REPUBLIC OF RWANDA

MINISTRY OF INFRASTRUCTURE
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Concept note for WASH MIS data collection in Gicumbi district

February – April, 2020

I.   Introduction:

The Ministry of Infrastructure (MNINFRA) has commissioned the development of Water, Sanitation and Hygiene (WASH) Management Information System (MIS). The WASH MIS is a web-based software that will support management of WASH data from all national districts including data collection, entry, validation, structuring and storage. The MIS will ensure the availability of timely and reliable data to inform Water and Sanitation (WATSAN) sector planning and decision making. Currently, the development of MIS has been finalized and is being operationalized in districts. The Ministry has planned the data collection of WASH data through WASH MIS in all districts by June 2020.

To ensure a smooth ownership and accountability of the MIS as well as the process of data collection by districts, MININFRA conducted the training of trainers (ToT) for District WATSAN Officers (DWOs) and WASAC District Water and Sanitation Support Engineers (DWSSEs) from all districts. The DWOs and DWSSEs will coordinate the whole data collection process in their respective districts. The data collection process will be conducted by carrying out different activities including selection of data collection volunteers; training of data collectors (volunteers); data collection; supervision of data collection, submission of data collection forms; (v) data entry; and (vi) and validation.

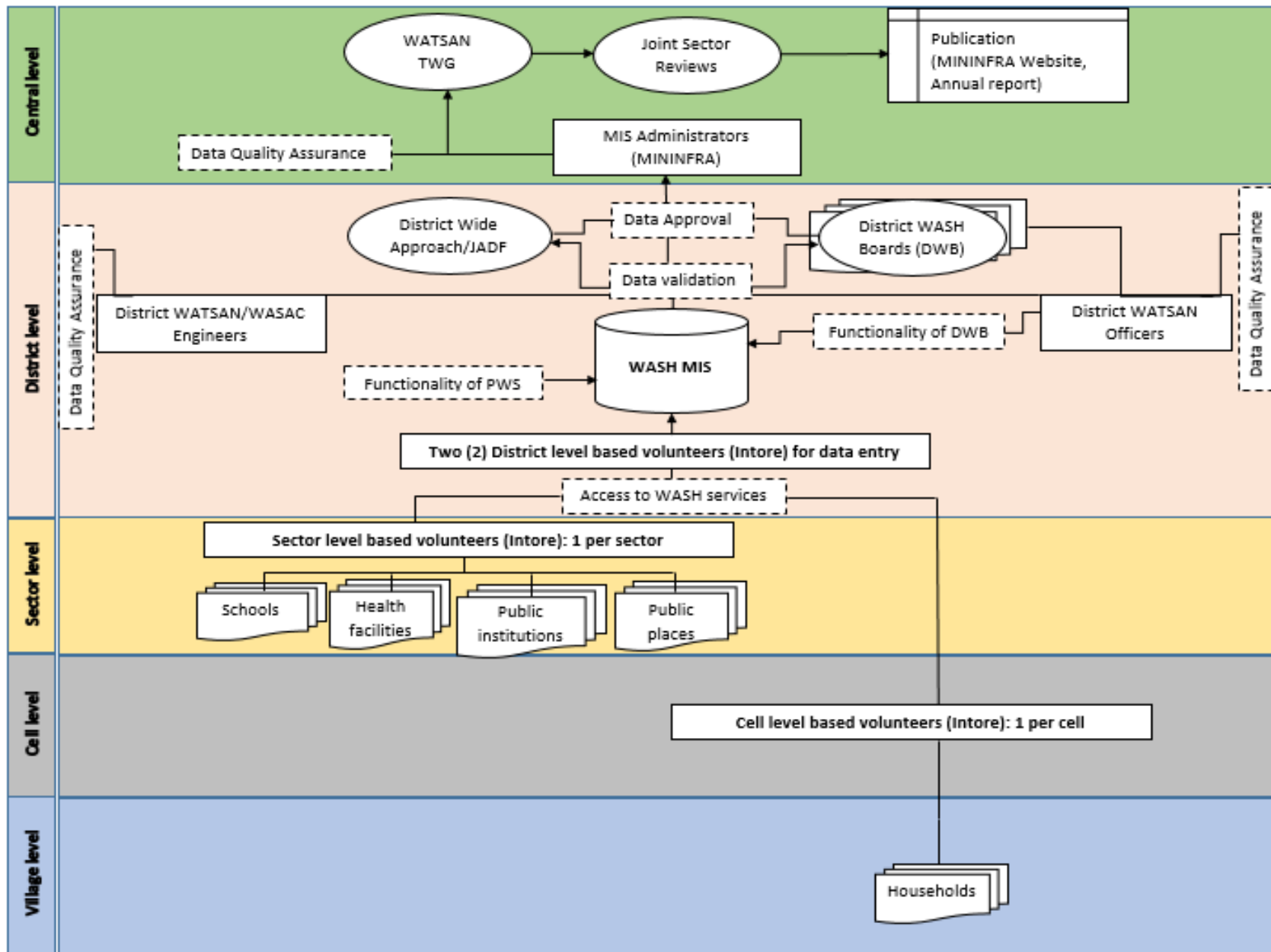The data collection process in Gicumbi district will be conducted from February 26th – April 06th, 2020.

II.   Data collection flow chart

The WASH MIS data collection and reporting will require involvement of key staff and personnel at central, district, sector and cell levels (ref. data collection flow chart presented below). The data collection will be coordinated by DWOs and DWSSEs with support of MININFRA WATSAN Division staff. The data will be collected by volunteers selected in different cells. The data will be collected on the following entities:

- Households;
- Schools
- Health facilities,
- Public institutions; and
- Public places (markets).

Data collection flow chart

Central level

WATSAN TWG → Joint Sector Reviews → Publication (MININFRA Website, Annual report)

Data Quality Assurance → MIS Administrators (MININFRA)

District level

Data Quality Assurance

District Wide Approach/JADF

Data Approval

District WASH Boards (DWB)

Data validation

District WATSAN/WASAC Engineers

Functionality of DWB

District WATSAN Officers

WASH MIS

Functionality of PWS

Data Quality Assurance

Two (2) District level based volunteers (Intore) for data entry

Access to WASH services

Sector level

Sector level based volunteers (Intore): 1 per sector

Schools

Health facilities

Public institutions

Public places

Cell level

Cell level based volunteers (Intore): 1 per cell

Village level

Households

III. Methodology and Data Collection Process

The WASH MIS data collection will be completed by conducting the following key activities:

III.1. Selection of data collectors

The district, through coordination by DWO and DWSSE and in collaboration with the executive secretaries of the Cells and Sectors, will select volunteers who will collect data. The volunteers must be youths who have completed at least secondary school level. The number of volunteers (data collectors) will be selected as follow:

- **Cell-Level Based Volunteers** will be selected to collect data *on access to WASH services in the **households***. One volunteer per cell will be selected who will collect data in that cell. The candidates that will be selected must reside in the Cell where they will collect data.
- **Sector-Level Based Volunteers** will be selected to collect data on access to WASH services in *schools, health facilities (HFs), public institutions (PIs)* and *public places (PPs)*. One volunteer per sector will be selected who will collect data in that sector. The candidates who will be selected must reside in the Sector where they will collect data.
- **Two (2) District-Level Based Volunteers** will be selected for *data entry* of all collected data *in the WASH MIS*. The candidates who will be selected must reside near the office of the district and priority should be given to those having access to their own computers.

III.2. Training on data collection and data entry

The DWO and DWSS will organize three days' sessions of training for data collection and data entry. These sessions will be organized in three consecutive days as follow:

- ***First day:*** *Training of Cell-Level Based data collectors who will collect data on access to WASH services*. Two volunteers who will complete the data entry will also participate in this training (this will help them to understand the content of the forms and data that will be entered in the MIS). Due to the high number of Cell-Level Based data collectors (households' data collection volunteers) who will be trained on the same day, it is recommended to conduct their training in two parallel sessions.
- ***Second day:*** *Training of Sector-Level Based data collectors who will collect data on access to WASH services by schools, HFs, PIs and PPs*. Two volunteers who will complete the data entry will also participate in this training (this will help them to understand the content of the forms and data that will be entered in the MIS).
- ***Third day:*** *Training of two District-Level Based data collectors who will complete the data entry on households, schools, HFs, PIs and PPs*.

The DWO and DWSSE will have to secure the training rooms in the district.

III.3. Data collection

The data will be collected by trained volunteers. The data collection process will be coordinated by DWO and DWSSE. The data collection process will be conducted as follow:

- *Cell-Level Based trained volunteers* will collect data on access to WASH services in the households of all villages of the cell. Each volunteers must reside in the Cell where he/she will collect data.
- *Sector-Level Based volunteers* will collect data on access to WASH services in schools, health facilities, public institutions and public places. One volunteer will be based at the Sector and must reside in the Sector where he/she will collect data.

In addition to the set of data listed above, the DWO will collect data on functionality of their district WASH boards.

III.4. Submission of data collection booklets and forms

After data collection, the data collection forms will be submitted to the district. Each data collector (volunteer) will submit all forms for the entities where he/she will have collected data to the DWO and DWSSE by the submission deadline. The dates of submission of data collection forms are presented in the Section VI (timelines for data collection).

III.5. Data entry in the MIS

Two (2) volunteers who will have been trained for that, will complete the data entry on households, schools, HFs, PIs and PPs. The district will provide two computers and internet that they will use for data entry. The DWO will complete the data entry of data on functionality of the district WASH board.

IV.   Data collection tools

Four types of tools will be used for data collection and entry in the MIS:

🐝 *Households data collection booklets:* these booklets will be used by volunteers based at the cell level for data collection on access to WASH services by households.

🐝 *Entities' data collection forms:* these forms will be used by volunteers based at the sector level for data collection on access to WASH services by schools, health facilities, public institutions and public places.

🐝 *Computers:* two data entry volunteers and DWO will use the computers provided by the district for data entry in the MIS. The district WATSAN Officers and DWSSEs will also use district computers to validate data entered in the MIS.

❀ *Mobile App:* this App has been designed to facilitate the data collection and entry through mobile devices. They can be used by two data entry volunteers based at the district office and DWO for data entry in the MIS.

V. Cost implication

The data collection on access to WASH services will involve four types of costs will be incurred: (i) Participants transport costs to the training; (ii) data collection costs; (iii) costs for printing data collection forms; and supervision of data collection.

❀ *Transport-Training Cost:* A three-day training (one day for each category of participants) will be conducted for data collectors (volunteers) and transport costs to the training will be reimbursed to them. Each participant will be reimbursed **RWF 10,000[1]** of transport. The training budget is RWF 1,320,000 (ref. table below).

WASH MIS training budget for Gicumbi district

Category of participants	Number	Unit cost	Total
Cell-Level Based volunteers	109	10,000	1,090,000
Sector-Level Based volunteers	21	10,000	210,000
District-Level Based data entry volunteers	2	10,000	20,000
Total			**1,320,000**

❀ *Data Collection Costs:* Data collectors will be given a flat period of **40 man-days** for collecting data on access to WASH services and submitting them to the district. A flat period of 40 man-days will also be given to the two volunteers to complete the data entry. The cost value of 1 man-day is RWF 2,500. A flat value of **40 man-days** (equivalent to **RWF 100,000**) will be reimbursed for each volunteer. The total budget for data collection and entry is RWF 13,200,000 (ref. table below).

WASH MIS data collection and entry budget for Gicumbi district

Category of participants	Number	Unit cost	Total
Cell-Level Based volunteers	109	100,000	10,900,000
Sector-Level Based volunteers	21	100,000	2,100,000
District-Level Based data entry volunteers	2	100,000	200,000
Total			**13,200,000**

❀ *Printing of data collection forms*: The forms that will be printed include households' data collection booklets and data collection forms for schools, HFs, PIs and PPs. The estimate of printing budget is RWF 1,930,000 (ref. table below).

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[1] The individual costs may be readjusted by considering the distances and real costs for Sectors where participants come from. However, the total cost for all participants will not exceed RWF 1,320,000.

Printing of data collection forms budget for Gicumbi district

Category of participants	Number	Unit cost	Total
Households data collection booklets	730	2,500	1,825,000
Schools data collection forms	300	150	45,000
Health facilities data collection forms	150	150	22,500
Public institutions data collection forms	150	150	22,500
Public places data collection forms	100	150	15,000
Total			**1,930,000**

Supervision of data collection: The DWO and DWSSE will supervise data collection. They will make field supervision in sectors for consultation with data collectors, making sure that data is consistently and accurately collected. A maximum of 10 days will be allowed for the DWO and for the DWSSE to make field supervision of data collection. Transport and mission cost of RWF 16,000 per day will be reimbursed for the DWO and DWSSE's field supervision. The budget for field supervision is RWF 320,000 (ref. table below).

Transport cost for supervision of WASH MIS data collection by DWO and DWSSE

Category of participants	# Days	Unit cost	Total
District WATSAN Officer	10	16,000	160,000
District Water and Sanitation Support Engineer (DWSSE)	10	16,000	160,000
Total			**320,000**

The estimate of total budget including training, data collection, printing and supervision is **RWF 16,770,000** (ref. table below). This costs will be covered by Water For People.

Total budget of WASH MIS data collection

Cost category	Estimated cost
WASH MIS training	1,320,000
Data collection	13,200,000
Printing data collection forms/booklets	1,930,000
Supervision of data collection	320,000
Total	**16,770,000**

VI. Timeline for data collection

The activities of WASH MIS data collection and entry will start on **February 26th, 2020** and end **on April 06th, 2020**. The table below indicates the timeline of the activities that will be conducted for completing the process of data collection in Gicumbi district.

Timeline for WASH MIS data collection in Gicumbi district

No	Activity	Start date	End date	
1	Selection of data collectors	Feb 26th, 2020	Mar 03rd, 2020	DWO, DWSSE and District authorities.
2	Presentation of WASH MIS concept note and timeline to local authorities during the Senior Management meeting.	Mar 02nd, 2020	Mar 02nd, 2020	District authorities
3	Training of Cell-Level based data collectors	Mar 04th, 2020	Mar 04th, 2020	DWO, DWSSE, MININFRA staff
4	Training of Sector-Level based data collectors	Mar 05th, 2020	Mar 05th, 2020	DWO, DWSSE, MININFRA staff
5	Training of two District-Level based data entry volunteers	Mar 06th, 2020	Mar 06th, 2020	DWO, DWSSE, MININFRA staff
6	Data collection	Mar 05th, 2020	Apr 03rd, 2020	Volunteers, DWO, DWSSE
7	Supervision of data collection	Mar 05th, 2020	Apr 03rd, 2020	DWO, DWSSE
8	Submission of data collection forms	Mar 08th, 2020	Apr 03rd, 2020	Volunteers, DWO, DWSSE
9	Data Entry on access to WASH services by two District-Level based data entry volunteers	Mar 08th, 2020	April 05th, 2020	Volunteers, DWO, DWSSE
10	Data collection and entry on functionality of the district WASH board by DWO	Mar 08th, 2020	April 05th, 2020	DWO
11	Data validation by DWO and DWSSE	Mar 08th, 2020	April 06th, 2020	DWO, DWSSE

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1. Data collection Training

1.1. Training agenda for households' data collection (cell level based volunteers[2])

Activity	Time	Task/content	Main Facilitator	Needed Materials
Day 1				
Arrivals and registrations	08:00 – 8:30	All attendees register themselves on a participant list.	DWO, DWSSE	- Attendance lists and Pens
Opening remark	08:30 – 8:40	Opening remark, objectives of the training, expectations	District representative	
Introduction to MIS	08:40 – 8:50	Introduction to MIS, purpose of the MIS, Agenda of the training	DWO	- PPT presentations
Presentation: Household collection	08:50 – 10:30	Presentation of household data collection forms	DWO, DWSSE	Household data collection forms
Break: 10:30 – 10:45				
Discussion: Household data collection	10:45 - 12:00	- Discussion, questions and answers on household data collection - Communication of deadline to complete the data collection	DWO, DWSSE	Household data collection forms
Distribution of data collection forms	11:30 - 12:20	Distribution of households' data collection forms	DWO, DWSSE	Household data collection forms
Closing remark	12:20 - 12:30	Closing remark	District representative	
Logistic	12:30 - 14:30	Handling logistics	WFP, MININFRA	Participants lists

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[2] **Two district level based volunteers will also attend this training as part of their data entry training.**

1.2. Training agenda for data collection in schools, health facilities, public institutions and public places (sector level based volunteers[3])

Activity	Time	Task/content	Main Facilitator	Needed Materials
Day 2				
Arrivals and registrations	08:00 – 8:30	All attendees register themselves on a participant list.	DWO, DWSSE	- Attendance lists and Pens
Opening remark	08:30 – 8:40	Opening remark, objectives of the training, expectations	District representative	
Introduction to MIS	08:40 – 8:50	Introduction to MIS, purpose of the MIS, Agenda of the training	DWO	- PPT presentations
Presentation: Data collection on general entities	08:50 – 10:30	Presentation of data collection tools for schools, health facilities, public institutions and public places	DWO, DWSSE	Schools, health facilities, public institutions and public places data collection forms
Break: 10:30 – 10:45				
Discussion: Household data collection	10:45 - 12:00	- Discussion, questions and answers on data collection at schools, health facilities, public institutions and public places - Communication of deadline to complete the data collection	DWO, DWSSE	Schools, health facilities, public institutions and public places data collection forms
Distribution of data collection forms	11:30 - 12:20	Distribution of households' data collection forms	DWO, DWSSE	Schools, health facilities, public institutions and public places data collection forms
Closing remark	11:20 - 12:30	Closing remark	District representative	
Logistic	12:30 - 13:30	Handling logistics	WFP, MININFRA	Participants lists

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[3] **Two district level based volunteers will also attend this training as part of their data entry training.**

2. Data Entry Training

2.1. Training agenda for 2 district level based volunteers

Activity	Time	Task/content	Main Facilitator	Needed Materials
Day 3				
Arrivals and registrations	8:00 – 8:30	All attendees register themselves on a participant list	DWO, DWSSE	- Attendance lists and Pens
Opening remark	8:30 – 8:40	Opening remark, objectives of the training, expectations	District representative	
Introduction to MIS	8:40 – 8:50	Introduction to MIS, purpose of the MIS, Agenda of the training	DWO, DWSSE	- PPT presentations
Presentation: data collection on general households	08:50 – 09:30	Presentation of data collection tools on households	DWO, DWSSE	Households data collection booklets
Presentation: data collection on general entities	09:30 – 09:50	Presentation of data collection tools on schools, health facilities, public institutions and public places	DWO, DWSSE	Schools, HFs, PIs and PPs data collection forms
Data entry: Households data	09:50 - 10:30	- Households data view on the villages - Households data entry on the villages	DWO, DWSSE	- Participants' laptops
Break: 10:30 – 10:45				
Data entry: Households data	10:45 - 11:30	- Households data view on the villages - Households data entry on the villages	DWO, DWSSE	- Participants' laptops
Data entry: general entities	11:30 - 13:00	- Data view and entry on schools, health facilities, public institutions and public places	DWO, DWSSE	- Participants' laptops
Lunch: 13:00 – 14:00				
Presentation and installation of "Mobile application"	14:00 -14:30	- Participants install the App on mobile devices - Participants explores App's options/menus on their mobile devices	DWO, DWSSE	- Mobile devices
Data entry through "Mobile application"	14:30 -15:00	- Participants enter data in the MIS through MIS Mobile App	DWO, DWSSE	- Mobile devices - Participants' laptops
Discussion on next steps	15:00 - 15:50	- Questions from participants on MIS data entry - Communication of deadline to complete the data collection	DWO, DWSSE	Roadmap of data collection
Closing remark	15:50 - 16:00	Closing remark	District representative	