

# ODK ACF-E TOOLKIT

## INTRODUCTION

Data collection (both quantitative and qualitative) and its subsequent transformation to information is key activity to ensure quality, timely and effective humanitarian response. Within ACF-E, efforts have been made to standardize a comprehensive approach of collecting and analyzing data to produce useful information by which to guide the overall humanitarian response.

The ACF-E Technical & ITC departments worked together with the support of an external consultant. This collaboration led to the development of a systematic and integrated information management toolbox for ACF, based on the use of the ODK and mobile data collection system within the ACF operations. This survey tools are intended to be effective, adaptable to local contexts, easy to use and supported by a capacity building strategy.

The Open Data Kit (ODK) system provides a framework for implementing field data gathering campaigns, it enhances the information management capabilities using mobile devices (Android O.S.) for data collection and monitoring purposes

One of the main advantages of the system is that it allows data gathering and analysis with or without internet connectivity

## HOW TO SET UP AN ODK PROJECT: STEP BY STEP ROAD MAP

There are several options how an ODK project could be set up; this document describes different phases and instructions for set up an ODK project with or without internet connectivity

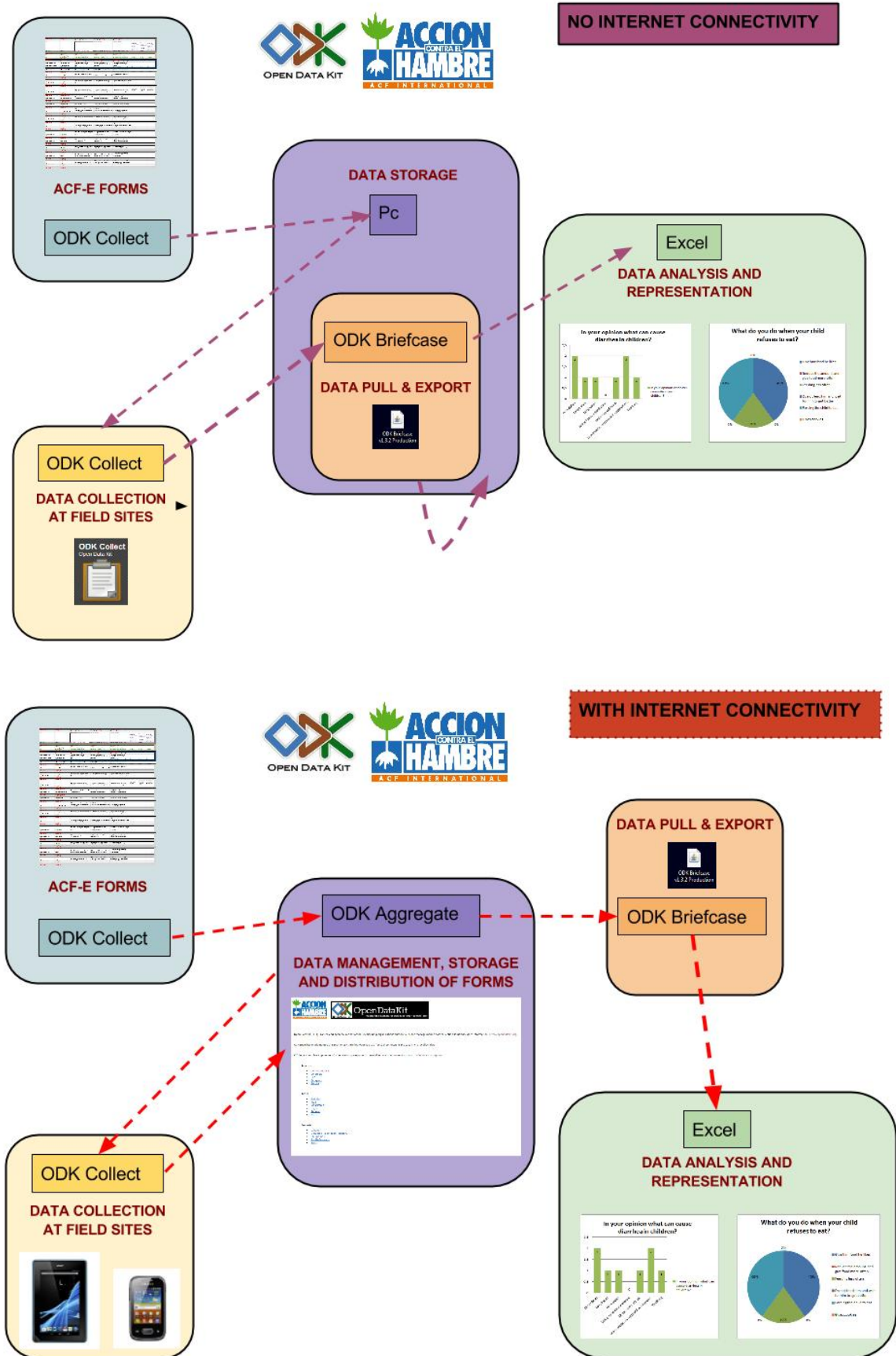
[Refer to ODK ACF-E System steps INTERNET document](#)

[Refer to ODK ACF-E System steps NO INTERNET document](#)

The following instructions apply to ACF Missions; information regarding applications are available on the web and will generally be found when checking the annexes referenced in this document.

# 1. SYSTEM DESIGN

The ODK data collection system is defined by the phases are represented in the pictures bellow



## 2. SURVEY PLANNING

### ACF-E FORMS

The ACF-E technical department worked closely with the author of this toolkit in order to adapt and standardize the forms based on the existing ACF formularies and surveys.

SECTOR	SURVEY
W A S H	WASH Sanitary survey
	WASH KAP survey
	WASH Washinut survey
D R M	DRM CAD Community autodiagnosys survey
	DRM Pastoral survey
	DRM Missions survey
F S L	FSL ID
	FSL HDDS Household diet diversity score
	FSL IDDS Individual diet diversity score
	FSL MPM Market price monitoring survey
	FSL FCS Food consumption score
	FSL MAHFP Months of adequate household food provision
N U T	NUT SMART survey
	NUT KAP survey
	NUT Rapid assessment survey

Forms are available either in the annexes of this toolkit or in the ACF-E server corresponding to your mission. ([Refer to Annex 1 ACF-E Forms](#))

The forms are available in three different languages (English, French and Spanish), in addition, the forms can be adapted to be displayed in any local language of your choice ([Refer to Annex 2 & Video tutorial 2 “How to adapt a form into local language”](#))

It is possible modify existing forms or after a short learning process create adapted forms to each context and ACF Mission needs

([Refer to Annex 3 & Video tutorial 3 “How to modify existing forms”](#))

([Refer to Annex 4 “How to author surveys for ODK ”](#))

After doing changes into the standard V 1.0 Forms you should follow the documents for transform the excel to .xml and uploading the modified form into the server or ODK collect

([Refer to Annexes 5 “How to convert an .xls into .xml “a\) Internet b\) No internet”](#))

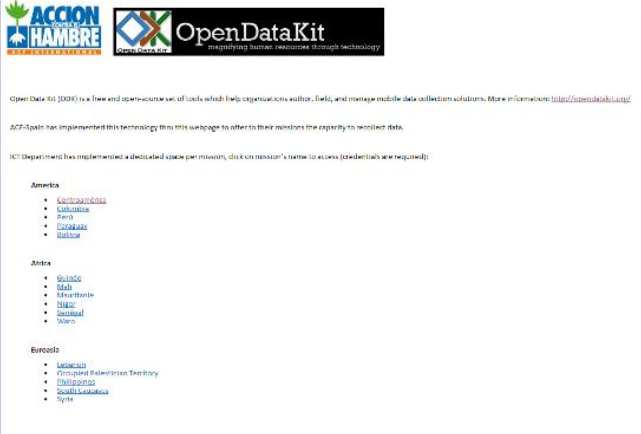
However, ideally for pilot testing on the first phases of implementing this mobile data collection system we recommend you to use the standard available forms

## DATA MANAGEMENT

The ACF-E TIC department has set up the system where the collected data will be managed, stored and distributed. For each ACF-E mission is available an instance of the server, so that the data will be stored separately for each country ACF-E is working. All the technical departments within an ACF-E mission will share the same server.

ODK Aggregate server

DATA MANAGEMENT, STORAGE AND DISTRIBUTION OF FORMS



There is three levels of permissions for managing the data hosted in the server, we can describe it mainly as:

**-Administrator:** Full access to server configuration

- Create new users via ODK Aggregate
- Remove Users via ODK Aggregate
- Define new users password via ODK Aggregate
- Define users permissions via ODK Aggregate
- Upload new blank forms via ODK Aggregate
- Delete existing blank forms via ODK Aggregate
- Download existing blank forms via ODK Collect application
- Send filled forms instances from via ODK Collect application
- Delete existing filled forms instances via ODK Aggregate
- Pull data via ODK Briefcase
- Push data via ODK Briefcase

- Export data via ODK Briefcase

-Form manager: Partial access to server configuration

- Upload new blank forms via ODK Aggregate
- Delete existing blank forms via ODK Aggregate
- Download existing blank forms to the ODK Collect application
- Send filled forms instances from the ODK Collect application
- Delete existing filled forms instances via ODK Aggregate
- Pull data via ODK Briefcase
- Push data via ODK Briefcase
- Export data via ODK Briefcase

-Data collector: Limited access to server configuration

- Download existing blank forms via ODK Collect application
- Send filled forms instances via ODK Collect application
- Delete existing filled forms instances via ODK Aggregate
- Pull data via ODK Briefcase
- Export data via ODK Briefcase

If you want to know what are the access details for your ACF-E mission:

- Server URL
- Username
- Password

Please contact ACF-E TIC department for your inquiry.

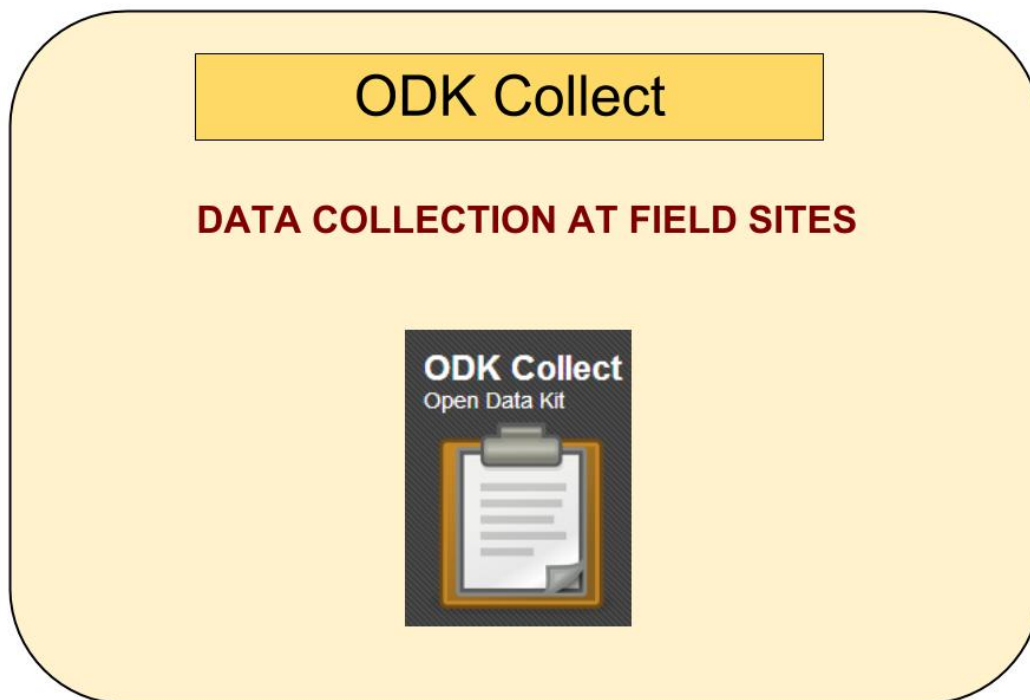
**(Refer to Annex 6 “How to upload a form into aggregate server”)**

### 3. SURVEY IMPLEMENTATION

#### SURVEY PREPARATION

For data collection purposes your mission need few important things

- Equipment
- Set up Mobile data collection device
- ODK Collect application
- Blank forms
- Training guidelines for the enumerators
- Proper sampling methods



- EQUIPMENT  
(Refer to Annex 7 ODK ACF-E Equipment list)
- ODK COLLECT APPLICATION  
(Refer to Annex 8 a) ODK Collect Installation and Set Up INTERNET & Annex 8 b) ODK Collect Installation and Set Up NO INTERNET)
- SETUP MOBILE DATA COLLECTION DEVICE  
(Refer to Annex 9 a)ODK ACF-E Notes for implement a field data gathering project INTERNET and Annex 9 b) ODK ACF-E Notes for implement a field data gathering project NO INTERNET)
- TRAINING GUIDELINES  
(Refer to the Annex 10 ODK ACF-E Training notes for field data collectors ODK project)
- PROPER POPULATION SAMPLING METHODS  
(Refer to the Annex 11 ODK ACF-E Recommendations on simplified statistical methods used for humanitarian projects)

## 4. SURVEY ANALYSIS

### IMPORTING/EXPORTING DATA

Briefcase is a standalone application used to download forms and submissions from ODK Aggregate server and directly from the devices without internet access.



The outputs that ODK Briefcase produces are .csv files (comma separated values) that are compatible with most of the data analysis software.

(Refer to the Annex 12 a) “ODK Briefcase Internet” b) “ODK Briefcase No Internet”)

(Refer to the Annex 13 “Transform text into columns procedure”)

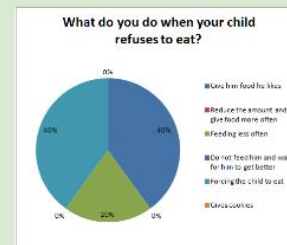
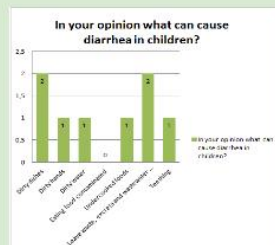


## DATA ANALYSIS

For data analysis purposes 4 alternatives are presented in this tool kit:

### Excel Mother Sheets

#### DATA ANALYSIS AND REPRESENTATION



On the Toolkit you will find a series of Excel “Mother” documents per each survey. These are been designed together with the ACF-E Technical department, analysis with the exported data could be performed , we will explore some possibilities for this once the data its already imported (either manually or via Macro) in the Excel “Mother” document

**OPTION 1 USING THE GRAPHS FROM THE MOTHER EXCEL DOCUMENTS**

(Refer to the Annex 14 “Data analysis: Mother excel documents”)

**OPTION 2 USING SPHINX OR OTHER DATA ANALYSIS SOFTWARE**

(Refer to the Annex 15 “Data analysis: Import ODK Data into Sphinx”)

**OPTION 3 USING THE DATA FOR MAPPING PURPOSES**

(Refer to the Annex 16 “Data analysis: Import ODK Data into .kml”)

**OPTION 4 USING THE DATA FOR GIS MAPPING PURPOSES**

(Refer to the Annex 17 “Data analysis: Import ODK Data into GIS”)