

## Module 4 - Unit 1: Reading Materials

### HHFA questionnaire adaptation workshop processes

#### PART 1. PURPOSE AND CAPACITY BUILDING OF STAKEHOLDERS

The first 1 to 2 days of the questionnaire adaptation workshop should include:

- an overview of the country's rationale for conducting an HHFA at this time
- a general introduction to the HHFA and its resource package
- an overview of the questionnaire content and structure
- an introduction to the HHFA indicators and indicator inventory platform
- key points for the questionnaire adaptation process



## PART 2. TECHNICAL REVIEW AND ADAPTATION

For the remaining days of the workshop:

- participants are allocated to groups according to their areas of expertise
- sections of the questionnaire are assigned to each group
- each group reviews their sections and makes their recommended adaptations in Track Changes
- the adapted sections are reviewed in plenary to facilitate agreement on the final country-adapted questions
- several rounds of this process may be required
- if some of the relevant technical experts are not able to participate in-person in the workshop, they should be consulted by telephone or email
- it is very important to assign specific individuals to complete specific tasks in the adaptation process, for example:
  - a designated member of each group should have the responsibility for making the adaptations in Track Changes for the group's assigned sections of the questionnaire
  - a designated individual should receive the adapted sections from all the various groups and maintain a versioning system

## PART 3. FINAL VERIFICATION AND CONSOLIDATION

Once the final questionnaire changes have been agreed, a designated individual (for example, the survey manager) should:

- check that all changes have been made using Track Changes
- check that question deletions will not result in impact on indicators that the group may not have considered
- check that country-added questions are not duplications of existing questions (do search with Control-F in the questionnaire for the relevant terms)
- check that country-added questions and response options are constructed correctly
- check that any question modifications do not change the meaning of the question or its response options
- ensure that all COUNTRY ADAPT instructions have been addressed
- merge all the finalized sections to create the complete country-adapted questionnaire