

# Guidance on *EnDev-Surveys* in context of Sanitation for Millions: How to do Pre-/Post and Evaluation-After-1-Year Assessments for Sanitation for Millions

## Disclaimer

This document is an attachment to the service offer ***Construction/Rehabilitation of WASH Infrastructure in Health Care Facilities (HCFs)***, developed by the global programme *Sanitation for Millions*. The service offer is based on implementation experiences gathered by the programme in Jordan, Pakistan, and Uganda. Its development is part of the commission through the Federal Ministry for Economic Cooperation and Development (BMZ) in 2022. Purpose of this specific service offer is to give an overview of relevant background information, important minimum standards, and necessary working steps related to construction and rehabilitation of water, sanitation, and hygiene (WASH) infrastructure in HCFs.

SANITATION FOR MILLIONS

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## Introduction

This guideline gives an overview, how to apply the *EnDev-Surveys* platform in context of GIZ's global programme Sanitation for Millions.

Sanitation for Millions is a global programme, funded by the BMZ and implemented by GIZ, improving access to safe sanitation and hygiene with a focus on vulnerable and disadvantaged groups. Around two million people have already benefitted directly from the project's measures. Sanitation for Millions builds female-friendly and barrier-free sanitary facilities at schools, healthcare facilities, and faith-based institutions, trains local professionals to operate and maintain them, and promotes safe hygiene practices through targeted campaigns and knowledge transfer.

## The EnDev-Surveys Platform

EnDev-Surveys was introduced to Sanitation for Millions in 2020 and replaced the previously used paper-based WASH assessment forms for institutions. Complementing all construction measures at institutions done by Sanitation for Millions, it is mandatory to apply the assessments described in this document.

Endev Surveys is a survey monitoring and processing platform to assist GIZ programs worldwide in creating surveys for baseline analysis, project monitoring surveys, and *Knowledge Processing Technology* (KPT).

## How to access EnDev surveys

Please go to the website <https://surveys.endev.info>.

- Select your preferred language.
- Click on the login-button.
- Enter your personal login details.

Before you can login, please contact the respective Sanitation for Millions officer to create your personal user account.

It is advised to do a personal onboarding to the EnDev surveys platform before applying any of the assessments.

- After logging in, you will reach at the main page, where you can select context and the respective survey you want to apply.



- Choose under "context selection" the respective institutional setting (schools, health-care facilities, or faith based institutions)
- Choose under "go to survey" either pre-assessment, post-assessment or evaluation after 1 year.
- To start a questionnaire, click the "Capture"-button.

- While filling the answers, make sure you follow the sections as given (starting from left to right)
- Once all red fields (in the head of each section) disappear, you filled all mandatory questions.
- To finalise a questionnaire, make sure, you once again press the “Save questionnaire button” before you end it.

## Available assessments in the context of Sanitation for Millions

### Pre-construction WASH Assessments

These assessments are supposed to be done in all institutions (schools, health care facilities, faith-based institutions), where Sanitation for Millions **plans to implement** construction/rehabilitation measures of sanitation and hygiene facilities. Usually, this assessment is done before any hardware intervention and serves as baseline.

### Post Construction WASH Assessments

These assessments are supposed to be done in all institutions, where Sanitation for Millions plans did implement construction / rehabilitation measures of sanitation and hygiene facilities. Usually, this assessment is done **at time of handing over hardware** and gives information about changes compared to the baseline assessment.

### Evaluation after 1 year assessments

These assessments are supposed to be done in all institutions, where Sanitation for Millions plans did implement construction / rehabilitation measures of sanitation and hygiene facilities in institutions. Usually, this assessment is done **approximately one year after handing over hardware**. This assessment differs from the pre-/post assessments and gives not nitty-gritty information about the specific hardware details but informs on “whether the WASH-system is still working”, or, where specific challenges exist.

## Responsibilities when conducting assessments

### Responsibilities of the supervisor

<b>Prior to survey</b>	<ul style="list-style-type: none"> <li>• Check provided questionnaires on EnDev surveys and seek clarification with Sanitation for Millions if needed</li> <li>• Translate questionnaire to local language if necessary</li> <li>• Select competent data collector(s), if there are more data collectors planned for the survey</li> <li>• Make sure all data collectors get a user account on EnDev surveys and an onboarding to EnDev surveys.</li> <li>• Organise a preparatory meeting with data collectors, explain the objectives and contents of survey and give guidance as required</li> </ul>
<b>During data collection</b>	<ul style="list-style-type: none"> <li>• Offer availability (by phone or other medium) for further queries of data collectors</li> </ul>
<b>After data collection</b>	<ul style="list-style-type: none"> <li>• Get an overview of filled questionnaires on EnDev surveys and check completeness</li> <li>• Organise a meeting with the data collectors after data collection and listen to challenges and problems during data collection. Report these to DV. The DV is expected to inform HQ on them.</li> </ul>

### Responsibilities of data collectors

<b>Prior to survey</b>	<ul style="list-style-type: none"> <li>• Make sure, your EnDev surveys account is accessible and functional</li> <li>• Go through the planned questionnaire and identify queries/challenges related to the questionnaire</li> <li>• Discuss and clarify the open queries with other data collectors and the supervisor (if needed with HQ).</li> <li>• Arrange the exact date / time for an appointment with the representative of the institution that will be surveyed</li> </ul>
<b>During data collection</b>	<ul style="list-style-type: none"> <li>• Collect data during opening hours (check vacation time beforehand)</li> <li>• Fill one questionnaire for each school</li> <li>• Assure that consent of the interviewed person for data processing for GIZ monitoring is provided. If this is not the case, Sanitation for Millions cannot use the data.</li> <li>• Note down challenges and problems separately</li> </ul>
<b>After data collection</b>	<ul style="list-style-type: none"> <li>• Make sure, the questionnaire is filled completely, and saved on the EnDev surveys platform</li> <li>• Report challenges and problems during data collection to the supervisor</li> </ul>

## Proposed Steps when conducting assessments

### 1. Creation of user accounts & onboarding of data collectors

To use EnDev-Surves, every data collector needs a personalised user account. DV or the responsible M&E officer of Sanitation for Millions in country provides a list of planned data collectors, containing names and email addresses, and shares it with the M&E team at HQ quite ahead of the planned data collection.

The HQ team creates user accounts and assigns them to the respective contexts and questionnaires.

The HQ team organizes an onboarding call with all data collectors and respective Sanitation for Millions officers.

### 2. Final Preparatory Meeting

A final preparatory meeting between the supervisor (usually DV or M&E officer of Sanitation for Millions) and the data collectors should take place before the data collection starts. The purpose of the meeting is to finally instruct the data collectors, explain the objectives and contents of survey and give guidance as required. The data collector needs to be briefed that as per data protection guidelines the consent of the interviewee is required to use the data for project monitoring. At the end of the meeting, the data collectors should all have a common understanding about the purpose and expected answers in the questionnaire. Important remarks, comments, and definitions should be documented in minutes and sent to DV. The DV is expected to report this information to HQ.

During this meeting, the supervisor should ensure that all necessary information and equipment is available and functional.

- Contact details of the sites to be visited (addresses, names, phone numbers, etc.)
- A schedule specifying which data collector visits which institution and when
- Letter of introduction signed by S4M country project leader (to introduce the Sanitation for Millions programme and the purpose of the survey)
- An electronic device that is proofed functional and compatible with EnDev surveys
- Pens, notebooks or other for the data collectors to record additional notes

### 3. Preparation for the visit at the institution for data collection

Before starting the survey, each data collector should check whether he/she carries all necessary materials

- Contact details of your supervisor(s) (incl. mobile numbers, in case of arising difficulties)
- Schedule of planned visits
- Letter of introduction
- List of sites (schools/mosques/health unit) to be visited with relevant contact data (address of school, telephone number of contact person)
- An adequate device to access EnDev surveys
- Pens & notebook to take additional notes (e.g. for reporting to supervisor)

→ An ID with picture

#### 4. Site Visit for Data Collection

Before conducting the survey, confirm the appointment with the planned interviewee by phone or E-Mail. After arrival at the site, introduce yourself to the person in charge and present the letter of introduction. If the representative is not available, ask for the deputy. Please inform interviewee about the purpose of the Assessment and request consent for using the data for monitoring.

Start data collection by asking your interviewee about general information on the institution and work yourself through the questionnaire. Be aware, that the questionnaires usually start with questions to the representative of the institution on different topics, then contain observation questions, where you should inspect all relevant parts of the institutions with your own senses.

All questions should be answered instantly and the questionnaire should not be left blank to be filled at a later stage.

Before leaving the institution, double-check if questionnaire is completely filled and express your appreciation for the support of the institution.

#### 5. Subsequent meeting with supervisor

The data collectors are expected to check that all filled questionnaires are uploaded on the EnDev surveys platform. As further step it is recommended to organize a meeting directly after the data collection exercise, giving the room to report on challenges, further queries and unexpected findings etc. In case of challenges, the supervisor will decide on further proceedings and clarifications.

The supervisor is supposed to also check the completeness and availability of all filled questionnaires to assure that the collected data can be used in the Sanitation for Millions M&E system.



## Annex 1: Structure of Pre-/Post Assessments

### Sections of Pre-/Post WASH Assessment Forms for Schools:

- General Section
- Beneficiary Numbers
- Questions to School management
- Observation questions
  - Water Supply and Sewerage System
  - Sanitary Facilities for students (female / male / communal)
  - Sanitary Facilities for teachers (female / male / communal)
  - Sanitary Facilities: Cleaning and Maintenance

### Sections of Pre-/Post WASH Assessment Forms for Health Care Facilities:

- General Section
- Beneficiary Numbers
- Questions to management of HCF
- Observation questions
  - Water Supply and Sewerage System
  - Sanitary Facilities for females (patients and visitors)
  - Sanitary Facilities for males (patients and visitors)
  - Communal Sanitary Facilities (patients and visitors)
  - Cleaning and Maintenance of sanitary facilities
  - Other observations

### Sections of Pre-/Post WASH Assessment Forms for Religious Institutions:

- General Section
- Beneficiary Numbers
- Questions to management of Religious Institution
- Observation questions
  - Water Supply and Sewerage System
  - Sanitary Facilities for female persons (visitors and staff)
  - Sanitary Facilities for male persons (visitors and staff)
  - Communal Restrooms (visitors and staff)
  - Cleaning and Maintenance of sanitary facilities

## Annex 2: Structure of Evaluation after 1 year Assessments

### Sections of Evaluation after 1year Assessment Forms for Schools:

- General Section
- Questions to representative
  - Questions on “Water” to representative
  - Questions on “Sanitation” to representative
  - Questions on “Hygiene” to representative
  - Questions on “WASH-system” to representative
- Observation questions
  - Observations “Water”
  - Observations “Sanitation”
  - Observations “Hygiene”
  - Observations on overall “WASH system”
- Evaluator’s Rating on Overall WASH system

### Sections of Evaluation after 1year Assessment Forms for Health Care Facilities:

- General Section
- Questions to representative
  - Questions on “Water” to representative
  - Questions on “Sanitation” to representative
  - Questions on “Hygiene” to representative
  - Questions on “Waste” to representative
  - Questions on “Environmental Cleaning”
  - Questions on “WASH-system” to representative
- Observation questions
  - Observations on “Water” to representative
  - Observations on “Sanitation” to representative
  - Observations on “Hygiene” to representative
  - Observations on “Waste” to representative
  - Observations on “Environmental Cleaning”
  - Observations on “WASH-system” to representative
- Evaluator’s Rating on Overall WASH system

### Sections of Evaluation after 1year Assessment Forms for Religious Institutions:

- General Section
- Questions to representative
  - Questions on “Water” to representative
  - Questions on “Sanitation” to representative
  - Questions on “Hygiene” to representative
  - Questions on “WASH-system” to representative
- Observation questions
  - Observations “Water”

- Observations “Sanitation”
  - Observations “Hygiene”
  - Observations on overall “WASH system”
- Evaluator’s Rating on Overall WASH system

## Annex 3: Contacts

Contacts (as of May 2023)

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### Note

In case of technical challenges with the EnDev-Surveys platform, please contact the M&E officer in your country & the M&E team at HQ. Do not directly contact the external IT company.