Subregional Training on Computer Assisted Personal Interviews (CAPI) using Survey Solutions

18 - 22 November 2024 at Nadi, Fiji

Concept Note

I.   Background and rationale

The transition from paper and pencil interviewing (PAPI) to computer assisted personal interviewing (CAPI) has been one of the key hallmarks of national statistical offices' (NSO) efforts to adopt efficient and cost-effective new technologies and modernize the collection and production of official statistics. CAPI combines the advantages of face-to-face interviewing with the efficiency and accuracy of computer technology and brings several efficiencies including: (i) improving data quality, reducing the time lag between data collection and data analysis; (ii) increasing the speed of data turnaround and release; and (iii) enabling significant savings in fieldwork and data processing costs.

Like other subregions, the Pacific Islands countries and territories have, since 2010, embraced the transition to CAPI using Survey Solutions. While there has been significant investment in the new technology as well as national level support and training from the Pacific Community (SPC) for the conduct of surveys and censuses, high staff turnover and capability gaps in the Pacific subregion necessitate continuous training to further strengthen existing capacity. Furthermore, the report of the 2023 capacity needs assessment conducted by SPC reveals a skills gap of 65% in data collection and places demand for training in collection applications (Survey Solutions) as one of the highest priorities for NSOs. This finding corroborated with the results of the 2023 Training Needs Assessment undertaken by the Statistical Institute for Asia and the Pacific (SIAP).

Against that backdrop, SIAP and SPC will collaborate with the World Bank to jointly conduct a subregional training on questionnaire design in Survey Solutions as a Computer Assisted Personal Interviewing (CAPI) application. This training will be delivered as a face-

to-face course from 18 to 22 November 2024, in Nadi, Fiji. The training will respond to the expressed needs from Pacific Island countries and territories for training in data collection applications, specifically Survey Solutions.

II. Objectives

The overall objective of this training is to build a cadre of staff in the subregion that are equipped with the requisite skills and knowledge to conduct surveys efficiently and accurately using Survey Solution as CAPI mode of data collection. The specific objectives are:

    (i) To familiarize participants with the concept and principles of CAPI approach.

    (ii) To provide hands-on training on the technical aspects of using the Survey Solutions software.

    (iii) To develop participants' proficiency in developing questionnaires and administering household surveys and censuses through Survey Solutions.

    (iv) To enhance participants' understanding of data management and quality assurance in Survey Solutions.

III. Expected outcomes

The training will both bolster and build the capacity of NSOs to use Survey Solutions for data collection and management. Enhanced mastery and capacity in Survey Solutions will support beneficiary countries in increasing the efficiency and effectiveness of statistical operations while also contributing to improving data quality and reliability of official statistics produced by NSOs in the subregion.

By the end of the training participants will be able to:

- Use Survey Solutions software in the design of household surveys and censuses
- Use advanced survey design features of the Survey Solution software such as validation and skip protocols for complex surveys
- Manage surveys and generate related reports and export data into other software for processing
- Understand practices for managing survey equipment and ensuring data security, and would develop skills for:
    a. Efficiency and accuracy
    b. Real-Time data processing

    c.   Enhanced data quality

Accessibility and flexibility as Survey Solutions offer options to accommodate various questions formats, e.g. multimedia elements (images, audios, etc.)
    Data confidentiality and security

IV. Training design and contents

The training will adopt a blended approach, which will incorporate a mix of lectures, demonstrations, and practical exercises involving the use of tablets for data collection in Survey Solutions. The training will be designed to allow participants time to interact with both facilitators and peers from other countries through open/ whole group and small group discussions. There will also be opportunities for sharing good practices and methods.

A draft agenda will be circulated to confirmed participants.

V. Participants

The subregional training is targeted at national statistical offices in Pacific Island countries and territories: the Cook Islands, Federated States of Micronesia, the Marshall Islands, Nauru, Papua New Guinea, Palau, Solomon Islands, and Tuvalu. There could be **two people** from each of these countries who are recommended to attend the training. In addition, the following countries have existing capabilities in the subject area and will each be invited to the nominate **one person** to attend this training: Fiji, Kiribati, Samoa, Tonga, and Vanuatu.

Each country will be invited to nominate participant(s)- most appropriately staff who are responsible and involved in Household Data Collections, and who meets the following profile relevance:
- Staff with job functions involving responsibilities to design questionnaire/tools for primary data collection through censuses and surveys.
- Have technical knowledge and are involved in statistical surveys, censuses and data collection, processing, compiling and producing official statistics using Survey Solution as CAPI tool.

More specifically, the right people for this training will benefit if they are responsible for:
    a.   Survey design and questionnaire development specialists

b. Staff responsible for setting up, managing and updating Survey Solutions regularly for collections.
c. CAPI Programmers/Developers and technical support specialists
d. Data management and quality assurance specialists responsible for developing CAPI tools.

When seeking nominations a small questionnaire will be administered to identify and select the people with the right skills to get maximum benefits out from this training.

VI. Language

The working language for this training is English.

VII. Training requirements

Participants are required to bring their own laptop and tablets to complete the practical exercises. All countries invited have used Android tablets using Survey Solutions software in their data collections. Participants are required to bring any of these tablets to be used for the training. More specifications for the tablets could be referred to this link: What tablets should I buy? (mysurvey.solutions) .

Participants are also expected to have an account in the Survey Solutions Designer. To register, please refer to this link: Registration and Signing In (mysurvey.solutions)