

Data Collection tools

1. Questionnaires

A questionnaire is a research instrument consisting of a series of questions and other prompts for the purpose of gathering information from respondents.

1.2. Steps Required to Design and Administer a Questionnaire

1. Defining the objectives of the study
2. Defining the target respondents and methods to reach them.
3. Questionnaire design
4. Questionnaire administration
5. interpretation of results.

1.3. Writing the Questionnaire

Before writing the questionnaire, the researcher should decide on the questionnaire content. Each question should contribute to testing one or more hypothesis/ research question established in the research design. Questions could be:

- ❖ Open format questions: that are without a predetermined set of responses.
- ❖ Closed format questions: that take the form of a multiple-choice question.

1.4. Points to Be considered When Writing

- **Clarity** (question has the same meaning for all respondents)
- **Phrasing** (short and simple sentences, only one piece of information at a time, avoid negatives if possible, ask precise questions, in line with respondent level of knowledge...)
- **Sensitive question:** avoid questions that could be embarrassing to respondents.
- **Hypothetical questions** should be avoided if possible.

Conclusion

- Questionnaire design is a multi-step process.
- Questionnaires allow collection of both subjective and objective data in a large sample of the study population in order to obtain results that are statistically significant, especially when resources are limited.
- It is a good tool for the protection of the privacy of the participants.
- The validity of data and information depends on the honesty of the respondent.
- The questionnaires can measure both qualitative and quantitative data, but is it more appropriate for quantitative data collection.

2.Interviews

- Interviews consist of collecting data by asking questions.
- Data can be collected by listening to individuals, recording, filming their responses, or a combination of methods.

2.1 Types of Interview:

1. Structured interviews
2. Semi-structured interviews
3. In-depth interviews
4. Focused group discussions

2.1.1. Structured Interviews

In structured interviews, the questions as well as their order are already scheduled.

Your additional intervention consists of giving more explanation, to clarify your question (if needed), and to ask your respondents to provide more explanation if the answer they provide is vague (probing).

2.1.2. Semi-Structured Interviews

Semi-structured interviews include a number of planned questions, but the interviewer has more freedom to modify the wording and order of questions.

2.1.3. In-depth Interviews

They are less formal and not structured, in which the wording and questions are not predetermined. This type of interview is more appropriate to collect complex information with a higher proportion of opinion-based information.

2.1.4. Focus Group Discussions

Focus groups are structured discussions with the purpose of stimulating conversations around a specific topic, led by a facilitator who poses questions and the participants give their thoughts and opinions. Focus group discussions give us the possibility to cross check one individual's opinion with other opinions gathered.

2.2. Advantages and Disadvantages of Interviews

2.2.2. Advantages:

- Collect complete information with greater understanding.
- It is more personal, as compared to questionnaires, allowing us to have higher response rates.
- It allows more control over the order and flow of questions.

- We can introduce necessary changes in the interview schedule based on initial results (which is not possible in the case of a questionnaire study/survey).

2.2.3. Disadvantages:

- Data analysis—especially when there is a lot of qualitative data.
- Interviewing can be tiresome for large numbers of participants.
- Risk of bias is high due to fatigue and to becoming too involved with interviewees.
- A well organized and facilitated FGD is more than a question and answer session.
- In a group situation, members tend to be more open and the dynamics within the group and interaction can enrich the quality and quantity of information needed.