

# APPENDIX 5

## Survey sampling strategies

A survey sampling strategy could help reduce time, costs and the need for human resources, and improve the quality of the survey. The sampling strategy should, however, be adapted to the objectives and context of the assessment, and balanced with the resources available. Irrespective of the assessment's objectives and application of the tool, the sample size, selection of respondents etc. should be based on accepted statistical methods. Some general considerations and principles in the development of sampling strategies are set out below.

Agency staff survey	Decide on a sample size for the agency staff survey	<p>The sample size of respondents depends on the number of agencies participating in the self-assessment:</p> <p>If the group of civil servants (the population of interest) is small in size (e.g. 50–70), the agency survey should include as many as possible. If the population of interest is large, a random sample may be used.</p>
	Select respondents for the agency staff survey	<p>Use the employment records of civil servants if the population size is large. Focus on junior to mid-level civil servants as well as respondents with direct responsibility for decision-making.</p>
Target group survey	Decide on a sample size and select respondents for the survey	<p>The selection of respondents depends on the size of the population of interest.</p>
	Identify legal and ethical regulations on surveys and data collection	<p>Identifying a population of interest through public records and archives must consider legal and ethical principles on integrity and privacy in the particular context of measurement (e.g. confidentiality or disclosure policies).</p>
		<p>If possible, use reliable records and archives to identify actual affected communities and reach a population of interest or a sample population of interest. If it is not possible to use records, target affected communities directly in relation to the agency. Alternatively, use a snowball approach or a random sample.</p>
	Identify and select respondents for the target group survey	<p>Create a sample on the basis of records, or use other approaches where records are not available. If it is a matter which appears with significant frequency—for example, the issuance of civil registration documents—a large random sample from the general population can be used.</p> <p>Irrespective of the approach to data collection, standard methodological considerations for the selection of respondents should be followed.</p>