Lesson 11 Handout 2: Barrier Analysis Supervisor Checklist

Before Departure

- ❑ Make sure you have plenty of air time on your cell phone and the numbers of key contact people (e.g., field based contact, survey coordinator, drivers).
- ❑ Collect extra supplies of water, snack, pencils, erasers, sharpeners, rain gear, etc.
- ❑ Know where (which village/community) you are expected to go to carry out the Barrier Analysis.
- ❑ Ensure that the vehicle has enough fuel.
- ❑ Know who the members of your team are and get their cell phone numbers (if available).
- ❑ Know how many Barrier Analysis questionnaires you should have to take to the field.
- ❑ Collect the Barrier Analysis questionnaires and carry them in a safe container (sealable, water/dust proof folder).
- ❑ Get the cell phone number of the field-based contact person.
- ❑ Know when and where you are to meet the field-based contact person.
- ❑ Coordinate departure arrangements (time, place) with the driver and survey coordinator.
- ❑ Ensure that your team departs on time.
- ❑ Check the security of the route and destination.
- ❑ Liaise with the survey coordinator or field-based contact person en route about arrival time and place or any delays, if necessary.

Upon Arrival at the Field Site

- ❑ Meet the field-based contact person.
- ❑ If necessary, greet any officials and explain the purpose of the study.
- ❑ If the Priority Group is already gathered, greet them and thank them for coming. Explain that each person will be interviewed in turn if they fit the profile of the Priority Group.
- ❑ Identify places where each interviewer can conduct the interviewers.
- ❑ Distribute questionnaires to each interviewer and indicate about how many Doers and Non-Doers each interviewer should interview.

- ❑ Identify one respondent (Priority Group member) for each interviewer and guide them to the interviewers.
- ❑ While the first interviews are underway, circulate among the Priority Group members and check to see if they fit the profile. If not, thank them for coming and dismiss them.
- ❑ As interviews are completed, guide other Priority Group members to each interviewer.
- ❑ Collect completed questionnaires and review them. Make sure:
  - The name of the interviewer is clearly written on the questionnaire
  - The classification of the respondent is correct
  - All questions have been answered
  - Open-ended questions have several responses
  - The writing can be read easily
  - Response to questions “make sense”
- ❑ Track the number of Doers and Non-Doers against the number expected for the site.
- ❑ If necessary, inform data collectors which type of respondent (Doers or Non-Doers) they should seek out in particular.
- ❑ Maintain contact (cell phone) with other data collection teams to track the total numbers of Doers and Non-Doers.
- ❑ Keep track of total numbers of respondents interviewed.
- ❑ Keep track of time.
- ❑ Answer any questions the data collectors may have.
- ❑ Help solve problems.
- ❑ Ensure that respondents who have been interviewed do not talk with respondents who are waiting.

Before Returning from the Field

- ❑ Count the questionnaires, tally the numbers of Doers and Non-Doers, and secure the questionnaires in a water-proof place (folder).
- ❑ Ensure that you have the required number of Doers and Non-Doers.
- ❑ Thank the local authorities for their cooperation.
- ❑ Liaise with home office regarding estimated time of arrival (so lunch can be made ready).