**GTZ Tanzania**

**Baseline Study of Low-Income Urban Areas (LIAs)**

**Toolkit Baseline Study**

**Content**

**Sheets 1-5:**

**Function: To facilitate administration of data collection**

**Sheet 1: Definition Sheet**

Function: To overview definitions made for data collection. It refers to all tools and can be handed out to interested contact persons.

**Sheet 2: Appointment Sheet (Field)**

Function: To overview appointments made with contact persons prior to arrival to survey area and during data collection.

Completed by: Responsible Data Collection Supervisor

**Sheet 3: Contact Sheet**

Function: To overview established contacts. It refers specifically to Tool 1.

Completed by: Responsible Data Collection Supervisor

**Sheet 4: Participants List**

Function: To overview participants of meetings and workshops. (Refers to Sheet 5: Allowance payments)

Completed by: Responsible Data Collection Supervisor

**Sheet 5: Field Payments List**

Function: To overview allowances paid to participants of meetings and workshops / supporters in the field.

Completed by: Responsible Data Collection Supervisor

Signed by: Recipient (The recipient’s signature acknowledges the receipt of the payment)

**Data Collection Tools 1-7:**

**Function: To implement data collection**

**Tool 1: Initial Area Listing and Reconnaissance Visits Sheet**

Function: To familiarize with the survey area and to select target areas (LIAs)

Completed by: Data Collection Supervisor (supported by UWSA staff and local government officials)

**Tool 2: LIA Listing**

Function: To list all target areas and monitor data collection progress

Completed by: Data Collection Supervisor

**Tool 3A: Plot / Dwelling recording Sheet**

Function: To record the number of plots/dwellings in the target area (LIA)

Completed by: Data Collector

Checked by: Data Collection Supervisor

**Tool 3B: LIA Summary Sheet**

Function: To sum up all plots/dwelling in the survey area and define sample size.

Completed by: Data Collector

Checked by: Data Collection Supervisor and Data Entry Team

**Tool 4: Plot / Dwelling Interview**

Function: To collect data on plot / dwelling level.

Completed by: Data Collector

Checked by: Data Collection Supervisor and Data Entry Team

**Tool 5: Focal Group Interview**

Function: To collect on LIA from focal group discussion

Completed by: Data Collection Supervisor

Checked by: Data Entry Team

**Tool 6: List of identified unregulated (informal) service providers ISPs**

Function: To list all unregulated (informal) service providers found in the survey area and to identify possible interviewees

Completed by: Data Collection Supervisor

Checked by: Data Entry Team

**Tool 7: ISP interview**

Function: To collect data on informal service provision

Completed by: Data Collector

Checked by: Data Collection Supervisor and Data Entry Team