**ASPIRATIONS SURVEY: Tracking and survey protocol manual**

**Last revised 23 May 2018**

For each household we interviewed a respondent at baseline, who is often the female head of the household (although in some cases, the person we interviewed at baseline was a man). The respondent we want to interview now is listed on the tracking sheet. If the respondent is married we also list the spouse on the tracking sheet to help you find them. Below are documented scenarios where you do not find this respondent and what you should do in each case.

**General guidance for Field Officers:**

1. If you find the respondent listed on the tracking sheet always interview them if possible.
2. If you find part of the respondent’s household in the village on the tracking sheet, but the respondent has moved away and you are unsure when they are returning, interview the most knowledgeable person from the household available.
3. If you are unsure what to do in any case, ask your SFO for guidance. This is a complicated process!

**Remember, always submit a survey every time you try to survey a respondent!**

This includes if you scheduled another visit: we still need a survey from the first visit telling us you tried to survey the respondent then but scheduled it for another time.

1. Record in the survey
2. Record on the tracking sheet
3. Tell your SFO/AFM

of all cases where you could not carry out a survey of a respondent as planned or interviewed another member of the household.

Note, the study sub-counties are: Bondo, Rachuonyo South and Rachuonyo East. If you are not sure if the respondent is living in the study sub counties, rather include it. Always ask the SFO for advice if you are unsure.

**Scenarios for finding the named respondent:**

1. You **find the respondent** as named on the tracking sheet: Survey the respondent.
	1. Ensure you select in the survey the correct respondent you are interviewing as some households where we know the spouses have split have more than 1 respondent associated with them (these are marked on the tracking sheet as “split from spouse” for the marital status)
2. The respondent is **not at home**
	1. Record this on the **tracking sheet** and **fill in a survey** with the respondent status as not at home. **Inform the Associate Field Manager (AFM) / Senior Field Officer** **(SFO)** that this respondent needs to be returned to again.
	2. If that person cannot be found after 2 visits, interview the most knowledgeable person from the household as a proxy.
3. The **respondent has died**
	1. This may be indicated on the tracking sheet.
		1. If so, confirm the respondent has died with a household member.
	2. If you discover a respondent has died but it is not on the tracking sheet, please check this with **BOTH the village elder and the respondent’s household** so we are sure the respondent has died. The respondent’ household may try and claim the respondent is dead when they are not. Be cautious of this and double check with the village elder.
	3. Then, identify where the respondents’ household members are.
		1. **Contact the Research Assistant for guidance**.
		2. **If the respondent was married**, survey the spouse. If you cannot find them, identify where most of the baseline household is and interview that household.
		3. **If the respondent was not married**, identify where most of the baseline household is and interview that household.
		4. If the household has **moved outside the village**, **inform your SFO/AFM** to add the other household to the list for tracking.
		5. Include everyone who is now in the household as a household member, including if members of the baseline household have got married or if new members have been added.
4. The spouse and the respondent have split up
	1. The **tracking sheet** says the couple have split (under marital status)
		1. You should be offered the choice of both spouses to select and interview.
		2. Interview each spouse about **both** their old and new household members.
		3. If both households are still in the village, interview both and **submit two surveys, one for each household of the respondent.**
		4. If only one of the households is in the village, interview that household.
			1. **Inform your SFO/AFM** to add the other household to the list for tracking and follow the processes below.
	2. The **tracking sheet** does not have this couple marked as split (under marital status)
		1. Interview **the respondent on the tracking sheet**.
		2. **Inform your SFO/AFM** that this household has now split apart. Gather as much information as you can about where the spouse is so we can later find and interview the spouse during mop-ups.
	3. Importantly, we only track the respondent and spouse as split households. If another household member leaves, we simply record this in the roster but do not track them.
5. The **respondent has left the village**
	1. If the respondent is returning to the village during the endline (roughly in the next 3 months)
		1. **Submit a survey** and **inform your SFO/AFM** so they can schedule a revisit.
		2. The team will wait for the respondent to return (schedule a visit with them/ the spouse) and interview the respondent as in 1 when they return.
		3. If the team cannot find them in 3 months, interview the **most knowledgeable person from the household in the village.**
	2. If the respondent is not returning to the village during endline, but **another part of the household is present** in the village, interview the most knowledgeable person available.
	3. For all other cases, if the respondent is not returning, **submit a survey to record all the details you can about where the person is and inform your SFO/AFM to discuss with them what will happen.** Instructions for them are below.

**To choose the most knowledgeable person:**

* Mostly this will be the spouse. But be careful that the respondent is still with this spouse and has not permanently split from them.
* It could be any other adult member of the household or an adult child. We **cannot** survey people under 16.
* Please use your judgement to choose the most knowledgeable person in the household. If an adult son or daughter knows much more than the spouse, interview that person. The most knowledgeable person may not be the oldest person.
* Please select this person from the list of baseline household members, or write them in as a new member if necessary.

**Tracking sheets**

Always write on the tracking sheets the code for what happened when you tried to survey the respondent. The codes are as follows:

1. F- found and surveyed
2. R- found and refused
3. NH – not home
4. D- Died – another household member will be surveyed instead and the accompanying code for that survey included.
5. M- Moved since we did tracking– where exactly has the respondent moved to?
	1. R - Returning to the village - the respondent needs to be surveyed here during a return visit.
	2. NV - Nearby village/within study counties - the respondent needs to be added to the correct village and interviewed there
	3. OS - Outside study counties, if she is not returning within the survey period (3 months ish) then her household will be surveyed instead if they are still present.
6. X not found at all/no-one knows where she is. Survey another household member.

**Instructions for SFOs/AFMs in cases of migration and splits**

* Importantly, we only track the respondent and spouse as split households. If another household member leaves, we simply record this in the roster but do not track them.
* When the respondent and spouse are living apart or split, **we want to maximise the chances we get at least one survey per household.** Therefore always interview the spouse or other knowledgeable member if they are in the village. If the spouse or other knowledgeable member is elsewhere and there is uncertainty over whether the respondent will be found, follow the protocol before, but always err on the side of interviewing the other part of the household.

**Case 1: the respondent is not currently in the village and may be returning in the next 3 months:**

* The FO should have filled a form and informed the SFO of this case.
* Wait for the respondent to return (schedule a visit with them/ the spouse) and interview the respondent as in 1 when they return.
* If you cannot find them in 3 months, interview the **most knowledgeable person from the household in the village.**

**Case 2: If the respondent is not returning to the village in 3 months and is in a study county, record location of respondent, track respondent and interview the respondent**

To define **study county,** consider all areas that are near enough to study counties for the respondent to be easily surveyed in the course of normal activities when we go to their village.

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| Case 2: Respondent is not returning to the village in 3 months and **is in a study county** |
| Household not split (still married) but they are apart. *They are one household, one survey, but we want to record contact info for both parts* | Household split*Respondent and spouse are divorced or separated, two separate surveys* |
| Household is in village | Household is with respondent | Household is not with respondent and is not in village | Spouse is in village | Spouse is not with respondent and is not in village |
|  |  | Household in study county | Household not in study county |  | Spouse in study county | Household not in study county |
| **WHAT TO DO** |
| **Record location of respondent, track respondent and interview the respondent** |
| Interview household in village | (Household is with respondent) | Record location of household but don’t track | Record location of spouse but don’t track | Interview spouse in village | Track spouse | Record location of spouse but don’t track |
| No new ID - interview respondent or proxy if can’t find her. | New ID has been created from tracking. Protocol for newly split households: Add them to a list for mop-up. New split IDs will be created for these households before the mop up (approx. monthly).  |

**Case 3: If the respondent is not returning to the village in 3 months and is not in a study county, record location of respondent but don’t track or interview. Otherwise, how you treat the household remains the same.**

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| Case 3: Respondent is not returning to the village in 3 months and **is not in a study county** |
| Household not split (still married) but they are apart. *They are one household, one survey, but we want to record contact info for both parts* | Household split*Respondent and spouse are divorced or separated, two separate surveys* |
| Household is in village | Household is with respondent | Household is not with respondent and is not in village | Spouse is in village | Spouse is not with respondent and is not in village |
|  |  | Household in study county | Household not in study county |  | Spouse in study county | Spouse not in study county |
| **WHAT TO DO** |
| **Record location of respondent but don’t track or interview** |
| Interview household in village | (Household is with respondent) | Track household | Record location of household but don’t track | Interview spouse in village | Track spouse | Record location of spouse but don’t track |
| No new ID. interview recorded as a proxy interview.  | New ID has been created from tracking. Protocol for newly split households Add them to a list for mop-up. New split IDs will be created for these households before the mop up (approx. monthly). |