# Template 11: Survey Pilot Instructions and Worksheet

*Please refer to section 3.1.3 of the MOWIP methodology for details on how to use and complete this template.*

## Survey pre-test instructions

All enumerators that are participating in the study should participate in the pilot. The pilot will take one to three days. This includes testing the survey instrument so that all problems with the survey can be fixed before the official launch of the survey and conducting the second localization of the survey questions.

The survey pilot will NOT be conducted with police officers, gendarmerie officers or members of the armed forces. Instead, the survey will be piloted with individuals who most resemble this population. Options include:

* students at a university or college affiliated with the police, gendarmerie, armed forces
* police or gendarmerie training cadets
* soldier cadets
* voluntary/civil society service organization
* university students
* veterans

Each enumerator will spend at least one entire 8-hour day conducting the pilot.

**Step 1**: Register all phones or tablets onto the platform before the pilot. Notify participants that you will be interviewing them and set up a time to interview them on the day(s) of the pilot. Each enumerator should schedule 8 surveys for that day/these two days.

**Step 2:** Upload pilot survey onto the survey platform before the pilot.

**Step 3:** Before the pilot launch, check to see if the survey is uploaded onto the phones or tablets and fix any possible problems.

**Step 4:** Send enumerators to conduct surveys. Make sure that the enumerators are equipped with the Enumerator pilot worksheet so that they can record their experience.

**Step 5:** Debrief using the Enumerator pilot worksheet.

## Enumerator pilot worksheet

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| --- | --- | --- | --- |
| **Survey number:** |  | **Enumerator:** |  |
| **Start time:** |  | **End time:** |  |
| **Were you able to locate the individual?  (YES / NO)** |  |
| **Were there any problems in conducting the survey?** |
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| --- | --- | --- | --- |
| **Survey number:** |  | **Enumerator:** |  |
| **Start time:** |  | **End time:** |  |
| **Were you able to locate the individual?  (YES / NO)** |  |
| **Were there any problems in conducting the survey?** |
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| --- | --- | --- | --- |
| **Survey number:** |  | **Enumerator:** |  |
| **Start time:** |  | **End time:** |  |
| **Were you able to locate the individual?  (YES / NO)** |  |
| **Were there any problems in conducting the survey?** |
|  |
|  |

### **Please fill out the following based on your experiences with the pilot:**

**Removing Questions**

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| --- |
| Please list the number of the questions that you believe should be removed and the reason(s) for removing these questions. Please add a row for each additional question.  |
| **Question Number** | **Reason(s) for removing:**Too sensitive (please suggest alternative way to ask)RedundantConcepts too ambiguousWill yield too many ‘I don’t know’ responsesWill yield too many ‘I refuse to answer ’ responses  |
|  |  |

**Rewording Questions**

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| --- |
| Please identify any question that should be reworded. Please write the question number and your rewording of the question. Please be sure to include colloquial words and phrases if you think this will increase understanding of the question. Please add a row for each additional question.  |
| **Question Number** | **Rewording of Question**  |
|  |  |

**Responses**

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| --- |
| Please identify additional or better response options to the existing survey questions. These could be responses that have been missed or better ways to rephrase the responses. Please add a row for each additional question.  |
| **Question Number** | **Question** | **Responses**  |
|  |  |  |

**I Don’t Know and I Refuse to Answer**

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| --- |
| Please list the survey questions for which ‘I don’t know’ or ‘I refuse to answer’ answer options need to be added. Please also list the questions for which ‘I don’t know’ or ‘I refuse to answer’ answer options should be taken out. Please add a row for each additional question.  |
| **Question Number**  | **Added**  | **Taken Out**  |
|  |  |  |

**Additional Questions**

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| --- |
| Please add any questions that you feel are missing in the survey. Please add a row for each additional question.  |
| **Question**  | **Responses**  |
|  |  |

**Questions for Lead Research to Answer:**

1. Please evaluate each enumerator’s strengths and weaknesses
2. Which enumerators will implement the survey? Do they all meet the standards (see Box 3.8: Enumerator qualifications under section 3.1.3 of the MOWIP methodology)?
3. Does any additional training need to be done before implementation?
4. What were the major problems with the pilot?
5. What needs to happen between the pilot and survey implementation? Provide a timeline