REPLICATING THE UN MULTI-COUNTRY STUDY ON MEN AND VIOLENCE: UNDERSTANDING WHY SOME MEN USE VIOLENCE AGAINST WOMEN AND HOW WE CAN PREVENT IT

Checklist for Commencing Quantitative Data Collection

PARTNERS FOR PREVENTION: A UNDP, UNFPA, UN WOMEN AND UNV REGIONAL JOINT PROGRAMME FOR GENDER-BASED VIOLENCE PREVENTION IN ASIA AND THE PACIFIC
WWW.PARTNERS4PREVENTION.ORG
### Ethics and safety
- Obtain ethical clearance for the research
- Connect with local service providers in all study locations and, if required, hire field counsellor to accompany teams in data collection
- Communicate with local community leaders in sampled clusters in advance so that they know to expect the field teams
- Ensure all fieldworkers have attended three (3) full weeks of training and pilot

### Testing and amending instrument
- Pre-test questionnaire in local language & adapt as required
- Build PDA app in local language (if using PDAs)
- Record audio track for Section 8
- Conduct a pilot test, where each interviewer conducts at least 1 interview
- Amend instrument, audio recording for Section 8 and PDA app (if relevant) after pilot

### Translation into local language
- Questionnaire
- Consent forms
- Information sheet for participants
- Information sheet for community or head of household
- Referral services handout for participants
- Supervisor's questionnaire
- Supervisor's monitoring sheet
- Interviewer progress sheet
- Household identification form
- Household selection form
- Self-administration checklist for Section 8 (if using PDAs)

### Printing
- Print enough Respondent Information Sheets and Referral Services Sheets for 1 per every respondent
- Print enough Consent Forms for 2 per every respondent
- Print enough Household Identification Forms and Respondent Identification Forms (back-to-back) for 1 per every selected household to be approached
- Print enough Supervisor Monitoring Sheets for 1 per supervisor per cluster
- Print enough Interviewer Progress Sheets for 1 per every interviewer
- Print enough Supervisors' Questionnaires for 2-5 per cluster
- Distribute all field paperwork to supervisors

### Logistics
- Divide interviewers into small teams each led by 1 supervisor
- Draw sample and assign clusters to teams
- Plan or arrange transportation and accommodation for field teams during data collection
- Arrange payment system for fieldworkers
- Distribute team petty cash to supervisors
- Record contact numbers of all fieldworkers and share with them the contact number of the field coordinator
- If using PDAs, identify how they will be charged and where data can be uploaded via WiFi
- Prepare and distribute ID cards and ID numbers for all fieldworkers