ROUND 8 SURVEY MANUAL

Compiled by the Afrobarometer Network

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Purpose of the Manual

Afrobarometer conducts a comparative series of public attitude surveys that assess citizen attitudes to democracy and governance, markets, and civil society, among other topics. The surveys have been undertaken at periodic intervals since 1999. Having started with 12 countries in the first cycle in 1999, Afrobarometer coverage has progressively increased over time and covered a total of 36 countries in Round 6 (2014-2015). During Round 7 (2016-2018), a total of 34 countries were covered. It is expected that Round 8 surveys will be done in 2019 and 2020, covering the same number of countries as R7, with the possibility of an addition of between 1 and 4 countries.

Afrobarometer, a nonprofit organization with headquarters in Ghana, directs a pan-African, non-partisan research network consisting of about 35 National Partners. Regional coordination is provided by the Ghana Center for Democratic Development (CDD-Ghana), the Institute for Justice and Reconciliation (IJR) in South Africa, and the Institute for Development Studies (IDS) at the University of Nairobi in Kenya. Michigan State University (MSU) and the University of Cape Town (UCT) provide technical support to the network.

This Survey Manual is addressed to Afrobarometer National Investigators (NIs), and aims to assist NIs and other members of the Country Team in preparing and implementing Round 8 surveys. The Manual lays out the methodologies for managing, conducting, and reporting on Afrobarometer surveys. It distills the practical knowledge accumulated from experience with Rounds 1 through 7.

The Manual should be regarded as the essential guidebook to Afrobarometer. It lists the project's best practices, which we strongly recommend that all NIs apply. However, we recognize that some National Investigators and Country Teams have devised other methods for implementing the high standards that we have set ourselves. If you have devised such methods, please record them for discussion by the members of the Afrobarometer Network as a whole and for possible inclusion in future editions of this Manual.

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Section 1: Background

1.1 Afrobarometer

Afrobarometer collects and disseminates information regarding Africans' views on democracy, governance, economic reform, civil society, and quality of life. Round 1 surveys were conducted between 1999 and 2001. At that time, the project covered seven countries in Southern Africa (Botswana, Lesotho, Malawi, Namibia, South Africa, Zambia and Zimbabwe), three countries in West Africa (Ghana, Nigeria and Mali) and two in East Africa (Uganda and Tanzania). Round 2 surveys were completed by November 2003 with four new countries added: Kenya, Senegal, Cape Verde and Mozambique. Round 3 surveys were conducted from March 2005 to February 2006 in all Round 2 countries, plus Benin and Madagascar. Round 4 surveys were conducted during 2008 and 2009 in 20 countries, reflecting the addition of Burkina Faso and Liberia. The fifth Round of surveys were done between October 2011 and June 2013. In the Round 5 surveys, the project covered an additional 15 countries in different regions of the continent. Among the new R5 countries were: Mauritius and eSwatini in Southern Africa; Burundi and Ethiopia in East Africa; Niger, Cote D'Ivoire, Guinea, Sierra Leone and Togo in West Africa and Cameroon in Central Africa. Afrobarometer also worked with the Arab Barometer and implemented R5 surveys in Algeria, Egypt, Morocco Sudan and Tunisia. Additional Round 5.5 surveys were also conducted in Mali and Zimbabwe. In Round 6, surveys were done 36 countries. Two countries that were covered in Round 5, Ethiopia and Egypt, were not included due to operational constraints. In their place, the Network added Gabon and Sao Tome and Principe. Round 7 surveys were done between October 2016 up to 2018 and covered all but two countries that were surveyed during R6. Due to operational issues, it was not possible to conduct R7 surveys in two R6 countries (Algeria and Burundi). However, the Network added the Gambia as a new R7 country. For the first time, the Afrobarometer moved from Paper and Pen Interviewing (PAPI) to Computer Assisted Personal Interviewing (CAPI). The list of Survey countries by Round can be found in Appendix 1.

1.2 Approach to Data Collection

Although other research methods were used during the project design,[1] Afrobarometer relies on personal interviews to obtain information from individual respondents. The same questionnaire, which contains identical or functionally equivalent items, is applied to every respondent in each country. Because questions are standardized, responses can be compared across countries and over time.

In the personal interview, the interviewer goes to a randomly selected household and interviews a randomly selected individual from that household. The interviewer asks this respondent a series of questions in a face-to-face situation and in a language of the respondent's choice. The interviewer records the responses (i.e., the answers) provided by the respondent. Advantages of this approach are that the survey response rate is usually high; the respondents have the opportunity to clarify their answers; and, by aggregating responses, we are able to make inferences about public opinion.

On this last point, it should be noted that Afrobarometer surveys are based on national probability samples. As a consequence, the aggregated results are representative of larger groups. At the national level, Afrobarometer sample sizes range from 1,200 to 2,400. Both the 1,200 and 2,400 sample sizes are large enough to make inferences about all voting age citizens with an average margin of sampling error of no more than plus or minus 2.8% at a 95% confidence level (with a sample size of 1200) or plus or minus 2% for a sample size of 2,400.

[1] Focus group interviews were conducted before the Round 1 survey in Zambia and South Africa (to assist with questionnaire design) and after the Round 1 survey in Ghana (to aid the interpretation of early results).

Although the coverage of countries has increased over time, it should be noted that Afrobarometer results cannot be generalized to Africa as a whole without taking into account the peculiar characteristics of countries surveyed in the various Rounds. For example, through Round 4, Afrobarometer had focused on conducting survey research on public opinion primarily in countries that had undergone a significant measure of political liberalization. Thus, the sample of countries did not include many authoritarian regimes or countries embroiled in civil wars. From Round 5, the Network expanded into a number of countries that have undergone more limited political liberalization. The aggregate findings will thus be more representative of the continent as a whole, notwithstanding the fact that the continent's most closed and authoritarian regimes continue to be excluded.

1.3 Capacity Strengthening

The Afrobarometer vision is to create a regularly updated data bank of public opinion surveys in a range of African countries, all sustained by a Network of like-minded and capable African institutions. To achieve this vision, the project aims to strengthen institutional capacities in all aspects of survey research. The project's approach to capacity building is a mutual one: to exchange various survey skills among African institutions, to transfer relevant survey technologies from outside Africa, and to assist non-African institutions to adapt survey methods and interpret survey results in the light of African realities.

The main vehicles for increasing the strength of the Afrobarometer Network are periodic Planning and Capacity-Building Workshops, Afrobarometer Fellowships for individual study and training, Technical Assistance Exchanges and Mentoring Exchanges for the provision of one-on-one training, mentoring and support, and the Afrobarometer Summer Schools, which provide in depth training in data analysis and reporting. These activities aim to continually strengthen the myriad skills needed to sustain an ongoing program of survey research, analysis and outreach. These skills include both the technical aspects of survey research (e.g., questionnaire design, sampling, interviewer training, electronic data capture and management, statistical analysis, report preparation, and the presentation of results) and related managerial skills (fundraising, budgeting, team recruitment, field logistics, and financial reporting). In each case, our objective is to have all participants leave each Workshop, Fellowship, Technical Assistance Exchange or Summer School with some new skills.

1.4 Communications Strategy

Afrobarometer data are a valuable resource for Africa's development. After data are collected, they must not sit on a shelf. Enhancing our Communications Program to achieve greater *policy visibility* thus continues to be a key strategic priority for Round 8. The information produced by Afrobarometer is expected to be helpful to policy-makers, analysts, activists, investors, donors, teachers and scholars, as well as average Africans who wish to become more informed and engaged citizens.

In order to achieve this, the Round 8 Communications Program will continue to emphasize timeliness and accessibility via the rolling release of results through multiple release events. In addition, the Network will continue to promote the building of ongoing relationships with key stakeholders who can become advocates for Afrobarometer and help the Network to promote awareness and usage of Afrobarometer findings in policy debates.

In Round 7, the Network experimented with new formats for releasing results, including *Media Briefings*, *Dispatches, Policy Papers, and Press Releases.* These formats have provided a quick and accessible overview of key findings on selected topics of current interest to policy makers or advocates. The Network also continues to publish *Summaries of Results*, which provide frequencies and breakdowns (e.g. by gender and urban-rural status) for all questions. By May 2019, the Network had published 456 Dispatches (called Briefing Papers before Round 6) and 56 Policy Papers. In addition to

country disseminations, the Network introduced a series of cross-country (or "global") releases, called Pan-Africa Profiles, on a range of high-impact topics (citizen priorities, democracy, migration, media and civic freedoms, etc., with others to come on elections, health services, climate change, water/sanitation, gender, lived poverty, electrification, youth, and tolerance). These releases, which were first tried after R5, have received extensive media coverage and helped to build Afrobarometer's profile on the continent and globally, bringing attention to the opinions, attitudes, and values of Africans.

Some survey results are also reported in the *Afrobarometer Working Papers* series authored by various partners in the Afrobarometer Network, as well as other researchers. These are full-length analytical pieces that are developed for publication in academic journals or books. Launched in October 1999, the series amounted to 182 papers by May 2019.

Electronic versions of all publications and Summaries of Results, as well as most Afrobarometer data sets from Rounds 1 through 7, can be downloaded from the Afrobarometer website at www.afrobarometer.org, as can graphics of results and other useful information. The website is the world's window on Afrobarometer and a principal vehicle for the dissemination of information about our activities. In addition, the website links to the Network's Online Data Analysis facility. This feature allows users without access to the software or skills normally required for data analysis to access Afrobarometer data and generate basic frequencies, crosstabs and graphics online. The number of visitors to the AB website and the Online Data Analysis facility has been steadily increasing every year – the website now receives more than 14,000 visits per month.

Two Afrobarometer books have been published. The first, based on Round 1 survey results, titled *Public Opinion, Democracy, and Market Reform in Africa,* was released in October 2004 by Cambridge University Press. The second, *Voting and Democratic Citizenship in Africa,* was published by Lynne Rienner in 2013. In addition, journal articles and student dissertations are published every year using Afrobarometer data.

Through these reports, books, journal articles, public presentations and outreach events, the Afrobarometer Network hopes to make a valuable contribution to the consolidation of democracy and economic development in Africa. Our findings may verify, challenge, or complement the formal statistics collected by the state. Most importantly, Afrobarometer enables ordinary Africans to become more informed about what other people in their countries and across the region think, and helps amplify popular voices that might not otherwise be heard.

Section 2: Organizational Structure

2.1 The Afrobarometer: A New Structure Same Critical Role for Partners

Afrobarometer (AB) is a research institution registered in the Republic of Ghana as a company limited by guarantee. It operates as a nonprofit organization. AB conducts survey research on the African continent through a network of partners. AB is established with a clear legal structure and governance mechanisms demonstrating transparency and accountability to funders and other stakeholders and has a Board of Directors that is legally responsible for the entire business of AB. The AB Board is supported by a group of eminent experts in various fields of endeavor who form an International Advisory Council (IAC). The IAC offers advice to the AB Board. AB's formalized structure has the advantage of enhancing the distinction between governance and management functions and charts a way to identify the resources that AB needs to execute its work and other critical organization-sustaining practices such as succession planning, capacity building, planning and strategy development, resource mobilization, leadership professional development, and improved internal communications mechanisms.

2.2 Board of Directors

As AB's governing body, the AB Board of Directors (Main Board) is responsible for overseeing the mission and purpose of the organization, reviewing management's performance in achieving it, and ensuring accountability and legal and ethical integrity. The Main Board is responsible for reviewing and approving AB's medium- and long-term strategy, annual plans, and budget; sets procedures and policies to ensure that AB is organized and administered in a manner that is compliant with applicable law and statutory obligations; ensures that the organization is adequately funded with appropriate public profile and reputation; and ensures that the management team performs to meet goals, mission, and vision of the organization.

2.3 International Advisory Council

The role of the International Advisory Council (IAC) is to provide intelligence, foresight, and influence to support and promote AB internationally. Members inspire and energize policy makers, funders, AB staff, and other key audiences, advocating AB's mission to make African voices count in public policy and development. The IAC supports the AB Main Board and CEO in ongoing implementation of strategy, where appropriate, and leverage their connections, networks, and resources to develop collective action to achieve AB's mission.

2.4 AB Central Management Team

The Central Management Team (CMT) has collective responsibility for strategic delivery of the AB program of activities. While staff directors of AB units are individually responsible for delivery of their program area, making sure that all AB activities and expenditure support AB's mission and impact goals, the CMT sets AB's strategic direction, monitors performance, and takes remedial action as needed, providing the day-to-day management and leadership across the AB organization and network. The CMT coordinates all of AB's activities and is responsible for fostering a culture of collective responsibility for meeting AB outcomes. Among other duties, the CMT engages AB staff, Main Board members, IAC members, and network partners to contribute toward AB outcomes. The CMT consists of the Chief Executive Officer (Chair), Chief Operating Officer (COO), Director of Analysis Unit, Director of Capacity Building, Director of Resource Mobilization and Communications, and Director of Surveys.

2.5 Senior Advisory Team

The Senior Advisory Team (SAT) is tasked with providing strategic and tactical intelligence to the CMT and the Main Board to drive AB's overall performance and impact. The SAT focuses on strategic leadership, management and direction, ensuring the most effective prioritization of resources. The SAT enables development of strategy, cross-departmental alignment, engagement across the network, and communication from and to the staff and network to support transparency, learning, and innovation.

The membership of the SAT will comprise the Chief Executive Officer (CEO); the Chief Operating Officer (COO); all Department Directors (rotating the Chair); Head of Data Management; Head of Publications; Head of Communications; Deputy Directors of Survey; Monitoring and Evaluation Specialist; Human Resources Manager; all Core Partner Directors; and two National Partner representatives.

2.6 Other Network members

The new corporate and organizational structure of AB also aims to retain and cultivate the advantages of the informal network that have contributed to our success over the past 20 years. Therefore the new corporate structure retains the working relationships that were cultivated, and AB will continue to work with a network of partners that comprises National Investigators (NIs) and/or National Partners (NPs), Core Partners (CPs), and Support Units (SUs). AB's commitment to survey quality and methodology, strict technical protocols in public opinion surveys, local ownership and reach, development of African skills and leadership, interpersonal connections and esprit de corps, and capacity building within Core Partners (CPs) and National Partners (NPs) will continue to be core pillars going forward.

2.6.1 National Investigators and/or Partners

National Investigators (individuals) or National Partners (organizations) are the backbone of Afrobarometer. NIs/NPs take the lead in either, directly managing surveys and data collection, or in supervising Contractors that do data collection on the Network's behalf. They are also responsible for preparing and disseminating Media Briefs, Press Releases, Dispatches, and Summaries of Results, and play a key role in other communications activities . National Partners may also seek funds for Afrobarometer activities in their own countries. However, this should always be done in close collaboration with Core Partners. Ssee Appendix 1 for a list of National Partners, Core Partners, Project Management Unit and Support Units personnel.

2.6.2 Core Partners

Core Partners (CPs) provide overall direction and management to the project team at the National Partner level. They also take responsibility for added fundraising and for planning and coordinating programs of work. Afrobarometer's Core Partners for Round 8 are the Ghana Center for Democratic Development (CDD-Ghana); the Institute for Development Studies (IDS), University of Nairobi, Kenya; and the Institute for Justice and Reconciliation in South Africa (IJR).

Because the Network aims to build mutual capacity, Core and National Partners assist each other in various ways. For example, Core Partners lend technical assistance as needed on survey fieldwork and dissemination events, but they may also call on National Partners to assist the Network in areas where they have particular expertise. From R1 to 7, Core Partners were organized based on language. However, during Round 8, Core Partners will be restructured based on geography. This means CDD-Ghana will cover countries in West and North Africa; IJR will do the same in Southern Africa while the IDS team will provide support to East Africa.

2.6.3 Support Units

Support Units provide technical backstopping and management support to the CPs and the Senior Advisory Team. In Round 8, Support Units will again include Michigan State University and University of Cape Town.

The University of Cape Town will take primary responsibility for data management and the Capacity Building component of Afrobarometer. Michigan State University will continue to take primary responsibility for publications, as well as a shared role with CDD-Ghana in Monitoring and Evaluation.

2.7 Project Management Unit

During R8 and as part of the implementation of the organizational development process recommendations, the AB Project Management Unit (PMU) will become independent of CDD-Ghana, although it will continue to be based at CDD-Ghana premises in Accra. The PMU will support the CEO in the leadership of the Network. The PMU takes lead responsibility for all administrative aspects of managing and implementing AB activities, including fundraising, budgeting and contracting, monitoring and evaluation, and reporting. In addition to the Executive Director, the PMU comprises the COO, the Human Resource Manager, the AB Monitoring and Evaluation Specialist, and the Project Accountant, the Network Logistics Coordinator, and the Executive Assistants working from Accra.

2.8 The Structure of Country Teams

In each country, Afrobarometer activities are led by a National Investigator (NI), in some cases assisted by a Co-National Investigator (Co-NI).

In some countries, the NI is part of an organization that serves as the Afrobarometer National Partner (NP), which directly implements survey activities. In these cases, the NI/NP will assemble their own Country Team. The Country Team is led by the National Investigator (NI), and usually also consists of a data manager, a team of at least four Field Supervisors (FSs), and a larger team of Fieldworkers/Interviewers (usually four per FS). The NI should also consider engaging a Sampling Specialist. It is also recommended, particularly if there is not a co-NI, that the NI engage at least one Senior Field Supervisor to assist in the monitoring and quality control of fieldwork. At the survey headquarters office, the NI is assisted by support staff, including translators that are, usually hired on a temporary basis. It is generally recommended that an organizational structure along these lines, adapted to local requirements, be followed in all countries. For example, some countries have adjusted the number or the size of Field Teams to meet local conditions or timing requirements for fieldwork completion.

In other cases, the implementation of fieldwork is contracted to a specialized data collection firm. These firms usually have permanent or semi-permanent teams of Fieldworkers, Supervisors and others. Nonetheless, they will be expected to adhere to the Afrobarometer standards and protocols as outlined in this manual, for example, with respect to training of fieldworkers, methods for translating questionnaires, and maintaining a ratio of 1:4 between Field Supervisors and Fieldworkers. However, in certain circumstances the use of alternative approaches by data collection firms may be approved by the NI and/or Core Partner if the proposed alternative nonetheless ensures that the data will still meet the high quality standards of Afrobarometer.

In either case, it is ultimately the NI who is responsible for ensuring that the management of all stages of the survey, from sampling to the production of briefs and dissemination of results, is completed on schedule and meets all Afrobarometer standards and protocols.

2.9 The Memorandum of Understanding (MOU)

Afrobarometer operates according to a set of common procedures codified in a Memorandum of Understanding (MOU). For example, all Afrobarometer Partners agree in the MOU that they will conduct research, publish reports, or enter into agreements, under the name of Afrobarometer *only* with the express consent of the Core Partners. The MOU also specifies that all Partners will adhere to all of the Afrobarometer research and management standards and protocols presented in this Survey Manual. Additional protocols are summarized in the MOU itself. The MOU will be signed by all Round 8 National Investigators with their respective Core Partner Project Managers. A copy of the Round 8 MOU can be found in Appendix 14.

2.10 Selecting New Countries

The countries included in the Afrobarometer sample up through Round 4 were, for the most part, among the continent's leading political and economic reformers. Thus, in some respects, we were already working in many of the most accessible (politically and logistically) and best-resourced countries on the continent. In Round 5, the Network underwent a major expansion phase, increasing the number of countries from 20 to 35. This expansion has, of necessity, taken the Network into less open societies with much more mixed records on reform. Nonetheless, the Afrobarometer sample has always been diverse enough to demonstrate that it is also possible to conduct high quality surveys under more challenging circumstances. Countries such as Uganda and Zimbabwe have long presented us with greater challenges both of fieldwork management and of interpretation, but have simultaneously confirmed the feasibility of conducting this work under a wide range of political, economic, social and ecological conditions. Similar challenges were also noted particularly in some new countries in Round 5, 6 and 7. For example, the Network was unable to field R7 surveys in Algeria and Burundi due to political and operational challenges. The network has learned important lessons from these experiences and is well prepared for Round 8.

In identifying any additional expansion countries, Afrobarometer will continue to be guided first and foremost by three key criteria for determining survey feasibility:

1) ***Political climate*** – the political environment must be sufficiently open to allow individuals to respond to all questions freely and honestly.
2) ***Nationally representative sample*** – Achieving a nationally representative sample requires availability of a reasonably reliable sampling frame, usually a census that it not more than approximately 10 years old (without major population movements in the interim). In addition, in terms of both security and logistics it must be possible to reach all – or very nearly all – parts of a country at a reasonable cost.
3) ***National Partner*** – We normally require an in-country partner organization that has the skills and capability – with training, guidance and technical backstopping from Afrobarometer – to oversee the implementation of fieldwork.

2.6 Selecting New Partners

When seeking a new partner in any given country, the managing Core Partner will issue a request for bids that is widely circulated to university, private, and non-governmental research entities. The aim is to attract at least three competitive submissions and to select as National Investigator/Partner the individual and/or organization that offers the best combination of skills, experience and cost.

At the request of the Swedish International Development Cooperation Agency (SIDA), a long-time core funder of Afrobarometer, the AB Network commenced the process of reviewing and revising its approaches to initiating and maintaining partnerships with CPs, SUs, and especially with NPs in order to ensure that the network meets evolving international procurement standards. A procurement plan was agreed with SIDA that describes modified NP-selection processes. The procurement method is competitive tendering using closed bids from interested institutions. AB advertises the openings through widely circulated national dailies, on its website, and via selective targeting of institutions with known capacity for research and data management. Bids obtained are evaluated using fair and objective criteria before a final candidate is selected. AB has made the process of evaluating bids more systematic by developing a standardized scoring framework that is used in all assessments. The entire bidding and recruitment process in each country is fully documented in order to ensure that the process lends itself to auditing. Once NIs/NPs are selected and inducted into the AB network, we hope they will lead three rounds of surveys and communications activities in their respective countries before being subjected to another procurement process. If, however, the performance of any Partner falls short of agreed objectives at any time, the bidding process may be reopened. While there will be some natural turnover within the Network, our strong preference is to establish lasting organizational relationships.

Section 3: Survey Management

The secret to successful survey implementation is careful advance planning. Remember the "Six Ps": ***Prior Planning and Preparation Prevent Poor Performance!*** As leader of a Country Team, the National Investigator is responsible for anticipating what needs to be done in all aspects of a survey and for making it happen.

From the past six rounds, we have learned about certain contingencies that often arise and about essential requirements for survey management. The following guidelines are intended to help NIs plan ahead.

3.1 Job Description: National Investigator/Co-National Investigator

Whether the Country Teams have one or two persons in the leadership position, their functions are the same. The NI/Co-NI role is to manage all aspects of an Afrobarometer survey, including:

- Supervising contractors (where applicable)
- Obtaining official survey clearances, where required
- Recruiting the Country Team
- Preparing and managing the survey budget
- Overseeing the drawing of the survey sample from the latest Census figures or population projections
- Completing the questionnaire by indigenizing questions as needed and developing country-specific questions
- Overseeing questionnaire translation and pre-testing
- Sourcing of tablets and power banks that meet the specifications stipulated by the Network Data Management team
- Conducting Fieldworker and Supervisor training
- Reviewing and finalizing translations after the pre-test
- Planning and managing fieldwork deployment, including transport
- Ensuring quality control in all phases of data collection; this includes reviewing field work retains through the Survey To Go Studio
- Providing fieldwork progress to Core Partner at least once a week
- Preparing and presenting Media Briefings, Press Releases, Dispatches, and a Summary of Results according to the communications plan described in Section 9
- Holding a Donor/Diplomatic-Community Briefing within 4 months after the finalization of the data set and producing a report on this briefing.
- Being personally present at all events where results are released
- Tracking media coverage of release events and preparing a dissemination report
- Providing all reports and deliverables as required in the contract and according to the agreed schedule

A draft timeline of all survey activities will be developed and agreed to by the Core Partner and their NPs. A final timeline, agreed between the NI/NP and the Core Partner, will be part of the contract signed for survey implementation.

3.2 Contracting

While Afrobarometer is a Network, and we see the relationships among its members as Partnerships, the actual implementation of surveys and release of results are governed by means of fixed-price contracts between Core Partners and National Investigators, National Partner organizations, and/or Data Collection Firms/Contractors.

These contracts spell out as clearly as possible the specific expectations of either the NI/NP or the Contractor, as well as the Core Partner's responsibilities for providing technical support. They are structured in terms of a series of **payments** that are made **upon receipt of required deliverables**. Note that contracts provide for an initial payment to be made upon signing of the contract to cover sampling, questionnaire indigenization and translation costs, with the aim that these activities are completed well in advance of training and fieldwork to allow for programming of the survey instrument. The standard schedule of deliverables and payments is as follows:

- The first payment of approximately 10% is made upon signing of the contract (which includes a project workplan and timetable; final agreed budget; a draft list of country specific questions and an invoice as an attachment), with the intention of covering the costs of sampling, questionnaire indigenization and translation. This payment can be made up to several months in advance of training and fieldwork.

- The second payment is the largest (approximately 60%), as it is intended to cover the costs of fieldwork, the most expensive part of project implementation. The deliverables required from the National Partner *before receiving* this payment include an approved sample, indigenized and translated and back-translated (see protocol in Section 4.4) versions of the questionnaire, near final versions of local language translations of the questionnaire schedule and program for the training workshop, a full list of names for the field staff, securing of approved hardware and a complete set of route plans for field teams.

- The third payment (usually 20%) is made upon receipt of final versions of all fieldwork reports, upload of all interview files that will make up the data set, respond to any data queries arising during data cleaning and post coding, , a completed Sampling Report (that provides details of the drawn sample, information on all substitutions, and details of the final sample; see Section 5.8), a Fieldwork and Methodology Report (see Section 6.8), a Dissemination plan shared with the Core Partner (see Section 9.2.1 of the Survey Manual), a completed Survey Technical Information form (see Appendix 12), an approved Summary of Results (SOR) that presents frequency counts and percentages for every question following the Afrobarometer Template (see Section 7.2 of this Manual) .

- The fourth payment (usually 10%) is made after completion of release of results and upon provision of the following final deliverables: a minimum of two Media Briefings from two public dissemination events, approved by the Core Partner; a Summary of Results; a minimum of two Dispatches; a minimum of seven Press Releases; a Donor/Diplomatic-Community PowerPoint presentation; a Dissemination Report (including a listing of press coverage, and clippings); a report on the Donor Briefing; and an auditable Final Financial Report.

The contractual terms requiring that all specified deliverables be received before a payment can be made will be strictly enforced. Core Partner Project Managers will be responsible for certifying, ***in writing***, to finance staff that all of the required deliverables have been received before a payment can be authorized.

In addition, the contracts will contain penalty clauses that will apply in the case of either late uploading of interview files, or late release of results. Again, these clauses will be strictly enforced in Round 8. There will be provision for requesting extensions with cause, but these will be granted on a case-by-case basis.

A sample Round 8 Letter of Agreement can be found in Appendix 2.

Note that the Network includes a wide variety of partnerships. In particular, in a few countries, the NI will not implement fieldwork directly. Rather, data will actually be collected by specialized data collection firms contracted either by the NI, or, more often, by the Core Partner directly. The details of the contracts will be adjusted accordingly. It is essential to note, however, that even when contractors are collecting the data, NIs are still expected to play a central role in project implementation, including participating in training, monitoring and overseeing fieldwork implementation and dissemination of results. The NI's role will remain especially important with respect to quality control of fieldwork. They should ensure that Contractors fully understand Afrobarometer methodology and protocols, and that these protocols are being followed in the field. Contractors must provide NIs with a full schedule and route plans for the Field Teams, and NIs should conduct independent checks of fieldwork quality and supervision. If an NI raises concerns about the quality of the survey work and finds the Contractor is not responsive in immediately correcting the problems, the NI should contact the Core Partner immediately to convey their concerns.

3.3 Team Recruitment

The quality of a survey is only as good as the caliber of the people who run it. The NI/NP and/or Contractor should therefore place a premium on recruiting a well-qualified and highly motivated Country Team. Some of the desired qualifications of Team Members include:

- Translators (including back translators), hired temporarily to translate the questionnaire, should have a good understanding of colloquial rather than just formal use of the language they are translating.
- In general, Field Supervisors should have at least a first undergraduate degree, as well as experience in collecting data and managing teams of fieldworkers, although candidates without a degree, but with extensive field experience, can be considered. Field Supervisors must also be trustworthy in handling project funds.
- Fieldworkers should have some university education, a strong facility in reading and speaking local languages, and an ability to relate to Respondents in a respectful manner.

In selecting all members of the Country Team, Afrobarometer encourages the recruitment of women. This is especially important at the Fieldworker level, where we strive for gender balance. Interviewer teams should be comprised of a minimum of 40% women, and a similar target should be set for Field Supervisors.

Fieldworkers should be selected on a competitive basis. The selection procedure may include tests of reading, speaking and comprehension of national and local languages and competence at following detailed instructions. We urge NIs to test more prospective Interviewers than are eventually trained, and to train more Interviewers than they will eventually hire. This will allow you to select the best performers, to weed out under-performers, and to keep a few trained replacements in reserve, in case of attrition.

It is essential that NIs issue **written letters of appointment** (see Appendix 7), including terms and conditions of service, to all persons hired to conduct Afrobarometer surveys. Terms and conditions should be discussed at the beginning of training, and letters of appointment should be completed with all selected Interviewers before fieldwork begins. Under no circumstances should Field Supervisors or Interviewers go to the field without a clear understanding of how much they will be paid (and for what) and how their field expenses will be covered. There is nothing so corrosive to field team morale, and thus to the quality of survey returns, as disgruntled Interviewers. Copies of all letters of appointment must be made available to Core Partner representatives upon request.

It is up to the NI to prepare a budget (see below) that provides strong incentives to Field Supervisors and Interviewers. If Survey Teams are adequately paid and provided with solid logistical support (transport, accommodation, meals), we are justified in demanding that they work hard. As the leader, the NI is charged with impressing upon the Field Teams the importance of the project and the need for everyone to do their best. Actual incentives paid to Field Supervisors and Interviewers should match the levels agreed with the Core Partner during the budget negotiation and contracting phase. The minimum daily rate for Fieldworkers will be the equivalent of US$25.

3.4 Sourcing of Tablets and Power Banks

Between Round 1 through 6, Afrobarometer collected data using the Pen and Paper Interview (PAPI) method. In Round 7, the network decided to move away from the PAPI method toward Computer-Assisted Personal interviewing (CAPI). Under the new approach, enumerators read questions from the screen of handheld tablets, preloaded with the questionnaire, to respondents. The network recognizes that several of its national partners were already doing studies that employed the CAPI method, using different types of software. The network will continue to use the CAPI method in R8, using SurveyToGo software (Section 7.1.2). National Investigators will be required to source tablets and accompanying power banks, using specifications provided by the Network Data Management Team. National Partners can either source new tablets or hire from other vendors and then rent them out to AB at a daily fixed rate of $1.50. National partners that already have existing stocks of tablets and power banks should consult with the Data management team to ensure that these match the AB technical specifications (Section 7.1.3)

3.5 Overall Survey Plan

In Round 8, Afrobarometer plans to continue the trend established over past rounds of steadily reducing the period of data collection. The R8 target is to complete all surveys within a space of 15 months. In order to meet this target, it will be essential for Core Partners and NIs to coordinate with each other in producing a survey schedule that meets the needs of both. We have learned from experience that surveys are best conducted at times other than (a) national election or referendum campaigns, (b) the rainy season, (c) any famine season, and (d) major national or religious holidays.

On the basis of the R8 survey schedule developed by the Fieldwork Operations Managers in consultation with the Core Partners, the NI and/or Contractor in each country will establish **target dates for each survey stage,** especially submitting the survey work plan, budget, drawing the sample, indigenizing and translating the questionnaire, mobilizing tablets and power banks, training the Interviewers, conducting fieldwork, entering and delivering data, and releasing results (see Appendix 3). Negotiations with the relevant Core Partner on the survey budget and the procedures for payments should be undertaken well in advance of the target fieldwork dates. In addition, and in light of the transition from the previous mode of data collection (pen and paper interviewing, PAPI) to electronic data capture (EDC), the Data Management team will need sufficient time for questionnaire programming, particularly in countries that use multiple local language translations (see Section 7 on Data Management). This calls for early planning from all NPs to ensure that survey timelines are met.

In the context of this transition to EDC and tighter deadlines we need to make communications about deliverables as efficient as possible, as any delays may have knock-on effects on fieldwork dates for subsequent countries. Core Partners will create a shared Dropbox folder for deliverables required by the Data Management team. NPs are to upload the deliverables on the relevant Dropbox as soon as they are available.

In Round 8 we are especially encouraging partners to complete sampling and questionnaire indigenization and translation stages well in advance of fieldworker training. The translation of questionnaire should be finalized at least a month before the training workshop and the NPs should have a final approved sample at least two weeks in advance of the fieldworkers training workshop. This goal

is reflected in the revised schedule of deliverables and payments incorporated into NP contracts discussed above.

NPs should refer to the checklist provided at Appendix 4, for the overall survey planning.

3.6 Survey Budget

Alongside this Survey Manual and the contract, the **approved survey budget** is the NI's main tool for managing the survey. The budget, which should be closely adhered to, indicates the resources available for various project activities. It is important that budgets reflect expected inflation rates as worked out by respective countries' national banks. Just as Core Partners must absorb foreign exchange rate fluctuations in funds received from donors, so National Partners and Contractors must absorb the fluctuations from the Core Partners.

When requesting survey funds and reporting on their expenditure, NIs should use the approved budget template format in Microsoft Excel, which will be available from Core Partner Project Managers. Some specific notes on the template include the following:

- Note that the maximum budget **allocation for Senior Management** – which includes the NI, co-NI, and any other members of the Senior Management Team designated by the NI – will be fixed regardless of the structure of the team.

- Budgets should indicate **daily rates for Interviewers and Field Supervisors**. As indicated, National Partners will be contractually obligated to pay the specified rates. Again, the minimum daily rate for Interviewers will be the equivalent of US$25.

- The category, which varies most across countries, in terms of the percentage of the budget, is **field transport**. Countries that are smaller, have better road/transport networks, and/or have more densely concentrated populations are likely to have much lower transport costs than countries that are larger, have poor road/transport networks, and/or have more dispersed populations.

- National Partners are **required to provide accident/health/death insurance** for all staff during the period they are hired to work on an Afrobarometer survey. If insurance costs are not included in the budget, the NP must provide the Core Partner with proof of existing insurance coverage. Afrobarometer urges NIs to give top priority to the personal safety of Interviewers but can accept no liability in the event of an accident.

- In lieu of including budget support for unspecified overheads, NPs should instead include line items for "other direct costs," e.g., communications, administrative support, venue rentals.

NPs must always keep in mind that funds cannot be disbursed until the required deliverables have been provided, and also that even once deliverables are received and a disbursement is approved, it can take anywhere from a few days to a couple of weeks to actually effect the transfers and receive the funds, depending on the banking policies in both the CP and NP countries. These factors should be taken into account when planning survey timetables and completing deliverables, especially when scheduling the training workshop. It is up to NIs to meet deadlines as outlined in their schedules in order to receive funds in time and keep project activities on track.

3.7 Next Steps: Sampling, Questionnaire Preparation and Training

The next steps in survey implementation include: indigenizing and translating the questionnaire (Section 4), and drawing the sample (Section 5). Training of Fieldworkers and Supervisors, including pre-testing the questionnaires, is described in detail in Section 6.

3.8 Fieldwork Deployment Plan

In general, the Country Team should be constituted along standard Afrobarometer lines (with at least 4 Field Teams, and with 1 Supervisor and 4 Interviewers per team). This Field Team structure fits neatly with the intended size of the sample, as follows:

If each Interviewer completes 4 interviews per day, then:
Each field team will complete 16 interviews per day, and;
Each field team will cover 2 EAs per day (@ 8 interviews per EA)
And 4 field teams will cover 8 EAs per day.

At this rate, it will take the 4 Field Teams 18.75 days, or **about three weeks** including rest and travel days; to complete a standard survey that covers 150 EAs and 1200 cases. It is up to the NI to devise the best combination of resources to get the job done in each country, but **the goal should be to complete all data collection in a period no longer than one month**. Our experience has been that a smaller, well-managed team produces data of higher quality (e.g., lower rates of missing data), although for countries with larger samples (2400 cases) and/or more interview languages, it will likely be necessary to increase the number of Field Teams to ensure that all fieldwork can take place within one month.

Once you know how many people you will have in the field and for how long and (based on the sample) where they will travel, it becomes possible to draw up a **fieldwork deployment plan**. This should estimate the requirements for transport, accommodation and meals in order to maintain teams in the field. Vehicles will have to be hired, rest houses booked, and per diems calculated for meals and incidental expenses. A set of route plans with a list of EAs to be sampled, the estimated dates of the visit, and the number of interviews to be conducted in each EA should then be prepared for each field team.

The **fieldwork deployment plan** should in large part be driven by the need to ***match Interviewers and their language skills with the languages spoken in the areas to be visited,*** so that opportunities for respondents to be interviewed in their language of choice are maximized, and best use is made of the questionnaire translations. We find too often that after putting considerable effort and resources into producing top quality translations of the questionnaire, they are in the end under-utilized. This occurs for a variety of reasons, but one critical factor in some cases has been a mismatch between the Interviewers deployed to a region and the languages spoken in the region. Interviewer language skills must therefore be made a central component in the development of the fieldwork deployment plan.

The **fieldwork deployment plan** should also be driven by the need to match interviewers and their language skills with the languages spoken in the areas to be visited, so that opportunities for respondents to be interviewed in their language of choice are maximized, and best use is made of the survey translations.

It is an Afrobarometer requirement that Interviewers **move together as a team** under the guidance of the Field Supervisor (FS). In other words, Field Teams should work each day in the same EAs, travel in a small group in the same vehicle, and stay together each night in the same accommodations. This arrangement facilitates the **field supervision** that is so essential to **quality control** in data collection.
In most cases, NIs should arrange to hire a 4x4 vehicle for each rural field team that is capable of off-road travel to remote sample sites. Where feasible, NIs may consider hiring 4X4 vehicles for field teams assigned to rural EAs from a central location. Alternatively, Field Teams may use public transport to

reach urban centers in other regions, and hire suitable transport for the team from there. In urban areas, or where the transport infrastructure is good, minibuses can be hired on a daily basis, but these should be dedicated to project activities only.

Deployment planning also involves preparing field kits for each team. For the Field Supervisor, these include a list of sample sites, EA maps, route maps, a few questionnaires in case some respondents would want to verify the use of the tablets as a replacement to hard copies of the questionnaire, letters of introduction, a flashlight with batteries, a ruler and a stapler (for questionnaires that come apart), a table of random numbers, rulers or a transparent grid (for selecting start points in the field due to EA substitution), etc. Following the introduction of EDC by the Network in R8, each Interviewer will need a tablet with a storage case and a e plastic storage bag to protect the gadgets from rain and harsh weather conditions. Each team will also need a power bank, multiple adaptors, as well as a spare back up tablet. All Interviewers and Supervisors must have either identification tags or bibs, clipboards, pens, numbered cards and personal raingear.

3.9 Obtaining Official Clearances

Seeking official clearance often just invites some officials to say "No." If possible, therefore, we proceed in this study on the assumption that we have the right to do so, i.e., without requesting official clearances.

In practice, however, we recognize that legal, political and traditional protocols may have to be observed. These can usually be addressed by obtaining an official research authorization or a letter of introduction from a national authority or paying a courtesy call to the local traditional leader. In general, we leave it to NIs to determine in their own circumstances, the extent to which such clearances are required and, if necessary, to obtain them. However, if there will be an obligation to actually submit the Afrobarometer questionnaire for official approval in order to obtain such clearances, National Partners are asked to inform Core Partners of this situation so that they can work jointly to determine how to meet these obligations without risking an attempt at state interference in the survey. **Under no circumstances can any changes be made to the questionnaire based on requests from state authorities**.

In cases where obtaining official clearance is a legal requirement, NPs should work on this process well in advance of fieldwork to avoid delays that might be caused by late approvals.

At minimum, FSs should carry a letter of introduction from the National Partner organization. And every Interviewer should have some form of official IDENTIFICATION like a badge that can be displayed on a shirt, a bib with the logos of Afrobarometer and the National Partner organization, or a briefcase with these identifying marks.

We never accept conditions that require approval by authorities of the content of the questionnaire or that require changes in question wording.

When in the field, we urge FSs to pay courtesy calls to local government authorities and traditional chiefs in the EAs in the sample. Local dignitaries should be informed; but, in order not to compromise the independence of the study, they should be strongly discouraged from accompanying the survey team during its work.

3.10 Planning Field Communications

The NI should plan ahead to establish daily communication with each Field Team. Based on experience, there are several different models. Cell-phones or phone cards can be issued to every Field Supervisor, along with instructions to call headquarters each day. The NI then becomes the hub of a wheel, communicating to each Team, the recommended way to deal with common field problems. Or a roving Field Manager / Quality Controller can be appointed to make the rounds, visiting teams while they are in the field in addition to monitoring their process via the EDC software. This personal approach has the advantage of providing an additional layer of hands-on quality control and a mechanism for carrying early returns back from the field.

3.11 Financial Control

While in the field, Field Supervisors are fully responsible for their teams, including their transportation and making accommodation arrangements. The NI must therefore issue each FS with sufficient cash funds to purchase fuel and lodging and to cover related contingencies. Or NIs may decide to distribute the resources broadly by issuing each Interviewer with a per diem advance. Either way, it is imperative that the National Partner Organization apply a strict system of financial control to obtain signatures for cash advances and to ensure that other project funds are properly spent, receipted, and accounted for.

3.12 Technical Collaboration

The Core Partners stand ready to assist NIs by providing Technical Assistance (TA) with survey planning and implementation. The level of TA provided will depend on the experience of the NI/NP, the CP's assessment of NI/NP capacity, and requests for assistance from NIs/NPs. In general, the CP would like to send a representative to each country at least once during the survey cycle even with experienced partners. Most often this visit will occur during Fieldworker Training. This collaboration helps to maintain Network ties, and reinforces the international dimensions of Afrobarometer. In many cases, CPs will visit countries on two occasions during the survey cycle (e.g., during training and again during release of results). New NPs will receive more intensive technical assistance. For most countries, a CP representative will at minimum, be present for 5-7 days during one or more of the following critical phases:

1) sampling and questionnaire translation;
2) Interviewer training, pre-testing;
3) fieldwork start-up and quality control;
4) Electronic data capture;
5) release of results.

As part of the transition from PAPI to CAPI, CPs will continue to provide technical assistance to NPs on data collection and management using EDC where necessary. This might call for some extended technical assistance during the implementation of R8surveys.

As much as possible, and especially during busy periods, CPs will draw on the expertise of experienced NPs to assist with technical collaboration in other countries.

Note, however, that the purpose of technical assistance is always to backstop and support NIs, not to perform their work for them or take over responsibility for managing key project tasks.

Section 4: The Questionnaire

4.1 The Round 8 Questionnaire

The Round 8 questionnaire has been developed by the Questionnaire Committee after reviewing the findings and feedback obtained in previous Rounds, and securing input on preferred new topics from a host of donors, analysts, and users of the data. As in previous survey Rounds, about two-thirds of the items from the Round 7 questionnaire remain the same, and about one-third are new items.. Some of the new survey topics in the R8 questionnaire include: Electoral Integrity; Globalism; Populism; Social Cohesion; Youth; Media; Taxation and Traditional leadership.

National Partners will be provided with a Master Questionnaire in English, French or Portuguese to serve as the basis for the questionnaire to be used in their own country. In general, it is essential to **strictly maintain the wording of questions** to preserve the comparability of results across countries and over time. But there are some exceptions. In fact, the first step in each country will be to "indigenize" the questionnaire. This consists of two tasks: 1) adding country specific questions; and 2) making the minor adjustments required on certain questions so that they fit the country context, e.g., by inserting country-specific categories and codes for languages and regions, by changing country references (e.g., from "Ghana" to "Botswana"), or by using the correct reference for government institutions (e.g., "Parliament" or "National Assembly"). Each of these tasks is described in detail below (Sections 4.2 and 4.3).

The next step is to have the questionnaire translated into local languages. This is one of the most critical steps in the entire survey process for obtaining good quality data from our interviews. The data are only comparable to the extent that the various translations of the questions ask the same thing and capture the same meaning. A detailed and by now well-tested translation protocol is described in Section 4.4, and NIs are expected to follow these steps carefully and completely.

Finally, in the latter sections of this chapter we will provide detailed information on both general guidelines for filling in the questionnaires, and specific information relevant to each of the three main sections of the questionnaire (introduction/sampling, core attitudinal questions, and contextual data). It is essential that NIs are fully conversant with these details so that they can convey them to Fieldworkers during the training workshop.

4.2 Country-Specific Questions

In the Round 8 questionnaire, five spaces are included for country-specific questions (CSQs), question 76 through 80. Well-developed CSQs can enhance public engagement with and visibility of the results. When Afrobarometer results touch on particularly "hot" issues in a country, e.g., the desirability of extending term limits in Nigeria, or satisfaction with constitutional reform in Kenya, then these specific results can serve as a "hook" to engage users, after which they may be introduced to other relevant findings.

NIs are therefore urged to make the best possible use of the opportunity offered by country-specific questions. The best topics for these questions can be identified in consultation with key stakeholders and potential users of the data. Actual question text should be tightly focused and clearly worded. If you have identified good question topics, but need help on refining question wording, Core Partners will be happy to assist. Because of the need to allow for sufficient time for the Data Management team to program CSQs alongside the generic questions, it is imperative that CSQs be generated and reviewed well ahead of the survey. Once the NP has generated the list of CSQs, they should be submitted in advance to Core Partners for review and approval. Core Partners will also share the proposed questions with the Questionnaire Committee for comments.

In general, it is best to insert the country-specific questions in the spaces offered on the questionnaire (Q76 – Q80). However, with approval of the Core Partner, exceptions can be made for questions that clearly fit in well in other parts of the questionnaire. However, it is **extremely important to maintain the existing question numbers** throughout the questionnaire. Otherwise, it will be very difficult to create a standard template for merging data sets from different countries and different rounds. Therefore, if you do insert questions elsewhere, give it the same number as the previous question, but add the three-letter country-specific suffix. For example, if Kenya adds an extra question on climate change after 72B, it will be labeled "Q72C-KEN," and the following question would still be Q73. The Country Specific Questions from Q76 through 80 should also be marked with the three-letter country-specific suffix. And even if all five of these question numbers are not used (e.g., if only three country-specific questions are inserted at this location in the questionnaire), all five question spaces should still be left in the questionnaire, with the same question numbers, and a note inserted after any that are not used indicating "Not asked in [your country]." The following question on tribal/ethnic identity should always have the number Q81. **Do not disrupt the number sequence** of the questions that follow Q81. If you have any questions about how to number country-specific additions to the questionnaire, please consult a Core Partner.

During Rounds 1-6 when Afrobarometer used Pen and Paper, the questionnaire had been developed using a "nested tables" structure. However, the nested tables structure proved difficult to edit and for adding or removing new questions. After shifting to CAPI method in R7, NPs were required to provide local language translations in Excel format. This resulted in numerous cases where the Excel versions of the instruments were more up to date compared to the Word version. During R8, the network will accordingly require NPs to provide the instruments in Excel format. From these, the network Data Management Team will generate a word version for record purposes. However, since the actual data will be captured on tablets, the paper version of the questionnaire will be used mostly during training. A few copies of the paper questionnaire will also need to be carried by field teams in the field as a backup. We advise that each field team member carry TWO copies of the paper questionnaire to the field as backup to be used in the event of failure of the electronic equipment. However, in the event that an enumerator captures data on paper, they should make sure to enter the data onto the tablets as soon as possible, preferably the same day of the interview.

4.3 Indigenizing the Questionnaire

4.3.1 The Indigenization Checklist

A detailed **indigenization checklist,** which identifies all of the questions that may require "localization" or "indigenization" to reflect specific country names, codes, institutions, etc., will be shared with all NPs together with the generic questionnaire document itself. In addition to checking all of the questions listed in the questionnaire, NIs are requested to go through the questionnaire with a fine-tooth comb to find any other questions or response sets that require "indigenization." For changes proposed to any question other than those listed in the indigenization checklist, the NI should confirm the change with the Core Partner.

4.3.2 Other Indigenization Notes

A few other notes on indigenization include the following:

1) For the location information on the first page of the actual questionnaire to be filled (i.e., the first page of the Master Questionnaire following the instructions on indigenization and other issues), please keep the label "Region/Province" on the first-order administrative division that is listed, and ensure that responses are coded using country-specific codes. If the name of the first-order administrative unit in your country is something other than region or province, e.g., "state" or "commune," you can **add** that label to the "region/province" label, e.g.,

"region/province/state." Please, provide these details ahead of time to allow for enough time to get them programed on the tablets.

2) Please do not change the name for the lowest-order location information, "EA number." This information should match the "official" EA identifiers (codes or labels) used in the sample frame, which may be either a string (name) or a numeric variable.

3) For the intermediate administrative levels or locations, however, the NI may indigenize by substituting the appropriate names for "district" and "town/village." It is also acceptable to collect data for more than two intermediate levels (e.g., in Uganda we collect district, County, Sub-county, Parish-ward, and Town/Village). This information is normally captured as string variables, and generally should match – in name, variable type, and number of variables included – the information that identifies each EA in the original sample frame.

4) Note that the EA identifiers in some countries do not provide a unique identifier for each EA. For example, there may be an EA number 001 in each District or Province X. In these cases, we require that National Partners insert an additional variable into their data set, labeled EA number_AB, which assigns a unique code to each EA, either 001 through 150 for data sets with n=1200 (and 8 interviews per EA), or 001 through 300 for data sets with n=2400. This allows the data set to be easily sorted by EA, which facilitates cleaning of certain variables and quality control of data, as well as analysis.

5) For national or local institutions, please be consistent throughout the questionnaire with the name used. For example, if the national legislative assembly in your country is referred to as "Parliament," then all questions that refer to this assembly should use the language "parliament" or "member of parliament", rather than having a mixture of references to "parliament" and the "national assembly." The same is true for references to local government and the executive branch.

6) Particularly when indigenizing questions about local government or the national legislative assembly, be sure that the indigenized reference that you use is consistent with that used in the master questionnaire. In particular, it is very important to preserve distinctions in the master questionnaire between references to "Parliament" or "the National Assembly" as an institution (e.g., Q20C, 29, Q40C, Q41B, Q52 (response option 1), Q53A), the representatives to those institutions collectively (e.g., "Members of Parliament", e.g. Q12B, Q38A, Q42B, Q52A) or an individual's *own* representative to that institution (e.g., "Your Member of Parliament", e.g., Q51B,). The same is true for references to institutions and representatives of local government (e.g., Q12A, Q38B, Q41D, Q42D, Q51C and Q52 response option 1.) Please be especially careful when indigenizing these references.

7) For any question that is not appropriate in a given country (e.g., questions Q54C about extremist groups, questions Q12D, Q38C, Q41K, Q42H, Q51D, Q87A-E, Q88, Q89A &B, Q90 about traditional leaders in Cape Verde, Sao Tome and Principe and other countries that do not have them, questions about local government in some other countries, etc.) the question should be blocked out and not entered. Be sure to consult with Core Partner data managers about these questions. Also, again, please be sure to maintain the original numbering from the Master Questionnaire for all remaining questions.

8) If NIs consider that particular wordings are not appropriate to their national context on any question (e.g., references to "your member of parliament" in countries that use PR list systems), they should propose substitute wordings (in writing) to the relevant Core Partner. Any proposed modifications will be reviewed by the Afrobarometer's Questionnaire Drafting Committee and may only be changed with their explicit written approval.

4.3.3 Country-Specific Code Assignments

Each country has been pre-assigned a prefix and a range of codes to use for questions that require country-specific response options. The assigned country-prefixes and code ranges for Round 8 are as follows:

Country	Country Prefix	Country Code
Benin	BEN	100-139
Botswana	BOT	140-179
Burkina Faso	BFO	180-219
Cape Verde	CVE	220-259
Ghana	GHA	260-299
Kenya	KEN	300-339
Lesotho	LES	340-379
Liberia	LIB	380-419
Madagascar	MAD	420-459
Malawi	MLW	460-499
Mali	MLI	500-539
Mozambique	MOZ	540-579
Namibia	NAM	580-619
Nigeria	NIG	620-659
Senegal	SEN	660-699
South Africa	SAF	700-739
Tanzania	TAN	740-779
Uganda	UGA	780-819
Zambia	ZAM	820-859
Zimbabwe	ZIM	860-899
Mauritius	MAU	900-929
Sierra Leone	SRL	930-959
Niger	NGR	1100-1139
Togo	TOG	1140-1179
Burundi	BDI	1180-1219
Cameroon	CAM	1220-1259
Cote D'Ivoire	CDI	1260-1299
Guinea	GUI	1300-1339
Ethiopia	ETH	1340-1379
South Sudan	SSD	1380-1419
Algeria	ALG	1420-1459
Egypt	EGY	1460-1499
Morocco	MOR	1500-1539
Sudan	SUD	1540-1579
Tunisia	TUN	1580-1619
eSwatini	SWZ	1620-1659
Sao Tome and Principe	STP	1660-1699
Gabon	GAB	1700-1749
Angola	ANG	1750-1799

Additional country prefix and country-specific coding ranges will be assigned to each country as it is added to the Afrobarometer Network.

4.3.4 Approval of Indigenized Questionnaires

Once the NI has "indigenized" the national language (English, Portuguese or French) version of the questionnaire, please send the whole document to your Core Partner Project Manager for review (the CP/PM will also solicit comments from the Operations Managers/Field and/or the Network Data Manager). The Core Partner will give you the go-ahead once the questionnaire is ready for translation into national and local languages.

4.4 Translating the Questionnaire

As mentioned, getting good quality local language translations is one of the most critical steps in the entire survey process. In the end, our data is only as good – and as comparable both within and across countries – as the quality and ***consistency*** of the local-language translations used to collect it. The following methodology should be used to ensure the best possible quality and consistency of local language translations.

The first step is to establish how many **local languages** will be used. This requires reconciling the particular geographic spread of the sample with the available budget resources, and the complications inherent in having too many local versions of the questionnaire. In principle, every language group that is likely to constitute at least 5% of the sample should have a translated questionnaire. In practice, because of the complications and costs introduced by too many versions of the questionnaire, it is desirable to limit the number of local language translations to no more than six, and preferably fewer. Countries and National Partners that have been part of the network for several Rounds should consult their Core Partner Project Manager and the Operations Manager (Fieldwork) to review the appropriate number of language translations to be maintained.

The NI should commission **experienced translators** to do all translation work. However, the NI should be cautious about hiring some professional translators who focus more on "formal" or "academically correct" versions of the local languages, rather than on the **day-to-day use of the language**. We recommend that NIs consider working with people who are experienced doing translations based on colloquial (everyday) use of the languages, especially journalists working at local radio stations or other media outlets.

In the case of languages that are written using scripts other than the Roman alphabet, which Interviewers may speak but not be able to read, it is suggested that the Interviewers work as a group with the translator to record the translation phonetically in a way that Interviewers can read and understand. Other concerns regarding languages of translations (e.g., where unwritten creole is widely spoken) should be discussed with the CP/PM and the Operations Manager/Field to reach an agreement about the best approach to translating questionnaires and establishing the language of interview.

4.4.1 Translation Protocol

To ensure equivalence of meaning during translation, the following five-stage protocol shall be adopted:

Stage 1: Hold an **initial conceptualization and familiarization** meeting with the translators to ensure that they understand the concepts, rationale and meaning behind each investigation item before they embark on translating. After this meeting translators produce their **first draft**.

Stage 2: After completing the first draft, convene a **synchronization meeting** between NI team and all translators to reconcile the local translations and the national language version. The purpose of this meeting is to ensure that all translations have captured in the same way the meaning and rationale of each item in the questionnaire. After this synchronization meeting, translators embark on producing their second draft of translations based on the discussions and review of the synchronization meeting.

Stage 3: The second drafts of each local language translations are given to an independent team for **blind back translation** back into the national language. These translators should not have seen or had any contact with the original national language version of the questionnaire.

Stage 4: A **second synchronization meeting** should be held between the back translators and the original translators to review the back translations. The original team of translators then further refines their translations based on the review of the back translations.

Stage 5: These revised translations are then submitted to **pre-testing** during the Interviewer/Supervisor Training Workshop and field practice. Feedback from the pre-tests should lead to final refinements of the translations to produce the final versions that will go to the field.

Please note that the local language translations should not be considered finalized and ready for use until after inclusion of the final input from Interviewer training and fieldwork pre-tests. The final local language translations should use the Afrobarometer questionnaire format to avoid confusion between the national language version and the local language translation. All final local language translations should be submitted in an Excel file to the Core Partner for inclusion on the Tablet when fieldwork starts.

Finally, it is important to recognize that it takes time to go through all of these steps and get good quality translations. NIs must start this process well ahead of the planned fieldwork dates so that the procedures can be carefully followed and there is not pressure to rush through translations in order to meet goals for fieldwork.

4.5 General Instructions for Filling in the Questionnaire

Following the shift from PAPI to CAPI in Round 7, fieldworkers no longer have to capture and record responses on paper. Under CAPI, fieldworkers capture data by selecting the appropriate responses on a tablet. However, since the programming is done to skip certain linked questions, it is important that fieldworkers be trained using the paper version of the questionnaire first. This will ensure that they familiarize themselves with all the questions including those that might be skipped due to the use of skip patterns.

The following are general points to keep in mind when filling in the questionnaire. The NI should ensure that all Fieldworkers understand these instructions:

- Selection of respondents will now be done automatically from the list of household members aged 18 and above that will have to be entered into the tablet at the beginning of the interview. Fieldworkers should always ensure that the selected respondent is the one to be interviewed. If the selected respondent is not at home at the material time, fieldworkers will have to follow standard Afrobarometer standard procedures, including arranging for callbacks or substituting the household if the respondent is not at home after several callbacks (see section on Fieldwork training and supervision and also on Sampling).

- **Select** the correct response from the available options for each question.

- **Answer all questions.** The EDC programming is designed to refuse to proceed to the next question until the fieldworker provides an answer to all questions. If a respondent answers "don't know" or "refused to answer," select the appropriate responses. . Linked questions that require a substantive response will automatically be programmed to be skipped in the tablet.

- It is important to read out all introductions and lead-ins to new sections. This gives the Respondent a break, and also puts them in an appropriate mental context. All words that the Fieldworker should read out are indicated in **bold.**

- *Instructions to the Fieldworker* are written in *italics* and are usually enclosed in square brackets [….]. These are not read out.

- Only read what is on the questionnaire. **DO NOT** paraphrase or interpret the questions. If necessary, repeat question slowly, or read the other translation. If people truly are confused, it is important to capture this with the "don't know" response.

- Interviews should follow instructions on each question about whether or not to read out response categories/options. Carefully observe all *Do Not Read (DNR)* instructions.

- Fieldworkers should only conduct interviews in languages in which they are fluent, as approved by the NI. All tablets will be programmed with all the languages for which the questionnaire has been translated. NIs are responsible for selecting teams with appropriate language skills to meet the likely language requirements on their assigned field route. Selecting Interviewers who speak several languages, and appointing teams with the maximum possible diversity of linguistic skills, is advised. The use of Electronic Data Capture enables fieldworkers to switch languages during the interview. However, Fieldworkers should only administer interviews in a language in which they are fluent and not to switch to languages they are not familiar with.

- When interviews are conducted in local languages, the questions and response categories should be read from the local language translation of the questionnaire **exactly as written**.

- Interviews should be conducted in the language of the Respondent's choice. If the Fieldworker is not fluent in the Respondent's preferred language, then either another Fieldworker with the necessary skills must be brought to the household to conduct the interview, or this should be marked as an unsuccessful call ("respondent did not speak a survey language") and the household substituted. If a respondent opts to switch to a language that the fieldworker is not conversant with, he/she should stop the interview and call for an enumerator who can continue with the interview in the new language.

- **Only conduct interviews in official survey languages and using official translations**. Afrobarometer does not allow any ad hoc "field" translations for Respondents who would prefer to conduct the interview in a language other than the national language or one of the official local language translations. Again, if a selected Respondent cannot be interviewed in one of the designated survey languages using an official translation, it should be marked as an unsuccessful call, and the household should be substituted.

- If, however, teams encounter small differences of dialect that require some modifications to an official translation in certain areas, these may be done. However, such changes should only be made in consultation with the NI, the minor modifications should be programmed into the questionnaire, and they should be implemented consistently by all members of the team in that area. The changes should also be recorded in field notes and reported in the national Methodology and Fieldwork report.

- The Afrobarometer methodology does NOT require that the Interviewer display the response categories to the Respondent on a written SHOW CARD. Since many of our Respondents may be non-literate, we consider this procedure to be confusing at best and intimidating at worst. Because we do not display show cards, Interviewers must learn to ask all questions (and, where necessary, offer all response categories) ORALLY.

4.6 The Contents of the Questionnaire

The questionnaire consists of three parts:

1. **Part 1** captures the steps for **selecting households and respondents**, and includes the **introduction** to the respondent and (pp.1-4). This section should be filled in by the Fieldworker.
2. Part 2 covers the **core attitudinal and demographic questions** that are asked by the Fieldworker and answered by the Respondent (Q1 – Q100).
3. Part 3 includes **contextual questions** about the setting and atmosphere of the interview, and collects **information on the Fieldworker**. This section is completed by the Fieldworker (Q101 – Q122).
4. Geographic data: A separate questionnaire will be administered by the Supervisor which will capture the general information on the EA. In filling this part, the Supervisor will be required to take pictures, where possible.

We will review each section of the questionnaire in turn.

4.6.1 Part 1: Introduction and Sampling

* **GPS of Location**. The interviewer will be required to capture the GPS coordinates of the selected household by selecting the "Capture GPS" button. The GPS locator will have to be turned on to enable the tablet to capture the coordinates.

***PSU/EA**: Every fieldworker selects whether the PSU/EA is in an urban or rural area. The team will be expected to agree on the designation of the PSU/EA and it is expected that the urban/rural distribution should exactly match the urban/rural distribution assigned in the sample.

***Area names**: The Interviewer is expected to select the appropriate area name (Province, region, District etc.). In some cases, the program will prompt the Interviewer to enter names of areas, such as village. It is important that all team members agree on the spelling of the names that require to be typed and use that spelling consistently.

***EA number**: All sampled EAs will have been entered on the tablet. Interviewers are expected to select the appropriate EA name in the area where they are working. The program will then confirm the EA number selected. At this point, if the Interviewer has selected a wrong EA number, go back and correct the mistake before proceeding. The next entry will require the Interviewer to once again confirm the EA Number by entering manually the EA Number by entering their number on the tablet.

*Household selection: The next screens cover household and respondent selection. Fieldworkers are responsible for both of these stages of sampling, though Field Supervisors will also assist with proper selection of households. The instructions on the questionnaire, which are explained in more detail in Section 5, must be **closely followed**.

***Date & Time of Visit**: Select "today" to capture the date of the first visit. If this is a callback, select the appropriate date from the options on the tablet. Select the time of visit in a similar manner. If no one is available on first visit, save the interview and continue from there during second visit. The Interviewer will be prompted to select again the date and time of the second visit.

* **Introductions**. Fieldworkers must administer the Introductions of the questionnaire **exactly as written**. The wording of these statements conveys information about the purpose of the survey and the neutrality of your organization. In addition, each Field Supervisor will carry a copy of an official letter introducing your organization and the purpose of the survey.

* **Respondent Selection Procedure**. Fieldworkers must closely follow the instructions in questionnaire concerning the Respondent Selection Procedure This involves selecting the correct responses to determine whether this interview must be with a man or a woman. The "first interview" box **only** applies to the very first interview that the Fieldworker conducts in the entire course of the survey (not the first interview each day). The purpose of gender alternation is to ensure an equal number of men and women in the sample. For the very first interview in the field, the Field Supervisor should assign half the group to start with men and the other half to start with women. Or a coin can be flipped to assign the first quota. Thereafter, the Fieldworkers alternate interviews by gender, starting each morning by referring back to their last interview of the previous day.

The Fieldworker then asks the person who opens the door if there are any citizens of the required respondent gender that reside in the household. If the respond answers yes, then the Interviewer is prompted to record the number of adult citizens of the appropriate gender that are aged 18 and above that live in the household. Based on the number given, the Interviewer will be prompted to request the names of all the persons in the household of the appropriate gender. **Note that only citizens of the country who are 18 years old or older on the day of the survey are considered as eligible respondents**. After entering the names, the Interviewer will be prompted to ask the ages of all the eligible respondents and enter them. If the age provided is under 18, the program will not accept and the Interviewer should verify the age. If the person is under-aged, then scroll backwards to the page where the number of eligible respondents is entered and correct accordingly.

After entering the names of all the eligible respondents in the household of the appropriate gender, the tablet is programmed to randomly select a respondent from the list of names that have been entered.

If the selected individual is at home and is willing to proceed, the interview can take place there and then.

* **Call Backs**. If the randomly selected Respondent is not at home, the Interviewer must make an appointment to meet that person at a later time. Interviewers must make one return visit. Only if the selected individual is not present at the time of the call-back may the Fieldworker substitute another household. Remember: **We substitute households, not individuals**. So, go to the very next household and repeat the Respondent Selection Procedure.

* Unsuccessful **Calls**. Interviewers must record the reasons for unsuccessful calls by selecting the appropriate response from the options offered for unsuccessful calls. The instrument has been programmed to direct the interviewer to the appropriate decision based on the reasons offered for an unsuccessful call.

***Introduction to respondent**. Once the interviewer has ascertained that the selected respondent is available to be interviewed, they should proceed to ask for the selected respondent for interview. Fieldworkers must administer the Respondent introduction **exactly as written**. The wording of these statements conveys information about the purpose of the survey and the neutrality of your organization.

***Respondent consent**: The introduction also secures the Respondent's **informed consent**, thereby meeting the ethical standards of Afrobarometer research. The Introductions also assure Respondents that their responses will be kept **confidential**. National Investigators are responsible for instructing Fieldworkers about the principles of informed consent and for ensuring that every Fieldworker signs a **Research Ethics Agreement**. The ethics form can be found in Appendix 6.

***Language of interview**. Fieldworkers should begin by reading out the language options available for the survey. Allow the respondent to choose the language they would like to be interviewed in. The interview should proceed only if the interviewer is conversant with the language option of the respondent. If respondent chooses a language choice that has been translated but the interviewer does

not speak it, then they will be prompted to inform the respondent that they will request another interviewer who speaks their language to come at a later time to conduct the interview.

***Date and Time for start of interview**. To complete Part 1 of the questionnaire, the Interviewer records the date and time of the start of the interview by selecting from the options on the tablet.

4.6.2 Part 2: The Core Attitudinal and Demographic Questions

The core of the questionnaire contains 100 questions in various conceptual areas.

*To repeat, Interviewers must ASK QUESTIONS EXACTLY AS WORDED.

*In the section that includes questions about democracy, Q21, Q31, and Q36, Q37, Q64B, Q90 always read the question in the language of the interview, but always read "democracy" in the national language (i.e., English, French, Portuguese or Swahili). Translate "democracy" into the local language only if the respondent does not understand the national-language term. Be sure to ask ALL questions of ALL respondents, even if they have difficulty understanding the term "democracy."

*Many questions on this instrument are set up in an **A/B "forced choice" format**. As in Q19A and 19B and the sequence beginning with Q22, Respondents are asked: "Which of the following statements is closest to your view? Choose Statement A or B" (of "Choose Statement 1 or Statement 2"). After the Fieldworker has read both statements and elicited either an "A" or a "B" (or "Statement 1" or "Statement 2"), s/he should probe for strength of opinion by asking "Do you agree, or agree very strongly?" The Fieldworker should be trained and supervised to ask the question exactly this way.

*Some sets of questions are linked, with instructions that require, for example, that *"If No to the previous question, then select Not Applicable on this question."* See, for example, Q81 and 82A&82B. For questions that are linked, the tablet will automatically take you to the corresponding question. However, when entering the data manually on the paper questionnaire, Interviewers must be trained and supervised to execute these instructions accurately. Sets of linked questions include the following:

thisint * Q101 (gender)
prevint * thisint (gender)
reasons for unsuccessful calls (nocall), households 1 – 7
Q15C * Q15D
Q35C*35D
Q44A * Q44B * Q44C
Q44D * Q44E * Q44F
Q44G * Q44H * Q44I
Q44J * Q44K* Q44L
Q44M * Q44N* Q44O
Q48pt1 * Q48pt2 * Q48pt3
Q59A * Q59B-F
Q65A * Q65B * Q65C*Q65D
Q72A*Q72B
Q81 * Q82A-B
Q91A * Q91B
Q92F * Q92G
Q94A*Q94B
Q95A * Q95B
Q96B * Q96C
Q98A *Q98B
Q112 * INTVNO, Q111, Q112, Q113, Q114, Q115, Q116, Q117, Q118, Q119

Full details of all sets of linked questions and how to clean the data for them can be found in Appendix 10.

*Some questions call for multiple responses, e.g. see 48pt1-pt3, and Q119. This is indicated in the instruction and in the heading to the response columns. An instruction that says *Accept up to three answers* means that either one, two or three answers are acceptable, depending on how many opinions the Respondent has. If the Respondent does not have a second or third response, then the Interviewer must select the appropriate code (usually 9996 = no further reply) in the relevant column.

*Q81 requires the Interviewer to elicit an ethnic group from the Respondent. Please note that this identity, exactly as the Respondent has stated it, will be looped into the wording of the next two questions (Q82A and Q82B).

4.6.3 Part 3: Contextual Data and Interviewer Information and Certification

*At the end of each interview, fieldworkers will be prompted to record the time the interview ended by selecting the time on the tablet.

*Fieldworkers have additional responsibilities for data collection **immediately after the interview is complete**. On the basis of their own observations before, during and after the interview (rather than by asking Respondents) they record the conditions under which the interview was conducted. These data are recorded as responses to an additional 10 questions in Part III of the questionnaire (Q101 - 110). For example, Fieldworkers record the conditions of the interview (Q106-109) and the attitude of the Respondent (Q110).

*Interviewers also complete some demographic information on their own background (Q111-119). This set of systematic questions provides researchers with additional options for analysis. It becomes possible, for example, to test whether conditions in the locality systematically affect popular attitudes. It also becomes possible to examine whether the presence of others during the interview causes Respondents to self-censor or otherwise change their opinions.

*Q120 allows the Fieldworker to write down other observations not covered by questions about the interview setting.

*Q121 requires the Fieldworker to certify with his/her signature that all Afrobarometer sampling and interview protocols were followed. We regard this signature as ethically and legally binding.

*Q122 similarly allows the Field Supervisor to record observations, and finally, Q123 requires the Field Supervisor to certify with his/her signature that all Afrobarometer sampling and interviewing protocols were followed. This signature, too, is regarded as ethically and legally binding.

Section 5: Sampling

5.1 Introduction

This section presents a standard protocol for drawing a **national probability sample** for an Afrobarometer survey. It is important to remember that regardless of whether or not a previous survey has been done in a country, **an updated sample frame must be obtained and a new sample must be drawn for each round of Afrobarometer**. National Partners should therefore ensure that samples being submitted for Round 8 surveys have been checked against Round 7 surveys to ensure they are not the same.

Sampling is one of the most technically complex stages of the survey process. A recurring challenge in previous survey rounds has been timing of sample preparation and review relative to desired dates for Fieldworker Training and planned start-up of fieldwork. It is essential that samples be completed well in advance of training so that maps can be obtained, route plans drawn up, start-points selected, and all other essential pre-training tasks completed. The use of Electronic Data Capture has made the need to finalize sampling early in the survey planning process even more imperative. The Data Management team now need to capture enumeration areas and other geographical details as part of the programming process. However, in many countries, samples have not been drawn and submitted for review until very shortly before planned dates for Interviewer Training. Since samples require careful review and sometimes require several exchanges between the NP and Core Partners and/or the Sampling Specialist to clarify and finalize all details, this has sometimes forced NPs to delay training and fieldwork until samples are complete. This is the reason (along with similar issues related to indigenizing and translating questionnaires) that we are strongly encouraging partners to complete sampling and questionnaires well in advance of planned dates for Fieldworker Training and the start-up of Fieldwork.

The standard sample size for Round 8 surveys will be 1200 cases. However, depending on availability of funds, some countries may have larger sample size of more than 1,200.

The sample is designed as a **representative cross-section** of all citizens of voting age in a given country. The goal is to give every adult citizen an equal and known chance of selection for interview. We strive to reach this objective by (a) strictly applying **random selection methods** at every stage of sampling and by (b) applying sampling with probability proportionate to population size (PPPS). A randomly selected sample of 1200 cases allows inferences to national adult populations with an average margin of sampling error of no more than plus or minus 3 percentage points (2.8 points, to be exact) at a confidence level of 95%. If the sample size is increased to 2400, the margin of sampling error reduces to plus or minus 2%.

5.2 Sample Universe

The sample universe for Afrobarometer surveys includes all **citizens of voting age** within the country. In other words, we exclude anyone who is not a citizen and anyone who has not attained this age (usually 18 years) on the day of the survey. Also excluded are areas determined to be either inaccessible or not relevant to the study, such as those experiencing armed conflict or natural disasters, as well as national parks and game reserves. As a matter of practice, we have also excluded people living in institutionalized settings, such as students in dormitories, persons in prisons, police/military barracks, hospitals/nursing homes, or quarantined areas. Other adaptations may be necessary within some countries to account for the varying quality of the census data or the availability of census maps. We also recognize that across all countries where we work, attaining voting age is not necessarily the same as attaining 18 years. Where we find voting age to differ from 18 years, we have restricted our sample universe to citizens who have attained 18 years of age, and not voting age.

What do we do about areas experiencing political unrest? On one hand we want to include them because they are politically important. On the other hand, we want to avoid endangering Fieldworkers or stretching out the fieldwork over many months while we wait for the situation to settle down. Because it is difficult to come up with a general rule that will fit all imaginable circumstances, we make judgments on a case-by-case basis on whether or not to proceed with fieldwork or to exclude or substitute areas of conflict. National Partners are requested to consult Core Partners on any major delays, exclusions or substitutions of this sort.

5.3 Census Data

NI's will use the most recent official national census data as the sampling frame for Afrobarometer surveys. Where recent or reliable census data are not available, NIs are asked to inform the relevant Core Partner before they use any other demographic data. Where the census is out of date (usually more than about five years old), NIs should consult with the national census or statistics office to obtain official population projections, or with a demographer to obtain the best possible estimates of population growth rates. These should be applied to the outdated census data in order to project population figures for the year of the survey. It is important to bear in mind that population growth rates will vary by region and (especially) between rural and urban localities. Therefore, any projected census data should include adjustments that take such variations into account. Wherever possible, the sample frame should exactly reflect the population of the sample universe, i.e., including only citizens aged 18 and above. However, if adequate data or projections are only available at the total population level (rather than adults only) this is a next best option. Please note that Afrobarometer requires the use of population data, not the number of households, as the basis for stratification and for drawing the sample.

We also ask NPs to provide the Network with information on how "urban" (and "semi-urban", where applicable) areas are defined in their census frame. Since countries use different criteria to determine what constitutes an urban population, it is important that we capture this information in our samples for comparative purposes. The total population excluded from the census frame should also be fully reported, preferably indicating the specific affected strata, such as region/province name and the respective urban/rural status. The reason for such exclusion should also be clearly stated in the sampling report (see Section 5.8.3).

To obtain all of this information, we urge NI's to establish collegial working relationships with professionals in national census bureaux, not only to obtain the most recent census data, projections, and maps, but to gain access to sampling expertise. NI's may even commission a census statistician to draw the sample to Afrobarometer specifications, provided that provision for this service has been made in the survey budget, and the census office is willing to provide sufficient details on the sample drawn so as to meet Afrobarometer's requirements for reviewing and approving the sample. In addition, as NPs increasingly engage over the long term with Afrobarometer stakeholders (see Section 9.1), they should consider including members of the statistics/census office among this group. These individuals are often interested in knowing and being engaged with how their census data and samples are put to use, and they also have an understanding of sampling methodologies that can be a valuable contribution in public discussions of these issues. Statisticians may also be interested in conducting their own analyses of Afrobarometer data.

Where NPs would find it helpful, the Network will be able to provide a letter of support on behalf of the NP to the census or statistics bureau and/or the relevant ministry, that provides an introduction to Afrobarometer, highlights the Network's international status and standing, and requests the bureau's assistance and cooperation as a contribution toward maintaining the Network's high quality standards. NPs should contact their CP well in advance of the start of the sampling process with contact details for the relevant offices and individuals to be approached if this action is requested.

Regardless of who draws the sample, the NIs should thoroughly acquaint themselves with the strengths and weaknesses of the available census data and the availability and quality of enumerator area (EA) maps. The exact census data used, its known shortcomings (if any), and the source or basis of any projections made from the data should be specified in the Sampling Report (see Section 5.8) and on the Survey Technical Information Form (see Appendix 12), and cited in country reports.

At minimum, the NI must know the size of the national population 18 years and over, the distribution of that population across regions, and the breakdown between urban and rural population within each region (or province) in order to specify how to allocate primary sampling units (PSU's) in the sample design. National investigators must obtain this data before they attempt to draw the sample.

5.4 Sample Design

Afrobarometer uses a **clustered**, **stratified, multi-stage, probability sample design**.

To repeat the main sampling principle, the objective of the design is **to give every adult citizen an *equal* and *known* chance of being chosen for inclusion** in the sample. This ensures that the survey results will provide an unbiased estimate of the views of the national voting age population. We strive to reach this objective by (a) strictly applying **random selection methods** at every stage of sampling and by (b) applying sampling with **probability proportionate to population size**.

To increase the precision of our estimate, we **stratify** our sample of 1200 (or the adjusted number of) interviews by the key social characteristics in the population, usually sub-national area (usually the first-order administrative division within the country, e.g., region or province) and residential locality (urban or rural). Stratification reduces the likelihood that distinctive types of people (e.g., those living in particular regions, belonging to particular ethnic or language groups, or living in the city or countryside) are left out of the sample. The **proportion of the sample allocated to each stratum** should be the same as its proportion in the national population as indicated by the updated census figures.

Because very few of our countries' census data provides a list of individual citizens for public use, we **cluster** them into units for which we do have reliable data, such as households and/or enumerator areas. Clustering also helps us achieve greater logistic efficiency and lower the costs of contacting our sample. For instance, the standard Afrobarometer practice is to cluster eight (8) interviews in a single primary sampling unit (PSU). This drastically reduces the costs we would incur compared to traveling to eight different PSUs to collect one interview in each. However, we must remember that whereas **stratification increases the precision** of our estimates, **clustering reduces precision**. All other things being equal, people who live closer together will tend to share more similar views due to the effects of common information networks, shared class or ethnicity, and similar factors.

The primary sampling unit (PSU) is the smallest, well-defined geographic unit for which reliable population data are available. In most countries, these will be **Census Enumeration Areas** (or EAs). From this point, we will use the two terms (PSU and EA) interchangeably. Most national census data and maps are broken down to the EA level. Given the Afrobarometer standard clustering of 8 interviews per PSU/EA, a sample size of 1200 must therefore contain 150 PSU/EAs (1200 ÷ 8). Larger samples will have a corresponding larger number of PSU/EAs. For example, samples of 1,600 will have 200 PSU/EAs (1,600 ÷ 8) while samples of 2400 will have 300 PSU/EAs (2400 ÷ 8). In some countries (e.g. South Africa), we have managed to distribute the sample to an even greater number of PSUs, by conducting 4 interviews per PSU, instead of 8.

To complete the process of sample design, we **allocate** the 150 PSU/EA's (or 200/300 with sample sizes of 1,600 or 2400 respectively) across the strata based on the proportion of the sample allocated to each. It is recommended that NPs should first share with the CP the suggested allocation for approval

(as a first step) before proceeding to select the sample. This way, it is possible to avoid re-selecting the sample in case the allocation needs to be revised.

For example, in a country with a sample size of 1200, if the urban areas of Province A constitute 10% of the current national voting-age population, then the sample allocation for this stratum should be 15 PSUs (150 PSU's x 10%). If the rural population of Province B constitutes 4% of the current national voting age population, then the allocation for this stratum should be 6 PSU's (150 x 4%).

Note that in some countries, the NI may be concerned that a random sample will miss or under-represent politically important minority groups or sparsely populated regions. It may be desirable to ensure that the number of cases collected from such groups or regions be sufficient to allow generalizations about the attitudes of this group. Under these circumstances, **over-sampling** is permissible. This has been done in previous rounds, for example, among Tuareg-populated regions of Mali, among Coloured and Indian minorities in South Africa, on Zanzibar in Tanzania, and in Northeastern Province of Kenya. The parameters for oversamples should be defined based on the same strata as those used for producing the nationally representative sample, and not on other population characteristics (e.g., "we will do an oversample in the districts X, Y and Z", rather than "we will do an oversample among people of ethnic group A"). Oversamples should be planned before the sample is drawn. In strata to be oversampled, the number of PSUs allocated to the strata should be increased as necessary, balanced by decreases in the numbers allocated to well-sampled strata. The NI should consult their Core Partner about any planned over-sampling and keep detailed records to allow accurate weighting factors to be calculated to correct for over-samples at the stage of data analysis.

5.5. Sampling

In multi-stage sampling, we select geographically defined *sampling units* of decreasing size at each stage. The Afrobarometer sampling process has **four stages in urban areas, and may have five stages** in rural areas**.** This is because in rural areas we may first select *secondary sampling units* (SSUs) in order to reduce the traveling distance between PSU's, and hence the costs of fieldwork. Wherever possible, and always in the first stages of sampling, random sampling is conducted with **probability proportionate to population size (PPPS).** The purpose is to guarantee that larger (i.e., more populated) geographical units have a proportionally greater probability of being selected in the sample.

IMPORTANT: The household and respondent stages of sampling are conducted primarily by Fieldworkers, with electronic data collection (EDC) support. Fieldworkers must be carefully trained and supervised to ensure that they follow Afrobarometer sampling instructions to the exact letter. These sampling instructions are summarized below and spelled out on the second and third pages of every questionnaire. Field Supervisors are responsible for ensuring that their teams of Fieldworkers understand their parts of the sampling methodology and execute them correctly.

NIs must ensure that the final list of the selected Round 8 sample Enumeration Areas (PSUs) is compared with any recent Afrobarometer samples in the country (at the minimum, Round 8 sample EAs should be compared to the Round7 sample EAs**) and obtain an indication of the number of EAs that have randomly appeared in both samples.** We note that based on the total number of EAs in the national sampling frame, each individual EA has a very slim chance of being re-selected, and even a small number of re-selected EAs (like 1 or 2) should be carefully reviewed to ensure the sampling procedure has not suffered any selection flaws.

To facilitate the process of reviewing the sample, NIs are advised to ensure that a unique official EA identifier is included in the list of the selected EAs for each sample EA. The fully unique official EA identifier codes are typically 9 or 12 digits long and are supplied by the official census office. Use of truncated EA codes or other non-official EA codes (such as our own serialized EANUMB_AB) is not part of this requirement.

The following sections detail the sampling process in rural and urban areas, respectively.

5.5.1. Sampling Rural Respondents – 5 Stages

In the first stage, we randomly select ***secondary sampling units*** (SSUs) in which we will subsequently select all rural primary sampling units. ***Note: This stage is skipped if the use of SSUs has not been approved for a country*** (see below)**.**

In the second stage, we randomly select two ***primary sampling units*** (PSU's) from within each selected SSU.

In the third stage, we randomly select ***sampling start-points*** (SSPs) within the selected PSUs.

In the fourth stage, we randomly select eight ***households*** within each selected PSU.

And in the fifth and final stage, we randomly select an individual ***Respondent*** from within each selected household.

We shall now deal with each of these stages in turn.

5.5.1.1 STAGE 1: Selection of Secondary Sampling Units (SSUs) in Rural Areas

Most Afrobarometer countries have large rural populations, often spread over vast distances. For most countries in Rounds 1, 2 and 3 we began our sampling by drawing a random sample of PSUs from a frame that included all of the PSUs in each stratum. But this often required traveling long distances between far-flung PSUs, with whole days often taken up by travel rather than conducting interviews. As a way of reducing the costs of travel, the Network introduced a prior stage of sampling in rural areas. In this stage, we will identify geographic areas that are larger than PSUs, but smaller than regions/provinces, and call these Secondary Sampling Units (SSUs). The number of SSUs to be selected in each rural stratum is determined by dividing the number of PSUs allocated to the respective rural stratum by 2. In practice, we first randomly select a sample of SSUs, and then 2 PSUs are randomly selected from each SSU. In effect, this causes an additional level of clustering of our sample, but if the level of the SSU is well-selected, the logistical benefits can be significant, without a major loss of precision due to the additional clustering.

There is, however, a caution regarding our use of SSUs. The ***SSU option should be used only where necessary in order to maintain the balance between loss of precision (through additional clustering) and budget-saving benefit***s. SSUs are not suited for use in countries with small geographical coverage, and we currently advise that the SSU should not be used in Lesotho, eSwatini, Malawi, Botswana, Mauritius, Benin, Cape Verde and Sao Tome & Principe. As a general rule, all NPs who wish to use the SSU option, no matter the country, should formally discuss this intention with the respective CP and the Network Sampling Specialist.

To select an SSU, it is best to start by identifying all of the levels of administrative division that are included in the national census frame. The first-order division is usually a region, province or state, and serves as the basis for stratification. The second-, third- and fourth-order administrative divisions (e.g., districts, divisions, communes, departments, etc.) on down to the EA as the lowest-order administrative division, should all be listed. Note that in some countries there may be as few as one or two such intermediate levels of administrative division, while in others there are as many as ten. List for your country those levels that are included in the census frame. For example, in Kenya, the first-order administrative division is county, which serves as the basis for stratification. The second-order division is district, third-order is ward, fourth-order is location, fifth-order is sub-location, and finally, the sixth-order division is the EA.

In order to select an SSU, it will be necessary to know, for each of these levels of administrative unit: (a) the number of units in the country (e.g., 47 counties, 290 districts (constituencies or sub counties,) 450 wards, etc.), and (b) the average number of EAs included in each level of administrative unit (which can be calculated from (a) if you know the total number of EAs). This information should be available from the census bureaux, but if not, it will be necessary to make estimates based on perusal of the census frame.

In selecting an SSU, it is necessary to use an administrative level that is high enough – i.e., that includes enough EAs – so that we do not lose major sectors of the population or overly-cluster our EAs. But the level must also be low enough so that selecting two PSUs within the SSU will actually provide logistical benefits relative to selecting PSUs without any additional clustering into SSUs. The actual level of administrative division selected for the SSU will differ from country to country, but the following criteria should be used:

- The units must be included in the census frame structure, so that it is possible to clearly distinguish the population of one SSU from another.
- The units must be distinct sub-units of the first-order administrative division (i.e., province/region); their borders must not span across provincial/regional boundaries.
- The units must be smaller than provinces, but larger than PSUs/EAs.
- The units should not be so large that, by leaving one or more out, we may exclude large or distinctive sectors of the population. There should be, at a minimum, 150 to 200 of these units from which to sample.
- The units should also be small enough so that they are completely or mostly either urban or rural.
- The units should not be so small that they result in an excessive degree of additional clustering. There should be a minimum of about 20 EAs per SSU.
- The identification of the appropriate administrative level for SSUs should be done in consultation with Core Partners and the AB sampling advisor.

Once the level of the SSU is selected, the NI or sampling specialist should compile a sample frame of SSUs for each rural stratum in the sample. Each SSU should be enumerated according to its **rural** voting age population. The desired number of SSUs should then be randomly selected from within each stratum using the probability proportionate to population size (PPPS) method, as described in Appendix 5 (SSUs with no rural population should have 0 probability of selection). The number of SSUs to be selected in each rural stratum will simply be the number of PSUs allocated to that stratum in the sample design, divided by two.

For example, if Country Y has 12 provinces, 300 districts, and several thousand enumerator areas, we would use district as our SSU. If the population is 80% rural, we need 120 rural PSUs, so we will randomly select 60 Districts/SSUs (120 divided by 2) in the first stage of sampling. Thus, our teams will now travel to 60 different districts to conduct interviews, rather than 120, resulting in an appreciable cost savings.

We would then create a sample frame of Districts for each rural stratum (i.e., the rural population of each province) in our sample, enumerated according to its rural population. We then use PPPS to randomly select the required number of SSUs from each list. For example, if Province A has 10% of

the total rural population, its sample allocation will be 12 PSUs (120 x 10%), which means we select 6 Districts/SSUs (12 divided by 2) in the province.

5.5.1.2 STAGE 2: Selection of Primary Sampling Units (PSUs) in Rural Areas

To repeat, primary sampling units (PSUs) are the smallest, well-defined geographic units for which reliable population data are available. In Stage 2, we randomly select two rural PSUs/EAs **from within each selected SSU.** There are two ways to do this, depending on whether or not we have accurate information on the actual population of each PSU. If so, then we create a sample frame for each selected SSU, with all of the PSUs in it enumerated according to their **rural** populations. We then randomly select two PSUs from this list, again using the PPPS method.

If, on the other hand, we do not have EA-level population information, but the EAs created by the national census bureaux are of equal or roughly equal population size, then we just need to number all of the PSUs in the SSU, and select two using a table of random numbers. This procedure, known as simple random sampling (SRS), will ensure that each EA will have an equal probability of being sampled.

Once the rural EAs have been randomly selected, they should be plotted on a national map. Use this map to plan out the deployment routes for the various field teams. The entire sample of 150 PSUs should be plotted on an administrative map of the country. The intention is to be able to show, at a glance, the spread and coverage of the sample to the whole country. In Round 8, we will continue plotting the selected sample together with the most recent population density on the same map to help show how well the sample matches the country's population distribution. Preferably, this map should be constructed with the help of the national census or cartography office. This map will be very useful during the release of results, and should be made with that purpose in mind. The inclusion of the population density plot, together with selected PSUs on the same map will help show quickly the PPPS relation in the selected sample.

The NI should also ensure that the list of selected EAs includes identifying information that can be used by teams to locate the selected EA. In most cases, EAs are identified by use of official codes provided by the census office. Experience has shown that in cases where the EA is identified with a code (and not a name that the local community in the EA can identify with), it is important to obtain additional information from the national census office which the team can use in consultation with the community in attempts to locate the selected EA. This additional information, which is also normally included on the map, includes physical features such as names of schools, health centres, shopping centres, water points, religious buildings, or household names. Physical identifiers, as far as possible, should be included for each selected EA in the list of the sample.

In some cases, a few EAs may be so inaccessible or so dangerous that **substitution** becomes necessary. As long as rural PSU substitutions never constitute more than 5% of all rural PSUs, it is acceptable to make them. The best method is to randomly draw another EA in the same stratum in the hope that it will fall in a more convenient location. This should however be done in consultation with the CP. Please record which EAs are substitutes and justify why they were substituted in the Sampling Report. If more than 5% of PSUs require substitution, then the NI should discard the entire Stage 1 rural sample and draw a new one.

When making substitutions, preferably done in the NI's office or by the census office, it is important to ensure that all in-coming EAs should share the same characteristics as the out-going EAs, except for the reasons that warrant the substitution. This means that EAs in urban areas should be replaced with Urban EAs, and that EAs in stratum A (such as Province/Region 1) should only be replaced with EAs from stratum A.

Note that it may occasionally be necessary to substitute EAs once teams are already in the field. Acceptable reasons for such a substitution include: insecurity, insurmountable opposition or interference from local authorities that makes it impossible to conduct fieldwork in the EA, disease outbreak, lack of accessibility due to absence or collapse of transport infrastructure (e.g., when a team in the field finds that there is no way to reach the designated EA, due for example to a flood that closes a road or a bridge that has been washed out). Such substitutions should of course be kept to a bare minimum, and ***should only be made in consultation with the NI***. The NI should help to select an alternate EA in area based on the same principles described above. These substitutions should also be explained in the Sampling Report. Note that lack of public transport to a location, or difficulty or delays that would arise from relying on public transport to reach an EA, are ***not*** considered sufficient grounds for substitution. Provisions should be made for hiring an adequate vehicle to reach any location that cannot be readily accessed via public transport.

5.5.1.3 STAGE 3: Selecting Sampling Start Points (SSPs) in Rural (and Urban) Areas

Within each PSU/EA, Field Teams travel to a randomly selected **sampling start point** (SSP). Thus, the number of start points is the same as the number of PSUs (150 or as determined from the final adjusted sample). A SSP is required so that Field Supervisors (FSs) know where their Fieldworkers should start to interview within each PSU (see next section).

Either in the office or in the field, the FS selects the SSP using one of the following three methods. Note that in some countries, the information available for each EA may vary across the country. For example, household lists and maps (or even aerial photographs) may be available for some EAs but not for others. Teams should always use *the best available method* for each EA, even if this means that multiple methods are used within a single country. The method or methods used in each country should be explained in the Sampling Report, which should clearly spell out how Sampling Start Points were determined. In particular, the report should explain the field-selection of the actual point from which household count was initiated if household lists were not available.

5.5.1.3.1 The ideal method (with household lists)

If possible, the FS should obtain a list of *all* households in each selected EA. Such lists may be available from the national census bureau, or the offices of district administrators or local government authorities. Household lists actually eliminate the need to select an SSP. Rather, once a list is obtained, the Field Supervisor should use a random numbers table to choose eight households, and send Fieldworkers directly to these households. A detailed map showing all households in the EA and matching them with the listed names is necessary to use this method. Note that if this method is used, it is not necessary to separately apply Stage 4: Selecting Households. Go straight to Stage 5: Selecting Individual Respondents.

5.5.1.3.2 First alternative method (where maps are available for the PSU)

If the census bureau has provided physical maps of each EA, but not household maps and lists, the FS can randomly select a start point using a grid. The FS places a ruler with numbers along the top of the map and a ruler with numbers along the side of the map (or a grid can be created on transparent paper that can be laid over the map). S/he then uses a table of random numbers (or a set of numbered cards) to select pairs of numbers, one for the top axis and one for the side axis, resulting in a random combination (e.g. “9 and 6.”) (note that each X-Y pair of numbers from the random number table is used only once). A line is then drawn on the map horizontal to the number chosen on the side, and another line is drawn vertical to the number chosen on the top. The point on the map where these two lines intersect is the sampling start point. The SSP is marked on the map, and the map is given to the field team for that area. The fieldwork team then travels as near as they can to the SSP, or to the housing

settlement that is nearest to the SSP. In rural areas, finding the SSP may require the field team to consult with local residents.

Because we never know in advance the actual condition on the ground in all the PSUs, it is recommended that the FS always choose a second SSP as a reserve or substitute in case the initial SSP is inappropriate or inaccessible. The second SSP can also be used as an additional starting point if, for example, there are not enough viable walking patterns (or directions) from the initial SSP to accommodate all four team members (see Section 5.5.1.4, below).

5.5.1.3.3 Another alternative (where maps are not available)

When maps are not available for the selected PSU, the following procedure should be used. The FS contacts a local government councilor or another official knowledgeable about the area and then sketches out on a piece of paper a basic schematic map of the EA that shows the rough location of housing settlements (e.g. villages), rivers, roads, churches, public facilities like meeting halls, or any other significant landmarks, as well as the outer boundaries of the PSU. The FS then performs the "alternative method" (described above in Section 5.5.1.3.2), and selects a SSP from the map.

It is important to note that the EA map (whether obtained from the census office or sketched while in the field) should be good enough to enable the field team to accomplish these two tasks. The map should clearly show the boundary of the selected EA, so that the team can restrict sampling only within the selected EA. Ideally the map should also highlight the household settlement pattern and approximate number of households across the selected EA, so that the FS can be certain which part of the EA is inhabited, and plan team deployment accordingly.

5.5.1.4 STAGE 4: Selecting Households in Rural (and Urban) Areas

Having arrived at the sampling start point, the Team is ready to select households. In a team of four, each Fieldworker should conduct two interviews per EA (4 Fieldworkers x 2 interviews = 8 interviews, the quota for the EA). Or, as suggested in 5.4, if 4 interviews are conducted in each EA, then each fieldworker should conduct only 1 interview per PSU.

For the purposes of Afrobarometer, **a household is defined as a group of people who presently eat together from the same pot**. By this definition, a household does not include persons who are currently living elsewhere for purposes of studies or work. Nor does a household include domestic workers or temporary visitors (even if they eat from the same pot or slept there on the previous night). And, in practice, we want to select our Respondent from among persons in the household who will be available for interview on that same day.

In multi-household dwelling structures (like blocks of flats, compounds with multiple spouses, or backyard dwellings for renters, relatives, or household workers), each household is treated as a separate sampling unit. Likewise, we note that in some communities a single compound or homestead may contain multiple households if different groups within the homestead eat out of different pots. NIs should discuss with Interviewers and Field Supervisors how to handle particular settlement patterns that exist within their country. If there are any questions about how to handle household selection in communities with unique settlement patterns, please consult with your Core Partner and the Network's sampling specialists.

The method for selecting households is as follows:

5.5.1.4.1 In well-populated areas, with single-dwelling units

Starting as near as possible to the SSP, the FS should choose any random point (like a street corner, a school, or a water source) being careful to randomly rotate the choice of such landmarks. From this

point, the four Fieldworkers follow this **Walk Pattern**: Fieldworker 1 walks toward the sun, Fieldworker 2 away from the sun, Fieldworker 3 at right angles to Fieldworker 1, Fieldworker 4 in the opposite direction from Fieldworker 3.

Note that in following their walk patterns, Fieldworkers may follow paths as well as roads. Nonetheless, Field Teams will sometimes find that there it is not easy to send Interviewers in four separate directions from a single SSP, for example if the start point is along a single road without junctions or paths leading into neighborhoods on either side. In these cases, one or more Interviewers should start from a separate location, usually the back-up SSP. Alternatively, some team members may be dropped further out along the same road, provided a sufficient interval is left between the two starting points to ensure that Fieldworker walk patterns will not overlap.

When interviews are to be conducted during the night by the whole team (excluding call backs), the team should use the moon or some other random landmark to begin the walk pattern (Field Supervisors should just make sure that interviewees disperse in directions opposite to each other).

Each Fieldworker should use a 5 / 10 interval pattern (i.e., an interval of 5 households for the first interview, followed by an interval of 10 households for the second interview) to determine which households to select. That is, walking in their designated direction away from the SSP, they will select the fifth household for their first interview, counting houses on both the right and the left (and starting with those on the right if they are opposite each other). Once they leave their first interview, they will continue on in the same direction, and select the tenth household (i.e., counting off an *interval* of ten more households), again counting houses on both the right and the left. Thus, the first selected household is located 5 households from the start point, while the second selected household is located 15 households from the start point. If the settlement comes to an end and there are no more houses, the Fieldworker should turn at right angles to the right and keep walking, continuing to count until finding the tenth dwelling.

5.5.1.4.2 In well-populated areas, with multiple-dwelling units

If the start point is a block of flats, or if the walk pattern includes a block of flats, then the Fieldworker should start on the top floor and work his/her way downwards, stopping at the fifth (for first interview) or counting off 10 flats (for second interview), counting flats on both the right and the left.

5.5.1.4.3 In sparsely populated rural areas, with small villages or single-dwelling farms:

In such areas, there may be only a few households around a given start point. We do not wish to over-cluster the sample by conducting too many (e.g., all 8) interviews in one small village. In these cases, the following guidelines shall apply:

If there are 20 or fewer households within walking distance of the start point, the FS shall drop only one Fieldworker there. The Fieldworker should conduct an interview at the fifth household from where they have been dropped off, and then count ten more to the 15th. If necessary, the FS should help the Fieldworker to identify the correct households before s/he departs with the rest of the team to other settlements.

If there are 21-40 households within walking distance of the start point, two Fieldworkers can be dropped there. They should start in the center of the settlement, and move in opposite directions, again counting intervals of five (to the first interview) and 10 (for the second) households. Again, before leaving the village, the FS must ensure that the Fieldworkers know precisely which houses they should contact.

If only one or two Fieldworkers can be dropped at the start point, the rest of the team should drive to the nearest housing settlement *within the same EA and closest to the SSP*, where the next one, two or three Fieldworkers shall be dropped according to the same rule. And so on.

If there are more than 60 households, the whole team can be dropped and interviewing proceeds as usual (as described in 5.5.1.4.l).

5.5.1.4.4 In sparsely populated areas, with commercial farms:

In countries where commercial farms are large and contain populous settlements of farm workers, effort should be made to avoid collecting all eight interviews for that EA on one farm. To do this, the Field Supervisor should drop two Fieldworkers at the first farm (either the first randomly chosen from a comprehensive list of farms within the EA, or the first nearest the randomly selected start point), and then drop the remaining two Fieldworkers at the next farm. Once the first two are finished, they are moved to another farm for two more interviews, and the same with the second pair, so that eight interviews are obtained from four separate farms in each EA. *It is important that all selected farms are within the selected EA.* Households should be chosen from lists of households on the farm, or by using a standard walk pattern. Remember to include both the farm owner's and farm workers' dwellings on the lists or on the walk pattern. Once the teams' eight interviews are completed, the Field Supervisor should move the team on to the next selected EA and repeat the procedure. Again, before moving on, the FS must ensure that the Fieldworkers know precisely which houses they must contact.

5.5.1.5 STAGE 5: Selecting Individual Respondents in Rural (and Urban) Areas

In Rounds 1-6, enumerators were responsible for randomly selecting respondents from households. However, the shift to using EDC in R7 made it possible to transfer some of the sampling responsibility from the enumerator. Instead, the enumerator is only responsible for entering the names of all adult members of the appropriate gender in the household. The tablet then randomly selects a respondent from the list of adult members of the appropriate gender to be interviewed.

To ensure that women are not underrepresented, Afrobarometer sets a **gender quota** of an equal number of men and women in the overall sample. To accomplish this quota, the gender of Respondents is alternated for each interview. First, the Fieldworker determines from his or her previous interview whether a man or a woman is to be interviewed. The Fieldworker then lists (in any order) the **first names** of all the household members of that gender who are 18 years and older, even those not presently at home but who will return to the house that day. From the list (which is numbered, see page 4 of the questionnaire), the tablet randomly selects the actual person to be interviewed. The Fieldworker should interview only the person selected and no one else in that household.

If the person selected **refuses** to be interviewed, the Fieldworker replaces the **household** by continuing the walking pattern and selecting the 10th dwelling along the road or path, again counting households on both the right and the left. However, if the selected respondent is underage (i.e., below 18), the interviewer should go back to the list of eligible respondents and remove the under-age person and request the tablet to select another name from among the eligible respondents and interview that person (see interviewer instruction for Question 1).

Note: In Afrobarometer, we substitute households, not respondents. Under no circumstances must the Fieldworker substitute another individual in the same household for an eligible Respondent selected randomly by the tablet. It is not acceptable, for example, to substitute a spouse, parent, child, sibling (or domestic worker or visitor) in the same household for a selected Respondent who is eligible but happens not to be at home at the time.

If there is no one at home in the selected household on the first try, the Fieldworker should make **one call-back** later in the day. If the selected Respondent is not at home, a call-back will again be necessary.

The Fieldworker should make an appointment to meet the selected individual later in the day. It is also acceptable for the Fieldworker to enquire about the whereabouts of the selected Respondent (they may perhaps be at work) and, if nearby, to walk to that place to conduct the interview.

If the call-back is unsuccessful, say because the Respondent has still not returned home for the appointment, then, and only then, the Fieldworker may substitute the household. If the house is still empty or the selected Respondent is not at home at the time of the call-back, the Fieldworker must substitute that household with the **very next** household found in the direction of the walk pattern. This slight change in the walk pattern is necessary under these circumstances since the Fieldworker may already have had a successful call earlier in the day in the household that is located at the next default sampling interval.

5.5.2 Sampling Urban Respondents

Because urban interviewing sites are usually fairly close to one another, introducing SSUs in urban areas would achieve no real reduction in travel costs. To sample urban Respondents, we therefore skip the first stage of selecting SSUs described above, and proceed directly to selecting primary sampling units. Thus, in urban areas:

> In the first stage, we randomly select urban ***primary sampling units*** (PSUs).
>
> In the second stage, we randomly select ***sampling start-points*** (SSPs) within the selected PSUs.
>
> In the third stage, we randomly select ***households*** within each PSU.
>
> And in the fourth and final stage, we randomly select individual ***Respondents*** from within the selected households.

We shall deal with each of these stages in turn.

5.5.2.1 STAGE 1: Selection of Primary Sampling Units (PSUs) in Urban Areas

In order to select the actual PSUs/EAs in which we will conduct our urban interviews, the NI or sampling specialist will compile a sampling frame of all PSUs/EAs in each urban stratum. We then consult the sample design to determine the total number of urban PSUs to select from each stratum.

To select the individual PSUs, we use one of the two methods described above in Section 5.5.1.2. That is, if we have accurate information on the actual population of each PSU, then the sample frame will be enumerated according to the urban voting age population of each, after which PSUs will be randomly selected using PPPS (see Appendix 5). Any PSU/EA with little or no urban population should have 0 probability of selection.

If, on the other hand, we do not have EA-level population information, but the EAs created by the national census bureau are of equal or roughly equal population size, then we just need to number all of the PSUs in the strata, and select the desired number using a table of random numbers.

As with rural sampling, selected EAs should be plotted on a national map, and any candidates for **substitution**, due, for example, to insecurity, should be identified. Urban substitutions should never constitute more than 5% of all urban PSUs. Again, the best method is to randomly draw another EA in the same strata in the hope that it will fall in a more convenient location. Please record which EAs are substitutes and justify why they were substituted in the Sampling Report. If more than 5% of urban PSUs require substitution, then the NI should discard the entire Stage 1 urban sample and draw a new one.

5.5.2.1.1 Additional Stratum (Optional)

In urban areas that have extremely diverse housing patterns, the NI may choose to add an additional layer of stratification to increase the likelihood that the sample does not leave out **high-density (especially informal) settlements**. Using a street map, a city or town can be divided into high- medium- and low-density areas. It can then be required that PSUs are represented equally (or better yet, in proportion to population sizes, if these are known) within the sample for that city or town.

5.5.2.2 STAGE 2: Selecting Sampling Start Points (SSPs)

The procedures for selecting Sampling Start Points are the same in both rural and urban areas, so this is exactly the same as Stage 3 in rural areas. See Section 5.5.1.3 above.

5.5.2.3 STAGE 3: Selecting Households in Urban Areas

The procedures for selecting households are largely the same in both rural and urban areas, so see the discussion of Stage 4 sampling in rural areas above (Section 5.5.1.4). Most urban areas will fit the housing patterns described in Sections 5.5.1.4.1 and 5.5.1.4.2.

5.5.2.4. STAGE 4: Selecting Individual Respondents

This is exactly the same as Stage 5 of rural sampling. See Section 5.5.1.5 above.

5.6 Reducing Household Substitutions

We urge NIs to use good forward planning to minimize the need for substitutions at all stages of sampling, whether for Primary Sampling Units (PSUs) or, most importantly, for households. This section offers some suggestions for achieving this.

Many household substitutions seem to occur because of the timing of the interviews. Our data show that most interviews take place between 8:00 am and 6:00 pm. We can minimize substitutions through the following means:

i. Plan around the working timetables of rural or urban communities. This means, for example, scheduling interviews to take place towards the end of the day in some areas.

ii. In urban areas, gender quotas are often difficult to meet because a lot of men are at work, especially when interviews are conducted during the week. We therefore advise that interviews in urban areas be scheduled to include weekends. When planning deployments in urban areas, ensure that at least one day of interviews falls on a weekend.

iii. If a minority language group is in the sample, NIs need to plan ahead to ensure that field teams have the right translations of the questionnaire. This means drawing the sample well before the other fieldwork activities.

Note: It is crucial that Fieldworkers clearly record in the table on the questionnaire each household visited, and the reason for substitution.

5.7 Sampling Back-Check

Before leaving the PSU/EA, the FS should randomly select one of the eight households in which an actual interview was conducted. The FS should first make sure that the sampling interval along the walk route was correctly followed. They should then locate the person who was interviewed and ensure they

were of the correct gender and were actually the Respondent selected by the Respondent selection procedure. Finally, they should also check basic information like their age and level of formal education.

5.8 Sampling Reports

Each National Partner must submit a Sampling Report to the Core Partner that includes all of the following information:

1) Source of sampling frame, including whether it has been updated (i.e., use of population projections), and if so, by who
2) Name, title and affiliation of those drawing the sample
3) Total national population. Also state the total excluded population, broken down by region/province and urban/rural status, and reasons for such exclusion (see Section 5.3 above).
4) Basis of stratification
5) Official definition of "urban" and any other relevant designations (e.g., semi-urban or other strata) used in the sample frame
6) Population of each stratum
7) Initial sample allocation (PSUs per stratum)
8) Basis for oversampling (if any)
9) Adjusted sample allocation (for oversampling, if any)
10) Table of administrative divisions, including name and total number of each, for selecting SSUs (those included in the census frame only)
11) Sample of selected SSUs in each rural stratum, with population of each
12) Sample of selected PSUs in each rural stratum, with population of each
13) List of rural PSU substitutions, with justification for each (and including population of each replacement PSU)
14) Sample of selected PSUs in each urban stratum, with population of each
15) List of urban PSU substitutions, with justification for each (and including population of each replacement PSU)
16) A (small) map showing the approximate location of each PSU plotted together with the country's population-density on the same map
17) An explanation of what method(s) was used to select Sampling Start Points (SSPs) in each EA based on what information was available to Field Teams (e.g., household lists and maps, official EA maps, or no official maps)
18) Provide a brief statement on:
    (a) Why adult population size was not utilized (if applicable) as measure of size at both allocation and selection stages,
    (b) Number of EAs in Round 8 sample that are were also selected in the Round 7 sample,
    (c) The approximate number and proportion of the country's national population (if applicable) that is excluded from the study at allocation. Usually this would constitute large areas that are excluded from the sample altogether due to insecurity or inaccessibility reasons, but excludes EAs replaced due challenges during fieldwork,
19) Notes on any other issues that arise during sampling.

Section 6: Fieldwork Training and Supervision

NOTE: The Interviewer Training Workshop is perhaps the single most important event in the Afrobarometer survey cycle, because it offers the best opportunity to establish consistent standards for data collection.

This section lays out the arrangements for training Fieldworkers and Supervisors for Afrobarometer surveys. It also specifies the role of the Fieldwork Supervisors and Fieldworkers. Funds permitting, surveys will be conducted in up to 35 countries in Africa during Round 8, and all the countries will be using the same instrument (questionnaire). It is therefore ESSENTIAL that all countries strive to maintain the same standards in data collection. This Section will help to ensure that Fieldworkers are trained to the same standards to minimize variation that may occur during the data collection exercise.

While training focuses on thoroughly familiarizing Fieldworkers with the questionnaire, it also seeks to do much more. It asks Fieldworkers to acquire a range of skills such as speaking, listening, reading, writing, using and taking care of tablets, asserting themselves and establishing interpersonal rapport. Fieldworkers need to understand research ethics and how to create an atmosphere in the interview process that allows Respondents to feel comfortable in answering sensitive questions. A good part of establishing rapport is teaching Fieldworkers how to emphasize the confidentiality of the interview and how to obtain the Respondent's informed consent to participate in the study (see Appendix 6 on informed consent).

By the end of their Training Workshop, Fieldworkers should know about the purpose of the project and what their role will be in implementing the sample and the questionnaire. All Fieldworkers should be thoroughly familiar with the questionnaire, and should have completed at least four practice interviews before they leave for the field, including at least one mock interview in the national language, and at least one mock interview in each of the local languages they will use in the field.

Another goal of Fieldworker and Supervisor training is pre-testing and final refinement of the questionnaire, especially the local language translations. The Fieldworkers' practice interviews will serve as pre-tests of all of the local language versions of the questionnaire. Each local language translation should be tested on at least 4 different Respondents during the course of Interviewer Training and field practice. In addition, all members of the Country Team (e.g., including the National Investigator, NI, Data Manager, etc.) should administer at least one questionnaire each during the practice/pre-test phase. The debriefing sessions on day 6 can capture final feedback on the translations.

It is the **responsibility of NIs (and any Co-NI's) to train the Fieldworkers**. In most countries, Core Partners will send a representative to the training workshop to observe, provide technical assistance and other support, and to bring the cross-country perspective into the training.

6.1 Fieldworker Training Workshop

Experience from previous rounds has taught us that a well-trained team yields good quality results. To achieve this, we have formulated a program for the Training Workshop that will go a long way in ensuring that Fieldworkers (Interviewers and Field Supervisors) in all countries operate to the same standard.

Before convening the training workshop, the following items must be in place in sufficient time.

1. The sample survey locations drawn
2. Field maps for main survey and pretest obtained and locations marked
3. Field team routes planned
4. Questionnaire has been indigenized and approved by the CP
5. Local language translations nearly finalized
6. Training materials such as flip charts, pens, pencils, etc., procured
7. Training copies of questionnaire, Interviewer Training Guide, Supervisor Guide made.
8. Tablets, power banks, charging stations have been obtained.
9. SurveyToGo software has been installed on all tablets
10. All language versions of the questionnaire have been uploaded on the tablets
11. Identification cards for Fieldworkers and Field Supervisors
12. Letters of introduction from the National Partner organization
13. Funds in bank. NOTE: TRAINING SHOULD NOT BE SCHEDULED UNTIL FUNDS FOR FIELDWORK HAVE BEEN RECEIVED.

Other Considerations:

- Although Interviewers are not paid a daily rate during training, their meals (and, if necessary, transport and accommodation costs) should be covered within the available budget.

- It is **ABSOLUTELY** necessary that everyone involved in the survey should attend the training workshop. This includes data manager (where applicable), the NI, and the entire survey management team, in addition to the Fieldworkers and Field Supervisors who are being trained.

- Recruit more Fieldworkers than you need to use in the field to create a pool of substitutes when needed.

- The Afrobarometer protocol requires holding a single national Training Workshop at **one central location**. In geographically large countries (e.g. Mozambique, South Africa, and Nigeria), however, it may be necessary to decentralize training for budgetary or logistical reasons. We strongly advise against having more than three separate Training Workshops, and we insist that the training task is NOT devolved to Field Supervisors. To repeat, we require high quality and consistency in training. Either the NI, a co-NI, or a technical assistant from a Core Partner MUST therefore be present to oversee ALL of the training sessions.

The proposed schedule for the Training Workshop is as follows:

Day 1

a. **Background / Introduction** to the Afrobarometer project
   A summary of:
   (a) Sections 1 and 2 of this Manual
   (b) Overview of Afrobarometer research methods
   (c) Discussion of Research Ethics and Informed Consent, and signing by all of the Research Ethics Agreement (Appendix 6).
   (d) Selected key findings from previous rounds. For example, on the basis of experience gained in administering the questionnaire during Rounds 1 through 7, we have learned that:
   - Interviewers must develop a thorough familiarity with the contents of the questionnaire *before* going to the field, even if this means lengthening the time of training. It is important that all fieldworkers should be familiar with the paper questionnaire before they start training on the electronic version of the instrument.
   - Interviewers must be trained to control the pace of the interview by politely but firmly cutting the Respondent short if he or she repeatedly wishes to provide discursive answers.

- As in previous rounds, one of the goals in R8 will be to eliminate missing data. The shift to EDC during R7 helped to address this problem as interviewers are unable to skip questions or to miss entering responses. Missing data has profound, cumulative effects on data analysis, reducing our capacity to build reliable multivariate explanatory models. For Round 8, we must improve the level of QUALITY CONTROL in data collection, field supervision, and data capture.

b. Familiarization with the paper questionnaire in the National Language
The NI should go through each and every instruction, question and response category on the National Language version of the questionnaire. S/he explains the various types of questions and response categories (open-ended, closed-ended, forced choice). Fieldworkers act as Respondents and they all practice coding the responses. Ample time is allowed for questions and discussion.

c. Interviewers break into pairs and practice with the National Language questionnaire (on paper).

Day 2

a. Familiarization with the paper questionnaire in the local languages
Break into language groups. Each group selects a leader who will take the group through the review of the local language translation. The translator should also be present, so that any Interviewer concerns about the translation can be discussed, and refinements introduced if necessary. The team leader reads each question while team members take turns as Respondents. The group will categorize and code responses.

If a significant number of Interviewers will be certified by the NI to conduct interviews in more than one local language, then it will be necessary to make provisions (in terms of time and number of sessions allocated for this task) for Interviewers to familiarize and practice with more than one local language questionnaire.

This is an equally important exercise as 1b above since most interviews are conducted in local languages. So for those countries with many languages to work on, it is essential to schedule enough time for this activity so that *each interviewer has a chance to familiarize herself or himself with every language translation that she or he may use in the* field. It is the role of the NI to ensure that all areas of concerns with regards to the translations are also addressed at this moment with input from the Trainees.

b. In-house practice with interviews in the local languages (on paper).
After going through the local language as a group, participants break into pairs, alternating the roles of Fieldworker and Respondent. The Fieldworkers learn how to ask the question in a *local* language and to record the answers.

c. Continue with practice of questionnaire administration in pairs.

d. Debriefing session.
Everyone reconvenes to give feedback on the translated questionnaires.

Day 3: Electronic Data Capture

a. Introduction to Electronic Data Capture
The third day will be dedicated to introducing fieldworkers to administering the questionnaire on tablets. The NI or CP team present should provide an overview of the logic for the shift to EDC and what changes this brings to Afrobarometer. The training staff should then introduce

fieldworkers to the tablets, including how to use and take care of them and introducing the operating software, SurveyToGo.

b. **Introducing the questionnaire on tablets in national language**
The introduction to EDC should be followed by introducing fieldworkers to the electronic version of the questionnaire in the National language (i.e., English, French or Portuguese). The trainees should go over the questionnaire in the national language and verify that all questions have been included. As with the paper training, the trainer (i.e. NI) should go through each and every instruction, question and response category on the National Language version of the questionnaire. Fieldworkers act as Respondents and they all practice coding the responses on the tablets. Ample time should be allowed for questions and discussion as well as matching with the paper questionnaire.

c. **Introducing the questionnaire in local languages on tablets**
After going through the national language questionnaire on tablets, the fieldworkers should split once again into language groups and go through the local language translation versions of the questionnaire on the tablet. Each group should be tasked with checking and matching the local language translations on the tablet and those on the paper questionnaire. Any differences should be flagged and brought to the attention of the NI and the CP representative available.

d. **In-house practice with interviews in the local languages on tablets**
After going through the local language as a group on tablets, participants break into pairs, alternating the roles of Fieldworker and Respondent. The Fieldworkers learn how to ask the question in a *local* language and to record the answers on tablets.

Day 4: Electronic Data Capture and sampling

a. **Debriefing session on Electronic Data Capture**
The fieldworkers should discuss their experiences on using tablets from the previous day and provide feedback on areas that need to be corrected.

b. Practice submission of data at the end of interviews. This session will focus on training fieldworkers on how to transmit data at the end of each interview or at the end of the day depending on availability of Internet connectivity.

c. **Taking care of tablets in the field.** This session will focus on sharing practical lessons on how to take care of tablets in the field, ensuring that they are fully charged, protected from the elements and what to do in the event one runs out of power before the end of the day.

d. Continue with practice of questionnaire administration in pairs.

e. **Interviewer's role in sampling** (see Section 5).
To ensure that the survey is as representative as possible, the Field Interviewer plays an important role in the selection of households and respondents. Hence, as part of the training session, both the Field Interviewers and Field Supervisors must have a clear understanding of the sampling design. Training on this therefore focuses on:

Sample design overview

The importance of strict adherence to sampling protocols

Selecting starting points

Household selection

Respondent selection. Although in R8 respondents will be automatically selected by the software program on the tablet, fieldworkers should be familiar with the principles of random selection to be able to explain to household members the criteria that is used and why we do it this way.

How to minimize substitutions

Note: maps are required for this session

Day 5: Field Practice

Nothing can substitute for actual field practice in terms of training high quality Fieldworkers. This is an absolutely critical phase of the training process. During field practice, Field Teams disperse into areas near the training venue to test the sampling methodology, and conduct practice interviews (while also pre-testing the questionnaire).

- **Select a set of PSUs that are not included in the actual sample that has been drawn**, where field practice/survey pre-test will be conducted. The PSUs selected for practice should present realistic conditions that are as close to those that will actually be encountered in the field as possible.
- Divide Fieldworkers into actual survey teams (1 Field Supervisor and 4 Fieldworkers).
- Allocate PSUs to be done by each Field Team.
- Deploy teams to the field.
- Each Fieldworker should complete at least four interviews on tablets, thus simulating the conditions that they will actually face in the field. Each Fieldworker must complete a *minimum* of one practice interview in each of the languages in which they are certified to conduct interviews by the NI. During field practice, Field Supervisors should also conduct at least two interviews.
- The purpose of these interviews is not to gather data for the survey, but to familiarize the Interviewer with realistic field conditions. In addition to seeing how well the questionnaire works, they should test the sampling methodology for SSPs, households, and Respondents. They should try to conduct four to five interviews in the course of a day. **At least one complete practice interview per Interviewer should be observed by a member of the NP team or training facilitators.** This means that field practice may take more than one day in order for the NI or other members of the senior management/ training team to be able to monitor every single Fieldworker in at least one interview.
- The NI and senior management/training team should take detailed notes to document observations in the field, which should be compiled for the debriefing session the next day.
- The NI and senior management/training team should review the practice questionnaires at the end of the day in preparation for the debriefing session.

Day 6

a. Debriefing session and evaluation of training

In a plenary session, Fieldworkers raise questions that arose during their first field experience. The NI provides definitive responses that all Fieldworkers hear and are asked to apply. Either the NI or other members of the senior management/training team should meet with each

Fieldworker to review the practice questionnaires that they filled in, identifying any problems that need to be corrected. Trainees whose work is of poor quality should be eliminated from the Fieldworker pool at this point. This is also the time to identify final candidates for Field Supervisor positions.

b. Questionnaire fine-tuning

Also during the debriefing, Interviewers and Country Team members can provide final feedback on the pre-test (during practice interviews) of the questionnaire. Translators should be present at this session to assist with fine-tuning of each local language translation to ensure that they communicate accurately and clearly, bearing in mind that the wording of the master questionnaire and the principles of sampling should not be compromised. Once corrections are made, the EDC program should be adjusted immediately so that the instrument is ready in time for field deployment within one to two days.

c. Final team selection

Other outputs of the debriefing session include:

1. Final selection of Fieldworkers
2. Confirm Field Supervisors
3. Confirm Field Team compositions. This process should be advised by each Interviewer`s proficiency in the local languages of the sampled EAs, as well as performance in pre-testing, and general participation and interest in the Project.
4. Finalize revisions to be made to the local language questionnaires.
5. Distribute tablets with the latest version of the instrument to the teams.

6.2 Field Supervisor Training

In some cases, NIs will know who they want to hire as Field Supervisors (FSs) prior to Fieldworker training, usually because they already have experience working with these individuals. In these cases, FSs can be trained in advance of the Fieldworkers, and FSs can then assist in the Fieldworker training. However, if the NI does not already have prior experience with a group of FSs, then it is strongly recommended that the FSs be selected from the full group of trainees at the end of the Fieldworker Training Workshop. In this case, the additional training that these individuals will need to act as FSs should take place on **Day 7**, immediately following the end of the main training workshop.

Day 7: Field Supervisor Training

Supervisor training should include the following topics:

1) Sampling responsibilities of FSs and Fieldworkers
2) Map reading to easily identify the sampled areas
3) Quality control mechanisms (see Sections 6.4 and 6.5 below)
4) Daily debriefings
5) Compilation of technical notes
6) Collecting local information and GPS recording
7) Safe keeping of tablets and submission of data
8) Charging tablets overnight
8) Financial reconciliation and team payments

6.3 Team deployment

Team deployment should begin within 48 hours after the completion of Interviewer training, when the lessons of the training are still fresh in everyone's minds, i.e., by **Day 7 or 8.** Transportation should be organized together with the drivers, Field Teams issued with their route maps, field kits (emergency paper questionnaires, tablets (including one back up tablet and power bank per team and supplies), maps, route plan and schedule, ID badges and letters of introduction, a table of random numbers and two rulers or a transparent grid (in case sample start point need to be selected in the field e.g. due to EA substitution), etc.). In some cases, the National Partner should assist the field teams with booking

accommodation in advance in cases where accommodation can be easily located close to the sampled EAs. This helps reduce the time needed to look and secure accommodation once teams are in the field. See details on planning fieldwork deployment in Section 3.7.

6.4 Fieldwork Supervision

(Note: This part of the Manual can be extracted as part of a Field Supervisor's Manual that NIs make for their own teams.)

The main function of Fieldwork Supervisors (FSs) is to ensure **quality control in data collection**. As the job title suggests, the FS achieves quality control by closely supervising every aspect of the performance of Fieldworkers. Afrobarometer surveys meet this objective by maintaining a low ratio of Supervisors to Fieldworkers (ideally 1:4; NIs should obtain approval from Core Partners if they expect to have a different supervision ratio). In addition, each FS is the **leader of a Field Team** and, as such, is responsible for the safety and well-being of the entire Team, as well as their morale and motivation. S/he travels with the team to every field location, however remote, to which they have been assigned. Because the FS is responsible for correctly filling the sample, s/he determines the daily deployment of the Team in the field and is in charge of any vehicle and driver provided for this purpose. The FS also handles the money for the Field Team's travel, accommodation and meals and provides financial reports supported by receipts.

Finally, Field Supervisors are also responsible for the **safekeeping of tablets** (e.g. by storing them in appropriate protective cases, keeping them in a safe place overnight and not leaving them unattended at any time). They are also responsible for **approving interviews** and ensuring that interviews are **uploaded** onto the server as often as possible. The Supervisors should also ensure that Tablets are fully charged overnight and ready for use the next day.

The **sampling responsibilities** of Field Supervisors include:

(a) PSU Selection: FSs can assist the NI in planning field logistics and (if necessary) substituting PSUs in the first (for urban areas) or second (for rural areas) stage of sampling. If well selected, FSs often have local knowledge that is useful in these tasks.

(b) Selection of Sampling Start Points: NIs must make sure that FSs have mastered this skill since they will be doing it on their own in the field. Alternatively, NIs may decide to have FSs pre-select SSPs in the office before they leave for the field so that the randomness of this stage of sampling can be monitored.

(c) Household and Respondent Selection: FSs must ensure that Fieldworkers understand the principle of randomness and correctly implement the household and respondent stages of the sample selection. To ensure adherence to this protocol, the FS should randomly check their Interviewers' selection of households from the sampling start point and ensure that each Interviewer applies the 5/10 household selection interval procedure as stipulated in the household sampling procedure.

The FSs continue to train Fieldworkers via hands-on supervision after deployment to the field. Starting with the weakest Fieldworker, Supervisors **accompany** all Fieldworkers on their rounds in the early days of fieldwork, personally making sure that every Fieldworker knows how to implement the sample and the questionnaire correctly. The FS should observe interviews in progress with each of the Fieldworkers, especially at the start of fieldwork. The FS should continue to closely monitor the team until completely confident that all members are working well on their own.

Even then, **back-checks** are needed to monitor the quality of data collection. For every Interviewer, but especially for those needing the most help, FSs should make random back-checks. At least one out of

eight interviews must be back-checked, that is, at least one per PSU/EA. A back-check involves the FS going to the household where the interview was conducted to confirm (a) the walk pattern and household selection procedure; (b) the correct application of the respondent selection procedure; (c) that questions have been asked correctly; and (d) that answers are recorded accurately. The last part involves the FS re-asking the Respondent a selection of questions from different parts of the questionnaire to make sure that the answers are the same as those recorded by the Interviewer.

The FS is authorized to suspend from the team any Interviewer caught falsifying data. The NI, in consultation with the FS, will then determine if that person will be dismissed from the team and the project.

At the beginning of each day in the field, FSs distribute the tablets to Interviewers. As soon as possible after interviews, and BEFORE DEPARTING FROM THE EAs, the FS should check **every completed interview to make sure key information is captured correctly and then approve the interviews**. Only then the interviews will be automatically uploaded onto the server.

In addition, the FS also **carry out a short interview about the EA** (name, GPS recording, characteristics, etc.).

Finally, the FS is responsible for making sure that Interviewers conduct themselves according to a **Code of Conduct** (e.g., come to work on time, no drinking on the job, etc.). The Afrobarometer Network does not currently have a standard Code of Conduct, but some Codes that have been used by individual National Partners have been shared to offer guidance on useful and appropriate content. National Partners are requested to submit to the Core Partners any Code they used during Round 7. The Core Partners will then combine and reconcile these documents for review and adoption at a future Workshop.

6.4.1 Supervisor's Checklist

The following checklist is designed to approve completed interviews. Note also that the FS fills in selected parts on each questionnaire and certifies its completeness and accuracy with signatures.

6.4.1.1 Checklist:

* Is the EA number completed correctly (by Interviewer)?

* Is there a verbatim in all the questions where the response is OTHER?

* Was the household back-checked (by Supervisor)? Check 1 or 2.

* The Supervisor should add any comments and sign when the above information is captured correctly and to certify

* THE SIGNATURE SIGNIFIES THAT THE SUPERVISOR **ACCEPTS RESPONSIBILITY** FOR THE QUALITY OF THE INTERVIEW.

Note: **We do not record the full name or address of the Respondents** (we record only the GPS coordinates of the home and first names for respondent sampling). Although full personal data may provide the FS with coordinates for doing back-checks, it reduces the confidentiality promised to the Respondent. The FS should therefore use the Interviewer as a guide for finding the households that are back-checked.

6.4.2 Interviews by Supervisors

FSs are responsible for conducting a short interview to record the EA characteristics and GPS readings. This can be done by the FS once his/her team has been deployed in the EA.

Other than the above, FSs should concentrate on quality control and team logistics rather than conducting interviews themselves. However, if someone in the team becomes ill or is unavailable for some reason, FSs can conduct some interviews themselves to fill the gap. The same applies if, for some other reason, the team is falling seriously behind schedule, in which case the FS can conduct interviews to help the team catch up. But if Supervisors do any interviews, these are best done late in the fieldwork period after the team has gained experience, rather than at the beginning when Interviewers need a lot of supervision.

6.4.3 Logbook

The FS will keep a daily written log of observations on sampling and interviewing conditions and on the political and economic features of the area. They should also ensure that the information for each EA is recorded on a separate section within the Logbook (NI's should provide each FS with their own separate log book). Each daily report must be dated and the name and/or number of the EA must be specified. The contextual notes must be submitted to the NI, who will use them to compile an overall Fieldwork and Methodology Report for onward transmission to Core Partners.

6.5 Fieldwork Monitoring

The use of electronic data capture using the SurveyToGo software allows Fieldwork Managers to keep up to date with fieldwork progress at all times. The program also provides information on many fieldwork monitoring indicators.

Fieldwork managers have access to various dashboards: Key Performance Indicators (KPIs), fieldwork reports and interviewer productivity metrics. The Network Data Management team has developed a template and the checklist for fieldwork reports for NPs to report on progress. NPs will need to export data from the dashboards every three days, to cover the periods of 3-4 days each. Further guidance will be provided on how to produce the **fieldwork reports**.

Some of the indicators to be included are as follows:
- Interview average duration
- Number of interviews uploaded vs number of EAs covered
- Times of interviews throughout (indicating how many surveys are being done concurrently)
- Fieldwork start and end time each day
- Crosstabs of EANUMB by INTVNO, Gender and Q108
- Flags
- Short or long interview durations

All of the above can be broken down by enumerator, and it will be essential for Fieldwork Managers to keep an eye on these especially in the early days of fieldwork.

Fieldwork Managers will also need to monitor **response rates** from early in the field. The Data Management team has developed flags which will notify the NP of potential issues occurring in the field. NPs will be trained on how to interpret these flags. Managers will need to investigate reasons behind flags and make adjustments to fieldwork procedures if necessary and wherever possible in order to improve those. Some procedures may involve visiting households at different times of the day, or briefing interviewers on how to encourage participation.

In terms of quality control, the program will also flag up any interviews where the times between questions are too long and Fieldwork Managers will need to investigate these cases.

Fieldwork reports may also include preliminary tabulations of Country-Specific Questions, as a measure of quality control, as often these questions are not as thoroughly reviewed as generic questions.

6.6 Quality Controllers

As discussed earlier, some Country Teams have used roving Quality Controllers who visit Field Teams in the field. It has been agreed at several Workshops that Country Teams have the option to employ this extra layer of field supervision if they wish to do so and if the necessary budget provision has been secured. This intermediate supervisory level assists the NIs in tracking and checking in with Field Teams to: a) ensure that FSs are applying high and consistent standards; b) deliver funds or supplies to the field. Provided that the coordination of fieldwork is not neglected at headquarters, NIs (or Co-NIs) might decide to play this role.

In the absence of (or in addition to) Quality Controllers, Field Supervisors should be required to make a daily telephone call to headquarters to report progress, discuss problems, and receive instructions.

6.7 End of Fieldwork Debriefing

After all interviews have been uploaded, the NI will convene a **debriefing session** with all Supervisors and Fieldworkers, other members of the Country Team, and any Core Partner representative who may be present. The purpose of this major event is to record issues arising from fieldwork. These may include problems encountered with sampling, logistics, translation, questions, or interviews. The NI should record all these problems along with the FSs' and Field Teams' suggestions for how to resolve them. Capturing this information is extremely important to the continual learning process that we try to maintain within Afrobarometer. Recommendations from the debriefing session should be included in the NIs Fieldwork and Methodology report for the survey.

6.8 Fieldwork and Methodology Report

Fieldwork and Methodology Reports are derived from experiences during training and fieldwork, and are drawn from sources such as Fieldworker Training observations, the Field Supervisor's daily logs, the Field Team debriefing, and the observations of the NI and other senior management. Specifically, these reports should include the following:

- A brief report on Fieldworker Training, including number of Fieldworkers trained, number of days and schedule, trainers present (from Core Partner and National Partner), number of Fieldworkers passed, how Field Supervisors were selected, feedback on Pretest and Field Practice, and any problems encountered or other relevant issues.
- The report should include key monitoring indicators for the whole fieldwork period to be extracted from the SurveyToGo program. It should also document the kind of Field Supervision was provided by the NI or Senior Management Team (e.g., how many field visits were made, where to, and by whom).
- The report should fully document any problems encountered during training or fieldwork, especially any departures from the planned Afrobarometer protocols, including reasons why any such departures occurred. The report should also detail how the problems were addressed.
- The report should note any problems encountered with individual Fieldworkers or Field Teams, and how they were addressed.
- The report comments on the social, political and economic climate of the areas covered in the survey. For instance, it notes whether the area is experiencing food shortages or flooding or whether any protest action is underway, and if so, what the cause of the protest is (e.g., over payment of electricity fees).

- The report also documents any obstacles or disputes encountered with local authorities regarding the administration of the survey, and how they were resolved. Further, the National Partner should provide recommendations on how this can be handled in future surveys.

This information aids with future survey planning and in the interpretation of results.

6.9 Financial Reconciliation and Team Payment

Assuming that all work has been completed to requisite standards, Interviewers are paid and released after the debriefing session has ended. Interviewers should sign that they have received their payments.

Before Field Supervisors end their assignment to the project, they must **report expenditures** for the fieldwork team. An example of a Field Supervisor's Expense Report is attached at Appendix 8. The FS must provide receipts for all listed expenditures and return any unspent funds. Certain un-receipted expenses for justifiable small amounts (e.g., soft drinks or cola-nuts for chiefs) may be supported by a written statement by FSs. Other, major expenses that lack receipts must be deducted from the Field Supervisor's fee. After accounts have been reconciled, FSs may be paid and released.

Section 7: Data Management

This section of the manual presents a description of electronic data capture as well as the basic requirements of a clean data set, the key deliverable that Afrobarometer expects of all partners.

For electronic data capture, Afrobarometer requires **SurveyToGo**, a software package that is very user-friendly. For data management, Afrobarometer recommends the Statistical Package for the Social Sciences (**SPSS**), a comprehensive, user-friendly, computer-based tool.

Both these software packages will be made available for each partner for Round 8. Partners will be able to download SPSS from the Afrobarometer online sharing platform, OneHub. The **SurveyToGo** App can be downloaded from the Google Play Store onto android devices, whilst the PC interface can be downloaded from the **SurveyToGo** website, http://www.dooblo.net. In countries where SurveyToGo cannot be downloaded from Google Play Store, it can be downloaded from the website and transferred onto the tablet.

7.1 Electronic Data Capture

7.1.1 Background

During Round 7, Afrobarometer shifted from the Pen and Paper Interviewing (PAPI) method of data collection and introduced electronic data capture (EDC). In R8, Afrobarometer will continue to collect data using EDC. There are a number of distinct advantages over the traditional paper-based approach employed from R1 to R6 by Afrobarometer. These include improved data quality brought about by the elimination of data entry errors and fewer interviewer errors (validation checks, automatic routing). EDC also contributes to a more timely delivery of data sets as there is no need for a separate data entry phase and the cleaning phase is also reduced. EDC also allows for a potentially more complex questionnaire design, as routing is easily handled. Finally, the initial investment in hardware and software, programming, and training is offset by savings on printing and data entry.

However, in spite of the potential advantages of EDC, it also presents a number of challenges. Afrobarometer has been determined to offset possible challenges through careful testing and a measured approach to the transition. As a result, prior to the launch of R7 surveys, Afrobarometer conducted pilot studies in two countries, Tanzania and Burkina Faso, as well as a field visit to eSwatini, over the course of 2015. Each test employed different software and hardware platforms. In addition, the first country to go into the field in Round 7, Kenya, was designed as a full-scale pilot, with data from half of the total sample being collected through electronic data capture, while the other half was collected using the traditional method of pen and paper.

There were many software- and hardware-related criteria to assess the suitability of moving to EDC, such as: questionnaire navigation, interview flow, validation processes, length of interviews, response rates, tablets' battery life, ease of use, multi-language capabilities, security, coverage, as well as the impact of tablets on respondents. Based on the results, Afrobarometer chose **SurveyToGo** and **7" Android tablets** as the preferred platform and hardware devices, respectively, to be used during the EDC rollout. This decision met the core needs of the Network – for improved data quality and quicker finalization of data sets – and responds to the increasing demand to adopt EDC from some of our National Partners. Two thirds of partners were already using these technologies in some of their other project work. These partners were spread across all regions, and there was some depth of experience too, with more than six partners using EDC in most of their projects. Most partners with EDC experience relied on tablets rather than smartphones as their hardware of choice. In R8, Afrobarometer will continue to use **SurveyToGo** on 7" or 8"Android tablets.

7.1.2. Software

The main Afrobarometer requirements for the chosen platform were: ease of use, good technical support, secure, automatic data saving to prevent data loss if devices run out of battery, offline interviewing, case management element, and easy export into SPSS. In addition, a critical requirement was ease of programming to avoid the need to employ programers and to increasingly delegate this task down to NPs.

After testing various software options, **SurveyToGo** provided by Dooblo Solutions was chosen as it provides a secure, powerful and easy-to-use web-based data capture application. It runs on Android devices. Interviewers can work offline, saving their interviews locally until they have an internet connection to upload the data to the servers. The data is transferred securely, as all files include auto-encryption. The system records all the steps interviewers follow, and any edits to the data done by supervisors and/or managers before the data is uploaded. Its multi- language feature allows fieldworkers to switch between languages at any time during the interview and a record is kept of which questions are asked in which language. Interviews are not auto-approved, and remain in the enumerators' tablets until supervisors approve.

The Data Management (DM) team will indigenize the CAPI program for each country to match the indigenized questionnaire. When necessary, CPs may be able to assist the Network Data Manager (NDM) with indigenizing the program upon request. Only after indigenization is finalized, the NDM will export the excel files to be used for local translation and will send these to the NPs. Once finalized, enumerators should ensure they are using the latest version of the instrument. The tablets should also have automatic syncing enabled, which will ensure that as soon as there is internet connectivity, the instrument will automatically synchronize, thereby fetching the latest version. Automatic save should also be enabled to prevent data loss. This ensures that the device does save data every 5 minutes. This does not rely on internet connection. It operates both online and offline.

The NDM can provide customized access levels to the software for managers, enumerators, data managers, etc. and personalized credentials (usernames and passwords) will be provided to the various parties. The NDM will distribute instructions to download, login and access the software.
NPs will be able to monitor fieldwork progress through an operations console, where uploads can be tracked, and key performance indicators (KPIs)are provided. Managers can also track interviewers and supervisors GPS locations, and the routes taken while conducting interviews.

7.1.3. Hardware

In Round 8, the chosen hardware will continue to be 7" android-based tablets. These provide the ideal blend of screen size, weight and cost. They should have a GPS receiver and Wi-Fi. Supervisors should be given tablets with a 3/4G cellular component so that they can use it as a hotspot for interview uploads. NPs are also advised to have on hand sufficient power banks, a minimum of one power bank per team. **Appendix 9** contains the complete list of hardware requirements. NPs can choose between purchasing or hiring devices.

The NDM will distribute instructions to set-up devices prior to training. NPs are responsible for setting them up and a checklist of tasks can be found in Appendix 9. NPs, NDMs and Fieldwork Managers are to communicate with Enumerators and observe during training that the devices meet the requirements contained in Appendix 9 and that they are fully functional for the duration of fieldwork. If devices do not meet these requirements, they must be updated or replaced.

Enumerators will be given unique login details linked to their profiles. During training, enumerators should be trained on best practices in handling devices, such as gaining respondents' trust in the technology, introducing the tablets early on to respondents so that they do not become suspicious, and familiarization with the tablets so that they look comfortable using them.

Other areas to be covered during training will be care and maintenance of the tablets as well as battery management. Interviewers will be required to ensure that the tablet has at least 30% battery level prior to starting an interview and to only turn on the wireless connection when uploading interviews. Field supervisors are responsible for overnight charging of all tablets in their teams.

7.2 Producing a Clean Data Set

7.2.1 Uploading Interview Data

Interview data should be uploaded to the server as soon as feasible. The Afrobarometer target is to have around 90% of interviews uploaded within 2 days of the date of interview.

The key target date in survey planning concerns the upload of all interview data, which should coincide with the end of fieldwork. This date will have been agreed on in advance between Core and National Partners, and will be included in the timeline agreed to in the contract signed by these two parties. This is critical for the timely delivery of data.

7.2.2 Requirements of a Clean Data Set

After electronically capturing all interviews, the NDM will produce a **clean data set** that meets all of the following criteria:

- The final data set is presented in the prescribed data template.
- Both French and English versions of the data set will be produced for Francophone countries
- All values are in the correct row and correct column
- All open-ended or "other (specify)" verbatim responses are included in the data set. These can be in English, Portuguese or French.
- Missing values are labeled as -1 = missing data
- No variables contain any out-of-range values
- There is no "system missing" (".” in SPSS) data
- For each variable, all values are labeled correctly
- The data is **internally consistent,** so that all "linked" questions are properly cleaned (details of all the linked question sets included in the instrument can be found in **Appendix 10**)

Because Afrobarometer makes comparisons across countries and over time, and because we merge data from different countries into a common data set for each round, it is **critical** that data are presented according to a **common template**. For example, the same variable must always have the same variable name and definition (e.g., type (string, numeric or date), width, etc.) in every data set. In addition, any given code must represent the **same value** regardless of the time or place of the survey.

The **standard codes** used by Afrobarometer for certain types of responses are as follows:

- For Don't Know: 9, 99, 999 or 9999
- For Refused to Answer: 8, 98, 998, or 9998
- Not Applicable, Correctly Skipped: 7, 97, 997 or 9997
- For No Further Answer (where multiple responses are allowed): 9996.
- For Other: 95, 995 or 9995
- For Missing Data: -1 (Every such instance must be accounted for in the Fieldwork and Methodology Report)

7.2.3 Data Cleaning

It is expected that the EDC software will substantially contribute to reducing the data cleaning process. The cleaning of data is a continuous process that begins as soon as fieldwork starts and culminates with a thorough review of the full data set once fieldwork is complete. Investing in careful training and supervision of Fieldworkers up front will pay off in terms of data quality. Implementing strong quality control measures *during* fieldwork, including the use of back-checks by supervisors, will lead to fewer issues being discovered during data cleaning. The SurveyToGo suite allows managers to monitor fieldwork in detail, as explained in Section 6.5.

At the end of fieldwork in each Round 8 country, the Network Data Manager will retrieve all the interview data and compile the data set. This will be done in consultation with NPs. Data cleaning will be undertaken on the interviewer data set, the EA questionnaire and the main questionnaire. These will be merged using EA and interviewer numbers, so it is essential that these numbers are captured accurately. Cleaning will involve the following:

- Ensuring that variables are named, labeled and formatted as per the generic template;
- Ensuring CSQs variable and value labels match country questionnaires;
- Checking location data against the sample;
- Updating location information for substituted EAs;
- Removing unwanted metadata variables;
- Cleaning multiple-response questions;
- Creating key identifier RESPNO;
- Checking **late uploads**: Around 90% of interviews should be uploaded within 2 days;
- Calculating the number of calls (CALLS) made using the timestamps;
- The program allows for as many attempts as necessary to secure an interview, and therefore ADULT_CT, PREVINT and THISINT are recorded multiple times. The NDM will create a single ADULT_CT, PREVINT and THISINT for the relevant successful interview;
- Postcoding (see section 7.2.3.2);
- Checking for **internal consistency** on the linked questions identified in section 4.6.2. For example, if a person indicates that they are not close to any political party on Q91A, then the response on Q91B, which asks which party they are close to, should always be 9997=not applicable. Details of all the linked question sets included in the instrument can be found in **Appendix 10**.

Partial interviews: If 60% of questions are answered by the respondent, such case should be treated as Interview Completed (I). If less than 60% of questions are answered by the respondent, such cases should be treated as Refusal (R).The NDM will calculate if the 60% threshold is met. If case is kept, the NDM will code non answered questions as missing.

A special case arises if the respondent completes more than 60% of the interview but subsequently refuses permission for the data to be used (usually when people stop answering after sensitive questions, such as race). Such cases should be treated as Refusal (R). Interviewers should report this in their comments at the end of interviews.

Once the cleaning is finalized, the NDM will **merge** both the supervisor EA questionnaire and the interviewer questionnaire onto the main questionnaire (by EA number and by interviewer number respectively, our key identifiers).

7.2.3.1 Key Identifiers

Given that EA numbers in some countries are not unique, i.e. they are repeated across different districts or provinces, or are identified by a string variable (name) rather than a number, the NDM will create **unique Enumeration Area numbers** to be added to the sample files as well as the data sets. NPs will need to ensure that their fieldwork documentation, such as route plans, include these unique EA identifiers. The inclusion of this unique EA identifier in the data set is important in order to rapidly and correctly complete cleaning of all EA information, and to confirm that the actual sample accurately matches the drawn sample. It will also be used to merge the data from the EA questionnaire into the main questionnaire. This variable will be identified as **EANUMB_AB**. Each EA will be assigned a number, ranging between 001 and 150 for sample sizes of N=1200. EAs that are substituted in the field will be assigned codes starting at 500.

The data set will also contain a unique **Interviewer Number**, which follows a similar pattern (three-digit country code as prefix). The NDM uses this number to be able to merge the main interview data set with the interviewer questionnaire data set. Being able to identify interviewers is also essential for the quality control process, and interviewers must sign the questionnaire at the end to confirm that they followed Afrobarometer protocols and that responses were those of the selected respondents.

SurveyToGo creates a unique record for each interview. The NDM then converts this to a unique, seven-digit **Respondent Number**. The first three digits are letters representing the country (ANG, BEN, BFO, BOT, CAM, CDI, CVE, ETH, GAB, GHA, GUI, KEN, LES, LIB, MAD, MAU, MLI, MLW, MOR, MOZ, NAM, NGR, NIG, SAF, SEN, SRL, STP, SUD, SWZ, TAN, TOG, TUN, UGA, ZAM and ZIM). The last four digits are a number beginning with 0001 and running through 1200. It is also preferable that all cases in a single EA are consecutively numbered. These seven digits become the permanent identification number for the individual case. This unique identifier is required because all individual country data sets will be merged into a single Round 8 dataset.

7.2.3.2 Country-Specific Codes and Post-Coding

There will be a few questions that utilize country-specific codes or involve post-coding. These include the questions on language, the questions about political parties and the question about tribe or ethnic group. In each case, country-specific lists are supposed to be added to the questionnaire during the indigenization process, and country-specific codes assigned from the country's pre-assigned coding range listed in Section 4.3.3.

For each of these questions, there is also an "other (specify)" option so that responses offered by respondents that are not included on the pre-selected list can still be captured. A second string variable will be included in the data set for capturing verbatim any "other (specify)" responses that are recorded. It will then be up to the NI and/or the data manager to code these additional responses.

The same is true if questions requiring post-coding are added among the country-specific questions. In these cases, both the verbatim transcripts of the responses and the codes must be captured in the data set, and NIs and/or Data Managers will be responsible for assigning and carefully checking post-codes.

Note that for the questions identified with country-specific lists and codes, it should be clear that the more complete the pre-coded list provided on the questionnaire, the fewer responses there will be in the "Other (specify)" category, and the less work there will be for National Investigators and Data Managers in handling post-codes. Thus, making the pre-coded country-specific lists of languages, tribes/ethnic groups, and political parties as complete as possible will make the job easier when it comes time to do post-coding and data cleaning.

Also note that if the pre-coded lists are relatively complete, in most cases the few "Other (specify)" responses received will not require that a new coding category be created; they can simply be coded as

9995=other. But any response that appears in "Other (specify)" in more than 10 cases will be assigned a unique post-code.

7.2.4 Data Verification

The final step in the cleaning process is **data verification**. This involves devising external checks that compare the data set to the original sample and/or to the actual national population, such as:

- The proportions of urban and rural respondents for each province or region should match the intended sample.
- The gender distribution should be approximately 50-50.
- The weighted distributions with regard to ethnic groups, religion, education status, etc. can be compared to official figures or estimates made by others.

NPs can devise other verification tests on their own. This can mostly be done by running simple cross-tabulation procedures. NPs should advise Core Partners of their favorite verification tests so that these can be shared with the Network.

Once the data is cleaned and verified, it should be saved as a "READ ONLY" file, that is, as a **permanent record that cannot be edited**. A separate copy (not "read only") can be used as a working file.

7.2.5 Weights

In Rounds 1 through 3, Afrobarometer did only minimal weighting of data to correct for over- or under-samples of certain populations, usually based on region or urban-rural location. Starting in Round 4, however, the Network began collecting additional data in order to improve calculations of weighting factors based on individual selection probabilities, which are now included for all countries. This requires that the sampling reports provided to Core Partners include the population of each EA selected and the total population of each stratum. This allows the NDM to compute much more comprehensive and accurate within-country weights, which will again be identified by the variable "withinwt". In Rounds 4 and 5, MSU took responsibility for inserting the necessary population data (e.g., EA population, strata population) into the data set for each case so that weights could be calculated. Since Round 6, the Network Data Manager bears responsibility for the calculation of weights.

7.3 Data Ownership

The Core and National Partners jointly own the data. Within the limitations of the guidelines for presentation and analysis of the data presented in Section 8 and Appendix 11, all partners are free to analyze the data as they see fit.

7.4 Merging Cross-Country Data

Since Round 6, the Network Data Manager has had responsibility for merging all clean country data sets. National Partners will receive copies of the merged data set for their use. This will include data for all the countries surveyed during a round.

7.5 Data Archiving

MSU maintains the Afrobarometer Network's internal archive of all data sets, protocols and field reports. An archive is also kept at the Program Management Unit at CDD-Ghana. An internal file management system using the online platform **OneHub** has been implemented in order to share data sets and other data-related documents.

7.6 Release of Data

Because Afrobarometer is funded from public resources, its data are a public good. All data is eventually released via the Afrobarometer website (www.afrobarometer.org) and other outlets, along with relevant codebooks. But, to allow initial in-house analysis and publication, the data sets are subject to an initial embargo. Due to popular demand, including from our donors, Afrobarometer reduced the embargo period during R5 from two years to **one year after the end of fieldwork.** This embargo period will apply in Round 8.

All Partners are requested to adhere to this protocol by refraining from releasing data sets to ANYONE outside the Afrobarometer Network until the embargo is over. If you wish to co-author a paper with a person from outside the Afrobarometer Network during the embargo period, please request clearance from Core Partners, inform your collaborator that the data may be used for your co-authored project only, and publish the results as an Afrobarometer Dispatch, Policy or Working Paper.

Upon release, the data sets and codebooks are released on the Afrobarometer website, and archived with the Inter-University Consortium for Political and Social Research (ICPSR) at the University of Michigan. National Partners should likewise arrange to deposit data sets with the National Archives (and/or other relevant depositories) in their own countries. The data is also being archived by the Data Management Team at the University of Cape Town.

7.7 Deliverables: Summary of Results and Survey Technical Information Forms

Once a data set is clean, the Network Data Manager will provide the NIs/NPs with raw output tables, which the NIs/NPs must turn into a ***Summary of Results***. This document includes:

- A summary of Survey Technical Information (see **Appendix 12**), including details on any weighting factor included in the data set
- A table summarizing the key demographic characteristics of the sample, both unweighted and weighted
- A table for each question of the questionnaire containing the **core attitudinal and demographic questions** (i.e., Q1-100) that includes:
    - The full question text
    - The weighted topline frequency distribution for each question, as well as a breakdown according to at least two relevant demographic categories (minimum requirement is a breakdown according to gender and urban-rural location)

The **Survey Technical Information Form** must include sampling details and **outcome rates**. The calculation of outcome rates is responsibility of the NDM. These will be shared with NIs/NPs as soon as the relevant data set is finalized. Below are the AB definitions for the various outcome categories:

- Refusal (R) = Refused to be interviewed
- Non-contact (NC) = Person selected was never at home after at least two visits; Household/Premises empty for the survey period after at least two visits
- Other (O) = Not a citizen/Spoke only a foreign language; Deaf/Did not speak a survey language; Did not fit gender quota; No adults in household; Other

Below are the formulas for the calculation of the various outcome rates:

Contact rate = (I+R+O)/(I+R+NC+O)
Cooperation rate = I/(I+R+O)
Refusal rate = R/(I+R+NC+O)
Response rate = I/(I+R+NC+O)

Section 8: Data Analysis and Report Writing

Afrobarometer is a rich and unique resource. It casts light on public opinion which has previously been poorly understood in Africa on a range of topics that are directly relevant to the continent's socio-political development. Through findings of the Afrobarometer surveys, we are able to systematically compare what ordinary people think about the performance of their governments over time. And we can situate various countries on a wide range of indicators in relation to their neighbors elsewhere on the continent.

Because the data are so valuable, it is critical that Afrobarometer avoid a pitfall common to many large-scale, data-based research projects, namely that data are collected but are never fully analyzed and reported. To engage in self-criticism for a moment, we would have to admit that data from Rounds 1, 2 and 3 of Afrobarometer remain under-analyzed and under-reported, especially on the African continent. Although there have been improvements in the utilization of Round 4, 5, 6 and 7 data, there is still a notable gap in the level of use between African and non-African partners.

8.1 Outlets for Afrobarometer Results and Analysis

In addition to the topline results presented in Afrobarometer Summaries of Results (SORs), there are several other primary vehicles for releasing results and presenting interpretation and analysis, including Press Releases, Media Briefs, Dispatches, Policy Papers, and Working Papers.

Press Releases: Press releases are a quick way to communicate highlights to the news media and other audiences. In 2-3 pages, they provide key findings (in sentences and graphics), just enough context and methodology to make sense of the key findings, and contact information for further information. Press releases normally precede or accompany the release of other Afrobarometer publications (Media Briefings, Dispatches, and Policy Papers).

Media Briefs are comprised of the PowerPoint presentations used in the initial disseminations. They usually consist primarily of graphics and bullet points reporting key findings on (usually) between one and three selected topics or themes of significant popular or policy interest. The release of Media Briefings (and Dispatches) is normally preceded or accompanied by a Press Release highlighting the main findings.

Afrobarometer Dispatches **(**which replaced Briefing Papers starting in Round 6) are short analytical summaries of a particular topic, usually eight to 12 pages long that explore an issue of policy relevance. They rely primarily on descriptive statistics (frequencies, cross-tabulations) for presenting and discussing the data on the policy issue of interest. They are aimed primarily at policymakers and policy advocates (including government officials), civil society organizations, and the media.

Afrobarometer Policy Papers are usually between 10-20 pages long, and they are more technical in nature than Dispatches. They may make use of more advanced statistical analyses (e.g. regression analysis, factor analysis), but they nevertheless still constitute a preliminary analytical exploration of a policy issue or research topic. The intended audiences usually include more technically-minded policy makers, users from the donor community, and academics/researchers. These are a primary outlet for analyses produced by participants in Afrobarometer Summer Schools.

Papers that are published in the *Policy Paper* and *Working Paper* series will usually require detailed analysis that goes beyond simple presentation of descriptive data. Good papers that stand the best chance of being published at this level employ some combination of descriptive data, cross-national comparison, over-time comparison, bi-variate explanatory models, and multiple regression analysis.

Finally, ***Afrobarometer Working Papers*** are full-length analytical pieces, usually 20-40 pages long, that are typically being developed for publication in academic journals, books, or other academic research literature. The policy and/or research topics covered, as well as the nature of the methods used, will vary, but the analytical sophistication of this type of research publication will remain exceptionally high. The papers may interpret descriptive statistics in local context, compare one country with another, compare trends over time in one or more countries, or test general explanations about **why** surveyed Africans think and act as they do. The intended audiences usually include more analytically-trained policy makers, users from the donor community, and academics and researchers.

The documents to be disseminated – including Media Briefings, Press Releases, Dispatches, and Summaries of Results – are discussed in further detail in Section 9.4. In addition, detailed guidelines and templates for the production of each of these documents are shared with all partners.

Note that ***before any document can be printed and distributed under the name of Afrobarometer, it must be reviewed and approved by a Core Partner***. As discussed elsewhere, when preparing documents for releasing results, National Partners must allow adequate time for Core Partner review.

8.2 "Do's" and "Don'ts" of Data Analysis and Reporting

* DO think strategically about the topics you want to report on. The impact you have will depend on the impact you PLAN to have. Which findings speak to issues that are relevant and timely in your country? Who will use your findings?

*DO have an audience in mind. Pitch your presentation at their level. Present results in such a way as to achieve your objective (e.g. to prompt a discussion, to influence a policy, to revise a theory).

* DO distill the key and topical issues from the survey and present them in the form of bulleted points highlighting key findings. Highlights should be prepared with the target audience(s) in mind.

* DO tell a story. DON'T just list statistics. Your findings should add up to a story that gives the reader a new understanding of an issue.

* DO write for audiences who are busy. Get to the point. Tell them what you have found and what it means to them.

* DO provide context wherever possible by integrating your findings with other information about what is happening in the sector that you are addressing, e.g. policy debates going on in Parliament, current news reports, etc. or Integrate what you are reporting with what is happening on the ground in your country. Avoid reporting what is bureaucratic and distant from real-world issues. Make the survey findings relevant for your audience and country.

* DO use the Afrobarometer templates provided by your Core Partner, which include sections for:

- a statement of the problem or theme explored by the report
- an account of the political and economic context in which the survey was conducted
- a bulleted list of key findings
- an overview of the Afrobarometer project, including country coverage over time.
- a brief description of the methodology
- a table detailing the demographic characteristics of the sample (for Working Papers) or if relevant, a brief summary of them (for Media Briefings)
- an executive summary (for Working Papers)

* DO use the Afrobarometer colours, type fonts, etc. as included in the document templates for Afrobarometer publications.

* DO cite the source of all data used, reference the Afrobarometer website, and mention key Round 8 funders.

* DO focus on the BIG PICTURE. DON'T get lost in the minutiae of responses to every last question. Try to find an overriding THEME or themes.

* DO think conceptually. And organize your report accordingly. Group the sets of questions you want to deal with into separate sections of your report. For example, gather together and discuss results for support for democracy before you move on to discussing satisfaction with democracy.

* DO begin each paragraph with a subject sentence that captures the main point you want to make. For example, is a particular level of opinion, support, or opposition high or low in absolute terms? Are responses high or low in relation to other important questions? In relation to the previous survey? How do responses differ across key sub-groups of major interest (especially gender, region, and education)?

* ONLY THEN recite or display statistics.

* To avoid mechanical repetition (which soon becomes boring), DON'T simply recite percentages that give each response option to each question. COMBINE or aggregate response categories in a sensible way (e.g. agree plus strongly agree). You might also want to report only those who support, or only those who oppose (rather than both support and opposition), leaving it to the reader to infer the data that are not presented.

8.2.1 Descriptive Statistics

* DON'T present raw data; always standardize it, for example into percentages or fractions. Summarize these general findings in words.

* DO avoid implying a false sense of precision. For this reason, percentage distributions should always appear ***without*** decimal points in Afrobarometer reports intended for public consumption. The main exceptions are as follows: When presenting mean values of responses distributed on a 0-10 scale, or of constructed indices or scales, values can be presented to one decimal place.

* Before reporting descriptive statistics, DO calculate (and turn on in SPSS) any weighting variable that corrects for under- or over-sampling of particular demographic groups within a country (the variable usually labeled WITHINWT).

* In general, DO simplify the presentation of frequency distributions by combining response categories, e.g. "very good" and "fairly good" into "GOOD," and "very bad" and "fairly bad" into "BAD." Response categories should be combined prior to rounding percentages into whole numbers. However, you may occasionally wish to report categories separately if they demonstrate a noteworthy feature, such as a very high proportion of respondents who hold views "strongly." Alternatively, such features can be mentioned in the text.

* Where appropriate, report "DON'T KNOW" responses, especially if there are many.

* Always include "don't knows" and "refused to answer" in the denominator for calculating percentages or fractions.

* Wherever descriptive statistics are too complicated to describe in an easily readable sentence, complement the narrative with a table or a graph. Err on the side of presenting too many tables rather than too few.

* Always include the exact wording of the question in some accessible spot, i.e. in the text, a table or graph, or a footnote to the text, table, or graph. Also, please number and label each table or graph with a heading.

* When presenting statistics describing the attitudes of sub-national groups (women, university graduates, Shonas, northerners, urbanites, etc.), attach a disclaimer in an endnote to the effect that, given the smaller size of sub-samples, generalizations about sub-populations should be treated with caution due to a higher margin of sampling error. In general, results should not be reported for sub-samples that contain fewer than 60 respondents (usually 30 of each gender), and sub-samples of at least 100 respondents are preferable.

* IMPORTANT: Make sure that the narrative correctly interprets the data. For example, don't use evidence about "satisfaction with government performance," or even "satisfaction with democracy," to comment on "support for democracy." Most Afrobarometer concepts are theoretically unique, and each is measured with a separate indicator in the questionnaire. To be credible, our reporting should maintain these important distinctions.

8.2.2 Cross-National Comparisons

* DO place your own country in cross-national context. Report its results on a given indicator next to results for other countries on the SAME indicator. Such comparisons are especially important if you want to make a case on where your country stands and whether attitudes in your country are "high," "low," or "average."

* DON'T leave statistical comparisons un-interpreted. Figures do not speak for themselves. DO venture an explanation or interpretation as to **why** Country A is the same as or different from Country B. Some background information concerning participating countries will help to come up with appropriate explanations/interpretations.

* Before making comparisons of frequencies from various countries, DO calculate (and turn on in SPSS) a weight that corrects each national data set (WITHINWT).

* To derive a mean score for several countries, DO calculate a weight that treats every country as if its sample were the same size (for the Round 2, 3, 4 and 5 merged data sets, this variable is ACROSSWT). The variable COMBINWT combines WITHINWT and ACROSSWT, and should be turned on when reporting multi-country results.

8.2.3 Over-Time Comparisons

Because time-series data are becoming available, we are increasingly making comparisons across time. Now that we have five to six observations over time in many countries, we are on a firmer footing in inferring trends. We must nonetheless still be cautious about inferring "change" in attitudes when observing differences across a few observations in time, which may also be due to (a) random variation in poorly formed "non-attitudes"; (b) the momentary influences of salient events; or (c) a counter-directional "blip" in a longer-term secular trend that actually runs in another direction. In addition, we must be sure to consider the margins of sampling error when inferring whether two observations are really statistically different or not.

8.2.4 Comparison with Findings of Other Surveys

It can be useful and interesting in Dispatches, Policy Papers or Working Papers to compare Afrobarometer findings to those from other surveys when they are available. Findings of other surveys can be used, for example, as a starting point for the discussion of Afrobarometer results, or a paper may seek to confirm or rebut other survey-based analyses. When making these comparisons, it is especially important to report any significant differences between the Afrobarometer methodology and the methods used in other surveys mentioned (e.g. if they include only urban samples, or use significantly different methods for respondent selection or data collection).

8.2.5 Bi-variate Explanatory Models

* DO disable all weights in SPSS when calculating coefficients of relationship among or between variables (whether two variables or more).

* The simplest form of analysis looks at the relationship (bi-variate) between two variables, e.g., gender and voter turnout. All Afrobarometer reports should, at minimum, explore the effects of basic demographic variables (e.g. gender, age, urbanity, region, education) on key attitudes or behaviors. There is no need to mechanically present the effects of *all* such factors. Be intelligently selective. Either the theoretical literature or your own local knowledge will tell you *which few* factors are likely to be influential and, therefore, which to emphasize in the write-up.

* Depending on the level of measurement of the variables, DO be careful to choose the correct statistic, e.g. nominal by nominal = Chi square, interval by interval = Pearson R correlation coefficient. SPSS provides a menu to help with this task (in version 20.0, it can be found under Analyze/Descriptive Statistics/Cross tabs/Statistics).

* DON'T report any relationships that are not statistically significant at the 95% level or better. This standard refers to all country samples (usually 1,200 cases). With a full Afrobarometer sample (more than 50,000 cases in Rounds 5 and 6), a 99% confidence level can be employed. Note, however, that it may at times be appropriate to report that an expected relationship is *not* statistically significant. We should do so especially if our findings help to debunk conventional wisdom.

* DON'T present findings that cannot be expressed in clear and simple words. Keep the narrative flowing. Export all supporting technical analysis to footnotes or endnotes where those who are interested can find it.

* DO remember that bi-variate associations do NOT control for other possible influences. Thus, a statistically significant relationship between being male and turning out to vote may not be due to "maleness" but rather to the fact that boys have usually received more education than girls. But to distinguish the discrete effects of numerous influences, it is necessary to conduct multivariate analysis.

8.2.6 Multiple Regression Analysis

Ideally, some of our Afrobarometer analyses should employ the techniques of multiple regression analysis that we have learned at our Summer School Workshops. A powerful technique, regression analysis allows us to "explain" key phenomena of interest, such as satisfaction with democracy. It isolates and ranks the most powerful explanatory factors and gives the analyst a sense of how much variance overall these factors explain.

* Alone or in cross-country teams, DO make use of workshop training to attempt multivariate analyses for a phenomenon that interests you.

8.3 Editing and Publication

Before any document can be published and distributed under the Afrobarometer name, it must be reviewed and approved by a Core Partner. The CP works hand in hand with the Communications team to edit and review all documents published under the Afrobarometer name.

If you provide a satisfactory first draft, the Core Partners can assist with refining the analysis and /or presentation to make it publishable as an *Afrobarometer Dispatch, Policy Paper,* or *Working Paper*. All AB publications undergo rigorous technical editing before publication. The earlier you can provide draft documents, the more effective and less stressful the review and editing process for everyone, including NPs. Authors are consulted on proposed edits before papers go to press or the website.

8.4 Writing Incentives

In Round 8 Afrobarometer will continue to offer cash incentives to National Partner Organizations, individuals from National Partner Organizations, and postgraduate students to encourage them to produce and publish Afrobarometer Dispatches, Policy Papers, and Working Papers in addition to those required by standard survey contracts. The incentive structure will be based on the following scale:

1. US$500 for a published Afrobarometer *Dispatch*
2. US$750 for a published Afrobarometer *Policy Paper*, and
3. US$1,500 for a published Afrobarometer *Working Paper*

8.4.1 Eligibility

Afrobarometer National Partners must first and foremost produce and deliver the publications that form part of their contractual obligations to Afrobarometer. Publication incentives will only be paid to Afrobarometer National Partner organizations or their staff for publications they produce in addition to those required under their contractual obligations. Thus, if an NP produces three published Dispatches during Round 8, they will receive incentive payments for one of them.

Afrobarometer staff based at Core Partner organizations and supporting institutions are subject to the same conditions, as noted above, as employees of Afrobarometer National Partner organizations. Afrobarometer Senior Management are not eligible to receive payments for any of their research publications, although their co-authors are.

Other African citizens who have participated in Afrobarometer training courses or Summer Schools are also eligible for incentives for publications produced as part of the training program or as a direct outcome of the training.

8.4.2 Payment

Payments are offered on a per-publication basis and not on a per-author basis.

As a general rule, Afrobarometer prefers to make payments to authors' institutions/organizations rather than to individuals, and to allow these institutions/organizations to determine how payments will be distributed among individual authors. When payments are made to individuals, tax withdrawals may apply.

Where multiple authors representing more than one institution/organization exist for a single publication, the authors must jointly submit to Afrobarometer a note indicating how the payment will be distributed among the authors.

8.4.3 Submission Procedure

Prospective authors should approach their Core Partners as a means of gaining assistance in conceptualizing and developing their research publication. Core Partners will review draft documents, work with the authors to improve them (including ensuring the appropriate use of templates), and submit them for technical editing.

Section 9: Communications

Afrobarometer data are recognized as an important tool for giving voice to citizens and conveying their preferences and assessments to governments and other policy actors. In round 5-7, we used a rolling-release–of-results approach to expand opportunities for multiple audiences, including policymakers and policy advocates, to learn about the data. In Round 8, we will continue the rolling-release approach while focusing on timely, topical, targeted dissemination for impact. The aim will be to continue building audience awareness while also helping ensure that people use the data.

In designing the Communications Program for Round 8, we have drawn on lessons learned by the Network from previous rounds. The most significant emphases in the Afrobarometer Communications Program in Round 8 will include:

- More timely releases, taking advantage of the Network's shift to EDC
- More strategic stakeholder engagement based on NP stakeholder analysis
- Better targeting of likely users of our data
- Greater focus on topical releases informed by ongoing analysis of news and events in survey countries
- More widespread and effective use of social media at the CP and NP levels

The Round 8 program for dissemination of survey results is described in detail below.

9.1 Stakeholder engagement

Ongoing engagement with Afrobarometer stakeholders is a foundation for successful communications and impact. This engagement must start as early as possible – long before survey activities get underway – and continue during and after survey and dissemination activities.

Stakeholders are users and potential champions of Afrobarometer – individuals and organizations likely to understand, value, utilize, and promote the use of public attitude data within the policy community. Stakeholders can include:

- Policymakers themselves, and/or their staff;
- Non-governmental organizations that have been effective in shaping policy;
- Senior news editors and reporters who make coverage decisions;
- Individuals from activist organizations that have taken steps aimed at attracting political leaders' attention to issues important to the citizenry, e.g. via lobbying, petition drives, media campaigns, protests or demonstrations, or other activities.
- "Gatekeepers," or individuals who can facilitate access to wider communities of potential data users (e.g. the head of a journalism school or a media association).
- Representatives of donor agencies, the academic community, and other groups that engage with the data in ways that will help to bring more attention to it within the policy community.

National partners are encouraged to be creative in identifying stakeholders and ways to engage them. For example, in countries where corruption is an important national issue, NPs can invite high-ranking police officers or judges as stakeholders, especially individuals who have been tasked with tackling the corruption issue. Afrobarometer communications coordinators can also help NPs to identify stakeholders.

You may already know who many of these individuals are, e.g. the most engaged participants in past dissemination events, those who have asked for assistance in using results, etc. However, in addition to maintaining relationships with existing stakeholders, it is critical to reflect on whom you are missing, whom you would like to engage, who might be able to open doors. Your stakeholder engagement should be intentional.

9.1.1 Stakeholder mapping, analysis, and engagement plan

The first step toward intentional stakeholder engagement is a stakeholder mapping and analysis. Every NP is expected to conduct this exercise at least once per survey round. Your Core Partner communications and project management staff can assist you with a tool and guidance for conducting the mapping and analysis. These exercises require no budget, just the willingness to systematically think through the following questions and document your conclusions in a resource list and action plan:

- Who are our current stakeholders, and how do we strengthen our mutual engagement? How do we ensure that our data are relevant and useful to them? How can we make more effective use of their engagement to achieve greater impact? How do we maintain their engagement between survey rounds?
- In addition to our current stakeholders, who are potential stakeholders that we need in order to improve our communications and policy impact? Which ones are our highest priority? When and how (specifically) will we engage with them?
- Who is using our data in a negative way? How do we engage them and turn them into "neutrals" or even "champions"?

Documentation of the stakeholder analysis (in an Excel tool provided by your CP) should be included in the CP's review of NP work plans. This documentation will serve NPs as a resource list and an action plan that will inform NP communications activities during and between survey rounds.

9.1.2 Specific stakeholder activities

In Rounds 5 and 6, the Network experimented with mandatory stakeholder meetings/workshops. After mixed feedback from National Partners, we revised network requirements in R7 to allow as much NP flexibility and creativity as possible in how to engage most effectively with stakeholders. We will continue with this approach in R8.

No specific stakeholder workshops or meetings will be required or budgeted in R8. While NPs are expected to involve stakeholders in country-specific question development and results dissemination, we encourage NPs to find the most effective ways to do so in their country context. This may involve email, one-on-one or small-group meetings, work sessions, stakeholder participation in dissemination events, NP participation in events organized by other entities, and other approaches. We understand that this "non-workshop" approach may cause some past participants to lose interest, but we believe that they can be replaced with others who are more highly motivated and more strategically chosen.

National partners are encouraged to see stakeholder engagement – and AB communications in general – as programs offering year-round opportunities. Some of the most important opportunities include (this list is far from exhaustive):

- Designing country-specific questions (see Section 4.2) prior to fieldwork. It will be helpful if some CSQs are part of a specific strategy by the NP and stakeholders to influence the policy debate and policy. For example, if stakeholders plan to do a report to Parliament or other government bodies on a specific topic, CSQs relating to the topic of the report could be included (and the NP and the stakeholder(s) might then also jointly plan a presentation on this data to Parliament, for example).

- Developing a Dissemination Plan once survey results start coming in (before the completion of fieldwork), to discuss the best ways and best times to present the results.

- Planning of follow-up activities after all required disseminations are completed.

Stakeholders can also play an important role in dissemination events, including by attending in person,, promoting the events, recruiting other participants, and/or serving as a chair/moderator or commentator at an event.

CP communications coordinators can help NPs to develop strategic data release plans in conjunction with stakeholders, to arrange follow-up activities, or to assist stakeholders in utilizing Afrobarometer results in reports, presentations, or in other ways.

Beyond direct stakeholder involvement in AB surveys and disseminations, what are ways to build year-round engagement that is mutually beneficial? For example, would a partnership with a university journalism or social-science program help create competent journalists/scientists, as well as lifelong users and champions of AB data?

This less-structured approach to stakeholder engagement will depend on a careful stakeholder analysis and strategic planning by the National Partner, with Core Partner support. Core Partners are expected to review NP plans for stakeholder engagement as part of the workplan review process. In addition, to maximize learning within the Network, NP communications reports should include a report on planning, implementation, successes, and challenges with regard to stakeholder engagement.

9.2 Rolling Release of Results

The rolling-release approach used in rounds 5-7 resulted in greater media and public awareness of Afrobarometer results. However, some partners reported difficulty maintaining media interest through multiple events, and some release plans did not emphasize timely dissemination, flooded media/stakeholders with too much information at a time, or failed to incorporate follow-up or options for encouraging post-dissemination use of the data.

In response, for Round 8, the following adjustments will be made:

- We will emphasize timely dissemination of findings, sequenced and packaged to be "digestible," via seven press releases supported by social media.
- We will reduce the number of required dispatches to two (from three) while keeping the number of required public dissemination events at two (in addition to a recommended government briefing and a required donor/diplomatic-community briefing).
- Financial penalties for failing to complete dissemination requirements on time will be enforced.
- A new Summary of Results (SOR) format (with questions grouped by topic rather than questionnaire number) will make this a more user-friendly document.
- All dissemination activities should be supported by social media.

Partners are strongly encouraged to do more than the minimum that is contractually required. Disseminating AB findings is not only essential to AB's mission, but also an opportunity to raise your organization's profile and build its capacities. Dispatches or policy papers in excess of the required two will be eligible for incentive payments, and special funding for additional dissemination events may be available on a case-by-case basis (please discuss with your CP communications coordinator).

Revised dissemination requirements for Round 8 are as follows.

- **Month 1** (i.e. within 30 days from the date when the data set is finalized): **Dissemination Event 1** with **Press Release (PR) 1.** A public event, perhaps with a panel of experts, to present findings on 1-2 "hot" or high-interest topics, probably taken from your CSQs. Don't release all your great stuff at this first event; the news media can't digest more than 1-2 major findings. Focus the PR on the most newsworthy topic. Tell media and stakeholders to watch for more releases coming up.

- **Month 2:**
  - **Press Release 2:** A week or two after Event 1/PR 1**,** a second PR on another (a different) "hot" topic. Treat this as a release activity; make sure it reaches your target audiences.

  AND (a week or two after PR2)
  - **Dispatch 1:** On a different topic, and separated from the PR2 release by a couple of weeks. Treat this as a release activity, making sure it reaches target audiences.

(Note: Some flexibility in the order of releases is possible. For new NPs, Event 1 will serve to introduce the NP and the R8 survey to the media and stakeholders, so it should probably come first. But NPs that are well-known for their AB work might want to experiment with the order of releases, e.g. kick things off with a hot-topic press release that gets everybody's attention and draws people to Event 1 a week or two later.)

- **Month 3:**

  - **Event 2** focusing on topics not already covered, accompanied by **Press Release 3.** The event should follow one of three formats:

    - **Option 1**: A standard release event with a panel (chair/moderator and two discussants) who will react to the findings.
    - **Option 2:** A presentation at a national or regional policy summit or meeting involving NGOs, policymakers, and other stakeholders.
    - **Option 3:** A presentation to high-level policymakers in a private meeting. For example, the briefing could be for senior ministry staff or a group of MPs, parliamentary chiefs of staff, or members/staff of a parliamentary committee

    Regardless of the option chosen, the NP will prepare a ***PowerPoint presentation*** and at least one ***press release,*** both of which will be distributed electronically to media and stakeholders.

  Also during **Month 3**:
  - **Summary of Results** will be distributed electronically to media and stakeholders and published on the AB website. Treat this as a separate release activity, making sure it reaches target audiences.

- **Month 4: Dispatch 2** and **Press Release 4,** released at different times and each focusing on a different topic.

- **Sometime during Months 1-4:**
  - A **Donor/Diplomatic-Community Briefing** (required). While some partners have found it difficult in the past to interest specific donors in such a briefing, all partners are expected to be able to identify donors, potential donors, diplomats, and/or other international actors who will benefit from AB data. A ***PowerPoint presentation*** will be

prepared on the agreed topics to accompany any of the other standard documents (e.g. SOR, dispatches) that are distributed.

- **Encouraged sometime during Months 1-4: Government Briefing** (see Section 9.3.8).
- **Month 5: Press Release 5 and Press Release 6,** on different topics and separated by at least one week.
- **Month 6: Press Release 7.**

NPs should support all dissemination activities with social media.

Further details on the planning of each event, including preferred target audiences and special deliverables required for alternative events, are described in Section 9.3. Descriptions of each of the types of documents to be produced for these events are described in Section 9.4.

9.2.1 Dissemination Plan

The objective of these dissemination activities is to inject our results into national policy debates by targeting audiences that can be most effective in championing the use of data for policy making and using the data to speak about citizens' needs and goals. In short, the objective is to create impact.

This requires being aware of opportunities for impact. We will maximize our ability to contribute to policy debates through an ongoing analysis of news and events in our survey countries. CPs will collect information from NPs, analyze it, and share updates up and down the line, informing the Network's response to topical issues and driving our visibility and usage of our products, both standard dissemination documents and additional releases.

Creating impact also requires strategizing and planning. The impact you have will depend on the impact you PLAN to have.

The use of EDC will allow NPs to start looking at survey results and developing a dissemination plan, in consultation with major stakeholders, even before fieldwork is completed. Within ***two weeks*** after the completion of fieldwork, NPs should submit a ***dissemination plan*** to their CP project manager and communications coordinator. The CP should review the plan and approve it if it adequately addresses the following points:

- Topics and key target audiences for two events, two dispatches, and seven press releases. This is the most important part of the plan: What are the most significant and timely findings, and who will use them to advance the policy discourse? If you're unable to identify who will use your findings, you may need to consider choosing different topics to highlight. This plan will not be written in stone; topics may evolve as survey findings and external events evolve.
- Specific strategies for getting the findings to the key target audiences that will use them. This should be done for all planned dispatches as well as events.
- More broadly, strategies for reaching secondary audiences. This should include strategies for supporting dissemination through traditional news media and through social media. NPs with limited social media experience are encouraged to ask their CP communications coordinators for support and training.
- Target dates for two events and two dispatches.
- An indication of which option will be selected for Event #2
- Key target audiences for each event

- Indications of who will be invited to serve as chair/moderator and/or discussants or commentators for each event
- Submission dates by which draft release documents will be submitted for CP review (see Section 9.2.3 below)

NPs have the lead responsibility for producing the release documents and planning and preparing for disseminations, although Core Partners can provide technical assistance and support if requested.

9.2.2 Issuing Invitations

When organizing release events, it is highly recommended that you address all invitations to specific individuals, rather than sending out blanket or general invitations to organizations or government departments, which are much less likely to generate a response. In order to engage with civil society organizations, it may be helpful to coordinate with umbrella organizations or groups that have strong links in the NGO policy community which might be able to help put together invitation lists and generate interest in the events. The rule of thumb in most countries is to send out invitations to NGOs and policymakers two weeks in advance and then follow up by telephone at least twice.

It is important to develop relationships with NGOs to encourage them to come to events, which sometimes means sending someone in your office or requesting the regional communications coordinator to attend regular country NGO umbrella committee meetings.

Media invitations should also be sent out at least one week in advance – with specific notes, perhaps delivered by hand, addressed to editors, by name, to encourage their participation. Media invitations should again be sent out on the day before the presentation, with telephone calls, wherever possible, both on the day before and on the morning of the presentation to remind reporters about the event.

Where invited individuals cannot attend, ask if a representative can be sent instead.

9.2.3 Document Review

CPs must review and approve all documents before they are publicly released, including media briefings, press releases, SORs, and dispatches. In addition, dispatches (as well as policy papers and working papers) must be edited and approved by the publications manager before they are publicly released. It is the NPs' responsibility to submit documents sufficiently in advance of events to allow for review and revision. This means that media briefings, press releases, and SORs must be received a minimum of **four working days** in advance for the first and second events, and dispatches must be submitted a minimum of **one week** in advance of their release. These deadlines are essential to allow for adequate review and revision, and therefore **mandatory**. If documents are not received by these deadlines, the CP is expected to ask the NP to re-schedule the event, at the NP's expense. CPs will aim to provide feedback as quickly as possible on documents that are submitted, but feedback will be provided within a maximum of **two working days**. If possible, longer lead times will allow for better, less stress-filled review and revision, as well as better social media support for your release.

9.2.4 Network Representation at Release Events

It will not be possible to have Network or CP representation at all events, but a CP representative should attend at least one of the release events in each country. This provides an opportunity for sharing and exchanging and continues to build relationships within the Network. Especially for new partners, the CP is likely to attend the first release event as the dissemination process is launched. It is often beneficial to have an international/Network presence at events where more sensitive or controversial results are being released; NPs should discuss this with CPs if they feel that any event would benefit especially from the presence of a Network representative. It may also be a good idea to schedule the

donor/diplomatic-community briefing during the visit of the CP representative, if possible. Depending on how many other surveys have been completed, CP representatives may be able to contribute to the event by providing a brief presentation of cross-country results on the relevant topic. CP communications officers will attend events whenever possible and work with the NPs to increase the effectiveness of their dissemination strategies, including taking opportunities for live online engagement to tap into a wider audience.

9.3 Details of Release Activities

Following are some brief guidelines about preparing for the different disseminations, as well as suggested audience targets.

9.3.1 Event 1 with Press Release 1

The first release event should occur **no more than one month (30 days)** after the data set is finalized; the NP is encouraged to do it earlier if possible. You could start drafting the PowerPoint media briefing as soon as fieldwork is completed and have it reviewed and ready to go (except for a final check of the numbers) by the time the data set is finalized.

The first event should include data on 1-2 "hot issues" that will attract the media's attention. Often these will be CSQ findings (since you developed your CSQs with that in mind). Don't overload this event. The media and public can't use more than 1-2 important findings at a time. And you will need to save a few "hot" or "weighty" topics for the second event, dispatches, and press releases. Focus Press Release 1 on your best finding. If you have three great findings that each deserves its own press release, then you probably have TOO MUCH; save some of it for the next release.

We urge National Partners to engage a panel of experts to provide their opinions and reactions to the materials released during the two dissemination events.

Your dissemination plan should identify the priority target audience for this release – the most important policy actors who will use the survey findings you are presenting. Develop and implement specific strategies to ensure that your findings reach this audience.

Among other activities, consider:

1. Alerting your primary target audience several days before the release that it is coming.
2. Delivering hard copies of the press release by hand to a few key stakeholders (depending on the work habits in your country).
3. Offering special briefings for this audience.
4. Calling to confirm receipt and explore next steps (e.g. a special briefing).
5. Planning your social media support. Work with the AB website manager to create teasers at least a week in advance to help build interest ("buzz") before the release date and get more people interested in the results.

In addition, tailor the wider event audience to the theme of the release. For example, government revenue authority leaders and directors should always be invited to a dissemination on taxation; members of Parliament should be invited to meetings on constitutional themes or themes related to current legislation; health or education advocacy organizations should be invited to meetings on service delivery; and the president's office should be invited to meetings on democracy, freedom of the press and other high-level rights issues.

Please note that ***local staff from our current or previous donors – SIDA, Mo Ibrahim Foundation, Hewlett Foundation, Gates Foundation, Transparency International, etc., where available – should be invited to every dissemination***. It is recommended that partners do research to find out which officials

in these organizations are appropriate to invite to each dissemination, but where necessary, CP and AB central staff may be able to assist with getting names of appropriate individuals to invite.

Have a plan to ensure that major media outlets cover the event, and work hard to implement your plan. With journalists you know and trust, share your press releases two or three days in advance of the event to allow them time to prepare a coherent report. Talk to the most important journalists by telephone to obtain a commitment to cover the release. Help arrange interviews for them. Thank them for their coverage.

Use social media (Twitter, Facebook, WhatsApp) to 1) generate interest before and during the release and 2) keep the discussion going after the release by using appropriate tags and tapping into other conversations/events happening online.

9.3.1.1 Audience Targets for Event 1:

- At least two senior representatives of the primary target audience (likely data users) you have identified in your dissemination plan
- At least one journalist from each national newspaper, radio & television
- At least one senior editor of any national media
- At least two senior civil servants whose work directly relates to the study (e.g. government minister, member of Parliament, local government council member, or high-ranking staff of these government bodies)
- At least two other civil servants
- At least one official from each major political party (use the accepted presence of one to persuade the others)
- At least one parliamentary/local council adviser or staffer
- At least three NGO leaders
- At least one academic from a leading university
- At least one donor representative, including representatives from all past or current AB Core Donors with offices in the country

After the event, share the briefing and press releases electronically as widely as possible.

9.3.2 Press Release (PR) 2

This is designed to get another newsy finding out quickly, perhaps 1-2 weeks after Event 1. If the topic is particularly controversial, you might want to alert stakeholders concerned/involved that it's coming.

9.3.3 Dispatches 1 and 2

Consider these dissemination "events," just without the physical meeting. Plan and execute them with the same care.

As in the case of Event 1, your dissemination plan should identify the primary target audience for your dispatch (the most important policy actors who will use your findings), as well as your strategies for ensuring that your findings reach these policy actors.

For your primary target audience, your secondary audiences, the news media, and the broader public, follow the suggestions discussed above for Event 1.

Note that after the two required dispatches, additional dispatches and policy/working papers are eligible for incentive payments.

9.3.4 Event 2 with Press Release 3

As noted, NPs can choose one of three options for the second release event with the addition of a panel. The panelists may be from any background – e.g. policy makers, policy activists, NGO people, academics – but they should be a diverse group and should all have a policy-related interest in the data. They can be drawn from among the stakeholders, but this is not essential.

This panel approach can be especially helpful in cases where the NP is not well placed to deal with political audiences or has reasons to be anxious about being considered the sole purveyor of the implications of the survey findings. In these cases, a more neutral figure, such as a prominent academic or religious figure, can be asked to chair or even host the release session.
Instead of a standard release with a panel, an NP also has the option of finding an opportunity to present the findings at a national or international meeting or conference of policy makers or practitioners (e.g. AB findings have been presented at human rights conferences, a conference of local government authorities from around Africa, a conference of NGOs working on poverty in Southern Africa, etc.). If an opportunity like this arises, please discuss with the CP to confirm that it meets the requirements for the second event. Alternatively, NPs may set up one or two private briefings with high-level policy actors. For example, results on attitudes toward Parliament might be presented in private meetings with each of the leading political parties, results on social service delivery might be presented to leading figures in the health or education ministries or to a relevant parliamentary committee, or corruption findings might be shared and discussed in a closed-door session with an anti-corruption commission or task force. Again, please discuss the proposed alternatives with the CP.

Regardless of which option the NP chooses, deliverables will include a PowerPoint presentation and a press release, as well as a brief description of the event or events to submit to AB. Where possible, they will also include invitations and participant lists (although a participant list may not be available when presenting at a conference or event sponsored by a third party).

With all options, it is essential that the NP distribute the ***press release*** to media and stakeholders electronically.

9.3.4.1 Audience Targets for Event 2:

- At least one journalist from each - national newspaper, radio and television.
- At least one international journalist where available
- At least two senior editors of any national or international media
- At least four senior civil servants whose work directly relates to the topic of the dispatch
- At least four other civil servants
- At least two donor representatives
- At least two officials from major political parties (use the accepted presence of one to persuade the others)
- At least four parliamentary/local council advisers or staffers
- At least two academics from leading universities
- At least three NGO leaders

9.3.5 SOR

In the past, partners have released the SOR during the second dissemination event. To avoid flooding stakeholders with too much information at one time, and to maximize the potential impact of each release activity, in Round 8 we recommend releasing the SOR electronically as a separate dissemination activity.

A new SOR format will make this a more user-friendly document, primarily by grouping questions/data by topic (democracy, corruption, etc.) rather than by question number. NPs should treat its release as another opportunity for engaging and promoting data use by media and stakeholders, e.g. by describing the usefulness of the new format, supporting the release with social media, etc.

9.3.6 Press Releases 4-7

Pick other high-interest findings with promising audiences, and knock out PRs. Time them as indicated above, during Months 4, 5, and 6, leaving a week or two of "downtime" between the PRs and other releases (dispatches, SOR). Support the PR releases with social media.

9.3.7 Donor/Diplomatic-Community Briefing

All NPs are required to hold at least one targeted briefing for the donors/embassy community. In previous rounds, a lack of interest or time on the part of one or more core donors led some NPs to forego this briefing. In Round 8, NPs are expected to fulfill this requirement with the best donor/embassy audience they are able to reach. This means that even if some past or current core donors show no interest, representatives of other past, current, or potential donors and of the international/embassy community should be provided with a briefing. The NP's Donor/Diplomatic-Community Briefing Report should detail the efforts made to reach a variety of donors and embassy representatives.

The timing of this session is open to negotiation between the NP, the donor/embassy community, and the CP, although it should occur within a maximum of four months after the finalization of the data-set. If results from the early stages of the release are of particular interest to this community, they may desire a briefing very early in the process. Alternatively, it may be worth waiting until all release documents – including ***SOR***s, and ***dispatches*** – have been produced, and hold this briefing in the third or fourth month after the data-set is finalized. It is expected that a specialized ***donor PowerPoint presentation*** will be prepared for this event, although this will likely be drawn mostly or entirely from the presentations produced for other events (unless the donors request some special additional topics or analysis).

Representatives from Afrobarometer's key current or previous donors (especially SIDA, Mo Ibrahim Foundation, and Hewlett Foundation, where available) in your country are often willing to help coordinate and/or host such events. CPs and/or AB central staff can help NPs to establish contact with these donors' in-country offices if necessary. As noted, these donors should *always* be invited to attend the public release events as well.

We note that Afrobarometer donors are increasingly becoming regular users of Afrobarometer results, and they can be very effective advocates on behalf of the Network, sometimes among audiences that may be most difficult for NPs to reach directly, including within parliaments and among mid- and senior-level government officials. This potential resource has been underutilized in the past, with only sporadic contacts made with donor missions in some countries. This also means that donor missions have not had the opportunity to make full use of Afrobarometer resources.

In Round 8, we will seek to strengthen engagement with the representatives of past, current, and potential donors located in each country where we work. In fact, rather than waiting until release of results, we request that NPs contact past, current, and potential AB donors prior to the start of surveys to make them aware of our activities. Donor representatives may also be included in stakeholder activities where appropriate. In addition to conducting special donor briefings, NPs should ensure that full sets of electronic copies of all release documents are shared with these agencies.

9.3.6 Government Briefing

In the past, Afrobarometer has recommended that NPs, as a courtesy, offer an advance briefing to top policy makers in the executive and legislative branches of the government. In Round 8, we will continue to recommend doing so, as it may draw high-level attention to AB findings, but the decision to offer government briefings is up to NPs. If an advance briefing is to be offered, it is recommended that the media/public briefing be scheduled first, and that the executive then be informed that we are willing to offer an advance briefing at most 24 hours ahead of the media event. The advance briefing is intended as an opportunity to give the executive fair chance to hear the findings and be prepared for the release, but not to give them the opportunity to either delay or pre-empt the public release. It is also at the NP's discretion whether such advance briefings are offered before all releases, or only before one or some of them. Government briefings may also be offered after public releases if there is interest.

9.4 Release Documents

All release documents are published on the Afrobarometer website. The different types of release documents are described in the following sections.

9.4.1 Media briefings

Each event should include a PowerPoint media briefing that contains key background on Afrobarometer and key findings and summaries of data. In Round 8, the communications team will aim to help partners choose the best data for these presentations and organize the data in such a way that is most useful for policy reflection and discussion. Please use the AB ***media briefing PowerPoint template*** provided by your CP for preparing these presentations, as it already incorporates the AB logo and color scheme, standard language about AB methodology, and guidance on which content to include and how it should be organized. In general, slide shows should be limited to 25 or 30 slides for maximum impact.

9.4.2 Press releases

The press release should consist of just a few paragraphs that emphasize the most important highlights of the release, i.e. the information that would please readers the most, prompt the most anger, or prompt action. Press releases should ideally be limited to just two pages, including a strong first paragraph that focuses on a single finding, a sentence or two of context, a few bullets of key findings, and a paragraph of explanation about Afrobarometer and the NP. Please use the AB ***press release template*** for preparing these documents, which already incorporates the AB logo, and colour scheme, standard language about methodology, and guidance on which content to include. and how to organize it. Press releases usually accompany the release of media briefings and important papers, but they are also highly effective as stand-alone documents to communicate tightly focused information.

9.4.3 Afrobarometer Dispatches

Afrobarometer dispatches are intended to generate debate and action by the policy community by focusing on results for which the need for action is implied. For example, rather than focus on a result such as "The majority of Ghanaians prefer multiparty democracy," which does not prompt action, a dispatch might say, "One in five Ghanaians distrust both the party in power and the opposition." The first statement does not suggest a situation that needs fixing; the implication of the second one is that party leaders may want to re-examine their policies and priorities because there is an undercurrent of dissatisfaction. We do not want to report only negative results, but we do want to report the results in such a way that policy makers might be spurred to respond. <u>It is highly recommended to show balance in the dispatch by showing what people think works, as well as what they think doesn't work. However, it is important to be direct about what isn't working.</u>

Dispatches should thus be thematic, policy-oriented papers. Because they are primarily aimed at, and should be easily readable by, decision makers, civil society leaders, policy advocates, and journalists, they should be no more than approximately three pages of text, with as many additional pages as needed for relevant charts (usually 8-12 pages in total). Dispatches should provide some discussion of context and may look at trends over time or cross-country comparisons, or use crosstabs to explore findings. They primarily use descriptive statistics (frequencies, cross-tabulations) for presenting and discussing the data on the policy issue of interest. Each country team is required to produce two dispatches.

In general, each Afrobarometer dispatch should:

- Focus on a specific topic of national importance and interest, for example, changing levels of lived poverty or perceptions of corruption.
- Provide a graphic representation of the current findings in the country, as well as over-time trends where available.
- If possible, provide a graphic comparison of current attitudes in that country with the most recent cross-national results from other Afrobarometer surveys.
- Provide graphic comparisons of breakdowns of these attitudes by key demographic factors, such as region or gender – remember to focus on breakdowns that are meaningful and that show significant differences.
- Describe these results and trends, and their possible social or political implications, in bullet points or short paragraphs.
- Emphasize findings that reveal problems or challenges, or suggest the need for action, but also note improvements and reveal success stories where they exist; the least interesting findings are those that say that there has been "no change" or that "results are mixed".

Note that even after the release of the two required dispatches, National Investigators and National Partners are strongly encouraged to continue preparing additional dispatches on a steady basis, releasing them when the results may coincide with important events or policy debates within that country. NIs/NPs are also strongly encouraged to make full use of the data by using the dispatches as a basis to produce a thematic *policy paper or working paper* from the results of each survey. Afrobarometer pays writing incentives to partners who publish additional dispatches, policy papers, or working papers beyond those required as part of the standard dissemination (see Section 8.4).

Please use the AB ***dispatch template*** for preparing these documents, as it already incorporates the AB logo and colour scheme, standard language on methodology, and guidance on content and organization. All dispatches must be reviewed and cleared by the CP and the publications manager before being publicly released.

9.4.4 Summary of Results

A summary of results (SOR) lists all survey questions and responses with the percentage results next to each response. It also provides the breakdown of results among key demographic groups, usually according to gender and urban-rural location (but province, race and other factors can also be used). The SOR will be prepared by the National Partner, although Core Partners or the Network Data Manager may assist in producing the tables for the SOR using SPSS Tables software that is not available to all partners. Please use the AB ***SOR template*** for preparing these documents, as it already incorporates the AB logo and colour scheme, and provides guidance on content and organization. The template also has the question texts available in a form that can easily be cut and pasted into the tables document, with indications of which question texts need to be indigenized for the SOR.

Note that in order to make the SOR more user-friendly (and thus more likely to be used), a new format in Round 8 will group questions by topic, rather than list them in the order they are asked in the

questionnaire. The release/electronic distribution of the SOR should be a stand-alone dissemination activity targeting all potential users and supported by social media.

9.4.5 Other AB Publications

Afrobarometer's ***Policy Papers*** and ***Working Papers*** series are described in Section 8.1.

9.5 Communications Pilot Projects

In Round 8 we continue to be interested in supporting pilot projects aimed at testing new strategies for getting policy makers and policy-advocacy organizations to use Afrobarometer data. Afrobarometer communications coordinators will assist interested NPs in identifying suitable approaches in their country, producing necessary reports or materials, and developing capacity-building coursework. These communications pilot projects would be in addition to the standard post-survey dissemination protocol, and event expenses, as well as compensation for the time of NPs and others who participate, will be negotiated on a case-by-case basis via small contracts implemented separately from the standard survey contracts. ***NPs interested in implementing additional communications activities in their countries through these communications pilot projects should contact their CP to express an interest.***

Some ideas for pilot projects include the following:

- Training/capacity building workshops for parliamentary, local council, or regional government officials
- Capacity building session on using data for policy advocacy with at least two or three NGOs
- A project with NGOs working on specific policy advocacy goals where the NP participates in developing plans for joint reports and for presenting data to policymakers. Preferably the NP will be involved in presentation as well.
- No fewer than three meetings with international, regional or local government officials focused on a specific problem. (For example, one NP attended meetings with AfriGap, a UNDP project to consolidate and publicize data on African governance, and attended quarterly meetings of the African Union's corruption committee.)

NPs are invited to make their own suggestions of communications pilot activities that they would like to implement in their country.

9.6 Dissemination Report

At the completion of the regular post-survey dissemination cycle, each NP must submit a Dissemination Report to the CP. The report must include all of the following information:

1. A report on each major release activity: Press releases (one summary report), dispatches (one summary report), Event 1, Event 2, and Donor/Diplomatic-Community Briefing). Reports on Event 1, Event 2, and the Donor/Diplomatic-Community Briefing should include:
   a. Date
   b. Location
   c. Primary target audience for the release, strategies for reaching that audience, and successes/challenges in reaching that audience
   d. Presenters/facilitators
   e. Handouts/publications distributed

f. Copy of invitation and confirmation emails or letters
g. Number and type of participants
h. Sign-in sheets (if available) or list of participants and their organizations
i. Key topics discussed, issues raised
j. Audience evaluations (if applicable and available)

Note that the specific information to be provided for the second event will depend on which option was selected, but should adhere as closely as possible to the list above.

2. A listing of all coverage observed in local/national print media covering at least the first two weeks following each release. The list should include:
   a. Title of publication
   b. Date of publication
   c. Title of story
   d. Writer (if available)
   e. A scanned electronic copy or photocopy of all newspaper articles should also be included in the report.
3. A listing of all coverage in local/national broadcast media, including news program coverage, interviews with members of the country team, talk show participation, etc. This list should include at minimum:
   a. Name and type (radio or television) of station
   b. Date of broadcast
   c. Nature of broadcast (news program, radio talk show, etc.)
   d. NI participation, if any (e.g. interviews or talk shows)
   e. If possible, clips or links to the broadcasts

4. A listing of all Internet coverage of the release, including:
   i) Name of the website
   ii) Title of the article
   iii) Link to the article
   iv) Date of publication

5. Any other relevant feedback concerning the release of results and their impacts.

Section 10: Monitoring and Evaluation

Monitoring and Evaluation plays an important role in measuring performance with targets geared towards achieving the core objectives of AB. Measuring progress of our work, whether success can be claimed and how our future efforts might be improved can only be ascertained through monitoring and evaluation. Thus, the primary objective of Afrobarometer's Monitoring and Evaluation (M&E) program is to determine whether the network is meeting its overall objectives.

M&E supports the planning processes and assists in setting priorities when there are many competing demands on limited resources. It further enhances transparency and supports accountability by highlighting the extent to which the project has attained its objectives and ensures optimum use of funds and other resources (*Value for Money*). To this end, a critical aspect of Round 8 will be to effectively track and assess the performance and impact of Afrobarometer against its benchmarks and targets.

It is particularly important to note that as a means of ensuring value for money by the network's donors, there is high premium placed on the impact of AB survey findings in the policy space across the African continent. This impact is measured by finding out the following;

- Are AB survey findings gaining credibility among African policy makers, or among publics at large?

- Are key policy makers in various sectors in each country where AB is present aware of the survey findings and how they might be useful in the policy making process?

- Are the findings being used to inform policy making, policy advocacy, program planning (e.g., civic education) or evaluation?
- Are the capacity of African research institutions on survey research methods and analysis improved to be able to provide the necessary evidence geared towards influencing policy?

Monitoring these types of impacts is far more challenging than the far simpler task of monitoring activities and outputs. In a bid to properly record impact, the network has developed a *Portfolio of Policy Visibility Document*. This documents and tracks information about the keys uses of AB data by stakeholders. It further serves as a mechanism for tracking impact, especially with respect to policy visibility.

Future donor support for Afrobarometer is likely to be highly dependent on the degree of impact of survey findings in shaping policy making and policy implementation in Africa. Coordination and cooperation from all stakeholders will help achieve the goal of measuring the project's successes in a more complete and comprehensive way will help to ensure the future of the project throughout Round 8 and beyond.

10.1 M&E Structures and Functions

Monitoring and Evaluation is a central part of Afrobarometer process, as such, every member of the Network has a role to play. Specifically, the roles of the Network members are clearly defined below:

- **Senior Advisory Committee -** Provides leadership and are useful consumers of M&E information.

- **Network M&E Officer –** Develop and leads the implementation of the Network's M&E strategy

- **Core Partner Project Management Team (PMs and Communications Coordinators)** – Report on survey implementation at their respective Regional level. This includes ensuring that

the various activities are implemented and the accompanying reports are uploaded on both OneHub and the M&E system

- **National Partner** – Being both the eyes and ears of Afrobarometer on the ground in the many countries where we work, NPs play a critical role in Afrobarometer's M&E activities, and especially in helping the Network with its policy visibility mandate. NPs do this through completing survey activities and providing the required deliverables discussed in previous sections of this Manual. In R8, NPs are required to provide PMU with evidence of "policy visibility" or "policy impact" of Afrobarometer survey findings[1].

10.2 Core values

The following core values shall underpin the development and implementation of M&E activities in Afrobarometer:

- **Integrity**: All Partners shall apply and uphold strong moral principles in decision-making at all levels in the practice and development of M&E.
- **Transparency:** All processes in connection with the practice and development of M&E shall be easily accessible and understandable by Partners unless there are compelling reasons not to do so. To effect this, terms of references and evaluation reports shall be accessible to Partners.
- **Accountability**: The practice and development of M&E shall be carried out in a manner that ensures that each amount spent by the Network is justified.
- **Timeliness**: M&E information shall be made available in real-time and made available to Partners for either internal or external use.
- **Value for money**: Value and efficiency shall drive the performance of M&E function throughout Round 8 implementation phase.
- **Learning**: M&E information shall serve as a key tool for continuous improvement in Afrobarometer strategies to ensure a more effective and efficient ways of achieving results.

10.3 Monitoring Process at National and Regional Levels

Afrobarometer Partners (NPs and CPs) will be primarily responsible for monitoring the performance of the survey activities at their respective levels either as a Core Partner or as National Partner. To guide the monitoring by Partners, the M&E Team has adopted a set of key monitoring questions to guide this process. This approach has several advantages in the context of a flexible partner-driven program with a diverse set of policy actors. In particular:

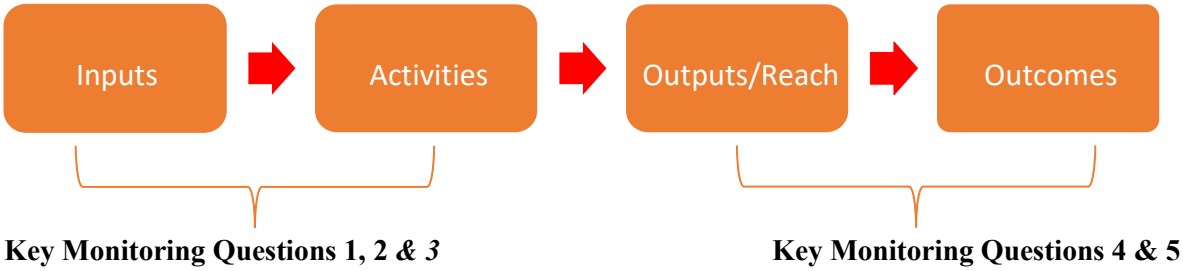
- Core monitoring questions support a more innate approach to analysis and action by helping to link information and indicators to its intended purpose. Understanding what indicators mean is clearer when data and information are collected and brought together to answer a question.
- This approach defines consistent information requirements across all partners while enabling flexibility for each partner to determine how they answer these questions.
- A question-based approach supports a more focused approach to indicators and information requirements. The utility of indicators can be checked by reviewing them against agreed monitoring questions and indicators that do not help to address the question can be discarded.

This approach can be represented in a simplified generic logic model (refer to figure 1).

[1] This includes references to AB findings by politicians or government officials in speeches, press reports, or government documents, citations of AB findings in NGO reports or public statements, or requests for assistance from stakeholders in utilizing or interpreting AB findings

I.

Figure 1: Elements of Partner Project Performance Monitoring



Management needs timely information on activity progress, implementation risks, key outputs, and the results realized at both in-country and regional levels. The core monitoring questions seeks to guide Afrobarometer Partners on how to monitor the implementation of the various survey activities at their respective levels;

- ***Key Monitoring Question 1 (Implementation Performance): Did we do what we expected to do?*** The first monitoring question tracks implementation progress and is designed to build on the existing survey schedule agreed upon before the start of Round 8. Answering this question involves a simple comparison of planned quarterly activity with actual execution of activities.
- ***Key Monitoring Question 2 (Financial Performance): Are the costs in line with what we expected?*** The second question addresses financial management and prompts partners to compare planned expenditure to actual expenditure and identify any divergence.
- ***Key Monitoring Question 3 (Risk): What challenges have affected our work?*** The third monitoring question seeks to include a risk analysis risks into Afrobarometer monitoring process. The monitoring process prompts partners to consider the factors behind any divergence noted in the previous two questions. Over time, they will be encouraged to look for recurring risks or new risks. This approach encourages a more analytical and reflective approach to operational aspects of project management.

While the first three monitoring questions address basic project operational concerns, the key monitoring questions 4 and 5 focus on outcome-oriented issues.

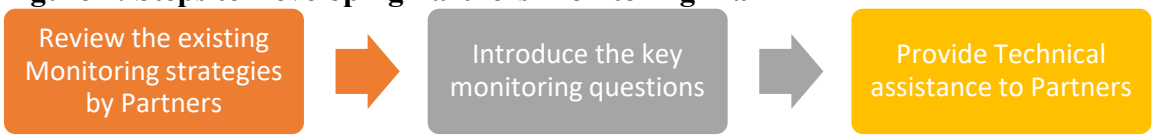
- ***Key Monitoring Question 4 (Reach): Are we reaching the right people in sufficient numbers?*** This seeks to address the crucial issue of 'reach'. To contribute to the intended outcomes, partners need to understand who the targets are for Afrobarometer survey findings. The best way to answer this monitoring question is to for Partners to develop a stakeholder analysis tool and identifying the needs of each stakeholder identified. This will help to target our audiences at the various outreach engagements that is decision on the policy actors to be engaged will largely depend on the thematic area that the dissemination events focuses on.
- ***Key Monitoring Question 5 (Outcomes): What changes and benefits are being realized as a result of Afrobarometer intervention?*** The goal of Afrobarometer surveys is to promote an inclusive policy/development process by making the voice of ordinary citizens' part of the policy debate. As such, all Partners engaged by Afrobarometer seeks to contribute to this goal. Though this is a long-term process of change, it is required of Partner, in the short term, to report on key issues such as uptake of Afrobarometer findings across the policy space, visibility of Partners resulting from their association with Afrobarometer, capacity development of Partner institutions etc. This is key to promoting an adaptive management within partners. This key question is deliberately structured as an open question specifically to allow Partners to discover and learn from unplanned change.

10.4 Technical Assistance to Partners

The focus of the Network M&E function is to promote a learning culture in Afrobarometer through effective utilization of M&E information. To achieve this, one critical area of focus in Round 8 is to strengthen the internal capacity of Partner institutions in Monitoring/ tracking project outcomes. The M&E Team will work closely with each partner to develop a monitoring plan that addresses each of the core monitoring questions prescribed above. This process is not only intended to build upon the things that partners already do to monitor and track their work but also explore areas where additional tools can be used. The M&E Team will adopt key steps that will include the strengths-based approaches and participatory monitoring approach. The output of this process will be a monitoring framework based on a shared understanding of the key outcomes and deliverables expected from Partners and a vivid response to the key monitoring questions noted n earlier sections.

The approach adopted to build the capacity of Partners is noted in the figure below;

Figure 2: Steps to Developing Partners Monitoring Plan



10.5 Learning from the Monitoring Process

As noted in earlier sections, the key focus of AB M&E function is to promote a culture of learning through effective utilization of M&E information. As such, it is recommended that partners collectively play a key role in analyzing and using their monitoring data to identify key challenges and lessons for future rounds of surveys. This will ensure that partners occupy a central position in analyzing and making meaning to their monitoring data. While the responsibility for this type of analysis is often the responsibility of the M&E Team, this participatory approach seeks to create an enabling environment for Partners to be actively involved in M&E activities.

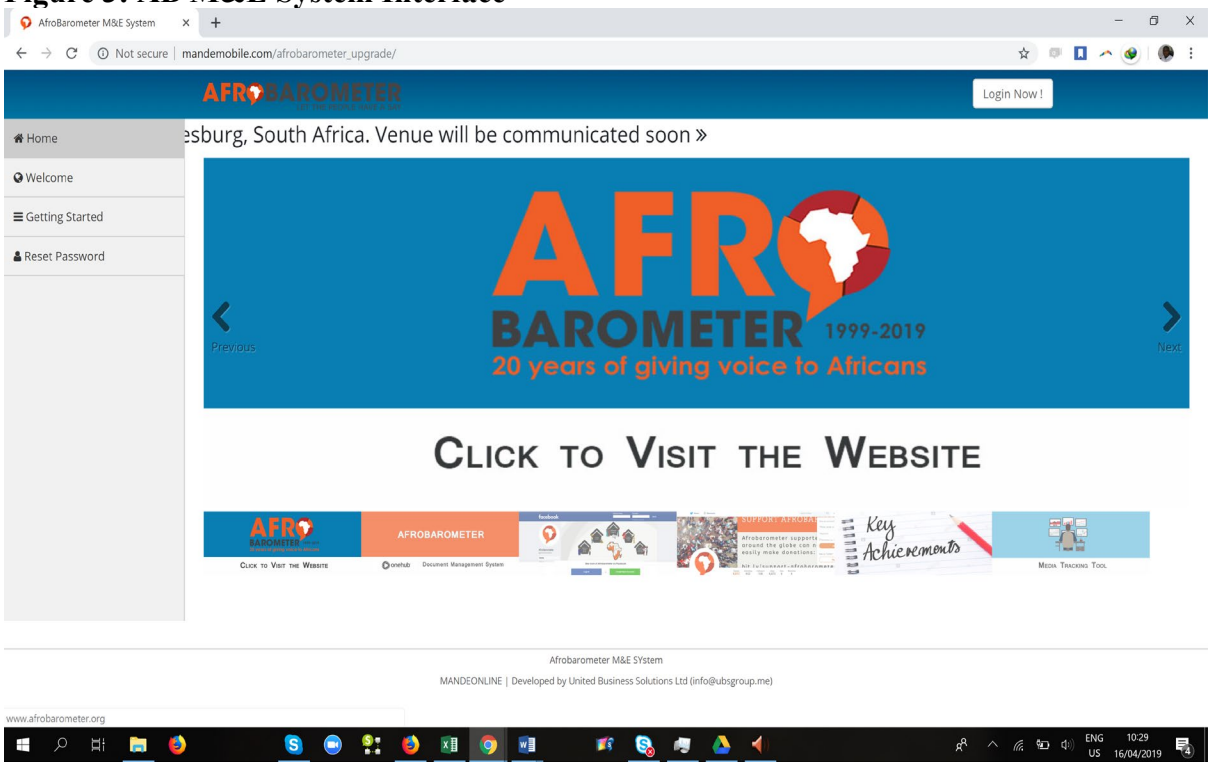
10.6 Data Collection and Reporting

The Network, since its inception until Round 6, have been using the traditional approach to collating data/information for reporting to donors. This approach was faced with several challenges of which key amongst them was data/information loss resulting from the manual approach to collating data/information. As a growing network, one of the key efforts to ensure an effective reporting system was to transition to a web based M&E system. This call was further strengthened by Partners at the R5&6 Mid-Term Evaluation where there was a collective proposal for the Network to have a more user-friendly system/software for online reporting to facilitate early and easy reporting as well as easy access to M&E data.

In view of this, the Network in Round 7 procured a web based M&E system during R7 and customised it to fit the needs of the Network. This system has been customized with Afrobarometer templates and reporting requirements. In addition, to ensure easy access to all platforms used by the Network, all the various platforms have been integrated in the M&E system (refer to Figure 3).This means Partners can access all platforms by clicking on the M&E system's URL[1]. The system currently serves as the main reporting platform used by Network.

[1] http://mandemobile.com/afrobarometer_upgrade/

Figure 3: AB M&E System Interface



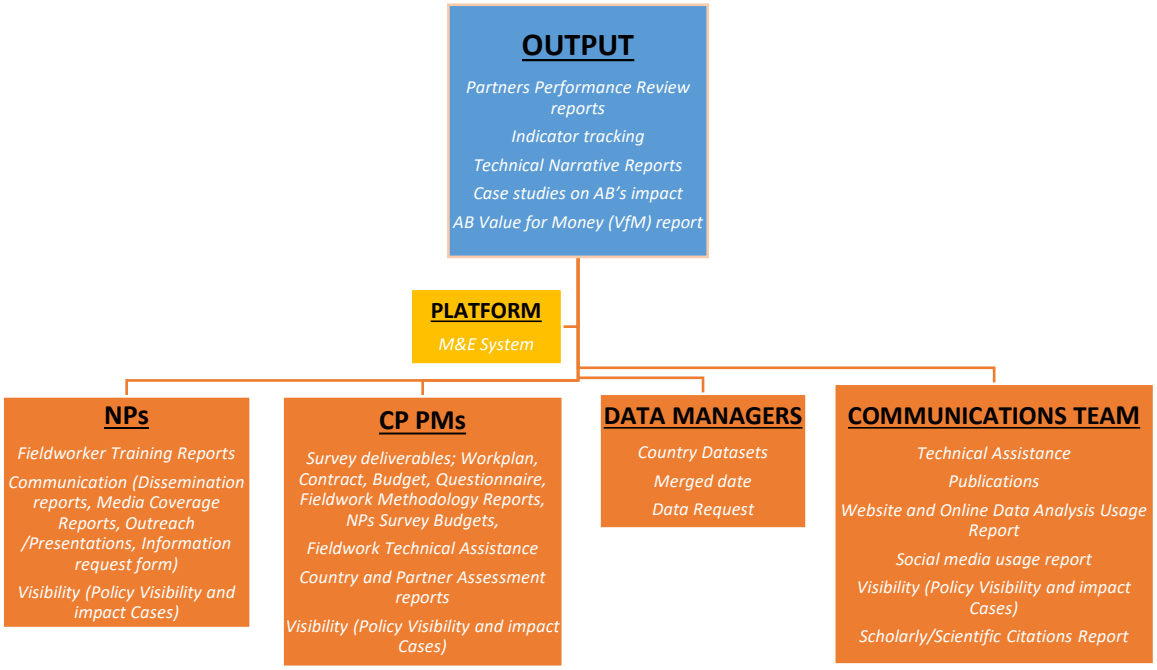
The M&E System will help the Network in the following ways;

- **Collect monitoring data close to the source**. This requires that the people who provide M&E data are the ones that directly enter it into the system. For example, Communicators Coordinators can directly input data on dissemination events onto the Software platform instead of the previous practice of filling out a paper form that was then entered into Excel by the M&E Officer. This reduces any double handling of data.
- **Access real-time updates.** The new M&E dashboard allows staff and management to view data summaries in real-time as data is entered into the system. This means that management have up-to-date information to assist with decision making.
- **Export data** - Once data is entered into a system it should not be trapped there. While in-built dashboards are great for real-time monitoring they will not meet every need. As such, the software allows users to export data into other formats (csv or Excel spreadsheets, PDF or Word).
- **Feedback useful information to staff, in a timely manner.**

A review of the current flow of information within AB revealed that most of the outcome level deliverables are not being reported on. In view of this, the Network in Round 8, will adopt a participatory approach, which allows National Partners to report on key deliverables[1] via the M&E system. Although National Partners are mandated to report on these deliverables, Core Partners are still required to certify these reports. The diagram below shows the revised flow of information within the Network;

[1] This includes Dissemination Reports, Information Requests, Media Coverage Reports, Visibility cases (non-mandatory dissemination engagements with policy actors, citation of survey findings in government, donor reports etc)

Figure 4: Flow of Information within Afrobarometer



10.7 Evaluation

Evaluation provides an opportunity for Afrobarometer to critically reflect upon the strategies that worked well and those that needs to be reconsidered, to identify the reasons for success or failure, and to learn from both. In addition, evaluation helps to provide the necessary justification to draw conclusions about Afrobarometer effectiveness, sustainability, impact (if possible), and relevance and also unearth interesting, hitherto unexpected results that stakeholders may wish to incorporate into future monitoring. Afrobarometer, in evaluating its core activities during Round 8, will consider the following key questions;

- To what extent has, the Afrobarometer improved the capacity of Partner institutions in the area of survey research and analysis?
- To what extent has Afrobarometer influenced policy process across the Africa continent?
- Are there any changes in the public policy context that might impede the realization of the desired results?

These questions align with the short and long term outcomes of Afrobarometer intervention in Round 8. The Monitoring mechanisms put in place will assist in building a base of information to assist Afrobarometer assess its contribution to the policy making process across the continent[1]. This is to say, a successful evaluation of Afrobarometer activities will largely be dependent on available information through the Monitoring system put in place by Afrobarometer and its Partners.

[1] This evaluation activity is scheduled for early 2021 and will be financed by SIDA.

Section 11: Capacity Building

From its inception, one of Afrobarometer's core objectives has been to build the capacity for survey research among African researchers and research institutions so that they can produce scientifically reliable public opinion data and analysis. Since the first round of surveys in 1999, Afrobarometer's Capacity Building program has evolved in order to accommodate the knowledge, skills and experience gained by Network Partners over time. And while most NPs now have a firm understanding of, and significant experience in, conducting fieldwork and managing data, capacity in survey data analysis as well as the communication of survey data remains a work in progress. Since Round 6, one particular goal of the capacity building program – and the Network as a whole – has been to increase the number of Afrobarometer publications being produced by NPs and CP staff. This will continue during R8

One of the primary ways in which the Network conducts capacity building is through the provision of **Technical Assistance** during survey preparations and implementation. Core Partners evaluate NP skills and work with NPs to identify the primary needs for support, whether in sampling, training, fieldwork management, data management, or preparing for disseminations.

In addition, in order to build the capacity within the Network, Afrobarometer runs a number of capacity building programs that occur outside of the normal survey process. The flagship of these programs consists of the Network's **Afrobarometer Summer School,** hosted at the University of Cape Town.

Participants at the Summer School are trained in a wide range of subjects, with an emphasis on introductory and advanced statistics and their application to the analysis of Afrobarometer survey data on topics related to democracy and governance. During this one month of in-depth courses, participants gain the substantive knowledge and the analytical capacity to make use of the survey data and communicate their findings to audiences that include policy makers, international donors, media, civil society organizations and activists, and academics, as well as ordinary Africans.

Depending on the availability of funds, the Network will also be holding several shorter (usually one week) **Technical Training Workshops** on selected topics during R8. Topics will be identified in collaboration with CPs and NPs based on a needs identification exercise. Possible topics include questionnaire design, data management, sampling, and communications.

Afrobarometer also awards **Afrobarometer Fellowships** to staff and partners in the Network. Fellowships can support a variety of individualized training opportunities, including: additional intensive and advanced statistics training (for example, at the ICPSR or ISR summer programs at the University of Michigan in the US); training courses on substantive topics covered by Afrobarometer (e.g., the International Politics Summer School at Oxford); or "writing sabbaticals" that enable recipients to collaborate with colleagues on analysis and finalize of briefs and working papers.

The Network also sets aside funds for **Mentoring Exchanges,** which provide travel funds to enable one-on-one collaborations between network members to complete specific tasks, such as collaborations on publications or data analysis.

As noted, Afrobarometer will continue to pursue as one of its key goals to increase the number of publications produced by NPs, as well as CP staff in Round 8. In addition to providing training, mentoring and fellowship support that can enhance the capacity of network members to produce publications, the network will continue its program of writing incentives. For publications that are produced by network members that are in addition to those required by survey contracts, cash awards will be made, as described in Section 8.4.

The Network will increase its expectations regarding the outputs produced by those who have the chance to participate in trainings. For example, it has always been a core goal of the Summer Schools that they result in publishable policy papers and working papers. However, to date, this goal has not been realized. One side of addressing this gap is to increase the availability of training and writing opportunities and mentoring support and to provide writing incentives. Another side, however, is to add the requirement that current recipients of fellowships and training opportunities will only have access to future capacity building opportunities if they produce expected outputs. The Deputy Director will therefore track the outputs of each participant in Summer Schools and Fellowships in the hopes of ensuring that everyone who has the opportunity to participate in these activities fulfills the intended goals of the training.

Appendix 1: Afrobarometer Survey Countries and Round 8 Network Partners

	Country	Survey Rounds	National Partner	National Investigator
1	Angola	8	Ovilongwa Consulting	Carlos Pacatolo
2	Algeria	5 & 6		Managed by One to One, Tunisia
3	Benin	3,4, 5,6 & 7	IREEP	Lucrece Ahandagbe
4	Botswana	1, 2, 3, 4, 5,6 & 7	Star Awards	Mogopodi Lekorwe
5	Burkina Faso	4, 5, 6 & 7	Center for Democratic Governance (CDG)	Augustin Loada
6	Burundi	5& 6	Groupe de Recherche et d'Appui au Développement des Initiatives Démocratiques (GRADIS)	Christophe Sebudandi Alain Ndikumana
7	Cameroon	5 & 6 & 7	CIBLE Group	Théodoret Marie Fansi,
8	Cape Verde	2, 3, 4, 5, 6 & 7	Afro-Sondagem	Jose Semedo Francisco Rodrigues Deolinda Reis
9	Cote d'Ivoire	5, 6 & 7	Centre de Recherche et de Formation sur le Développement Intégré (CREFDI)	Michel Silwé
	Egypt	5& 6		Managed by One to One, Tunisia
10	Ethiopia	5	ABCON Consulting House	Mulu Teka
11	Gabon	6 & 7	Centre d'Etudes et de Recherche en Geosciences Politiques et Prospective	Christian Wali Wali
12	Ghana	1, 2, 3, 4, 5, 6 & 7	CDD- Ghana	Daniel Armah-Attoh
13	Guinea	5, 6 & 7	DG Stat View International	Aliou Barry
14	Kenya	2, 3, 4, 5, 6 & 7	IDS	Winnie Mitullah
15	Lesotho	4, 5, 6 & 7	Advision Lesotho	Libuseng Malephane
16	Liberia	1, 2, 3, 4, 5, 6 & 7	Center for Democratic Governance	Oscar V. K. Bloh
17	Madagascar	3, 4, 5, 6 & 7	COEFF-Resources	Desire Razafindrazaka
18	Malawi	1, 2, 3, 4, 5, 6 & 7	Center for Social Research, Chancellor College	Maxton Grant Tsoka Joseph Chunga
19	Mali	1, 2, 3, 4, 5, 5.5, 6 & 7	Groupe de Recherche en Economie Appliqueé et Théorique (GREAT)	Massa Coulibally
20	Mauritius	5, 6 & 7	StraConsult	Louis Armédée Darga
21	Morocco	5, 6 & 7		Managed by One to One, Tunisia
22	Mozambique	2, 3,4,5, 6 & 7		TBD
23	Namibia	1, 2, 3, 4, 5, 6 & 7	Survey Warehouse	Graham Hopwood
24	Niger	5, 6 & 7	Laboratoire d'Etudes et de Recherches sur les Dynamiques Sociales et le Développement Local (LASDEL)	Adamou Moumouni
25	Nigeria	1, 2, 3, 4, 5, 6 & 7	NOI Polls Limited	Chike Nwangwu

26	São Tomé and Príncipe	6 & 7		Managed by Cape Verde team
27	Senegal	2, 3, 4, 5, 6 & 7	Consortium pour la Recherche Economique et Sociale (CRES)	Abdoulaye Diagne
28	Sierra Leone	5, 6 & 7	Institute for Governance Reform (IGR)	Andrew Thomas Lavali
	South Africa	1, 2, 2.5, 3, 4, 4.5.1, 4.5.2, 5, 6 & 7	IJR and Plus 94	Anyway Chingwete Tina Katembo Phiri
29	South Sudan		Samahi Research	Aisha Jore Ali Eliaba Yona Damunda
30	Sudan	5, 6 & 7		
31	eSwatini	5, 6 & 7	ActivQuest Precise Research	Mbuso B. Dlamini
32	Tanzania	1, 2, 3, 4, 5, 6 & 7	Research on Poverty Alleviation (REPOA)	Lucas Kakatera
33	Togo	5, 6 & 7	Centre de Recherche et de Sondage d'Opinions (CROP)	Herve Akinocho
34	Tunisia	5, 6 & 7	One to One for Research and Polling	Youssef Meddeb Imen Mezlin
35	Uganda	1, 2, 3, 4, 5, 6 & 7	Hatchile Consult	Francis Kibirige
36	Zambia	1, 2, 3, 4, 5, 6 & 7	Institute for Economic and Social Research (INESOR)	Jolly Kamwanga
	Zimbabwe	1, 2, 3, 4, 5, 5.5, 6 & 7	Mass Public Opinion Institute	Eldred Masunungure Stephen Ndoma

Project Management Unit

CDD, Ghana

E. Gyimah-Boadi	AB Executive Director
Felix Biga	Operations Manager/Project Management
Edem Selormey	Operations Manager/ (Fieldwork- Anglophone West Africa, East Africa and North Africa)
Samuel Baaye	Monitoring and Evaluation
Elizabeth Laryea	Project Accounting
Dorothy Anum-Larsey	Executive Assistant

Core Partners

CDD, Ghana

H.Kwasi Prempeh	Core Partner Project Director
Daniel Armah-Attoh	Project Manager (Anglophone West Africa)
Richard Houessou	Project Manager (Francophone West Africa)
Lionel Essima	Assistant Project Manager
Kakra Adu	Data Manager
Josephine Appiah-Nyamekye Sanny	Communications Coordinator

IJR, South Africa

Jan Hofmeyr	Core Partner Project Director
Anyway Chingwete	Project Manager
Dominique Dryding	Assistant Project Manager
Sibusiso Nkomo	Deputy Operations Manager/Communications
Gugu Nonjinge	Communications Coordinator
Renee Choto	Finance Manager
Pamella Vutula	Administrative Assistant

IDS, Kenya

Winnie Mitullah	Core Partner Project Director
Paul Kamau	Co-National Investigator
Abel Oyuke	Project Manager
Samuel Balongo	Assistant Project Manager
Evaline Mongare	Finance Director

	Wairimu Macharia	Digital Manager

Support Units

Michigan State University	Michael Bratton	AB Senior Adviser
	Carolyn Logan	AB Deputy Director
	Brian Howard	Publications Mgr/Acting Comms. Manager
University of Cape Town	Robert Mattes	AB Senior Adviser
	Boniface Dulani	Operations Manager/Fieldwork (Southern and Francophone Africa) Network Data Manager
	Jamy Felton	Data Quality Officer
	Thomas Isbell	Data Clerk

Other

Hatchile Consult	Francis Kibirige	Network Sampling Specialist

Appendix 2: Sample Afrobarometer Round 8 Letter of Agreement

[Note: The Letter of Agreement will normally be accompanied by a Contract or Purchase Order from the Core Partner that may contain additional stipulations.]

This letter records the terms of an agreement between the Core Partner on behalf of Afrobarometer, and the National Partner. Hereafter the Core Partner is **…….Name……** and the Implementing Partner is……. **Name……**

1. The Core Partner wishes to conduct an Afrobarometer survey of a nationally representative sample of the adult population of [**Country**] (**n=1200 or n=2400**) during 2018**.** The purpose of the survey is to produce a data set and public reports on public attitudes and behavior with respect to political, economic and social issues in order to inform democracy, economic and other development programs. The project is funded by a consortium of donors that includes the Swedish Development Agency (SIDA), The Mo Ibrahim Foundation, the William and Flora Hewlett Foundation, the Open Society Foundations, the U.S. State Department and the U.S. Agency for International Development (USAID) via the U.S. Institute of Peace.

2. According to the final proposed budget submitted by the National Partner, we agree that the National Partner conducts an Afrobarometer survey in **[Country]** according to terms detailed in:
    a. The final country budget, dated **[dd.mmm.yyyy]**
    b. The Afrobarometer Round 8 Survey Manual. This Manual specifies Afrobarometer procedures for:
        - Sampling
        - Survey Planning
        - Fieldworker Training
        - Fieldwork Supervision
        - Electronic Data capture and uploading to server
        - Data Management
        - Data Analysis and Reporting
        - Communications
        - Research Ethics (including Human Subjects Requirements)
        - Expenditure Reporting

3. The following requirements are highlighted for special attention.

    a. No funded activities, such as sample drawing or fieldwork training, will occur until the Core Partner has notified the National Partner that the required funds are available.
    b. The National Partner agrees to draw a nationally representative sample in accordance with sampling protocols specified in the Afrobarometer Round 8 Survey Manual, Section 5.
    c. The National Partner will set up a joint meeting between themselves, an Afrobarometer representative from the Core Partner, and a representative from the National Census Bureau before the sample is drawn.
    d. The final National Sample must be approved by the Core Partner / AB Sampling Specialist.
    e. The National Partner agrees to administer a questionnaire provided by the Core Partner and to consult the Core Partner if it wishes to propose question or response changes of any kind.
    f. The indigenized questionnaire must be approved by the Core Partner.

g. All local language translations of the questionnaire will be done following the translation protocol described in Section 4.4 of the Survey Manual.
h. The National Partner will recruit a team of qualified and experienced Fieldworkers and Field Supervisors and will deploy them to the field with thorough practical training (at least five days for Fieldworkers) and motivation (adequate pay and allowances).
i. Fieldworker and Field Supervisor Training shall be conducted according to the guidelines laid out in Section 6 of the Survey Manual.
j. The National Partner will be responsible for mobilizing tablets for fieldwork. This will include providing at least one spare tablet and power bank per team. These will be used during training and in the field. National Partners are advised to purchase their own tablets and hire them to Afrobarometer for the survey. However, NPs also have the option of renting the tablets for use only during the survey. All hire rates will have to be agreed with the CP. The specifications of the tablets and power banks will be agreed with the CP and the Data Management team.
k. The Network Data Management team will be responsible for programming the R8 survey questionnaire using SurveyToGo software. National Partners will be required to provide input into the programming process as requested by the CP and Data Management team. All National partners will implement the survey using SurveyToGo software.
l. Fieldwork should commence immediately following Fieldworker training.
m. Under no circumstances should Fieldworkers be deployed without adequate insurance coverage.
n. Field teams will be required to upload survey returns to the data server at regular intervals and as soon as is practicable during the data collection process. NPs and CPs will have primary responsibility (overseen by the DM team and Operations Managers) for reviewing returns at regular intervals to pinpoint problem areas and identify fieldworkers that are having trouble and make sure all emerging problems are corrected promptly.
o. The National Partner Agrees to provide prompt responses to data queries raised by the Network Data Manager and Core Partner in a timely manner.
p. The National Partner agrees to consult closely with the Core Partner on all stages of project implementation from sampling to report preparation and dissemination.
q. Under no circumstances will the National Partner publish or distribute Briefings or other documents under the Afrobarometer name without the approval of the Core Partner.
r. The National Investigator shall personally be present at all events where results are released unless other arrangements are approved by the Core Partner.
s. The National Partner will organize a closed briefing for the donor/embassy/international community, facilitated, if possible, by an Afrobarometer Core Donor.

4. The National Partner will abide by the timetable in the country survey schedule attached to the contract.
5. The National Partner will provide all services and deliverables for **a fixed price** of **…… US dollars.** Under no circumstances can the Core Partner pay more than this amount. In general, the Core Partner expects the National Partner to abide by the structure of the final revised budget attached to the contract. Because Donor, Afrobarometer or Core Partner representatives may wish to conduct financial reviews or audits, receipts and other supporting documents for all expenditure must be kept on file by the National Partner for three years following the end of the project.

6. The Core Partner will make payment in four tranches upon receiving the required deliverables.

    a. The first payment of **[$xxxxx** – approximately 10%] will be made upon signing of the contract and receipt of the following deliverables.
        i. Project workplan and timetable
        ii. Final budget
        iii. A draft list of country specific questions
        iv. An invoice with payment details.
        .

    b. The second payment of **[$xxxxxx** – approximately 60%] will be made upon receipt of the following deliverables:
        i. Approved sample
        ii. An approved indigenized questionnaire and copies of properly translated local language questionnaires
        iii. A final schedule and program for the Fieldworker Training Workshop
        iv. A complete set of route plans for each survey team
        v. A full list of names for the Field staff
        vi. An invoice with payment details.

    c. The third payment of **[$xxxxxxx** – approximately 20%] will be made upon receipt of the following deliverables:
        i. Weekly fieldwork progress reports submitted to the Core Partner
        ii. All interview files uploaded to the server
        iii. Responses to any data queries arising during data cleaning and post coding
        iv. Final copies of the indigenized questionnaire and all local language translations
        v. A final Sampling Report, including details of all EA substitutions, as described in the Survey Manual (Section 5.8)
        vi. A final Fieldwork and Methodology report as described in the Survey Manual (Section 6.7)
        vii. A completed Survey Technical Information Form (see Appendix 12)
        viii. A Dissemination Plan (see Survey Manual Section 9.2.1)
        ix. An approved Summary of Results that presents frequency counts and percentages for every question following the Afrobarometer template (see Survey Manual Section 7.2)
        x. An invoice with payment details

    d. The fourth payment of **[$xxxxx** – approximately 10%] will be made upon receipt of all of the remaining deliverables, including:
        i. A minimum of two PowerPoint Media Briefings with accompanying Press Releases from two public dissemination events, approved by the Core Partner
        ii. A minimum of five additional Press Releases (for a total of at least seven)
        iii. A minimum of two Afrobarometer Dispatches, approved by the Core Partner
        iv. A PowerPoint presentation from the donor/embassy/international community briefing
        v. Dissemination and media coverage reports for each release event
        vi. A Final Dissemination Report as described in the Survey Manual (see Section 9.6) that includes media coverage and information on the donor briefing
        vii. A Donor Briefing Report (may be included as part of the dissemination report)
        viii. An auditable Final Financial Report
        ix. An invoice with payment details

7. The Core Partner will attach financial penalties for **holding required release events (including the donor/embassy/international community briefing) more than four months after the finalization of the data set**, except in circumstances where delays in completing dissemination are due to circumstances beyond the control of the National Partner. The penalty will equal 10% of the fourth tranche per week of delay in completing dissemination events.

8. The Core Partner must provide feedback to the National Partner on any draft deliverable submitted within one week of receipt. The Core Partner will pay special regard to reviewing data sets and briefs in a timely way. In any case where the Core Partner takes longer than one week to provide feedback on the data set or draft briefs, the final delivery dates for the data set or release events after which penalties apply (as noted in the Clause 8 above) will be extended by an equivalent amount. Note, however, that lack of response from the Core Partner within one week does not constitute approval of a deliverable. All final deliverables must meet Afrobarometer quality standards as determined by the Core Partner.

9. The Core Partner shall make payments to the National Partner within two weeks of receipt of all approved final deliverables required for each payment. That is, the payment should be shown to depart the Core Partner's account within two weeks – Core Partners cannot be responsible for the time taken by recipient banks to make the funds available to National Partner's accounts. Any delays beyond two weeks that negatively affect the National Partner's ability to meet the deadlines for avoiding penalties will again result in extension of the deadlines by an equivalent amount. The mechanism for effecting this agreement is a Fixed Price Contract between the Core Partner and the Implementing Partner.

10. The mechanism for effecting this agreement is a Fixed Price Contract between the Core Partner and the Implementing Partner.

Two copies of this letter of agreement and contract are enclosed. The Implementing Partner is requested to sign one copy of each and to return both to the Core Partner.

We look forward to working with you.

Yours sincerely,

…….. ……..
Name, Core Partner Director, Afrobarometer Date:
Telephone
email

Certification:
I have read the above letter of agreement and accept its terms.

....……
Name, National Partner Director Date:
Telephone:
Email:

Appendix 3: Schedule of Survey Activities

** Deliverables needed by DM team are marked with an asterisk.*

Activity	Planned Schedule		Actual Schedule	
	Begin	**End**	**Begin**	**End**
1. 1st Draft budget received by Core partner				
2. Final budget approved by Core Partner				
3. Contract/country agreement signed (Core Partner & NI Institution)				
4. Draft list of Country specific questions				
5. **First Payment (approx. 10%)**				
6. *Indigenized questionnaire submitted to Core Partner				
7. Indigenized questionnaire approved by Core Partner				
8. Purchase of approved hardware				
9. Local language translations submitted to Core Partner				
10. *Local language translations finalized and submitted to Core Partner				
11. Sample and draft Sampling Report submitted to Core Partner				
12. *Sample approved by Core Partner				
13. * Route plans for field teams submitted to Core Partner				
14. Training program submitted to Core Partner				
15. * List of interviewers submitted to Core Partner				
16. Second Payment (approx. 60%)				
17. Fieldworker training				
18. Fieldwork				
19. *Fieldwork progress reports submitted to Core Partner (once a week)				
20. All interview files uploaded to the server				
21. Fieldwork and Methodology Report submitted to Core Partner				
22. Final Sampling Report submitted to Core Partner				
23. Final data set approved by DM				
24. Survey Technical Information Form submitted to Core Partner				
25. Summary of Results submitted to Core Partner				
26. Submission of a stakeholder analysis and a dissemination plan				
27. Review of SOR and finalization of the report				
28. Core Partner approves dissemination plan				
29. Third Payment (approx. 20%)				
30. First release event—NP submits PowerPoint presentation and Press Release 1				
31. Feedback on first release event documents from Core Partner				

32. **Release Event 1** and submission of post-event deliverables (media and comms report)				
33. Press Release 2				
34. Dispatch 1				
35. Second release event—NP submits PowerPoint presentation and Press Release 3				
36. Feedback on second release event documents from Core Partner				
37. **Release Event 2 with Press Release 3** and submission of post-event deliverables (media and comms report)				
38. Summary of Results				
39. Dispatch 2				
40. Press Release 4				
41. **Donor briefing**—NP submits PowerPoint presentation				
42. Feedback from CP				
43. Donor briefing				
44. Press Releases 5, 6, and 7				
45. Consolidated Dissemination Report submitted to the CP				
46. Consolidated Media Report submitted to the CP				
47. Final Financial/Expenditure Report submitted to Core Partner				
48. Core Partner final approval of all deliverables				
49. **Final Payment (approx. 10%)**				

Appendix 4: Survey Planning Checklist

Personnel

- Recruit country team composed of:
  a. Translators - all languages that are at least 5% of the national population
  b. Sampler - organize access to latest electronic census data and draw a new sample for each survey
  c. Field Teams - team structure must be 1 Supervisor for 4 Fieldworkers; number of teams determined by the EAs to be covered and the number of survey languages.
  d. Data manager

Questionnaire Preparation

- Indigenize questionnaire (see checklist, Section 4.3)
- Develop country-specific questions
- Obtain Core Partner approval of final national language questionnaire
- Translate questionnaires according to AB protocol (see Section 4.4)
- Pre-test questionnaire during Fieldworker Training

Sampling

- Secure access to adequate sampling frame (usually a national census, updated if necessary)
- Secure support of trained sampling specialist
- Draw sample according to guidelines in Section 5
- Submit sample to Core Partner for approval
- Gather maps for all selected EAs
- Select Sample Start Point in each EA
- Prepare Sampling Report, including information on all EA substitutions that occur both before and during fieldwork

Fieldworker Training

- Organize venue and meals/refreshment
- Print practice questionnaires in national and local languages
- Have the required number of tablets ready with SurveyToGo Software installed as instructed by the DM team
- Arrange locations and transport for field practice
- Conduct training of Fieldworkers and Field Supervisors as outlined in Section 6
- Conduct practice/pre-test interviews, including by NI and Country Team members
- De-brief after field practice
- Make final refinements of local language questionnaires
- Evaluate each participant on quality of interview technique and quality of questionnaire completion
- Select final Field Supervisors and Field Workers and assign Field Teams
- Have all Fieldworkers and Field Supervisors sign contracts

Fieldwork

- Obtain individual accident/health/death insurance for all project personnel in the field for the duration of fieldwork
- Obtain necessary clearances
- Provide Field Supervisors with letter of introduction
- Provide badges to all Field Workers
- Provide a tablet for each Fieldworker and Supervisor and have a minimum of one spare tablet per team. Each tablet should have a protective case
- Provide power packs and extension leads. Ensure at least one power bank per team
- Print questionnaires, enough for all Supervisors to carry (in local languages spoken fluently by fieldworkers)
- Make route plans for all the teams based on EAs selected in Samples
- Build field kit for each team (clip boards, pens, stapler, other necessary office supplies, bags, questionnaires, torches, umbrellas, maps, etc.)
- Arrange public and/or hired transport for each team (check on vehicle insurance coverage)
- Pre-arrange Field Team accommodation where necessary

- Provide funds for field expenses to Field Supervisors
- Load sufficient credit (data) onto the Field Supervisors' devices
- Arrange daily contact schedule and logistics between Field Supervisors and Country Team
- Schedule Country Team trips to field to check on Field Teams
- Make arrangements for uploading of returns to server on regular basis
- Conduct fieldwork debriefing with all Field Teams when fieldwork is complete
- Prepare Fieldwork and Methodology Report

Appendix 5: PPPS* Sampling Made Simple
(*Probability Proportionate to Population Size)

Please use the PPPS method when randomly choosing PSUs (primary sampling units). PPPS enables us to make sure that every person in the population has an equal chance of being included in the sample, even though individuals live in areas of varying population sizes.

Take an example with arbitrary data. Let us suppose that the East Region in Country X contains five PSUs whose total population of 15,000 is distributed according to the table below. Note that we must know the population distribution, preferably from up-to-date census figures or projections. We can then create a cumulative list of PSU populations, as in the third column.

PSU No.	Population	Cumulative Population
1	2000	1-2000
2	3500	2001-5500
3	1000	5501-6500
4	6300	6501-12800
5	2200	12801-15000

Let us begin by drawing just one sample PSU out of five. We want PSU 1 to have twice the probability of selection as PSU 3. And we want to be sure that PSU 4 is 6.3 times more likely to be included in the sample than PSU 3, and so on. We therefore do not sample randomly from the list of PSU numbers in the first column (1-5) because this would give each PSU an equal probability of selection regardless of its population size.

Instead we sample randomly from the cumulative population list in the third column (1-15,000) in order to adjust the probability of selection proportionally to each PSU's size. (You will notice that the cumulative population list is essentially akin to a headcount of individuals and that a random sample from this gives each **person** an equal chance of selection, which is what we want.)

The random selection is made using a table of random numbers. Starting anywhere in the table, read through the table in some systematic fashion (either across rows or down columns, but not both). You are looking for the first random number that occurs in the table that is between 00001 and 15000 (which is the cumulative population range). You ignore all numbers that fall outside the sequence. You read down Column 1 until you reach, say, 09362. Since this number falls between 6501 and 12800, the random selection points to PSU 4.

In practice, the sample may require you to choose two PSUs for the East Region. To choose an nth area, divide the total cumulative population by the number (n) of areas you require. For two PSUs, divide 15,000 by two, which gives you a sampling interval of 7500. Add 7500 to your original random number (9362) to find the next area. Since 16862 exceeds the total cumulative population, cycle around to the top of the cumulative population list again to arrive at 1862 (16862 minus 15000). This number falls within PSU 1. Thus the second area sampled is PSU 1.

If you had to pick three areas for the East Region, you would establish a smaller sampling interval by dividing the total cumulative population (15,000) by three (=5000). Then the second area would be PSU 5, and the third district would be PSU 2. Easy, no?

Appendix 6: Research Ethics Agreement

Every member of the Country Team should sign this form, including Fieldworkers, Field Supervisors, Senior Field Supervisors, Data Manager, National Investigator, and any others who participate in collection, processing or analysis of the data.

I, (WRITE NAME IN SPACE)_____, HEREBY AGREE TO MAINTAIN THE *CONFIDENTIALITY* OF THE RESPONDENTS INTERVIEWED IN THE *AFROBAROMETER* SURVEY. I WILL NOT DISCUSS THE CONTENTS OF THE INTERVIEW NOR DIVULGE THE NAMES OF THE RESPONDENTS TO ANYONE OUTSIDE OF THE PROJECT.

IN ADDITION, I HAVE HEARD AN EXPLANATION OF THE PRINCIPLE OF *INFORMED CONSENT* AS IT APPLIES TO RESPONDENTS IN SURVEY RESEARCH STUDIES. I AGREE TO ADHERE TO THE STANDARDS OF ETHICAL CONDUCT REQUIRED BY THE REQUIREMENT OF INFORMED CONSENT.

SIGNATURE: _____

DATE: _____

Appendix 6 (continued): Informed Consent

(Source: *UCRIHS Handbook*, University Committee on Research Involving Human Subjects, Michigan State University)

The requirement to provide the opportunity for Informed Consent in research involving human subjects is based on the principle of respect for persons. Respect for persons requires that subjects, to the degree they are capable, be given the opportunity to choose what shall or shall not happen to them.

The issue of informed consent in research involving human subjects was brought forcefully to public attention with the revelation of abuses in biomedical experiments conducted on prisoners in Nazi concentration camps during World War II. The International Military Tribunal that tried Nazi physicians for these experiments developed the Nuremberg Code. This was the first internationally recognized document to deal explicitly with the issue of informed consent and experimentation on human subjects. The first principle of the Nuremberg Code states:

> The voluntary consent of the human subject is absolutely essential. This means that the person involved should have the legal capacity to give consent; should be so situated as to be able to exercise free power of choice without the intervention of any element of force, fraud, deceit, duress, over reaching, or other ulterior form of constraint or coercion; and should have sufficient knowledge and comprehension of the elements of the subject matter involved as to enable him to make an understanding and enlightened decision. This latter element requires that before the acceptance of an affirmative decision by the experimental subject there should be made known to him the nature, duration, and purpose of the experiment; the method and means by which it is to be conducted; all inconveniences and hazards reasonably to be expected; and the effects upon his health or person which may possibly come from his participation in the experiment.

The Nuremberg Code laid the foundation for later codes intended to assure that research involving human subjects is carried out in an ethical manner. Consequently, informed consent means that subjects should understand the nature of the research, and should be able to knowledgeably and voluntarily decide whether or not to participate in the proposed research. This assurance protects all the parties involved in the research - the subject, whose autonomy is respected, and the investigator, whose intent to conduct research ethically is recorded.

General Requirements

According to the general requirements for informed consent, an investigator may not involve a human being as a subject in research unless the investigator has obtained "the legally effective informed consent of the subject or the subject's legally authorized representative." Informed consent must provide the subject, or the subject's representative, with the opportunity to consider whether or not to participate in the study. This means that the subject's, or the representative's, decision whether or not to participate must not be coerced or unduly influenced. Information about the research and its risks and benefits included in the informed consent document should be presented in language understandable to the subject and/or the representative. Informed consent, whether written or verbal, may not include any exculpatory language through which the subject or the representative is made to waive, or appears to waive, any of the subject's legal rights, or releases or appears to release the investigator, the sponsor, the institution or its agents from liability for negligence.

Considerations for Informed Consent

Process

The investigator has a legal and ethical obligation to ensure that prospective subjects are clearly informed of and comprehend the elements of informed consent. Informed consent should be obtained by using a simple statement written in language that will be easily understood by the prospective subjects. Informed consent should be thought of as an educational process that takes place between the investigator and the prospective subject. In the process of obtaining informed consent, each element of consent should be carefully, patiently, and simply explained to the perspective subject. To ensure that the subject will be able to make an informed decision about whether to participate (particularly in instances where research involves significant risk, or prospective subjects are likely to have difficulty understanding the procedures that will involve them), investigators may want to periodically assess the prospective subject's understanding of informed consent by asking questions.

Documentation

Documentation of informed consent usually involves the use of a written consent form. The consent form should include a brief summary of the proposed research and provide the prospective subject with enough information to make an informed decision about whether or not to participate. The consent form must be signed by the subject. A copy of the consent form must be given to the subject as a reference and a reminder of information reviewed. The consent form, however, does not by itself constitute informed consent. The consent form should be used as a tool by which the investigator explains and discusses the research procedures with the subject, allowing the subject ample opportunity to ask questions.

While informed consent is usually written, occasionally it may be obtained verbally in situations in which written consent is deemed culturally disrespectful or inappropriate.

Basic Elements of Informed Consent

The following information must be provided to each subject:

> A statement that the study involves research, an explanation of the purposes of the research and the expected duration of the subject's participation, and a description of the procedures to be followed.
>
> A statement describing the extent, if any, to which confidentiality of records identifying the subject will be maintained.
>
> A statement that participation is voluntary, that refusal to participate will involve no penalty.
>
> The approximate number of subjects involved in the study.

Appendix 7: Sample Fieldworker Letter of Appointment

Dear Sir / Madam:

This letter confirms your appointment as a Fieldworker on the Afrobarometer Public Opinion Survey conducted by [RFS], the [Namibian] National Partner of the Afrobarometer. Your appointment is for a period of 21 days to be worked in the period 2nd May to 22nd May, 2019. Your payment will be calculated on a daily basis at a rate of 30 US dollars per day. Your assignment is to provide the following research services:

1) Participate in a six-day Fieldwork Training workshop prior to May 2nd (no salary is paid during the training workshop);
2) Travel with a survey team to a field location anywhere in the country as assigned by RFS;
3) Participate in administering the survey questionnaire and administer at least four questionnaires per day; and
4) Following completion of the survey, participate in a survey team debriefing session.

For these services, you will be paid a total fee of 630 dollars for up 21 days. A payment equivalent to 14 days of work will be paid out after the submission of all completed questionnaires. The remainder will be paid after satisfactory checks of accurate and reliable data collection. Unethical behavior will be penalized.

You will be eligible for small expense allowances, including a daily travel allowance (for work in the city) and additional pocket monies (e.g., for drinks, laundry and snacks) while in the field. During fieldwork, your transport, lodging and food costs will be paid directly by XXX. No additional per diem or travel expenses will be paid to you. During training, you will be responsible for providing your own meals and accommodation. Although you will get short-term insurance accident cover for the duration of the actual fieldwork, neither XXX nor Afrobarometer are liable for medical costs incurred while you are working on the project.

Please indicate your acceptance of these terms by signing below.

Yours Sincerely,

(National Investigator)

…….
[Name]
[Organization]

I accept employment on the conditions outlined above.

Fieldworker Name:

Signature: **Date:**

Appendix 8: Field Supervisors Expense Report

Round 8 Afrobarometer Survey in [COUNTRY], [20XX]

Field Supervisors: Use this form to RECORD and REPORT ALL expenditures for your TEAM. Your main expenditures will be for lodging and fuel. A receipt from the service provider MUST verify every purchase.

NOTE:

* Keep travel advance funds safe and secure at all times
* Record ALL transactions on the table below
* **OBTAIN RECEIPTS FOR ALL EXPENDITURES**
* When returning the completed report, ALL RECEIPTS MUST BE STAPLED TOGETHER AND PLACED IN AN ENVELOPE THAT MUST BE SUBMITTED TO THE NATIONAL INVESTIGATOR.
* **Date Format should be DD-MTH-YYYY. E.g. 01-Jan-2019**

DATE	PLACE	PURPOSE	VENDOR	AMOUNT	BALANCE
		Travel Advance			XXX.xx
		TOTAL EXPENSES	(Add Amount column)	XXX.xx	
		UNSPENT FUNDS (Use this Row if Supervisor Owes Afrobarometer)	(Subtract Total Expenses from Travel Advance)		XXX.xx
		OVERSPENT FUNDS (Use this Row if Afrobarometer Owes Supervisor)	(Subtract Total Expenses from Travel Advance)		XXX.xx

I have returned all unspent funds to RFS. **I agree that any expenditure that is not accompanied by a receipt may be deducted from my fees.**

Signed: _____

Name: _____

Date: _____

Appendix 9: Hardware Requirements and Device Setup

1	DEVICES	ANDROID-BASED TABLETS
2	Size	7”. The ideal blend of screen size, weight & costs makes it ideal for CAPI usage
3	Memory	1GB of memory or more. Devices with 512MB or less risk data integrity
4	GPS	GPS is very important for CAPI. GPS Locations of interviews and tracking interviewer routes is a de-facto standard of quality control. Make sure the tablet has a true hardware GPS receiver. A-GPS should be considered as nice-to-have features.
5	Hardware GPS Receiver	This captures accurate location by contacting available satellites to pinpoint the tablet location anywhere in the world.
6	A-GPS (Assisted GPS):	This is a system that uses the GPS information that comes from the network instead of relying on the true triangulated satellite-based location data. This sacrifices accuracy but gains faster startup times and less battery drain. Often, tablets will have both GPS and A-GPS and will combine the data from both sources to provide an optimal reading.
7	Cameras	Although Afrobarometer does not yet require picture capturing at the moment, a backward facing camera is a must, as we may introduce quality control checks.
8	Battery	From your shortlisted devices, pay attention to the number of mAh and choose the one with the biggest number. Keep in mind though that the number 1 factor that will affect the battery is how enumerators use the device and not the amount of mAh you have.
9	Screen quality	If the majority of work is done in bright sun-light, consider getting an IPS LCD screen.
10	Networking	For most cases, WIFI is enough with Bluetooth being optional. Supervisors should be given tablets with a 3/4Gcellular component so that they can use it as a hotspot for interview uploads.
10	CPU & Storage	CPU speeds are not relevant to CAPI. Storage space is not a concern for Afrobarometer, as we are not capturing videos
11	Android OS version	We recommend going with a tablet that runs v5.x and up as while there is nothing specifically that requires this version, it usually means the device is newer and will perform better overall.
OTHER EQUIPMENT AND MATERIALS		
12	Per enumerator	1xtablet, 1xProtective case, 1xcharger
13	Per supervisor	1xtablet, 1xprotective case, 1xcharger, sufficient SIM cards (depending of available networks), and data bundles. Supervisors can use their devices to activate tethering (hotspot) so that enumerators can connect for interview uploading
14	Per team	2xpower banks, 1xspare tablet, protective case and charger, 2xextension leads (4-socket extension bar), 1xplastic storage box (for transporting the hardware)

NPs are advised to consider taking any additional precautions to protect the devices, such as using additional plastic **storage boxes** for the tablets.
Purchase of the following equipment needs prior approval by CPs and NPs will need to justify the needs for such purchases:

- NPs can could consider purchasing a handful of **SOLAR powerbanks** (for areas where access to the grid might be challenging);
- NPs can also consider purchasing a handful of **Micro SD cards**- in case you would like supervisors to take pics/audio recordings as a way of monitoring fieldwork;
- NPs could also consider purchasing a handful of **hotspot devices**, such as the International Mifi Huawei, which will allow enumerators to connect for interview uploads without draining the supervisors’ phone/tablet batteries. These are still relatively expensive devices (around $200 currently), so NPs are suggested to consider their needs in this regard. The use of these devices would ensure all uploads are done before leaving the EAs.

This checklist is to be shared with Network Data Manager. Core partners are expected to request completed form from NPs/NIs as part of their preparedness before data collection

Core Partner/NP/NI: _____
Project Manager: _____

No. of devices: _____

Item1	TABLET SETTINGS	YES	NO	NA
1	'**Auto rotation**' is set from portrait to "**landscape**", so that the questions are displayed correctly	☐	☐	☐
2	Delete and uninstall all **applications** that are likely to drain battery (DO NOT UNINSTALL/BLOCK/DISABLE CRUCIAL APPS LIKE GOOGLE PLAY- if you feel it may be playing an important function rather leave the app	☐	☐	☐
3	Unnecessary **shortcuts** are to be removed from the home screen	☐	☐	☐
4	Adjust **screen settings** so that the brightness and contrast are good	☐	☐	☐
5	Select and choose screen lock from pattern to **PIN/password**. To do this (same for most android devices), go to: Settings→Lock screen->Screen lock. Then change the pattern to PIN or Password	☐	☐	☐
6	Proper **time/clock** is set (Manual configuration). To do this, go to: Settings->Date and time, and set the following; local time zone, 24hr format and manually set time (in some instances, when using mobile internet, it is highly likely the device will use the network time when device is set in automatic date and time. Notwithstanding, Supervisors are to check if the time is correct every day before setting out to collect data)	☐	☐	☐
7	**Display** screen and time on devices set to at least 2 minutes. To do this, go to: Settings->Display->Screen timeout	☐	☐	☐
8	Activate **standalone GPS**-to enable offline monitoring and tracking. To do this, go to: Settings---More or more settings---Location---Locating method--Device Only/GPS only. Ideally, the device only is recommended as it puts less drain on the battery.	☐	☐	☐
9	Device is configured to display **battery percentage**. To do this, go to: Settings->more or more settings→Show battery percentage (In a case where device(s) do not have this option, visit play store and download any of the "show battery percentage" apps)	☐	☐	☐
10	Ensure devices are updated to the most current **Operating system** and applications. To do this, go to: Settings--- About device--- OS update. (In the case of Apps, you will get a notification once the device is connected to the internet). While setting devices up before fieldwork, ensure that "auto update" and "wifi only" option is selected. Remember to untick before you leave the training centre to start data collection. This is important so that field staff are not distracted when they get notified that "an update is running" or when the device prompts to restart in order to update, while they are conducting interviews.	☐	☐	☐
11	Download and install from GooglePlay an offline GPS tracker (preferably **Sygic** or **Maps.me**).	☐	☐	☐
12	Download from GooglePlay and Activate **AppLock** on all devices so that it blocks all device functions with exception of Settings and SurveyToGo. The exception for Settings is added in case of any challenges experienced in the field, which might require resetting the devices to factory default (eg. When tablets accidentally freeze or OS gets corrupted). In these cases the supervisor will have to do this i.e. if the field monitoring coordinator is not around to salvage the situation. In the case of supervisors- we also need to add an exception rule on **AppLock** for the tablet/phone dialler to enable them to manage the data bundle top-up and activation. Managers should ensure credit/data bundles are loaded on the supervisors' devices while in the office/training centres, before fieldwork starts.	☐	☐	☐

Item2	**SURVEY TO GO SETTINGS:** After logging into Survey To Go, press the menu button and select '**Options'**.			
13	Make sure the **automatic syncing** in enabled. Please tick the relevant box under general options. This will enable 'survey syncing', 'result syncing' and 'version syncing'. The **sync interval** should be set to **30 minutes**. This will ensure that whilst being connected the programme will sync every 30 minutes. When syncing, it will fetch any new versions of the survey, as well as uploading any completed interviews that might still be on the device.	☐	☐	☐
14	Make sure the **automatic saving** is enabled. Under Questionnaire Form options, tick the 'Do auto save' box, and specify a **2 minute auto-save frequency**. This will ensure that every time an interview is being conducted by a surveyor, the device automatically saves the data every 2 minutes. This does not rely on internet connection. It operates both online and offline.	☐	☐	☐
15	Finally, under the **location** services options, please tick all of these: "use GPS", "use only GPS hardware", "always attempt to update GPS location for new interviews", "send interviewer position to server", set the "**GPS sampling frequency**" to **5 minutes**, tick "do not use old GPS readings" and "show status indicator".	☐	☐	☐
16	Make sure to UNCHECK 'Do not use **network compression'** option	☐	☐	☐

Appendix 10: Questionnaire Linkages and Rules for Round 8

Rule 1: Nocall_1-Nocall_8
These rules require that after any household for which "reason for unsuccessful call" is answered by 9997=not applicable, all subsequent households should also be 9997=not applicable.

Rule 2: Gender 1 (thisint * Q101)
This rule checks that if thisint is 1, Q101 should be 1, and if thisint is 2, then Q101 should be 2.

Rule 3: Gender 2 (prevint * thisint)
This rule checks that if prevint is 1, then thisint should be 2, and if prevint is 2, then thisint should be 1.

Rule 4: Q15C and Q15D
This rule checks that if Q15C=0, 8 or 9, then Q15D must be 9997. Conversely, Q15D should equal 9997 only if Q15C=0, 8 or 9.

Rule 5: Q35A and Q35B
This rule checks that if Q35A=0, 8 or 9, then Q35B must be 997. Conversely, Q35B should equal 997 only if Q35A=0, 8 or 9.

Rule 6: Q35C and Q35D
This rule checks that if Q35C=0, 8 or 9, then Q35D must be 997. Conversely, Q35D should equal 997 only if Q35C=0, 8 or 9.

Rule 7: Q44A, Q44B and Q44C
This rule checks that if Q44A= 0, 8 or 9, then Q44B and Q44C must be 7. Conversely, Q44B and Q44C should equal 7 only if Q44A=0, 8 or 9.

Rule 8: Q44D, Q44E and Q44F
This rule checks that if Q44D= 0, 8 or 9, then Q44E, Q44F and Q44G must be 7. Conversely, Q44E, Q44F and Q44G should equal 7 only if Q44D=0, 8 or 9.

Rule 9: Q44G, Q44H and Q44I
This rule checks that if Q44G= 0, 8 or 9, then Q44H and Q44I must be 7. Conversely, Q44H, and Q44I should equal 7 only if Q44G=0, 8 or 9.

Rule 10: Q44J, Q44K and Q44L
This rule checks that if Q44J= 0, 8 or 9, then Q44K and Q44L must be 7. Conversely, Q44K and Q44L should equal 7 only if Q44J=0, 8 or 9.

Rule 11: Q44M and Q44N
This rule checks that if Q44M= 0, 8 or 9, then Q44N must be 7. Conversely, Q44N should equal 7 only if Q44M=0, 8 or 9.

Rule 12: Q48pt 1, 2, 3
These rules check that if Q48pt1 = 0 or 9999, then Q48pt2 must be 9996, and that if Q48pt2 = 9996, then Q48pt3 must be 9996. There must be no 9996 in Q48pt1, and no 0 or 9999 in Q48pt2 or Q48pt3.

Rule 13: Q59A, Q59B, Q59C, Q59D, Q59E and Q59F
This rule checks that if Q59A= 0, 8 or 9, then Q59B, Q59C, Q59D, Q59E and Q59F must be 7. Conversely Q59B, Q59C, Q59D, Q59E and Q59F can only be 7 if Q59A is 0, 8 or 9.

Rule 14: Q65A, Q65B, Q65C and Q65D
This rule checks that if Q65A=0, 8 or 9 then Q65B, Q65C and Q65D must be 7. Conversely Q65B, Q65C and Q65D can only be 7 if Q65A=0, 8 or 9.

Rule 15: Q72A and Q72B

This rule checks that if Q72A= 0, 8 or 9 then Q72B must be 7. Conversely Q72B can only be 7 if Q72A=0, 8 or 9.

Rule 16: Q81 – Q82A and Q82B
These rules check that if no group identity is identified in Q81 – that is, response is 9990, 9998, or 9999 – then Q82A and Q82B should all be coded as 7 (i.e. not applicable). Conversely, Q82A and Q82B should only be coded as 7(not applicable) if the response to Q81 = 9990 (Ghanaian only), 9998 (refused) or 9999 (don't know).

Rule 17: Q91A – Q91B
These rules check that if Q91A = 0 (no party), 8 (refused), or 9 (don't know), then Q91B must be 9997. Conversely, Q91B should equal 9997 only if Q91A = 0, 8 or 9.

Rule 18: Q92F - Q92G
This rule checks that if Q92F = 0, 1, 8 or 9, then Q92G must be 7. Conversely, Q92G can only be 7 if Q92F = 0, 1, 8 or 9.

Rule 19: Q94A - Q94B
This rule checks that if Q94A = 0, 1, 8 or 9, then Q94B must be 7. Conversely, Q94B can only be 7 if Q94A = 0, 1, 8 or 9.

Rule 20: Q94C, Q94D and Q94E
This rule checks that if Q94C = 0, 1, 8 or 9, then Q94D and Q94Emust be 97 and 7, respectively. Conversely, Q94D and Q94E can only be 97, 7 if Q94C = 0, 1, 8 or 9.

Rule 21: Q95A – Q95B
This rule checks that if Q95A = 0, 1, 8 or 9, then Q95B must be 7. Conversely, Q95B can only be 7 if Q95A = 0, 1, 8 or 9.

Rule 22: Q95C - Q95D
This rule checks that if Q95C = 0, 1, or 2 then Q95D must be 7. Conversely, Q95D can only be 7 if Q95C = 0, 1 or 2.

Rule 23: Q96B - Q96C
This rule checks that if Q96B = 1, 98 or 99 then Q96C must be 97. Conversely, Q96C can only be 97 if Q96B = 1, 98 or 99.

Rule 24: Q98A- Q98B
This rule checks that if Q98A = 0, 9998 or 9999 then Q98B must be 7. Conversely, Q98B can only be 7 if Q98A = 0, 9998 or 9999

Rule 25: Q111 – Q112
Each interviewer name (Q111) should have a unique interviewer number (Q112).

Rule 26: Q112 – Q113, 114, 115, 116, 117, Q118, Q119
Each interviewer number should have only one value in his or her age (Q113), gender (Q114), rural or urban home (Q115), home language (Q116), ethnic group (Q117), the level of education (Q118) and languages spoken (Q119).

or urban home (Q115), home language (Q116), ethnic group (Q117) and the level of education (Q118).

Appendix 11: Presenting Afrobarometer Results

Descriptive statistics will be presented as whole numbers.

- Percentage distributions of responses will always appear without decimal places.
- Only where greater precision can be legitimately inferred (e.g. when averaging scores on responses coded from 0 to 10) will decimal points be displayed.
- When joining response categories (e.g. "satisfied" = "fairly satisfied" + "very satisfied"), the raw numbers will be added *before* rounding to a whole number.
- Descriptive statistics (e.g. frequencies and cross-tabulations) should be calculated with "don't knows" and "refusals" included.

Data will be weighted before any descriptive statistics are reported for individual countries.

- For individual countries, the weighting variables will be turned on in SPSS (to correct for any gender or regional biases in the data sets) before frequencies or cross-tabulation calculations are made.
- Weighted data must also be used for describing the attributes of sub-national groups within each country, except for the sub-national groups for which the weight was created.

To calculate mean scores for several Afrobarometer countries, we refer to weighted data.

- In this case, the level of analysis is the country.
- To calculate a mean score for all countries in the Afrobarometer sample (signified AFROMEAN in our cross-country tables), we use an average of country aggregate scores. AFROMEAN treats every country sample as if it were the same size (n=1200). In SPSS, it is activated by turning on the COMBINWT variable in merged data sets.
- **Note**: Do NOT use the multi-country average generated by the SPSS cross tabulation procedure since this contains variance in the sample sizes used in each country.

Unweighted data will be used to analyze all relationships between variables within the data sets.

- In this case, the level of analysis is the individual respondent.
- The WITHINWT and COMBINWT variables should be disabled in SPSS before analysis is conducted on either country data sets or merged, multi-country data sets.
- For example, weighting variables will be turned off before contingency, correlation or regression coefficients are calculated.
- These kinds of inferential statistics will be calculated on variables with "don't knows" and "missing data" recoded or removed.

Under exceptional circumstances, we may wish to calculate distributions of responses for regions or "Africa" as a whole.

- Note that this procedure requires the (unwarranted) assumption that our sample of countries represents entire regions/continent.
- The standard regions used are: East, North, Central, Southern and West Africa
- Under these circumstances, we would wish to weight each country according to its relative population size, in this case by turning on the AFCOMBWT variable in merged data sets.

When presenting a table of results, quote the exact question wording wherever possible. For example, create a note to the table that reads "Percent saying…[then cite the language from the relevant item on the questionnaire]."

Appendix 12: Sample Survey Technical Information Form

Survey Overview
The Quality of Democracy and Governance in [Country X]
Afrobarometer Round 8, 2019-2020

Dates of Fieldwork:	[List fieldwork Start date – end date]
Sample size:	[N=XXXX --- usually 1200]
Sampling frame:	[List year of census, year of projections, and who did census and provides projections, for example: 2018 population projections developed by Central Bureau of Statistics (CBS) based on 2010 Census]
Sample universe:	Citizens age 18 years or older, excluding institutions
Sample design:	Nationally representative, random, clustered, stratified, multistage area probability sample
Stratification:	[Identify main unit of stratification, e.g., Region / state / province / department] and urban-rural location
Stages:	Rural areas: SSUs (from strata), PSUs (two per SSU0, start points, households, respondents Urban areas: PSUs (from strata), start points, households, respondents [NOTE: If NO SSU IS USED THEN SELECTION IS THE SAME IN BOTH RURAL AND URBAN AREAS, SO ONLY LIST: "PSUs (from strata), start points, households, respondents"]
PSU selection:	Probability proportionate to population size (PPPS)
Cluster size:	8 households per PSU
Household selection:	Randomly selected start points, followed by walk pattern using 5/10 interval [NOTE: IF HOUSEHOLD LIST IS USED TO SELECT HOUSEHOLDS CHANGE THIS ENTRY]
Respondent selection:	Gender quota filled by alternating interviews between men and women; respondents of appropriate gender listed, after which household member draws a numbered card to select individual.
Weighting:	Weighted to account for individual selection probabilities [and, if applicable, over- or under-sample in XXXX, with reason for oversample briefly stated]
Margin of error:	+/- 3 percentage points with 95% confidence level
Fieldwork by:	[Name of NP/Fieldwork institution]
Survey Languages: (official translations)	[List of translation languages]
Main researchers:	[List of main researchers]
Outcome rates:	Contact rate: [to be provided by Data Management Unit] Cooperation rate: [to be provided by Data Management Unit] Refusal rate: [to be provided by Data Management Unit]

	Response rate:	[to be provided by Data Management Unit]
EA Substitution Rate:	X.X%	
Notes:	[Make any special notes here, e.g., regions that had to be excluded due to conflict, proximity of election or other unusual event to the dates of fieldwork, etc.]	

Appendix 13: R8 Document Naming Protocol

As we embark on another round of surveys (R8), it is important to remind each other about AB's standard file naming format. The main reason for this file naming protocol is to ensure that we have a consistent method of naming our files. Please use the following naming standards when uploading files to AB workspaces:

General Files:

- Three-letter country abbreviation
- Followed by an underscore _
- Followed by the round abbreviated, i.e., R8
- Followed by a period (or full stop)
- Followed by the type of document, i.e., data, SOR, sample, sample.rpt, etc
- This is sometimes (not always) followed by a period and e.g., a version number or other information
- Followed by another underscore
- Followed by the date in the format ddmmmyy (note for the month, use the first three letters of the month, for example, 'jan' for January, 'feb' for February etc. For example, 21jul16

Examples

- Kenya Round 8 Questionnaire, 21May2019: **KEN_R8. Questionnaire_28jul19**
- Benin Draft Technical Assistance Report 7 May 2019 Draft, by Richard Housseou: **BEN_R8.Technical Assistance. rpt_7may19_draft_rh**
- South Africa Round 7 Policy Brief No. 32 on Economy 18 August 2019: **SAF_R7.policybrief.32.econ_18aug19**
- Uganda R8 revised questionnaire, 23October 2018, revised, with comments by Abel Oyuke and EdemSarlomey: **UGA_R8.questionnaire_23oct18_ao&escmts**

For any questions regarding document naming, please contact Boni (bdulani@afrobarometer.org) or Brian (bhoward@afrobarometer.org).

Appendix 14: R8 Afrobarometer Memorandum of Understanding

The Afrobarometer Round 8 MOU (below) will be signed by representatives of each NP, CP and Support Unit at the beginning of each country survey.

Memorandum of Understanding
Round 8 (2019-2020)

I. AFROBAROMETER

Afrobarometer (AB) is a comparative series of national public attitude surveys on democracy, governance and civil society in Africa. The Afrobarometer Network will cover up to 35 African countries in Round 9 (2016-2020). Run by a network of survey research institutions in Africa, Afrobarometer is dedicated to three key objectives:

- To produce scientifically reliable data on public opinion in Africa
- To broadly disseminate and apply survey results
- To build African capacity for survey research

By surveying nationally representative samples of citizens in selected African countries, Afrobarometer sheds light on the political attitudes, experiences and behaviors of citizens. Afrobarometer tracks public support for political and economic regimes and documents the strategies ordinary people use to survive, participate and represent themselves. By inserting public opinion into the policy process, Afrobarometer seeks to give voice to groups in society – including rural dwellers, the poor, women and ethnic minorities – that are often overlooked. In doing so, it aims to contribute to the strengthening of democracy, markets and pluralism within African countries and to help build social capital.

This Memorandum of Understanding sets out general principles and obligations to which all signatories commit themselves. Country Agreements and Contracts between Core Partners and National Partners set out legal requirements and may permit departures from these general principles only where special circumstances apply.

Afrobarometer Network

In association with National Partners in each participating country, Afrobarometer is a joint entity of the Center for Democratic Development (CDD-Ghana), the Institute for Justice and Reconciliation (IJR), and the Institute for Development Studies (IDS) at the University of Nairobi in Kenya, with technical support provided by Michigan State University (MSU) and the University of Cape Town (UCT). The Core Partners, National Partners and Support Units jointly comprise the Afrobarometer Network.

> ***Core Partners*** provide overall direction and management to the project. They take primary responsibility for fund-raising, for planning and coordinating programs of work, for publishing Afrobarometer results, and for building capacity within the Network.
>
> ***National Partners*** are the backbone of Afrobarometer. They take the lead in either, directly managing surveys and data management; or in supervising Contractors that do

data collection on the Network's behalf. Furthermore, they are responsible for analyzing country results, preparing release documents, and spearheading their dissemination. They also play roles in data management and dissemination activities. In Round 6, Afrobarometer will consist of up to 35 country partners from across the continent.

Support Units provide specialized services and technical support to the Network. Michigan State University has the responsibility for quality assurance of data and publications, as well as a shared role with CDD in Monitoring and Evaluation. In addition, MSU will host and manage the Afrobarometer website. UCT's responsibilities include, managing the Capacity Building and Data Management components of Afrobarometer.

The Afrobarometer Senior Advisory Team (SAT) guides project management between meetings of the whole Network. The SAT is composed of the Chief Executive Officer (CEO); the Chief Operating Officer (COO); all Department Directors (rotating the Chair); Head of Data Management; Head of Publications; Head of Communications; Deputy Directors of Survey; Monitoring and Evaluation Specialist; Human Resources Manager; all Core Partner Directors; and two National Partner representatives.

The core of the Network is composed of individuals who sign the Memorandum of Understanding in their personal rather than institutional capacities. Letters of Agreement and Contracts for surveys, however, are legal documents, usually signed by representatives of partner institutions.

II. GENERAL OBLIGATIONS

1. The name ***Afrobarometer*** shall only be used to refer to nationally representative surveys using agreed procedures, methods and standards in countries, by partners, and at times approved by the Afrobarometer Senior Advisory Team.

2. All partners agree to adhere to Afrobarometer research and management standards as contained in the ***Afrobarometer Round 8 Survey Manual***, as well as any other research protocols established by the Network. Deviations from standard Afrobarometer Protocols may only be made upon agreement with a Core Partner and/or AB Central , and if necessary, the approval of the Senior Advisory Team.

3. All members agree that they will not raise funds, conduct any research, enter into new agreements or publish any documents under the name Afrobarometer without the express consent of the Core Partners.

4. All data are copyrighted and owned collectively by the Afrobarometer Network. Because Afrobarometer is funded from public resources, its data are a public good. All data will eventually be released via the website and other outlets, along with relevant codebooks. But to allow initial in-house analysis and publication, data will not be published or released in a one-year period following the first release of any country survey results or set of country survey results.

5. During this one-year embargo period, no one should give the actual data set to anyone outside of the project with two exceptions:

    a. Individuals working towards a co-authored publication with members of a National Country Team, in which case that publication should first be published as an Afrobarometer Working Paper or Policy Paper.

b. Graduate students of Afrobarometer Network members, provided that the results will not be published before the end of the embargo period.

During this period, a Core Partner will keep a Register of everyone using the data.

6. After the end of the embargo period, National Partners will arrange to deposit data sets and codebooks with the National Archives (and/or other relevant depositories) in their own countries. MSU will post the released data sets and codebooks on the Afrobarometer website and with the International Consortium for Political and Social Research at the University of Michigan.

7. No document may be published by a partner with the Afrobarometer logo until it has been approved by a Core Partner.

8. No partner will publish or release any results from a country's data prior to planned release events.

9. No Afrobarometer Network member will publish results or analysis in a journal or book before they have first published it as an Afrobarometer Working Paper (preferably jointly authored with another Network member). Citations for all such publications will be sent to AB Central for recording in the AB CV.

10. All Partners agree to follow the highest research ethics standards, especially with respect to obtaining local research clearance, and obtaining the informed consent of all survey respondents, and to preserving the confidentiality of the respondents, and adequately securing the questionnaires and the data. They will also ensure that every Fieldworker understands and signs a Research Ethics Agreement, and that the behavior of Fieldworkers in the field reflects well upon Afrobarometer.

11. All Partners agree to do their best to meet their contractual obligations in timely way according to agreed schedules, and to maintain open lines of communication, and respond to queries and requests from Core Partners and AB Central in a timely way.

12. All Partners commit to providing regular updates on their own activities to the PMU. This includes all use of Afrobarometer results in publications, presentations or in other forums. Partners also commit to reporting any evidence of policy visibility or impact that they become aware of to AB Central, e.g., mention of or references to Afrobarometer in media, within government, NGOs or the academic community, in professional reports, etc.

13. All Partners will endeavor to promote the awareness and utilization of Afrobarometer data and results in their respective countries and regions at every opportunity.

III. ENTRY INTO EFFECT

This Memorandum of Understanding shall enter into effect when it has been signed by a representative of each Core Partners and all participating National Partners. The Memorandum of Understanding shall expire automatically when the stipulated requirements have not been met. Core Partners or National Partners may terminate the Memorandum of Understanding one month after providing a written notice to the Network.