

HOW TO ORGANISE YOUR PILOT

Tutorial version: 0.1

Overview

This document details when/how a pilot should be conducted. Most operations should conduct a pilot prior to a first deployment of WASH KAP survey.

1. Guidelines for the pilot

You should first of all make sure that you have read the “Module 1-Prepare: Step 1- Checklist for Going Mobile on the WASH KAP” and that you respect all the necessary requirements.

Beyond that some planning is needed:

1.1. Components of a pilot

A pilot should:

- (In most cases) allow for a half-day in the field to gather data, sometimes 2 half-days
- Allow some time for a competent staff (such as the survey manager) to review the data that has been gathered and make observations on how well the team has done
- Some debrief time to talk about the pilot and mention any corrections that the teams should make (depending on how well the pilot went, it can be between 30 minutes to 2 hours). It may be easier to plan debriefing the next day, in order to give time to managers to share their observations, look at the collected data, etc.

1.2. Preparation for the pilot

- The pilot needs to be as close as possible to the conditions in which the actual survey will take place.
 - It should be in the camp (or in a similar camp).
 - The methods to select randomly the households (see WASH KAP manual) should be the same that will be used during the survey.
 - The questionnaire used should be the same one that will be deployed. Small changes can still be made after the pilot if they are needed, but the main elements should already have been prepared.
- The survey manager and/or supervisors should accompany enumerators in the field for the pilot (and potentially the first 1 or 2 days of data collection).
 - They should try to follow different teams during the day. If some enumerators have been struggling more with the training material, they should receive greater support during the pilot.

There are errors that can be difficult to spot only by looking at the data, but can easily be observed in the field:

- Whether proper introductions, consent demand and explanations for the survey are respected by enumerators
- If the sampling process is well understood and adhered to
- If the parts of the survey that require observation (latrines, water sample, water containers, etc) are actually observed and not just asked by the enumerators...

1.2.A. Number of households to survey

The objective of the pilot isn't to interview a large number of household. However, a sufficient number of must be reached so that there is a good chance for teams to practice so that mistakes can be made and problems identified. Around 2-4 household per team is a reasonable objective.

1.3. Debriefing the pilot

The pilot serves many objectives.

- Enhancing the enumerators' confidence in their ability to conduct the interviews.
- Validate how the interviews are conducted, that the best practices showed in training are followed, etc.
- Verify that the data collected is of an acceptable quality and that all the content of the survey has been well understood.
- Verify that the questionnaire is well fitted to the cultural context of that specific camp, that the questions are not offending respondents, and that obvious answers related to that context have not been left out.

Part of the objectives can be achieved simply by holding the pilot. However, some objectives require the survey manager to look at the results from the pilot and provide feedback based on the observations (debriefing). The debriefing should not be a monologue by the survey manager to the enumerators. The survey manager should also ask enumerators for any problems they may have encountered. The questionnaire may need to be adapted, or some procedures clarified.

If the pilot has been particularly difficult, another half-day pilot should be carried out after the debriefing.

If the schedule allows, it may be easier to carry out the pilot in the afternoon. This leaves out the evening for the survey manager to look at the data and prepare the debriefing the next morning. If all goes well, then it can be planned to start actual data collection on the following afternoon.

Another option is to carry out the pilot in the morning and plan the debriefing at the end of the day, which leaves time in-between for the survey manager to look at the results. However this leaves less time for the survey manager to review the data.

