

# Multiple Indicator Cluster Survey (MICS4)

With Malaria Biomarkers

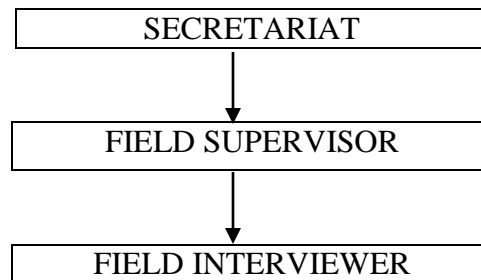
**FIELD SUPERVISOR'S MANUAL**

**GHANA STATISTICAL SERVICE  
AUGUST, 2011**

## **PART A: YOUR ROLE AS A SUPERVISOR**

### **1. Your Status in the MICS4**

As a field supervisor, you play a vital role in the survey field operations. You are the mediator between the Field Interviewers who are collecting the required information and the MICS4 Survey Secretariat. The chart below shows your position in the survey organisation.



As a Field Supervisor, you will work with three (3) Field Interviewers, One (1) Field Editor, One (1) Health Technician (for the Malaria Biomarker component of the survey) and a Driver.

### **2. Your main task in the survey**

You are required to supervise a number of interviewers who will work directly under you during the field work. During the period, interviewers are to interview selected households and some members of these households by administering four (4) different questionnaires –The Household Questionnaire, the Women’s Questionnaire, the Questionnaire for Children Under Five and the Men’s Questionnaire. To ensure good quality data from the field, it is your duty to see that interviewers carry out this assignment efficiently.

To achieve this:

#### **a. You must master the interviewer’s manual**

The Interviewer’s manual contains detailed information about the survey as well as instructions showing how interviewers should go about the field work. You can supervise effectively only if you yourself understand very clearly what the interviewers are being asked to do. This means that you have to read the interviewer’s manual several times and get a clear understanding of what their work entails before starting your supervisory work. This way, you will be able to help interviewers when they approach you with problems.

#### **b. You must command the confidence of your interviewers**

As a leader of the team, your Interviewers will turn to you whenever they come across any difficulty. If interviewers have no confidence in your ability, they will be reluctant to approach you with problems and your appointment as field supervisor will be worthless.

Your interviewers have been instructed to consult you for clarification on some information that respondents may provide which they are not sure about. For instance they have been told that in attempting to estimate the age, if a respondent mentions an event, they should consult you so

that you can assist them in the estimation of the age. A calendar of events has been attached to this manual to help you with age estimation.

It must be pointed out, however, that you should not confuse interviewers by giving them wrong instructions. Whenever you are in doubt, it will be helpful to admit your uncertainty rather than to offer wrong answers. You must turn to the Secretariat whenever you are confronted with a problem regarding your assignment.

**c. You must co-operate with interviewers**

You are going to work as a team in the field. The success or otherwise of the work also depend on how well you co-operate with the interviewers working under you. You must not be harsh on them and do not give them cause to grumble at your leadership.

**d. You may call for replacement of interviewers**

If during the field work any of your interviewers fall sick and cannot continue with the work, or proves to be inefficient, report immediately to the Secretariat. You will either be given a substitute or be advised on how to deal with the situation.

**PART B: YOUR DUTIES BEFORE THE FIELD WORK**

Your duties as the Supervisor include the following:

**1. Training of Interviewers**

Some interviewers may feel reluctant to ask questions on topics they did not understand in class. You must assist in solving their individual problems by giving personal attention to such interviewers and coaching them if it becomes necessary. Interviewers have been instructed to contact you whenever they do not understand anything in the Interviewer's manual. You must, therefore, be prepared to help them solve any difficulty they may have.

**2. Checking the boundaries of Enumeration Areas**

You should accompany the interviewers to each of the assigned Enumeration Areas (EAs) and help them to locate the EA boundaries. Remember to consult the Secretariat if you come across any discrepancies or errors which you cannot resolve yourself during the field check. You should also assist your interviewers to locate the selected households within the EAs.

**3. Preparation of itinerary**

You should prepare an itinerary for visiting the EAs. A copy of that itinerary should be given to the Secretariat before fieldwork starts. Remember to inform the Secretariat about any changes you make. This information would be useful to Field Monitors who will be assigned to check on your work later.

**4. Distribution of kits**

You will have to collect documents and materials to be used by the interviewers in your team. You are expected to distribute these documents and materials to your interviewers later. Make sure that they have in their possession everything they will need in the field. You will be held responsible for all materials that need to be returned to the Secretariat by your team.

The items will include the following:

- Identity Card
- Letter of Introduction
- Blue/Red/Purple pens
- One File
- A weighing scale
- A measuring board
- \*Enumeration Area maps together with its description<sup>1</sup>
- \*The specified number of questionnaires

## **PART C: WHAT TO DO DURING FIELD WORK**

### **1. Always keep in touch with your interviewers**

To ensure successful and complete interviews, you should keep in touch with your interviewers constantly so that you can check their work and also help them solve problems they may encounter. Ensure that they are in the field at the prescribed time, that they perform their duties and that they are always in possession of the necessary documents. Collect all completed questionnaires and submit them to the Secretariat after the necessary checks have been done.

### **2. Maintain effective control over interviews**

You must follow these instructions very strictly. If you do so, you will not fail in your task of supervision.

- a. You must check coverage to ensure that no household and/or eligible household member in each EA is omitted.
- b. Review the completed questionnaires to ensure that there are no missing entries and that the entries are correct.
- c. Check also that the entries are consistent, i.e. they agree with each other and that they make sense.
- d. Particularly, you should check that interviewers are not excluding household members who are eligible (15-49 years in the case of women, 15-59 years in the case of men and 0-4 years in the case of children). To reduce their workload some interviewers deliberately increase or decrease the ages of respondents so that they do not fall into the eligible group. You must conduct constant spot checks to ensure that your interviewers are conforming to the survey instructions. In your spot checks you are expected to re-interview at least one of the households completed by each interviewer within each of your assigned EAs.

### **3. Stock of materials and careful handling of them**

During the field work, you will be given a stock of the survey materials so that if any of your interviewers runs short of field supplies you can readily replenish his/her stock. If your own stock runs short, contact the Secretariat immediately for new supplies. Do not wait until your materials completely run out before contacting the Secretariat.

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<sup>1</sup> Starred items to be given to only Supervisor

Careful handling of documents, particularly the questionnaires, has been requested of all interviewers. This applies equally to you. Handle all field documents with care and deliver all of them safely to the Secretariat.

#### **4. Report on your interviewers**

You are expected to continuously assess the performance of your interviewers and submit a report on the performance of all your field staff to the Secretariat through Field Monitors who visit your team.

### **PART D: WHAT TO DO AFTER FIELD INTERVIEWS**

Each interviewer on the average is expected to administer questionnaires to two households in each selected EA. The following must be done whenever interviews are completed in an EA:

- It is necessary to handle each of the questionnaires with utmost care. Do not spill oil or water on the questionnaire(s). You will be required to account for all questionnaires supplied to you whether used or unused;
- Whenever an interviewer completes his or her work, he/she should submit all questionnaires to you. You will also give some questionnaires to the Field Editor whose responsibility is to review them;
- After the Field Editor has reviewed the questionnaires he/she will in turn submit same to you for final checks before submitting to the Secretariat;
- Before submitting the questionnaires, make sure that for each household, they are neatly arranged in the order in which the questionnaires were administered (i.e. Household, Women, Children Under Five and Men) and tie them with a twine/rope.

### **PART E: HANDLING OF RESOURCES**

All funds provided are to be used judiciously and fully accounted for by ensuring that all expenditures have duly been authorized and are covered with authentic receipts for the smooth running of the field work.

Fuel expenditures should be checked against the mileage covered by the vehicle, as recorded in the logbook. All accounts and receipts must be submitted within 3 days after the end of the field work

(a) Fuel receipts must be signed by the Driver and counter signed by the Supervisor at the time of purchase.

(b) For those who have not been allocated office vehicles, the service provider must provide his/her name, vehicle number, address, phone number and signature on the "Certificate of honour". The Field Monitor must verify all such expenditures and sign on such receipts, including selectively checking with the service provider.

Under no circumstance should any team live beyond 5 kilometres from the EA base and be commuting to and from the EA. The per diem has been paid to enable teams live within the EAs

they are interviewing. Any cost incurred as a result of commuting beyond 5 kilometres will be borne by the Supervisor.

The team members must be in good health and where any member falls sick, the Supervisor must assist the member to obtain good treatment and speedy recovery.

## **PART F: FILLING OF CONTROL FORMS**

As a Supervisor, you will be given control forms to help ensure the efficient management of field activities.

### **IMPORTANT REMARK**

It must be noted that any Supervisor whose work is found to be unsatisfactory during the field work would have his/her appointment terminated immediately and made to refund all advance payments made to him/her.

## APPENDIX 1

### LIST OF HISTORICAL EVENTS

(to be Used in Estimating Ages)

#### A - NATIONAL EVENTS

EVENT	YEAR	NO. OF YEARS UP TO 2011
Overland Telegraph Opened in the Gold Coast	1887	124
Rev. T.B. Freeman died in Accra	1890	121
Commotion over proposed Crown Land Ordinance	1895	116
Gold Coast Aborigines Rights Protection Society Organised	1896	115
Invasion of Kumasi; King Prempeh taken Prisoner	1896	115
King Prempeh removed from Sierra Leone to the Seychelles Island	1900	111
Yaa Asantewaa War	1900	111
Capture of Yaa Asantewaa	1901	110
First World War	1914	97
West African Currency Notes introduced	1918	93
Armistice Day (End of 1 <sup>st</sup> World War)	1918	93
Prince of Wales visited Gold Coast	1925	86
First Aeroplane arrived in Accra	1926	85
Dr.J.E. Kwagyir Aggrey died	1927	84
Takoradi Harbour opened	1928	83
Introduction of Basic Rate	1936	75
Cocoa Hold-up	1938	73
Earthquake	1939	72
Second World War Started	1939	72
Eclipse of the Sun	1947	64
Looting in Various parts of the Country resulting from the shooting of Sargent Adjetey and Others	1948	63
Arrest of Six Leaders of the United Gold Coast Convention	1948	63
Founding of CPP by Kwame Nkrumah	1949	62
Positive Action Declared	1950	61
Kwame Nkrumah made Leader of Government Business	1951	60
Kwame Nkrumah made first Prime Minister of the Gold Coast	1952	59
Ghana's Independence Declared	1957	54
R.R. Amponsah and M.K. Apaloo (both opposition members arrested)	1958	53
Preventive Detention Act came into force	1958	53
French Togoland became Independent State	1960	51
Ghana Became a Republic	1960	51
Queen Elizabeth II visited Ghana	1961	50

<b>EVENT</b>	<b>YEAR</b>	<b>NO. OF YEARS UP TO 2011</b>
Murder of former Congo Premier Patrice Lumumba	1961	50
Railway Employees at Takoradi went on strike	1961	50
The Kulungugu bomb explosion	1962	49
Tema Harbour opened	1962	49
Detention of Ako Adjei, Tawiah Adamafio and H. Coffie Crabbe	1962	49
President Nkrumah dismissed Sir Arku Korsah from his Post as chief justice	1963	48
Flagstaff House shooting incident involving Ametewee	1964	47
Death of Dr. J.B. Danquah	1965	46
Formal Opening of Akosombo Dam	1965	46
O.A.U Summit Conference in Accra	1965	46
Introduction of Decimal Currency in Ghana (the Old Cedi and old Pesewa	1965	46
Military coup d'etat in Nigeria	1966	45
Overthrow of President Nkrumah by the Army and the Police	1966	45
Introduction of the New Cedis and New Pesewas	1967	44
Death of Lieutenant-General E.K. Kotoka	1967	44
Lifting of Ban on Political Activity in Ghana after the 1966 Coup	1969	42
Dr. K.A. Busia made Prime Minister of Ghana	1969	42
Death of Asantehene Nana Sir Osei Agyeman Prempeh II	1970	41
Formation of "Justice Party" by a merger of National Alliance of Liberals and three other Opposition Parties	1970	41
Overthrow of Dr. K.A Busia's Progress Party Government by Colonel I.K. Acheampong	1972	39
Students harvest Sugar Cane at Asutsuare and Komenda	1972	39
Operation Feed Yourself Programme launched	1972	39
Death of Dr. Kwame Nkrumah in Romania	1972	39
Arrival of Dr. Kwame Nkrumah's corpse in Ghana from Guinea	1972	39
Ghana broke Diplomatic Relations with Israel	1973	38
Introduction of Right Hand Traffic	1974	37
J.H. Mensah and Two others Arrested on Sedition Charge	1975	36
Creation of Supreme Military Council (SMC 1)	1975	36
Appointment of Dr. Koranteng Addo's Adhoc Committee to gather information on how to implement a Union Government for Ghana	1977	34
Closure of the three Universities following demonstration by the students against high Prices of Food	1977	34
Strike Action by members of Ghana Medical Association demanding early re-opening of the closed Universities	1977	34
The Ghana Bar Association called on the SMC 1 Government to handover power to a Presidential Commission pending a return to civilian rule	1977	34
Discovery of oil in commercial quantities offshore Saltpond by Agric-Petco Ghana Incorporated	1978	33



<b>EVENT</b>	<b>YEAR</b>	<b>NO. OF YEARS UP TO 2011</b>
Referendum on Union Government	1978	33
Strike Action by the Ghana Bar Association	1978	33
Demonstration by University Students again the Union government concept and the invasion of Legon Campus by police armoured cars	1978	33
Formation of People's Movement for Freedom and Justice (PPMJ) Led by K.A Gbedema A.A Afrifa and William Ofori-Atta	1978	33
Banning of PMFJ, the Front for the Prevention of Dictatorship and the third force by General Acheampong	1978	33
General Acheampong removed from Office and Lt.-General F.W.K. Akuffo became Chairman of the reconstituted Supreme military council (SMC II)	1978	33
Dr. K. A. Busia died in London	1978	33
Appointment of Mr. Justice Amissah and Mrs Gloria Amon-Nikoi as attorney general and Commissioner for Foreign Affairs respectively	1979	32
Currency Change Exercise	1979	32
An abortive uprising in which Ft. Lt. J.J. Rawlings was Arrested	1979	32
The Revolution that overthrew SMC II lead by J.J. Rawlings as chairman of the armed forces revolutionary council (AFRC)	1979	32
Execution of General Acheampong, General Akuffo, Lt. General A.A Afrifa, Major General Utaka and four other senior military officer	1979	32
General Elections	1979	32
Major General Odartey Wellington given a state Burial	1979	32
Demolition of Makola No.1 Market	1979	32
Mr. Justice Akuffo-Addo died and was buried at Akropong	1979	32
Second Round of Presidential Election	1979	32
Handing Over of Power to the People's National Party (PNP) administration by the AFRC	1979	32
Usher Fort Jail Break By Captain Koda, Captain Okaikoi and three other military personnel	1979	32
Pope John Paul II visited Ghana	1980	31
Head of Ahmadiyya Muslim visited Ghana	1980	31
Visit to Ghana by Archbishop of Canterbury (Head of the anglican church)	1980	31
Commissioning of Ghana's first Satellite earth station at Nkuntunse	1981	30
Overthrow of PNP Administration by J.J. Rawlings as Chairman of PNDC	1981	30
Draught, Bush fires and Hunger (Rawlings chain)	1983	28
Voters Registration Exercise	1987	24
District Level Elections	1989	22
Constitution for 4 <sup>th</sup> Republic	1991	20
Redenomination of the Ghanaian cedi	2007	4

**B - REGIONAL EVENTS**

<b>EVENT</b>	<b>YEAR</b>	<b>NO. OF YEARS UP TO 2011</b>
<b><i>CENTRAL AND WESTERN REGIONS</i></b>		
Opening of Aboso Mines	1878	133
Ten Winneba Rioters Executed in Accra	1885	126
Cape Coast District visited by locusts	1894	117
Deputation of Chiefs and Dignitaries embarked for England in connection with proposed land bill	1897	114
Rev. William Stephen died in Shama	1899	112
First Train from Sekondi arrived at Kumasi	1903	108
Rev. Attoh-Ahuma died	1921	90
Nana Attafua, Omanhene of Akim Kotoku died	1927	84
Govenor Guggisberg died	1930	81
Nana Mbra Ansa died	1933	78
First Section of Sese Oil Palm Plantation started	1934	77
Secondary Schools in Cape Coast went on strike	1948	63
Ahanta/Dixcove Local Council was established	1952	59
Opening of St. Mary's Training College at Apowa	1954	57
Nana Baidoo Bonsoe XIII died	1954	57
Tarkwa and Aboso Mines closed	1956	55
Opening of Busua Pleasure Beach	1963	48
Aboso Glass Factory started operation	1963	48
Nana Hima Dekyi XII (KC), Omanhene of Upper Dixcove died	1963	48
Nana Aboayisa II, chief of Ewusijoe died	1964	47
Enstoolment of Nana Hima Dekyi XIII of Upper Dixcove	1964	47
<b><i>GREATER ACCRA, EASTERN AND VOLTA REGIONS</i></b>		
Glover (Amwuma) War	1873	138
Sir Garnet Wolseley (Sagrante) War	1874	137
Anlo and Danish War, Bombardment of Keta by the French (Arbeille)Alata and Havito set ablaze	1874	137
Anum township rebuilt after the Ashanti invasion	1879	132
Location of the Juabens in Koforidua	1882	129
Agreement with Chiefs of Pe and Fetish Chiefs of Togo	1884	127
Ho Civil War: Ashantis invaded Ho and Eweland	1884	127
Togoland was proclaimed a German Protectorate	1884	127
Treaty between Mr. C. Riby-Williams and Chiefs of Aggravie, Battor, Mepe and Blappa	1886	125
Agreement by Chiefs of Krepi to keep road open	1888	123

<b>EVENT</b>	<b>YEAR</b>	<b>NO. OF YEARS UP TO 2011</b>
Krobos driven from the Shai Hills by Governor Griffiths	1892	119
Execution of Sotordugbe of Aflao Viefe at Viefe	1902	109
Rev. A.W. Clerk of Basel Mission Church died at Aburi	1906	105
Dedication of Larteh Basel Mission Church	1907	104
Bubonic Plague (Akpornabu)	1908	103
Rev. Theophilus Opoku died at Akropong	1913	98
Major Agricultural show took place at Krobo Odumase	1913	98
Motor Car first Climbed Aburi Hill	1913	98
Anum-Peki Political Unrest	1920	91
Korle Bu Hospital Foundation laid	1921	90
Death of Odikro Anakwa of Mamfe	1925	86
Achimota School opened	1927	84
Opening of the joint Provincial Council at Dodowa	1938	73
Bishop Dr. John Ofreur Aglionby of the Anglican Mission visited Anum	1941	70
Governor Allan Burns visited Anum	1946	65
Anum and Boso lands boundary Commission inquiry by Justice John Jackson	1953	58
Adomi Bridge (Volta) opened	1957	54
The Golden Jubilee of Nana Kumi VII	1960	51
Cutting of "Aryee Canal" at Kedzi near Keta	1963	48
<b><i>ASHANTI AND BRONG AHAFO REGIONS</i></b>		
Golden Axe sent to Queen Victoria	1881	130
Kumasi defeated Adansi	1886	125
Invasion of Kumasi; King Prempeh taken prisoner	1896	115
Capt. R. Osborne Fraser died at Sampa	1899	112
First Train Arrived in Kumasi	1903	108
Lt. Lionel Henry Trafford Martin of the 1 <sup>st</sup> Gold Coast Regiment died at Sampa	1905	106
Basel Missionaries arrived at Sampa	1919	92
King Prempeh I return from exile	1925	86
Ashanti Tekyiman killed their Omanhene Yao Kramo	1927	84
Muslims led by Mallam Halidu, left Atebubu and settled at Prang	1927	84
Installation of King Prempeh II	1931	80
Kumasi Fort destroyed accidentally by fire	1932	79
Restoration of Ashanti Confederacy	1935	76
Suma became a member of the Ashanti Confederacy	1935	76
Telephone extension to Berekum	1946	65
Telephone service extended to Domaa-Ahenkro	1948	63
Telephone service extended to Nsoatre	1954	57
Kwame Nkrumah visited Yeji	1955	56
Creation of the Brong-Ahafo Region	1959	52
Foundation of Atebubu Training College laid	1965	46

EVENT	YEAR	NO. OF YEARS UP TO 2011
<b><i>NORTHERN AND UPPER REGIONS</i></b>		
Treaty concluded with Tongu, Bole, Daboya, Dagomba, Bimbila For Friendship and Trade	1892	119
A foreign army led by Samori to Bole destroyed towns and villages around Bole	1892	119
Treaty with Dagati, Mamprusi, Moshie, Banda, Chokosi, Salaa, Debre, Buipe, Busumsu for Friendship and Trade	1894	117
Treaty for friendship and protection - Dagarti, Mamprusi, Lakhama (Dasima), Gbelu (Bolugu), Achilon (Leo), Tumu, Kpan (Yela), Lobi, Bona, Moshie, Yeji and Salaga	1897	114
Treaty for Friendship and Protection - Duruman, Issa, Buse, Wagu, Nadewe, Gindi and Debre	1898	113
First chiefs meeting at Yapei	1923	88
First Aeroplane to Northern Territories	1934	77
Construction of Wa/Tamale road	1940	71
The initial operation of the Gonja Development Company in Damongo (GDC)	1948	63
Gonja Development Company established	1950	61
Chiefs from the Northern Region visited Accra	1956	55
Epidemic known as "Accra Zukogli".	1957	54