CHECKLIST OF THE PREREQUISITES FOR A WASH KAP MDC DEPLOYMENT

Tutorial version: 0.2

Overview

Setting up a Standardized WASH KAP mobile data collection has great advantages in terms of data quality, rapid data collection and costs over time- but for the mobile data collection to work there are certain prerequisites. Please read this document, in particular if this is the first time that you set up a mobile data collection, to ensure that a deployment of an MDC is possible in your context.

I. Checklist – A summary

- Paper or mobile?
- Human resources:
    - Survey manager
    - Enumerators
    - Female enumerators?
- Hardware
    - Computer (for the survey manager)
    - Phones (1 per team)
    - Internet access: Wi-Fi or SIM cards with data
- Budget
- Questionnaire
    - Adapted to local context
    - Tested
- Training
    - Trainer is well-prepared
    - Enumerators, local, phones available
- Pilot day?
    - Half day or day
    - Debrief/feedback on the pilot
- Sampling: size of sample & household selection methods
- Time: estimated time needed to complete the survey

II. Data collection approach: Paper or mobile data collection?

We strongly recommend that you use mobile data collection for your Standardized WASH KAP survey. However, should you decide to use paper questionnaires, that is still possible but will likely require more time, because of the double entry of data. If you decide to use paper, you will have to print out enough copies of the survey (from the paper version). You can then consult the webform for data entry of the "Module 1-Prepare: Step 4- Setting up the survey system with Kobo Online". You will still need some internet access for the data entry to be possible.

🔅 Mobile Data Collection for surveys are of course not worthwhile financially for one small survey, but rapidly become a very interesting investment if you either plan one big survey or small surveys on a regular basis (without mentioning the radical increase in data quality if your survey is well configured).

III.   Security context

➔ It must not be an issue for enumerators to walk around with smartphones in the camp

IV.   Human resources

➔ A **survey manager** that is tech-savvy is necessary, to set up the adequate technical mobile data collection procedures and manage the deployment of the survey.
  o If you only need about 6-7 enumerators (or fewer) to conduct your survey, then a single survey manager is enough. If you need more staff (because of a very large survey, or because of a tight deadline), then you should consider hiring supervisors, or assistants to the survey manager.
  o Aiming for a ratio of 6-7 enumerators per survey manager and supervisors is a good guideline to follow.
➔ It is recommended to have known and already trained **enumerators** that do not feel apprehensive about using a new technology. If this is not the case, you will need to plan extra time for training.
➔ If you wish to include women hygiene optional questions to the questionnaire, it is necessary to have **female enumerators** due to the personal and gender-sensitive nature of the questions- their proportion will depend on the sampling strategy for this section.

V.   Budget

➔ The budget for survey managers and enumerators in the field will be similar to surveys with paper questionnaire. If you wish to carry out a more detailed evaluation of costs, please refer to the "Time" section below – it will allow you to estimate how much time should be needed for preparation, training and data collection of your survey.
➔ You will need to have as many phones as there are teams (adequate phones will cost between 100-250€- Check out "Module 1-Prepare: Step 2- Choosing the smartphones or tablets" for more information on how to choose your phones)

VI.   Material

➔ You will need to have as many phones as there are teams. For WASH KAP surveys, unless security is an issue, enumerators can work alone (one smartphone per enumerator).
➔ You will need the survey coordinator to have access to a computer
➔ Internet access is required at least once every two days (it is possible to access it at the UNHCR office)

➔ " Module 1-Prepare: Step 2- Choosing the smartphones or tablets" can guide you on this topic.

🔆 refer to the UNHCR SENS documentation to learn more about offline solutions that can be used with ODK Collect: http://sens.unhcr.org/mobile-technology/tools/

VII. Pilot day – should you plan one?

A pilot is a day/half day of data collection in actual field conditions. However, the data should not be used in your actual survey. They are only meant to test how ready your team is and if any modifications to the questions/possible answers need to be done.

1.1. Why a pilot is a good idea

A pilot is a chance to spot any remaining mistakes, misunderstandings or gap in the knowledge/training before you actually start collecting data. It is better to realize before the deployment, for example, that some enumerators have understood a question in a different way than others and therefore both gather different answers to that question, even though in reality the "real" answer should be the same.

When there is little experience in the work being done, it is also a chance to gain confidence in the process and in what you do. Interviewing families and asking questions that are sometimes of a very personal nature can be intimidating at first.

Furthermore, some of the questions or answers in the questionnaire might be inappropriate or not applicable to a specific context, and it is better to realize it during the pilot after receiving feedback from the enumerators than to realize it when the survey begins.

1.2. When is a pilot necessary

In any of the following situation, a pilot is **NECESSARY**:
➔ This is the first time that mobile data collection (MDC) is used
  ➢ In the organization as a whole
  ➢ For most of the enumerators it is the first time using MDC, even if the organization has used it before
➔ This is the first time that a household survey (MDC or paper) is carried out
  ➢ By the organization as a whole
  ➢ All the enumerators are new to household surveys

In the following situations, a pilot is **RECOMMANDED**:
➔ The organization is experienced in MDC and with household surveys, but the WASH KAP is a new form that has never been deployed before.
➔ Some enumerators, but not all, have experience with MDC and/or household surveys and/or the WASH KAP.

Finally, when the organization and the staff is comfortable with MDC, household surveys AND WASH KAP, it is reasonable to start without a pilot.

🔆 If you do need to plan for a pilot day (most operations would need to), then please see "Module 3: Pilot: Step 1- Pilot your survey (survey manager)".

VIII. Time

1.3. Preparing for your survey

1.3.A. Survey preparation

Compared to paper-based surveys, a mobile data collection requires a little more time in terms of planning to ensure that all goes smoothly (adapting the form to local context, setting up the form and testing it in the field, training the team…). If this is your first time using mobile data collection and you need to make modifications to your form, you will need about a full day of work to learn how/what to modify. These modifications can, to an extent, be done (and tested thoroughly) during training and the rest of the preparation.

However, you may need between 1 and 3 days to arrange for the logistics of the training and the survey:

➔ You need to obtain the phones you will use for training and the survey if you do not already have them
➔ You need to adapt the global KAP form to the local setting
➔ You need to set up the phones and the survey system (please see "Module 3- Steps 4"." for more information)
➔ Hire/transport enumerators to the training site (or bring the trainer there)
➔ Unless the trainer is experienced, he/she will need to be familiar with the training material and the use of ODK before giving the training.
➔ Ensure you have a proper setting to conduct the training. Having access to a projector makes this easier. You must also have access to the phones for the training: otherwise it won't be possible for enumerators to be familiar with them before they go to the field.
➔ You need to define the sampling: this will not entail more time than for a paper survey but remember to plan it ahead of the deployment (please see WASH KAP manual for more information).

1.3.B. Training

For the WASH KAP, training will include the following:

1. Interview techniques (explaining the use of phones, how to ask the questions, getting consent, etc)
2. Survey techniques (how to select the households to interview to ensure a good random sampling)
3. Use of mobile phone
4. Use of ODK Collect application
5. Content of the WASH KAP survey (e.g. different types of water points, what is meant by specific terms, etc)

The enumerator's training will take between 1 to 2 days. How much time exactly will be needed depends on a few factors:

➔ The prior knowledge your team has on the following topics:
  o Conducting household surveys in general (they should then be familiar with sampling & interview technics)
  o The use of smartphones in general (if they own one for example)

- o The use of the ODK Collect application
- o The degree of familiarity with WASH KAP surveys terminology and concepts.
➔ How much of the WASH KAP you need to conduct: if you only need the core questions, fewer explanations will be needed on the survey content. Each optional question added will require some additional training time.
➔ The general level of skills and qualifications of your enumerator team (e.g. if they are fast learners or not).

Module 2: Train will help you for the training of enumerators and managers

1.3.C. Pilot

See the "Module 3: Step 1- Pilot your survey (survey manager)" to determine if you need to do a pilot or not- count 1 to 1.5 day extra. A half-day in the field may be sufficient, then another half-day for a debrief on the results and to give feedback to enumerators before the actual data collection begins.

☀ Remember, the pilot day (and the associated debrief) is the last chance you really have to ensure everything will go well in your survey, and that you data will be of good quality.

1.3.D. Survey preparation: total time

Depending on the specifics of you organization and operational context, you may then need between 2 to 6 days from the moment when you start preparing your survey until you are ready to begin collect data (survey preparation can be done in advance):

➔ 1-3 days for preparation, arranging logistics, buying phones, hiring enumerators etc
➔ 1-2 days for enumerator's training
➔ 0 to 1 day for piloting your survey

☀ If this is your first time going mobile, you may feel more confident with external support (remote or in the field) for your first deployment.

1.4. Time needed for data collection

The time actually needed to gather the data will vary significantly between contexts and operations. However, we can provide a "general case" estimate. Adapt the estimation based on your specific situation.

The base case scenario for the WASH KAP survey rests on the following assumptions:

➔ You do not implement ALL of the optional questions of the survey, but you do not implement only the core set of questions. In other words, the number of questions is in between 16 and 26.
➔ Your access to the camp allows the enumerators to collect data for 7 hours per day. This is actual collection time and it excludes lunch and transport. In that scenario, you can arrive at the camp at 8am and the day finishes at 4pm, with a 1 hour lunch (or a similar schedule).
➔ There is no significant obstacles to locating/accessing the households in the camps. They are not especially spread out. Enumerators are able to find their way in the camp without getting lost (or they have help to prevent loss of time).
➔ Enumerators show an average effectiveness in their job. They don't need to be world-class, but their do good work and are consistent.

Based on the above, you should be able to carry out 18 interviews per enumerators per day on average (20 minutes per interview). You can use this to determine how many enumerators you

need (if you have a specific deadline to meet), or how long you will need to collect the data (if you have a fixed number of enumerators you cannot change).

🔅 Please see "Module 4: Step 1- Set up your SOPs (survey manager)" for suggested standard operational procedures and associated Troubleshooting document in case any question occurs.

1.5. Time needed for data entry and analysis

The great advantage of mobile data collection is that you do not need to plan time for data entry. You may need to plan a little time at the beginning of the survey for data quality checks and a little time at the end to ensure the overall quality but no extra time should be necessary.

Concerning the analysis, to reduce the time spent to only "grey matter" rather than technical implementation and difficulties, an Excel analysis tool is being handed out.

🔅 Please see "Module 5: Analyse" and associated training material to know more