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The U.S. Government's Global Hunger & Food Security Initiative

IFPRI-NSSP COVID-19 Impact: Phone Survey – Nigeria

Technical Training on Phone Survey

Data Collection and Processes

Feed the Future Nigeria Agricultural Policy Project

Date/Title/Additional Information

Photo credit: Name/Organization



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Guidelines to Uploading a New Questionnaire to your Tablet

Step 1:

- Connect your tablet to the internet. You **CANNOT** access the New Questionnaire without your tablet being connected to the internet.
- We recommend you use an Android mobile phone for your telephone conversation
- To connect your tablet, go to settings on your Android phone, then Mobile Hotspot & Tethering. Tap on Mobile Hotspot to turn it on, set a name for your network and set a password.
- Go to settings on your tablet, enable the WiFi, you find your Android phone network name on your tablet's WiFi list, click on it, type the password and click connect. At this point, you have your phone internet shared with your table.



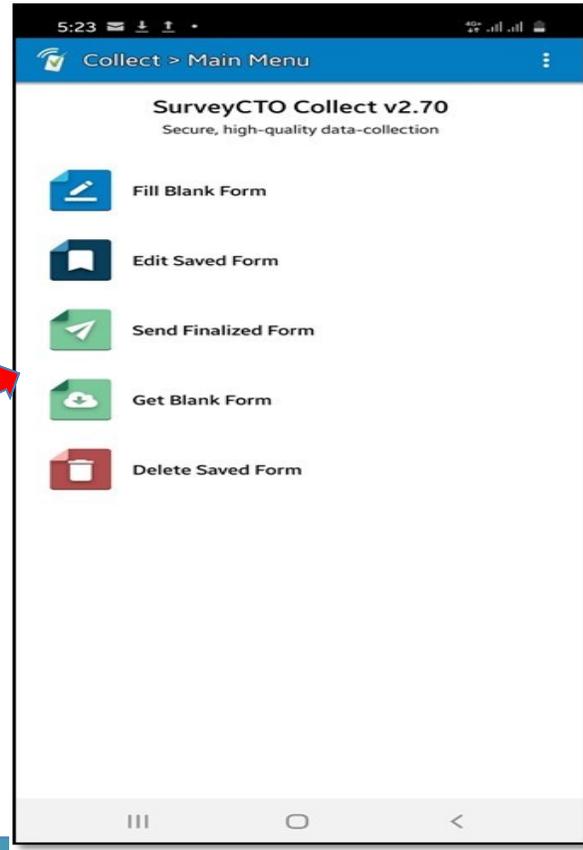


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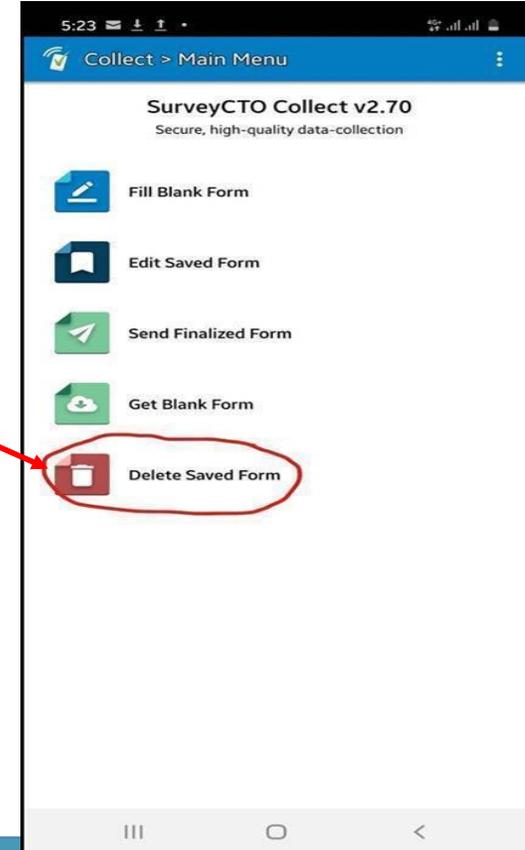
Step 2:

Open the survey CTO application.
See picture



Step 3:

Click on “Delete Saved Form” See highlighted in the picture below.



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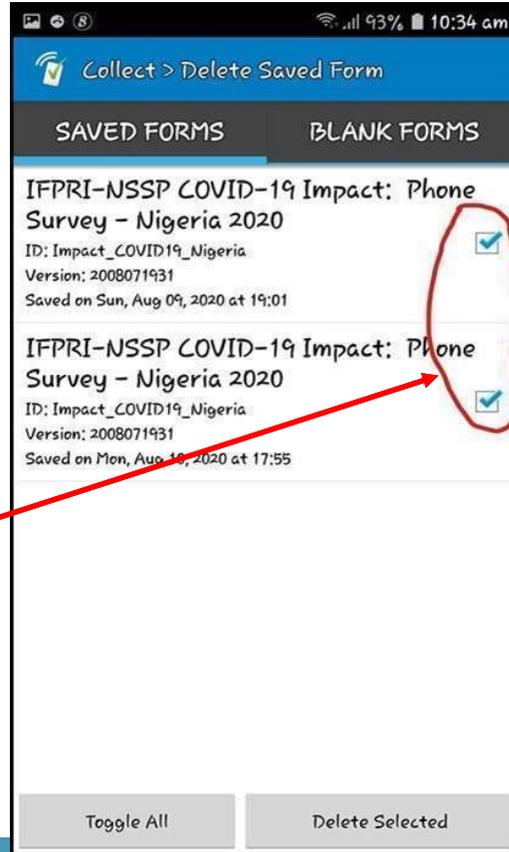


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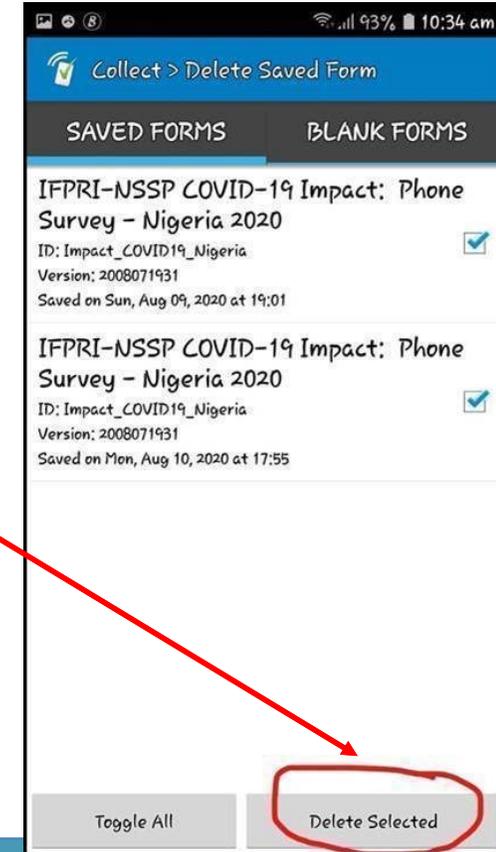
Step 4:

Click on ALL the check boxes as highlighted in the picture. NOTE: You may have more than one check boxes on your device. Click on ALL



Step 5:

“Delete Selected” as highlighted in the picture.



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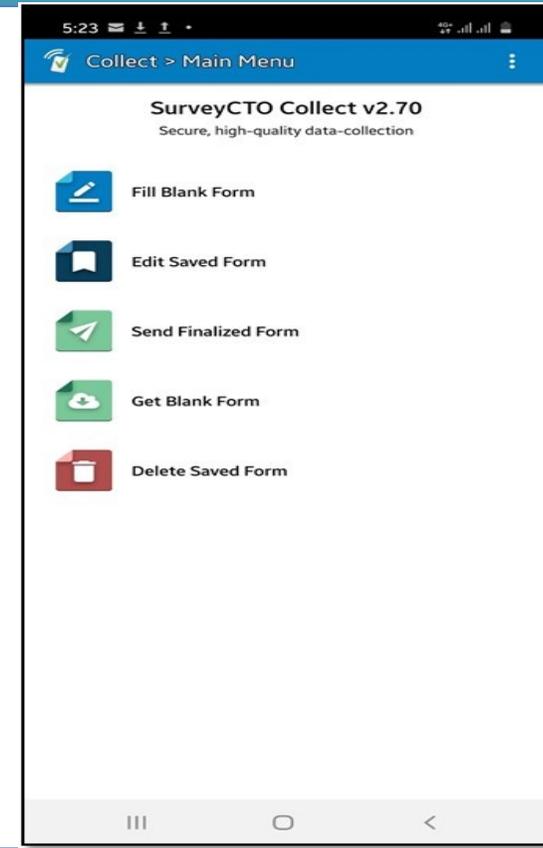
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After **Step 5**, you return to the home page as seen in the picture.



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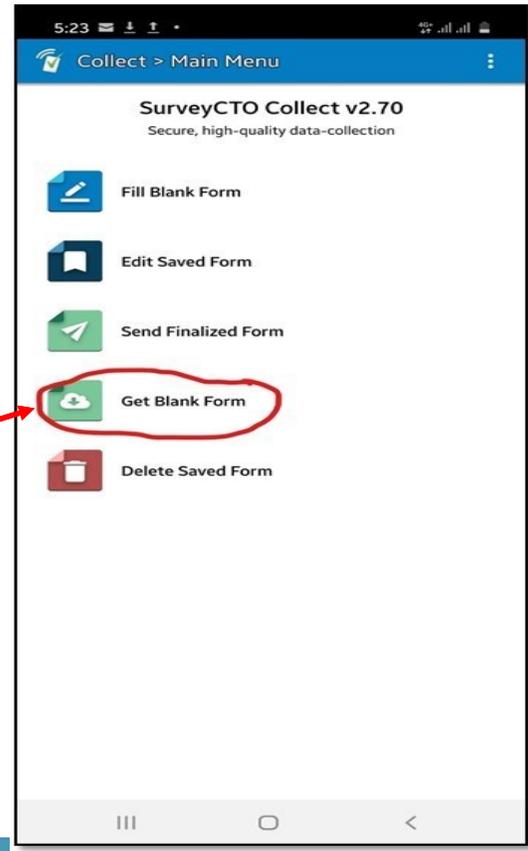
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Step 6:

Click on “Get Blank Form” as highlighted in the picture.



Step 7:

Ensure that you have this version of questionnaire as highlighted in the picture. The version is **2008111055**





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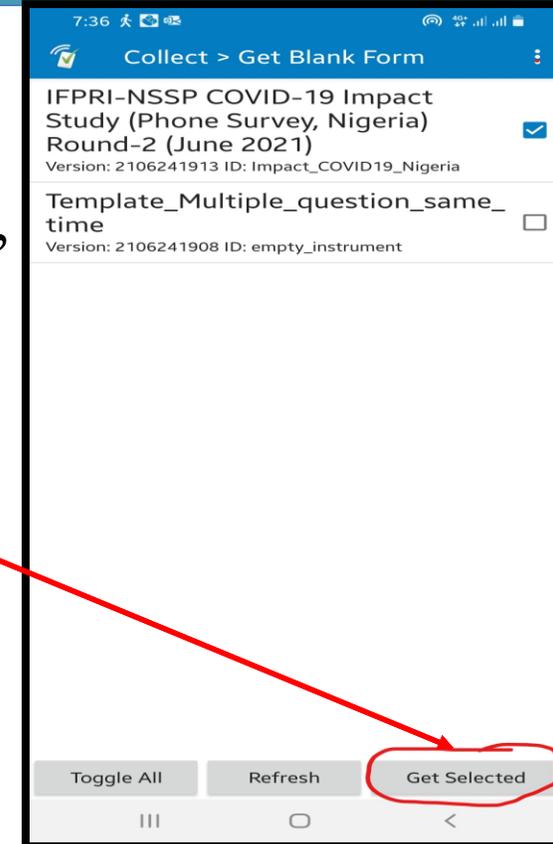
Step 8:

Click on the check box in front of IFPRI-NSSP COVID-19 Impact Study (Phone Survey, Nigeria) Round-2 (June 2021) See picture.



Step 9:

Click “Get Selected” as highlighted in the picture.



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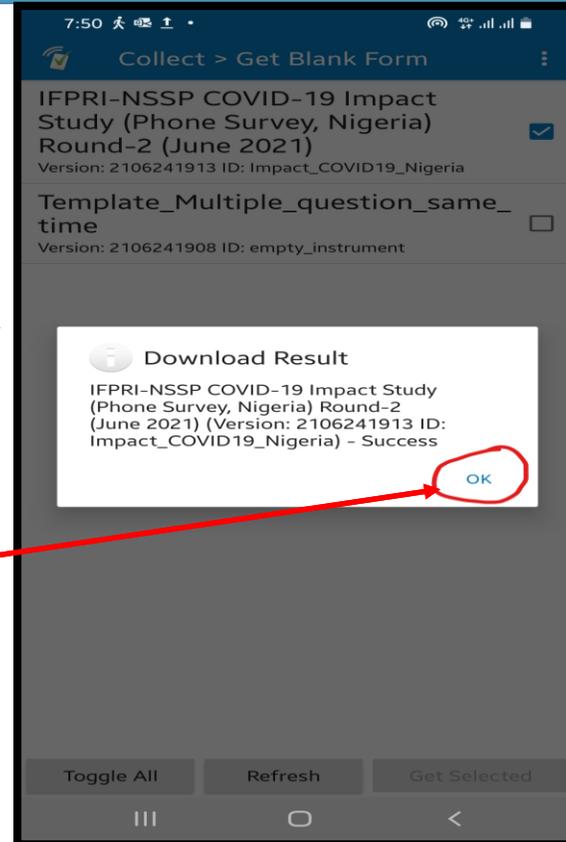


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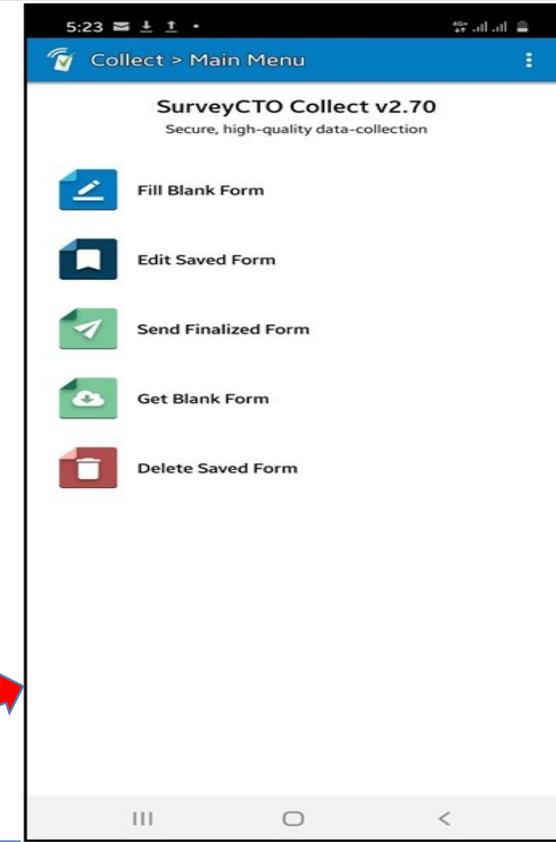


Step 10:

You should have a similar page to the one in the picture, then click OK to return to the main menu.



Step 10 will take you to the home page where you click on “Fill a Blank Form” to start data collection.





Audio Recordings

- It is a requirement that you save your audio recordings with the respondent's unique ID
- You must submit your audio recordings at the end of each data collection day
- Properly labelled and saved audio recordings per respondent per state must be sent to only the dedicated email.
- Kebbi and Ebonyi States enumerators should send their audio recordings to Motunrayo on M.A.Oyeyemi@cgiar.org. Also, direct ALL enquiries to her (0817 481 4272).
- Benue and Delta States enumerators should send their audio recordings to Adetunji on A.Fasoranti@cigar.org. Also, direct ALL enquiries to him (0909 789 8244).



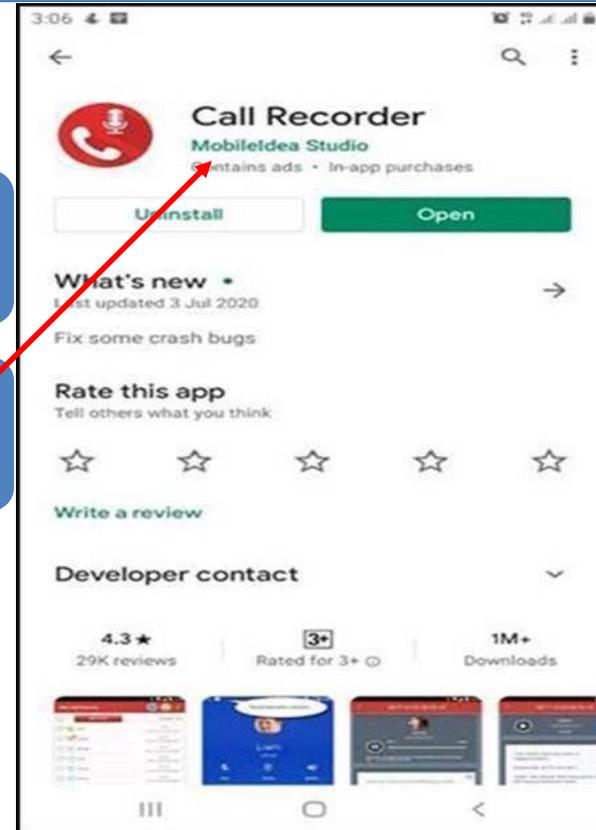


Saving the Audio Recordings

Ensure you have a smart phone (Android)

Step 1:

- Go to **PLAY STORE** on your phone, download and install a call recorder from on your smart phone.
- Recommended recorder is “**Call Recorder by MobileIdea Studio**”





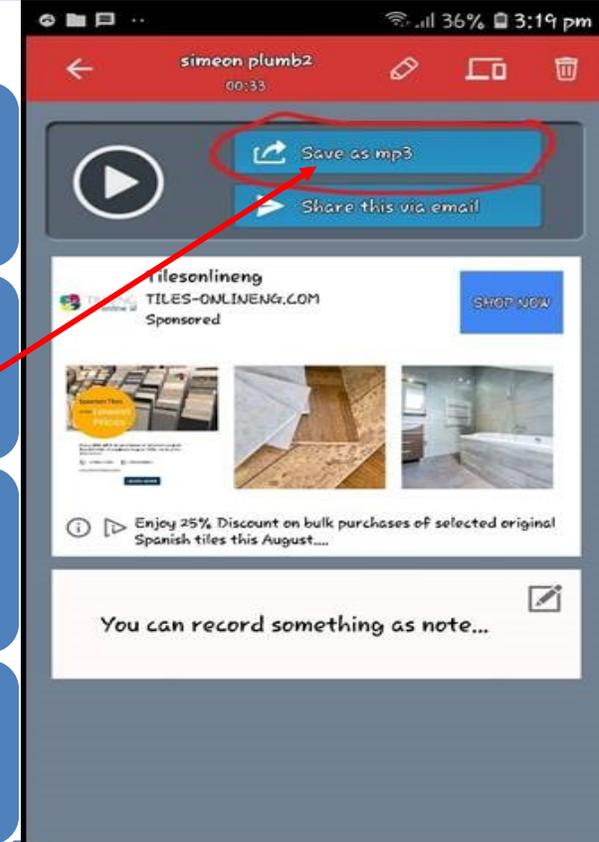
Step 2:

Once you initiate a telephone call, the call recorder starts recording automatically.

At the end of each telephone conversation, a page similar to the picture pops up, asking you to save the conversation.

Alternatively, manually click on the call you have made on the call recorder APP and a similar page to the picture pops up, asking you to save the conversation.

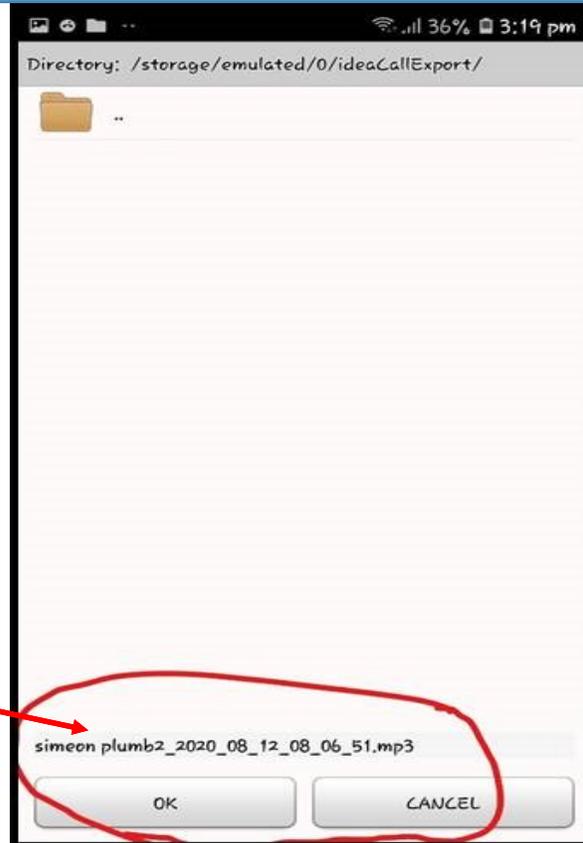
Click on “Save as mp3” as seen in the picture.



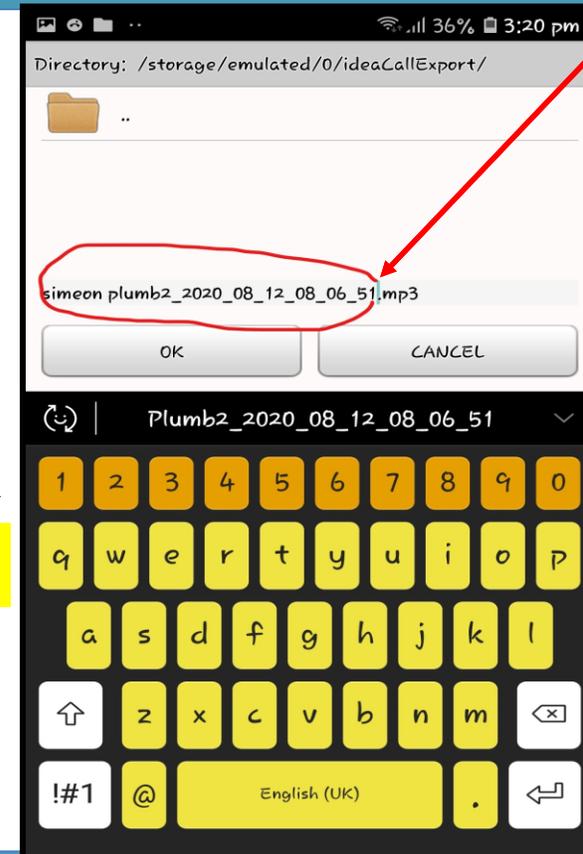


Step 3:

After step 2, a similar page as seen in the picture pops up. See the highlighted file name. Click on the file name.



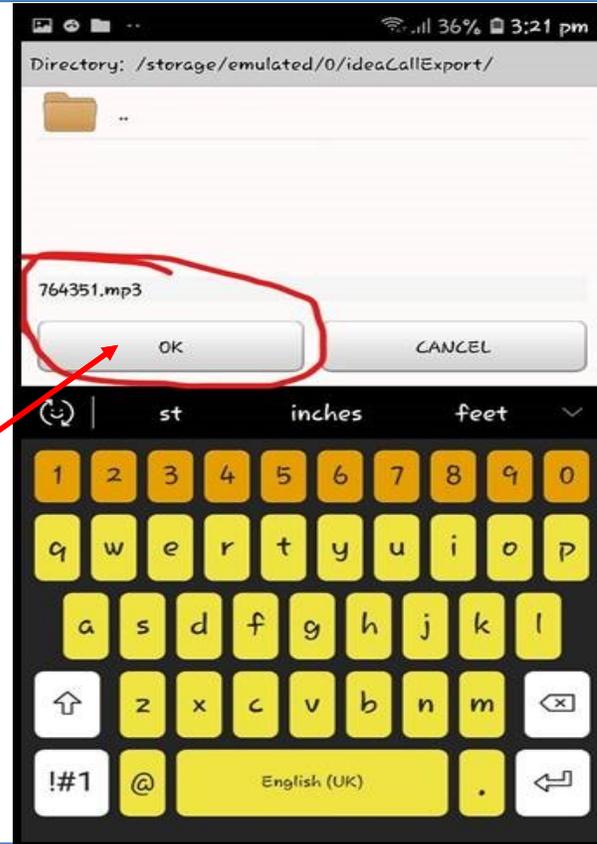
After step 3, See another picture. Delete the file name starting from “simeon up till 51”. **DO NOT DELETE** the .mp3.





Step 4:

After the deletion, type the respondent's unique ID as seen and highlighted in the picture. **E.g. 764351** Then click ~~OK~~.



- After these processes, your audio file is successfully saved on your phone.
- Go to My File on your phone, then to Audio, then to idealcallexport and there you find your file saved with the appropriate name.



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Things to Note before Data Collection

Ensure you properly introduce yourself as a staff of IFPRI, the purpose of the study and the duration of the survey and **CONFIDENTIALITY OF INFORMATION SHARED**. Mention that you got their contact details from the State Ministry of Agriculture.

Avoid any background noise from your end. You might not be able to control the environment of the caller but to an extent, you can control yours.

Ensure your phone is charged, you have enough memory space to save your voice recording and you have enough airtime. **BACK UP your work!!!**

Do not put words in their mouth or rush the interview. Always probe to get the required answer. Do not assume any response on behalf of the respondent.



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Things to Note before Data Collection

Ensure you fill-in, the correct respondent's unique ID on the questionnaire and save the voice recording correctly. This would be heavily penalized if done incorrectly.

Ensure that you are conversant with the questionnaire and read out each question clearly to the respondent.

Double check with the respondent if s/he is comfortable with English or the local Language as the case may be.

The N1,000 gift card should be mentioned after the respondents' consent.

Be polite, patient, and courteous.





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Thank you!



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