Checklist for Commencing Qualitative Data Collection
**Problem formulation**

- Design an appropriate sampling plan or strategy
- Adapt regional questionnaires and research tools
- Plan for data collection, including study personnel, equipment (tape recorders), transport, accommodation, finance, logistics
- Plan for data analysis, including how will you get interviews transcribed and translated, who will analyse the data, do you need technical assistance for analysis?
- Translate materials and questionnaires
- Pre-test materials and revise
- Write a preliminary national study protocol

**Organization and fieldwork**

- Obtain consent from the participating communities
- Obtain consent from other local, district, or national authorities concerned
- Obtain ethical clearance from ethical review committee
- Recruit interviewers
- Train interviewers with regional support
- Plan for supervision of interviewers
- Conduct interviews

**Analysis and report**

- Transcribe interviews
- Translate interviews into English where necessary
- Case study analysis
- Thematic coding
- Perform preliminary analysis, discuss with the research team and community representatives and various relevant parties
- Complete final analysis and interpretation
- Report and disseminate findings
- Plan for interventions and evaluation