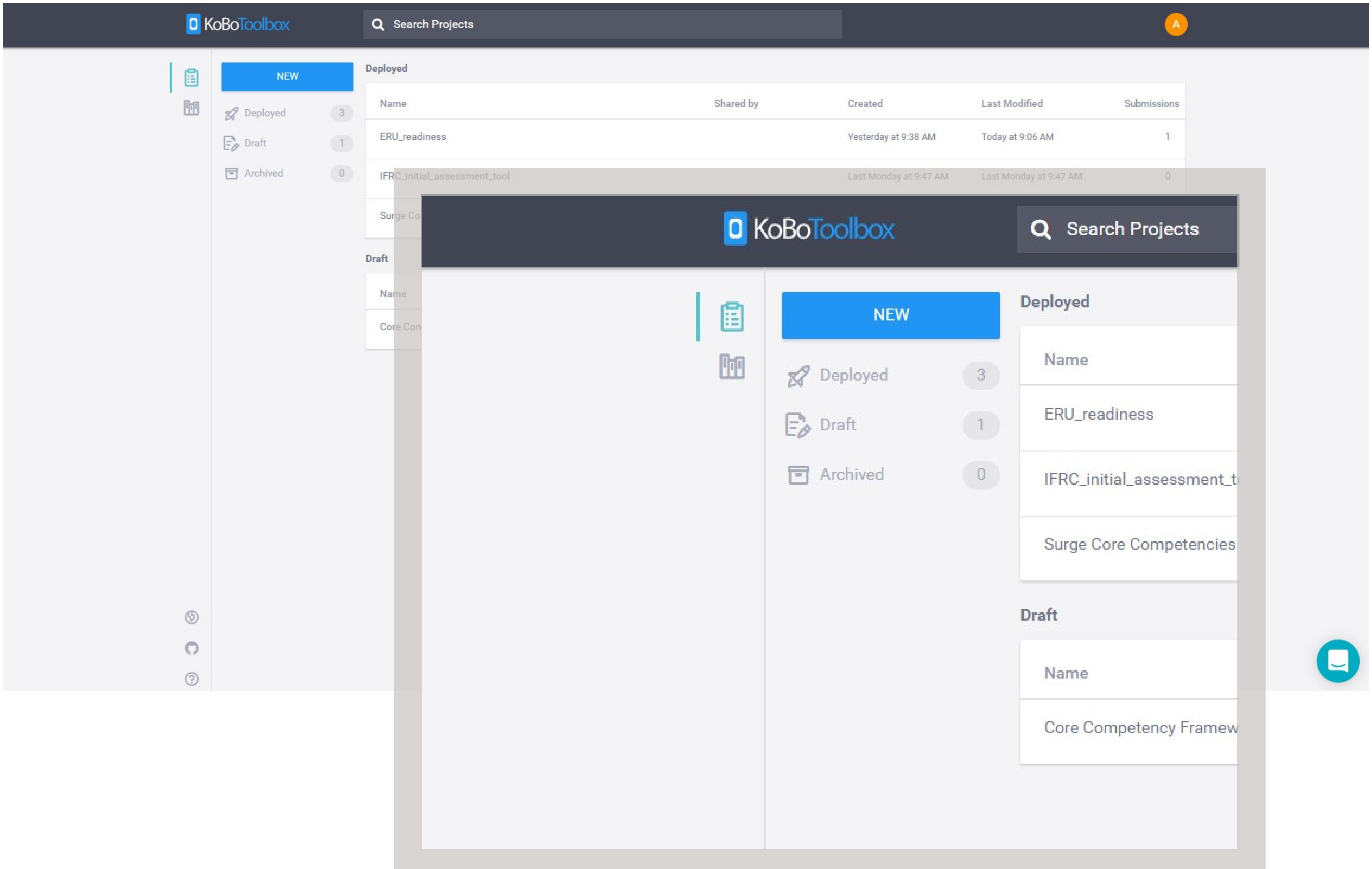
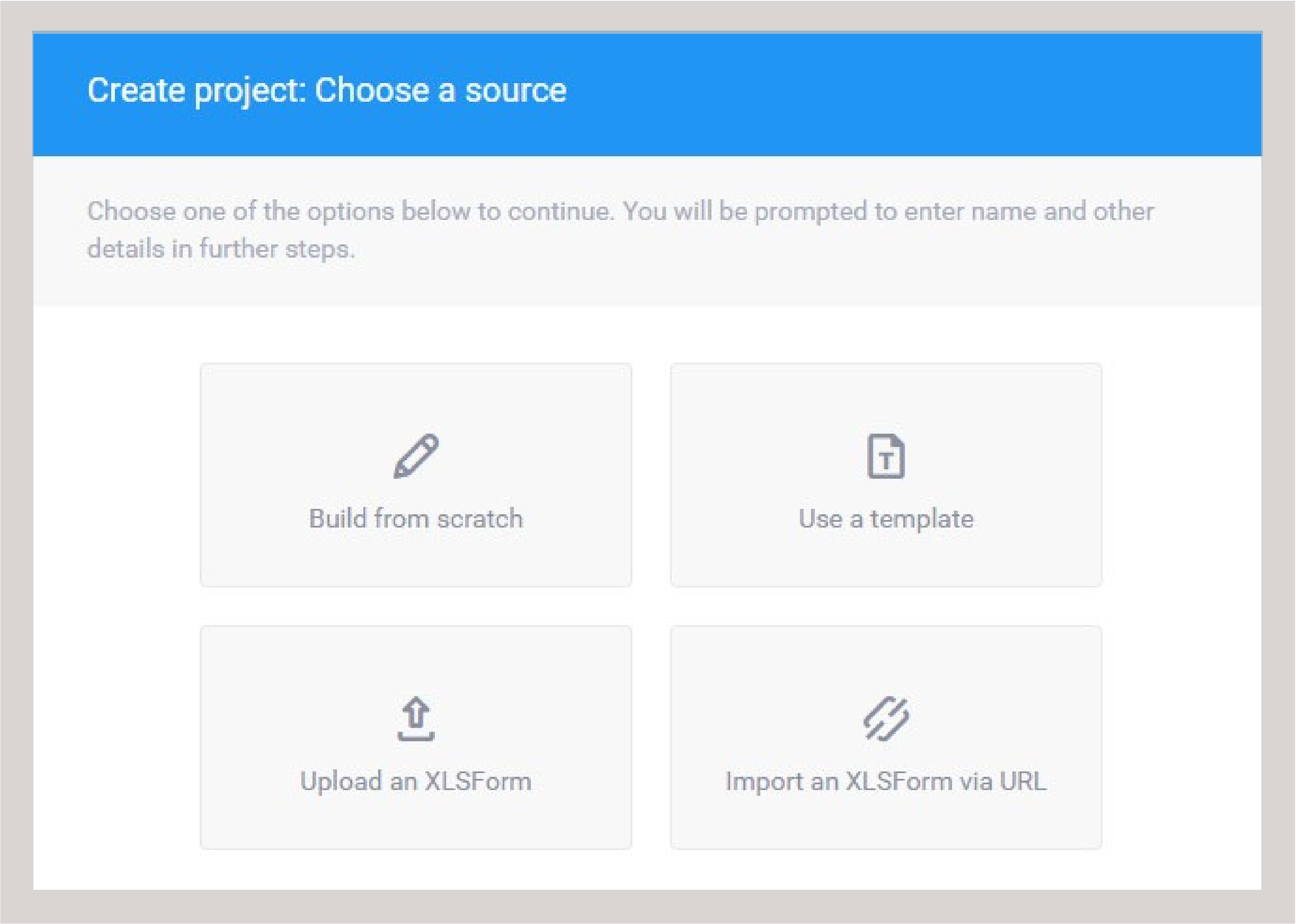
Landing page



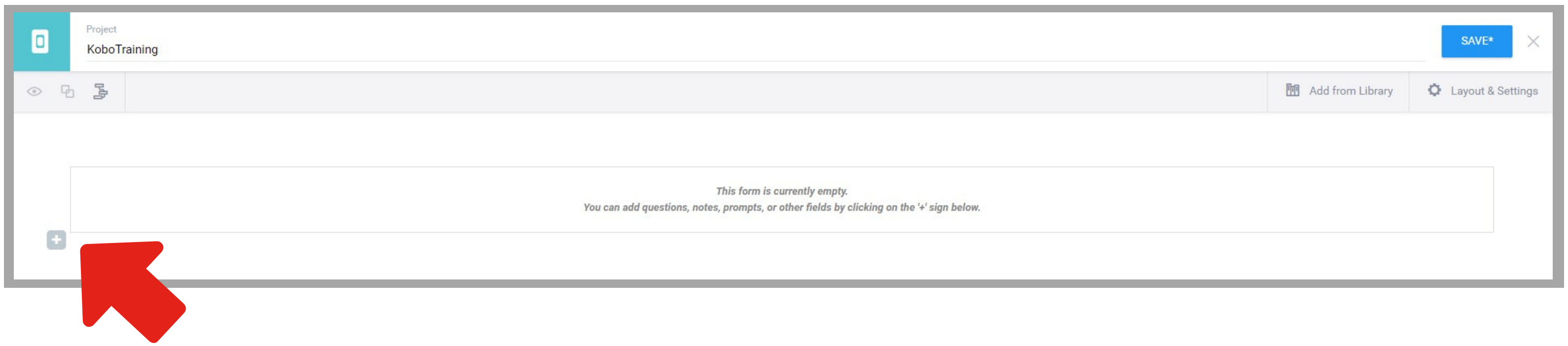
FORM DESIGN

Creating a form

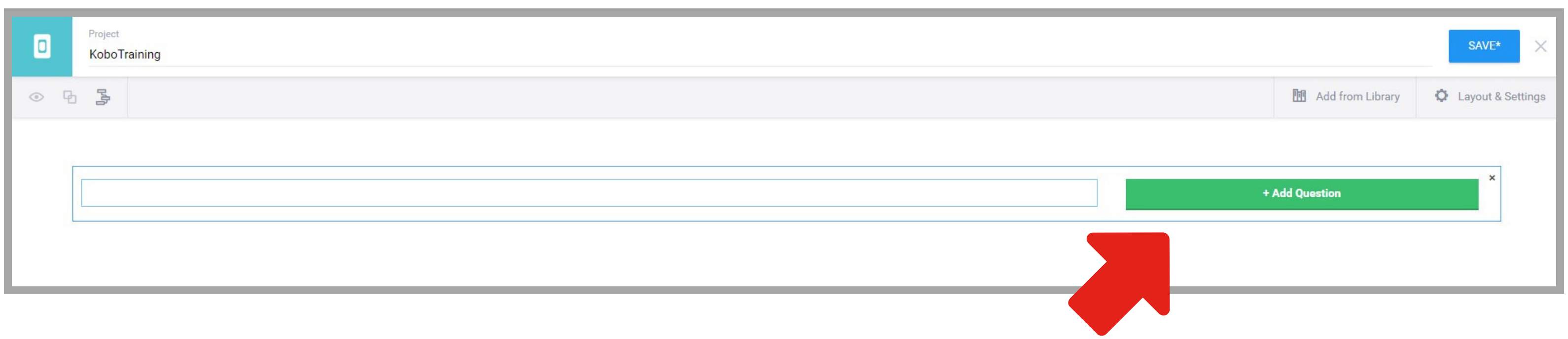


Using the form builder

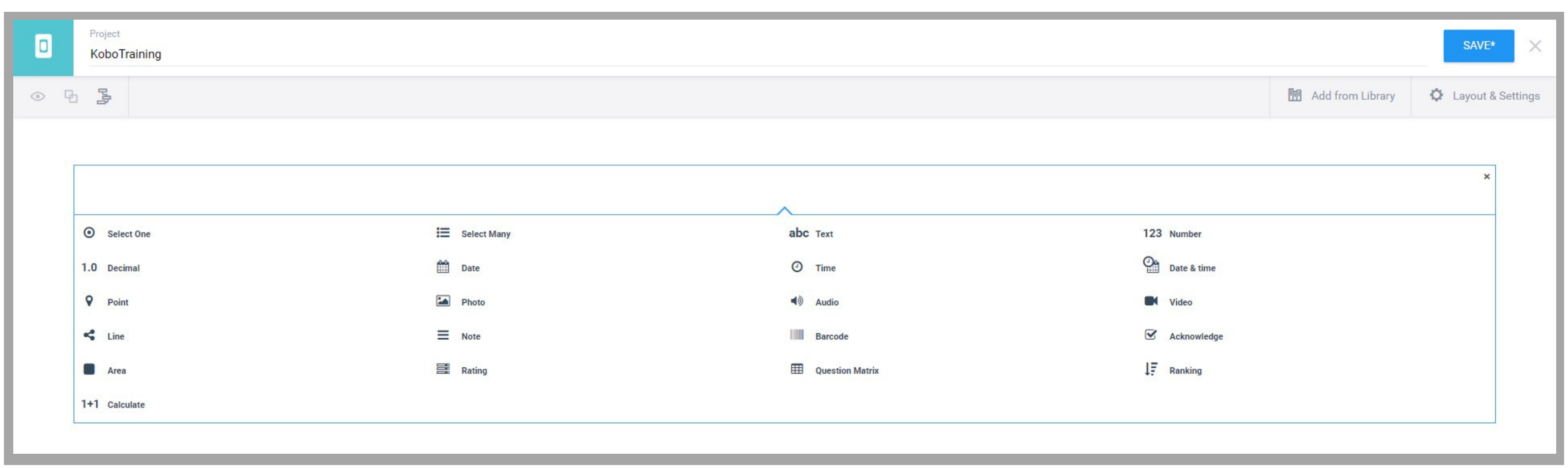
1.



2.



3.



Question Types

	Select One	Multiple choice question; only one answer can be selected.
	Select Many	Multiple choice question; multiple answers can be selected.
abc	Text	Free text response.
123	Number	Whole number input.
1.0	Decimal	Decimal input.
	Note	Display a note on the screen, takes no input.
	Date	Date input.
	Time	Time input.
	Date & time	Accepts a date and a time input.
	Photo	Take a picture or upload an image file.
	Audio	Take an audio recording or upload an audio file.
	Video	Take a video recording or upload a video file.

Question Types

Acknowledge – Acknowledge prompt that sets value to “OK” if selected.

Point – Collect a single GPS coordinate.

Line – Record a line of two or more GPS coordinates.

Area – Record a polygon of multiple GPS coordinates; the last point is the same as the first point.

Calculate – Perform a calculation

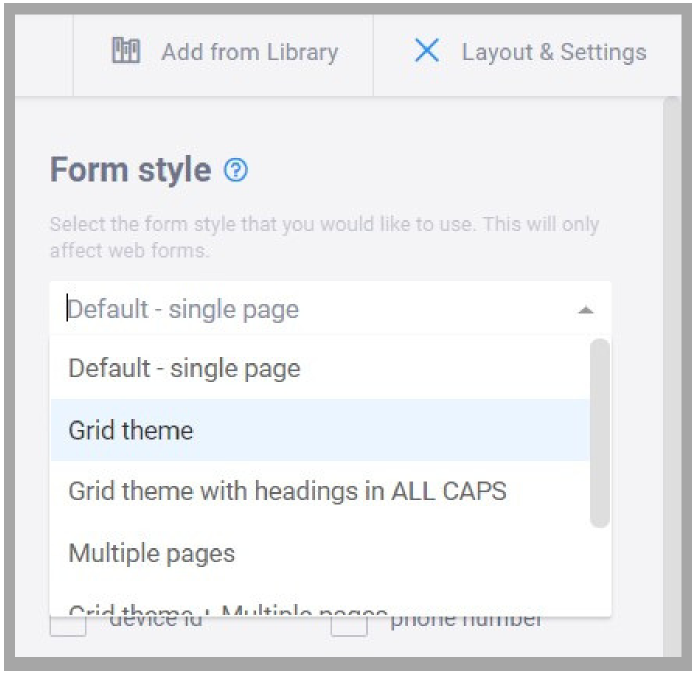
Rating

Question Matrix

Ranking

Barcode – Scan a barcode, requires the barcode scanner app to be installed.

Form style



Form style works only with Enkento Webforms, more information can be found HERE.

Default - single page

Grid theme

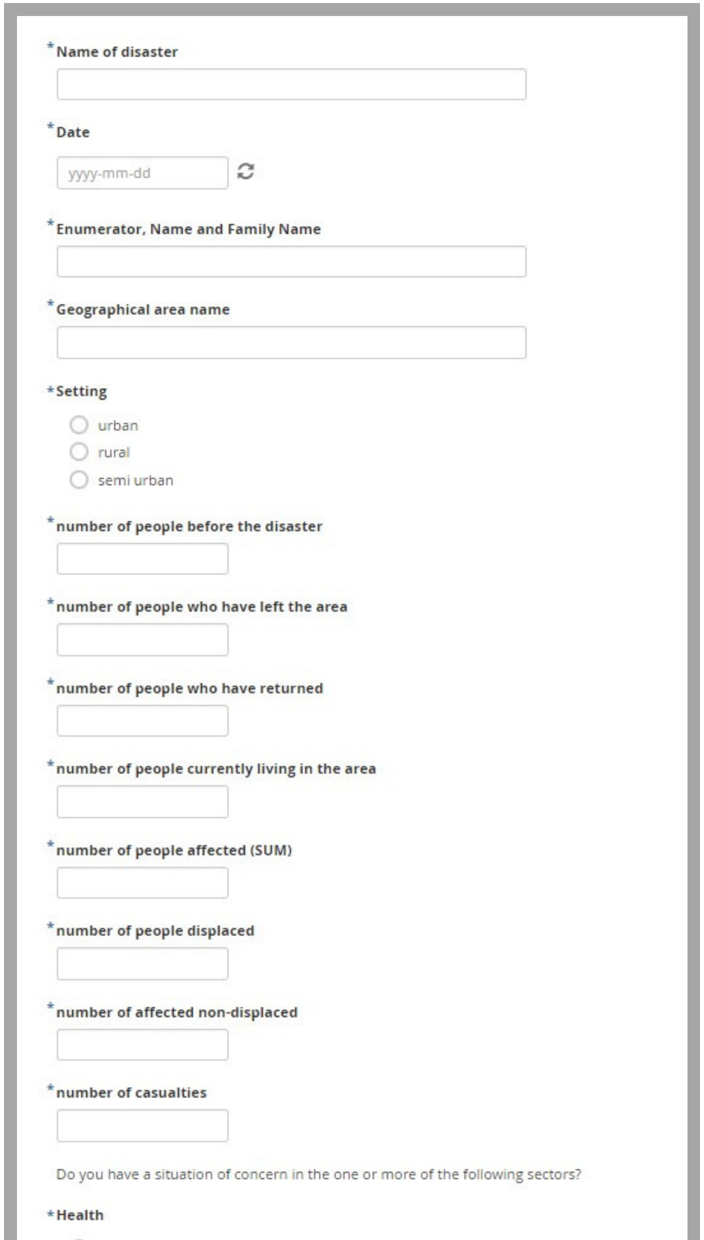
Grid theme with headings in ALL CAPS

Multiple pages

Grid theme + Multiple pages

Grid theme + Multiple pages
+ headings in ALL CAPS

Form style



*Name of disaster

*Date

yyyy-mm-dd

*Enumerator, Name and Family Name

*Geographical area name

*Setting

- urban
- rural
- semi urban

*number of people before the disaster

*number of people who have left the area

*number of people who have returned

*number of people currently living in the area

*number of people affected (SUM)

*number of people displaced

*number of affected non-displaced

*number of casualties

Do you have a situation of concern in the one or more of the following sectors?

*Health

Default - single page

Grid theme

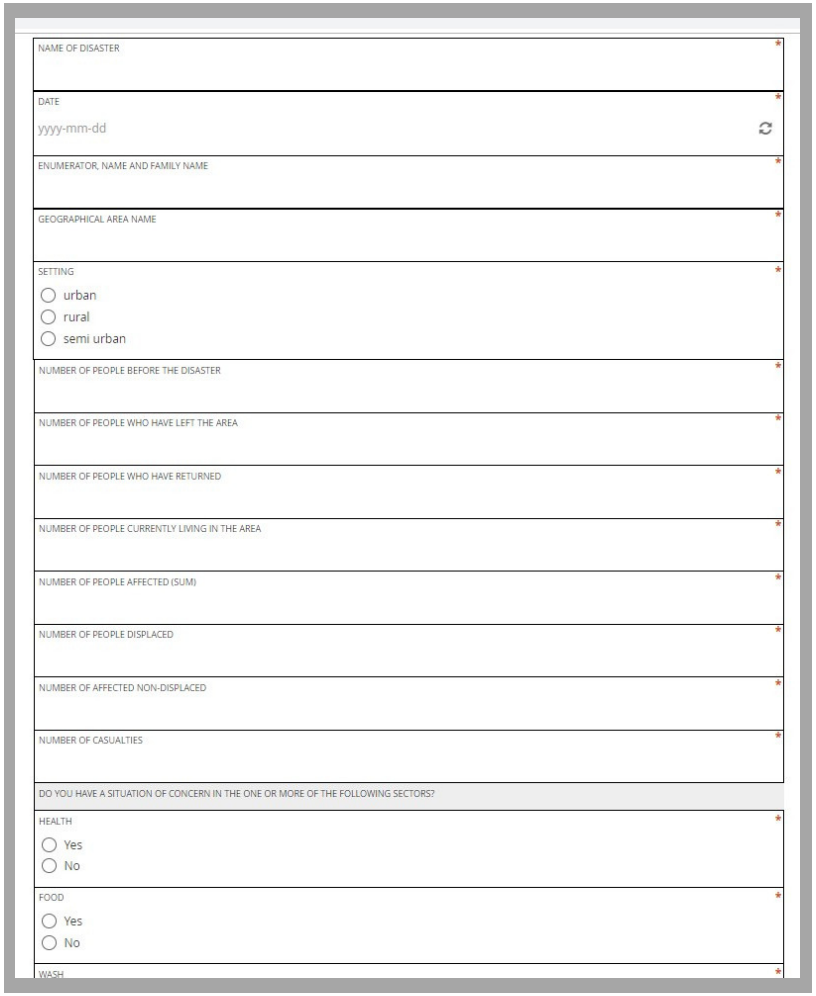
Grid theme with headings in ALL CAPS

Multiple pages

Grid theme + Multiple pages

Grid theme + Multiple pages
+ headings in ALL CAPS

Form style


NAME OF DISASTER
DATE
yyyy-mm-dd
ENUMERATOR, NAME AND FAMILY NAME
GEOGRAPHICAL AREA NAME
SETTING
urban
rural
semi urban
NUMBER OF PEOPLE BEFORE THE DISASTER
NUMBER OF PEOPLE WHO HAVE LEFT THE AREA
NUMBER OF PEOPLE WHO HAVE RETURNED
NUMBER OF PEOPLE CURRENTLY LIVING IN THE AREA
NUMBER OF PEOPLE AFFECTED (SUM)
NUMBER OF PEOPLE DISPLACED
NUMBER OF AFFECTED NON-DISPLACED
NUMBER OF CASUALTIES
DO YOU HAVE A SITUATION OF CONCERN IN THE ONE OR MORE OF THE FOLLOWING SECTORS?
HEALTH
Yes
No
FOOD
Yes
No
WASH

Default - single page

Grid theme

Grid theme with headings in ALL CAPS

Multiple pages

Grid theme + Multiple pages

Grid theme + Multiple pages
+ headings in ALL CAPS

Form style

Default - single page

Grid theme

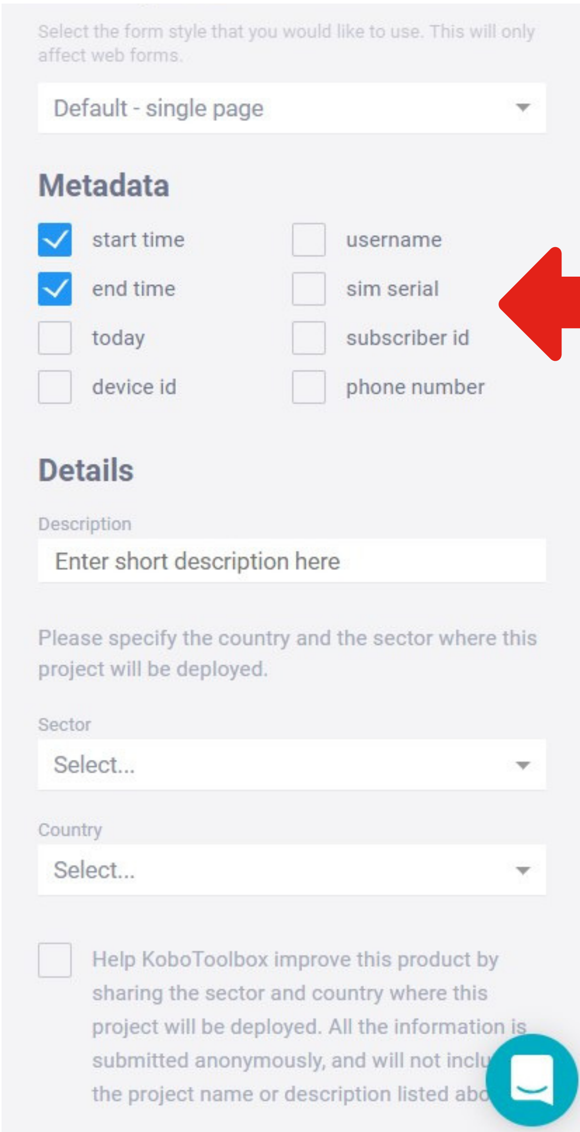
Grid theme with headings in ALL CAPS

Multiple pages

Grid theme + Multiple pages

Grid theme + Multiple pages
+ headings in ALL CAPS

Metadata



start time	Start date and time of the survey.
end time	End date and time of the survey.
today	Day of the survey.
device id	IMEI (International Mobile Equipment Identity)
username	Username configured (if available).
sim serial	SIM serial number.
subscriber id	IMSI (International Mobile Subscriber Identity)
phone number	Phone number (if available).

These will not appear among the questions on the form, but you will see them when viewing your submitted survey data.

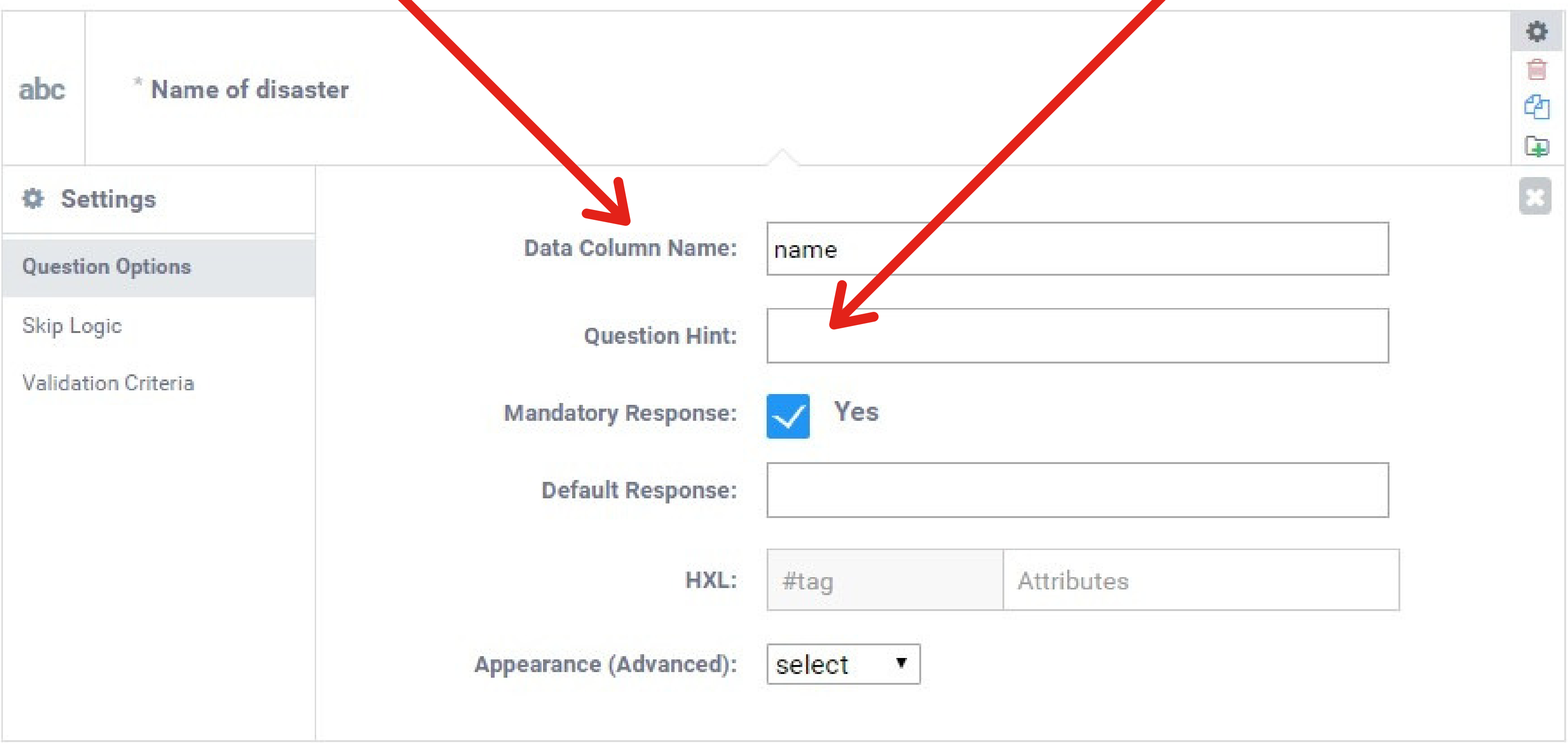
Question Options

The Name is the unique identifier (ID) of each question.

This field is mandatory and only letters, numbers, and underscores are allowed

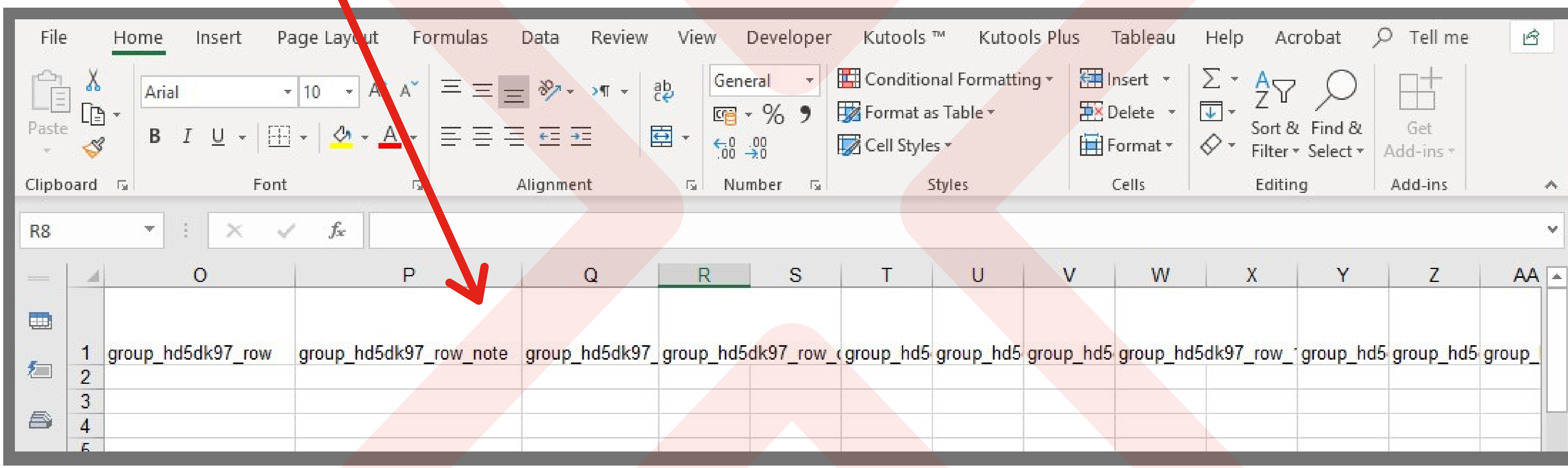
Hints are help texts that will be displayed underneath your questions on the form.

It is optional and is used to provide additional instructions to your enumerator



Question Options

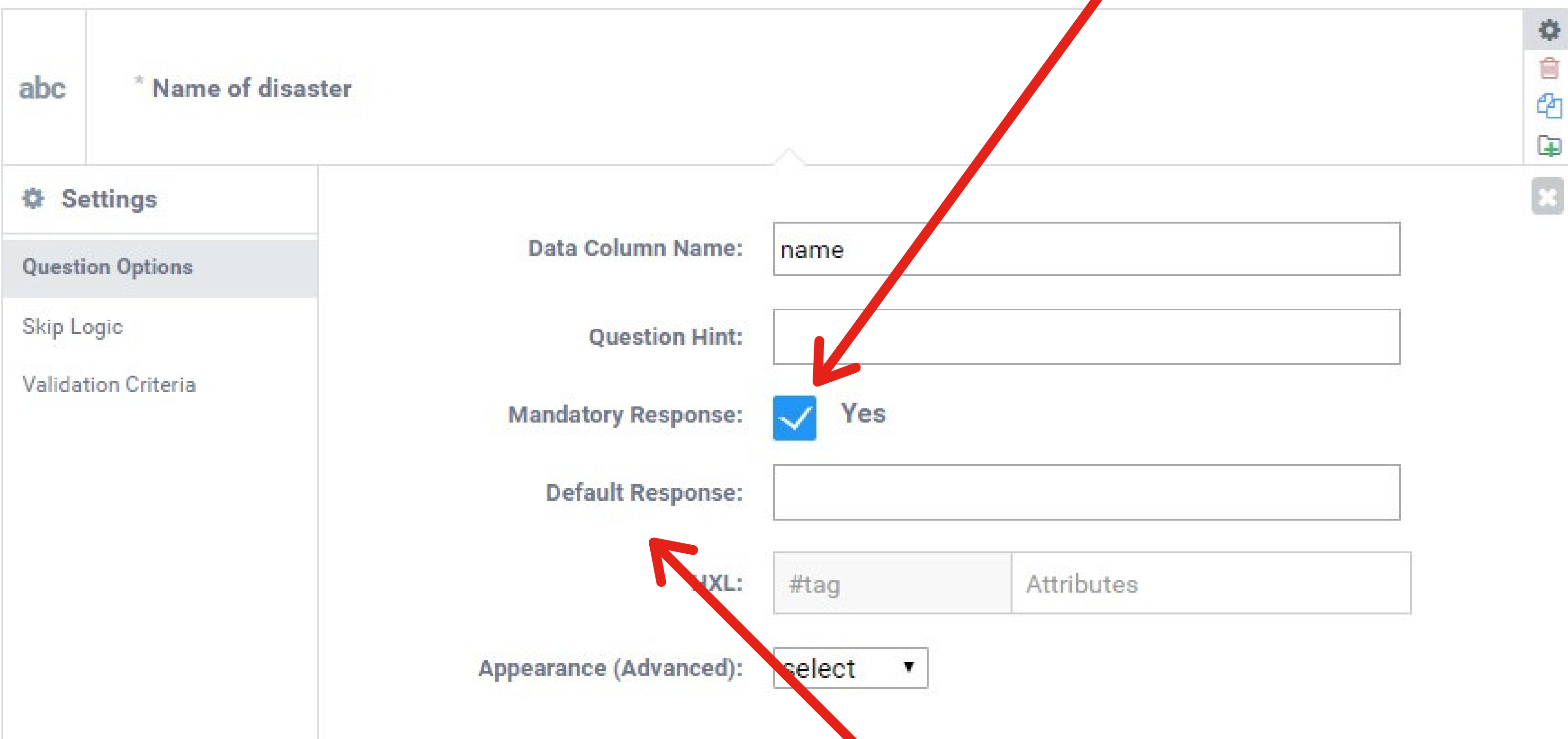
PLEASE DO NOT DO IT TO YOURSELF



OR YOUR ANALYST !

Question Options

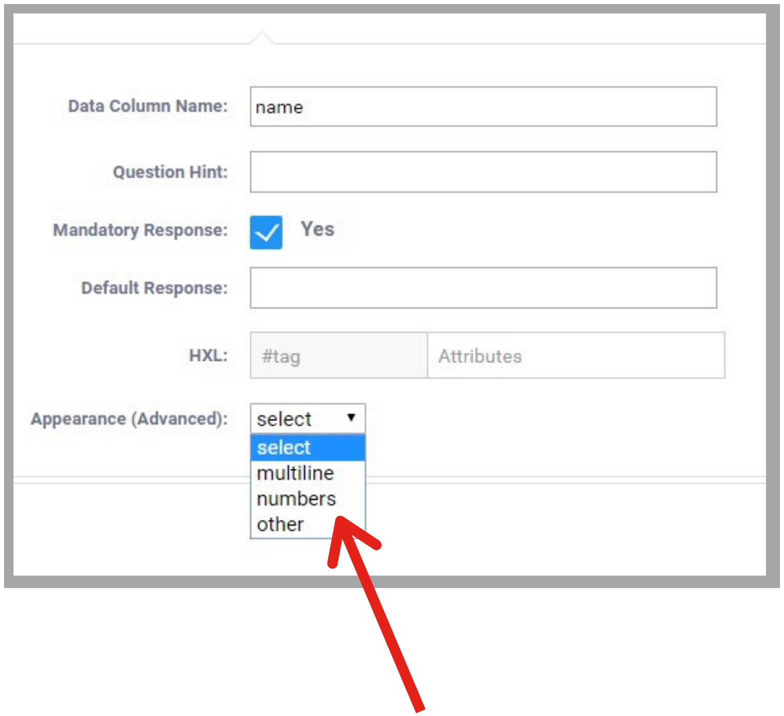
If a question is required, the interviewer needs to provide an answer in order to finalize the form.



This allows specifying a default response that the interviewer can accept or change.

It is not recommended as it might create an accidental bias.

Question Options



This advanced setting allows displaying the question in a modified way.

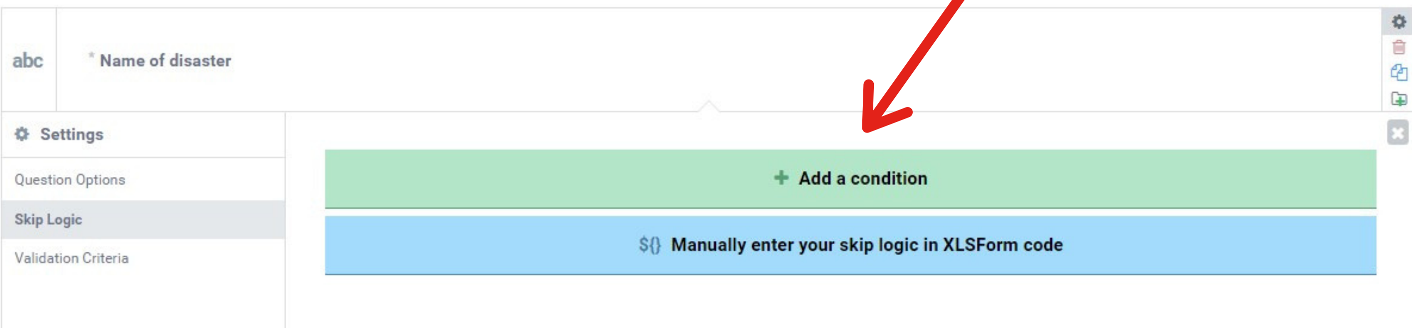
Appearance options are dependent on the type of question, for example a select-one question has different appearances than a text-question.

multiline	Best if used with web clients, makes the text box multiple lines long.
minimal	Answer choices appear in a pull-down menu.
quick	Relevant for mobile clients only, this attribute auto-advances the form to the next question after an answer is selected.
field-list	Entire group of questions appear on one screen (for mobile clients only).
compact	Displays answer choices side by side with minimal padding and without radio buttons or checkboxes. Particularly useful with image choices.
likert	Best if used with web clients, makes the answer choices appear as a Likert scale.

An XLSForm with all of the appearance attributes in this table is available HERE.

Skip Logic

Skip logic controls which question should be displayed only if a certain condition is (or multiple conditions are) fulfilled.

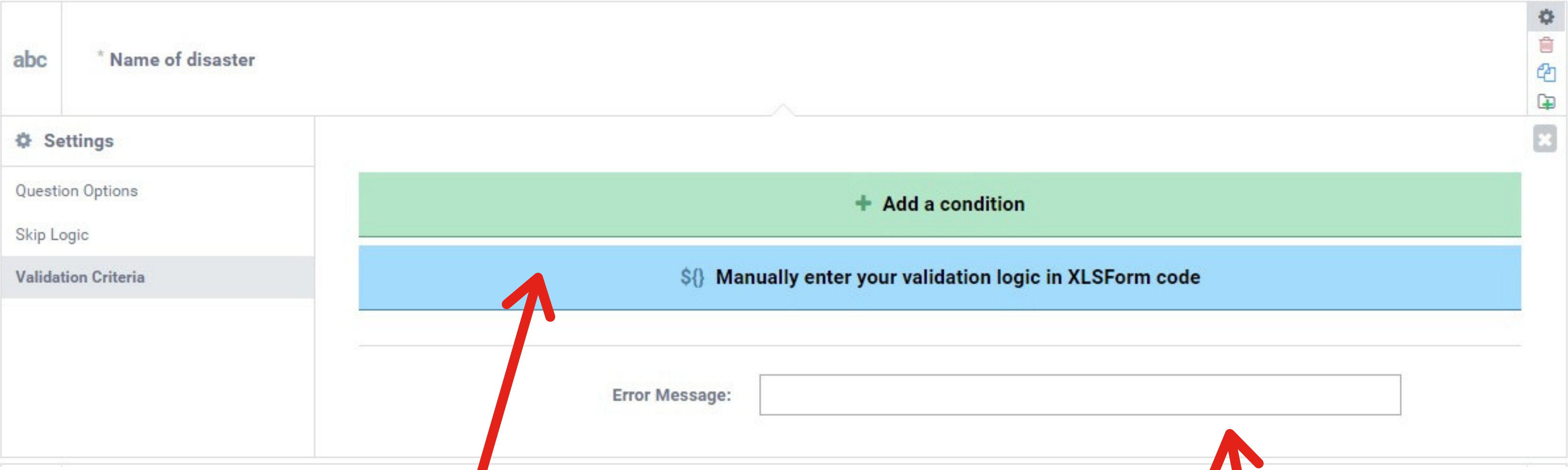


Conditions are always applied to the question or group that should be sometimes hidden, sometimes visible.

When using **two or more conditions**, be sure to choose between the two options whether the question should match any (**at least one**) of these criteria, OR **all of them**.

Validation Criteria

Constraints



This feature allows you to avoid accidental or invalid answers, especially in numeric questions (Integer or Decimal response types). However, validation can be used on any question.

It is a very useful feature, as it saves time on data cleaning.

for example, you can restrict a question about age to numbers between 0 and 120

For more information on validation criteria go HERE

Optional message an enumerators will see when they enter an invalid response.

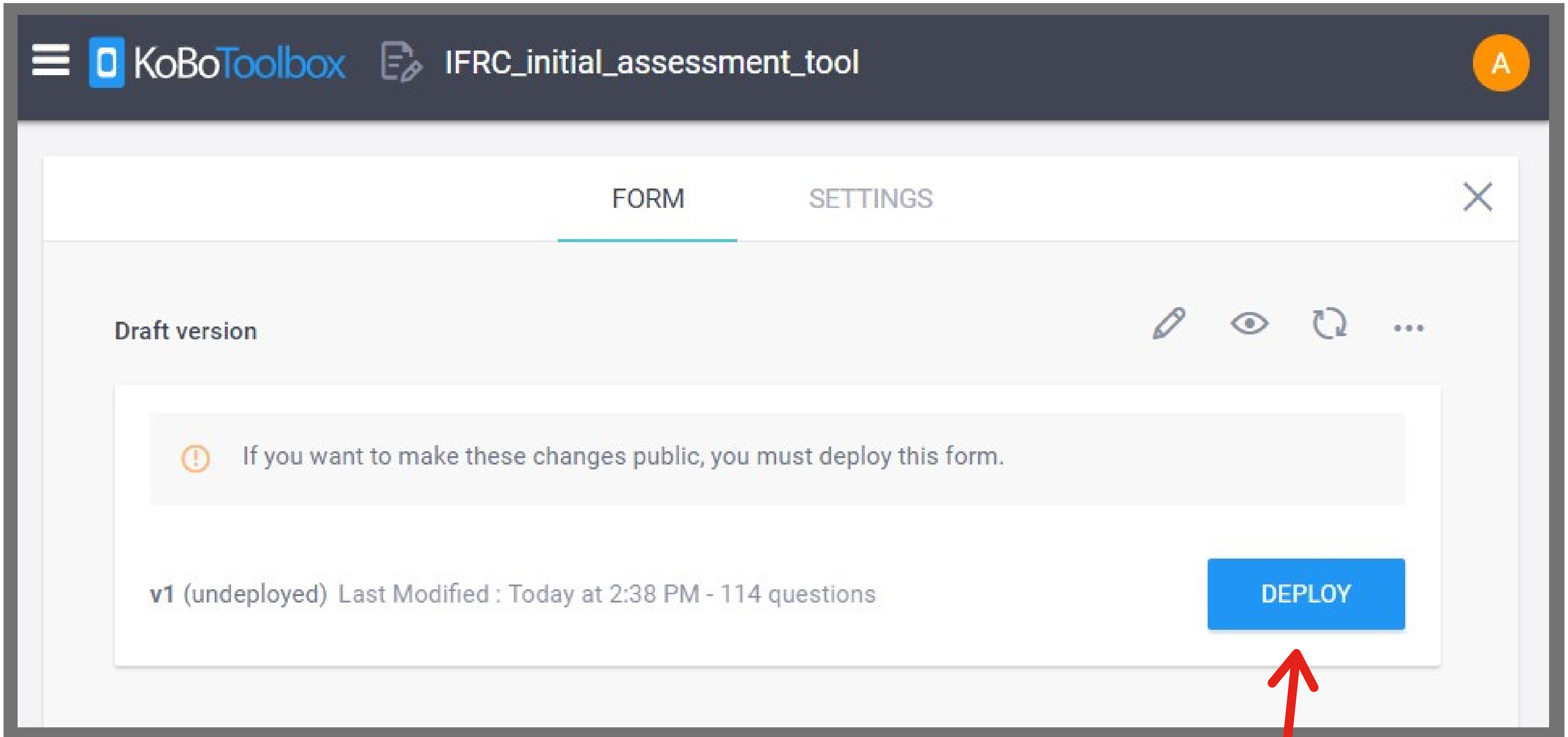
Golden Rule

of Survey Design

TIME SPENT ON QUESTIONNAIRE DESIGN

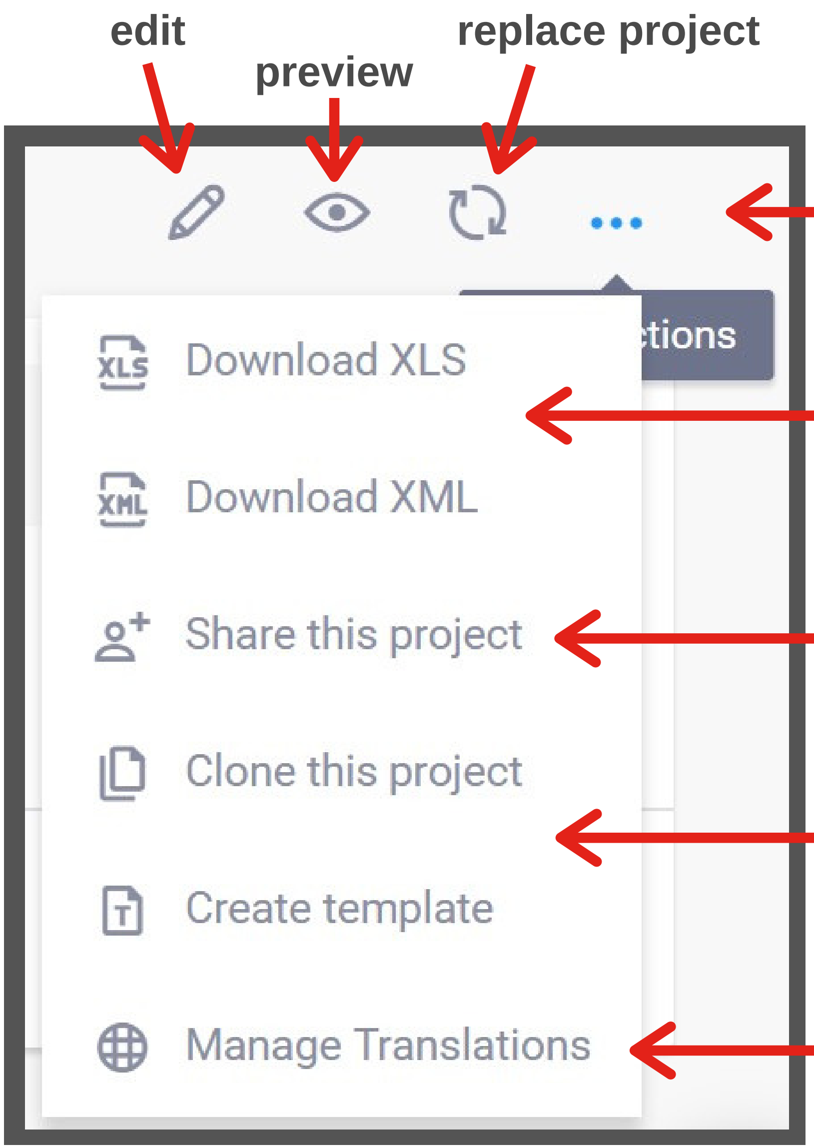
= 4x TIME SAVED ON DATA CLEANING & ANALYSIS

Deploying a Form



Once **DEPLOY** button is clicked, a form will be live and data collection can begin.

Form Management



more options appear when clicking on the three dots

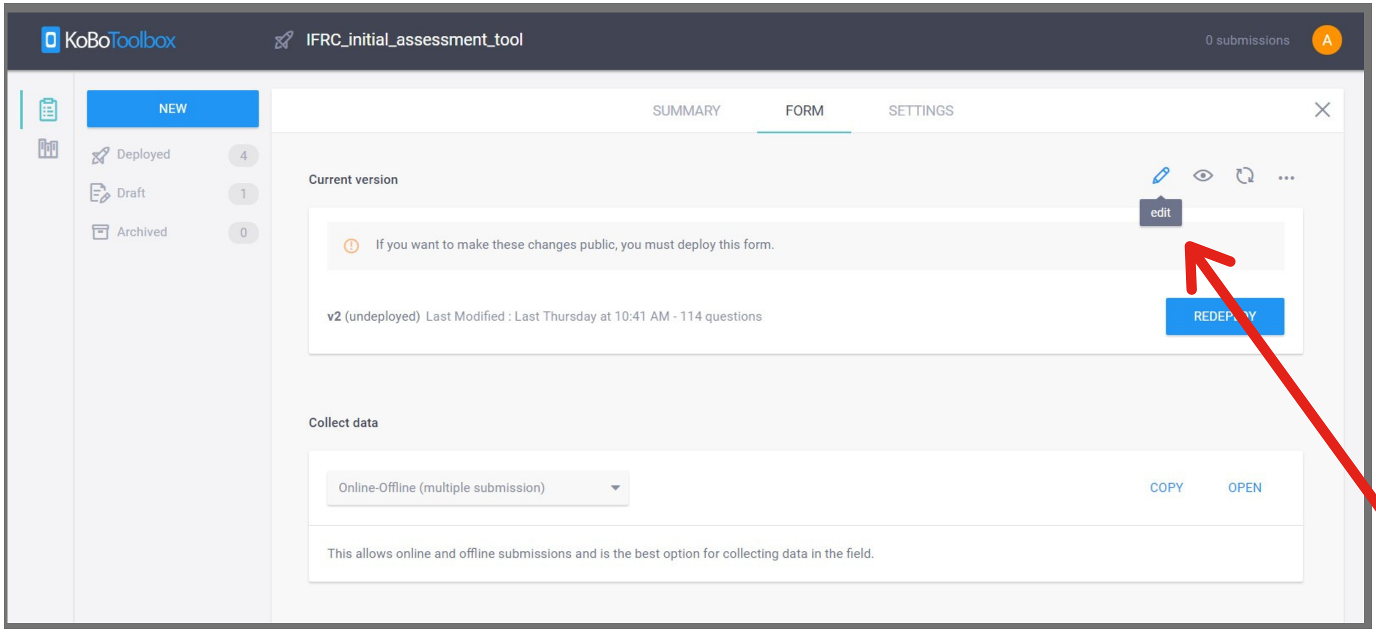
a form can we downloaded either as **XLS** (to be used with KoBo or ONA) or **XML** (to be used with ODK)

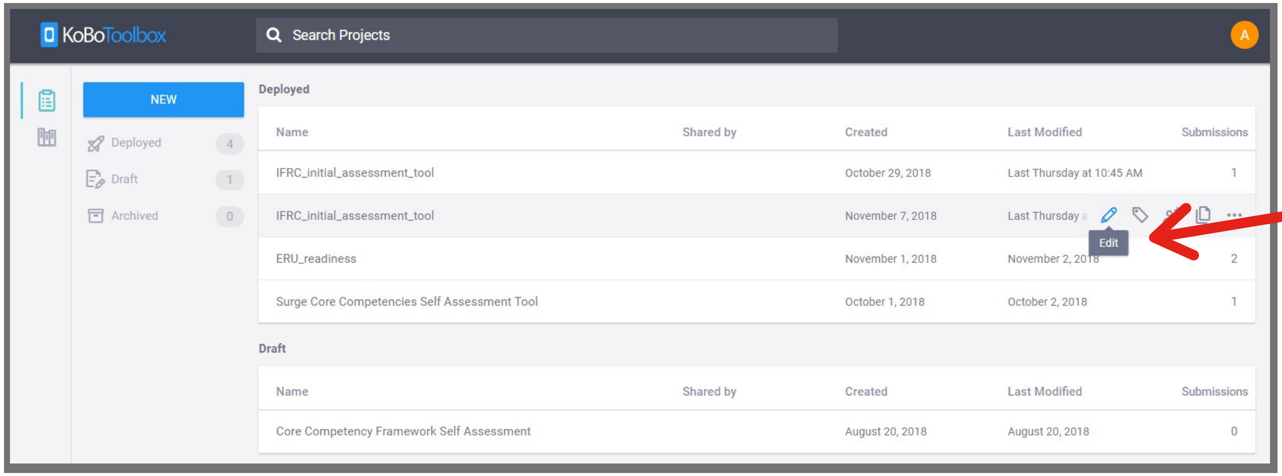
additional contributors can be added

a form can be cloned or used as a template

additional language options for the form can be set up here

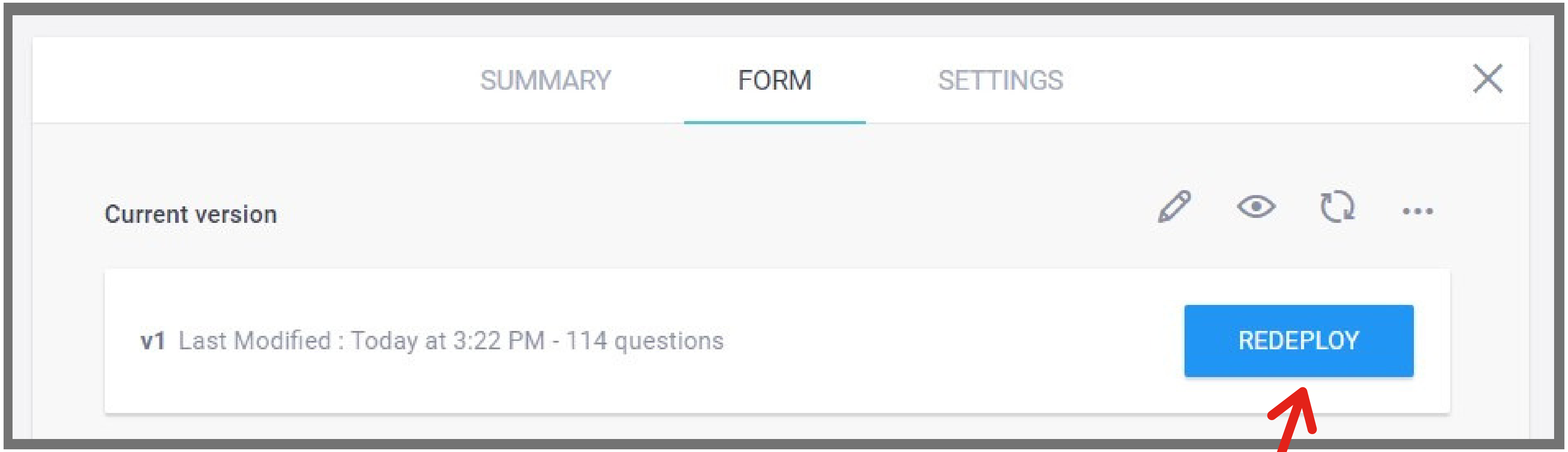
Editing a Form

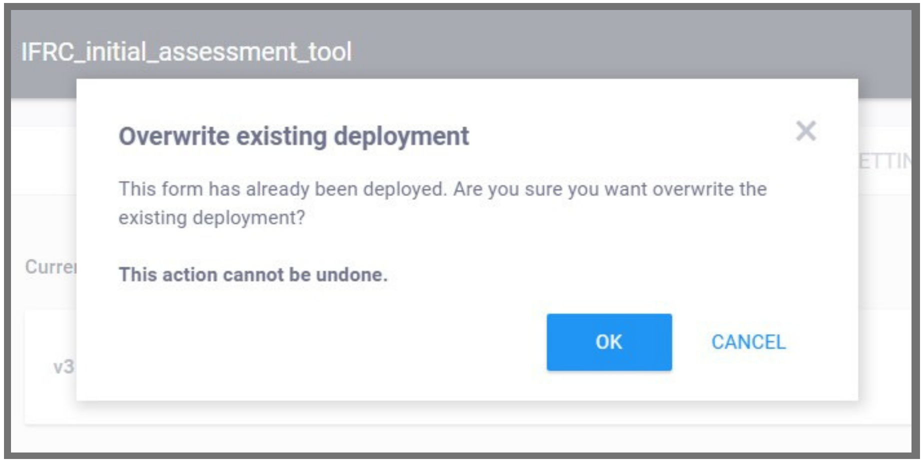




Form can be edited by clicking on the pencil icon, which directs to the Formbuilder, or by downloading the XLS file and re-uploading it after making the changes.

Editing a Form



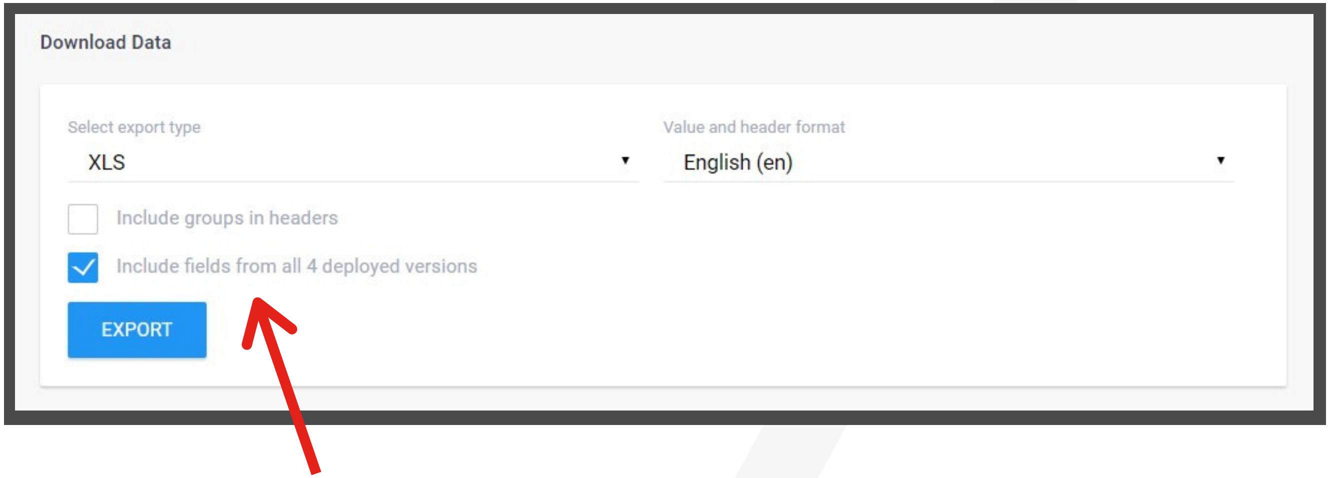


Form needs to be redeployed after the changes were made.

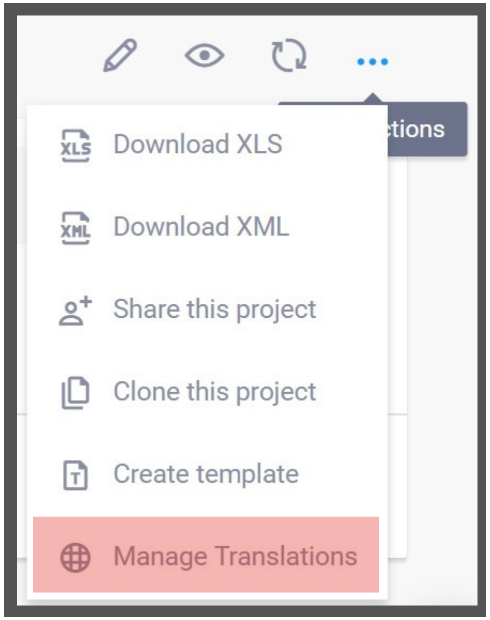
Editing a Form

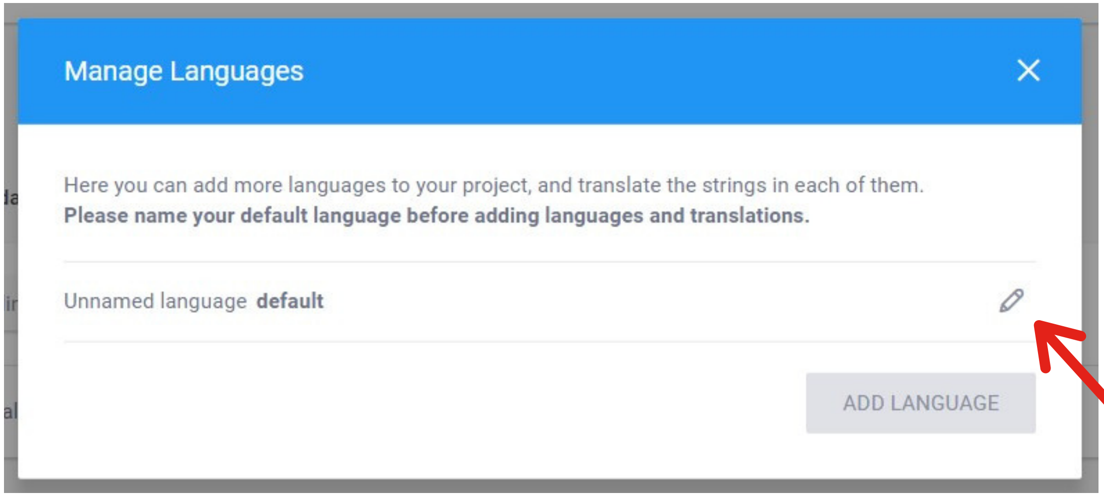
Redeploying the form makes the changes live, but there is still access to the previous versions of the form, which can be cloned to create new projects.

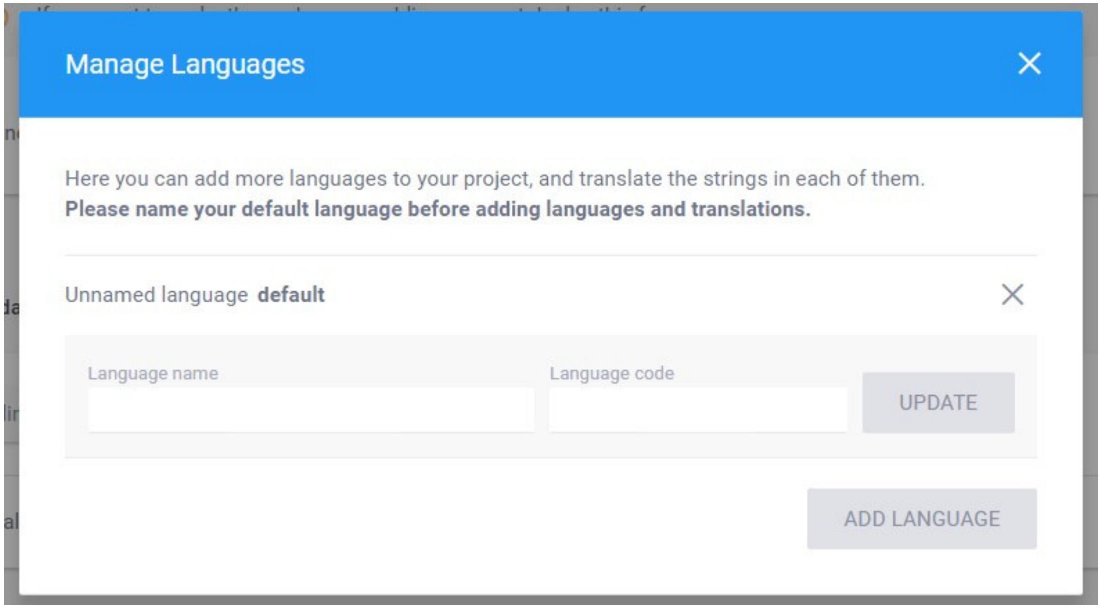
When you change a form, you will be able to choose between including all data (default) or only data from the most recent version of the form.



Language Options



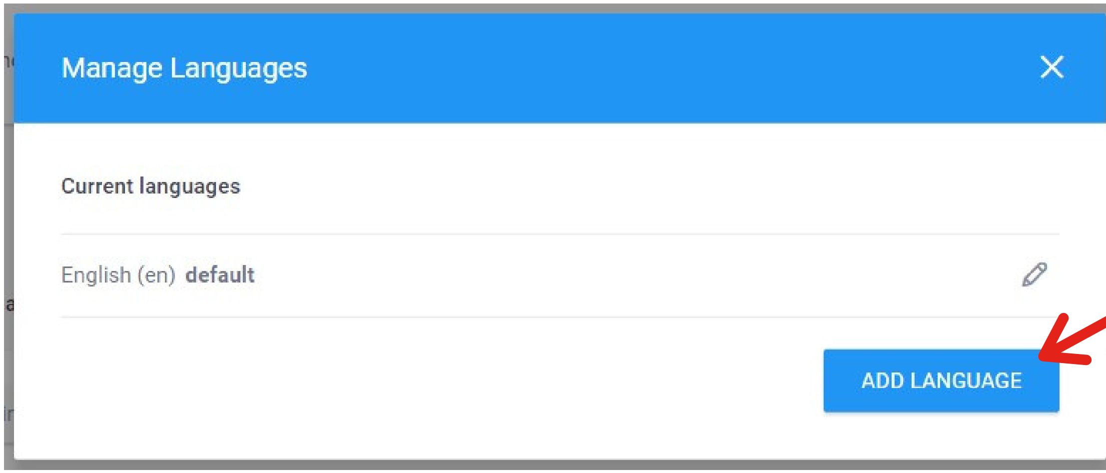


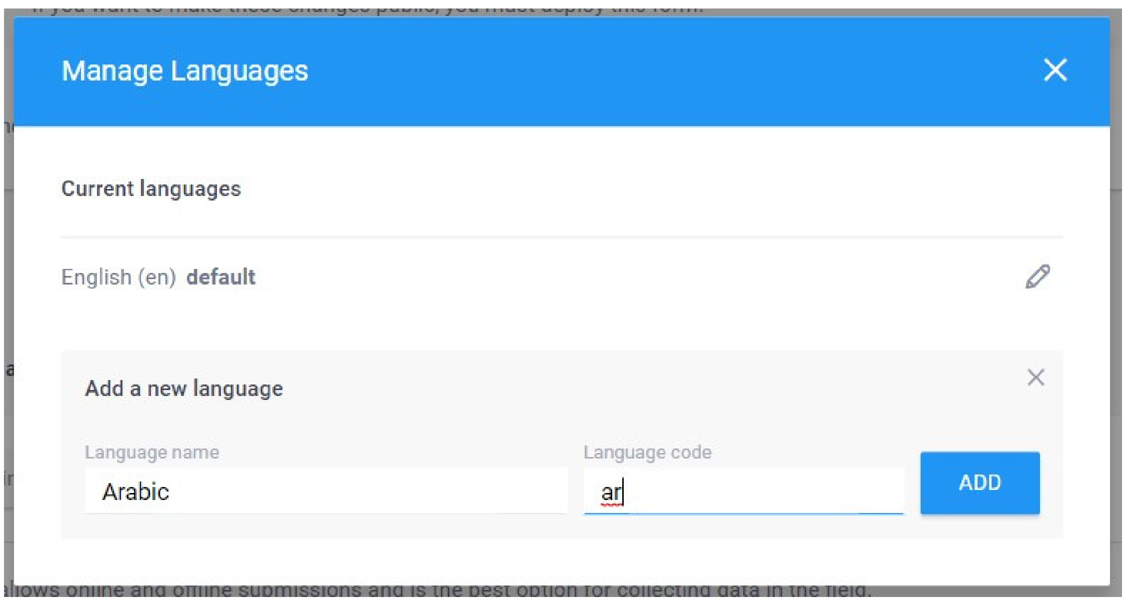


First you have to set up a **default language**.

It is the language in which the form was initially created.

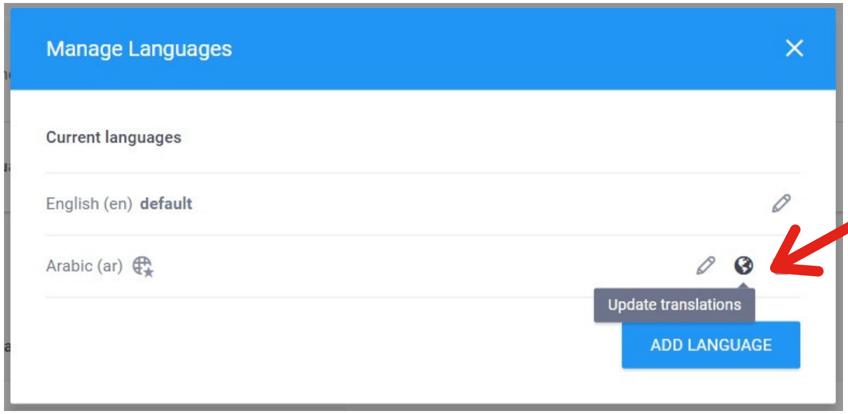
Language Options





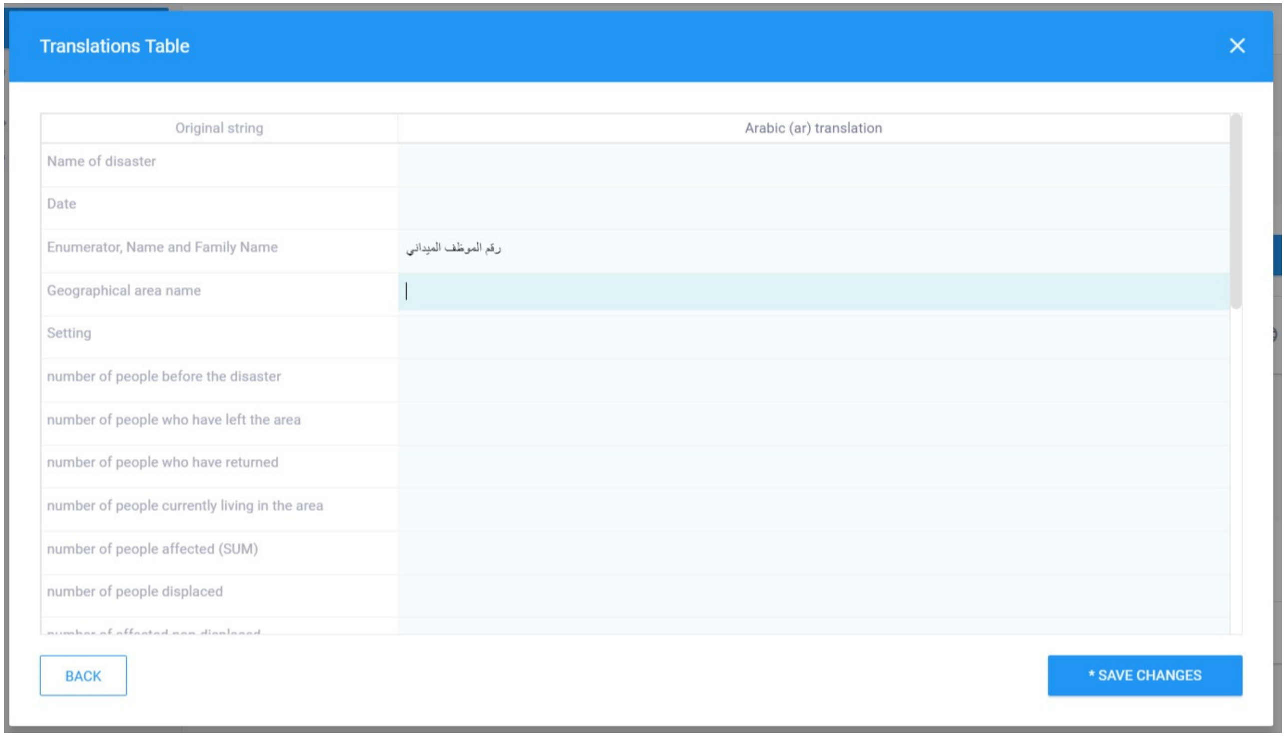
Once a default language is set up, you can add another language.

Language Options



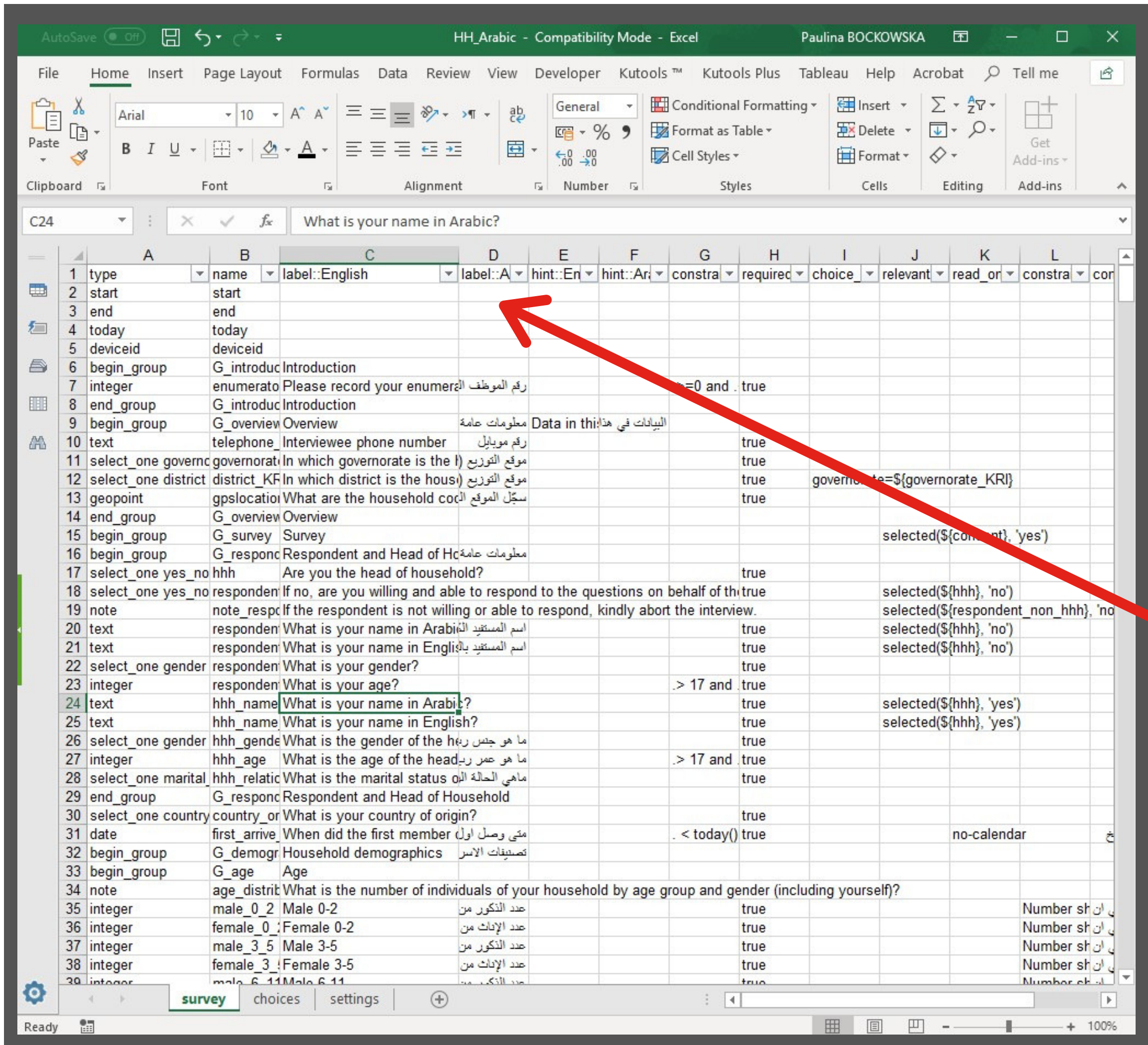
Once another language is added, click on an icon **Update translations,**

and simply fill the table with translated text.



Language Options

Another way to add additional language to the form is by exporting the form to XLS format, making the changes in an application like Excel, and then importing it again.



This allows your translator to quickly add all the required translations in Excel - without having to access to KoBo account.

1. Export the form to XLS.

2. Find the column called 'label'. Insert another column to the right of label. In the header (first row) of this new column, write label::language.

3. Then, if you have hints / error messages in your form, the same needs to apply to those columns.

4. Do the same in **Choices** sheet.

5. Return to KoBoToolbox and click on "Replace with XLS", then upload your updated XLS Form.

Detailed instructions can be found HERE

DATA COLLECTION

Data Collection

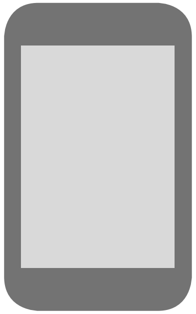
KoBoToolbox allows data collection in multiple ways. Because KoBoToolbox is built on the Xform/ODK technology, our forms are compatible with a number of different tools that can be used for data collection.

Enketo Webform

- Web Forms, also known as Enketo, are used by KoBoToolbox to preview your forms and to enter data directly on your computer.

KoBoCollect App

- KoBoCollect is an Android app that can be installed on any standard Android phone or tablet.

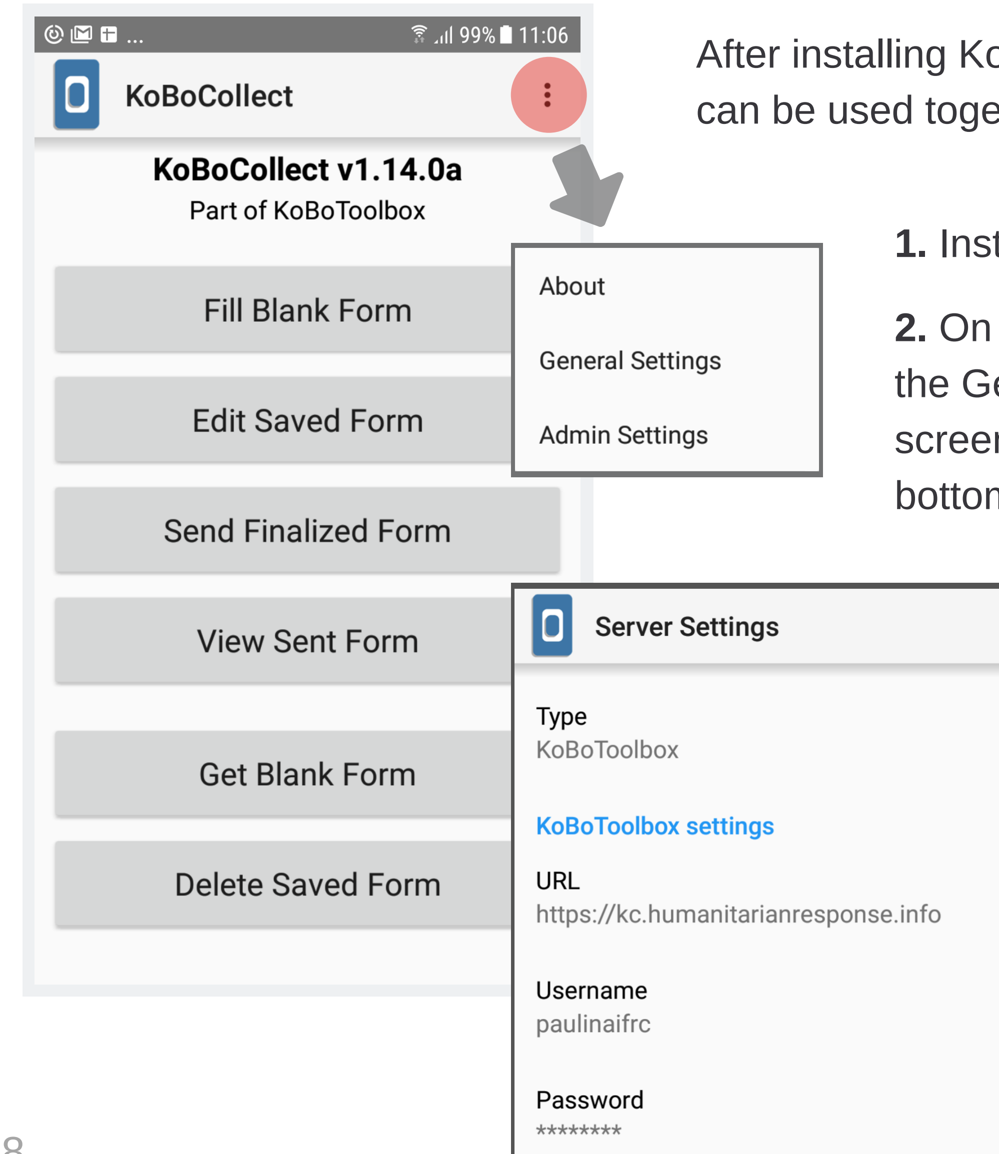


The app can be downloaded from **HERE.**

Enketo vs. KoBoCollect

	Web Forms (Enketo)	KoBoCollect App
Devices	any mobile device or computer	Android only
Default form display	all questions on the same screen	one question per screen
Data upload	automatically when connection available	on user request or immediately if connection available
Different form styles	yes	no
Encryption	not for storage, but always during transfer	can be enabled for storage on device and on the server and requires a separate tool (ODK Briefcase) to decrypt data

Downloading the App



After installing KoBoCollect, you need to configure it so that it can be used together with your KoBo account for data collection.

1. Install KoboCollect on your Android device.

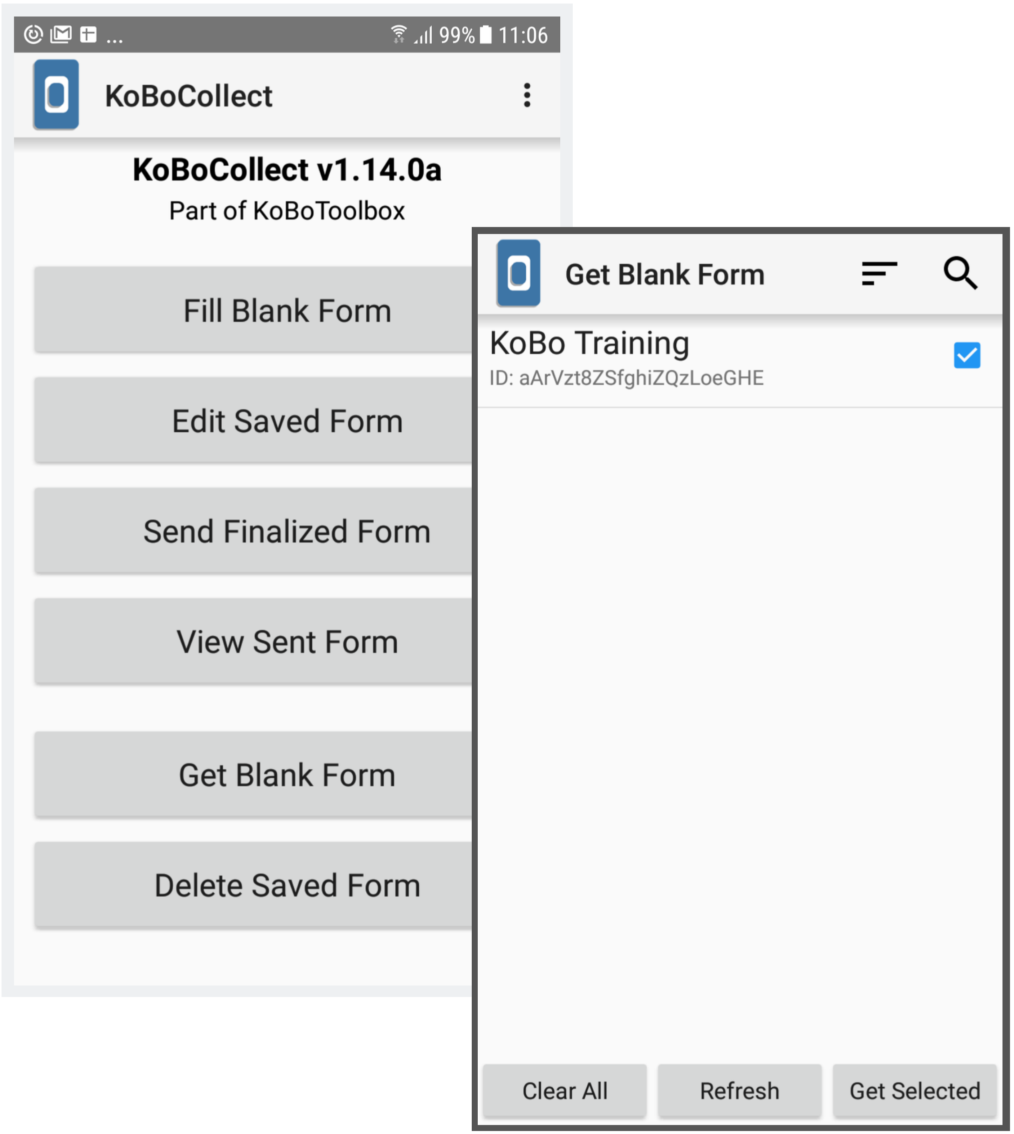
2. On your Android device, open KoBoCollect and open the General Settings (this may be in the top right of your screen, the bottom right, or a button in the center bottom - depending on your Android version).

3. In General Settings, under URL, enter the server URL https://kc.humanitarianresponse.info

4. Still in General Settings, enter your username and password.

These instructions are also listed on the Form page after you have deployed your project.

Downloading Forms



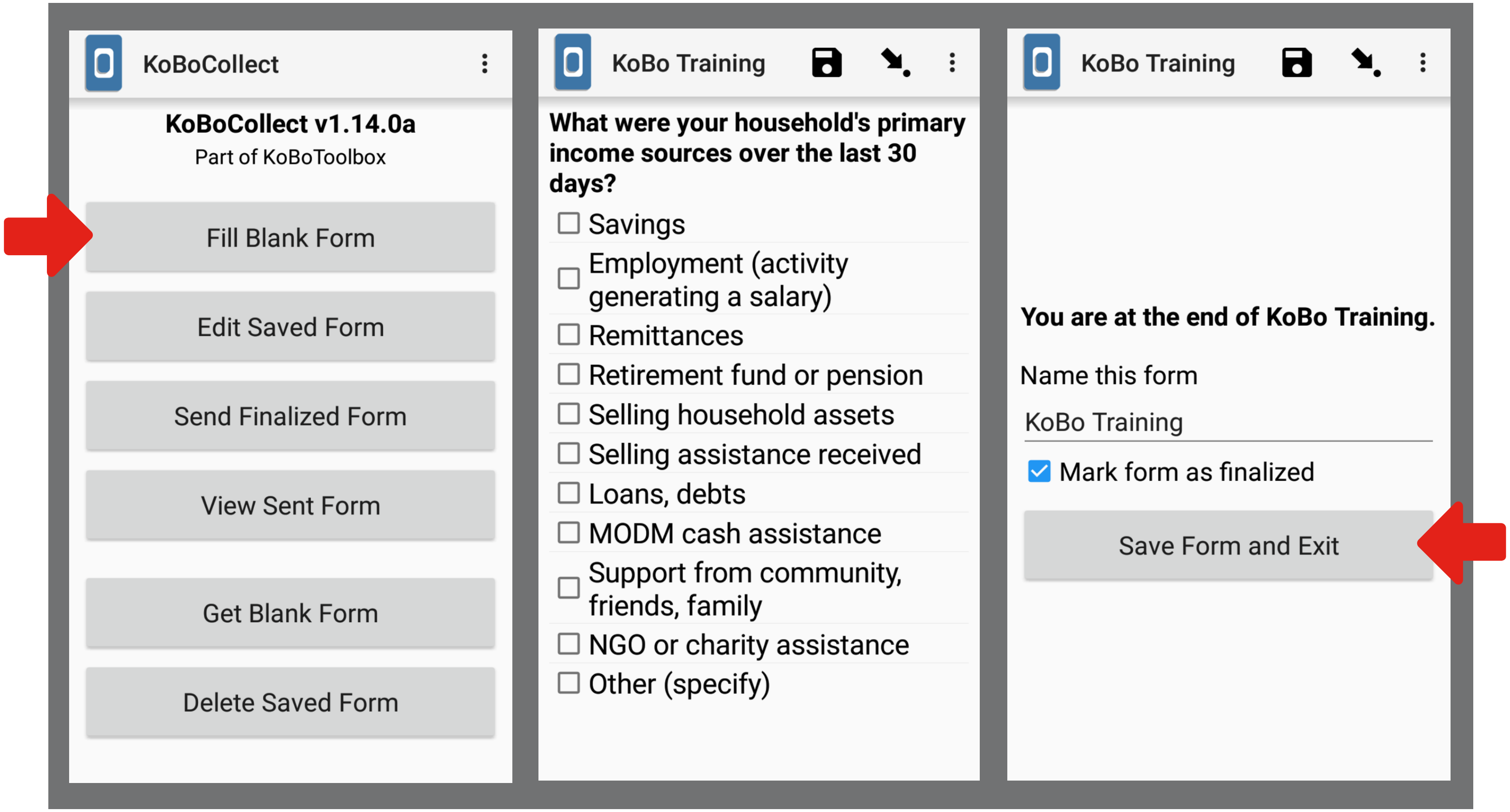
To download forms from your account and start data collection, follow these steps:

1. Make sure you are connected to the Internet on your device. Also, you need to have deployed at least one project in KoBoToolbox.

2. On the home menu of KoBoCollect, click Get Blank Form.

3. A list of all your forms from your different projects will be shown. Select the ones you wish to download) and click Get Selected.

Mobile Data Collection



To collect data:

1. Click on Fill blank form.

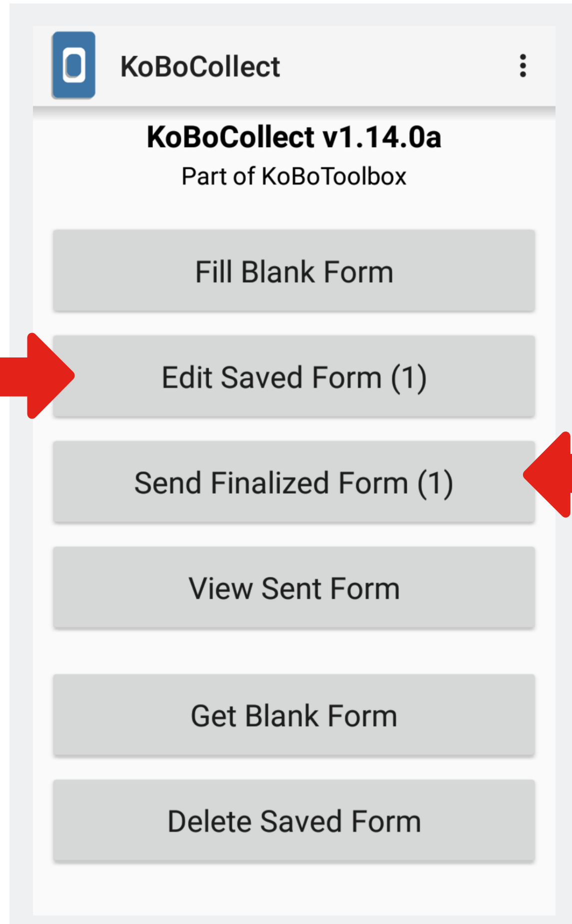
2. Select the form to which you would like to enter data.

3. Go through all the questions (swiping your finger from right to left).

4. At the end click on Save Form and Exit (making sure the form is marked as 'finalized').

Mobile Data Collection

Forms can be edited before sending



Uploading finalized data

1. From the home screen, click on Send Finalized Form.

2. A list of your most recently collected forms appears.

3. Click Select all (or select the ones you wish to send), then click Send Selected.

Troubleshooting KoBoCollect - the three most common issues, explained **HERE.**

Collecting Data Offline

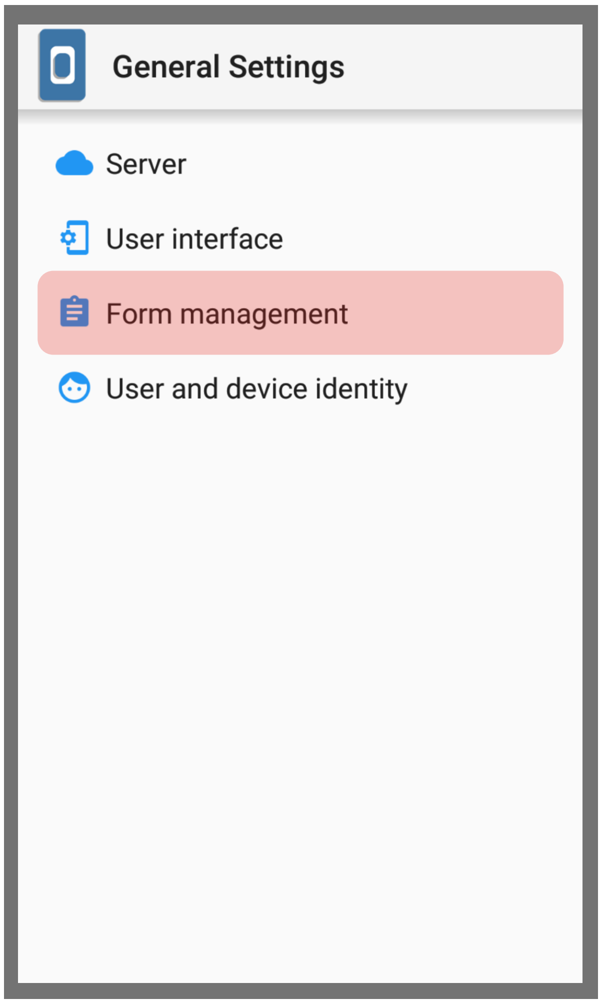
All data collection can take place offline, both with KoBoCollect and with Web Forms.

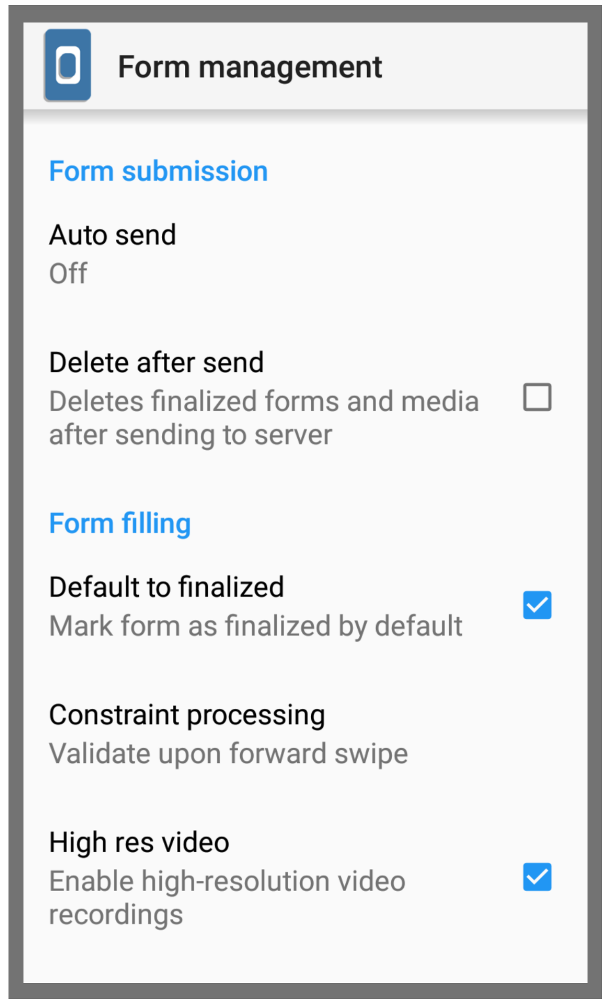
When a user enters data it is stored first on the device. KoBoCollect can be set to attempt sending the information through a network connection immediately or only at a later stage when the interviewer or supervisor wants to upload finalized forms.

Web Forms will always attempt to upload data immediately and will retry until a connection has been established again.

More information on collecting data offline can be found **HERE.**

KoBoCollect Settings



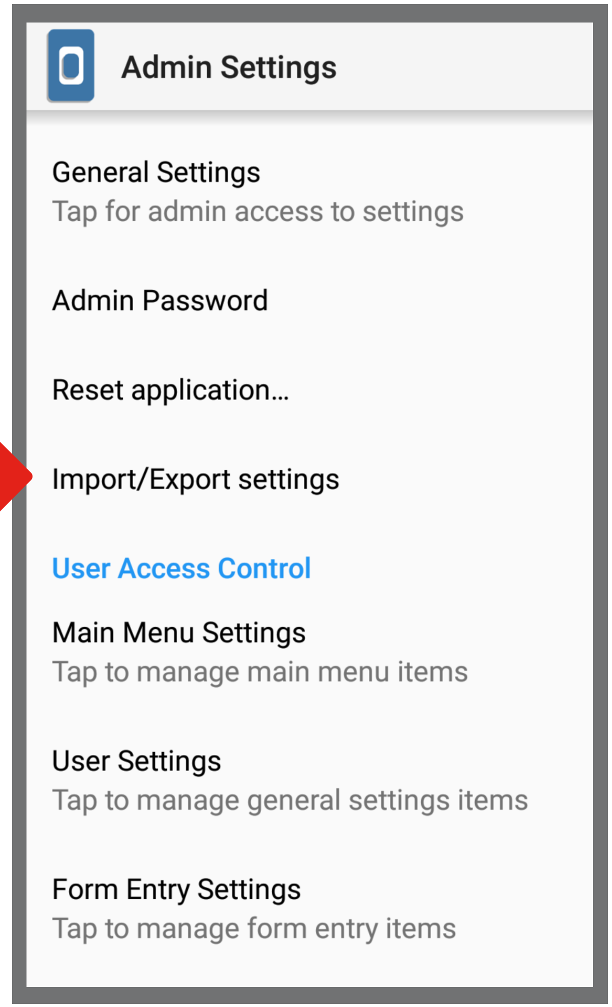


- There are additional advanced configurations of the form, which can be access through General Settings.

KoBoCollect Settings

KoBoCollect allows to copy settings from one phone to another, by using the QR code.

Click on Import/ Export settings and simply scan the code using the device to which you want to export the settings.



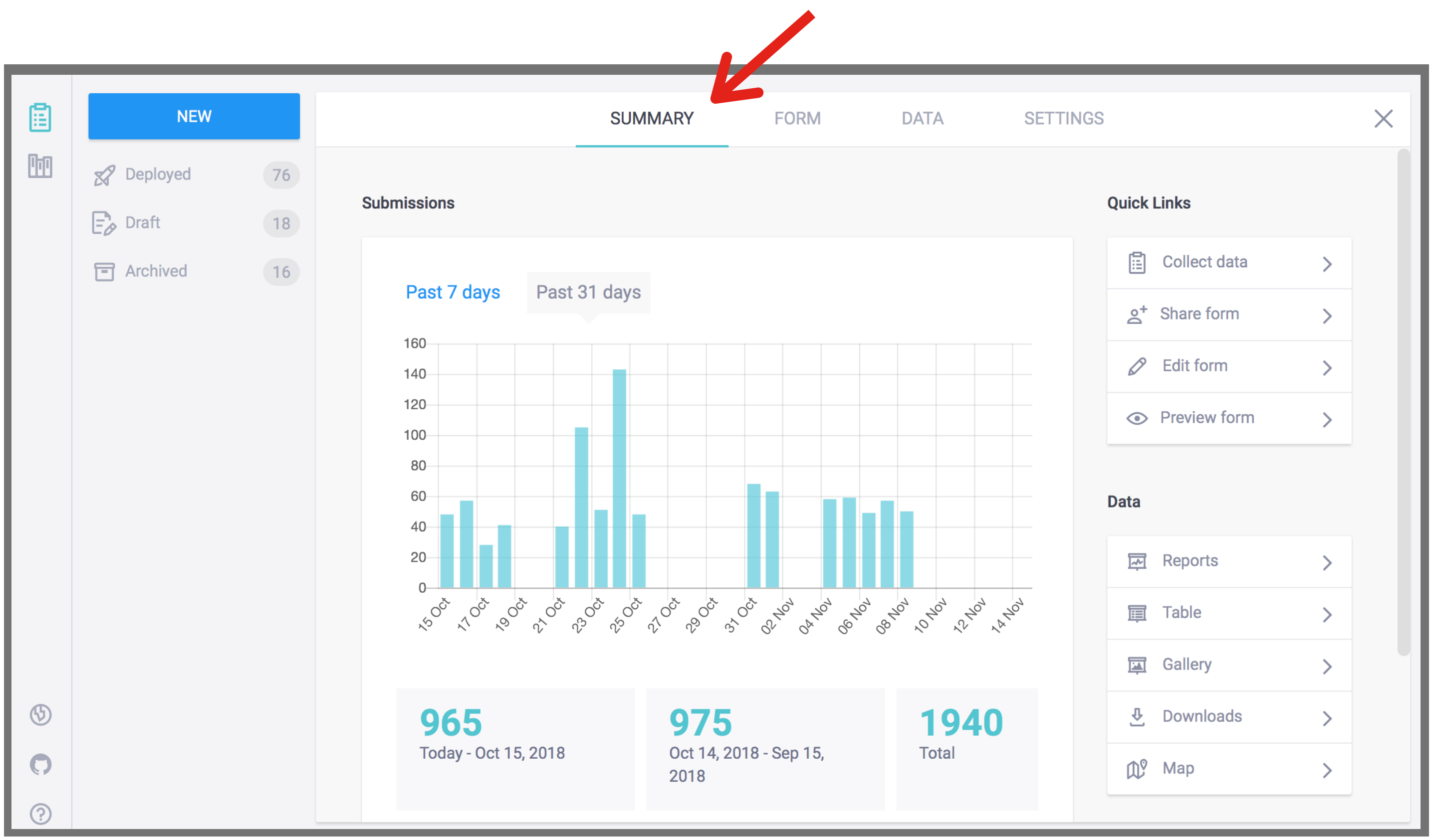
Be careful with sharing the code, as by default it includes your admin and server passwords.

DATA MANAGEMENT

Data Management

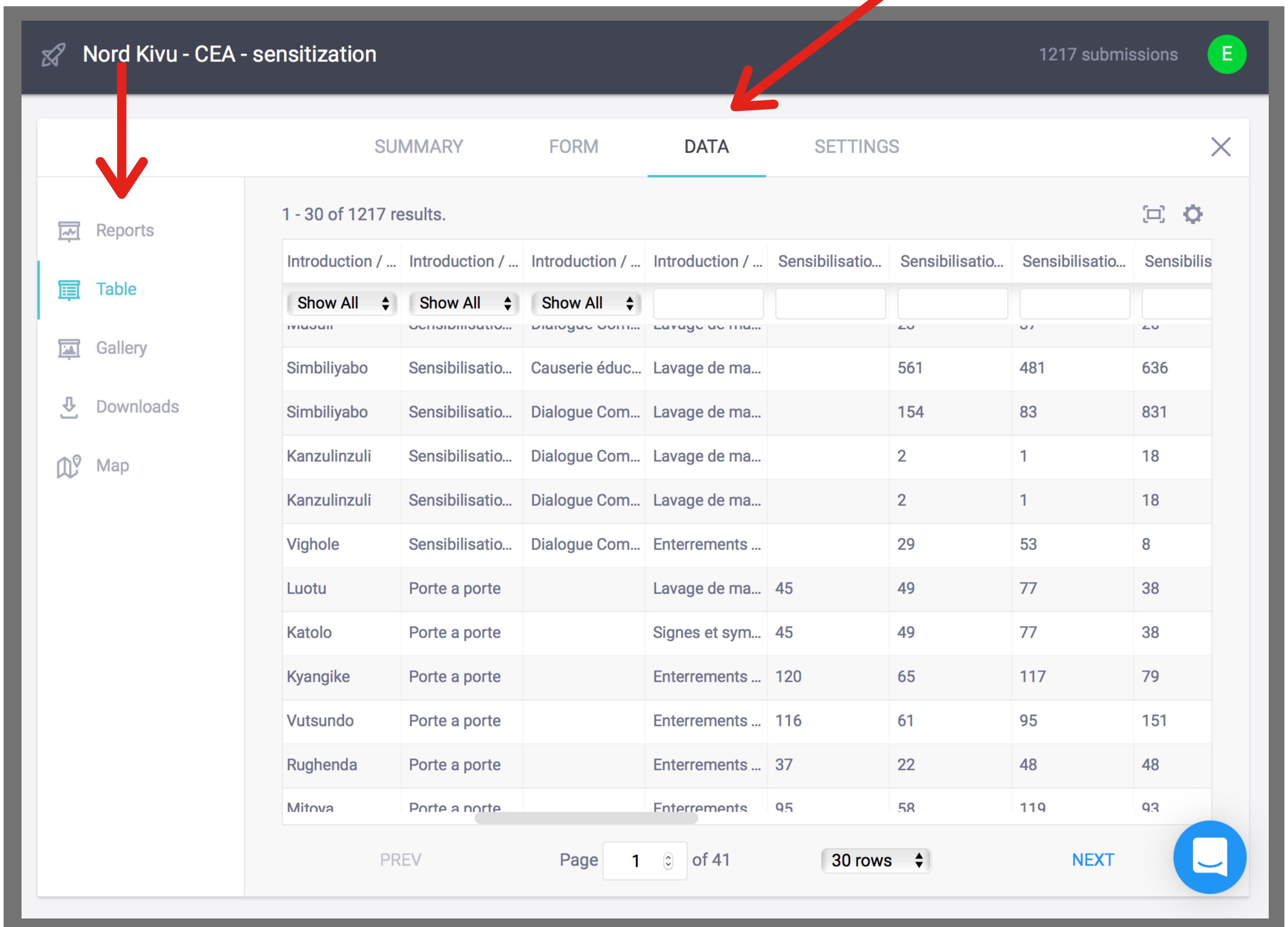
The project summary gives a visual display of the high-level information relating to the project.

This includes the project's meta data (description, country, sector), the list of users that have access to this project, and a graph of the submissions over time, giving an overview of how the project is progressing.

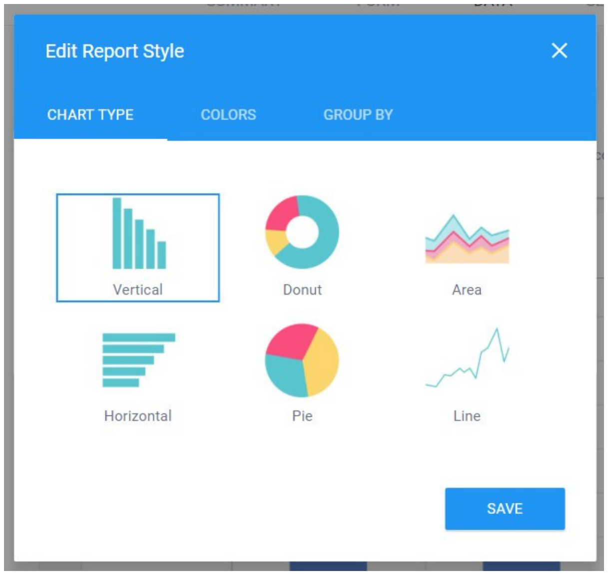


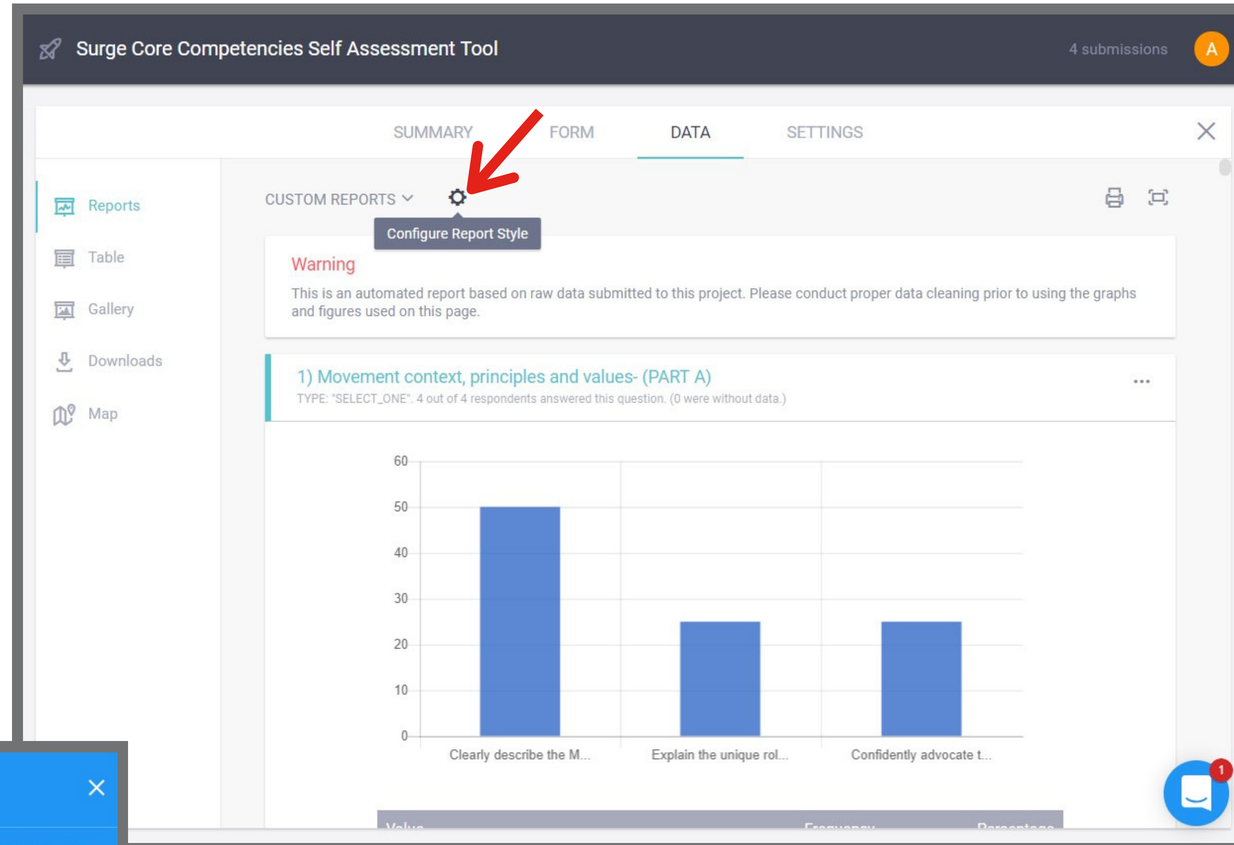
Analysing Data - Table

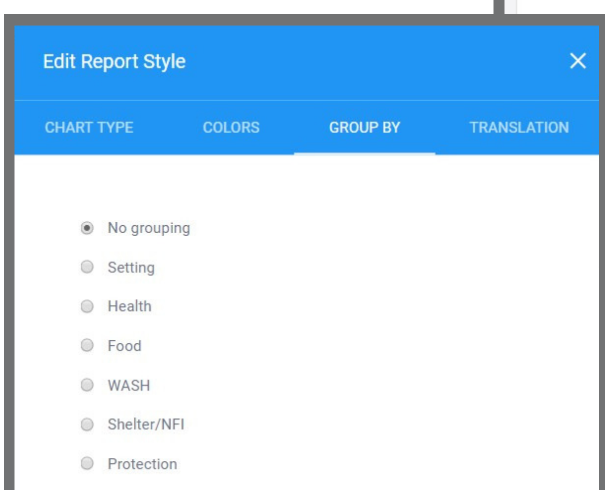
KoBo allows to explore the data collected, in different formats.



Analysing Data - Report





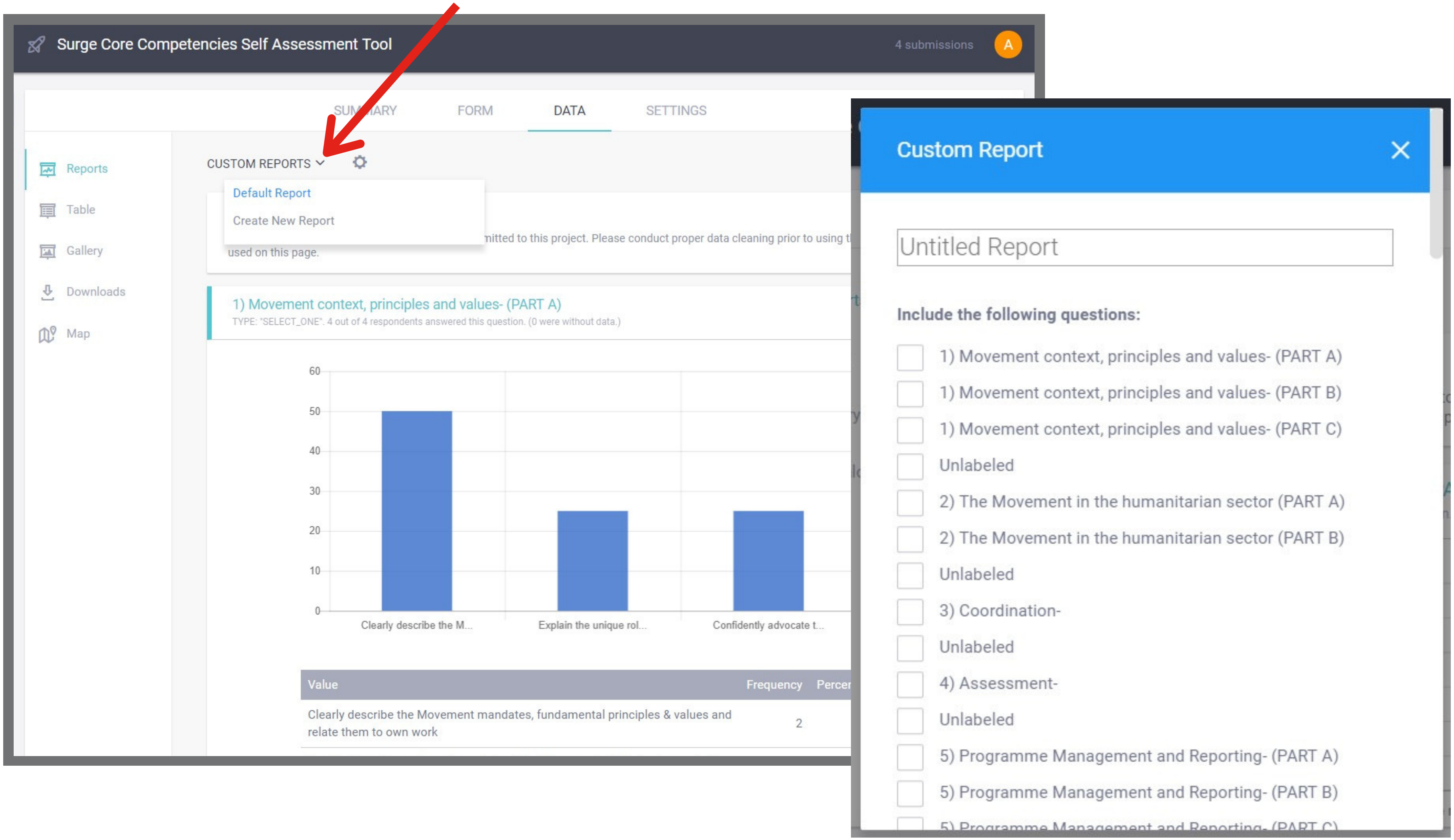


When you click on the Configure Report Style, you can create summary reports with graphs and tables and adjust your report's charts and colours.

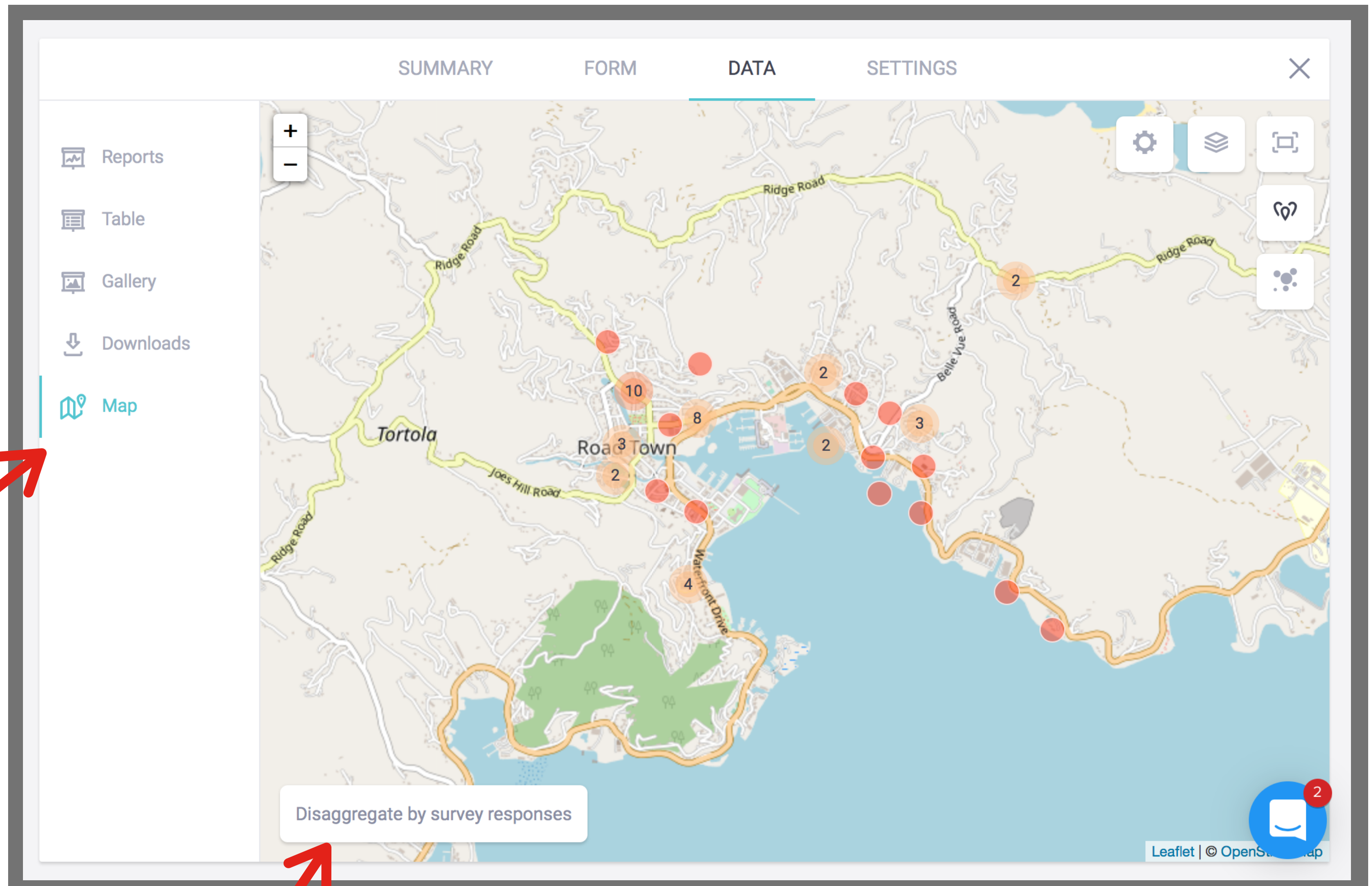
It also allows to disaggregate the data in reports i.e. by gender, region or sector - click on **GROUP BY.**

Analysing Data - Custom Reports

KoBo allows to create custom reports in which users can include only the indicators they are actively monitoring.



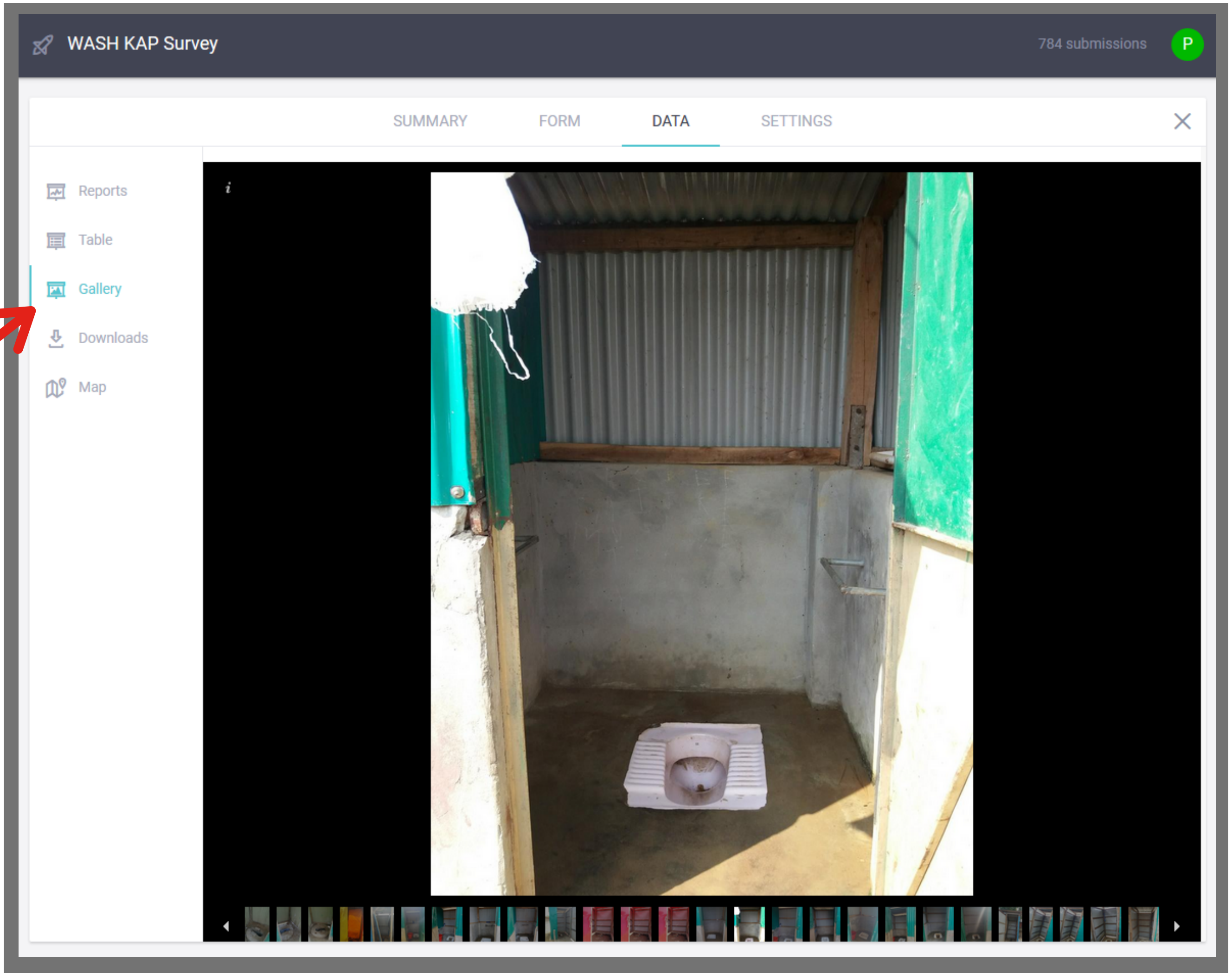
Analysing Data - Map



Recorded GPS locations can be viewed on a map

and can be disaggregated by survey responses

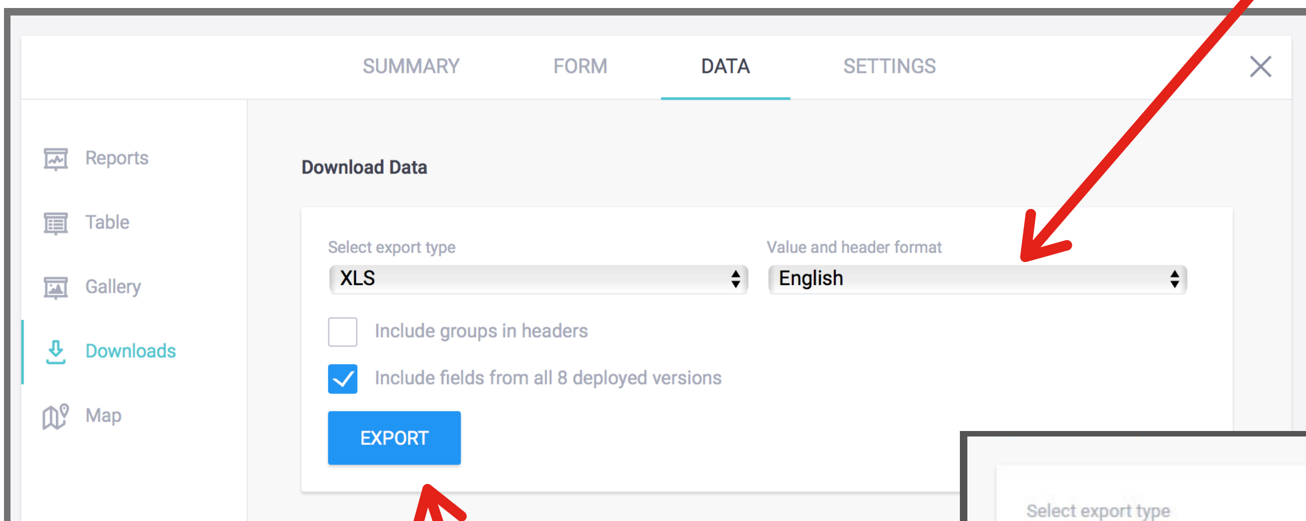
Analysing Data - Gallery



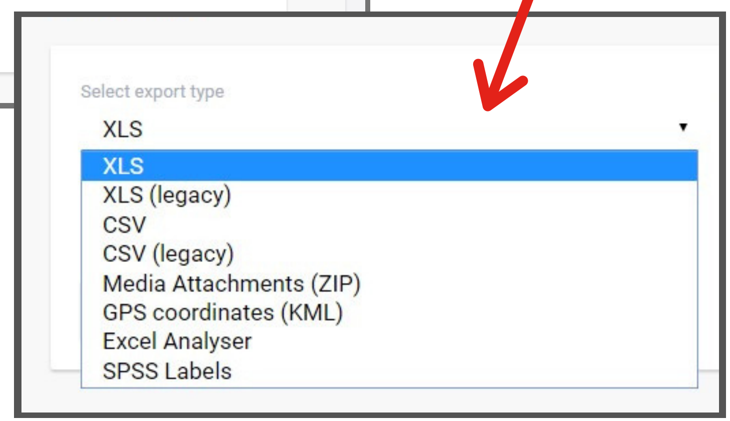
In the gallery you can see your collected media

Downloading Data

When the form is in multi-language, one can select in which language the data should be downloaded.



Data can be downloaded in multiple formats.



To download your data, first select the desirable format and then press **EXPORT**.

TIPS & TRICKS

Tips

- **Set up the metadata for the start and end of the survey**

  During a pilot it allows to check how long does it take to do an interview; also can be used as a check if enumerator did not rush or in extreme cases made up data completely

- **Put constraints for numerical entries such as age, family size, or phone numbers**

- **Add question hints for clarification**

  for instance: 30 minutes walking = 2 km (approximately)

- **If you have lots of numerical data, download it in CSV**

  Excel exports everything as text-fields, meaning you need to "convert to numbers" manually. This problem does not happen with CSV exports.

- **Archive forms that are no longer used for data collection**

  To avoid collecting data using the wrong form; it is especially important when having a large team of enumerators

- **A mandatory question, is only mandatory when the question is asked (visible)**

  You can set a question to mandatory even when it can be skipped with Skip-Logic functionality. If the question

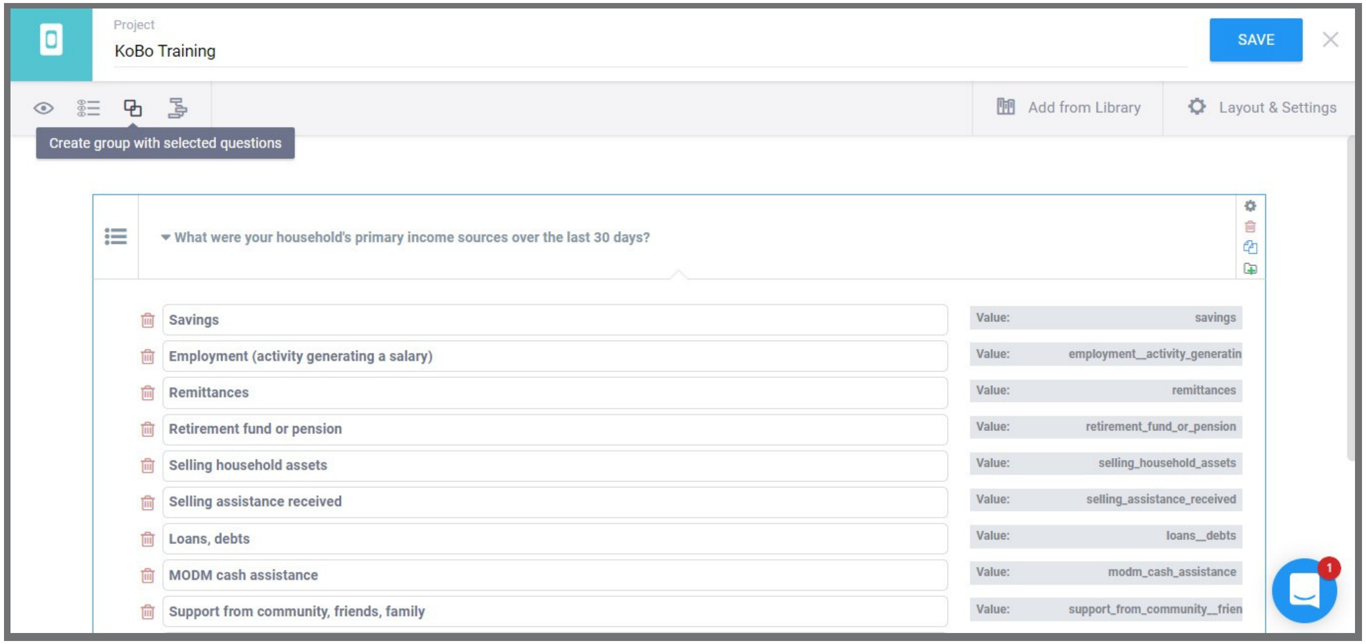
Tips - Questions

Grouping Questions and Repeating Groups

Groups are collection of one or more questions (or groups themselves) inside a form.

By using groups:
- A large form can be divided into multiple large sections.
- Several questions can be skipped by grouping them and setting a single Skip logic condition.
- A set of questions should be repeated indefinitely for every unit, such as members of a household.
- A set of questions should be displayed together on the same screen during data entry.

To **create a group** just select one question, then click the Group Questions button. Then, drag and drop the other questions in your form that you want included in this group.



Tips - Questions

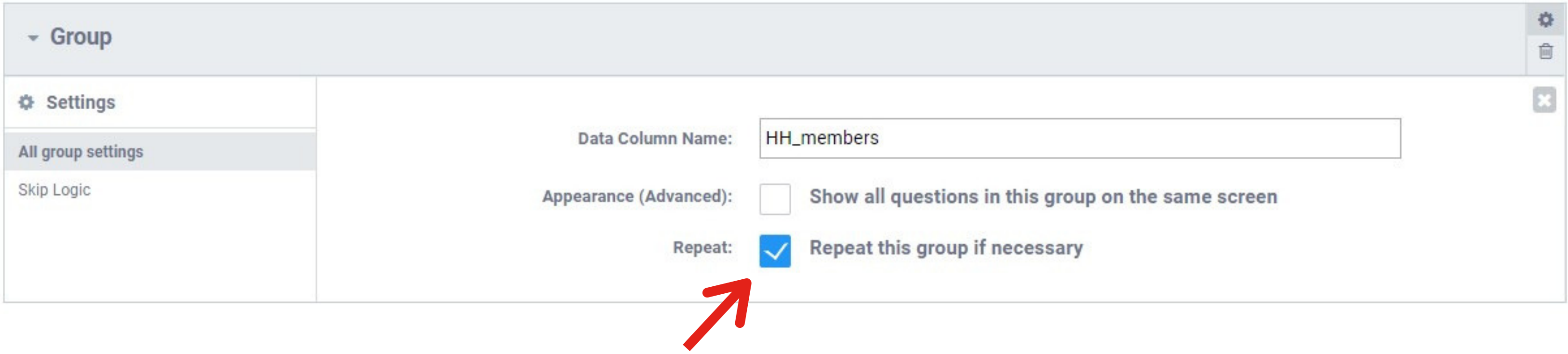
Grouping Questions and Repeating Groups

- In order to display all questions on the same screen when collecting data with KoBoCollect, click on the group's settings box and tick 'Show all questions in this group on the same screen'.

Creating a Group of Repeating Questions

- To create a group of repeating questions, first group the questions that should be repeated and then go to the group's Settings and tick Repeat this group if necessary.

  The number of times this repeat group can be answered is by default unlimited.

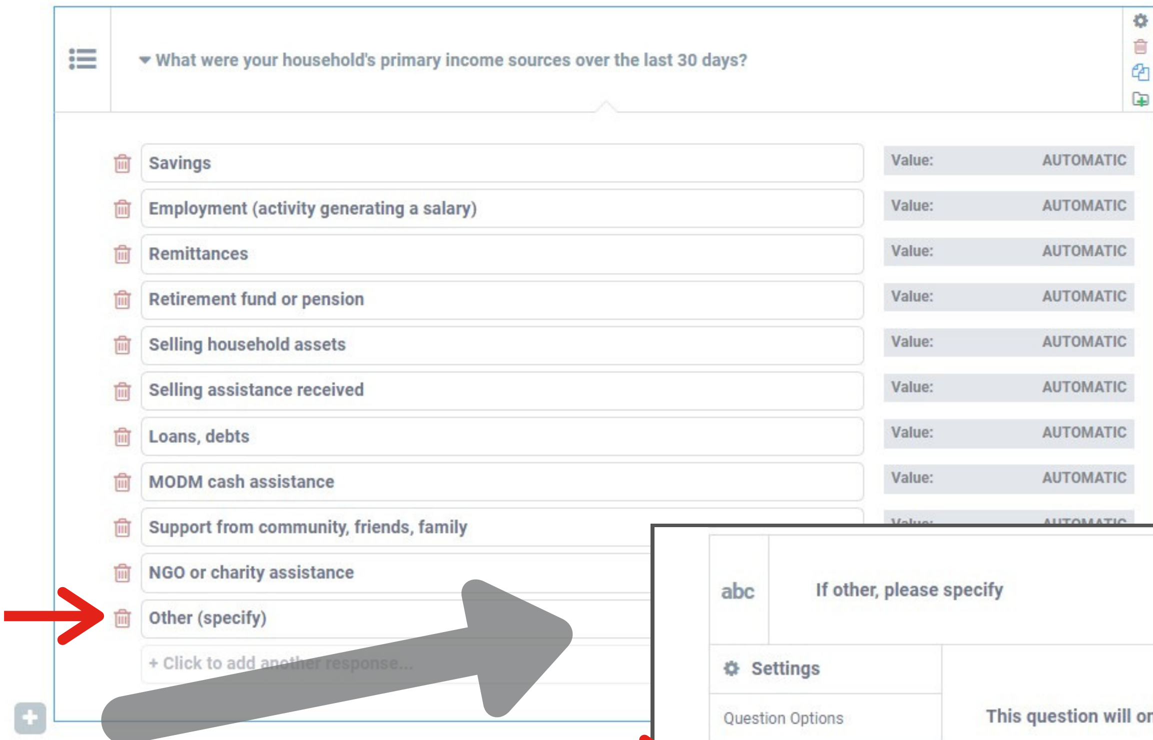


ADVANCED USERS: It is possible to set the number of loops in advance to a specific number. To specify the number of repeat loops, save your form and export it to XLS format. Inside the file, add a column in the survey sheet called 'repeat_count'. For the specific repeat group in your file, enter a number into that column.

Tips - Questions

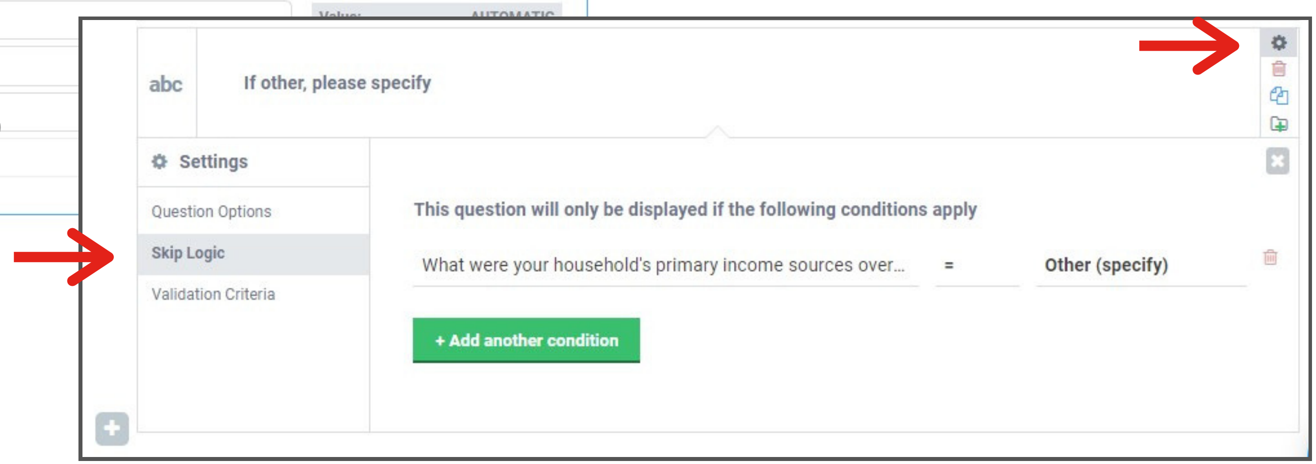
Defining 'Other' in select-one or select-many questions

In order to capture all possible responses when asking a select-one or select-many question, include the response option "other" to the list of choices.



Then add a text question below this to prompt the respondent to specify their answer.

Click on the Settings icon for the text question, and add the condition that this text question will only appear if "other" was selected in the preceding question.



Tips - Questions

Rating vs. ranking questions

A rating question asks survey respondents to compare different items using a common scale

e.g. “Please rate each of the following objects on a rating scale of 1-10, where 1 is ‘not at all important’ and 10 is ‘very important.’”

A ranking question asks survey respondents to compare a list of different objects to one another

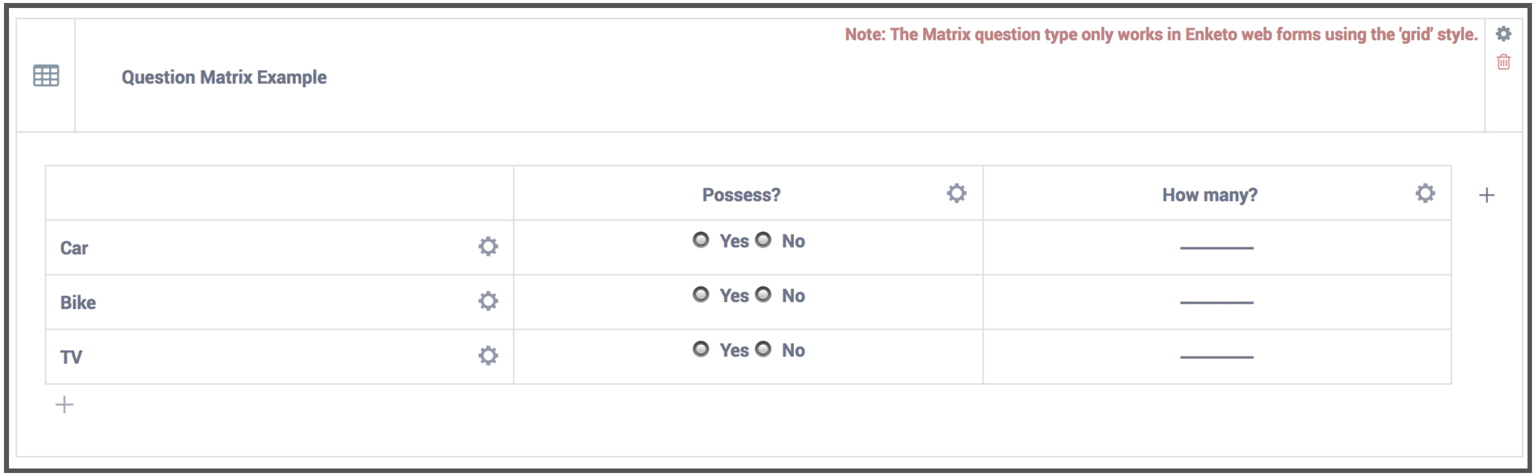
e.g. “Please rank each of the following items in order of importance with #1 being the most important object to #10 being the least important object.”

- The Ranking question asks respondents to compare items to each other by placing them in order of preference.
- When analyzing ranking questions, an average ranking is calculated for each answer choice, allowing to quickly evaluate the most preferred answer choice.

Tips - Questions

Question Matrix response type

The Question Matrix response type allows users to create a group of questions that display in a matrix format, whereby each cell within the matrix represents a separate question.



To use this response type, define the number of rows and columns you want in your matrix set and give each row and column a label or name. Each column can be a different question type.

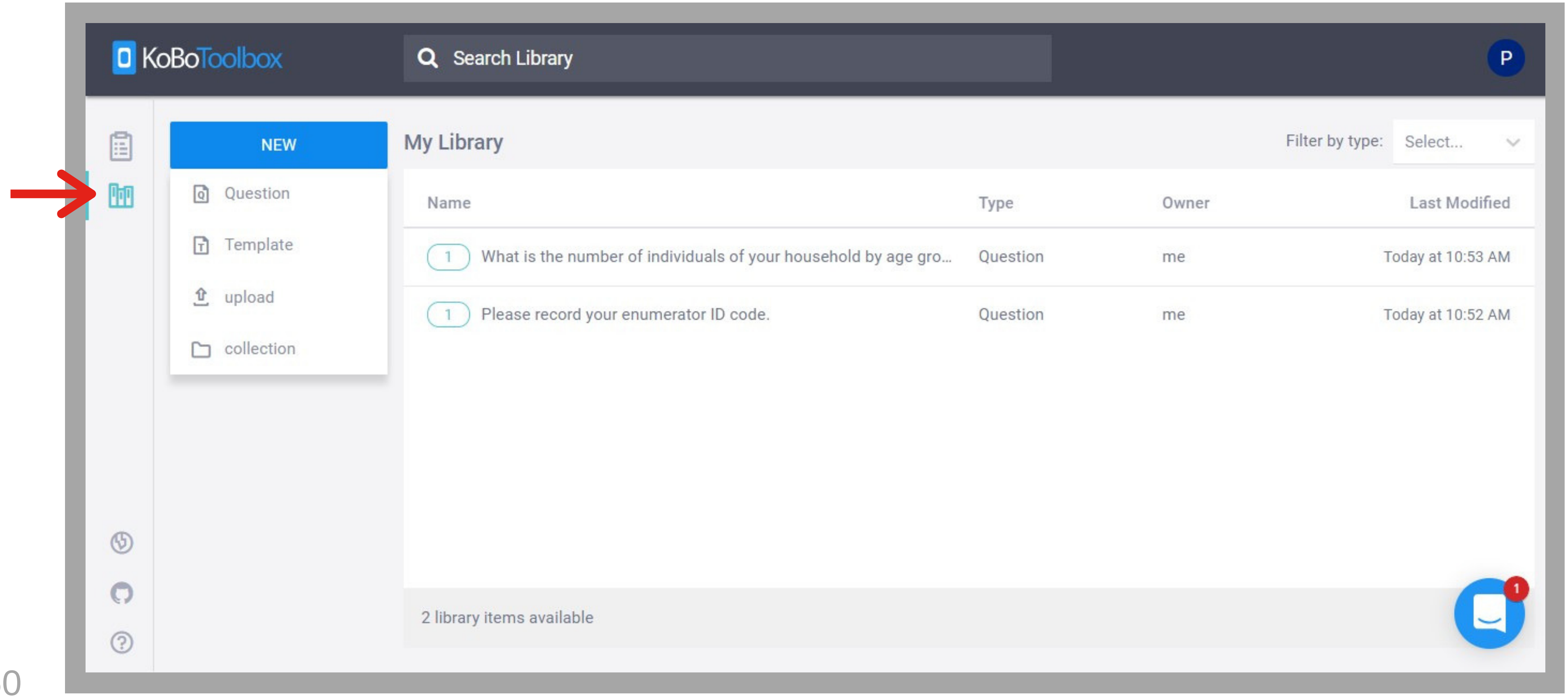
NOTE: This response type only works when using Enketo, utilizing the Grid-theme layout. Forms are set to single page layout by default - to change it, find the "layout" button in the formbuilder toolbar, select "grid-theme", save this change, and redeploy your form to make these changes live.

This question type is not compatible with XLSforms!

Tips - Question Library

The question library allows you to save and reuse frequently used questions.

- To manage the Question Library click on the application menu button in the top left and choose Question Library from the sidebar. By default the library will display all questions saved there.
- Questions can be viewed or edit individual by clicking on the edit button at the right of each question.
- New questions can also be added from within the library. Just click on NEW and then select Question.



Tips - Question Library

The question library also allows you to create forms templates and questions collections, both in the interface of the platform, as well as by importing large sets of questions and blocks from Excel, based on the XLSForm standard. By default, each XLS file will import as a new Collection.

Advanced users will find it more practical to start from existing XLSForms than copying existing question content into the tool one by one.

THIS EXCEL FILE can be use a template to create collections.

The file generally follows the XLSForm format. There a few differences:

- The main sheet containing the questions should be name library instead of survey.
- (Optional) Question blocks should be defined in the additional column called block, writing the same block title in each row of the table that should be included in the block. The block label has no limitations in terms of characters, but it needs to be the exact same spelling to avoid breaking the block up ('Household questions' is different from 'household questions'). Use a block title that makes it easy to identify the contents later on.
- Any row in the template sheet that doesn't have a value in the block column will be imported as a separate question.
- (Optional) Define any tags for the question or block by adding a column tag:[your tag name] for each tag, then writing '1' in each row that should use the tag. In the case of blocks, it's enough to write '1' in any of the rows in the block regardless which one. It's enough to mark one of the questions in the block, though it doesn't matter if several questions are tagged.

Tips - Collecting GPS Locations

Location coordinates can be collected easily in all forms with the 'GPS' response type.

The interviewer will be asked to press a button in the form after which the device will attempt to find the current location in the form of latitude and longitude coordinates.

To collect a GPS coordinate during the data collection process simply add a GPS question to your form. During data entry the enumerator will see a button on their device to register their current location. If their device doesn't have a GPS sensor or GPS is disabled, a location might be determined using other means, which might not be as accurate.

To obtain a GPS signal you should be outdoors with good visibility of the sky.

To get a strong GPS signal:

- Stand as far from buildings, trees, or other structures as possible
- Make sure your body isn't obstructing view of the sky
- Get an initial GPS location at the beginning of the day before starting to collect points in the field
- Enable A-GPS (data-network assisted) on your device

Tips - Permissions

KoBoToolbox allows giving different permission levels to a data collection project.

Requiring passwords for accessing forms

By default KoBoToolbox only requires a username and password for accessing data and managing your projects. Forms can be accessed by anyone who knows the respective URL. To require users to log in to access your forms go to Settings inside your online account and tick 'Require authentication to see forms and submit data'.

Setting Project-specific user permissions

To control Project permissions go to the Settings box in your data collection project, enter the username of the user who should get new permissions, select the permission level, then click Save Permissions. **The three available permissions are:**

- Can view (access data collected),
- Can edit (make changes to the collected data or the project description, which includes viewing permissions),
- Can submit to (only collect data but not see results)

Detailed instructions can be found HERE

Tips - Record Validation

A Project owner can give a “Can Validate” permission to other users.

Users with this permission can view a record, edit it if necessary, and assign a status to the record in question. Assigning a status to a particular record/submission raises data collection standards for teams with more than one enumerator.

The validation status labels available include:

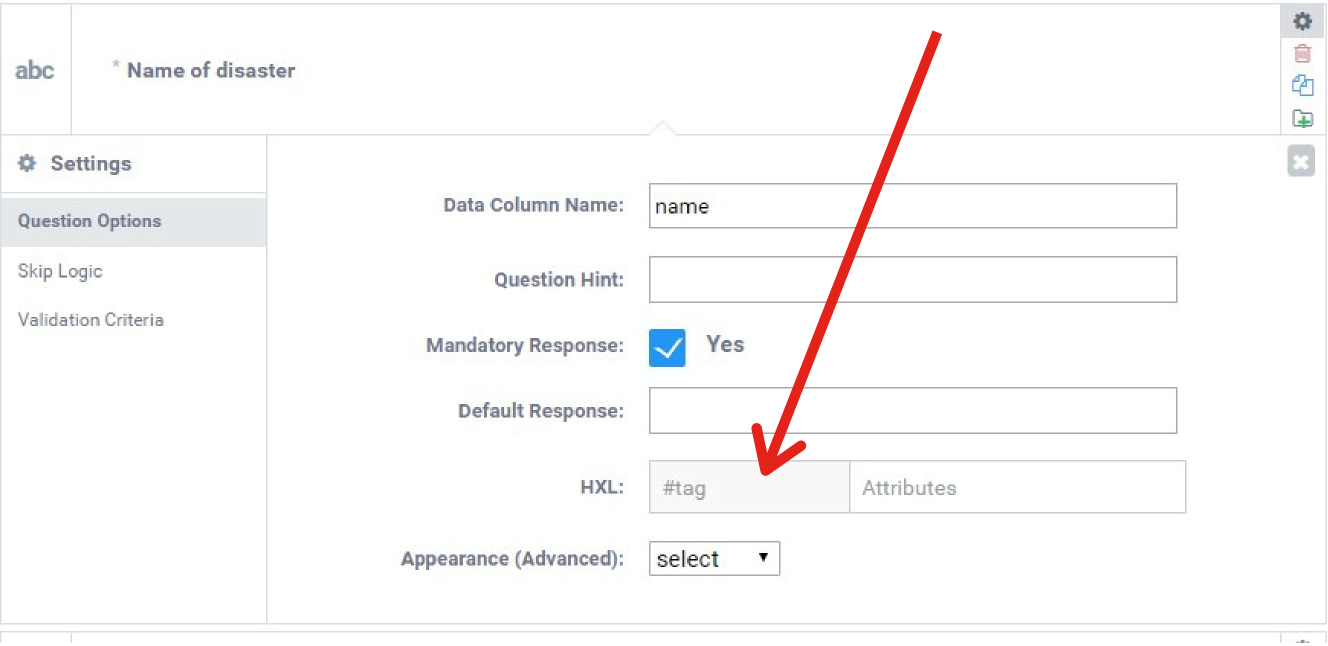
- **On Hold:** Record is under review.
- **Approved:** The data within this record is accurate.
- **Flagged for Removal:** The data within this record should be removed from the data set.

This new permission adds a “Validated” column to your project's data table.

Detailed instructions can be found HERE

Tips - HXL tags

HXL stands for Humanitarian Exchange Language. The goal of HXL is to improve information sharing during a humanitarian crisis by creating a simple way to promote interoperablity of data. It does this by coding the data through hashtags #.



More information on HXL, can be found HERE

KoBo Hacks

1. Number questions can save ONLY up to 9 digits (positive or negative number).

If you want a numeric response but need a number with more than 9 digits (i.e. larger than the one given above) - e.g. for long phone numbers in some countries - you can do this with a trick. Instead of a Number question, add a Text question to your form. Then in the Appearance setting of the question, set it to numbers. This will show the number keyboard instead of the standard text keyboard.

2. Referencing responses Inside Another Question

When referencing other questions always use the unique question name inside the question referencing style: ${question_name}

3. Encrypting Forms

KoBoCollect supports the ability to encrypt the content of a form the moment it is marked as completed and ready for submission on the phone.

This procedure is quite technical and is intended for users who are comfortable with advanced technical instructions and requires strict attention to detail.

Instructions on how to do it can be found **HERE.**

KoBo Hacks

4. Restricting text responses with regular expressions

KoBo allows restricting possible responses to text questions (and technically any other question) by using the very powerful regular expression syntax, or regex.

To use a regex to restrict possible options, follow these steps for your text question:

- Go to the question's Settings
- Go to Validation Criteria, choose the manual syntax option
- Enter your regex between the quotation marks of this formula **regex(., " ")**

For reference, "." (the period) refers to 'this question', while the regular expression inside the quotation marks needs to conform to the established regex rules.

Examples of regular expressions:

- Only allow a number of nine digits (e.g. a phone number): regex(.,'^[0-9]{9}$')
- For a ten digit phone number use regex(.,'^[0-9]{10}$')
- If the first number can’t be 0, use regex(.,'^[1-9][0-9]{8}$')
- Only allow a valid email address regex(., '[A-Za-z0-9._%+-]+@[A-Za-z0-9.-]+\.[A-Za-z]{2,4}')
- Enter a code (e.g. beneficiary ID) consisting of numbers and lowercase letters, up to 6 characters long regex(., '^[a-z]{1,6}$')
- Enter a beneficiary ID corresponding to a specific existing format, e.g. "mz-00-0000" regex(.,'^mz-[0-9]{2}-[0-9]{4}$')

Visit www.regexr.com for help and more examples.

KoBo Hacks

5.

Adding a custom logo to your form

One of the optional features is including a custom logo at the beginning of the form once it has been deployed as a new survey project.

- You first need a file called form_logo.png which contains your logo. Make sure the file size is no more than a few kilobytes since it will load faster and won't be very big in any case.
- In your survey project, open the Project settings box. Under 'Existing form files' click Add document to select the file on your computer and upload it.
- When you get the form (whether on KoBoCollect or in Enketo Web forms) the logo will be downloaded along with the rest of the form and displayed at the very beginning.

6.

Collecting signatures

Kobo Collect allows for a digital signature to be collected directly on the screen of the phone/tablet.

To add this to your form:

- Open or download the XLS version of your form.
- Create the question and set the type as "image"
- Set the appearance to "signature".

7.

Adding Cascading Select Questions

See the VIDEO HERE

KoBo Hacks

8. Custom formatting in Web forms

When using web forms (Enketo) as your data collection method you have the option to format your question labels in several ways.

To format your note text use one of these options:

- *emphasize* words by wrapping them inside _these_ or *these characters*
- **strongly emphasize** words by wrapping them inside __these characters__ or **these**
- a link can be added by using [a link](https://www.kobotoolbox.org)

This formatting will not work in KoBoCollect, which will just show the _ or * characters along with the text.

9. Adding media to your form

In addition to text questions or responses, you can also include visual or audio media in your forms and have it play or display inside the questionnaire. This works both on the Android app as well as in Web forms (Enketo).

You can include images, videos or audio in your form. This requires exporting the file to the XLSForm format and then editing it in Excel.

Instructions on how to do it can be found **HERE**.

KoBo Hacks

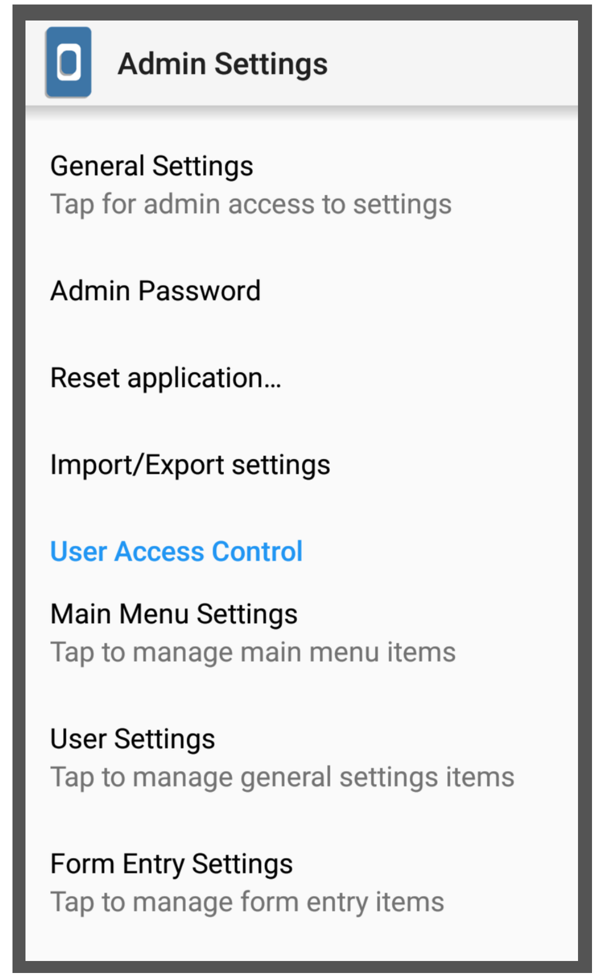
10. Hiding buttons and options within KoBoCollect

You are able to hide many of the buttons available in KoBoCollect.

1. On the home screen click the Android menu button.

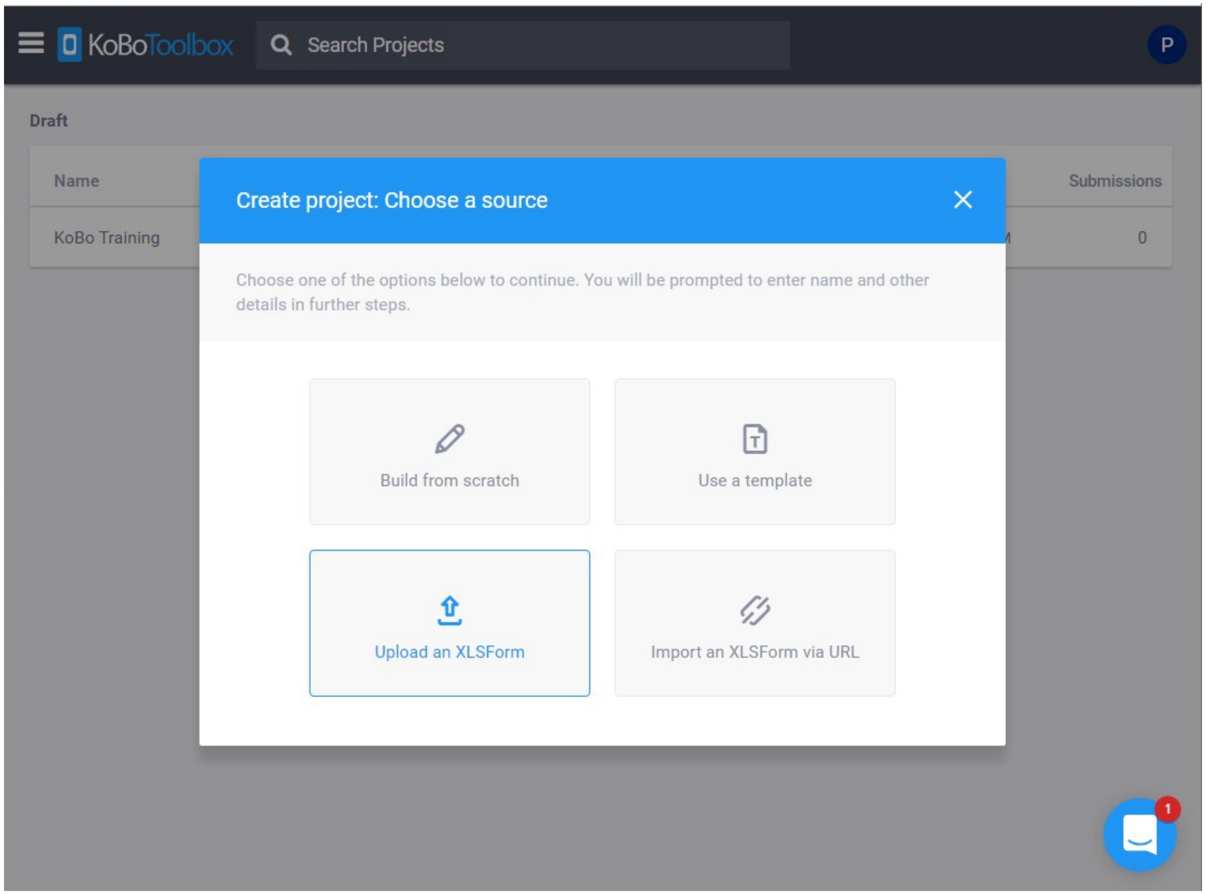
2. Choose Admin Settings.

3. Select the buttons you would like to hide from the different screens. If you set an admin password, your interviewers won't be able to access the Admin settings to ever get access to these buttons.



XLSForm - Excel

You can import an existing form from an external file in the XLSForm format or via URL.



When importing an XLSForm via URL, please make sure that the URL points to the XLS file directly and that it is publicly accessible. A quick way to test this is to load the URL in a browser: it should trigger the download of the file. (If it loads a page in the browser, then it's not the right URL.)

Additional Features

Converting your Data into SPSS and/or Stata - HERE

Pulling your data into Excel Power Query - HERE

Pulling your data into PowerBI - HERE

Using the Excel Analyzer - HERE

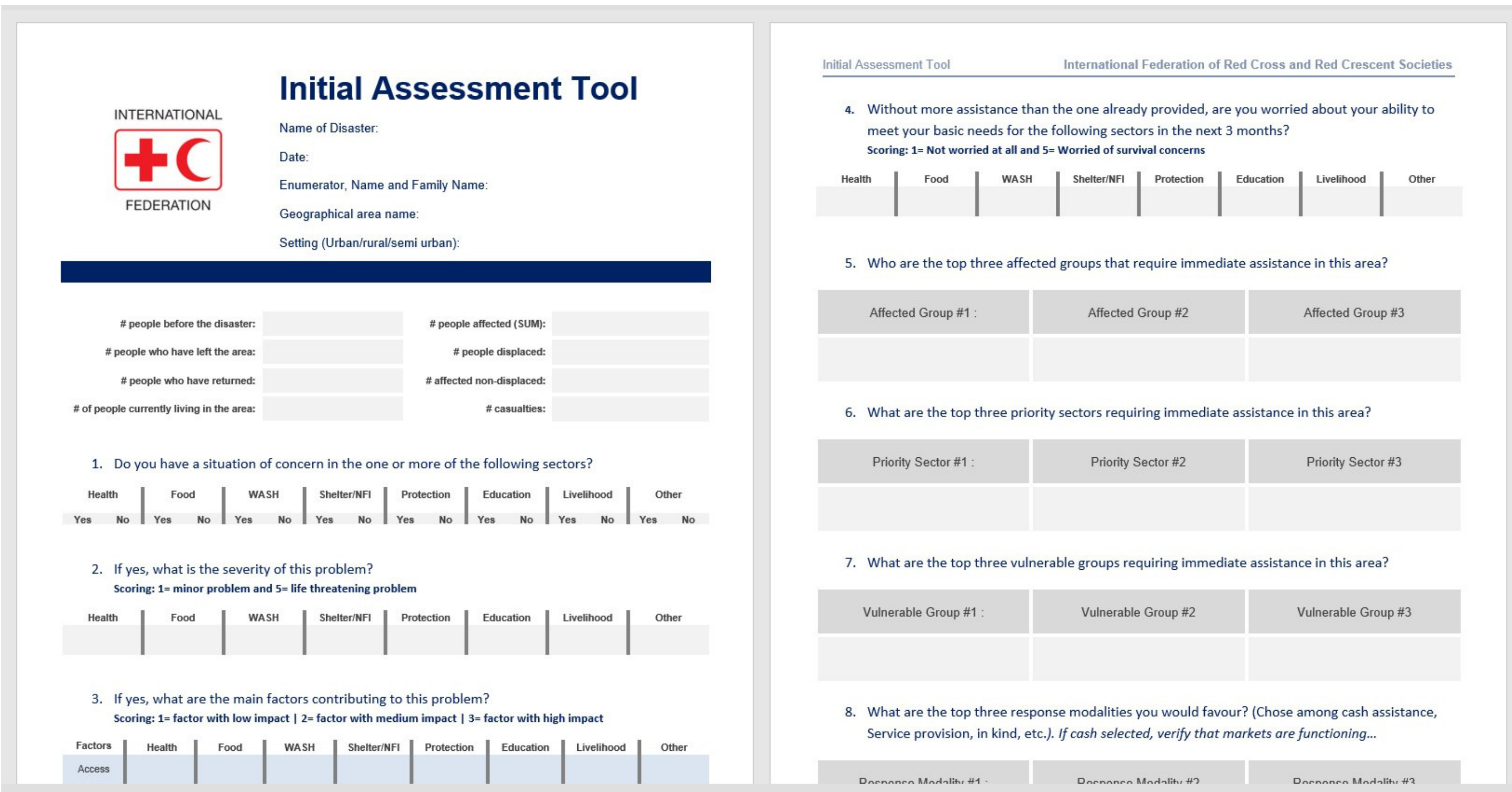
REST Services - HERE

KoBoToolbox on Your Computer or Server - HERE

PRACTICAL EXERCISE

Exploring KoBo Formbuilder

Create a KoBo form with the excerpt from the IFRC Initial Assessment tool



INTERNATIONAL
FEDERATION

Initial Assessment Tool

Name of Disaster:

Date:

Enumerator, Name and Family Name:

Geographical area name:

Setting (Urban/rural/semi urban):

# people before the disaster:		# people affected (SUM):	
# people who have left the area:		# people displaced:	
# people who have returned:		# affected non-displaced:	
# of people currently living in the area:		# casualties:	

1. Do you have a situation of concern in the one or more of the following sectors?

Health		Food		WASH		Shelter/NFI		Protection		Education		Livelihood		Other	
Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No

2. If yes, what is the severity of this problem?
Scoring: 1= minor problem and 5= life threatening problem

Health	Food	WASH	Shelter/NFI	Protection	Education	Livelihood	Other

3. If yes, what are the main factors contributing to this problem?
Scoring: 1= factor with low impact | 2= factor with medium impact | 3= factor with high impact

Factors	Health	Food	WASH	Shelter/NFI	Protection	Education	Livelihood	Other
Access								

4. Without more assistance than the one already provided, are you worried about your ability to meet your basic needs for the following sectors in the next 3 months?
Scoring: 1= Not worried at all and 5= Worried of survival concerns

Health	Food	WASH	Shelter/NFI	Protection	Education	Livelihood	Other

5. Who are the top three affected groups that require immediate assistance in this area?

Affected Group #1 :	Affected Group #2	Affected Group #3

6. What are the top three priority sectors requiring immediate assistance in this area?

Priority Sector #1 :	Priority Sector #2	Priority Sector #3

7. What are the top three vulnerable groups requiring immediate assistance in this area?

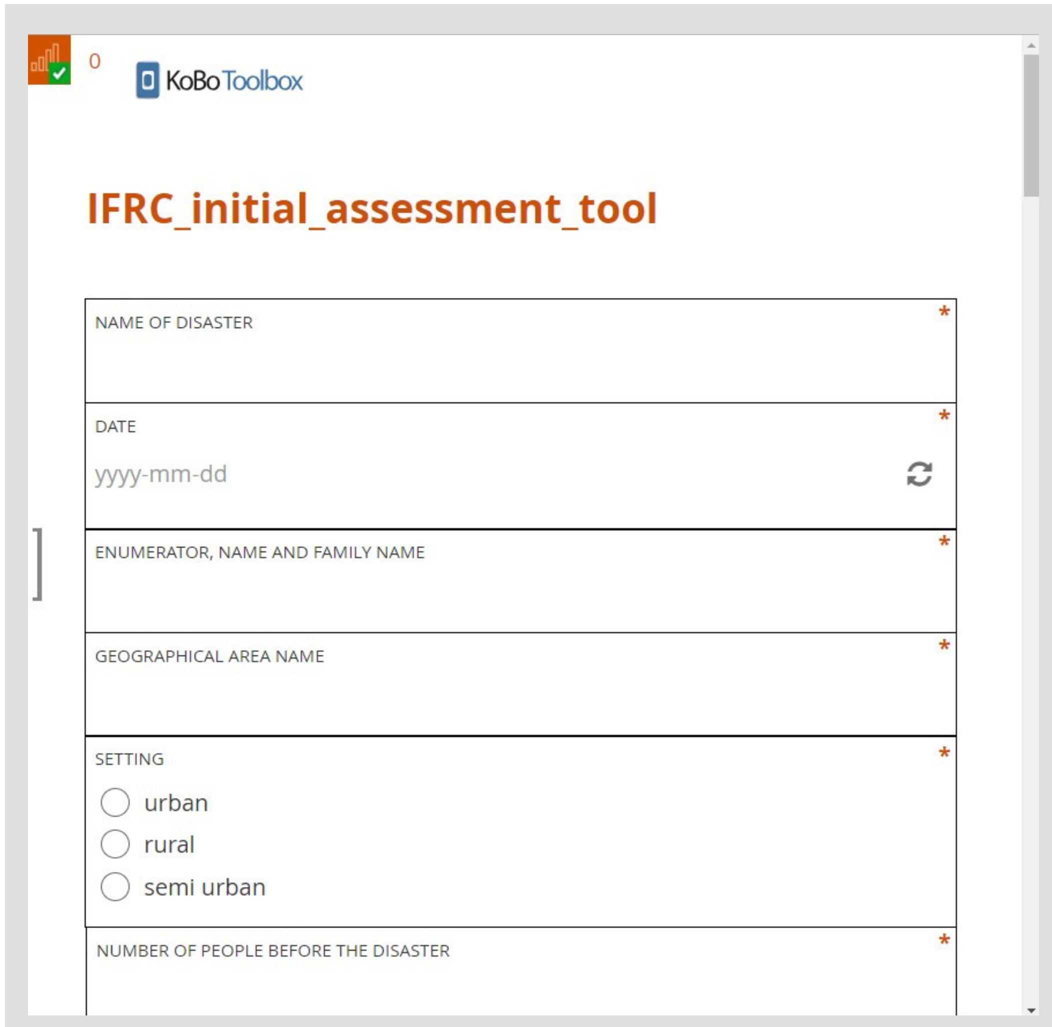
Vulnerable Group #1 :	Vulnerable Group #2	Vulnerable Group #3

8. What are the top three response modalities you would favour? (Chose among cash assistance, Service provision, in kind, etc.). *If cash selected, verify that markets are functioning…*

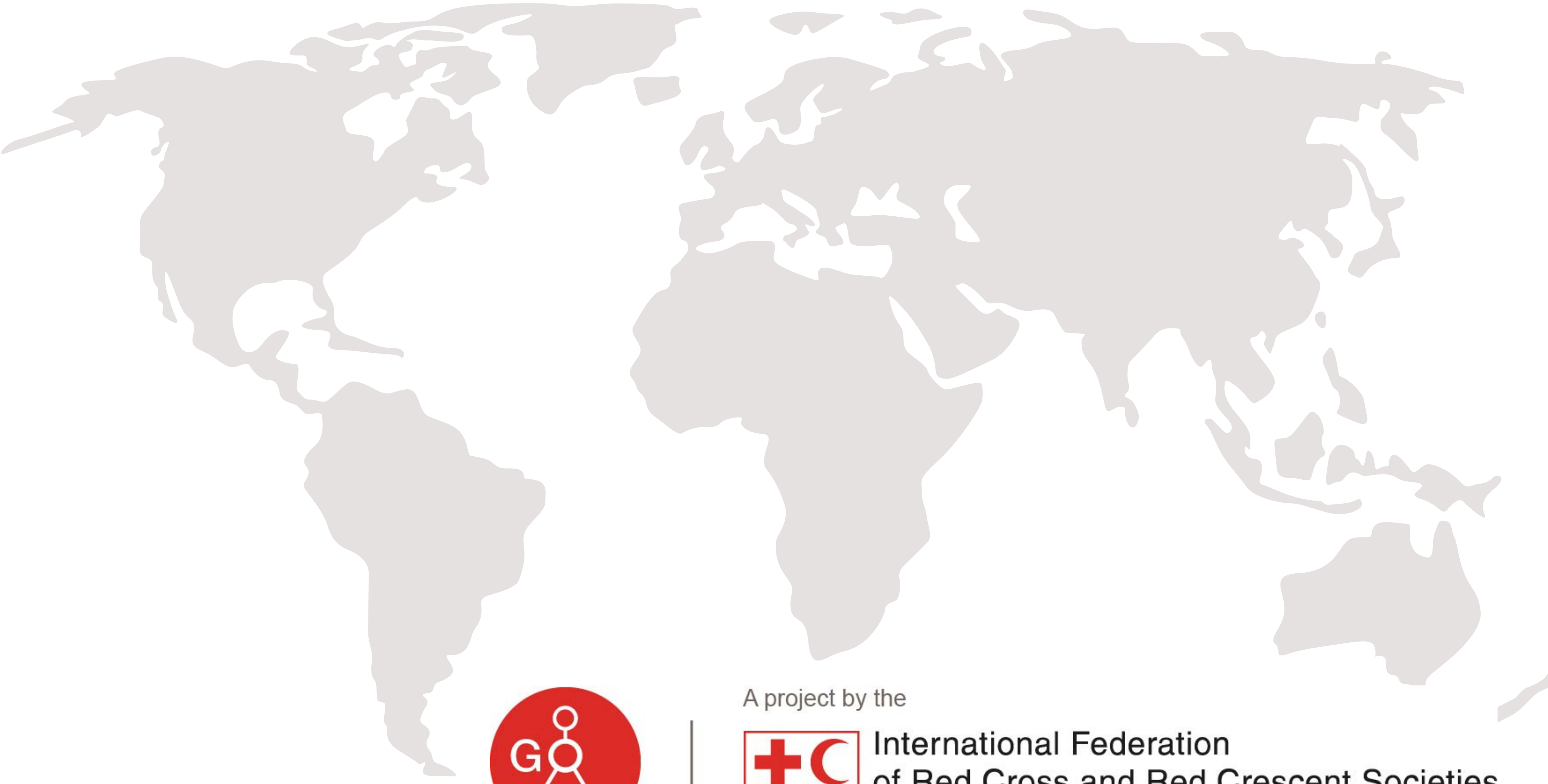
Response Modality #1 :	Response Modality #2	Response Modality #3

Exploring KoBo Formbuilder

Solution



The End



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International Federation
of Red Cross and Red Crescent Societies

Acknowledgements

UNHCR

OCHA

REACH

Terre Des Hommes

MapAction

CartONG

Harvard Humanitarian Initiatives

KoBoToolbox Help Centre