

Indicative Terms of Reference  
For Discussion

# National ICT Household Survey Role of DICT Regional Offices

# Benefits of Participation

- Gain familiarity with ICT indicators and their concepts and definitions
- Gain training and exposure to survey operations and standard survey procedures
- Gain familiarity with the field situation – issues and challenges in data-gathering for ICT indicators
- Be part of an important event as this is the first national national ICT household survey to be conducted

# Overall Terms of Reference

- Participate in the trainings:
  - First-Level Training as participant
  - Second-Level Training
    - assist the Regional Coordinator hired by the survey firm in preparing for the training
    - serve as resource person/trainer
- Interviews/Data Collection
  - Assist in the interview of barangay heads or representatives using the community questionnaire (this is the responsibility of the DICT Provincial Focal Person, not of the Regional Focal Person)
  - Assist the survey firm's Regional Coordinator in providing solutions to field operations problems/issues which the latter cannot handle by himself
  - Inform immediately the DICT Project Manager/Project Management Team any potential issues that can affect the field operation
- Administrative and Logistics
  - Designate Provincial Focal Persons (PFPs) to help Regional Coordinators (RCs) and Provincial Supervisors hired by the survey firm in overseeing the conduct of survey operations;
  - Prepare status reports and submit this to the DICT central office, on a regular basis (weekly when necessary).

# Personnel Requirement

- DICT Project Management Team
- **DICT Regional Offices**
  - 8 Regional Focal Persons
  - 92 Provincial Focal Persons

- Survey Firm Core Team
- Field Survey Team
  - 17 Regional Coordinators
  - 92 Provincial Supervisors
  - 222 Interviewers

# Training of Trainers

Training of Trainers (ToT)			
Trainers	Participants	Content	Budget Source
DICT Project Management Team	DICT Project Management Team; members of the core group of the Survey Firm	Content of the following: Field Interviewers Manual Field Supervisors Manual Field Operations Manual	Organized and funded by the survey firm
		Concepts and definitions, procedures on how to ask questions properly and how to key-in entries in the tablet and how to record responses if in a paper questionnaire	
		Mock-interviews	

# First-Level Training -- Participant

First-Level Training			
Trainors	Participants	Content	Budget Source
Survey Firm with DICT Project Management Team as resource persons 8-day training in Metro Manila (exclusive of travel time)	17 Regional Coordinators (RCs) hired by the implementing firm and 8 Regional Focal Persons coming from the Regional Offices of the DICT	Content of the following: 1. Interviewer manual 2. Field Supervisor's manual 3. Guidelines for Field Operations Concepts and definitions, procedures on how to ask questions properly and how to key-in entries in the tablet and how to record responses if in a paper questionna Mock Interviews Discussion of supervision and quality control procedures Discussion of administrative procedures	Organized and funded by the survey firm

# Second-Level Training – Resource Person

Second-Level Trainings (17)			
Trainors	Participants	Content	Budget Source
<p>Regional Coordinators (RCs) of the survey firm with DICT</p> <p>Regional Focal Persons as resource persons</p> <p>8-day Training in the 17 regional centers</p>	<ol style="list-style-type: none"> <li>1. 92 Provincial Supervisors of survey firm</li> <li>2. 92 Provincial Focal Persons of DICT</li> <li>3. 222 Hired Interviewers</li> </ol>	<p>Same as the First-Level Training.</p> <p>Days 1-4: content of the EN non-CAPI Manual and EN CAPI Manual</p> <p>Day 5: operational and deployment matters including assignments of enumeration areas to interviewers</p> <p>Day 6: field practice</p> <p>Days 7-8: Supervisor’s manual and the Field Operations Guidelines</p>	<p>Organized and funded by the survey firm</p>

# Example: Second-Level Training

- Region 1: Ilocos Norte, Ilocos Sur, La Union, Pangasinan
- Regional Center: La Union (venue)
- Trainors:
  - (1) Regional Coordinator, Lead (survey firm)
  - (1) Regional Focal Person, Resource Person (DICT)
- Attendees are:
  - (4) Provincial Supervisors (survey firm)
  - (4) Provincial Focal Persons (DICT)
  - (13) Interviewers



# Field Operations

- **Assistance to Provincial Supervisors (PS)**

- Provincial Focal Persons (DICT) will accompany the PS and his/her survey team to the barangay captain for a courtesy visit and to assist, when necessary, the PS in interviewing the barangay captain/official using the community questionnaire
- Provincial Focal Persons (DICT) will sometimes accompany the PS to observe the interview process
- He/she will assist the PS/interviewer in getting the cooperation of the sample household which refused to be interviewed
- Regional and Provincial Focal Persons (DICT) will be provided copies of weekly and monthly reports of the PS and RC and transmit these to the DICT Project Management Team.

# Logistics Support Requested from DICT Regional/Provincial Offices

- Provision of sleeping areas at provincial offices for field personnel
- Use of vehicles (if available)
- Use of at least one office computer
- Storage area for survey paraphernalia and collaterals

# 2019 Budget Support

- Survey Firm
  - To shoulder the cost of trainings to be conducted.
- DICT Central Office
  - Provide support for roundtrip travel to and from the training venue (Levels 1 and 2 Trainings).
  - Provide modest operational budget.

Thank you very much!