

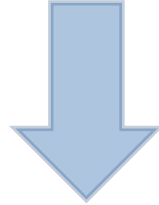
INFORMAL SETTLEMENT ENUMERATION



Survey Data Process

1. Planning

- Mobile form development
- Resourcing
- Scoping of Survey
- Desktop GIS



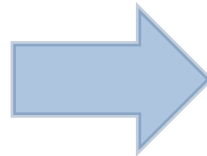
2. Data Collection

- Desktop GIS
- **Fieldwork**



3. Data Management

- Validation
- Curation
- Maintenance



Survey Data Process

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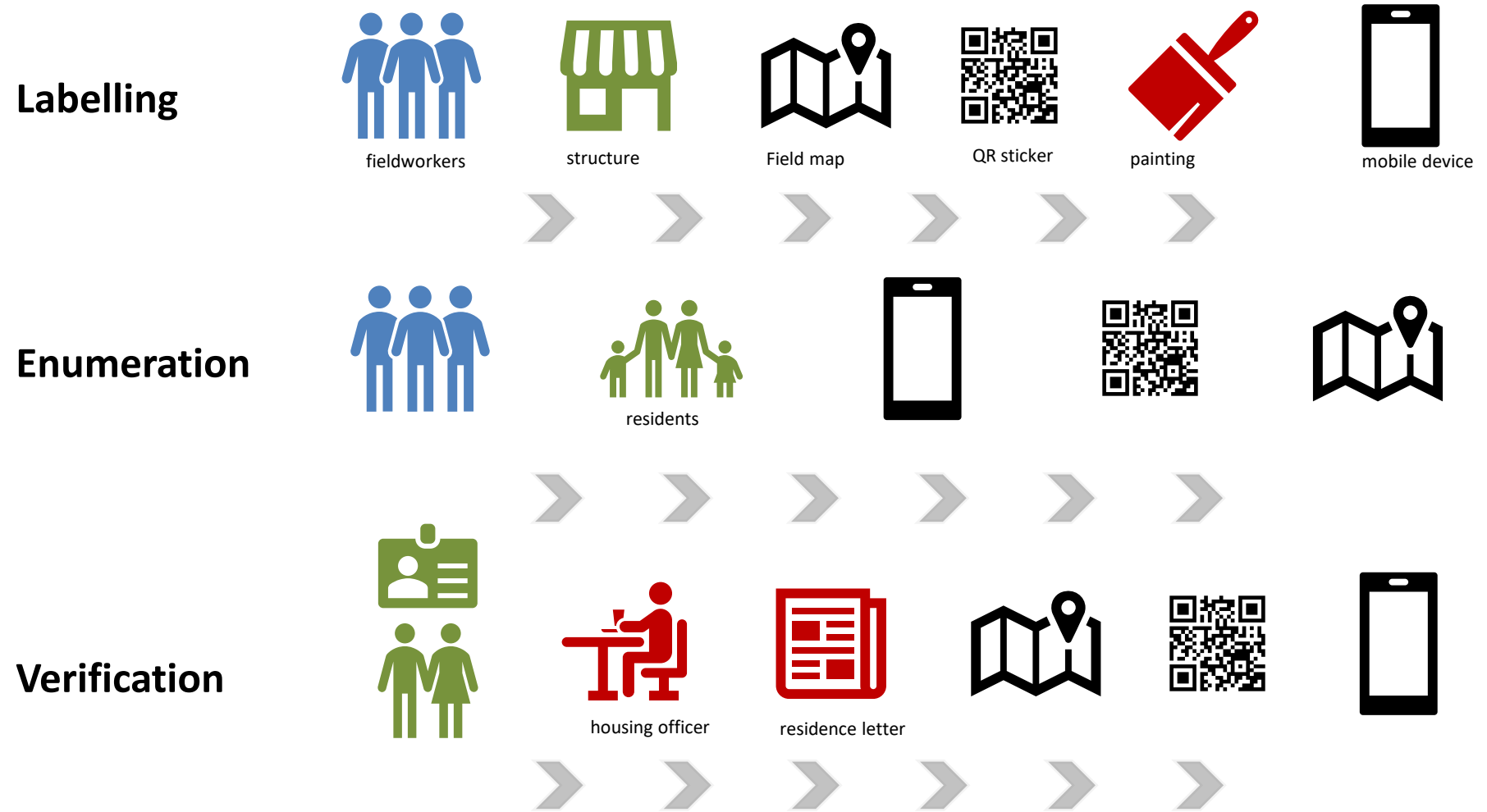
Three Phases:

- Labelling of structures
- Enumeration of residents
- Verification of data collected



Data collection is the core objective.

2. Data Collection Processes



Each DC process combines GIS maps with a mobile form and fieldwork

2. Data Collection Processes

First phase

Labelling:

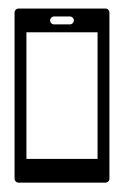
- We require a unique, formatted label for each structure (in order to link residents to structures). These labels (if known beforehand) are printed as QR codes on vinyl stickers.
- A Field Atlas is developed as a base for each settlement with one block per page. Each page has an admin table for the structures in that block.
- Stickers are placed and labels painted onto the relevant structure, ideally using a stencil.
- The QR code is scanned, label photographed and GPS collected for each structure using a mobile form on a smartphone.
- Progress and changes on the ground are marked in the Field Atlas



2. Data Collection Processes

First phase

Labelling:



2. Data Collection Processes

Second phase

Enumeration:

- Any changes marked on the Field Atlas during the labelling phase are made in the GIS and the second Field Atlas edition is printed.
- Fieldworkers with consent forms, pens, mobile forms and a block map approach residents at their home.
- Consent forms are signed and mobile forms completed.
- House labels are scanned or written and GPS location is collected to connect the information to the structure.
- Progress and changes on the ground are marked in the Field Atlas



2. Data Collection Processes

Second phase

Enumeration:

VPUU ENUMERATION VERIFICATION INFORMED CONSENT FORM
TO BE COMPLETED BY THE FIELD WORKER IN CONSULTATION WITH THE RESPONDENT THAT IS EIGHTEEN YEARS OR OLDER

You are being invited to complete a questionnaire as part of Violence Prevention through Urban Upgrading's (VPUU's) enumeration verification (quality control). The enumeration is being conducted by VPUU. The Enumeration Facilitator is Mr Thulani Manci contactable on 021 447 0086.

This enumeration is carried out by trained field workers from this area.

What is the enumeration exercise about?

- This is an ongoing survey to profile every member of every household to assist the Western Cape Government with settlement planning.

What will be required of you if you agree to participate?

- You will need to understand and sign this consent form.
- You will be asked a few questions by the field worker
- All information will be collected using a mobile phone
- Your answers are entirely voluntary

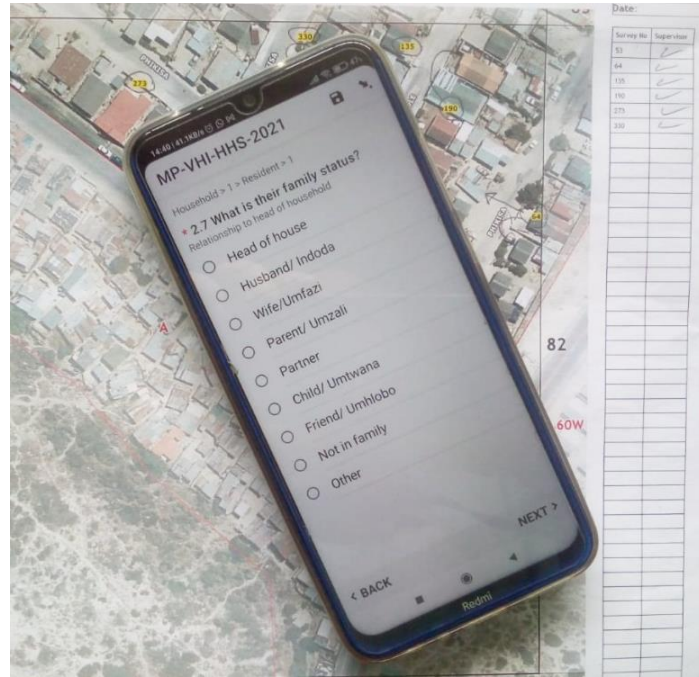
Are there risks involved in taking part in this study?

- This consent form will be kept separately from your questionnaire and filed in a locked cabinet at the VPUU offices. All information collected in the questionnaire will be stored in a password protected database.

INFORMED CONSENT: I voluntarily consent to participate in this survey and acknowledge that I have been informed about the survey; the nature, conduct, benefits and any risks of this exercise.

Name: Nomsa Gxilayo DATE: 12/03/2022

House number (New): 1bD-101 House number (Old): WP 2596



2. Data Collection Processes

Third phase

Verification:

- Any changes marked on the Field Atlas during the enumeration phase are made in the GIS and the third Field Atlas edition is printed.
- Residents are notified via leadership/SMS/posters of a venue where they can collect their Proof of Residence letters.
- Residents attend the administrative venue with their IDs and receive their letter.
- The residents' ID is scanned/photographed, the QR code on the letter scanned and the resident signs in the Field Atlas as proof of receipt.
- This administrative phase can be developed into a maintenance phase.



2. Data Collection Processes


Third phase

Verification:

OVERHILLS
Kleinmond - Western Cape

OH-AA-007

Overhills Community Register is a product of an Informal Settlement Support Program (ISSP) process and an enumeration which occurred between July and August 2019. This process is administered and supported by Western Cape Government, Overstrand Municipality and VPUU.

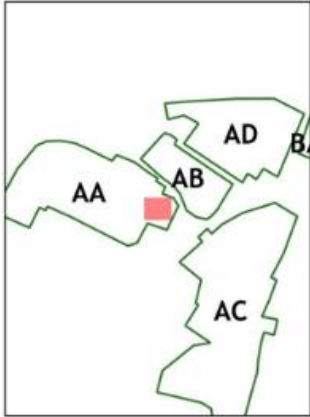



OH-AA-007

Verification of Household Information Letter

House number: OH-AA-007 Historical number: K77 Date of issue: 2020-02-10


Overhills is the informal settlement North of the R44 main road in Kleinmond town, Western Cape





The data contained in this document is subject to changes under strict protocols. Overhills Community Register hereby acknowledges that the following person/s reside at the above address. This document confirms residential status but does not assume ownership of the land.

#HH	Surname	Name	ID Number	Family	Tenure	Cell	Present
653	Renene	Avuya		child	resident		no
653	Renene	Minah		partner	resident		no
653	Sigqaza	Ayanda		Head of house	Owner of the structure		yes



3. Survey Data Process

1. Planning

- Mobile form development
- Resourcing
- Scoping of Survey




2. Data Collection

- Desktop GIS
- Fieldwork

3. Data Management

- Validation
- Curation
- Maintenance

Three Elements:

- Validation of reports on kobo dashboard 
- Data curation on CKAN 
- Maintenance of the data (currency) 

Data collection is the core objective.

3. Data Management Processes

Data validation for data quality assurance

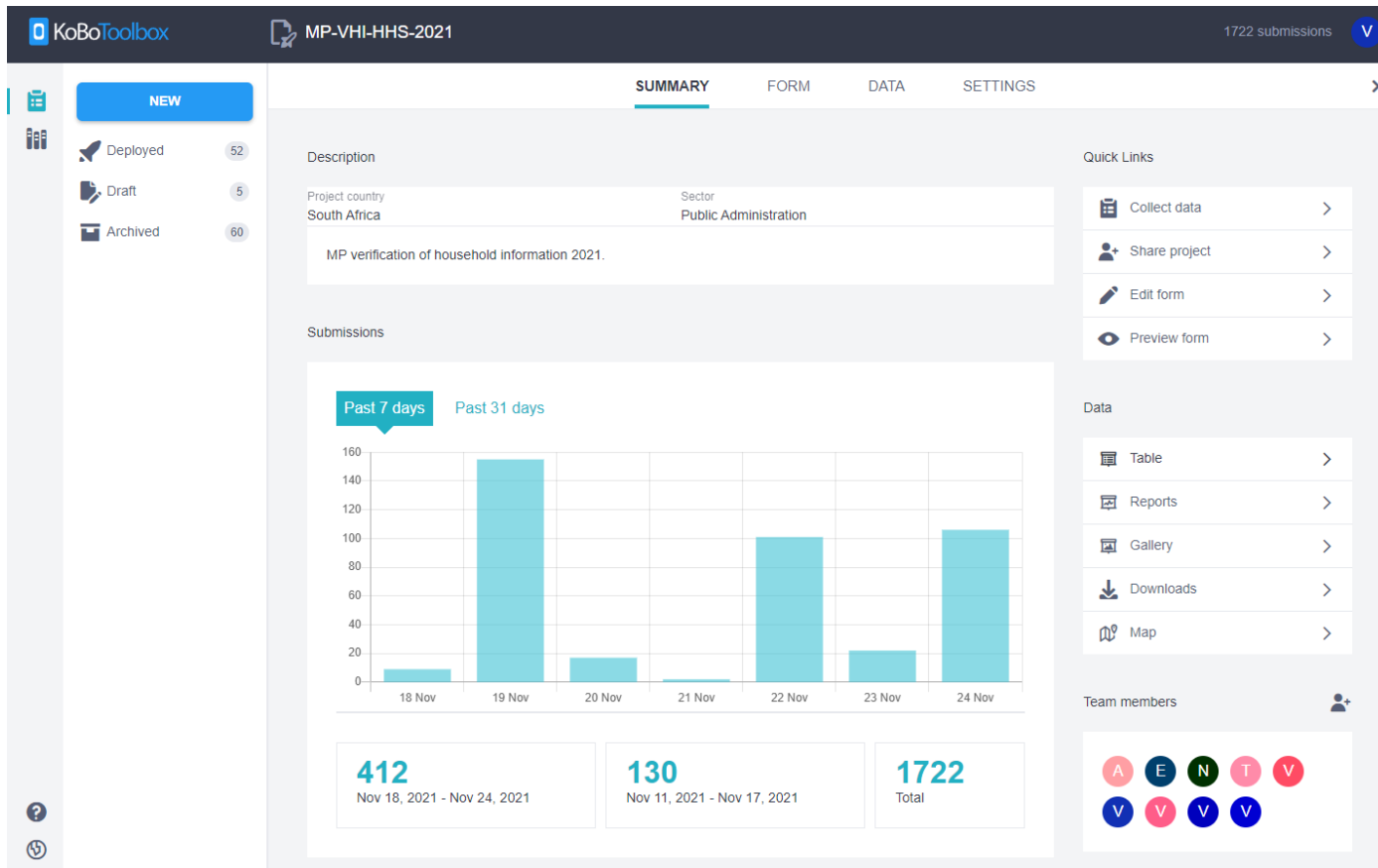
Validation dashboard: Live progress reports

- Summary of reports
- Customisable overview reports
- Map overviews
- Validation reporting fields
 - Permissions

3. Data Management Processes

Data validation: Live progress dashboard

Summary view tracks rate of collection



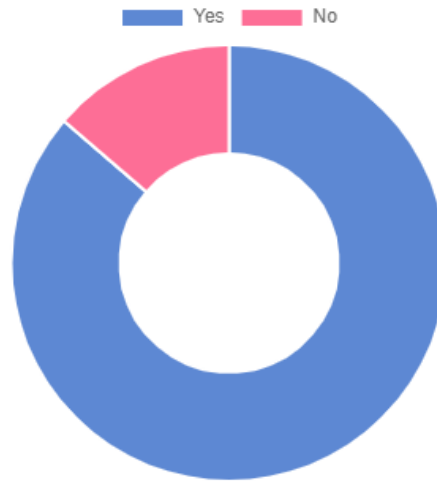
3. Data Management Processes

Data validation: Live progress dashboard

Customisable overview report analyses responses in real time

1.5 Does the structure have electricity?

TYPE: "SELECT_ONE". 1721 out of 1722 respondents answered this question. (1 were without data.)

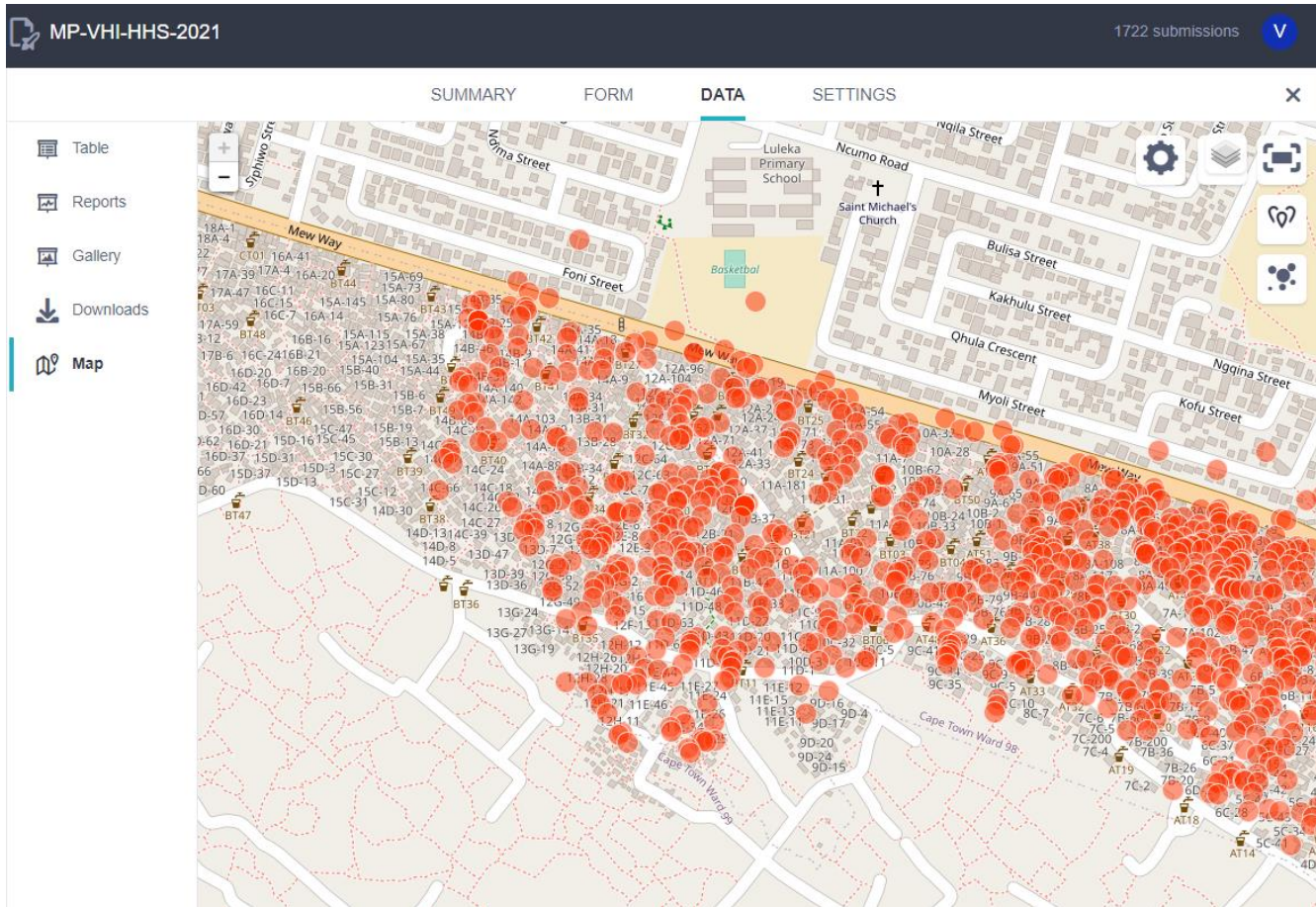


Value	Frequency	Percentage
Yes	1485	86.24
No	236	13.7

3. Data Management Processes

Data validation: Live progress dashboard

Map overview provides insight into progress and accuracy



3. Data Management Processes

Data validation: Live progress dashboard

Table view provides validation record

MP-VHI-HHS-2021 1722 submissions V

SUMMARY FORM **DATA** SETTINGS X

hide fields 🔍 ⚙️

1 - 30 1722 results	_id	Validation	start	end	signyn	consent	newnum
<input type="checkbox"/>	Search	Show All	Search	Search	Show All		
<input type="checkbox"/>	235223701	On hold	2021-11-23T1...	2021-11-24T0...	y	1637677555630.jpg	MP-14A-012
<input type="checkbox"/>	235225379	Approved	2021-11-23T1...	2021-11-23T1...	y	1637677423426.jpg	MP-14A-004
<input type="checkbox"/>	235225344	Approved	2021-11-23T1...	2021-11-24T0...	y	1637676329792.jpg	MP-14A-024
<input type="checkbox"/>	235236612	Approved	2021-11-23T1...	2021-11-24T1...	y	1637675458822.jpg	MP-14B-065
<input type="checkbox"/>	235225303	Approved	2021-11-23T1...	2021-11-23T1...	y	1637675309375.jpg	MP-14A-037
<input type="checkbox"/>	235223678	Approved	2021-11-23T1...	2021-11-23T1...	y	1637675361741.jpg	MP-14A-033
<input type="checkbox"/>	235241612	—	2021-11-23T1...	2021-11-23T1...	y	1637674989266.jpg	
<input type="checkbox"/>	235223643	Approved	2021-11-23T1...	2021-11-23T1...	y	1637674742902.jpg	
<input type="checkbox"/>	235236353	Approved	2021-11-23T1...	2021-11-24T1...	y	1637674680751.jpg	

DV team marks forms according to their status

- (unvalidated)
- Approved
- Not approved
- On Hold

3. Data Management Processes

Data validation: Live progress dashboard

Permissions can be structured for the team

username

- View form
- Edit form
- View submissions
 - View submissions only from specific users
- Add submissions
- Edit submissions
 - Edit submissions only from specific users
- Validate submissions
 - Validate submissions only from specific users
- Delete submissions
 - Delete submissions only from specific users
- Manage project

GRANT PERMISSIONS

For example: the data validators can be given a range of permissions from only assigning a validity status; to editing or deleting records if required.

3. Data Management Processes

Data validation elements

There are three primary administrative tools which are examined by the DV team to support data quality:

1. **Consent forms**
2. **Identity documents**
3. **Survey reference numbers**

It is recommended that all three are supported with photographs for cross checks.