**QuIP Schedule/ Checklist**:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date**  | **Activity** | **Duration (days)** | **Person responsible** | **Done** |
|  | ToR |  | LE |  |
|  | Sampling strategy |  | LE & CM |  |
|  | Contract |  | LE & CM |  |
|  | Background documents |  | CM |  |
|  | Recruit field team |  | LE |  |
|  | Train field team |  | LE/ LF/ FT |  |
|  | Recruit/ book analyst  |  | LE |  |
|  | Questionnaire design |  | LE & CM |  |
|  | Pilot questionnaire |  | LF |  |
|  | Feedback on pilot |  | LE |  |
|  | Fieldwork  |  | LF & FT |  |
|  | Fieldwork write up  |  | LF & FT |  |
|  | Sample of interviews to BSDR |  | LF |  |
|  | Fieldwork spreadsheet to BSDR |  | LF |  |
|  | Import fieldwork data to analysis spreadsheet |  | QA |  |
|  | Share analysis spreadsheet via Google drive |  | QA |  |
|  | Read through of data & set up of coding framework |  | QA |  |
|  | Meeting to discuss coding framework |  | LE & QA |  |
|  | Coding & analysis |  | QA |  |
|  | Send coded data to BSDR for import |  | LE |  |
|  | Analysis |  | QA |  |
|  | Draft analysis report to LE |  | QA |  |
|  | Meeting to hand over/ discuss analysis and findings between lead analyst and evaluator |  | QA & LE |  |
|  | Report writing |  | LE |  |
|  | First draft report to Commissioner |  | LE |  |
|  | Comments on report from Commissioner |  | CM |  |
|  | Second draft report |  | LE |  |
|  |  |  |  |  |
|  | Unblinding workshop |  | LE |  |
|  | Inclusion of workshop findings into final report |  | LE |  |
|  | Final report |  | LE |  |
|  | Invoice |  |  |  |

Key:

LE: Lead Evaluator

QA: QuIP Analyst

FT: Field Team

LF: Lead field researcher

CM: Commissioner

NB These to be replaced with initials of QuIP team once established