# Template 3 – Preparing the survey

*Please see section 3.1.3 of the MOWIP methodology for more information on the survey, and section 3.6 of the MOWIP methodology for details on completing this template.*

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| Lead person (from the assessment team): |
| Is it necessary to undergo an ethical review at the national level to conduct the survey?  |
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| Are there data protection regulations or other relevant laws you need to adhere to? Will an agreement need to be signed with the security institution/government regarding the use of the data? |
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| Whose permission is needed in order to carry out this survey? Consider whose permission is needed at every level from the senior leadership to the leaders in each survey location in the security institution and the government. |
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| Will the survey be a representative survey or a quota survey? If a quota survey, what characteristics of survey respondents need to be considered (male/female, deployed/non-deployed, rank, geography, race/ethnicity/tribe)? |
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| How will the information and data required for the sample be obtained? Who will develop the sampling strategy? Will it be possible to access the data in order to randomly select respondents? Will access be given to all locations? |
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| Please list all of the locations where the survey will be carried out, including numbers of men/women and deployed/non deployed in each location in order to have enough responses from each type of respondent.  |
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| What language(s) will the survey be conducted in? |
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| Does the assessment team have the appropriate digital devices (e.g. tablets, phones) to be able to download the application? How many?  |
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| Who will implement the survey? How will they be selected? *(please list names or number/qualifications of people required)* |
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| How will training of the enumeration team be done? When will it be done? Who will be trained and what methods will be used? |
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| Who will do the localization of the survey and when? Who will translate the survey if needed? |
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| Who will conduct the survey pilot? With what group will the survey pilot be conducted? When will it be implemented? How many pilot surveys will be conducted? |
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| Who will edit the survey after the pilot? |
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| Who will program the survey software? What survey software will be used? |
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| Are there any foreseeable risks or challenges? How can these be overcome or mitigated?  |
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| How will travel to and accommodation in different parts of the country be arranged?  |
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| What is the budget for conducting the survey countrywide?  |
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