



Field Coordinator Training

Manage Successful Impact Evaluations

June 18-22, 2018

Monday		Facilitator	Links
8:30 - 9:00	Pre-test & Virtual Introductions		
9:00 - 9:30	Welcome & Introductions <i>Introduction of all participants and DIME Analytics team</i>	Maria Jones	DIME Analytics website
9:30 - 10:00	Impact Evaluation at the World Bank	Arianna Legovini	DIME Website
10:0 - 10:30	Understanding World Bank Operations in the context of IE	Florence Kondylis	
10:30 - 10:45	Break		
10:45 - 11:30	Preparing for Data Collection <i>Overall process; timeline; field plan</i>	Laura Costica	DIME Wiki - Preparing for Data Collection
11:30 - 12:00	Survey Instrument Design & Pilot <i>Best practices for questionnaire design, guidelines for pilots</i>	Maria Jones & Laura Costica	DIME Wiki - Primary Data Collection
WebEx Connection Details	Meeting number (access code): 850 121 172 Meeting password: AUmWGqq8	Add to Calendar	When it's time, join the meeting.
Tuesday			
9:00 - 9:45	Working with Survey Firms <i>Procurement (Bank- & Recipient-executed), TOR essentials, Troubleshooting</i>	Maria Jones & Gogi Grewal	DIME Wiki - Survey Firm Procurement
9:45 - 10:30	Training Data Collectors <i>Survey Protocols & Best Practices for Enumerator Training</i>	Aurelie Rigaud & Christophe Ndahimana	DIME Wiki - Enumerator Training
At your own pace	Lab 2 (Stata Track): Coding for Reproducible Research		
	<i>Stata 1: General guidance and best practices for beginner Stata users</i>	Kristoffer Bjarkefur & Michael Orevba	DIME Wiki - Reproducible Research
	<i>Stata 2: Write code your team understands; increase transparency, efficiency, replicability.</i>	Ben Daniels & Roshni Khincha	
	Lab 2 (R Track): Intro to R for Stata Users	Luiza Andrade	
	Lab 3 (Stata track): Data Management & Cleaning		
	<i>Stata 1: Basic principles for file structure and organization; essential cleaning exercises; intro to ietoolkit</i>	Kristoffer Bjarkefur & Michael Orevba	DIME Wiki - Data Management
<i>Stata 2: Data management for replicability & efficient workflow; data cleaning exercise; working with ietoolkit</i>	Ben Daniels & Roshni Khincha	DIME Wiki - Data Cleaning	
	Lab 3 (R track): Coding for Reproducible Research		
	<i>R: Guidance on how to code in a team, and best practices for reproducibility</i>	Luiza Andrade	DIME Wiki - Reproducible Research
WebEx Connection Details	Meeting number (access code): 854 523 469 Meeting password: 2V63mdEu	Add to Calendar	When it's time, join the meeting.



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Wednesday			
9:00 - 9:45	How to Effectively Communicate with Policy Makers <i>Field coordinators have uniquely regular access to government counterparts, with opportunities to use evidence from their IEs and beyond to positively influence policy. This session will focus on how to effectively tailor communication for policymakers for positive impact.</i>	Dave Evans	David Evans' Bio
9:45 - 10:30	Data Quality Assurance 1 - Field Checks <i>Field supervision and backchecks</i>	Aurelie Rigaud, Steven Glover, Laura Costica	DIME Wiki - Back Checks
10:30 - 10:45	Break		
10:45 - 11:30	Data Quality Assurance 2 - Data checks <i>High-frequency data checks and communication with field teams</i>	Aurelie Rigaud, Steven Glover, Laura Costica	DIME Wiki - Field Management
At your own pace	Lab 4: Real-time data quality checks		
	<i>Stata 1: Work with a pre-written do-file for data checks; understand & use output</i>	Kristoffer Bjarkefur & Aurelie Rigaud	DIME Wiki - Monitoring Data Quality
	<i>Stata 2: Adapt do-file template to check data quality and output flags</i>	Ben Daniels & Alex Spevack	
	Lab 5 (Stata track): Randomization		
	<i>Stata 1: Simple randomization in Stata; tips & things to avoid</i>	Kristoffer Bjarkefur & Sakina Shibuya	DIME Wiki - Randomization in Stata
	<i>Stata 2: Stratified randomization in Stata, tips & things to avoid</i>	Ben Daniels & Alex Spevack	
Lab 5 (R track): Data Management & Cleaning			
<i>R: Data management for replicability & efficient workflow; advanced cleaning exercises</i>	Luiza Andrade	DIME Wiki - Data Management	
WebEx Connection Details	Meeting number (access code): 852 580 132 Meeting password: sBm4kGsg	Add to Calendar	When it's time, join the meeting.



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Thursday			
9:00 - 9:45	Research Ethics & Data Security: Case Studies <i>IRB and research ethics; best practices for managing personally-identified data</i>	Laura Costica & Mrijan Rimal	DIME Wiki - Research Ethics
9:45 - 11:00	Break		
11:00 - 11:45	Qualitative Research for Quantitative IEs <i>Tips, tricks & lessons learned from implementing focus groups and structured interviews in the field</i>	Emily Crawford & Nausheen Khan	
11:45 - 12:30	Sampling for IE <i>The intuition of IE sampling and power calculations</i>	Aidan Coville	DIME Wiki - Sampling & Power Calculations
At your own pace	Lab 6: Descriptive Analysis		
	<i>Stata 1: Generate summary statistics tables (beginner)</i>	Kristoffer Bjarkefur & Mrijan Rimal	DIME Wiki - Data Analysis
	<i>Stata 2: Generate and export summary statistics tables (advanced)</i>	Ben Daniels & Sakina Shibuya	
	<i>R: Generate and export summary statistics tables</i>	Luiza Andrade	
	Lab 7: Data Visualization		
	<i>Stata 1: Generate graphs for a policy audience (beginner)</i>	Kristoffer Bjarkefur & Mrijan Rimal	
	<i>Stata 2: Generate graphs for a policy audience (advanced)</i>	Ben Daniels & Sakina Shibuya	
<i>R: Generate graphs for a policy audience</i>	Luiza Andrade		
WebEx Connection Details	Meeting number (access code): 856 982 061 Meeting password: cUQyPd3r	Add to Calendar	When it's time, join the meeting.
Friday			
9:00 - 9:45	IE and M&E: Better Together <i>Case studies of how IE can strengthen M&E systems</i>	Astrid Zwager, Steven Glover & Sekou Kone	
9:45 - 10:15	Post-test and Course Evaluation		
At your own pace	Lab 8: Geospatial Data		
	<i>Stata: translate GPS points into maps, create polygons, generate visually-appealing maps</i>	Ben Daniels & Odbayar Batmunkh	DIME Wiki - Geospatial Data
<i>R: translate GPS points into maps, create polygons, generate visually-appealing maps</i>	Luiza Andrade & Rob Marty		
WebEx Connection Details	Meeting number (access code): 854 984 887 Meeting password: NpKbbBu5	Add to Calendar	When it's time, join the meeting.