## 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 assistant  DC Data coordinator  FC Field Coordinator  FT Field Team (interviewers, phlebotomists, etc.)  FWT Field Work Team (FC, LC, RS)  LC Laboratory Coordinator  LoC Logistics Coordinator  MT Management Team (SC, SDC, DC, FWT) | RS Regional Supervisor  SC Survey Coordinator  SDC Survey Deputy Coordinator  SSC Survey Steering Committee  STC Survey Technical Committee and  Sub-Committee relevant for the task  TL Team Leader (for each FT) |