FIELD-READY TEMPLATE

Data Collection Plan

Prepare fieldwork with a clear purpose, roles, quality checks and ethics safeguards.

START WITH A DECISION, NOT A FORM. Ask what decision the evidence should inform before deciding what to measure.

How to use this template

Use before fieldwork begins. Review it with the implementation team and anyone handling sensitive information.

Programme / study	
Collection period	
Data lead	

Working table

Workstream	Plan / protocol
Question and respondents	
Tool and method	
Sample / selection approach	
Training and pretest	
Quality checks / back-checks	
Consent, privacy and storage	
Daily review routine	

Quality check

- Have you tested the complete workflow?
- Are collectors clear on consent and confidentiality?
- Can data problems be identified while fieldwork is still active?