Demand-side Survey Implementation Guide
i2ifacility.org/community/dssimplementationguide

Basic quality control process

Recruit and contract fieldworkers against job specifications and skills requirements

Induct, train and brief field team thoroughly on general research and interviewing principles as well as project specifics

In-field quality control by supervisory team: questionnaire editing, spot checking of interviews

Design quality assurance processes, systems and structures or ensure the research house has these in place

Post-field quality control: editing, call-back verification, GPS checks, statistical checks

Write technical report detailing all processes followed and checks made

Feedback to research and field teams