Appendix 3.5.7: Formative Assessment Orientation

Introduction
- Relevant NASTAD personnel information – review of contracts and expectations
- Relevant MoH personnel information – data storage, security procedures, etc.
- Review of NASTAD/MoH relationship and proposed project scope
- RDS Theory
- Survey protocol and operations manual

Data Collection and Informed Consent
- Interview guide
  - Guidance document
  - Data collection checklist
- Note-taking
- Observation
- Consent forms

Administration for interview
- Preparation for interview
  - Preparing and tracking incentives (before and during interview)
  - Pre-interview briefing and abbreviation of interview guide (initial vs. during)
  - Preparing materials before going into the field
- During interview
  - Seed selection – who to invite to be a seed, what to say
  - Sharing informational materials, recruiting other participants
- After interview
  - Securing study materials, transport and submission at administrative base
  - Quality assurance and data review process
  - Debriefing with Study Lead
- Confidentiality practices
  - Storage of and access to study materials
  - Reporting breaches in confidentiality
- Complete run through of process: greeting, introduction, informed consent, audio-taping, note-taking, concluding, sharing study information, eliciting other interviews

Project safety
- ID, communication plan, emergency plan, reporting incidents
- Interview sites: office sites, appropriate outdoor settings
- General safety tips
- Other safety issues, e.g., presence of/use of alcohol during interviews