



## Institute for Social and Environmental Research, Nepal Fulbari, Chitwan, Nepal



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December 22, 2010

Dr. Manuju Thapa Tuladhar  
Lead Advisor  
Social Inclusion Research Fund (SIRF)  
SNV Netherlands Development Organization Nepal  
Bakhundole, Lalitpur  
Nepal

Dear Dr. Tuladhar,

Enclosed please find the completion report of Introduction to Survey Research Techniques: Training Programme to MMRA's & HGRFs 2009 batch that was organized by the Institute for Social and Environmental Research-Nepal (ISER-N) at ISER-N, Fulbari, Chitwan from November 22-26, 2010.

This document is submitted to you to report the successful completion of the event and for necessary action regarding financial clearance and/or financial reimbursement of the expenses incurred for the training as proposed in the budget proposal.

There is no need to mention the importance of your organization. I hope that this collaborative effort is the beginning of a long term partnership in the goal for instituting high quality social science research, building the capacity of the social science scholars, and for institutionalizing evidence based policy formulation and programming in the country.

Thank you once again for your support. We look forward to working with you closely in the future.

If you have any questions, we will be more than happy to discuss.

Sincerely,

Dirgha Jibi Ghimire, Ph. D.  
Executive Director



**ISER-N**

**Institute for Social and Environmental Research-Nepal**

*A Completion Report of the Training on*  
**Introduction to Survey Research Techniques**  
*(November 22-26, 2010)*



***Organized by***



**Institute for Social and Environmental Research-Nepal (ISER-Nepal), Chitwan**

***In collaboration with***



**Social Inclusion Research Fund (SIRF), SNV Nepal, Kathmandu**

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## 1. INTRODUCTION

ISER-N has been regularly organizing training programs on the state-of-the-art, cutting edge social and environmental research methods to institutionalize the high quality scientific research for promoting informed policy decisions and identifying effective sustainable development initiatives. Recently, a 5-days (November 22-26, 2010) training program “**Introduction to Survey Research Techniques**” was organized at the ISER-N office in Fulbari, Chitwan in collaboration with the Social Inclusion Research Fund (SIRF), SNV Nepal. The goal of the training was to provide both the theoretical and practical aspects of Survey Research Techniques to eight researchers who have received the SIRF grant for their research work.

The major topics covered were the nature and logic of social science as a science; the relationship of theory and research; problem formulation and research design; measurement issues in social research; index and scale construction; and the major components of survey research, including development of research proposals (hypothesis and problem formulation), study design, sampling, questionnaire design, data collection, interviewing techniques, code development and coding of data, data cleaning and management, data analysis, report writing, and research ethics.

This training was an effort towards enhancing the institution’s social and environmental research capacity building program in Nepal.

## 2. Objectives of the training

To provide both the theoretical and practical aspects of Survey Research Techniques

## 3. Team of Resource persons

The resource persons of the training program were the highly qualified and eminent social research scientists, who have conducted many survey researches and published many research papers in national and international peer reviewed journals. In addition, the training assistants are also highly experienced and qualified persons, who were trained in University of Michigan USA and working in Survey Research Techniques for the last 15 years.

The details of the resource persons are presented below,

S.N.	Name	Qualification	Current position
1	Dirgha Jibi Ghimire	Ph d in Sociology and Demography	Research Scientist, Population Studies Center, University of Michigan, USA
2	Prem Bhandari	Ph d in Sociology and Demography	Research Scientist, ISER-Nepal, Chitwan
3	Ms. Elyse Jenings	Ph d Scholar	University of Michigan, USA
4	Bishnu Adhikari	MA Sociology (on going)	Computing Manager
5	Ms. Indra Chaudhary	MA Sociology (on going)	Study Manager

#### 4. Venue

The training was organized in ISER-Nepal Office in Fulbari, Chitwan. The training hall is equipped with Laptop Computers for all participants, LCD projector and screen, Air Condition and power back up to conduct the training smoothly.

#### 5. Participants

The participants were the researchers and graduate students of Social science, who have got the research grants from Social Inclusion Research Fund to conduct their respective research works. A total of eight participants were trained on the survey research techniques. The list of the trainees has been presented below,

SN	Name	Education	Affiliation	Current Research Title
1	Abdul Khan	BPH (On-going)	Little Buddha College of Health Sciences	Study on Citizenary Rights of Muslim Community in Nepal
2	Bechan Uranw	MBS (On-going)	Nepal Contractors Association	Socio-economic Change and Employment Opportunities among Uranw Community
3	Bijaya Gurung	BA	SIRF, SNV Nepal	
4	Nandalal Mahato	MA Political Science		Socio-cultural Factors Affecting Educational Status of Tharu Women in Chitwan
5	Rukmani Nepali (Sarki)	MBS (On-going)	Customer Service Asst., Muktinath Development Bank	Sexual Violence against Dalit Women and their Access to Justice: A Case Study of Syanja District
6	Sadixya Bista	MA Sociology		Homosexuals and their Life Chances
7	Sujindra Lohorung (Rai)	MA Political Science		From Supra to Separate Identity Making Among Rais (A Case Study of Lohorung Rai of Sankhuwasabha District)
8	Tunga Bhadra Rai	MA Anthropology	Nepal Participatory Action Network	Indigenous Institution and Governance in a Himalayan Village: A Study among the Loba People of Upper Mustang

#### 6. Training Methodology

The training included a wide variety of the methods including lectures with power point presentations, guest lectures, exercises and group discussions. The trainers provided enough reading materials to cover the topics of the training a day before each training sessions. In addition, the participants were provided enough time for question, group discussion and exercises.

## **7. Training Program Summary**

The training on Survey Research Techniques covered the major topics as the nature and logic of social science as a science; the relationship of theory and research; problem formulation and research design; measurement issues in social research; index and scale construction; and the major components of survey research, including development of research proposals (hypothesis and problem formulation), study design, sampling, questionnaire design, data collection, interviewing techniques, code development and coding of data, data cleaning and management, data analysis, report writing, and research ethics. The details of the training program, with the topics and schedule has been given in the Annex 1.

## ANNEXES

### Annex 1: Training Program Details

#### Introduction to Survey Research Techniques

(November 22-26, 2010)

#### Day 1 (November 22)

Time	Activity/ Topics	Resource person/ Instructor	Required Readings	Remarks
08:30-09:00	-Registration / Breakfast	Binoj Shrestha		Distribution of course pack
09:00-09:30	-Welcome and introductions	Prem Bhandari		
	-Goals and Overview of the course	Dirgha Ghimire		
09:30-10:45	An overview of Social Science Research Method	Dirgha Ghimire	Babbie (Ch 1 & 2)	
10.45-11.00	Tea /Coffee			
11:00-12:00	Theory and Research	Prem Bhandari	Wallace (Ch 1)	
12:00-13:00	Lunch			
13:00-14:30	Research Design and Research Process	Dirgha Ghimire	Singleton and Straits (Ch 4)	
14:30-15:30	An Introduction to Survey Research: Principles of Survey Research	Prem Bhandari	Groves et al. (Ch.1); Fink (Ch.1)	
15:30-16:00	Tea /Coffee			
16:00-16:45	Basic Survey Designs -Description, explanation and exploration - Cross-sectional vs. longitudinal surveys	Prem Bhandari	Babbie (Ch 4)	-
16:45-17:00	Overview of Day 1 and Assignment # 1			

**Introduction to Survey Research Techniques**  
(November 22-26, 2010)

**Day 2 (November 23)**

<b>Time</b>	<b>Activity/ Topics</b>	<b>Resource Person/ Instructor</b>	<b>Required Readings</b>	<b>Remarks</b>
0800-08:30	Breakfast			
08:30-08:45	<i>Review of Day 1</i>	Prem Bhandari		Discuss assignment
08:45-10:45	<b>Survey error issues</b>	Dirgha Ghimire	Groves et al. (Ch.2)	
10:45-11:00	Tea/ Coffee			
11:00-12:00	<b>Measurement Issues</b> -Measurement -Reliability and validity	Prem Bhandari	Singleton and Straits (Ch 5)	
12:00-13:00	Lunch			
13:00-15:00	<b>Sample Design and Sampling Error</b> -Concepts, coverage issues -Sample designs	Prem Bhandari	Fink (Ch 4)	
15:00-15:30	Tea/Coffee			
15:30-16:30	<b>Sampling Exercise</b>	Prem Bhandari		
16:30-17:00	Overview of Day 2 and Assignment # 2	Prem Bhandari		Discuss various issues that relate to sampling

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### Day 3 (November 24)

Time	Activity/ Topics	Resource Person / Instructor	Required Readings	Remarks
08:00-08:30	Breakfast			
08:30-08:45	Overview of Day 2, assignment and logistical issues	Prem Bhandari		
08:45-09:45	<b>Fitting Data Collection Methods to Research Aims</b> -Alternative methods -Choosing the appropriate method -Data collection methods and survey errors -Use of multiple modes of data collection	Prem Bhandari	Groves et al (Ch 5); Axinn and Pearce (Ch 2)	
09:45-10:45	Survey Instrument Design	Prem Bhandari	Singleton and Straits (Ch 9)	
10:45-11:00	Tea/ Coffee			
11:00-12:00	<b>Questionnaire</b> -Question types -Principles of writing questions	Prem Bhandari/Bishnu Bhandari	Dillman (Ch 4, 5)	Discuss with ISER-N and other (DHS, Census) questionnaires
12:00-13:00	Lunch			
13:00-14:30	Questionnaire -Principles of writing questions	Prem Bhandari	Dillman (Ch 4, 5)	
14:30-15:30	Questionnaire -Evaluation of survey questions	Prem Bhandari	Groves et al (Ch 5)	
15:30-16:00	Tea/Coffee			
16:00-16:45	Questionnaire writing exercise	Prem Bhandari/ Bishnu Adhikari		
16:45-17:00	Overview of Day 3 and Assignment # 3			

**Introduction to Survey Research Techniques**  
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**Day 4 (November 25)**

<b>Time</b>	<b>Activity/Topics</b>	<b>Resource Person/ Instructor</b>	<b>Required Readings</b>	<b>Remarks</b>
08:00-08:30	Breakfast			
08:30-08:45	<i>Review of Day 3</i>	Prem Bhandari		
08:45-10:00	Mixed Methods of Data Collection	Dirgha Ghimire	Axinn and Pearce (Ch 1)	What we do at ISER-N?
10:00-10:45	General Interviewing Techniques	Indra Chaudhary	Groves et al. (Ch 9)	
10:45-11:00	Tea/ Coffee			
11:00-12:00	General Interviewing Techniques..... Contd..	Indra Chaudhary	Groves et al. (Ch 9)	
12:00-13:00	Lunch			
13:00-14:00	Data Collection Supervision and Management	Indra Chaudhary		
14.00-15.00	Data Processing/Cleaning/Entry	Bishnu Adhikari	Singleton and Straits (Ch 15)	- Codebooks, - Protocols
15:00-15:30	Tea Coffee			
15:30-16:30	Survey Data Analysis -Brief overview of data analysis (descriptive/bivariate/multivariate)		Babbie (Ch 16)	
16:30-17:00	Overview of Day 4 and Assignment # 4			

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### Day 5 (November 26)

Time	Activity/Topics	Resource Person/ Instructor	Required Readings	Remarks
08:00-08:30	Breakfast			
08:30-08:45	<i>Review of Day 4</i>	Prem Bhandari		
08:45-10:00	Data Analysis....contd...	Prem Bhandari		
10:00-10:45	Research Ethics	Prem Bhandari	Groves et al (Ch 11)	
10:45-11:00	Tea/ Coffee			
11:00-12:00	Writing and Publication	Dirgha Ghimire	Singleton and Straits (Ch 17)	
12:00-13:00	Lunch			
13:00-15:00	Presentations	Prem Bhandari	Trainee presentations on their research (15 minutes each)	
15:00-15:30	Training Evaluation	Bishnu Adhikari		
15:30-16:00	Closing	Dirgha Ghimire		
16:00.....	Reception Dinner			

## Annex 2: Expenses Report

### Balance Sheet

Particulars	Schedule	Total Amount
<b>Income</b>		
Honorarium		120,000.00
Course Materials		20,350.00
Room and Board		185,000.00
Transportation		20,500.00
Management & coordination cost 10%		22,585.00
<b>Total</b>		<b>368,435.00</b>
<b>Expenditure</b>		
Honorarium	1	120,000.00
Course Materials	2	34,689.00
Room and Board	3	170,161.00
Transportation	4	21,000.00
Management & coordination cost 10%		22,585.00
<b>Total Expenses</b>		<b>368,435.00</b>
<b>Balance</b>		-

Schedules attached to and forming parts of Financial Statements:

#### Schedule 1

##### Honorarium

S#	Date	Details	Total
1	6-Dec-10	Honorarium cost	102,000.00
2	10-Dec-10	TDS payment	18,000.00
<b>Total Expenses</b>			<b>120,000.00</b>

#### Schedule 2

##### Course Materials

S#	Date	Details	Total
1	3-Dec-10	photocopy of reading materials double side	27,404.00
2	12-Dec-10	Photocopy exp.	10.00
3	5-Dec-10	Stationery (Pen, Note book, Paper, Pencil, Tags)	2,775.00
4	3-Jan-00	Bag with print	4,500.00
<b>Total Expenses</b>			<b>34,689.00</b>

#### Schedule 3

##### Room and Board

S#	Date	Details	Total
1	28-Nov-10	Breakfast, Lunch & Tiffin (067/8/6-10)	50,625.00
2	26-Nov-10	Food cost	26,769.00
3	26-Nov-10	Food cost	2,610.00
4	26-Nov-10	Room Charge	62,492.00
5	28-Nov-10	Reception (Trainees, trainer, and management group)	27,665.00
<b>Total Expenses</b>			<b>170,161.00</b>

#### Schedule 4

### Transportation

S#	Date	Details	Total
1	30-Nov-10	Local Transportation; Bharatpur-Fulbari, Fulbari-Bharatpur and Sauraha	21,000.00
		<b>Total Expenses</b>	<b>21,000.00</b>