



**KENYATTA UNIVERSITY  
WOMEN'S ECONOMIC  
EMPOWERMENT HUB**



## **FIELDWORK PROTOCOL, 2021 – 2025**

**August 2021**

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## LIST OF ABBREVIATIONS

|              |                                                                          |
|--------------|--------------------------------------------------------------------------|
| B&MGF        | Bill and Melinda Gates Foundation)                                       |
| GPS          | Geographic Positioning System                                            |
| <i>IWWEE</i> | <i>Initiative for What Works to Advance Women's Economic Empowerment</i> |
| KU-WEE       | Kenyatta University <i>Women's Economic Empowerment</i>                  |
| NACOSTI      | National Commission for Science, Technology and Innovation               |
| ODK          | Open Data Kit                                                            |
| PI           | Principal Investigator                                                   |
| WEE          | <i>Women's Economic Empowerment</i>                                      |

## 1.0 BACKGROUND INFORMATION

Kenyatta University (KU) with the support of Bill and Melinda Gates Foundation (B&MGF) is implementing a 5-year project on “*The Initiative for What Works to Advance Women’s Economic Empowerment (IWWWE)*” whose goal is to build programme and policy evidence on what works to advance Women’s Economic Empowerment (WEE) in Kenya. The initiative is being implemented in Kenya by Kenyatta University Women’s Economic Empowerment Hub (KU-WEE). The Hub is implementing 12 studies in KU-WEE Hub projects.

### 1.1 KU-WEE Hub Fundamental Statements

#### **Vision**

A society free of gender inequities and inequalities with economically empowered women.

#### **Mission**

Generation of robust evidence to inform women’s economic empowerment policies and programmes.

#### **Goal**

To promote women’s economic empowerment through policy driven research.

#### **Core Values**

Gender equality, teamwork, efficiency, accountability..

### 1.2 Introduction

Every research project at KU-WEE Hub is required to follow the procedures laid down in this document in order to ensure production of high-quality research. Fieldwork is an important part of the research process. It guides in collection of the data needed to answer the research questions. This fieldwork protocol gives the guiding steps to conducting fieldwork successfully. It outlines what is needed before, during and after fieldwork

### 1.3 Rationale of the KU-WEE Project

The establishment of the KU-WEE Hub was informed by the need for gender data and robust evidence that informs the women economic empowerment architecture in Kenya and indeed the Eastern Africa Region. The Hub studies are focusing on evaluation of various policies and programmes targeting women’s work, economic empowerment and wellbeing. The evidence generated and the success stories from the implementation of the policies and programmes will be documented and used to inform the design of new policies or programmes that promote equity and economic empowerment of women. The aim is to:

- a) Collect data and evidence that can be used for informed decision-making

- b) Identify and promote what works and drive tangible change in a gendered WEE
- c) Create a strong research base for institutions working and focusing on WEE
- d) Establish synergies between researchers and stakeholders in WEE
- e) Development and design solutions on what matters in WEE
- f) Design economic inclusion programmes that address gender gaps in WEE

## **1.4 KU-WEE Study Goal and Objectives**

The study goal of KU-WEE project is to promote women's economic empowerment through policy driven research. The specific objectives of the KU-WEE Hub are:

- a) To enhance women's engagement and influence in all spheres of the economy.
- b) To increase women's employability through training and skilling.
- c) To prevent and reduce Sexual and Gender-based Violence and secure women's economic empowerment.
- d) To construct women's economic empowerment indices for tracking progress made in empowering women.
- e) To promote gender responsive budgeting process.
- f) To strengthen capacity to conduct policy driven research and generate gender data and statistics.

## **1.5 Fieldwork Protocol objective**

This fieldwork protocol aim to standardizes the research process at KU-WEE Hub and documents how to conduct yourself and carry out research activities. Its objective is to guide:.

- a) Create a fieldwork plan before the start of the survey.
- b) Put together fieldwork materials and bench test them in advance.
- c) Pilot survey in a communities outside the sample survey prior to field work.
- d) Create a data quality assurance plan from collection to storage.
- e) Data security plan an and setting up encryption before start of survey and through project lifecycle.
- f) Parking up data and storage.
- g) Implementation backchecks and field audit or re-interview for completeness.

## **1.6 Hub Studies methodology**

The studies will utilize mixed methods for the research. Both qualitative and quantitative approaches will be used. The research instruments include desk reviews, questionnaires, interviews, focussed group discussions, observations, case studies and documentaries. This will lead to collection of data based evidence and a holistic understanding of the WEE issues that will be evaluated.

## 1.7 Ethical Considerations

KU-WEE Hub concepts will be subjected to Kenyatta University ethical clearance procedures. After the Ethical Review and clearance, the concepts will apply for a research permit from the National Commission for Science, Technology and Innovation (NACOSTI). Informed consent will be sought from respondents using an Informed Consent Form from the University (See **Appendix E: Informed Consent Form**, Available here: <http://research.ku.ac.ke/en/blog/centre-for-research-ethics-and-safetys>). Ensure a process of de-identification to reduce the risk of identifying individuals is in place.

## 2.0 KU-WEE HUB RESEARCH PROTOCOLS

### 2.1 Logistical Considerations

- a) All research teams:
  - (i) Should have proposed project implementation schedule for the project
  - (ii) Will seek and obtain Ethical Clearance from KU-Ethical Review Committee before embarking on their fieldwork (See **Appendix B: Application Form**. Available here: <http://research.ku.ac.ke/en/blog/centre-for-research-ethics-and-safetys>).
  - (iii) Will seek and obtain a Research Permit NACOSTI before embarking on their fieldwork. The application can be made here: <https://research-portal.nacosti.go.ke/>.
  - (iv) May be required to obtain permission from the National, County, or the Local Authorities to access certain areas and institutions for the research activities.
  - (v) Will do piloting to test, refine, and re-test the survey instruments in a pilot field site to make them ready for your full survey.
  - (vi) The piloting process begins once you have a first, rough draft of your questionnaire and ends when you have a final, translated questionnaire for fieldwork implementation.
  - (vii) Should plan for and make field contacts at an early stage before embarking on the fieldwork. Early discussions with partners serve dual purposes: (a) gathering enough information to assess the practical feasibility of the research and (b) establishing strong working relationships with key stakeholders.
  - (viii) Should carry out community mobilization before embarking on the fieldwork
  - (ix) Should familiarize themselves with the local culture and practices and ensure this is respected for mutual benefit and experience.
- b) The Principal Investigator (PI) should convene an inception stakeholder's meeting to discuss the field project with local community representatives for their buy-in and to facilitate a safe landing into the community.
- c) A stakeholder inception meeting is encouraged especially where the team will be working with or will be in close contact with the local communities.
- d) Each team should create and develop a list of their own sampling protocols using a check list covering all the steps for their sampling process.

- e) Develop and have a list of contacts for all the team members (telephone number, e-mail address, home institution, family contact, and next of kin).
- f) PI should inform the research team members to bring along basic personal equipment such as fieldwork clothing, protective clothing against rain and wind, warm clothing that area, breathable, easy to take on and off, small in volume, and lightweight;; medication, outdoor and indoor shoes, power adaptors, touch, mosquito repellent, toiletries etc., remembering to bring spares of as many things as possible.
- g) Teams should provide e-mail and phone numbers for the field station and any other relevant information such as travel dates to KU-WEE Hub Research Coordinator and the Research Associate (Fieldwork Coordinator) including those of family contact at home. This is useful should there be a need to be contacted or vice versa in case of an emergency.

## **2.2 Training of Research Assistants/Enumerators**

To ensure that all research activities are carried out systematically, training and briefing of the research team including research assistants will take place two-three days prior to data collection. The training encompasses research objectives, methodologies, handling of data while in the field and storage of data. The purpose of the training is to:

- a) Ensure quality of the research tools.
- b) Familiarize the research team with the research instruments.
- c) Standardize the research tools.
- d) Role play and pre-test the instruments.

## **2.3 Preparation before fieldwork**

Before leaving for the field, ensure that all provisions and equipment have been sourced and the instruments have been tested. Plan with safety precautions consideration and have an alternative plan B or C. It is expected that before fieldwork, community mobilization would have taken place. It is always important to work with locals on the ground.

Before starting any detailed planning, the PI should brainstorm with the research team on what it will take to accomplish the fieldwork and agree on the research instruments. This is best done by internalising the scientific rationale and objectives of the research. The survey plan will take into consideration the following:

- a) Define the fit of the research into the ‘bigger picture’ of the KU-WEE Hub and why the fieldwork at the specific chosen sites will contribute to data gap-filling.
- b) Determine what data is needed and agree on the methods, techniques, and equipment that will be used to collect that data.
- c) Allocate enough time for planning activities (application and ordering procedures, training, instruments production, travel, and logistics) in addition to planning time in the field.
- d) Plan and undertake the necessary training activities before heading to the field.

- e) Have clear aims and objectives for the study and focus on what is to be achieved by the research within the allocated time.
- f) Ensure that the survey plan is in line with the allocated budget and that the budget will cover the data needs.
- g) Make the necessary procurements for your survey in good time
- h) Plan properly to reduce unnecessary challenges or incidents in the field including avoiding over expenditure.
- i) Decide on the equipment required for the fieldwork and ensure the research team knows how to use it before going to the field.
- j) Think through any possible risks from “what could possibly go wrong” and the research team’s ability to deal with anything that might happen.
- k) Determine how data will be stored during and after fieldwork and how it will be accessed and shared (e.g. open access repositories).
- l) Make sure to arrange all financial and administrative issues for the time the project team will be away and consider a funding that will meet the budget needs.
- m) Ensure all transport arrangements are in place.
- n) Have the logistics for handling data in the field and a data quality assurance and storage plan.
- o) Have the logistics for handling data after the fieldwork.
- p) Make a record and photo of everything that is taken (with a date) from the field as a means of documentation and remembering.

## **2.4 Data collection while in the field**

The PI will supervise the data collection and ensure high standards are met. Nominate and agree on a fieldwork team supervisor who will guide preparation of all fieldwork logistics (sourcing for research equipment, instruments and maps). The supervisor will assign interviewers to enumeration or survey areas and provide or do the following:

- a) Contacts appropriate local authorities to inform them about the enumeration or survey and gain their support and cooperation.
- b) Keeps a record of all interviewers and their enumeration or survey areas
- c) Schedule for data collection.
- d) Arrange and schedule transport for data collectors
- e) Keeps track of enumeration or survey areas visited.
- f) Interviewers must obtain consent from the participant at the start of any interview or observation.
- g) Checks for completeness of the actioned survey instruments including those done digitally (using a tablet).
- h) Consider mobile data collection instruments such as ODK for data entry in the field for ease of storage
- i) Maintains a field notebook and take note of the times of various samplings.
- j) Records daily environmental conditions or disturbances that may impact on data collection (the notes will help in referring and reconstructing events when back from the field).

- k) Get GPS-positions of all fieldwork sites (as this is important and relevant for data visualization afterwards).
- l) Regularly analyse the fieldwork research team's performance and compliance with ethics requirements, response frequencies and identify outliers, duplicates, and other project-specific data quality issues and solve them in good time.
- m) Schedule revisits if any.

Keep in mind the following while in the field:

- a) In case of changes in the field conditions, be flexible and able to adapt plans at short notice.
- b) If changes to the schedule are likely, this should be communicated upfront so that the correct expectations are set.
- c) Practise patience and tolerance with team members, especially in difficult or uncomfortable circumstances.
- d) Keep a positive attitude to surmount many of the challenges in the field.
- e) Bystander training is useful for all team members. This involves learning to step in at the right time if a situation or conflict, often psychological, develops.
- f) Aim to keep the environmental impact at a minimum. This should be an inherent part of the approach to working in the field.
- g) Working with local communities is a valuable experience. Interactions with all people should always be based on three fundamental values: **respect, equity, and reciprocity**.
- h) Look for and make contacts that can give the research team good links with local communities and connections with the right people.
- i) Use Video or photography whenever necessary as these are handy in data dissemination.

## 2.5 Quality Assurance

To ensure high-quality data collection and compliance to protocols, the PI will lay out a detailed plan for quality checks and observe a certain proportion of interviews or other data collection procedures conducted particularly at the beginning of data collection. The proportion will vary depending on the interviewers' experience, the timeframe and the budget involved. At other times the PI will conduct duplicate interviews and compare the responses with that of enumerators. Among the strategies:

- a) The PI will check that the enumerators properly record the data and ensure proper follow up for unavailable selected participants and unfinished interviews.
- b) If data collectors have access to digital recording and a Wi-Fi connection, they will regularly submit their data electronically for cross-checking by the PI and archiving at the KU-WE Hub server.
- c) Comply with data security protocols and requirements which is critical to protecting confidential data and respecting the privacy of research subjects.
- d) Make arrangements for daily debriefing by your team after a day in the field

- e) The PI will to provide regular weekly updates to KU-WEE Hub Research Coordinator and Research Associate (Fieldwork Coordinator) with the following updates:
  - i). Progress against scheduled data collection timeframes.
  - ii). Challenges/issues and problems encountered and the steps taken to resolve them
  - iii). Productivity and time management
  - iv). Feedback on individual team members

## 2.6 Safety Considerations in the field

Make safety a top priority when the team is out in the field. Safety takes precedence over the completion of fieldwork. Do not expose or put any team member at risk to obtain samples. Hence need to:

- a) Plan and ensure the research team is equipped with basic First Aid Skills and adequate provisions in the First Aid Kit.
- b) Prepare for and listen to the advice of people with local knowledge.
- c) Be aware of your study location and evaluate any potential risks and have relevant emergency contact details.
- d) Have presence of mind on the happenings in the area and pay attention to what is happening around.
- e) Pay attention to changes in weather conditions and the terrain.
- f) For effective management of the research team, it is essential to have clear reporting structures and regular communication.
- g) Regularly check in with each other (e.g. for level of exhaustion, need for breaks) and always make sure that the whereabouts of all research team members is known.
- h) Eat, drink, and rest enough. Exhaustion can lead to unsound judgement, unnecessary risks, and accidents. It is important to keep a good balance between work and rest.
- i) Make all routine calls (e.g. with the KU-WEE Hub Research Coordinator and Research Associate (Fieldwork Coordinator), the field station if any and, sub-groups, et.)

In summary, various safety barriers exist, including knowledge level, attitude, experience, culture, equipment, skills, judgement, and leadership. At all times, discuss the best practice and make sure that everyone knows what to do. Use a “Stop work” philosophy in case an activity or situation appears unsafe. Stop working, evaluate the situation, and rearrange or remove the risk before continuing. Encourage the research team members to speak up about safety issues and that all concerns are addressed appropriately.

## 2.7 Data handling and storage

After the fieldwork:

- a) Distribute summaries of the fieldwork to the KU-WEE Technical Team through the Research Coordinator and the Research Associate (Fieldwork Coordinator).
- b) Share your immediate summaries with B&MGF (the funding agency) the local communities, social media outlets and in a field report through the KU-WEE Hub.

- c) Ensure proper archiving and preservation of data, metadata, and samples is made in relevant archives
- d) Make data backups and archives at the KU-WEE Hub server space and also in the cloud storage providers such as Dropbox, Box, Google Drive or OneDrive.
- e) Data must be protected both when at rest and in transit between the data provider, research team members, and partners
- f) Acknowledge the contacts in the field visited and interacted with in the publications that result from the fieldwork.
- g) Have a data entry clerks trained and data entry should be carried out in double entry and checked
- h) Plan for data analysis and what type of statistics to run
- i) Decide on report format and a report writing workshop.
- j) Decide on research dissemination form and media for doing so.

## **2.8 Data follow up**

While in the field at times there may be missing or incomplete data, the PI should ensure that a follow up of these cases is made so that all data are completely collected. In cases of missing respondents, the research team should make a replacement of such cases.

## **2.9 Problem anticipated in the field**

While in the field many unanticipated problems that may arise. These include; accidents, bad weather, illness, Research Assistants with unethical practices, conflicts among the research team members etc. The PI in collaboration with the field team supervisor will address these issues in good time. In case for example of replacement of Research Assistants, it is recommended that the research team trains additional Assistants who can be called upon, just in case such incidents do occur.

## **2.10 Data management and statistics**

Data management while in the field and after fieldwork is crucial. From the very beginning the PI will ensure that:

- a) Field data are collected according to established protocol.
- b) Field data is completed and is stored well during fieldwork.
- c) Most errors in data collection are captured and corrected during quality control checks in the field.
- d) Data, coding files, and results are kept in separate files, and sufficient documentation is included to make the order and degree of data manipulation clear.
- e) A copy of encrypted data is stored in the KU-WEE Hub server for safe custody
- f) Completed data from all project sites are accounted for.
- g) Data entry, cleaning, analysis and drafting the preliminary concept report is done according to schedule and work plan.

## **2.11 Communication and dissemination**

Have a strategy from the beginning for collaboration and communication between many stakeholders, including academic researchers, research staff, implementing partners, holders of administrative data, policymakers, and the community

- a) Submit a fieldwork report to Research Coordinator.
- b) Consider the timeline of what will be shared, when, and with whom
- c) Gather information and make plans to communicate with research partners in ways that are sensitive to the partner's needs, view, and political realities.
- d) As an ethical requirement, ensure stakeholders are informed of research results that may affect them and that could help justify their involvement.
- e) Maintain buy-in and relationship with the partner
- f) When reporting and disseminating data and findings be clear and direct about the findings and what they mean in the policy maker's jurisdiction and abide by lobbying rules

### **3.0 IMPLEMENTATION OF THE FIELD PROTOCOL**

The responsibility of implementing this policy will be done by Research Associate (Fieldwork Coordination) who will also oversee its monitoring and evaluation and advise the Research Coordinator, KU-WEE Hub Leader and Advisory Board accordingly.

The Policy will be implemented alongside the Research Policy; Administration, Finance and Procurement Policy; Advocacy and Communication Strategy; Partnership Policy; Service Delivery Charter; and Advisory Board Charter.



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**APPENDIX B: ETHICAL REVIEW APPLICATION FORM  
OFFICE OF THE CHAIRMANETHICS REVIEW COMMITTEE**

**KU-ERC/FORM/ 1**

**Kenyatta University Ethics Review Committee**

**Application form (sample)**

PKU NO:

To be completed in triplicate by each applicant for submission to KUERC.

**1. TITLE OF THE STUDY**

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**2. Description of the Investigators**

Name of Principal Investigator (PI): \_\_\_\_\_

Qualifications: \_\_\_\_\_

Institutions(s) of affiliation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Cell Phone number: \_\_\_\_\_

Name of 1st Co-investigator/Supervisor: \_\_\_\_\_

Qualifications: \_\_\_\_\_

Institutions(s) of affiliation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Cell Phone number: \_\_\_\_\_

Name of 2<sup>nd</sup> Co-investigator/Supervisor: \_\_\_\_\_

Qualifications: \_\_\_\_\_

Institutions(s) of affiliation: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Cell Phone number: \_\_\_\_\_

Name of 2<sup>nd</sup> Co-investigator/Supervisor: \_\_\_\_\_

Qualifications: \_\_\_\_\_  
Institutions(s) of affiliation: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Cell Phone number: \_\_\_\_\_

**(Add more investigators as need be)**

**3. Study Details:**

- a) Study/Project site: \_\_\_\_\_
- b) Study /project duration: \_\_\_\_\_
- c) Funding Source: \_\_\_\_\_

**4. Contact Person:**

Name and address of contact person (if not PI)  
Institution(s) of affiliation: \_\_\_\_\_  
Postal Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Telephone number: \_\_\_\_\_  
Cell Phone number: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**NB: The application form together with supporting documents should be submitted to the**

**Chairman,  
Kenyatta University Ethics Review Committee  
P. O. Box 43844 - 00100  
Kenyatta University Main campus  
Moi Library 1st Floor, Room 25**

**or be emailed to  
[chairman.kuerc@ku.ac.ke](mailto:chairman.kuerc@ku.ac.ke) / [secretary.kuerc@ku.ac.ke](mailto:secretary.kuerc@ku.ac.ke)**



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**APPENDIX E: INFORMED CONSENT FORM**

**OFFICE OF THE CHAIRMAN ETHICS REVIEW COMMITTEE**

**Informed Consent (Sample)**

My name is \_\_\_\_\_ (name of organization/I am a Ph.D/Master/Bachelor student from Kenyatta University). I am conducting a study titled "  
\_\_\_\_\_

\_\_\_\_\_ " The information will be used (indicate the purpose of the study and significance).

**Procedures to be followed**

Participation in this study will require that I ask you some questions and I also examine you in order to screen you for \_\_\_\_\_.  
Some specimen (indicate type of specimen, amount and from where) will be taken from you for further tests. I will record the information you provide in a questionnaire.

**Voluntarism**

You have the right to refuse participation in this study. You will get the same services and care whether you agree to join the study or not and your decision will not change the care you will receive. Please remember the participation in this study is voluntarily. You may ask questions related to the study at any time.

You may refuse to respond to any questions and you may stop an interview at any time. You may also stop being in the study at any time without any consequences to the services you receive here or any other organization now or in the future.

**Discomforts and Risks**

Some of the questions you will be asked are on intimate subject and may be embarrassing or make you uncomfortable. If this happens, you may refuse to answer these questions if you so choose. You may also stop the interview at any time. The interview may add approximately half an hour to the time you wait before you receive your routine services. During the removal of blood there will be some pain or discomfort but we will try our best to minimize this by being gentle.

**Benefits**

If you participate in this study you will help us to learn how to provide effective screening services that can improve \_\_\_\_\_. You will also benefit from being screened for \_\_\_\_\_ and if you are found to have a problem you will be advised on the treatment.

**Reward**

If you agree to participate in this study, lunch will be provided and transport expenses will be reimbursed at 200/- per visit.

Or there are no rewards or any payment to you if you participate.

### **Confidentiality**

The interviews and examinations will be conducted in a private setting within the clinic. Your name will not be recorded on the questionnaire. The questionnaires will be kept in a locked cabinet for safe keeping at Kenyatta University. Everything will be kept private and only shared with the study team.

### **Contact Information**

If you have questions about the study call the Dr.

\_\_\_\_\_ 07 \_\_\_\_\_ or Supervisor

\_\_\_\_\_ 07 \_\_\_\_\_ /Investigators Tel Nos:

\_\_\_\_\_ to be inserted

However, if you have questions about your rights as a study participant: You may contact Kenyatta University Ethical Review Committee Secretariat on [chairman.kuerc@ku.ac.ke](mailto:chairman.kuerc@ku.ac.ke),

### **Participant's statement**

The above information regarding my participation in the study is clear to me. The study has been explained to me and I have been given a chance to ask questions and my questions have been answered to my satisfaction. My participation in this study is entirely voluntary. I understand that my records will be kept private and that I can leave the study at any time. I understand that I will still get the same care and medical treatment whether I decide to leave the study or not and my decision will not change the care that I will receive from the clinic today or that I will get from any other clinic at any other time.

Name \_\_\_\_\_ of \_\_\_\_\_ Participant:

\_\_\_\_\_

Signature or Thumbprint

Date

\_\_\_\_\_

Name of Representative/Witness (where necessary)

Relationship to Subject

### **Investigators statement**

I, the undersigned, have explained to the volunteer in a language s/he understands, the procedures to be followed in the study and the risks and benefits involved

\_\_\_\_\_

Name of Interviewer

\_\_\_\_\_

Signature

Date