



SAHWA Youth Survey 2016
FIELDWORK PREPARATION AND
STAFF TRAINING REPORT
EGYPT



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Report drafted by: Central Agency for Public Mobilization and Statistics (CAPMAS)
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For: The American University in Cairo Forum (Cairo, Egypt)

SAHWA-Youth Survey in Egypt

Deliverable 1: Fieldwork preparation and staff training report

1. Composition, hierarchical organizations, and responsibilities of the fieldwork team members.

The fieldwork part of the survey has been carried out by CAPMAS in close collaboration and supervision of the Population Council team.

The key responsible staff members at CAPMAS are as follows:

SAHWA Project Manager: Ms. Amal Nour El-Dein, Head of the Population Statistics Sector.

Project Executive Supervisor: Ms. Hanaa Alhussieny.

She has over 30 years of working experience at CAPMAS supervising and leading national surveys fieldwork.

Project Senior Trainer and Lead Fieldwork Supervisor: Mr. Gamal Hashem.

He also has over 30 years of experience in training data collectors and leading fieldwork activities of major national surveys conducted by CAPMAS and other local and international organizations in Egypt.

Fieldwork team composition

Data collection: The fieldwork consisted of 8 data collection teams. Each of those teams consists of an experienced supervisor and 4 to 5 experienced and well trained interviewers. During the fieldwork implementation, Egypt is divided into 3 main geographic regions: Greater Cairo, Lower Egypt and Upper Egypt. The fieldwork teams are divided according to those three regions: 2 teams in Greater Cairo, 3 teams in Lower Egypt and 3 teams in Upper Egypt.

Field auditors: Five field auditors are responsible for supervising the data collection teams, re-visiting households if needed, and reviewing the questionnaires before delivering them to the CAPMAS office.

Quality control: The quality control of the fieldwork is closely monitored by 7 fieldwork experts, 3 from CAPMAS and 4 independent fieldwork experts hired by the Population Council. The quality control personal is mainly responsible for re-interviewing about 3% of the interviewed households and individuals. Additionally, spontaneous field visits are conducted frequently by the Population Council's staff: Dr. May Gadallah, and Mr. Ali Rashed.

Office editing: Reviewing and editing the questionnaire in the office after returning from the field is conducted by 25 experienced office editors based in CAPMAS premises. They are divided into 5 teams, and each team consists of 4 members and a team leader. Office editors are responsible for the daily revision of questionnaires and calling back the fieldwork teams if any problem was located in any of the questionnaires. They are also responsible for coding the open ended questions, and the “others” category.

2. Specific profile and skills of the interviewers.

All fieldwork team members are well trained and have between 3 to 10 years of experience in conducting similar national surveys in Egypt. Most of them have frequently participated in major national surveys conducted by CAPMAS.

3. Definition of the main training: place, days, total number of attendance, briefing conductors...

The fieldwork training was held in one of the CAPMAS offices in downtown Cairo on December 19th – 22nd 2015. It was mainly conducted by CAPMAS staff and was closely supervised by both the Population Council and the AUC staff.

The training was attended by the data collection, field auditors, quality control and office editing teams. During the training each question in the SHAWA questionnaire was explained and discussed in detail, many examples of different hypothetical cases were provided, and the interviewers played roles.

4. Definition of techniques used to avoid non-response.

Up to four visits will be conducted in order to find the eligible young person and complete the household and young person questionnaires. When the eligible young person is not found during the first visit, close family members are asked about best time to find him/her. If after those four visits, the interviewers could not meet the eligible young person, he/she is considered a non-response case.

Only if the respondent moved within the same district, and his/her new address could be located, the interviewer visits and interview the household/young person in the new location. Otherwise, this is considered an attrition or a non-response case on either the household- or individual- level.

5. Definition of the incentives to respondents.

No monetary incentive is provided to the survey respondents.

However, interviewers are confirming that confidentiality of the information collected and that it will only be used for research purpose. Consent forms are attached and signed as well.

6. Equipment used for the data collection

Paper questionnaires and face-to-face interviews are used during data collection. Instructions manual and CAPMAS interviewers IDs are provided to all interviewers.

7. Issues and inconveniences during the training

The interviewers found some questions and some skip patterns irrelevant. For example, the questions on education levels (تحضيري / اعدادي) and the origin (q 410) does not apply to the Egyptian case.

8. Data validation process

Several phases of checking and validation are considered as follows:

- **At the field:** Field auditors are responsible for consistency and completeness of answers. Quality control officers are responsible for re-interviewing a sample of the households and young persons.
- **At the office:** Office auditors and coders are responsible for re-checking the consistency and completion of the surveyed questionnaires. Call back center is for following up with field activities, checking and editing any inconsistent part of the questionnaires.
- **Data entry program:** A computer expert at CAPMAS is responsible of developing the data entry programs using **CS-PRO**. The Council is following the progress of the development of the data entry program and suggesting very strict validation rules to be taken into consideration.

Achievements so far:

Total sample to be interviewed: A nationally representative sample of 2400 young person

Number of achieved interviews: almost 1000 interviews has been conducted as of today 1/12/2016.