



Field Coordinator Training

Manage Successful Impact Evaluations

June 5-9, 2017

Monday, June 5		Location	Facilitator
8:30 - 9:00	Registration & Breakfast		
9:00 - 9:15	Welcome & Introductions		Maria Jones
9:15 - 9:45	Preparing for Data Collection		Laura Costica
	<i>Overall process; timeline; field plan</i>		
9:45 - 10:45	Survey Instrument Design & Pilot		Maria Jones
	<i>Best practices for questionnaire design, protocols for content- and data-focused pilots</i>		
10:45 - 11:15	Icebreaker		Lacey Ramirez
11:15 - 11:45	Budgeting for a Successful Survey		Laura Costica
	<i>Discuss key assumptions and review budget template</i>		
11:45 - 12:15	Small Group Exercises: Survey Budget		
12:15 - 12:45	Training Data Collectors		Marcus Holmlund (TBC) & Emily Crawford
	<i>Survey Protocols & Best Practices for Enumerator Training</i>		
12:45 - 1:45	Lunch		
1:45 - 3:15	Lab 1: Stata Tips & Tricks		Track 1: Vincenzo di Maro & Kristoffer Bjarkefur Track 2: Maria Jones, Mrijan Rimal & Luiza Cardoso
	<i>Track 1: General guidance and best practices for beginner Stata users</i>	<i>Track 2: Write code your research team can understand; increase transparency, efficiency, and replicability</i>	
3:15 - 3:30	Coffee Break		
3:30 - 5:00	Lab 2: Randomization		Track 1: Arndt Reichert & Seungmin Lee Track 2: Serge Adjognon & Kristoffer Bjarkefur
	<i>Simple randomization in Stata; tips & things to avoid</i>	<i>Stratified randomization in Stata, tips & things to avoid</i>	
5:00 - 5:30	Q&A from Day One		DIME Analytics
6:00 - 8:00	Welcome Reception		
Tuesday, June 6			
9:00 - 9:45	Working with Survey Firms		Maria Jones
	<i>Procurement Process (Bank executed & recipient executed), TOR essentials, Troubleshooting common problems</i>		
9:45 - 10:15	Small Group Exercises: Survey Firm Challenges		
10:15 - 10:30	Coffee Break		
10:30 - 11:15	Data Quality Assurance Plan		Laura Costica
	<i>Field supervisions, backchecks & survey audits, special considerations for follow-up panel surveys</i>		
11:15 - 12:00	Real-time Data Quality Monitoring		Kristoffer Bjarkefur
	<i>High-frequency checks and communication with field teams</i>		
12:00 - 12:45	Effective communication with research team		Eric Mvukiyehe & Saahil Karpe
	<i>New technologies & tips</i>		
12:45 - 1:45	Lunch		
1:45 - 3:15	Lab 3: Data Management & Cleaning		Track 1: Florence Kondylis & Kristoffer Bjarkefur Track 2: Paul Christian, Mrijan Rimal & Sakina Shibuya
	<i>Basic principles for file structure and organization; essential data cleaning exercises</i>	<i>Data management for replicability & efficient workflow; advanced data cleaning exercises</i>	
3:15 - 3:30	Coffee Break		
3:30 - 5:00	Lab 4: Real-time data quality checks		Track 1: Maria Jones & Claire Le Barbenchon Track 2: Saahil Karpe & Kristoffer Bjarkefur
	<i>Work with a pre-written do-file for data quality checks; understand and use output</i>	<i>Adapt do-file template to check data quality and output flags</i>	
5:00 - 5:30	Q&A from Day Two		DIME Analytics
5:30 - 7:00	Informal Happy Hour (we suggest Tonic @ 2036 G St NW)		

Wednesday, June 7			
9:00 - 9:30	Small Group Exercise: Data quality Assurance Plan		Maria Jones & Laura Costica
9:30 - 10:15	Research Ethics & Data Security		Victor Orozco, Laura Costica & Mrijan Rimal
	<i>IRB and research ethics; managing confidential data</i>		
10:15 - 10:30	Coffee Break		
10:30 - 11:45	How to conduct effective focus groups		Rachael Pierotti
	<i>interactive session demonstrating qualitative research skills for IE</i>		
11:45 - 12:45	Sampling for IE		Track 1: Aidan Coville Track 2: Caio Piza & Maria Jones
	<i>Track 1: the intuition of IE sampling and power calculations Track 2: the nitty-gritty of IE sampling and power calculations</i>		
12:45 - 1:45	Lunch		
1:45 - 3:15	Lab 5: Power Calculations		Track 1: Aidan Coville (TBC) Track 2: Maria Jones & Livia Alfonsi
	<i>Track 1: Use Optimal Design for power calculations</i>	<i>Track 2: Power calcs in Stata (various command packages)</i>	
1:15 - 3:30	Coffee Break		
3:30 - 5:00	Lab 6: Descriptive Analysis		Track 1: Dan Rogger & Kristoffer Bjarkefur Track 2: Kevin Croke & Luiza Cardoso
	<i>Track 1: Generate summary statistics tables; histograms & simple graphs</i>	<i>Track 2: How to run balance tests; generate tables and graphs for a policy audience</i>	
5:00 - 5:30	Q&A from Day Three		DIME Analytics
5:30 - 7:00	Informal Happy Hour (we suggest Sauf Haus @ 1216 18th St NW)		
Thursday, June 8			
9:00 - 9:45	Introduction to DIME & Impact Evaluation at the World Bank		Arianna Legovini
9:45 - 10:30	Understanding World Bank Operations (in the context of IE)		Florence Kondylis
	<i>project timelines & key players</i>		
10:30 - 10:45	Coffee Break		
10:45 - 11:15	"I'm in the field --- now what?"		Susumu Yoshida, Chloe Fernandez & Lacey Ramirez
	<i>interact with Country Office and clients; logistics; troubleshoot</i>		
11:15 - 11:45	Small Group Exercise: discussions of real field challenges		Lacey Ramirez
11:45 - 12:45	IE and M&E: Better Together		Guadalupe Bedoya & Amy Dolinger
	<i>IE to strengthen M&E systems; monitoring of IE compliance</i>		
12:45 - 1:45	Lunch		
1:45 - 5:00	Lab, Track 1: Program a HH Survey using SurveyCTO (beginner)	Lab, Track 2: Program a HH Survey using SurveyCTO (intermediate)	Chris Robert & Faizan Diwal (SurveyCTO)
	Q&A from Day Four		
5:00 - 5:30	Q&A from Day Four		DIME Analytics
5:30-7:00	Informal Happy Hour (we suggest Exchange @ 1719 G St NW)		
Friday, June 9			
9:00 - 11:00	Lab: Dynamic Documents		Florence Kondylis, Mrijan Rimal & Luiza Cardoso
	<i>Learn to integrate LaTeX and Stata. Work with a template to create automatically updated, publication-ready tables.</i>		
11:00 - 11:15	Coffee Break		
11:15 - 1:00	Oxford-Style Debate: This house believes that RCTs produce the best evidence for policy change		Bilal Siddiqi (moderator)
1:00 - 2:00	DIME Field Coordinators: Lunch with DIME Team		
2:00 - 5:00	Q&A / help session with DIME Analytics: follow-up on from previous labs, survey questions, or Stata or SurveyCTO help		DIME Analytics