## Example S**urvey Tasks and Roles for Survey Personnel**

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| **Survey-Related Task** | **Personnel / Team Responsible** | **In Coordination With** |
| Setting objectives and obtaining high level approval and clearance | SSC | STC |
| Developing the survey protocol | STC | SSC |
| Survey personnel requirements, descriptions of roles and responsibilities and expected performance standards  | MT | STC |
| Survey personnel plan – organogram of required roles, # teams, team composition  | MT | STC |
| Hiring of survey team and human resource management | SC, AS | STC |
| Survey logistics and implementation plan | SC, FC | STC |
| Developing the survey data collection forms | SC, STC | SSC |
| Selection of PSUs and households | DC | MT, STC |
| Developing monitoring and quality-control checklists (households visited, interviews completed, samples collected, etc.) | SC, SDC | MT, STC |
| Developing a data entry and management plan | DC | MT, STC |
| Developing outline result tables | STC |  SSC |
| Developing and managing a procurement plan | SC, FC, AS | STC |
| Developing a community engagement and social mobilization plan | SC, SDC | STC |
| Laboratory assessment, selection and quality-assurance procedures | LC | STC |
| Developing the training manual (including anthropometry, data entry and laboratory processes) | SC, SDC, LC, DC | STC |
| Developing the field manuals (including anthropometry, data entry and laboratory processes) | SC, SDC, LC, DC | STC |
| Developing the training and pilot study plan and agenda | SC, SDC, MT | STC |
| Conducting the training and pilot | SC, SDC, MT | STC |
| Conducting the field work | FT | TL, RS, SC, SDC, SSC |
| Developing and managing a quality-assurance plan for fieldwork, sample management and laboratory analysis and for data management and analysis | MT | STC |
| Field team supervision and monitoring (interviews, sample collection and anthropometry) | TL  | FWT |
| Supplies and logistics monitoring during fieldwork | FWT | MT |
| Budget tracking | MT | STC |
| Data entry (paper based) | DC | SC, STC |
| Data management (reconciling, editing, cleaning) | DC | SC, STC |
| Generation of result tables  | DC | SC, STC |
| Writing the report | SC, SDC | MT, STC |
| Dissemination of results and policy follow up | STC | SSC |
| Policy follow up | SSC |  |

**Key to abbreviations for survey personnel**

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| AS Administrative assistantDC Data coordinatorFC Field Coordinator FT Field Team (interviewers, phlebotomists, etc.)FWT Field Work Team (FC, LC, RS)LC Laboratory CoordinatorLoC Logistics CoordinatorMT Management Team (SC, SDC, DC, FWT) | RS Regional SupervisorSC Survey CoordinatorSDC Survey Deputy CoordinatorSSC Survey Steering CommitteeSTC Survey Technical Committee and Sub-Committee relevant for the taskTL Team Leader (for each FT) |