3.3.2 **Contextualisation decisions worksheet**

1. Location set-up (KoBoToolbox users only)

If you're conducting the survey in KoBoToolbox, you'll need to update the location choice-list for country, region, town etc, to be relevant for your local context. The table below helps you to keep track of which locations you want to have available to choose from. You can add as many rows to the table as you need. Some other questions to consider are:

- Will you have a pre-entered list of communities to choose from?
- Will you allow a free-text open-response to allow data collectors to type in the community name if the community isn't in the list?
- Will you collect GPS points for each interview location?

See lesson 2, in module 4 'Make it your own (contextualise)', in our **Getting started with the Light Wheel in KoBoToolbox e-learning course**,[1] for more information.

Country	Regions	Communities

2. Translations

Translate the survey into the local language in which it will be carried out.

See lesson 3, module 4, in our **Getting started with the Light Wheel in KoBoToolbox e-learning course**,[2] for more information.

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[1] Available on Tearfund Learn at: **learn.tearfund.org/LW-KoBo**

[2] Available on Tearfund Learn at: **learn.tearfund.org/LW-KoBo**

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Which languages does the survey need to be translated in?

- English
- French
- Spanish
- Portuguese

- Other: ....
- Other: ....
- Other: ....

3. Programme involvement

There is a series of questions in the first section of the questionnaire about 'Programme involvement', such as:

- *Have you been involved with this church and community transformation (CCT) process/programme in the last six months?*
- *What has been the most significant impact of the CCT process in your life?*

These questions assume that yours is a CCT programme, but if that's not the case, you can update these questions to refer to your programme type/project name.

See lesson 4, module 4, in our **Getting started with the Light Wheel in KoBoToolbox e-learning course**,[3] for more information.

What process/project/programme are you using the Light Wheel survey with?

4. Changing the questions

Next, you need to check that all the survey questions are appropriate in your context. You may want to remove, add or reword questions or options in the answer choice-list. Use your contextual knowledge as you reflect on possible changes to questions.

Document your changes in the table below so you can inform others about the changes you have made and have a record for when you come to the analysis process. You can add as many rows in as you need, depending on how many edits you need to make to the survey.

See lessons 5 and 6, module 4, in our **Getting started with the Light Wheel in KoBoToolbox e-learning course**,[4] for more information.

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3 Available on Tearfund Learn at: **learn.tearfund.org/LW-KoBo**
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Use the table below to record your adaptations to the questions for each aspect of wellbeing:

Aspect of wellbeing	Question reference (eg LF1a)	Original question	How have you changed the question or added a new question?
Intro section and demographic questions			
Physical health			
Personal relationships			

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Social connections			
Participation and influence			
Living faith			

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Emotional and mental wellbeing			
Capabilities			
Material assets and resources			

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Care of the environment			

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Once you have noted down all the changes you want to make, you will need to edit the survey, taking the foll

- Modify the questionnaire in KoBoToolbox or on the XLSForm

- Re-deploy the questionnaire and test it in KoBoToolbox

- Save a copy of the context-specific questionnaire (XLSForm) in your filing system

If you need additional support to make changes to your survey and re-deploy the contextualised version in KoBo **with the Light Wheel in KoBoToolbox e-learning course**,[5] for more information.

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[5] Available on Tearfund Learn at: **learn.tearfund.org/LW-KoBo**

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