

# Tool for Assessing Pilot Electronic Censuses (TAPEC)

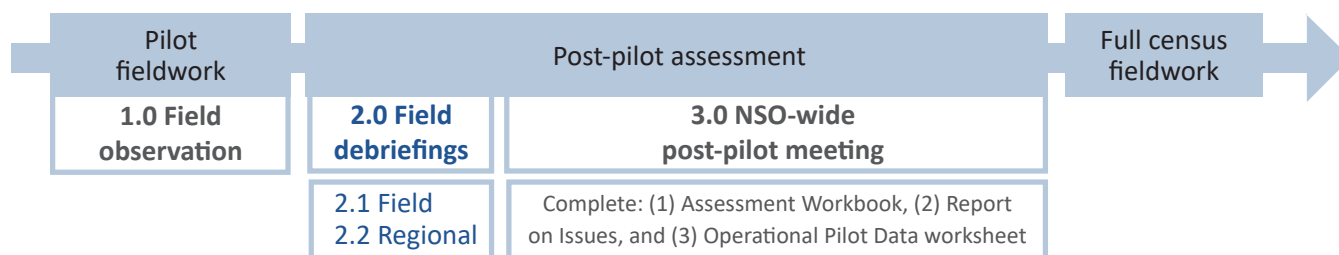
## Activity 2.0: Field Debriefing Forms

### INTRODUCTION

**What are the Field Debriefing Forms?** In this TAPEC activity, regional supervisors will be responsible for collecting feedback from their field supervisors to share at the NSO-wide post-pilot meeting. The following forms provide guidance for consolidating feedback from field enumerators and supervisors. Two debriefings should occur to assist regional supervisors in soliciting feedback.

Field Debriefing	Participants	TAPEC Materials
2.1 Field team	Field enumerators; field supervisors	<ul style="list-style-type: none"><li>• Field Enumerator Debriefing form</li><li>• Field Supervisor Debriefing form</li></ul>
2.2 Regional field team	Field supervisors; regional supervisors	<ul style="list-style-type: none"><li>• Field Supervisor Debriefing form</li></ul>

**Figure 1. TAPEC Activities Timeline: Activity 2.0**



### INSTRUCTIONS FOR FIELD DEBRIEFING

1. At the end of the pilot, each enumerator fills out a **Field Enumerator Debriefing Form**. This form will help enumerators evaluate their pilot fieldwork experience prior to the field debriefing.
2. Field supervisors meet with their team of enumerators at the field debriefing.
3. Field supervisors use the **Field Supervisor Debriefing Form** to guide the field debriefing discussion and complete the form with their teams' feedback and their own observations.
4. Field supervisors submit the **Field Supervisor Debriefing Form** responses to their regional supervisor and discuss issues at the regional debriefing.
5. Regional supervisors compile responses and prepare to share feedback at the NSO-wide post-pilot meeting.

**Note:** It is important that field debriefings should be conducted separately at the team and regional levels, if these levels exist during the pilot. The questions listed in this form are intended as guidelines and may not be comprehensive for all issues that are discussed. When conducting a debriefing, it is important to make sure everyone has a chance to speak.

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## Field Enumerator Debriefing Form

NAME OF THE ENUMERATOR

PROVINCE/REGION

GEOGRAPHIC CODES

DATE OF DEBRIEF (DD/MM/YYYY)

ENUMERATION AREA

NAME OF SUPERVISOR

### OVERALL EVALUATION

On a scale of **1 (very poor)** to **5 (very good)**, rate the following in your pilot experience:

	<b>1</b> VERY POOR	<b>2</b> POOR	<b>3</b> ACCEPTABLE	<b>4</b> GOOD	<b>5</b> VERY GOOD
Overall fieldwork experience					
Enumerator training					
Questionnaire functionality					
Mapping and navigation					
Respondent cooperation					
Questionnaire content					
Transportation					
Fieldwork equipment/supplies					
Safety and security					
Health and wellbeing					
Communication with team					
Payroll administration					
Supervision support					

### GENERAL FEEDBACK

1. What worked well?

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2. What can be improved?

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## Field Supervisor Debriefing Form

**Instructions:** At the field team debriefing meeting, field supervisors will complete this form with feedback from enumerators and their own experiences.

NAME OF FIELD SUPERVISOR <input type="text"/>	PROVINCE/REGION <input type="text"/>	GEOGRAPHIC CODES <input type="text"/>
DATE OF DEBRIEF (DD/MM/YYYY) <input type="text"/>	ENUMERATION AREA <input type="text"/>	NAME OF REGIONAL SUPERVISOR <input type="text"/>

### OVERALL FIELDWORK EXPERIENCE

1a. What worked well?

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1b. What can be improved?

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# TAPEC Field Supervisor Debriefing Form

## ENUMERATOR TRAINING

2a. Did the team feel sufficiently prepared for fieldwork with the training received? If no, please explain.

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2b. Was there any content that training did not cover that came up during fieldwork? If yes, please specify.

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2c. Any suggestions for improving enumerator training? Be specific.

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## QUESTIONNAIRE FUNCTIONALITY

3a. Did the team have any issues with preloaded administrative/geocode information? If yes, please specify.

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3b. Did the team have any issues with logging into the application? If yes, please specify.

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3c. Did the team have any issues saving responses or transferring data? If yes, please specify.

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# TAPEC Field Supervisor Debriefing Form

## MAPPING & NAVIGATION

4. Were there any issues with mapping and navigation? If yes, please specify.

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## RESPONDENT COOPERATION

5a. Were there any issues with cooperation with the respondents? If yes, please specify.

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5b. Were there issues with soliciting cooperation from the local leader (including community leaders and local or military authority)? If yes, please specify.

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5c. How did enumerators persuade respondents or community leaders who did not cooperate?

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5d. Were there any "types" of respondents who were not able to be persuaded?

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# TAPEC Field Supervisor Debriefing Form

## RESPONDENT COOPERATION

5e. Any suggestions for training enumerators regarding respondent cooperation?

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## QUESTIONNAIRE CONTENT

6a. Which questions did respondents have problems answering? Specify question numbers and the issues.

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6b. Were there any questions that were difficult to answer because of missing major response categories? If yes, please specify.

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6c. How difficult was it to gather information on age and date of birth? How did enumerators estimate it when the respondent did not know?

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# TAPEC Field Supervisor Debriefing Form

## TRANSPORTATION

7a. Did the team have any transportation or accessibility issues during fieldwork? If yes, describe the issues.

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7b. How were transportation or accessibility issues resolved?

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7c. Were fieldwork equipment and supplies transported in a timely manner? If no, please share how it was handled.

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## FIELDWORK EQUIPMENT AND SUPPLIES

8a. Did the team have any issues with the tablet and chargers? If yes, please specify.

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8b. Did the team have any issues with IT support for the tablets or chargers? If yes, please specify.

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8c. Was the team missing any other significant equipment or supplies? If yes, please specify.

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# TAPEC Field Supervisor Debriefing Form

## SAFETY AND SECURITY

9a. Did the team have any issues related to security or safety?

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9b. Did enumerators experience any harassment or threats from people, dogs, or others?

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9c. Did enumerators have any security issues related to carrying tablets or other equipment?

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## HEALTH AND WELLBEING

10a. Did the team experience any health issues (e.g. illness, dehydration, physical strain, etc.) during fieldwork?

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10b. If a team member experienced health issues, was it easy to find treatment?

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10c. Did enumerators feel like they got enough rest to perform well during fieldwork?

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# TAPEC Field Supervisor Debriefing Form

## COMMUNICATION WITH TEAM

11a. How frequently did enumerators communicate with other teammates and the supervisor?

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11b. Did the team encounter any communication issues in the field?

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11c. If there were issues, how could communication be improved in the field?

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## PAYROLL ADMINISTRATION

12a. Were there any issues with receiving pay or per diem on time? If yes, please specify.

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12b. Were there any other payroll issues?

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## Field Supervisor Debriefing Form

Note: Only supervisors should complete this form.

### TEAM

1a. Did you feel like the size of your assigned team of enumerators was manageable? If no, please explain.

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1b. Did you face any performance issues in your team? If yes, please explain how issues were handled.

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### APPLICATION FUNCTIONALITY

2a. Was it difficult to assign or reassign work loads to enumerators? If yes, please explain.

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2b. Did you have any issues transferring data to HQ? If yes, please explain.

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2c. Did you have any other application functionality issues? If yes, please explain.

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