



Field Coordinator Training

Manage Successful Impact Evaluations

June 18-22, 2018

Monday		Facilitator	Location	Links
8:30 - 9:00	Registration & Pre-Test		J B1-080	
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	Coffee Break			
10:45 - 11:30	Preparing for Data Collection <i>Overall process; timeline; field plan</i>	Laura Costica	J B1-080	DIME Wiki - Preparing for Data Collection
11:30 - 12:00	Survey Instrument Design & Pilot <i>Best practices for questionnaire design, guidelines & protocols for pilots</i>	Maria Jones & Laura Costica		DIME Wiki - Primary Data Collection
12:00 - 12:30	Small Groups 1: Introduction to Case Study <i>Participants will be assigned to a small group, to work together on an IE Case Study for the full training course. At the end of the week, participants will present their work to a panel of DIME judges.</i>			
12:30 - 1:30	Lunch			
1:30 - 5:30	Lab 1: Programming CAPI Surveys			
	SurveyCTO 1 (beginner): <i>learn to program a survey using SurveyCTO</i>	SurveyCTO	J 8-044	SurveyCTO Website
	SurveyCTO 2 (advanced): <i>learn advanced programming skills, discuss new features, and Q&A</i>	DIME & SurveyCTO	J B1-080	
	SurveySolutions (beginner): <i>learn to program a survey using SurveySolutions</i>	SurveySolutions	J B1-065	
6:30 - 8:00	Welcome Reception	To be Announced		



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9:00 - 9:45	Working with Survey Firms <i>Procurement (Bank- & Recipient-executed), TOR essentials, Troubleshooting</i>	Maria Jones & Gogi Grewal	J B1-080	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		
10:30-10:45	Coffee Break			
10:45 - 11:45	Small Groups 2 <i>Prepare slides explaining IE design and randomization to a policy audience</i>		J B1-080	DIME Wiki - Experimental Methods
11:45 - 12:00	What does DIME do? <i>Overview of thematic areas for impact evaluations and research pillars</i>	DIME Staff		DIME Staff Bios
12:00 - 1:00	IE Knowledge Bazaar <i>Learn about ongoing impact evaluations in a speed-dating format. Participants will sign up for 3 IE sessions during the bazaar. During each session, a lead researcher from the World Bank will explain their project, research design and data collection for 10 minutes,</i>			
1:00 - 2:00	Lunch			
2:00 - 3:30	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	J B1-065	DIME Wiki - Reproducible Research
	<i>Stata 2: Write code your team understands; increase transparency, efficiency, replicability.</i>	Ben Daniels & Roshni Khincha	J B1-080	
	Lab 2 (R Track): Intro to R for Stata Users	Luiza Andrade	J 8-044	
3:30 - 3:45	Coffee Break			
3:45 - 5:30	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	J B1-065	DIME Wiki - Data Management
	<i>Stata 2: Data management for replicability & efficient workflow; data cleaning exercise; working with ietoolkit</i>	Ben Daniels & Roshni Khincha	J B1-080	DIME Wiki - Data Cleaning
	Lab 3 (R track): Coding for Reproducible Research	Luiza Andrade	J 8-044	DIME Wiki - Reproducible Research
	<i>R: Guidance on how to code in a team, and best practices for reproducibility</i>			



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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	J B1-080	DIME Wiki - Back Checks
10:30 - 10:45	Coffee 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
11:30 - 12:30	Small Groups 3 <i>Prepare slides explaining sampling and data quality assurance strategy</i>		J B1-080	DIME Wiki - Data Quality Assurance
12:30 - 1:30	Lunch			
1:30 - 3:30	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	J B1-065	DIME Wiki - Monitoring Data Quality
<i>Stata 2: Adapt do-file template to check data quality and output flags</i>	Ben Daniels & Alex Spevack	J B1-080		
3:30 - 3:45	Coffee Break			
3:45 - 5:30	Lab 5 (Stata track): Randomization			
	<i>Stata 1: Simple randomization in Stata; tips & things to avoid</i>	Kristoffer Bjarkefur & Sakina Shibuya	J B1-065	DIME Wiki - Randomization in Stata
	<i>Stata 2: Stratified randomization in Stata, tips & things to avoid</i>	Ben Daniels & Alex Spevack	J B1-080	
	Lab 5 (R track): Data Management & Cleaning			
<i>R: Data management for replicability & efficient workflow; advanced cleaning exercises</i>	Luiza Andrade	J 8-044	DIME Wiki - Data Management	



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Thursday				
9:00 - 9:45	Research Ethics & Data Security: Case Studies <i>IRB and research ethics; best practices for managing confidential data</i>	Laura Costica & Mrijan Rimal	J B1-080	DIME Wiki - Research Ethics
9:45 - 10:45	Small Groups 3 <i>Choose variables for balance table and descriptive statistics you think would be of interest to a policy audience, based on the IE design and survey instrument</i>			DIME Wiki - Theory of Change
10:45 - 11:00	Coffee 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	J B1-080	
11:45 - 12:30	Sampling for IE			
	<i>Track 1: the intuition of IE sampling and power calculations</i>	Aidan Coville		DIME Wiki - Sampling & Power Calculations
<i>Track 2: the nitty-gritty of IE sampling and power calculations</i>	Maria Jones			
12:30 - 1:30	Lunch			
1:30 - 3:30	Lab 6: Descriptive Analysis			
	<i>Stata 1: Generate summary statistics tables (beginner)</i>	Kristoffer Bjarkefur & Mrijan Rimal	J B1-065	DIME Wiki - Data Analysis
	<i>Stata 2: Generate and export summary statistics tables (advanced)</i>	Ben Daniels & Sakina Shibuya	J B1-080	
	<i>R: Generate and export summary statistics tables</i>	Luiza Andrade	J 8-044	
3:30 - 3:45	Coffee Break			
3:45 - 5:30	Lab 7: Data Visualization			
	<i>Stata 1: Generate graphs for a policy audience (beginner)</i>	Kristoffer Bjarkefur & Mrijan Rimal	J B1-065	
	<i>Stata 2: Generate graphs for a policy audience (advanced)</i>	Ben Daniels & Sakina Shibuya	J B1-080	
	<i>R: Generate graphs for a policy audience</i>	Luiza Andrade	J 8-044	



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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	J B1-080	
9:45 - 10:45	Small Groups 4 <i>Create descriptive statistics for indicators chosen yesterday and add them to the presentation</i>		J B1-080	DIME Wiki - Exporting Analysis
10:45 - 11:00	Coffee Break			
11:00 - 1:00	Lab 8: Geospatial Data <i>Stata: translate GPS points into maps, create polygons, generate visually-appealing maps</i>	Ben Daniels & Odbayar Batmunkh	J B1-080	DIME Wiki - Geospatial Data
	<i>R: translate GPS points into maps, create polygons, generate visually-appealing maps</i>	Luiza Andrade & Rob Marty	J 8-044	
1:00 - 2:00	Lunch			
2:00 - 2:30	Small Groups 5 Finalize slide deck in preparation for presentation			
2:30 - 4:00	Group Presentations <i>Each group has 10 minutes to present their work to a panel of judges, and 5 minutes for Q&A</i>	All Participants	J B1-080	
4:00 - 4:15	Coffee Break			
4:15 - 4:45	Post-test and Course Evaluation	DIME Analytics Team	J B1-080	
4:45 - 5:00	Wrap-up and Course Certificates			