

Minutes The 27th Monitoring and Evaluation Learning Forum

“Kobo Toolbox Online and Offline Data Collection

20 October 2021, 8:00 AM – 05:00 PM

Virtual Platform through ZOOM

27th Monitoring and Evaluation Learning Forum



Kobo Toolbox Online & Offline Data Collection

Objectives


 20th October 2021
 8:00 AM - 5:00 PM




1. To share the basic knowledge on data collection tool through Kobo Toolbox to M&E practitioners and project/program staff.
2. To build up more networks and relationships among M&E practitioners and professionals

Contact Person



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Note



- Khmer Language Only
 - Free 2 seats for CCC members, 10\$ per person for the 3rd seats onward
 - 20\$/person from non CCC members

Table of Contents

1. Introduction	3
2. Objectives of the Learning Forum	3
3. Process and Result	3
3.1. Open Remark	3
3.2. Section 1: The Presentations	4
3.2.1. Kobo Toolbox Introduction.....	5
3.2.2. Create User Account	7
3.2.3. Design Form.....	8
3.2.4. Create Question	10
3.2.5. Question Setting	10
3.2.6. Deploy Forum and Project Share.....	12
3.2.7. Collect Data- Web Browser	13
3.2.8. Collect Data- Mobile	13
3.2.9. Manage Data & Reporting.....	14
3.2.10. Edit or Delete Data.....	15
3.2.11. Analyse and Manage Data – Reporting.....	15
3.2.12. Exporting Data	16
4. Actual Practice Questions and Answers Session	16
5. Closing Remark	16

1. Introduction

To respond to the needs on capacity development of Non-Governmental Organizations (NGOs), especially in the period of COVID-19 pandemic in Cambodia, Cooperation Committee for Cambodia (CCC) has conducted several virtual learning fora. Among those learning fora, the M&E learning forum is one component. With the support from the M&E working group, CCC will conduct the 27th Monitoring and Evaluation Learning Forum virtually on the topic of “Online and Offline Data Collection Tool on KoBo Toolbox” on 20 October 2021.

As the largest membership-based platform for NGO in Cambodia, by June 2021 CCC has 178 foreign and domestic NGOs as members and provincial NGO networks in 15 provinces of Cambodia who are working in different development sectors.

2. Objectives of the Learning Forum

- To share the basic knowledge on data collection tool through Kobo Toolbox to M&E practitioners and project/program staff.
- To build up more networks and relationships among M&E practitioners and professionals for ongoing learning on M&E and related issues.

3. Process and Result

Ms. Pheng Chandy, GPP Specialist, and the facilitator of the forum, greeted the participants, introduced the objectives and the ground rules of the forum. The forum was conducted via online (ZOOM) with the total participants of 83 people from both domestic and foreign NGOs including CCC member and non-CCC member NGOs.

3.1. Open Remark

By Ms. Sin Putheary, Executive Director of Cooperation Committee of Cambodia (CCC)

“First of all, I would like to convey my greeting to all the members of CCC, respectful working group members who are here with us in today Learning Forum. Today’s topic is really special as it is about Kobo toolbox which is a tool for M&E work both in Online and Offline. This is 27th M&E Learning Forum. It is really important, as if there is no M&E, our hard work will be all go in vain as there is no tools to measure our activities. So in this occasion, I would like to say thank you to our 9 Working Group Members who has presented in here as well as the other working groups (in other fields) although they might not be here today but they have supported

us in any means possible until we are where we are today. I would like to take this opportunity to highlight some achievements that CCC has been achieved through Learning Forums as well as from CSOs who are our members and networks. So in this new normal of impacted by COVID-19, although we do not have chance to meet face to face, we still can continue our work as planned, which those achievements are about the improving the enabling environment for CSOs: CCC and all the members have been actively involved in improving the enabling environment successfully such as we have pushed on the request of the amendment of LANGO to the government. We also have technical taxation working group who have been working hard advocating the inputs from CSO side on fulfilling the tax duty as well as on the Auditing and Accounting Law. Since the Accounting and Auditing Law is now ratified and is in implemented, we have been working closely with Accounting and Auditing Regulator so that our CSOs could receive the updates on time and comply to the regulations. We also raised all the concerns from CSOs as feedback to the implementation to Accounting and Auditing Regulator. Recently, we have also participated in the mid-term review of National Strategic Development Plan (NSDP). We made sure that our inputs and activities are included in the NSDP, so that the strategic plan really response to the actual concern that arise in our country development process. In Global Context, it is not much different from the local context as we have faced similar problem which is COVID-19 Pandemic, so they have focused in 3 pillars that the world is trying to response to COVID-19:

1. Economic recovery: the world leaders tries to find way to restore the economic recovery, to bring back the smooth flow of economic.
2. Community resiliency: the world tries to make all the community become resilient, so that they can normalize the living with COVID-19, trying to adapt to the pandemic while still continue our work
3. Invest more in innovation: it is related to all kind of renovation such as vaccine as well as other initiatives regarding new technology that response to COVID-19 which ensure to assist us in our work with the best outcomes with very little resources

So according to survey from our members among 130 NGOs who have answered, and 80% has said that they could not carry activities as planned. They could not go to field which is a really big concern. That is why today's forum is really important for our M&E practitioners. Lastly, I would like to thank to our working group member especially Mr. Yeng Seng who provides opportunity for all of us to learn today. And I hope that today's learning forum will respond to your need and is useful for your work. I wish the learning forum become successful and fruitful. And I wish everyone with safety and stay away from COVID-19.

3.2. Section 1: The Presentations

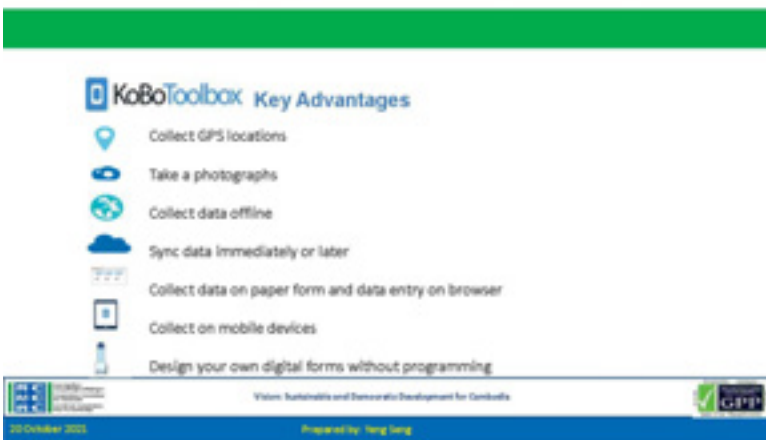
Kobo toolbox presented by Mr. Yeng Seng, MEAL Manager at RTI International and member of M&E Working Group at CCC.

Greeting everyone, my name is Seng, I am MEAL Manager at RTI International. And I would like to say thank you to CCC who has offered me an opportunity to share with you about the Kobo toolbox today. I would like to share with you my background a bit. I used to be an M&E Specialist at CCC, and I also have experience in working with other NGOs in Cambodia as well such as Save the Children, PSI and RTI. And in RTI, I am working in project called young children development. And as for my experience in working with M&E is about 10 years already. So today I would like to share my experience with you in Kobo Toolbox which it is a tool that we could collect information online and offline. This is a learning session, so if you wish to share during the session please kindly do so. Hence let me officially start our learning session. Today's presentation is more like a user guide. There might many slide but I will try to show straight to the point.

3.2.1. Kobo Toolbox Introduction



KoBo Toolbox has function to design your form, collect on mobile device or paper which replaced paper based and analyze data such as dashboard.



KoBo Toolbox has many key advantages. As for collect GPS locations, KoBo can track the exact location that we do our survey such as our beneficiary house. It could appear as point, boundary, line, etc. We can also upload photo in KoBo Toolbox. We can also collect data while we are offline as well. And once we have access to internet, the

data will be synced immediately. We can also collect data through browser and mobile devices. Furthermore, we can also design other programming in Kobo.

What can KoBoToolbox Be Used For ?



Monitoring & Evaluation



Need Assessment



Research/Survey

KoBo Toolbox can be used for collect data for M&E. It can also collect data as a quick assessment. It is really easy to use. It is like in google form that we have a link and then we send the link to participants and then they click on the link, they will be able to fill in the information and submit. They can do like national survey or household survey.

KoBoToolbox Features

FORM BUILDER

- Design forms quickly and easily using our intuitive form builder
- Reuse existing questions and blocks of questions and manage them in the question library
- Build complex forms with skip logic and validation
- More than 20 different question types available (including location, image, video, rating, matrix, etc)
- Easily share projects with colleagues and set granular permission levels
- Import and export XLSForms (import via URL, or upload from your computer)



As for feature, in Kobo we can create many data types up to 20 different data types and we can also share it to many users. We can also import and export with file excel too.

KoBoToolbox Features

COLLECT DATA

- Online and Offline
- On phones, tablets or any browser
Using [KoBoCollect](#) on Android devices and Enketo on any modern browser
- Synchronize data via SSL
Ensures data can't be read by a third party
- Strong safeguards against data loss
Even on very long interviews
- Data immediately available right after it's collected



Kobo is an online and offline tool that can be used on phones, tablets or any browser.

KoboToolbox Features

ANALYZE AND MANAGE DATA

- Create summary reports with graphs and tables and then save your reports (charts, tables and questions)
- Visualize collected data on a map (includes a heatmap, clustering, other base layers, etc.)
- Disaggregate data in reports and maps (i.e. by gender, region or educational level)
- Export all your data at any time (Supported formats: Excel, CSV, XLS, ZIP (for images) and SPSS)
- Access your data through our robust API

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Kobo also allows us to use dashboard like graph for us to easy analyze the data

3.2.2. Create User Account

Get registered at <http://www.kobotoolbox.org/>

GET STARTED

Individual Use for Nonmember Organizations

Researchers, Aid Workers & Everyone Else

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Create an account

Complete information

After completed, receive an email to confirm activated account

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Account created

Activate account in email

New sign in

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Kobo Toolbox Main Menu

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3.2.3.Design Form



Deployed means the questionnaire that we have put in practices.

Draft means the questionnaire haven't deployed yet.

Archive means we want to keep the deployed questionnaires as documents. And the documents are no longer in active usage.

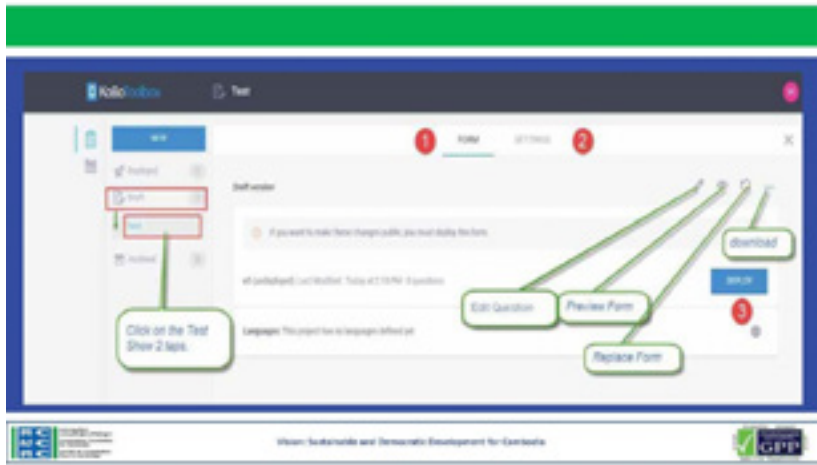
You can click on help to explore more.



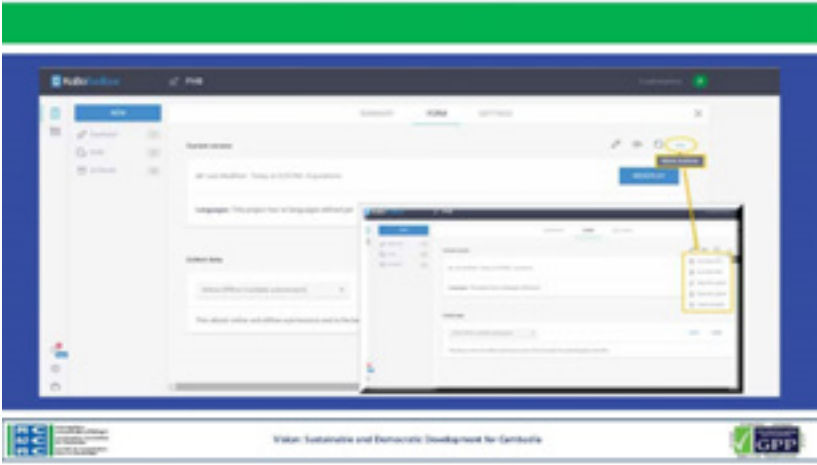
Create project means create form or survey. Please fill in the required documents.



We will design our question in this page.

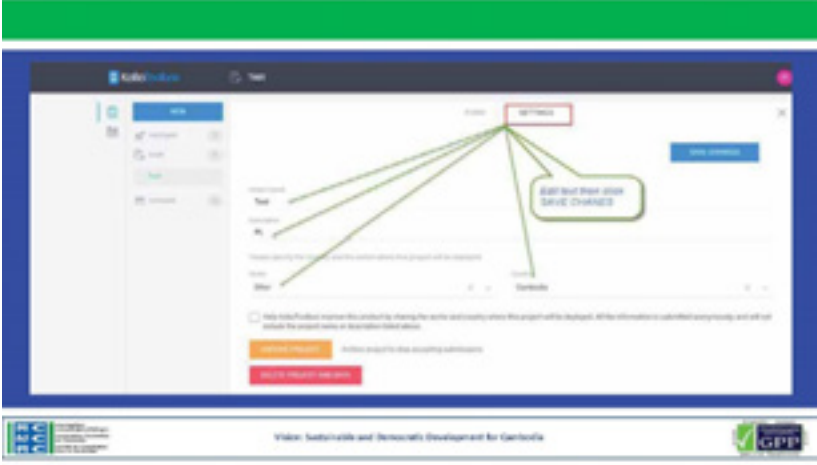


Automatically, our project will go to draft. And we can test edit, preview, replace and download the form.



We can share, clone and more in this setting function.

For example, we do project baseline and endline. We can clone questionnaire from baseline to endline and edit it.



We can edit name of the survey and delete. If we delete, it will be delete forever.

I suggest to create everything in Chrome Browser.

3.2.4. Create Question

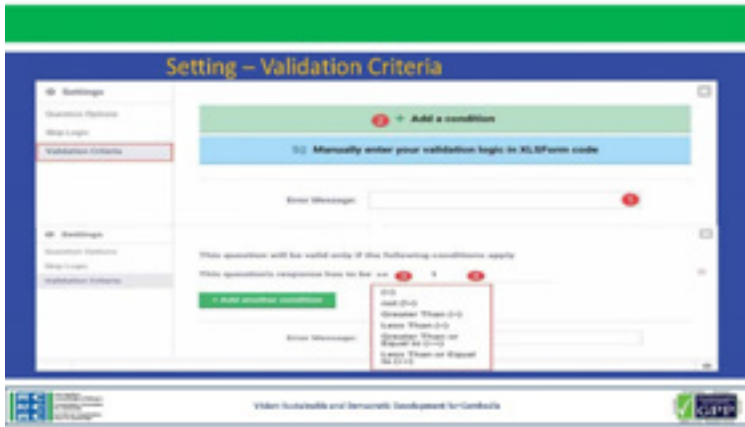


There are 28 data types that you can choose. For select one, choose only one answer. For select many, we allow them to select many choices of answers. For text, it is for qualitative question. For number, we allow them to type number. For decimal, we allow them to write number with (,). For date, we allow to type date. For time, we allow for times and date. For point, it is for GPS, line and mapping. For ranging, it is for scale measurement. For photo, it can't be upload more than 5MB. For note, there is always section. For example, note in description. For area type, measure the area size. For attached file, cannot be over 5MB. For audio, can't be more than 5MB. However, it can't record the whole interview due to its size limit. For video, can't be more than 5MB. For acknowledge, tick yes means acknowledge. For data want to transform to QR code, transform data to QR code. For Calculation, it can be any math form. However, we need to make complex condition. I don't think you would use all of the types. It is really wide range of choice for us.

3.2.5. Question Setting



In this setting page, we can rename, delete and many other function.



(This indicates the steps in order to make validation question)

3.2.6. Deploy Form and Project Share

Deploy Form

★ Redeploy use unless having to add more questions before conduct data collection

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Prepared by: Yeng Seng

20 October 2021

Once we deploy, we can still edit such as adding question, save, and then click on redeploy.

3.2.7. Collect Data- Web Browser



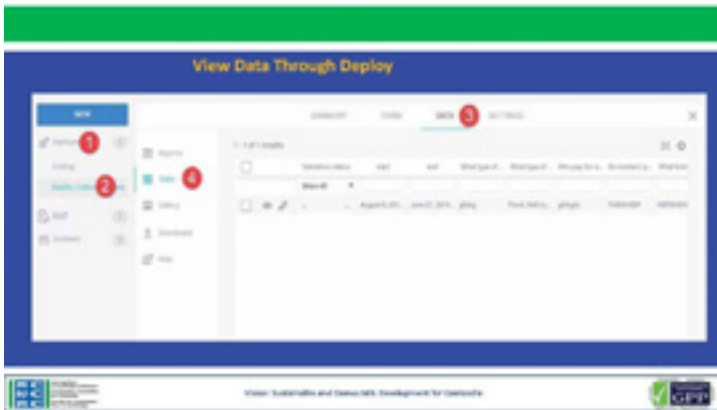
When we click online submission, it will generate link to access. This can be access only with internet.

3.2.8. Collect Data- Mobile



(This indicate the steps on how to download Kobo in mobile phone or tablets)
This can only use in android. IOS do not recognize this tool.

3.2.9. Manage Data & Reporting



First we go to deploy, and then data. We will see all data.

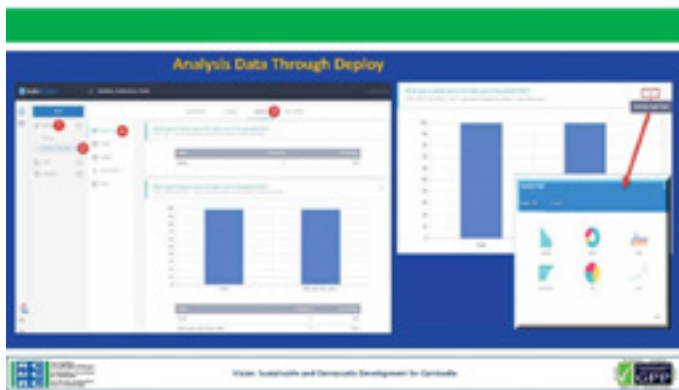


Second way, we can view data project legacy where we can download or upload data or link URL.

3.2.10. Edit or Delete Data



3.2.11. Analyse and Manage Data – Reporting



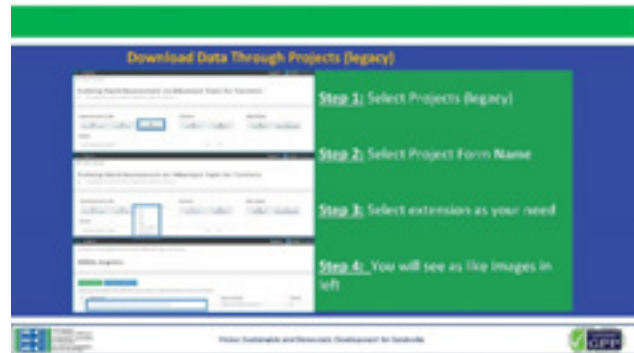
This is automatic report we cannot correct the data that generate. In case of wanting to customize, we can do in Excel.



We can view data in map.

3.2.12. Exporting Data

We can export the data to many various type that



are available in this Kobo Toolbox.

4. Actual Practice Questions and Answers Session

Actual Practice Questions and Answers Session

(Recommend to watch the video of the Practice Session in the recording <https://www.ccc-cambodia.org/en/resources/event-archives/the-27th-me-learning-forum-kobo-toolbox-online-offline-data-collection>)

5. Closing Remark

By **Ms. Laing Thyda**, Program Manager of CESAIN and Member of M&E Working Group

Thank you Brother Seng and thank you Chandy for today's learning forum. I am very happy as today learning forum is very active. I am looking forward to meeting face to face with all the M&E practitioners for 2 years now. And I hope that we will be able to meet very soon. So my first impression is today's learning forum is very active if compared with the previous learning forum that we conducted online.

I would like to do some reflection to the remarks of CCC's ED. She had raised that today's topic will be beneficial for all the participants. And I, too, hope that this KoBo toolbox will help you a lot in your work. If we only work and has no tool, we might get out of track. We might not achieve our work on time. And I think all M&E practitioners will really clear on how important it is.

With this pandemic, I know that it is very challenging for all us. And CCC's ED has raised about the 3 pillars such as Economic recovery, Community resilient and Innovation. And according to survey that she has raised 78% of NGO Operation is stuck because of COVID, so I

hope that this tool will partly help if not much. I would like to say thank you to brother Seng who has spent his time sharing his knowledge and experience regarding this topic, and I hope everyone has learned from him a lot. I would like to say thank you to those who have shared their experience in comment section as this is a learning session not training which might be in another picture. In today's content, there are introduction to Kobo Toolbox, Create User Account, Data Collection, Analyze and Manage Data (import and export). And in this tool, there are 20 data types that you can use, and it depends on practitioners in what kind of data that is fit to your work. There are other things like Setting Conviction which focus on question option, skip logic, and validation criteria. This form is like our email regarding deployed, draft or achieve it. There are a lot of thing that I need to learn more about this tool. Just like brother Seng has said, in just one day we can't learn everything about this tool. He can only raise some basic and important points that we can learn for today. So for all in all, I hope that you have enjoyed today learning session and please stay safe. Please continue to uphold the prevention measures of COVID-19. I know that you might be stressed, and if you do, please kindly seek for counseling. You can seek help from CCC, they will have contact information from TPO as they will be able to help to release all the tension that happened in COVID according to their counseling way. We will fight this until the end. And we will meet each other face to face once this COVID ends. I would like to apologize in case our organizer has made any mistake during organizing this event. However, please fill in the feedback survey to allow them to organize a better learning forum. Thank you.