

## OBJECTIVE

charity: water requires our partners to collect data that measures immediate outcomes of improved water service, sanitation, and hygiene interventions. This is part of a larger organizational objective to increase our 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 household survey guidance describes the process for conducting a baseline and endline survey using the standard charity: water household survey form to collect the data for eleven outcome indicators. We have chosen the following indicators because they can be easily applied and evaluated across our global portfolio to assess basic levels of water access, sanitation, and hygiene at the household level.

## Indicators

Below is a list of these indicators, broken into categories of water access, sanitation, and hygiene:

Water access	% of households reporting using an improved <sup>1</sup> water point year-round
	% of households reporting their primary water point is reliable (has no seasonal shortages, and shutdowns are communicated)
	% of households reporting water has been available from their primary water point every day within the previous two weeks.
	Median per capita volume of water collected by households (L/person/day)
	Median household water collection time per trip (minutes) <sup>2</sup>
	% of households reporting the charity: water funded water point as their primary water point <i>[Applicable for endline only]</i>
Sanitation	% of households that have any latrine or toilet observed
	% of households with usable sanitation facilities on the day of the visit <sup>3</sup>
	% of households that report practicing open defecation
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 <sup>4</sup>

<sup>1</sup> Improved water points as defined by the WHO/UNICEF Joint Monitoring Program

<sup>2</sup> Water collection time includes round-trip walking time, plus queueing time for one trip to collect water.

<sup>3</sup> 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), and private (has a superstructure that provides at least some privacy), and having a floor that is not dangerous to stand on.

<sup>4</sup> 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.

This document describes the methodology for conducting the charity: water baseline and endline household surveys, as well as specific process steps for how to complete this work and submit the requirement documents to charity: water.

## METHODOLOGY

### When to conduct the survey

Partners should conduct this survey at both baseline and endline:

- **Baseline:** The time period any time before a water point has been installed or rehabilitated under a charity: water grant, generally before any hardware or software activities have begun.
- **Endline:** The time period after a water point has been installed or rehabilitated under a charity: water grant, after all implementation activities have been completed.

### Scope of survey and sample size

The partner is required to survey a minimum of 10 households in each of 20 communities at baseline (200 total surveys), and the same quantity at endline.

“Community” in this context is defined as the expected households a water point will serve (baseline) or is serving (endline). Communities should be chosen from the Water Points List of the charity: water grant.

The same communities should be surveyed at both baseline and endline. If some proposed water points were unable to be completed in the grant, different randomly-selected water points of the same technology type can be substituted for endline data collection.

### Household sampling

Households included in each of the baseline and endline surveys should be randomly selected using one of the methods detailed in Step 3 below. Again, 10 households must be interviewed per community.

### Language and enumerators

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

Enumerators should be unbiased to respondents and charity: water recommends that a third-party evaluator conduct the survey. The enumerator should also be able to communicate directly with the household water manager who collects the water with no cultural or language barriers.

### Training

Enumerators should be trained in assessing water point types, sanitation types, and the volume of typical water containers in the context of where they are working. See Appendices A & B for information about water source and sanitation classifications.

### Survey format

charity: water can provide the survey to partners in one of two ways:

- A pdf to be printed out on paper (not recommended). This will require data entry into Excel spreadsheet before submission.
- A digital survey collection platform. charity: water can provide the survey pre-programmed into mWater for electronic data collection, as well as a brief training via Skype or telephone on use of the software. This is the preferred method of data collection.

## PROCESS

At both baseline and endline, the survey process has five steps, detailed below.

### **Step 1: Translate the survey into local language(s) and train enumerators**

- The household survey must be translated into local languages before performing the survey.
- Enumerators must be trained on the meaning of survey questions, and the water source and sanitation types (see Appendices A & B).

### **Step 2: Select the communities for the survey**

- A total of 20 communities should be randomly selected from the charity: water site list. If there are fewer than 20 communities in the list, then all communities must be selected.
- The selected communities should be indicated on the Water Points List in the charity: water Budget Template (column labeled “Randomly selected for household survey? (Y/N)”).

### **Step 3: Select 10 households in each community**

- Randomly select 10 households from each community to respond to the survey.
- At baseline, the households should be chosen from all the households that are likely beneficiaries of your WASH programming.
- At endline, the households should be chosen from the beneficiary households of the charity: water funded water point.
- We ask that households be selected using one of two methods:
  1. **Random selection** (preferred): Obtain a list of households and number them 1, 2, 3, etc. Use a random number generator (for example: <http://www.random.org/integers/>) or a mobile phone app (such as UX Apps Random Number Generator) to select 10 numbers. Visit those households with the numbers that were selected.
  2. **Semi-random selection**: Have the enumerator spin a bottle on the ground and walk in that direction, skipping a pre-determined number of households between selected households.

### **Step 4: Interview the 10 selected households using the Household Questionnaire**

- Interview the households using the charity: water household survey form
- Each survey can be completed in 15-30 minutes.
- Respondents must be adults.
- Respondents should be household’s water manager—this is the person who collects water from the water point. If this person is unavailable, enumerators may speak to another adult.
- The respondent must provide consent to participate in the survey.
- The enumerator should take GPS coordinates of the household and enter them on the survey in decimal format (e.g. 40.717277, -74.006810).
- If a respondent is unable to answer a question, mark “do not know” or “decline to state”.

### **Step 5: Return raw data to charity: water**

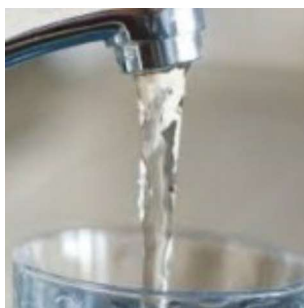



- Baseline data must be submitted as part of the Q2 / Midterm Report
- Endline data must be submitted as part of the grant’s Completion Report.




**Data Submission requirements:**





- The selected communities must be indicated on the Water Points List in the charity: water Budget Template (column labeled “Randomly selected for household survey? (Y/N)”)
- Survey data must be submitted as an Excel document
  - If paper surveys are used, the data must be manually entered into a spreadsheet with the question listed at the top, and all the responses below.
  - If electronic surveys are used, data can be an export from the survey platform.
  - Survey data must be cleaned for consistent, logical answers.
  - The community names in survey responses must match the names on the Water Points List.

## Appendix A: Water Point Identification Guide


### Water Source Types

Type	Description	Photo
<b>Piped water into dwelling</b>	<p>A water service pipe connected with in-house plumbing to one or more taps (e.g. in the kitchen and/or bathroom).</p> <p>May also be called a household connection.</p>	 <p>Source: WHO/UNICEF</p>
<b>Piped water to yard or plot</b>	<p>A piped water connection to a tap in the yard or plot outside the house. The difference between this source and a public tap/standpipe is that this source is used by members of only one household. Public taps may be used by anyone.</p> <p>May also be called a yard connection.</p>	 <p>Source: Topraksuenerji.org</p>
<b>Public tap or standpipe</b>	<p>A public water point, also known as a tap stand, public fountain, or piped system.</p> <p>It can have one or more taps and is typically made of brick, masonry or concrete.</p> <p>It is identified by location and use, not ownership. A public tap is used by many households in a community, and is located in a publicly accessible space, even if it is owned by one individual.</p> <p>The source of the water does not matter in this case. A public tap can be fed by a gravity scheme, a large municipal piped distribution network, or another source.</p> <p>charity: water partners may also know these systems as: “piped system,” “community tap stand,” etc.</p>	 




Type	Description	Photo
<b>Mechanized Borehole</b>	<p>A mechanized borehole is a tubewell or borehole that has a pump to pump water to a tank above. The pump is powered by electric, diesel, or solar power (not by hand). From the tank, water is piped to one or more tap stands (or standpipes) nearby.</p> <p>This system may look like a public tap or standpipe. The main difference is that a mechanized borehole is a smaller system where all parts (the well, tank, and tap) are very close together. For a mechanized borehole, the following must be true:</p> <ul style="list-style-type: none"> <li>- You can see the tank when standing at the tap</li> <li>- The water is raised to the tank with a pump</li> <li>- It has only 1 or 2 tap stands</li> </ul> <p>charity: water partners may also call these systems by other names, like: “motorized pump,” “solar powered pump,” etc.</p>	 <p>Source: Gbengaashafa.com</p>
<b>Borehole with handpump</b>	<p>A deep hole that has been driven, bored or drilled to reach groundwater. Groundwater is delivered from a tubewell or borehole through a pump. Boreholes/tubewells are usually protected by a platform around the well.</p> <p>charity: water partners may also call these: “drilled well,” “drilled borehole,” “professionally drilled well with handpump,” etc.</p>	 <p>Source: Anna Murray, Kenya</p>
<b>Protected Dug Well</b>	<p>A protected well meets ALL these criteria:</p> <ul style="list-style-type: none"> <li>-Has an opening which is fully covered</li> <li>-Is lined with an impermeable material to protect the well from runoff water</li> <li>-Is raised above the ground to prevent surface runoff water entering.</li> </ul> <p>Water is often extracted by a bucket (although a handpump can also be used in some cases).</p> <p>charity: water partners may also call this a “hand dug well,” or “hand dug well with handpump,” etc.</p>	 <p>Source: Africanvision.org</p>

Type	Description	Photo
Unprotected dug well	<p>An unprotected dug well is a dug well that does not meet all the criteria of a protected well.</p> <p>They have ANY of these characteristics:</p> <ul style="list-style-type: none"> <li>-Not covered</li> <li>-Not lined with any material to prevent runoff from entering</li> <li>-Not raised to protect surface runoff from entering through the top</li> </ul>	 <p>Source: Shaw, 2005</p>
Protected Spring	<p>A protected spring is a spring with a "spring box" and water flows out of it through a pipe.</p> <p>charity: water partners may also call this a "spring development," "spring protection," etc.</p>	 <p>Source: <a href="http://cdn.thewaterproject.org">cdn.thewaterproject.org</a></p>
Unprotected Spring	<p>An unprotected spring is a spring where water leaves the ground without a pipe, and flows along the ground as a small stream or creek, allowing the water to be contaminated.</p> <p>A spring that has a pipe, but does not have a protective wall or "spring box" would be considered unprotected.</p>	 <p>Source: watercharity.org</p>
Rainwater Collection/ Harvesting	<p>Rain that is collected or harvested from surfaces (by roof or ground catchment) and stored in a container, tank or cistern.</p> <p>charity: water partners may also call this a "rainwater collection tank," "roof catchment," etc.</p>	 <p>Source: watercharity.org</p>



Type	Description	Photo
Surface Water	Water located above ground. This includes rivers, dams, lakes, ponds, streams, canals, and irrigation channels.	 <p>Source: Georgia Kayser, Northern Ghana, 2014</p>

These are additional sources of water that are not “water facilities” but may be encountered as water source types

Other sources of water	Photo
Cart with small tank/drum	
Tanker Truck	
Bottled Water, Sachet Water	



## Appendix B: Sanitation Facility Identification Guide

Enumerators will need to identify sanitation facility types, or latrines, in communities and households. The surveys will ask “What type of toilet facility is it?” If the answer is “Flush/pour flush,” the next questions will be “Where does it flush to?” Below are visual standards to help answer these questions.

### Types of Sanitation Facilities:

#### Flush/pour flush toilets

A flush toilet uses a cistern or holding tank for flushing water, and a water seal (which is a U-shaped pipe below the seat or squatting pan) that prevents the passage of flies and odors. A pour flush toilet uses a water seal, but unlike a flush toilet, a pour flush toilet uses water poured by hand for flushing.

**Flush toilet:**



Image: <http://www.aquaknow.net/en/water-toolkit-trainings/water-supply-and-sanitation-technology-solutions-developing-countries/15703>

**Pour-flush toilet:**



Image: <http://wedc.lboro.ac.uk/resources/booklets/G026-Pour-flush-latrines-on-line.pdf>

## Ventilated improved pit latrine (VIP)

A VIP is a dry pit latrine that has a concrete slab, a sloping roof, and a ventilation pipe that rises above the latrine roof. Ventilation is the key component; the seat type does not matter.

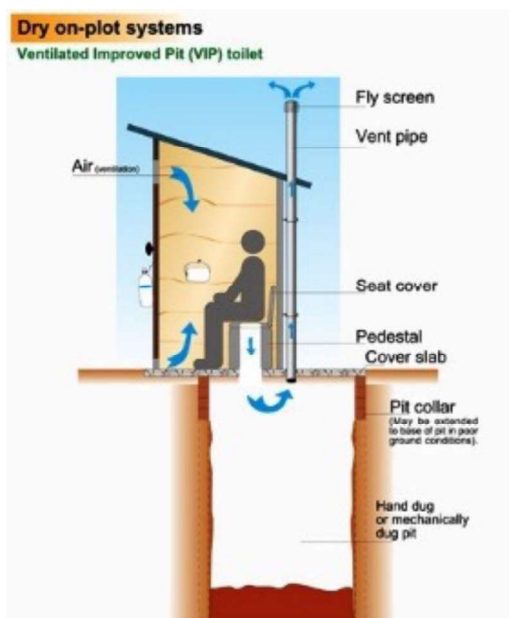


Image: [http://civilengineersforum.com/wp-content/uploads/2013/10/mit\\_latrine.jpg](http://civilengineersforum.com/wp-content/uploads/2013/10/mit_latrine.jpg)

## Pit latrine with slab

A pit latrine with a slab is a dry pit latrine fully covered by a slab or platform with a squatting hole or seat. This type of latrine is not ventilated. The platform should be solid and may be made of any material (e.g. concrete, logs with earth or mud, cement, etc.). The pit is usually located directly under the opening or seat.



Image: WEDC

## Pit latrine without slab

A pit latrine without a slab uses a hole in the ground for excreta collection. It does not have a squatting slab, platform or seat. An open pit is a rudimentary hole.



Image: [https://upload.wikimedia.org/wikipedia/commons/thumb/7/78/Traditional\\_pit\\_latrine\\_\(5014325656\).jpg/450px-Traditional\\_pit\\_latrine\\_\(5014325656\).jpg](https://upload.wikimedia.org/wikipedia/commons/thumb/7/78/Traditional_pit_latrine_(5014325656).jpg/450px-Traditional_pit_latrine_(5014325656).jpg)

## Composting toilet

A composting toilet is a dry toilet that is like a pit latrine, but organic material is thrown on top of the excreta to help it naturally breakdown (composting). Instead of an underground pit, one or more above-ground vaults may be used so that when the excreta are completely composted, the material can be removed and used as fertilizer.

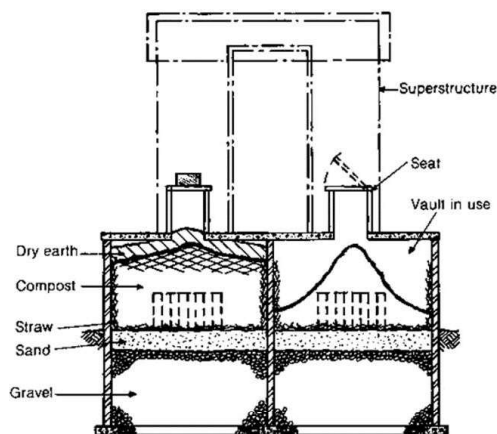
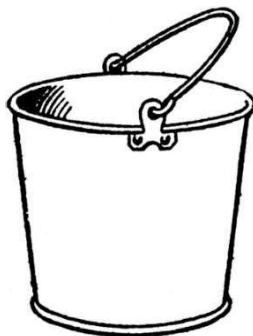


Image: <http://www.nzdl.org/gsd/collect/cdl/archives/HASH0112/6ded49ea.dir/p074.gif>

## Bucket/plastic bag

A bucket, or other container, may be used for the collection of feces (and sometimes urine and anal cleaning material). With this method, excreta are periodically removed for treatment, disposal, or use as fertilizer.



## Hanging toilet/Hanging latrine

A toilet built over the sea, a river, or other body of water into which excreta drops directly.

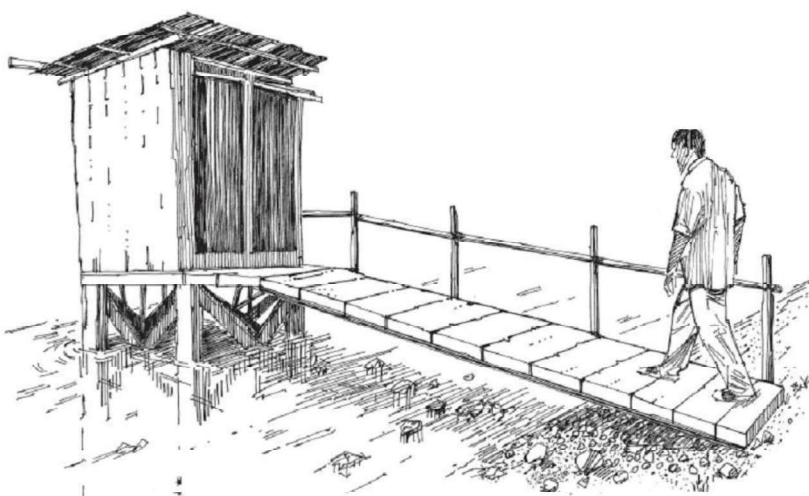


Image: SSWM

## No facilities or open defecation

No facilities includes defecation in the bush or field or ditch; excreta being deposited on the ground and covered with a layer of earth; excreta wrapped and thrown into garbage; and defecation into surface water



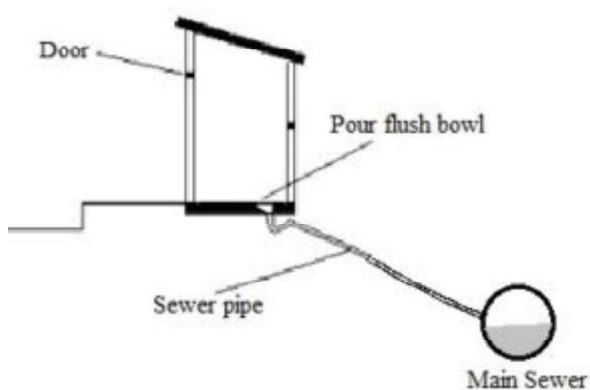
Image: <https://mappingmindsblog.files.wordpress.com>

## Where Does it Flush to?

If the sanitation facility type is a flush toilet or pour flush toilet, we will also record where the toilet flushes to. The possible options are defined below.

## Piped sewer system

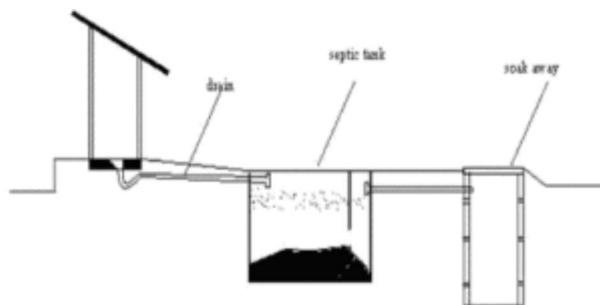
If a flush/pour flush toilet is connected to a piped sewer system, the waste is flushed through pipes to an external sewerage system for disposal.



*Flush to piped sewer*

## Septic tank

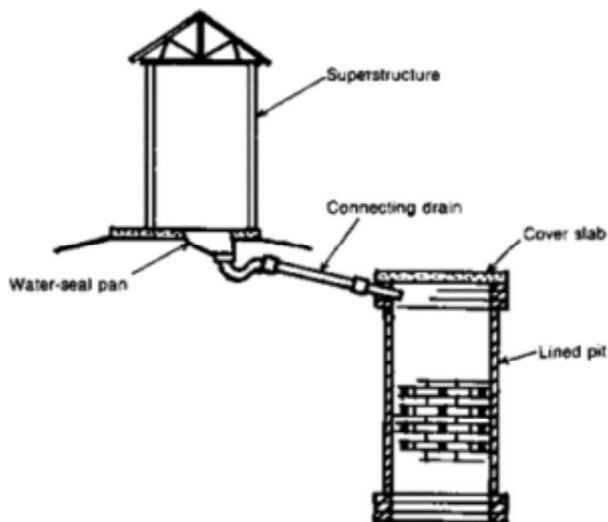
If a flush/pour flush toilet is connected to a septic tank, the waste goes to a water-tight settling tank, normally underground, away from the house or toilet and then seeps into the ground through a leaching pit.



Septic tank (Source: WSP)

## Pit latrine

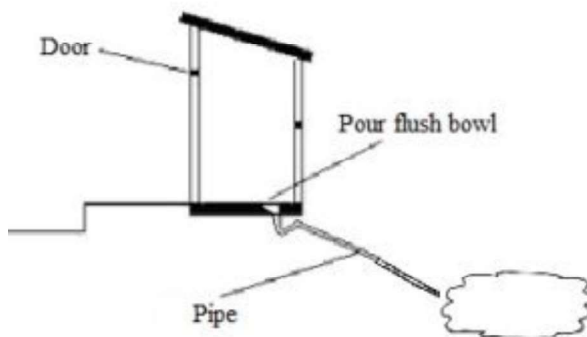
If a flush/pour flush latrine has a pit latrine, the waste goes through the latrine into the ground or a covered, lined pit.



Pit latrine (Source: NZDL)

## Elsewhere

“Elsewhere” is chosen if the flush/pour flush latrine discharges directly to a gutter, stream, or to the ground outside.



*Pour flush to elsewhere*

These definitions have been adapted from WHO/UNICEF Joint Monitoring Programme (JMP): <http://www.wssinfo.org/definitions-methods/watsan-categories>