



INTEGRATED POST CAMPAIGN COVERAGE SURVEY (IPCCS) 2024

ROLE AND RESPONSIBILITY

BY

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OUTLINE OF PRESENTATION



- Introduction
- Qualities of a Good Field Personnel
- Field Personnel
- Roles and Responsibilities of Field Personnel
- Decent Mode of Dressing
- Unacceptable Mode of Dressing
- Conclusion



- The success of any survey depends on the commitments, capabilities, and abilities of the trainers and other field personnel
- In achieving best performance from all personnel, the role of each officer need to be clearly defined
- Good result would be achieved when every person is dedicated to the overall success of their team and every individual plays his/her role effectively

QUALITIES OF A GOOD FIELD PERSONNEL

- Every field personnel must be:
 - ✓ Able to convince his/her respondent
 - ✓ Polite and Friendly
 - ✓ Honest and not in a hurry
 - ✓ Patient
 - ✓ Decently dressed
 - ✓ Confident of him/herself
 - ✓ Knowledgeable about the survey
 - ✓ Able to comport him/herself

FIELD PERSONNEL FOR IPCCS

- The under-listed are the field personnel
 - ✓ Coordinators
 - ✓ Zonal Controllers
 - ✓ State Officers
 - ✓ Monitoring Officers
 - ✓ Enumerators

ROLES AND RESPONSIBILITIES OF

➤ Coordinators

- ✓ To oversee every aspect of the survey
- ✓ Form another layer of quality and assurance measure of field work
- ✓ Ensure and enhance collection of quality data
- ✓ Add value to the integrity of the data collected

ROLES AND RESPONSIBILITIES OF

➤ Zonal Controllers

- ✓ Track and guide commencement of the survey of all states within his/her zone in line with the timeline
- ✓ Will ensure quality data collection and strict adherence to timeline
- ✓ Coordinate state officers in the zone for a comprehensive report of the survey

ROLES AND RESPONSIBILITIES OF

➤ State Officers

- ✓ Responsible for the management of the personnel as well as the survey equipment in their states
- ✓ Advise the personnel on how to work more efficiently in the state
- ✓ Ensure time-line compliance on data collection
- ✓ Proffer solutions to problems within the state when need arises
- ✓ Submit an overall technical/administrative report for state

ROLES AND RESPONSIBILITIES OF

➤ Monitoring Officers

- ✓ Ascertain adequacy of training instruments and survey equipment
- ✓ Follow the teams to the field and guide them appropriately to ensure a smooth and proper take-off of the survey
- ✓ Ensure that the field staff are in the right EA as well as identifying the selected households
- ✓ Observe the interview techniques of individual field personnel
- ✓ Help in identifying problem(s) and proffering possible solutions where necessary
- ✓ Keep track of progress of work with the state officer and the supervisors on daily basis after the monitoring exercise

ROLES AND RESPONSIBILITIES OF

➤ Enumerators

- ✓ Meet with the community head(s) on arrival at the EA to explain their purpose of visiting the community
- ✓ Identify all selected households in the EA
- ✓ Read/interpret all questions exactly as they appear in the questionnaires
- ✓ Carry out the interview in accordance with laid down procedures and techniques
- ✓ Report issues/challenges to Monitor and State Officer
- ✓ Send data to the central office upon the completion of data collection in every EA

ACCEPTABLE MODE OF DRESSING



UNACCEPTABLE MODE OF DRESSING



CONCLUSION



- In Conclusion, the success of any survey depends largely on the commitment and teamwork of field personnel involved
- Positive mechanisms should be deployed to achieve the best result by all teams

END OF PRESENTATION

