

**RSR Output**

**Monitoring and Case**

**Study Harvesting**

**Field Protocol**

Protocol for ASWA 2 and ASWA 1 Phase 2 annual reporting  
Avril 2021 - Version 1

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## 1. Background

This field guide is premised on output 3: Data are used to improve decision-making process in the WCAR & ESAR ASWA countries in the current UNICEF WCAR & ESAR and Akvo program document. One of the lessons learned during the first phase of the DGIS program is that data is still not used to its full potential. It is evident that many decisions done at national level are not all supported by evidence and data.

Viewed in Akvo's data journey approach lenses, it is notable that the 'act' phase of using and sharing data is still relatively weak in the region. To address this gap, the new program proposes to explore the potential of machine learning in combination with open data to improve evidence-based decision making. As part of this, Akvo shall develop an RSR platform to gather data stories, undertake output monitoring through daily journal logs, auto generate data stories that can further be developed into rich case studies as well as auto-feed synthesised reports into pre-set UNICEF and donor report templates.

Each country shall auto generate their own reports and data stories. However, Akvo shall work with the regional office to select 5 best data stories from among the 15 countries (12 countries from WCAR and 3 countries from ESAR) that show best practice and success around how data can be used for better decision making in the WASH sector, based on the national M&E system. These case studies shall be developed in French and in English.

This field protocol, therefore, shall guide country programs and their implementing partners in a step-by-step process of how to most effectively use the RSR platform to gather information and auto generated reports and data stories.

## 2. Objective for this field guide

- Form a structured basis for standardization of RSR based data story harvesting, output monitoring and reporting by all 15 participating countries.
- Provide an easy to follow step by step guide for all implementing partners including governments in the 15 participating countries.
- Form a guide for training and orientation for UNICEF staff at regional and country levels as well as implementing partners' staff.

## 3. Introduction to RSR platform

### 3.1 About UNICEF WCAR Regional RSR platform

UNICEF WCARO has partnered with Akvo to use its Really Simple Reporting (RSR) web and Android-based system that makes it easy for development aid teams to bring complex networks of projects online and instantly share progress with everyone involved and interested.

### 3.2 What is a 'Program' in RSR?

A 'Program' in RSR can be defined as a collection of individual projects that share a core or master results framework. A common example is a multi-year, multi-country program, led by a group of reporting organizations that enable, via direct funding, local NGOs to implement activities which contribute to core objectives, as outlined in the program's proposal and as measured by the program's results framework.

UNICEF - ASWA II

Overview Editor **Hierarchy** Reports

PROGRAM All countries LEVEL 1 PROJECTS LEVEL 2 PROJECTS

**UNICEF - ASWA II**  
Accelerated Sanitation and Water for All  
3 CONTRIBUTORS

**Untitled project**

**DGIS ASWA II - WCAR**  
WCAR  
Senegal  
5 CONTRIBUTORS

**DGIS ASWA II - ESAR**  
Regional overview page  
Kenya  
2 CONTRIBUTORS

Select a level 1 project with children

A program is first set up, with its core/master results framework before contributing projects are to be added. Once a program has been set up, new projects can be added. These projects are known as 'contributing projects' and 'sub-contributing projects'. A program can have multiple levels of projects (i.e. Level 1, level 2, etc) depending on the implementation and funding structure of the program. For example, a program may focus on three core regions; Projects at HQ level (e.g. DGIS) would be level 1, Projects at the regional level (e.g. WCAR and ESAR) would be Level 2 while projects at country level (e.g. Burkina Faso and Somalia) would be level 3.

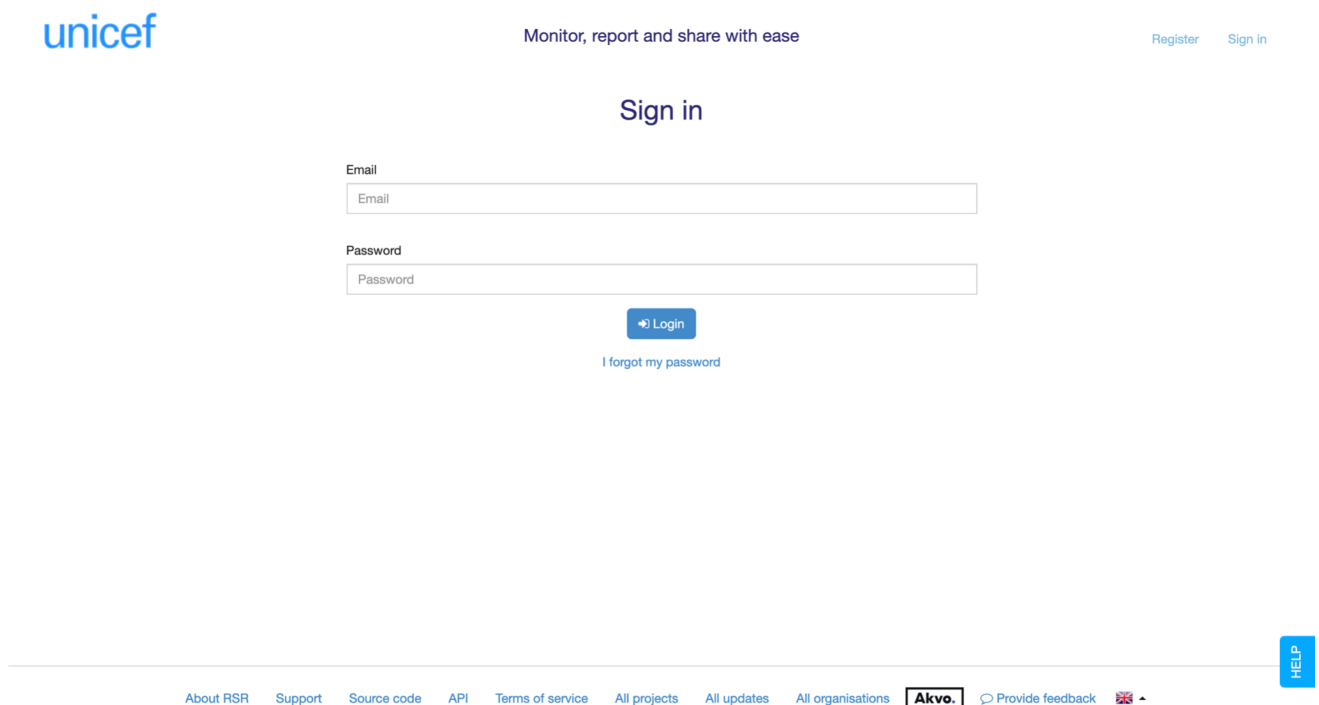
When a project is added to the program, the core/master results framework is automatically inherited. Additional indicators can be added per level (e.g. contributing and sub-contributing) but only core/master indicators, i.e. those indicators inherited from the program, are aggregated upward to the Program Overview. Once a program has been established in RSR, a hierarchy is automatically established for the program. As new projects are added the program's hierarchy is built out.

## 4. How to navigate the RSR platform

### 4.1. How to log in

Using the link and log in details sent to you earlier:

- <https://aswa.akvoapp.org>, Log in into the UNICEF ASWA 2 RSR platform and
- <https://aswa1phase2.akvoapp.org/> for ASWA 1 Phase 2.



The screenshot shows the login page for the UNICEF ASWA 2 RSR platform. The page features the UNICEF logo on the left and the tagline "Monitor, report and share with ease" in the center. On the right, there are links for "Register" and "Sign in". The main heading is "Sign in". Below this, there are two input fields: "Email" and "Password". A blue "Login" button is positioned below the password field, with a link "I forgot my password" underneath it. At the bottom of the page, there is a navigation bar with links for "About RSR", "Support", "Source code", "API", "Terms of service", "All projects", "All updates", "All organisations", "Akvo.", "Provide feedback", and a language selector. A blue "HELP" button is located in the bottom right corner.

### 4.2. Creating a new project

From the My projects page, where you manage your projects and see an overview of all projects that are linked to you and your organisation, you can create a new project by first clicking 'Create new project'.

PROGRAMS + ADD PROGRAM

**UNICEF - ASWA II**  
10 projects

only show related projects below

**UNICEF WCARO - DGIS ASWA I Phase II**  
7 projects

only show related projects below

Standalone projects

only show standalone projects below

Find a project... Filter: All sectors ▾ All countries ▾ [+ Create new project](#)

Privacy	Project	Sector	Location	Status
	CONTRIBUTES TO: DGIS ASWA II - ESAR <b>Untitled project</b> UNRESTRICTED ACCESS			Unpublished
	CONTRIBUTES TO: DGIS ASWA II - ESAR <b>DGIS ESAR II (Tanzania)</b> UNRESTRICTED ACCESS			Unpublished
	PROGRAM: UNICEF - ASWA II <b>Untitled project</b> UNRESTRICTED ACCESS			Unpublished
	PROGRAM: UNICEF - ASWA II <b>DGIS ASWA II - WCAR</b> WCAR UNRESTRICTED ACCESS		Senegal	Published
	PROGRAM: UNICEF WCARO - DGIS ASWA I PHASE II <b>ASWA I Phase 2 (Mauritania)</b> DGIS-funded Accelerating Sanitation, Hygiene and Water for All UNRESTRICTED ACCESS	14020 - Water supply and sanitation - la...	Mauritania	Published

The project information that you need to fill in is divided into sections. As you fill in each section, the green check marks indicate that all required fields for that section have been correctly entered. Required fields are indicated by a red outline on the particular field along with a text prompt letting you know how many more required fields remain for that section. The RSR project editor has an auto-save feature. Every few seconds, as you're updating new information, the system automatically saves new data.

### 4.3 The standard sections of the RSR project editor

The RSR project editor is divided into 10 standard sections:

#### 01 General information

In this section you can fill in the core details of your project, e.g. start/end dates, project status, project photo. Here you can also link a 'Contributing' project (aka 'child' project) to a 'Lead' project (aka 'parent' project) for aggregation of indicator results in a project hierarchy.

Updated last Friday by KABORE Ilyasse

SETTINGS

- 1. GENERAL INFORMATION** ✓
- 2. PROGRAM CONTACTS ✓
- 3. PARTNERS & USER ACCESS ✓
- 4. DESCRIPTIONS ✓
- 5. RESULTS & INDICATORS ✓
- 6. FINANCE ✓
- 7. LOCATIONS ✓
- 8. PROGRAM FOCUS ✓
- 9. LINKS & DOCUMENTS ✓
- 10. COMMENTS & KEYWORDS ✓

Title

UNICEF WCARO - DGIS ASWA I Phase II

Subtitle

DGIS-funded Accelerating Sanitation, Hygiene and Water for All

[+ Add external contributing project](#)

Status ⓘ

Implementation

Start date (planned) ⓘ - optional      End date (planned) ⓘ - optional

01/01/2020      31/12/2022

Start date (actual) ⓘ - optional      End date (actual) ⓘ - optional

01/01/2020      DD/MM/YYYY

Currency ⓘ - optional

USD - US Dollar

## 02 Contact information

Here you can provide contact information for a primary contact of the project. When entering contact information, please keep in mind that contact details will be publicly visible, so be careful providing personal details.

## 03 Partners

Here you can indicate which partners are involved in your project and what their role is in the project. Collaborating organisations can be easily selected, simply start typing the name of the organisation in the 'Project partner' field. If you're unable to find an organisation after searching, your Akvo programme manager or your organisation's RSR administrator can add the organisation.

An organisation can have multiple roles within a project:

- Funding partner: an organisation, government or company that provides funds to your project.

- **Accountable partner:** the organisation that is responsible for oversight of the project activity and its outcomes.
- **Extending partner:** the organisation that manages the budget and direction of an activity on behalf of the funding organisations.
- **Implementing partner:** an organisation that physically carries out the activity or intervention.
- **Reporting partner:** the organisation that is responsible for issuing the report. This can be a primary source if the organisation is reporting on its own activity or a secondary source if the organisation is reporting on the activities of another organisation.

## 04 Project descriptions

This section gives you the opportunity to provide detailed project information on your project such as a summary of your project and its goals.

## 05 Results and indicators

The results framework of the SP 2018-2021 states the commitments UNICEF has made to the board in terms of disaggregation. In the SP, UNICEF committed itself to track and report on indicator data disaggregated by sex, age, geography, disability and humanitarian situations. This is the minimum standard of disaggregation in UNICEF; indeed, other or more detailed disaggregation can be carried out at the local, national, regional or corporate level of UNICEF.

In the results and indicators section you build the results framework for your project, i.e you add your results and indicators that will be used to measure progress, including baseline values, target values, and how often it will be measured.

There are three main types of results:

- **Impact:** Long term influence of a project.
- **Outcome:** Usually relates to the project goal or aim. This is the second level of results associated with a project and refers to the medium-term consequences.
- **Outputs:** The direct results associated with a project. Usually what the project has achieved in the short term.

<b>Examples:</b>	<b>Output</b>	→	<b>Outcome</b>	→	<b>Impact</b>
1.	The number of community awareness meetings about safe drinking water that were done		The percentage of children suffering from diarrhea		Reduced cases of child deaths
2.	Number of sanitation services at public places		Increased hygiene and sanitation practices		Sustainable sanitation for all
3.	Provision of safe drinking water		Litres of water provided per beneficiary		Reduced cases of water borne diseases



Indicator types: Indicators help us to measure progress on these various types of results. They are usually easy to determine for outputs (e.g. 9 training sessions), harder for outcomes (e.g. number of policy documents written) and hardest (or near to impossible) for impacts.

Indicator reporting periods: You can indicate for which period you want to measure a specific indicator. Especially for longer projects this is helpful to track progress during the project. For example, you can set a target of 3 training sessions per year for a 3-year project. When you don't add a period for an indicator, it is assumed that the indicator (and the target and actual values) applies to the full project period.

Target Value: Besides that you can set a target value (e.g. 9 training sessions) and later add the actual value (e.g. 8 training sessions took place). This gives you progress information against set targets for monitoring and evaluation purposes. Sometimes baseline values are used to measure against (e.g. average income level at project start).

A full example:

- Result: 'Organise training sessions for staff'
- Indicator: 'Organise 10 training sessions'
- Indicator period: 01-01-2019 - 31-12-2019 (Target: 10 / Actual: 5)

#### UNICEF WCARO - DGIS ASWA I Phase II

Updated last Friday by KABORE Ilyasse

SETTINGS

- 1. GENERAL INFORMATION ✓
- 2. PROGRAM CONTACTS ✓
- 3. PARTNERS & USER ACCESS ✓
- 4. DESCRIPTIONS ✓
- 5. RESULTS & INDICATORS ✓**
- 6. FINANCE ✓
- 7. LOCATIONS ✓
- 8. PROGRAM FOCUS ✓
- 9. LINKS & DOCUMENTS ✓
- 10. COMMENTS & KEYWORDS ✓

- ▼ Outcome Result 1: Water Supply Outcome
  - > Output Result 1: Water Supply Output
  - > Other Result 1: Water Supply Narrative
- > Outcome Result 2: Sanitation Outcome
  - > Output Result 2: Sanitation Output
  - > Other Result 2: Sanitation Narrative
- > Outcome Result 3: WASH In Institutions Outcome
  - > Output Result 3: WASH in institutions Output
  - > Other Result 3: WASH in institutions Narrative

## 06 Finance

In this section you specify individual budget items, indicating the amount for each item.

## 07 Locations

Here you add the location(s) of your project and also the recipient country. By adding information about the geographic area(s) in which your project is being carried out, the locations will be visible on a map at your project page.

## 08 Project focus

Here you can define the sector in which your project is working, e.g. water and sanitation, agriculture, SDG Goal, OECD DAC, poverty reduction, etc.

## 09 Links and documents

In this section you can add documents or links to your project's page that you would like to share with a broader audience: annual reports, your organisation's or a project partner's website, brochures, baseline surveys or any other contextual information that relate to your project and help project page visitors understand more about the project's activities.

## 10 Comments and keywords

This section is for internal use, i.e. content from this section is not publicly visible. Here you can add comments about a project, for example to share amongst your other colleagues also working with RSR.

### **4.4 Setting up thematic labels for your qualitative indicators**

When working with qualitative indicators you can select a pre-set thematic label, determined by your organisation, to tag that indicator thematically. This is a useful feature when creating a custom RSR report as you can group all indicators similarly tagged indicators together.

Setting the labels available for your qualitative indicators is done via the RSR administration system and is done by Akvo staff. The account manager for your organisation can ensure the list of labels is entered prior to creating your results framework.

Updated last Friday by KABORE Ilyasse

SETTINGS

- 1. GENERAL INFORMATION ✓
- 2. PROGRAM CONTACTS ✓
- 3. PARTNERS & USER ACCESS ✓
- 4. DESCRIPTIONS ✓
- 5. RESULTS & INDICATORS ✓
- 6. FINANCE ✓
- 7. LOCATIONS ✓
- 8. PROGRAM FOCUS ✓
- 9. LINKS & DOCUMENTS ✓
- 10. COMMENTS & KEYWORDS ✓

Other Result 2: Sanitation Narrative

Indicators:

Qualitative Indicator 1 Info Baseline Periods

Title ⓘ

Key Achievements and activities for the period by results area (Sanitation)

Description ⓘ - optional Include in IATI export

**B** *I* U ☰ ☰ ☰ 🔗 🔗 Normal ⌵

Yes No

Score options - optional

+ Add another - Remove

Baseline year - optional

2018

## 4.5 Disaggregating quantitative indicators

Adding disaggregation to quantitative indicators is done via the Results and Indicators section of Project Editor and can be done at the same time that you're adding new indicators to your results framework. After you've added your new indicators, scroll down a bit and simply click '+ Add disaggregation'.

You can add multiple disaggregation categories (e.g. age and gender) to an indicator depending the level of disaggregation required to accurately measure an indicator. You can also add multiple labels (e.g. 1-8yrs, 9yrs - 17yrs, 18 - 24yrs) to a disaggregation.

Updated last Friday by KABORE Ilyasse

SETTINGS

- 1. GENERAL INFORMATION
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- 3. PARTNERS & USER ACCESS
- 4. DESCRIPTIONS
- 5. RESULTS & INDICATORS
- 6. FINANCE
- 7. LOCATIONS
- 8. PROGRAM FOCUS
- 9. LINKS & DOCUMENTS
- 10. COMMENTS & KEYWORDS

Outcome Result 1: Water Supply Outcome

Water Supply Outcome

Description  - optional Enable aggregation

**B** *I* U     Normal

Indicators:

Quantitative Indicator 1

Title

New water users (Repaired/Rehabilitated water points, new water points (boreholes fitted with HP and Small scale water supply networks))

Measure    Order

Description  - optional Include in IATI export

**B** *I* U     Normal

## 5. Additional information to Enrich data stories/Case studies

### 5.1 How to take best quality Photos and Videos

Photography and video can both be used as monitoring and evaluation (M&E) tools on their own. They can also be used to triangulate information generated through other methods of data collection such as interviews and surveys. In addition, photography and video are often used as part of wider M&E methodologies such as the Most Significant Change (MSC) technique, process tracing and outcome harvesting. The use of photographs and videos within M&E has become increasingly common in recent years. This is partly because of improvements in mobile phone technology, which has enabled people to produce high quality photographs and videos cheaply.

#### Photography

Photographs can provide an objective picture of activities or changes at any level from outputs through to impact. Photographs are most often used to show physical changes. For example, photographs taken at the same site before, during and after the construction of a community water point can clearly show the development of a water source development. However, photographs may also be used to show other kinds of change. For example, photographs taken before and after an inclusive education project could show children segregated within a classroom before a project and mixed afterwards. Or photographs of women attending community meetings could indicate how relationships between men and women have changed over time. Photographs may be used to show any kind of change; expected or unexpected, positive or negative. Photographs may also be used as part of a baseline exercise to show the situation at, or near to, the start of a project or programme with the intention of demonstrating predicted change later on.

Photography can be used systematically to show change over the course of a project or programme. The same objects or events can be photographed at regular intervals or at strategic times during a project or programme. For example, photographs could be taken of seed cultivation prior to seeding, during seeding, prior to harvesting and after the harvest over the course of two or three years to show progress within an agricultural extension project. As well as being used for data collection and analysis, photographs are used extensively in marketing and communications. Most monitoring reports and evaluation reports now contain photographs that are intended to make the reports more interesting, and bring any changes observed to life.

### **Video**

Videos have the additional advantage that they can capture moving images, accompanied by sound. Therefore, videos are better able to show processes and relationships, such as how teachers interact with children in a classroom, how local communities interact with government officials during meetings, or how a non-governmental organisation (NGO) conducts regular team meetings. As with photographs, videos can be used to show predicted change by using ‘before and after’ images. They can also be used to show unexpected and/or negative changes, as well as changes in the external environment, such as changing weather patterns or changing landscapes. Videos can communicate much more information than photographs, and are therefore capable of representing more complex pictures of change. However, it is harder to produce a video than a photograph, and there may be disagreements about the message a video is seeking to communicate.

### **Participatory photography and video**

Both photographs and videos can be used to acquire information from an outsider’s point of view. But photography and video can also be used as participatory techniques. In the case of photographs, this is done by providing cameras to participants in a project or programme (if they don’t have them already) and asking them to take photographs of the things they feel are important. This enables change to be seen through participants’ own eyes. Later on, different photographs can be discussed by participants and project or programme staff to help analyse changing situations or take decisions going forward. Over recent years there has been increasing interest in the use of video as a participatory analysis technique. There are two main ways in which this can be done. The first is to get an external film-maker to record events, objects and interviews with project or programme stakeholders, and then to develop this into a video. The second method is to give a video camera to participants to let them develop their own videos. This kind of participatory video started in the 1990s and has become increasingly common over the past twenty years. Participatory video is different from conventional video-making in that the production of the video is solely the responsibility of a group or community. Rather than trying to produce a high-quality video to professional standards, the aim of the participatory video technique is to encourage a process of empowerment in which participants can better understand their own situation and communicate this to outsiders.

## **6. Roles and responsibilities**

### **6.1. Who does what when**

<b>What</b>	<b>Who</b>	<b>When</b>	<b>Support from</b>
-------------	------------	-------------	---------------------

Create updated RSR platform	Akvo team	Mar 2021	UNICEF WCARO and ESARO regional staff
Develop orientation guidelines from country programs	Akvo team	Mar 2021	UNICEF WCARO and ESARO regional staff
Conduct trainings/orientation for all 15 country program staff on how to upload 2020 DGIS report	Akvo team	18/04/2021	UNICEF WCARO and ESARO regional staff
Upload 2020 DGIS report into the RSR platform	WASH M&E focal points from all the 15 countries	23/04/2021	Akvo team
Training/orientation on routine monitoring/routine update on the RSR platform	Akvo team	May 2021	UNICEF WCARO and ESARO regional staff
Routine update of the RSR platform	WASH M&E focal points from all the 15 countries	June 2021 on wards	Akvo team

## 7. Generating Reports

### 7.1. Exporting country reports

When you are on your project page, you will find the Project reports tab. On this page you can select predefined reporting templates. These reports export indicator results and project updates data about the project.

- Kick-start Report
- Project updates table
- Results and indicators overview
- Results and indicators table

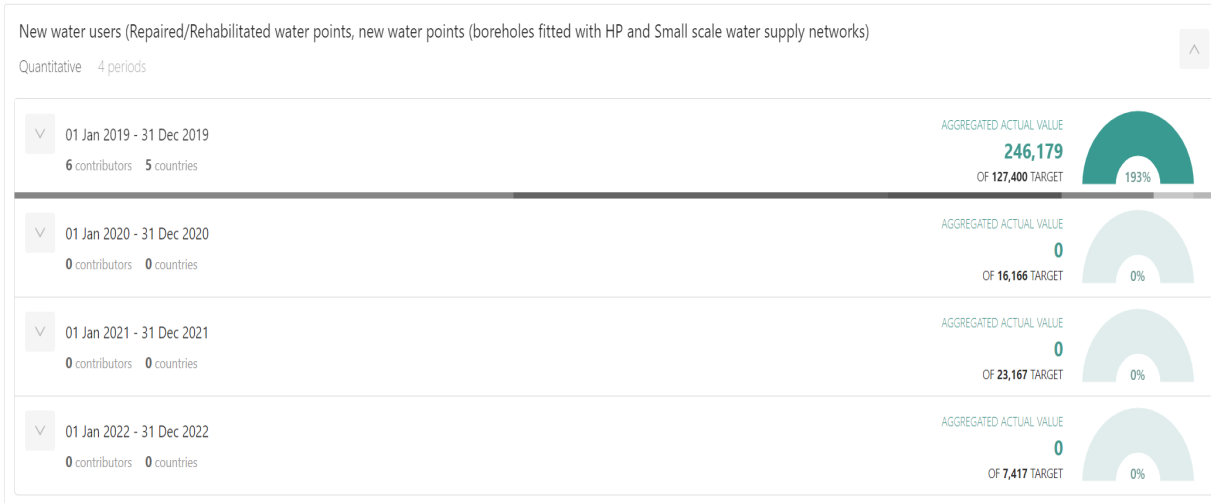
Reports can be exported in PDF and/or Excel, depending on the report. To export your country report, simply select your country and the type of report you would like to download. For the 'Results and indicators overview' you must first select the date range for which you would like results data (e.g. 01 Jan. 2020 – 30 June 2020).

After clicking the Download report button, your report will be downloaded.

All countries

Water Supply Outcome

Outcome 3 indicators



### 7.2 Regional and HQ Reports

Regional and HQ reports aggregate all countries reports (by region) and complete ASWA II portfolio for the HQ. the regional and HQ reports shall comprise the following:

- Data quality overview
- Results and Indicators Export
- Projects overview

Reports can be exported in PDF and/or Excel, depending on the report. To export a regional report, simply select the region for which report you would like to download. For the HQ select ASWA II project tab.

After clicking the Download report button, your report will be downloaded.



**Program overview**

This report gives an overview of your program's aggregated results in PDF.

01 Jan 2020 31 Dec 2020

Download PDF

**Program overview results table**

This report gives an overview of your program's aggregated results in Excel.

01 Jan 2020 31 Dec 2020

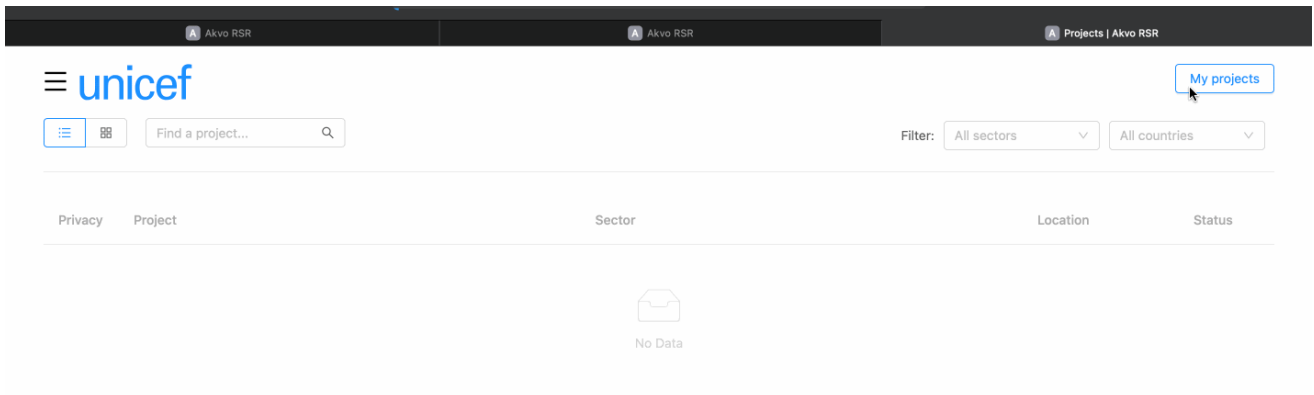
Download Excel

## 8. Annexes

### 8.1 How to upload DGIS 2020 report into the RSR platform

This annex shows a step by step process of uploading the 2020 DGIS report into the Akvo platform. Steps to take:

1. Login into the platform and select your country

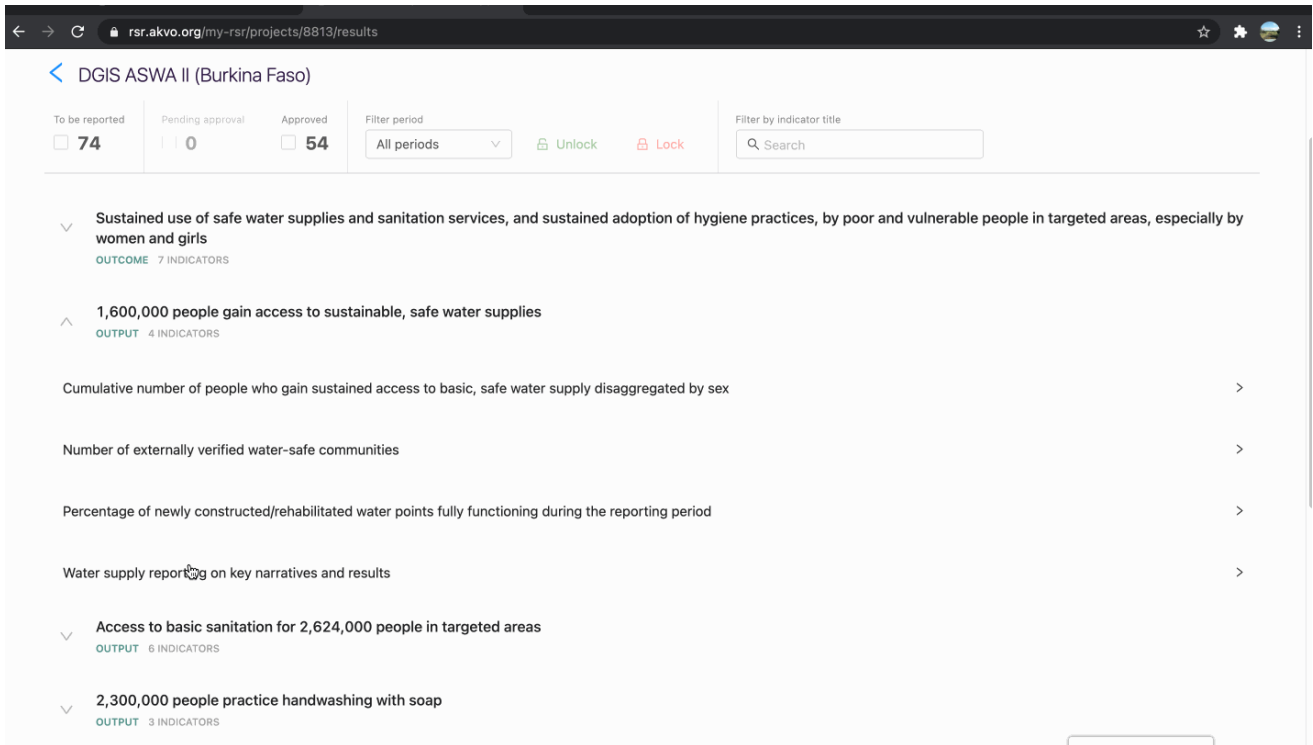


2. Navigate to the editor to add your indicator targets.



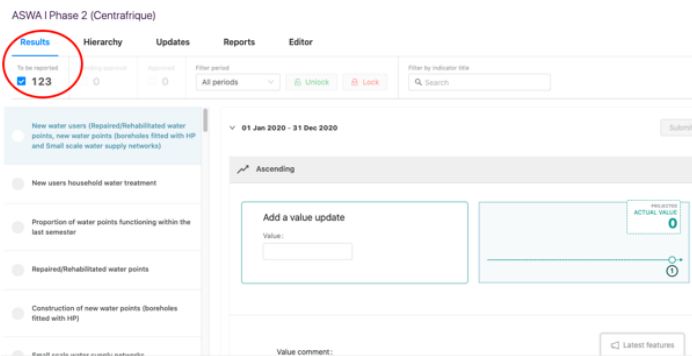
### 3. Add the quantitative results

### 4. Add qualitative indicators



UNICEF Report	RSR Platform	Illustration
Country	RSR project editor	<p>This information will be entered in the RSR project editor</p>
Reporting Period	- 4. Descriptions - Background	
Grant Number		
Duration		
Expiry date		
Total Programmable Amount of Funds Received		
Total Programmable Amount of Funds Utilised		
Remaining Programmable Balance		

Revised Expected Results		
Programme description		
Implementation strategy	RSR project editor - 4. Descriptions - Project plan	
Budget	RSR project editor - 6. Finance (Budget total)	
	RSR project editor - 3. Partners & Users access (Partners contribution to the budget)	
Location	RSR project editor - 7. Locations	
Acronymes	-	
Table of Contents	-	
Executive Summary	RSR project editor - 4. Descriptions - Background	
1. Strategic Context and objectives of the programme		
2. Detailed Performance Progress : Outputs and Outcomes by Result Areas	RSR Results and indicators Update - To be reported - Qualitative and quantitative Indicators	This information will be entered in the RESULTS section of RSR, after the ME Manager has unlocked the reporting period

3. Programme Impact & Lessons Learned	RSR Results and indicators Update - To be reported - Qualitative Indicators	
4. Programme Costs	RSR Results and indicators Update - To be reported - Qualitative Indicators	
5. Monitoring and Evaluation	RSR Results and indicators Update - To be reported - Qualitative Indicators	
6. COVID-19 Response	RSR Results and indicators Update - To be reported - Qualitative Indicators	
7. Future Plan and Outlook	RSR Results and indicators Update - To be reported - Qualitative Indicators	
8. Challenges	RSR Results and indicators Update - To be reported - Qualitative Indicators	
9. Risks and Mitigation for the next period	RSR Results and indicators Update - To be reported - Qualitative Indicators	
Expression of thanks	RSR Results and indicators Update - To be reported - Qualitative Indicators	

ANNEXES:	RSR Results and indicators Update - To be reported - Qualitative Indicators	
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