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## **TRAINING MANUAL AND GUIDE FOR THE WORLD BANK HOUSEHOLD SURVEYS FOR AFRICAN MIGRATION PROJECT IN NIGERIA**

### **1.0 Preamble**

This training manual presents in brief the overall objectives, contents, tools and approaches of how the field enumerators will be trained for the World Bank Household Surveys for African Migration Project. The underlying premise behind this manual is that the quality and reliability of data from the field is dependent on the complete and uniform understanding of the objective, rationale, methodology and instruments of the survey by the field enumerators. This guide therefore is aimed at providing that uniform and comprehensive guide to the trainers to provide quality training to the field enumerators. Since surveys have become one of the mostly used media of collecting primary data, this manual may provide a basic template for training field enumerators that can be adapted for specific uses in future surveys. Specifically, this manual will pursue the above objectives using the following outline:

- The profile of target audience for the training
- The content of the training
- Training methodology and approaches
- Tools and equipment for training
- The profile of trainers
- Training time table and logistics

### **2.0 The Profile of the Field Enumerators/Supervisors to be trained**

Often times the outcomes of trainings do not conform to the original intentions, not so much due to the quality of the training personnel or the approaches adopted, but due to the quality of the trainees. If the trainees do not meet certain minimum requirements there is only so much the training could do regardless of the quality. Consequently this guide deems it necessary to state categorically the qualifications required to qualify to be trained as field enumerator or supervisor. Among others things a field enumerator must have the following minimum qualifications:

- ✚ Must be a graduate of an institution of higher learning. It is believed that such exposure provides one with the necessary literacy skills that makes it possible to cope with the rigors of being trained for a short period for such an assignment.
- ✚ Must be conversant with the language of the respondents. It is true that the official language of communication in Nigeria is English Language, but for a cross-ethnic and cross-national survey of this kind; it will make sense if the interviewer understands the native language of the respondents.
- ✚ Experience. Previous experience in surveys of similar kind is necessary for an interviewer to appreciate some of the issues discussed during training. This is why graduates of tertiary institutions are preferred. It is a common tradition among Nigerian institutions of higher learning to subject its intending graduates to do research as part of its requirement for graduation. Most of them involve some surveys. To qualify as a supervisor, one would have been involved in a post-school survey. That experience is necessary to provide leadership in the field.
- ✚ Other demographics like gender-mix, age, marriage status, etc, are necessary characteristics for selecting the interviewers. The heterogeneous nature of the Nigerian cultural and ethnic landscape demands this mix among the field enumerators. There are environment that women are permitted more than men to visit and vice-versa.

The Lead Consultant and Zibah Consults Ltd have sufficient experience in surveys of similar proportion. Consequently, they have in their faculty, experienced interviewers from where those to be trained have been selected.

### **3.0 Training Content**

The content of the training includes the following among others:

- ✓ The background, objectives and rationale of the WB Household Survey of African Migration Project.
- ✓ General overview of the Methodological approach used for the study
- ✓ Familiarization with the Survey instrument
- ✓ The role and conduct of the field enumerators and the reporting structure
- ✓ Feedback report from pilot study
- ✓ Detailed review of the survey instrument
- ✓ Field practice (site visit) and feedback from site visit

- ✓ Field logistics and support

Find below a brief discussion on the content of each section of the training outline. This will help facilitators to prepare their slides and guide their presentation.

- I. **The Background, Objectives and Rationale of the WB Household Survey of African Migration Project:** This session seeks to highlight to the participants the precipitate factors that provoked the need for this survey. Among others, the slides under this session will indicate that remittances are becoming a major source of fund inflow to the developing countries even in excess of Foreign Direct Investment (FDI). It will highlight the ensuing debate arising among scholars in developing countries that remittances is toning down the negative consequences associated with migration of highly trained human resource christened 'brain drain'. In all, it will indicate to the participants that the gap in the literature of data on the volume, characteristic of migrants and media of remitting resources provide the background impetus for the Survey. The overarching end of this study is to assess the impact of remittances on the development of the country.
  
- II. **General Overview of the Methodological Approach Used for the Study:** This section is critical and the slide content will detail the scientific approaches used for the study. It discusses the sampling frame and the techniques used in **selecting** it from the population. This section will highlight the mode of data collection and how to use the survey instrument. In all, the content of this section helps to provide an objective basis for the use of the findings from this study to represent the entire population.
  
- III. **Familiarization with the Survey Instrument:** This section simply projects the field survey instrument to highlight the various sections and the kind of information it seeks to obtain. The hard copy of the survey instrument would have been given to the participants on registration and with the facilitator projection various sections to explain what is required and the kind of information that each section seeks to elicit. During this period no major review is done on the instrument. This will be done at another section. The objective is to take a quick look at the instrument to set the thought processes in motion for later detailed review.
  
- IV. **The Role and Conduct of the Field Enumerators and the Reporting Structure:** This section discusses in specific details the roles of field enumerators and their supervisors. It will also seek to inculcate to the participants the best and most effective way of approaching their work in the field- the character disposition and mannerisms that will help elicit the best response from the respondents. Other things such as what will disqualify them from continuing the job, the routine reports required from them and the reporting structure especially in the event of any challenge in the field.

- V. Feedback Report from Pilot Study:** Prior to this training, a field testing of the instrument in two states of Nigerian federation would have been done. The essence of the pilot study is to test the instrument within the context of our environment. The feedback report will highlight grey areas that may be clarified and areas that may not be applicable to our environment. The information from it may facilitate the adapting of the instrument to suit the peculiarities of the Nigerian environment. Such adaptations will be communicated to the WB as soon as possible.
- VI. Detailed review of the Survey Instrument:** This section will take a detailed step-by-step and section-by-section review of the survey instrument. The intention is to achieve uniform understanding of every section, word and the intended data it seeks to elicit. The review will start as group discussion and later a comprehensive review of the instrument will be done at the plenary. The overall aim is to keep all the participants on the same page with respect to the meaning and the kind of data required from the field.
- VII. Field Practice (Site Visit) and Feedback from Site Visit:** This section provides hands-on experience to the participants. They will be grouped into a team of two interviewers and sent randomly to Households in Enugu the venue of the training. The essence is to shift from theory to practice. It is expected that such an exercise will highlight among other things, the length of time it takes to complete a questionnaire and the possible challenges associated with administering the field instrument. This experience will build on the report of the pilot study and equip the participant to cope with the challenges that it will face during the field work.
- VIII. Field Logistics and Support:** This section will expose the field interviewers with the support that is available to them as they the work in the field. Among others, their accommodation, transport and communications logistics will be discussed during this section. All contract issues will be resolved at this point so that they can go to the field with full understanding of their stake in the project.

**4.0 Training Methodology and Approaches:** As can be inferred from the training content, multiple approach will be used in the course of the training. Among other approaches the training will make use of the following:

- Interactive plenary discussion/teachings
- Role plays
- Group discussion

- Site visit and practical sessions
- Question and Answer sessions

The essence of using multiple approaches is to ensure that participants fully understand the instrument and their roles and responsibilities in the field.

### **5.0 Tools and Equipment for Training**

The training will take place at the First Bank Learning Centre Enugu. The choice of the venue is that it presents an excellent training atmosphere with modern training facilities. Specifically, this training will make use of the following pieces of equipment:

- Multi-media projector for power point projection
- Flip charts and markers
- Bags with hard copies of the instrument and the training materials
- Writing pads and pens/pencils

### **6.0 The Profile of Trainers**

The facilitators for this training were carefully selected, based on their training, work and experience. In addition to the fact that they are all accomplished researchers in their own merit, they have all been involved in one or more national surveys. Consequently, they will enrich the training process and facilitation with a lot of experience. Most of them have PhDs and are working in universities and research training institutes. See attached time table for details.

## 7.0 Training Time Table and Agenda

Find below the attached Time Table for the 2-day training:

**Table 7.1: Training Time Table and Agenda**

**World Bank Household Surveys for the  
Africa Migration Project in Nigeria  
Venue: 1<sup>st</sup> Bank Learning Centre John Nwodo Close Enugu  
Date: 28-29 August**

Agenda

**Day 1: 28 August, 2009**

S/N	TIME	ACTIVITY	RESPONSIBLE/FACILITATOR
1	9.30-10.00am	Arrivals/Registration	Secretariat
2	10.00-10.10am	Opening Prayer	Participant
3	10.00-10.35	Opening/Introductory Remarks	Dr Chukwuma Agu
5	10.35 – 11.45am	<u>Session 1:</u> Rationale and objectives of the World Bank HH Surveys/ African Migration Project	Dr Vincent Onodugo
6	11.45- 12.45pm	<u>Session 2:</u> Methodology: General overview	Dr. Chukwuma Agu
8	12.45– 1.15pm	Tea Break	All
9	1.15-2.50am	<u>Session 3</u> Tools familiarization	All
10	2..50-3.20pm	<u>Session 4</u> Role of field staff & Reporting structure	Mr Amaechi Chukwu
13	3.20–4.00pm	Lunch/Prayer	All
14	4.00– 5.00pm	<u>Session 5:</u> Feedback report from pilot study	Eric Onwumelu
15	5.00-5.30pm	Wrap Up and closing	All

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**Day 2: 29August**

S/N	TIME	ACTIVITY	RESPONSIBLE/FACILITATOR
1	8.30-9.00am	Registration	Secretariat
2	9.00-9.10am	Opening Prayer	Participant
3	9.10-9.30am	Recap of day one	Rapporteur – Shalom Kalu (SME Centre)
4	9.30-10.30am	Group discussion on the Field instrument	Regional Coordinators
5	10.30-11.00am	Tea Break	
6	11.00- 11.30am	Detailed Discussions/ review of the Field instrument	Dr. Chukwuma Agu
8	11.30 – 2.00pm	Field Practice ( site visit)	Data collectors
9	2.30-3.00pm	Lunch/Prayer	All
10	3.00-4.00pm	Feedback from the Field Practice	Data collectors Consultants
11	4.00 –4.15pm	Field Logistics Details/ contract issues	Dr Vincent Onodugo
12	4.15– 4.30pm	Wrap up and Closing	Dr Chukwuma Agu