

SOP for Surveys in North East Nigeria

May 2019

STEP 1: PLANNING

1. Any partner planning to conduct a nutrition related survey (SMART nutrition and/or retrospective mortality, coverage- SQUEAC or SLEAC, KAP, Barrier Analysis, etc) in any part of NE Nigeria must ensure that they have adequately and in a timely manner communicated their plans for surveys with the NE Nigeria IMTWG at the beginning of every year or as soon as they consider conducting an assessment. This includes before adding it to the project proposals for funding.
2. Any nutrition related survey that is not included in the annual NE Nigeria IMTWG survey plan, meaning that the survey was not approved to be conducted by the NE Nigeria IMTWG, will not be validated by the AWG, therefore, the results cannot be used by any sector partners, including the one who conducted the survey.
3. Planning of all surveys, including survey protocol, MUST be jointly done by the following stakeholders (executors and supporters) and each has the following responsibilities.
 - a. Government: The role of government for each survey must be determined during the planning phase. A government representative must be present at NE Nigeria IMTWG meetings for the validation of survey protocols and results.
 - b. Partner (NGO or UN agency): The partner will develop the survey protocol and update the sample frame if necessary; they will present the protocol to the IMTWG and will provide a full time survey manager from the planning of the survey to finalization of the report and its validation. Partners are responsible for the accuracy and precision of the survey.
 - c. NE Nigeria IMTWG: Has the responsibility to ensure that the protocol is validated. The IMTWG will provide technical guidance and feedback to the partners and to make sure that there is a clear follow up on the quality implementation of the survey.

Note: All incentives and wages must be standardized and agreed by the NE Nigeria IMTWG. It is important that all partners use the same payment rate to local hired survey staff and/or community volunteers in a given area to prevent future problems pertaining to payment.

4. Any nutrition related and/or retrospective mortality survey planned in NE Nigeria must follow the most up to date methodology as articulated by Nigeria standards when available, and when not available by global standards (NE Nigeria IMTWG will provide resources).
 - a. The lowest geographical unit that surveys can be conducted is the Local Government Areas (LGA). Any proposed survey that is to be conducted at a lower geographical unit must be justified and approved by the NE Nigeria IMTWG (ex. Ward level).

- b. The smallest geographical unit that accurate population or household figures can be obtained should be used in the selection of clusters. For example, villages in rural areas, wards in urban areas, and blocks in camps.
 - c. All nutrition surveys must include all core indicators including GBV/protection indicators approved by the NE Nigeria IMTWG (*NE Nigeria IMTWG must have a workshop to agree on indicators*).
5. The SMART survey protocol should be submitted to the NE Nigeria IMTWG and validated prior starting the training of enumerators and data collection. The protocol validation process is described below:
 - a. The survey manager shares the protocol in MS Word, survey questionnaire, and presentation slides with the co-chairs of the NE Nigeria IMTWG following the NE Nigeria IMTWG protocol and presentation slides templates. If it is unlikely that the population of the sampling frame in the proposed survey area will change, it is recommended to also include the selection of clusters as an annex in the survey protocol.
 - b. A minimum of 5 days before the next scheduled NE Nigeria IMTWG meeting, one of the co-chairs circulates the survey protocol documents and slides to all members for review and comments, with the survey manager in copy.
 - c. The partner addresses all the comments prior to the next NE Nigeria IMTWG meeting and presents the protocol at the meeting.
 - d. If there are no major comments the protocol is to be validated at the meeting. If there are major comments, the partner will address the additional comments within one week after the meeting.
 - e. The partner shares the final protocol with the co-chairs.
 - f. One of the co-chairs communicates the validation status of the protocol to the partner.
 - g. A Government representative must attend the protocol validation presentation.

STEP 2: IMPLEMENTATION

1. The roles and responsibilities of each stakeholder in the times of survey implementation are articulated below:
 - a. Government: The role of government during the implementation phase must be determined. For example, for some surveys government staff may be supervisors or enumerators. Also, government letters of approval may have to be obtained to conduct surveys in certain areas.
 - b. The Partner(s) (NGO/UN agency): The partner(s) is/are responsible for:
 - i. Providing a survey manager to technically guide the process of survey implementation.
 - ii. Selecting of survey teams and data entry personnel (if paper questionnaires).
 - iii. Training of survey teams and supervisors.
 - iv. Providing oversight and daily quality check feedback to teams during data collection to ensure high quality data is being collected

v. The partner is also responsible for providing all the financial incentives and costs required during the implementation of the survey.

STEP 3: VALIDATION

1. The survey preliminary report, presentation slides and data set must be submitted to the NE Nigeria IMTWG and validated prior finalization of the report. The report validation process is described below:
 - a. The partner shares the preliminary report, datasets and presentation slides using the NE Nigeria IMTWG templates as a guide, to the NE Nigeria IMTWG co-chairs within 10 days after finalization of data collection exercise. An additional 3 days can be provided for surveys that used paper questionnaires as data entry will likely continue after the end of data collection.
 - b. One of the co-chairs will circulate the shared preliminary report, datasets and presentation to all NE Nigeria IMTWG members a minimum of 5 days before the next scheduled meeting for review and comments, with the survey manager in copy. All shared information is to remain confidential.
 - c. The survey manager addresses all the comments prior to the meeting and presents the preliminary report to the AWG. Note that the survey manager must present the results. It is not acceptable for an individual from an organization that was not directly involved with all phases of the survey to present the results.
 - d. If there are no major comments the preliminary report is to be validated at the meeting. If there are major comments, the survey manager will address the additional comments within one week after the meeting and submit to the co-chairs who will validate the preliminary report.
 - e. Within one week after the preliminary report is validated the survey manager will share the final report with the co-chairs. Note that preliminary report includes all survey results, but the final report includes additional information such as more detail of background information and discussion.
 - f. One of the co-chairs communicates the validation status of the final report within 3 days to the survey manager and partners and can be shared if validated.
 - g. One of the co-chairs communicates the validation status of the final report to the Nutrition Sector Coordinator and the validated final report is updated in the Assessment Database and the OCHA Nigeria Humanitarian Response website.
 - h. One of the co-chairs will also update the NE Nigeria IMTWG online platform to include the validated survey protocol and presentation, preliminary report and slides, and final report. The survey data sets will be included in a separate survey repository that only the co-chairs have access to.

TIMELINE OF ACTIVITIES

Activity	Responsible	Timeline
Planning		
Notify NE Nigeria IMTWG about plans to conduct survey	Partner	Include in yearly workplan planning or ASAP
Protocol development and survey planning	Partner, SM	As agreed by IMTWG
Survey Manager (SM) shares the protocol, questionnaire, presentation slides with co-chairs	Partner, SM	As agreed by IMTWG
Co-chairs share protocol documents and slides with members for review and comments.	Co-chairs, members, SM, partner	Min 5 days before next meeting
SM addresses comments before next meeting.	SM, partner	By next IMTWG meeting
SM presents survey protocol. The protocol may be validated at meeting or there may be additional comments.	SM, partner	Scheduled IMTWG meeting
SM implements any additional comments and shares with co-chairs	SM, partner	Within 1 week after protocol presentation
Co-chair commutes the validation status of the protocol with SM and partner	Co-chair	3 days after additional comments received.
Implementation		
Enumerator training including field test. For SMART surveys also include standardization test.	SM, partner	4-7 days depending on type of assessment, length of questionnaire, using tablets or not etc
Data collection	SM, partner	Number of days will vary depending on type of survey and context
Data analysis and preparation of preliminary report. SM shares preliminary report, datasets and presentation slides with co-chairs	SM, partner	Within 10 days after data collection. An additional 3 days can be added for surveys that use paper questionnaires.
Results Validation		
Co-chairs share preliminary report, datasets, and presentation to members for review and comments	Co-chairs, members, SM, partner	Min 5 days before next meeting
SM addresses comments before next meeting.	SM, partner	By next IMTWG meeting
SM presents survey results. The preliminary results report may be validated at meeting or there may be additional comments.	SM, partner	Scheduled IMTWG meeting
SM implements any additional comments and shares with co-chairs	SM, partner	Within 1 week after results presentation
Co-chair commutes the validation status of the	Co-chair	3 days after additional comments

preliminary results report with SM and partner		received.
SM will submit the final report to the co-chairs.	SM, partner	Within 1 week after the preliminary results report is validated.
Co-chair commutes the validation of the final report to the SM and partner	Co-chair, SM, partner	Within 3 days after final report is received. If additional changes need to be made this process will repeat.
After the final report is validated one of the co-chairs will inform the Nutrition Sector Coordinator, update the Assessment database and the OCHA Humanitarian Response website along with the NE Nigeria IMTWG online platform	Co-chair	Within 3 days after final report is validated

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