

Data Collection Guide for Communities

A Guide To Community-led
Data Collection For Informal
Settlements

**WHAT YOU COUNT,
COUNTS**



SA **sdi.** Alliance



This manual provides a basic overview of how to conduct a community-led data collection exercise.

We will explain and define how to profile, enumerate, and map informal settlements and demonstrate the purpose of conducting data following this procedure.

Who is the South African SDI Alliance?

The SA SDI Alliance is the South African affiliate of Slum Dwellers International (SDI), a global movement of slum / informal settlement dwellers comprised of national federations of the urban poor in over 20 countries across Africa, Asia, and Latin America.

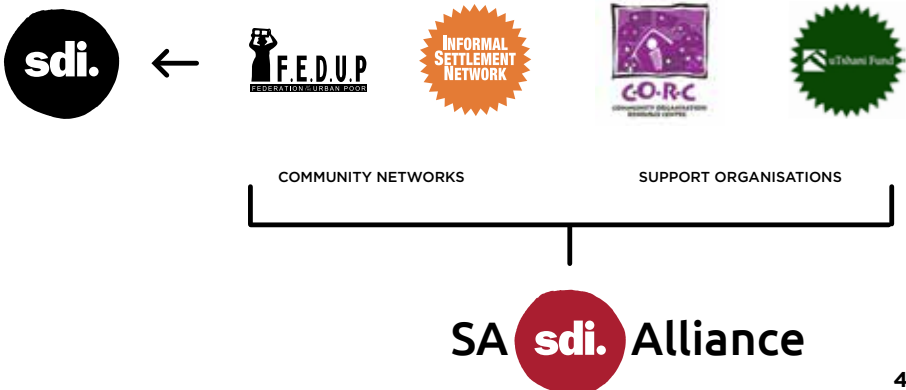
The SA SDI Alliance is made up of four partner organizations:

FEDUP is a women’s-led, member-based social movement that organises through savings collectives and community organising practices associated with Slum Dwellers International (SDI).

ISN is a citywide network of poor communities who use settlement-level data to collaborate around issues of concern.

CORC is a non-profit organisation that supports the social, strategic and administrative practices of FEDUP and ISN.

uTshani Fund is a formal bridging finance institution that manages the urban poor fund on behalf of FEDUP.





What are we talking about?

Abbreviations:

CBO	Community Based Organization
CUFF	Community Upgrading Financing Facility
GIS	Geographic Information Systems
GPS	Global Positioning System
ISSP	Informal Settlement Support Plan
NGO	Non-Governmental Organisation
PSC	Project Steering Committee

Terms used in this manual & what we mean by them:

Household enumeration: Community-driven census that generates a detailed, household-level socio-economic and demographic profile of the community.

Fieldwork supervisor: The person responsible for overseeing the work being done in the field, also provides guidance to the team in the field.

Household: A group of people under one structure sharing one common area. If the structure is divided and a different door is used to enter the next area and the common area is not shared, then that can be considered a different household.

Mobilisation: This involves organising, getting buy-in and support from communities on the community-led data collection process and developing a shared vision.

Participatory mapping: The creation of maps by local communities – often with the involvement of supporting organisations including governments, NGOs or other actors engaged in development or land-related planning.

Informal settlement profile: Collection of community data through focus group discussions, guided by a standard questionnaire.

Boundary and service mapping: GPS mapping of the settlement boundaries, as perceived by the community, as well as availability and functionality of services within the community.



How do we organise ourselves?

Our community organising tools include:

- **Community based savings** - Savings is at the heart of community mobilisation. Through daily interactions, and weekly community gatherings, savings group members identify issues in the settlement, creating a sense of shared identity for the women of urban poor communities.
- **Learning exchanges** - Through exchanges, communities learn from each other, share successes and failures in projects, give and receive advice on engaging government, share in work and life experiences, and exchange tactics and plans.
- **Community-led data collection** - Household-level enumerations, profiling and mapping create space for communities to identify developmental priorities, organize leadership, expose and mediate grievances, and come together for future planning.



Why do we enumerate?

Value and purpose of community-led data collection

- Community-led data collection supports communities to identify developmental priorities, organize leadership, expose and mediate challenges in the community, and come together for future planning.
- Data collection empowers communities to negotiate with government to make sure their needs are met in upgrading plans and development. When communities own the information they have collected about themselves, they are included as central role players in the decisions that affect their lives.



How do we do it?

Informal settlement profile

Collection of community data through focus group discussions, guided by a standard questionnaire.

Household enumeration

Community-driven census that generates a detailed, household-level socio-economic and demographic profile of the community.



Boundary and service mapping

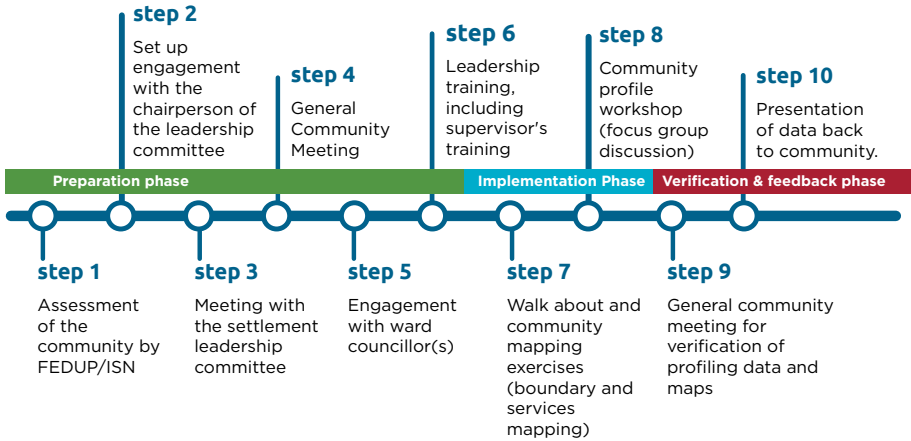
GPS mapping of the settlement boundaries, as perceived by the community, as well as availability and functionality of services within the community.



Tell me how to profile
my settlement!



Well, it goes something like this:



To be more specific...

We start with the Preparation Phase, including our Stakeholder Engagement Strategy

The SA SDI Alliance uses the “triple C” approach to stakeholder engagement: Community, Councillor and Community leadership. The community-led data collection process must include consultation with all community stakeholders as a necessary first step to the data-collection process. This supports a deep participatory approach on the ground, ensuring that key community stakeholders are well informed about the process and that community members can participate in the collection of their own data.

Step 1: Assessment of the community by FEDUP/ISN

Step 2: Set up engagement with the chairperson of the leadership committee

Step 3: Meeting with the settlement leadership committee

Step 4: Community general meeting

Step 5: Engagement with the ward councilor.

Next comes implementation...

The implementation of the informal settlement profile includes:

1. The collection of qualitative data through the **focus group discussion, guided by the profiling questionnaire**. The profiling team must make sure to include a mix of community members, including men, women, youth, residents with a long history in the settlement, community leadership, religious leaders and other civil society representatives from across the settlement.
2. **Mapping of settlement boundaries and basic services**: This involves a walkabout in which the settlement boundaries as perceived by the community and basic services, such as water taps, toilets, shops, churches, clinics, creches, and political offices are mapped using GPS devices.

Then verification:

- Profiling data and the boundary and services maps are presented back to the community in a full community forum, including as many community members and representatives as possible.
- This can be done using a poster that includes the maps and key data points from the questionnaire.
- During this forum, the community will give feedback on the information presented, informing the profiling team if anything has been misrepresented or omitted.
- It is usually during this conversation that the need for an enumeration would be identified.

And finally feedback:

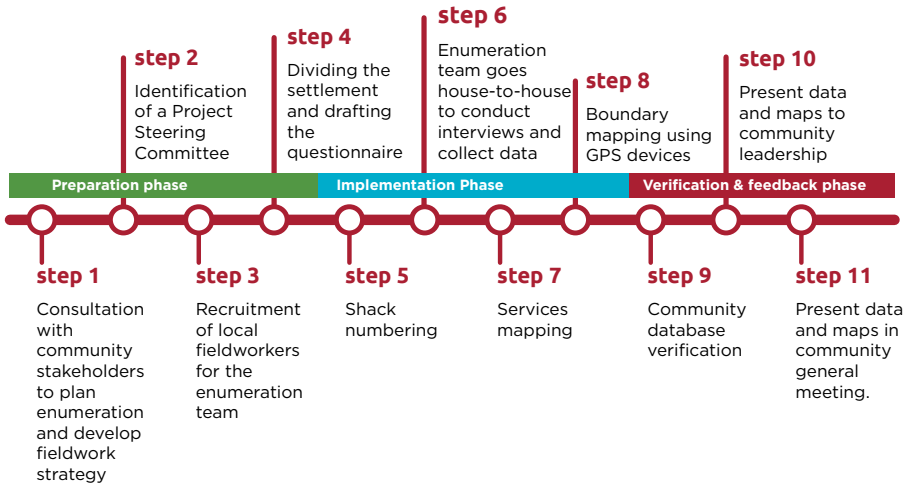
- Using desktop analysis tools, the data support team drafts a final profiling report, digital settlement maps, and final data sets to be handed back to the community for their use in negotiations and other engagements with development and planning stakeholders.
- This way the community can make sure that they own the data, and use it to drive their upgrading needs!
- Often, more detailed data is needed to do the kind of planning the community wants. If that is the case, they will make a decision to do an enumeration. We'll talk more about that in the next section.



So what about an
enumeration?



For that one, we do this:



To be more specific...

We start with the **Preparation Phase**, which ensures that the entire community is aware of the data collection exercise and understands the details of why it is being rolled out and by whom. This initial phase begins with the convening of **community general meetings**, followed by the identification and **training of local enumeration team**.

Step 1: Consultation with community stakeholders

Step 2: Identification of a Project Steering Committee (PSC)

Step 3: Recruiting and training an enumeration team

Step 4: Drafting the questionnaire

Step 5: Dividing the settlement



Next comes implementation...

This phase includes household data collection, shack numbering, services mapping, and GIS mapping of the settlement boundaries as identified by the community. This is followed by data registration and the preparation of household and community data for verification.

Data collection

- Administer house to house questionnaires using electronic tablets
- Create a household database for the settlement

Services mapping: Mapping of basic services and amenities using GPS devices.

GIS mapping using GPS devices

- Number all structures and indicate existing and new structures on field maps
- Map the settlement boundary identified by settlement leadership

Then verification:

- The Verification Phase ensures that the data is free of human error and verified with the community, ensuring its reliability with external stakeholders. Throughout the data collection process, a record should be kept of any disputes or issues requiring clarification or adjudication.

- Data outcomes are displayed publicly within the settlement, i.e. a poster displayed in a community hall. Following this, household data verification forms are given to all households, offering an opportunity to verify household data.
- Next, a general community meeting should be held to discuss the data outcomes and rectify any data disputes.

And finally feedback:

- Using desktop analysis tools, the data support team will then draft a final enumeration report, digital settlement maps, and final data sets to be handed back to the community for their use in negotiations and other engagements with development and planning stakeholders.
- This way we can make sure that we own the data, and use it to drive our own upgrading needs!





So what tools do we
need for this?

Well, you'll need:

- GPS devices
- Electronic tablets
- Data collection software, such as Kobo Collect
- ArcGIS Software: ArcGIS is a geographic information system (GIS) for creating and using maps, compiling geographic data, analysing mapped information, and managing geographic information in a database.
- Hard copy of the profiling or enumeration questionnaires
- Spray paint, for use in house numbering exercise
- Record books



Note

- This manual was prepared mainly to provide guidance to SA-SDI Alliance and its partners participating in community led housing and developmental initiatives. It provides guidelines to anyone interested in conducting community-led data collection exercises.
- This manual provides basic procedures followed when conducting a community led data collection in informal settlements. Steps outlined may not be applicable to all settlements since each settlement is different.
- Please contact us if you need support or have questions:
info@corc.co.za





sasdialliance.org.za



South African SDI Alliance



@SASDIAlliance



vimeo.com/sasdialliance



info@corc.co.za



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