

# Pre-Assessment Checklist: Fieldwork Managers

The project planning phase is critical for you to familiarise yourself with the ELOM tools.

## **At least one month before fieldwork:**

1. Develop a comprehensive fieldwork plan during the project planning phase, including timelines, budgets, staffing requirements, and logistical considerations.
2. Familiarise yourself with the ELOM tools that will be used and their purpose, suitability, and requirements (e.g. age range of children, toolkits).
3. Determine whether you will source assessors from DataDrive2030's portfolio of accredited assessors or if you will request DataDrive2030 to train your staff to conduct assessments. If you select the former, you will be provided with a list of assessors sortable by province, language, and various other skills related to conducting assessments. You will need to contract the assessors yourself using a contract template that will be provided to you by DataDrive2030.

## **At least 2 weeks before fieldwork:**

4. Once you have contracted the assessors, hold a meeting to brief them fully on the whole project including what tool will be used, language for assessments, assessment requirements such as mobile devices, ELOM toolkits, etc.
5. Inform assessors about whether they are collecting children's height data or not. If your project is collecting height data make sure the assessors know how to measure height correctly using a stadiometer. If any assessors don't know how to measure height correctly using a stadiometer, contact your DataDrive2030 focal point to arrange training.
6. If you are using the ELOM 6 & 7 Years Assessment Tool-Maths and Literacy, you will note that the height measurement question appears on both forms. Ask assessors to answer "NO" to the question "Are you measuring this child's height?" on the SECOND/FOLLOW UP assessment form. For example, if an assessor starts with the ELOM 6 & 7 Years Assessment Tool-Maths and measures the height of the child, then when the assessor subsequently does the ELOM 6 & 7 Years Assessment Tool-Literacy they should answer "NO" to the height question.
7. Based on your project objectives, you should know how many children you need to assess per facility as well as their age ranges. There are a number of random sampling methods that you are encouraged to use - see here. You are also encouraged to use our ELOM age calculator to establish if a child is aged appropriately for the tool in question. You will find the ELOM age calculator under the "Resources" tab in the ELOM web app.

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## At least 1 week before fieldwork:

8. Set up your project space on the ELOM web portal.

- After your project has been approved and you have signed the ELOM User Agreement, you will receive an invitation to the ELOM web portal with login credentials.
- Complete the Add Project form
- Add assessors who will be conducting the fieldwork to your project. You can search the list of assessors on the portal by name, province, language and the tools they are accredited to administer.
- You should have a list of facilities who have confirmed their participation in the data collection. Click on "Manage sites" and then click on "Add one site at a time" to find the facilities form and add facilities one by one. If you have more than 15 facilities you can optionally click the "Add multiple sites at once". When you complete the facilities form make sure you pay particular attention to the name, province, type, fees/quintile of the facilities.
- In the case of the "Add multiple sites at once" option, you are required to download the facility form instead of requesting access to the Google sheet. Once you have completed the form, upload it back to the site.

9. Once fieldwork is underway, visit the DataDrive2030 portal daily. The dashboard will give you a snapshot of what is happening in the field

# Post-Assessment Checklist: Fieldwork Managers

After your team of assessors has completed fieldwork, our data analysis team will start cleaning your data to get it ready for sharing. Be ready to answer any post-fieldwork questions concerning your fieldwork such as:

- Questions about the details of invalid assessments
- Any missing information such as fee or quintile level of facilities
- Questions about any corrections that need to be made to the data such as child DOBs, child unique identifiers (child ID)

In cases where a child is assessed with more than one tool, the child's unique identifier (child ID) should always be the same across all the tools. There are unfortunate cases where the assessor captures the same child's details every time they start a new assessment (instead of selecting the child from an existing list). In such a case a new child ID is created which is different from the earlier assessment. This poses a huge problem during data cleaning since one child cannot be identified by many child IDs. Hence, ideally every assessor should capture the child's details for the first assessment tool only; all the subsequent assessments for the same child should be done by selecting that same child from the given list.