

# STANDARD OPERATIONAL PROCEDURES (SOP) FOR WASH KAP WITH MDC

*Tutorial version: 0.1*

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## II. Overview

This document's aim is to suggest standard operational procedures to UNHCR implementing partners that are not well-versed in mobile data collection.

For the Standardised WASH KAP it is suggested that each team be composed of one enumerator only, with a general survey coordinator who has the overall responsibility of the survey.

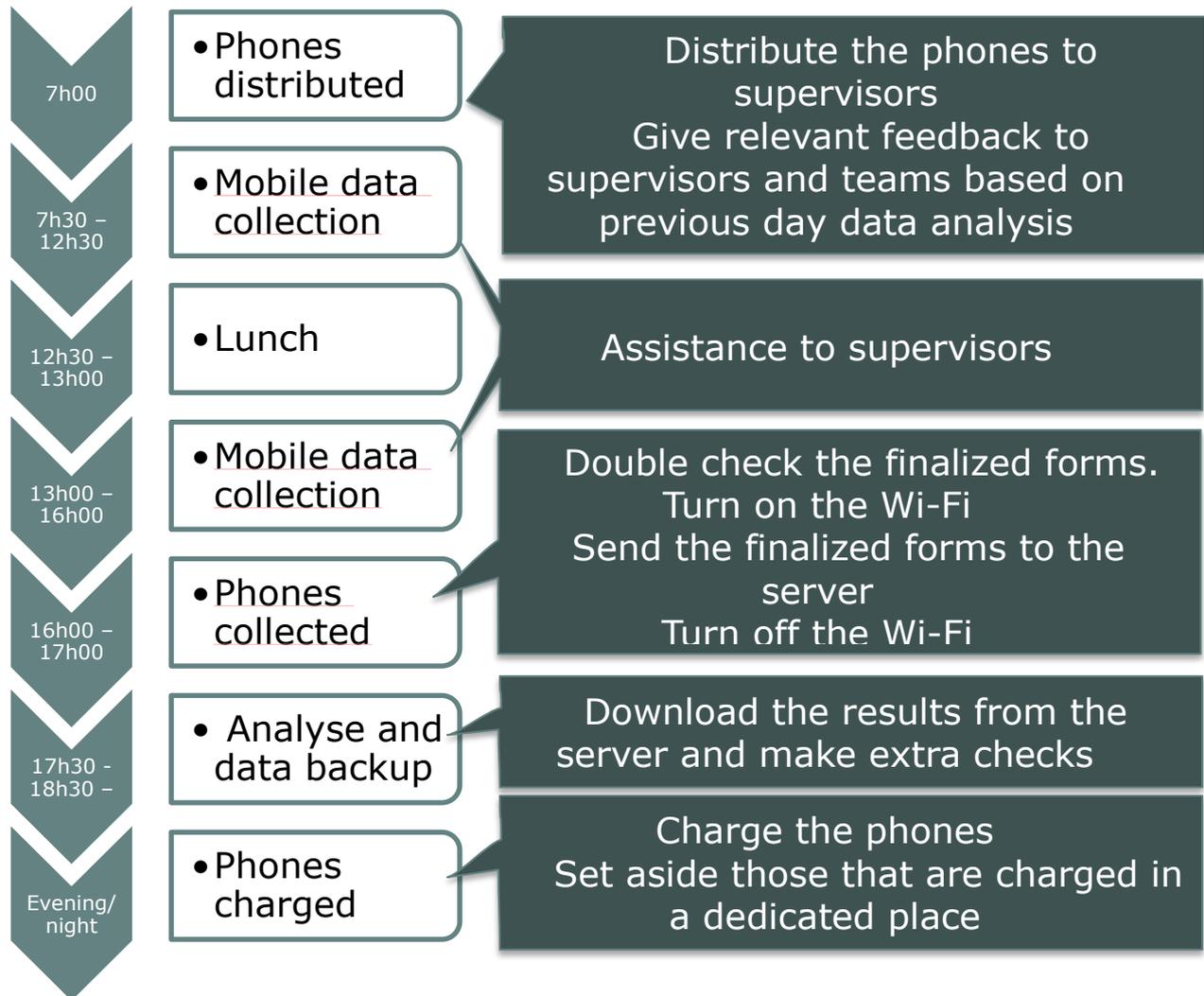
💡 Depending on the size of the survey and whether the enumerators are used to mobile data collection, one or more survey manager can be necessary. One survey manager can follow 6 or 7 teams: if you have more enumerators than that, you should consider providing the survey manager an assistant.

💡 If the operational context requires it, each enumerator should be backed up by a translator who is fluent in both the language of the respondent and the language of the enumerator

### III. Daily activities for coordinator

 The activities below can be merged with those of the supervisor if the size of the survey does not make both profiles necessary.

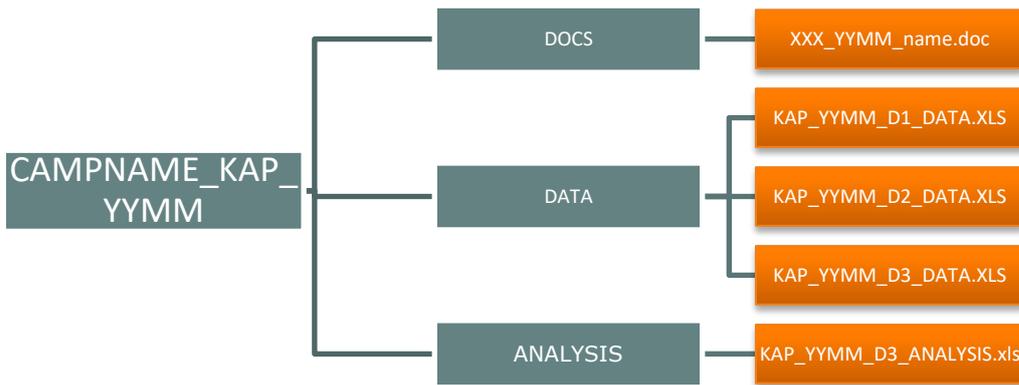
The standard day for a coordinator is the following:



The four usual steps that the coordinator has to follow every day to download results are:

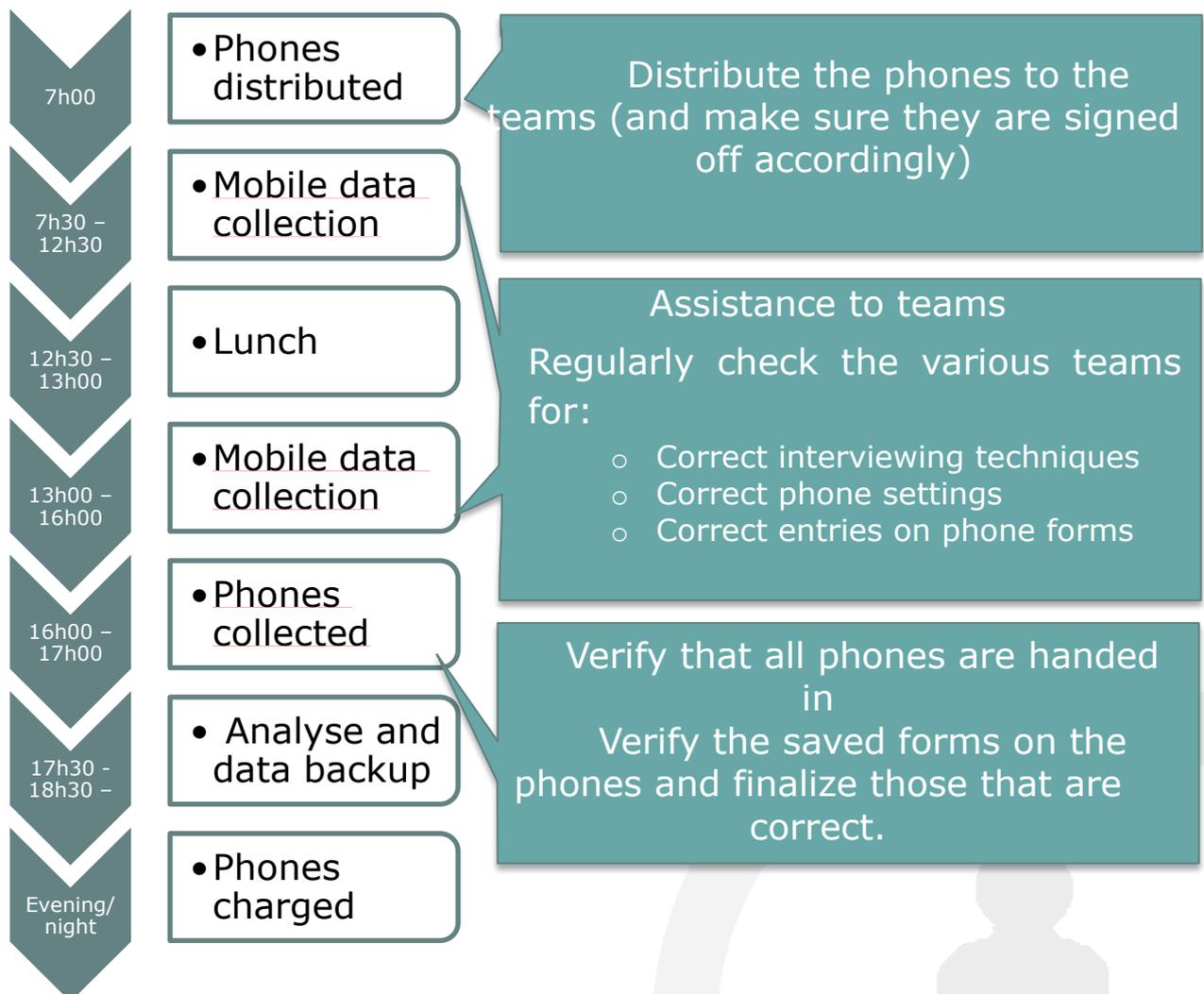
- 1 Download the results on your computer (will include the day's results as well as all the previous days' results in the same table).
- 2 Put it in the right folder
- 3 Rename it accordingly to make sure you keep track of the different days
- 4 Open the results and check that the data is consistent

Below is a suggestion on how to organize and name the folders and files on your computer:



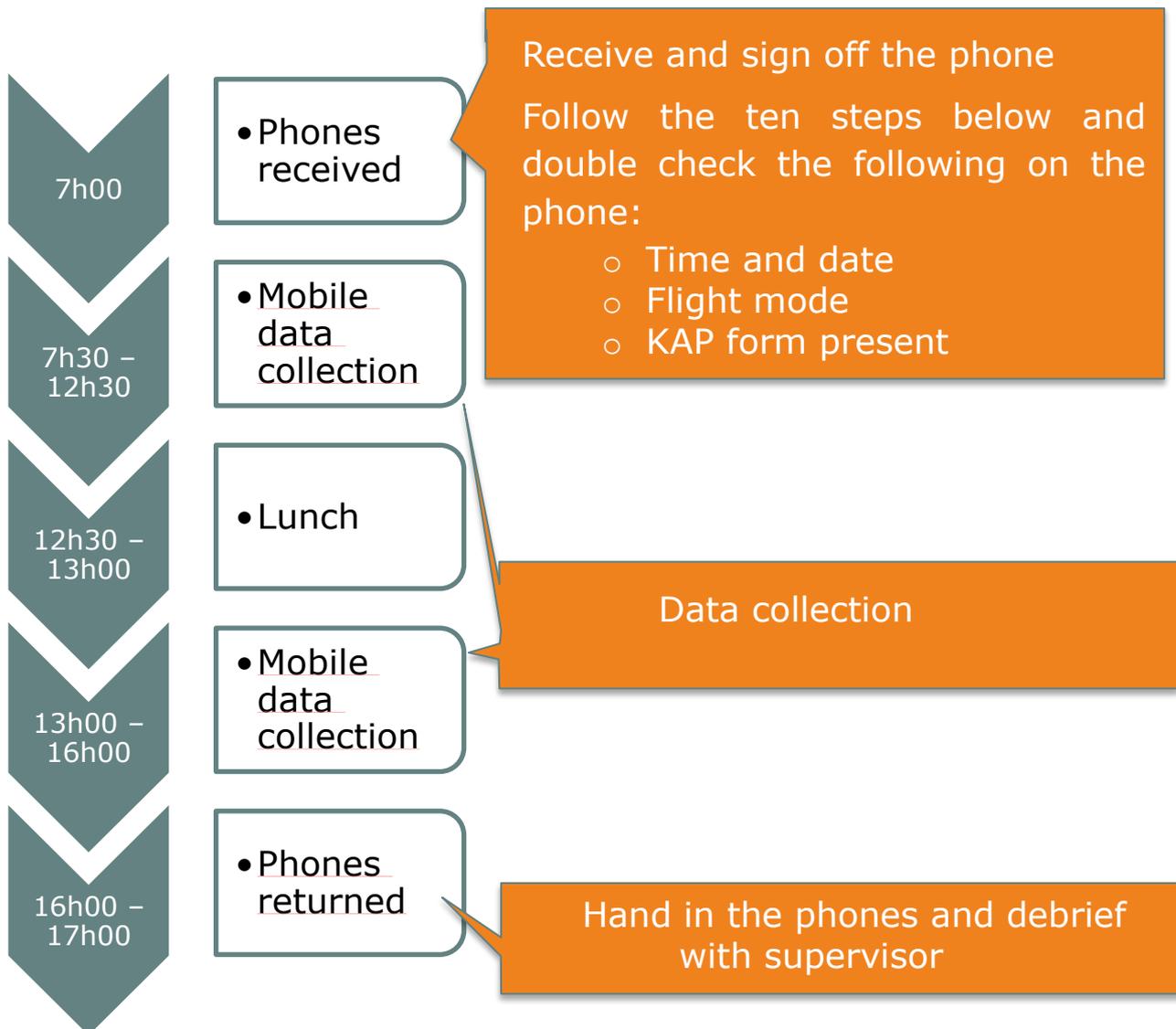
### I. Daily activities for supervisors

The standard day for a supervisor is the following (only if you need assistance for the survey manager):



## II. Daily activities for enumerators

The enumerator's responsibility is to ensure that the data he is collecting is of good quality. Here is a standard day for the enumerator:

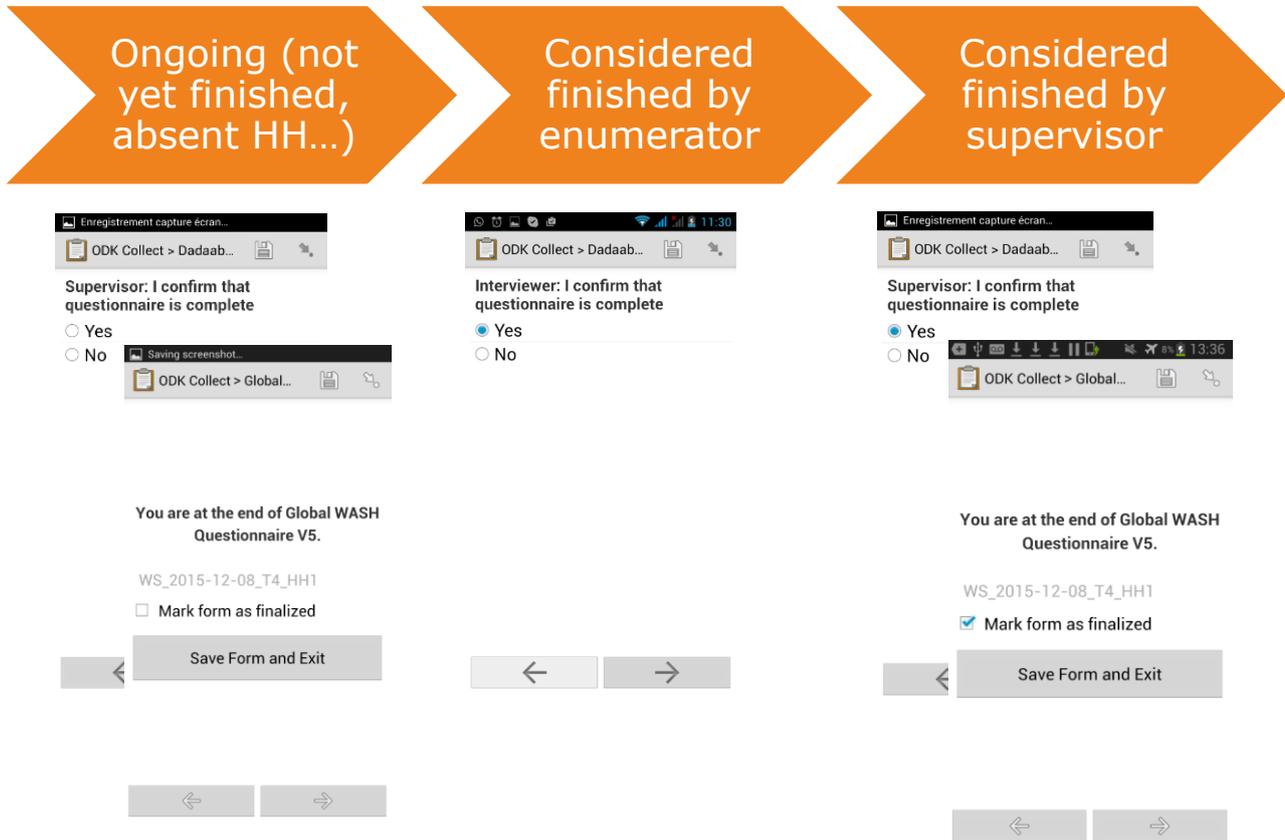


The ten usual steps that the enumerator has to follow with the phone in the morning are:

- 1 Turn on phone by pressing top left button until it vibrates.
- 2 Select adequate language if required. Push "Done".
- 3 Message "No SIM card" appears. Push "OK".
- 4 Set date and time. Select "Settings". Select "Date & time". If needed select "Set date" and set the correct date and "Set time" and set the correct time.
- 5 Go back using the arrow button on bottom left.
- 6 Select "Display" and "Brightness". Slide brightness to low.
- 7 Go back using the arrow button on bottom left.
- 8 Select "Wireless & networks" and tick "Airplane mode".
- 9 Go to main screen using home button on bottom middle.
- 10 Select "ODK Collect" and start collecting

### III. Life cycle of a form

Based on the daily activities of the different actors, the usual like cycle of a WASH KAP form is the following:



### IV. Absence & refusals to participate

According to the decisions you have made on this topic, ensure that the enumerators all apply the same rules regarding refusals or absence of a selected household.

Refer to the WASH KAP manual for details.

