**WASH Infrastructure Mapping - Data Checking SOP**

**Overview of daily responsibilities**

* Team leaders bring finalised mobile phones to the database assistants (DBAs)
* DBAs upload forms to the Kobo server and ensure phones are fully charged prior to the next day of data collection
* DBAs perform checks in excel and GIS officer identifying any issues with the data collected in that day
* Feedback is compiled by the DBA and passed on to the field coordinator in the evening
* In the morning briefing the field coordinator is responsible for laying the feedback to team leaders and enumerators

**Excel Checks (DBA)**

The following checks should be made by the DBA at the end of each day of data collection:

* Date of forms
* Ensure all forms are from the correct day of data collection
* Identify any phones with incorrect dates and correct this
* Tubewell codes
* Each should have a 5-digit code without spaces, hyphens or missing digits
* Identify enumerators that consistently found no codes on tubewells using pivot tables and flag for follow-up
* Check a sample of pictures to ensure that enumerators have not missed codes
* Remarks column
* Check for enumerators writing ‘broken’ or ‘not working’, this information is already collected in the Kobo form and should be removed during the cleaning process. Flag enumerators consistently do this and inform them it’s not necessary
* Check to see if any NGO names entered could have been selected from the pre-existing options
* GPS accuracy
* Identify all points where GPS accuracy is greater than 5m and flag enumerators with multiple instances of this
* If there is a problem with a particular device then make sure a replacement is available for the next day
* Picture check
* If time is available check a couple of the pictures taken by each enumerator each day to make sure they meet standards e.g. include donor sign and code where appropriate
* Enumerator forms per day
* Use pivot tables to identify the number of forms collected each day
* Flag enumerators who are consistently collecting a below average number of forms

**GIS Checks (GIS Officer)**

The following checks should be made by the GIS Officer at the end of each day of data collection:

* Comparisons to previous data
* Join the previous rounds data to the Mahjee blocks to identify the number of features collected previously
* Join the day’s data to the Mahjee blocks
* Compare the 2 feature counts and identify blocks with a 25% or great reduction in feature counts
* Send these blocks to the field coordinator to identify whether block needs to be revisited
* Check features / GPS tracks against imagery
* Manually compare the features and GPS track data against drone imagery to identify areas that may have been missed by the field team, flag blocks that appear incomplete

**Morning briefing (Field Coordinator)**

Each morning the field coordinator is responsible for briefing team leaders on enumerators based on the feedback compiled by the DBA.

* General feedback
* Some feedback may be applicable to all or the majority of enumerators, for example a daily reminder about the need for a 5-digit code for each tubewell
* Enumerator specific feedback
* Certain enumerators may be struggling with specific components of a form (e.g. providing unnecessary remarks on the end of each form) and they should be spoken to directly by the field coordinator to identify the cause and solution to a consistent problem
* Team leader feedback
* If certain Mahjee blocks were missed or incomplete then team leaders should be informed and will be responsible for ensuring their enumerators re-cover these areas