

Multiple Indicators Cluster Survey
(MICS4)
With Malaria Biomarker

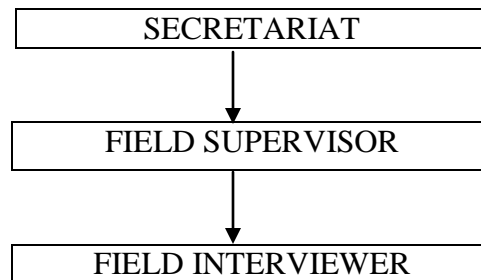
FIELD SUPERVISOR'S MANUAL

**GHANA STATISTICAL SERVICE
AUGUST, 2011**

PART A: YOUR ROLE AS A SUPERVISOR

1. Your Status in the MICS4

As a field supervisor, you play a vital role in the survey field operations. You are the mediator between the Field Interviewers who are collecting the required information and the Survey Secretariat where the MICS4 is being managed from. The chart below shows your position in the survey organisation.



As a Supervisor, you will work with three (3) Field Interviewers, One (1) Field Editor and One (1) Health Technician (Malaria Biomarker).

2. Your main task in the survey

You are required to supervise a number of interviewers who will work directly under you during the field work. During the period, interviewers are to interview selected households and some members of these households by administering four (4) different questionnaires – Households, Women, Children under five and Men. To ensure good quality data from the field, it is your duty to see that interviewers carry out this assignment efficiently.

To achieve this:

a. You must master the interviewer's manual

The Interviewer's manual contains detailed information about the survey as well as instructions showing how interviewers should go about the field work. You can do a good supervision work only if you yourself understand very clearly what the interviewers are being asked to do. This means that you have to read the Interviewer's manual several times and get a clear understanding before starting your supervisory work. This way, you will be able to help interviewers when they approach you with problems.

b. You must command the confidence of your interviewers

As a leader of the team, your Interviewers will turn to you whenever they come across any difficulties. If interviewers have no confidence in your ability, they will be reluctant to approach you with problems and your appointment as field supervisor will be worthless. It must be pointed out however that you should not confuse interviewers by giving wrong directions to them. Whenever you are in doubt, it will be helpful to admit your uncertainty rather than to offer wrong answers. You must turn to the Secretariat whenever you are confronted with a problem regarding your assignment.

Your interviewers have also been instructed to consult you for clarification on some information that respondents may provide which they are not sure about. For instance they have been told that in attempting to estimate the age, if a respondent mentions an event, they should consult you so that you assist in the estimation of the age. A calendar of events has been attached to this manual to help you in that manner.

c. You must co-operate with interviewers

You are going to work as a team in the field. The success or otherwise of the work also depend on how well you co-operate with the interviewers working under you. You must not be harsh on them and do not give cause to grumble at your leadership.

d. You may call for replacement of interviewers

Only interviewers who are trained and efficient are to conduct the interview. If during the field work any of your interviewers fall too sick, or is proven to be inefficient, report it to the Secretariat immediately. You will either be given a substitute or be advised on how to deal with the situation.

PART B: YOUR DUTIES BEFORE THE FIELD WORK

Your duties as the Supervisor include but not limited to the following:

1. Training of Interviewers

Some interviewers may feel reluctant to raise points which they did not comprehend in class. You must assist in solving their individual problems by giving personal attention to such interviewers and coach them if it becomes necessary. Interviewers have been instructed to contact you whenever they do not understand anything in the Interviewer's manual. You must therefore be prepared to receive interviewers, to help them solve any difficulty they may have.

2. Checking the boundaries of Enumeration Areas

You should accompany the interviewers and help locate the Enumeration Area (EA) boundaries. Remember to consult the Secretariat if you come across any discrepancies or errors which you cannot resolve yourself during the field check. You should also assist your Interviewers to locate the selected households within the EAs.

3. Preparation of itinerary

You should prepare an itinerary for visiting the EAs. A copy of that itinerary should be given to the Secretariat. This information would be useful to Field Monitors who will be assigned to check on your work later.

4. Distribution of kits

You will have to collect documents and materials to be used by the interviewers. You are expected to distribute these documents and materials to your interviewers later. Make sure that they have in possession, everything they will need in the field. You will be held responsible for those materials that need to be returned to the Secretariat by your team.

The items will include the following:

- Identity Card
- Letter of Introduction

- Two blue pens
- One File
- A weighing scale
- A measuring board
- *Enumeration Area maps together with its description¹
- *The specified number of questionnaires

PART C: WHAT TO DO DURING FIELD WORK

1. Always keep in touch with your interviewers

To ensure successful and complete interviews, you should keep in touch with your interviewers constantly so that you check their work and also help them solve problems they may encounter. Ensure that they are in the field at the prescribed time, that they perform their duties and that they are always in possession of the necessary documents. Collect all completed questionnaires and submit them to the Secretariat after the necessary checks have been done.

2. Maintain effective control over interviews

You must follow these instructions very strictly. If you do so, you will not fail in your task of supervision.

- a. You must check coverage to ensure that no household and/or eligible household member in each EA is omitted.
- b. Review all completed questionnaires to ensure that there are no missing entries and that the entries are correct.
- c. Check also that the entries are consistent, i.e. they agree with each other and that they make sense.
- d. In addition, you must conduct spot checks to ensure that your interviewers are conforming to the survey instructions. Particularly, you should check that interviewers are excluding household members who are either 15 years or 49 years in the case of women and those aged 15 years or 59 years in the case of men. In order to avoid such people some interviewers may attempt to reduce the ages of the 15 year olds by 1 year and increase the ages of the 49 year olds and 59 year olds to 50 years and 60 years respectively.

In your spot checks you are expected to do re-interview of each interviewer's work within each of your assigned EAs.

3. Stock of materials and careful handling of them

During the field work, you will be given a stock of the survey materials so that if any of your interviewers runs short of supply you can readily replenish his/her stock. If your own stock runs short, contact the Secretariat immediately for new supplies. Do not wait until your materials completely run out before contacting the Secretariat for more.

Careful handling of documents particularly the questionnaires has been requested of all interviewers. This applies equally to you. Handle them with care and deliver all of them safely to the Secretariat.

¹ Starred items to be given to only Supervisor

4. Report on your interviewers

You are requested of an assessment on your interviewers' performances and report on them. This will guide us to replace lazy and inefficient interviewers.

PART D: WHAT TO DO AFTER FIELD INTERVIEWS

Each interviewer is supposed to administer two of the selected households in each selected EA. The following must be done whenever interviews are completed in an EA:

- It is necessary to handle each of the questionnaires with utmost care. Do not spill oil or water on the questionnaire(s). You will be required to account for all questionnaires supplied to you whether used or unused;
- Whenever an interviewer completes her or his work, s/he should submit all questionnaires to you. You will also give same questionnaires to the Field Editor whose responsibility is to review them;
- After the Field Editor has reviewed the questionnaires s/he will in turn submit same to you for final checks before submitting to the Secretariat;
- Before submitting the questionnaires, make sure that for each household, they are neatly arranged in the order in which the questionnaires were administered (i.e. Household, Women, Children under five and Men), and tied with a twine/rope.

APPENDIX 1

LIST OF HISTORICAL EVENTS

(to be Used in Estimating Ages)

A - NATIONAL EVENTS

| EVENT | YEAR | NO. OF YEARS UP TO 2011 |
|---|------|-------------------------|
| Overland Telegraph Opened in the Gold Coast | 1887 | 124 |
| Rev. T.B. Freeman died in Accra | 1890 | 121 |
| Commotion over proposed Crown Land Ordinance | 1895 | 116 |
| Gold Coast Aborigines Rights Protection Society Organised | 1896 | 115 |
| Invasion of Kumasi; King Prempeh taken Prisoner | 1896 | 115 |
| King Prempeh removed from Sierra Leone to the Seychelles Island | 1900 | 111 |
| Yaa Asantewaa War | 1900 | 111 |
| Capture of Yaa Asantewaa | 1901 | 110 |
| First World War | 1914 | 97 |
| West African Currency Notes introduced | 1918 | 93 |
| Armistice Day (End of 1 st World War) | 1918 | 93 |
| Prince of Wales visited Gold Coast | 1925 | 86 |
| First Aeroplane arrived in Accra | 1926 | 85 |
| Dr.J.E. Kwagyir Aggrey died | 1927 | 84 |
| Takoradi Harbour opened | 1928 | 83 |
| Introduction of Basic Rate | 1936 | 75 |
| Cocoa Hold-up | 1938 | 73 |
| Earthquake | 1939 | 72 |
| Second World War Started | 1939 | 72 |
| Eclipse of the Sun | 1947 | 64 |
| Looting in Various parts of the Country resulting from the shooting of Seargeant Adjetey and Others | 1948 | 63 |
| Arrest of Six Leaders of the United Gold Coast Convention | 1948 | 63 |
| Founding of CPP by Kwame Nkrumah | 1949 | 62 |
| Positive Action Declared | 1950 | 61 |
| Kwame Nkrumah made Leader of Government Business | 1951 | 60 |
| Kwame Nkrumah made first Prime Minister of the Gold Coast | 1952 | 59 |
| Ghana's Independence Declared | 1957 | 54 |
| R.R. Amponsah and M.K. Apaloo (both opposition members arrested) | 1958 | 53 |
| Preventive Detention Act came into force | 1958 | 53 |
| French Togoland became Independent State | 1960 | 51 |
| Ghana Became a Republic | 1960 | 51 |
| Queen Elizabeth II visited Ghana | 1961 | 50 |

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|---|-------------|---------------------------|
| Murder of former Congo Premier Patrice Lumumba | 1961 | 50 |
| Railway Employees at Takoradi went on strike | 1961 | 50 |
| The Kulungugu bomb explosion | 1962 | 49 |
| Tema Harbour opened | 1962 | 49 |
| Detention of Ako Adjei, Tawiah Adamafio and H. Coffie Crabbe | 1962 | 49 |
| President Nkrumah dismissed Sir Arku Korsah from his Post as chief justice | 1963 | 48 |
| Flagstaff House shooting incident involving Ametewee | 1964 | 47 |
| | | NO. OF YEARS UP TO |
| EVENT | YEAR | 2011 |
| Death of Dr. J.B. Danquah | 1965 | 46 |
| Formal Opening of Akosombo Dam | 1965 | 46 |
| O.A.U Summit Conference in Accra | 1965 | 46 |
| Introduction of Decimal Currency in Ghana (the Old Cedi and old Pesewa | 1965 | 46 |
| Military coup d'etat in Nigeria | 1966 | 45 |
| Overthrow of President Nkrumah by the Army and the Police | 1966 | 45 |
| Introduction of the New Cedis and New Pesewas | 1967 | 44 |
| Death of Lieutenant-General E.K. Kotoka | 1967 | 44 |
| Lifting of Ban on Political Activity in Ghana after the 1966 Coup | 1969 | 42 |
| Dr. K.A. Busia made Prime Minister of Ghana | 1969 | 42 |
| Death of Asantehene Nana Sir Osei Agyeman Prempeh II | 1970 | 41 |
| Formation of "Justice Party" by a merger of National Alliance of Liberals and three other Opposition Parties | 1970 | 41 |
| Overthrow of Dr. K.A Busia's Progress Party Government by Colonel I.K. Acheampong | 1972 | 39 |
| Students harvest Sugar Cane at Asutsuare and Komenda | 1972 | 39 |
| Operation Feed Yourself Programme launched | 1972 | 39 |
| Death of Dr. Kwame Nkrumah in Romania | 1972 | 39 |
| Arrival of Dr. Kwame Nkrumah's corpse in Ghana from Guinea | 1972 | 39 |
| Ghana broke Diplomatic Relations with Israel | 1973 | 38 |
| Introduction of Right Hand Traffic | 1974 | 37 |
| J.H. Mensah and Two others Arrested on Sedition Charge | 1975 | 36 |
| Creation of Supreme Military Council (SMC 1) | 1975 | 36 |
| Appointment of Dr. Koranteng Addo's Adhoc Committee to gather information on how to implement a Union Government for Ghana | 1977 | 34 |
| Closure of the three Universities following demonstration by the students against high Prices of Food | 1977 | 34 |
| Strike Action by members of Ghana Medical Association demanding early re-opening of the closed Universities | 1977 | 34 |
| The Ghana Bar Association called on the SMC 1 Government to handover power to a Presidential Commission Pending a return to civilian rule | 1977 | 34 |
| Discovery of Oil Incommercial quantities offshore Saltpond by agric-petco Ghana Incorporated | 1978 | 33 |
| Referendum on Union Government | 1978 | 33 |
| Strike Action by the Ghana Bar Association | 1978 | 33 |
| Demonstration by University Students again the Union government concept and the invasion of Legon Campus by police armoured cars | 1978 | 33 |
| Formation of People's Movement for Freedom and Justice (PPMJ) Led by k.A Gbedema A.A Afrifa and william ofori-atta | 1978 | 33 |
| Banning of PMFJ, the Front for the Prevention of Dictatorship and the third force by general acheampony | 1978 | 33 |

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|---|-------------|--------------------------------|
| General Acheampong removed from Office and Lt.-General F.W.K. Akuffo became Chairman of the reconstituted Supreme military council (SMC II) | 1978 | 33 |
| Dr. K. A. Busia died in London | 1978 | 33 |
| Appointment of Mr. Justice Amissah and Mrs Gloria Amon-Nikoi as attorney general and Commissioner for Foreign Affairs respectively | 1979 | 32 |
| Currency Change Exercise | 1979 | 32 |
| An abortive uprising in which Flt. Lt. J.J. Rawlings was Arrested | 1979 | 32 |
| | | NO. OF YEARS UP TO 2011 |
| EVENT | YEAR | 2011 |
| The Revolution that overthrew SMC II lead by J.J. Rawlings as chairman of the armed forces revolutionary council (AFRC) | 1979 | 32 |
| Execution of General Acheampong, General Akuffo, Lt. General A.A Afrifa, Maj General Utaka and four other senior military officer | 1979 | 32 |
| General Elections | 1979 | 32 |
| Major General Odartey Wellington given a state Burial | 1979 | 32 |
| Demolition of Makola No.1 Market | 1979 | 32 |
| Mr. Justice Akuffo-Addo died and was buried at Akropong | 1979 | 32 |
| Second Round of Presidential Election | 1979 | 32 |
| Handing Over of Power to the People's National Party (PNP) administration by the AFRC | 1979 | 32 |
| Usher Fort Jail Break By Captain Koda, Captain Okaikoi and three other military personnel | 1979 | 32 |
| Pope John Paul II visited Ghana | 1980 | 31 |
| Head of Ahmadiyya Muslim visited Ghana | 1980 | 31 |
| Visit to Ghana by Archbishop of Canterbury (Head of the anglican church) | 1980 | 31 |
| Commissioning of Ghana's first Satellite earth station at Nkuntunse | 1981 | 30 |
| Overthrow of PNP Administration by J.J. Rawlings as Chairman of PNDC | 1981 | 30 |
| Draught, Bush fires and Hunger (Rawlings chain) | 1983 | 28 |
| Voters Registration Exercise | 1987 | 24 |
| District Level Elections | 1989 | 22 |
| Constitution for 4 th Republic | 1991 | 20 |
| Redenomination of the Ghanaian cedi | 2007 | 4 |

B - REGIONAL EVENTS

| EVENT | YEAR | NO. OF YEARS UP TO 2011 |
|---|------|-------------------------|
| <i>CENTRAL AND WESTERN REGIONS</i> | | |
| Opening of Aboso Mines | 1878 | 133 |
| Ten Winneba Rioters Executed in Accra | 1885 | 126 |
| Cape Coast District visited by locusts | 1894 | 117 |
| Deputation of Chiefs and Dignitaries embarked for England in connection with proposed land bill | 1897 | 114 |

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| Rev. William Stephen died in Shama | 1899 | 112 |
| First Train from Sekondi arrived at Kumasi | 1903 | 108 |
| Rev. Attoh-Ahuma died | 1921 | 90 |
| Nana Attafua, Omanhene of Akim Kotoku died | 1927 | 84 |
| Govenor Guggisberg died | 1930 | 81 |
| Nana Mbra Ansa died | 1933 | 78 |
| First Section of Sese Oil Palm Plantation started | 1934 | 77 |
| | | NO. OF YEARS UP TO |
| | YEAR | 2011 |
| EVENT | | |
| Secondary Schools in Cape Coast went on strike | 1948 | 63 |
| Ahanta/Dixcove Local Council was established | 1952 | 59 |
| Opening of St. Mary's Training College at Apowa | 1954 | 57 |
| Nana Baidoo Bonsoe XIII died | 1954 | 57 |
| Tarkwa and Aboso Mines closed | 1956 | 55 |
| Opening of Busua Pleasure Beach | 1963 | 48 |
| Aboso Glass Factory started operation | 1963 | 48 |
| Nana Hima Dekyi XII (KC), Omanhene of Upper Dixcove died | 1963 | 48 |
| Nana Aboayisa II, chief of Ewusijoe died | 1964 | 47 |
| Enstoolment of Nana Hima Dekyi XIII of Upper Dixcove | 1964 | 47 |
| <i>GREATER ACCRA, EASTERN AND VOLTA REGIONS</i> | | |
| Glover (Amwuma) War | 1873 | 138 |
| Sir Garnet Wolseley (Sagrante) War | 1874 | 137 |
| Anlo and Danish War, Bombardment of Keta by the French (Arbeille)Alata and Havito set ablaze | 1874 | 137 |
| Anum township rebuilt after the Ashanti invasion | 1879 | 132 |
| Location of the Juabens in Koforidua | 1882 | 129 |
| Agreement with Chiefs of Pe and Fetish Chiefs of Togo | 1884 | 127 |
| Ho Civil War: Ashantis invaded Ho and Eweland | 1884 | 127 |
| Togoland was proclaimed a German Protectorate | 1884 | 127 |
| Treaty between Mr. C. Riby-Williams and Chiefs of Aggravie, Battor, Mepe and Blappa | 1886 | 125 |
| Agreement by Chiefs of Krepi to keep road open | 1888 | 123 |
| Korbos driven from the Shai Hills by Governor Griffiths | 1892 | 119 |
| Execution of Sotordugbe of Aflao Viefe at Viefe | 1902 | 109 |
| Rev. A.W. Clerk of Basel Mission Church died at Aburi | 1906 | 105 |
| Dedication of Larteh Basel Mission Church | 1907 | 104 |
| Bubonic Plague (Akpornabu) | 1908 | 103 |
| Rev. Theophilus Opoku died at Akropong | 1913 | 98 |
| Major Agricultural show took place at Krobo Odumase | 1913 | 98 |
| Motor Car first Climbed Aburi Hill | 1913 | 98 |
| Anum-Peki Political Unrest | 1920 | 91 |
| Korle Bu Hospital Foundation laid | 1921 | 90 |
| Death of Odikro Anakwa of Mamfe | 1925 | 86 |
| Achimota School opened | 1927 | 84 |
| Opening of the joint Provincial Council at Dodowa | 1938 | 73 |

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| Bishop Dr. John Ofreur Aglionby of the Anglican Mission visited Anum | 1941 | 70 |
| Governor Allan Burns visited Anum | 1946 | 65 |
| Anum and Boso lands boundary Commission inquiry by Justice John Jackson | 1953 | 58 |
| Adomi Bridge (Volta) opened | 1957 | 54 |
| The Golden Jubilee of Nana Kumi VII | 1960 | 51 |
| Cutting of "Aryee Canal" at Kedzi near Keta | 1963 | 48 |

**NO. OF
YEARS
UP TO
2011**

| EVENT | YEAR | NO. OF YEARS UP TO 2011 |
|---|-------------|--|
| <i>ASHANTI AND BRONG AHAFO REGIONS</i> | | |
| Golden Axe sent to Queen Victoria | 1881 | 130 |
| Kumasi defeated Adansi | 1886 | 125 |
| Invasion of Kumasi; King Prempeh taken prisoner | 1896 | 115 |
| Capt. R. Osborne Fraser died at Sampa | 1899 | 112 |
| First Train Arrived in Kumasi | 1903 | 108 |
| Lt. Lionel Henry Trafford Martin of the 1 st Gold Coast Regiment died at Sampa | 1905 | 106 |
| Basel Missionaries arrived at Sampa | 1919 | 92 |
| King Prempeh I return from exile | 1925 | 86 |
| Ashanti Tekyiman killed their Omanhene Yao Kramo | 1927 | 84 |
| Muslims led by Malam Halidu, left Atebubu and settled at Prang | 1927 | 84 |
| Installation of King Prempeh II | 1931 | 80 |
| Kumasi Fort destroyed accidentally by fire | 1932 | 79 |
| Restoration of Ashanti Confederacy | 1935 | 76 |
| Suma became a member of the Ashanti Confederacy | 1935 | 76 |
| Telephone extension to Berekum | 1946 | 65 |
| Telephone service extended to Domaa-Ahenkro | 1948 | 63 |
| Telephone service extended to Nsoatre | 1954 | 57 |
| Kwame Nkrumah visited Yeji | 1955 | 56 |
| Creation of the Brong-Ahafo Region | 1959 | 52 |
| Foundation of Atebubu Training College laid | 1965 | 46 |

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|---|------|-----|
| <i>NORTHERN AND UPPER REGIONS</i> | | |
| Treaty concluded with Tongu, Bole, Daboya, Dagomba, Bimbila For Friendship and Trade | 1892 | 119 |
| A foreign army led by Samori to Bole destroyed towns and villages around Bole | 1892 | 119 |
| Treaty with Dagarti, Mamprusi, Moshie, Banda, Chokosi, Salaa, Debre, Buiepe, Busumsu for Friendship and Trade | 1894 | 117 |
| Treaty for friendship and protection - Dagarti, Mamprusi, Lakhama (Dasima), Gbelu (Bolugu), Achilon (Leo), Tumu, Kpan (Yela), Lobi, Bona, Moshie, Yeji and Salaga | 1897 | 114 |
| Treaty for Friendship and Protection - Duruman, Issa, Buse, Wagu, Nadewe, Gindi and Debre | 1898 | 113 |
| First chiefs meeting at Yapei | 1923 | 88 |
| First Aeroplane to Northern Territories | 1934 | 77 |
| Construction of Wa/Tamale road | 1940 | 71 |
| The initial operation of the Gonja Development Company in Damongo (GDC) | 1948 | 63 |

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|---|------|----|
| Gonja Development Company established | 1950 | 61 |
| Chiefs from the Northern Region visited Accra | 1956 | 55 |
| Epidemic known as "Accra Zukogli". | 1957 | 54 |