MANUAL 3

DEPLOY YOUR WASH KAP MOBILE SURVEY

UNHCR
The UN Refugee Agency

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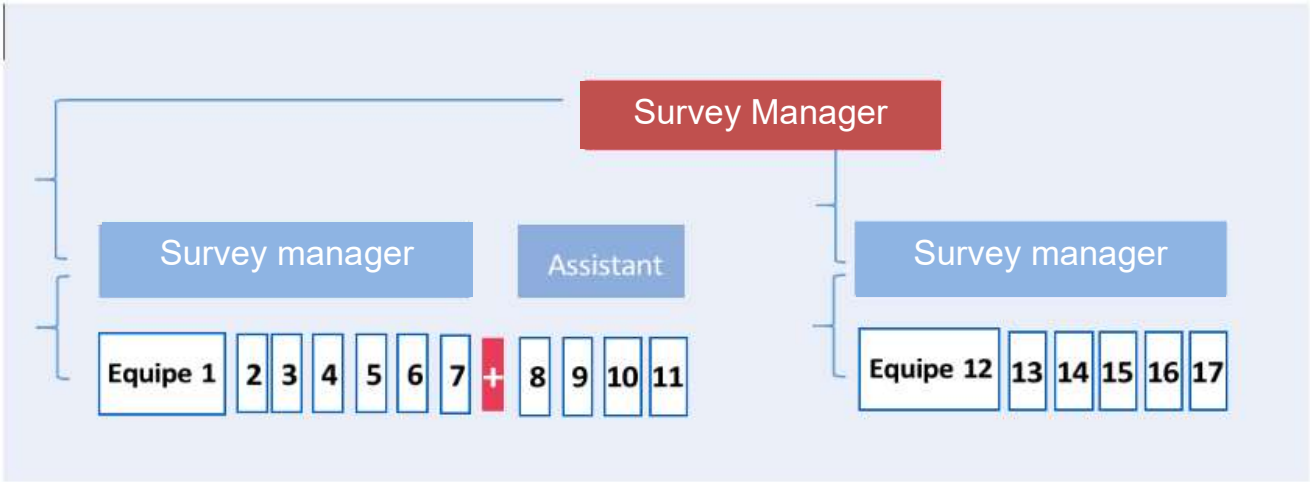
STEP 1 : Standard Operating Procedures (SOPs) in MDC WASH KAP surveys

This document's aim is to suggest standard operational procedures to UNHCR implementing partners that are not yet familiar with mobile data collection to facilitate deployment.

In the MDC WASH KAP it is suggested to have:

- **A survey manager** who will be in charge of the survey globally and one or several supervisors (depending on the survey size and the enumerators' level of familiarity with mobile data collection).
- **One survey manager** can follow 6 or 7 teams; if you have more enumerators than that, you should consider providing an assistant to the survey manager.
- **One assistant** survey manager. Teams are composed of one enumerator.



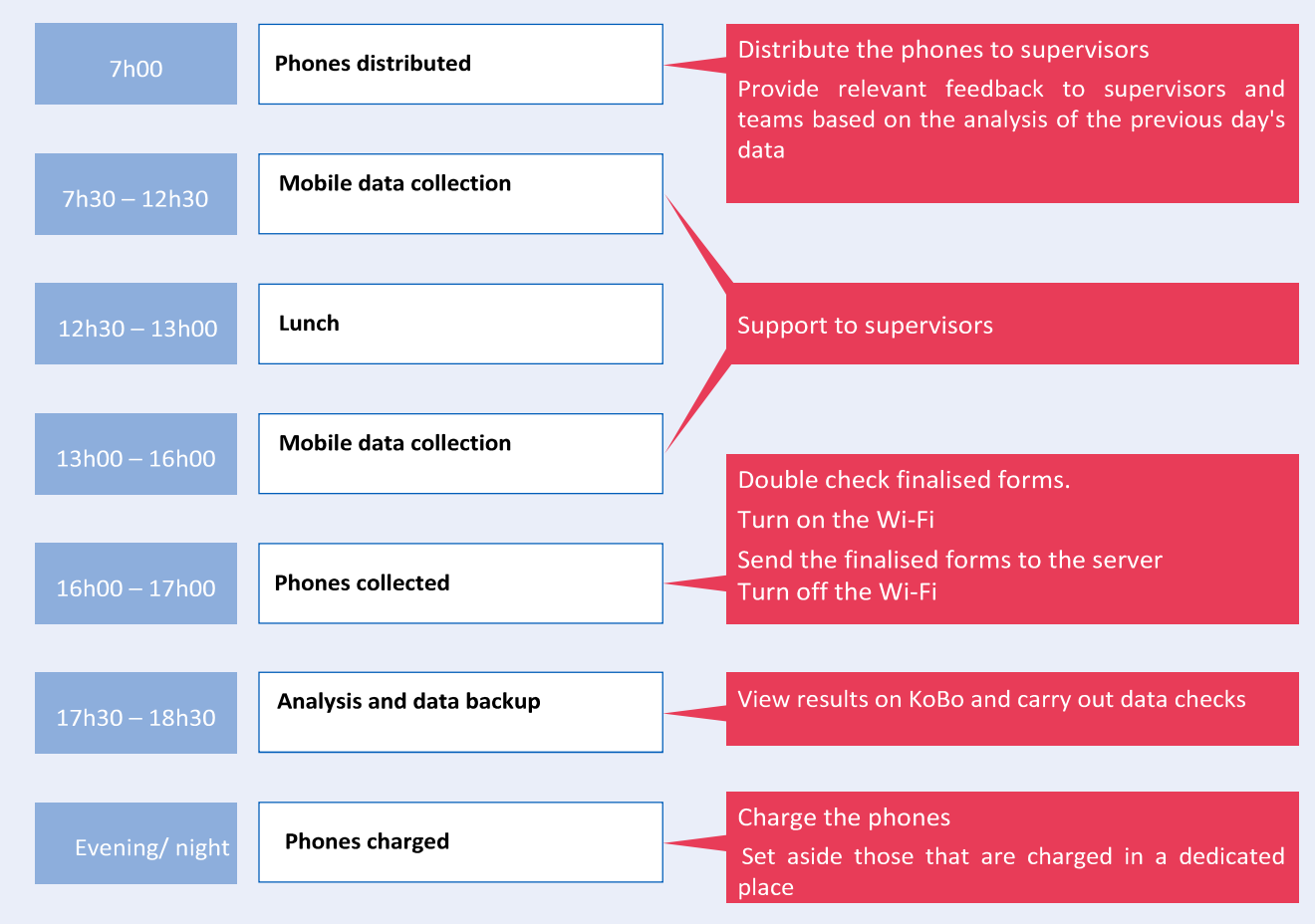
1.1. Daily activities of the survey manager - Template

If the survey size does not require more than 7 teams of enumerators, a single survey manager can supervise the survey him/herself.

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

The survey manager should visualise results on KoBo or download them and use them in the WASH KAP Excel Analyser every day to check for data coherence.

The survey manager's day could be organised like this:



1.2. Daily activities for supervisors - Template

The supervisor's day could be organised like this:

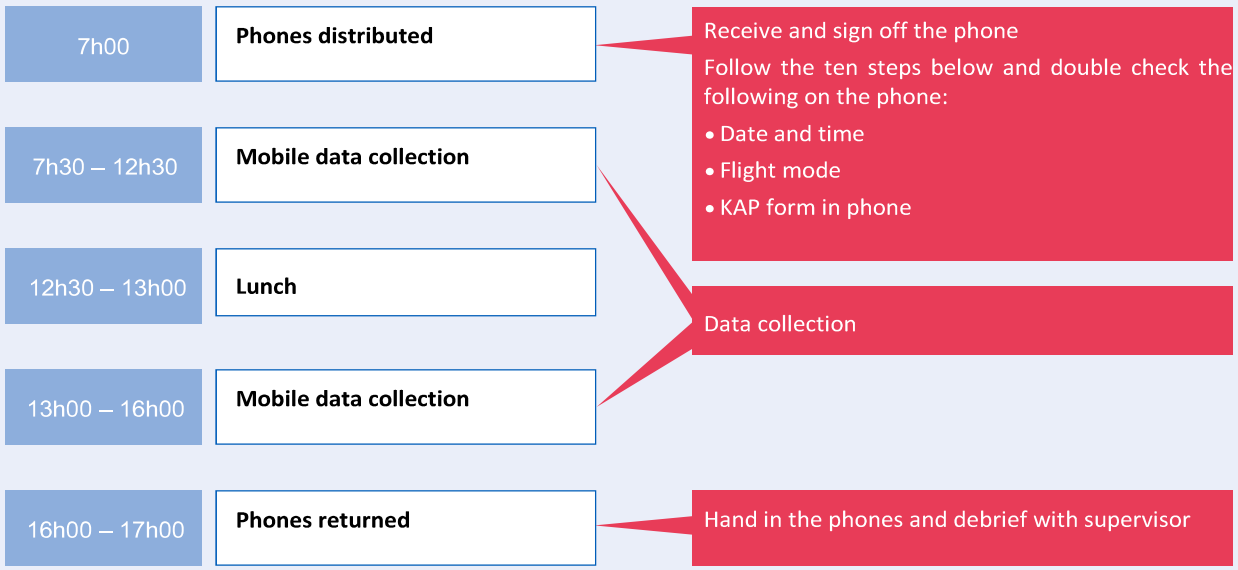
1.3. Daily activities for enumerators - Template

The seven usual steps to be followed in the morning by the enumerator with the phone are the following:

1- Turn on the phone
2- Check date and time
3- Adjust brightness at the lowest level appropriate to your context in order to save your battery as much as possible
4- Make sure you are in "Airplane mode". Turn on the GPS if you need it for the survey (& launch GPS test if the GPS usually takes a long time to acquire)
5- Open ODK Collect
6- Go to "Fill Blank Form"
7- Start data collection with the WASH KAP form

The enumerator's day could be organised like this:

The enumerators must ensure that the data collected is of good quality. A standard day for a enumerator unfolds in the following manner:

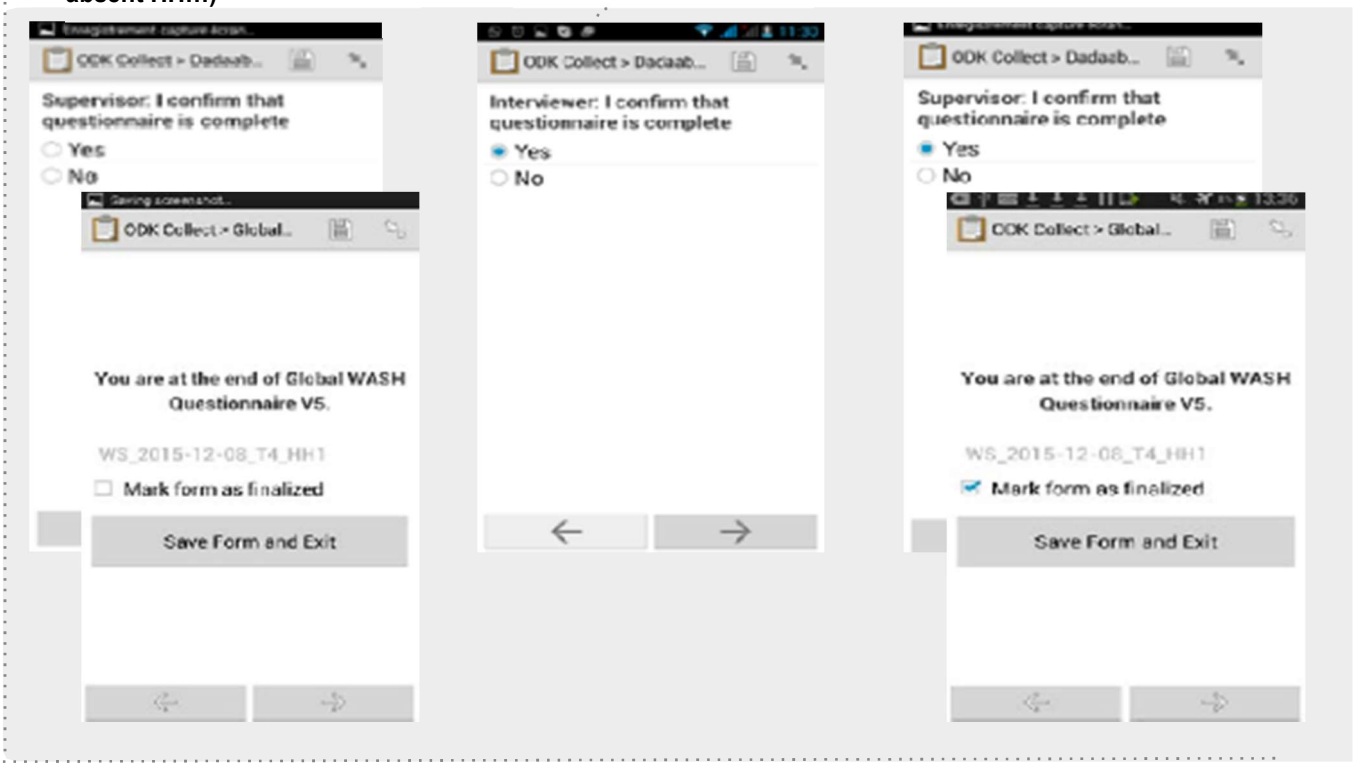


If required by the operational context, each enumerator must receive support from a translator speaking the respondent's language fluently.

1.4. Life cycle of a form

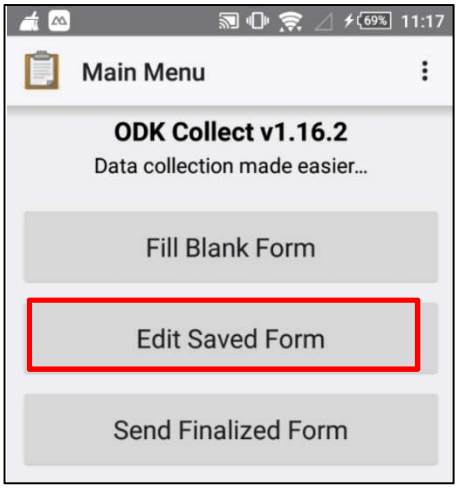
Based on the different actors' daily activities, the usual life cycle of a WASH KAP form is the following:

- **Ongoing (not yet finished, absent HH…)**
- **Considered finished by enumerator**
- **Considered finished by supervisor**

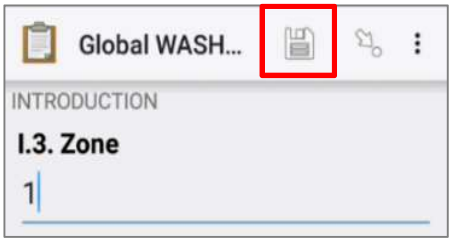


In order to standardise the way of filling the forms, we recommend the following procedures:

- When finishing a questionnaire and/or household interview, take some time to go through the summary form in the “Edit Saved Form” folder and check if your data has been saved properly.
- You will also have to go back to this "Edit saved form" folder if you need to edit/modify a questionnaire or complete an interview you had to suspend due to somebody's absence.



- You can always save a form using the "**Save Data**" button. This is particularly useful if you have to wait for the answers to be given/observations to be made.

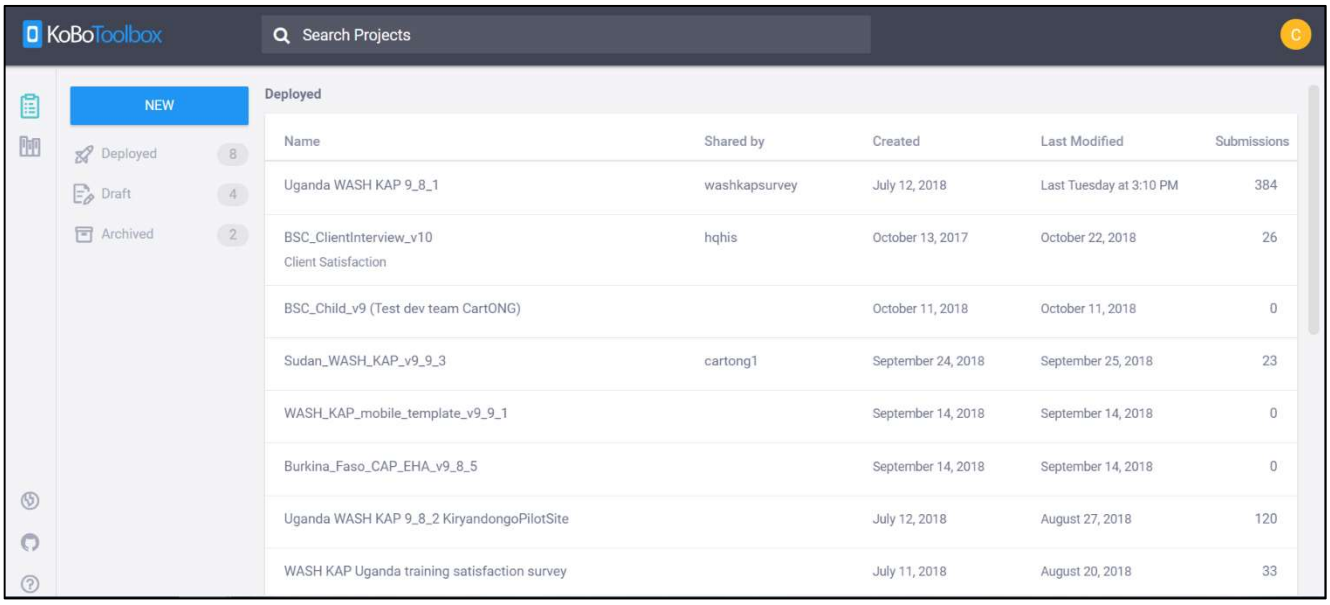


STEP 2 : Managing your data on the online KoBo platform

2.1. Obtaining and checking the quality of your data

It is recommended to check the quality of the data as regularly as possible. If the quality is insufficient or recurring errors appear, you will be able to inform enumerators and improve the quality for the remaining time of the deployment.

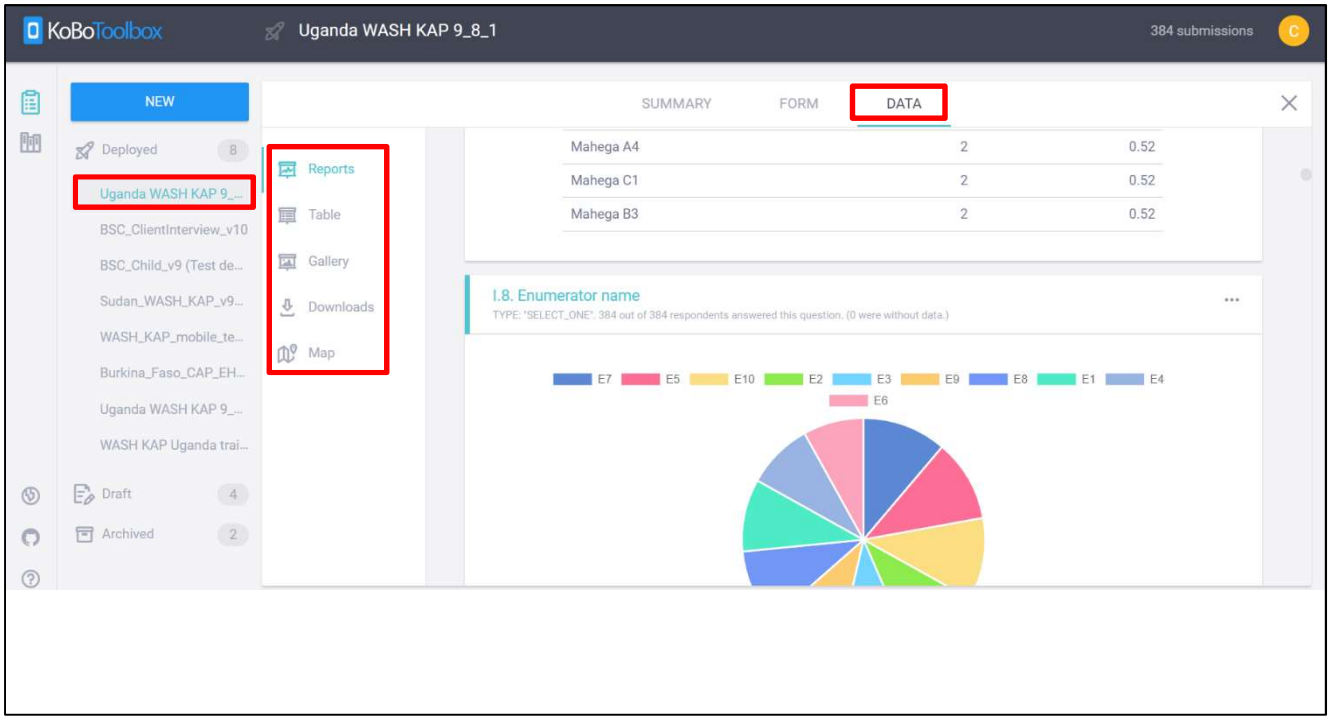
As a survey manager, once you have started to import data on your online KoBo platform, you can visualise it quickly by selecting your project on KoBo's homepage.



Click on the project for which you want to access data (records made for this project).

In the "Summary" section: you can quickly visualise the number of submissions received and your project's history.

In the "Data" section, "Report" option: KoBo offers an automatically generated report based on your raw data. Graphs and figures allow you to visualise your data easily and moreover, to rapidly detect potential mistakes made by enumerators .



In "Settings", many options allow you to customise the report and its visualisation mode.

In the "Data" section, "Map" option: you can visualise the surveyed households spatially. You can also disaggregate the data by responses.

For this spatialised view of your survey, KoBo uses OpenStreetMap as background map; OpenStreetMap is an open and collaborative geographic data platform, often presented as the Wikipedia for maps. The OSM map can be more or less exhaustive (building footprint, urban spread, road networks, etc.) since the geographic data is produced by volunteer contributors. You can yourself learn to improve this map so that it can be useful in your operations.

2.2. Editing your data after submission

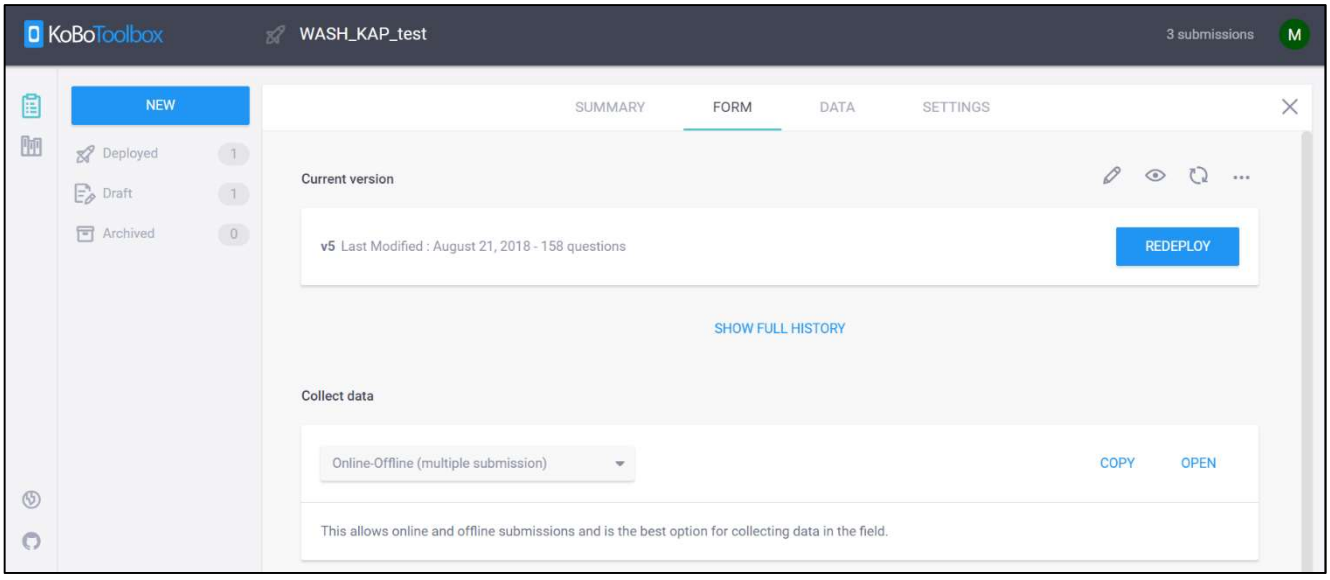
Once the submissions are sent to your online KoBo platform, you can see if some data is wrong or incomplete. You will be able to correct or complete them directly on your platform even if this is not recommended and should be avoided as much as possible --which can notably be done by reviewing all summary forms on ODK Collect before submitting them.

If you still need to modify the submission, go to the **"Data" section, "Table" option**: you can visualise each submission individually and modify them if needed by opening and editing them.

2.3. Using a web form for data collection

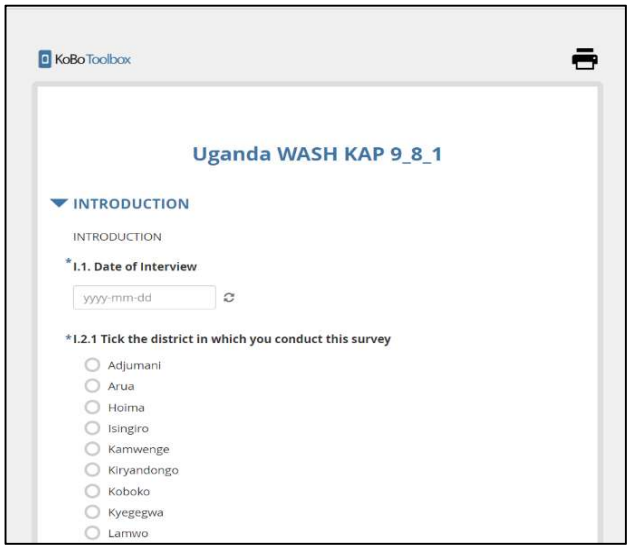
If you exceptionally want to fill in a record from your computer's browser rather than from your mobile, you can do so by using the KoBo web form. This allows you to enter the data collected on paper forms directly on your computer.
To open a web form, go to the KoBo homepage from where you can visualise all your projects and then click on the form you wish to fill online.

Then, click on "Open" in the "Form" tab. A new window from where you will be able to fill your form will open automatically.



Overall, the form that appears is the same as the one on the phones, but in a different presentation:

You can then enter the data & click on “Submit” at the end. The data entered will then be added to that collected with the phones.



It is possible to save web records offline - all you need to do is to open the form in your browser while you are still online. However, the submissions will be sent to your Kobo account only once you are online again.

Make sure to wait for the record to be sent before closing the webpage

STEP 3 : Modifying your form during deployment

It is strongly discouraged to modify your form after deployment
Note that organising a pilot survey to test your form limits this risk!

It is however possible to make a few changes by respecting some conditions in order to affect as little as possible the data already collected as well as your final survey results.

Depending on the type of change, two processes are recommended:

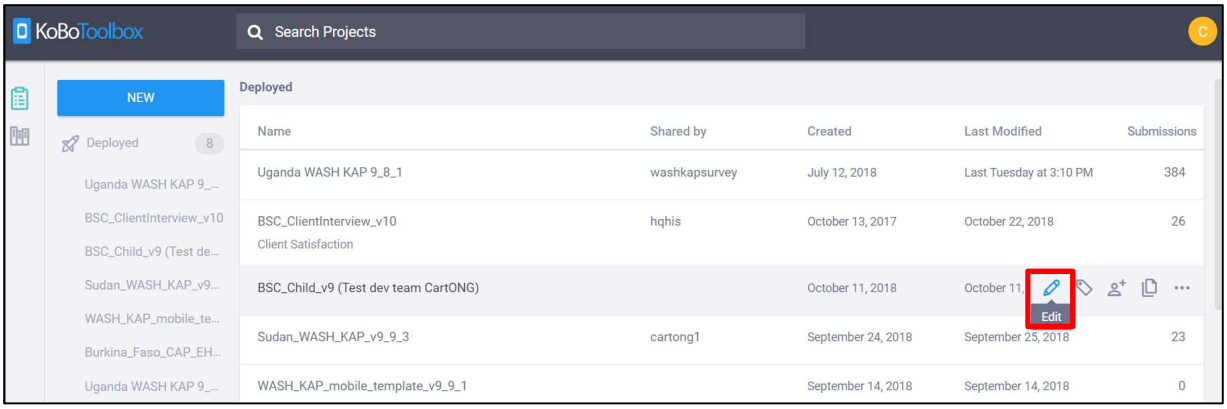
Type of change	Process to follow
Minor: • Name or prompt label or answer choice modification • Answer choice modification • Constraint modification • Calculation mode modification	**Updating an existing KoBo project**
Major: • Change of question type • Deletion of one or several questions • Adding of a question	**Creating an adapted new KoBo project**

3.1. Making a minor change

Procedure:

1- Modify your current project (see **Manual 1: Preparation for a WASH KAP mobile deployment** to know how to do so)

a. With KoBo builder,

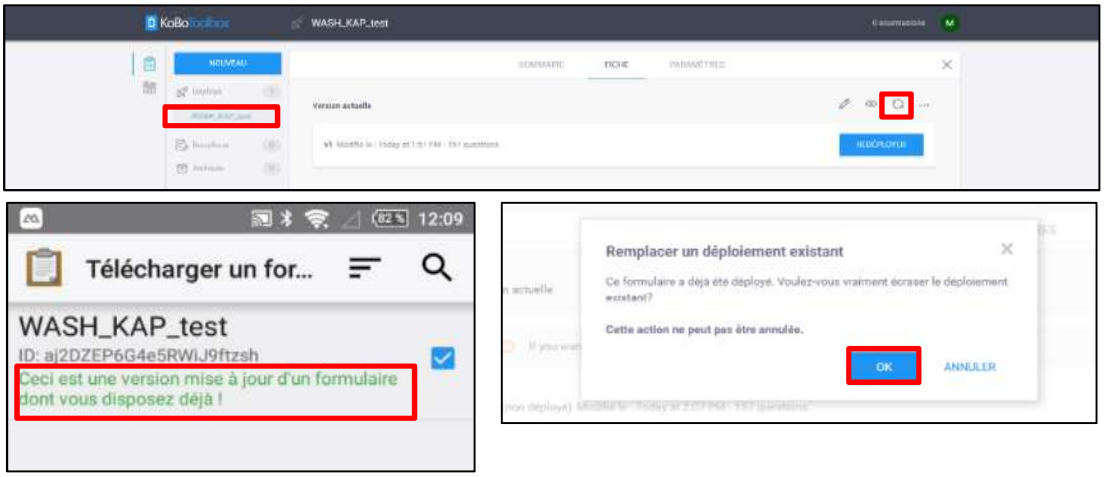


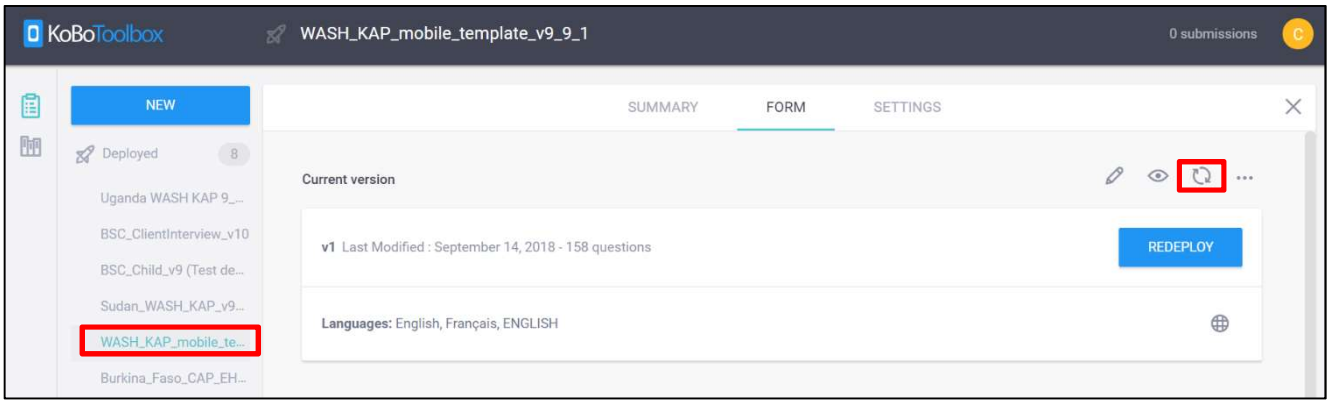
b. Or in XLS form by re-importing your new version. Make sure to give a new "form_id" to your form

2- Verify the data already collected on the phones and send finalised forms to your KoBo platform.

3- Import and deploy your new form in replacement of your previous project – a window will appear and ask you if you are sure you want to overwrite the existing deployment: click "OK"

4- Download the new form on the phones (a message should inform you that "this is an updated version of a form you already have")



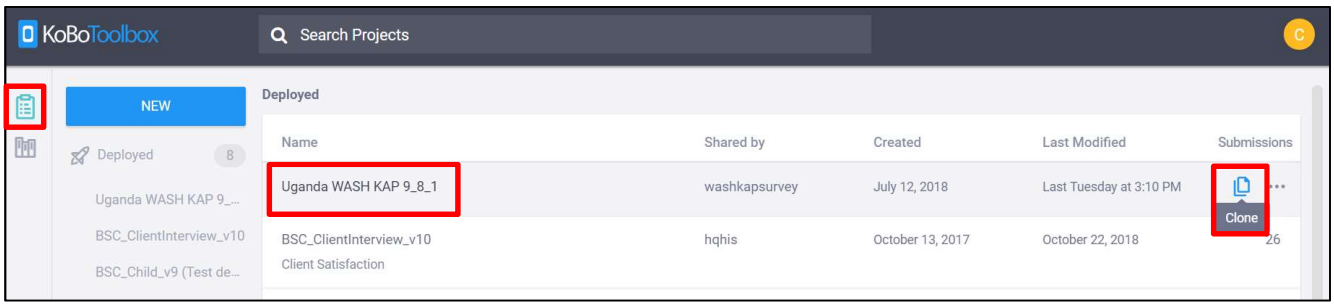


5- Go to "Fill Blank Form", choose your form, open it and check that the changes you have made appear.

3.2. Making a major change

Procedure:

1- Create a "test" clone of your KoBo project by renaming and re-deploying it



2- Modify your form

3- Verify the data already collected on the phones and send finalised forms to your KoBo platform.

4- Create some test data and send them back to KoBo

5- Modify the project (see the **Manual 1: Preparation for a WASH KAP mobile deployment** to know how to do so)

   a. With KoBo Builder,

   b. Or in XLS form by re-importing your new version. Ensure you give a new "form_id" to your form

6- Deploy this new version of your project

7- Create some test data and send it back to KoBo

8- Check that the whole dataset is coherent – including testing it in the analysis tools

9- If you are convinced that the modification did not have any negative impact on your project, you can make the same changes in your project with the actual data and follow the procedure for making a minor change from step 1. Else, create a new project entirely and import this new version of your form to it (you will just need to make sure this new version is downloaded to the devices for the enumerators and that the survey manager re-merge the datasets on data export to be usable in the WASH KAP Excel Analyser).

In all cases do not forget to test and re-test your new form!

3.3. Deleting a project

To delete a project, click on the options located on the Homepage and click on "Delete»; then, click on "Settings" in the top left corner of the screen:

Be careful: If you delete a project from your account, it will also delete all the data that has been submitted!

You can also choose to archive the project if you simply do not want it to be visible from the phones while still keeping the data associated to it on your KoBo website.

STEP 4 : Practical tools to optimise your deployment

4.1. GPS Test

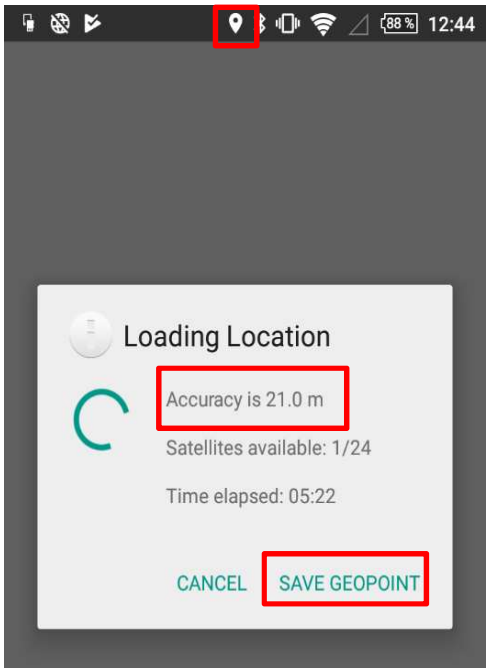
This application downloadable on your phones (available in English only) allows you to optimise the recording of GPS points.

It can indeed sometimes be difficult to obtain a GPS signal; thanks to GPS Test, you will be able to have a faster and much more precise localisation.

In the morning, initialise the GPS of your phone as well as the GPS Test application. Once activated, the application will facilitate your taking of GPS points during the survey on ODK Collect.

It is recommended to be outdoors to record the GPS point, with at least a 15m precision.

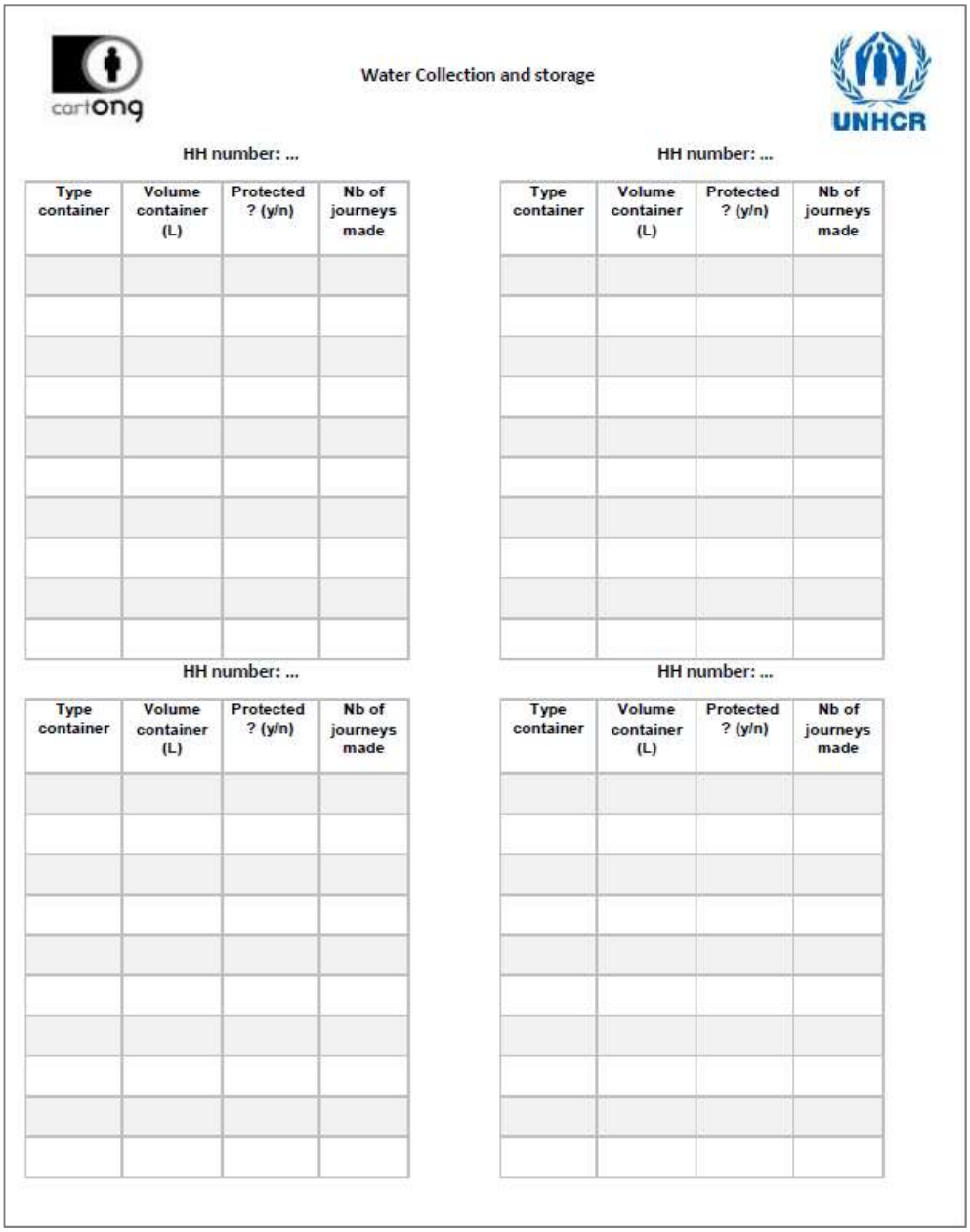
If you are unable to obtain a value close to 15m, check if altitude is set in meters in the app settings (Menu: Settings/ Altitude units/Metric). It may also be useful to check if the "Keep screen on" option has been set. Reminder: you only need to do this when moving to the next survey site!



Recording the GPS points into ODK Collect normally takes a few seconds; check the accuracy rate. Once it is 15m or below, press “Save Geopoint”. Remember to switch on the GPS. The small GPS symbol must flash in the status bar. If you cannot obtain an acceptable accuracy level, note it down it on the household composition sheet.

4.2. Paper worksheet on data collection related to the amount of water

To facilitate the data collection of the amount of water --which is the most complex and long part of the mobile survey component- a paper worksheet can be printed and filled in by enumerators as an intermediate data entry step ; this way, they can fill this part on paper instead of the phone during the interview and then, immediately after it is over, go back to the mobile submission and complete the loop for each water container.



Water Collection and storage

HH number: ...

Type container	Volume container (L)	Protected ? (y/n)	Nb of journeys made

HH number: ...

Type container	Volume container (L)	Protected ? (y/n)	Nb of journeys made

HH number: ...

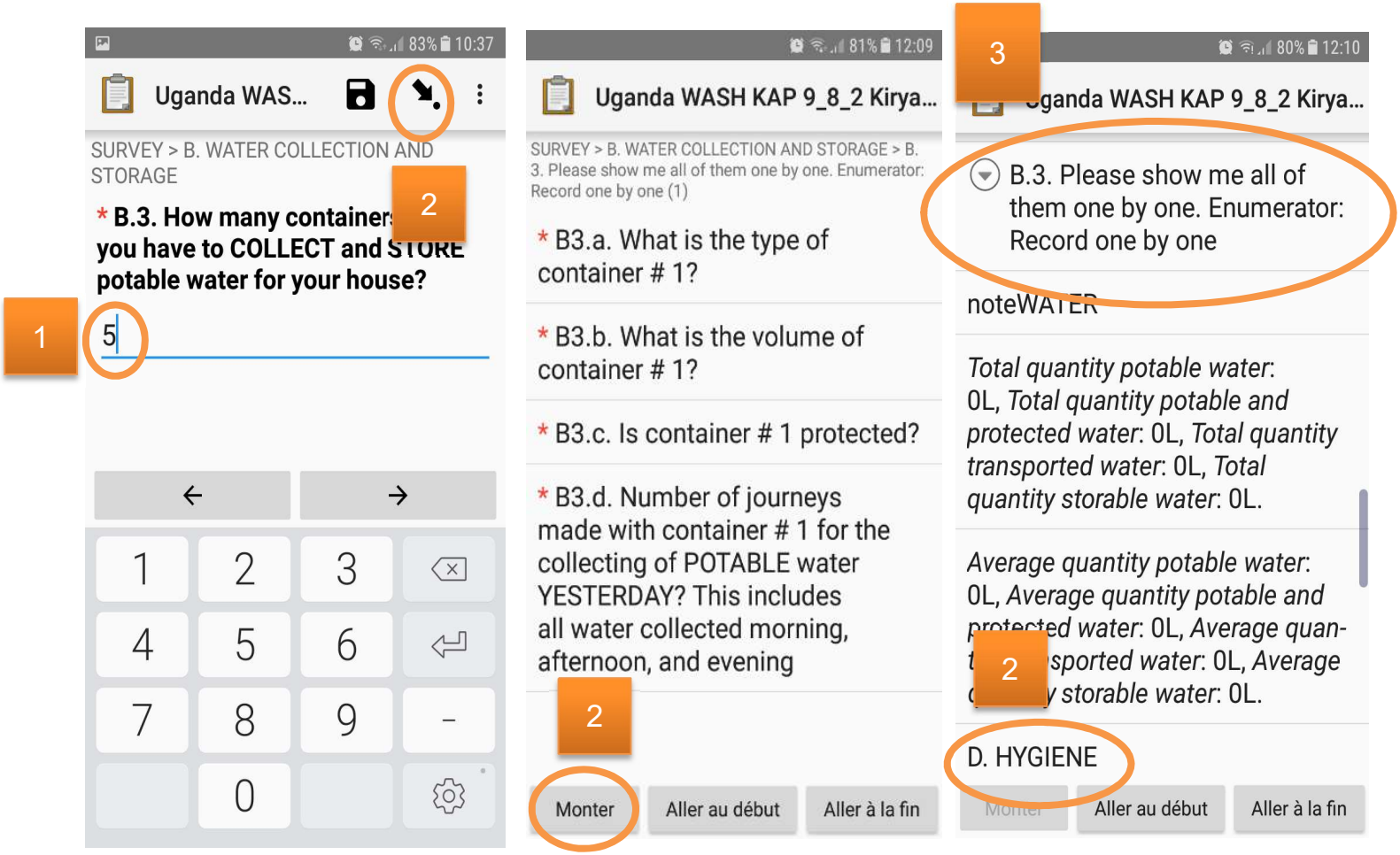
Type container	Volume container (L)	Protected ? (y/n)	Nb of journeys made

HH number: ...

Type container	Volume container (L)	Protected ? (y/n)	Nb of journeys made

Suggested procedure:

- Specify the number of containers on the mobile survey **(1)**
- Fill the paper worksheet for each container: type, volume, whether it is protected or not, and the number of round trips
- On the mobile phone, use ODK's navigation functions to move to the next questions and fill them **(2)**
- Once the interview is finished, leave the household, go back to question B3 and fill it **(3)**



Be careful not to wait for the end of the day to fill all the data from surveyed households; this will allow to avoid forgetting/data entry mistakes —it is better to perform this task when the information given by the respondent is still fresh!

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