



charity: water MAP Framework Partner Guide

Implementation of the charity: water monitoring and evaluation MAP Framework has many components. This document contains an outline of the required partner tasks and suggested timelines for planning and executing these activities. The steps are included here as follows:

- **Step 1:** Budget for activities within the grant proposal
- **Step 2:** Prepare for training and data collection
- **Step 3:** Conduct data collection
- **Step 4:** Provide data to charity: water for analysis
- **Step 5:** Disseminate results

charity: water will support these activities and provide additional resources and guides throughout the process, as needed.

A summary of roles and responsibilities is also provided at the end of this document.

Step 1: Budget for activities within the grant proposal

We ask that our partners include the cost of conducting monitoring and evaluation activities according to charity: water's requirements in proposed budgets.

Please summarize these costs under the following categories in our Budget and Expenditures Template (include only the categories are applicable to the specific grant, as per the request for proposal).

Where applicable, include the following lines in the Water Supply chapter:

- MAP Framework Training
- Major Review Data Collection
- Annual Check-in Data Collection
- Post-Implementation Monitoring Data Collection

All associated details should be included in the Methodology tab.

Please remember to budget for everything, including, but not limited to: translations of surveys and training materials; arrangements for training, including meals, per diems, and space rental; supplies such as smart phones and water quality testing equipment; and salaries, transportation, and per diems for data collection teams.

Step 2: Prepare for training and data collection

The partner should begin preparation for data collection several months in advance of the planned data collection. A table of recommended timeline and activities is provided below. If a grant pre-spend is required to complete any of these tasks prior to the start of the grant, charity: water will work with the partner on such requests.

4 months before first data collection
Monitoring and Evaluation technical lead reads documents <ul style="list-style-type: none">• Survey instruments (Community, Household, Water point, School)• Data collection protocol
3 months before first data collection
Work with charity: water to calculate quantity and purchase equipment <ul style="list-style-type: none">• charity: water will provide the required sample size• Determine quantity of water quality test equipment needed• Purchase water quality test equipment that may be sourced internationally Prepare surveys for data collection <ul style="list-style-type: none">• Begin translating survey instruments into local language(s)
2 months before first data collection
Make decisions about project staffing and data collection timeline <ul style="list-style-type: none">• Identify, recruit, hire enumerators and supervisors, as needed
1 month before first data collection
Prepare logistics for in-person training (please refer to the Training Guide) <ul style="list-style-type: none">• Arrange for training location, meals, transport• Purchase locally-sourced equipment• Print training materials (surveys, handouts)• Identify pilot communities to visit during training Finalize survey tools <ul style="list-style-type: none">• Work with charity: water to input survey translations into mobile data collection tool• Test and troubleshoot the survey platform

Step 3: Complete data collection

The primary partner responsibilities during data collection are supervising the data collection team, and communicating with charity: water to ensure data quality is high. These are described below.

Data Collection Supervision

- During data collection, the partner organization supervises the data collection team, including Enumerators and Supervisors, to ensure that data is collected in accordance with the charity: water MAP Framework Protocol with the specified sample size.
- In the event that the protocol cannot be followed, the partner M&E contact should note any changes made in data collection.

Communication with charity: water

- charity: water will communicate with the data collection team weekly throughout data collection. This may be reduced to every 2 or 3 weeks after initial reviews by charity: water, and depending on the total length of data collection.
- Throughout data collection, charity: water will download data from the mobile collection software and perform a quality assurance/quality control (QA/QC) check on the previous week's data. Any issues will be communicated to the partner and/or supervisor(s).
- Supervisors should communicate these issues to the enumerators and re-train enumerators as needed.
- The supervisor or partner M&E contact will complete a form summarizing progress on that week's data collection, and documenting any issues encountered. This form should be emailed to the charity: water M&E team and the appropriate Water Programs Manager overseeing the charity: water grant.

Step 4: Provide data to charity: water for analysis

When data collection is complete, charity: water will download, clean, and analyze the data. charity: water will provide the partner with a written report summarizing the results.

Data Cleaning and Analysis

- charity: water will clean the data with input from the partner supervisors or M&E staff by email communication.
- charity: water will analyze or oversee the analysis of survey and water quality data. Monitoring indicators will be calculated, and regression analysis may be conducted to explore factors associated with water quality results and water point functionality results.
- Results of analyzed data will be shared with the partner organization.

Step 5: Disseminate results

charity: water requests that the partner organization disseminate results to all relevant stakeholders, including communities and local governments.

Roles and responsibilities

The following table contains a summary of the roles and responsibilities throughout the planning and execution of the MAP Framework.

Task / Activity	Responsible Party	Additional Comments
Development of partner-specific MAP Framework planning	Joint (charity: water and partner)	Developed per partner prior to first data collection effort
Budgeting for activities within the grant proposal	Partner	charity: water can support with sample material lists, staffing estimates, etc.
Provision of data collection protocols, sample size calculations, and survey tools	charity: water	-
Recruitment and contracting of enumerators and supervisors	Partner	charity: water will work with the partner if a grant pre-spend is required
Translation of surveys and training information into local language(s)	Partner	charity: water requests that surveys be translated into ALL languages, including local languages
Training of data collection team	Joint (charity: water and partner)	charity: water will lead trainings when Major Review or PIM data collections are done, and the partner will facilitate and provide all material needs.
Provision of logistics for all data collection activities	Partner	-
Supervision of data collection team	Partner	-
Delivery of regular quality control reports on collected data	charity: water	charity: water will review submissions and provide feedback
Cleaning of data set	charity: water	charity: water may ask the partner for clarification
Data analysis and report writing	charity: water	-
Dissemination of results to relevant parties	Partner	-