WASH KAP MDC Deployment Checklist

UNHCR — The UN Refugee Agency | cartONG

Project phase	Task	Approx. time*	How long before the data collection you should start thinking about it	Further note / warning	checkbox
General planning phase	Plan the overall budget for your WASH KAP to ensure that you have the budget line	0.5 days	The year before, when you need to work on your budgets	Refer to the budget template on http://wash.unhcr.org/download/wash-kap-survey-module-0-general/	☐
General planning phase	Familiarize yourself with the **documentation available** on the WASH monitoring system website, such as the 2 pagers available, the key indicators, the global form and the manuals for each phase: http://wash.unhcr.org/wash-monitoring-system	1 day	3 months		☐
General planning phase	Take **previous recommendations** into account: If a WASH KAP was already conducted in the year(s) before, check their conclusions and recommendations for the new WASH KAP	0.5 days	3 months		☐
General planning phase	Assess the **context**: is it safe in terms of security (and allowed) to walk in the camps with mobile devices? Is it safe running a survey at the moment? Are there questions that might need to be removed for a specific ethical or practical reason? What is the feedback from other agencies who already implemented similar surveys in the past months ?	0.5-3 days	3 months		☐
General planning phase	Define the **sampling strategy** to determine the number of enumerators / team leaders needed and the number of days for data collection	0.5-1 days	2 months	Based on the material available here http://wash.unhcr.org/download/wash-kap-survey-module-0-general/	☐
General planning phase	Plan the KAP **time frame** and inform relevant stakeholders: the period for setting up the methodology, workshop to define a customised version of the form, translation of the form, technical adaptation of the form to mobile format, scheduling trainings for team leaders and enumerator, define a pilot site, data collection, analysis and reporting	0.5 days	2 months		☐
General planning phase	Plan the **human resources**: the WASH expert who will coordinate the whole deployment, the stakeholders to involve in the design of the form and methdology (such as implementing partners, other WASH actors...), the IM tech proficient person who will set up the system and adapt the mobile form, the translator who will translate the form into the local language, the team leaders who will coordinate a small team of enumerators, the enumerators themselves ...	0.5-2 days	2 months	Strong recommendation to have an IM person on board during the whole process to ensure that there are no technical issues during the deployment. Note that water collection is usually a gender sensitive topic and having women on the enumerator team can vastly facilitate/improve the quality of results by increasing the confidence of women when responding (example: the menstrual hygiene module). However in some contexts, women can't walk safely in camps and in that case mixed teams of both male and female enumerators are adviced	☐
General planning phase	Prepare the detailed **budget** based on the previous steps	0.5 days	2 months	Refer to the budget template on http://wash.unhcr.org/download/wash-kap-survey-module-0-general/ Keep in mind that if the enumerators or team leader do not have access to wifi every day, you may wish to subscribe to a data plan for them.	☐
General planning phase	Check existing maps of the camp and decide if you want to benefit from **mapping the camp** on OpenStreetMap to visualise the WASH KAP indicators on an up-to-date map. If the camp has not been properly mapped yet, you can request remote mapping through volunteers coordinated by CartONG	2 hours	2 months	This will allow you to understand the results and improve your programming. You can check here: https://www.openstreetmap.org if the camp has been mapped Keep in mind that if the data isn't available or up to date, it could take a few weeks for the mapping to occur.	☐
General planning phase	Choose and buy the **hardware** (one device per enumerator) if it is not already available, as well as the associated equipment: batteries, protection cases, neck straps, cables/chargers etc.	0.5-2 days	1 to 2 month	Keep in mind that your admin procedures could slow down the procurement or that phones could be stuck in customs if you wish to buy them from abroad. Check out http://blog.cartong.org/2017/04/27/choosing-mobile-device/ and http://blog.cartong.org/2018/01/18/mobile-data-collection-in-emergencies-which-phones-or-tablets-can-do-the-job/ for help choosing devices	☐

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Preparation phase	**Recruit/on-board** whoever is necessary in terms of HR	0.5-2 days	1 month	It is important to ensure that enumerators speak the local language well (more important than understanding the official language of the country), else you should plan to use translators.	☐
Preparation phase	Pre-identify key elements in the questionnaire that need to be specified in the global form (type of water container, type of latrine...) and if needed plan focus group discussions before the KAP deployment to ensure your form is perfectly adapted to the current WASH context in the specific camps	1-3 days	1 to 1.5 month	It is highly advisable to take pictures of specific elements so that you can show the enumerators the different types of boreholes, latrines, water containers etc.	☐
Preparation phase	Prepare and run a **workshop with relevant stakeholders** (Implemening Partners, other WASH actors...) to agree on the methdology and content of the customised version of the form (optional questions, required modifications to anything but the standard indicators...)	1-2 days	1 month		☐
Preparation phase	Create a **paper version** of your adapted form **(based on the global paper form)**	2-4 hours	1 month		☐
Preparation phase	Translate the paper form into the **relevant local language** of your adapted form	1-2 days	3 weeks	The translation of the form is a key step to ensure data quality	☐
Preparation phase	**Create an account on the UNHCR KoBo website** (Kobo.unhcr.org) to manage data collection	0-2 hours	3 weeks	We usually advise to create more than one account, you will also need to plan for an account for the team leaders and each stakeholder who has access to the data to ensure maximum involvement (with read or modification rights as prefered).	☐
Preparation phase	**Adapt the global mobile form** to your local context based on the agreed paper version. The time needed will depend on the number of changes required, the implementation of an extra language, as well as how used to adapting a mobile form you are.	0.5-3 days	3 to 2 weeks	Decide between coding directly in the XLSForms template, a widely used open source survey format, (and then importing it to Kobo) or importing and adapting directly in the Kobo platform. Advantages of the first: steeper learning curve but covers all possible types of modifications. It is also easier in the long term, if this is something you want to do regularly. Advantages of the second: More user-friendly but less flexible than XLSForm coding. If needed, ask CartONG for advice/validation.	☐
Preparation phase	Test your form for data collection on one phone, and export a dataset to open it with the analysis tool to ensure that everything works as it should!	2-4 hours	3 to 2 weeks		☐
Preparation phase	Plan relevant **Standard Operating Procedures** (SOPs)	0-4 hours	3 to 2 weeks	Consider how the data collection will work, how data will be synchronised at night, where smatphones will be charged, how survey stakeholders can access the data, the supervision mechanism (which should include, permanent contact – hotline, daily questionnaire review, random oversight of interviews by survey managers/team leaders, daily briefing and debriefing) etc.	☐

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Preparing and running the training & pilot	**Adapt the generic training materials** of enumerators to make the key notions understandable in the local context.	1 day	2 weeks	Integrate local terminology and pictures of latrines, water containers, water sources previously collected and agreed to ensure proper understanding by enumerators	☐
Preparing and running the training & pilot	**Prepare paper handouts** of the form for the enumerators to properly understand each module during the training.	2 hours	2 weeks		☐
Preparing and running the training & pilot	Install **ODK Collect on the enumerators phones, adapt its settings** to your needs and download the surveys through the KoBo server.	1-4 hours	1 week	Ensure that Kobo Collect is not also on the phones as both apps being installed at the same time creates technical issues! If ODK collect was already installed, clean it of previous forms and data and check the settings.	☐
Preparing and running the training & pilot	Run the **training sessions** for the team leaders and enumerators (if necessary with a translator)	1 to 3 days	1 week	It is essential to focus on the key notions of the KAP form in detail to ensure proper understanding. Run test scenarios to ensure that all enumerators fill in the same information for the same case, but also interview techniques, ensuring that they fully understand the way they should behave and risk of bias, asking for consent, the sampling strategy, the use of the mobiles and ODK Collect, etc. Plan a specific session for team leaders to explain what you expect from them in terms of supervision	☐
Preparing and running the training & pilot	Plan a full day of **pilot field testing and debriefing**	1-2 days	3 days	This is to ensure proper understanding of the notions, proper behaviour and data checks to ensure that everything is as it should be. It can require adding a short training on whatever has not been properly understood. The pilot should be as close to real-life situations as possible so that specific local situations that would need to be integrated in the form or discussed further with the enumerators can be tested.	☐
Preparing and running the training & pilot	Prepare **paper handouts or tips and tricks** that may seem necessary on the content of the form or key aspects of the data collection (water collection paper form if necessary) based on the conclusion of the pilot.	0-4 hours	2 days		☐
Preparing and running the training & pilot	**Review form content** after training / pilot testing and **test it thoroughly on the phone**	0.5-1 day	2 days		☐
Preparing and running the training & pilot	**Download the newer mobile version** of the form to the phones	0-3 hours	1 day		☐
Preparing and running the training & pilot	Distribute **paper handouts of the form** for the enumerators as back-ups, in case interviewees do not consent to the use of mobile phones or in case of a technical issue with a phone (battery, bug...)	0.5 hour	1 day		☐
Preparing and running the training & pilot	Distribute handover-form of smartphones based on your logistics procedures	0.5 hour	1 day		☐

You are now ready to collect the data :)

* Depending on the complexity of the context, and whether a KAP / mobile KAP / mobile KAP using the global tools has been used in the past or not.