

# Data Collection Guide

## What

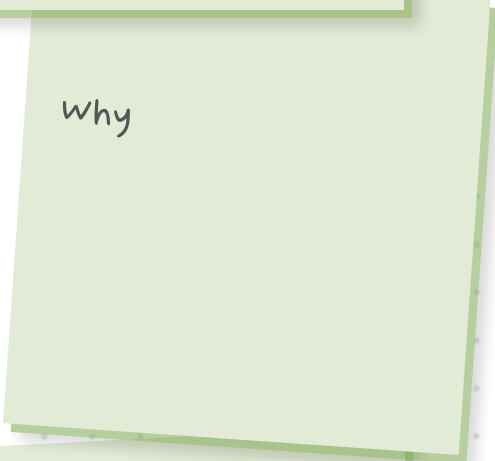
A template to organise the questions and responses from each Interview, FGD, or Survey.

## Why

Proper data collection is vital to your research process. It is important to organise your questions and participant responses. It is equally important to capture any feedback to help improve for next time. Capturing feedback beside the responses can help show patterns and opportunities for improvement.

## How

Use this template as a guide. Feel free to adapt or add sections based on the context of your consultation. You should create a unique version of this guide for each research method (Survey, FGD, and Interviews).



We are here to help! [Reach out if you have any challenges or questions.](#)





# Data Collection Guide

## Overview

<b>Project name</b>	
<b>Facilitator/Interviewer name</b>	<b>Session date</b>
<b>Notetaker name</b>	<b>Participant code</b>

## Collection of consultation data

Add a new row for each question you plan to ask. Probe questions are optional questions to get more detailed responses to the main question.

### Questions and responses

Question #	Is this a Question or Probe?	Question	Participant responses
1	Question	How long have you been part of the YWCA? Tell us a bit about your involvement.	I have been involved with YWCA for over 5 years. I first started as a volunteer...
2	Probe	What do you understand by "being involved?"	
3			
4			
5			





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## Feedback and improvements

Challenges that emerge after asking the question may include interpretation or wording confusion.

Question #	Challenges that emerged	Revised wording
1	The participant didn't understand the question and asked for clarification on what "involvement" meant.	What role(s) have you performed within the YWCA?

## Moments of fatigue or disengagement

The quality of data can worsen depending on a variety of factors. Watch for when participants start repeating similar answers or when they seem distracted.

Keep in mind some moments of fatigue will have nothing to do with your consultation. For example, environmental factors like background noise and lighting can be major distractions.

Description of fatigue or disengagement	Moment in the discussion when this occurred





# Data Collection Guide

## Research team debrief at the end of the consultation

**Did we finish on time and address all the questions we wanted to ask?**

**If there were too many questions, which ones should we skip next time?**

**Anything else to help us improve for next time?**



# Data Collection Example

## What

An example of how to organise and synthesise data from a validation activity (data can be collected across all three methods: Surveys, FGD + Storytelling, and Interviews).

## Why

Data synthesis can sometimes feel like an overwhelming task. You might feel like you are swimming in data after finishing your research sessions. Fear not! Take things one step at a time when synthesising, and soon enough, a clear picture will emerge from your data.

## How

Use this example as a guide to show you what synthesised data might look like from a validation session. Remember every consultation is different. Feel free to take inspiration from this example and then do what makes sense for the context of your work.



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# Data Collection Example

The following information is organised by region. This choice was informed by our research objective to understand different perspectives across different regions.

## Collection of consultation data

Question #2: In your own point of view, how would you describe the level of involvement and participation of young women in your local XXX?

proposed by young women

### Problems (interpretation, challenges)

### Best wording of the question

#### Asia

- 3 out of 9 young women needed us to clarify what “involvement” means
- Young women respondents are from Yangon and aren't familiar with other local associations (Myanmar)

#### Asia

- In your own point of view, how would you describe your role in your local \_ \_ \_ ?

#### Pacific

- Everyone in the FG misinterpreted because they are new to \_ \_ \_
- Needs extra clarification and follow up questions

#### Latin America

- visible fatigue or emotion

Question #3: In your own point of view, how much does your local XXX mission cater to young women's needs?

### Problems (interpretation, challenges)

### Best wording of the question

#### Africa (Uganda)

- They couldn't relate to the specific needs of the question and were torn between personal, professional or educational POVs

#### Africa (Uganda)

- Do you think \_ \_ \_ caters for your needs as a young woman in the movement?

#### Asia

- Some local \_ \_ \_ use other words for “mission,” e.g., vision, purpose, policy, action plan etc.

#### Asia

- In your own point of view, how much does your local \_ \_ \_ vision/purpose statement cater to young women's needs?

# Data Collection Example

## Moments of fatigue or disengagement

### Describe causes of visible fatigue or emotion

#### ● Africa (Uganda)

- When the women couldn't understand the question
- Questions that involved defining keywords
- When they didn't have the knowledge to respond to the questions asked

#### ● Asia

- Some started saying "I don't know" and "I might not know well but..."
- Sufficient number of barriers and challenges were shared, but not their actions against them
- Started showing fatigue, e.g., going to the bathroom, getting a drink
- Oversharing of other participants
- Decreasing interest

#### ● Pacific

- Lost track with response being derailed out of context
- Emotions of pain and sensitivity during the FG
- Number of questions meant FG ran for a long time which caused fatigue (Australia)
- Found it hard to relate to the question (Fiji)
- Did not even understand the question (Fiji)

### Moment in the discussion where it appeared

#### ● Africa (Uganda)

- When asked question 7, in relation to the closing space of civil society: not many understood the question's intention
- When asking question 19, in relation to the constitution: they were confused on whether it was in relation to World Y or local Y
- Some members couldn't give their own definitions and would share what their colleagues said or say they agree with others

#### ● Asia

- When asked question 4: one hour and 30 minutes into the interview
- When asked question 6
- When asked question 15
- When asked question 16

#### ● Pacific

- Question 4, 6, 17, 19
- Interview questions 7, 10, 18 and FG question 3
- FG question 12, 18, 20, 21 because they were tired
- Ended FG after 90 minutes, it was appropriate length of time to manage fatigue (we need to do multiple FG if we want to cover all questions)