

Further Important Words & Concepts¹

No	Word/Concept	Definition
1	Anonymous Survey	A survey that does not collect personal information that can be used to identify the person answering the survey questions. Anonymous surveys are used when sensitive information is being asked. Please note that you cannot go back to the household once the survey has been completed, since you will not know which household or individual has been interviewed.
3	Catchment Area	A defined geographic area, usually the area served by the organization conducting the survey and for which the program of services for children and families will be developed.
4	Child-headed Household	A group of children living as a family unit with a child under the age of 16 acting as head of the house, caring for the younger children and making decisions for the unit.
5	Cluster	A small, natural grouping of households that is part of the population being surveyed.
6	Cluster Sampling	A method for choosing a random sample of households or individuals for a survey when there is no accurate census or listing of households or individuals.
7	Confidentiality	The condition of honoring a request or expectation that information will be protected from disclosure.
8	Epi -Info	A non-commercial software package with which to enter and analyze data.
9	Focus groups	A means of gathering information through open-ended questioning of a group of people who are members of the affected population or stakeholders in the issue.
10	Guide	An individual from the community who understands the survey project's purpose and activities and can act as a point of contact between community members and the project team.

¹ Ref: The World Bank Task Force for Child Survival and Development (March, 2002)

11	Incentive	Cash, food, vouchers or something else of value used to encourage and reimburse individuals for their participation in the survey.
12	Institutional Review Board	The formally appointed ethics review committee at an institution established to ensure that research involving human participants conforms to standard regulations.
13	Interviewer	Literate individual who will, after training, assume the responsibility to interview caregivers, record answers, follow-up on incomplete interviews, and deliver completed questionnaires to data entry personnel.
14	Team Leader	The individual who assumes responsibility for overseeing the planning and administration of the survey process to interview households and plot level respondents.
15	Training Guide	Handout a sheet of paper with summary information that duplicates or supplements the information offered during training.
16	Random number	A number selected by chance.
17	Random Numbers Table	A table used to select a random number.
18	Representative Sample	A sub-group representing the total population.
19	Respondent	The person in the household who spends the most time caring for the young children and so answers the survey questions.
20	Sensitive Data	Information that persons answering survey questions would want to keep private.
21	Situational analyses	A process of gathering and analyzing information to guide planning and action.
22	Supervisor	An individual on the survey team who assumes responsibility for overseeing data collection conducted by interviewers.
23	Surveys	Systematic interviews of either the entire population or a representative sample of the population that can be generalized to produce quantitative information about an entire population.