

Handout 11.1: EGRA Key Tasks and People
Session 11: EGRA Implementation

Activities and Tasks	People Responsible
<p>1. Identify purpose and research design</p>	<p>USAID, Project Manager in collaboration with other technical staff including reading experts, evaluation specialists, and statisticians. Make sure all relevant people are involved and on the same page.</p>
<p>2. Identify and on-board planning and implementation team (organizations, individuals)</p> <p><i>Subtask: Identify subcontractor and consultants [if involved]</i></p> <p>Develop scope of work, advertise positions, review applicants, and select</p>	<p>Overall supervision, planning, and budgeting provided by Project Manager, with additional support as appropriate (i.e., from a Project Coordinator/Associate/Administrative Assistant).</p> <p>Budget/financial support required.</p> <p>Others to be identified: reading and language specialists, statisticians and data analysts.</p> <p>Project Manager with other appropriate organizational staff (i.e., contracts specialist); various people review bids</p>
<p>3. Develop instruments</p> <p><i>Subtasks:</i></p> <ul style="list-style-type: none"> • <i>Adapt EGRA and other instruments</i> • <i>Obtain necessary country and Institutional Review Board (IRB) approvals</i> • <i>Pilot test</i> 	<ul style="list-style-type: none"> • <u>Technical guidance and content</u> – reading and local language experts (may be in-house staff, consultants or collaborating local organizations and government counterparts, as relevant); statisticians provide input as well in specific areas, such as required demographic information to collect • <u>Adaptation workshop facilitation</u> – reading expert, often with Project Manager and/or local consultant/language experts • <u>Development of electronic versions of instruments</u> – information technology (IT) team, e-data specialist. Project Manager and others working on project

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<ul style="list-style-type: none"> • <i>Equate multiple EGRA versions, if necessary</i> • <i>Revise based on pilot results</i> 	<p>review instruments make sure everything functions well; statistician checks whether data are being properly captured</p> <ul style="list-style-type: none"> • <u>Instrument approval</u> – Project Manager/local staff obtain approval from MOE or other relevant partners; submit approval to IRB within organization or in country • <u>Pilot data collection logistics</u> – local staff or sub, with Project Manager oversight • <u>Pilot sampling, data analysis, and equating</u> – statisticians’ results are reviewed and interpreted in consultation with reading specialists and Project Manager • <u>Instrument content finalization</u> – Project Manager, based on pilot results and consultations with subject/language specialists
<p>4. Identify sampling framework and schools</p>	<p>Statistician in consultation with Project Manager, and local staff who may provide school lists, input on security, and other logistical issues</p>
<p>5. Conduct assessor training</p>	<ul style="list-style-type: none"> • <u>Trainee recruitment</u> – local staff or subcontractor organization identifies potential assessors based on established criteria; Project Manager provides feedback and oversight • <u>Training logistics</u> – local staff or sub, with Project Manager oversight • <u>Training content and materials development</u> – subject specialists and Project Manager, with local staff/consultant as relevant • <u>Facilitation</u> – subject specialists and/or Project Manager, with local staff/consultant as relevant

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<p>6. Collect data (planning and implementation)</p>	<ul style="list-style-type: none"> • <u>Equipment and supplies</u> – procurement specialists, if available, work with Project Manager to procure equipment and materials; local staff/sub procure local supplies; Project Manager oversight • <u>Logistics planning</u> (travel, accommodations, materials) – local staff or sub arranges day-to-day logistics, with Project Manager guidance • <u>Data collection supervision</u> – local staff or sub provides in-person oversight on daily basis; statisticians review incoming e-data; IT team provides support remotely as needed; Project Manager provides general oversight
<p>7. Clean and process data</p>	<ul style="list-style-type: none"> • <u>Data processing (cleaning, weighting)</u> – statistician and/or consultant, as applicable
<p>8. Analyze data and write report</p>	<ul style="list-style-type: none"> • <u>Development of data analysis plan</u> – Project Manager, reading expert, evaluation expert and others may all contribute; note that the data analysis plan should be drafted during research design phase, and as instruments are being developed, to ensure harmonization • <u>Data analysis and interpretation</u> – statisticians in consultation with technical experts and/or Project Manager • <u>Report writing</u> – Project Manager and/or subject experts; statisticians contribute

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9. Disseminate, discuss, and use results	<ul style="list-style-type: none">• Project Manager and subject experts, often with local project staff, facilitate dissemination workshop to review and discuss implications of the results• Subcontractor or local staff responsible for logistics of dissemination events• Project team uses results to inform project activities; government and donors use results to inform planning