view the given circumstances it pre-testing of CAPI will commence on last week of October.

Conclusions

The pre-test was carried out on the PAPI based, so firstly, Director General briefed and provided guidelines to all the team members, how and what to do during the pre-testing, while conducting interview for this purpose, a proforma given in Pre-test Report Template and CAPI test checklist (<http://mics.unicef.org/tools>) was used.

Secondly, two monitors profoundly monitor the process and noted their observations, Language of the questionnaires (translation) is well coincide with standard questionnaires. If there is any deviation, enumerator will note it down. For noting any suggestion or ambiguity the Pre-test Report Template and CAPI / PAPI test checklist was used.

Thirdly, an inclusive feedback session was conducted. DG BoS headed this session and all participants raised their noted observations question by question of each module. After holistic discussion decision were made on each observation.

Finally all proformas were submitted by the participants for record of BoS.

This will be written after CAPI pre-testing.

Pre-test Results and Recommendations

The data entry was made at BoS head quarter in simple especially tailor-made software in excel. Here main findings we include in this report are:

- The Treated Net Module won't work in Punjab context.
- Disability Module will remain part of the questionnaire.
- Alcohol as source of fuel will be excluded
- Reason of letting the child work may be excluded
- The translation of few questions need revision
- Few skips need adjustment

Summary Table

Cluster	Household	Men	Women	Child 5-17	Child under 5
1	20	7	18	15	11
2	20	7	19	16	10
3	20	7	28	13	11
4	20	7	20	11	15
Total	80	28	85	55	47

Recommendations

- During full roll out first three days teams will complete one cluster in two days.
- Treated Net Module will be excluded
- There will be six female enumerators in the field
- There will one female observer instead of two
- A full session on MMR module will be given to the trainers

PARTICIPATORY APPROACH



PRACTICE SESSION



ENERGIZER / ACTIVITY (WITH THEME)



RESOURCE PERSONS ON SPECIFIC SUBJECT/MODULE



FIELD WORK OF PRE-TESTING



Household Questionnaire													
Module		(HH) Household Information Panel											
<i>General Comments</i>													
<i>Specific Comments</i>													
Question / Instruction Number	Pre-test Observations	Suggestions	Final Decision										
For Example: List questions / instructions with observations, e.g. HH7, “Introduction”, etc.	Present observations from pre-test, e.g. “Introductory sentence was not informative enough and respondents often wanted to know more about why the survey was being conducted.	Suggestion based on evidence of pre-test, e.g. “The following introduction is suggested: We are conducting a survey to better understand the health, well-being, and overall situation of children and families...”	State the decision on suggestion, i.e. how will questionnaire be changed based on observation and suggestion. For instance: “Suggestion accepted”.										
Module		(DA) Disability											
<i>General Comments</i>													
This module may be after Education module to make the module flow consistent with preceding modules. This module has been revised for the pre-testing with two new questions DA14 and DA17 and it works (Attached)													
<i>Specific Comments</i>													
Question / Instruction Number	Pre-test Observations	Suggestions	Final Decision										
Module		(HC) Household Characteristics											
<i>General Comments</i>													
Although there is no substantial change in the HH questionnaire but there are very minor changes observed in this module by the pre-testing team.													
<i>Specific Comments</i>													
Question / Instruction Number	Pre-test Observations	Suggestions	Final Decision										
HC19	It is observed that the respondent may not be aware about the existence of the account.	‘DK’ may be added in the response column	Suggestion accepted										
Module		(TN) Insecticide Treated Nets											
<i>General Comments</i>													
<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th colspan="2">Pre-Test Results</th> </tr> </thead> <tbody> <tr> <td>Total Filled Questionnaire</td> <td>80</td> </tr> <tr> <td>Completed HH questionnaires</td> <td>76</td> </tr> <tr> <td>HHs with any mosquito nets</td> <td>16</td> </tr> <tr> <td>HHs with treated nets</td> <td>0</td> </tr> </tbody> </table>				Pre-Test Results		Total Filled Questionnaire	80	Completed HH questionnaires	76	HHs with any mosquito nets	16	HHs with treated nets	0
Pre-Test Results													
Total Filled Questionnaire	80												
Completed HH questionnaires	76												
HHs with any mosquito nets	16												
HHs with treated nets	0												

<i>Specific Comments</i>			
Question / Instruction Number	Pre-test Observations	Suggestions	Final Decision
TN6	It is observed that the Long-Lasting Insecticide Treated Nets (LLIN) are not vogue in our society.	It is suggested that this module should be excluded from the HH questionnaire	Suggestion accepted
Module (WS) Water & Sanitation			
<i>General Comments</i>		Although there is no substantial change in the HH questionnaire but there are very minor changes observed in this module by the pre-testing team.	
<i>Specific Comments</i>			
Question / Instruction Number	Pre-test Observations	Suggestions	Final Decision
WS13	The content was removed by service provider but thrown in the open ground. Where this option will be catered.	“To Uncovered PIT, Open ground, water body or elsewhere” should be included as response under heading REMOVED BY SERVICE PROVIDER independently.	

Module		(CP) Contraception	
<i>General Comments</i>		Although there is no substantial change in the HH questionnaire but there are very minor changes observed in this module by the pre-testing team.	
<i>Specific Comments</i>			
Question / Instruction Number	Pre-test Observations	Suggestions	Final Decision
CP1	The observation has been arisen during interview that the CP module appears even for those women who are not currently married. For divorced/widowed women, this module asking looks awkward in our society.	This model must be asked for only currently married woman. So, there must be a filter question CP0 to check the marital status of the woman.	Suggestion accepted
Module		(UN) Unmet Need	
<i>General Comments</i>		Although there is no substantial change in the HH questionnaire but there are very minor changes observed in this module by the pre-testing team.	
<i>Specific Comments</i>			
Question / Instruction Number	Pre-test Observations	Suggestions	Final Decision

UN6	<p>In UN1=2, Check CP1=No, DK or Not Sure, 2 or 8 then skip to UN6. the situation arises: When CP1= 2 or 8, next CP2 appears, in case of CP2=2 then CP Module end at CP3.</p> <p>When we start UN Module, here first Check is UN1. When UN1=2, skip is on UN6, there is both options for Check: CP4 whereas we didn't go to the CP4 in case of CP2=2 (i-e. Module end). Then how enumerator capture this option in case of CP4 blank or not asked.</p>	<p>In UN6, add one option if CP4= Blank, skip to UN14. Then this issue could be sort out.</p>	
-----	--	---	--

Module			
(VT) Victimization			
<i>General Comments</i>		Although there is no substantial change in the HH questionnaire but there are very minor changes observed in this module by the pre-testing team.	
<i>Specific Comments</i>			
Question / Instruction Number	Pre-test Observations	Suggestions	Final Decision
VT22	Ethnic word didn't create understanding for the respondent.	Ethnic word should be softened or replaced with other word. Because, during pretesting ethnic word didn't work, we asked this question on "Cast base/ religion base".	
Men Questionnaire			
Module			
(MMA) Marriage			
<i>General Comments</i>		Although there is no substantial change in the HH questionnaire but there are very minor changes observed in this module by the pre-testing team.	
<i>Specific Comments</i>			
Question / Instruction Number	Pre-test Observations	Suggestions	Final Decision

MMA5	In case of 'NO' i.e MMA5=3 this module is ending but fertility module is being asked for unmarried males.	The skip must go to MDV1.	Suggestion accepted
Module	(MVT) Victimization		
<i>General Comments</i>	Although there is no substantial change in the HH questionnaire but there are very minor changes observed in this module by the pre-testing team.		
<i>Specific Comments</i>			
Question / Instruction Number	Pre-test Observations	Suggestions	Final Decision
MVT22	Ethnic word didn't create understanding for the respondent.	Ethnic word should be softened or replaced with other word. Because, during pretesting ethnic word didn't work, we asked this question on "Cast base/ religion base".	

Module	(MHA) AIDS/ HIV		
<i>General Comments</i>	Although there is no substantial change in the HH questionnaire but there are very minor changes observed in this module by the pre-testing team.		
<i>Specific Comments</i>			
Question / Instruction Number	Pre-test Observations	Suggestions	Final Decision
MHA1	Sometimes respondent does not know about HIV/AIDS, but after probing and giving them the examples of TV/Commercial awareness adds about (HIV/AIDS), we can get the response that respondent ever heard about HIV/AIDS.	The instruction may be added in MHA1.	
5-17 Children Questionnaire			
Module	(CL) Child Labor		
<i>General Comments</i>	Although there is no substantial change in the HH questionnaire but there are very minor changes observed in this module by the pre-testing team.		
<i>Specific Comments</i>			
Question / Instruction Number	Pre-test Observations	Suggestions	Final Decision
CL14	Reasons for letting (name) work were not appropriate.	It should be excluded	Suggestion accepted
Module	(FCF) 5-17 Child Functioning		
<i>General Comments</i>	Although there is no substantial change in the HH questionnaire but there are very minor changes observed in this module by the pre-testing team.		
<i>Specific Comments</i>			

Question / Instruction Number	Pre-test Observations	Suggestions	Final Decision
FCF10 to FCF15	The respondent didn't understand the distance 100 and 500 meters in terms of football fields.	The length of distance should be in walking steps for the children age 5-10 years.	Decision pending with ROSA/HQ
Module	(FL) Foundational Learning Skills		
<i>General Comments</i>	Although there is no substantial change in the HH questionnaire but there are very minor changes observed in this module by the pre-testing team.		
<i>Specific Comments</i>			
Question / Instruction Number	Pre-test Observations	Suggestions	Final Decision
FL7	FL7 and FL8A are inconsistent.	Only Urdu and English options must be here in this question while all other languages would be captured in "Others" to make it constant with FL8A	

Average duration of interviews

Simple average method is used to calculate the Average time for each questionnaire by using data collected in pre –test. The suggested time for each questionnaire is based on consideration of following:

- Initially an enumerator take more time to complete any questionnaire but overtime he/she become familiar with questionnaire and take lesser time.
- Pre-test is carried on PAPI, which generally take more time as compare to CAPI mode.
- For getting the quality data, appropriate time to complete the questionnaire is prerequisite.
- In every cluster team may have revisits in some households in the same day, this phenomenon is also time consuming, although second visit didn't required your intro in detail but despite of this to have ease with enumerator take considerable time.

Keeping in view the above consideration the suggestions for time against each questionnaire is given.

Questionnaire	Average time in pre-test minutes	Suggested duration to include in introductory sentences on cover page
Household Questionnaire	42	40
Questionnaire for Individual Women	37	35
Questionnaire for Individual Men	26	25

Questionnaire for Children Under Five	25	30
Questionnaire for Children Age 5-17	20	20

Manuals

A code of conduct was established to undertake the Pre-test and a review matrix given in templet was used to record the changes. The participants was instructed that list all the issues occurred in:

- Translation
- Instructions of questions
- Response categories
- Flow of the questionnaire
- Mechanics of the questionnaire (skip etc).

All problems noted by the Pre- test team and against each problems the suggestions were discussed in detail not only in the on spot but also in feedback session and decisions were made.

On the basis of decision made by the director General in consultation with entire team of pre-test the changes in the manual were incorporated where required. In household questionnaire it was observed that while constructing the family roster, enumerator feel problem particularly where family is large and joint, to cater this few example of family tree was included in the manual. A new module of Disability was assimilated with 19 questions right after the education module. All information regarding these 19 disability questions were provided against each question. The manual is also updated where any module is excluded as in the case of treated net module.

Where it was observed during pre-test that some alteration (Addition or Deletion) is require for smoothing the Mechanics/flow of the questionnaire, the relevant detail was added or deleted from the manual as requisite. All changes in the manual of all five questionnaire are quite consistent with the contents given in the template matrix of this report..

Interview process considerations

During the pre-testing, “interview process” is very closely examined not only by the team supervisor and monitors but also the by Director General, it was observed that there interview introductory line works in both urban and rural area. There is need to chalk out the job description/ role / responsibilities of each member of the project categorically and explicitly. The sensitive module like domestic violence, unmet needs and contraception etc, were well asked by the enumerator when interview conducted in privacy but faced problem when there is no privacy or there was frequent movement nearby respondent. It is observed that if team approach the cluster well in time and get assistance from local notable it help significantly in smoothing the field work flow.

Appendix A: Check-list for CAPI test of final questionnaires

The CAPI test experience is a critical activity for the digital data collection system revision and finalization. It is also an opportunity for fieldwork staff that participated in the pre-test of the questionnaires to gather CAPI data collection knowledge prior to the main training and fieldwork.

The recommendation is for the CAPI test to take place once questionnaires are finalized and all applications are carefully tested in the office environment. The office test should include the use of filled questionnaires from the pre-test fieldwork.

- The test should take place a few weeks before the main training and cover approximately 100 households.
- One week of training of the fieldwork staff, with focus on the CAPI system should take place prior to the CAPI test.
- The recommended duration of the CAPI test is 5-10 days, depending on the planned number of households to be covered, number of interviewers, content of the questionnaires and if multiple language versions are needed to be tested.
- Both training and the test in the field require participation of data processing specialists with detailed knowledge of the MICS CAPI system.

Key to this activity is to identify any problem with the equipment, or any of the CAPI system components such as interviewers’ questionnaire applications, Bluetooth data transfer and household assignments between fieldworkers, data transfer from the field to the central office, central office applications for fieldwork monitoring and control, etc. under realistic conditions. Notes of the problems experienced during the training and the CAPI test should be

recorded by fieldwork staff as well as data processing specialists.

This check-list provides recommended review guidelines.

- **Check equipment.** It may sound obvious but with the large number of tablets and additional accessories used, it will happen that a certain number are out of order. Test each procured tablet prior to and during the CAPI test, make sure that date and time are set up correctly on each machine, check presence and functionalities of SD cards and Bluetooth, and precision of stylus pens. Any equipment malfunctioning should be carefully monitored throughout the process and necessary replacements should be made prior to the main training. Battery deterioration is also a concern and available battery-time on a full charge should be monitored for each tablet.
- **Check network connections.** Transfer of the data from the field to the central office should be carefully tested during this activity. The recommendation is to test connections between Supervisor's tablet and Central Office several times a day from different locations. Data processing specialists should review transferred files, ensuring that they are stored in the designated locations.
- **Review application interface.** Check how forms, question and message text and virtual keyboards are displayed and note suggestions for further improvements.
- **Review question text and answer categories (in multiple languages if used in the country).** Any difference in the wording of question text and response categories between paper questionnaire and application should be noted and necessary corrections made.
- **Review error messages.** If error messages do not provide detailed information about identified inconsistencies, note that further update is required. Same should be reflected in the Interviewer's and Supervisor's Instructions.
- **Check for structural and skip errors.** Test if individual questionnaires are issued for all eligible members. Document any difference discovered in questionnaire flow between paper questionnaire and application.
- **Review progress reports.** Progress reports are essential for fieldwork monitoring. They should be generated by Fieldwork Supervisors and Central Office staff on a daily basis during fieldwork. Make sure that progress reports are generated frequently during the CAPI test, and that information is presented correctly.