

2.2 Data Collection

This tool uses mWater to collect all the data.

mWater is a data platform that can be used to collect, monitor and analyze data. It is a free platform that can be used online and offline on multiple platforms.

A short instruction on how to use mWater for the impact assessment tool is given below. For more information it is advised to look at the official mWater documentation provided on their official site.

1) Make an account on mWater

Signup with mWater

mWater is an operating system for digital governance used by governments, civil society organizations, and water and sanitation service providers in over 180 countries. All features are free for unlimited use; anyone can sign up and start collecting data in minutes.

Given Name

Family Name

Username

We recommend creating accounts with your real name rather than a generic code. Every user requires a unique username which is visible to other users. You can change your username, email or password later in My Account.

Password

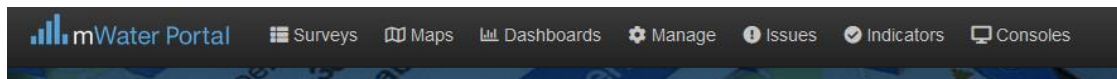
Email address

Note: Your email address will never be shared

Employer or organization (optional)

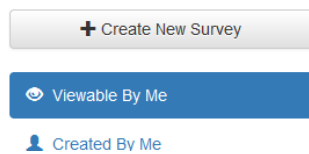
☐ I confirm that I am at least 13 years of age

- 2) Click on the “Surveys” button located top left



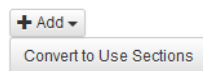
- 3) Click on the “Create New Survey” button to create a new survey

Surveys

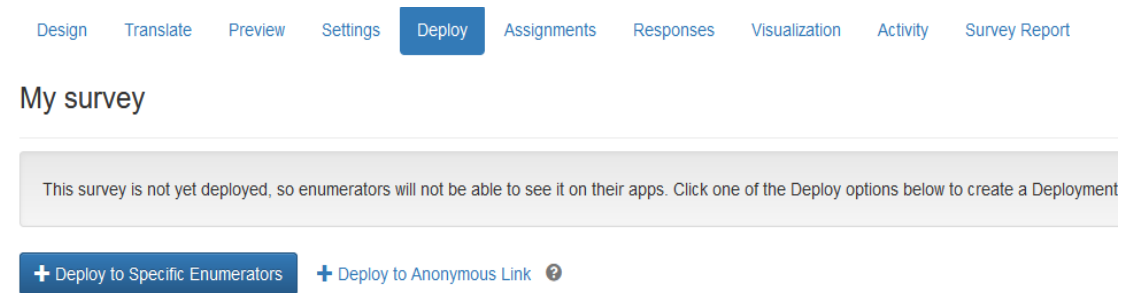


- 4) Make the survey by editing the title and adding questions. For more information about how to make the questions for the impact assessment tool please read the questions section down below.

Untitled Survey [Edit](#)

The screenshot shows the 'Add' question form. It includes fields for 'Type' (set to 'Number Question'), 'Question Text', 'Format' (set to 'Whole number'), 'Validation' (set to 'None'), 'Conditions' (set to 'Always show'), 'Alternates' (with checkboxes for 'Not Applicable Option' and 'Don't Know Option'), and 'Advanced' settings (with checkboxes for 'Include a comments field with this question', 'Record GPS location where question was answered', 'Record date and time when question was answered', 'Default answer from the last time form was completed on this device', 'Disable this question and prevent it from ever being asked', and 'Randomly ask this question a percentage of the time'). There are also links for 'Add Question Code', 'Add Export ID', 'Add Hint', and 'Add Help'. At the bottom right, there are 'Save' and 'Cancel' buttons.

5) When the survey is done and ready for deployment,



- a. Click on the “Deploy” button.
- b. Click on the “Deploy to Specific Enumerators” button or the “Deploy to Anonymous Link” button depending on your situation. For more information about which one to use, click on the question mark next to the buttons.
- c. After selecting the option appropriate for your situation, fill in the required data and use the generated link to perform the surveys.

6) Export all the survey data after all the surveys have been filled in.

- a. Click on the “Surveys” button in the top menu bar
- b. Click on the survey you want to export the data from.
- c. Click on “Responses”



- d. Click on the “Export Responses” button and a pop up window will appear called “Export Responses”.

My survey



- e. Select the options as shown below and click on the “Export Responses” button to download the survey data as a CSV file

Export Responses

Status

☒ Final
☐ Pending
☐ Draft
☐ Rejected

Determines which status of responses will be exported

Deployments

Determines which deployments will be exported

☐ Format for re-importing - Select to format for re-importing into duplicate form. Note: re-importing into same form will cause data duplication

Header Rows

☒ Export Id/Code
☐ Question Text
☐ Both

Determines how columns will be labelled in the exported version. If "Both" is selected, there will be both. Will always default to Export Id over Code, if present for a question. Will always fallback to question text if neither Export Id or Code is present.

Choice Questions

☐ Code
☒ Text

Determines how choice questions will be exported. If 'Code' is selected, it will preferentially use the code of the choice over the English text.

Multicheck Questions

☒ Single Column
☐ One Column per Choice

Determines how multicheck questions will be exported. If 'One Column per Choice' is selected, it will use a true/false column for each choice

Include Asked Columns

☐ Yes
☒ No

Select Yes to include columns indicating whether each question was asked or not based on conditions

Format

☒ CSV
☐ Excel

Use CSV for large downloads

Export Responses

- 7) The exported responses is saved in a CSV file that needs to be loaded into the tool.
- Click on the "Upload" button of the time period of the CSV file

2.2 Data collection

Date	Time period	
<input type="text"/>	Start of project	<input type="button" value="Upload"/>
<input type="text"/>	Halfway point of project	<input type="button" value="Upload"/>
<input type="text"/>	End of project	<input type="button" value="Upload"/>
<input type="text"/>	Year after end of project	<input type="button" value="Upload"/>

- b. Click on the “Select” button of the target group of the CSV file and select the CSV file

1- Start of project

2- Halfway of project

3- End of project

4- Year after end of project

2.2 Data collection - 1: Start of project

Project provider data (CSV file only)

Select

Show

Filename:

Community leader data (CSV file only)

Select

Show

Filename:

Teacher data (CSV file only)

Select

Show

Filename:

Student data (CSV file only)

Select

Show

Filename:

Tool Survey Questions Example

The questions generated in the tool come with the inputs needed for mWater. This can be found on the second tab in the pop up window that opens when pressed on the “Show” button at 1.3 (after method fragments have been selected). The variables with “(for mWater)” behind it are the options in mWater when making a new question.

The screenshot shows a window titled "Survey questions". At the top, it says "Generated questions for:" followed by a dropdown menu set to "Project Provider". Below this, there are instructions: "To copy the value: ctrl + q" and "To paste the value: ctrl + v". The main area contains a list of generated questions, each with its metric, survey question, question type, and answer format. The questions are:

Metric:	Number of schools reached (Number of projects)
Survey question:	Number of schools reached (number of projects)
Question type (for mWater):	Number Question
Answer format (for mWater):	Whole number
Metric:	Number of students reached
Survey question:	Number of students reached
Question type (for mWater):	Number Question
Answer format (for mWater):	Whole number
Metric:	Deployment rate (per month)
Survey question:	Deployment rate (per month)
Question type (for mWater):	Number Question
Answer format (for mWater):	Decimal number

- Example -

If we take the image before as an example and fill in the fields that we get from the tool, we get the result as seen below. Make sure the mWater inputs are exactly the same as in the tool otherwise the tool might not process it correctly!

The screenshot shows the "Add" form for creating a new question. It includes the following fields and options:

- Type:** Number Question (dropdown menu)
- Requires Answer:** ☐
- Question Text:** Number of schools reached (number of projects) (text input)
- Format:** Whole number (dropdown menu)
- Validation:** None (dropdown menu)
- Conditions:** Always show (dropdown menu)
- Alternates:** ☐ Not Applicable Option ☐ Don't Know Option
- Advanced:** ☐ Include a comments field with this question ☐ Record GPS location where question was answered ☐ Record date and time when question was answered ☐ Default answer from the last time form was completed on this device ☐ Disable this question and prevent it from ever being asked ☐ Randomly ask this question a percentage of the time

At the bottom right, there are "Save" and "Cancel" buttons.