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SAJHEDARI BIKAAS PROGRAM

Baseline Survey Protocol

Produced by Pact

(Contract No: AID-367-C-13-00003)

Program Areas/Program Elements: A06/A025, A08/A036, A06/A026,

A08/A025, A08/A036, A18/A074

Submitted to

**THE DEMOCRACY AND GOVERNANCE OFFICE
THE UNITED STATES AGENCY FOR INTERNATIONAL DEVELOPMENT (USAID)
NEPAL MISSION**

Maharajgunj, Kathmandu, Nepal

Submitted to USAID
June 2013

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Sajhedari Bikaas

Partnership for Local Development

Baseline Survey Protocol

Submitted to:

The United States Agency for International Development (USAID)

Nepal Mission
Kathmandu, Nepal

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June 14, 2013

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1. Introduction

Sajhedari Bikaas is a five-year USAID-funded project primarily aimed at empowering communities to direct their own development. Sajhedari Bikaas is specifically designed to offer sustainable, locally-appropriate development solutions while maintaining the programmatic flexibility necessary to quickly respond to a constantly shifting operating environment.

The program approach will bring together an effective combination and mix of strategic interventions. These include four key objectives:

Objective A: An Enabling Environment for Community Development is established

Objective B: Communities will Access Resources for Development

Objective C: Communities will Implement Inclusive Development Projects Effectively

Objective D: New Local Government Units will Function More Effectively

The program will be guided by four key principles—1). Social inclusion, inclusive governance, and inclusive local development; 2). Flexibility in program approaches to address the changing socio-political dynamics; 3). Community based participation; and 4). Promoting local accountability. Guided by these principles, the program will bring together an effective combination and mix of strategic interventions/approaches. These include:

1. Sustainability through building on existing resources
2. People-to-people peace building
3. Capacity building and skill transfer
4. Focus on women, youth, and marginalized groups.
5. Utilization of media, especially local radio stations.

In order to achieve the objectives, the program will partner with two national partners (Youth Initiative and CeLRRd), a media partner (Equal Access), and one local NGOs (LNGOs) for governance per district, and one LNGO per two districts for women’s economic empowerment. LNGOs will be selected through a competitive, public bidding process. The LNGOs will play a critical role in implementing activities across all four objectives. With assistance from Pact’s internationally-recognized suite of capacity-building tools, these LNGOs will have the staff capacity and contextual knowledge to not only serve as critical implementing agencies in the Project, but also as key guarantors of long-term sustainability.

Pact aims to ensure by the end of the Sajhedari Bikaas Project that each of the designated districts will have NGOs capable of sustaining the efforts that ensure their communities are able to access resources for future development; effectively engage women, youth and other marginalized groups in the community’s work and that communities are assuming the responsibility to build a positive future.

The project will implement activities in 25% of VDCs in 6 districts in first phase (2.5 years) and move the same activities to another 25% of VDCs in 6 districts in the second phase of the project (last 2.5 years). This phased implementation of the Sajhedari Bikaas project provides a unique opportunity to use a controlled trial study methodology at population level to demonstrate the impact of the project. The Baseline Survey will both inform some of the targets for the Performance Management Plan (PMP), and will provide the foundation for mid-term and end-line controlled evaluations, with a counterfactual. The

design will effectively control for external confounding factors or changes in political or socio-economic climate over time. (Figure 1)

The overall impact evaluation will provide for 3 repeat surveys at baseline, mid-term and end-line in Phase-1 VDCs and Phase-2 VDCs. The project VDCs have been selected based on a rapid assessment focused at governance, community infrastructure and conflict.

		Project years*				
		1	2	3	4	5
	Baseline survey			Midterm survey		Endline survey
Phase 1 VDCs	Program activities	Intervention				
Phase 2 VDCs	Program activities	Control		Intervention		

*each block represents a 6 month period

- Baseline survey establishes a baseline for future evaluations
determines comparability of Phase 1VDCs and Phase 2 VDCs
- Midline survey provides evidence of impact, comparing intervention group (Phase 1 VDCs) with a control groups (phase 2 VDCs)
provides additional evidence of impact (triangulation) comparing Phase 1 VDCs before and after the intervention
- Endline survey provides evidence of impact, comparing intervention group (Phase 2 VDCs) before and after the intervention.
provides evidence of sustainability, comparing Phase 1 VDCs internally over time, and comparing phase 1 VDCs with control VDCs)

This protocol covers the baseline survey only. It is designed in such a way that it could be easily adapted by independent USAID appointed contractors for the midterm and endline evaluation surveys.

2. Study objectives

Overall objective: To establish a baseline for Sajhedari Bikaas Project that will inform the project and support the mid-term and end-line evaluations.

Specific objectives: To measure the following outcomes and impact indicators from the PMP:

1. Proportion of projects at VDC level that were budgeted in the previous planning cycle, and that were at the top 5 priority list of ward citizen forums (WCFs).
2. Proportion of budgeted VDC projects that were fully implemented/finalized within the previous planning cycle.
3. Proportion of households that have experienced conflict in the past year that have used peaceful means to solve the conflict
4. Proportion of households that have witnessed the use of violence to solve conflict in their community in the past year
5. Proportion of project VDCs that provide a budget in the current financial year that covers the operating costs of the CMC (rental, stipend of mediator, other office costs, transport)
6. Ratio of youth groups in VDC who have participated in the VDC planning process



7. Proportion of CBOs/UG decision makers (chairperson, treasurer, secretary e.g.) who are women, youth (16-25) or disadvantaged groups.
8. Proportion of community leaders and local government officials with a good understanding of inclusive participatory planning, including "Do No Harm" and "Safe Effective Development in Conflict" principles
9. Proportion of ward citizen forums (WCFs) with GESI strategies in place.
10. Proportion of village development plans with a functional sustainability plan that adheres to locally agreed standards
11. Proportion of village development plans that include a community needs mapping
12. Proportion of Ward Citizen Forum members who indicate that they can provide meaningful input to the village development plans
13. Proportion of citizens who feel that the administration of funds in the VDC is transparent
14. Proportion of Ward Citizen Forum members who have knowledge of the expenditure per category of their VDC
15. Proportion of community projects that are allocated to women, youth or marginalized groups
16. Proportion of citizens who indicate that they actively participate in the decisions around VDC community development projects
17. Percentage improvement in positive citizen views on federalism, decentralization and VDC service delivery
18. Proportion of Ward Citizen Forums who have tracked their budget allocation
19. Percentage improvement in positive citizen views on the effective implementation of community development projects
20. Percentage of target population that views GBV as less acceptable after participating in or being exposed to USG programming
21. Proportion of all mediation cases opened during the quarter preceding the period that were settled within 3 months—applies to those Sajhedari VDCs that already have CMCs
22. Proportion of village development plans that include a fundraising plan
23. Proportion of village development plans that include a resource outreach plan
24. Amount per capita of yearly revenue from non-MoFALD or local sources (local taxes, income from use of natural resources) raised by VDCs.

3. Methodology

A population based quantitative survey will be combined with semi-structured interviews, structured data abstraction, organizational capacity development measurements and focus group discussions to create a mixed methods design for the baseline evaluation.

3.1 Study populations

- Household members in the 2 different study groups (Phase-1 and Phase-2) in the 6 Sajhedari Bikaas districts:
 - Head of the household (main questionnaire)
 - 1 female household member (specific women's issues (age 19-49))

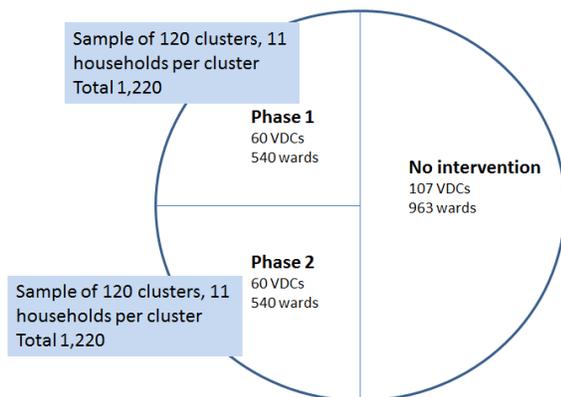


- 1 youth household member (age 16 – 26) (specific youth issues)
- Ward Citizen Forum members
- Citizen Awareness Center members
- Community leaders
- Village Development Committee Secretaries
- Local District Officers (LDO)
- LGCDP staff; Cluster Coordinator and District Facilitators.
- Women Development Officers (WDOs)

3.2. Quantitative Approach

3.2.1. Sampling and sampling size calculations

For the household survey, a multistage cluster sampling approach will be used. The primary sampling unit will be the ward level. Within each of the 2 groups, 120 clusters (wards) (per group) will be selected. In every sample VDC, 2 wards will be selected randomly. Within each sample ward, 11 households will be randomly selected using the random-walk method¹. This will make a total sample size of 1,320 households per group (i.e. $60 \times 2 \times 11$ households) leading to 2,640 households for the two groups. Within each of the selected households, 3 persons will be selected for interview: head of the household, one female household member (aged between 19 and 49) and one young household member (aged between 16 and 26). Although total number of interviews can be up to the maximum of 7920 (i.e. $2,640 \times 3$ respondents), one member of the household can qualify for more than one category of household head, women member or youth member. While selecting the household, if no eligible respondents are available, the household will be replaced by another one.



¹ The starting points for the random-walk are recognizable locations such as schools, crossroads, chautaras, bazaars, temples, mosques etc. At first, interviewers start to walk towards any direction randomly (using Spin-the-bottle technique) from a starting point counting number of households at the same time. If it is less than 22, an interviewer will select the first 11 households on the right hand side of his/her route. If it is between 22 to 32, an interviewer will select the first household and then select each 3rd household on the right hand side of the interviewer route until he/she covered 11 households. If it is 33 or more than 33, an interviewer will select the first household and then select each 4th household on the right hand side of the interviewer route until he/she covers 11 households.

The following assumptions were used to determine the sample size. Because this survey uses a cluster approach at the population level, the design effect (doubling the sample size) must be included. Further, because there is little to no information about the key outcome of interest, a target of 50% (highest possible) was selected.

1. Design effect = 2
2. For the comparison of 2 different proportions
 - a. Significant difference between two groups = 8% (0.5 vs 0.42)
 - b. 2 sided test
 - c. Alpha = 5%
 - d. Power = 80%

Sample size obtained using these assumptions was = 609 (x2 for design effect) = 1,218 per group

Details of the sample size calculations and the assumptions can be found in annex 1.

For the WCF survey, 3 WCF members in each of the 120 sample wards per group (that are selected for the household survey) will be randomly selected. Adequate representation of female will be taken into account while selecting. It is assumed that WCFs have already been formed in all wards of the study area and their name lists are available. This will lead to a sample size of 720 WCF members for the two groups (i.e. $3 \times 120 \times 2$).

For the CAC survey, 1 CAC member in each of the 60 sample VDCs per group will be randomly selected. It is assumed that CACs have already been formed in all VDCs of the study area and their name lists are available. This will lead to a sample size of 120 CAC members for the two groups (i.e. $1 \times 60 \times 2$).

For the district level, we will do a census – have FGD with all 6 LDOs and 6 WDOs, combined with semi-structured interviews with all of them. We will also conduct FGD/KAP surveys to 2 LGCDP Cluster Coordinators and six district facilitators.

For the review of VDC activities, we will do a census – all VDCs' budgets and activities will be reviewed and data will be abstracted. Wards selected for the household survey will be used to assess some of the VDC level information/data level elements. Additionally, semi-structured interviews with the VDC secretaries will also be conducted.

The final element of the baseline data collection will happen after the conclusion of the survey and will be the baseline capacity development measurements (e.g. OCA, OPI, GOCA) which will be conducted when the LNGO partners are selected, but are an integral part of the dataset.

3.2.2. Study Tools

For the household survey, WCF survey and CAC survey, pre-coded structured questionnaires will be used as interview tools. A range of experts will be consulted in the questionnaire formulation process. The questionnaires will be formulated both in Nepali and English languages (for the convenience of the

international community). The Nepali version will be used for administering the interview schedule in the field. In places and communities where the mother tongue is other than Nepali, interviewers will translate the questions in the local language (without deviating from the meaning underlying the questions) and administer it.

Questions will be formulated with a view to fulfill the objectives of the project or more precisely, what indicators they are designed to measure. The indicators described in the Performance Management Plan (PMP) will be taken into cognizance when formulating the questions. These will first be formulated into English with inputs from Pact and USAID and once finalized will be translated into Nepali.

For the household survey, the questionnaire will have three main sections: the main section, a women section and a youth section. The main section will contain the general issues while the women and the youth sections will contain issues specific to women and youth respectively. For the WCF survey and CAC survey, a separate questionnaire will be formulated. For both the survey questionnaires, a mobile data collection platform will be used. This system will not only administer the questionnaires electronically, but will also record the geographic coordinates of all the sample households' location.

A pilot test of the questionnaires will be carried out in a couple of villages located near Nepalgunj that have similar characteristics to the sample clusters. The questionnaires will then be amended on the basis of the feedback received from the pilot test before they are actually administered in the field.

All tools will be extensively pre-tested prior to data collection for the survey. Changes will be made to the survey instrument.

3.2.3. Training of the Field Team

Before the field supervisors and interviewers are deployed in the field, they will be provided a 5-day training. Since the office of Sajhedari Bikaas is located in Nepalgunj and the six districts under the study lie in the Mid-West and Far-West regions, the training will be conducted in Nepalgunj.

On the first and second days of the training, the supervisors and interviewers will be acquainted with survey research methodology, objectives of the baseline survey, their roles and responsibilities and field operations. The sampling design of the survey will be explained to them. The training will go through the three survey questionnaires in detail; if they have any questions, the trainers will clarify these². Once briefed on the questionnaires, the field team will also be instructed on how to clarify a question and encourage the respondents if they are confused or hesitant to answer.

On the third and fourth days, supervisors and interviewers will be provided special training on mobile technology for data collection as they are going to use a mobile data collection platform system in this survey. In this training session, they will learn how use a mobile set to administer the questionnaire and record geographic coordinates of the households surveyed. After this training, a mock interview of each of the surveys will be conducted amongst themselves using the mobile technology, which will enhance

² The trainers will be the team leader, the field manager, the statistician, data entry manager and other senior supervisors of IDA. Officials from Pact could also provide their inputs during the training.

their familiarity with the survey questionnaires as well as the mobile technology, and build their confidence.

Towards the end of the fourth day the ethical aspect of the baseline survey will be explained to the participants. They will be instructed to follow the norms and values of the research, and to respect local cultures and values. In all the questionnaires, it will be clearly mentioned why and on the behalf of whom the team is there in the field. They will be instructed to present themselves politely and not to offend the respondents in any way. Thus, the study can claim that all the information obtained from the field is with the consent of the respondents and is true.

On the fifth third day, all of the field team will be deployed in the sample wards of Banke district. They will actually administer the questionnaires in these wards, and thus get an opportunity to become familiar with the fieldwork, the mobile data collection system, the random-walk method, etc. In the afternoon of the same day, they will share their experiences and problems (if there are any) with their colleagues, supervisors and IDA officials, and gain an understanding of how to cope with unfamiliar situations.

On the sixth day there will be one more training – this time for the qualitative team. It will be attended by the qualitative team only (and not the survey field team). More about this is outlined in the qualitative section.

3.2.4. Fieldwork Management

Field supervisors and interviewers with sufficient experience in undertaking surveys will be employed for the fieldwork. Local people well conversant in local languages will be selected. While selecting the field survey team, the team's caste/ethnic background and gender will be taken into consideration. All of the field team will receive insurance (accidental insurance), which will insure them against risks in travel and which will be valid for a period of one month.

IDA will select the field supervisors and interviewers from a large, existing pool. They have worked with IDA in an intermittent basis over the past several years. In general, a field supervisor for this study will have at least 5 years of experience, completed Bachelor's degree and undertaken some 20 surveys. An interviewer, on average, will have 2 years of experience and undertaken about 10 surveys. Most of the interviewers have completed their Intermediate degree, while some have even completed their Bachelor's degree. The interviewers will be supervised by the field supervisors. IDA will adopt GESI lens in the recruitment process, development of questionnaire and field works planned under the Baseline Survey.

Mode of interviews will be face-to-face. After completing each interview, the interviewers will review the questionnaire in the mobile set thoroughly to ensure that all fields (or boxes) are appropriately filled up, and geographic coordinates of the household recorded.

The field supervisors have important responsibilities even if they do not participate in all of the interviews. They play a crucial role in ascertaining whether the ward is indeed the one that has been sampled, in selecting the households based on the random-walk method, and in checking whether a

household head, a female household member and a young household member are available for the household survey interview. Beside these, they are also responsible for building rapport with the local community leaders and tackling unforeseen problems if/when they arise, such as respondents not being willing to sit for interviews, local political party cadres seeking clarification of the survey, interviewers falling ill or being injured. In addition, the field supervisors need to be in regular contact with IDA officials in Kathmandu.

The chain of command is as follows: the interviewer reports to the field supervisor, the field supervisor to the field manager and the field manager to the team leader.

The field supervisors also play a crucial role with regard to finance. They receive the per diem and travel allowance for all of their team members from IDA and pay the interviewers individually. It is the field supervisors who are required to maintain a record of all the financial transactions and to submit these to the office after the work is completed.

For the household survey, 12 teams of field supervisors and interviewers will be deployed. Each team will include one supervisor and 3 interviewers (at least one of whom will be female). Altogether 12 field supervisors and 36 interviewers will conduct the fieldwork for the household survey. They will survey 2,640 households and 7,920 respondents in 30 days at the most.

For the WCF and CAC survey, another 6 interviewers will be deployed. They will visit the sample wards and identify three WCF members, who are randomly selected from the list of WCF members in every sample ward for the WCF survey interview. They will interview 760 WCF members and 120 CAC members in 30 days at the most.

3.2.5. Data Entry and data management

For the household, WCF and CAC questionnaires, mobile data collection platform will be used to collect respondent information. (The platform to be used will be decided shortly, but will likely be Mobenzi or Magpi). Geographic coordinates of the location of all households will be part of the data collected at household level. These will be also used to monitor adherence of field staff to training procedures.

Semi-structured questionnaires will be entered into the study database.

For the data abstraction process, mobile phones will also be used to collect the data. .

3.2.6. Data Entry/Cleaning

Once the interviewers complete filling up each of the questionnaires in the field using the mobile technology, they will review them in the mobile set thoroughly to ensure that they are appropriately filled up. Then, they send them via internet to the Pact office, where the data is downloaded. As mobile data collection is proceeding, a team of three officers will be watching the data arrive via the internet. For recurring issues or problems, the quality control team will phone the data collection team for clarification in real time, where there is a signal. Data collection teams will be expected to spend the night where there is cell reception (and power) to ensure data are sent daily, updates and communications can be received and phones can be recharged. Once the data is downloaded, Pact officials will send it to the IDA office, where the data cleaning process begins for checking

inconsistencies and other invalidity (such as extreme cases etc.). In the meantime, the category called ‘other’ responses or responses of open ended questions (which will not have been pre-coded at the outset) will be coded into the dataset. This process will continue throughout the survey period. We will provide instant and ongoing feedback to data collectors/interviewers during the data collection period.

Data is processed and analyzed using the software programs—SPSS and MS Excel. After the completion of the data cleaning process, the data is imported in the SPSS software where further management, analysis and presentation in a tabular form will be performed. After the analysis, the data will be imported in MS Excel to produce necessary charts and graphs.

Once data have been collected all “other” responses or open ended questions will be coded into the dataset. Data will be reviewed for integrity and completeness throughout the period of the survey.

3.2.7. Data Quality Control

Measures will be taken to ensure quality in each of the four steps of the survey process: sampling, questionnaire design, fieldwork and data entry. In the sampling process, IDA and Baseline Consultant will ensure that the sampling frame is complete, ward level population of the six districts (according to the 2011 population census) is available, and the random-walk method is used to select households.

IDA and Baseline Consultant will work closely with Pact in the questionnaire design process to eliminate ambiguities, language complexity, and confusing skip patterns. In order to minimize errors in the coding process that may arise later on, the team will make maximum use of pre-coded closed form of questions. The questionnaires will be pre-tested before the actual fieldwork and proper modifications to the content of the questionnaires will be made based on the feedback from the pre-test.

Integrity of interviewers in the field will be monitored using the GPS technology. Geographic coordinates of the selected households will be recorded by a mobile set interfaced with the GPS technology. Then, the recorded geographic coordinates (along with the administered questionnaires) will be sent via internet to the Pact office in Nepalgunj where the officials will check whether the households selected for the interview lie within the boundary of sample wards. This mechanism ensures honesty of interviewers and quality of data.

The mobile data collection system will also have in-built checks to help ensure that only valid and consistent data are entered into the database. So, the system automatically eliminates the possibility of inconsistent and invalid data entry. Since a team of three officials will be regularly monitoring the data sent via the internet to the Pact office, so they can, if necessary, immediately phone the field team for clarification, and provide instant feedback to them while they are in the field. Therefore, all the field teams will be expected to spend a night where there is cell reception and power, and send data daily as far as possible.

IDA will devote special attention to training the interviewers and field supervisors to enhance the quality of the fieldwork. The interviewers will be asked to consult their respective field supervisors and the latter to consult the fieldwork manager by phone when they need advice during the fieldwork.

3.2.8. Data analysis

Quantitative data obtained from the household, WCF and CAC surveys will be analyzed using SPSS. Proportion of responses of every ordinal and nominal data and descriptive statistics of every ratio scale data will be calculated to disclose the present situation of the population under study. These calculated values will be used as baseline values for the key indicators. In addition, bivariate analysis such as cross-tabulation and correlation between various variables will also be performed if necessary. Significance of the relationship between two variables will be examined through chi-square test, ANOVA, etc.

Comparison between the two groups (i.e. phase 1 group and phase 2 group) will be carried out as well. Where appropriate, data will be analyzed and presented geographically.

3.3. Qualitative Approach

Semi-structured interviews and FGDs

The qualitative aspect of the study will be based on semi-structured interviews, Focus Group Discussions (FGD), KAP Surveys for VDC secretaries, LGCDP coordinators and facilitators, community leaders, and structured data abstraction. This section outlines the details of qualitative techniques used. It further describes training and fieldwork details followed by data quality control, analysis of data gathered from FGDs, Interviews and data abstraction techniques.

3.3.1. Formulation of tools

FGDs ‘offer a distinctive method for generating qualitative data on the basis of group interaction and discussion’ and show how ‘people define, discuss and contest issues through social interaction’ (Seale, C. 2004). FGDs will be held with the stakeholders of the proposed six districts. The major stakeholders for participation in FGDs will include VDC Secretary, community leaders, Women Development Officers (WDO), and Local Development Officers (LDO). There will be one FGD with all six LDOs and one with all six WDOs in Nepalgunj. Similarly, at the district and VDC level, KAP survey will be conducted using semi-structured interviews with VDC secretaries, LGCDP coordinators and facilitators, community leaders and DDC representatives.

The FGDs and the semi-structured interviews held with the major stakeholders will help Sajhedari Bikaas to assess the socio-political situation and to identify the interests, concerns, and expectations of key stakeholders and their issues of contestations with other actors. The questions will first be formulated in English with Pact’s inputs and once finalized will be translated into Nepali. The Nepali version will be used for administering the interview schedule in the field. Questions will be created with a view to fulfill the objectives of the project. Attention will be paid to measure the indicators described in the Performance Management Plan (PMP) so that they help finalize the targets for the PMP. Different methods and instruments (such as reporting formats/checklists of the FGDs and semi-structured interviews) to be administered to the diverse stakeholders will be developed after receiving feedback from Pact/ USAID.

Besides the primary sources such as FGDs and semi-structured interviews, structured data abstraction will be employed as a secondary source to gather information. Structured data abstraction entails extracting required and relevant data pertaining to the current study from various local district offices. These data will further be assessed, analyzed and compared to the data received from the primary sources (surveys, FGDs, semi-structured interviews).

3.3.2. Training for Qualitative Methods

The core qualitative components will be handled by the team leader and FGD expert along with six supervisors (who will be deployed to each of the six districts). They will be assisted by the survey field coordinator. While FGDs and semi-structure interviews will be undertaken by the team leader, advisor and FGD expert, the six supervisors will be responsible for the structured data abstraction from the VDC, DDC and LGCDP offices.

As has been mentioned in the quantitative approach section, training on field-work pertaining to qualitative study will be held on the sixth day of the training. However, instead of a conventional training it will be an interactive training between the by the team leader, FGD expert and the six supervisors. Concerned Sajhedari Bikaas experts are expected to provide inputs. With inputs from Pact officials the supervisors will be trained on methods and techniques related to structured data abstraction.

3.3.3. Fieldwork

Qualitative team members will be deployed to the field to undertake the FGDs and semi-structured interviews. The field staff will include members with sufficient knowledge and prior experience in the field of conducting qualitative research using the aforementioned techniques. A two member team (comprising of FGD expert and Field Supervisors) will be responsible for undertaking the FGDs and/or semi-structured interviews with LDOs, WDOs, VDC secretaries, and community leaders.

The WCF and CAC interviewers will also be assigned the task of structured data abstraction. The interviewers will be required to visit various offices (Village Development Office, District Development Office, LGCDP, and other local governmental offices) in their location to extract the required data. The extraction of data will take place by collecting pamphlets and brochures at various offices, assembling and accumulating documents pertaining to the field of study, and interacting with the local/district level officers.

As the field work proceeds, so will the transcription and translation of completed FGDs and semi-structured interviews.

3.3.4. Data entry, processing and analysis

Once the FGDs and the semi-structured interviews are transcribed and translated, the information will be analyzed and the narrative reports prepared accordingly.

The secondary data abstracted through the structured data abstraction process will be examined and analyzed by the field staff. The data gathered from the secondary sources will be used to document the convergence and divergence on various issues between data from secondary sources and data from primary sources (FGDs and semi-structured interviews).

3.4. Report writing and dissemination

Sajhedari Bikaas will submit a narrative-type report based on the descriptive analysis. The significant relationship between variables as expressed through specific statistical tests will find their way into the main text of the report. The write-up will use as much visual aid as possible - pie charts, bar charts, etc. In addition, findings will be presented geographically in the map of Nepal as per necessity.

Similarly, the transcribed and translated data collected through the qualitative techniques will be analyzed and presented in a narrative-type report. The coded qualitative data can be attached to the annex if required.

The qualitative information will help to substantiate the findings of household and WCF surveys. It will further help to gauge the gap between the perception of the general public and that of the governmental officials regarding various issues related to the study.

4. Ethical Considerations

The following may be potential risks for participants: personal embarrassment to answer certain questions (especially related to Gender Based Violence), speaking about the deterioration of the general trust between communities and local government and judicial system, creating expectation for development support among control communities.

The study will effectively manage these issues by:

1. Every participant will be informed about the survey. Participants will provide written informed consent. Interviews will be conducted privately. Participants will have the right not to answer certain questions, or stop the interview at any point in time.
2. Field workers will be trained in research ethics and gender sensitivity
3. The questionnaires will be designed in a non-biased fashion

There is no potential individual benefit for participants. There is a possible community benefit in providing information that can be used to more effectively implement programs that will bring community development and stability to their region. There are broader benefits for communities within and outside Nepal, in terms of demonstrating effective ways of empowering communities to lead their own development.

5. Potential Risks

The primary risks involved in conducting this study include:

- (I) Unexpected and "impossible-to-plan" strikes, *bandhas*, and *chakka jams* that will disrupt travel and work schedules.
- (II) Unexpected and dramatic turn of political events that will call on planned interviewees away from designated time and place requiring a re-scheduling of meetings. This may have repercussions on the budget.
- (III) The baseline study is being carried out in a difficult time of the year – climate-wise. Being the pre-monsoon season, when the temperature is at its highest (at around 40 degrees centigrade) the excessive heat could affect the pace of fieldwork. The survey team will try to address this by seeing to it that the field team works in the mornings and evenings and has some rest during the noon.

6. Timeframe and Major Deliverables

Deliverables	Timeline
Finalization of study protocol and methodology/production of draft questionnaires for USAID review	14 th June
Submission of Final Questionnaire (including translation in Nepali) and Methodology to USAID	3 days from the day of approval from USAID on Draft questionnaire
Mobile application developed for survey	5 days from the day of approval on draft questionnaire
Training field staff	8 days from the day of approval on draft questionnaire
Pre-testing/pilot study tools	12 days from the day of approval from USAID on Draft questionnaire
Field data collection	Will begin within 15 days of approval from USAID on Draft questionnaire
Data entry and data analysis	Eight weeks from USAID's final approval of Questionnaire and Methodology
Submission of Final Report and data sets to USAID	10 weeks from USAID's final approval of Questionnaire and Methodology

7. Baseline Personnel

Baseline Consultant: A baseline consultant will be hired for a period not exceeding 50 days for overall implementation of the baseline survey. S/he will supervise and coordinate the development and implementation of the baseline survey, in collaboration with the Sajhedari Bikaas Results and Measurement Team, Pact’s global Results and Measurement team and a social science research institute in Nepal. The major responsibilities include:

- Take lead and coordinate with the Sajhedari Bikaas Results and Measurement Team, Pact’s global Results and Measurement team and a TBD social science research institute in Nepal to finalize the study protocol, methodology, and study tools, including questionnaire development
- Ensure that the TBD social science research institute in Nepal meets their deliverables and timeframes as described in their SOW and the baseline survey protocol.
- Follow-up on all the steps of the baseline survey as described in the baseline survey protocol.
- Lead the data analysis, in collaboration with the social science research institute
- Lead and takes overall responsibility for the report writing.
- Report on the progress of the baseline survey on a weekly basis to Pact’s Results and Measurement teams

Social Science Research Institute: An experienced Nepal-based social science research institute will be contracted to manage the overall field-level activities of the baseline survey. The institute will:

- Provide technical inputs in the study protocol
- Assist to develop and finalize the study tools (questionnaires, data abstraction tools, focus group discussion guides).
- Provide technical inputs and finalize sampling methodology and the field procedures.
- Develop a data analysis plan
- Hire, deploy, manage and supervise all field workers
- Develop field workers training and train field workers
- Pilot data collection tools
- Data collection
- Data quality control
- Data entry
- Data analysis using SPSS
- Report writing

Sajhedari Bikaas and Pact’s Global Results and Measurement Team: The team will assist the Baseline Consultant and the research institute in finalizing study protocol and to develop and finalize study tools. The team will provide necessary backstopping during the course of implementation of baseline survey, including but not limited to:

- Finalize study protocol
- Develop and finalize study tools (questionnaires, data abstraction tools, FGD guides, etc)
- Developing mobile technology platform for conducting surveys
- Assist in training of field workers and conducting pre-test of study tools
- Data analysis
- Necessary GIS support
- Final report writing

8. Annexes

1. SOW for Baseline Consultant
2. SOW for Social Science Research Institute for field work
3. Indicator Matrix for Data Abstraction
4. VDC Data Abstraction Tools
5. Indicator Matrix with draft HH Survey Questionnaires



Inference for Proportions: Comparing Two Independent Samples

(To use this page, your browser must recognize JavaScript.)

Choose which calculation you desire, enter the relevant population values (as decimal fractions) for p_1 (proportion in population 1) and p_2 (proportion in population 2) and, if calculating power, a sample size (assumed the same for each sample). You may also modify α (type I error rate) and the power, if relevant. After making your entries, hit the **calculate** button at the bottom.

- Calculate Sample Size (for specified Power)
- Calculate Power (for specified Sample Size)

Enter a value for p_1 :

Enter a value for p_2 :

- 1 Sided Test
- 2 Sided Test

Enter a value for α (default is .05):

Enter a value for desired power (default is .80):

The sample size (for each sample separately) is:

Reference: The calculations are the customary ones based on the normal approximation to the binomial distribution. See for example *Hypothesis Testing: Categorical Data - Estimation of Sample Size and Power for Comparing Two Binomial Proportions* in Bernard Rosner's **Fundamentals of Biostatistics**.

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