

## **Report on Survey Validation and Data Quality Assurance**

This report outlines the measures undertaken by INDIA Foundation as support to Infosutra pvt. Ltd. to ensure that the grant end endline survey for Himotthhan was conducted properly and that the collected data meets high standards of accuracy, reliability, and integrity. Multiple verification processes were used at each stage—from planning to data processing—to ensure strong data quality.

### **1. Tools validation**

#### **Clear and Unambiguous Questionnaire**

- All tools were reviewed by both Shaleen and Yashvendra from INDIA Foundation, and suggestions/feedbacks were shared with Infosutra.
- Questions were tested for clarity, relevance, and alignment with survey objectives.
- Complex or leading questions were refined to avoid bias.

#### **Pilot Testing**

- A pilot was conducted with the field investigators (FI's) only as the time period between finalization of the survey and timeline for conducting the survey was too time. The enumerators were asked for simulation activities for testing the tools administrations.

### **2. Survey Administration Quality Controls**

#### **Multiple Data Collection Channels**

- Survey was monitored and validated for consistency by Yashvendra and Shaleen with support of technical team of Infosutra.
- Technical support regarding use of CAPI has been done on need basis.

#### **Monitoring Data Collection Process**

- Survey progress was tracked initially daily through online calls for an hour followed by every two days and finally every four days. All FI's, participated whereas Yashvendra and Shaleen participated and facilitated the same.
- Field visit to get the sense of FI's work and tool administration was done by Yashvendra and Shaleen to all geographies and in coordination with the team of Himotthan and Infosutra.
- Response spikes or irregular patterns were reviewed for anomalies.

- Issues observed during the field visit were highlighted and based that all FI's were supported and guided accordingly.

### **Training of Field Investigators**

- 10 FI's were trained for two days on tools, guidelines to administer the tools, instructions, ethics, and response-recording procedures.
- Mock interviews were conducted to validate understanding.

### **3. Data Quality Validation Processes**

#### **Real-Time Validation Checks**

- Mandatory fields, logic checks, and skip patterns were embedded into the digital form.
- Controls prevented incomplete or inconsistent submissions.

#### **Consistency and Logic Testing**

- Responses were screened for internal consistency.
- Outlier responses were flagged and verified.

### **4. Data Verification Methods**

#### **Back-Checks and Re-Verification**

- A sample of respondents was re-contacted for confirmation of key responses.
- Discrepancies were analyzed and corrected if necessary.

### **Conclusion**

Through rigorous planning, controlled administration, and comprehensive quality checks, all steps were taken to ensure the survey was conducted properly and the resulting data is credible, reliable, and suitable for analysis. The multi-layered validation mechanisms demonstrate that data quality has been actively monitored and verified at every stage.