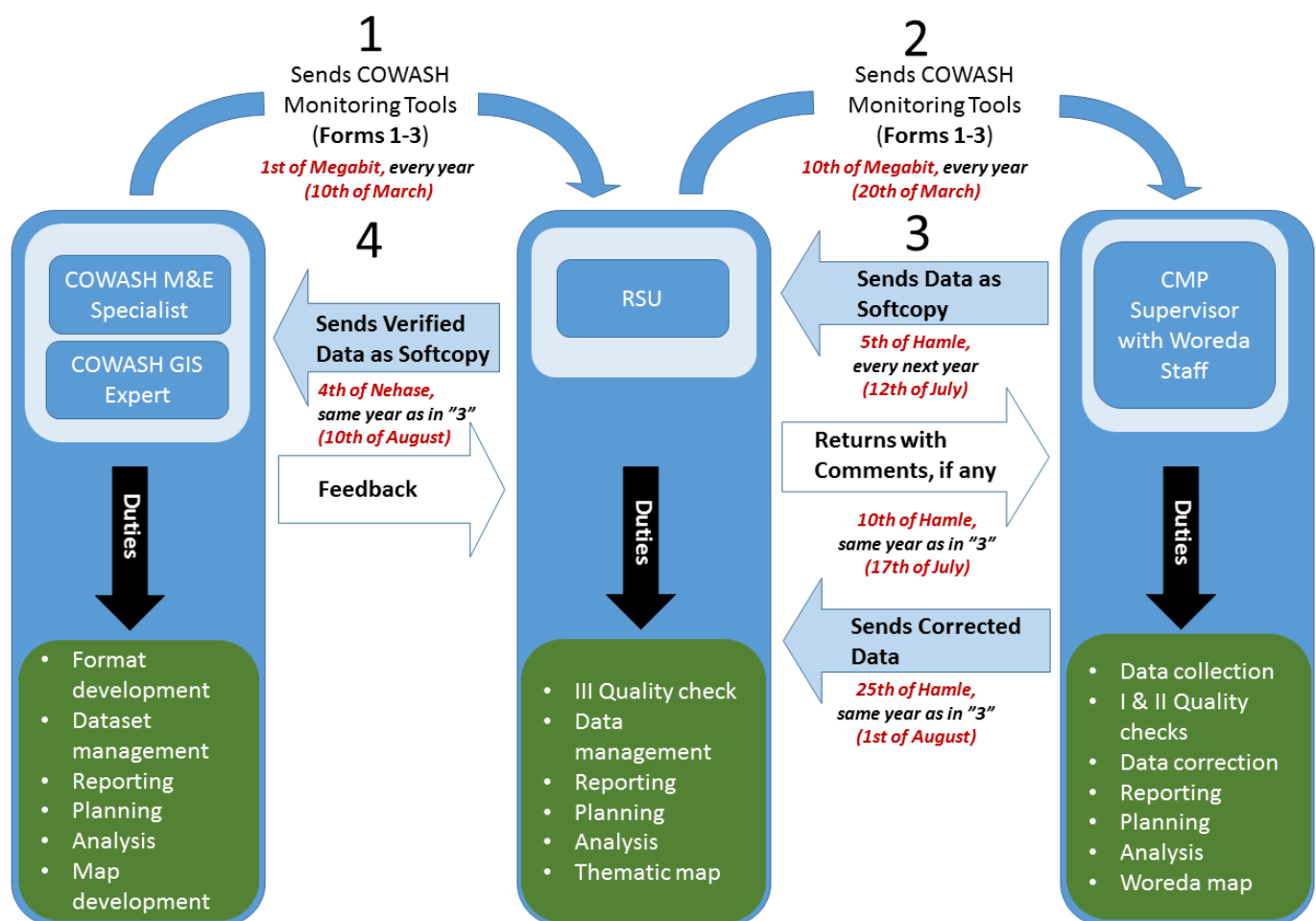


COWASH-data collection process v. 1.4

GENERAL ISSUES

- The newly hired woreda water office experts should be trained for COWASH-process
- Data must always be stored in woreda, not i.e. in personal laptops
- Memory sticks (flash disks) should not be used at all due to computer viruses
 - If this is the only option to transfer the data the flash should be formatted before and after the data transfer
- Offline virus-removal tool (such as Windows Defender Offline) should be used when computer is infected
 - New version of the software should be downloaded from the link below and burned to CD-disc
<http://windows.microsoft.com/en-us/windows/what-is-windows-defender-offline>

WORK FLOW



Stages

1. Federal COWASH sends **next year's** Monitoring Tools if there has been changes to them
2. RSU forwards **next year's** Monitoring Tools if there has been changes to them
3. Woreda sends **previous year's** collected data including the updates to RSU **as softcopies** whenever possible. Hardcopies can be used if there is no computer available.
4. RSU sends **verified** data to federal COWASH

ENUMERATORS

Woreda water office staff collects the data of new COWASH WASH facilities and the functionality status of the old ones. Data is collected and verified in close collaboration with CMP supervisor.

- Data is collected during **10th of Megabit – 25th of Hamle**
- Data is collected **during the normal field visits** with COWASH monitoring sheets 1-3 and GPS-device
- Woreda-staff checks also the changes in every COWASH facility on yearly bases and records the status to the respective field(s) in COWASH-monitoring format
- Enumerator makes the initial verification (I Quality check) and corrects the found errors before sending it to CMP supervisor

I Quality check

- There are no missing fields in the data
- Amount of numbers in coordinates are correct, the coordinate number is conceivable
- Writing is clear and easily readable
- Naming is consistent (I.e. same village is always named the same way, not “Bullen”, “Bulen”, “Bule” etc.)

CMP-SUPERVISOR

CMP-supervisor receives the data from enumerators and enters it into spreadsheet software (OpenOffice CALC or Microsoft Excel etc.). CMP supervisor makes the second stage data verification (II Quality check). If there are errors, the database is returned to verifier with comments. Verified database is delivered as softcopy to RSU on **5th of Hamle** at the latest. If RSU finds errors in data it sends it back on **10th of Hamle** at the latest. Final corrected data is sent to RSU on **25th of Hamle** at the latest.

II Quality check

- There are no missing fields in the data
- Naming and spelling is correct and consistent throughout the database (also consistent with previous years data)
- CMP supervisor creates the map of the water points and checks that all points are within correct kebele- and woreda-boundaries
- There are no duplicates in “Scheme site names” in one woreda (even with previous years site names)
- There are no more than one facility with same coordinates

REGIONAL SUPPORT UNIT

RSU unit receives the data softcopies from CMP-supervisors and makes the third stage data verification (III Quality check). If there are errors the database is returned to CMP supervisor with comments on **10th of Hamle**. Verified final database is delivered to COWASH M&E Specialist on **4th of Nehase** at the latest. RSU sends the new COWASH monitoring tools for the next year on **10th of Megabit** if there has been changes to them

III Quality check

- Database is clear, complete and consistent (correct use of capital letters, no extra spaces, no **any** formatting except **blue** color in updated parts, no information outside the database cells)
- The amount and the data of constructed WASH-facilities in database correlates with the Annual Report
- Locations are checked with Google Earth (positions of the points are credible, not on the roads or rocks etc.)

COWASH FEDERAL OFFICE

M & E Specialist and GIS Expert prepare analysis and reports of previous year's data

M & E Specialist and GIS Expert develop the COWASH monitoring formats and maps accordingly to the feedback and demand

M & E Specialist sends the next year's COWASH monitoring tools to RSU if there has been changes to them on **1st of Megabit**