

COMPLEMENTARY RESOURCES FOR IMPLEMENTATION

August 30th, 2022

Attention: The complementary resources are updated on an ongoing basis. Please check this document periodically on [the Early Learning webpage](#) under AIM-ECD resources to ensure you are using the most up-to-date version of all the files. Note that all documents include the date of their last update.

The AIM-ECD Direct Assessment and Caregiver Report Manuals and Complementary Materials are currently available in Arabic, English, French, Russian, Spanish, and Portuguese. Some materials are also available in other local languages. Contact the [central ECD Measurement team](#) if you want to implement AIM-ECD in other languages, for additional guidance or technical assistance.

Please [write to us](#) if you discover any errors or issues with these files. Thank you!

The AIM-ECD Team

Resource	Description														
A. Resources to engage and plan															
A.1 Engage with stakeholders															
<p>Brief Presentation Implementation guide Research paper</p> <table border="0"> <tr> <td>CR Tool</td> <td>DA Tool</td> </tr> <tr> <td>English</td> <td>English</td> </tr> <tr> <td>Arabic</td> <td>Arabic</td> </tr> <tr> <td>French</td> <td>French</td> </tr> <tr> <td>Portuguese</td> <td>Portuguese</td> </tr> <tr> <td>Russian</td> <td>Russian</td> </tr> <tr> <td>Spanish</td> <td>Spanish</td> </tr> </table>	CR Tool	DA Tool	English	English	Arabic	Arabic	French	French	Portuguese	Portuguese	Russian	Russian	Spanish	Spanish	<p>The Brief and the PowerPoint Presentation can be used to present AIM-ECD to different audiences, including to policymakers, donors, and partners. It provides a high-level overview of what AIM-ECD is, how it differs from other tools, and background information on the development and validation of the tool.</p> <p>The Implementation Guide provides an overview of the process of implementing AIM-ECD and serves as a roadmap for data collection. It also describes the complementary resources available.</p> <p>The Research Paper presents the analytical process to identify the core set of items for the AIM-ECD Caregiver Report (CR) and Direct Assessment (DA) instruments.</p>
CR Tool	DA Tool														
English	English														
Arabic	Arabic														
French	French														
Portuguese	Portuguese														
Russian	Russian														
Spanish	Spanish														
A.2 Recruit the team															
<p>Certificated master trainer roster</p>	<p>The AIM-ECD master trainer roster is a list of the current master trainers.</p>														
<p>TOR templates to recruit team members</p> <ul style="list-style-type: none"> • AIM-ECD trainer in-person • AIM-ECD trainer remote • Quality assurance assistant • Child development expert • Translator • Sampling expert • Data analyst • Survey firm • Videographer 	<p>TOR templates for team members behind the implementation of AIM-ECD.</p> <p>AIM-ECD master trainer. This individual is a necessary hire. This person will review tools and lead the adaptation process. She or he will also be involved in piloting the tools, training enumerators or trainers in-person or remotely, overseeing data collection, and providing advisory support during data analysis.</p> <p>Quality assurance assistant. This individual is an optional hire. The consultant is particularly useful when the training is being conducted for a large number of enumerators or in a low-capacity context that requires additional training support. The consultant is responsible for helping the main AIM-ECD trainer prepare the training materials, manage, and oversee the development of training videos (if applicable) for the enumerator training.</p> <p>Child Development Expert. This individual is an optional hire. This person will review the local adaptation of the tools. Depending on their information needs, they may also help draft additional items or tasks at the request of the government. The person either drafts the items or tasks or advises government officials on best practices to develop new items or tasks, their scoring and interpretation of results. This person could be a local expert.</p>														

	<p>Translators. These individuals or firm are an optional hire. They are responsible for translating or back translating the tools and official AIM-ECD materials from English into the local language(s).</p> <p>Sampling Expert. This individual is an optional hire. The person supports the survey sampling design based on the study design and research questions.</p> <p>Data Analyst. This individual is an optional hire and is useful when the project requires a highly technical analysis of AIM-ECD data and assessment findings. This person cleans, conducts quality checks, and manages data and conducts an in-depth data analysis to be included in an extended results report.</p> <p>Survey Firm. The survey firm oversees data collection activities, hiring of field supervisors and enumerators to administer AIM-ECD.</p> <p>Videographer. This individual is an optional hire. This person is responsible for recording the administration of local mock administration examples of the DA and/or CR for the training. The person is responsible for editing the locally-produced version of videos into domain segments for the training and embedding subtitles into the training videos (where applicable).</p>
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B.1 Tools and manual to adapt and translate

<ul style="list-style-type: none"> • Tool • Adaptation, Administration, and Training Manual <table border="0"> <tr> <td>CR</td> <td>DA</td> </tr> <tr> <td>English</td> <td>English</td> </tr> <tr> <td>Arabic</td> <td>Arabic</td> </tr> <tr> <td>French</td> <td>French</td> </tr> <tr> <td>Portuguese</td> <td>Portuguese</td> </tr> <tr> <td>Russian</td> <td>Russian</td> </tr> <tr> <td>Spanish</td> <td>Spanish</td> </tr> </table>	CR	DA	English	English	Arabic	Arabic	French	French	Portuguese	Portuguese	Russian	Russian	Spanish	Spanish	<p>The Adaptation, Administration, and Training Manual guides users through the process of translating and adapting the documents that enumerators need to administer and collect data with the CR and DA and a step-by-step instruction on exactly how to administer and score each subtask and item. It includes:</p> <ul style="list-style-type: none"> • The Enumerator Booklet. Central document of the DA and CR, which includes step-by-step instructions on exactly how to administer and score each subtask and question. It is located in the Appendix A1 of the Adaptation, Administration, and Training Manual. • The DA includes Stimulus Cards which are a set of pictures, numbers, and letters to show to the child during the assessment administration.
CR	DA														
English	English														
Arabic	Arabic														
French	French														
Portuguese	Portuguese														
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C. Training materials

<h3>C.1 In person training materials</h3>	
<ul style="list-style-type: none"> • Guidelines for Training 	<p>Guidelines for Training provides guidance on the hiring and certification of enumerators for data collection. It is located in Appendix B1 of the Adaptation, Administration, and Training Manuals.</p>
<p>Enumerator Certificate of Reliability</p>	<p>This document is a certificate of reliability that enumerators are given after they pass the AIM-ECD reliability exam.</p>

<ul style="list-style-type: none"> • Training Schedule • Training Slides • Enumerator Quiz • Observation Checklist <p>CR</p> <p>English Arabic French Portuguese Russian Spanish</p> <p>DA</p> <p>English Arabic French Portuguese Russian Spanish</p>	<p>The Training Schedule is a sample training schedule with field visits to practice administration.</p> <p>The Training Slides can be used during in-person training following to the Training Schedule.</p> <p>The Enumerator Quiz is a sample quiz to verify that enumerators have acquired the necessary knowledge needed to faithfully administer the AIM-ECD tools.</p> <p>The Observation Checklist is a checklist for the trainer or expert to use when observing enumerators to ensure correct administration of the AIM-ECD tools.</p>
D. Resources for data collection	
<p>CR</p> <p>DA</p> <ul style="list-style-type: none"> • CAPI Code • PAPI • How to use SurveyCTO 	<p>The CAPI Code is an Excel document with CAPI code used to create a digital version of the CR and DA to use on tablets. It is optimized to work with Survey CTO, but can be used with any XLS Form-based CAPI platform (e.g. Open Data Kit or KoBo Toolbox). All languages (English, French, Portuguese, Russian and Spanish) are compiled in a single file.</p> <p>The Data Entry Form (PAPI) is used in conjunction with the Score Sheet to input scores into an Excel database. It includes automated checks to protect against incorrect data entry.</p> <p>How to use SurveyCTO describes how a mobile platform for data collection. It explains how to create the server, upload the AIM-ECD, collect the data using tablets, export and save the data collected.</p>
<ul style="list-style-type: none"> • The Score Sheet <p>CR</p> <p>English Arabic French Portuguese Russian Spanish</p> <p>DA</p> <p>English Arabic French Portuguese Russian Spanish</p>	<p>The Score Sheet is a form to record an individual child's scores on the CR and DA when administered with pencil and paper.</p>

E. Resources for data analysis and dissemination

CR

DA

- **Semi-Automated Workflow Guide**
- **Codebook**
- **Semi-Automated Workflow**
- **Template Report**

The **Semi-Automated Workflow Guide** is a step-by-step description of how to process raw data into cleaned and analyzed data included graphs and tables to populate the Template Report.

The **Codebook** describes all standard AIM-ECD variables and response coding.

The **Semi-Automated Workflow** is a zipped folder structure containing a series of Stata .do files, Excel files, and Word files that can be used to clean, process, and analyze raw data using a standardized methodology and with minimal user input to populate the Template Report.

The **Template Report** is a pre-formatted report template that utilizes the graphs, charts, and tables produced by the semi-automated workflow to create a brief report on the findings of the DA or CR data collected.