**SMART ANTHROPOMETRIC SURVEYS CHECKLIST**

This checklist was developed to help you **ensure a maximum quality of anthropometric SMART surveys** assessing the prevalence of child malnutrition and mortality. For each stage of the survey, it enables you to quickly detect whether you have omitted an important step which might influence the quality of your data.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **YES** | **NO** | **N/A** |
|  **SURVEY PREPARATION** |
| 1 | In the case that your time or expertise is limited, have you considered requesting your organization’s advisor or an [external consultant](http://smartmethodology.org/job-board/consultant-roster/) to conduct the survey? | Y | N | N/A |
| 2 | Is the survey based on a clear **description of its** **methodology** following the official [SMART Methodology Manual](http://smartmethodology.org/survey-planning-tools/smart-methodology/smart-methodology-manual/) or your organization’s guidance?  | Y | N | N/A |
| 3 | Did you use the latest version of the [Emergency Nutrition Assessment](http://smartmethodology.org/survey-planning-tools/smart-emergency-nutrition-assessment/) (ENA) software for **calculating your survey’s sample size**?  | Y | N | N/A |
| 4 | If the survey aims to determine the impact of your intervention, does the survey methodology include data collection from a **control group**, so that you can determine whether any changes can be attributed to your intervention? | Y | N | N/A |
| 5 | If the survey aims to determinate the impact of your intervention, did you address the significant seasonal changes in the prevalence of undernutrition by ensuring that your baseline and endline data is **collected at the same time of year**?  | Y | N | N/A |
| 6 | Did you check with the Nutrition Cluster or relevant Government department what **official requirements your survey needs to follow**, such as having its methodology approved or including a Government official in the survey team? | Y | N | N/A |
| 7 | Did you send the survey methodology to your organization’s **Nutrition Advisor for feedback**? | Y | N | N/A |
| 8 | Did you send the survey methodology to a relevant **nutrition authority** (such as the Ministry of Health’s Nutrition Unit or the Nutrition Cluster) **for approval**?  | Y | N | N/A |
| 9 | Did you agree with the relevant health facilities / CMAM provider on referring children identified with acute malnutrition for treatment by using the designated Referral Forms? | Y | N | N/A |
| 10 | Did you secure **UNICEF/ Nutrition Cluster-recommended types of anthropometric equipment** that ensures maximum precision of the conducted measurements?  | Y | N | N/A |
| 11 | Since securing anthropometric equipment and hiring survey staff can take up to several weeks, did you **start well in advance**?  | Y | N | N/A |
| 12 | When **hiring survey staff**, did you ask the Nutrition Cluster, district health authorities and experienced aid agencies to recommend experienced and reliable staff?  | Y | N | N/A |
| 13 | Did you consider whether a **minimum number of female data collectors** is required to conduct anthropometric measurements (for example, when measuring women)? | Y | N | N/A |
| 14 | Did you **hire more data collectors** than you actually need, so that even if any drop out or do not pass the Standardization Test, you can conduct the survey as planned?  | Y | N | N/A |
| 15 | If the collection of anthropometric data is accompanied by quantitative data collection, did you **use IndiKit’s** [**Quantitative Surveys Checklist**](https://www.indikit.net/text/5-methodology) to ensure that nothing was forgotten?  | Y | N | N/A |
| 16 | If you use tablets, were **data constraints** placed to prevent recording unrealistic values? | Y | N | N/A |
| 17 | Does your survey team include **supervisors** who will monitor and support the data collectors? | Y | N | N/A |
| 18 | Did you pre-test the questionnaire with several households and make required corrections?  | Y | N | N/A |
| 19 | Does your survey team include a **specific person responsible for all logistics tasks**, so that the other staff can focus on ensuring the maximum quality of data collection?  | Y | N | N/A |
| 20 | Did you check the survey’s **logistics** preparation by using IndiKit’s [Survey Logistics Checklist](https://www.indikit.net/text/5-methodology)?  | Y | N | N/A |
|  **TRAINING OF DATA COLLECTORS** |
| 21 | Did you allocate **sufficient time for training** **data collectors**? (at least 5 days if not measuring mortality; 6-7 days if measuring mortality; including field-practice and Standardization Test)  | Y | N | N/A |
| 22 | Did you use the well-prepared **training modules available on the** [**SMART website**](http://smartmethodology.org/survey-planning-tools/smart-capacity-building-toolbox/)?  | Y | N | N/A |
| 23 | Did you include in your training all the points covered in the [**Quality Improvement and Verification Checklist**](https://www.indikit.net/text/5-methodology) (QIVC) for Anthropometric Data Collection? | Y | N | N/A |
| 24 | Did you **train a sufficient number of Supervisors** on the effective use of QIVC for Anthropometric Data Collection?  | Y | N | N/A |
| 25 | Did you conduct a **Standardization Test** following the SMART Methodology Manual’s guidance? | Y | N | N/A |
| 26 | Did you ensure that **only those survey staff who pass** the Standardization Test become anthropometric measurers or measurement assistants (recorders)?  | Y | N | N/A |
| 27 | Did you allocate the **most accurate anthropometric measurers** evenly among the teams? | Y | N | N/A |
| 28 | Before you start the survey, did you **spend a day on piloting** the survey, focusing on 1) whether the survey staff face any implementation problems and 2) the extent to which they follow the points included in [QIVC for Anthropometric Data Collection](https://www.indikit.net/text/5-methodology)? | Y | N | N/A |
| 29 | Did you allocate at least one working day in between piloting and data collection to **correct any major programming or coding issues**? | Y | N | N/A |
| 30 | Did you provide all surveys teams with official **Referral Forms** for referring acutely malnourished children to a relevant health facility for treatment?  | Y | N | N/A |
| 31 | Did you take the necessary precautions for minimizing the risk of survey staff **faking data**, such as offering honest data collectors a positive letter of reference; informing about the consequences; or verifying with parents whether their child was actually measured?  | Y | N | N/A |
|  **DATA COLLECTION** |
| 32 | Did you ensure an intensive **supervision of all survey staff** by using the Cluster Control Form and [QIVC for Anthropometric Data Collection](https://www.indikit.net/text/5-methodology)? | Y | N | N/A |
| 33 | Did the supervisors **check the collected data** before the survey team left the village? | Y | N | N/A |
| 34 | Did the supervisors **run the plausibility report** feature of ENA **every day** to find any systematic errors?  | Y | N | N/A |
| 35 | Did the supervisors conduct **feedback sessions** **every day** with the data collectors and address the identified issues?  | Y | N | N/A |
| 36 | Did you ensure the **daily back-up** of the data entered in ENA? | Y | N | N/A |
| 37 | Did you ensure that the data collectors have **sufficient rest**, access to food and drinking water?  | Y | N | N/A |
| 38 | Did you assign one staff member to randomly visit the families of children reported as measured and **check** whether they were really measured/parents’ were interviewed?  | Y | N | N/A |
| 39 | Once the data collection was over, did you meet all data collectors and **thank them** for their help, appreciating all the positive aspects of their work?  | Y | N | N/A |
|  **DATA ANALYSIS, REPORTING AND USAGE** |
| 40 | Since data entry to ENA’s software is not too time consuming, did you consider **using ENA’s** **double entry function** to maximize the quality and credibility of your final report?  | Y | N | N/A |
| 41 | Did you produce and attached the **Plausibility Check Report** to your survey’s final report? | Y | N | N/A |
| 42 | Did you discuss the meaning and **practical implications of your findings** with the project team, making specific action points and project adjustments, where required?  | Y | N | N/A |
| 43 | When writing the report, did you **follow the standard structure** as recommended by the relevant health authorities and/ or the Nutrition Cluster?  | Y | N | N/A |
| 44 | Since SMART reports are usually long, have you done your best to **prepare a quality summary** and to make the report’s layout attractive and easy-to-read?  | Y | N | N/A |
| 45 | Did you e-mail the report to your organization’s Nutrition Advisor for **review and feedback**?  | Y | N | N/A |
| 46 | Did you submit a draft version of the report **for approval to the Nutrition Cluster** and/ or relevant health authorities?  | Y | N | N/A |
| 47 | Did you **share the final version** of the report with relevant authorities, aid agencies and donors? | Y | N | N/A |
| 48 | Have you done your best to ensure that the survey can later be replicated, including sending its report, and especially methodology, to all the relevant staff, and saving it to an easy-to-find place?  | Y | N | N/A |

**Help us to make this checklist even better –** [**send us your suggestions**](https://www.indikit.net/contact-us)**!**

Published by: **People in Need (2017)** | Author: Petr Schmied | indikit@peopleinneed.cz | www.indikit.net