

Annex: Data Collection Tools and Techniques

Overview

This annex outlines the primary tools and techniques employed for data collection within the framework of the project. The table below summarizes the type, description, and usage notes for each method.

Summary Table

Tool/Technique	Description	Use Case/Notes
Structured Questionnaire	Predefined set of closed and open-ended questions administered in person or online.	Collects standardized, quantifiable information from respondents. Suitable for surveys with large samples.
Key Informant Interview	In-depth, semi-structured interviews with individuals possessing specialized knowledge.	Gathers detailed insights or context; employs purposive sampling.
Focus Group Discussion	Facilitated group discussions (6–12 participants) guided by a moderator.	Explores perceptions, attitudes, or collective views on specific topics.
Observation Checklist	Standardized form for recording behavioral or situational data during site visits or events.	Used to validate reported practices or assess conditions objectively.
Document/Records Review	Analysis of existing records, reports, or administrative data.	Complements primary data collection and fills information gaps.

Important Notes

- Select tools and techniques based on study objectives and available resources.
- Ensure all data collectors are properly trained to minimize bias and error.
- Respect confidentiality and obtain informed consent in all forms of data collection.
- Combine multiple tools, where possible, to triangulate data and strengthen results.
- Review and pilot instruments before full-scale use to assure clarity and reliability.