Title of template

**Skill level needed:**Basic

**Sample designs supported:**

1, 2

Designing and Implementing Gridded Population Surveys

**gridpopsurvey.com**

**C2. SSU sample – Excel to select SSUs**

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**Select households (or individuals) from a listing in Excel**

## Example: Uganda

**Motivation:** Use this tutorial to draw a simple random sample of households, buildings, or other second-stage sampling units (SSUs) that have been listed in tabular format for each selected PSU.

**Example:** In this example, a survey field team listed all households in 40 PSUs that had been sampled from a UNHCR refugee settlement frame in Uganda. Migrant and non-migrant households were documented during the listing such that non-migrant households could be excluded from SSU sample selection. In each PSU, a simple random sample of 30 migrant households were selected.

**Some field-based survey tools such as Survey Solutions or CSPro are designed to sample SSUs directly from the field listing, and then collect interviews.**

**If your survey software includes SSU selection, skip this tutorial. This tutorial is only needed when sample selection from the field listing is not automated.**

**Steps:**

1. Open the cleaned, complete listing of SSUs in Excel. Multiple attributes were collected for each SSU during fieldwork. We will focus on these four attributes:
   1. ssu\_id: Unique household ID
   2. ssu\_mig: Flag for migrant households (1=migrant, 0=non-migrant)
   3. psu\_id: Unique PSU ID
   4. strata\_id: Unique strata ID
2. Add two attributes:
   1. First, add a “random\_num” column. Use the formula “=rand()” to generate a random number for each SSU in the dataset. Select and copy the random number column, right-click, and paste “values” to permanently store a static set of random numbers with the SSU dataset.
   2. Name the second column “select”, and assign the value 0 to all SSUs by default.

Graphical user interface, application

Description automatically generated

1. Sort the dataset by strata\_id (if applicable), psu\_id, and random\_num.

Graphical user interface, text, application, email

Description automatically generated

1. Graphical user interface, application, table, Excel

   Description automatically generatedRepeat this step for each PSU; and to reduce the risk of typos, use the column filter to display one PSU at a time. In the “select” column, change the first n rows (i.e., SSUs) from 0 to 1 to indicate that they have been selected at random.

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