## Contents on this package

On this package you will find:

1. **Survey questionnaire**

This is a Microsoft Word file of the Survey to be reproduced for use. Each interview is to be recorded on a separate Survey Sheet.

1. **Data Management Package**

This is the master file you will copy and use to enter the data that you have collected when you use this survey in a community. It has 3 excel worksheets as follows:

* *Data entry form*: this is the form you use to enter the survey results from each participant
* *Data storage page*: this page collates all of the individual results into one table
* *Graphs page*: This page shows the results as a series of graphs for each indicator

1. **File on understanding and analysing your data**

This is a Word file that describes what each graph tells us and lists key questions you can ask to analyse your data. This can be downloaded and used as a basis for each community’s Gender and Economy Indicator Record For Year X.

1. **Data collection sheets**

This document is a Microsoft Word copy of the participatory activity data collection sheets for use whilst you are undertaking your economy and gender study. Print out data collection sheets for each sub-group participating in each activity. Instructions in analysing this data are included in the file *Understanding and analysing your data*.

1. **Feedback Form**

This feedback form can be completed, printed and sent to the authors of this publication so that they can continue to improve and develop the indicators, survey and participatory activities.

1. **Flashcard sets**

This file includes a PDF version of the flashcard sets that can be printed for use in communities in the event that the cards provided are not sufficient.

## Instructions for using data management package

To load the Microsoft Excel **Data Management Package** onto your own system, open the file with the *Open File* function and then use the *Save As* function to give the file a new name [i.e. Community X Gender and Economy Indicators YEAR Y] and store it onto your computer.

This is your copy of the file to enter data into and create indicator graphs from.

For every community and year that you do this survey and generate indicators, a new file needs to be opened and named.

This file has three inter-related worksheets:

* Enter Data Sheet
* Store Data Sheet
* Graphs and Tables Sheet

*To enter and store the data:*

* Go to the Enter Data Sheet.
* Click on the cell next to each survey question.
* Most cells have drop down menus from which you select a category.
* The computer will not let you enter anything other than the range of options.
* Other cells are used to enter numbers.
* For Question 5 enter the data in the separate table provided. The computer will automatically calculate the entries for 5.1 to 5.6 (average hours worked per day by different types of work).
* When you have entered the data from all questions from one complete survey, press the STORE button at the bottom of the sheet. This will transfer the data to the Store Data Sheet.
* When this is done the Enter Data Sheet is cleared and ready for the data from the next survey respondent.

*To create graphs from the data:*

* The stored data can be transferred to the Graphs and Tables Sheet via the GRAPHS button.

***Important notes for using the data management package effectively***

* The graphs will fail to generate if you do not have a varied sample. You must have included both male and female respondents in your survey and respondents who are in a live-in relationship as well those who are not (See survey questions 0. and 2.).
* Attempting to use the package without a varied sample will produce the message "Add more varied surveys please". Clicking OK will take you back to the Data Entry sheet. If you wish to select a more targeted sample, such as only young women, use the participatory tools.
* Do not press the GRAPHS button at the bottom of the Enter Data Sheet until at least 18 questionnaires have been entered. While the program will allow you to press the GRAPHS button, the tables will not have been updated ("refreshed") and so will not show current status.
* Attempting to use the GRAPHS button with insufficient questionnaires (<18) entered will produce the message "Add more surveys please". Clicking OK will take you back to the Enter Data Sheet.
* Do not begin interpreting your graphs until you have finished entering all of your survey data.