

The WASH Sustainability Index Tool Cheat Sheet

The following WASH Sustainability Index Tool “Cheat Sheet” should be used by the **Specialized Team of Experts** to complement the tool as a quick reference to help navigate, understand requirements, utilize assessment aids, and recall the detailed functionality.

Step 0: Determine the scope of the sustainability check including which intervention types you will be assessing prior to step 1.

Step 1: Familiarize your team with the tool

- a) Download the tool from www.washplus.org/rotary-USAID as a zip archive, USAID_WASH.zip and Unzip. The file *USAID_WASH_sustainability_index_tool_v1.0.pdf* is both the tool itself and an explanation of the process. It contains the explanation of the tool and its process including instructional videos. In /resources/section5/unlocked, there is a repository of xls files that are the functional units of the tool.
- b) Open the pdf file, read through the document, and watch the associated videos.

Step 2: Prepare for intervention sampling

- a) Collect intervention information and organize into a spreadsheet similar to the example file /resources/section5/*Creating a catalogue of interventions.xls* to prepare for sample selection. The interventions should take the form of a numbered list. For each intervention include: # of beneficiaries, type of intervention, specific location, and other geographical or contextually significant information.
- b) Determine the number of communities where interventions have taken place, considering each intervention type separately.
- c) Determine the number of beneficiaries and/or households of each intervention type.

Step 3: Statistical design

The methodology for indentifying the communities where data collection will take place as well as the specific individuals or organizations from whom data will be collected is determined using both statistical and non-statistical methods.

- a) Decide the primary unit of analysis from the following choices based on your scope and the intervention types you are interested in.

Level	Unit of Analysis	Sample or Inclusive surveying
Service Provision(S)	households	Sample
	water committees, utilities, hygiene promoters, community facilitators, private sector stakeholders	Inclusive
District (D)	key informants in municipal government	Inclusive
National (N)	key informants in ministry/national government or policy documentation	Inclusive

- b) Determine the sampling method according to your primary unit of analysis and identify your sample. If you are sampling households, calculate your statistically significant sample size using the file *resources/section5/Sample size calculation.xls*.
If the primary unit of analysis is not the household but rather other stakeholders in the community or at other administrative levels, selection should be inclusive, meaning you will collect data from all relevant sources. Additionally if the identified sample size is prohibitively expensive, it may be necessary to adjust the final sample size, to balance precision and accuracy with the available budget. The final sample should be selected to minimize bias. Watch the video embedded in the tool at *2.2 Statistical Design* and *2.3 Sample Selection* for in-depth explanation.
- c) Produce a list of locations where you will collect data using one of the selection methods (e.g., *stratified random sampling, cluster sampling, systematic random sampling* or a combination). See *Howard et al. 2012 (pages 20-27)* for more help in determining which method to use.

Step 4: Select and Contextualize your indicators

You may select from the existing indicators and sub-indicators in the excel files listed below and found at: *resources/section5/unlocked/*.

- *(WT-CHP) Community Hand Pump.xls*
- *(WT-CRS) Community Reticulated Water System.xls*
- *(WT-UWS) Utility Water Systems.xls*
- *(SN-HHS) Household Sanitation.xls*
- *(SN-INS) Institutional Sanitation.xls*
- *(HY-HWP) Handwashing and Hygiene Promotion.xls*
- *(HY-HWT) Household Water Treatment.xls*

You can use the filter tab (see column B in each excel file) to quickly identify the desired indicators and sub-indicators from the list, which can then be extracted to create the specific surveys. However, an important step in this process is the contextualization of the indicators and sub-indicators. This involves identifying and inserting country specific standards or values for thresholds and benchmarks. It is necessary to seek input from many sources to ensure the appropriateness of the indicators you select, including government. Government should be involved throughout this process.

Step 5: Create your survey

- a) Using the indicators and sub-indicators you compiled in the previous step, create survey packs, such as a questionnaire and its aids, for each enumeration group (service provision, district, national). These survey packs may be groups of questions relating to multiple intervention types.
- b) Field test and improve your survey packs, then develop a logistical plan for enumeration. Your plan should include training your enumerators and iteratively testing and modifying questions and scoring, simultaneously. Focus on testing clarity and appropriateness of questions; and develop a plan for coding. The output of this effort should include: (i) final

format classroom/field tested data collection tools; (ii) trained and confident enumerators; and, (iii) established methods and procedures for enumeration and data entry.

Step 6: Enumeration

- a) Conduct your surveys and enter the data into custom file(s).
- b) Qualitative data can be collected alongside easily coded questions to complement the final Sustainability Index analysis
- c) Clean and validate your data.

Step 7: Data analysis

- a) Conduct a preliminary data analysis in your custom files (the files that you create based on the country context and the type of intervention) prior to using the Sustainability Check Tool for final analysis.
- b) In your custom file disaggregate values by community and then assign scores as either:
 - 1) 100% if the answer is yes and 0% if the answer is no; or
 - 2) an average value, in percent. The average value is used for questions that have multiple responses (e.g., multiple responses from one question on the household survey, or responses that are triangulated by asking stakeholders at different levels).
- b) Open the relevant file(s) from Step 4 in the directory *resources/section5/unlocked/*, then:
 - 1) Modify the spreadsheet to include only the indicators and questions from your survey. Do not hide columns or rows, but delete unused indicators and questions.
 - 2) Set individual question weights in column H, labeled “Scoring”, for all questions. Note these cells are colored pink. The default weighting is even across all questions in each indicator.
 - 3) Set sustainability factor weights in column H, rows 4-8, based on the importance and relevance of each factor to sustainability in your survey. Note these cells are colored pink.
 - 4) Enter data from your preliminary analysis in all pink cells in columns J through to the end, all rows. Note these cells are colored pink. *

* The number of columns will be determined by the number of communities included in your survey. If you have less than 5, delete the relevant columns. If you have more than 5, add columns to the right of column O by right clicking on the top of column O and selecting “Copy”, then right clicking on the top of column P and selecting “Insert copied cells”. Once complete, you will need to rigorously check every formula box in each new column P, ensuring that the formulae are correct. In every case you will be required to edit column letters to select appropriate cells.

Step 8: Results presentation

There is no formatting or presentation aid in the tool. Results are in the form of aggregated scores, expressed in percentages, for each of the five factors, for each individual intervention in Rows 3-9. The recommendation is to conduct your own presentation of the results.