



Proceedings of the training of quality assurance and quality control team members for the socio-economic component of the Bangladesh Forest Inventory



Bangladesh Forest Department
10-11 January 2018



The Forest Department of Bangladesh leads actions to improve forest management and conservation, adopting forward thinking, innovative approaches in its management of approximately 1.55 million hectares of land across the country.

In 2015, the Forest Department began a process to establish a National Forest Inventory and Satellite Land Monitoring System for improved forest and natural resource management. The process supports national objectives related to climate change mitigation and provides information in support of the UN REDD programme aimed at Reducing Emissions from Deforestation and Forest Degradation (REDD+). The process also addresses domestic information needs and supports national policy processes related to forests and the multitude of interconnected human and environmental systems that forests support.

The activities implemented under the Bangladesh Forest Inventory process are collaboration between several national and international institutions and stakeholders. National partners from multiple government departments and agencies assist in providing a nationally coordinated approach to land management. International partners, including the United States Agency for International Development (USAID), the Food and Agriculture Organization of the United Nations (FAO) and SilvaCarbon are supporting the development of technical and financial resources that will assist in institutionalizing the process.

The results will allow the Forest Department to provide regular, updated information about the status of trees and forests for a multitude of purposes including for assessment of role of trees for firewood, medicines, timber, and climate change mitigation.

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Disclaimer

This report is designed to reflect the activities and progress related to the project GCP/GD/058/USAID “Strengthening National Forest Inventory and Satellite Forest Monitoring System in support of REDD+ in Bangladesh”. This report is not authoritative information sources – it does not reflect the official position of the supporting international agencies including USAID or FAO and should not be used for official purposes. Should readers find any errors in the document or would like to provide comments for improving its quality they are encouraged to contact one of above contacts.

Executive Summary

The Bangladesh Forest Inventory (BFI) is considered a multi-purpose process and will provide sound baseline information on forest and tree resources and related socioeconomic data and will assist the establishment of a long-term monitoring system of forests. Socioeconomic monitoring is an integral part of BFI to assess the interaction between tree, forest and human as well as evaluate the value of ecosystem services from tree and forest resources. A survey design was designed to assess the value of ecosystem services from the tree and forest resources. Forest Department in close collaboration with Food and Agriculture Organization (FAO) has been implementing Bangladesh Forest Inventory (BFI) project since 2015.

To ensure the quality data collection, a two-day (January 10-11, 2018) training of quality assurance and quality control (QA/QC) team members for the socio-economic component of the Bangladesh Forest Inventory was organized at Banabhaban, Agargaon, Dhaka. The main objective was to provide intensive training to the quality assurance and quality control (QA/QC) members for ensuring the quality data collection from the field as well as capacitate to do the works. A total of 16 participants (male-15 and female-1) from Bangladesh Forest Department (BFD), Arannayk Foundation, and FAO) attended the two days training. The list of participants is provided in annex 2. The training was organized in 6 session's different sessions and the agenda is provided in annex 1. QA/QC members were trained to ensure quality check during the data collection through paper form and how to perform both hot and cold checks during the field survey monitoring. The training materials will be available as a book titled "Training materials for the socio-economic component of the Bangladesh forest inventory-concepts, planning and procedures".

The QA/QC will perform 5% quality assurance and quality control of present socioeconomic survey as well as contribute in future for socioeconomic field data collection.

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Acronyms

BBS	Bangladesh Bureau of Statistics
BFD	Bangladesh Forest Department
BFI	Bangladesh Forest Inventory
CNRS	Center for Natural Resource Studies
ES	Ecosystem Services
FAO	Food and Agriculture Organization
GPS	Global Positioning System
QA/QC	Quality Assurance and Quality Control
REDD+	Reducing Emission from Deforestation and Forest Degradation
USAID	United States Agency for International Development

1. Introduction

Bangladesh Forest Department (BFD), with the technical support of Food and Agriculture Organization of the United Nations (FAO) and financial support from the United States Agency for International Development (USAID), is implementing a project named “Strengthening National Forest Inventory and Satellite Land Monitoring System in support of REDD+ in Bangladesh” hereafter called as Bangladesh Forest Inventory (BFI). The BFI aims at regularly assess the status of trees and forest nationally and will provide sound baseline information on forest and tree resources and related socioeconomic data as well as assist the establishment of a long-term monitoring system of forests. The BFI is implementing by the

The biophysical data and information are currently being collected through a comprehensive nationwide inventory of forest and tree resources by dividing the whole country into five forest zones, namely, Hill, Sal, Coastal, the Sundarbans and Village. The socio-economic survey will be conducted in the same zones to a total of 6400 households. The survey will also include 100 focus group discussion (FGD).

For conducting the socio-economic survey, FAO has hired the Centre for Natural Resource Studies (CNRS) as the Service Provider (SP) through a competitive bidding process. The SP will do the survey with five teams, each containing four enumerators and a team leader.

To monitor the work of the survey teams and the progress of the socio-economic survey as well as to maintain the high quality of data collected, five teams with two experts in each team are formed for quality assurance (QA)/quality control (QC) are formed. The team members come from the Bangladesh Bureau of Statistics (BBS), Bangladesh Forest Department (BFD), Dhaka University (DU), Chittagong University (CU), Sylhet University, Khulna University, and Arannayk Foundation (AF). FAO has organized a training event for the socio-economic survey and QA/QC team members so that they can carry out their respective tasks efficiently. The training agenda is presented in Annex 1.

2. Objectives of the training

The objectives were to:

- Inform the socio-economic QA/QC team members roles and responsibilities;
- Discuss socioeconomic survey instruments including the questionnaire
- Train the QA/QC team members on how to do their tasks.

This proceedings reflect the training activities provided to the socioeconomic QA/QC members during 10-11 January 2018 by Food and Agriculture Organization (FAO) in collaboration with Forest Department held at Bana Bhaban, Agargaon, Dhaka. The training sessions are described below.

3. Activities

3.1. Day 1: Opening session, introduction of QAQC members

Date: January 10, 2018

The training session was opened by Kristofer Johnson, international consultant of BFI followed by a welcome speech by Mr. Nikhil Chakma, Socioeconomic consultant of BFI. Mr. Johnson described the importance of socioeconomic survey and the role of QAQC members for socioeconomic data collection (Figure 1). Finally, he thanked the participants to attend the training session and opened the training

session. After basic and introduction session, Mr. Nikhil briefed about training course, objectives of Bangladesh forest inventory, socioeconomic survey objectives and discussed about households and community questionnaire. A copy of survey questionnaire was distributed among the participants to understand and paper form of hot checks findings.

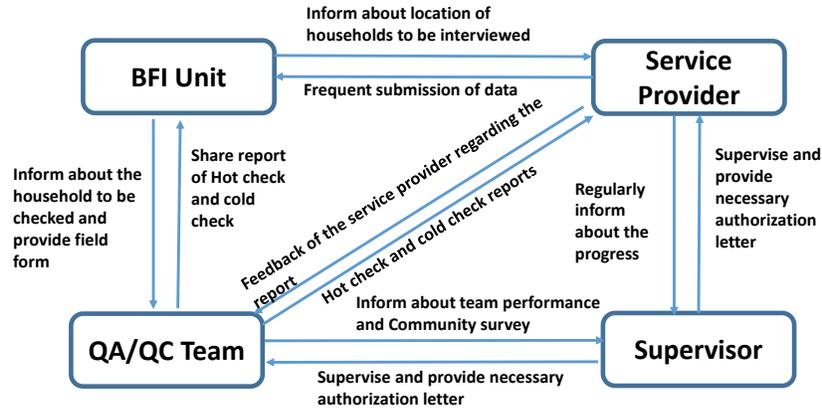


Figure 1: QAQC communication and roles and responsibility

3.2. Socioeconomic variables for hot and cold checks

Mr. Nikhil briefed intensively about socioeconomic variables for hot and cold checks separately following the QAQC manual. The QAQC members must be monitored all the variables during the data collection by enumerators. However, some of the variables need to be checked carefully for example quantity of tree and forest product collection, location of collection, land cover class etc. He further discussed QAQC procedures-

QA Phases in the BFI:

1. Inventory planning phase
2. Before field work (pre-field)
3. During field work (including hot checks & cold checks)
4. After field work (post-field)

3.3. Map reading and cover class

Mr. Rajib introduced how to use GPS for locating the HH location, how to navigate, and inserting GPS coordinate into the GPS device as well as maintenance. Participants were able to use GPS for navigating the coordinates. Then Mr. Nikhil took training session on map reading, components of maps as well as identifying land cover in the map. After training the session, participants exercised to identify land cover, map scale and map coordinates.

3.4. Day 2: Hot checks for socioeconomic field survey

Date: January 11, 2018

Mr. Nikhil facilitated how to fill in the survey questionnaire according to the identified criteria, indicators and variables in the OpenForis and paper form. Then he discussed how to do hot checks during the data collection using the tablets. Then QAQC members exercised OpenForis data collection using a tablet.

3.5. Cold checks checklist

Mr. Nikhil discussed about QAQC cold checks checklist and facilitated how to prepare using the Power Point. Further he briefed that the HHs have been cold-checked, all the errors that have been identified by the QA/QC team have to be entered into the cold-check score sheet. The score sheet, once filled, automatically provides a QA/QC score which can be used to assess the work of the field enumerator. A score of 100% means that no errors have been found, scores smaller than 85% are considered unsatisfactory.

3.6. Discussion of community survey

Mr. Nikhil discusses that there are two surveys for the socioeconomic component of BFI: Household and community survey. Both questionnaires were designed in line with BFI criteria, indicators and variables. Then he briefed about community survey variables to the participants. The participants were aware about the community survey and emphasized to conduct intensive monitoring for quality data collection.

3.7. Feedback session

Mr. Nikhil shared the experiences of FAO field survey to the QAQC members. After sharing the field experiences question and answer session (both paper and tablet) was carried to avoid any confusion during the data collection.

Mr. Quddus from BFD pointed out to distribute the numbers HHs for hot and cold checks among the members so that they can prepare the QAQC work plan. QAQC also requested to provide them survey instruments (questionnaire, backpack and tablets) for conducting QAQC activity in the field. Abdul Kadir Miah from BBS mentioned that BBS is also performing hot and cold checks for the socioeconomic survey. BBS has a large volume of human resources to conduct the survey including the QAQC. He thanked the FAO and BBS for inclusion of BBS as an expert member for the socioeconomic quality data collection. All the QAQC members understood the QAQC process and expressed to perform in the field effectively.

4. Conclusion

Quality data collection is a prerequisite for any surveys. Appropriate training to the QA/QC members is necessary for quality data collection and ensuring the quality. The training event was important to QAQC members where they learned about quality data collection through using paper and tablet form. This training program was beneficial to develop a pool of expertise in the forest department and other institutions (Chittagong University, Dhaka University, BBS and Arannayk Foundation), who will perform quality assurance and quality control of present socioeconomic survey as well as contribute in the future.

Annex 1: Agenda

Time	Subject	Resource persons	Goal/Comment
Day 1: 10 January 2018			
9.00 – 9.15	Introduction	Nikhil	
9.15 – 10.15	Socioeconomic survey of BFI, roles and duties of QA/QC members	Nikhil, Rajib, and Dr Laskar	
10.15-11.15	Socioeconomic variables for hot checks through tablet/paper	Rajib, Falgoonee and Nikhil	Team exercise; QA/QC will fill in questionnaire using tabs for practice
11.15 – 11.30	Tea		
11.30 – 13.00	Socioeconomic variables for cold checks through tablet/paper	Falgoonee , Rajib, Nikhil	Team exercise; QA/QC will fill in questionnaire using tabs for practice
13.00 – 14.00	Lunch and prayer		
14.00 – 14.45	Use of GPS	Rajib	
14.45 – 15.15	Map reading	Rashed and Hira	Map reading
15.15 – 16.30	Land cover class	Rashed and Hira	Land cover class
16.30 – 16.45	Discussion on map and land cover class	Rashed and Hira	Discussion on map and land cover class
16.45	Tea		
Day 2: 11 January 2017			
9.00 – 9.15	Recap	QA/QC members	
9.15 – 11.30	HH survey Hot checks through tablets/paper	Falgoonee , Rajib, Nikhil	
11.15-11.30	Tea		
11.30– 13.00	HH survey Cold checks through tablets/paper	Falgoonee , Rajib, Nikhil	
13.00 – 14.00	Lunch		
14.00 – 15.30	Community survey questionnaire	Rajib , Falgoonee, Nikhil	
15.30 – 16.00	Feedback and discussion, movement plan	Nikhil	
16.00 -16.30	Closing and tea break	Kris	

Annex 2: List of Participants

Sl#	Name of participants	Gender	Designation and organization	Mobile number	Email address	Signature
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10	Kris Johnson	M	FAO			
11	Falgoonee Kumar Mondal	M	FAO			
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14	Rashed Jalal	M	FAO			