

DRAFT: TechScope Field Researcher Guidelines

1. Research Scope

Field Researchers will be responsible for surveying all civil society organizations (CSOs) based in the urban areas to which they are allotted. Each CSO will receive an individual record on the data entry platform, but portions of the survey will apply to multiple CSOs, and so will not need to be repeated (for example, contextual information that details geographic areas). This will be controlled by entering specific codes for countries, urban areas, and total operational areas.

2. Survey Structure and Data Sources

Section 1—Field Researcher Information—contains meta information about the field researcher, using provided codes.

Section 2—Contextual Information—targets contextual information, some of which may be collected by the Field Researcher through desk research, and some of which may require engaging an expert in local civil society activity, depending on the Field Researcher's expertise

Section 3—Organizational Information—focuses on information specific to the organization being surveyed, and will be completed by the Field Researcher through direct interviews with appropriate representatives of the individual CSOs.

3. Conducting Desk Research

Desk research will focus on compiling contextual information, including data compiled by international surveys and indices. Where appropriate, these data sources will be listed and hyperlinked within the data entry platform. When there are no clear sources for this data across national contexts or for sub-national data, field researchers will need to identify appropriate data sources and to record these in the data collection platform.

4. Local Experts

It may be necessary to contact experts to collect data for section 2.2. In such cases, Field Researchers will need to identify such experts based on the provided criteria. Field Researchers will be responsible for contacting and interviewing experts. It is not necessary that experts be locally based.

5. CSO Representatives

When collecting organizational data, Field Researchers will need to identify appropriate CSO representatives to serve as respondents. The data collected for each CSO should be supplied by only one respondent. Appropriate respondents will occupy a leadership position in the CSO. (Appropriate respondents will be directors, administrative directors, or staff within the top 3 in the organization's

decision-making hierarchy. When organizations are not formally constituted or have no clear hierarchical structure, representatives should be chosen that have a fundamental understanding of the organization/movement's composition and activity, and whom are able to easily identify and make contact with different participants in the organization/movement.)

6. Conducting Interviews

When conducting interviews with both experts and CSO representatives, it will be necessary to secure a signed copy of the provided **consent form**, which will be scanned and uploaded onto the data collection platform. When conducting interviews, all data should be entered into the data collection platform directly by the Field Researcher. The Field Researcher should be familiar with the survey questions and structure such, and for some questions, will be required both to enter narrative summaries of answers, and to code those summaries in dependent questions.

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