



Administration Guideline

for the

Participant Questionnaire (Baseline / Endline)

TABLE OF CONTENTS	PAGE
Important information for conducting the participant questionnaire!	2
STEP 1: Prepare the questionnaire	3
STEP 2: Prepare to administer the questionnaire	4
STEP 3: Administer the questionnaire	7
STEP 4: Complete post-questionnaire activities	9
APPENDIX 1: Research ethics and informed consent	10
APPENDIX 2: Example consent form	13
APPENDIX 3: Example parent/guardian consent form	15
APPENDIX 4: Example assent form	17
APPENDIX 5: Answer option cards	19
APPENDIX 6: Data collection documentation form	21

IMPORTANT INFORMATION FOR CONDUCTING THE PARTICIPANT QUESTIONNAIRE!

- The questionnaire should be conducted at the start (baseline) and the end (endline) of the programme. If you wish, you may also conduct a midline assessment but it is unnecessary, particularly for a programme running for less than 1 year.
- Section 5 of the questionnaire should NOT be included in the baseline.
- The baseline questionnaire should be completed by girls who are new to the programme. The **SAME GIRLS** will complete the endline when the programme finishes.
- If you work with many girls, you may use a 'sample size' rather than all your participants (Step 2.5).
- This questionnaire is designed to be **SELF-ADMINISTERED**. That means that the girls should complete the questionnaire themselves. This is important because girls are more likely to be honest with their responses when they are able to answer privately. However, it is important that they understand the questions so quality translation and clear formatting are essential. Furthermore, they should be given clear instructions and a knowledgeable administrator should be present at all times when girls are filling in the questionnaire. The administrator should not be the girls' direct coach or facilitator (Step 2.1).
- Some participants may be illiterate or have trouble reading and writing. This is NOT a reason to exclude them from the questionnaire. Instead, you can organise an administrator to assist them to fill in the questionnaire, like an interview (Step 3.4). Again, this person (preferably female) should have some knowledge of the programme but should not be the girls' direct coach or facilitator.

STEP 1: PREPARE THE QUESTIONNAIRE

1.1 Deciding which questionnaire to use: Currently, we have two base/endline questionnaires for girls in sport programmes; the Complete Questionnaire and the Short Questionnaire. The Complete Questionnaire is detailed and takes a significant amount of time to administer, and enter in Salesforce. It may not be necessary to use the Complete Questionnaire if the programme is being implemented by experienced coaches in the same locations as previous years. Instead, we have created a Short Questionnaire for use in these cases.

When you are expanding your programme to a new region or employing new coaches or staff, the Complete Questionnaire may be a better option, as it provides a more complete picture of your programme's impact. It is important to have as much information and feedback as possible to learn about how the programme is working in a new setting or with new staff and coaches.

The following table may help you choose which Questionnaire is best for your programme.

Complete Questionnaire	Short Questionnaire
To gain deeper insights into the impact of the programme (eg. for end of programme evaluation)	Light touch monitoring for ongoing programmes
Starting phase of programme implementation	Implementation in the same locations and with the same staff/coaches as previous years
Starting implementation in new locations	
Working with new staff/coaches	

For Women Win programme partners, please contact your Women Win partnership manager to discuss which questionnaire to use as this might be dependent on donor requirements.

1.2 Section 5: For the baseline, you must remove section 5. This section asks participants for feedback on the programme that they have (already) participated in. It is therefore not appropriate for the baseline assessment. Don't forget to include it for the endline!

1.3 Translation: The questionnaire and consent/assent forms should be translated into the local language easiest for participants to read and understand. The most appropriate people to do this are experienced/expert researchers who understand well how to effectively ask sensitive questions. You may also want to translate the guideline and resource materials for local staff and questionnaire administrators.

1.4 Context sensitivity/appropriateness: Certain topics and questions will be more culturally sensitive in certain locations or settings. It is advisable to consult with local staff and partners to ensure that no questions included in the questionnaire have the potential for

causing conflict among research participants, participating institutions (eg. schools), or local communities. It is much better to remove a few questions from the questionnaire than to prompt local conflict or rejection of the entire project. ***If you need to alter the questionnaire or remove any questions, please discuss with the Women Win Impact Team so we can also be prepared for differences in the data!***

- 1.5 Insert programme specifics:** In the questionnaire you will notice some orange text, for example <<Insert name of programme>>. This text must be replaced with the appropriate information that the **participants** will understand. It is important that you use language understood by the girls.

STEP 2: PREPARE TO ADMINISTER THE QUESTIONNAIRE

2.1 Select questionnaire administrators: Questionnaire administrators are the people who will accompany the girls while they fill in their questionnaires. The following points are some criteria to help you select administrators:

- Should **NOT** be the girls' direct coach or facilitator. This is because people closely associated with the programme could bias the results, as the participants may respond more favourably with them in the room.
- Should be adults whom you can trust to be alone in a room with girls and whom the girls will feel comfortable enough with to ask questions.
- Female administrators may be preferred.
- Do not need to be familiar with the specific details of the programme but some knowledge of sports and life skills programmes or your organisation would be an advantage.
- Should be fluent in the language in which the questionnaire is written.

2.2 Create a list of resources and contacts: In order to conduct ethical and responsible research, you should create a list of resources and contacts related to issues raised in the questionnaire. In case participants have questions or concerns arising from the questionnaire, they should be provided with a list of sports programmes, sexual and reproductive health services, gender-based violence services, and economic support that are available locally.

2.3 Go over the questionnaire with the administrator: Make sure that the questionnaire administrator understands each question on the questionnaire. You may even want the questionnaire administrator to fill out the questionnaire her/himself and practice asking the questions to someone else to test if any issues arise. Discuss any questions or concerns the questionnaire administrator may have.

2.4 Review the informed consent process: Review the importance of the informed consent process (Appendix 1) with the administrator. For participants over the age of 18, you will only need to conduct an *informed consent* process with the participants. For participants under 18 years old, you will need to conduct an informed consent process with their parents/guardians and an *assent* process with the participant.

- **Informed consent with participants.** Review the Informed Consent Form (Appendix 2). Have the administrator read the Informed Consent Form. Answer any questions the questionnaire administrator may have.
- **Informed consent with parents/guardians.** Review the Parental/Guardian Informed Consent Form (Appendix 3) with programme staff.
- **Assent with participants.** Review the Assent Form (Appendix 4). Have the administrator read the Assent Form. Answer any questions the questionnaire administrator may have.

You may want to adapt these Consent/Assent Forms to be more directly applicable to your programme. Insert the administrator's name, the name of someone who works for the local organisation who runs the programme and her/his phone number.

2.5 Select questionnaire participants: The baseline questionnaire should be conducted with girls who are new or relatively new to the programme. You may conduct the questionnaire with all new programme participants or with just some of them, which is called a *sample*. As baseline and endline should be conducted with the same girls, make sure your baseline sample size is larger than the minimum requirements to allow for possible drop-out.

Robust sampling techniques allow you to capture information that is representative of the entire group without everyone having to complete the questionnaire. The sample size will differ based on the total number of participants in your programme.

Based on your programme size, you should aim for the following sample sizes:

- **Programmes of less than 100 participants:** conduct questionnaires with at least 40% of participants but a minimum of 35 respondents
- **Programmes between 100 – 500 participants:** conduct questionnaires with 15-20% of participants but a minimum of 50 respondents
- **Programmes of 500 - 1000 participants:** conduct questionnaires with 10-15% of participants but a minimum of 100 respondents
- **Programmes of 1000 + participants:** conduct questionnaires with 10-15% of participants but a minimum of 200 respondents

If you are using a sample of questionnaire participants, you will want to use some *randomisation techniques* to achieve the best sample. Some techniques are:

- **Sites:** If the programme is active in several sites, an effort should be made to collect data from multiple sites. However, the participants do not have to be spread evenly between sites. If the sites are all very similar you could write down each site on a piece of paper and then pick a select number of sites. If the sites are very different, you may want to use *purposive sampling* to make sure to include diverse sites – some of higher socioeconomic status and some of lower, some of one cultural group and some of another, etc.
- **Participants:** Select 1 or 2 days to conduct the questionnaire. On those days take attendance and then select every second or third name on the list. Ask only these girls to participate in the questionnaire. Try to ensure a representative sample by not only selecting girls who are leaders and always want to participate in additional activities as this will bias your results.

If you would like further assistance to decide on your sample size and randomisation techniques, do not hesitate to contact Women Win's Impact Team!

2.6 Create a name/code key: After the questionnaire participants have been selected, create a list of all of the names of the girls who will be participating in the questionnaire. Then

assign each name a code number. The girls will use this code number when filling out the questionnaire.

Programme staff should use the list of girls who participated in the questionnaire at baseline, to recruit those same girls to participate in the endline questionnaire. ***The same codes for participants must also be used for the endline.***

2.7 Conduct informed consent with parents/guardians of girls under 18: Depending on the local context, a Parent/Guardian Informed Consent Form can be sent home with the girl to be signed by her parents/guardians and returned to the programme facilitator. In other cases door-to-door visits may be needed. In the case of door-to-door visits, staff will travel to the homes of the girls who will participate in the questionnaire, read the Parent/Guardian Informed Consent Form to their parents/guardians, explain the purpose of the study and get the parents'/guardians' signature.

2.8 Select a time and place where the questionnaire will take place: When self-administered the questionnaire should be conducted in a private, closed room. If interviews are required, these should be done by an appropriate administrator (the same criteria outlined in Step 2.1 apply) in a private and safe place.

2.9 Prepare materials: The following materials, plus a few additional copies, should be printed and taken to the questionnaire administration location:

- 1 Informed Consent Form for each girl over 18
- 1 Assent Form for each girl under 18
- 1 questionnaire for each girl
- 1 resource/contact sheet for each girl
- 1 pen/pencil for each girl

STEP 3: ADMINISTER THE QUESTIONNAIRE

- 3.1 Introduction:** The questionnaire administrator should introduce her/himself and ask that everyone take a seat.
- 3.2 Informed Consent:** The administrator should hand out an Informed Consent or Assent Form and pen/pencil to every girl taking the questionnaire.
- For the girls under 18 years, the administrator should read through the entire Assent Form, ask if there are any questions, and answer any questions that arise. The administrator should then ask the girls to sign the form either agreeing to participate or not. If there are girls who choose not to participate in the questionnaire, they should leave the room at this time.
 - For the girls over 18 years, the administrator should read the entire Informed Consent Form to the girls, ask if there are any questions, and answer any questions that arise. The administrator should then ask the girls to sign the form either agreeing to participate or not. If there are girls who choose not to participate in the questionnaire, they should leave the room at this time.
 - The administrator should then collect the forms and sign them her/himself.
- 3.3 Questionnaire (self-administer):** The administrator should distribute the questionnaire and the resource sheet. The administrator can write each girls' code number on the front sheet of the questionnaire or tell each girl her assigned code number and ask her to fill in that number on the questionnaire.

The administrator should inform the girls that it will be a self-administered questionnaire, provide some general direction for filling out the questionnaire, and then let the girls begin. She/he will sit in the room while the girls fill out the questionnaire. The administrator should answer any questions about filling in the questionnaire but should not provide her/his personal opinion – the girls should answer the questions for themselves.

If a girl does not know her birth date, the administrator can ask them their age and help estimate the birth year.

The administrator should maintain silence in the room and watch for signs of distress. If a participant seems upset, the administrator should offer her an opportunity to take a break, or to stop filling in the questionnaire.

As the girls finish the questionnaires, the administrator should create a pile of the completed questionnaires, but not read any of the responses. Once a girl has finished, the administrator can let her leave the room.

3.4 Questionnaire (with assistance in a group): This process is similar as described above, however it involves providing additional support to participants. This method is suitable for girls who are literate but may have difficulty understanding the meaning of the questions.

Administrators should read out the questions and provide explanations for the girls to understand the question as well as the answer options. Administrators should be careful not to give their own opinion or provide the answers.

3.5 Questionnaire (interview): This questionnaire has been designed to be self-administered but in cases when participants cannot read or write well enough to fill in the questionnaire themselves, it can be administered in an interview style. Participants who are interviewed should go through the same informed consent process as outlined above and sign their consent/assent form.

When asking questions that have *more than* two choices for the answer, the participant can easily get confused. In this case, right after asking the question the administrator can hand them a "card" with the options for the answers to that question (Appendix 5). Once they have the "card", the administrator reads the answer options one by one while the participant looks at the card. The participant can then indicate their answer option on the card or verbally. This technique helps even with people who cannot read and write.

3.6 Questionnaire – front page: After the questionnaires are filled in and returned the administrator should fill in her/his name, the date and how each questionnaire was filled in, on the front page of the questionnaire.

STEP 4: COMPLETE POST-QUESTIONNAIRE ACTIVITIES

4.1 Data Submission: The administrator should return the following documents to the local organisation representative who organised questionnaire administration.

- Name/code number key
- Completed questionnaires
- Completed participant Informed Consent and Assent Forms
- Parent/guardian Informed Consent Forms

4.2 Data Management: The completed questionnaires, Informed Consent Forms, Assent Forms, and name/code number key should be kept in a confidential location, preferably in a locked cabinet. If these documents are to be transported at all, the name/code number key should be stored separately from the questionnaires.

4.3 Data Input: The local organisation's project staff will then input the data from the questionnaires into their Salesforce system, using the "Assessments" Tab. The person conducting the data entry will use the name/code number key to associate the questionnaire with the girl's name in Salesforce. This will allow us to gather very rich information about the changes in our participants' knowledge, attitudes, behaviour, condition and status over time.

***Please note:** the person conducting the data input will have access to the questionnaire data and will be able to see which girl wrote which responses. Therefore, precautions should be made to ensure that this person is trustworthy and reliable.*

If there are any questions which you feel could be a risk to the safety or dignity of your participants; you should discuss omitting them from the questionnaire with the Women Win Impact Team.

4.4 Reporting: Inform the Women Win Impact Team when you have uploaded your data into Salesforce. This will allow us to access the data and assist with the analysis process.

In addition to collecting the data itself, it may be helpful for your organisation to use the simple Data Collection Documentation Form (Appendix 6) to document the questionnaire fieldwork process. Please attach this form or include relevant information in your reports.

APPENDIX 1: RESEARCH ETHICS & INFORMED CONSENT

WHAT are research ethics?

Research ethics are principles that help guide interactions between researchers and the people they study. Whenever we conduct research on people, ensuring the well-being of participants (including physical, social, and emotional) and minimising risks must be our top priority. The research question is always of secondary importance.

WHAT are the fundamental research ethics principles?

Four core principles form the universally accepted basis for research ethics.

- *Respect for persons* requires a commitment to ensuring the autonomy of research participants and, where autonomy may be diminished, to protect people from exploitation of their vulnerability. The dignity of all research participants must be respected. Adherence to this principle ensures that people will not be used simply as a means to achieve research objectives.
- *Beneficence* requires a commitment to minimising the risks associated with research, including psychological and social risks, and maximising the benefits that accrue to research participants. Researchers must articulate specific ways this will be achieved.
- *Justice* requires a commitment to ensuring a fair distribution of the risks and benefits resulting from research. Those who take on the burdens of research participation should share in the benefits of the knowledge gained. Or, to put it another way, the people who are expected to benefit from the knowledge should be the ones who are asked to participate.
- *Respect for communities* confers an obligation to respect the values and interests of the community in research and, wherever possible, to protect the community from harm.

WHAT is informed consent?

Informed consent is a process to ensure that people understand what it means to participate in a particular research study, so they can decide in a conscious, deliberate way whether they want to participate. Informed consent is one of the most important tools for ensuring *respect for persons* during research. It is important to note that informed consent is not just about completing a form. Informed consent is a *process* through which the researcher shares the following information:

- Description of the research
- Risks and benefits of participation
- Information about how confidentiality will be ensured
- Compensation (when appropriate)
- Contact information in case of questions
- Emphasis on voluntary participation (e.g., no obligation to participate or penalty for non-participation)

WHAT is the difference between *written* and *oral* consent?

- *Written consent* means that a person receives a written form that describes the research and then signs that form to document his or her consent to participate.
- *Oral consent* means that a person receives all of the information needed for consent either verbally or in writing and then verbally consents to participate. The participant does not sign a consent form, however this does not mean that the requirement for informed consent is waived. Oral consent is generally acceptable for research that poses minimal risk to participants, or when the signed consent form is considered to pose a serious risk to confidentiality.

HOW do we conduct the informed consent process with minors (those under 18)?

When conducting the informed consent process with minors (those under 18), an *informed consent* process should be undertaken with their parents or guardian and an *assent* process should be undertaken with the child.

- *Informed Consent with Parents/Guardians* can either be written or verbal. The researchers must explain all of the components of the informed consent process above and inform the parents when and how this data collection will be carried out with their child. When the parent or guardian signs the informed consent form, they are agreeing to let their child participate in the research.
- *Assent* can either be written or verbal. It is a participant's agreement to participate in a study when she is too young to give informed consent, but is old enough to understand the proposed research. In the assent process, all of the same information from the informed consent process must be explained.

HOW do we protect confidentiality?

It is very important for data collectors to keep the information shared during qualitative discussions strictly confidential. Although it might seem inconsequential, passing along even minor information from one participant to another can undermine your relationship with participants. To ensure confidentiality, data collectors should be asked to sign a Confidentiality Agreement.

Before starting a focus group discussion, it is crucial to ensure that participants and facilitators are aware that all discussions should be kept confidential. When collecting quantitative data such as questionnaires, no personal identifiers (e.g., names or other information that could identify a specific individual) should be included on the forms. It is also important to protect confidentiality when reporting findings, for example by aggregating results so that no statistic can be linked to an individual or small group.

HOW do we ensure our study adheres to ethical research principles?

The following **checklist** describes the key obligations for researchers:

- ✓ Protect the wellbeing of research participants at all cost
- ✓ Respect confidentiality and keep all records confidential (e.g., ensure that findings cannot be linked to a particular respondent, specifically, do not have respondents write their names on questionnaires)
- ✓ Explain the nature of the study, procedures for confidentiality, and costs and benefits of participation to each potential respondent during the informed consent process
- ✓ Obtain appropriate informed consent and provide an opportunity to ask questions prior to initiating the data collection activity
- ✓ Ensure participants and communities benefit from the study
- ✓ When asking potentially sensitive questions, create a list of resources and contacts related to sports programmes, sexual and reproductive health services, gender-based violence services, and economic support in your community. Provide this list to all research participants.

APPENDIX 2: EXAMPLE INFORMED CONSENT FORM FOR QUESTIONNAIRE – FOR GIRLS OVER 18 YEARS

Purpose

“Hello. My name is _____. We would like to understand some of your attitudes, knowledge, beliefs, and behaviours related to sports, leadership, health, violence against women, and money management. Your answers will be very important to help us create programmes that benefit girls. This is not a test with right or wrong answers, we are simply trying to understand your views and beliefs.

Procedures

If you want to take part in the study, we have created a questionnaire about these topics. It is self-administered, which means that you can fill it out yourself, and the questionnaire will not include your name, it will only include a code number.

Voluntary participation

It is completely voluntary to participate in the study and nothing will happen if you choose not to participate. If you do agree to fill out the questionnaire, you can always stop at any time, without having to give me any explanation and without any negative results. You can skip on to another question, or stop filling out the questionnaire all together. In addition, you do not have to answer any question that makes you uncomfortable, and you don't have to explain why you don't want to answer it. There will be no negative results from not answering. I will be here while you are filling out the questionnaire, so you can ask any questions if you need more information on any question.

Confidentiality

Your answers will be confidential and your name will not appear on any report. The only identifying information on your questionnaire will be your code number. Confidentiality also depends on you not sharing your information with anyone except trusted persons.

Risks

Some questions may embarrass you, make you feel uncomfortable or remind you of bad experiences. You do not have to answer any question you do not want to. After filling in the questionnaire, I will give everyone a list of names and contact information for people or organisations in your community that can help you if you want it. These are people who you can talk to about what you were feeling when reading the questions.

Benefits

The answers that you and others provide to these questions will help local organisations who are trying to help girls in your area. Organisations are creating programmes to benefit girls, and your information will help them understand some of the problems young people face and what might prevent these problems.

Right to Refuse or Withdraw

You can choose whether or not you want to be a part of this study. There is no penalty if you decide that you do not want to participate. And again, if you participate, you can decide not to answer certain questions or even decide to stop at any time.

If you have any questions about this study, you can contact my supervisor, named _____, at (XXX) XXX-XXXX.

Agreement to Participate

I have read/been explained this entire consent form and any questions have been answered to my satisfaction.

I agree to participate in the research YES _____ NO _____

Signature of Respondent _____

Date _____

Data collector's statement:

I, the undersigned, have explained to the participant in the language that she understands the procedures to be followed in this research and the risks and benefits involved. She has agreed to participate in the research.

Signature of Data Collector _____

Date _____

APPENDIX 3: EXAMPLE PARENT/GUARDIAN INFORMED CONSENT FORM FOR QUESTIONNAIRE – FOR PARENTS/GUARDIANS OF GIRLS UNDER 18 YEARS

Purpose

“Hello. My name is _____ and I work with the XXX programme. We would like to understand some of your daughter’s attitudes, knowledge, beliefs, and behaviours related to sports, leadership, health, violence against women, and money management. Your daughter’s answers will be very important to help us create programmes that benefit girls. It is not a test with right or wrong answers, we are simply trying to understand her views and beliefs.

Procedures

We would like to conduct a short self-administered questionnaire on these topics with your daughter. Once we have received consent from all of the parents, we will select a time and place (within the regular hours of the XXX programme) to conduct the questionnaire. Before conducting the questionnaire with your daughter, we will also ask her if she would like to participate. The questionnaire will not include your daughter’s name, only a code number.

Voluntary participation

It is completely voluntary for your daughter to participate in the study and nothing will happen if she does not participate. If both you and she agree to let her fill out the questionnaire, she can always stop at any time, without having to give an explanation and without negative results. She can skip on to another question, or stop filling out the questionnaire all together. In addition, she does not have to answer any question that makes her uncomfortable, and she does not have to explain why she does not want to answer it. There will be no negative results from not answering. An administrator will be in the room while she is filling out the questionnaire, so she can ask questions if she needs more information.

Confidentiality

Your daughter’s answers will be confidential and her name will not appear on any report. The only identifying information on her questionnaire will be her code number. Confidentiality also depends on your daughter not sharing her information with anyone except trusted persons.

Risks

Your daughter does not have to answer any question she does not want to. After the questionnaire, the administrator will give everyone a list of names and contact information for people or organisations in your community that your daughter can access if she needs help. These are people who she can talk to about what she was feeling when reading the questions.

Benefits

The answers that your daughter and others provide to these questions will help local organisations who are trying to help girls in your area. Organisations are creating programmes to benefit girls, and her information will help them understand some of the problems young people face and what might prevent these problems.

Right to Refuse or Withdraw

You can choose whether or not you want your daughter to be a part of this study. There is no penalty if you decide that you do not want her to participate. And again, if she participates, she can decide not to answer certain questions or even decide to stop at any time.

If you have any questions about this study, or would like a face-to-face meeting with a member of the XXX programme, please call _____, at (XXX) XXX-XXXX.

Agreement to Participate

If you have read/been explained this entire consent form and agree to have your daughter participate in this study, please sign below and return this sheet to the school.

I agree to have my daughter participate in the research YES _____ NO _____

Signature of Parent/guardian _____

Date _____

[If a face-to-face meeting is conducted, the XXX staff member should sign below]

Data collector’s statement:

I, the undersigned, have explained to the participant’s parent/guardian in the language that he/she understands the procedures to be followed in this research and the risks and benefits involved. He/she has agreed to allow his/her daughter to participate in the research.

Signature of Data Collector _____

Date _____

APPENDIX 4: EXAMPLE ASSENT FORM FOR QUESTIONNAIRE – FOR GIRLS UNDER 18 YEARS

Purpose

“Hello. My name is _____. We would like to understand some of your attitudes, knowledge, beliefs, and behaviours related to sports, leadership, health, violence against women, and money management. Your answers will be very important to help us create programmes that benefit girls. This is not like a test with right or wrong answers, we are simply trying to understand your views and beliefs.

Procedures

We have received permission from your parent/guardian, but we want to know whether you are interested in participating in this study. If you want to take part in the study, we have created a short questionnaire about these topics. It is self-administered, which means that you can fill it out yourself, and the questionnaire will not include your name, it will only include a code number.

Voluntary participation

It is completely voluntary to participate in the study and nothing will happen if you choose not to participate. If you do agree to fill out the questionnaire, you can always stop at any time, without having to give me any explanation and without any negative results. You can skip on to another question, or stop filling out the questionnaire all together. In addition, you do not have to answer any question that makes you uncomfortable, and you don't have to explain why you don't want to answer it. There will be no negative results from not answering. I will be here while you are filling out the questionnaire, so you can ask questions if you need more information on any question.

Confidentiality

Your answers will be confidential and your name will not appear on any report. The only identifying information on your questionnaire will be your code number. Confidentiality also depends on you not sharing your information with anyone except trusted persons.

Risks

Some questions may embarrass you, make you feel uncomfortable or remind you of bad experiences. You do not have to answer any question you do not want to. After filling in the questionnaire, I will give everyone a list of names and contact information for people or organisations in your community that can help you if you want it. These are people who you can talk to about what you were feeling when reading the questions.

Benefits

The answers that you and others provide to these questions will help local organisations who are trying to help girls in your area. Organisations are creating programmes to benefit girls, and

your information will help them understand some of the problems young people face and what might prevent these problems.

Right to Refuse or Withdraw

You can choose whether or not you want to be a part of this study. There is no penalty if you decide that you do not want to participate. And again, if you participate, you can decide not to answer certain questions or even decide to stop at any time.

If you have any questions about this study, you can contact my supervisor, named _____, at (XXX) XXX-XXXX.

Agreement to Participate

I have read/been explained this entire consent form and any questions have been answered to my satisfaction.

I agree to participate in the research **YES** _____ **NO** _____

Signature of Respondent _____

Date _____

Data collector's statement:

I, the undersigned, have explained to the participant in the language that she understands the procedures to be followed in this research and the risks and benefits involved. She has agreed to participate in the research.

Signature of Data Collector _____

Date _____

HOW RISKY IS THIS ACTIVITY?

NO RISK

LOW RISK

HIGH RISK

PLEASE STATE HOW YOU FEEL
ABOUT THESE IDEAS.

STRONGLY
DISAGREE

DISAGREE

AGREE

STRONGLY
AGREE

APPENDIX 6: DATA COLLECTION DOCUMENTATION FORM

This form can be used to document the fieldwork process for each data collection activity. Every team is likely to encounter challenges on the ground, and subsequently this form also provides a space to document challenges and how they were managed in the field. It will help us understand the complexities of conducting this research and enable us to improve our methodology over time.

The first three rows (shaded in orange) explain the planned procedures for each activity. The following rows provide space to explain how the fieldwork was actually carried out during the evaluation. This form is to be filled out by the fieldwork coordinator for each site.

QUESTIONNAIRE	BL - Questionnaire	ML- Questionnaire	EL - Questionnaire
Sample target number	Will all participants fill in the questionnaires or will you take a sample? Make sure you allow for drop-out of some participants between the baseline and endline questionnaires. Drop-outs cannot be replaced with other girls and your endline sample must still meet the minimum number of respondents. See Step 2.5 for more information and sample size guidelines.		
Sampling strategy	If using a sample, it is important to use randomisation techniques. Insert information here about your sampling strategy related to sites and/or participants. See Step 2.5 for ideas and contact us for further assistance.		
Recruitment and informed consent protocol	Based on the above strategy, the coordinator will select a group of potential participants to fill in the questionnaire. The questionnaire administrator will conduct an informed consent/assent process as per Step 2.7 and the coordinator will inform the participants about when and where the self-administered questionnaire will take place (Step 2.8).		
Timing	Baseline	Midline (if required)	Endline
Dates of fieldwork			
How did you recruit your sample?			
Challenges encountered during recruitment and what you did?			
Size of sample			
Number of refusals			
Challenges encountered during questionnaire administration and what you did?			
Other comments			