OBJECTIVE

charity: water requires our partners to collect data that measures outcomes of water, sanitation, and hygiene interventions. This is part of a larger organizational objective to increase knowledge and understanding of the effect WASH programs have on the communities they serve. The charity: water monitoring and evaluation framework – called the MAP Framework – is our tool for measuring these outcomes.

This document describes the process steps and data collection methodology for conducting the **Annual Check-in** data collection (household surveys at baseline and endline), which was modified in late 2020. This includes the details about the survey methodology, as well as how to complete this work and submit the required information to charity: water.

Indicators

We have chosen the following eleven outcome indicators because they can be easily applied across our global portfolio to assess levels of water access, sanitation, and hygiene at the household level:

Water access	% of households reporting their primary water point is an improved[1] source
	% of households with basic service (using an improved primary water point within 30 minutes collection)
	% of households reporting their primary water point is reliable (has no seasonal shortages, and shutdowns are communicated)
	Median per capita volume of water collected by households (L/person/day)
	Median household water collection time per trip (minutes)[2]
	% of households reporting the charity: water funded water point as their primary water point *[applicable to endline only]*
Sanitation	% of households that have any latrine or toilet observed
	% of households with usable sanitation facilities on the day of the visit[3]
	% of households that report practicing open defecation[4]
Hygiene	% of households with handwashing aid (soap or ash) and water available for handwashing on day of visit
	% of household respondents that can name at least 3 critical times to wash hands[5]

[1] Improved water points as defined by the WHO/UNICEF Joint Monitoring Program

[2] Water collection time includes round-trip walking time, plus queueing time for one trip to collect water.

[3] Usable sanitation facilities are defined as being accessible (not locked, or key is available), functional (pit latrines are not full, pour-flush latrines have water available), private (has a superstructure that provides at least some privacy), and safe (having a floor that is not dangerous to stand on).

[4] Open defecation by adults, children, or disposal of feces for children <3 yrs

[5] Critical times to wash hands include before preparing food, before eating, before feeding a child, after defecating, after cleaning a baby's bottom or potty.

1) ANNUAL CHECK-IN PROCESS

The Annual Check-in survey process has four steps, detailed below. Please note that the entire process (data collection and analysis) should be completed within the grant period.

Step 1: Budget and Plan for the Activities

- Include the activities in the grant proposal narrative and budget documents
    - In the Proposal Budget, include a line for the "Annual Check-in Data Collection" in the Water Supply chapter.
    - All associated budget details should be included in the Methodology tab.
    - Please remember to budget for everything, including (if needed): translations of surveys; arrangements for enumerator training; supplies such as smart phones; salaries, transportation, and per diems for data collection teams; data analysis and report writing.
- Prepare the survey tool. Partners may use a standard charity: water survey tool, which is pre-programmed in mWater in English, French, Portuguese, and Chichewa (with questions also available in Malagasy, Bangla, Amharic and other languages). Use of this tool this is not required.
    - If you wish to use the charity: water mWater survey, please ask your charity: water grant manager, and we will share it with you in the mWater platform.
    - If you wish to use a different mobile survey tool, you will find the standard survey questions for the indicators in the Analysis Plan Excel document and in a pdf version of the survey form on the partner site.
- Watch the training videos, which are available on the partner website in English and French (https://www.charitywater.org/partners/map-framework)

Step 2: Complete the Surveys at Baseline and Endline

- Prior to data collection, train the enumerators on the meaning of survey questions, and the water source and sanitation types (see Appendices A & B).
- Follow the Annual Check-in Survey Methodology to randomly select communities and households, and complete the surveys (see Section 2 of this document).

Step 3: Clean and Analyze the Data

- Partners will review and clean the survey data using their judgement about what reasonable answers are for their context. Enumerators should be consulted to clarify any responses as needed.
- Partners will analyze the data and calculate the standard charity: water outcome indicators.
    - Detailed instructions for calculating the indicators can be found in the Annual Check-in Analysis Plan Excel document.

Step 4: Report the Outcome Indicators with the Grant Completion Report

- In the charity: water grant completion report, fill in a table with the baseline and endline outcome indicator values, and answer associated questions.
    - If your completion report template does not contain this information, charity: water will send an Annex to fill in and submit with the grant completion report.
- No additional written report is required.
- Submission of survey data is not required.

2) ANNUAL CHECK-IN SURVEY METHODOLOGY

When to conduct the survey

Partners should conduct the Annual Check-In survey at both baseline and endline:
- Baseline: The time period before a water point has been installed or rehabilitated under a charity: water grant, and ideally before any software activities have begun (such as sensitization regarding hygiene or sanitation).
- Endline: The time period after a water point has been installed or rehabilitated under a charity: water grant, and after all implementation activities have been completed.

Sample Size

A minimum of 400 household surveys are required at both baseline and endline. These should be collected within 40 communities from the grant activities.

This sample size was determined based on the ability to measure a proportion with +/- 5% error (with 95% confidence). In other words, when the outcome indicators are calculated, we will be 95% confident that the true value is within 5% error of the measured value. (e.g. For an indicator measurement of 45%, we will be 95% confident that it is truly within 40%-50%, where the best estimate is 45%.)

Sampling Methodology

charity: water recommends a two-stage cluster random sample, where Stage 1 is a random selection of "communities" and Stage 2 is a random selection of households within those communities.

"Community" in this context is defined as a village or organized grouping of households in a way that is recognized by the local customs or government. Communities should be chosen from the Water Points List of the charity: water grant being evaluated. In some cases, multiple water points are constructed within the same "community."

Number of Communities:
- Surveys should be collected within 40 communities.
- If fewer than 40 communities are included in the grant, then the survey should be completed at ALL communities in the grant (where a total of 400 household surveys is still required).

Number of Households per Community:
- If the communities have similar populations to each other, then a consistent number of 10 households per community may be surveyed.
- In most cases, community sizes vary substantially. In that case, the quantity of households per community should be proportional to the population of the community. For example, a small community may have 5 household surveys, and a large community may have 15 surveys. The quantity of households per community should be determined by your Monitoring and Evaluation staff prior to the start of the survey.

Random Selection

Selection should be done randomly at each stage of community and household selection. Each are described below.

Stage 1: Community Selection

At baseline, communities should be selected randomly from the list of communities included in the grant proposal Water Points List.

At endline, the same communities should be surveyed. However, sometimes proposed water points are unable to be completed in the grant. If <20% of the baseline communities are missing from the grant at endline, different randomly-selected water points can be substituted. If >20% changed, then a whole new sample should be randomly selected.

Stage 2: Household Selection

At baseline, the household sampling frame will be all households in the community which have the potential to be served by the proposed water point. At endline, the household sampling frame should be households that are intended daily users of the charity: water-funded water point.

Households will be selected through one of two methods:
1. Random selection (preferred): Obtain a list of households from a community leader, or make a list of households, and number them 1, 2, 3, etc. Use a random number generator (for example: https://www.calculator.net/random-number-generator.html) or a mobile phone app (such as UX Apps Random Number Generator) to select as many numbers as surveys that are required for that community. Visit those households with the numbers that were selected.
2. Semi-random selection (only if making a list is not possible): Have the enumerator spin a bottle on the ground and walk in that direction, skipping a pre-determined number of households between selected households.

Tools for Random Sampling
*   Community selection may be done from a list in Excel, using the "RAND()" function.
*   There are online random number generators, such as (https://www.calculator.net/random-number-generator.html)
*   There are mobile Apps that can be used in the field by enumerators. One that is easy to use is UX Apps Random Number Generator (available for download here: https://play.google.com/store/apps/details?id=ru.uxapps.random&hl=en_US&gl=US)

Survey Tool

Survey data will be collected by trained survey enumerators who orally administer questionnaires to respondents.

The implementing partner may choose to use the charity: water standard household survey tool, which is pre-programmed in the mWater mobile data collection platform, and available in English, French, Portuguese, and Chichewa (as well as other languages).

Partners may also choose to use a different survey tool, as long as it allows for the calculation of the charity: water indicators with similar definitions. If a different survey tool is used, you will find the standard survey questions for the indicators in the Analysis Plan Excel document, and also in the household survey pdf.

The survey must be translated into the appropriate local language(s) to ensure accuracy and consistency in asking the questions.

Survey Respondents and Informed Consent

Surveys should be completed with adults (over age 18). The preferred respondent is the household water manager – who is often the mother, or other female household member. If that person is not available, the survey may be conducted with another adult household member who is knowledgeable about household water and sanitation practices.

Respondents must provide informed consent before the survey can be completed. The consent explains the survey process, how long it will take, that participation is optional, and they can decide to stop the survey at any time. Below is an example that can be used for the consent:

> *"Good day, I am - [INSERT NAME]. I am representing [INSERT PARTNER ORGANIZATION]. I am part of a team interviewing people about water, sanitation, and handwashing in [INSERT NAME OF DISTRICT OR AREA]. This will help us learn about practices and improve water, sanitation, and health in the future.*
>
> *You have been randomly selected to participate in this survey. If you agree, I will ask you questions about your family, and about your drinking water, handwashing, and sanitation practices. I may take photos of latrine if you have one. These questions usually take about [INSERT NUMBER OF MINUTES].*
>
> *You have the choice to participate in this survey. If you do not want to participate, that is okay. You can stop at any time, or skip any questions you do not want to answer. The information you give will be confidential. That means no one except me will know it was you who gave these answers.*
>
> *Are you interested in participating in this survey today?"*