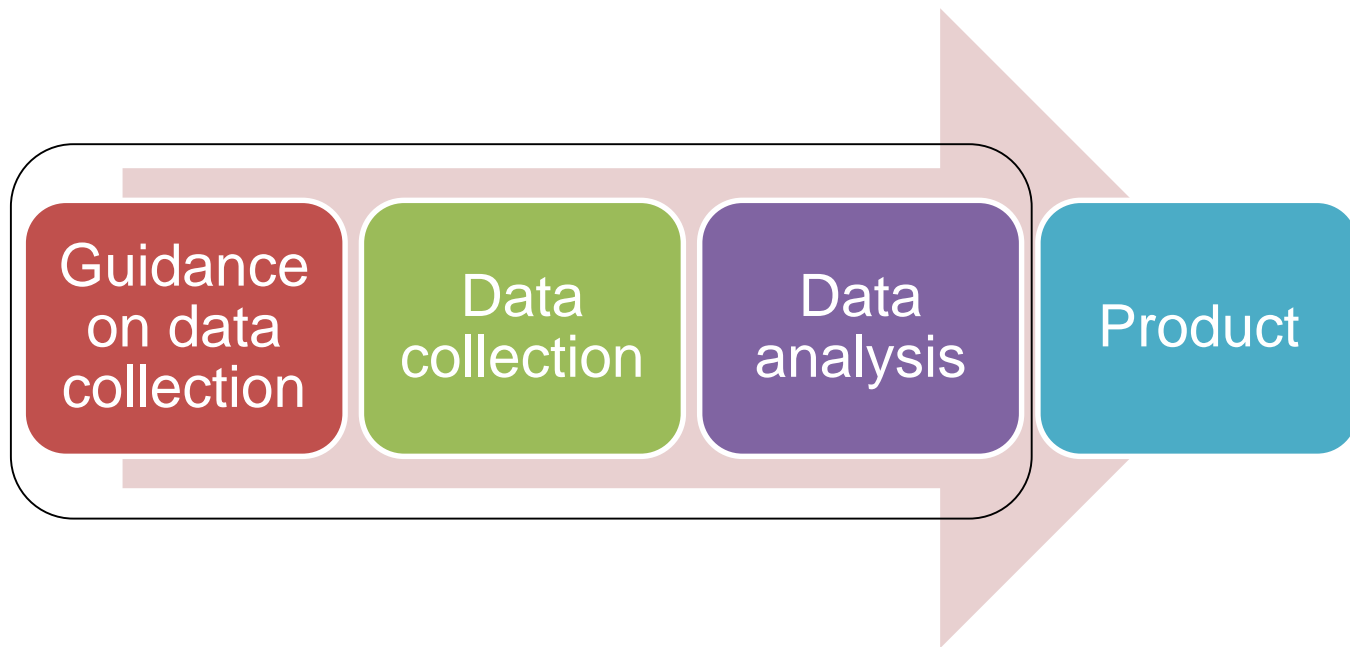# Methodology for Data Collection-
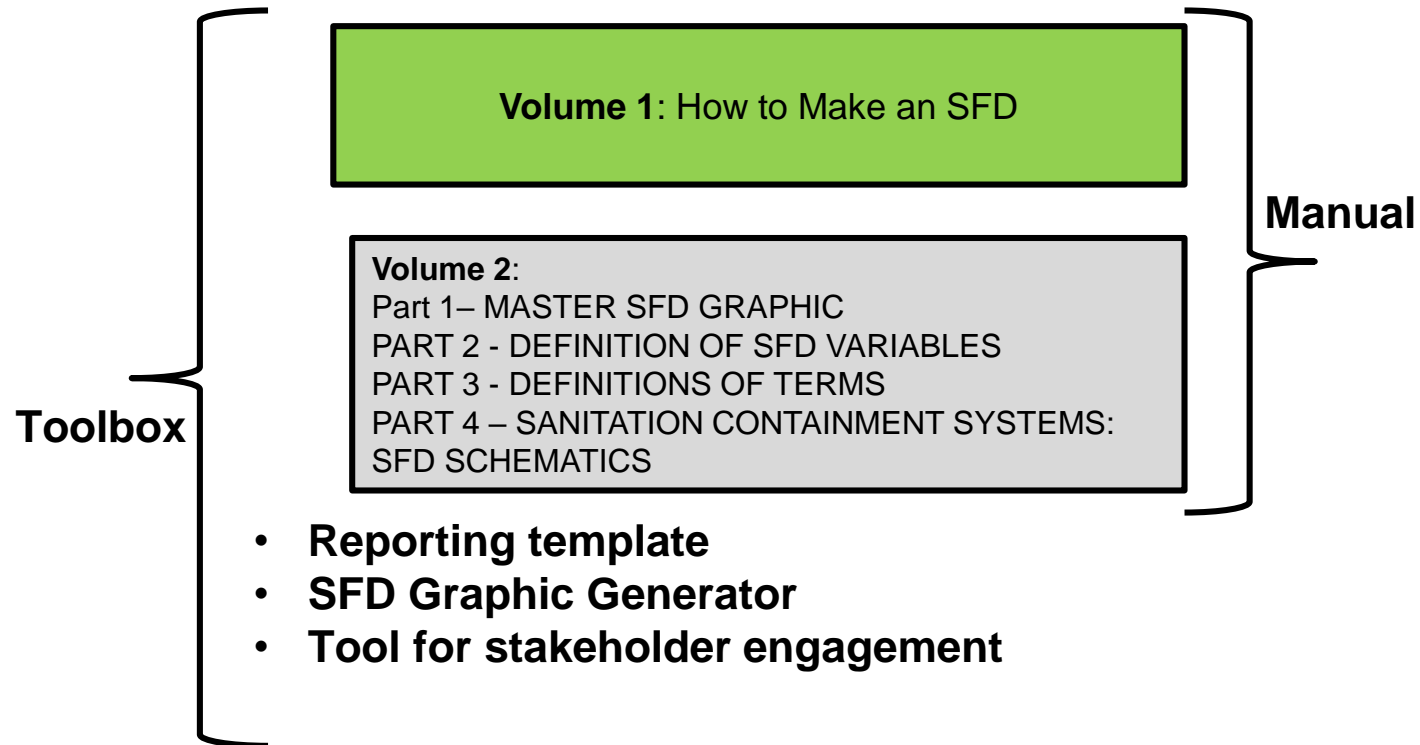## How to Make an SFD

Shantanu Kumar Padhi, Water Programme
Centre for Science and Environment
ToT on Preparation of SFD
Date: 22.06.2017

What is the <u>SFD Process</u>?

SFD Production process

Volume 1: How to Make an SFD

Volume 2:
Part 1– MASTER SFD GRAPHIC
PART 2 - DEFINITION OF SFD VARIABLES
PART 3 - DEFINITIONS OF TERMS
PART 4 – SANITATION CONTAINMENT SYSTEMS:
SFD SCHEMATICS

Manual

Toolbox

- **Reporting template**
- **SFD Graphic Generator**
- **Tool for stakeholder engagement**

- **First identify the stakeholders!**

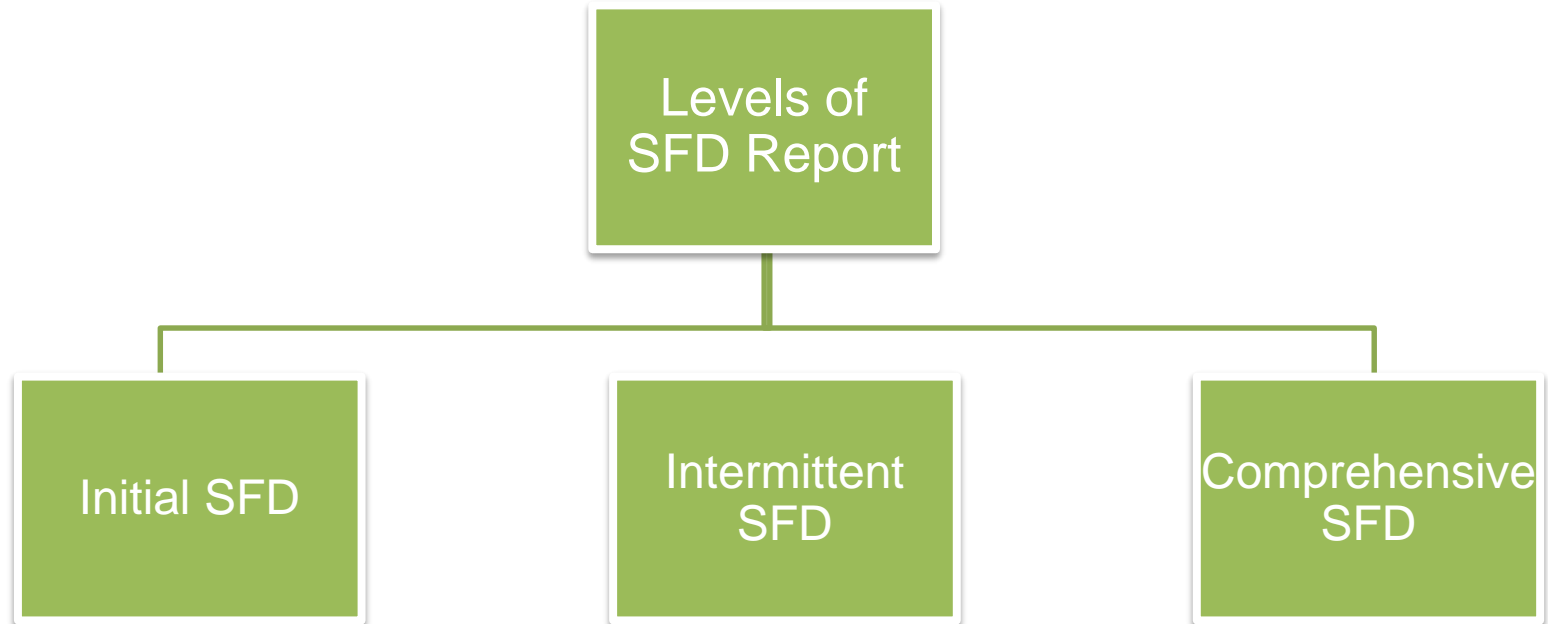| No.	Stakeholder group
1	City council / Municipal authority / Utility
2	Ministry in charge of urban sanitation and sewerage
3	Ministry in charge of urban solid waste
4	Ministries in charge of urban planning, environmental protection/ health, finance and economic development, agriculture
5	Service provider for construction of on-site sanitation technologies
6	Service provider for emptying and transport of faecal sludge
7	Service provider for operation and maintenance of treatment infrastructure
8	Market participants practising end-use of faecal sludge end products
9	Service provider for disposal of faecal sludge (sanitary landfill management)
10	External agencies associated with FSM services: e.g. NGOs, academic institutions, donors, private investors, consultants

Main methods adopted for data collection are:

- **Secondary data :** Published and grey literature, government documents, performance reports, DPRs etc

- **Primary data**

  o *Qualitative* data, that can be obtained through, for example:

    - **Key Informant Interviews (KIIs)** – either conducted in person or remotely managed. Key informants may include community leaders and people in charge of different aspects of sanitation in the city

    - **Observation of service provision and facilities** through the sanitation service chain

    - **Focus Group Discussions** (FGDs) with community representatives or service providers

Questions and data collection methods to analyse the range of sanitation service chain

	System type	Containment	Emptying	Transport	Treatment	End-use/disposal	Possible sources of information
System technologies and methods used in the city	Off-site sanitation: Wastewater direct to sewer (centralised)						
	Off-site sanitation: Wastewater direct to sewer (decentralised)						
	On-site sanitation: Excreta contained on-site						
	On-site sanitation: Excreta not contained on-site						
	Open defecation						

Ask the Question What?!

Versions of SFD Report

```
                    ┌─────────────────┐
                    │   Levels of     │
                    │   SFD Report    │
                    └─────────────────┘
              ┌──────────────┼──────────────┐
    ┌─────────────┐  ┌─────────────┐  ┌─────────────┐
    │ Initial SFD │  │ Intermittent│  │Comprehensive│
    │             │  │    SFD      │  │    SFD      │
    └─────────────┘  └─────────────┘  └─────────────┘
```

SFD Report that can be produced differ on the basis of four main criteria:

1. The resources required,

2. The extent of data collected,

3. The extent of stakeholder engagement and

4. The depth of data analysis

Data requirements and recommendations for different types of SFD Report

Enabling environment to service delivery	Data collected at all stages of the service chain: containment to end-use or disposal	Possible sources of data (primary and secondary)	Initial	Intermediate	Comprehensive
Policy, legislation and regulation	**Policy:** To what extent is provision of sanitation services enabled by appropriate, acknowledged and available policy documents (National/Local or both)?	Policy documentation	✔	✔	✔
	Institutional roles: To what extent are the institutional roles and responsibilities for sanitation service delivery clearly defined and operationalized?	Policy / strategy documents	✔	✔	✔
		Existing reports	✔	✔	✔
		KIIs with lead institutions	If collected	If collected	✔
	Service provision: To what extent do the policy, legislative and regulatory framework enable investment and involvement in sanitation services by appropriate service providers (public or private)?	Policy / strategy documents	✔	✔	✔
		Existing reports	✔	✔	✔
		KIIs with public and private institutions	If collected	If collected	✔
	Standards: To what extent are norms and standards for each part of the sanitation service chain systematically monitored and reported?	Existing reports	✔	✔	✔
		KIIs with lead institutions	If collected	If collected	✔
Planning	**Targets:** To what extent are there service targets for each part of the sanitation service chain in the city development plan, or a national development plan that is being adopted at the city level?	City/national development plans	✘	Include if data is collected	✔
		KIIs with city authorities			✔
	Investment: How much was invested in sanitation services in the last investment plan and how much has been incorporated into the next approved investment plan? What has been achieved as a result of the last level of investment (including investing in human resources, Technical Assistance, etc. as well as infrastructure)?	City investment plans	✘	Include if data is collected	✔
		Investment plans of donors, private sector, etc.			✔
		KIIs with lead institutions			✔
Equity	**Choice:** To what extent is there a range of affordable, appropriate, safe and adaptable technologies for sanitation services available to meet the needs of the urban poor?	KIIs with lead institutions	✘	Include if data is collected	✔
		Observations			✔

Templates

www.sfd.susana.org

Improving understanding of urban sanitation

SFDs are a new way of visualizing excreta management in cities and towns
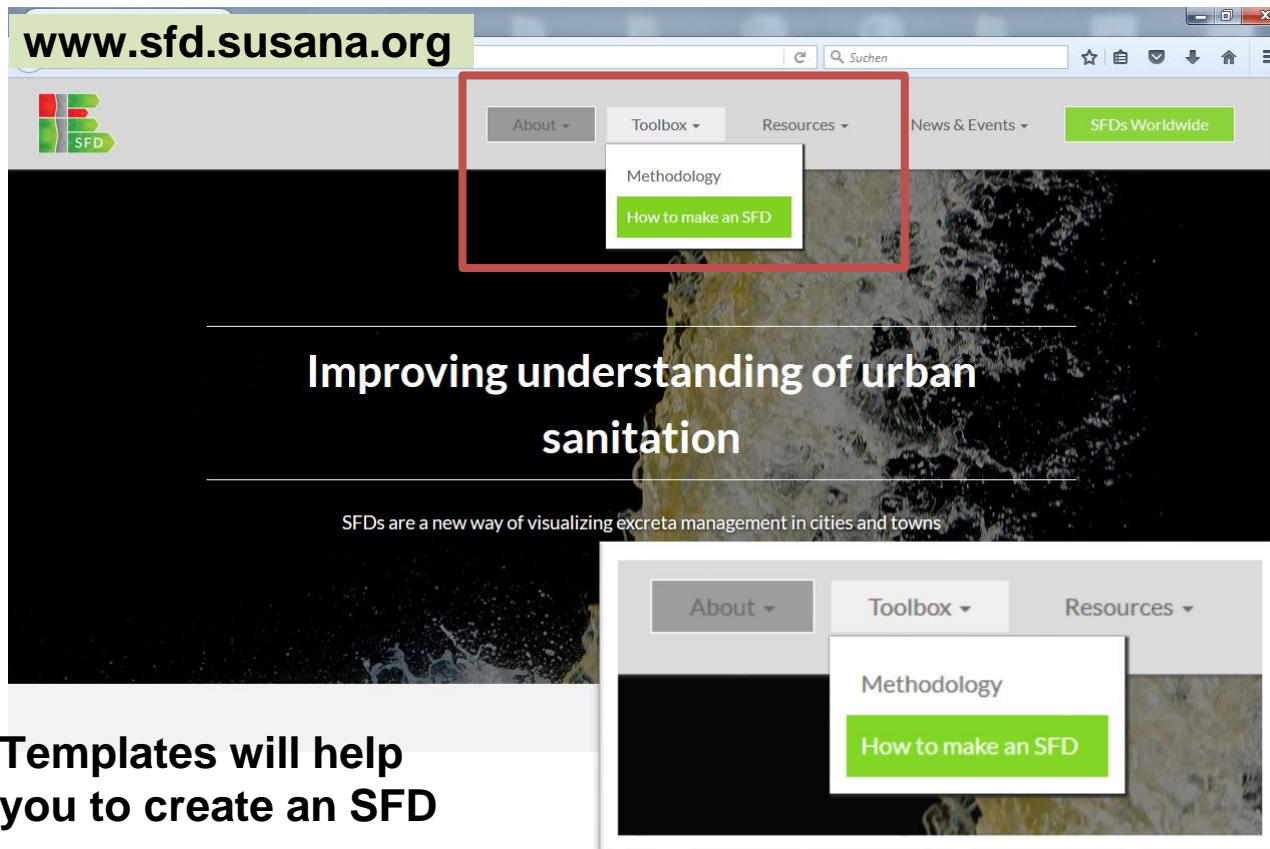
Templates will help you to create an SFD

Templates for SFD production

Template for the SFD-Report (Draft)

SFD Master Diagram (Draft)

Stakeholder Tracking Tool (Draft)
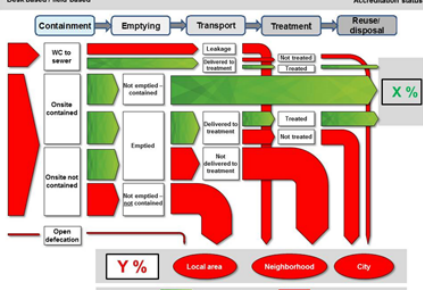
Report template (doc)

- Cover Page
  - provides the 'formal' frame of the report

- Executive Summary
  - presents the key outcomes of the assessment on 4 pages
  - is not a stand-alone component

- Main Part: Detailed report
  - includes all information collected in the process
  - should not be longer than 20 pages

- Appendix
  - provides additional details (Stakeholder, SFD Diagram, QAQC)

Front pages

Shit-Flow-Diagram

City Name
Country

Status (Final / Draft) Report

Chosen Level

This SFD Report was created through field-based research by organization name.

Date of production:
Last update:

Information on dates
(production, last update)

SFD Report City, Country, 2015
Produced by:
Authors' names

Information on author(s)
and organisation

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The tools and methods for SFD production were developed by the SFD Promotion Initiative and are available from: www.sfd.susana.org. All SFD materials are freely available following the open-source concept for capacity development and non-profit use, so long as proper acknowledgement of the source is made when used. Users should always give credit in citations to the original author, source and copyright holder.

Executive Summary

Content:
The Diagram | Diagram information | General city information
Service delivery content | Service outcomes | Overview of stakeholders
Credibility of data | Process of the SFD developement | List of data sources

Detailed report

Table of Content

Table of Content

1. City context

2. Service delivery context description / analysis

3. Service Outcomes

4. Stakeholder Engagement

5. Acknowledgements

6. References

Template for Diagram (png)

Stakeholder Tracking

o Tracking of engagement

- Date of Engagement

- Purpose of Engagement

- Summary of outcomes

SFD Promotion Initiative

sustainable
sanitation
alliance

gíz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

On behalf of

Federal Ministry
for Economic Cooperation
and Development

UNIVERSITY OF LEEDS

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Water

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sanitation program

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