

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 guidance describes the process for conducting the **Annual Check-in** data collection. This consists of a household survey after a grant is completed, 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 ¹ 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) ²
	% of households reporting the charity: water funded water point as their primary water point
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
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 ⁴

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

⁴ 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 Annual Check-in 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 the Annual Check-In survey approximately 6 months after the previous grant's implementation activities have concluded. (Note that implementation activities may conclude before the completion date of the previous grant.) While we aim for 6 months later, data collection within the range of 4-8 months is permissible.

Scope of survey and sample size

The partner is required to survey a minimum of 10 households in each of 20 communities (200 total surveys).

"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. It should be the same as the definition used in the Major Review protocol. Communities should be chosen from the Water Points List of the previous charity: water grant. In some cases, multiple water points are constructed within the same "community."

Household sampling

Households 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

The survey used for the Annual Check-in household survey should be the same household survey that was used in the most recent charity: water Major Review or Post-Implementation Monitoring data collection. This may be in Akvo FLOW or in mWater, depending on the country program. (Eventually all charity: water partners will transition to use the mWater system.)

PROCESS

The Annual Check-in survey process has five steps, detailed below.

Step 1: Train enumerators

- Enumerators must be trained on the meaning of survey questions, and the water source and sanitation types (see Appendices A & B)
- The MAP training presentation slides used during a charity: water training session can also be used as a reference for training enumerators.

Step 2: Randomly select the communities for the survey

- A total of 20 communities should be randomly selected from the previous grant's charity: water water points list. If there are fewer than 20 communities in the list, then all communities must be selected.
- The communities should be selected randomly, by simple random sampling, following the instructions in the "Community Randomization Spreadsheet_AnnualCheckIn" Excel document.
- If there are multiple water points located within the same community, then that community should only be selected one time.

Step 3: Select 10 households in each community

- Randomly select 10 households from each community to respond to the survey.
- The households should be chosen from the beneficiary households of the charity: water funded water point(s).
- 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

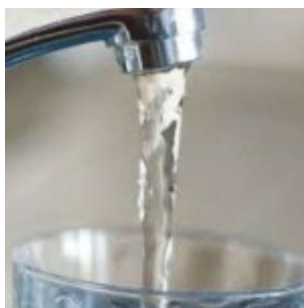
- The Annual Check-in household survey data, along with a list of communities surveyed (both in Excel), must be submitted as part of the grant Completion Report.

Data Submission requirements:

- **Raw household survey data**
 - Clean data for consistent, logical answers. For example, the community names in survey responses must match the names on the Water Points List.
 - Survey responses can be edited directly in the mWater system (at portal.mwater.co) or AkvoFlow system.
 - Export household survey data from mWater or Akvo Flow
 - mWater: Choose the following options: Responses -> Export Responses -> Format for Reimporting
 - Akvo Flow: Choose the following options: Data -> Exports -> New Export -> Data analysis export
- **A list of the communities surveyed**
 - This should be in Excel, and include the following:
 - Community name
 - Community ID (which is assigned by the partner and used in the surveys, usually in the format of 4 letters and 2 numbers, e.g. ABCD01)
 - charity: water Water Point ID (from the Water Points List, in the format of 6 numbers with a "." in the middle, where the first three digits are the grant number, and the last three digits are the water point number. e.g. 271.002)

Appendix A: Water Point Identification Guide

Water Source Types

Type	Description	Photo
Piped water into dwelling	A water service pipe connected with in-house plumbing to one or more taps (e.g. in the kitchen and/or bathroom). May also be called a household connection.	 Source: WHO/UNICEF
Piped water to yard or plot	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. May also be called a yard connection.	 Source: Topraksuenerji.org
Public tap or standpipe	A public water point, also known as a tap stand, public fountain, or piped system. It can have one or more taps and is typically made of brick, masonry or concrete. 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. 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. charity: water partners may also know these systems as: “piped system,” “community tap stand,” etc.	 

Type	Description	Photo
Mechanized Borehole	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. 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: - You can see the tank when standing at the tap - The water is raised to the tank with a pump - It has only 1 or 2 tap stands charity: water partners may also call these systems by other names, like: “motorized pump,” “solar powered pump,” etc.	 Source: Gbengaashafa.com
Borehole with handpump	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. charity: water partners may also call these: “drilled well,” “drilled borehole,” “professionally drilled well with handpump,” etc.	 Source: Anna Murray, Kenya
Protected Dug Well	A protected well meets ALL these criteria: -Has an opening which is fully covered -Is lined with an impermeable material to protect the well from runoff water -Is raised above the ground to prevent surface runoff water entering. Water is often extracted by a bucket (although a handpump can also be used in some cases). charity: water partners may also call this a “hand dug well,” or “hand dug well with handpump,” etc.	 Source: Africanvision.org

Type	Description	Photo
Unprotected dug well	An unprotected dug well is a dug well that does not meet all the criteria of a protected well. They have ANY of these characteristics: -Not covered -Not lined with any material to prevent runoff from entering -Not raised to protect surface runoff from entering through the top	 Source: Shaw, 2005
Protected Spring	A protected spring is a spring with a "spring box" and water flows out of it through a pipe. charity: water partners may also call this a "spring development," "spring protection," etc.	 Source: cdn.thewaterproject.org
Unprotected Spring	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. A spring that has a pipe, but does not have a protective wall or "spring box" would be considered unprotected.	 Source: watercharity.org
Rainwater Collection/ Harvesting	Rain that is collected or harvested from surfaces (by roof or ground catchment) and stored in a container, tank or cistern. charity: water partners may also call this a "rainwater collection tank," "roof catchment," etc.	 Source: watercharity.org

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

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.

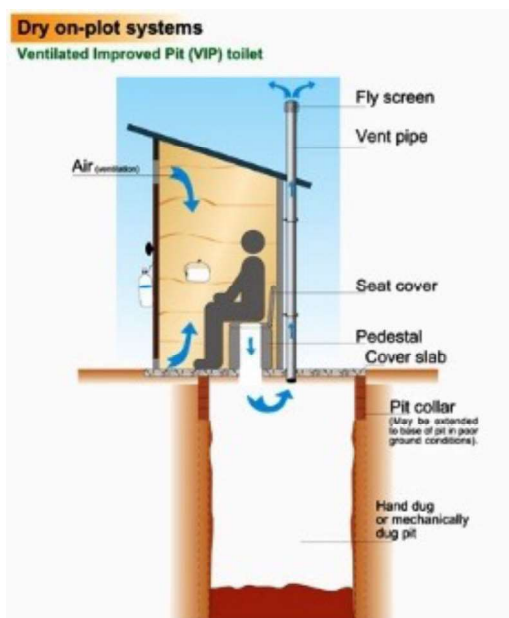


Image: http://civilengineersforum.com/wp-content/uploads/2013/10/mit_latrine.jpg

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)

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.

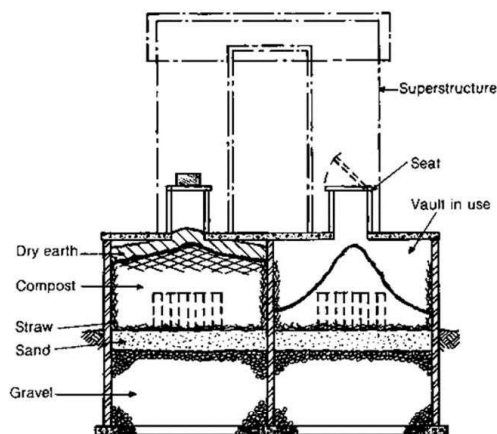
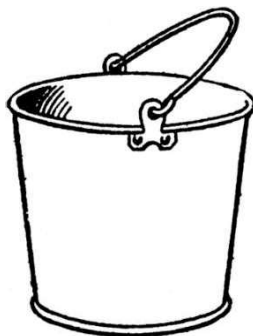


Image: <http://www.nzdl.org/gsd/collect/cdl/archives/HASH0112/6ded49ea.dir/p074.gif>

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.

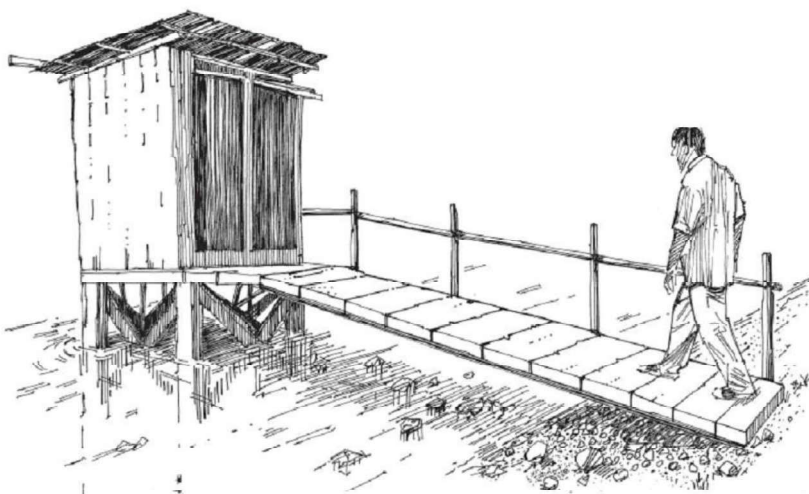


Image: SSWM

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



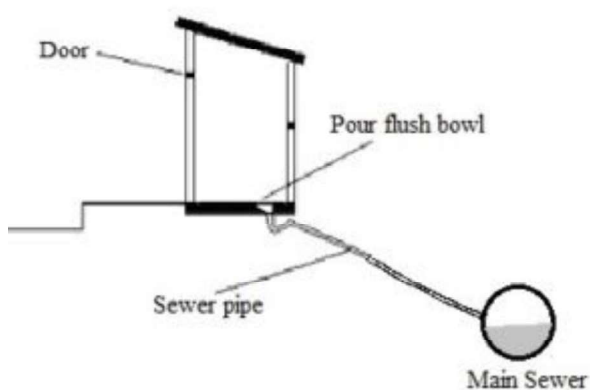
Image: <https://mappingmindsblog.files.wordpress.com>

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

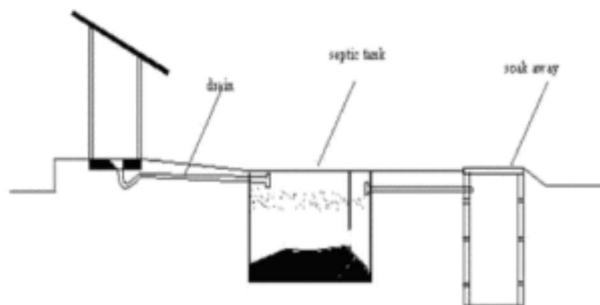
If a flush/pour flush toilet is connected to a piped sewer system, the waste is flushed through pipes to an external sewerage system for disposal.



Flush to piped sewer

Septic tank

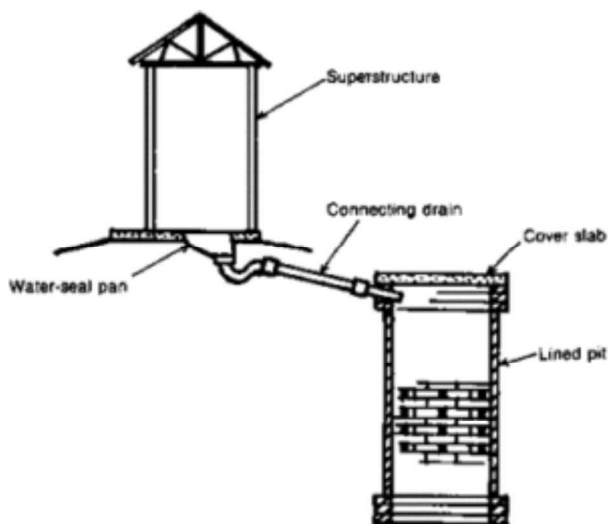
If a flush/pour flush toilet is connected to a septic tank, the waste goes to a water-tight settling tank, normally underground, away from the house or toilet and then seeps into the ground through a leaching pit.



Septic tank (Source: WSP)

Pit latrine

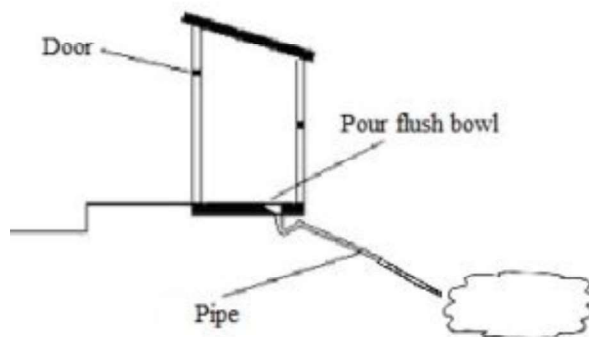
If a flush/pour flush latrine has a pit latrine, the waste goes through the latrine into the ground or a covered, lined pit.



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>