



toolkit

draft/idea collection/work in progress



SoRi II

Toolkit

You may ask yourself:

1. Why do I need a toolkit?
2. What do I get out of it?
3. How can I work with it

Here you will find the answers.

toolkit

briefly explained

01 purpose

Why a toolkit? Because...

...every project, in every country has its own characteristics. Until now, new approaches have been developed for each project, whereby similar methods are used differently. This increases the effort and complicates comparability. The toolkit should take up as many characteristics as possible, generalize them and thus be universally and broadly applicable. The toolkit can serve as a framework for the identification and description of LNOB across countries and projects.

02 your benefit

How it might help you

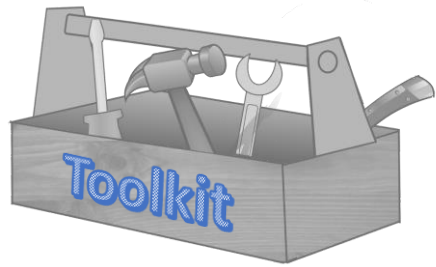
The toolkit is designed to relieve you of work and enable you to work more efficiently on projects. Complex methodical work is reduced. Even non-professionals will be able to collect data on LNOB more easily. Your work becomes comparable with others and vice versa. This increases the level of knowledge of all actors. The toolkit consists of several modules that can simultaneously serve as knowledge base and practical guide.

03 flexible

Future-proof and expandable

The toolkit offers several flexibilities. On the one hand, it can be used on different spatial levels. It can be used from very small-scale to national projects. It is also applicable to different LNOB groups. On the other hand, the toolkit is easy to set up and can therefore be simply expanded in the future with tools, tool evaluations, question blocks and addressees. Project specific modifications of tools and questions are not only possible but probably required in many projects.

toolkit Modules



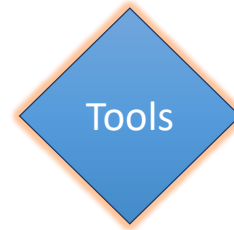
Multiple Features

The **toolkit** offers you **several modules** that you can use individually or in combination. The individual elements are stored and available in several files.

SoRI II

Project
Context

Bring in your
specific needs,
ideas &
experience



Tool Selector

Tool Description

Use the interactive Tool Selector & Tool Description to filter and choose your perfect tool; iterate with your project context and other modules

Practical guide

Knowledge base



Approaches

Get ideas of possible sampling approaches for your chosen tool



Indicators

Sources

Learn about existing SDG indicators & get inspiration from existing and proven sources

Knowledge base

Use KoBo
Toolbox
to apply
multiple tools &
question blocks

KoBoToolbox

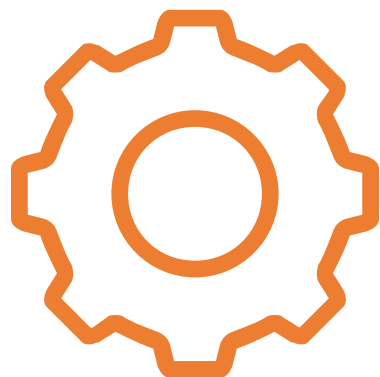


Question blocks

Use a selection of pre-designed question blocks as a starting point for your data collection

Practical guide

Toolkit



complexity

Projects can be wonderfully diverse. They take place in different countries, address different target areas and groups, are equipped with different resources, etc. The **toolkit takes this complexity into account** as much as possible. But it cannot overcome them all!

toolkit details

Project context





Your Context

It is all about

- Your needs, your ideas
- Your experience and skills
- your goals and expectations

What you need can differ because of

- Different countries and cultures
- Different paths you want to follow
- Different target groups you are aiming at
- Different resources available

project map



● North Macedonia

Population: 2.08 million
Area: 25,713 km²
Municipalities: 81

● Bosnia and Herzegovina

Population: 3.50 million*
Area: 51,209 km²
Municipalities: 143

● Albania

Population: 2.86 million
Area: 28,748 km²
Municipalities: 61

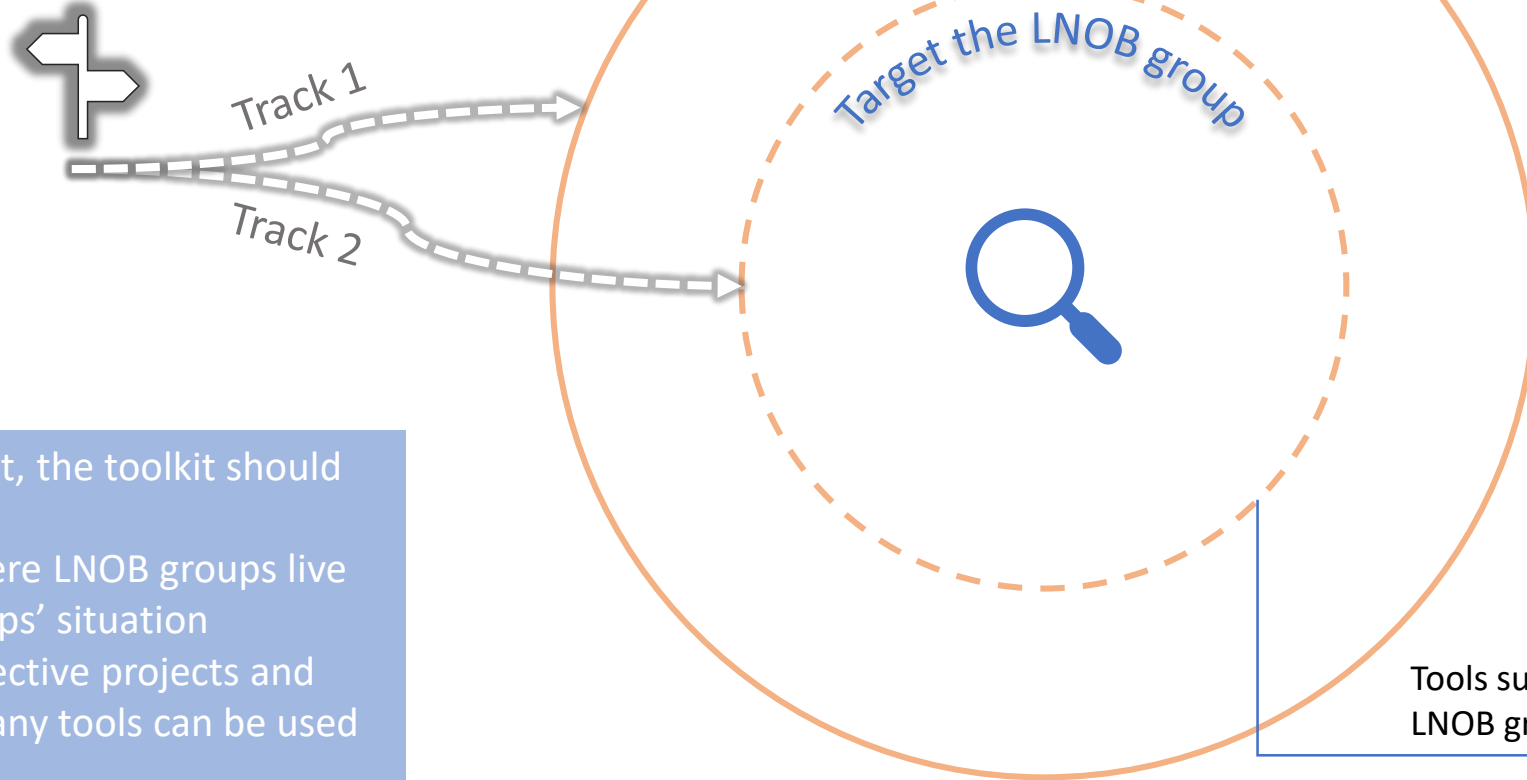
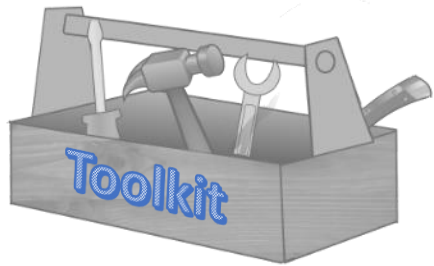
● Serbia

Population: 6.96 million
Area: 77,474 km²
Municipalities: 145

● Kosovo

Population: 1.86 million
Area: 10,877 km²
Municipalities: 34

target group and area



- Within the SoRill project, the toolkit should allow for:
 - identify areas where LNOB groups live
 - Assess LNOB groups' situation
- Depending on the respective projects and their characteristics, many tools can be used for both ways/tracks

Tools help to identify areas where LNOB groups live

Tools support assessment of LNOB groups' situation

toolkit layer

Country ↑

Serbia



Kosovo



North Macedonia



Bosnia and Herzegovina



Albania



Stakeholders

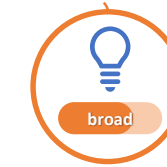
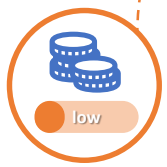
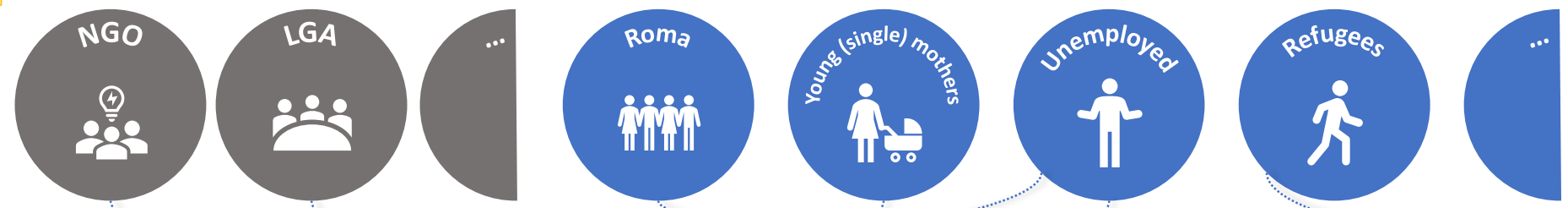
LNOB

Tool addressee ↑

Addressee/
LNOB detail ↑

Tools ↑

Tool Properties ↓



Costs

Corona suitable

Type of data

Knowledge gain

Frequency

Costs

Corona suitable

Type of data

Knowledge gain

Frequency

Interactive Toolkit Selector

1. Make your choice

Select the desired properties in the filters on the right to see which tools come into question.

functionality requires Office 2016 or newer

2. See the Tools available for your selection

Tool Selector

	Costs	Corona Suitability	Kobo Suitability	Type of data	Knowledge gain	Frequency	Description
Survey (face-to-face)	high		Tool can be implemented/used in Kobo	quantitative	broad	frequently	Classic on-site
One interview	medium		Tool can be implemented/used in Kobo	quantitative	broad	frequently	Useful tool to cover
Survey	low		Tool can be implemented/used in Kobo	quantitative	broad	frequently	Useful tool to cover many
Survey	medium	high	Tool cannot be implemented/used in Kobo	quantitative	broad	frequently	Useful tool to cover many
Group	medium	low	Tool can be implemented/used in Kobo	qualitative	specific	occasionally	Classic approach to cover
Mapping	low		Tool cannot be implemented/used in Kobo	qualitative	specific	occasionally	Enables a broad overview
Participant observation	low		Tool can be implemented/used in Kobo	qualitative	specific	occasionally	Ask respondents for
Participant observation/Mapping	low	low	Tool cannot be implemented/used in Kobo	qualitative	specific	frequently	Focus is on
Secondary Data Analyses	low	high	Tool cannot be implemented/used in Kobo	quantitative	broad	frequently	A tool to

To make it easier to select the best tool for your project

- there is an interactive tool selector available
- You can use the pros and cons on previous slides + Short description in the Excel File
- Consult the toolkit knowledge base

Interactive Tool Selector

How to use

- Use Excel 2016 or newer to use Interactive Tool Selector
- Select the desired properties in the filters
 - use Filter cards or
 - classical Auto-Filter to do so
- See/use the tools that remain according to your selection

Interactive Toolkit Selector

1. Make your choice

Select the desired properties in the filters on the right to see which tools come into question.

functionality requires Office 2016 or newer

Costs

high

low

medium

Corona Suitability

high

low

medium

KoBo Suitability

Tool can be implemen...

Tool cannot be imple...

Type of data

qualitative

quantitative

Knowledge gain

broad

specific

Frequency

frequently

occasionally

click to select

click to allow multiple selections

click to deselect

2. See the Tools available for your selection

Tool	Costs	Corona Suitability	KoBo Suitability	Type of data	Knowledge gain	Frequency	Description
On-Site Survey (face-to-face)	high	low	Tool can be implemented/used in KoBo	quantitative	broad	frequently	Classic on-site interview that allows for personal contact and detailed questioning
Telephone Interview	medium	high	Tool can be implemented/used in KoBo	quantitative	broad	frequently	Useful tool to cover many respondents in a short period of time, allows for many questions but not as extensive and personal as on-site surveys
Online Survey	low	high	Tool can be implemented/used in KoBo	quantitative	broad	frequently	Useful tool to cover many respondents in a short period of time, allows for many questions, gives respondents time to think quietly about their answers; minimizes data collection errors
Postal Survey	medium	high	Tool cannot be implemented/used in KoBo	quantitative	broad	frequently	Classic approach to cover non-digital target groups, allows for detailed questioning
Focus Group	medium	low	Tool can be implemented/used in KoBo	qualitative	specific	occasionally	Enables a broad overview and deep insights at the same time; if required a discussion among the respondents might lead to further insights
Mental Mapping	low	medium	Tool cannot be implemented/used in KoBo	qualitative	specific	occasionally	Ask respondents/locals/target group individuals to let them describe their surroundings/neighbourhoods etc.; deep insights in subjective perception
(Non) Participant observation	low	medium	Tool can be implemented/used in KoBo	qualitative	specific	occasionally	Focus is clearly on behaviour and interaction, e.g. what do people do and say in places of social support
Inspection/Mapping	low	low	Tool cannot be implemented/used in KoBo	qualitative	specific	frequently	A tool that allows to create an overview of the current infrastructure situation, e.g. availability and quality of public space; condition of the houses etc.
Secondary Data Analyses	low	high	Tool cannot be implemented/used in KoBo	quantitative	broad	frequently	Usage of existing data might be a good starting point in many cases, but often data availability is insufficient on a larger scale (i.e. county or even street level)



Sampling

knowledge

Adequate survey sampling might be a challenge. But:

- You can do it!
- You can find some guidance in the toolkit
- You can try to find additional expertise

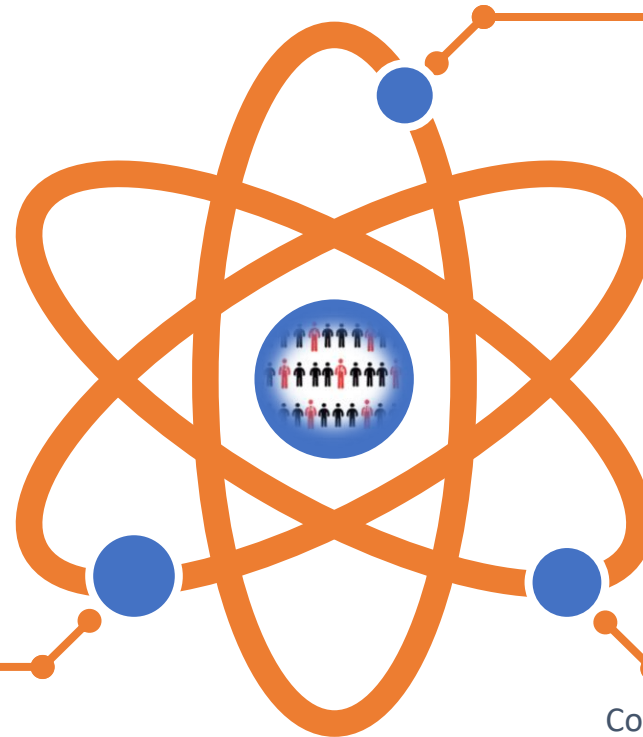
Sampling

General Remarks

Sampling of populations is the fundamental basis of almost any sample survey. The sampling procedure and the information obtained from a sample is often the data basis of social mapping projects and the basis for political decisions. It makes planning and decision-making more evidence based.

Don't get lost. Taking samples can be a demanding task. It is complex. Use the experience of trained experts and/or read the paper that is part of this toolkit to familiarize yourself with important aspects.

use **guidance**



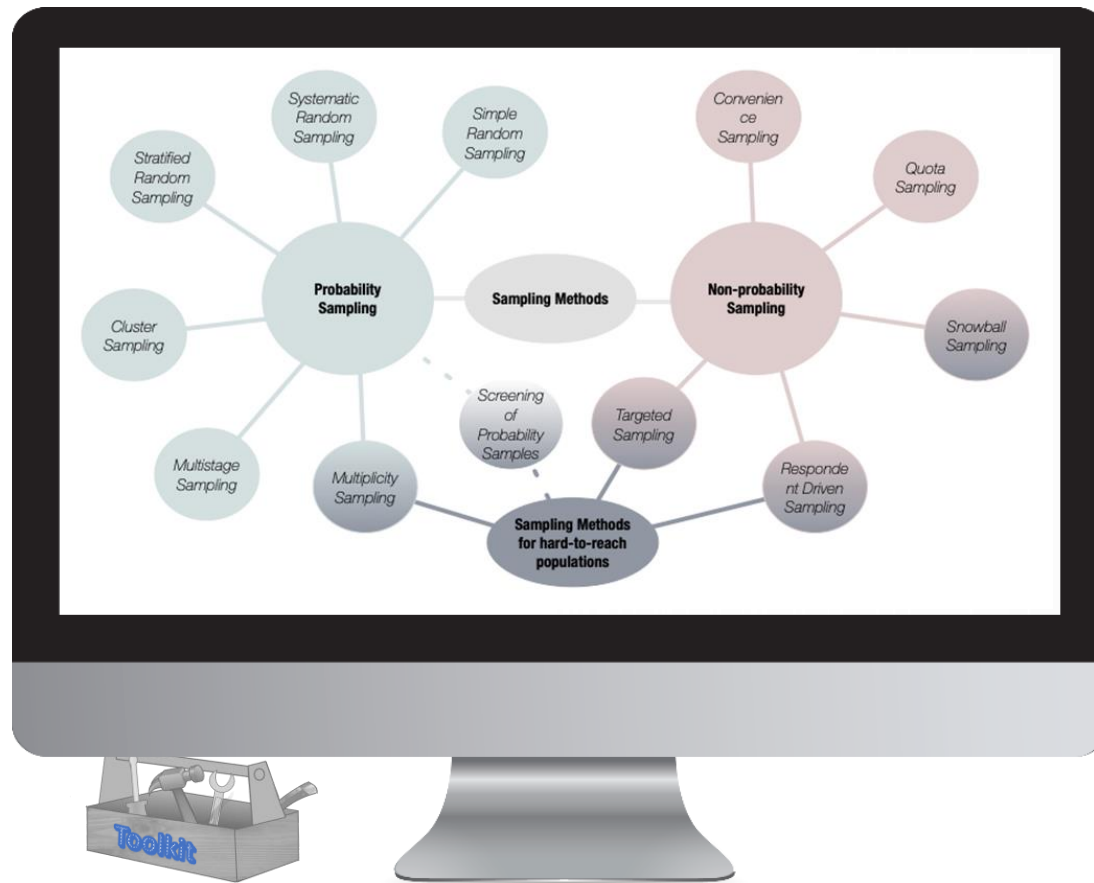
make it **count**

Representativeness is a good thing. If you achieve it, great. Though, other techniques of sampling that cannot claim representativeness also have their place and can lead to valuable results.

respect the **law**

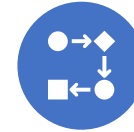
Comply with binding laws on data protection and data handling. Collect only data that is needed ("data economy")

Sampling in the toolkit



Design data sampling

The toolkit provides you with a short introduction to sampling and the link to the other modules.



Sampling Process Steps

Learn about the different components of the survey process that can run in parallel and be iterative.



Techniques of Sampling

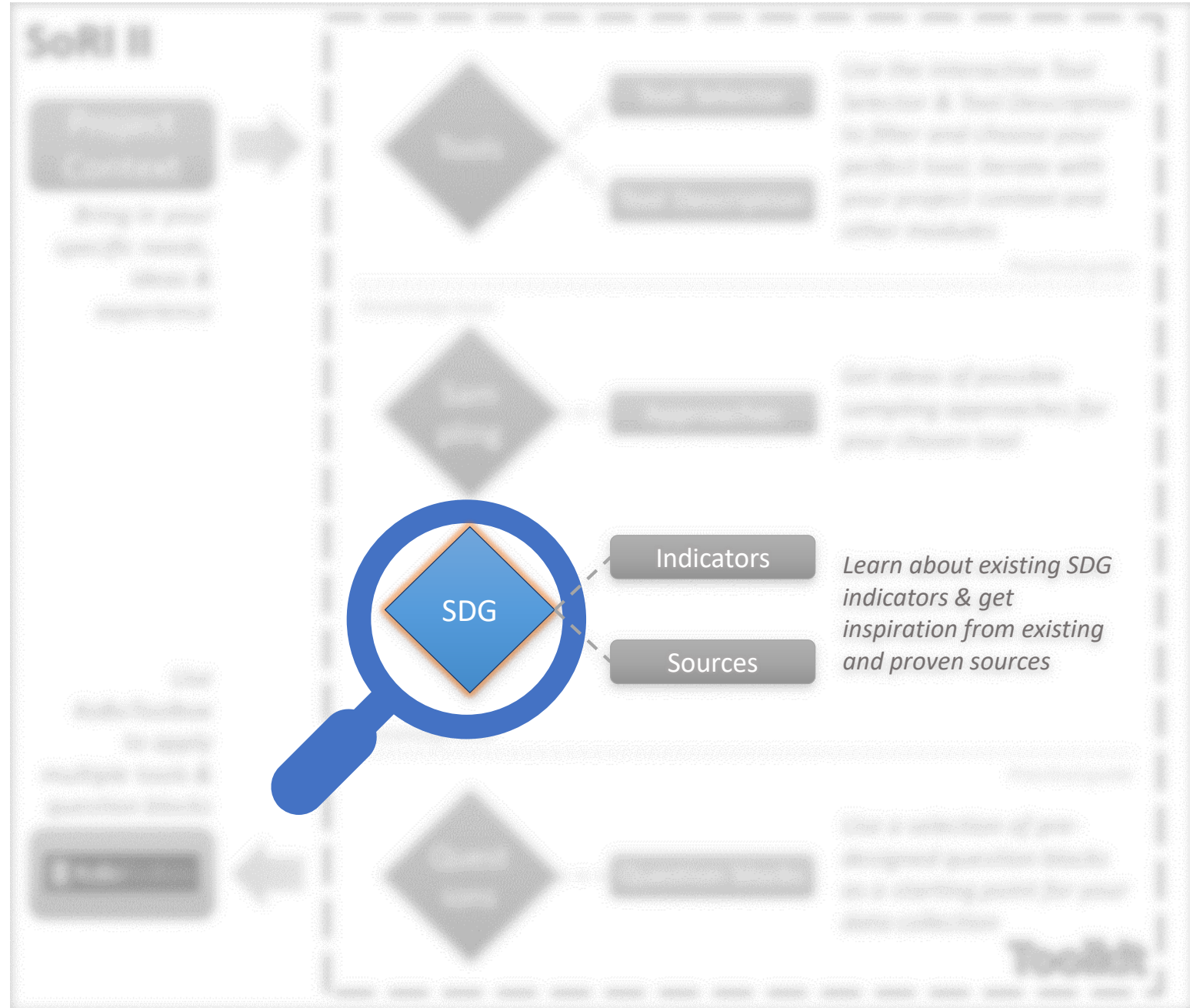
Get an idea of probability and non-probability sampling, the corresponding techniques and their advantages and disadvantages.



Literature

If you need further advice, you will find some hints for further reading in the document.

SDG





SDG

knowledge

It is almost impossible to connect LNOB questions directly to the SDG.

Yet, it is wise and to some extent necessary to keep an eye on the SDG when working on LNOB and social mapping.

SDG Indicators & Sources



17 indicators

With hundreds of sub-indicators to measure success and failure on the way to the goals of the Agenda 2030



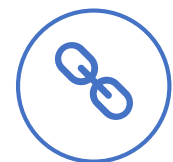
get an overview

Within the toolkit there is an overview of existing indicators that can help you with the project perspective

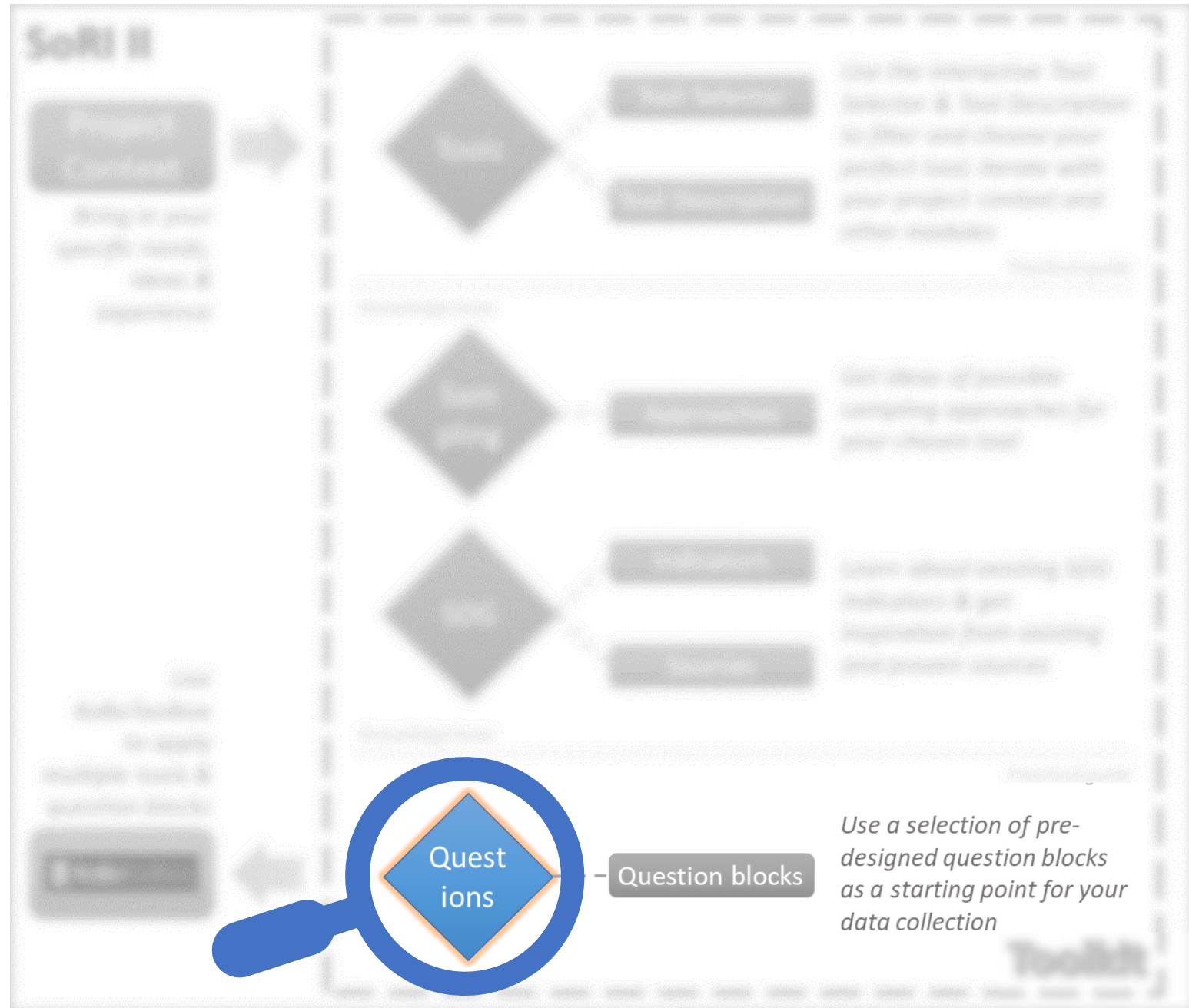


Sources for deepening

The toolkit comes with a selection of links that can lead you to further sources of inspiration and information.



Questions





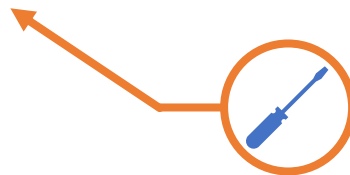
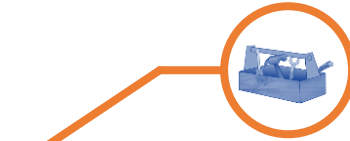
Questions

& Questionnaires

The toolkit offers you a wealth of social mapping questions in the field of LNOB.

Choose the questions you need and create your own survey that suit your needs.

Questions in the toolkit



Use toolkit questions

Build on a prefabricated set of questions. This helps to make different projects and their data output comparable. For all five LNOB factors, the toolkit provides questions to choose from. Questions are also available in KoBo Toolbox.

Develop your own questions

Even if the toolkit addresses different LNOB factors, it is never possible to integrate all possible and project-relevant questions in advance. Use the knowledge base of the toolkit as a possible starting point. Add more of your own questions if you need them.

Modify if necessary

The prefabricated set of questions is oriented on a face-to-face interview setting. Of course, when using other tools in the toolkit, it may be necessary to modify and reformulate the questions, e.g. to adapt them to a focus group situation or an online survey.

KoBo Toolbox





The toolkit offers a link to KoBo Toolbox.

- The tools have been assigned whether or not they can be transferred (to a certain extent) to the digital survey tool "KoBo Toolbox".
- Questions of the toolkit have been stored in the KoBo Toolbox library to allow easy access and use.

KoBo Toolbox

Question Library (Work in progress)

Library

- ✓ Use existing question library of SoRi II
- ✓ Find Questions for five Factors and Basic Information

Questions

- ✓ More than 200 questions
- ✓ Answer Categories included
- ✓ Select what you need

Questionnaire

- ✓ Combine questions that meet your project requirements
- ✓ Save and publish your projects for fellow colleagues to use your questionnaires and create comparable data output and results