

# **2012 TRANSPORT INDICATORS**

## **DATABASE SURVEY**

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### **SUPERVISOR'S GUIDE**

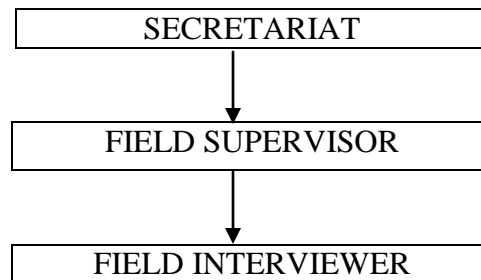
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**GHANA STATISTICAL SERVICE  
AUGUST, 2012**

## **PART A: YOUR ROLE AS A SUPERVISOR**

### **1. Your Status in the Transport survey**

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 Transport Indicators Database Survey (TIDS) 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 and a Driver.

### **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 the survey questionnaire. 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.

Your interviewers have 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.

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.

**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.

You may also be substituted if your performance is found to be unsatisfactory and fails to live up to expectation.

**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 before fieldwork starts. Remember to inform the Secretariat about any changes you make. 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
- \*Enumeration Area maps together with its description<sup>1</sup>
- \*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 some of the 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.

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<sup>1</sup> Starred items to be given to only Supervisor

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.

#### **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.