

► Dos and don'ts working with the ILO model LFS CAPI questionnaire

Dos

- ✓ Allow sufficient time for the development, testing and implementation process. A draft schedule is available from the ILO for reference, but the time periods will depend on existing capacities and resources, the need for translation, and the scale of changes to the ILO model questionnaire.
- ✓ Ensure that key project staff have a thorough understanding of the concepts underlying the ILO model questionnaire (the ILO can provide capacity building for this purpose).
- ✓ Use the “docx” version of the ILO model questionnaire to document the desired changes. Always use track-change mode when modifying the questionnaire specifications.
- ✓ Update the [\[Blue text within square brackets\]](#) as per national circumstances and the [national adaptation guide](#).
- ✓ Keep in mind that changes outside the recommended national adaptations may have deep implications in the questionnaire flow. This would require further changes in the electronic questionnaire (filters, global flow variables, etc.) and in its related guidance (national adaptation guidance, variable derivation guidance, and supporting tools such as STATA codes for validation and derivation of key labour indicators).
- ✓ Review changes with the ILO subject matter experts.
- ✓ Document any deviations from the ILO model questionnaire also in a summary form, to serve as a checklist to amend other related materials (initially based on the ILO model questionnaire): national adaptation guide, STATA codes for validation and derivation of key labour indicators, etc.).
- ✓ Discuss approved changes with ILO focal points for questionnaire development who can provide suggestions on how to best implement them in the electronic tool.
- ✓ Discuss approved changes with ILO focal points for data processing who can provide suggestions on how to best implement/amend data processing procedures.
- ✓ Link the LFS questionnaire with the national assignments management and survey administration systems.
- ✓ Define internal dataflow protocols and guidelines and configure the CAPI questionnaire accordingly.
- ✓ Configure paradata collection parameters.
- ✓ Develop a training curriculum to go over the key concepts, illustrate different respondent profiles and perform mock interviews in all languages, field practice, tablet practice, exercises, and evaluations (pre-defined profiles can be provided by the ILO to guide the test).
- ✓ Pilot-test the survey end-to-end process on a small scale before fieldwork, from assignment of interviews to enumerators and supervisors, to data processing (monitoring indicators, validation, variable derivation, tabulation of key labour market indicators). All the components must be working properly before the fieldwork starts, and the electronic questionnaire needs to produce microdata without any errors (filter errors, out of range, missing values, etc.).
- ✓ Develop internal capacity to manage future questionnaire edits, testing and deployment, as well as field work management (assignments and re-assignments).
- ✓ Develop internal capacity to regularly process microdata during fieldwork (monitoring, coding, imputation, variable derivation, tabulation) and after data collection (weighting, evaluation, analysis, dissemination, etc.)
- ✓ Systematically collect and address feedback from the fieldwork.
- ✓ Plan early in the process for translations if expected. If possible, translations should be documented and can be programmed into the CAPI tool so that interviewers can select the different languages.
- ✓ Ensure proper version control of tools development and their documentation.

Don'ts

- ✖ Remove variables or core modules without prior consultation with the ILO subject matter experts to understand their implications in the questionnaire flow and results interpretation.
- ✖ Change the flow management within the questionnaire to skip patterns rather than filters that control the groups who are asked questions. Filters allow much greater flexibility in the management of the flow of the questionnaire, reduce the need for duplication and in general, allow respondent burden to be managed more effectively.
- ✖ Make changes without documenting and replicating them across all the tools in the ILO LFS toolkit. This includes any change to question wording, response categories, filters or any other change to the ILO model questionnaire.
- ✖ Start fieldwork before pilot-testing the end-to-end process.
- ✖ Make "last minute" changes without thoroughly testing them.
- ✖ Substitute the regular process of testing and validation of CAPI changes (in question text, response categories, and flow, as well as entry-validation rules and other electronic questionnaire features) with the automated validation script (e.g. STATA code for results validation), which should only be used as a supplement to the main testing and validation process.
- ✖ Postpone addressing critical errors.