

## Quality control procedure

The quality assurance procedures (quality assurance) is the most important stage of the implementation of the survey, as it is a package of measures aimed at ensuring the implementation of the survey plan. We have adopted a number of measures to ensure product quality in this statistical survey as follows:

### **Survey tools designing phase:**

1. This phase began by a comprehensive review of the literature and compilation of information and documents on previous surveys in this area, emphasis was placed on the Arab survey tools of Family Health being the closest survey to the subject of the study.
2. The Working Group held with the support of the United Nations Fund for Population UNFPA two consultations meetings for international, regional and national experts. They first addressed the needs of Iraq for the data; the main issues were listed and it was identified that important issues which must be addressed. In the second meeting the experts focused on identifying key indicators for each topic which will provide the needed accurate and detailed measurement for all aspects of the topic.
3. Two other meetings were held to design the survey tools, the first was held in Amman and the second was in Erbil with the participation of experts from Palestine, Jordan, the Arab League and United Nations Fund for Population UNFPA ; they prepared the first draft of the survey questionnaire.
4. A detailed discussion about the sample respondents and the targeted population, and how to determine the target community took place and the experiences of international organizations working in Iraq were very helpful, especially the World Health Organization WHO and United Nations Fund for Population UNFPA and the United Nations Children's Fund UNICEF.

### **Preliminary phase**

1. The questionnaire was tested (pre-test) and therefore a semi-final draft was prepared. Then followed by a full pretest (pilot study) in a number of provinces and in different environments of the communities followed by field training and a collection, input and processing of the data, and as a result of the pilot study the final questionnaire was made.
2. Expert field researchers with work experience in this kind of surveys were called. Fortunately, they were a team of experts of highly trained field expertise in the subjects included in the survey. This team was used for the implementation of the fourth session of the survey MICS-4
3. A primary training course for chief supervisors and a preparation of a standard training manual followed by training in the provinces. We have pursued a field training that meets the Interests of the chief supervisors in order to prepare the team appropriately.

### **Data collection phase**

The research teams working in the field consisted of three enumerators; one male and two females and were distributed to each district of the provinces both urban and rural. Each team had 90 families to gather the data of multiple questionnaires within fifteen days, which meant six families per day. The teams were supervised by the chief of CSO of each district with the help of a chief coordinator assigned by CSO and they were responsible of following up the line of the work, checking the proper execution of work field plan and conducting field visits during the data collection to ensure that the research teams gather the data correctly without errors. In the province, the questionnaires were checked daily by the local auditor who informs the researchers of any errors so they could go back to the field for correction before the data was sent to the CSO.

### **Data processing phase**

1. Questionnaires were centrally checked to ensure consistency and logicity of data which then were coded for easy data input.
2. A specialized team of experts were sent to work with the League of Arab States on the preparation of the input using the program package CS pro. It is a system that does not allow the introduction of solid data that do not conform to the rules and logical relationships between the questions unless they are being modified. The work was supervised by systems analysts and programmers of the cadres working in advanced information technology in CSO
3. Examination of the questionnaire as soon as they arrived from the field, check if it is complete, and exam a sample of the input data for validation of data input.
4. After the completion of data input, they were examined and cleaned by experts of the United Nations Fund for Population UNFPA in preparation for a final clean data file for scheduling and analysis stage.
5. Tables have been pulled out in the Arab League and the accuracy was verified in CSO to ensure that the tablets were accurate and calculated correctly