**Quality parameters for application of surveys**

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| --- | --- | --- | --- |
| *Country* | *Place:* | | *Date: \_ \_ \_ / \_ \_/ \_ \_ \_ \_*  *DD MM YYYY* |
| *Organization* | | *Name of the person who conducted the survey:* | |
| *Name and position of the person who did the monitoring:* |  | | |

**Qualifying Criteria**

Mark with an x in the box under the rating that in your opinion best describes compliance with the Quality Parameters. Consider the following grading scale:

* 5 when what is indicated in the item is always fulfilled, it is a daily practice of organization.
* 4 when it is done several times but it is not a daily practice, it is not an institutionalized situation.
* 3 when it's done from time to time.
* 2 when it is fulfilled or rarely done.
* 1 when what is indicated in the item is never fulfilled or is done.

| Quality parameters | Scale | | | | |
| --- | --- | --- | --- | --- | --- |
| No, Insufficient | In process, well | | | Yes, Excellent |
| 1 | 2 | 3 | 4 | 5 |
| 1. The interviewer has the route of the identified houses in which the survey needs to be applied. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 1. The Interviewer carries and implement informed consent forms. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 1. There is an accompaniment from the field supervisors to the interviewers. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 1. There are enough questionnaires/tablets to ensure the implementation of the survey. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 1. The person applying the survey followed the guidelines for randomly selecting the person to be interviewed (Leslie-Kisch Method / Random Number Method). | ☐ | ☐ | ☐ | ☐ | ☐ |
| 1. The person applying the survey follows the instructions for selecting the houses in the event that the first house it reaches has not been effective (Serpentine Method). | ☐ | ☐ | ☐ | ☐ | ☐ |
| 1. The person conducting the survey was able to establish a trusting relationship with the person being interviewed. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 1. The person applying the survey complied with Save the Children's child protection policy. |  |  |  |  |  |
| 1. The person applying the survey made clear the privacy with which the data collected will be handled. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 1. The person applying the survey was able to minimize the number of interruptions to the interview, following the instruction of having selected together with the person to interview a comfortable and private place. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 1. The person applying the survey gave a complete presentation of the project and objectives of the survey prior to the application of the questionnaire. Making clear the institutions that endorse the study. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 1. The person conducting the survey has the informed consent form signed by the person surveyed. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 1. The person conducting the survey maintains a neutral and listening attitude throughout the application of the questionnaire. Constantly demonstrating an interest in listening to what the respondent has to say. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 1. During the implementation of the survey, the person applying the questionnaire does not suggest any response, and follows to the letter the instructions included in the questionnaire. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 1. The person who applies the survey shows complete mastery of the questionnaire and the topics it addresses. | ☐ | ☐ | ☐ | ☐ | ☐ |
| 1. The person applying the survey records all the answers correctly | ☐ | ☐ | ☐ | ☐ | ☐ |
| 1. The person who applies the survey at the end of the questionnaire thanks the person interviewed, and leaves him/her a card with key contact information where he/she can call/write to request information about the study. | ☐ | ☐ | ☐ | ☐ | ☐ |

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| **Notes, comments, conclusions, recommendations**   * **Positive aspects** * **Aspects that could be improved and Recommendations** |

Name and signature of the person who made the observation:

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